

Report on Department Meetings

Over the past few weeks, the Mayor and I met with each department. The focus of each meeting was to have a conversation about items that would make our staff's jobs easier, safer, more enjoyable, and/or more efficient. Takeaways and suggestions ranged from minor operational tweaks to larger capital expenditures.

The conversations were overall beneficial, and I commend Mayor Mitchell for taking the time to conduct these conversations and offer support where appropriate.

Below are some actionable takeaways from each department meeting that we will be emphasizing moving forward. Those that require additional budgetary approval have been denoted:

City Administration:

- **Community Building:** In general, the team feels that our main facility is in dire need of maintenance and improvements both for presentation to the public and safety.
 - Replace roof on office side of building (*\$150,000 already in budget, a bid packet will be coming to Council*)
 - Construct a secure, temperature-controlled room for storage of records and cease using the upstairs storage (*Budget Amendment Required*)
 - Paint interior of building to achieve a more professional look and brighten space (*Budget Amendment Required*)
 - Make security-related improvements to the facility
- **Workstation Improvements:**
 - Continuation of planned computer replacement strategy
 - Better office chairs (*Can afford in current budget, but would require amendment to cover other office supply purchases throughout fiscal year*)
- **Communication:**
 - Purchase and maintain software to better manage the push communication system

Public Works:

- **Community Building:**
 - Replace roof on office side of building while taking extra care to ensure connection between building sections is sealed to prevent leaks (*\$150,000 already in budget, a bid packet will be coming to Council*)
 - After replacing roof, contract professional ventilation cleaning services to ensure a safe working environment (*Budget Amendment Required*)
- **Brush and Leaf Collection:**
 - Clarify leaf collection procedures and expectations of the public in the process. (*Internal process of community education*)
 - New leaf-collection machine to automate parts of the process (*Capital consideration during budget process*)

- Dedicated Brush Pickup Truck (*Capital consideration during budget process*)
- **Snow and Ice Control:**
 - Purchase backup salt spreader, current unit beginning to reach end of life (*Budget Amendment Required*)
- **Parks and Public Grounds:**
 - Continue replacing wooden chips with rubber mulch at all parks to limit recurring maintenance time required
 - Coordination with Tree Commission to better address new tree planting locations as each new tree makes mowing more difficult
- **Other Notes:**
 - Re-evaluation of custodial responsibilities
 - Residents can help take some of the load off of public works by blowing leaves into woods behind house if applicable
 - Residents can help take some of the load off of public works by maintaining the right of way directly in front of their residence

Police Department:

- **Police Station:** In general, officers feel the station could use some maintenance and improvements for use.
 - Roof replacement needed on the police side of the building (*Budget Amendment Required to go out for bids*)
 - Secure storage space needed for evidence; must be ventilated, climate controlled, and have a controlled access point (*Budget Amendment Required; space limitations at station bring location into question*)
 - General storage needed for the department (*Same as previous item*)
- **Training:**
 - Increase budget for travel expenses to make certain training courses possible (*Budget Amendment Required/Annual Budget Development item*)
- **Other Notes:**
 - Multiple vehicles over 200k miles to be looked at replacing (*Budget Amendment Required*)
 - Officers emphasized a difficulty in recruiting due to certain elements of the employee package. (*Package to be Reviewed by Management*)
 - Review of scheduled work hours.