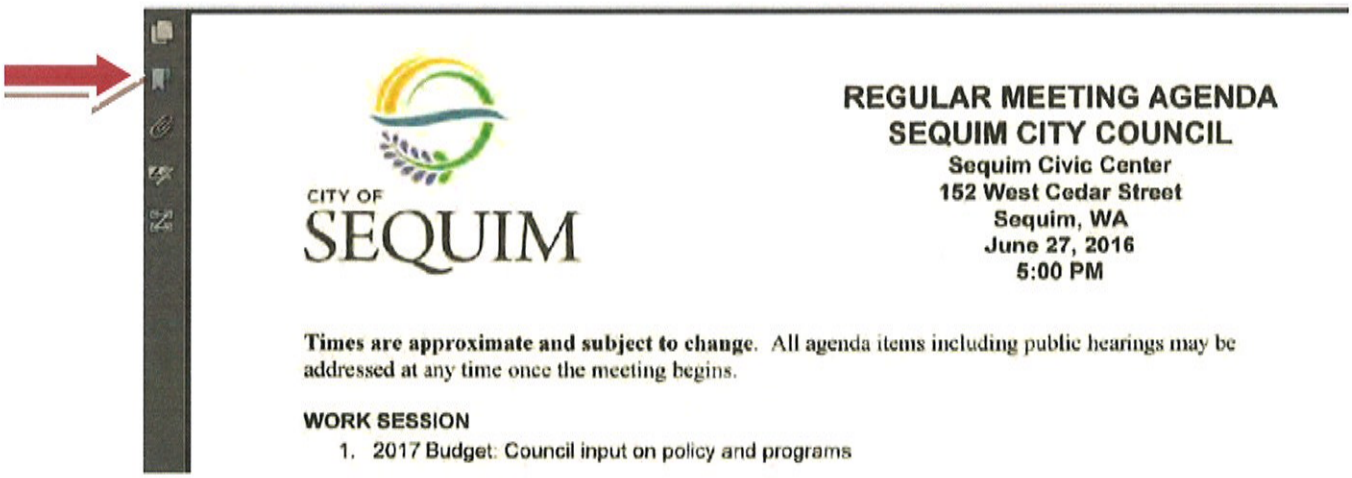
CITY OF SEQUIM

152 West Cedar Street Sequim, WA 98382
City Hall (360) 683-4139 FAX (360) 681-3448
Public Works (360) 683-4908 FAX (360) 681-0552

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:



CITY OF SEQUIM

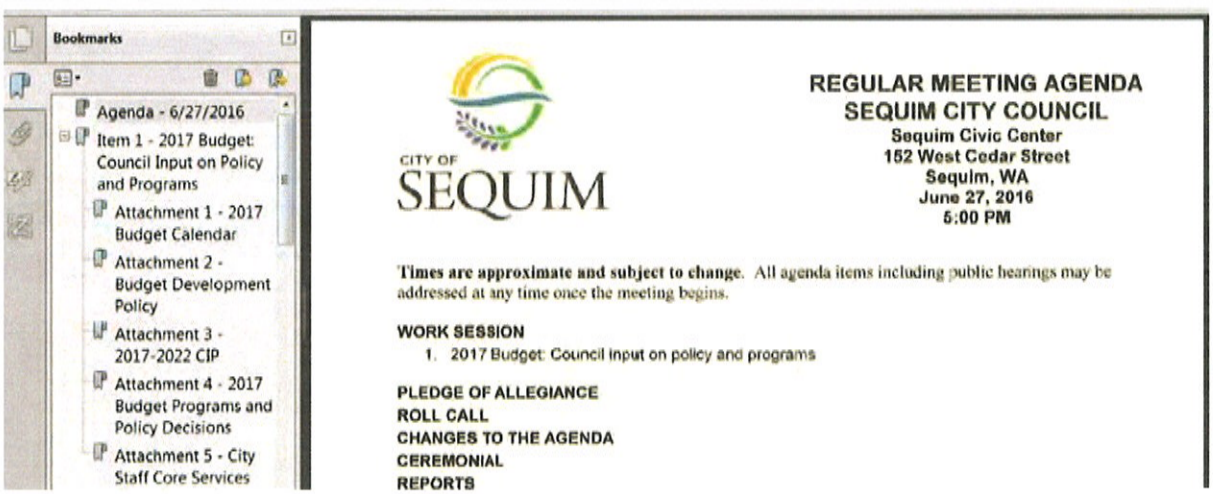
REGULAR MEETING AGENDA
SEQUIM CITY COUNCIL
Sequim Civic Center
152 West Cedar Street
Sequim, WA
June 27, 2016
5:00 PM

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. 2017 Budget: Council input on policy and programs

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



REGULAR MEETING AGENDA
SEQUIM CITY COUNCIL

Sequim Civic Center
152 West Cedar Street
Sequim, WA
August 8, 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. Increased Access to Public Meetings
2. Amendment to Subdivision Code for Plat Alterations
3. City Council Goals Work Plan

PLEDGE OF ALLEGIANCE
ROLL CALL
CHANGES TO THE AGENDA

CEREMONIAL
REPORTS
Committee, Board and Liaison
Presiding Officer
City Manager

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

INFORMATION/COUNCIL QUESTIONS INVITED

4. 2nd Quarter Funding Reports
   a. Parenting Matters
   b. Chamber of Commerce

PUBLIC HEARINGS (Legislative)

5. Ordinance No. 2016-09 Authorizing 2016 Mid-Year Budget Amendments
6. Ordinance No. 2016-07 Approving Zoning Code Revisions

CONSENT AGENDA

7. Approve/Acknowledge
   a. City Council Meeting Minutes – July 25, 2016
   b. Claim Voucher Recap Dated 8/8/16 Total Payments $459,488.80
   c. Fireworks Subcommittee Meeting – July 27, 2016

UNFINISHED BUSINESS

8. Award Pavement Preservation Contract
9. Local Agency Supplement to Fir Street Grant

NEW BUSINESS

10. Resolution R2016-22 Vacating a Utility Easement – Uso Family Trust

GOOD OF THE ORDER

PUBLIC COMMENTS *(Please limit comments to 3 minutes each)*

EXECUTIVE SESSION

NEXT MEETING DATE August 22, 2016 (Cancelled); September 12, 2016 (2:30 p.m.); September 26, 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.

AGENDA ITEM #__1__

SEQUIM
AGENDA COVER SHEET

MEETING DATE: August 8, 2016

FROM: Barbara Hanna, Communications and Marketing Director
Initials BCH

SUBJECT/ISSUE: Increased Public Access to City Meetings

Discussion dates				
CATEGORY	☐ City Manager Report	☒ Work Session		Time Needed for Presentation
	☐ Public Hearing	☐ Consent Agenda		10 minutes
	☐ Unfinished Business	☐ New Business		
Reviewed by			Initials	Date
Charlie Bush, City Manager			CPB	8/3/16
Kristina Nelson-Gross, City Attorney			KNG	8/3/2016
Karen Kuznek-Reese, City Clerk			Kkr	8/3/16

PROBLEM/ISSUE STATEMENT: In November 2015, the City Council asked staff to research options that would provide Sequim citizens with greater access to public City meetings. Staff formed an ad hoc committee to collect data and determine options for Council's consideration.

LIST OF ATTACHMENTS:
1. Wave Cable Franchise Agreement
2. Proposal from PAPA

DISCUSSION/ANALYSIS: In September of 2015, the City of Port Angeles contracted with Peninsula Area Public Access (PAPA) to develop up to three public access television stations through the city's franchise agreement with Wave Cable Television. The first channel went live in June 2016 and will focus on public access, education, and government (PEG). The development of PAPA raised the question with City Council as to whether this might also be a good option for the City of Sequim.

Staff began by collecting the following data:

- 4,591 registered voters in Sequim
- Approximately 2,725 utility bill customers in Sequim

- 4,151 households in the Wave Cable Sequim Franchise area
- 1,411 households within City limits have Wave Cable
- 3,826 internet subscribers in Sequim through Nikola, Olypen, and Wave Cable

This information tells us that there are currently more subscribers to the internet than subscribers to Wave Cable within the City limits.

To gather more data, City staff ran a simple survey accessed through the City website to find out more about how residents are receiving City news and how likely they would be to utilize increased access to public meeting. The survey was on the website for the month of May and received 73 responses. Following are the questions and responses:

How do you learn about City News? The top responses were:

- Sequim Gazette – 51 responses (69.86%)
- Facebook – 42 responses (57.53%)
- Peninsula Daily News – 40 responses (54.79%)

Do you attend City meetings?

- 5 – Often (6.94%)
- 18- Sometimes (25%)
- 49 – Never (68.06%)

Do you listen to City Council meetings on the City's website?

- 1 – Often (1.37%)
- 7 – Sometimes (9.59%)
- 65 – Never (89.04%)

Would you watch if video of City Council meetings were streamed live on the City's website?

- 9 – Often (12.33%)
- 43 – Sometimes (58.90%)
- 21 – Never (28.77%)

Would you watch if City Council meetings were broadcast on cable TV the day after the meeting?

- 7 – Often (9.72%)
- 36 – Sometimes (50%)
- 29 – Never (40.28%)

The survey indicates the likelihood that more citizens would watch meetings if they were available for viewing as opposed to just listening, and while the numbers are close for internet streaming versus cable television viewing, more responders indicated that they would watch live on the website more often than on cable TV the next day. An additional advantage to streaming onto the website through our current system,

Granicus, is that viewers can go through the agenda and watch a specific portion of a meeting if they are interested in one item, without having to watch the entire show.

FINANCIAL IMPLICATIONS:

Broadcast of public meetings through PAPA – Initial proposal from PAPA estimated costs to provide all programming for a Sequim channel at $36,000 per year. This is the estimate if we were to activate our own channel with Wave and commit to 48 hours of unique programming per week.

Estimated cost of production of 205 hours of public meetings at $50 per hours $17,300 - $20,760.

City would purchase interface electronics for an estimate of $10,000 to $20,000.

Live stream of public meetings to City's website through Granicus – The current Granicus system is video ready. There would be an initial investment of equipment and installation of the video equipment at $10,000 to $15,000.

RECOMMENDATION:
Staff recommends that the City proceed with outfitting the Council Chambers with the equipment necessary to livestream video of public meetings onto the City's website in 2017. The video would then be archived and available for public viewing at any time. The current 2017 draft budget has $15,000 for this purpose. The City will make the video available to PAPA for broadcast on the public access channel. City staff will continue to monitor the progress of PAPA for potential future opportunities.

MOTION:
No motion necessary at this time.

ORDINANCE NO. 2011-027
OF
THE CITY OF SEQUIM, WASHINGTON

An Ordinance Extending the Duration and Amending Certain Terms of the Cable Television Franchise Issued by the City of Sequim, Washington and Held by WaveDivision I, LLC, a Washington limited liability company d/b/a Wave Broadband.

WHEREAS, pursuant to Ordinance No. 635, the City of Sequim City Council acting on behalf of the City of Sequim, Washington (the "City") adopted that certain Franchise Ordinance, approved May 6, 1992 (the "1992 Franchise Ordinance"), granting to Northland Cable Properties Seven Limited Partnership. A Washington limited partnership d/b/a Northland Cable ("Northland") the authority to install, construct, operate and maintain a cable communications system within the City; and

WHEREAS, with the consent of the City, as set forth in Ordinance No. 2002-29 (the "2002 Assignment Consent"), Northland assigned all of its right, title and interest in the 1992 Franchise Ordinance to WaveDivision I, LLC, a Washington limited liability company d/b/a Wave Broadband ("Wave") and Wave became the franchisee under the 1992 Franchise Ordinance on March 10, 2003; and

WHEREAS, pursuant to Ordinance No. 2007-016, passed and adopted by the City on July 9, 2007 (the "2007 Franchise Amendment"), the 1992 Franchise Ordinance was amended to increase the franchise fee payable by Wave to the City to five percent (5%) from one percent (1%) and the franchise fee payment frequency was increased from annually to quarterly; and

WHEREAS, by letter to the City dated May 5, 2009, Wave notified the City of Wave's desire to extend the term of the term of the 1992 Franchise Ordinance (as amended by the 2007 Franchise Amendment, the "Franchise"), which is due to expire on May 5, 2012, in accordance with the terms of Section 626 of the Cable Communications Policy Act of 1984, 47 U.S.C. §546 (the "Cable Act"); and

WHEREAS, in accordance with the terms of the Cable Act, following due review and investigation the City has determined that: (i) Wave has substantially complied with the material terms of the Franchise and with applicable law; (ii) the quality of Wave's service has been reasonable in light of community needs; (iii) Wave has the requisite financial, legal and technical ability; and (iv) Wave's proposal for the extension of the Franchise is reasonable to meet the City's future cable-related needs and interests, taking into account the cost of meeting such needs and interests.

NOW, THEREFORE, BE IT ORDAINED, by the City that:

1. Extension of the Franchise Term. The City has determined to extend the term of the Franchise for an additional period of ten (10) years and to provide a further extension for a like period if Wave remains in compliance with the terms of the Franchise. Accordingly, the first sentence of Section 5 of the 1992 Franchise Ordinance is hereby deleted in its entirety and is replaced with the following:

> "This Franchise shall continue in full force and effect until May 5, 2022 (the "Expiration Date"). If the Grantee is not in default of the terms and conditions of this Franchise, as determined in good faith by the City, on or before May 5, 2019, the term of this Franchise shall be automatically extended for a further term of ten (10) years (i.e., to May 5, 2032). If on or before May 5, 2019, the City determines that Grantee has not substantially complied with the terms and conditions of this Franchise (the "Non-Compliance Notice") the City shall provide written notice of same to the Grantee no later than May 15, 2019. The delivery of the Non-Compliance Notice, if any, by the May 15, 2019 deadline is intended to afford Grantee sufficient time to avail itself of the franchise renewal provisions of Section 626 of the Cable Act and the City acknowledges that the Grantee would be prejudiced if the City fails to timely deliver the Non-Compliance Notice, if any. Accordingly, if the City fails to timely deliver the Non-Compliance Notice, if any, the Grantee shall be deemed to have timely delivered notice to the City of Grantee's intent to renew the Franchise pursuant to the franchise renewal provisions of Section 626 of the Cable Act."

2. Definition of Gross Subscriber Receipts. The City has determined to revise the definition of the term "Gross Subscriber Receipts" as used in the 1992 Franchise Ordinance. Accordingly, Section 2(e) of the 1992 Franchise Ordinance is hereby deleted in its entirety and is replaced with the following:

> " "Gross Subscriber Receipts" shall include any and all revenue directly or indirectly actually received by Grantee and/or its Affiliates from the provision of Cable Services over its Cable System solely within the jurisdictional boundaries of the City including, but not limited to: (i) all Cable Service fees, (ii) franchise fees charged on Cable Service fees, (iii) late fees, returned check charges, and collection agency charges received by Grantee, (iv) installation and reconnection fees, (v) upgrade and downgrade fees, (vi) advertising revenue net of internal

commissions earned by employees of Grantee or its Affiliates and external commissions earned by advertising agencies, representation firms, brokers, etc., (vii) home shopping commissions, (viii) converter and remote control rental fees, (ix) lockout device fees, and (x) if and only to the extent permissible under applicable laws, Internet service and equipment fees and any and all other related consideration received by Grantee resulting from the provision of cable modem service and data services within the City. The term "Gross Subscriber Receipts" shall not include (i) bad debts, (ii) any taxes, fees or charges (other than franchise fees on Cable Services) on services furnished by Grantee imposed upon subscribers by any municipality, state, or other governmental unit and collected by Grantee for such governmental unit, or (iii) Internet access or data services or VoIP services which may or may not be taxed independent of this Franchise as may be allowed by applicable laws. As used herein, the terms "Cable Services" and Cable System" shall have the respective meanings ascribed in the Communications Act of 1934, as the same may be amended from time to time. As used herein, the term "Affiliate" shall mean, with respect to any Person, any other Person controlling, controlled by or under common control with such Person. For purposes of this definition, the term "control" (including the correlative meanings of the terms "controlled by" and "under common control with"), as used with respect to any Person, means the possession, directly or indirectly, of the power to direct, or cause the direction of, the management policies of such Person, whether through the ownership of voting securities, by contract or otherwise. As used herein, the term "Person" shall mean any natural person, corporation, partnership, trust, unincorporated organization, association, limited liability company, governmental authority or other entity."

3. Correction to the 2007 Franchise Amendment. The 2007 Franchise Amendment made reference to the term "Gross Subscriber Receipts", but also incorrectly made reference to the term "Gross Subscriber Revenues", which is not defined in the 1992 Franchise Ordinance. It was the City's intent that only the term "Gross Subscriber Receipts" be used in the 2007 Franchise Amendment. Accordingly, for the sake of clarity, the term "Gross Subscriber Revenues", as used in the 2007 Franchise Amendment is hereby deleted in its entirety in the instance in which it is used and is replaced in such instance with the term "Gross Subscriber Receipts".

4. Section 14 of the 1992 Franchise. The 2007 Franchise Amendment amended Section 14 of the 1992 Franchise Ordinance. Section 14 is further amended by:

(a) deleting the second to last sentence of Section 14, as amended. The sentence deleted is: ~~The fee payable to the City hereunder shall be in lieu of any other license, excise or privilege taxes or fees or similar charges that may be imposed by the City on Grantee.~~

(b) adding the following paragraph to Section 14, as amended:

In the event that any federal or state laws or regulations shall limit or prevent the City from imposing a franchise fee in the amount provided for herein, Grantee may pay to the City the maximum permissible amount. In the event the maximum permissible amount if less than five percent (5%), and the law or regulation establishing the maximum permissible amount subsequently is repealed or amended to permit a higher amount, then Grantee shall pay the higher amount if such amount if permitted by applicable law and is approved by the City.

5. A new Section 25 is added to the 1992 Franchise, which reads:

Public, Educational and Government Access ("PEG"). At any time during the term of this Franchise, City may determine it is in the community's interest to originate a digital PEG access channel. If the City wants to begin using a digital access channel and can demonstrate that, at a minimum, 48 hours per week of programming can be cablecast on the access channel (including the first repeat programming), then upon a one hundred twenty day notice from the City, Grantee shall make available one digital access channel.

6. No Other Amendments. Except as expressly modified by the 2007 Franchise Amendment and as further expressly modified by this Ordinance, all terms, conditions and provisions of the 1992 Franchise Ordinance shall continue in full force and effect as set forth therein.

7. Invalid Provision. If any provision of this Ordinance is held to be illegal, invalid or unenforceable under present or future laws, such provision shall be fully severable. This Ordinance shall be construed and enforced as if such illegal or otherwise unenforceable provision had never comprised a part hereof. The remaining provisions of this Ordinance shall remain in full force and effect and shall not be affected. Furthermore, in lieu of such illegal, invalid or unenforceable provision there shall be added automatically as part of this Ordinance a legal, valid and enforceable provision as similar in terms and intent to such illegal, invalid or unenforceable provision as may be legally possible.

8. Notice and Procedural Requirements. The 1992 Franchise Ordinance, the 2002 Assignment Consent and the 2007 Franchise Amendment were made, passed and adopted in accordance with all applicable notice and procedure requirements under all laws applicable to the City, and with all applicable notice and procedure requirements, and do not conflict with the laws of the State of Washington or the laws, ordinances, resolutions and other regulations

of the City, as presently in effect or as the same were in effect at the time the particular action was taken.

9. Conflicting Ordinances. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

IN WITNESS WHEREOF, this Ordinance is made, passed and adopted in accordance with the notice and procedure requirements of the laws of the State of Washington governing the activities of cities and in accordance with the notice and procedure requirements prescribed by the City of Sequim, Washington.

The foregoing Ordinance was introduced and read at the regular meeting of the City Council of the City of Sequim, Washington on December 12, 2011, and was duly adopted at said meeting by the following vote:

Ayes: 5

Noes: 0

Absent: 2

Abstain: 0

SIGNED AND APPROVED by the Mayor of the City of Sequim this 12th day of December, 2011.

Ken Hays

Ken Hays
Mayor

Attest:

Karen Kuznek-Reese, MMC, City Clerk

Approved as to form:

Craig G. Ritchie 12/16/2011

Craig Ritchie, City Attorney

Approved: 12/12/11

Published: 12/14/11

Effective: 12/19/11

Proposal to Create and Provide Programming for
Sequim Public Access Channel

The city of Sequim asked Peninsula Area Public Access to make a proposal for becoming Sequim's **Preferred Provider of Programming** for the soon to be activated public access television channel via Sequim's *Franchise Agreement* with Wave Cable.

PAPA provides these services to Port Angeles and is pleased to offer these services to Sequim.

Sequim's Franchise Agreement requires a certain number of hours of programming per week to activate.

Sequim seeks PAPA's services to videotape and broadcast various city activities including city council meetings and other city functions on Sequim's public access channel.

It is anticipated that Sequim's city council meetings and other city functions will not provide the required hours of programming necessary to activate the public access channel as per the *Franchise Agreement.*

PAPA proposes to provide programming sufficient to meet the requirements as outlined in Sequim's *Franchise Agreement* with Wave Cable. Some of this programming would emanate from County Commission meetings and other local government functions.

In order to meet the technological requirements the city of Sequim must purchase the interface electronics required to schedule programming with Wave Cable. This is a one time purchase and should last a few years. (see note below)

Sequim's equipment would be housed in the Media Room in Sequim.
PAPA will advise on the purchase and install the electronic equipment.
Sequim will provide sufficient bandwidth to effectuate interface.

PAPA will perform these services for the city of Sequim for $36,000 per year. This equates to approximately 55 cents per-week-per-subscriber.

Sequim will contact Wave Cable and inform them PAPA is their **Preferred Provider of Programming** and PAPA will take it from there. You can be on air in four months.

PAPA is pleased to cover any and all city functions as directed by the city of Sequim. This proposal is for videotaping and broadcasting city council meetings and other PAPA supplied programming. Other assignments appreciated and charged separately.

(Interface electronics described above can be purchased for $10, 000 to $20, 000 depending on the sophistication of design, desired functions and life of service.)
Any contractual arrangements must be approved by Sequim and the board of PAPA.

AGENDA ITEM #__2__

SEQUIM CITY COUNCIL
AGENDA COVER SHEET

MEETING DATE: **August 8, 2016**

FROM: Kristina Nelson-Gross, City Attorney

_____
Initials

SUBJECT/ISSUE: **Amendment to Subdivision Code for Plat Alterations**

Discussion dates	August 8, 2016			
CATEGORY	☐ City Manager Report	☒ Work Session		Time Needed for Presentation
	☐ Public Hearing	☐ Consent Agenda		
	☐ Unfinished Business	☐ New Business		
Reviewed by			Initials	Date
Chris Hugo, Director, Dept. of Community Dev.			CRH	08032016
Charles P. Bush, City Manager			CPB	8/8/16
Karen Kuznek-Reese, City Clerk			KKR	8/3/16

PROBLEM/ISSUE STATEMENT: The City's ordinances regarding final plat and binding site plan alterations are not user-friendly for staff or the public. Processes for final plat and binding site plan vacations are not addressed in our code at all.

LIST OF ATTACHMENTS:

1. Proposed Exhibit A to Ordinance No. 2016-10

DISCUSSION/ANALYSIS:

Current municipal code provisions governing the plat alteration and vacation process need to be revised to better inform staff and the public as to the City's requirements. The existing provision covering alteration of final plats is SMC 17.21.060, which is set forth below. This provision merely references the controlling statutes (RCW 57.18.215, etc.), which have some areas of discretion for local governments. Our code does not make clear what is required.

> 17.21.060 Alteration of final plats.
> When any person is interested in the alteration of any subdivision within the city or the altering of any portion thereof, except as provided in RCW 58.17.040(6),

that person shall submit an application to the city of Sequim planning department.

The application shall be in conformance with requirements established in RCW 58.17.215, 58.17.217, 58.17.218, 58.17.225 and 58.17.275.

The existing provision covering alteration of binding site plans is SMC 17.24.170, which is also set forth below.

17.24.170 Amendment.
An approved binding site plan may be amended upon application to the planning director. The applicant must make the request to amend the binding site plan in writing. The planning director shall approve the amendment if it meets all of the following criteria:

A. No new building pads are proposed;

B. No building shall be greater than 10 percent larger than shown on the final binding site plan; and

C. The amendment would not result in increased amounts of traffic, nor propose circulation patterns which are different than those proposed by the original application, nor significantly increase or cause unanticipated environmental impacts.

All amended site plans shall meet the requirements associated with a final site plan as described in SMC 17.24.120. All amendments shall be numbered successively (i.e., first amendment to the binding site plan).

If the proposed amendment does not meet the above referenced criteria, a new binding site plan application shall be required.

Staff proposes repealing those code provisions and adopting a new chapter, SMC 17.25, to cover plat and binding site plan alterations and vacations. This would provide better guidance to staff and the public about the process involved with this quasi-judicial function.

BUDGET IMPLICATIONS: None other than the cost of updating the City's municipal code.

RECOMMENDATION: None at this time; this is presented as information only to obtain guidance from Council.

EXHIBIT A

Vacation and Alteration of Final Plats.

Sections:

17.25.010 Purpose.
17.25.020 Administration.
17.25.030 Procedure.
17.25.040 Requirements for a Complete Application.
17.25.050 Criteria for Approval.
17.25.060 Time Limitation for Final Decision.
17.25.070 Recording.

17.25.010 Purpose. The purpose of this chapter is to regulate and allow vacation or alteration of approved final plats and approved binding site plans. It does not allow modification or revision of preliminary plats or preliminary binding site plans. The procedure for vacation of plats does not apply to the vacation or alteration of any plat of state-granted tide or shore lands.

When the vacation application is specifically for a city street, the procedures for street vacations in RCW 35.79 RCW shall be utilized for the street vacation. When the application is for the vacation of the plat or binding site plan together with the roads/streets, the procedure for vacation in this chapter shall be used, but vacations of streets subject to RCW 35.79.035 may not be made under this procedure.

17.25.020 Administration. The Director is authorized and directed to administer the provisions of this chapter. The authority to approve, approve with conditions or deny proposed plat and binding site plan vacations or alterations is granted to the City Council after a public hearing.

17.25.030 Procedure. The following steps shall be followed in the processing of vacation or alteration applications.

A.	20.01.130	Submission and acceptance of application – Determination of completeness, Additional information and project revisions;
B	20.01.140	Application review – Notice of application – Referrals;
C.	Title 16	Environment;
D.	20.01.140	Application review – Notice of application – Referrals. – See 10. And, 20.01.170 Application review – Scope of review;
E.	20.01.190	Notice of Public Hearing (*see also,* additional public hearing notice below);
F.	20.01.100	Type B and Type C-1 and C-2 procedures – Quasi-

		judicial decisions – Process overview;
G.	20.01.200	Procedures for public hearings;
H.	20.01.230	Final decision; and
I.	20.01.240	Appeals

Additional Notice of Public Hearing. In addition to the notice provided above, the City shall provide notice of an application for vacation or alteration to all owners of property within the subdivision (excluding the owners of property submitting the application), and as provided for in RCW 58.17.080 and 58.17.090. The notice shall establish the date of the public hearing.

17.25.040 Requirements for a Complete Application. The following materials shall be submitted to the City for a complete application:

A. Vacation Application:

1. Date, name, address and telephone number of the applicant and/or property owner;
2. The reason(s) for the proposed vacation;
3. Signatures of all parties having an ownership interest in the subdivision or that portion of the subdivision proposed to be vacated;
4. If the subdivision or binding site plan is subject to restrictive covenants which were filed at the time of the approval of the subdivision, and the application for the vacation would result in the violation of a covenant, the application shall include an agreement signed by all parties subject to the covenants, which provides that the parties agree to terminate or alter the restrictive covenants to accomplish the purpose of the vacation of the subdivision or portion thereof;
5. Acknowledgement that if any street is included in the application for a vacation, that the applicant shall be required to pay the amount contemplated in RCW 35.79.030, if the vacation is granted;
6. A copy of the approved plat or binding site plan sought to be vacated, together with all plat or binding site plan amendments recorded since the date of the original approval;
7. A recent title report for each property affected by the vacation, confirming that the title of the lands as described and shown in the proposed vacation area is in the name of the owner(s) signing the application; and
8. If the vacation is for a portion of the subdivision or binding site plan, the applicant must demonstrate that the partial vacation will not violate the terms of subdivision or binding site plan approval or this Chapter.
9. Electronic version of all submittal documents on optical disc, flash drive or downloadable from ftp site, in either Adobe PDF or Microsoft Word format.
10. An application fee.

B. Alteration Application.

1. Date, name, address and telephone number of the applicant and/or property owner;

2. The reason(s) for the proposed alteration;

3. Signatures of the majority of those persons having an ownership interest in the lots, tracts, parcels, sites or divisions in the subdivision proposed to be altered;

4. If the subdivision or binding site plan is subject to restrictive covenants which were filed at the time of the approval of the subdivision or binding site plan, and the application for the alteration would result in the violation of a covenant, the application shall contain an agreement signed by all parties subject to the covenants, providing that the parties agree to terminate or alter the relevant covenants to accomplish the purpose of the alteration of the subdivision or binding site plan;

5. A copy of the proposed plat sought to be altered, together with all plat amendments recorded; and

6. A recent title report for each property affected by the vacation, confirming that the title of the lands as described and shown in the proposed vacation area is in the name of the owner(s) signing the application.

7. If the alteration is for a portion of the subdivision or binding site plan, the applicant must demonstrate that the alteration will not violate the terms of subdivision or binding site plan approval or this Chapter

8. Electronic version of all submittal documents on optical disc, flash drive or downloadable from ftp site, in either Adobe PDF or Microsoft Word format.

9. An application fee.

17.25.050 Criteria for Approval.

A. Vacation Criteria.

1. *Vacation.* The plat or binding site plan vacation may be approved, approved with conditions or denied after a written determination, with findings and conclusions, is made whether the public use and interest will be served by the vacation. If any portion of the land contained in the subdivision or binding site plan was dedicated to the public for public use and benefit, such land, if not already deeded to the City, shall be deeded to the City as a condition of approval, unless the City decision-maker shall make findings that the public use would not be served in retaining title to those lands. Easements established by a dedication are property rights that cannot be extinguished or altered without the approval of the easement owner or owners, unless the plat, binding site plan or other document creating the dedicated easement provides or an alternative method or methods to extinguish or alter the easement.

2. *Street Vacation.* When the vacation application is specifically for vacation of a City street, the City's street vacation procedures (and/or the procedures in chapter 35.79 RCW) shall be utilized. When the procedure is for the vacation of a plat or binding site plan together with the streets, the vacation procedure in this chapter shall be used, but vacation of streets may not be made that are prohibited under RCW 35.79.035 or the City's street vacation ordinance.

3. *Title to Vacated Property.* Title to the vacated property shall vest with the rightful owner as shown on the county records. If the vacated land is land that was dedicated to the public, for public use other than a road or street, and the legislative authority has found that retaining title to the land is not in the public interest, title thereto shall vest with the person(s) owning the property on each side thereof, as determined by the legislative authority. When the road or street that is to be vacated with contained wholly within the subdivision or binding site plan and is part of the boundary of the subdivision or binding site plan, title to the vacated road or street shall vest with the owner(s) of property contained within the vacated subdivision or binding site plan.

B. Alteration Criteria. The alteration may be approved, approved with conditions or denied after a written determination, with findings and conclusions, is made whether the public use and interest will be served by the alteration. If any land within the alteration area is part of an assessment district, any outstanding assessments shall be equitably divided and levied against the remaining lots, parcels or tracts, or be levied equitably on the lots resulting from the alteration. If any land within the alteration contains a dedication to the general use of persons residing within the subdivision, such land may be altered and divided equitably between the adjacent properties.

17.25.060 Time Limitation for Final Decision. A vacation or alteration application shall be approved, approved with conditions or denied within one hundred-twenty (120) days after a complete application has been submitted, unless the applicant consents in writing to an extension of such time period.

17.25.070 Recording. After approval of the alteration or vacation, the City shall order the applicant to produce a revised drawing of the approved alteration or vacation of the short plat, final plat or binding site plan. The Council shall authorize the Mayor to sign the approved short plat or final plat, and then the City shall file it with the County auditor at the applicant's cost, to become the lawful plat of the property (or to vacate the previously approved plat). The Director shall sign the approved binding site plan and arrange for filing with the county auditor at the applicant's cost.

AGENDA ITEM #__3__

SEQUIM CITY COUNCIL
AGENDA COVER SHEET

MEETING DATE: **August 8, 2016**

FROM: Charlie Bush, City Manager CPB__
Initials

SUBJECT/ISSUE: **City Council Goals Work Plan**

Discussion dates	4/8/16	5/19/16	6/13/16	6/27/16
CATEGORY	☐ City Manager Report	☒ Work Session		Time Needed for Presentation
	☐ Public Hearing	☐ Consent Agenda		15
	☐ Unfinished Business	☐ New Business		
Reviewed by			Initials	Date
Karen Kuznek-Reese, City Clerk			Kkr	8/3/16

PROBLEM/ISSUE STATEMENT:

Staff and the City Council need to be clear on the plan for implementation of the City's 2016-2017 goals.

LIST OF ATTACHMENTS:

1. City Council Goals Work Plan

DISCUSSION/ANALYSIS:

The City Council adopted 2016-2017 goals on June 13th. For effective implementation, staff and Council need to be clear on each goal's definition, its key deliverables, and timelines for those deliverables. The attached document and this discussion represent the beginning of that process. The document will be updated quarterly to keep Council apprised of the status of the work.

BUDGET IMPLICATIONS:

Some of the goals may have budget implications. These impacts will be addressed in annual budget discussions.

RECOMMENDATION:

This item is provided for information and Council input. Staff seeks feedback from Council on the plan and its timelines.

Sequim City Council Goals - Work Plan

								Year & Quarter																	
								16		17				18				19	20	21	22	23	24	25	26
Goal	Time	Priority	Dept.	Support Depts.	Initial Work	Success Measures	Status	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4								
Fund and Carry Out the Transportation Plan	ST	1	PW	FIN, CMO	2017 Budget, CIP, Fiscal Analysis (Q1 17)	Sustainable Street Funding Plan Implementation Underway	In Progress	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Develop a Solid Waste Plan	ST	2	PW	FIN, CMO	Council Check In Regarding Long Distance Hauling Options	Provide Council a Briefing and Implement Any Follow-Up Actions	Complete	X																	
Encourage Regional Cooperation for Common Interests	ST	3	CMO	ALL	Organize and Implement Regional Agenda	Provide Agenda to Council for Possible Adoption and Then Implement It	In Progress	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Partner with Nonprofits and the Faith Community to Help the Homeless Community	ST	4	POL	FIN, CLERK	Implement PD's "Hand Up" Program, Possible Follow Up, Maintain Programs	Implement Program and Provide Progress Report to Council	In Progress	X	X	X	X														
Develop an Economic Development Plan Specific to Sequim	ST	5	CMO	DCD, COMM	Develop Plan and Discuss with Council	Provide Analysis and Recommendations to Council	In Progress	X	X																
Complete Improvements to Guy Cole Center, Reopen for Rental, and Seek Further Funding for Further Improvements	ST	6	PW	CMO, FIN, CA	Initiate Construction, Review Fees, Submit Next Capital Budget Request	Complete Envisioned Improvements and Reopen Center	In Progress	X	X	X	X														
Take Short-Term Emergency Preparedness Measures	ST	7	POL	ALL	Complete EOC Outfitting, Complete Fall FEMA Training, Necessary Staff ICS Trained, Propane Safety Evaluated	Complete Initial Actions	In Progress	X	X	X	X	X	X	X	X	X	X								
Create a Plan for Neighborhood Improvements	ST	8	CMO	PW, FIN, DCD	Expand Habitat Partnership, Evaluate Other Neighborhood Services, Evaluate Capital Projects with a Consideration for Neighborhood Revitalization	Provide Analysis and Recommendations to Council	In Progress	X	X	X	X	X	X												
Renew the Transportation Benefit District	MT	1	CMO	PW, FIN, COMM	Evaluate TBD Performance, Organize Renewal Communication and Work Plan	Successful Renewal	Planning			X	X	X	X	X	X	X	X								
Coordinate with Human Services Providers to Address Drug, Mental Health, and Homelessness Issues	MT	2	CLERK	POL, CMO, CA, FIN	Additional Research and Outreach to Providers, Consider updates to the Human Services Policy for Funding, Maintain School Resource Officer Program and Human Services Grants, Research & Provide Recommendations to Council	Provide Analysis and Recommendations to Council	Planning											X	X						
Focus on Crime Prevention	MT	3	POL	DCD	Continued Community Policing, evaluate shifting resources to the PD	Leading Practices in Community Policing Implemented, Public Education Enhanced, Volunteers Engaged, Ultimately Crime Reduced	Planning											X	X						
Explore Affordable Housing Solutions	MT	4	DCD	CMO, CA	Analyze Need and Strategies, Report to Council	Analysis and Recommendations Provided to Council	Planning											X	X						
Integrate Private Streets Into City Plan	MT	5	PW	CA, DCD	Study Situation, Consider Policy Changes, Consider Long Term Issues, Make Recommendations to Council	Analysis and Recommendations Provided to Council	Planning											X	X						

								Year & Quarter																	
								16		17				18				19	20	21	22	23	24	25	26
Goal	Time	Priority	Dept.	Support Depts.	Initial Work	Success Measures	Status	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4								
Explore Local Improvement Districts	MT	6	FIN	PW, CMO, CA	Consider Application in Sequim and Implementation Strategy, Report to Council	Analysis and Recommendations Provided to Council	Planning											X	X						
Further Parks Development as Outlined in the Parks Master Plan	MT	7	CMO	DCD, PW, FIN	Continue Steady Implementation of Plan	Demonstrated Progress in Plan Implementation	In Progress	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Update the Sequim Municipal Code	MT	8	CA	ALL	Develop Work Plan for Complete Code Review and Present to Council	Completion of Work Plan	Planning											X	X	X	X	X			
Increase Code Enforcement	MT	9	POL	CMO, DCD, CA	Increase Effectiveness Through New Tools and Strategies, Possible Additional Staffing, Have a Health & Safety Focus	Demonstrated Improved Efficiency and Effectiveness of Code Enforcement Services	Planning											X	X						
Develop Long Term Water Sources	LT	1	PW	CA, DCD	Discuss with Council, Study and Pursue Additional Water Rights, Deep Well Installation, Grant Research and Writing, Stormwater Maintenance and Projects Identified in Master Plan funded by grants, Increasing Infiltration Capacity, Eliminating Toxic Runoff, Protecting Surface Infrastructure	New Water Rights Secured and Water Available	In Progress	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Consider Solar Energy to Make Reuse Water Potable	LT	2	PW	DCD, FIN, CA	Study Viability, Report to Council	Evaluation Complete and Presented to Council	Planning													X					
Identify and Implement Ways to Reduce Solid Waste	LT	3	PW	CMO	Present Solid Waste Collection Options to Council, Evaluate Changes	Solid Waste Stream Reduced	Planning													X	X				
Continued Emphasis on Emergency Preparedness	LT	4	POL	ALL	Consider Additional Measures, Continue to Maintain Readiness	Emergency Performance, Training Levels of Staff, Plans Current, Ongoing Public Education	Planning											X	X	X	X	X	X	X	X
Increase Higher Education Opportunities in Sequim	LT	5	CMO	DCD, PW, COMM	Work with Providers to Increase Opportunities Available	Expanded Higher Education Offerings	Planning													X	X	X	X	X	X
Creation of a Metropolitan Parks District	LT	6	CMO	CA, FIN, PW	Work with Parks and Recreation Partners to Implement a Metropolitan Parks District for the Sequim Area	Creation of the District	Planning													X	X				
Realize an Emergency Medical Facility	LT	7	CMO	DCD	Work with OMC and Other Providers to Realize an Emergency Medical Facility in Sequim	Construction of an Emergency Medical Facility	Planning													X	X	X	X	X	X

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CITY OF SEQUIM

Human Services Funding 2016

Reporting Period (Circle One)

Jan-Mar **Apr-June** July-Sept Oct-Dec

Parenting Matters

Provide educational services to Sequim citizens and/or low-income or infirm citizens within the city limits, and to increase the number of low-income or infirm citizens who have access to such services.

Quarterly Payment Amount $1,312.50	Annual Payment Amount $5,250

Resolution #R-2011-013 established that human services funding would focus on the below-listed areas. Please mark an X to indicate your area of focus:

Vulnerable (early childhood development (0-4YOA), Youth, Seniors	Essential medical/ dental access for uninsured	Mental health services for school-age children and adults	Youth and senior development activities which include education, life skills, intellectually stimulating activities, physical exercise/ recreational activities and social connections
x			

Describe how residency in the City of Sequim is determined.

We have consulted with our mailing service vendor to determine that 247 of our 534 households are within City of Sequim limits.

Describe how income levels are verified.

Income levels are based on Free and Reduced Lunch percentages from Sequim School District. Families with young children are more likely to live at or below poverty percentages. 44% Greywolf, 57% of Helen Haller students, or approximately 1,434 of 2,839 students (May 2015 OSPI data), qualified for the free and reduced lunch. One can extrapolate that of the 247 households being served, at least 124 of those are low income. In all probability, it is a higher number than that.

# of newsletter subscriptions distributed to residents in the City of Sequim **247 for all City of Sequim addresses.**	# of days of First Teacher Room services provided to City of Sequim residents April – 72 Parents, 82 children (4/11, 4/18, 4/25, plus First Teacher Ice Cream Social and a BLOCK Fest at Sequim Pre-3 on 4/27) May – 93 Parents, 89 children (5/2, 5/9, 5/16, 5/23 plus BLOCK Fests at Greywolf Elementary on 5/2 and Sequim Boys & Girls Club on 5/21) June – 60 Parents, 68 Kids (6/6, 6/13 a parenting class on 6/2, 6/9, 6/16, 6/23, 6/23)

Describe what you were able to provide with the funding from the City of Sequim that you would otherwise not have been able to provide.
Funding allowed us to produce First Teacher and send to families in Sequim. We send to 689 families and professionals in the community.

The First Teacher parenting newsletter included library story times, community events, Kindergarten Registration and readiness, among our normal articles about teaching appropriate behaviors, healthy habits, the importance of reading, math, discipline and more. We held three different BLOCK Fest events in April and May, where families learned how to improve math and science skills through block play, each in coordination with entities at each location. We held an ice cream social to build community at the beginning of April. Additionally, a 5-session parenting class was held in May, encouraging parents to calmly show their children love, build their decision making skills, and learn from consequences of their choices. For this class, the Sequim School District partnered with us to provide a room where we facilitated the class. The Sequim Boys & Girls Club continues to partner and offer a space for us to host our weekly family time which is being volunteer-led. We are planning a back to school services and resource fair for August. None of these would be possible without the help of the City of Sequim Human Services funding.

Dated this 22nd day of July.

Name of person completing this report Nicole Brewer

Phone number 360-681-2250 or toll free (866)-943-5437 Email nicole@firstteacher.org

4b

July 27th, 2016

City of Sequim
AUG 3 2016
Received

Sequim
DUNGENESS VALLEY
CHAMBER OF COMMERCE
"Everything Under The Sun"

2016
Second Quarter Report
June 30, 2016

Presented to the City of Sequim for the
Sequim-Dungeness Valley Chamber of Commerce
Visitor Information Center
2016 Lodging Tax Funds
Contract for $77,820.00

For the 2016 fiscal year, the Sequim-Dungeness Valley Chamber of Commerce was approved to receive a total of $77,820.00 from the City's Lodging Tax fund.

This report contains information pertaining to the second-quarter activities of the Visitor Information Center.

Visitor Information Center:

The Sequim-Dungeness Valley Visitor Information Center (VIC) is located at 1192 E. Washington Street, at the eastern gateway to Sequim.

During the second quarter of 2016 the Chamber's volunteer roster included 63 trained volunteers who work with the Chamber employees to staff the Visitor Information Center. The VIC is scheduled to be open over 360 days a year with the doors closed only on national holidays such as New Years Day, Thanksgiving Day, and Christmas Day.

During the first four months of the year, the VIC operated under the winter season schedule. The VIC is now operating under our summer season schedule as follows:

9 am to 5 pm	Monday thru Saturday
10 am to 3 pm	Sunday

Besides the plethora of visitor information housed within the VIC regarding the Sequim-Dungeness Valley and surrounding areas, the VIC front counter has a fully-functioning cash register along with a merchant credit-card machine to accommodate the purchase of maps, tickets, post cards and Irrigation Festival products. "City of Sequim" apparel and hats are also featured for purchase at the VIC.

Chamber staff reviews volunteer procedures and services to our guests on a constant basis. The volunteers meet collectively twice a year – in the Fall for a Volunteer Appreciation Dinner and then in the Spring at an informational meeting to bring everyone up to speed on the latest information regarding local events and attractions. The spring training meeting for the VIC volunteers was held on May 17th and was hosted by Ambiance Bed & Breakfast. The Chamber staff uses this opportunity to review Visitor Information procedures, announce upcoming events, and answer any questions the volunteers might have. This training session also provides the volunteers with an opportunity to network with their counterparts and develop partnerships for shift scheduling and alternate availability.

Lodging Tax Statistics:

A quarterly report for local lodging tax statistics for Clallam and Jefferson counties is provided as an attachment.

Revenue collected by the City of Sequim in the second quarter of 2016 totaled $49,046.56; year-to-date figures total $82,724.54, representing a healthy 6.14% increase over this time last year. This is especially significant since lodging tax revenue increased over 23% in 2015.

Visitor Information Statistics:

	Visitors	Sequim Brochures & Maps Bulk Distribution	Vacation/Relocation Packets & Visitor Guide Requests
April	1041	2030	34
May	1448	1702	23
June	1996	11695	38
2016 Year to Date	6417	15427	189
2015 Year to Date	6953	8401	201

Not only do visitors gain information about Sequim in person, they also receive travel and relocation information via electronic means. Year to date, the Chamber experienced 27,834 unique website visits; a 19% increase over the same period in 2015. Also, our organic Facebook reaches hit 1.7 million year-to-date in 2016! Currently 1,630 people follow the Chamber and VIC on social media including locals, future residents, and tourists alike seeking up-to-the minute information about Sequim.

Number of visits to VIC:

- The VIC was pleased to play host to 4485 visitors during the months of April, May and June
- A total of 321 international visitors signed in at the VIC
- The highest number of international visitors arrived from:
    - Canada
    - Germany
    - France
    - China
    - and Australia
- 4164 visitors arrived from all across the United States

The number of Chamber members directly related to tourism as of June 2016 totals 129. Details of those tourism-related members of the Sequim-Dungeness Valley Chamber of Commerce are as follows:

Accommodation/Time Share/RV:	28
Art & Music:	9
Festival/Markets:	5
Golf:	2
Lavender/Farms:	16
Marine:	1
Museum:	1
Recreation/Entertainment:	23
Restaurant/Food/Drink & Wineries:	35
Theatre:	1
Travel/Transportation:	5

Chamber Staff Assistance:

Chamber staff coordinates new-volunteer training sessions throughout the year and maintains the volunteer data base. Staff also manages volunteer scheduling; administers supplies for VIC and volunteers; hosts two volunteer appreciation events during the year, and coordinates Lavender Weekend training. Chamber staff receives brochures brought in for display, contacts businesses, organizations, and agencies to replenish their brochures, and maintains Chamber-designed community information brochures (copied, folded and stocked). Chamber staff members respond to requests for information which are received at the VIC via telephone, website, email, Facebook, and post. Chamber staff members also answer an abundance of telephone calls and emails, as well as fulfill requests for travel planners and vacation packets which are generated from both the City's tourism website www.visitsunnysequim.com and the Chamber's web site www.sequimchamber.com.

Product management tasks include recruiting and maintaining an inventory of all brochures, guides, maps, directories, and rack cards displayed in the VIC for the benefit of the visitor and locals, as well as a separate inventory system for the "City of Sequim" products for sale at the VIC.

Chamber staff also collects local event and festival information for weekly updates to the Calendar of Events which is distributed to visitors to the VIC. This information is also available on the Chamber's website and is an excellent tool for visitors and locals alike to learn about upcoming events in the Sequim-Dungeness Valley.

Chamber staff is available during all Chamber office hours to assist the volunteers and visitors, works festival weekends, and by telephone to assist weekend volunteers.

Festivals:

Announcements of local festival and events are posted at the Chamber; the outdoor reader boards, and current events board inside the VIC.

The HD screen in the VIC hosts a number of DVD's that provide continuous visual enhancement to the center and the visitor's experience. Local festivals are encouraged to provide DVD's of their current (and past) events to entice visitors to not only attend current events but to return for future visits.

Marketing/Advertising of the VIC

The Chamber staff continues to distribute VIC rack cards to local lodging, restaurants, and other tourism-related businesses to provide VIC location information to visitors who might not yet have visited the VIC.

A portion of the lodging tax funding for the VIC is being utilized to market the VIC; in particular, Sequim Gazette and Peninsula Daily News visitor guides and major event program guides such as Lavender weekend.

Attachments:

1. Lodging Tax Revenues for 2016
2. Sequim Visitor Information Center – Summary of Visitors – 2nd quarter 2016

United States	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct.	Nov	Dec	Total
ALABAMA			1	6	2	7							16
ALASKA	4	7	22	5	5	14							57
ARIZONA	2	5	7	7	10	39							70
ARKANSAS		2	2										4
CALIFORNIA	35	36	25	39	53	134							322
COLORADO		3	18	16	11	63							111
CONNECTICUT					3	15							18
DELAWARE													0
DIST. OF COLUMBIA			1										1
FLORIDA	2	2	10	4	12	21							51
GEORGIA		4			4	23							31
HAWAII		4	3	2	2	13							24
IDAHO		5	10	4	16	23							58
ILLINOIS				2	15	11							28
INDIANA	2			10	6	8							26
IOWA	2	1			3	9							15
KANSAS			4	2	1	13							20
KENTUCKY						3							3
LOUISIANA						4							4
MAINE			2										2
MARYLAND		1			2	10							13
MASSACHUSETTS			1	5	2	2							10
MICHIGAN	2	5	2		1	16							26
MINNESOTA			4	6	8	22							40
MISSISSIPPI			2	2		1							5
MISSOURI		2	5		9	17							33
MONTANA	4	2	2	7	8	16							39
NEBRASKA			1			10							11
NEVADA	7		2	5	8	4							26
NEW HAMPSHIRE				4		10							14
NEW JERSEY			2		6	2							10
NEW MEXICO		4				11							15
NEW YORK	2	6	1	5	5	11							30
NORTH CAROLINA	1		8	6	5	14							34
NORTH DAKOTA		2	3		2	5							12
OHIO		5	5	4	5	5							24
OKLAHOMA	2		3	2	2	2							11
OREGON	5	16	28	34	60	57							200
PENNSYLVANIA	1			1	16	13							31
RHODE ISLAND		1											1
SOUTH CAROLINA				1		2							3
SOUTH DAKOTA				2	2	4							8
TENNESSEE		4			2	13							19
TEXAS			5	7	19	53							84
UTAH		1	2	3	13	8							27
VERMONT					1	5							6
VIRGINIA			2	2	6	8							18
WASHINGTON	134	222	249	467	491	657							2220
Sequim	235	217	282	285	428	344							1791
PA	10	13	28	19	27	28							125
PT	20	14	12	15	20	14							95
Total WASHINGTON													0
WEST VIRGINIA						1							1
WISCONSIN	6		3	4	9	32							54

WYOMING			3	2	2	1							8
NO STATE	5	7	12	12	31	36							103
VIRGIN ISLANDS													0
GUAM (Saipan)													0
PUERTO RICO													0
N. MARIANA ISLANDS													0
Panama													0
AMERICAN SAMOA													0
Other -													0
US TOTAL	**481**	**591**	**772**	**997**	**1333**	**1834**	**0**	**0**	**0**	**0**	**0**	**0**	6008
CANADA TOTAL	**8**		**37**	**28**	**71**	**74**							218
FOREIGN TOTAL	**1**		**26**	**16**	**44**	**88**							175
Comb. Total	**490**	**591**	**835**	**1041**	**1448**	**1996**	**0**	**0**	**0**	**0**	**0**	**0**	**6,401**
Lavender Weekend:	**US**												

TERRITORY & COUNTRY LISTING	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct.	Nov	Dec	Total
CANADA													
ALBERTA	4			8	7	2							21
BRITISH COLUMBIA	2	7	31	17	60	66							183
MANITOBA													0
NEW BRUNSWICK													0
NEW FOUNDLAND													0
NOVA SCOTIA						4							4
NW TERRITORIES					2								2
ONTARIO													0
PRINCE EDWARD ISL.													0
QUEBEC						2							2
SASKATCHEWAN													0
YUKON													0
NO PROVINCE	2		6	3	2								13
TOTAL	8	7	37	28	71	74	0	0	0	0	0	0	225
FOREIGN													0
AFGANISTAN													0
AFRICA													0
AFRICA (N)													0
ALBANIA													0
ANGORA													0
ARGENTINA													0
AZERBAJAN				1									1
AUSTRALIA	1		1	3	10								15
AUSTRIA					2	2							4
BAHAMAS													0
BANKOK													0
BARBADOS													0
BELGIUM					1								1
BERMUDA													0
BOLIVIA													0
BOTSWANA													0
BOZNIA													0
BRAZIL						3							3
BULGARIA													0
CAMBODIA													0

CHILE					3								3
CHINA			2			13							15
COLOMBIA													0
COSTA RICA													0
CROATIA													0
CUBA													0
CYPRESS													0
CZECH REPUBLIC			2										2
DENMARK													0
DOMINICAN REPUBLIC													0
ECUADOR													0
EGYPT													0
El SALVADOR													0
ESTONIA													0
ETHIOPIA													0
FINLAND													0
FRANCE		6	2		3	6							17
GEORGIA /Eur-Asia													0
GERMANY			2		14	16							32
GREECE													0
GUAM													0
GUATEMALA													0
HONDURAS													0
HUNGARY													0
ICELAND													0
INDIA				4									4
INDONESIA													0
IRAN													0
IRAQ													0
IRELAND													0
ISRAEL					4								4
ITALY													0
JACARTA													0
JAMAICA			9										9
JAPAN													0
TERRITORY & COUNTRY LISTING	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct.	Nov	Dec	Total
JORDAN													0
Kazakstan													0
KENYA													0
KOREA South													0
KOREA													0
KUWAIT													0
LAOS													0
LATVIA													0
LIBIA													0
LITHUANIA													0
LUXEMBURG													0
MALAYSIA		2											2
MALTA													0
MEXICO				2		5							7
MICRONESIA					1								
MOLDAVIA													0
NAMBIA													0
NEPAL													0
NETHERLANDS						2							2

NEW GUIANA													0
NEW ZEALAND													0
NICARAGUA													0
NORWAY													0
PAKISTAN													0
PALESTINE													0
PANAMA		1											1
PARAGUAY													0
PERU													0
PHILIPPINES													0
POLAND			2										2
PORTUGAL													0
REPUBLIC OF MOLDAVIA													0
ROMANIA													0
RUSSIA				3	1	6							10
S. KOREA													0
SAINT THOMAS-USUI													0
SAUDI ARABIA													0
SCOTLAND			3										3
SINGAPORE						10							10
Slovakia													0
SLOVENIA						1							1
SOUTH AFRICA													0
SOUTH AMERICA													0
SPAIN			2		3								5
SRI LANKA													0
SWEDEN						2							2
SWITZERLAND						6							6
SYRIA													0
TAHITI													0
TAIPAI													0
TAIWAN					2	4							6
TASMANIA													0
THAILAND													0
TRINIDAD													0
TUNISIA													0
TURKEY													0
UGANDA													0
UKRAINE													0
UNITED EMIRATES(Arab)													0
UNITED KINGDOM			1	3		9							13
URUGUAY						3							3
VENEZUELA													0
VIET NAM													0
WALES													0
WEST INDIES													0
ZAMBIA													0
ZIMBABWE													0
Other													0
TOTALS	1	9	26	16	44	88	0	0	0	0	0	0	184
Total Canadian	8	7	37	28	71	74	0	0	0	0	0	0	225
Total Foreign	9	16	63	44	115	162	0	0	0	0	0	0	409

June 2016 Room Tax Report

Clal. Co	January	February	March	April	May	June	July	August	September	October	November	December	YTD	MTD	% Change
2016	$13,263.38	$65,009.50	$17,217.94	$23,695.61	$25,665.70	$32,083.65							$176,935.78	$176,935.78	28.65%
2015	$18,498.56	$53,383.94	$11,472.80	$11,450.60	$22,313.46	$20,414.18	$37,880.30	$74,184.70	$77,758.62	$77,149.30	$93,570.32	$27,540.36	$525,617.14	$137,533.54	37.27%
2014	$11,771.08	$35,207.04	$11,804.76	$7,593.68	$15,679.20	$18,135.80	$32,462.00	$62,142.66	$78,442.28	$84,382.62	$95,224.36	$26,640.72	$479,486.20	$100,191.56	12.47%
2013	$8,197.68	$28,430.60	$11,414.88	$8,837.54	$15,355.98	$16,842.92	$28,559.78	$55,547.34	$67,754.74	$75,207.50	$83,948.76	$18,020.22	$418,117.94	$89,079.60	15.46%
2012	$9,668.64	$27,037.14	$5,924.80	$8,410.96	$12,614.00	$15,497.74	$25,023.24	$57,138.62	$61,567.64	$69,916.22	$86,759.78	$22,739.48	$400,298.26	$77,153.28	4.16%
2011	$5,492.18	$28,667.34	$7,246.92	$6,854.16	$13,876.88	$11,933.82	$26,124.88	$52,776.04	$62,371.48	$66,615.40	$74,247.84	$16,746.34	$372,953.26	$74,071.30	-20.78%
2010	$17,571.12	$29,582.38	$6,943.06	$7,189.08	$18,378.94	$13,838.43	$23,671.24	$66,750.68	$51,408.08	$79,118.52	$74,590.08	$36,222.50	$425,284.11	$93,503.01	
P.A.	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**YTD**	**MTD**	**% Change**
2016	$22,540.80	$24,679.86	$40,770.18	$21,386.50	$34,065.92	$41,124.80							$184,568.06	$184,568.06	34.13%
2015	$16,653.42	$19,918.77	$14,892.19	$20,395.22	$25,115.84	$40,632.02	$52,646.16	$71,411.98	$108,977.36	$111,495.74	$75,321.88	$39,369.22	$598,829.80	$137,607.46	11.23%
2014	$19,230.84	$17,842.26	$16,970.75	$17,177.66	$25,267.30	$27,223.00	$42,532.48	$57,037.06	$99,010.60	$113,034.82	$68,014.86	$33,528.92	$536,870.55	$123,711.81	-3.41%
2013	$20,170.80	$20,108.22	$12,775.48	$19,145.46	$26,910.30	$28,972.08	$42,924.74	$54,446.00	$88,538.10	$95,736.06	$63,027.30	$27,719.22	$501,473.76	$128,082.34	9.49%
2012	$18,252.44	$18,381.46	$14,937.92	$17,536.12	$22,708.62	$25,169.62	$33,918.34	$48,860.38	$79,956.24	$89,154.28	$57,288.82	$33,209.48	$459,373.72	$116,986.18	-1.13%
2011	$20,564.02	$15,906.86	$15,499.02	$16,928.92	$22,751.44	$26,674.38	$39,089.66	$49,250.16	$81,286.00	$85,699.42	$56,453.92	$27,683.00	$457,786.80	$118,324.64	-1.36%
2010	$7,326.82	$20,899.78	$14,573.16	$20,006.76	$25,292.90	$31,859.60	$37,102.50	$51,951.46	$108,072.20	$74,310.20	$80,157.54	$13,582.78	$485,135.70	$119,959.02	
Sequim	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**YTD**	**MTD**	**% Change**
2016	$12,320.30	$11,082.18	$10,295.50	$13,785.16	$14,694.88	$20,566.52							$82,724.54	$82,724.54	6.14%
2015	$12,223.02	$8,997.22	$9,977.34	$12,747.28	$15,260.98	$18,731.34	$24,306.78	$30,020.78	$48,815.56	$48,365.04	$30,543.20	$18,946.94	$278,935.46	$77,937.18	23.15%
2014	$10,659.60	$7,762.24	$8,007.00	$9,270.66	$12,616.24	$14,969.88	$21,398.42	$23,294.38	$42,455.40	$45,955.44	$26,739.06	$15,725.32	$238,853.64	$63,285.62	-3.97%
2013	$11,090.74	$8,671.75	$8,295.21	$11,525.14	$12,771.74	$13,547.48	$20,338.24	$22,042.68	$39,367.38	$38,729.80	$27,097.18	$15,295.86	$228,773.20	$65,902.06	14.25%
2012	$8,579.02	$10,010.68	$6,660.32	$8,644.52	$11,742.39	$12,043.91	$15,220.48	$19,889.86	$32,002.92	$34,167.90	$23,940.18	$12,704.88	$195,607.04	$57,680.84	-3.24%
2011	$8,610.58	$9,720.54	$8,115.08	$8,675.72	$11,788.28	$12,699.68	$16,020.98	$20,200.16	$30,186.26	$35,448.56	$20,606.26	$10,955.10	$193,027.20	$59,609.88	21.33%
2010	$6,253.02	$8,071.32	$8,202.80	$7,414.84	$10,023.00	$11,164.52	$14,831.08	$21,960.44	$30,778.94	$28,987.38	$21,044.40	$13,199.88	$179,931.62	$49,129.50	
Forks	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**YTD**	**MTD**	**% Change**
2016	$6,575.86	$4,898.52	$5,706.10	$8,351.92	$10,945.72	$10,626.16							$47,004.28	$47,004.28	12.72%
2015	$6,534.86	$5,148.50	$5,559.40	$6,994.62	$8,381.54	$9,081.26	$10,161.34	$15,510.16	$23,789.04	$29,235.40	$20,273.02	$10,446.24	$151,115.38	$41,700.18	5.36%
2014	$4,983.18	$6,876.88	$4,767.52	$6,791.86	$8,104.04	$8,075.02	$10,632.56	$13,505.82	$23,021.02	$24,611.16	$16,927.24	$8,337.28	$136,613.58	$39,578.50	-0.14%
2013	$5,499.38	$7,714.16	$4,533.08	$6,500.22	$8,969.22	$6,416.14	$10,245.70	$14,207.34	$22,469.04	$23,215.88	$15,754.90	$7,729.62	$133,254.68	$39,632.20	-2.21%
2012	$5,749.78	$8,397.56	$2,115.70	$8,908.74	$7,240.04	$8,117.44	$9,430.32	$14,381.72	$22,840.20	$23,505.32	$22,403.04	$14,810.64	$147,900.50	$40,529.26	3.74%
2011	$4,340.70	$11,059.38	$4,000.78	$5,614.14	$8,162.14	$5,890.20	$7,976.69	$16,902.32	$22,842.28	$23,444.48	$18,674.48	$9,687.16	$138,594.75	$39,067.34	-10.86%
2010	$3,950.90	$10,420.44	$3,467.04	$5,803.44	$13,231.92	$6,954.34	$8,202.24	$22,601.02	$23,673.28	$23,941.08	$17,721.94	$10,124.72	$150,092.36	$43,828.08	
Jeff. Co	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**YTD**	**MTD**	**% Change**
2016	$18,366.50	$50,911.43	$14,393.60	$18,348.78	$29,298.50	$29,333.88							$160,652.69	$160,652.69	22.48%
2015	$17,011.22	$36,088.78	$14,242.40	$14,983.04	$23,824.36	$25,021.90	$27,653.98	$48,796.64	$44,665.06	$49,122.12	$49,494.00	$25,149.24	$376,050.74	$131,169.70	22.81%
2014	$13,530.84	$30,316.36	$12,683.40	$12,399.06	$19,122.32	$18,759.16	$24,510.86	$37,504.38	$42,318.96	$43,628.44	$46,845.70	$33,825.30	$335,444.78	$106,811.14	2.74%
2013	$8,780.82	$38,212.94	$11,203.46	$11,365.22	$17,962.48	$16,439.20	$21,478.08	$33,105.60	$39,854.24	$41,705.60	$39,127.80	$15,476.88	$294,712.32	$103,964.12	12.71%
2012	$11,996.60	$23,142.64	$7,222.94	$14,904.94	$17,098.82	$17,873.40	$20,148.32	$31,117.74	$40,626.32	$40,960.14	$36,847.02	$11,051.36	$273,190.24	$92,239.34	-9.78%
2011	$11,410.54	$25,445.64	$12,335.50	$10,709.38	$25,079.86	$17,257.48	$19,264.64	$24,694.50	$42,448.28	$43,809.32	$38,509.42	$21,653.20	$292,617.76	$102,238.40	10.12%
2010	$10,606.40	$21,606.70	$9,713.20	$11,857.38	$19,488.14	$19,587.92	$14,236.30	$35,987.79	$40,127.20	$46,454.74	$43,199.38	$18,669.34	$291,514.49	$92,839.74	
Port T.	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**YTD**	**MTD**	**% Change**
2016	$21,858.56	$26,262.20	$22,215.10	$21,765.76	$33,626.90	$35,431.84							$161,158.36	$161,158.36	9.09%
2015	$21,452.72	$20,000.48	$16,992.86	$34,899.20	$26,768.04	$27,612.58	$33,825.32	$49,143.06	$66,770.66	$62,099.52	$50,745.46	$34,548.38	$443,858.28	$147,725.88	31.40%
2014	$18,038.90	$20,248.36	$14,390.74	$16,016.08	$21,515.20	$22,217.46	$23,867.80	$29,349.46	$61,522.60	$56,190.04	$49,312.56	$29,491.08	$362,160.28	$112,426.74	2.58%
2013	$18,381.52	$18,058.82	$14,376.70	$15,367.80	$23,994.98	$19,417.10	$28,428.76	$44,789.95	$54,148.30	$54,589.32	$51,506.48	$23,621.22	$366,680.95	$109,596.92	-3.83%
2012	$15,360.18	$17,932.52	$15,517.40	$13,990.38	$25,957.94	$25,205.64	$29,502.34	$35,229.38	$51,390.99	$51,626.90	$45,782.92	$22,594.16	$350,090.75	$113,964.06	-8.25%
2011	$30,353.32	$21,532.38	$12,889.88	$16,316.80	$19,944.32	$23,176.78	$22,211.38	$37,121.72	$49,579.40	$49,672.38	$45,414.00	$22,210.84	$350,423.20	$124,213.48	15.05%
2010	$14,019.26	$21,420.96	$12,081.92	$16,409.84	$21,826.00	$22,205.26	$26,591.14	$35,147.12	$43,657.18	$46,654.06	$41,942.74	$20,198.20	$322,153.68	$107,963.24	
GHC	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**YTD**	**MTD**	**% Change**
2016	$72,700.99	$109,146.10	$79,971.70	$73,975.67	$90,262.30	$116,530.92							$542,587.68	$542,587.68	5.97%
2015	$64,545.53	$96,698.34	$83,517.49	$74,567.64	$91,975.21	$100,509.64	$100,660.36	$142,865.53	$210,962.91	$236,114.42	$184,002.30	$84,702.37	$1,451,321.74	$512,013.85	24.52%
2014	$52,828.60	$86,510.79	$61,584.62	$55,177.41	$69,184.77	$85,905.48	$83,277.94	$114,259.17	$170,992.67	$200,494.61	$144,525.17	$73,842.07	$1,198,583.30	$411,191.67	6.27%
2013	$50,150.29	$69,437.41	$56,763.76	$47,502.41	$61,451.58	$101,640.41	$66,491.58	$120,025.36	$149,226.76	$170,194.08	$118,612.48	$61,767.97	$1,082,264.09	$386,945.86	5.61%
2012	$82,421.71	$60,328.70	$53,737.84	$50,935.45	$54,744.10	$84,209.88	$61,736.17	$86,299.31	$137,862.81	$164,539.06	$102,726.79	$60,328.32	$975,492.95	$366,377.68	

Figures are acquired from the Dept. of Revenue (www.dor.wa.gov) and are two months behind. Figures are the total of both "State Shared Hotel/Motel" and "Additional Local Hotel/Motel" taxes combined. Percentage is the amount changed from one year (month to date) to the next (month to date). Clallam, Jefferson, Grays Harbor, and Mason County figures refer to all lodgings within county borders excluding the major towns already listed. Clallam County figures experienced lower than predicted growth due to three specific lodgings that changed ownership in 2015.

M. Co	January	February	March	April	May	June	July	August	September	October	November	December	YTD	MTD	% Change
2016	$24,818.36	$46,063.39	$13,116.38	$16,701.38	$22,100.68	$22,095.28							$144,894.47	$144,894.47	15.26%
2015	$13,126.58	$43,614.66	$14,206.64	$11,992.52	$25,323.62	$17,448.70	$21,007.98	$39,511.70	$39,319.62	$48,552.72	$41,499.56	$20,160.36	$335,764.66	$125,712.72	18.34%
2014	$13,825.60	$38,558.08	$11,829.48	$10,738.64	$16,608.54	$16,498.68	$19,479.94	$36,813.32	$40,167.80	$46,290.50	$37,869.76	$6,744.82	$295,425.16	$108,059.02	17.14%
2013	$12,145.98	$28,611.29	$9,726.18	$12,336.14	$15,470.96	$13,954.10	$20,490.12	$31,059.88	$38,506.32	$44,433.88	$37,028.16	$15,930.64	$279,693.65	$92,244.65	11.98%
2012	$11,381.56	$23,887.29	$8,994.46	$9,617.20	$13,351.56	$15,144.46	$17,351.38	$24,679.94	$37,004.20	$43,569.90	$32,928.92	$15,896.06	$253,171.50	$82,376.53	
Shelton	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**YTD**	**MTD**	**% Change**
2016	$3,454.04	$4,555.12	$2,804.10	$3,003.04	$3,834.14	$4,474.58							$22,125.02	$22,125.02	29.71%
2015	$2,745.02	$3,321.68	$2,660.12	$2,784.52	$2,628.02	$2,917.88	$3,915.84	$4,684.30	$4,719.40	$5,285.28	NA	$3,775.94	$39,438.00	$17,057.24	22.54%
2014	$2,439.70	$2,417.54	$1,786.76	$2,218.60	$2,543.08	$2,513.64	$3,622.98	$3,657.90	$5,410.22	$5,411.08	$4,426.26	$3,638.78	$40,086.54	$13,919.32	-11.62%
2013	$2,418.98	$3,287.62	$2,087.28	$2,183.84	$2,685.88	$3,086.30	$3,248.16	$3,768.98	$4,533.28	$5,066.10	$4,360.18	$3,196.26	$39,922.66	$15,749.70	-7.16%
2012	$2,970.30	$2,573.58	$2,588.81	$2,845.88	$2,873.20	$3,112.14	$3,841.06	$3,711.58	$4,849.06	$4,758.74	$4,108.46	$2,939.86	$41,673.80	$16,963.71	

Figures are acquired from the Dept. of Revenue (www.dor.wa.gov) and are two months behind. Figures are the total of both "State Shared Hotel/Motel" and "Additional Local Hotel/Motel" taxes combined. Percentage is the amount changed from one year (month to date) to the next (month to date). Clallam, Jefferson, Grays Harbor, and Mason County figures refer to all lodgings within county borders excluding the major towns already listed. Clallam County figures experienced lower than predicted growth due to three specific lodgings that changed ownership in 2015.

AGENDA ITEM # 5

SEQUIM CITY COUNCIL
AGENDA COVER SHEET

MEETING DATE: **August 8, 2016**

FROM: Sue Hagener, Administrative Services Director — SH (Initials)

SUBJECT/ISSUE: **2016 Proposed Budget Amendments and Ordinance 2016-09 Authorizing Unforeseen Expenditures for 2016**

Discussion dates	Various Council actions through July 2016	July 25, 2016		
CATEGORY	☐ City Manager Report ☒ Public Hearing ☐ Unfinished Business	☐ Work Session ☐ Consent Agenda ☐ New Business		Time Needed for Presentation 5 minutes
Reviewed by			Initials	Date
Charlie Bush, City Manager			CPB	8/3/16
Kristina Nelson-Gross, City Attorney			KNG	8/3/2016
Karen Kuznek-Reese, City Clerk			Kkr	8/3/16

PROBLEM/ISSUE STATEMENT:
During the year, additional needs arise and unanticipated expenditures are necessary for operations and capital. These items are difficult to predict at the time the budget is prepared (usually mid-year in the prior year) and new items may evolve based on additional information that was not previously known or available. Although these items are brought forward to City Council as they occur, the budget amendment is only formalized periodically. City Council must hold a public hearing before adopting an ordinance to amend the budget.

LIST OF ATTACHMENTS:
1. Proposed Budget Amendments – Mid Year 2016 – Net Impact by Fund - Summary
2. Proposed Budget Amendments – Mid-Year 2016 – Net Impact by Fund – Detail
3. Proposed Budget Amendments – Mid-Year 2016 – Type of Expense - Detail
4. Ordinance 2016-09 Authorizing Unforeseen Expenditures with Exhibit A

DISCUSSION/ANALYSIS:
There was discussion with the City Council concerning these budget amendments on July 25, 2016. Pursuant to RCW 35A.33.090, the City Council can take action on a budget amendment ordinance five days after its introduction which was also on July 25, 2016. A majority plus one is required for its approval. (It should also be noted that the Council's Finance Committee reviewed these amendments as well on July 20, 2016, prior to Council's first touch on July 25, 2016.)

A public hearing is also required for the proposed Mid-Year 2016 budget amendments. Once the public hearing is held, the City Council can adopt the budget amendment ordinance.

The unanticipated additional expenditures included in a budget amendment can be grouped into the following areas:

Type of Budget Amendment	Included
Reclassifications, Closing of Funds and Transfers to Other Projects – These items are primarily procedural, to allow for better tracking of specific revenues and costs and to allow for the closing of completed projects and transferring excess funds to other projects. Council authority is needed to transfer monies between funds.	Yes
Grants/Contribution Revenues and Expenses – These items have a zero net impact, in that revenues received are typically expended in the same budget year. When new grant funding is awarded, however, the City Council must authorize increased spending so that the grant money can be expended.	Yes
Other Unforeseen Expenses – These items are difficult to predict or cannot be estimated or reasonably foreseen during the budget development process.	Yes
"Nondebatable" Emergencies – These items require immediate expenditures to preserve order or public health, restore public property or meet mandatory expenditures required by new laws.	No

Specific Amendments
The following is a discussion of amendments also shown in the attached documents:

- General Fund/Street Operations: These items are the result of unanticipated revenues over and above what was budgeted. In the event sales tax and other revenues exceed expectations by the end of the year, staff suggests adding the following resources and expenditures:
    - Increase revenues by possible unanticipated sales tax and Interfund charges ($193k).
    - In order of priority, increase transfers out to the Reuse Park Parking Lot Solution project ($70k), our Long Term General Obligation Debt Reserve ($40k), Equipment Reserve ($20k), and Street Operations ($30k)
- Streets Restricted: This is a carryforward of unused budget from 2015. Increase transfers out of Transportation Impact Fees to the W. Fir Street Project ($52k).

- Hotel/Motel: This is a carryforward of unused budget from prior years. Increase transfers out to the Guy Cole project for Phase 1 improvements ($35k).
- Parks Restricted: These items are the result of unanticipated grant money and donations for a project that was unachievable, unless there was outside assistance. Increase transfers in from the General Fund ($70k), REET 2 ($40k), and remaining Civic Center Contingency ($30k) for the Reuse Park Parking Lot Solution project. Also increase revenues for grants and donations ($175k) for this project. Finally, increase expenditures ($318k) for the project.

  Other Parks Restricted Budget Amendment: This is needed as a result of the unanticipated closing of the Sequim Aquatic Recreation Center (SARC) in late 2015, after the budget was developed. In order to restore its operations under the YMCA's management, the City is adding a contribution to the YMCA ($30k) for restoring operations.
- Real Estate Excise Tax (REET2): Increase transfers out for the Reuse Park Parking Lot solution ($40k). This was an unanticipated project due to funding issues at the time the 2016 budget was developed.
- Arts & Culture: The Gifts and Donations fund (160) was renamed the Arts and Culture fund. This fund will be used to support the Arts Commission programs related to the Civic Center. There was approximately $50k earmarked in the Civic Center budget in prior years that went unused for these purposes. Staff recommends increasing transfers from the Civic Center contingency to the Arts Fund to increase accountability for these funds. Staff also recommends increasing expenses in this fund for art in the Council Chambers ($10k).
- Equipment Reserve: Staff recommends increasing potential transfers in (from the General Fund) to assist in building up the deficient Equipment Reserve Ending Fund Balance ($20k). This will occur in the event we receive revenues over and above anticipated/budgeted revenues in the 2016 budget.
- Debt Service – Civic Center Debt: Staff recommends increasing potential transfers in (from the General Fund) to build up debt reserves for "cushion" ($40k). This will occur in the event we receive revenues over and above anticipated/budgeted revenues in the 2016 budget.
- Capital Facilities: As Council is aware, when developing the 2016 budget, staff assumed completion of the entire Civic Center project and use of all available funds. Staff proposes carrying forward unspent monies from 2015 as follows:
  - Increase resources by the difference between the actual 2016 beginning fund balance and the budgeted beginning fund balance ($185k) – or unspent budget from prior years.
  - Increase transfers out from the Civic Center contingency to Arts and Culture ($50k) and to the Reuse Park Parking Lot solution ($30k).
  - Increase expense for final payment to Lydig Construction for the Civic Center ($92k).
  - Increase transfers in from possible excess Public Safety Tax ($15k) and increase expense for the Emergency Operations Center ($70k)

Other Capital Facility Amendments - Increase grant revenues ($450k), transfers in from Hotel/Motel ($35k – unexpended carryforward from prior years) and expenses for the Guy Cole Phase 1 remodel as well as possible overhead related to the project ($510k). This project is made possible by an unanticipated grant that was accepted by Council in late 2015 after the 2016 budget was developed.

FINANCIAL IMPLICATIONS: The net impact by fund is summarized in the attached schedules.

RECOMMENDATION: Staff recommends that council take public testimony, consider the issues, make any necessary adjustments, and adopt Ordinance 2016-09 Authorizing Mid-Year 2016 Budget Amendments.

MOTION:
I move to adopt Ordinance 2016-09 Authorizing Mid-Year 2016 Budget Amendments.

City of Sequim
Proposed Budget Amendments - Mid-Year 2016
Net Impact by Fund - Summary

	Revenue & Resources			Expense			
Fund Name	2016 Budget	Mid-Year Amendment	Proposed Budget	2016 Budget	Mid-Year Amendment	Proposed Budget	Net Impact (Expense)
General Fund							
001 General Fund	8,849,318	193,000	9,042,318	8,833,148	160,000	8,993,148	33,000
Special Revenue Funds							
101-U Street UnRestricted	849,248	30,000	879,248	859,546	0	859,546	30,000
111-R Street Restricted	1,060,866	52,000	1,112,866	941,775	52,000	993,775	0
107-U Stormwater Operations	120,475	0	120,475	108,072	0	108,072	0
117-R Project Stormwater	111,567	0	111,567	111,104	0	111,104	0
115 Lodging Tax Hotel/Motel	249,538	0	249,538	284,485	35,000	319,485	(35,000)
120 Police Restricted	411,600	0	411,600	406,898	15,000	421,898	(15,000)
121 Police Asset Seizure	20,274	0	20,274	30,000	0	30,000	0
140 Parks Restricted	360,857	315,000	675,857	384,365	348,000	732,365	(33,000)
150 Real Estate Excise Tax	268,087	0	268,087	300,000	40,000	340,000	(40,000)
160 Gifting & Donations	12,600	50,000	62,600	12,570	10,000	22,570	40,000
164 Equipment Reserve	385,673	20,000	405,673	440,001	0	440,001	20,000
Debt							
206 Debt Service Fund	665,000	40,000	705,000	656,740	0	656,740	40,000
Capital Funds							
306 Capital Facilities(Building) Fund	313,205	685,000	998,205	315,237	752,000	1,067,237	(67,000)
Enterprise Funds							
401-U Water UnRestricted	1,978,151	0	1,978,151	2,127,205	0	2,127,205	0
411-R Water Restricted	2,490,730	0	2,490,730	3,484,662	0	3,484,662	0
402-U Sewer UnRestricted	3,815,730	0	3,815,730	4,127,239	0	4,127,239	0
422-R Sewer Restricted	2,612,962	0	2,612,962	4,055,079	0	4,055,079	0
Internal Service Funds							
500 Unemployment Compensation	16,250	0	16,250	24,750	0	24,750	0
Trust, Agency & Permanent Funds							
611 Flexible Spending	45,000	0	45,000	45,000	0	45,000	0
621 Police Expendable Trust	20,000	0	20,000	20,000	0	20,000	0
631 Construction Deposits	325,000	0	325,000	325,000	0	325,000	0
635 Intergovernmental Agency Fund	178,627	0	178,627	168,328	0	168,328	0
645 Utility Security Deposits	40,000	0	40,000	39,000	0	39,000	0
701 Haller Park Fund	440	0	440	0	0	0	0
Total Net Impact	**$ 25,201,198**	**$ 1,385,000**	**$ 26,586,198**	**$ 28,100,204**	**$ 1,412,000**	**$ 29,512,204**	**$ (27,000)**

City of Sequim
Proposed Budget Amendments - Mid-Year 2016
Net Impact by Fund

#	Fund	Fund Name	Revenue & Resources	(Expense)	Net Impact
General Fund & Street Operations					
1	001-000	General Fund: Possible Unexpected Sales Tax	90,000	-	
18	001-000	General Fund: Increase possible revenue from interfund charges - Guy Cole	65,000	-	
18	001-000	General Fund: Increase possible revenue from interfund charges - Reuse Parking	38,000	-	
1	001-019	General Fund: Increase transfer out of possible Ending Fund balance to Debt	-	(40,000)	
1	001-020	General Fund: Increase transfer out of possible Ending Fund balance to Equipment	-	(20,000)	
1	001-040	General Fund: Increase transfer out of possible Ending Fund balance to Street Ops	-	(30,000)	
2	001-040	General Fund: Increase transfers out for Reuse Parking and Allocations	-	(70,000)	
		General Fund	**193,000**	**(160,000)**	**33,000**
3	101-000	Street Operations: Increase transfer in for operatons	30,000		
		Street Operations	**30,000**	**-**	**30,000**
Special Revenue Funds					
4	111-104	Street Restricted - Impact Fees: Roll Forward 2015 Transfer out for W Fir Street	$ -	$ (52,000)	
4	111-117	Street Restricted - W Fir Street: Roll Forward 2015 Transfer in for W Fir Street	52,000	-	
		Streets Restricted	**52,000**	**(52,000)**	**-**
5	115-000	Hotel/Motel: Increase transfer out to Guy Cole for Phase 1	-	(35,000)	
		Hotel/Motel	**-**	**(35,000)**	**(35,000)**
6	120-125	Police Restricted: Increase transfers out of possible excess Public Safety Tax to EOC	-	(15,000)	
		Police Restricted	**-**	**(15,000)**	**(15,000)**
7	140-144	Parks Restricted: Increase transfer in from GF for Reuse Parking and Allocations	70,000	-	
7	140-144	Parks Restricted: Increase transfer in from REET 2 for Reuse Parking	40,000	-	
7	140-144	Parks Restricted: Increase transfer in from Civic Center Contingency for Reuse Parking	30,000	-	
14	140-144	Parks Restricted: Increase for private donations and grants for Reuse Parking	175,000	-	
17	140-000	Parks Restricted: Increase for SARC/YMCA Contribution	-	(30,000)	
17	140-144	Parks Restricted: Increase for Reuse Parking Solution project	-	(280,000)	
17	140-000	Parks Restricted: Increase for Allocations related to Reuse Parking Solution	-	(38,000)	
		Parks Restricted	**315,000**	**(348,000)**	**(33,000)**
8	150-152	REET 2: Increase transfer out for Reuse Parking	-	(40,000)	
			-	**(40,000)**	**(40,000)**
9	160-000	Arts & Culture: Increase transfers in for Arts & Culture	50,000	-	
16	160-000	Arts & Culture: Increase for Chamber Art	-	(10,000)	
			50,000	**(10,000)**	**40,000**
10	164-162	Equipment Reserve - SPD: Increase transfer in for Equipment	20,000	-	
			20,000	**-**	**20,000**
Debt					
11	206-000	Debt Service Fund: Transfer in possible Ending Fund Balance of General Fund	40,000	-	
		Debt Service	**40,000**	**-**	**40,000**
Capital Facilities					
12	306-002	Guy Cole: Increase transfer in from Hotel/Motel for Guy Cole	35,000	-	
12	306-001	Civic Center: Increase transfers out from Civic Center to Arts & Culture Fund	-	(50,000)	
12	306-001	Civic Center: Increase transfers in from possible excess Public Safety Tax	15,000	-	
12	306-001	Civic Center: Increase transfers out from Civic Center contingency for Reuse Parking	-	(30,000)	
13	306-002	Guy Cole: Increase for Grant from Department of Commerce	450,000	-	
13	306-002	Guy Cole: Increase for Phase 1 Improvements		(450,000)	
15	306-000	Capital Facilities: Increase for actual Beginning Fund Balance	185,000	-	
15	306-001	EOC: Increase for improvements to EOC	-	(70,000)	
15	306-001	Civic Center: Increase for final payment to Lydig Construction	-	(92,000)	
15	306-002	Guy Cole: Increase for Allocations related to Phase 1 improvements		(60,000)	
		Capital Facilities	**685,000**	**(752,000)**	**(67,000)**
		Totals	**1,385,000**	**(1,412,000)**	**(27,000)**

City of Sequim
Proposed Budget Amendments - Mid-Year 2016
Type of Expense

#	Fund	Fund Name	Revenue & Resources	(Expense)	Net Impact
Reclassifications, Opening/Closing of Funds & Transfer to Other Projects					
General Fund and Street Operations					
1	001-000	General Fund: Possible Unexpected Sales Tax	90,000	-	
1	001-019	General Fund: Increase transfer out of possible Ending Fund balance to Debt		(40,000)	
1	001-020	General Fund: Increase transfer out of possible Ending Fund balance to Equipment		(20,000)	
1	001-040	General Fund: Increase transfer out of possible Ending Fund balance to Street Ops		(30,000)	-
2	001-040	General Fund: Increase transfers out for Reuse Parking and Allocations		(70,000)	(70,000)
3	101-000	Street Operations: Increase transfer in for operatons	30,000		30,000
Special Revenue Funds					
4	111-104	Street Restricted - Impact Fees: Roll Forward 2015 Transfer out for W Fir Street		(52,000)	
4	111-117	Street Restricted - W Fir Street: Roll Forward 2015 Transfer in for W Fir Street	52,000		-
5	115-000	Hotel/Motel: Increase transfer out to Guy Cole for Phase 1		(35,000)	(35,000)
6	120-125	Police Restricted: Increase transfers out of possible excess Public Safety Tax to EOC		(15,000)	(15,000)
7	140-144	Parks Restricted: Increase transfer in from GF for Reuse Parking and Allocations	70,000		
7	140-144	Parks Restricted: Increase transfer in from REET 2 for Reuse Parking	40,000		
7	140-144	Parks Restricted: Increase transfer in from Civic Center Contingency for Reuse Parkin	30,000		140,000
8	150-152	REET 2: Increase transfer out for Reuse Parking		(40,000)	(40,000)
9	160-000	Arts & Culture: Increase transfers in for Arts & Culture	50,000		50,000
10	164-162	Equipment Reserve - SPD: Increase transfer in for Equipment	20,000		20,000
Debt					
11	206-000	Debt Service Fund: Transfer in possible Ending Fund Balance of General Fund	40,000		40,000
Capital Facilities					
12	306-002	Guy Cole: Increase transfer in from Hotel/Motel for Guy Cole	35,000		
12	306-001	Civic Center: Increase transfers out from Civic Center to Arts & Culture Fund		(50,000)	
12	306-001	Civic Center: Increase transfers in from possible excess Public Safety Tax	15,000		
12	306-001	Civic Center: Increase transfers out from Civic Center contingency for Reuse Parking		(30,000)	(30,000)
Grants/Contributions Revenues and Expenses					
Capital Facilities					
13	306-002	Guy Cole: Increase for Grant from Department of Commerce	450,000		
13	306-002	Guy Cole: Increase for Phase 1 Improvements		(450,000)	-
Special Revenue Funds					
14	140-144	Parks Restricted: Increase for private donations and grants for Reuse Parking	175,000		175,000
Other Unforeseen Expenses					
Capital Facilities/Arts & Culture					
15	306-000	Capital Facilities: Increase for actual Beginning Fund Balance	185,000		
15	306-001	EOC: Increase for improvements to EOC	-	(70,000)	
15	306-001	Civic Center: Increase for final payment to Lydig Construction		(92,000)	
15	306-002	Guy Cole: Increase for Allocations related to Phase 1 improvements		(60,000)	(37,000)
Special Revenue Funds					
16	160-000	Arts & Culture: Increase for Chamber Art		(10,000)	(10,000)
17	140-000	Parks Restricted: Increase for SARC/YMCA Contribution		(30,000)	
17	140-144	Parks Restricted: Increase for Reuse Parking Solution project		(280,000)	
17	140-000	Parks Restricted: Increase for Allocations related to Reuse Parking Solution		(38,000)	(348,000)
General Fund					
18	001-000	General Fund: Increase possible revenue from interfund charges - Guy Cole	65,000		
18	001-000	General Fund: Increase possible revenue from interfund charges - Reuse Parking	38,000		103,000
		Totals	**1,385,000**	**(1,412,000)**	**(27,000)**

ORDINANCE NO. 2016-09

AN ORDINANCE AUTHORIZING EXPENDITURES OF FUNDS FOR MATTERS NOT FORESEEN AT THE TIME OF FILING THE PRELIMINARY BUDGET FOR 2016 AND NOT PROVIDED FOR IN THE ANNUAL BUDGET FOR THAT YEAR.

THE CITY COUNCIL OF THE CITY OF SEQUIM DO ORDAIN AS FOLLOWS:

SECTION 1: Certain necessary obligations have been incurred by the City of Sequim which were not and could not reasonably have been foreseen at the time of filing the preliminary budget and which require the expenditure of money not provided for in the annual budget, which obligations are set forth in the attached Exhibit "A". The City has received or transferred revenues within the funds and departments set forth in Exhibit "A" or has fund balance in excess of the amounts budgeted for the years which are sufficient to pay these expenditures.

SECTION 2: These expenditures are not one of the emergencies specifically enumerated in RCW 35A.33.080 but qualify for budget amendments or transfers pursuant to RCW 35A.33.090 or 35A.33.120. These expenditures are considered emergency in nature or unexpended appropriated balances of a preceding budget and they could not reasonably have been foreseen at the time of filing the preliminary 2016 budget. They are needed to continue operations and other council authorized activities.

SECTION 3: The City has conducted a public hearing on the date below.

SECTION 4: Now be it hereby Ordained that the budget amendments set forth in Exhibit "A", attached hereto constitute an emergency and are APPROVED.

SECTION 5: This Ordinance shall go into effect five days after its publication and for its passage has the vote of one more than the majority of all members of the City Council.

PASSED by the City Council of the City of Sequim at its regular meeting held the _____ day of August, 2016.

_____
Dennis Smith, Mayor

ATTEST:

_____
Karen Kuznek-Reese, MMC, City Clerk

Approved as to form:

_____
Kristina Nelson-Gross, City Attorney

First Reading: _____
Public Hearing: _____
Notice of Publication: _____

City of Sequim
2016 Budget
Proforma w Mid-Year Budget Amendments

	A Budgeted Beginning Fund Balance	B Revenues/Resources	C Expenses	D=B-C Surplus / (Deficit)	E=A+D Ending Fund Balance
General Fund					
001 General Fund	1,685,370	9,042,318	8,993,148	49,170	1,734,540
Special Revenue Funds					
101-U Street UnRestricted	154,925	879,248	859,546	19,702	174,627
111-R Street Restricted	889,110	1,112,866	993,775	119,091	1,008,201
107-U Stormwater Operations	11,586	120,475	108,072	12,403	23,989
117-R Project Stormwater	9,777	111,567	111,104	463	10,240
115 Lodging Tax Hotel/Motel	213,710	249,538	319,485	(69,947)	143,762
120 Police Restricted	79,566	411,600	421,898	(10,298)	69,268
121 Police Asset Seizure	28,264	20,274	30,000	(9,726)	18,538
140 Parks Restricted	134,205	675,857	732,365	(56,508)	77,698
150 Real Estate Excise Tax	154,884	268,087	340,000	(71,913)	82,971
160 Gifting & Donations	1,830	62,600	22,570	40,030	41,860
164 Equipment Reserve	311,676	405,673	440,001	(34,328)	277,348
Debt Service Fund					
206 Debt Service Fund - City Hall	7,531	705,000	656,740	48,260	55,791
Capital Funds					
306 Capital Facilities(Building) Fund	86,035	998,205	1,067,237	(69,032)	17,003
Enterprise Funds					
401-U Water UnRestricted	1,028,307	1,978,151	2,127,205	(149,054)	879,253
411-R Water Restricted	2,384,657	2,490,730	3,484,662	(993,932)	1,390,725
402-U Sewer UnRestricted	1,650,979	3,815,730	4,127,239	(311,509)	1,339,470
422-R Sewer Restricted	4,870,092	2,612,962	4,055,079	(1,442,117)	3,427,975
Internal Service Funds					
500 Unemployment Compensation	27,954	16,250	24,750	(8,500)	19,454
Trust, Agency & Permanent Funds					
611 Flexible Spending	0	45,000	45,000	-	-
621 Police Expendable Trust	0	20,000	20,000	-	-
631 Construction Deposits	38,300	325,000	325,000	-	38,300
635 Intergovernmental Agency Fund	2,638	178,627	168,328	10,299	12,937
645 Utility Security Deposits	122,652	40,000	39,000	1,000	123,652
701 Haller Park Fund	37,964	440	-	440	38,404
	13,932,012	**26,586,198**	**29,512,204**	**(2,926,006)**	**11,006,006**
Budget Amendments	0	0	0	-	0
Operating Funds		15,835,922	16,215,210		
Restricted/Project Funds		10,750,276	13,296,994		
		26,586,198	**29,512,204**		

AGENDA ITEM #_6_

SEQUIM CITY COUNCIL
AGENDA COVER SHEET

MEETING DATE: **August 8, 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	7/11/16	7/25/16		
CATEGORY	☐ City Manager Report	☐ Information Only		Time Needed for Presentation
	☒ Public Hearing	☐ Consent Agenda		5 Minutes
	☐ Unfinished Business	☐ New Business		
Reviewed by			Initials	Date
Charles P. Bush, City Manager			CPB	8/3/16
Kristina Nelson-Gross, City Attorney			KNG	8/3/2016
Karen Kuznek-Reese, City Clerk			KKR	8/3/16

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 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. This item is the continuation of the public hearing that Council opened on 7/11, continued on 7/25, and continued again to August 8 to allow close of the SEPA comment period.

ATTACHMENTS:

1) Ordinance 2016-07 Adopting Text Amendments to SMC 18.16.050, 18.20.010, 18.20.020, Table 18.44.060 (C), and 18.59.020 and deleting section 18.44.060; and
2) Map Amendments to the Official Zoning Map related to Residential zones.

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.

The Planning Commission unanimously passed a recommendation to Council for adoption of the text amendments at its July 19 meeting.

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 was reviewed by the Planning Commission on July 19. The Commission concluded its review of map revisions on August 8 and forwarded its recommendation

for the Council's Aug. 8 meeting as part of the continued public hearing on the proposed text and map 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.

These changes are exactly as those as presented at the July 11, 2016, Council meeting.

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 deleting section 18.44.060 to implement policy directions of the Comprehensive Plan for Single Family Residential uses as well as revisions to the Official Zoning Map for consistency with the *Comprehensive Plan's Future Land Use Map*.

MOTION: I move to adopt Ordinance 2016-07 relating to amendments to SMC 18.16.050, 18.20.010, 18.20.020, Table 18.44.060 (C), and 18.59.020 and deleting section 18.44.060 to implement policy directions of the *Comprehensive Plan* for Single Family Residential uses as well as revisions to the Official Zoning Map for consistency with the *Comprehensive Plan's Future Land Use Map*, as recommended by the City Planning Commission.

ORDINANCE NO. 2016-07

AN ORDINANCE OF THE CITY OF SEQUIM, WASHINGTON ADOPTING TEXT AMENDMENTS TO SMC 18.16.050, 18.20.010, 18.20.020, TABLE 18.44.060 (C), AND 18.59.020 AND DELETING SECTION 18.44.060; AND ADOPTING COROLLARY AMENDMENTS TO THE OFFICIAL ZONING MAP RELATED TO RESIDENTIAL ZONES.

WHEREAS, Sequim Municipal Code Title 18 Zoning provides regulations controlling the use and development of all lands within the City; and

WHEREAS, the Washington State Growth Management Act (GMA) mandates that the City of Sequim prepare and maintain a Comprehensive Plan to guide the city's growth and development, and the City Council adopted a new GMA-compliant Comprehensive Plan on October 26, 2015; and

WHEREAS, RCW 36.70A.040 of the GMA provides that municipalities must maintain *consistency* between the Comprehensive Plan and all implementing development regulations; and

WHEREAS, the City Council approved a phased work program on Nov. 23, 2015, to update all city development regulations to achieve regulatory consistency with the new Comprehensive Plan; and

WHEREAS, the City Planning Commission guided staff preparation of proposed text amendments to SMC Title 18 Zoning and associated amendment to the Official Zoning Map as specified in the work program; and

WHEREAS, the Planning Commission convened topical Focus Groups to assist the preparation of code revisions for consistency with policy directions of the Comprehensive Plan and its Future Land Use Map; and

WHEREAS, the Planning Commission held public meetings on July 5, July 19, and August 8, 2016, to hear public comment on the proposed text and map amendments; and

WHEREAS, a SEPA Determination of Non-Significance (DNS), based on a SEPA checklist and public comment through July 26, 2016, was issued; and

WHEREAS, there was no public comment to the Planning Commission at public meetings or during the SEPA comment period; and

WHEREAS, the Planning Commission has recommended the proposed text and map amendments to the City Council for adoption to achieve regulatory consistency;

NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF SEQUIM, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Text Amendments to SMC 18.16.050, 18.20.010, 18.20.020, Table 18.44.060 (C), and 18.59.020 and deletion of SMC 18.44.060 as presented in EXHIBIT A are adopted.

Section 2. Map revisions to the City of Sequim Official Zoning Map as depicted in EXHIBIT B are adopted.

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

Section 4. Savings Clause. Those portions of Ordinance 2016-07 which are repealed or amended by this ordinance shall remain in force and effect until the effective date of this ordinance.

Such repeals and amendments shall not be construed as affecting any existing right acquired under the ordinances repealed or amended, nor as affecting any proceeding instituted thereunder, nor any rule, regulation, or order promulgated thereunder, nor the administrative action taken thereunder. Notwithstanding the foregoing actions, obligations under such ordinances or permits issued thereunder and in effect on the effective date of this ordinance shall continue in full force and effect, and no liability thereunder, civil or criminal, shall be in any way modified. Further, it is not the intention of these actions to reenact any ordinances or parts of ordinances previously repealed or amended, unless this ordinance specifically states such intent to reenact such repealed or amended ordinances.

Section 5. Severability. If any section, sentence, clause or phrase of this Ordinance 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 Ordinance.

Section 6. Effective Date. This Ordinance shall become effective five days after publication of the ordinance, or a summary thereof, in the official newspaper of the City.

ADOPTED BY THE CITY COUNCIL this ____ day of _____, 2016.

_____
Dennis Smith, Mayor

Attest:

_____
Karen Kuznek-Reese, MMC, City Clerk

Approved as to form:

_____
Kristina Nelson-Gross, City Attorney

_____
Approved Date

_____
Publication Date

_____
Effective Date

EXHIBIT A

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, R4-~~II~~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	R4-~~II~~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-~~II~~4-8, 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-~~II~~4-8 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-~~II~~4-8 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-~~II~~4-8 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-II~~4-8 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)						Lot Coverage (All Structures)	Building Height
			Front				Side Each[a]	Rear		
			Access Road	Collector Road	Minor Arterial	Major Arterial				
R-II4-8	6,250 Minimum: 5,400 square feet. Maximum: 14,500 square feet.	50' 40'	20' 15'	25' 15'	30' 15'	35' 15'	10' 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)						Lot Coverage (All Structures)	Building Height
			Front				Side Each[a]	Rear		
			~~Access Road~~	~~Collector Road~~	~~Minor Arterial~~	~~Major Arterial~~				
R-III	3,000 square feet minimum.	50'	20'	25'	30'	35'	10'	15'	65%	35'
~~R-IV~~	~~2,000 square feet~~	~~50'~~	~~20'~~	~~25'~~	~~30'~~	~~30'~~	~~10'~~	~~15'~~	~~65%~~	~~35'~~

[a]Zero 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.).

[b]See 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;~~

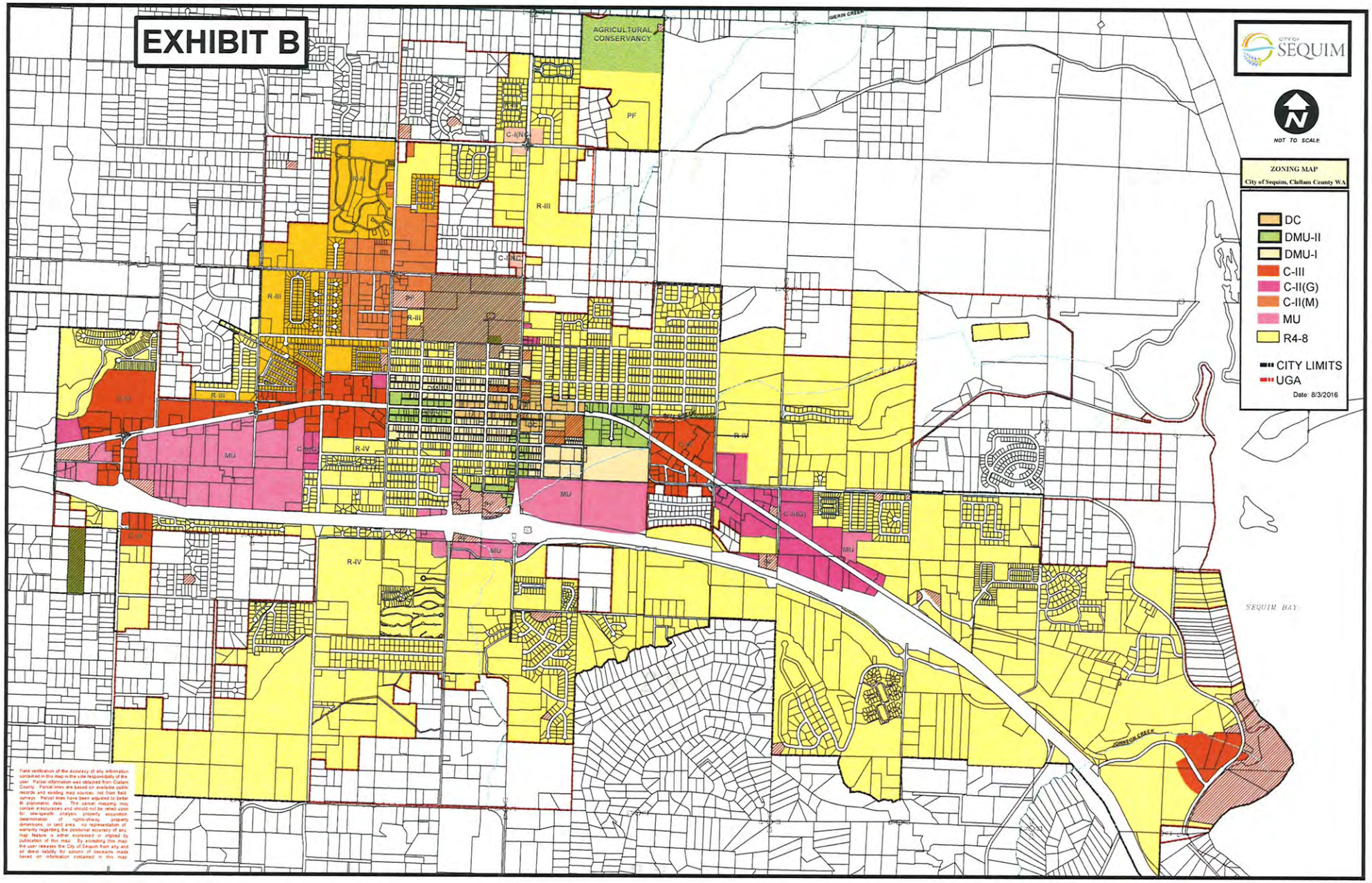
~~White Feather Way~~

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 B



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 of necessity made based on information contained in this map.

CITY OF SEQUIM
CITY COUNCIL MINUTES
SEQUIM CIVIC CENTER
152 WEST CEDAR STREET
SEQUIM, WA
July 25, 2016

WORK SESSION

1. Mid-Year Financials

Hagener explained how these financials tie into the budget amendments that will be discussed tonight. All funds are performing better than expected. Revenues are over budget. She explained the capital projects that are included in the budget as well as projects included in last year's budget that are carried forward into 2016.

2. Mid-Year Budget Amendments

Hagener explained that any budget amendments brought forward will match any activities or projects that have already been approved by the Council. She reviewed the amendments included in the mid-year amendments. There will be a public hearing on this issue on August 8.

PLEDGE OF ALLEGIANCE

ROLL CALL

Council members present: Bob Lake, Pam Leonard-Ray, John Miller, Ted Miller, Candace Pratt, Dennis Smith and Genaveve Starr.

REPORTS

Committee, Board and Liaison

T. Miller reported on the Finance Committee meeting that he attended.

Leonard-Ray reported she attended the Arts Commission meeting. There are 3 pianos in town. The auction date has changed to August 5 to coincide with the First Friday events. Paperwork for the elk window fundraising project has been distributed.

Starr reported she attended Shiso City Sister City Association meeting. The Association is sponsoring tomorrow's chamber lunch. Dennis and Charlie are the speakers. A delegation will arrive from Japan on September 23. There will be 7 girls, 3 boys and 4 chaperones. The Jamestown Tribe is providing transportation from the ferry to Sequim. September 27 is the Sayonara dinner. Sequim ambassadors will travel to Shiso on Monday, October 10. There will be 5 boys and 5 girls. Pam Leonard-Ray will be a chaperone along with 2 others.

Starr reported that that on July 18 she attended CTS meeting. They set a public hearing for 6 year transit development plan.

Presiding Officer

Mayor Smith reported that he attended the CTS board meeting on the 15th. This morning he cut the ribbon for the Carrie Blake Community Park for the new driveway and parking area. It was a great cooperative project. There are signs everywhere and will be a learning experience for those wanting to visit the area since it is now a one-way.

City Manager

- Update on Council Chambers Art

Kuznek-Reese reported that the City Council had asked for additional information to have a colored logo on the wall behind the dais. Sharon Delabarre reported that powder coating would be cost prohibitive. A colored logo is possible for an additional cost of approximately $1200. The vendor would charge $100 per hour to create additional artwork if we wanted something off the sides of the logo.

There was discussion about the various options.

MOTION to approve Option 2 with the colored logo and proceed with issuance of the RFP for the enhanced side artwork made by Pratt; second by Leonard-Ray. Carried Unanimously.

PUBLIC COMMENTS

Jan Butler spoke against fireworks and in favor of a public display. She spoke of the dangers of fireworks and the devastation they have caused. She asked that the Council ban fireworks.

Roxanne Butler reaffirmed the issue is noise and personal safety. This is the first city she has lived where there is not a ban on fireworks. She encourages having a professional display rather than personal use of fireworks. She is in favor of going to a vote on the ballot.

Larry Allen moved here in December. He has lived in areas where fireworks have been banned. Many have designated areas like a public park for the display of fireworks. This needs to be voted on. He had a lot of residue in his yard from fireworks. He is in favor of a vote.

Preston Smith has been involved selling fireworks for 25 years. He has had many conversations with the Assistant State Fire Marshal. Their stats show the illegal fireworks are the major cause of issues. We live 6 miles from a reservation that sells these. His group has reduced their selling days in the past and would not be opposed to doing that

again. He suggested a 3 or 4 day season for fireworks. There is room for compromise.

Karen Gower has worked 46 years in fireworks sales. She has a lot of stats that have been presented to the fire marshal. The fireworks discussed by Ms. Butler are all caused by those fireworks that are illegal in the State of Washington. Banning fireworks will not ban rockets or other dangerous fireworks. The fireworks on the reservations are illegal in the state. She suggested enforcing the current ordinance.

Dave Westman stated he has been involved in a nonprofit stand in Sequim for 24 years. We are in close proximity to the illegal fireworks. If we ban in Sequim, people will move outward. They are willing to compromise. There was a prior discussion to ban in the City. The safest place to enjoy fireworks is in their own street.

Ron Fairclough has enjoyed fireworks. He doesn't feel we should ban them on July 4. There should be more discussion, letters in the paper, let's have a vote. To ban is not fair to the majority of the people.

Joy Beaver commented if you allow safe fireworks you will also have not so safe. Some people are not sleeping because it goes on for so long. She is in favor of banning all fireworks in the city limits.

John Butler stated it's up to the people of the City to determine whether or not we want to have a ban and to what degree. He believes the citizens would vote to ban or restrict the use of fireworks. Perhaps a committee should be formed to study this issue.

Pat Clark said we already have a police force that doesn't/can't enforce the cell phone usage policy. Why add one more thing that they can't enforce? He suggested going to the tribe and asking them to quit selling the stuff. He suggested educating the public.

Shawn McMurray stated there are many who sell fireworks for nonprofits. This needs to be considered. It's only one day.

INFORMATION/COUNCIL QUESTIONS INVITED

3. First and Second Quarter Funding Reports
    a. Peninsula Behavioral Health 1Q
    b. Peninsula Behavioral Health 2Q
    c. Boys & Girls Club 2Q
    d. Dungeness Valley Health and Wellness Clinic 2Q
    e. Shipley Center 2Q

There was a question about how the Shipley Center determines low income eligibility. Kuznek-Reese will contact them for confirmation.

PUBLIC HEARINGS (Legislative)

4. Ordinance No. 2016-07 Zoning Revisions (continued from 7/11/16)

Mayor Smith read the public hearing rules and the public hearing was opened at 6:40.

Hugo clarified 18' height limit change in RII will come at a later date. We currently are doing the critical changes. The 18' limit involves the map and the complexity would delay the process too long. He explained the changes being made at this time. The economic opportunity areas will be presented at a later date with this new zone. SEPA does not run out until the first part of August.

Mayor Smith asked for speakers on the issue.

MOTION to continue the public hearing to August 8, on proposed amendments to sections of Title 18 SMC relating to single-family use and developments recommended by the Planning Commission for adoption, including revisions to the Official Zoning Map, for regulatory consistency with the Comprehensive Plan made by Starr; second by Leonard-Ray. Carried Unanimously.

5. Review and Approve Ordinance 2016-06 Amending Security Standards for Utility Sites

Mayor Smith opened the public hearing at 6:50 p.m.

David Garlington stated this ordinance adds a clause to the fencing code. Code allows use of mesh fencing for certain uses. City infrastructure sites and facilities are currently not included. This will include City sites in the clause.

Mayor Smith asked for additional speakers. Hearing no response, the public hearing was closed at 6:53 p.m.

MOTION to approve Ordinance No. 2016-006 amending SMC 18.24.140 relating to fences at City-owned critical infrastructure locations, as proposed by City staff and recommended by the Planning Commission made by Pratt; second by Starr. Carried Unanimously.

6. Review and Approve Resolution R2016-20 adopting the 2017-2022 Six-Year Capital Improvement Program

Mayor Smith opened the public hearing at 6:54 p.m.

Matt Klontz reported there was a change to the East Fir rehabilitation project. It was decided to schedule East Fir in 2019 so we weren't doing West Fir at the same time.

Mayor Smith asked for speakers. Hearing no response, the public hearing was closed at 6:56 p.m.

MOTION to approve Resolution No. R2016-20, adopting the 2017 to 2022 6-Year Capital Improvement Program made by Lake; second by Leonard-Ray. Carried Unanimously.

7. Review and Approve Resolution R2016-15 Adopting the City of Sequim 2017-2022 Six-Year Transportation Improvement Program

Mayor Smith opened the public hearing at 6:57 p.m.

Matt Klontz stated this was reviewed with Council in the first part of July. This is a planning document. This is not a commitment to fund or build projects. It helps us to obtain funding sources.

T. Miller asked what can be done to improve Washington and Second since the buildings are already in place? Klontz indicated that a signal is an option. We may redesign the intersection to allow the stop bars to be moved. It is limited in that area as to what can be done.

Mary Bell submitted comments from Norm Cleveland. He is concerned with #20 and #24. The proposed traffic signal should be a top priority. He suggests a couplet is necessary; making Prairie a through street; it could become one leg of the future couplet. #24 causes environmental problems because of mid–block crosswalks. Public Works did a good job on last year's street repairs and paving projects.

Mayor Smith asked for additional speakers. Hearing no response, the public hearing closed at 7:02 pm.

T. Miller agrees Prairie should be made a through street. It would relieve a lot of congestion.

MOTION to approve Resolution No. R2016-15, adopting the 2017-2022 Transportation Improvement Program made by Lake; second by Pratt. Carried Unanimously.

8. Review and Approve Ordinance 2016-08 Amending the Creation of the Sequim Transportation Benefit District

Mayor Smith opened the public hearing at 7:04 p.m.

Nelson-Gross explained a new TIP has been adopted. When the City updates its TIP, the Council needs to amend its Ordinance creating the TBD. We are amending the TBD ordinance to allow adoption of the TIP.

Mayor Smith asked for speakers. Hearing no response, the public hearing was closed at 7:06 p.m.

MOTION to approve Ordinance No. 2016-008 incorporating the new 2017-2022 TIP into the original TBD project list made by T. Miller; second by Lake. Carried Unanimously.

TBD BUSINESS – PUBLIC HEARING

9. Review and Approve Resolution TBD2016-01 adopting the City of Sequim 2016-2021 Transportation Improvement Program

Mayor Smith opened the public hearing at 7:07 p.m.

Nelson-Gross advised that this is the TBD adopting the City of Sequim's Transportation Improvement Program.

Mayor Smith asked for speakers. Hearing no response, the public hearing was closed at 7:08 p.m.

MOTION to approve Resolution TBD R2016-01 recognizing the amended project list (TIP 2017-2022) adopted by City Council Resolution No. R2016-15 made by Leonard-Ray; second by Lake. Carried Unanimously.

CONSENT AGENDA

10. Approve/Acknowledge
    a. City Council Meeting Minutes – July 11, 2016
    b. Claim Voucher Recap Dated 7/25/16 Total Payments $413,929.91

MOTION to approve the Consent Agenda made by T. Miller; second by Pratt. Carried Unanimously.

UNFINISHED BUSINESS

11. Adopt Resolution R2016-21 Authorizing an Advisory Vote on Banning Fireworks within the City Limits

Nelson-Gross reported that an advisory vote could be placed on the ballot. The proposed resolution would bind the Council to the vote results. The Council does not have to follow an advisory vote, but they are encouraged to do so. The resolution proposes a total ban of all fireworks because of the way the fireworks are defined by the state. She provided information on other cities' fireworks ordinances. Professional display options were considered. The prices range from $11,000 to $30,000. The estimated cost to place the issue on the ballot would be not to exceed $5,000. If this is placed on the ballot, she suggested the Council create a committee to write pro/con statements.

T. Miller believes it should be placed on the ballot. He feels the City should put a ban on the discharge but sees no reason why we should put a ban on the sale of fireworks. Fireworks are dangerous in a dense area. 80-90% of the purchases in Sequim are by those outside the City limits.

Leonard-Ray agrees with T. Miller. Most of the purchases are made by those living outside the City limits. We should allow people to purchase "safe" fireworks.

Starr agrees it should go to the voters.

Mayor Smith indicated the Council may wish to appoint a committee to develop pro/con statements on the fireworks issue. Appointments are due to the County by August 2; pro/con statements due August 16; and rebuttals due 8/19. Ted Miller, Bob Lake and John Miller were appointed to serve on the committee to determine whether or not to have a pro/con statement in the voter pamphlet and, if so, who would serve on the committees to write the statements.

Nelson-Gross added that the pro/con statement in the voters' pamphlet would cost approximately $2,500.

MOTION to approve Resolution R2016-21 authorizing an advisory vote on banning the discharge of fireworks within the City limits made by T. Miller; second by Starr. Carried Unanimously.

MOTION to authorize the subcommittee to expend the funds not to exceed $2,500 to be included in the voters' pamphlet. Motion by T. Miller; second by Starr. Carried Unanimously.

12. Adopt Resolution R2016-16 on Sustainability and Resiliency

Ann Soule explained the changes that have been made to reflect the Council's comments during previous discussions.

MOTION to approve Resolution R2016-16 adopting policies that improve the City's sustainability and resiliency made by Pratt; second by T. Miller. Carried Unanimously.

NEW BUSINESS

13. Interlocal Agreement with Clallam County for Building Services Reciprocity

Hugo explained the need to contract with other government entities to provide services on a case by case, as-needed basis. This would allow for an exchange of staff. Permit fees would cover most of the costs.

Bush added that we are looking at a more significant agreement with other jurisdictions in the future.

MOTION to approve the proposed Interlocal Agreement with Clallam County to provide staff building services to supplement staff resources on an as-needed and reciprocal basis made by Starr; second by T. Miller. Carried Unanimously.

GOOD OF THE ORDER

PUBLIC COMMENTS *(Please limit comments to 3 minutes each)*

Jim Stoffer thanked Council and staff who attended the school board meeting last week. There is another meeting Wednesday night.

EXECUTIVE SESSION

NEXT MEETING DATE Mayor Smith announced the next meetings dates of August 8, 2016 (5:00 p.m.), August 22, 2016 (Cancelled), and September 12, 2016 (6:00 p.m.)

ADJOURNMENT at 7:25 p.m.

Respectfully submitted,

Karen Kuznek-Reese, MMC	Dennis Smith
City Clerk	Mayor

Minutes approved at a regular Council meeting held on August 8, 2016.

SEQUIM CITY COUNCIL

CONSENT AGENDA RECAP - August 8, 2016

Voucher Number	Voucher Date		Payment Type	Payment Detail			Amount
1	7/15/2016	AP Vendor	Check	Ck 69871 thru Ck 69929		$	94,361.38
			Electronic	E-3809 thru E-3816		$	1,357.83
			Treasury	TC 9164 thru TC 9166		$	65,519.79
	Comments: None				Total	$	161,239.00
2	7/22/2016	PY Liabilities	Check	Ck 69930 & Ck 69992 thru Ck 70000		$	13,650.16
			Electronic	E-3820 thru E-3824		$	44,247.04
						$	-
	Comments: For Pay Period 7/1/16 thru 7/15/16				Total	$	57,897.20
3	7/22/2016	Payroll	Check	Ck 70001		$	71.06
						$	-
						$	-
	Comments: For Pay Period 7/1/16 thru 7/15/16				Total	$	71.06
4	7/22/2016	Payroll	Check	Ck 69931 thru Ck 69940		$	6,737.24
			Direct Debit	Count of 74		$	143,405.13
			Electronic	E-3818		$	58,593.33
	*Comments: For Pay Period 7/1/16 thru 7/15/16; Note**				Total	$	208,735.70
5	7/22/2016	AP Vendor	Check	Ck 69941 thru Ck 69967		$	26,894.51
			Electronic	E-3817 & E-3819		$	207.11
			Treasury	TC 9167		$	450.00
	Comments: None				Total	$	27,551.62
6	7/22/2016	Utility Refunds	Check	UBR 69968 thru UBR 69991		$	3,994.22
						$	-
						$	-
	Comments: None				Total	$	3,994.22

*Note** *Contains voided Cks 69931 thru 69935 -Numbering Errors*

Finance Certification: Sue Hagener

Sue Hagener
Admin. Svcs. Director

TOTAL PAYMENTS: $ 459,488.80

CITY OF SEQUIM

152 W. Cedar Street, Sequim, WA 98382
(360) 683-4139 FAX (360) 681-3448

Fireworks Subcommittee
July 27, 2016
10:00 a.m.
Community Conference Room
152 West Cedar Street

MINUTES

Council members present: Bob Lake, John Miller, Ted Miller
Staff present: Karen Kuznek-Reese, City Clerk, and Kristina Nelson-Gross, City Attorney

1. PUBLIC COMMENT

Public comment was provided by those in attendance indicating that they favored having information available in the voters' pamphlet.

2. Discuss whether to provide information in voters' pamphlet

There was consensus by the council members that a pro/con statement would be included in the voters' pamphlet.

3. If adopt #2, appoint subcommittee to write pro/con statements for the voters' pamphlet

Appointments were made as follows:

For Statement: Larry Allen, John Butler, Stella Allen
Con Statement: Dave Westman and Pat Clark

Karen will forward the necessary paperwork to the County Auditor by August 2, 2016.

AGENDA ITEM #__8__

SEQUIM CITY COUNCIL
AGENDA COVER SHEET

MEETING DATE: **August 8, 2016**

FROM: **Matt Klontz, City Engineer** **MDK**
Initials

SUBJECT/ISSUE: **Award Pavement Preservation Contract**

Discussion dates			
CATEGORY	☐ City Manager Report ☐ Public Hearing ☒ Unfinished Business	☐ Information Only ☐ Consent Agenda ☐ New Business	Time Needed for Presentation 5 Minutes

Reviewed by	Initials	Date
Charles P. Bush, City Manager	CPB	8/3/16
David Garlington, Public Works Director	dmg	8/3/16
Kristina Nelson-Gross, City Attorney	KNG	8/3/2016
Sue Hagener, Administrative Services Director	Sh	8/3/16
Karen Kuznek-Reese, City Clerk	Kkr	8/3/16

PROBLEM/ISSUE STATEMENT: In 2016, the City of Sequim budgeted approximately $473,000 for city wide pavement rehabilitation. The work will include pavement overlay, pavement reconstruction, recycled asphalt millings placement and subgrade repair on selected streets including;

- W. Fir St between 9th Ave and 5th Ave (Overlay)
- Klahn Pl cul-de-sac (Overlay)
- Klahn Pl alleyway between Klahn and 5th Ave (Recycled Asphalt Millings)
- N. 7th St at the April 2016 water main break location (Reconstruction)
- Water Reclamation Facility headworks (Reconstruction)

LIST OF ATTACHMENTS:

1. Plan View of Improvement

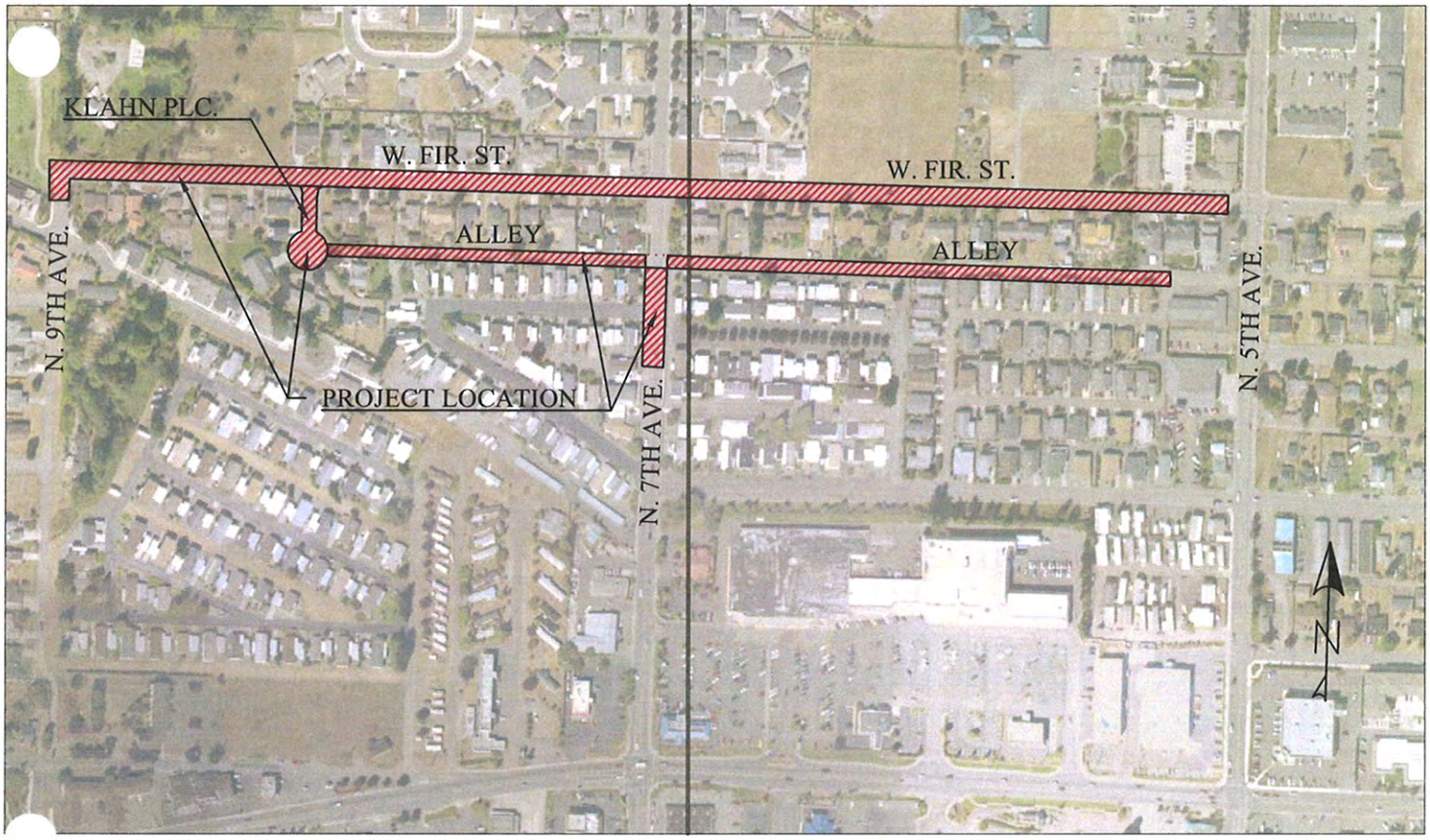
DISCUSSION/ANALYSIS: The contract for these improvements began formal advertisement Tuesday July 26, 2016. Sealed bids will be opened in public at the Sequim Civic Center, Friday August 12, 2016 at 2 pm. Due notice of the Call for Bids was given as required by Law. Following bid opening and evaluation, Public Works will recommend contract award to the lowest responsive and responsible bidder as it best serves the interests of the City. Because there is not another Council meeting in August, the soonest staff could present a recommendation to the Council would be September 12, 2016, which cuts into the paving season.

FINANCIAL IMPLICATIONS: The Engineer's Estimate for the construction contract is $429,000. The estimated total project cost including contingency, material testing, and construction staking is $479,400. Funding for the project included in the 2016 budget totals $473,000. The Transportation Benefit District funding amount is $199,000 and the combined Water and Sewer allocation amount is $274,000. Additional Transportation Benefit District funding is available to fund the remaining balance of $6,400 should it be necessary.

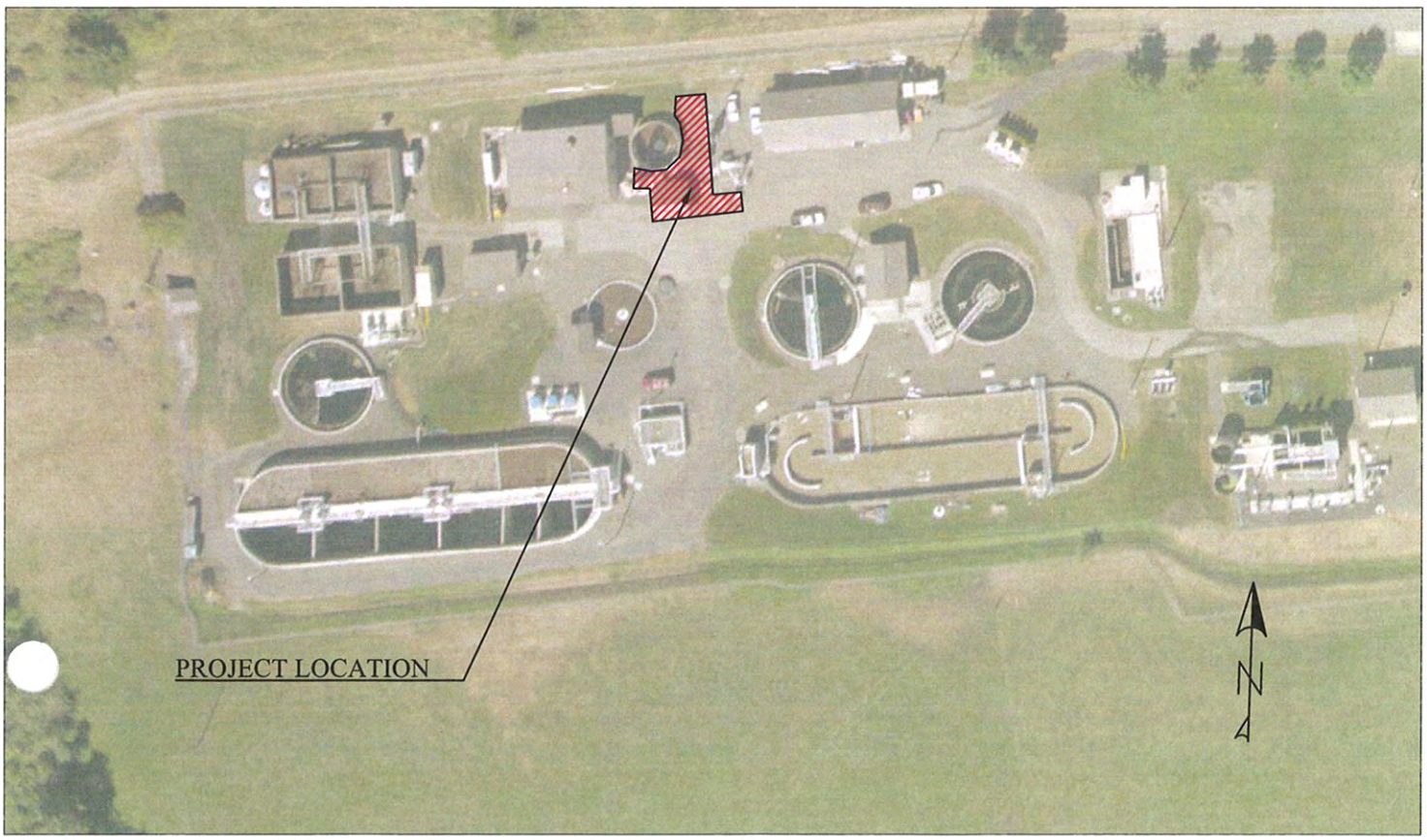
RECOMMENDATION: Staff recommends that the City Council authorize the City Manager, or his designee, to Award the contract up to the Engineer's Estimate amount of $429,000 plus an additional 10% contingency above the low bid amount and authorize the City Manager, or his designee, to enter into a contract with the lowest responsive and responsible bidder as it best serves the interests of the City.

MOTION: I move to authorize the City Manager, or his designee, to Award the contract up to the Engineer's Estimate amount of $429,000 plus an additional 10% contingency and to authorize the City Manager, or his designee, to enter into a contract with the lowest responsive and responsible bidder, or to reject all bids as it best serves the interests of the City.

W. FIR ST./KLAHN PL./N. 7TH AVE./ALLEY



WATER RECLAMATION FACILITY



AGENDA ITEM #_9_

SEQUIM CITY COUNCIL
AGENDA COVER SHEET

MEETING DATE: **August 8, 2016**

FROM: **Matt Klontz, City Engineer** **MDK**
Initials

SUBJECT/ISSUE: **Local Agency Supplement to Fir Street Grant**

Discussion dates			
CATEGORY	☐ City Manager Report ☐ Public Hearing ☒ Unfinished Business	☐ Information Only ☐ Consent Agenda ☐ New Business	Time Needed for Presentation 5 Minutes

Reviewed by	Initials	Date
Charles P. Bush, City Manager	CPB	8/3/16
David Garlington, Public Works Director		
Kristina Nelson-Gross, City Attorney	KNG	8/3/16
Sue Hagener, Administrative Services Director	SH	8/4/16
Karen Kuznek-Reese, City Clerk	Kkr	8/3/16

PROBLEM/ISSUE STATEMENT: In May of 2013, the City of Sequim and the Washington State Department of Transportation entered into a Local Agency Agreement (LAA) allowing Federal Highway Administration (FHWA) funding to be utilized for the West Fir St. Rehabilitation Project between N. 5th and N. Sequim Avenues. The LAA also obligated FHWA funding for the first project phase – Preliminary Engineering. Funding for the second project phase, Right-of-Way, should now be obligated.

LIST OF ATTACHMENTS:

1. Local Agency Agreement Supplement No. 1

DISCUSSION/ANALYSIS: In July of 2016, Public Works was successful in receiving NEPA approval thereby completing the federal environmental and permitting requirements for the W. Fir St project. Completing NEPA allows the Right-of-Way phase

to begin. Obligating funding for this phase is accomplished through a Local Agency Agreement Supplement.

FINANCIAL IMPLICATIONS: The estimated cost to complete the Right-of-Way phase is $200,000 of which 86.5% is funded by FHWA for an amount of $173,000. The remaining 13.5%, for an amount of $27,000, is the City match requirement which has been budgeted for using Transportation Impact Fees.

RECOMMENDATION: Public Works recommends that the City Council sign two originals of the Local Agency Supplement No 1 and return to Public Works for transmittal to the State for execution by Washington State Department of Transportation (WSDOT) Local Programs.

MOTION: I move to direct the Mayor to sign two originals of Local Agency Supplement No 1 and return to Public Works for transmittal to the State for execution by WSDOT Local Programs.

Washington State Department of Transportation

Local Agency Agreement Supplement

Agency		Supplement Number
City of Sequim		01
Federal Aid Project Number	Agreement Number	CFDA No. **20.205**
STPUS-S052(001)	LA 8057	(Catalog of Federal Domestic Assistance)

The Local Agency requests to supplement the agreement entered into and executed on 5/16/2013

All provisions in the basic agreement remain in effect except as modified by this supplement.

The change to the agreement are as follows:

Project Description

Name West Fir Street Rehab T13-01 Length 0.49 Miles

Termini N. Sequim Ave/West Fir Street to N. 5th Ave/West Fir Street

Description of Work ✓ No Change

Approved as to form by:

Kristina Nelson-Gross
City Attorney

Reason for Supplement

Obligate Right-of-Way Phase Funding

Are you claiming indirect cost rate? ☐ Yes ✓ No Project Agreement End Date 12/31/18

Does this change require additional Right of Way or Easements? ☐ Yes ✓ No Advertisement Date: N/A

Type of Work		Estimate of Funding				
		(1) Previous Agreement/Suppl.	(2) Supplement	(3) Estimated Total Project Funds	(4) Estimated Agency Funds	(5) Estimated Federal Funds
PE 86.5 %	a. Agency	591,100.00		591,100.00	79,800.00	511,200.00
	b. Other			0.00		
Federal Aid Participation Ratio for PE	c. Other			0.00		
	d. State	10,000.00		10,000.00	10,000.00	
	e. Total PE Cost Estimate (a+b+c+d)	601,100.00	0.00	601,100.00	89,800.00	511,200.00
Right of Way 86.5 %	f. Agency		200,000.00	200,000.00	27,000.00	173,000.00
	g. Other			0.00		
Federal Aid Participation Ratio for RW	h. Other			0.00		
	i. State			0.00		
	j. Total R/W Cost Estimate (f+g+h+i)	0.00	200,000.00	200,000.00	27,000.00	173,000.00
Construction %	k. Contract			0.00		
	l. Other			0.00		
	m. Other			0.00		
Federal Aid Participation Ratio for CN	n. Other			0.00		
	o. Agency			0.00		
	p. State			0.00		
	q. Total CN Cost Estimate (k+l+m+n+o+p)	0.00	0.00	0.00	0.00	0.00
	r. Total Project Cost Estimate (e+j+q)	601,100.00	200,000.00	801,100.00	116,800.00	684,200.00

The Local Agency further stipulates that pursuant to said Title 23, regulations and policies and procedures, and as a condition to payment of the Federal funds obligated, it accepts and will comply with the applicable provisions.

Agency Official

By

Title

Washington State Department of Transportation

By

Director, Local Program

Date Executed

VI. Payment and Partial Reimbursement

The total cost of the project, including all review and engineering costs and other expenses of the State, is to be paid by the Agency and by the Federal Government. Federal funding shall be in accordance with the Federal Transportation Act, as amended, 2 CFR Part 200. The State shall not be ultimately responsible for any of the costs of the project. The Agency shall be ultimately responsible for all costs associated with the project which are not reimbursed by the Federal Government. Nothing in this agreement shall be construed as a promise by the State as to the amount or nature of federal participation in this project.

The Agency shall bill the state for federal aid project costs incurred in conformity with applicable federal and state laws. The agency shall minimize the time elapsed between receipt of federal aid funds and subsequent payment of incurred costs. Expenditures by the Local Agency for maintenance, general administration, supervision, and other overhead shall not be eligible for federal participation unless a current indirect cost plan has been prepared in accordance with the regulations outlined in 2 CFR Part 200 - Uniform Admin. Requirements, Cost Principles and Audit Requirements for Federal Awards, and retained for audit.

The State will pay for State incurred costs on the project. Following payment, the State shall bill the Federal Government for reimbursement of those costs eligible for federal participation to the extent that such costs are attributable and properly allocable to this project. The State shall bill the Agency for that portion of State costs which were not reimbursed by the Federal Government (see Section IX).

VII. Audit of Federal Consultant Contracts

The Agency, if services of a consultant are required, shall be responsible for audit of the consultant's records to determine eligible federal aid costs on the project. The report of said audit shall be in the Agency's files and made available to the State and the Federal Government.

An audit shall be conducted by the WSDOT Internal Audit Office in accordance with generally accepted governmental auditing standards as issued by the United States General Accounting Office by the Comptroller General of the United States; WSDOT Manual M 27-50, Consultant Authorization, Selection, and Agreement Administration; memoranda of understanding between WSDOT and FHWA; and 2 CFR Part 200.501 - Audit Requirements.

If upon audit it is found that overpayment or participation of federal money in ineligible items of cost has occurred, the Agency shall reimburse the State for the amount of such overpayment or excess participation.

IX. Payment of Billing

The Agency agrees that if payment or arrangement for payment of any of the State's billing relative to the project (e.g., State force work, project cancellation, overpayment, cost ineligible for federal participation, etc.) is not made to the State within 45 days after the Agency has been billed, the State shall effect reimbursement of the total sum due from the regular monthly fuel tax allotments to the Agency from the Motor Vehicle Fund. No additional Federal project funding will be approved until full payment is received unless otherwise directed by the Director, Local Programs.

Project Agreement End Date - This date is based on your projects Period of Performance (2 CFR Part 200.309).

Any costs incurred after the Project Agreement End Date are NOT eligible for federal reimbursement. All eligible costs incurred prior to the Project Agreement End Date must be submitted for reimbursement within 90 days after the Project Agreement End Date or they become ineligible for federal reimbursement.

VIII. Single Audit Act

The Agency, as a subrecipient of federal funds, shall adhere to the federal regulations outlined in 2 CFR Part 200.501 as well as all applicable federal and state statutes and regulations. A subrecipient who expends $750,000 or more in federal awards from all sources during a given fiscal year shall have a single or program-specific audit performed for that year in accordance with the provisions of 2 CFR Part 200.501. Upon conclusion of the audit, the Agency shall be responsible for ensuring that a copy of the report is transmitted promptly to the State.

XVII. Assurances

Local Agencies receiving Federal funding from the USDOT or its operating administrations (i.e., Federal Highway Administration, Federal Transit Administration, Federal Aviation Administration) are required to submit a written policy statement, signed by the Agency Executive and addressed to the State, documenting that all programs, activities and services will be conducted in compliance with Section 504 and the Americans with Disabilities Act (ADA).

AGENDA ITEM #__10___

SEQUIM CITY COUNCIL
AGENDA COVER SHEET

MEETING DATE: **August 8, 2016**

FROM: Charisse Deschenes, Senior Planner — cmd (Initials)

SUBJECT/ISSUE: **Resolution R2016-22 Vacating a Utility Easement**

Discussion dates				
CATEGORY	☐ City Manager Report	☐ Information Only		Time Needed for Presentation
	☐ Public Hearing	☐ Consent Agenda		
	☐ Unfinished Business	☒ New Business		

Reviewed by	Initials	Date
Charlie Bush, City Manager	CPB	8/3/16
Chris Hugo, Director – Community Development	CRH	8/3/2016
David Garlington, Public Works Director	dmg	8/1/16
Kristina Nelson-Gross, City Attorney	KNG	8/3/2016
Karen Kuznek-Reese, City Clerk	KKR	8/3/2016

PROBLEM/ISSUE STATEMENT: The City proposes to vacate a portion of a public utility easement on Garry Oak Drive covering lot 3B of the USO Family Trust Minor Subdivision (see Exhibit 3) with a quitclaim deed (see Exhibit 1). The 10' area to be vacated is drawn over the recorded easement (see Exhibit 4 & Exhibit 2) that was approved in 2007 after the recording of the final plat. The Owner and Applicant requested the vacation of the easement while locating the Retina Center building at the front (east side) of the lot to meet Zoning Code standards. Clallam Public Utility District (PUD) recently recorded a Quit Claim Deed with Clallam County that vacates the western 10' of the 20' easement. The vacation allows the development to better utilize the property. The applicant asked the City to vacate the easement.

The property owner verified locations to determine if service lines are within the easement. In the 10' area proposed for vacation, no lines exist. Within the remaining 10', a water extension from the water main crosses the easement in a perpendicular

manner. Lateral service extensions can be placed within the remaining 10' utility easement, as needed.

LIST OF ATTACHMENTS:

1. Proposed Quitclaim Deed
2. Location of the utility easement vacation
3. Recorded Final Plat
4. Recorded Easement
5. Resolution R2016-22

DISCUSSION/ANALYSIS:

The easement vacation is requested to allow the developer of the Retina Center, located on Lot 3B, USO Family Trust Minor Subdivision, to meet the requirements of 18.24.070 Site planning and compatibility and 18.44.020 Bulk, dimensional and general requirements including:

a. The maintenance of pedestrian character and environments by locating nonresidential structures on the front property line
b. To ensure building or parking lot construction does not take place within the drip line of existing Garry Oak trees. The protection of existing Garry Oak trees during construction is mandatory unless determined to be sick, dying or dead by an ISA-certified arborist or in the way of required elements that cannot be avoided. City Council approval of the vacation is needed.
c. Movement of the building closer to the front property line to observe the zero setback lines allowed in the C-II (M) zone.

The Public Works Department reviewed the proposed easement vacation and determined that the utilities may be located in the first 10' of Lot 3B, USO Family Trust Major Subdivision.

A short plat, USO Family Trust, was recorded in August 2006; there was no provision for this easement when it was recorded. The 20' utility easement was recorded in January 2007. The City utilities are located in the street. A 10' utility easement is proposed to remain in this location for any future utilities to serve the area.

BUDGET IMPLICATIONS: None.

RECOMMENDATION: Approve Resolution R2016-22 (see Exhibit 5) and authorize the Mayor to sign the Quit Claim Deed.

MOTION:

I move we approve Resolution R2016-22 and authorize the Mayor to sign the Quit Claim Deed.

After recording return to:
City of Sequim
City Clerk
152 West Cedar Street
Sequim, WA 98382

QUITCLAIM DEED

Grantor(s) ***Last name first; then first name and initials*** ***(1) City of Sequim***

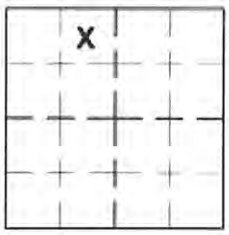
Additional on page

Grantee(s) ***Last name first then first name and initials*** **Sequim Retina Properties, LLC, A Washington Limited Liability Company**

Abbreviated Legal Description: LOT 3B, USO FAMILY TRUST MAJOR SUBDIVISION **Section** 19

Legal Description:

LOT 3B OFTHE CITY OF SEQUIM FINAL MINOR SUBDIVISION SHP 05/015 FOR USO FAMILY TRUST AS RECORDED IN VOLUME 32 OF SHORT PLATS, PAGE 21, RECORDS OF CLALLAM COUNTY, WASHINGTON, BEING A PORTION OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 19, TOWNSHIP 30 NORTH , RANGE 3 WEST, W. M. SITUATE IN CLALLAM COUNTY, WASHINGTON



T 30 N, R 3 W

Additional on page _____

Assessor's Tax Parcel #: 033019219210

The Grantors, CITY OF SEQUIM, for valuable consideration acknowledged and received, conveys and quitclaims to, SEQUIM RETINA PROPERTIES, LLC, A WASHINGTON LIMITED LIABILITY COMPANY of Garry Oak Drive,

Attachment 1

City of Sequim, County of Clallam, State of Washington, all interest which Grantors may have, including any right of access over, under or across said property, associated with the following easement, described below, situated in the County of Clallam, State of Washington:

A PORTION OFTHAT RIGHT OF WAY EASEMENT, AS DESCRIBED IN AUDITOR'S FILE NUMBER 2007-1195137, RECORDS OF CLALLAM COUNTY, WASHINGTON, BEING THE WEST 10 FEET OF THE EAST 20 FEET OF LOT 3 B OF THE CITY OF SEQUIM FINAL MINOR SUBDIVISION SHP 05/015 FOR USO FAMILY TRUST AS RECORDED IN VOLUME 32 OF SHORT PLATS, PAGE 21, RECORDS OF CLALLAM COUNTY, WASHINGTON, SAID SHORT PLAT BEING A PORTION OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 19, TOWNSHIP 30 NORTH, RANGE 3 WEST, W. M. SITUATE IN CLALLAM COUNTY, WASHINGTON.

THIS QUITCLAIM DOES NOT APPLY TO OTHER UTILITY EASEMENTS SHOWN ON SAID SHORT PLAT, OR TO OTHER UNRECORDED AND OR UNDISCLOSED UTILITY EASEMENTS THAT MAY AFFECT SAID LOT.

DATED this _____ day of _____ 20___.

_____
Name

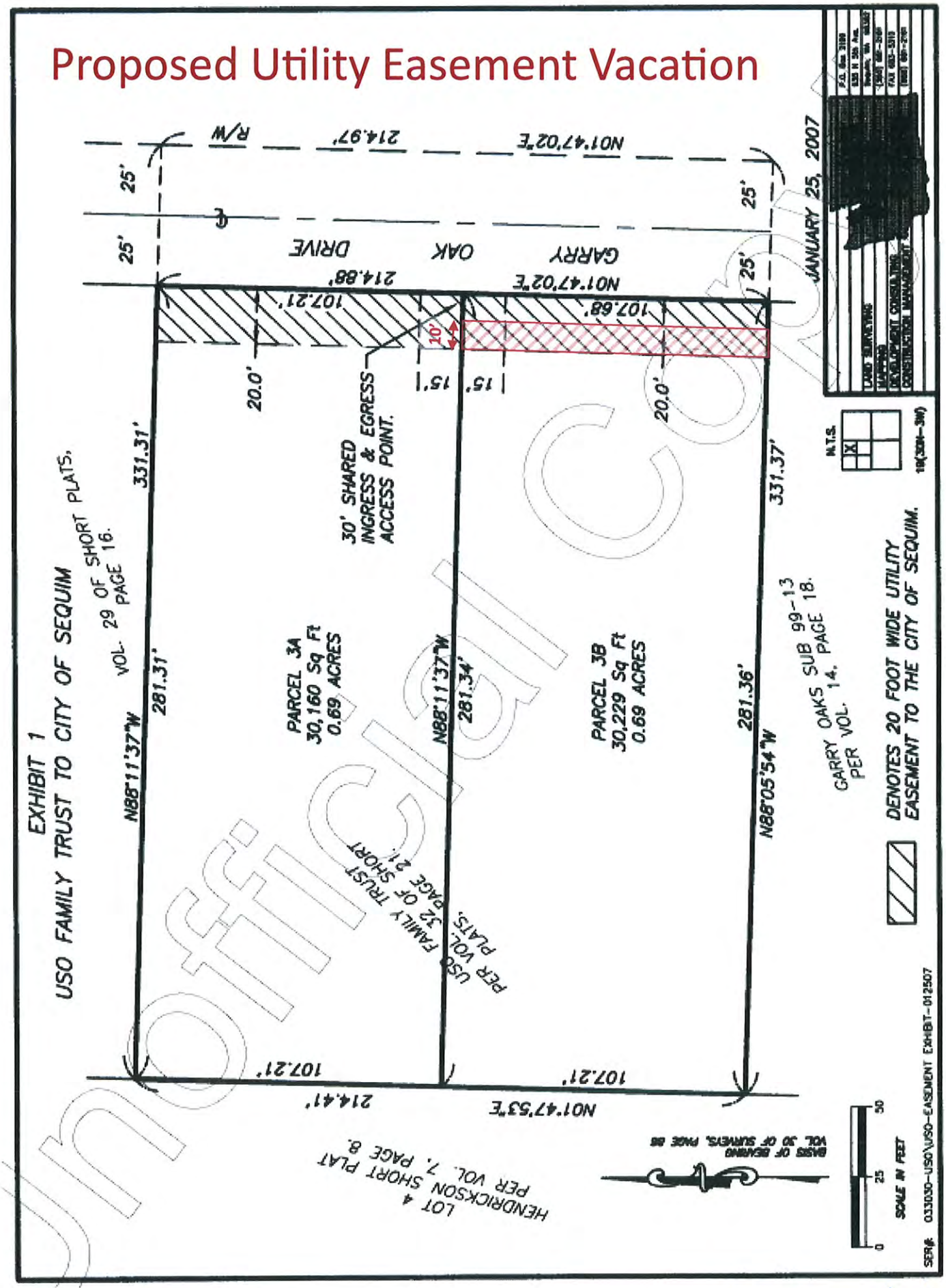
STATE OF _____}
} ss.
COUNTY OF _____}

On this _____ day of _____, 20___, before me the undersigned, a Notary Public in and for the State of _____ duly commissioned and sworn, personally appeared _____ known to be the individuals named in and who executed the within foregoing Quitclaim Deed, and acknowledged to me that they signed the same as their free and voluntary act and deed for the uses and purposes herein mentioned.

WITNESS my and official seal hereto affixed to the day and year first above written.

_____
NOTARY PUBLIC in and for the State of _____
Residing at _____
My Commission Expires:_____

Proposed Utility Easement Vacation



unofficial copy

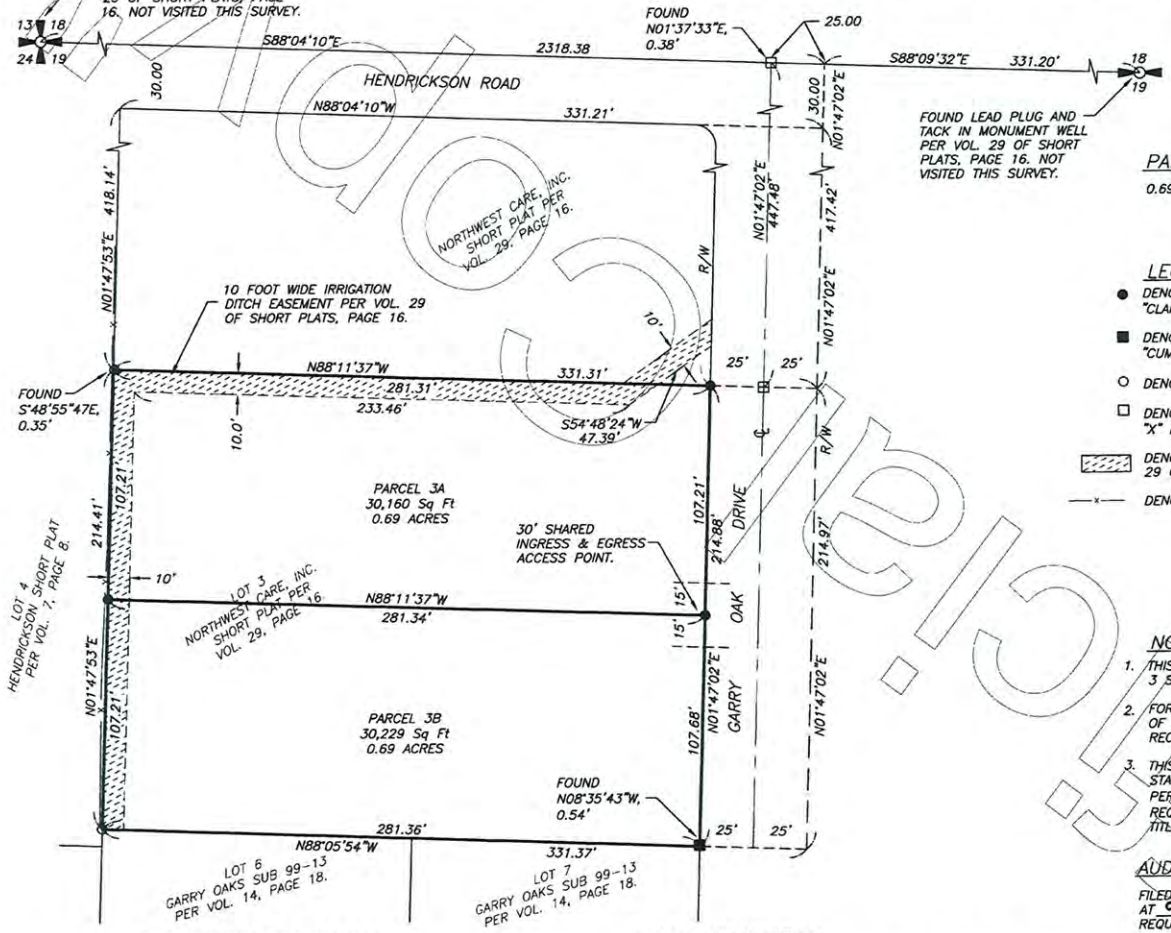
Attachment 2

CITY OF SEQUIM, FINAL MINOR SUBDIVISION SHP 05/015 FOR:

USO FAMILY TRUST

IN SECTION 19, TOWNSHIP 30 NORTH, RANGE 3 WEST, W.M.

CITY OF SEQUIM, CLALLAM COUNTY, WASHINGTON



BASIS OF BEARING SEE NOTE 2.

40 20 0 40
SCALE IN FEET

PARCEL A	PARCEL B
0.69 ACRES	0.69 ACRES

LEGEND:

- ● DENOTES SET REBAR WITH PLASTIC SURVEY CAP STAMPED: "CLARK 12223." (5/08/06)
- ■ DENOTES FOUND REBAR WITH PLASTIC SURVEY CAP STAMPED: "CUMMINS 22329." (5/08/06)
- ○ DENOTES FOUND REBAR, NO CAP. (5/08/06)
- □ DENOTES FOUND 3" BRASS CAP IN CONCRETE WITH SCRIBED "X" IN MONUMENT WELL. (4/17/06)
- DENOTES 10 FOOT WIDE IRRIGATION EASEMENT PER VOLUME 29 OF SHORT PLATS, PAGE 16.
- —x— DENOTES EXISTING BARBED WIRE FENCE.

NOTES:

1. THIS SURVEY WAS PERFORMED BY FIELD TRAVERSE METHODS USING A 3 SECOND TOPCON GTS-313 TOTAL STATION AND STEEL TAPE.
2. FOR BASIS OF BEARING AND SECTION SUBDIVISION DATA, SEE VOL. 29 OF SHORT PLATS, PAGE 16 AND VOL. 8 OF SURVEYS, PAGE 49, RECORDS OF CLALLAM COUNTY, WASHINGTON.
3. THIS SURVEY WAS PERFORMED ACCORDING TO WAC 332-130-090 STANDARDS FOR LAND BOUNDARY SURVEYS. THIS SURVEY WAS NOT PERFORMED OR CERTIFIED TO MEET THE CURRENT "MINIMUM STANDARD REQUIREMENTS" OR "ACCURACY STANDARDS" FOR ALTA/ACSM LAND TITLE SURVEYS.

AUDITOR'S CERTIFICATE

FILED FOR RECORD THIS 22nd DAY OF August, 2006, AT 9:15 A.M., IN BOOK 32 OF SHORT PLATS, ON PAGE 21 AT THE REQUEST OF KENNETH A. CLARK.

Teresa J. Erickson
COUNTY AUDITOR - deputy

2006 1186348
AUDITOR'S FILE NUMBER

SURVEYOR'S CERTIFICATE:

THIS MAP CORRECTLY REPRESENTS A SURVEY CONDUCTED BY ME OR UNDER MY SUPERVISION IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT, TITLE 58 RCW.

KENNETH A. CLARK STATE OF WASHINGTON 12223 REGISTERED PROFESSIONAL LAND SURVEYOR
EXPIRES 4/25/07

Kenneth A. Clark
KENNETH A. CLARK, PLS
L.S. NUMBER 12223

DATE: 8/16/06

LEGAL DESCRIPTION:

LOT 3 OF NORTHWEST CARE, INC. SHORT PLAT RECORDED JUNE 28, 1999 IN VOLUME 29 OF SHORT PLATS, PAGE 16, UNDER RECORDING NO. 1999 1031939, BEING A PORTION OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF SECTION 19, TOWNSHIP 30 NORTH, RANGE 3 WEST, W.M., CLALLAM COUNTY, WASHINGTON.

SITUATE IN COUNTY OF CLALLAM, STATE OF WASHINGTON.

N.T.S.

19(30N-3W)

SHEET 1 OF 2

CLARK LAND OFFICE

LAND SURVEYING	P.O. Box 2199
MAPPING	935 N 5th Ave.
DEVELOPMENT CONSULTING	Sequim, WA 98382
CONSTRUCTION MANAGEMENT	(360) 681-2161
	FAX 683-5310
	(888) 681-2161

FINAL CHECK: KAC
PLAT CHECK: KAC
DRAWN BY: JKB
SER#: 033019-USO_FINAL SP-041806

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2006 1186348 Clallam County

Attachment 3

Unofficial Copy

CITY OF SEQUIM, FINAL MINOR SUBDIVISION SHP 05/015 FOR:

USO FAMILY TRUST

IN SECTION 19, TOWNSHIP 30 NORTH, RANGE 3 WEST, W.M.
CITY OF SEQUIM, CLALLAM COUNTY, WASHINGTON

Unofficial Copy

DECLARATION:

KNOW ALL MEN BY THESE PRESENTS THAT THE UNDERSIGNED OWNERS OF THE LAND HEREBY DECLARE AND CONSENT TO THIS PLAT. THE PLATTORS HEREBY ACCEPT ALL RESPONSIBILITY FOR ALL CLAIMS OR DAMAGES WHICH MAY BE OCCASIONED TO ANY OTHER LAND OR PERSONS BY ACTIONS OF SAID PLATTORS AUTHORIZED BY THE COUNTY IN RELATION TO THIS SHORT PLAT.

USO FAMILY TRUST
DATED JULY 15, 2001

LONDRES USO, TRUSTEE

Cheryl S. Uso
CHERYL S. USO, TRUSTEE

ACKNOWLEDGEMENT:

STATE OF ~~WASHINGTON~~ CA)
SS
COUNTY OF ~~CLALLAM~~ ORANGE)

ON THIS DAY PERSONALLY APPEARED BEFORE ME LONDRES USO AND CHERYL S. USO, TO ME KNOWN TO BE TRUSTEES OF THE USO FAMILY TRUST DATED JULY 15, 2001 AND WHO EXECUTED THE WITHIN AND FOREGOING INSTRUMENT, AND ACKNOWLEDGED THAT THEY SIGNED THE SAME AS THEIR FREE AND VOLUNTARY ACT AND DEED AS TRUSTEES OF THE USO FAMILY TRUST, FOR THE USES AND PURPOSES THEREIN MENTIONED.

WITNESS MY HAND AND OFFICIAL SEAL THIS 1ST DAY OF AUGUST, 2006.

Dee White
NOTARY PUBLIC IN AND FOR THE STATE OF ~~WASHINGTON~~ CALIFORNIA
RESIDING AT ORANGE COUNTY
MY APPOINTMENT EXPIRES 3-2-10

DEE WHITE
COMM. # 1643315
NOTARY PUBLIC, CALIFORNIA
ORANGE COUNTY
My Comm. Expires March 2, 2010

PLANNING DIRECTOR STATEMENT:

I, CITY OF SEQUIM PLANNING DIRECTOR, DENNIS LEFEVRE, A.I.C.P., HAVE EXAMINED AND APPROVED THIS 21st DAY OF AUGUST, 2006 THIS FINAL PLAT AS CONSISTENT WITH THE PRELIMINARY PLAT AS APPROVED BY THE CITY OF SEQUIM ON APRIL 21, 2006 AND AS BEING IN KEEPING WITH THE ADOPTED LAND DEVELOPMENT AND SUBDIVISION CODES, POLICIES, AND REGULATIONS OF THE CITY OF SEQUIM.

BY: Dennis Lefevre
DENNIS LEFEVRE, A.I.C.P.

PUBLIC WORKS DIRECTOR STATEMENT:

THIS PLAT IS IN COMPLIANCE WITH THE CITY STANDARDS FOR PUBLIC IMPROVEMENTS AND SAFETY.

James E. Bay
JAMES E. BAY

08-18-06
DATE

TREASURER'S CERTIFICATE:

ALL TAXES AND ANY DELINQUENT ASSESSMENTS FOR WHICH THE LAND WITHIN THE LAND DIVISION MAY BE LIABLE HAVE BEEN DULY PAID AS REQUIRED.

JUDITH SCOTT
CLALLAM COUNTY TREASURER

Jill Colwin, Deputy 8/22/06
DEPUTY DATE

KENNETH A. CLARK
STATE OF WASHINGTON
12883
REGISTERED
PROFESSIONAL LAND SURVEYOR
EXPIRES 4/28/07

FINAL CHECK: KAC
PLAT CHECK: KAC
DRAWN BY: JKB
SER#: 033019-USO_FINAL SP-041806

N.T.S.

19(30N-3W)

SHEET 2 OF 2

CLARK LAND OFFICE
LAND SURVEYING
MAPPING
DEVELOPMENT CONSULTING
CONSTRUCTION MANAGEMENT

P.O. Box 2199
935 N 5th Ave.
Sequim, WA 98382
(360) 681-2161
FAX 683-5310
(888) 681-2161

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FILED FOR RECORD AT THE REQUEST OF CLO
RECORDED IN RECORDS OF CLALLAM CO
2007 JAN 26 AM 9:04

2007 1195137 Clallam County

(2)

WHEN RECORDED RETURN TO

Name CLARK LAND OFFICE

Address P. O. Box 2199

City, State, Zip Sequim, WA 98382

Easement

THE GRANTOR(S) The Uso Family Trust Dated July 15, 2001

for the purpose of utilities and the maintenance thereof

grant(s) and convey(s) to The City of Sequim, their heirs and/or assigns

the following described easement, situated in the County of Clallam State of Washington, together with all after acquired title of the grantor(s) therein:

The east 20.00 feet of Parcels 3A and 3B of the City of Sequim Final Minor Subdivision SHP 05/015 for Uso Family Trust as recorded in Volume 32 of Short Plats, Page 21, Records of Clallam County, Washington, being a portion of the Northeast Quarter of the Northwest Quarter of Section 19, Township 30 North, Range 3 West, W.M.

Assessor's Parcel No.: 033019219200, 033019219210

Dated JANUARY 25, 2007

Uso Family Trust Dated July 15, 2001

Londres Uso, Trustee

STATE OF WASHINGTON)
COUNTY OF CLALLAM) ss

On this day personally appeared before me **Londres Uso,** Trustee of the **Uso Family Trust dated July 15, 2001,** to me known to be the individual described in and who executed the within and foregoing instrument, and acknowledged that he signed the same as hisfree and voluntary act and deed, for the uses and purposes therein mentioned.

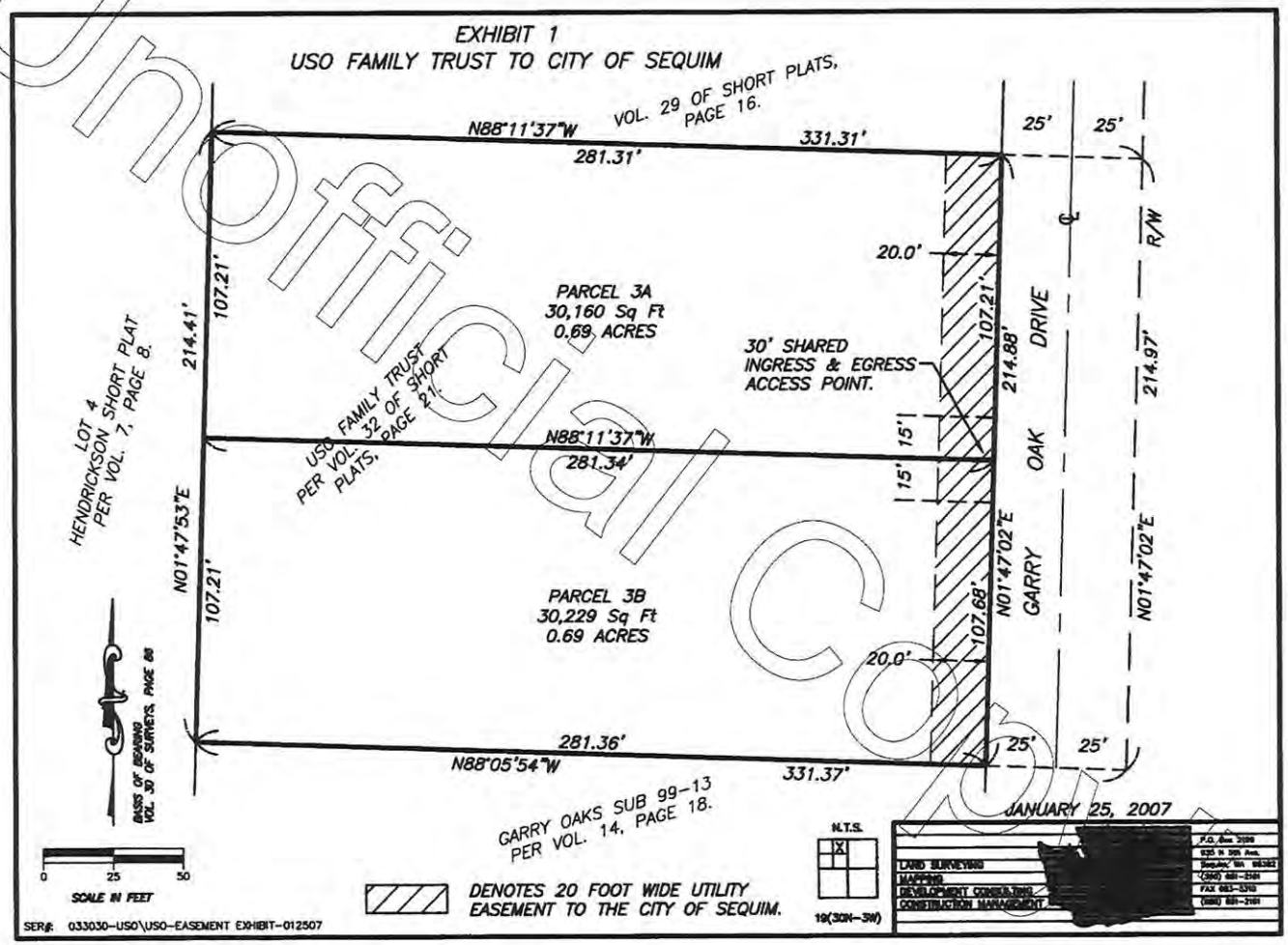
GIVEN under my hand and official seal this 25th day of JANUARY, 2007.

PATRICIA HAAS
COMMISSION EXPIRES
NOTARY PUBLIC
05-04-07
STATE OF WASHINGTON

Patricia Haas
Notary Public in and for the State of Washington
Residing at PORT ANGELES
My appointment expires 5-4-07

Unofficial Copy

Attachment 4



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RESOLUTION NO. R2016-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SEQUIM WASHINGTON, VACATING A UTILITY EASEMENT

WHEREAS, Parcels 3A and 3B were created and recorded in Volume 32 of Short Plats, Page 21 Records of Clallam County, Washington as the Uso Family Trust Short Plat recorded in 2006; and

WHEREAS, the Uso Family Trust Dated July 15, 2001 granted easements for utilities and the maintenance on the east 20 feet of Parcels 3A and 3B, thereof to the City of Sequim, their heirs and/or assigns in an easement recorded on January 26, 2007 in the Records of Clallam County, Washington; and

WHEREAS, Sequim Retina Properties, LLC (the "Owners") of Lot 3B of the Final Minor Subdivision for Uso Family Trust submitted a Design Review application to develop Lot 3B; and

WHEREAS, the City of Sequim utilities are located in a portion of the right-of-way of Garry Oak Drive; and

WHEREAS, the City of Sequim may vacate utility easements dedicated to the City; and

WHEREAS, the Sequim City Council hereby finds and determines:

- That the entire 20 feet of the utility easement is unneeded and is not otherwise being used for the purpose for which it was granted;
- The western 10 feet of the easement will not be needed in the future for public utilities; and
- The eastern 10 feet of the easement will be needed in the future for lateral service line extensions;
- It is in the public's interest to vacate the easement;

NOW, THEREFORE, BE IT RESOLVED, that the Sequim City Council hereby vacates the easement described in Exhibit 1 effective as of the date of this Resolution.

Adopted this _____ day of _____, 2016.

_____
Dennis Smith, Mayor

Attest:

_____
Karen Kuznek-Reese, MMC, City Clerk

Approved as to form:

_____
Kristina Nelson-Gross, City Attorney

Attachment 5