

CITY COUNCIL MEETING AGENDA



City of Lake Stevens Vision Statement

We are a thriving community that promotes a vibrant economy, preserves natural beauty, and supports an exceptional quality of life for all.

February 8, 2024 - 4:00 PM

The Bellwether Hotel, 1 Bellwether Way, Bellingham, WA

98225, <https://hotelbellwether.com>

The public is invited to attend and observe; public input will not be taken.

- 1. 4:00 p.m. Welcome and Appetizers**
- 2. 5:00 p.m. Dinner**
- 3. 6:00 p.m. Opening Remarks**
- 4. 6:15 p.m. Ice Breaker**
- 5. Discussion Items**
 - A. Recap of 2023 Council Retreat Takeaways Gene Brazel
 - B. Recap of 2023 Executive Retreat Gene Brazel
 - C. Celebrate 2023 Successes Gene Brazel
- 6. Review of Tomorrow's Agenda**
- 7. Closing Words and 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.

	2023 Council Retreat Takeaways Tracker	
Title	Topic Information	February 2024 Update
Council Procedures	Incorporate changes requested from Council at the retreat	Complete
Revenue Sources	Have Lance Holman from Holman Capital present to Council	Complete-Will come back out to discuss TBP
Gateway signs	Who will take care of the gateway signs	In Progress
Council Break	Council Break, July 12 - August 15? Bring recommendation back to Council.	Complete
Board and Commission/Volunteers	Organize recognition of the City volunteers	Pending-2024 being worked on in partnership with ACE Committee
Old Library		Complete, discussed during the City Hall location
Lake Stevens Industrial Center	Follow-up on other uses for the industrial park verses just industrial	In Progress-Consultant Phase
91st Avenue NE Streetscape	Get property owners involved ASAP, get ROI from other cities visited, 91st St	In Progress-Hosted public meetings
Vision Statement	Bring 2 members from the community group to finalize V Statement(Anji and Marcus, Russ & Anya to be on committee)	Vision Statement Complete-Mission Statement in Progress
Public Records Requests	Generate a report from Next Request to calculate staff hours	Complete
Website	Link to the Emergency Management Site/PUD	In Progress-Need to insert link on website
Human Services	Continue to keep an eye on social services and who and how many people are receiving services in Lake Stevens	In Progress-Ongoing process
Fireworks	New Years, No Fireworks signs (Should we shut the Gates?)	In Progress-Will Discuss 2024
Sound walls	Can we get paint from WSDOT for sound wall, vegetation growth on wall	Ongoing

2023 Executive Staff Retreat OverView

Follow Up Item	Year Item was Identified	Status
Power DMS Sub Committee(Lexipol?). See PowerDMS Subcommittee tab.	2023	In Process
2 item requests for new City Hall List	2023	Done
State of the City Update/Multi Media	2023	In Process
ZenCity SOP /Landing Page Development	2023	In Process
IT Travel Kit	2023	In Process
City Hall Folder(Pictures/Ideas/Brainstorming)	2023	Done
City Hall Meeting-Subcommitees	2023	In Process
Contracts-Public and Accessible	2023	Starting in 2024
Future of Executive Staff Meetings-Special Topic?	2023	Done
Weeks Wrap Up-Meaningful or not?	2023	In Process
Data Governance Meeting	2023	In Process
Lori to combine the lists of 2022 and 2023 :) and the Parking lot too	2023	Done
Data Management Storage (Policy, business processes, email process for Barricuda, training, compliance center, item from 2022)	2022	Ongoing
Create onboarding template (memo, fonts, etc.)	2022	Ongoing
Create email ettiquetter guidelines(don't say thank you)	2022	In Process
Create/adopt correspondence guidelines and create task force	2022	Not Yet Started
Revamp powerpoint templates	2022	Not Yet Started
Sewer assumption - make sure they feel that they are part of the team. What does rebranding look like	2022	In Process
Lake Stevens Polos-use at events or give at onboarding	2022	In Process
Recognition Video-quick video updates (interview staff, mayor, share and celebrate)	2022	Not Yet Started
(ride alongs on fridays) Look into local AV at Snoisle, high school or EVCC	2022	Not Yet Started
Contact Weaver(Chief has contact) for social media training	2022	Not Yet Started
What's the O/M cost of the new community center?	2022	N/A
APWA and December Target	2023	In Process
Policy Manager / Policy Dept	2023	In Process

Wellness: Well City Leadership Focus/Support	2023	Done
City-wide Charter(Strategic Plan?)	2023	In Process
Project of Projects Enter Projects Reminder	2023	Done
Process to Approve New Plug Ins, Cloud Platforms and Subscriptions	2023	In Process
Training in NEOGOV for how to use VUEWorks (Service Requests, etc.) and the on-call process. (PowerDMS/NEOGOV merge/update in Q2)	2023	In Process
Jessica Rowe needs to be invovled more. Include her in the bi-weekly project meetings with Capital Project Managers, Gene and the Mayor. Invovle IT early too. Might need other countermeasure(s) for smaller projects.	2023	In Process
Collaboration between Public Works and other departments	2023	In Process
Better cleaning standards (janitorial) / Implement new standard work	2023	In Process
VUEWorks How do I know if my ticket is completed?	2023	In Process
GIS: Need workflow and support. Find better way for QA process. Setup stakeholder meeting with Troy, Aaron, Russ to talk about needs.	2023	In Process
Motorola Video Downloads	2023	In Process
Replacement schedule for equipment	2023	In Process
Mini training sessions for common programs (PowerDMS, SharePoint, Asset Tiger, etc.). Send Troy a list of users for VUEWorks Webinar. Small video tutorials in NEOGOV.	2023	Starting in 2024
New computer for Finance Manager	2023	Not Yet Started
Department Heads: Fill out the spreadsheet with who "owns" or procured each system/ subscription	2023	In Process
Training time for communications w/Public Works. Traffic incident management stuff, etc. - to be done in NEOGOV, who to call when, etc. Feed this information to Training Coordinator (possibility) or work with a SME	2023	Finishing in 2024
More collaboration with staff from PW	2023	In Process
How do we make the PD more inviting to City Staff (civic campus)	2023	In Process
Hold time on non-emergency line - any way to reduce?	2023	Not City-Sno 911
Frontier Heights private vehicles and enforcing parking. Looking to update parking ordinances. Working with TSR Group to evaluate requests across the City. Work with Troy for geo-tracking solution.	2023	In Process
Glossary and links to contracts (PW). Working on a catalog / indexing - will go onto Teams. Intern opportunity or Future FTE Responsibility?	2023	In Process
Need clear priorities. Strategic Planning and POP Dashboard 2024	2023	In Process
Records Management Process and Policy	2023	In Process
What the clerks office does with contracts. What is city-wide process? Roles: Who, does what, might need larger discussion. Will need to be added to POP. Working with Greg to update templates. January 3rd	2023	In Process
Centralized collaboration on Civil Plan Review	2023	In Process

How to improve parkng to reduce complaints (planning, pw). Include PD and FD in parking lot development. Include PD in addressing too. TSR is taking it on.	2023	In Process
NEOGOV Onboarding / Onboarding program	2023	In Process
Review payroll invoices. Updating for benefits. Are forms updated? Will go onto the Finance/HR Collaboration Meeting	2023	In Process
Simplify evaluations. Talked about this at the retreat with the competencies. Table until after strategic planning in 2024	2023	In Process
Council Meeting Prep / Communication	2023	In Process
Communicate better. Include the "Whys" and communicate more with All Staffs. Utilize the weekly wrap-up... get back	2023	In Process
Encourage curiosity and reduce silos.	2023	In Process
Communicate better with IT! Include Vanessa so she can learn the business processes and technical issues.	2023	In Process
Better grant communication to Finance. Include Jessica in Agreements, going after grants, plug her in.	2023	In Process
Description of reason on inoices to pay. Put specific needs in description (like what Sarah does)	2023	In Process
Advance notice for needs - short turn around times are hard. Communication city-wide. More time is helpful.	2023	In Process
Always making sure correct people are at meetings (double check meeting invites)	2023	In Process
Hiring records: Position coming vacant - funding. Reach out to Greg. Worst case, take to Council. Add to 11/14 Council	2023	In Process
Restructure ITD Budget structure (codes). Establish program funding. Finalize programming	2023	In Process
Vessel Dock for PD	2023	In Process
Implement VUEWorks further	2023	In Process