

CITY COUNCIL WORKSHOP MEETING AGENDA



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.

September 2, 2025 - 6:00 PM

In person: The Mill, Sawyers Room, 1808 Main Street, Lake Stevens

or Join Zoom Meeting: [Zoom Meeting](#)

or call in at (253) 215-8782

Meeting ID: 81064881182 Passcode: 756865

- 1. Call to Order**
- 2. Guest Business**
 - A. Introduction of City Interns Anya Warrington
- 3. Department Report**
 - A. Joint Legislative Audit and Review Committee (JLARC) Report Overview-Reporting Year 2024 Kelly Chelin, Caitlin Weaver
- 4. Discussion Items**
 - A. Police Department Summer Activity Update Jeffrey Beazizo
 - B. Parks Revenue and Funding Sarah Garceau
- 5. 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.

NOTICE: All proceedings of this meeting are audio recorded, except Executive Sessions.

CITY DEPARTMENT REPORT



Agenda Date: 9/2/2025

Contact Person/Department: Kelly Chelin, Caitlin Weaver, Administration

City of Lake Stevens — 2024 Public Records Annual Report

In 2017, the Washington State Legislature passed *Engrossed Substitute House Bill (ESHB) 1594*. Section 6(5) of this bill mandates that local agencies meeting specific thresholds must report annually on performance metrics tied to public records retention, management, and disclosure.

Because the City of Lake Stevens exceeded the \$100,000 threshold in staff and legal costs related to fulfilling public records requests, we are required to submit this report to the Joint Legislative Audit and Review Committee (JLARC).

This report summarizes the calendar year 2024 public records data submitted to JLARC.

Reporting Period

January 1, 2024 – December 31, 2024

By the Numbers

Requests Overview

Total Public Records Requests Received: 2,088

- **Police Department: 1858**
- *(These requests can range from routine interagency requests to highly complex body-worn camera and sensitive investigation records requests)*
- **City Departments: 230**
- *(These requests tend to involve coordination with multiple departments, broader language, high volume of records to review)*
- *Example (1)-2024 City Side Closed Request: 43 Staff hours at a cost of \$3,507.37 (Received \$11.54 in total payment)*
- *Example (2)-2024 City Side Closed Request: 39 Staff hours at a cost of \$3,098.79 (Received \$10.50 in total payment)*
- Requests Closed in 2024: 2,069

- Requests Closed Within 5 Business Days: 1,401
- Requests Involving Partial Denials or Redactions: 980
(Common exemptions: investigative records, attorney-client communications, personnel/HIPAA/HR records)

Requests by Type of Requestor

Type of Requestor	Number of Requests
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Individuals	1,011
Law Firms	158
Organizations	216
Insurers	230
Government Entities	30
Media	41
Other*	402

*"Other" includes: internal city requests, interagency inquiries, duplicates, and anonymous requestors.

Cost & Staff Impact

- Total Estimated Staff Hours: 2,356
- Average Time per Request: 1 hour
- Total Estimated Staff Costs: \$144,076
(Average Cost per Request: \$67.51)
- Records Management System Costs: \$16,367
- Legal Consultation Costs (2024): \$28,427
- Revenue Collected to Offset Costs: \$1,026.06

Examples of High-Effort Requests:

- **Closed Request:**
 - 43 staff hours
 - \$1,289.57 in staff time costs
- **Open and Ongoing Request (Submitted in 2024):**
 - 108 staff hours
 - \$8,567.95 in estimated staff time costs
- **Anonymous Request (2024):**
 - 43 staff hours
 - \$3,707.00 in estimated staff time costs

Compliance

No claims or allegations were filed against the City for violations of Chapter 42.56 – Public Records Act during the 2024 reporting period.

Emerging Trends & Observations

- **High-frequency Requestors**- One individual submitted 50 requests in 2024, with 23 currently open.
- **Requests for Personal Device Records**-These types of requests are on the rise, highlighting evolving digital communication practices.
- **Anonymity and Encryption**-There's an increase in anonymous requestors and the use of encrypted email services (e.g., ProtonMail).

Looking Ahead

To address growing complexities in public records management, staff continue to:

- Streamline internal processes
- Invest in secure and efficient records retention systems
- Monitor legislative updates for best practices and compliance

Conclusion

The City of Lake Stevens remains committed to transparency, accountability, and responsiveness in handling public records requests. This report reflects both our compliance with state law and our ongoing effort to meet public demand while managing internal resources efficiently.

Police Department Update:

Staffing:

Current Staff levels: 39 commissioned and 10 non-commissioned allocated – currently have 44 filled positions (5 vacancies – additionally 5 on approved leave/limited duty). Out of the 44 staff members, 22 staff members have less than 3 years' active time with the department while 11 staff members are eligible to retire now or within 5 years. To note: It takes around 18 months to train a new officer in basic patrol standards and 18-24 months to train the new records' staff.

According to Washington Association of Sheriffs and Police Chiefs, Washington has ranked 51st in the nation for officers per capita for 14 consecutive years, and we have fallen further behind, according to the FBI's Crime in the United States report. The national average per capita rate is 2.31, Washington average remained very low at 1.38. The Lake Stevens Police Department commissioned staff is at .93 fully staffed, right now with vacancies is .81 and with staff on approved leave it is .69. Washington's civilian staff employees' rate per capita rate of 1,000 is .71. Lake Stevens Police Department civilian staff per capita rate is .24. Lake Stevens Police staffing based on cities with the same population (40,000) ranks last. The cities with the same population the per capita rate is 1.28 compared to .93.

As mentioned, we have 5 open commissioned positions which include Deputy Chief Young who is retired today, two patrol officer positions, one detective and one traffic officer. I want to thank Deputy Chief Young for his commitment to the department's mission and his three years of service to the Lake Stevens Police Department and 30 years of service in Law Enforcement which included his time with Phoenix PD and Mill Creek PD. We wish him and his family all the best in retirement.

With that, I will be promoting our Commander Dean Thomas, who has been in the acting Deputy Chief role and graduated earlier this year from Northwestern School of Police Staff and Command, effective September 16th. I look forward to his leadership and professional development as he moves into the position. We will work to fill the vacant commander position and hold interviews at the end of the month. We also have a sergeant's assessment center scheduled for November to fill any vacant sergeant positions. We are working hard to fill all the vacant positions as we understand the time it takes to train new staff.

All commissioned officers who were on field training before council break have successfully completed FTO and are now on solo patrol. Entry Level Officer Matthew Ashbrook was hired on July 28 and is attending the CJTC Basic Law Enforcement Academy in Burien. He graduates on December 18, 2025.

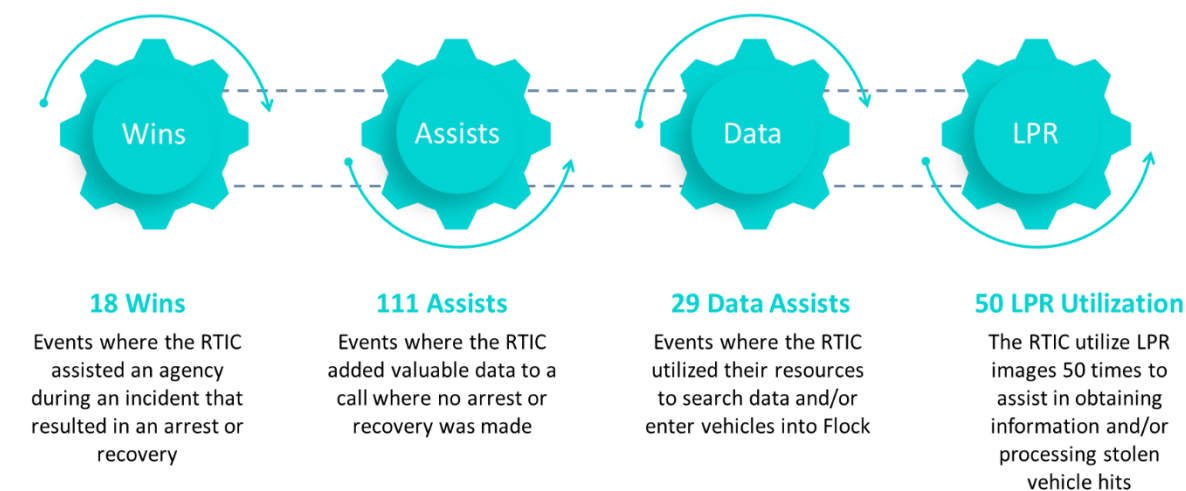
Projects:

The Lake Stevens Police Department is complying with the state law regarding legislative mandates of report use of force through Washington State Data Exchange for Public Safety (WADEPS). We have worked with our vendors and SNO911 to get connections and be able to upload and manage the reporting data.

Rave Alert developed in partnership with SNO911 to notify private schools/daycares when neighborhood police activity in the area that they should consider their lockdown/shelter in place procedures. Before, only our public schools had Rave Notifications that were sent. We already have ten private/daycare facilities signed up to receive notifications.

LSPD participated in a Regional Real Time Intelligence Center which piloted a drone program as a regional tool. The drones were launched on certain calls for service for both police and fire to assess the situation before responding to officers/firefighters arrived. This is an effective technology tool that saves time and money by reducing call responses if nothing is scene and helps get the right responders dispatched when they are needed.

Operational Impacts from RTIC Operation



- ✓ Corrected location for a vehicle collision originally mis-entered as Marysville, actually on I-5.
- ✓ Provided responders advance intel (e.g., open sliding door) aiding safe access.
- ✓ Arrived on scene of a suspicious vehicle six minutes before officers, confirming it had left.
- ✓ Entered DV rape case vehicle into Flock, leading to arrest.
- ✓ Several examples of updated/corrected descriptions on subjects, vehicles, plates, and locations.
- ✓ Supported Marysville

LSPD worked with City's Grant and Communications Specialist Olivia Baumgardner to develop some public education regarding E-bikes and E-Motorcycles. We will be working with the Prosecutors' office to update our current ordinance regarding enforcement and

develop some strategies on how to deal with this growing concern. Most of these riders are juveniles so enforcement is a challenge. We are looking at technology, court decisions, working with other regional city partners who are dealing with the same challenges, and legislation changes to help curb this problem. We have been using enforcement and trespass notices making several contacts in the past few months.

LSPD Emergency Vehicle Operation Course Instructors provided Pursuit Intervention Training (PIT) to all available commissioned staff. As you remember, legislation changed to require all officers to have EVOC training and be trained in one pursuit intervention tool every two years.

Community Events:

LSPD unfortunately had to suspend the Police Explorer program due to staffing and cost. All Explorers were transferred to the Snohomish County Sheriff's Office Explorer Program.

LSPD hosted National Night Out on August 5th at the Trestle Station with Snohomish Regional Fire and Rescue.

LSPD hosted POPS with Cops in different City parks throughout the summer. Two were cancelled due to staffing and weather.

LSPD hosted Guns and Hoses Softball Charity game August 23rd against our great partners from Snohomish Regional Fire and Rescue lead by Chief Parks. We raised donations for Lake Stevens Food Bank.

LSPD is hosting a Citizen's Academy September 25 – November 13th on Thursday Nights 6:30 p.m. to 8:30 p.m. except a couple of Thursdays. Enrollment is currently open but low attendance may cause it to be cancelled.

CITY COUNCIL STAFF REPORT



Agenda Date: 9/2/2025

Subject: Parks Revenue and Funding

Contact Person/Department: Sarah Garceau, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

SUMMARY/BACKGROUND:

The Parks and Recreation Department currently relies on the general fund for operations and maintenance. A small amount of revenue is generated annually through services and fees, including rentals, boat ramp parking and event sponsorships. Projects are funded by Park Impact Fees (Park Mitigation), Real Estate Exercise Tax (REET 1 and REET 2), grant funding and general fund contributions.

The Department is developing revenue programs which will be brought back to the council in the future. This includes bench and tree sponsorship, fence sponsorship at dog parks and future sports fields, and naming rights for amenities.

A summary of revenue and funding options is provided in the document attached to this staff report.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Parks Revenue & Funding Summary Sheet

Parks Revenue and Funding

Local Funding for Parks Revenue

Municipal Bonds: Loans used to finance capital projects such as parks, schools, and other public infrastructure or facilities.

Property Tax Levies: 6-year tax, max \$.60 per \$1,000, can't exceed \$5.90 limit (Current city property tax \$.71).

Sales and Use Tax: Sales tax cannot be used to fund parks in the state of Washington, only in rural areas per RCW 82.14.370.

Event Sponsorship: Sponsorship opportunities at city-run special events, e.g., 2025 GESA Credit Union presents: Going a Viking and Winterfest.

Naming Rights: Allowing naming rights for specific facilities or amenities, such as sports fields, shelters; not recommended for entire parks.

Park Impact Fees: Charges assessed by local governments against new development projects.

Grant Writing: Federal, state, and private funding is available through grant writing, e.g., Parks was awarded \$1.3 million from HUD for the Cedarwood community center project.

Fundraiser: Create fundraisers for specific projects, e.g., 5K runs, triathlons.

Facility Rentals: Increase the number of facility rental and/or their rates.

Sponsored Amenities: Benches, trees, picnic tables, or other identified items.

Concessions: Vendors may enter into concession agreements with local governments to operate in parks (e.g., selling food and drinks or renting equipment) in exchange for a concession fee.

Park & Recreation District

Purpose: To offer recreational and leisure activities for a nonprofit organization as a public service to the people living in the regions that fall within its borders.

Governance: Municipal RCW 36.69.120: The Board of Commissioners for the Park & Recreation District will choose its officers, organize frequent public gatherings at least once a month, adopt rules that regulate board business transactions, and employ suitable, qualified personnel to start, oversee, and manage district park and recreation initiatives. Separate from the City Council.

Example: The Lake Stevens Sewer District.

Pro/Cons: Advantages of dedicated funding streams, but they rely heavily on public support.

Neutral: Autonomy in financial management, independent taxing districts, and help make decisions solely on park needs.

Park & Recreation ("P&R") Service Area

Purpose: To finance, purchase, build, renovate, maintain, or run any park, senior citizen activities center, zoo, aquarium, or recreational facilities that are operated by a city, town, or park and recreation service area and that are owned or leased.

Governance: Although not a full-fledged municipal corporation, a quasi-municipal corporation functions similarly to a local government, e.g., School Districts. P&R Service Areas are created by and with the county, shall be administered in accordance with the terms of an authorized interlocal agreement.

Examples: In 2020, Lake Stevens established a P&R Service Area to support Lake Stevens Skate Park in partnership with Snohomish County and Lake Stevens Junior Athletic. Northshore Park & Recreation Area's board services both King County and Snohomish County, including the cities of Bothell, Kenmore, and Woodinville. Each city and county has a member on the board of commissioners. The primary goal is to maintain two facilities that serve older adults.

Pro/Cons: Supported by a broader tax base, more susceptible to the ebb and flow of municipal budgets, as well as competing with other government services. The country has the authority to create.