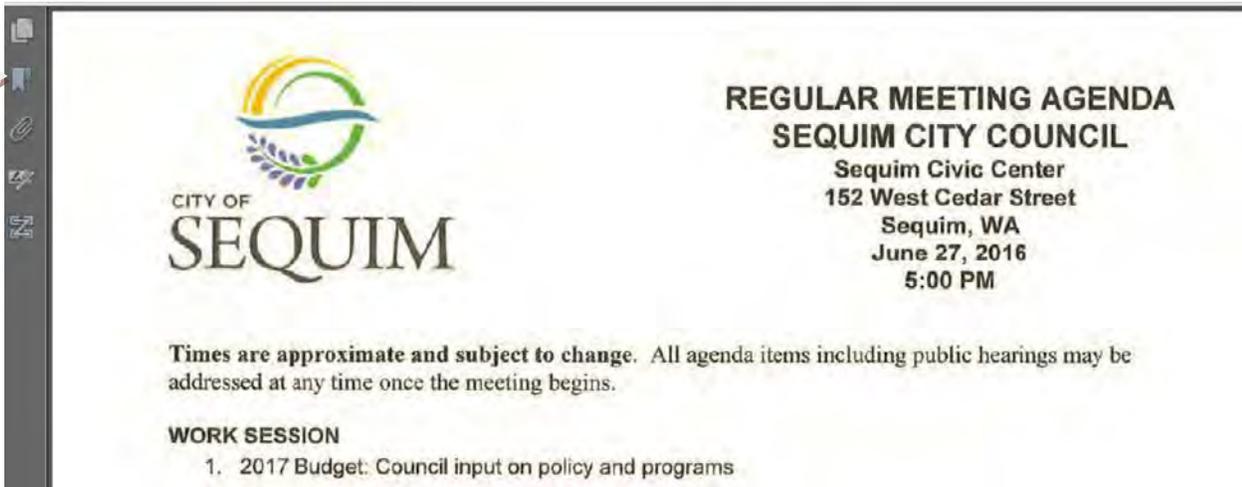


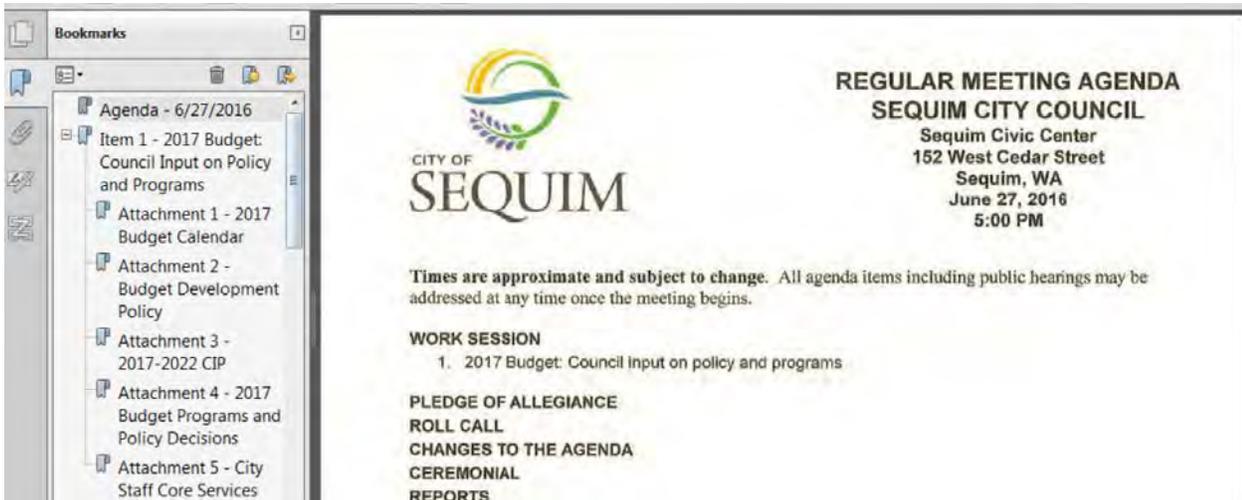
AGENDA - NEW LOOK

The agenda is now set up as one document with “Bookmarks.”

When you open the document, you will see one of the screens below:



If you see the screen above - Click on ribbon identified by red arrow above. Now your screen will look like the screen below showing “Bookmarks”. Click on any item to view it





WORK SESSION AND REGULAR MEETING AGENDA SEQUIM CITY COUNCIL

Sequim Civic Center
152 West Cedar Street
Sequim, WA
July 11, 2016
5:00 PM

Times are approximate and subject to change. All agenda items including public hearings may be addressed at any time once the meeting begins.

WORK SESSION

1. Resolution R2016-16 on Sustainability and Resiliency

PLEDGE OF ALLEGIANCE

ROLL CALL

CHANGES TO THE AGENDA

CEREMONIAL

REPORTS

Committee, Board and Liaison

Presiding Officer

City Manager

- Emergency Management Update

Student Liaison Report

PUBLIC COMMENTS *Please limit comments to 3 minutes. Please see "Public Comments" rules attached.*

INFORMATION/COUNCIL QUESTIONS INVITED

2. 2015-2016 City Arts Advisory Commission Annual Report

PUBLIC HEARINGS (Legislative)

3. Ordinance 2016-07 Zoning Revisions for Consistency

CONSENT AGENDA

4. Approve/Acknowledge
 - a. City Council Meeting Minutes – June 27, 2016
 - b. Claim Voucher Recap Dated 7/11/16 Total Payments \$836,071.42

TBD BUSINESS

UNFINISHED BUSINESS

NEW BUSINESS

5. Acceptance of State Revolving Fund Loans
6. Approve Placement of Historic Bell in Civic Center Plaza
7. Review Proposal for Council Chambers Art
8. Review Proposal for Public Art in Guy Cole
9. Review Resolutions R2016-15 and TBD2016-01 Adopting Six-Year Transportation Improvement Program
10. Approve Interlocal Agreement with City of Forks for Prisoner Confinement Services

GOOD OF THE ORDER

PUBLIC COMMENTS (Please limit comments to 3 minutes each)

EXECUTIVE SESSION

NEXT MEETING DATE July 25, 2016 (6:00 p.m.) and August 8, 2016 (5:00 p.m.) *These times are subject to change. Please check our website for any updates. You may also sign up for email notifications at <http://sequimwa.gov/list.aspx>.*

ADJOURNMENT

PUBLIC HEARING PROCEDURES

- 1) Members of the public wishing to comment at the public hearing are to sign in with the Clerk giving their names, address, and the agenda item.
- 2) The Mayor may limit the speaker time for each speaker subject to council concurrence and may also change the order of testimony to maintain a logical sequence.
- 3) All comments by speakers shall be made from the speaker’s rostrum and any individual making comments shall first give their name and address for the official record.
- 4) No comments shall be made from any other location and anyone making “out of order” comments shall be subject to removal from the meeting.
- 5) There will be no demonstrations during or at the conclusion of anyone’s presentation.
- 6) These rules are intended to promote an orderly system of holding a public hearing, to give every person an opportunity to be heard and to ensure that no individuals are embarrassed by exercising their right of free speech.

NOTE: Items presented by members of the public during the Council meeting become a public document. Please submit them to the Clerk or her representative. Copies of public documents from Council meetings are available at the City Clerk’s Office.

PUBLIC COMMENTS

Although *no* public comment is *required* to be provided for at City Council meetings, City Council members have provided for two public comment periods.

Not all agenda items are appropriate for public comment. Matters which are or were the subject of a public hearing for which required notice was given are topics where public comment outside of the public announced hearing are not allowed by law. Matters that may affect liability for the City are not appropriate for comments from the public even though it may be an agenda item. Frequently questions from the audience to the council or to staff or to consultants are not appropriate to answer at a council meeting. The chairperson will explain when public comment is not appropriate as the need may arise. If you wish to comment on a Public Hearing item, please sign up on the specific Public Hearing sign up sheet.

Public Comment Rules:

1. Come to the lectern; state your name, address, and topic for the record.
 2. Please limit your comments to 3 minutes.
 3. Please refer to the sign-in sheet for additional rules.
-

CITY COUNCIL AGENDA COVER SHEET

MEETING DATE: July 11, 2016

FROM: Ann Soule, LHG
Resource Manager

acs
Initials

SUBJECT/ISSUE: Resolution on Sustainability and Resiliency

| | | | |
|---|---|---|--|
| Discussion dates | Study Session (NOP RC&D Plan): 11/9/15 | | |
| CATEGORY | <input type="checkbox"/> City Manager Report <input type="checkbox"/> Public Hearing <input checked="" type="checkbox"/> Work Session | <input type="checkbox"/> Information Only <input type="checkbox"/> Consent Agenda <input type="checkbox"/> New Business | Time Needed for Presentation 15 mins. |
| Reviewed by | | Initials | Date |
| Charles P. Bush, City Manager | | CPB | 7/6/16 |
| David Garlington, Public Works Director | | dmg | 7/6/16 |
| Sue Hagener, Administrative Services Director | | SH | 7/6/16 |
| Bill Dickenson, Police Chief | | | |
| Kristina Nelson-Gross, City Attorney | | KNG | 7/6/2016 |

PROBLEM/ISSUE STATEMENT:

- After a presentation by North Olympic Peninsula Resource Conservation and Development Council in late 2015 on its climate change preparedness plan (RC&D plan), City Council requested staff to consider appropriate adaptation strategies.
- Earlier this year, the City Council was requested by Olympic Climate Action (OCA, a local nonprofit) to adopt their proposed resolution directing staff to consider climate adaptation strategies from the RC&D plan and integrate them into the City's 2017 budget. City Council directed staff to consider the OCA resolution and develop an alternative, as appropriate (see attached).
- Granting agencies are now benefiting applicants with climate action plans, and may start requiring them.

ATTACHMENT(S):

- 1) Proposed Resolution No. R2016-16

DISCUSSION/ANALYSIS:

The City of Sequim is a member of the RC&D, a non-profit council of governments that does regional community and economic development in Jefferson and Clallam Counties. The RC&D plan and presentation indicate that the North Olympic Peninsula is already feeling the effects of climate change and will experience more impacts over time. Water scarcity in late summer and increasing storm intensity in winter are likely the most noticeable. In particular, Sequim is well aware of the importance of securing water supplies for future municipal and regional needs.

While the RC&D plan provides several strategies directly relevant to City operations, its scope does not match that of the City's. Staff consulted credible resources to prepare a resolution which addresses the fundamental need to improve resiliency in our infrastructure and finances and provide a strategy for achieving sustainability.

MRSC, the American Planning Association (APA), the State of Washington and others provide guidance regarding appropriate responses from local governments in their desire to adapt to and manage these slow-growing threats.

The six resolution statements were written to function as a bare-bones climate action strategy, in lieu of a formal planning effort at this time. Part of the reasoning is to avoid duplication with the elements that will need to be adjusted or added within the City's existing suite of land use and capital facility plans.

FINANCIAL IMPLICATIONS:

There are and will continue to be costs associated with adapting to impacts from climate change. Specifically, improving resilience in our infrastructure is a policy that adds cost, but over the long term that cost is likely to be much less than the cost of repairing damaged infrastructure. The City's asset management program is an example of improving resilience and reducing long-term maintenance and replacement expenses.

The adopted 6-year CIP and current capital project budget include projects utilizing reclaimed water resources, which address impacts of climate change on water supplies.

Finally, adoption of a climate action strategy will assist the City in obtaining grants and loans, and in bonding our infrastructure projects – financial resilience improves with increased resiliency in our infrastructure.

RECOMMENDATION:

Resolution is provided for discussion purposes at work session.

MOTION:

N/A

City of Sequim, Washington
Resolution No. R2016-16

**A RESOLUTION ADOPTING POLICIES THAT IMPROVE THE CITY'S
SUSTAINABILITY AND RESILIENCY**

Whereas, water, waste water, surface water, transportation, energy, and waste management are essential elements for healthy communities and healthy economies;¹ and

Whereas, the City Council recently adopted goals that pertain to each of these elements; and

Whereas, the *Alliance for Innovation* identified Resources as one of four “Next Big Things” driving 44 trends, with six trends related to resources: climate change, food insecurity, water shortages/access, energy grid disruption, mining, and the NORC shift (migration away from tropical zones toward higher latitudes); and

Whereas, North Olympic Peninsula Resource Conservation & Development Council (NOP RC&D) studied vulnerabilities and risks associated with impacts of climate change and presented a “Preparedness Plan” with adaptation strategies at Study Session in November 2015.

1. City staff and Council members participated in workshops resulting in the RC&D plan;
2. Particular vulnerabilities identified for Sequim include water supplies, storm intensity, public health, and risk awareness;
3. At Council’s request, City staff reviewed adaptation strategies in the plan;
4. Staff agrees that several preparedness strategies are relevant to the City; and

Whereas, Washington State published “Preparing for a Changing Climate: Washington State’s Integrated Climate Change Response Strategy,” outlining actions to protect human health, safeguard infrastructure and transportation systems, improve water management, reduce losses to agriculture and forestry, protect sensitive and vulnerable species, and support communities by involving the public; and

Whereas, RCW 70.235.070 makes a greenhouse gas emission reduction policy (such as R2012-11) a prerequisite in getting capital development funding from the state and, increasingly, an adopted climate action plan is also required or provides an advantage in winning grants and loans; and

Whereas, much of the task of responding to impacts from climate change has fallen to local governments and is best accomplished in conjunction with local businesses and citizens; and

Whereas, sustainable cities address the “triple bottom line,” ensuring an environmentally, socially, and economically healthy and resilient community for existing populations, without compromising the benefits to future generations;² and

Whereas, resilient cities are prepared to absorb and recover from stresses while maintaining their essential functions, structures, and identity, adapting and thriving in the face of continual change;³ and

¹ Paul Roberts, President, Association of Washington Cities Board of Directors, remarks at AWC Annual Conference, Wenatchee, June 26, 2015

² American Public Works Association Center for Sustainability: <http://www.apwa.net/centerforsustainability>

³ ICLEI (International Council for Local Environmental Initiatives) – Local Governments for Sustainability webpage: <http://www.iclei.org/agendas.html>

Whereas, building resilience to impacts from climate change is not an emergency, however, it prevents periodic events from becoming emergencies. Resilience includes health and safety as well as the economy, and better resilience fosters economic investment;⁴ and

Whereas, measurable objectives are needed to assess progress and efficiency; and

Whereas, the City is actively working to ensure adequate water supplies in the future given expected changes in local precipitation patterns (the portion that is rain is increasing, the portion that is snow is decreasing); and

Whereas, the City has a strong mix of water resources to work with including reclaimed water, the ability to recharge groundwater, the potential ability to conserve water, irrigation system water rights, River water rights, and well water rights; and

Whereas, messaging is important when it comes to climate preparedness and the City has resources in place for education and outreach.

Now, therefore, be it resolved that City staff is directed to utilize pertinent resources, particularly those from Municipal Research and Services Center (MRSC), Association of Washington Cities (AWC), American Planning Association Washington Chapter, American Public Works Association’s Center for Sustainability, NOP RC&D’s 2015 report on climate preparedness, and Washington State’s 2012 climate response strategy, and implement the following strategies:

1. Ensure the next Comp Plan update includes goals for infrastructure resilience and climate change mitigation in the areas of transportation, solid waste, water/wastewater/stormwater, buildings, parks, clean air, and local food availability;
2. Ensure that infrastructure resilience and climate change mitigation are integrated, during regularly-scheduled updates, into all Master Plans, Capital Improvement Program, land use and development plans, Emergency Management Plan, and Hazard Mitigation Plan;
3. Forge partnerships with local and regional stakeholders concerning climate preparedness and in tracking emerging issues;
4. Build on existing networks and channels to educate City staff and residents on adaptation and resiliency;
5. Set measureable objectives for mitigation as well as preparedness (for example, a measurement method for emissions is necessary to know whether a reduction has occurred since passing R2012-11);
6. Report to Council every two years on progress in each of the above strategic areas, using cross-referencing among existing plans as a way to avoid inefficiency or duplication of effort.

Adopted by the City Council this ____ day of _____, 2016.

Dennis Smith, Mayor

ATTEST:

APPROVED AS TO FORM:

Karen Kuznek-Reese, MMC
City Clerk

Kristina Nelson-Gross
City Attorney

⁴ <http://www.smartgrowthamerica.org/>



INTER-OFFICE MEMORANDUM

TO: Charlie Bush, City Manager
FROM: Bill Dickinson, Police Chief / Emergency Manager
DATE: 06-22-16
VIA: Direct
RE: Cascadia Rising Emergency Management Exercise Debrief

The City of Sequim participated for two days in the very extensive Cascadia Rising Earthquake drill conducted from June 7 through 10, 2016. The City of Sequim has maintained an Emergency Management Plan for a number of years, however it has never actually had an EOC facility nor much offered to City Staff in the way of ICS training. Only in the last 8 to 10 months has the City accomplished the establishment of a formal City of Sequim Emergency Operations Center. While not completely equipped as of this writing, it is well on its way to becoming an effective facility. The Cascadia Rising Exercise gave great impetus towards getting the building operational and beginning the process of more fully training our City staff. The exercise also provided the first real test for some of our City staff in the precepts of emergency management.

The lessons learned were many for us, as well as our new partners. I use the term “new” advisedly since to the best of my knowledge, we have never drilled or exercised with any of our partners in emergency management to include the Fire Department, the Sheriff’s County Emergency Management team, the Washington State National Guard, or FEMA. This exercise was truly a coming-together of all these assets, talents, and experience that benefited our neophyte City immeasurably. Follows, are the lessons learned by the City of Sequim and some of the actions that have already taken place to enhance our ability to respond to emergency situations should they occur in the future.

Facility:

The City utilizes a single-story, wood-framed building leased from the Clallam County Transit Authority on a 99 year lease. This building is considered to be earthquake resilient due to its single story and wood-frame construction. It contains a large meeting/training room that is easily convertible to suit its intended needs as a classroom, board-room, public hearing room, court-room, tactical training room, and Emergency Operations Center. There is a full kitchen in the building along with restrooms and a smaller separate conference room. There are two storage rooms. One stores EOC materials such as work station supplies, 20 cases of long-term storage canned water, floor mats used for defensive tactics training (but also can double as sleeping mats), and an emergency medical kit. There is also an AED (Automated External Defibrillator) maintained on site. The second storeroom contains a “radio shack” component that includes radio communications capabilities for air, marine, police and fire communications on both UHF and VHF radios, as well as several “Ham” amateur radio communications capabilities. Antennas are mounted directly on the

building's roof, and there is an adjacent 40 foot tall antenna mast that is connected to the EOC by conduit. At this time, none of the radios in the EOC are utilizing the antenna mast but it certainly could be utilized for that purpose. In addition to the "radio shack" component in the second storage room, there is shelving which contains County Emergency Management owned tablets which are under constant maintenance charging, a portable power source which can be charged using enclosed solar panels and which is also under constant maintenance charging, a County Emergency Management owned satellite antenna system with transmitter and receiver, a County Emergency Management owned portable radio repeater system, and a City owned printer, copier, scanner, fax machine. The building also contains an employee lounge for the exclusive use of Transit employees but could be pressed into service should an emergency arise. Under our lease agreement, and for our purposes, we do not drill for, nor presume to utilize the lounge unless a real emergency were to occur.

The City of Sequim has installed a redundant computer server system to support the EOC independently should the adjacent City Hall not be serviceable following an emergency. The City has also installed 5 copper land-line telephones in the facility since experience in other areas suggests that those communications lines often work following a disaster where over-the-air systems often become unusable or unreliable. The City is currently working on installing a diesel powered generator that has sufficient capacity to operate the building electrical systems independent of the local power company. Short-term, battery backup exists for each of the laptop computers that the city has dedicated to the EOC workstations, all of which are pre-loaded with FEMA ICS forms.

In the event that the above facility were to be destroyed during an emergency, the City has also a back-up plan that involves the use of tents, 3 portable diesel power generators, 80 cases of long-term canned water, dried food and sleeping accommodations for 80 persons. These supplies are located 5 blocks away on open, flat ground.

The lessons learned about our facility during this exercise include the need to complete the installation of radio gear and antenna systems. In the beginning of the exercise, the only viable communication that worked was ham radio. Fortunately, we had the volunteer services of Mr. Mike Becker and some of his associates who brought their own radio gear with them. As a result, we were able to communicate with the County EOC and even became the relay point for Clallam Bay communications which for some reason, could talk to us, but not Port Angeles which is some 15 miles closer to Clallam Bay than is Sequim. The phenomena of radio communications in mountainous areas was a discovery made possible by this drill and became another lesson learned.

Another realization about our facility is that our water and sewer connections would all have failed in the event of an earthquake. This would have the effect of making our bathrooms completely inoperable and our kitchen would not have potable water available. So our on-site emergency drinking water is considered a success but not having emergency toilet capability was a lesson learned. We have since ordered and

received 4 portable toilet systems with individual pop-up tents for privacy and they are easily deployed from our other long-term supplies stored 5 blocks away in our Public Works yard. Another observation made by our City Manager is that we utilized the services of both a pizza delivery service and a subway sandwich shop for the purposes of feeding our staff during the drill. Obviously, we would not have those services had this been a real earthquake. Consequently, we have ordered a supply of MRE's (Meals Ready to Eat) for the purposes of standing up our EOC and immediately being able to provide sustenance for staff during the first days of operation. Our dried foods stored at Public Works require reconstituting and setting up a kitchen operation to make larger quantities so the need exists for on-site, short term feeding of staff.

Communications:

This was one of our greatest areas of learning during Cascadia Rising. As mentioned above, we were reminded that we had not completed the installation of amateur radios and antenna systems. Had Mike Becker not appeared with some of the ARES volunteers we would have had no immediate communications with the County or the State. It was a very real surprise when we learned that a Delaware National Guard unit had arrived on the Olympic Peninsula which demonstrated the value and resource capability of the Washington National Guard to martial additional resources from other States in the event of a major, regional disaster. While we had attended prior briefings with the Washington National Guard and been advised of the resources available from our own State Department of Emergency Management, we have never actually observed in a real visible way, the much deeper pool of talent and resources that could be called upon from all over our Nation. Out of the deployment of the National Guard, a radio technician by the name of Aaron Logan visited our EOC and examined the radio gear we currently have and made extremely helpful recommendations on how to maximize the new ham gear we are in the process of buying and installing. He was particularly good at providing technical knowledge and diagrams of HOW to install an antenna system that will maximize our future emergency communications capabilities. This was a very valuable and timely lesson learned for the City of Sequim.

The PIO (Public Information Officer) at our EOC commented that we were not able to acquire communications with the JIC (Joint Information Center) in Port Angeles. We also were not able to establish ham radio contact with the local Red Cross office. These were gaps that we can and will have to learn how to close, so the exercise was successful for us in that it exposed these issues for us to solve. The City's IT Manager identified that the use of laptops, tablets and other electronic devices that come into the City's EOC are not always compatible with the electronic systems in place at the facility. This required the IT specialists to find work-arounds to make all the various systems more compatible to at least function in harmony.

Aside from the radio communications, we also learned that our internal communications could be improved. The County Emergency Management staff arranged to have an

independent evaluator observe our operation. He provided constructive verbal input to us including the following observations:

- + we will want to inform field staff to turn in the 214 to plan for the next day's plan
- + we need to look at our mission and not do other's duties
- + being able to access web EOC is important (we had difficulty getting it operational for the first couple of hours)
- + when we have meetings, have a set format so everyone knows when they will speak
 - use the same format at each meeting – easier to take notes
- + he suggests that a planning op person take care of cross-over in operations and planning (helps write the plan)
- + when we have a meeting, let people know when it is done, stay until the meeting is done, the Incident Commander ends the meeting
- + follow-up on information – never got updates in future meetings

Finally, we also learned that the electronic documents work for many of the documentation needs, however the e-version of the message form is not in triplicate. Clallam County Fire District #3 which has extensive experience with wildfire and landslide disasters, provided us with old-school paper message forms in triplicate (we did not have any at all and don't actually even know where to get them) which we found to be most effective for record-keeping and allowing for follow-up when tasks are assigned. We will work on getting these in stock and placed in the EOC supply bins. This will be an important part of addressing internal communications as well as providing the follow-up information mentioned by our independent observer. We have not received the independent observer's written report and look forward to receiving a copy when it is available.

Training:

As previously mentioned the City of Sequim has never participated in a drill of this nature and only recently even began the process of preparing for one. Consequently, our preparatory training is a little lacking. We knew that going in and the drill affirmed what we knew. The city has been working on providing emergency management training for its employees. Thus far, the Executive Staff and the police department staff are almost all trained in ICS 100, 200, 300, 400, 700 and 800. All City police staff have received ICS 100, 200, and 700 training and 9 senior members also have ICS 800, 300 and 400 classes. There are a number of other city staff and supervisors who need to complete these trainings. We also received word during the actual Cascadia Rising exercise that we have been approved to receive a grant which will pay to bring the Texas A & M Engineering Extension Service to Sequim and provide the "MGT 317 Disaster Management for Public Services Course". These efforts are intended to help us achieve a minimum level of training for City staff and we are inviting our other local public service entities on the Olympic Peninsula to attend the training with us. The training will be held in our new EOC facility.

Collaboration:

This area was truly a huge awakening for us! During the preparation for the Cascadia Rising exercise, the Clallam County Sheriff's Department of Emergency Management created a new concept for county-wide emergency coordination. Because of the multiple fault lines immediately adjacent to and within Clallam County, one of the worst disasters that could befall us, and which is reasonably and scientifically expected, is that of a very major earthquake.

The geography of the county with the Olympic National Park (which is wilderness in nature) bordering us on the South, and the sea bordering on the other 3 sides, means that we are served by a single road in and out of the county with some 178 bridges. Consequently, Clallam County Emergency Management developed an "island" concept since it can be expected that following an earthquake, the county will be broken into a number of land-locked islands which include tribal and municipal entities within the various islands. The City of Sequim is located within area Number 5. The city's population is 7000 and the unincorporated area surrounding the city within the island is more than an additional 23000 for a combined population well in excess of 30,000 residents. In order to continue serving the unincorporated area, the County suggested that we combine our management efforts for area 5 since the only EOC facility within the area lies inside the City of Sequim. For this reason, we operated the City EOC under the Unified Command concept and incorporated County Emergency Management volunteers, local elected officials, ham radio operators, local Fire District 3 personnel, City administrative staff, Washington State Patrol, and responding members of the National Guard. The Washington National Guard assigned their resident guardsmen to respond to the incident as if it were a real emergency. These soldiers brought extensive training to our exercise as well as advising us of the resources that we would have access to in the event of a real emergency. This was for us, a first time blending of so many public agencies in a single combined effort and it was a remarkably smooth operation with the exception of a group of CERT trained individuals who arrived and the EOC was not prepared nor trained in how to incorporate them into the exercise. The result overall, was a surprisingly well coordinated effort between the multiple agencies and a very real collaboration between entities.

At the beginning of day #2 during the exercise, the EOC simulated a handoff from the original responding EOC staff to an on-coming and different crew which was instructive but went without difficulty. The attitudes, support and effort on everyone's part was truly outstanding as evidenced by feedback received from numerous exercise participants during the "hotwash" debriefings conducted at the end of each exercise day.

Lessons learned from the collaboration included the rehearsal by local elected officials who prepared a simulated declaration of emergency for the city as well as discussing interagency agreements with other partner agencies. The City Manager expressed his own appreciation for benefiting from lessons learned in regard to policy issues and making sure we are clear on our use of forms. The Public Works Director commented on the need to coordinate with other agencies and private parties on the Peninsula,

demonstrated concern over the level of food resources once we lose transportation capabilities, and desires to make a list of how to make things go smoother in the future. The Finance Director identified a lesson learned as a need to get the paper flow moving more efficiently and better understand what forms are used for which purposes. The Planning Director expressed the need to conduct an inventory of assets in the service area, the desire to have more storage capacity for supplies, more personnel support to help with planning, and expressed concern that keeping up with reporting and documenting is difficult. The National Guard representative felt that the operation went well in regards to integrating with the City. One of the ham radio operators found that many of the EOC work station personnel did not know how they could best benefit from the amateur radio systems. He offered suggestions on how to write subject lines, using coding for messages, how to send internet messages over the radio such as emails, and using the Local Area Network to dump message forms into radio transmissions. This identified a fairly significant knowledge gap in City staff's operational training. The Safety Officer identified a tendency for some staff to jump into problem solving before completing the assessment process which can make it difficult to properly triage the situations. The Fire Chief who came in to operate jointly with the EOC (and who has the most practical experience working in EOC's), commented on the use of long work days, development of the incident action plan, development of a radio communications plan, creation of a medical station for staff/responders, the need for current phone lists, and the need for everyone to complete a 214 every day for tracking activities.

Summary:

As one can plainly see if only by the length of this document, we learned an ENORMOUS amount from this exercise. Perhaps this is because the City of Sequim is only now engaging in Emergency Management and preparation in a more meaningful way than ever before. As the controller for this exercise, it is the author's opinion that we benefited immensely from the exercise. We identified that the City has an earnest workforce that genuinely want to help and do well. That we share those traits with the many other service providers on the Olympic Peninsula and that our mutual collaboration lends to a synergistic effort which will benefit the public in the event of a major catastrophe. We have learned a great many lessons about how to be more effective and efficient. This will lead to more training for staff, purchasing materials and products which will enhance our readiness, and developing more advance agreements between the public service partners as well as private parties in the community. We experienced unbelievably good attitudes and support from everyone who came into our EOC, we learned how to make our EOC more resilient and better prepared and supplied, we learned where our training deficiencies are and identified gaps in systems, and we learned how to work collaboratively with a great many other public service entities. One word summarizes the outcome of Cascadia Rising for the City of Sequim....**SUCCESS!**



2015-
2016

CITY ARTS ADVISORY COMMISSION
ANNUAL REPORT



Cover Story

Why the Sun Always Shines in Sequim

Long ago, before the world came to be as it is today, the climate was always cold, dark and stormy. This was because the “Chief of the Land Above” had all the heat and light of the world trapped in the fire pit in his house. He lived in the sky, far to the east, in a large house made entirely of stone.

At this time, there was a small village located on the shore of a beautiful, calm bay. The village was called Scqwe'yen (today we pronounce it “Skwim”). In this village lived a man, his dutiful wife, and their two young sons named Kweye'cen and Sck'ayec. The people of this village were growing weak from hunger. Constant storms rocked the ocean, so the men were unable to go out to fish. Wind, snow and hail beat down and froze all of the plants, roots and berries until there was no food left. The man prayed to the “Chief Above” asking him to take pity on the people. He then got in his canoe and paddled out into the bay, hoping to catch some fish to feed to his starving family and friends.

The Chief Above answered the young man's prayers by sending “Northwind” to capsize his canoe. The man drowned, leaving behind his widow and two sons. Through many hardships and privations, the widowed wife raised her two sons to be hard working, considerate and responsible young men. They became excellent hunters and fishermen. She also taught them the secrets of using the medicinal plants that grew in the forest. They became well known as “healers”. With their hard work, skill and generosity, the brothers helped the entire village to survive and prosper.

As they approached manhood, the brothers felt duty-bound to avenge their father's cruel death. So one day, they took their bows, and gathered up all their arrows. The oldest brother, Kweye'cen, was the strongest, so he went first. He shot an arrow straight up in the air. The arrow went so high that it stuck in the sky. Then he shot a second arrow. This one stuck in the end of the first arrow. Then he shot a third arrow which stuck into the second arrow, and so on, until all his arrows had been shot. Then the younger brother, Sck'ayec, took his turn, and shot all of his arrows, continuing to stick one into the previous one until a long rope was formed that reached all the way from the “Sky World” down to the earth. Now the brothers climbed this rope, up through the clouds and entered the “Land Above”. Once safely up the rope the brothers started walking toward the east in search of the dwelling place of the Chief Above. After walking for a long time, they saw campfire smoke coming from the direction in which they were headed. Soon they came upon two young women sitting by the fire, roasting camas bulbs. This was Skwesqq (Robin) and Kwiskws (Blue Jay). As the brothers approached, one girl turned to the other and said, “Do you hear someone approaching?” The other girl replied, “Yes. Hello, is anyone there? Would you like to share our freshly roasted camas bulbs?” The brothers realized the girls were blind. After sharing their meal, Sck'ayec went into the nearby forest and gathered the proper medicinal plants, which he applied to the girls' eyes, restoring their vision. Robin asked the brothers where they had come from and what were they doing so far from their home. Elder Brother answered, “We are seeking the “Highest Man” to avenge the cruel death he inflicted on our father.” Blue Jay exclaimed, “The one you seek is our father. You must be careful, as he is a cruel and malicious person.” Robin continued, “He treats us, his daughters, as if we were slaves. He made us blind by forcing us to look into the bright light he keeps in his house. My breast is burnt red from him making me work too close to his fire pit, and Blue Jay's head and hair are all charred black (this is why, to this day Robins have a red breast, and Blue Jays have a black head). The sisters looked at one another for confirmation, then Kwiskws said, “Because you have restored our vision, we will help you with your quest.”

The four companions travelled east until they came to a large stone house. The building glowed red from all the heat contained therein. Robin and Blue Jay warned the brothers to be careful when entering the house. The door was a large stone slab that slams shut. “When the door opens you must quickly jump in, or else you'll be crushed.”

The sisters entered the house carrying two buckets of cold water, while the brothers hid outside. Acting as though they were still blind, Robin pretended to trip, falling into Blue Jay, causing both buckets of water to spill into the fire pit. The house filled with thick clouds of steam. The brothers timed their entrance carefully so as not to be crushed by the stone door. Hidden by the clouds of steam, they rushed into the house and killed their enemy before he even knew he was under attack.

Having accomplished their goal, Kweye'cen and Sck'ayec decided to remain in the “Land Above” and marry the sisters, Kwiskws and Skwesqq. However, they still felt an obligation to the people of their home village. Elder Brother said, “I am stronger, so I will carry this large ball of light, and walk across the sky every day. This will provide warmth and light for the people below, and I will be called Sqwqway (the Sun).” Then Younger Brother said, “I will carry this smaller ball of light and walk across the sky each night, and I will be called Ceqtlqayc (the Moon).”

To this day, the brothers continue to walk across the sky each day and each night, keeping a watchful eye on the people in the village of Scqwe'yen (Sequim).

[Adapted by Dale Faulstich from a story told by Mrs. Robbie Davis in Klallam Folk Tales by Erna Gunther]

Background

The seven-member City Arts Advisory Commission (CAAC) was established by ordinance in April 2014. The Commission was created to advise the City on matters including, but not limited to:

1. Cultural and artistic endeavors and projects in which the city may become involved and to act as a representative of the community in such matters.
2. Encourage donations, grants and other support to further expand the arts and cultural services and programs available to citizens of Sequim and members of the Sequim community.
3. Coordinate and strengthen existing organizations in the field of art, and to develop cooperation with schools and regional and national art organizations.
4. Encourage, conduct, sponsor, or co-sponsor public programs to further the development and public awareness of, and interest in, the fine and performing arts.
5. Review and make recommendations on all works of art acquired by the City, whether through purchase, donation or loan.
6. Assist the City in the preparation of planning documents including guidelines, master plans and strategic planning documents related to public art and the public awareness of the visual arts within the City.
7. To operate under policies and procedures as approved by the City Council.
8. To take such other actions as the City Council may direct from time to time.

Annual Planning Retreat Held

CAAC recently met to review their mission, vision and goals. CAAC has been in existence for 2 years now and has evolved since its creation. Programs and projects have been implemented with several still being developed. Based on discussions taking place during this year's planning event, revisions were made to the Vision, Mission and Goals for the CAAC.

CAAC's initial mission statement was "To advise the City Council on all matters affecting the beauty and culture of the greater community of Sequim." The former Vision was "To foster public awareness, interest and participation in artistic and cultural activities." CAAC has developed programs and supported activities the last two years and has evolved since their creation. The new Mission and Vision statements encompass a broader perspective.

Mission

To encourage, support and facilitate various forms of artistic and cultural activities within the greater Sequim community.

Vision

A welcoming, diverse and exciting cultural community.

Goals

1. Explore new and innovative programming

- Artist presentation at First Friday events
- Music in the Plaza
- Amateur artists
- Recyclable art fashion show (Sharon and Karen)



Kids' Parade during Irrigation Festival 2015

- Flash mob
- Art-off (Liz)
- CAN-instruction
- Mural Art
- Art House

2. Research and develop funding opportunities

- Go Fund Me Page
- Money-sharing?
- Grants
- Raffles

3. Increase public awareness of the fine and performing arts and City Arts

Advisory Commission

- Presentations at service groups and chamber
- Slide show of events
- Increase the arts/cultural communities' participation in the City's community calendar
- Elevator cards
- Create e-blast newsletter re CAAC and its activities

4. Develop and nurture partnerships

- Include local businesses and organizations on the invitee lists
- Peninsula College
- Audubon Society/River Center
- Blue Whole / Galleries
- Schools

The Year in Review

In 2015, CAAC held two community forums with the arts community to obtain their ideas about arts and cultural issues in the community. The first meeting was to introduce the Arts Commission to the community as well as create awareness of its existence, purpose and plans.

The second meeting was held to gain insight into the arts community's ideas of what does/does not work in Sequim in relation to arts/culture. The attendees felt that there is a lot of community support for activities and events whether it is funding or volunteers. Children's events and free, inclusive events are popular. They also felt there is a need for more public art or venues for artistic activities. Lack of funding is a common problem.

Attendees provided ideas on events or activities they would like to see added to Sequim's art experience. The suggestions included:

- Art groups working together
- Film festival
- More outdoor music
- Chamber music festival and performances
- "Circus" events
- Ballet festival
- Art on the Peninsula

- Plein Air type event
- Street performances and events
- More public art – temporary and permanent
- Blend agriculture and art
- Encourage “audience” participation
- Cultural heritage art
- Remember food is “art” – help promote attendance
- Cultural lecture series
- Flash mobs and sing alongs
- Walking tour with murals or physical signs and public art map
- Series of workshops
- Water themed events



A flash mob performs in Okinawa, Japan.

CAAC is incorporating some of these ideas into their programming as they move forward in planning events and activities for the community.

Jamestown S’Klallam Tribe Donation



The Jamestown S’Klallam Tribe donated a 30-foot totem pole, valued at \$150,000, for the new Civic Center.

The totem pole was designed by artist and carver Dale Faulstich, who retired in 2015. The totem was produced with his carvers Bud Turner, Tyler Faulstich and Tribal citizen Dusty Humphries.

The totem is carved from a 900 year old, peeled Western Red Cedar log and represents the story “Why the Sun Always Shines in Sequim” adapted by Faulstich in a story told by Mrs. Robbie Davis in Klallam Folk Tales by Erna Gunther.

Rotating Art Exhibits

The opening of the new Civic Center in May 2015 created the opportunity to have a rotating art exhibit in the lobby. The first exhibit took place May through December 2015. The theme of “What Sequim Means to Me” was well received and created excitement about things to come with the new Civic Center.



Artists who participated in the 2015 inaugural art exhibit



Thank you to the 16 artists who participated in the inaugural exhibit.

| Artist | Name of Artwork | Size | Media |
|-------------------------|----------------------------|-----------------|-----------------------------|
| Nancy Hofmann | Lighthouse Tower | 20x16 | Acrylic |
| Tuttie Peetz | Soaring High | 18x10 | Wood |
| Ross Hamilton | Blue Mountain Winter | 20x24 | Photography |
| Lyn Smith | The Dungeness Lighthouse | 17x21 | Watercolor |
| Eva Kozun | "Freedom" (Salmon) | 9x18 | Ceramic/stoneware sculpture |
| Gina Cox | A Walk in the Park | 20x30 | Metal Print |
| Valerie Henschel | Lavender Bundles | 4x6 ratio | Photography |
| Greywolf Photography | Slack Tide: Dungeness Spit | 24x36 | Photography |
| Alan Halfhill | Sunset | 8x10 | Photography |
| Patricia Oden | Great Colors in Sequim | 47x47 | Hand-dyed textiles |
| Tim Oneill | Chair in Lavender | 20x24 | Photography |
| Alex Kruckeberg | Manis Mastodon | 11x14 | Acrylic |
| Marilynn Evans | John Wayne Marina | 21-1/2 x 17-1/2 | Digital Art |
| Ryoko Toyama | At Jamestown Beach 2 | | |
| Karen Rozbicki Stringer | Living in the Moment | 16x20 | Photography |
| Karen Rozbicki Stringer | Dandy Afternoon Glow | 16x20 | Photography |

Historical display



The first display of historic photos was completed in 2015. CAAC intends to create two or three additional collages of historic photos to line the stairwell.

This first display depicts the corner of Sequim Avenue and Washington Street. This has always seen a hub of activity as the City's major intersection.

Thank you to Patsy Mattingley and Steven Humphrey for their work in developing this display. Thank you to the Museum & Arts Center for their contribution of pictures.

Holiday Tree



A new tradition began in 2015 with the addition of a holiday tree in the Civic Center lobby.

Each year fourth grade students are invited to create an ornament for the tree based on an established theme.

December's First Friday event introduced the inaugural holiday tree and its ornaments. The Sunshine Generation provided entertainment for attendees.



Public Art Acquisition

An art glass sculpture was donated to the City of Sequim in 2015. The creation of this beautiful art work was made possible through the generosity of the Bobbi Burkett family members and friends, who donated nearly \$12,000 to the Olympic View Community Foundation in Sequim over the course of two years on behalf of the Bobbi Burkett Memorial Fund.

Seattle Glassblowing Studio in Seattle created this standing art glass sculpture which embodies the colors and light found in the natural beauty surrounding Sequim and the Olympic Peninsula, which Bobbi dearly loved. A collaborative design, this installation was created by Bob Rigg, Cyrena Stefano and Cliff Goodman, a talented team of artists at Seattle Glassblowing Studio.



Other Events/Activities



Sequim Ballet entertained audiences with “Peter and the Wolf” on the Civic Center plaza. The plaza creates the perfect venue for these types of activities. We would like to encourage this type of activity on a regular basis.

People brought their chairs and enjoyed an afternoon of entertainment. Thank you to Sequim Ballet!



Music in the Park celebrated its 10th year in 2015. This summer concert series takes place each Tuesday from 6 to 8 p.m. beginning June 28 and ending August 30, 2016. July 26 will feature the ever-popular karaoke contest. Prizes will be awarded to the top 3 performers.



2015 Karaoke Winner

Future Events in the Works

2016 will see the placement of the historical bell, Centennial tiles and installation of art on the wall behind the City Council dais in the council chambers.

A budget cover contest is scheduled for July 2016. Middle school students are encouraged to submit their artwork depicting “*What Sequim Means to Me.*” The artwork will be displayed in the Civic Center and the public will vote for their favorite art which will be featured in the City of Sequim’s 2017 budget.

December will also include the holiday tree with themed ornaments decorated by fourth grade students.

Other events or activities that are planned include:

- ◆ A trashion show (September or October 2017)

Design and make trashion fashion out of everyday materials that would otherwise end up in the trash or recycling bin. Then strut your design down the runway (either you or a friend) in style- in front of lights, music, and hundreds of adoring fans.

- ◆ Quarterly art exhibits

| | |
|--|------------------------------------|
| 3rd Quarter 2016 | All Things Purple |
| 4 th Quarter 2016 | Fibre Art |
| 1 st Quarter (Jan-Mar) | All Things Glass |
| April | Peeps Show |
| 2 nd Quarter (May 19-June 30) | Piecing Together a Changing Planet |
| 3 rd Quarter | “Found” objects |
| 4 th Quarter | To be determined |

- ◆ Keying Around (July)

Painted pianos will be placed at locations throughout the city during the month of July for people to sit down, play, and enjoy. Sponsors are needed to help cover the costs of artistic supplies, moving, and tuning of the pianos.

Special performances will also be scheduled with various pianists. Sponsors are still needed to help pay for pianos and performers.

- ◆ Souper Bowl

This program is still in the design phase but is something being considered for 2017.

- ◆ Plaza entertainment (Summer event)

Looking for performers to entertain in the Civic Center plaza summer of 2016 and 2017.

- ◆ The big chair (Builder needed)

This is an inexpensive and creative way to create meaningful moments. Once built, the public is invited to take and post their pictures sitting on “The Chair.”



- ◆ “How Tall This Fall” display (Builder needed)



Once a design is determined, this structure will be built and painted. In the fall it will be placed in the Civic Center plaza. The year will be changed on an annual basis. It is the hope that each fall people will come and take their picture with the “How Tall This Fall” sign.

This could become a fun, family tradition.

- ◆ A “Peeps” show (April 2017)



A Seattle entry inspired by the book
"The Boys in the Boat."

This will be an exhibit that is created using the marshmallow candies known as "peeps."

It will take place during the month of April. The public will be invited to vote for their "peeps of choice."

Thank you to the City Arts Advisory Commission for their work in developing this annual report.

Report approved this 22nd day of June, 2016.

2015 Committee Members

Natalie Andrzejewski

Eileen Cummings

Sharon Delabarre

Lizbeth Harper

Joanna Hays

Steven Humphrey

Patsy Mattingley

2015 Council Liaison

Candace Pratt, Mayor

Staff Liaison

Karen Kuznek-Reese, City Clerk

SEQUIM CITY COUNCIL AGENDA COVER SHEET

MEETING DATE: July 11, 2016

FROM: Chris Hugo, Director – DCD

CRH
Initials

SUBJECT/ISSUE: Proposed Zoning Text and Zoning Map Amendments to Implement the Comprehensive Plan (Consistency Update)

| | | | | |
|-------------------------------|--|---|--|----------|
| Discussion dates | | | | |
| CATEGORY | <input type="checkbox"/> City Manager Report | <input type="checkbox"/> Information Only | Time Needed for Presentation 30 Minutes | |
| | <input checked="" type="checkbox"/> Public Hearing | <input type="checkbox"/> Consent Agenda | | |
| | <input type="checkbox"/> Unfinished Business | <input type="checkbox"/> New Business | | |
| Reviewed by | | | Initials | Date |
| Charles P. Bush, City Manager | | | CPB | 7/6/16 |
| Kristina Nelson-Gross | | | KNG | 7/6/2016 |
| | | | | |

PROBLEM/ISSUE STATEMENT: With the adoption of the Sequim 2015-2035 Comprehensive Plan in late 2015, the city’s development regulations need updating to implement the new Plan’s directions on growth and character of development. The update process starts with proposed amendments to the most geographically-prevalent zone classification, R-II Single Family Residences. The Official Zoning Map is also revised to reflect the land use designations of the Future Land Use Map.

ATTACHMENTS:

- 1) EXHIBIT 1: Proposed text amendments to R-II zone classification standards.
- 2) EXHIBIT 2: Introduction to the Official Zoning Map with proposed re-designations

DISCUSSION/ANALYSIS: The Comprehensive Plan commits considerable text to policy directions that respond to the Plan’s Vision and highest-level community values about the physical, social and environmental future of the city that are most experienced in the context of the city’s residential districts. The residential land use districts presented on the *2015-2035 Future Land Use Map* cover approximately 80% of the city’s geography. These are the land areas most essential to meeting the community’s objectives for accommodating growth.

The new Plan is very explicit about promoting Single Family neighborhoods and the density, physical form, and characteristics of development that define them. Much of the Plan's directions are already part of the R-II Single Family Residential district in the zoning code but the *consistency* update provides an opportunity to refine the lists of permitted and conditional uses, the set of basic development standards, and remove some internally inconsistent or obsolete requirements.

The proposed amendments to the R-II zone classification begin with a more informative designation, *R4-8*, that communicates the basic range of lots per net acre that frames the detached, single-family home density limits. The purpose statement that explains the intent of the classification is similarly modified to add clarity. Seven land uses are proposed for deletion as inconsistent with the character and needs of a single-family residential neighborhood.

The biggest change to the table of Bulk, Dimensional, and General Requirements [SMC Table 18.44.020(C)] is the deletion of the R-IV zone classification that accommodates a market demand that is directed to the Downtown Districts in the new Plan. New lot size standards for the R4-8 zone reflects those stated in the Plan, and setbacks are proposed for minor adjustments to increase variety of site development. Front yard setback standards are disconnected from road and arterial classifications – a requirement that has not been applied consistently due to conflicts in arterial classification – and the section on arterial classifications is consequently proposed for deletion.

Although the R-III designation is removed from much of the city's geography, the classification itself is retained to apply to the Lifestyle District until a new zone classification is drafted.

There is also an additional minor addition to the rules for accessory structures to insure that their profile from the street is secondary to that of the primary home.

Concurrent changes to the Official Zoning Map are also needed to reflect the land use designations on the *Sequim 2015-2035 Comprehensive Plan Future Land Use Map*, as a response to the Growth Management Act *consistency* mandate. The zoning map changes are the same as the changes to the land use designations when the *Future Land Use Map* was adopted as part of the new *Comprehensive Plan*. The map showing these changes will be reviewed by the Planning Commission on July 19 and presented to Council on July 25 with the continuing public hearing on the proposed text amendments.

These proposed changes are the product of Focus Group discussions among two Planning Commissioners and three members of the residential real estate development and sales sectors active in the Sequim marketplace as well as extensive discussion by the Planning Commission in deliberating its recommendation for Council adoption.

BUDGET IMPLICATIONS: None.

RECOMMENDATION: The Planning Commission recommends adoption of proposed amendments to SMC 18.16.050, 18.20.010, 18.20.020, Table 18.44.060 (C), and 18.59.020 and deletion of section 18.44.060 to implement policy directions of the Comprehensive Plan for Single Family Residential uses.

MOTION: I move to continue the public hearing to July 25, 2016, on proposed amendments to sections of Title 18 SMC relating to single-family use and development to, as recommended by the Planning Commission for adoption, and including revisions to the Official Zoning Map, for regulatory consistency with the *Comprehensive Plan*.

EXHIBIT I

18.16.050 Boundary interpretation.

Where uncertainty exists as to the boundaries of any zone shown upon the zoning map, the following rules shall apply:

A. Where boundaries are indicated as approximately following the centerline of streets or alleys or lot lines, such lines shall be construed to be such boundaries.

B. Where one or more boundaries intersect a lot, the location of such boundary shall be determined by use of the scale appearing on said zoning map and the respective portions of the parcel shall be subject to the respective zones except as provided in subsection (D) of this section.

C. Where a public street is officially vacated or abandoned, the area comprising such vacated street or alley shall acquire the classification of the property to which it reverts.

D. Whenever a zone boundary line passes through a lot of record which existed prior to the passage of this title the entire lot of record may be used in accordance with the provisions of the least restrictive of the two zones; provided, that more than 50 percent of the lot of record is located within the least restrictive of the two zones. For the purposes of boundary interpretation the zones shall be classified in terms of restriction as follows (least restrictive to most restrictive): M-II, M-I, MU, C-III, C-II, C-I, R-IV, R-III, ~~R-4-#8~~, R-I(S), R-I(LS), PF, B.

18.20.010 Establishment of districts.

For the purposes of this title, the city is divided into zones as provided hereafter.

| District Type | District Name | Symbol |
|----------------------|---|-------------------|
| Residential | Single-Family Residential | R-4-#8 |
| | Multifamily Residential (Medium) | R-III |
| | Multifamily Residential (High) | R-IV |
| Commercial | Neighborhood Commercial | C- I(NC) |
| | General Retail District | C-II(G) |
| | Medical and Professional Offices | C-II(M) |
| | Shoreline Commercial | C-II(S) |

| District Type | District Name | Symbol |
|--------------------|----------------------------------|--------|
| | General Commercial | C-III |
| | Regional Commercial (Overlay) | C-IV |
| Mixed Use | Mixed Use | MU |
| Other Districts | Public Facilities | PF |
| | Research and Development Park | RDP |

18.20.020 Residential districts and uses.

The following residential districts shall be designated consistent with the city of Sequim comprehensive plan optimum land use map:

A. R-~~H4-8~~, Single-Family Residences. The intent of the R4-8 zoning district is to provide land for ~~districts of detached, single-family homes~~ lower residential densities within the city. The R-~~H4-8~~ zone provides for consistency and predictability in ~~established~~ single-family neighborhoods. New subdivisions shall provide a minimum of ~~four three and a maximum of five~~ dwelling units per net acre. The minimum number of units may be reduced based on ~~access constraints or~~ the presence of critical areas.

1. Permitted uses in the R-~~H4-8~~ zone include the following: ~~Agriculture~~; bed and breakfast inns (home business) (up to and including two guest rooms); churches or religious places of worship; day care, family day care homes (up to 12 charges); group homes (other), 12 or fewer persons; group homes for the functionally disabled (12 or fewer persons); residences, single-family; electric vehicle charging station – private.

2. Conditional uses in the R-~~H4-8~~ zone include the following:

a. Major. Day care centers (more than 12 charges); group homes for the functionally disabled (13 or more persons); mobile home and manufactured home parks consistent with Chapter [18.62](#) SMC; special needs housing; towers, antennas (including amateur radio), and supporting structures 65 feet or less.

b. Minor. ~~Agricultural processing, light~~; bed and breakfast inns (three to six guest rooms); ~~equestrian facilities~~; nursing homes and congregate care facilities (up to 10 residents); ~~residences, multifamily, in conformance with R4-8 densities.~~

3. Special uses in the ~~R-44-8~~ zone include the following: ~~Cemeteries~~; communication relay or transmission facilities; ~~hospitals and sanitariums (except animal clinics, hospitals)~~; parks, playgrounds, ~~golf courses~~, recreation or community centers, swimming pools, public and private; schools, public; towers, antennas, and supporting structures, including amateur radio towers, 65 feet or more; electric vehicle charging station – public.

B. R-III. The intent of the R-III zoning district is to allow moderate density residential development within the city. New subdivisions shall provide a minimum of six and a maximum of 10 dwelling units per acre. Medium density single-family homes and multifamily residential developments are allowed in the R-III zoning designation.

1. Permitted uses within the R-III zone include the following: Bed and breakfast inns (home business) (up to and including two guest rooms); churches or religious places of worship; day care, family day care homes (up to 12 charges); group homes (other), 12 or fewer persons; group homes for the functionally disabled (12 or fewer persons); nursing homes and congregate care facilities (up to 10 residents); residences, single-family; electric vehicle charging station – private; residences, multifamily in conformance with R-III densities; residences, manufactured homes, consistent with Chapter [18.62](#) SMC.

2. Conditional uses within the R-III zone include the following:

a. Major. ~~Agricultural process, light~~; clinics; convenience stores, neighborhood; day care center (more than 12 charges); nursing home and congregate care facilities (over 10 residents); towers, antennas (including amateur radio), and supporting structures less than 65 feet; electric vehicle charging station – public.

b. Minor. Bed and breakfast inns (three to six guest rooms); bakeries, retail.

3. Special uses within the R-III zone include the following: ~~Cemeteries~~; communication relay or transmission facilities; group homes for the functionally disabled (13 or more persons); hospitals and sanitariums (except animal clinics, hospitals); parks, playgrounds, ~~golf courses~~, recreation or community centers, swimming pools, public and private; schools, public; special needs housing; towers, antennas, and supporting structures, including amateur radio, more than 65 feet; electric vehicle charging station – public.

~~C. R-IV. The intent of the R-IV zoning district is to provide for high density multifamily development (including duplexes, triplexes, and apartments) and small lot, single family cluster/cottage style residential development. New subdivisions shall provide a minimum of 11 and a maximum of 16 dwelling units per acre.~~

~~1. Permitted uses within the R-IV zone include the following: Bed and breakfast inns (home business) (up to and including two guest rooms); churches or religious places of worship; day care, family day care homes (up to 12 charges); group homes (other), 12 or fewer persons; group homes for the functionally disabled (12 or fewer persons); small lot, single family cluster/cottage style residential development in conformance with R-IV~~

~~densities; electric vehicle charging station – private; residences, multifamily; residences, manufactured homes, consistent with Chapter 18.62 SMC.~~

~~2. Conditional uses within the R-IV zone include the following:~~

~~a. Major: Agricultural processing, light; clinics; convenience store, neighborhood; nursing homes and congregate care facilities (over 10 residents); towers, antennas (including amateur radio), and supporting structures less than 65 feet; electric vehicle charging station – public.~~

~~b. Minor: Bakeries, retail; barber and beauty shops; bed and breakfast inns (three to six guest rooms); day care centers (more than 12 charges).~~

~~3. Special uses in the R-IV zone include the following: Communication relay or transmission facilities; group homes for the functionally disabled (13 or more persons); hospitals and sanitariums (except animal clinics, hospitals); parks, playgrounds, golf courses, recreation or community centers, swimming pools, public and private; schools, public; special needs housing; towers, antennas, and supporting structures, including amateur radio, more than 65 feet. (Ord. 2012-002 § 2 (Exh. B); Ord. 2011-012 § 1 (Exh. A); Ord. 2011-003 § 1 (Att. 3); Ord. 2010-012 § 1 (Exh. 1); Ord. 2006-016 § 3; Ord. 97-019 § 4, Exh. B)~~

Table 18.44.020(C) – Bulk, Dimensional and General Requirements: Residential^b

| Front Zone | Minimums | | | | | | | | Maximums | |
|-----------------------|--|--------------------------------|---|---------------------------|---------------------------|---------------------------|----------------------------------|-------------|---|----------------------------|
| | Lot Size Range | Lot Width, Min. | Required Minimum Setbacks (Required Yards) | | | | Side Each^a | Rear | Lot Coverage (All Structures) | Building Height |
| | | | Front | | | | | | | |
| | | | Access Road | Collector Road | Minor Arterial | Major Arterial | | | | |
| R-44-8 | 6,250 Minimum: 5,400 square feet. Maximum: 14,500 square feet. | 50' 40' | 20' 15' | 25' 15' | 30' 15' | 35' 15' | 40' 6' | 15' | 40% lots 10,000 sf and larger; increases by 0.4% for each 100 sf lot area less than 10,000 sf | 35' 25' |

Table 18.44.020(C) – Bulk, Dimensional and General Requirements: Residential^b

| Front Zone | Minimums | | | | | | | Maximums | | |
|---------------|--------------------------------------|-----------------------|--|-------------------|-------------------|-------------------|---------------------------|----------|--|--------------------|
| | Lot Size Range | Lot Width, Min. | Required Minimum Setbacks (Required Yards) | | | | Side Each ^a | Rear | Lot Coverage (All Structures) | Building Height |
| | | | Access Road | Collector Road | Minor Arterial | Major Arterial | | | | |
| R-III | 3,000 square feet <u>minimum.</u> | 50' | 20' | 25' | 30' | 35' | 10' | 15' | 65% | 35' |
| R-IV | 2,000 square feet | 50' | 20' | 25' | 30' | 30' | 10' | 15' | 65% | 35' |

^aZero lot line construction may be allowed; however, the minimum distance between buildings must be 10 feet and 10 feet from any side street. Distance is measured from the furthest protuberance of any structure (eaves, etc.).

^bSee SMC [18.59.020](#) for dimensional standards for residential accessory structures.

18.44.060 Road classifications.

~~The purpose of establishing road classifications is, to clarify the setbacks for development activities consistent with the requirements of this section. The following road designations shall apply:~~

~~A.— Arterials.~~

- ~~—SR 101 By-Pass;~~
- ~~—Existing Highway 101 (Washington Street);~~
- ~~—Old Olympic Highway;~~
- ~~—Sequim-Dungeness Way, North and South Sequim Avenues.~~

~~B.— Collectors.~~

- ~~—5th Avenue (north of Prairie);~~
- ~~—7th Avenue (south of Hwy. 101);~~
- ~~—9th Avenue (north of Hwy. 101);~~
- ~~—Blake Avenue;~~
- ~~—Brown Road;~~
- ~~—Fir Street;~~

- ~~—Hammond Street;~~
 - ~~—Hendrickson Road;~~
 - ~~—Keeler Road;~~
 - ~~—Maple Street;~~
 - ~~—Miller Road;~~
 - ~~—Port Williams Road;~~
 - ~~—Prairie Street;~~
 - ~~—Priest Road;~~
 - ~~—River Road;~~
 - ~~—Simdars Road;~~
 - ~~—SR 101 By-Pass South Frontage Road;~~
 - ~~—Still Avenue;~~
 - ~~—West Sequim Bay Road;~~
 - ~~—White Feather Way~~
-

18.59.020 Residential garage, carport, shop, covered areas, and similar accessory structures.

A. The dimensional standards below rather than the standards in SMC 18.44.020 shall apply to structures such as garages, storage sheds or tool sheds that are accessory to detached single-family residential uses in R zones, exclusive of accessory dwelling units as provided in Chapter 18.66 SMC:

1. Setbacks. Detached accessory structures shall be a minimum of five feet from side and rear property lines, ~~and~~ 10 feet from any street right-of-way or alley, ~~and~~ 10 feet from any building on the same or adjacent properties, ~~and no closer to the front property line than the distance to the primary residence façade element furthest from the street,~~ provided, that the minimum setback from any alley 16 feet or greater in width is five feet; attached accessory structures are subject to the same setbacks as the primary residence;

EXHIBIT - A



ZONING MAP
City of Sequim, Clallam County WA

- DC
- DMU-II
- DMU-I
- C-III
- C-II(G)
- C-II(M)
- MU
- Merge_R-II
- Merge_R-II
- R-II
- CITY LIMITS
- UGA

Date: 7/7/2016

LEGEND TO MAP CHANGES - R4-8 ZONE IMPLEMENTATION

Dark Blue:

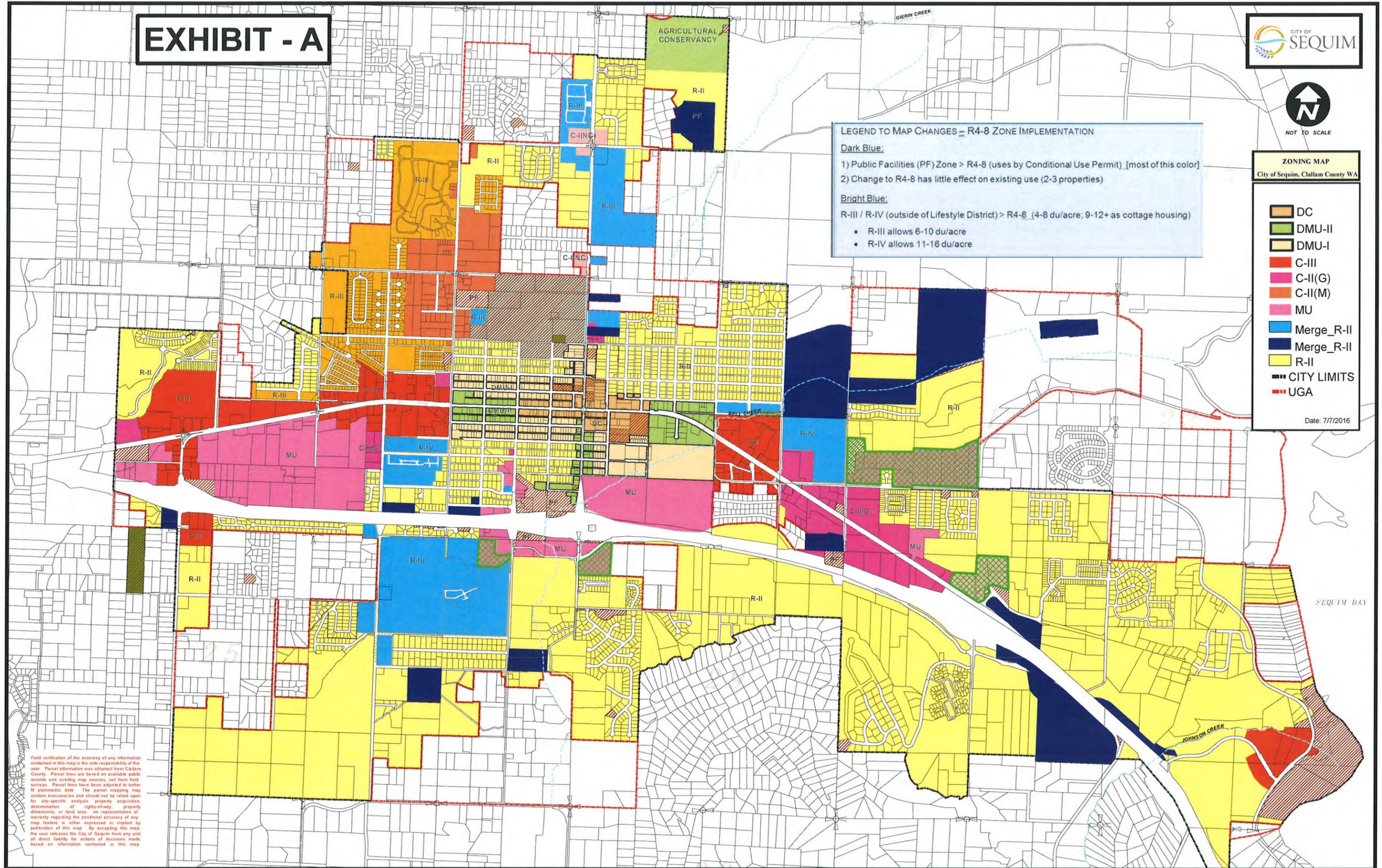
- 1) Public Facilities (PF) Zone > R4-8 (uses by Conditional Use Permit) [most of this color]
- 2) Change to R4-8 has little effect on existing use (2-3 properties)

Bright Blue:

R-III / R-IV (outside of Lifestyle District) > R4-8 (4-8 du/acre; 9-12+ as cottage housing)

- R-III allows 6-10 du/acre
- R-IV allows 11-16 du/acre

Field verification of the accuracy of any information contained in this map is the sole responsibility of the user. Parcel information was obtained from Clallam County. Parcel lines are based on available public records and existing map sources, not from field surveys. Parcel lines have been adjusted to better fit planimetric data. The parcel mapping may contain inaccuracies and should not be relied upon for site-specific analysis, property acquisition, determination of rights-of-way, property dimensions, or land area. No representation of warranty regarding the positional accuracy of any map feature is either expressed or implied by publication of this map. By accepting this map, the user releases the City of Sequim from any and all direct liability for actions or decisions made based on information contained in this map.



**CITY OF SEQUIM
CITY COUNCIL MINUTES
SEQUIM CIVIC CENTER
152 WEST CEDAR STREET
SEQUIM, WA
June 27, 2016**

1. 2017 Budget: Council input on policy and programs

Hagener described the budgeting process. The budget will represent the City Council goals as well as the City's various plans and its goals. Starr suggested adding climate change to be a regional endeavor. We need to start thinking and talking about this. Hagener provided information concerning projects and activities that are currently in process and that will take place in the future. Lake suggested that we need permission from Clallam Transit to install antenna on top of the building so that we may have radio communications. The SRO program runs through 2017. The City is required to fund the position an additional year. Grant funding runs out in first quarter 2017.

Discussion completed 5:39 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Bob Lake, Pam Leonard-Ray, Dennis Smith, Ted Miller, John Miller, Candace Pratt, Genaveve Starr, Wendall Lorenzen

CHANGES TO THE AGENDA

CEREMONIAL

REPORTS

Committee, Board and Liaison

T. Miller participated in a land use webinar and reported on the various topics that were covered. T. Miller attended the North Olympic Peninsula Research Conservation and Development meeting where they discussed what the panel would like to see in the economic development packet. He also attended the public meetings conducted by David Garlington on traffic improvements. It was very well received. Lake noted that there is tsunami readiness training tomorrow at the Port Angeles City Council chambers. Starr attended the PRTPO meeting which included a tour of Kitsap County projects. Manchester just built a park that incorporates stormwater treatment into the park. It is a water feature that spirals into the ground. There is a large grassy area

where they hold community events. Outside of the park is a cement wall that has lighting built into the wall that is diffused. They toured the newest transit center that is a park-n-ride. They also toured a bridge replacement project in Silverdale. Starr also attended the CTS board meeting.

Leonard-Ray attended the City Arts Advisory Commission meeting. We are still working on getting a contractor to install the Centennial tiles. First Friday is this weekend with a reception from 5-7 for "All Things Purple." This is also the kick off for "Keying Around."

Presiding Officer

Smith attended the CTS meeting followed by the maintenance and activities with CTS. CTS is looking at other sources of fuel. Last week he attended the AWC Conference in Everett.

City Manager

Bush reported on the Transforming Local Government Conference he attended in St. Paul and the AWC Conference. Barbara Hanna reported the current kiosks for the ODT are designed to resemble the granary. New signs have been developed to be placed on the west end of the City. They are working on two additional signs for each end that will describe what is coming up in the City. Garlington reported the East Fir Street project had been moved up in priority in the Capital Improvement Program. Upon reconsideration, he would like to move it back to its original slot which is two years out. The project has not yet been funded. There are other higher priorities that need to be completed which includes acquiring rights-of-way for the trail. That will be included in the CIP that will be brought forward at the next meeting. Irvin added that the Park & Recreation Board has approved a motion to request the CIP incorporate an additional \$39,000 in the 2017 budget for pickleball courts at Carrie Blake Park. Staff will continue to bring the CIP forward with no recommended additional increase.

PUBLIC COMMENTS Please limit comments to 3 minutes. Please see "Public Comments" rules attached.

Jan Rogatz stated she has been here one year. She is from Chicago. She knows there will be a meeting on the Legacy Ridge development in the future.

Bush stated the Legacy Ridge development may come to Council in the future and it is quasi-judicial. There will be public meetings and hearings before the Planning Commission and City Council. There is an upcoming meeting with the developers. Sometime in the fall there may be a public hearing. You may not consider any comments concerning this development until heard during the public hearing. Nelson-Gross stated that the Council has been briefed on their role in a quasi-judicial matter. They cannot talk to the public about the development. If you do talk to them, you run the risk of invalidating their opinion in the future.

Tom Crumley representing Dan Abbott and the Lavender Farmers and Julie Ingram co-owner of Lavender Farm, stated they have deeded property to the Olympic Discovery Trail.

The Tour de Lavender is a large bike race occurring here every year with over 300 riders. Their inaugural year was held during the Centennial. They presented an inaugural jersey to the City on behalf of the Lavender Farmers.

INFORMATION/COUNCIL QUESTIONS INVITED

PUBLIC HEARINGS

CONSENT AGENDA

2. Approve/Acknowledge
 - a. City Council Meeting Minutes - June 13, 2016
 - b. Claim Voucher Recap Dated 6/27/16 Total Payments \$772,709.05
 - c. Resolution R2016-17 Authorizing RCO Application for Washington Wildlife and Recreation Program for Carrie Blake Community Park
 - d. Resolution R2016-18 Authorizing Application for Youth Athletic Facilities Grant for Little League Fields at Dr. Standard Park

Consent agenda was unanimously approved.

UNFINISHED BUSINESS

3. Pavement Rehab Update

Garlington provided background on how roads have been evaluated. Each road was assigned an index. There are some streets that have become very bad. If we use the scientific methods of analysis, we will never get to those roads so we have diverted some funds to get to those roads. He explained the Pavement Condition Index Comparison. Over the next 5 years, with a constant \$500,000 investment every year, we will continue to decline. How much it will take to maintain PCI of 70 will be included in a future discussion. He presented the West Fir Street construction scope. Streets slated to be paved in 2016 include West First between 5th and 9th; Klahn Place, and North 7th Avenue because of the water main break near West Alder loop. This will go to bid soon. We are putting together another transportation project for pedestrian improvements for sidewalks on Blake and Brown. Being proactive on the ADA program is a requirement for many grant applications. We will present you with an ADA program in the near future. We are looking at additional paving on Brown Road. It is a complicated puzzle to find roads necessary for paving where utility work will not need to be completed. Garlington stated this is coming in late because of the parking lot project and the Dungeness Cup. There will still be good weather to complete projects. We are using the West Fir corridor for grant purposes.

4. Approve Guy Cole Scope of Work

Irvin stated that the Dept. of Enterprise Services has conducted initial research. Management fees are included. The scope of work includes a dropped ceiling with interior lighting, HVAC, replacement of windows and doors, kitchen remodel, new flooring, new metal roof, new painting and window treatments. A general contractor would evaluate HVAC to determine proper replacement. Ken Hays has agreed to develop specs to be included in the RFP. We would like to have a general contractor on board by September and have work completed by March 2017. A priorities list will be developed for future phases.

Starr asked if we thought this scope would be completely covered by the available funds. Irvin stated it will be determined once we receive bids.

MOTION to approve the scope of work for the Guy Cole revitalization project as presented by Ted Miller; seconded by Pam Leonard-Ray. Carried Unanimously.

NEW BUSINESS

5. Ratify Contract with Cline Irrigation District for City Maintenance Services

Garlington stated this was an emergency request received from irrigators on the east side where silt and gravel has collected in a fish screen structure. They came to the City and asked if we could take the VAC truck out to suck out rest of sediment. This is a one-time, short contract. The screens were successfully cleared and water is again flowing. The work has been completed. We are now asking for ratification of the contract.

T. Miller stated this is the type of proactive thing we should be doing. We want reciprocity. Does the City of Port Angeles have a VAC truck? Garlington is unsure.

MOTION to ratify the contract dated June 16, 2016 between the City of Sequim and Cline Irrigation District for maintenance of a fish screen located at 1053 Taylor Cutoff Road by Pam Leonard-Ray; seconded by Ted Miller. Carried Unanimously.

6. Approve MOA with Sequim Prairie Tri-Irrigation District

Garlington stated we previously had a contract with Sequim Prairie Tri-Irrigation Association. It is in the City's interest that the irrigation ditches function correctly and minimize impacts to the City. This MOA allows the City to work with the association to clear out irrigation ditches and clear vegetation on City rights-of-way. This is a good opportunity to partner with someone who has a large impact on the City. This is a one-year contract with automatic renewal. The intent is to talk with Highland Irrigation District to develop a similar agreement.

MOTION to authorize the City Manager to sign the MOA with Sequim Prairie Tri-Irrigation Association for general maintenance, with terms including fees for requested services by Candace Pratt; seconded by Ted Miller. Carried Unanimously.

7. Approve Resolution R2016-19 in Support of Dungeness Off-Stream Reservoir Grant Application

Garlington stated the City is a stakeholder that stands to benefit from the construction and operation of a large water storage reservoir south of the City limits. Water would be stored in the reservoir during wetter seasons. The water is then used for commercial agricultural interests during the lowest water flow in the Dungeness. This is also the time when salmon are flowing upstream. This application is for a \$4 million grant for design and property acquisition. This will encourage DOE to fund this grant application. Every partner is being asked for a letter of support. The grant is due June 30. We are not obligating anything other than staff time. Garlington clarified that Port Angeles does not have interest.

MOTION to approve Resolution R2016-19 which urges Washington Department of Ecology to fund property acquisition and design of the Dungeness Off-Stream Reservoir by Ted Miller; seconded by Pam Leonard-Ray. Carried Unanimously.

GOOD OF THE ORDER

Starr thanked staff for an improvement of the electronic version of the Council packet. It makes it very easy to maneuver through the packet. Starr attended League of Women Voters Youth Empowerment Project. It was very successful. Leonard-Ray stated it was a great way to hear from marginalized populations. Many in Sequim would benefit from something like this. Mayor Smith represented the City at a ribbon cutting at the Hurricane Veterinary Clinic.

PUBLIC COMMENTS (Please limit comments to 3 minutes each)

EXECUTIVE SESSION - Property Acquisition / Potential Litigation

Mayor Smith announced an executive session for property acquisition and potential litigation. The meeting recessed to executive session for 10 minutes to discuss property acquisition at 7:00 pm. Action is anticipated.

Reconvened at 7:10 pm.

Bush indicated he will explore options.

MOTION to authorize the City Manager to enter into discussions on property acquisition by Candace Pratt; seconded by Pam Leonard-Ray. Carried Unanimously.

An executive session was announced for potential litigation to last approximately 10 minutes. No action is anticipated. Council went into executive session at 7:15 p.m.

Meeting reconvened at 7:28 p.m.

The meeting unanimously adjourned at 7:30 p.m.

Respectfully submitted,

Karen Kuznek-Reese, MMC
City Clerk

Candace Pratt
Mayor

Minutes approved at a regular Council meeting held on July 11, 2016.

SEQUIM CITY COUNCIL
 CONSENT AGENDA RECAP - July 11, 2016

| <u>Number</u> | <u>Voucher</u> <u>Date</u> | <u>Type</u> | <u>Payment</u> <u>Detail</u> | <u>Amount</u> |
|---------------|--|--------------|---------------------------------|---------------------|
| 1 | 6/17/2016 AP Vendor | Check | Ck 69670 thru 69703 | \$ 104,877.82 |
| | | Electronic | E-3785 thru E-3787 | \$ 266.84 |
| | | Treasury | TC 9153 & TC 9154 | \$ 283.00 |
| | <i>Comments: None</i> | | | Total \$ 105,427.66 |
| 2 | 6/22/2016 Payroll | Check | Ck 69704 thru 69708 | \$ 6,514.75 |
| | | Direct Debit | Count of 75 | \$ 151,550.39 |
| | | Electronic | E-3789 | \$ 69,359.64 |
| | <i>Comments: For Pay Period 6/1/16 - 6/15/16</i> | | | Total \$ 227,424.78 |
| 3 | 6/22/2016 PY Liabilities | Check | Ck 69709 thru 69717 | \$ 27,943.29 |
| | | Electronic | E-3791 thru E-3795 | \$ 48,109.71 |
| | | | | \$ - |
| | <i>Comments: For Pay Period 6/1/16 - 6/15/16</i> | | | Total \$ 76,053.00 |
| 4 | 6/24/2016 AP Vendor | Check | Ck 69718 thru 69766 | \$ 98,144.23 |
| | | Electronic | E-3788 and E-3790 | \$ 269.50 |
| | | Treasury | TC 9155 thru TC 9158 | \$ 468.45 |
| | <i>Comments: See Payroll Voucher #2 for E-3789</i> | | | Total \$ 98,882.18 |
| 5 | 6/30/2016 Utility Refunds | Check | UBR Ck 69767 thru UBR 69775 | \$ 1,488.66 |
| | | | | \$ - |
| | | | | \$ - |
| | <i>Comments: None</i> | | | Total \$ 1,488.66 |
| 6 | 6/30/2016 AP Vendor | Check | Ck 69776 thru 69809 | \$ 23,631.37 |
| | | Electronic | E 3796 thru E 3799 | \$ 38,556.75 |
| | | Treasury | TC 9159 thru TC 9162 | \$ 264,607.02 |
| | <i>Comments: None</i> | | | Total \$ 326,795.14 |

Finance Certification: 
 Sue Hagener,
 Admin. Svcs. Director

TOTAL PAYMENTS: \$ 836,071.42

**SEQUIM CITY COUNCIL
AGENDA COVER SHEET**

MEETING DATE: July 11, 2016

FROM: David Garlington
Public Works Director

 dmg
Initials

SUBJECT/ISSUE: Acceptance of SRF Loan Applications

| | | | | |
|--------------------------------------|--|--|------------------------------|--|
| Discussion dates | | | | |
| CATEGORY | <input type="checkbox"/> City Manager Report | <input type="checkbox"/> Information Only | Time Needed for Presentation | |
| | <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Consent Agenda | | |
| | <input type="checkbox"/> Unfinished Business | <input checked="" type="checkbox"/> New Business | | |
| Reviewed by | Initials | | Date | |
| Charlie Bush, City Manager | CPB | | 7/6/16 | |
| Sue Hagener, Admin Services Director | SH | | 7/6/16 | |
| Kristina Nelson-Gross, City Attorney | KNG | | 7/6/2016 | |

PROBLEM/ISSUE STATEMENT:

Sequim Public Works recently submitted loan applications for funding from the Washington State Department of Ecology and Washington State Department of Health to assist with the cost of several capital projects that are currently in the 2016 Adopted Budget. The City was awarded funding for five (5) of these projects and now needs to accept these funding offers.

LIST OF ATTACHMENTS:

1. Aerobic Digester Capacity Upgrades (PE), WQC-2017-SequPW-00186
2. Sunnyside Sanitary Sewer Improvement, WQC-2017-SequPW-00177
3. Doe Run Lift Station Improvements, WQC-2017-SequPW-00162
4. 5th and McCurdy Booster Station Improvements, DM16-952-028
5. Sunnyside Water Main Replacement DM16-952-036

DISCUSSION/ANALYSIS:

Staff has applied for, and been awarded funding for five (5) capital projects that are currently part of the adopted 2016 budget as follows:

WATER POLLUTION CONTROL REVOLVING FUND (CWSRF)

Aerobic Digester Capacity Upgrades (PE) \$178,050
20 yr term, 2.0% interest with \$89,025 forgivable principal

Sunnyside Sanitary Sewer Improvement \$513,800
20 yr term, 1.8% interest with \$25,037 forgivable principal

Doe Run Lift Station Improvements \$589,000
20 yr term, 1.8% interest with \$41,070 forgivable principal

DRINKING WATER STATE REVOLVING FUND (DWSRF)

5TH and McCurdy Booster Station Improvements \$732,099
20 yr term, 1.0% interest

Sunnyside Water Main Replacement \$641,249
20 yr term, 1.0% interest

Funding offer letters (attached) have been received from the Department of Ecology, and actual loan agreements (attached) have been received from the Department of Commerce for the DWSRF loans.

Staff is requesting that Council authorize the City Manager to enter into these agreements as the actual loan documents become available.

BUDGET IMPLICATIONS:

City of Sequim staff has pursued long term, low cost financing to fund qualified capital projects that are part the adopted 6 Year CIP. This effort protects the ending fund balance of the utility funds and levels out the annual expenditures. It also reduces the actual cost of project when the offered interest rates are lower than the annual CPI. Delaying projects under these circumstances due to lack of funds actually ends up increasing the cost of the project to the City.

Additionally, some of the loan funding is accompanied by forgivable principal, as is the case the all three (3) of the CWSRF current funding offers, furthering the reduction of project expense.

RECOMMENDATION:

Recommend that the City Council accept all funding offers attached, and authorize the City Manager to sign the loan agreements as presented to the City.

MOTION:

I move to accept the State Revolving Fund loans for the following projects:

1. Aerobic Digester Capacity Upgrades,
2. Sunnyside Sanitary Sewer Improvement,
3. Doe Run Lift Station Improvements,
4. 5th and McCurdy Booster Station Improvements,
5. Sunnyside Water Main Replacement,

and to authorize the City Manager to sign the loan agreements for all projects as they become available.



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000
711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

June 21, 2016

Charles Bush, City Manager
City of Sequim - Public Works Department
152 W. Cedar
Sequim, Washington 98382

Re: Aerobic Digester Capacity Upgrades, WQC-2017-SequPW-00186
State Fiscal Year 2017 Final Water Quality Funding Offer List and Intended Use Plan

Thank you for your time and effort in applying to the Washington State Department of Ecology (Ecology) for funding for your water quality project in the State Fiscal Year 2017 (SFY17) Funding Cycle.

Ecology published the SFY17 *Final Water Quality Funding Offer List and Intended Use Plan* (Final List) on June 17, 2016. The Final List describes the projects and funding for the SFY17 Funding Cycle from the Centennial Clean Water Program (Centennial), the Clean Water Act Section 319 Nonpoint Source Fund (Section 319), the Stormwater Financial Assistance Program (SFAP), and the Washington State Water Pollution Control Revolving Fund (CWSRF). The Final List is available at <http://www.ecy.wa.gov/programs/wq/funding/Opp/WQC/CyclePages/WQC2017.html>.

This year Ecology received 155 project proposals requesting approximately \$207 million in funding. To ensure that funds were directed to the highest priority projects, Ecology water quality specialists evaluated and scored all eligible project proposals. Scores were compiled, and a statewide priority list was developed. Projects offered funding are based upon the priority list, the type of project, and the funding source. A record of scores and evaluator comments are available through Ecology's Administration of Grants and Loans (EAGL) system. After rating and ranking all eligible proposed projects, Ecology offered approximately \$109 million to 54 projects.

I am pleased to inform you that your project is being offered funding of up to \$178,050, including:

- A \$89,025 Loan from CWSRF for a term of 20 years at a 2.0 percent interest rate.
- A \$89,025 Forgivable Principal loan from CWSRF that will not be required to be repaid.

The final funding amount awarded for your project will be based on negotiations between you and Ecology regarding the project scope of work, budget, technical considerations, reasonableness of cost, and eligibility determinations.

Ecology is committed to negotiating and signing a funding agreement by January 31, 2017. To meet this timeline and ensure timely use of limited state and federal funds, it is essential that negotiations and funding agreement development begin as soon as possible.

June 21, 2016

Page 2

Ecology assigned the following Grant and Loan Project Management Team for your project:

| | | | |
|----------------|-------------------------------|----------------------|--------------|
| Dave Dougherty | Southwest | Project Manager | 360-407-6278 |
| Bill Hashim | Headquarters Office, Lacey | Financial Manager | 360-407-6549 |

Based on your application, project type, and fund source, various conditions of funding will apply; these will be addressed during the agreement negotiation process. For information on conditions that may apply, please see Ecology's SFY17 Funding Guidelines at <https://fortress.wa.gov/ecy/publications/documents/1510033.pdf> and the footnotes assigned to your project in Appendix 1 of the Final List.

Ecology's Project Manager will contact you soon to schedule a negotiation date. If you are not contacted by July 31, 2016, please contact the Project Manager directly.

If you have any questions or concerns, please contact Jeff Nejedly at 360-407-6572 or jeffrey.nejedly@ecy.wa.gov.

For more information about the SFY17 Funding Cycle, please visit the Water Quality Grants and Loans website at <http://www.ecy.wa.gov/programs/wq/funding/funding.html>.

Ecology appreciates your commitment to improving Washington's water quality and looks forward to working with you to complete this high priority project.

Sincerely,



Heather R. Bartlett
Water Quality Program Manager

cc: David Garlington, City Engineer, City of Sequim - Public Works Department
Dave Dougherty, Ecology



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000

711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

June 21, 2016

Charles Bush, City Manager
City of Sequim - Public Works Department
152 W. Cedar
Sequim, Washington 98382

Re: Sunnyside Sanitary Sewer Improvement, WQC-2017-SequPW-00177
State Fiscal Year 2017 Final Water Quality Funding Offer List and Intended Use Plan

Thank you for your time and effort in applying to the Washington State Department of Ecology (Ecology) for funding for your water quality project in the State Fiscal Year 2017 (SFY17) Funding Cycle.

Ecology published the SFY17 *Final Water Quality Funding Offer List and Intended Use Plan* (Final List) on June 17, 2016. The Final List describes the projects and funding for the SFY17 Funding Cycle from the Centennial Clean Water Program (Centennial), the Clean Water Act Section 319 Nonpoint Source Fund (Section 319), the Stormwater Financial Assistance Program (SFAP), and the Washington State Water Pollution Control Revolving Fund (CWSRF). The Final List is available at <http://www.ecy.wa.gov/programs/wq/funding/Opp/WQC/CyclePages/WQC2017.html>.

This year Ecology received 155 project proposals requesting approximately \$207 million in funding. To ensure that funds were directed to the highest priority projects, Ecology water quality specialists evaluated and scored all eligible project proposals. Scores were compiled, and a statewide priority list was developed. Projects offered funding are based upon the priority list, the type of project, and the funding source. A record of scores and evaluator comments are available through Ecology's Administration of Grants and Loans (EAGL) system. After rating and ranking all eligible proposed projects, Ecology offered approximately \$109 million to 54 projects.

I am pleased to inform you that your project is being offered funding of up to \$513,800, including:

- A \$488,763 Loan from CWSRF for a term of 20 years at a 1.8 percent interest rate.
- A \$25,037 Forgivable Principal loan from CWSRF that will not be required to be repaid.

The final funding amount awarded for your project will be based on negotiations between you and Ecology regarding the project scope of work, budget, technical considerations, reasonableness of cost, and eligibility determinations.

Ecology is committed to negotiating and signing a funding agreement by January 31, 2017. To meet this timeline and ensure timely use of limited state and federal funds, it is essential that negotiations and funding agreement development begin as soon as possible.

Ecology assigned the following Grant and Loan Project Management Team for your project:

| | | | |
|----------------|----------------------------|-------------------|--------------|
| Dave Dougherty | Southwest | Project Manager | 360-407-6278 |
| Tammie McClure | Headquarters Office, Lacey | Financial Manager | 360-407-6410 |

Based on your application, project type, and fund source, various conditions of funding will apply; these will be addressed during the agreement negotiation process. For information on conditions that may apply, please see Ecology's SFY17 Funding Guidelines at <https://fortress.wa.gov/ecy/publications/documents/1510033.pdf> and the footnotes assigned to your project in Appendix 1 of the Final List.

Ecology's Project Manager will contact you soon to schedule a negotiation date. If you are not contacted by July 31, 2016, please contact the Project Manager directly.

If you have any questions or concerns, please contact Jeff Nejedly at 360-407-6572 or jeffrey.nejedly@ecy.wa.gov.

For more information about the SFY17 Funding Cycle, please visit the Water Quality Grants and Loans website at <http://www.ecy.wa.gov/programs/wq/funding/funding.html>.

Ecology appreciates your commitment to improving Washington's water quality and looks forward to working with you to complete this high priority project.

Sincerely,



Heather R. Bartlett
Water Quality Program Manager

cc: David Garlington, City Engineer, City of Palouse - Public Works Department
Dave Dougherty, Ecology



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000
711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

June 21, 2016

Charles Bush, City manager
City of Sequim - Public Works Department
152 W. Cedar
Sequim, Washington 98382

Re: Doe Run Lift Station Improvements, WQC-2017-SequPW-00162
State Fiscal Year 2017 Final Water Quality Funding Offer List and Intended Use Plan

Thank you for your time and effort in applying to the Washington State Department of Ecology (Ecology) for funding for your water quality project in the State Fiscal Year 2017 (SFY17) Funding Cycle.

Ecology published the SFY17 *Final Water Quality Funding Offer List and Intended Use Plan* (Final List) on June 17, 2016. The Final List describes the projects and funding for the SFY17 Funding Cycle from the Centennial Clean Water Program (Centennial), the Clean Water Act Section 319 Nonpoint Source Fund (Section 319), the Stormwater Financial Assistance Program (SFAP), and the Washington State Water Pollution Control Revolving Fund (CWSRF). The Final List is available at <http://www.ecy.wa.gov/programs/wq/funding/Opp/WQC/CyclePages/WQC2017.html>.

This year Ecology received 155 project proposals requesting approximately \$207 million in funding. To ensure that funds were directed to the highest priority projects, Ecology water quality specialists evaluated and scored all eligible project proposals. Scores were compiled, and a statewide priority list was developed. Projects offered funding are based upon the priority list, the type of project, and the funding source. A record of scores and evaluator comments are available through Ecology's Administration of Grants and Loans (EAGL) system. After rating and ranking all eligible proposed projects, Ecology offered approximately \$109 million to 54 projects.

I am pleased to inform you that your project is being offered funding of up to \$589,000, including:

- A \$547,930 Loan from CWSRF for a term of 20 years at a 1.8 percent interest rate.
- A \$41,070 Forgivable Principal loan from CWSRF that will not be required to be repaid.

The final funding amount awarded for your project will be based on negotiations between you and Ecology regarding the project scope of work, budget, technical considerations, reasonableness of cost, and eligibility determinations.

Ecology is committed to negotiating and signing a funding agreement by January 31, 2017. To meet this timeline and ensure timely use of limited state and federal funds, it is essential that negotiations and funding agreement development begin as soon as possible.

Ecology assigned the following Grant and Loan Project Management Team for your project:

| | | | |
|----------------|-------------------------------|----------------------|--------------|
| Dave Dougherty | Southwest | Project Manager | 360-407-6278 |
| Tammie McClure | Headquarters Office, Lacey | Financial Manager | 360-407-6410 |

Based on your application, project type, and fund source, various conditions of funding will apply; these will be addressed during the agreement negotiation process. For information on conditions that may apply, please see Ecology's SFY17 Funding Guidelines at <https://fortress.wa.gov/ecy/publications/documents/1510033.pdf> and the footnotes assigned to your project in Appendix 1 of the Final List.

Ecology's Project Manager will contact you soon to schedule a negotiation date. If you are not contacted by July 31, 2016, please contact the Project Manager directly.

If you have any questions or concerns, please contact Jeff Nejedly at 360-407-6572 or jeffrey.nejedly@ecy.wa.gov.

For more information about the SFY17 Funding Cycle, please visit the Water Quality Grants and Loans website at <http://www.ecy.wa.gov/programs/wq/funding/funding.html>.

Ecology appreciates your commitment to improving Washington's water quality and looks forward to working with you to complete this high priority project.

Sincerely,



Heather R. Bartlett
Water Quality Program Manager

cc: David Garlington, City Engineer, City of Sequim - Public Works Department
Dave Dougherty, Ecology



**Washington State
Public Works Board**
1011 Plum Street SE
Post Office Box 42525
Olympia, Washington 98504-2525

Capital Agreement between:

**City of Sequim
and**

Public Works Board

For:

Project Name: **5th and McCurdy Booster Pump Station Improvements**
Loan Number: **DM16-952-028**
Loan Type: **DWSRF NT**

Contract Start Date: _____ **Contract Execution Date** _____



Department of Commerce
Innovation is in our nature.

Washington State Department of Commerce
www.commerce.wa.gov

DECLARATIONS

CLIENT INFORMATION

| | |
|---------------------------|----------------|
| Legal Name: | City of Sequim |
| Loan Number: | DM16-952-028 |
| Award Year: | 2016 |
| State Wide Vendor Number: | SWV0002070-00 |

PROJECT INFORMATION

| | |
|-------------------|---|
| Project Title: | 5th and McCurdy Booster Pump Station Improvements |
| Project City: | Sequim |
| Project State: | Washington |
| Project Zip Code: | 98382 |

LOAN INFORMATION

| | |
|--|--|
| Loan Amount: | \$732,099 |
| Loan Fee (Included in loan amount if applicable) | \$7,249 |
| Loan Forgiveness %: | 0% |
| Loan Term: | 20 Years |
| Interest Rate: | 1% |
| Payment Month: | October 1st |
| Earliest Date for Construction Reimbursement: | 7/1/2015 |
| Time of Performance | 48 months from Contract execution date to Project Completion date. |

FUNDING INFORMATION

| | |
|--|--------------------|
| Total Amount of Federal Award (as applicable) | [To be determined] |
| Federal Award Date | [To be determined] |
| Federal Award ID # (FAIN) | [To be determined] |
| Amount of Federal Funds Obligated by this action | [To be determined] |
| Awarding Official | [To be determined] |

SPECIAL TERMS AND CONDITIONS GOVERNING THIS LOAN AGREEMENT

The Contractor shall furnish the Board, on an annual basis, copy of the financial statements and a report regarding the collection and distribution of funds dedicated for loan repayment, beginning with the fiscal year reporting period the Contractor receives the loan and continuing until the term of the loan, or until such time the Board is satisfied with the Contractor's finances and notifies the Contractor that this condition no longer applies. Submittal of financial statements and report is due every first (1st) day of June of each year.

PLEASE NOTE: The Contractor shall create, fund and maintain a Contingency Reserve of \$55,715 and provide proof of such reserve, prior to funds being dispersed by Commerce.

The following sections of this contract are hereby deleted:

Section 2.2 - ADMINISTRATIVE COST ALLOCATION (final sentence): "An approved current federal indirect cost rate may be applied up to the maximum administrative budget allowed".

Section 2.24. - INDIRECT COSTS (entire section).

LOAN SECURITY CONDITION GOVERNING THIS LOAN AGREEMENT

This loan is a revenue obligation of the Contractor payable solely from the net revenue of the Water system. Payments shall be made from the net revenue of the utility after the payment of the principal and interest on any revenue bonds, notes, warrants or other obligations of the utility having a lien on that net revenue. As

used here, "net revenue" means gross revenue minus expenses of maintenance and operations. The Board grants the Contractor the right to issue future bonds and notes that constitute a lien and charge on net revenue superior to the lien and charge of this loan Contract. This option may be used only if the entire project is a domestic water, sanitary sewer, storm sewer, or solid waste utility project.





**Washington State
Public Works Board**

1011 Plum Street SE
Post Office Box 42525
Olympia, Washington 98504-2525

July 7, 2016

David Garlington
152 W. Cedar St
Sequim, WA 98382

RE: Loan Contract Number: DM16-952-036

Dear Mr. Garlington:

Enclosed are two originals of the Drinking Water State Revolving Fund Loan Contract Number identified above. The Loan Contract details the terms and conditions that will govern the agreement between us, which includes the project's Scope of Work and an Attorney's Certification as formal attachments.

When you have obtained the appropriate signatures, please return both original contracts and all the attachments to the Public Works Board within 60 calendar days of the date of this letter. Failure to return the contracts within this timeline may result in your loan offer being withdrawn.

Please note that the U.S. Environmental Protection Agency is the funding source for this program and the Catalog of Federal Domestic Assistance (CFDA) number is 66.468. Consequently, the loan funds are federal and subject to both state and federal requirements.

If the loan fee applies, the amount of the loan includes an amount sufficient to cover a one-percent loan administration fee. The fee will be collected at contract execution, and is non-refundable. Please review the terms and conditions of the Loan Contract carefully, as well as the attachments.

A requirement of the DWSRF program is that you must maintain updated project records and yearly renewal of your registration in the System for Award Management at www.sam.gov.

Another requirement of the DWSRF program is that all entities are required to verify that the federal government has not suspended or debarred them from receiving federal funds. This includes, but is not limited to, project contractors, subcontractors, engineers, architects, consultants, and equipment vendors. The Exclusion Report can be accessed at www.sam.gov. Failure to provide this required certification may result in termination of your loan contract.

After the Loan Contracts have been signed by the Board or its designee, one fully executed original will be returned to you for your files. Instructions for drawing the loan funds will be returned to you with the executed Loan Contract, as well as the necessary forms. The Loan Contract specifies that draws may be made for costs that have been incurred, and which have supporting documentation such as receipts or bills.

Administrative services provided by the Department of Commerce

(360) 725-3150

Fax (360) 586-8440

www.pwb.wa.gov

We are looking forward to working with you over the course of this project. If you have any questions about this Loan Contract, please contact me.

Sincerely,

Cathy Brockmann
Project Manager
Federal Programs Unit
360-725-3087
cathy.brockmann@commerce.wa.gov

Enclosures:

ATTACHMENT I: ATTORNEY'S CERTIFICATION

ATTACHMENT II: FEDERAL AND STATE REQUIREMENTS

ATTACHMENT III: DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS

ATTACHMENT IV: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

ATTACHMENT V: DWSRF ELIGIBLE PROJECT COSTS

ATTACHMENT VI: LABOR STANDARD PROVISIONS FOR SUBRECIPIENTS THAT ARE GOVERNMENT ENTITIES



**Washington State
Public Works Board**

1011 Plum Street SE
Post Office Box 42525
Olympia, Washington 98504-2525

Capital Agreement between:

**City of Sequim
and**

Public Works Board

For:

Project Name: **Sunnyside Water Main Replacement - Maple St. to Fir St.**

Loan Number: **DM16-952-036**

Loan Type: **DWSRF NT**

Contract Start Date: _____ **Contract Execution Date** _____



Department of Commerce
Innovation is in our nature.

Washington State Department of Commerce
www.commerce.wa.gov

DECLARATIONS

CLIENT INFORMATION

Legal Name: City of Sequim
Loan Number: DM16-952-036
Award Year: 2016
State Wide Vendor Number: SWV0002070-00

PROJECT INFORMATION

Project Title: Sunnyside Water Main Replacement - Maple St. to Fir St.
Project City: Sequim
Project State: Washington
Project Zip Code: 98382

LOAN INFORMATION

Loan Amount: \$641,249
Loan Fee (Included in loan amount if applicable): \$6,349
Loan Forgiveness %: 0%
Loan Term: 20 Years
Interest Rate: 1%
Payment Month: October 1st
Earliest Date for Construction Reimbursement: 7/1/2015
Time of Performance: 48 months from Contract execution date to Project Completion date.

FUNDING INFORMATION

Total Amount of Federal Award (as applicable): [To be determined]
Federal Award Date: [To be determined]
Federal Award ID # (FAIN): [To be determined]
Amount of Federal Funds Obligated by this action: [To be determined]
Awarding Official: [To be determined]

SPECIAL TERMS AND CONDITIONS GOVERNING THIS LOAN AGREEMENT

The Contractor shall furnish the Board, on an annual basis, copy of the financial statements and a report regarding the collection and distribution of funds dedicated for loan repayment, beginning with the fiscal year reporting period the Contractor receives the loan and continuing until the term of the loan, or until such time the Board is satisfied with the Contractor's finances and notifies the Contractor that this condition no longer applies. Submittal of financial statements and report is due every first (1st) day of June of each year.

PLEASE NOTE: The Contractor shall create, fund and maintain a Contingency Reserve of \$48,549 and provide proof of such, prior to funds being dispersed by Commerce.

The following sections of this contract are hereby deleted:

Section 2.2 - ADMINISTRATIVE COST ALLOCATION (final sentence): "An approved current federal indirect cost rate may be applied up to the maximum administrative budget allowed".

Section 2.24. - INDIRECT COSTS (entire section).

LOAN SECURITY CONDITION GOVERNING THIS LOAN AGREEMENT

This loan is a revenue obligation of the Contractor payable solely from the net revenue of the Water system. Payments shall be made from the net revenue of the utility after the payment of the principal and interest on any revenue bonds, notes, warrants or other obligations of the utility having a lien on that net revenue. As

used here, “net revenue” means gross revenue minus expenses of maintenance and operations. The Board grants the Contractor the right to issue future bonds and notes that constitute a lien and charge on net revenue superior to the lien and charge of this loan Contract. This option may be used only if the entire project is a domestic water, sanitary sewer, storm sewer, or solid waste utility project.



DECLARATIONS (continued)

Loan Number:
Project Title:

DM16-952-036
Sunnyside Water Main Replacement - Maple St. to Fir St.

Scope of Work:

This project consists of replacement of approximately 1,900 feet of water main and associated appurtenances with approximately 8-inch pipe in the Sunnyside corridor.

In addition to costs of construction, costs may include (but are not limited to): engineering, cultural and historical resources review, permits, public involvement, and bid documents needed to meet local, state, and federal standards.



SEQUIM CITY COUNCIL AGENDA COVER SHEET

MEETING DATE: July 11 2016

FROM: Karen Kuznek-Reese, City Clerk

KKR
Initials

SUBJECT/ISSUE: **Approve Placement of Historic Bell in Civic Center Plaza**

| | | | | |
|--|--|--|------------------------------|--------|
| Discussion dates | | | | |
| CATEGORY | <input type="checkbox"/> City Manager Report | <input type="checkbox"/> Information Only | Time Needed for Presentation | |
| | <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Consent Agenda | | |
| | <input type="checkbox"/> Unfinished Business | <input checked="" type="checkbox"/> New Business | | |
| Reviewed by | | | Initials | Date |
| Charles P. Bush, City Manager | | | CPB | 7/5/16 |
| Sue Hagener, Admin. Services Director | | | SH | 7/6/16 |
| David Garlington, Public Works Director | | | dmg | 7/6/16 |
| Barbara Hanna, Communications/Marketing Director | | | BCH | 7/6/16 |

PROBLEM/ISSUE STATEMENT:

The City Arts Advisory Commission (CAAC) is recommending a location for placement of the City’s historical bell. City Council concurrence is requested.

ATTACHMENTS:

1. Concept

DISCUSSION/ANALYSIS:

The City Arts Advisory Commission (CAAC) has been working to determine a location for the historical bell that previously hung in the old city hall. The bell was historically used to notify the community in the event of an emergency and eventually of curfew. At some point, the bell was relocated and hung in the flower bed of the 1974 city hall. When construction of the new Civic Center began, it was moved to the City shop, where it still sits.

The bell is a part of the City’s history that the CAAC would like to see on display. It is the CAAC’s recommendation to install the bell in the flower bed on the back side of the curved concrete on Sequim Avenue and Cedar Street. The bell support structure will be

manufactured by Fairweather who provided the benches for the plaza. The bell support structure will be identical to the benches.

The Public Works crew will install the bell in the cement structure located at the corner of Sequim Avenue and Cedar Street. The proposed design and placement has been reviewed and approved by the City's Public Works Director. The placement may require removal of some of the lavender plants located in this area.

The bell's support structure would itself be an art piece and provide the mechanism for the bell to swing and be fully functional.



Historical bell in front of old city hall



Proposed location for historical bell



BUDGET IMPLICATIONS:

The total cost of the bell support structure is \$1,285. The total cost of installation would be paid from the approximately \$48,000 still available that was allocated for public art in the Civic Center.

RECOMMENDATION:

It is the CAAC's and staff's recommendation to approve the placement of the bell in the Civic Center plaza.

MOTION: I move to approve placement of the historical bell in the Civic Center plaza

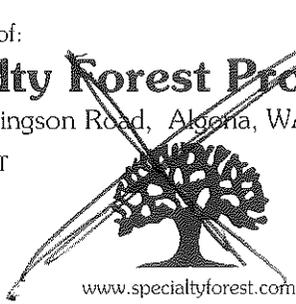
Compliments of:

Specialty Forest Products, Inc.

306 Ellingson Road, Albona, WA 98001-4500

AUBURN - KENT
(253) 939-8855

TACOMA
(253) 927-1808



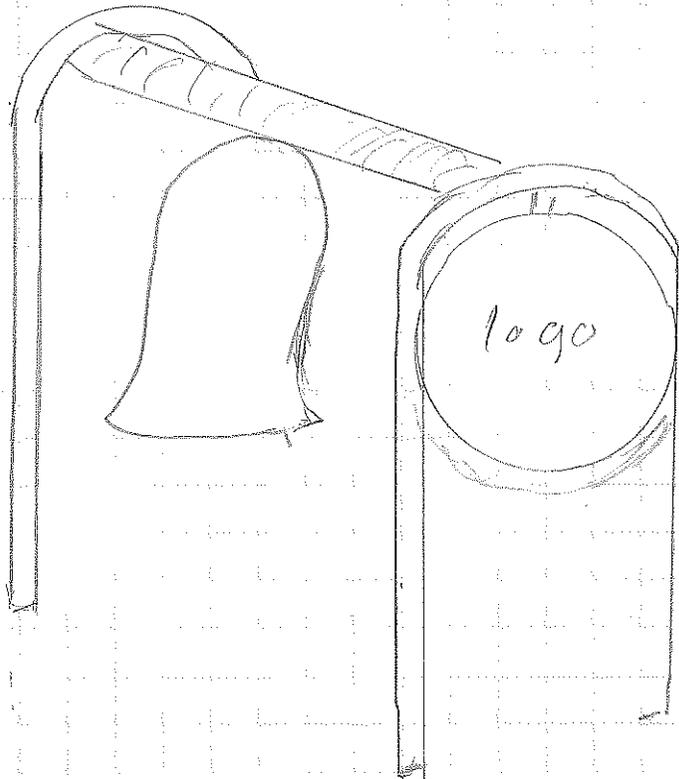
TOLL FREE NUMBER
1-800-228-1263

FAX NUMBER
(253) 939-0902

TO Karen
City of Sequim

FROM Jan Bruce DATE 4-22-16
Fair Weather

Concept only



SEQUIM CITY COUNCIL AGENDA COVER SHEET

MEETING DATE: July 11, 2016

FROM: Karen Kuznek-Reese, City Clerk KKR
Initials

SUBJECT/ISSUE: Review Proposal for Council Chambers Art

| | | | | |
|---------------------------------------|--|---|------------------------------|--------|
| Discussion dates | 7/13/15 | 7/11/16 | | |
| CATEGORY | <input type="checkbox"/> City Manager Report | <input type="checkbox"/> Information Only | Time Needed for Presentation | |
| | <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Consent Agenda | | |
| | <input type="checkbox"/> Unfinished Business | <input type="checkbox"/> New Business | | |
| Reviewed by | | | Initials | Date |
| Charles P. Bush, City Manager | | | CPB | 7/6/16 |
| Sue Hagener, Admin. Services Director | | | Sh | 7/6/16 |

PROBLEM/ISSUE STATEMENT:

The City Arts Advisory Commission (CAAC) had been tasked with developing ideas for art in the Civic Center and the Council Chambers. Council input is requested on the proposed concept.

ATTACHMENTS:

1. Proposed Concept

DISCUSSION/ANALYSIS:

During the Civic Center planning phase, CAAC identified the wall behind the City Council dais as a potential location for art.

In July 2015, there was Council consensus to proceed with an option that included the City's logo. CAAC has discussed this project and provides the following options for your consideration.

Option 1: Sequim Logo

In an effort to provide consistency, contact was made with the vendor that provided the large metal logo located outside the main entrance doors. A bid was obtained from this

same vendor to replicate the 17 piece circle/leaf logo produced from 3/8" aluminum, stud mounted flush to the wall, height is 46", width at 49.19" at an estimated total of \$3,400. There would be approximately a 4.5" clearance from the wall to the screen behind the dais. Estimated completion is 4 to 6 weeks.

Option 2: Sequim Logo with Enhanced Side Artwork

The same concept in Option 1 would be utilized and include supplemental artwork incorporating elements from the glass sculpture located in the Civic Center lobby. A general concept sketch is attached to this cover sheet.

Supplemental artwork could include many mediums such as glass, metal, ceramic, wood or painted surfaces. The actual artwork would be selected from concepts provided through a Request for Proposals (RFP). CAAC would develop the general requirements, cost range and identify a time frame for the RFP. Proposals would be reviewed by the CAAC for appropriateness, artistic merit and relative cost. A recommendation would then be made to the City Council for final approval.

BUDGET IMPLICATIONS:

The vendor who provided the metal logo that is located on the wall outside the civic center's main entrance has provided a bid of \$3,053.88 (not including tax). There is still approximately \$48,000 available for public art in the Civic Center. Any costs for Council Chambers art would be paid from these funds.

If Council approves the enhanced side artwork concept (Option 2), we will proceed with issuing an RFP which will determine the final cost.

Either of these options will be funded through the funds remaining in the Civic Center public art allocation.

RECOMMENDATION:

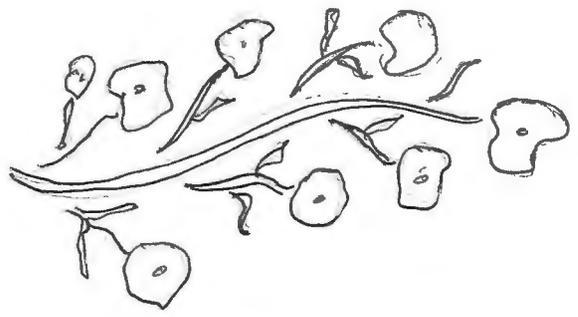
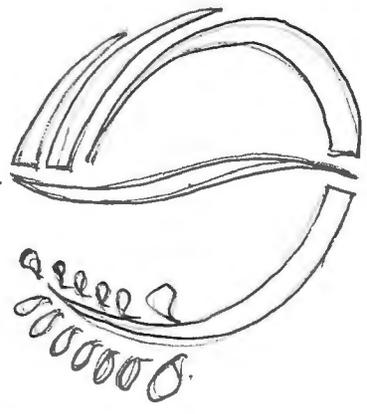
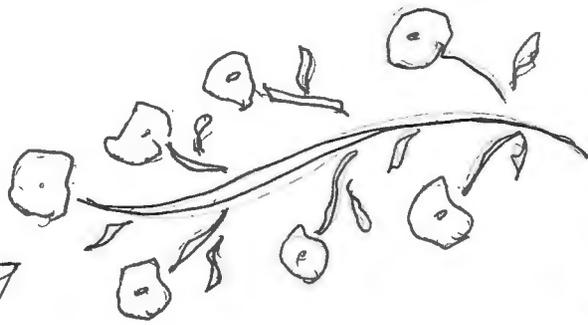
This is provided for Council consideration.

MOTION:

To approve Option 1 and initiate the process immediately.

OR

Approve Option 2 and proceed with issuance of the RFP for the enhanced side artwork.



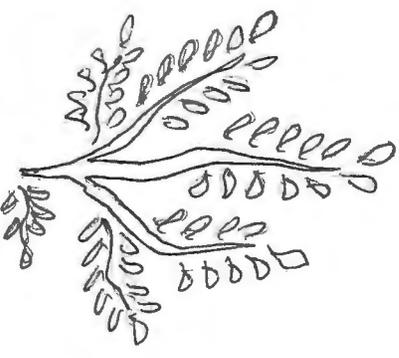
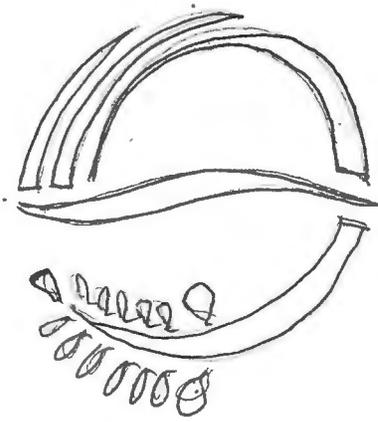
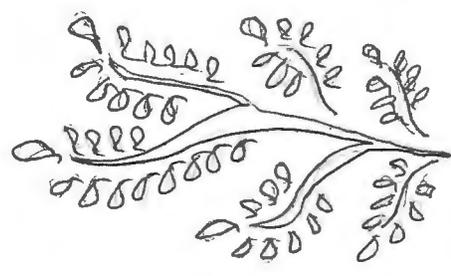
GLASS FLOWERS in LOBBY SCULPTURE

METAL BRANCHES = BOTH

METAL, CERAMIC OR GLASS LAVENDER FLOWERS in LOGO DESIGN

JERQUIM LOGO ALUMINUM

CONCEPTS ONLY FOR ILLUSTRATION



OTHER CONCEPTS MIGHT INCLUDE PANELS in: SLIVERS OF LOCAL SCENES



SEQUIM CITY COUNCIL AGENDA COVER SHEET

MEETING DATE: July 11, 2016

FROM: Karen Kuznek-Reese, City Clerk

KKR
Initials

SUBJECT/ISSUE: Review Proposal for Public Art in Guy Cole

| | | | | |
|--|--|--|------------------------------|--|
| Discussion dates | | | | |
| CATEGORY | <input type="checkbox"/> City Manager Report | <input type="checkbox"/> Information Only | Time Needed for Presentation | |
| | <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Consent Agenda | | |
| | <input type="checkbox"/> Unfinished Business | <input checked="" type="checkbox"/> New Business | | |
| Reviewed by | Initials | | Date | |
| Charles P. Bush, City Manager | CPB | | 7/6/16 | |
| Joe Irvin, Assistant to the City Manager/Parks Manager | JDI | | 7/6/2016 | |
| Sue Hagener, Admin. Services Director | SH | | 7/6/2016 | |

PROBLEM/ISSUE STATEMENT:

The City Arts Advisory Commission (CAAC) is recommending that the City Council consider the purchase and placement of a three-part leaded glass elk window in the Guy Cole Center as part of the building remodel.

ATTACHMENTS:

1. Picture of elk window

DISCUSSION/ANALYSIS:

Local artist, Millie Harrell, has created an 8' wide by 6' high three-part elk window that depicts the beauty of Sequim and its iconic elk herd.

With the remodel of the Guy Cole Center, CAAC felt that these windows would be a beautiful addition to the building's remodel and could be a part of the project RFP.

The benefits to this concept include:

- The first community participation in purchasing a significant piece of public art.
- Realization of a CAAC goal to acquire public art for placement around the community.
- Creation of artwork by a local artist creating a very positive inaugural piece.

- The windows would add significant uniqueness and beauty to the building remodel at a minimal cost (excludes purchase of the window).
- Significant positive publicity for the remodel and the City's commitment to local art.
- The window would enhance the use of the building.
- A positive incorporation of artwork by a local artist into a public building would help build in the newly awakening awareness and appreciation of community art in general and would help us move forward to additional projects.

The CAAC proposal includes a fundraising effort throughout the community to purchase the window from the artist and cover the transportation costs. The community would be offered a chance to fund this piece of public/community art through pledged donations by a date certain. No monies would be received until the end of the campaign. With a successful campaign, pledges would be called in and monies deposited with the City. Should the campaign not reach its goal within the specified time, all pledges would be null and void. A schedule of giving would be developed and donors at specified levels would be noted on a plaque on display at the building. The City would be responsible for any costs associated with the window installation, which cost would be specifically determined by the RFP process.

The windows are triple paned and already encased in a heavy metal frame, ready for installation.

BUDGET IMPLICATIONS:

The purchase price for the elk window is \$20,000, plus costs for tax and moving for a total of approximately \$25,000. There would be no impact to the City for this purchase. If the community does not fund the project through donations, the acquisition will not take place.

In the event enough money is received in donations, the City would be responsible for installation costs which are not expected to exceed \$1,000.00 and installation costs would be paid for out the received funds as part of the project's budget.

RECOMMENDATION:

This is provided for Council discussion and direction.

MOTION:

Approve the basic concept and implementation of a fund raising campaign for the acquisition of this public art project for the Guy Cole building.



**SEQUIM CITY COUNCIL AND
TRANSPORTATION BENEFIT DISTRICT
AGENDA COVER SHEET**

MEETING DATE: July 11, 2016

FROM: Matt Klontz, City Engineer

MDK
Initials

SUBJECT/ISSUE: Resolution No. R2016-15 and TBD-R2016-01 Adopting the 2017-2022 Transportation Improvement Program

| | | | | |
|---|--|--|--|--|
| Discussion dates | | | | |
| CATEGORY | <input type="checkbox"/> City Manager Report | <input checked="" type="checkbox"/> Information Only | Time Needed for Presentation 10 minutes | |
| | <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Consent Agenda | | |
| | <input type="checkbox"/> Unfinished Business | <input type="checkbox"/> New Business | | |
| Reviewed by | | Initials | Date | |
| Charles P. Bush, City Manager | | CPB | 6/6/16 | |
| David Garlington, PE, Public Works Director | | Dmg | 6/6/16 | |
| Kristina Nelson-Gross, City Attorney | | | | |
| Sue Hagener, Administrative Services Director | | SH | 7/6/16 | |

PROBLEM/ISSUE STATEMENT:

Annually the City of Sequim and Transportation Benefit District are required to adopt a Resolution approving a 6-Year Transportation Improvement Program (TIP). This year's program addresses potential projects to be built and/or designed during the years of 2017 to 2022.

LIST OF ATTACHMENTS:

1. 2017-2022 Transportation Improvement Program
2. City Council Resolution No. R2016-15
3. Transportation Benefit District (TBD) Resolution TBD-R2016-01

DISCUSSION/ANALYSIS:

The City of Sequim and the Transportation Benefit District are required to annually update, and adopt, a Transportation Improvement Program (TIP) which lists projects that may be constructed in the next six years. Projects of regional significance in the

Sequim TIP are then included in the Peninsula Regional Transportation Organization TIP (RTIP) and the State TIP (STIP).

State and Federal funding requires projects be listed in these local and regional transportation programs. With that being the case, developing a 6-year TIP is an important procedural process in transportation planning and budgeting.

The TIP project list differs from the Capital Improvement Program (CIP) project list as it is completely inclusive of the many projects that may occur over the next six years while the CIP contains projects that have a better defined funding source that integrates budget needs with long range financial planning.

The current six year TIP was developed as a part of the Transportation Master Plan adopted in 2013. The TIP has been updated by removing completed projects and adding new projects for planning/grant funding purposes. The projects that are actually designed and constructed will be determined through the yearly budget process.

The TIP will be presented to the Planning Commission (PC) at a public meeting on July 19, 2016. The PC will be asked to recommend adoption of the 2017-2022 6-year TIP.

FINANCIAL IMPLICATIONS:

The TIP will be used to apply for appropriate grants.

RECOMMENDATION:

Review the resolution and project list.

MOTION:

No action at this time. The TIP will be brought back to Council and the TBD for a public hearing and adoption on July 25, 2016.

Exhibit A: 2017-2022 Transportation Improvement Program

| # | Project Type | Location | Cost Estimate (thousands) | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 |
|----|------------------------|--|---------------------------|------|-------|-------|-------|-------|---------|
| 1 | Bicycle Facilities | Sunnyside Avenue b/w E Fir Street & E Prairie Street | \$48 | \$48 | | | | | |
| 2 | Bicycle Facilities | 3rd Avenue b/w US-101 & W Fir Street | \$71 | \$71 | | | | | |
| 3 | Bicycle Facilities | E Washington Street b/w Sequim Avenue & Simdars Road | \$170 | | | | | | \$170 |
| 4 | Bicycle Facilities | Fir Street b/w N 5th Avenue & Sunnyside Avenue | \$100 | | | \$100 | | | |
| 5 | Bicycle Facilities | N Sequim Avenue b/w Washington Street & Fir Street | \$30 | | | | | | \$30 |
| 6 | Bicycle Facilities | ODT Realignment in Carrie Blake Park | \$80 | | | | | | \$80 |
| 7 | Bicycle Facilities | W Washington Street b/w Priest Road & 5th Avenue | \$0 | | | | | | \$70 |
| 8 | Shared Use Path | ODT East Hendrickson Extension from Sequim Ave to Brown Rd | \$387 | \$52 | \$164 | \$171 | | | |
| 9 | Shared Use Path | W Sequim Bay Road b/w E Washington Street & Whitefeather Way | \$715 | | | | | | \$715 |
| 10 | Shared Use Path | Whitefeather Way Multi-use Trail between W Sequim Bay Rd & ODT | \$487 | | | \$110 | \$377 | | |
| 11 | Pedestrian Improvement | Pedestrian/Sidewalk-Pathways-3rd Ave | \$300 | | | | | | \$300 |
| 12 | Pedestrian Improvement | Active Alleyway on Etta Street b/w S 5th Avenue and Pioneer Park | \$808 | \$90 | \$718 | | | | |
| 13 | Pedestrian Improvement | Sunnyside Avenue b/w E Fir Street & E Prairie Street | \$632 | | | | \$68 | \$564 | |
| 14 | Pedestrian Improvement | Active Alleyway on Seal Street b/w Washington Street and Cedar | \$108 | | | \$23 | \$85 | | |
| 15 | Pedestrian Improvement | Brackett Road b/w N 9th Avenue & Priest Road | \$650 | | | | | | \$650 |
| 16 | Pedestrian Improvement | Prairie Street b/w S 5th Avenue & S Sunnyside Avenue | \$1,000 | | | | | | \$1,000 |
| 17 | Pedestrian Improvement | Sidewalk Infill on Blake Avenue | \$50 | \$50 | | | | | |

| # | Project Type | Location | Cost Estimate (thousands) | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 |
|----|--------------------------|--|---------------------------|-------|---------|---------|-------|-------|---------|
| 18 | Pedestrian Improvement | Upper Bell Creek Trail, Happy Valley to Carrie Blake Park | \$106 | | | | \$20 | \$86 | |
| 19 | Pedestrian Improvement | Port Williams Road b/w Sequim Avenue & Brown Road | \$500 | | | | | | \$500 |
| 20 | New Signal | Prairie Street & S Sequim Avenue | \$375 | | | | | | \$375 |
| 21 | New Signal Study | Washington Street Connections: Brown Road to Rhodefer Road | \$50 | | | | | | \$50 |
| 22 | New Signal | US-101 Ramps & S Sequim Avenue | \$610 | | | | | | \$610 |
| 23 | New Signal | Traffic Signal @ Fir & N Sequim Avenue | \$360 | | | | | | \$360 |
| 24 | Signal Interconnect | Washington Street Signal Timing & Coordination | \$150 | \$150 | | | | | |
| 25 | New Signal | W Fir Street & N 5th Avenue | \$372 | | | \$372 | | | |
| 26 | Intersection Improvement | W Washington Street & 2nd Avenue | \$275 | | | | | | \$275 |
| 27 | Intersection Improvement | N Kendall Rd & W Hendrickson Rd Intersection Improvements | \$48 | | | | \$48 | | |
| 28 | Intersection Improvement | Whitefeather Way & US 101 Intersection Improvements | \$466 | | | \$261 | \$205 | | |
| 29 | Intersection Improvement | Happy Valley Road & US 101 | \$450 | | | | | | \$450 |
| 30 | Intersection Improvement | Palo Alto Road & US 101 | \$450 | | | | | | \$450 |
| 31 | Facility Improvement | W Fir St Rehabilitation from Sequim Ave to 5th Ave | \$3,996 | \$793 | \$1,596 | \$1,607 | | | |
| 32 | Facility Improvement | W Prairie St Complete Street Revitalization from Sequim Ave to 5th Ave | \$2,087 | | \$77 | \$480 | \$502 | \$525 | \$503 |
| 33 | Facility Improvement | W Washington St Eastbound Auxiliary Lane from River Rd Modification | \$93 | | | | \$16 | \$77 | |
| 34 | Facility Improvement | Brackett Road Realignment b/w N Priest Road & N 7th Avenue | \$300 | | | | | | \$300 |
| 35 | Facility Improvement | E Washington St Bus Turn-outs from Sequim to Rhodefer | \$149 | | | \$26 | \$123 | | |
| 36 | Facility Improvement | W Sequim Bay Road b/w Whitefeather Way & City Limits | \$500 | | | | | | \$500 |
| 37 | Facility Improvement | N Sequim Ave Pavement Rehabilitation | \$268 | | | | | | \$268 |
| 38 | Facility Improvement | Washington St Pavement Rehabilitation | \$7,391 | | | | | \$499 | \$6,892 |

| # | Project Type | Location | Cost Estimate (thousands) | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 |
|----|----------------------|--|---------------------------|-------|-------|-------|-------|-------|---------|
| 39 | Facility Improvement | East Fir St Rehabilitation from Sequim to Blake | \$1,552 | | | \$86 | \$717 | \$749 | |
| 40 | Facility Improvement | West Sequim Bay Rd Shoreline Revetment Repair | \$546 | | \$546 | | | | |
| 41 | Road Connectivity | S 7th Avenue b/w McCurdy Road & Reservoir Road | \$3,700 | | | | | | \$3,700 |
| 42 | Road Connectivity | W Norman Street b/w S 7th Avenue & S 3rd Avenue | \$1,000 | | | | | | \$1,000 |
| 43 | Road Connectivity | North Blake Ave to North Rhodefer Rd Extension | \$406 | | | | | \$85 | \$321 |
| 44 | Road Connectivity | W Brownfield Road Realignment from Sequim Ave to 3rd Ave | \$1,469 | | | | | \$171 | \$1,298 |
| 45 | Road Connectivity | W Maple Street Extension from S 5th Ave & S 4th Ave | \$852 | | | | | \$561 | \$291 |
| 46 | Road Connectivity | Simdars Road/US 101 Interchange | \$3,400 | | | | | | \$3,400 |
| 47 | Road Connectivity | N 9th Avenue b/w Brackett Road & Hendrickson | \$750 | | | | | | \$750 |
| 48 | City Wide Projects | City Wide Safety Projects | \$401 | \$60 | \$62 | \$65 | \$68 | \$71 | \$75 |
| 49 | City Wide Projects | City Wide Minor Construction (small works) | \$150 | \$25 | \$25 | \$25 | \$25 | \$25 | \$25 |
| 50 | City Wide Projects | City Wide Pavement Rehab | \$2,789 | \$384 | | \$562 | \$587 | \$614 | \$642 |
| 51 | City Wide Projects | City Wide Misc Right of Way | \$30 | \$5 | \$5 | \$5 | \$5 | \$5 | \$5 |

CITY OF SEQUIM
Resolution No. R2016-15

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEQUIM,
WASHINGTON ADOPTING A SIX YEAR TRANSPORTATION IMPROVEMENT
PROGRAM AND DIRECTING THE SAME TO BE FILED WITH THE STATE
SECRETARY OF TRANSPORTATION AND THE TRANSPORTATION
IMPROVEMENT BOARD**

WHEREAS, pursuant to the requirements of R.C.W. Chapters 35.77 and 36.81, the City Council of the City of Sequim has previously adopted a Transportation Plan as an element of the City's Comprehensive Plan, including recommended transportation improvements and Six Year Transportation Improvement Program, and thereafter periodically modified said Six Year Transportation Improvement Program by resolution; and

WHEREAS, the City Council has reviewed the work accomplished under the said Program, determined current and future City street, arterial, pedestrian, mobility scooter, and bicycle needs, and based upon these findings has prepared a Six Year Transportation Improvement Program for the ensuing six (6) calendar years; and

WHEREAS, the City of Sequim Planning Commission has unanimously recommended approval of said Six Year Transportation Improvement Program; and

WHEREAS, a public hearing before the City Council was held on July 25, 2016, on the said Six Year Transportation Improvement Program;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEQUIM, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Program Adopted. The Six Year Transportation Improvement Program for the City of Sequim, as revised and extended for the ensuing six (6) calendar years (2017-2022, inclusive), a copy of which is attached hereto as Exhibit A and incorporated herein by this reference, which Program sets forth the project location, type of improvement and the estimated cost thereof, is hereby adopted and approved.

Section 2. Filing of Program. Pursuant to Chapter 35.77 RCW, the City Clerk is directed to file a copy of this ordinance forthwith, together with the Exhibit attached hereto, with the

Secretary of Transportation and a copy with the Transportation Improvement Board for the State of Washington.

PASSED by the Council and approved by the Mayor of the City of Sequim this ____ day of _____, 2016.

Dennis Smith, Mayor

ATTEST:

Karen Kuznek-Reese, MMC, City Clerk

APPROVED AS TO FORM:

Kristina Nelson-Gross, City Attorney

RESOLUTION TBD-R2016-01

A RESOLUTION OF THE GOVERNING BOARD OF THE TRANSPORTATION BENEFIT DISTRICT OF THE CITY OF SEQUIM, WASHINGTON, APPROVING FINANCING ALL OR A PORTION OF THE COSTS ASSOCIATED WITH THE PROJECTS IDENTIFIED IN THE CITY'S 2017-2022 TRANSPORTATION IMPROVEMENT PROGRAM

WHEREAS, the Transportation Benefit District of the City of Sequim, Washington (the "District"), created pursuant to Chapter 36.73 RCW has selected certain projects for use of TBD funds; and,

WHEREAS, the City does not currently have sufficient funds with which to pay for transportation capital improvements, including but not limited to improvements that are identified as necessary in the City's Transportation Improvement Programs, including the 2016-2021 TIP, and that are necessary to address existing or reasonably foreseeable congestion levels due to anticipated population increases; and

WHEREAS, the District has been authorized by the voters, pursuant to RCW 36.73.040(3)(a) to impose a sales and use tax in accordance with RCW 82.14.0455 in the amount of two-tenths of one percent (0.2%) for a period of ten years upon a favorable vote of the qualified electors within the District for the purpose of financing certain transportation improvements; and

WHEREAS, in addition to those projects already identified as appropriate for expenditure of TBD funds and in the earlier City of Sequim TIP, the City may identify certain additional transportation improvements and has approved the 2017-2022 TIP; and

WHEREAS, the District finds that such improvements should be made and wholly or partially funded by the District;

NOW THEREFORE, THE GOVERNING BOARD OF THE TRANSPORTATION BENEFIT DISTRICT OF THE CITY OF SEQUIM, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. The proposed improvements in the 2017-2022 TIP of the City of Sequim are proper projects for the expenditure of TBD funds.

Section 2. This work shall be performed by the City or its contractors under the terms of the City/TBD Interlocal Agreement.

Section 3. Corrections. The Secretary of the District and the codifiers of this resolution are authorized to make necessary clerical corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, resolution numbering, section/subsection numbers and any references thereto.

Section 4. Severability. If any section, sentence, clause or phrase of this resolution should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

ADOPTED BY THE GOVERNING BOARD OF THE TRANSPORTATION BENEFIT DISTRICT OF THE CITY OF SEQUIM, WASHINGTON THIS _____ DAY OF _____ 2016.

TRANSPORTATION BENEFIT DISTRICT
OF THE CITY OF SEQUIM,
WASHINGTON

Dennis Smith, Chair

ATTEST/AUTHENTICATED:

Karen Kuznek-Reese, Secretary

Approved as to form:

Kristina Nelson-Gross, Ex Officio Attorney

**SEQUIM CITY COUNCIL
AGENDA COVER SHEET**

MEETING DATE: July 11, 2016

FROM: William Dickinson, Chief of Police WMD
Initials

SUBJECT/ISSUE: Forks Jail Agreement June 2016-June 2017

| | | | | |
|---------------------------------------|--|--|------------------------------|--|
| Discussion dates | | | | |
| CATEGORY | <input type="checkbox"/> City Manager Report | <input type="checkbox"/> Information Only | Time Needed for Presentation | |
| | <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Consent Agenda | 10 minutes | |
| | <input type="checkbox"/> Unfinished Business | <input checked="" type="checkbox"/> New Business | | |
| Reviewed by | | Initials | Date | |
| Charlie Bush, City Manager | | CPB | 7/6/16 | |
| Kristina Nelson-Gross, City Attorney | | KNG | 7/6/2016 | |
| Sue Hagener, Admin. Services Director | | SH | 7/6/16 | |

PROBLEM/ISSUE STATEMENT:

The City of Sequim has traditionally maintained a contract with the Forks jail to house inmates when necessary or more cost effective. That contract needs to be renewed or reinstated if the City wants to continue to use the Forks facility as an alternative in the event of over-crowding or some other change in our contractual arrangement with the Clallam County Jail.

LIST OF ATTACHMENTS:

1. Proposed interlocal agreement

DISCUSSION/ANALYSIS:

With the current terms of the Clallam County Jail contract, the need to utilize the jail facility in Forks is unlikely and has not occurred since the flat rate agreement was first implemented during the second half of 2014. However, there is no cost to the City to enter into an agreement to use the Forks jail, and doing so provides us with two

benefits: an alternative holding location in the event that the Clallam County Jail is unable to house our detainees, and an alternative jail facility should the present contractual arrangement with Clallam County change. Historically, our contract with Forks was never intended to replace the one with Clallam County, but only to supplement it and provide a more economical means of handling incarceration. Having this contract in place provides the City with an alternative arrangement should that become necessary or more cost-effective.

FINANCIAL IMPLICATIONS:

In the event that the Clallam County Jail was unable to accept additional prisoners from the City of Sequim or the existing contract conditions with Clallam County were to change, the cost to the City for housing an inmate in the Fork's Jail would be \$46.63 a day.

RECOMMENDATION:

It is recommended that the City Council approve the interlocal agreement and authorize the Mayor to sign it. Interlocal agreements must be approved by the governing body of the governmental entity.

MOTION:

I move to approve the inter-local agreement regarding prisoner confinement services at the Forks jail, with an effective date of May 13, 2016, and authorize the Mayor to sign the documents.

CITY OF FORKS AND CITY OF SEQUIM
INTERLOCAL AGREEMENT FOR PRISONER CONFINEMENT SERVICES

This Agreement is made and entered into this 1st day of June, 2016 by and between the CITY OF FORKS, a municipal corporation (hereinafter "FORKS"), and the CITY OF SEQUIM, a municipal corporation (hereinafter "CITY").

REPRESENTATIONS:

1. Pursuant to Chapters 39.34 and 70.48 RCW, FORKS and CITY may enter into an agreement, through their respective legislative bodies, whereby FORKS shall furnish jail facilities for CITY prisoners upon such terms as may be mutually agreed upon.
2. Chapter 39.34 RCW specifies that cities are responsible for the incarceration of misdemeanor and gross misdemeanor offenses committed by adults in their respective jurisdictions, and referred from their respective law enforcement agencies, whether filed under state law or city ordinance, and must carry out this responsibility through the use of their own courts, staff, and facilities, or by entering into contracts or interlocal agreements to provide these services. Such contracts or interlocal agreements are required to take into account the anticipated costs of services as well as the anticipated and potential revenues to fund the services, including fines and fees, criminal justice funding, and state authorized sales tax funding levied for criminal justice purposes.
3. CITY and FORKS agree that the terms and conditions set forth herein are an acceptable basis for FORKS providing prisoner jail services to CITY for persons committing misdemeanor or gross misdemeanor offenses within CITY limits.

AGREEMENTS:

1. Availability and Funding of Adult Correctional Facilities and Services: FORKS agrees to house, care for, and provide for the welfare and safekeeping of CITY prisoners within its facilities. In so doing, FORKS agrees to furnish its facilities and personnel for the confinement, processing, and related services for CITY prisoners in the same manner and to the same extent as FORKS furnishes said services for confinement, processing, and related activities of its own prisoners. FORKS jail facilities shall be made available and furnished for holding of CITY prisoners serving imposed jail terms, subject to the conditions herein. Said facilities and services shall meet the requirements of all applicable state and federal laws.
2. Definition of a CITY Prisoner: The term "CITY prisoner" as used in this Agreement shall mean a person arrested by CITY police and held and confined in the FORKS Jail, or otherwise held in detention as provided in this agreement, pursuant to a violation of a CITY ordinance or a violation of a state law which designates the crime for which the

INTERLOCAL AGREEMENT FOR PRISONER CONFINEMENT SERVICES
BETWEEN CITY OF FORKS AND CITY OF SEQUIM

person is held to be a misdemeanor or gross misdemeanor. The term "CITY prisoner" shall not include a person arrested for a felony offense by CITY police, a person arrested on a warrant issued by another jurisdiction or for charges initiated by a non-CITY officer, or a person charged by the prosecutor with a felony or an attempt to commit a felony even if there is a plea to or conviction of a lesser offense.

3. Definition of Intensive Management Prisoner: The term "Intensive Management Prisoner" shall mean a CITY prisoner who has been assigned to administrative segregation after it has been found that the prisoner poses a threat to themselves or others or the security of the institution, and all other housing options have been exhausted. Some conditions that may warrant Intensive Management status include: serious behavioral or medical issues that prevent housing with other prisoners, or constant violent tendencies toward staff and/or other prisoners. The designation of Intensive Management Prisoner shall be made by the FORKS Corrections Sergeant or designee. The CITY will be notified within 72 hours that CITY prisoner has been designated as Intensive Management.
4. Prisoner Confinement Daily Fee:
 - A. Beginning on the date first stated above, CITY agrees to pay FORKS a daily per inmate fee for the housing of prisoners in the FORKS Jail. The daily confinement fee shall be charged per prisoner for each calendar day or portion thereof, excluding the release day when a prisoner has been confined for more than one day. The base daily rate shall be \$46.63 each on a daily basis, FORKS will house any CITY prisoner who has a court commitment of 364 days at the special daily rate of \$41.45 each day.
 - B. The confinement fee for Intensive Management Inmates shall be two times the current base daily rate.
 - C. These rates shall be adjusted annually, based on the Seattle CPI-U for June published in July of each year, with the adjustment taking effect in January of each subsequent year. The first annual adjustment will be effective January 1, 2017 and each year thereafter.
 - D. Prisoner fees shall be billed by FORKS each month and CITY shall pay said fees within 30 days of billing. In the event of an error, the next billing after the error was discovered will be adjusted appropriately.
5. Partial Confinement and Alternative Confinement Programs: CITY prisoners shall be considered for FORKS alternative and partial confinement programs on an equal basis with FORKS prisoners, and subject to the same rules and regulations, as well as potential sanctions, for program rule violations. Prisoner participation in such programs may be limited to an operational capacity as identified by FORKS. Alternative and

partial confinement programs shall include, but not be limited to, Work Release and Work Crew. It is understood by the parties that the term alternative confinement programs shall not include electronic home monitoring.

Where offenders pay a fee to FORKS for program participation, such fees shall be deducted from the confinement daily fee billed to CITY.

Where CITY prisoners are in a FORKS Work Crew assignment, they shall be credited with ten days "good time" for each 30 days that they are assigned to the Work Crew. If the prisoner is not on a work crew or special program, then in such case that prisoner is eligible for five days good time per thirty days served. "Good time" is earned, and not automatically "given", and is calculated based only on the time the prisoner is housed in Forks.

6. Designated Administrators: The FORKS Police Chief in consultation with the CITY Police Chief shall administer this Agreement. Each administrator or designee may consult with each other quarterly regarding costs, fees and charges and regarding changes in policies, practices, or procedures, which may affect the responsibilities of the other. The Administrators will make their best efforts to resolve any disputes between themselves or through their designated representatives.
7. Medical Costs: Medical costs for emergency or necessary health care for CITY prisoners shall be the responsibility of CITY. CITY retains the option to contract with medical providers to provide medical services to CITY prisoners. FORKS will not transport outside of FORKS city limits for medical appointments; this will be borne by CITY if such a medical transport is necessary.

FORKS shall notify CITY prior to outside medical care being provided for a CITY prisoner; provided, however, that when emergency medical care is required in life-threatening circumstances, the notification may occur as soon as practicable.

No Waiver of Right to Seek Reimbursement. The above paragraphs relating to medical costs are intended solely to define the obligations between the parties to this agreement. Nothing contained within the provisions of this Agreement shall be construed to waive the rights of either party to seek reimbursement for costs from the Department of Social and Health Services, or from the prisoner, or any other responsible third-party.

8. Transportation: Transportation of CITY prisoners to the FORKS jail facilities will be provided by the FORKS Police Department as needed, but not more frequently than one time per calendar week. FORKS Police Department, will travel to a mutually agreed upon location for the pick-up. The rate for transportation to FORKS shall be \$5 per prisoner. Upon release of CITY prisoners, FORKS may transport the prisoner to the Forks Transit Center. A one-way ticket toward the CITY area may be issued to the

released prisoner. If the prisoner is needed for Court during incarceration in the FORKS jail, it will be the responsibility of CITY to transport the prisoner from FORKS jail to Court, and to return the prisoner back to FORKS jail.

9. Transfer of Custody: When the CITY law enforcement officers are placing arrested persons in custody of FORKS, at a designated meet point between the parties or at the FORKS jail, the CITY officer shall be required to remain in the immediate presence of the arrested person and shall be considered to have such person in his or her sole custody until the FORKS booking/transport officer audibly states that the prisoner is secured; at such time and only then, will FORKS come into custody of said prisoner.

When custody of a CITY prisoner is transferred to FORKS, the CITY prisoner shall be subject to all applicable rules, regulations and standards governing operation of the FORKS jail, including any emergency security rules imposed by the FORKS Chief of Police or designee. Any CITY police officer delivering a prisoner to FORKS jail shall comply with reasonable rules and regulations of the FORKS jail.

10. Release of CITY Prisoner from FORKS Jail: No CITY prisoner confined in the FORKS jail subject to this Agreement shall be released except: (a) when requested by a member of CITY Police Department; (b) in compliance with orders of the court in those matters in which the courts have jurisdiction; (c) for appearance in court; (d) for interviews by CITY police or attorneys; (e) if the prisoner has served his or her sentence or the charge pending against said prisoner has been dismissed; or (f) as determined by the FORKS Chief of Police as part of a plan to reduce prisoner population as a result of facility overcrowding.
11. Record Keeping: FORKS agrees to maintain a system of record keeping relative to the booking and confinement of each CITY prisoner in such style and manner as equivalent to FORKS's records pertaining to its own prisoners. FORKS shall make available, upon request, to CITY or its authorized representatives, copies of said records.
12. CITY Access to Prisoners: All CITY police officers, investigators and the prisoner's legal counsel shall have the right to interview the prisoners at any time inside the confines of the FORKS jail, subject only to necessary security rules. Interview rooms will be made available to CITY police officers in equal priority with those of any other department.
13. Equal Treatment of CITY Prisoners: CITY and FORKS prisoners will be treated equally for purposes of extradition, transportation, record keeping, and access to special detention programs. During situations where jail population exceeds maximum capacity, FORKS retains priority for the housing of FORKS prisoners. FORKS will notify CITY if prisoner(s) are to be released due to situations where jail population exceeds maximum capacity and will give CITY an opportunity to transport the CITY

prisoner(s) to another jail facility. When known, FORKS will notify CITY if the jail population exceeds maximum capacity prior to the transportation of new prisoners to the facility pursuant to paragraph 7 above.

14. Hold Harmless Agreement.

- A. FORKS assumes full responsibility for the welfare, safety and safekeeping of all CITY prisoners while in the custody of FORKS. FORKS agrees to hold harmless, indemnify, and defend CITY, its elected officials, officers, employees and agents from and against any and all suits, actions, claims, liability, damages, judgments, costs and expenses (including reasonable attorneys' fees) (also including but not limited to claims related to alleged mistreatment, injury, or death to any prisoner, or loss or damage to prisoner property while in FORKS' custody) which result from or arise out of the negligence of FORKS, its elected officials, officers, employees, and agents in connection with or incidental to the performance or non-performance of FORKS' services, duties and obligations under this Agreement.
- B. The CITY agrees to hold harmless, indemnify, and defend FORKS, its elected officials, officers, employees and agents from and against any and all suits, actions, claims, liability, damages, judgments, costs and expenses (including reasonable attorneys' fees) (also including but not limited to a claim of false arrest, unlawful imprisonment and writs of habeas corpus proceedings) which result from or arise out of the negligence of CITY, its elected officials, officers, employees, and agents in connection with or incidental to the performance or non-performance of CITY's services, duties and obligations under this Agreement.
- C. In the event that the officials, officers, agents, and/or employees of both FORKS and the CITY are concurrently negligent, each party shall be liable for its contributory share of negligence for any resulting suits, actions, claims, liability, damages, judgments, costs and expenses (including reasonable attorneys' fees).
- D. Nothing contained in this section of this Agreement shall be construed to create a liability or a right of indemnification by any third party.
- E. The provisions of this section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

15. Duration of Agreement: This Agreement shall be in effect for one year from the date first stated above and shall automatically renew from year to year thereafter unless terminated upon written notice by either party with a minimum 90 days' notice. The

notice shall state the grounds for the termination and the specific plans for accommodating the affected jail population (per RCW 70.48.090 as amended). Pursuant to RCW 39.34.040, each party shall be responsible for recording a copy of this agreement with its respective County auditor and/or posting this agreement on the agency's web-site.

16. Disputes: Disputes relating to the interpretation or administration of this Agreement that cannot be resolved by the representatives designated herein shall be referred to the FORKS Mayor and CITY Mayor or their designees for settlement.
17. Joint Undertaking or Separate Entity: Pursuant to the requirements of RCW 39.34.030(3), the parties specify the following: 1) no new or separate legal or administrative entity is created by the provisions of this Agreement; 2) the parties to this Agreement are each responsible for their own duties under this Agreement; 3) no joint financing or budget is required; and 4) and no real or personal property will be jointly acquired by the parties under this Agreement. All property owned by each of the parties shall remain its sole property to hold and dispose of in its sole discretion.
18. Non-Delegation/Non-Assignment: Neither party may delegate the performance of any contractual obligation, to a third party, unless mutually agreed in writing. Neither party may assign this Agreement without the written consent of the other party.
19. Each individual Agency's officers, agents, or employees are only employees of the individual Agency for any and all purposes, including responsibility for any federal or state tax, industrial insurance or Social Security liability. No provision of services under this Agreement shall give rise to any claim of career service or civil service rights, which may accrue to an employee of the Agency under any applicable law, rule, or regulation.
20. Severability: If any provision of this Agreement shall be held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to serve the purposes and objectives of both parties.

DATED this 13 day of May 2016

DATED this ____ day of _____ 2016

City of Forks

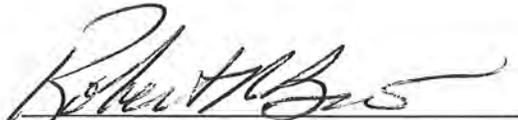
City of Sequim

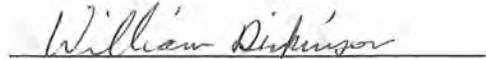


Mayor

Mayor

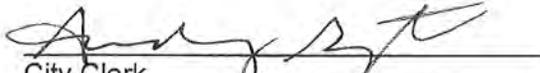
INTERLOCAL AGREEMENT FOR PRISONER CONFINEMENT SERVICES
BETWEEN CITY OF FORKS AND CITY OF SEQUIM


Chief of Police


Chief of Police

ATTEST:

ATTEST:


City Clerk

City Clerk

APPROVED AS TO FORM:

APPROVED AS TO FORM:


City Attorney


City Attorney