

**CITY OF LAKE STEVENS  
CITY COUNCIL WORKSHOP MEETING MINUTES**

Tuesday, October 2, 2018

Lake Stevens School District Educational Service Center (Admin. Bldg.)  
12309 22<sup>nd</sup> Street N.E. Lake Stevens

CALL TO ORDER: 7:00 p.m. by Mayor John Spencer

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Kurt Hilt, Gary Petershagen, Todd Welch, Rauchel McDaniel, Marcus Tageant and Brett Gailey

ELECTED OFFICIALS ABSENT: None.

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Human Resources Director Teri Smith, City Clerk Kathy Pugh, Deputy City Clerk Adri Crim, Police Chief John Dyer, Police Commander Ron Brooks, Capital Projects Coordinator Aaron Halverson

OTHERS: Brett Hanson with Mackenzie Engineering

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Mayor Spencer opened the meeting at 7:00 p.m.

**Police Department Design Update:** Police Chief Dyer introduced Brett Hanson, Associate Principal with Mackenzie Engineering.

Mr. Hanson presented a PowerPoint reviewing the conceptual site designs for the new Police Department and responded to Councilmembers' questions. He said the next phase of the project is to start receiving public comment over the next 2-3 weeks with open houses.

Councilmember McDaniel requested a sign be installed designating the location as the "Future home of Lake Stevens Police Department" with dates for all meetings included.

Police Chief Dyer thanked Mackenzie Engineering for how responsive they have been through this process.


**2018 Budget Amendment:** Finance Director Stevens presented a PowerPoint reviewing the 2018 budget amendment including revenue increases and expenditure expenses. She then invited Councilmembers' questions and there were none. Director Stevens said if there are no other changes, the 2018 budget amendment will be brought forward on the October 9, 2018 Council meeting Consent Agenda for approval.

**2019 Budget:** Director Stevens presented a PowerPoint and reviewed the 2019 Budget. She summarized the organizational chart and noted staff would like to move forward with an (FTE) staffing approval process vs actual position approval process. Director Stevens then responded to Councilmembers' questions.

Councilmember Welch asked to postpone discussing changing the staffing approval process to the Council Retreat in January 2019 to allow time for additional review and discussion.

Director Stevens said the 2019 Budget will be presented to the Council at the October 9, 2018 Council Meeting to include further explanation of the revenues and the Capital Projects.

There being no further business the meeting was adjourned at 8:49 p.m.

  
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John Spencer, Mayor

  
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Kathy Pugh, City Clerk