

**CITY OF LAKE STEVENS**  
**CITY COUNCIL WORKSHOP MEETING MINUTES**  
Tuesday, April 2, 2019  
Lake Stevens Fire Station 82 Conference Room  
9811 Chapel Hill Road, Lake Stevens

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

ELECTED OFFICIALS PRESENT: Councilmembers Todd Welch, Kim Daughtry, Gary Petershagen, Kurt Hilt (7:17 p.m.)

ELECTED OFFICIALS ABSENT: Councilmembers Brett Gailey, Rauchel McDaniel, Marcus Tageant

STAFF MEMBERS PRESENT: City Administrator Gene Brazel, Finance Director Barb Stevens, Human Resources Director Teri Smith, Human Resources/Executive Assistant Julie Good, City Clerk Kathy Pugh, Police Chief John Dyer

OTHERS:

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Mayor Spencer called the meeting to order at 7:00 p.m. and requested Chairman Petershagen chair the meeting.

**Employee Handbook:** Human Resources Director Teri Smith distributed a draft Employee Handbook and a list of proposed revisions made since January 2019. Director Smith then reviewed the various proposed revisions including Utilization of Social Media, Clarification of Exempt Employees, Reimbursement of Business Expenses, Workhours, Scheduling, Telecommuting, Overtime, and Employee Recognition, changes to Family/Medical Leave Entitlements, a new Education Incentive, Sick Leave, Holidays and Exempt Employee Leave Time.

Discussion ensued regarding Tuition Reimbursement, with a distinction drawn between education at an approved college, university or technical school, and professional training. (Councilmember Hilt arrived at 7:17 p.m.) Director Smith commented this provision would not apply to represented employees until it has been negotiated with their union or guild. There was in depth discussion on how to set a reasonable amount for tuition reimbursement and suggestions including setting a maximum amount or applying a percentage amount. Director Smith said a Tuition Reimbursement program is intended to be an employee incentive.

Discussion turned to the tiered incentive for sick leave payout upon separation. Director Smith recommended not changing this policy until the new employment laws as to Family and Sick Leave are settled. She also cautioned it is important that this policy be carefully drawn so that it is viewed as an incentive and not a retaliation for employees who use sick leave. Paid time off was also discussed in detail, including how it applies to exempt employees. City Administrator Brazel commented that many exempt employees work outside the office on what would be a day off as a matter of course and that it is an expectation of the job. A suggestion was made that compensation time be cashed out up to two times a year, at the City's discretion.

Director Smith reviewed the next steps based on Council's input and added that employees and represented employees will be given an opportunity to review the handbook before it is finalized.

**Police Department Update:** Police Chief Dyer referenced a handout describing proposed personnel changes to the Police Department Records Division. Chief Dyer reviewed the proposal to create two levels of records staff: the Records Specialist and the Senior Records Specialist which would require a higher skill level; eliminate the Records Supervisor position and create a new Administrative Assistant position. Chief Dyer commented the tiered changes for records staff were proposed by staff, and he believes they will create efficiencies in that division. The Administrative Assistant position would provide much needed support to the Chief and Administrative Manager. The proposed changes are expected to be cost neutral. Chief Dyer then responded to Councilmembers' questions, and there was general support for the proposed restructuring.

**Concessions in Lundeen Park:** City Administrator Brazel circulated and commented on a matrix setting out how other cities in the Puget Sound region manage concessions in parks. Administrator Brazel encouraged that with the high use of Lundeen Park it would be good to make concessions available within the park, which in turn would increase the safety of park users, especially children, who might otherwise cross Lundeen Parkway to purchase snacks and beverages at the across the street from the park.

There was discussion as to how a concession might look and whether it would apply to other city parks. Administrator Brazel suggested asking this year's concessionaire if they would add snacks and beverages to their agreement, and then go out to bid for next year. There was Council consensus to proceed in this direction.

There being no further business the meeting was adjourned at 8:14 p.m.

  
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John Spencer, Mayor

  
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Kathy Pugh, City Clerk