

**CITY OF SEQUIM
CITY COUNCIL MINUTES
SEQUIM CIVIC CENTER
152 WEST CEDAR STREET
SEQUIM, WA
October 10, 2016**

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Bob Lake, Dennis Smith, Ted Miller, John Miller, Candace Pratt, Genaveve Starr, Student Liaison Emily Straling

Excused: **Pam Leonard-Ray excused by unanimous motion by Council.**

CHANGES TO THE AGENDA

CEREMONIAL

Committee, Board and Liaison

REPORTS

Bob Lake reported the Park and Rec Board met Monday. The Skateboard Group had a rendering of what the skate park might look like if built out. Irvin showed the conceptual drawing to Council and the audience.

Irvin said the group is looking for endorsement from the Parks Board so they can move forward with fundraising. The Parks Board was positive. The current BMX is the site of future pickleball courts but the BMX can use the existing skate park bowls. With this concept we don't displace any users.

Pratt stated she attended a tour of the Regional Landfill and Transfer Station today in Port Angeles. She showed photos of the area to Council. When the recession hit in 2009, tons of material usually delivered to the landfill reduced considerably. They researched where landfill material comes from and most of it is commercial. They also toured the composting operation. It was very interesting.

Presiding Officer

Mayor Smith attended the Planning Commission meeting last week and they are working on the WCFs, and issues on today's public hearings. There is a new applicant hopefully to be approved tonight through the Consent Agenda.

City Manager

City Manager Bush said there is a minor change to the organizational values. The Continuous Learning value will be broadened to Continuous Improvement. We are committed to our values but the changes include more of an organizational improvement.

Garlington reported the PUD requested an agreement among the PUD, County and City for purchase of reuse water to infiltrate it into the water table to obtain credits. The agreement had elements that were not advantageous to the City. We currently have an agreement with the County to sell reclaimed water produced from the County sewage. The PUD agreement had restrictions, such as guaranteeing the quality and quantity of the reuse water as it is outside of our control. In early stages of the Carlsborg system they would need more water. Since we have a contract in place with the County to acquire the water, the County and PUD need to get together to decide how the water will be utilized. He has discussed reclaimed water with state agencies about how it can be used.

Concerning Work Session Setup Bush stated that no tables were set up tonight, but in prior meetings we had the setup with mics on the table with Council facing each other. At a recent meeting we didn't sit there. There was consensus to have study sessions at the dais. If there is a lot of discussion, sitting at the tables would be better. If it is just a presentation, Council will use the dais.

We have had interest for a second student liaison. Student Liaison Straling has no problem with it. Council feels another person at the dais is too crowded so a table can be set up adjacent to the dais.

Straling reported homecoming occurred Friday night and Sequim beat Northeastern 47-12. The halftime show was great. They sold more tickets (500) for the dance than the last few years. The funds are used for future events. The student newspaper is coming out at the end of the month and she will bring copies to Council. This is the first time in 5 years they will provide paper copies.

Straling said she is planning to run for the Irrigation Royalty Court. There will be practices on Mondays and Thursday. The pageant will be February 11, 2017. They compete for a spot on the court; the court represents Sequim at festivals.

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

Anita Mathay, 820 N. Bakehouse Court, Sequim, commends the City and Council for the resolution adopting policies that improve sustainability and resilience regarding climate. Have you set measureable objectives for climate change mitigation as well as preparedness? She is from Olympic Climate Action Committee. How will you be

reporting on and showing accountability for this resolution, especially #2 to insure infrastructure resilience is associated with all master plans, capital improvement programs, land use plans, emergency management and hazard mitigation plans? Who will be responsible for seeing the annual budgets appropriately support these objectives? Bush said the answer to the last question is the City Manager. She asked when the next comp plan is due because that would incorporate it all, too. Mayor Smith said the comp plan is designed to last 20 years. She would like to understand how the public will know how and when you are doing things regarding climate change.

Bush said we will get back to her on these complicated questions.

Estella Mixson, 304 Dungeness Meadows, attended a public informational meeting on what to be expected in climate change. The takeaway was that the precipitation in the Olympic Mountains would be less snow and more rain that would impact our ability to allocate water in our community. Where she lives she is on a well system. Have we planned in our budget to maintain our wells? If we are going to be doing anything we don't want to wait until the last minute and we should be looking at budgeting for our activities. This goes with Anita's questions for planning for the resolution.

Bush said he would get back to her but referred her to long-term goals. T. Miller referred her to the County.

INFORMATION/COUNCIL QUESTIONS INVITED

PUBLIC HEARINGS

1. [Eagle Crest Subdivision Plat Alteration Application and Resolution R2016-24](#)

Mayor Smith read the rules for the public hearing for a quasi-judicial matter. None of the Council had any conflicts, and no audience member challenged any Councilor.

Public Hearing Opened at 6:31 p.m.

Senior Planner Charisse Deschenes stated the proposal is on 8.5 acres to remove a drain-field easement across Lot 6 of the subdivision and to dedicate a 20-foot wide sewer easement centered on the common boundary between Lots 5 and 6, and to provide a connection for sewer service from American Eagle Drive to the terminus of Token Way. She provided a map showing the changes as requested.

The City met with the applicant and the application has gone through the proper process of notice. The lot lines are not changing, just the sewer easement is changing.

Bruce Emery, 1402 Mt Pleasant Rd., Port Angeles, works for Green Crow. They have no conflict with staff recommendations. There was a statement that the lot was unbuildable. There is a drain field easement on Lot 6. Sewer service and stub, water

and electrical were all provided to the lot. He views the lot as in limbo but it was originally designed to be built out. Lot 3 owner, Mr. Lay, will get sewer service and his connection paid for and we get a lot that is not encumbered. The City took the position that SEPA was required because of Lot 6. Steve Zenovic was the engineer assisting us with the original applicant; Zenovic is not sure why this wasn't taken care of at the time of the plat. We are not able to correct the whole situation.

No public comment.

Public Hearing Closed at 6:40 p.m.

MOTION to approve Resolution R2016-24 and Preliminary Major Subdivision (SUB16-001), and adopt the amended Determination of Non-Significance (SEP16-008) subject to the Findings, Conclusions and Special Conditions of approval by Pratt; second by Lake. Unanimously approved.

2. [Plat Vacation/Alterations \(continued from 9/26/16\)](#)

This public hearing was continued from the September 26, 2016 meeting.

Nelson-Gross stated the 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. This provision references the controlling statutes which have some areas of discretion for local governments. Our code does not make clear what is required.

MOTION to continue the public hearing until October 24, 2016 on the proposed repeal of sections SMC 17.21.060 and 17.24.170, and adopting a new chapter SMC 17.25 regarding vacation and alteration of binding site plans and subdivisions by Lake; second by Starr. Carried Unanimously.

CONSENT AGENDA

3. [Approve/Acknowledge](#)

- a. City Council Meeting Minutes - September 26, 2016
- b. Claim Voucher Recap Dated 10/10/16 Total Payments \$400,657.71
- c. Appoint Ankur Shah to the Planning Commission

MOTION to approve the consent agenda by Bob Lake; seconded by Candace Pratt. Carried Unanimously.

UNFINISHED BUSINESS

4. Presentation of 2017 City of Sequim Budget Overview - Departmental Budgets

Admin. Services Director Sue Hagener gave an overview of the 2017 budget showing a PowerPoint presentation with details on each department's budget. We have a \$30M budget proposed.

She reviewed budget numbers for each department indicating proposed staffing changes are due to several retirements in 2017. The Public Works budget will be presented at the October 24 meeting.

The Council budget is \$49.3k, less due to deletion of the cost of facilitators for meetings.

City Manager budget is \$328k increased by 34%. This includes reallocation of resources from other departments toward City-wide initiatives.

There are numerous staffing changes in 2017. In this budget there is money for continued LEAN training for 2017. The Innovation Academy will also receive some funding.

Second Floor Admin. Pool is new with a \$115k budget for the second floor reception area. Resources will be moved where they are better utilized. This will involve cross-training so anyone in that area can help any customer.

City Clerk Budget is \$208K. There is a retirement in that department. They will continue digitizing records and creating a City-wide records management policy.

Arts & Culture budget is \$50k. The Arts Commission will work on items mentioned in the 2016 Annual Report.

City Attorney/Criminal Prosecution - \$182K. Staffing is 1.5 FTE. The criminal prosecution budget is \$326k. The legal assistant will work .5 FTE in the Police Dept. We are shifting resources to utilize their different skillsets for the organization. The City Attorney will take on HR legal issues.

Communications/Hotel/Motel - Communications \$74K; Hotel/Motel Budget \$277k. Barbara Hanna will help bring the City closer to becoming a high performing organization, emergency preparedness and continuing to develop social resources.

Hotel/Motel will be updating the tourism website and support of the Merchant's Group.

Human Resources is reducing one staff member by about half managing recruitments and succession plans related to retirements. She will partner with finance and admin services on costs savings in benefits and coordinating with finance payroll.

Administrative Services budget is \$1.349M. The FTE is the same but increased dollars. Most is cost of the complex IT systems and transfers to equipment reserve. We are improving IT systems in the field so staff doesn't have to come into the office.

Admin Services Non-Departmental has budget of \$1.129MI. No staff changes.

REET is used to fund projects. This year it is spent on streets, general obligation debt service and parks projects.

Equipment reserve revenues increased \$133k, buying 3 police cars, IT upgrades and Public Works equipment; all of this is detailed in the budget book.

We will end 2016 \$100K better than last year.

The average lifespan of a police car is 10 years. We will continue to replace cars, roughly 2 a year, in the future. They have about 20 police vehicles.

The Civic Center debt is \$660k per year. Capital Facilities assumes we will be done with Guy Cole and final payment for the Civic Center.

Community Development Dept. is budgeted \$411k. The Code Compliance officer moving to the Police Dept., and a partial FTE to Admin Pool; we are asking for a DCD Specialist and new permitting system. This department is currently updating the municipal code and dealing with permitting.

Police Dept. budget is \$3.2M increased by 12% primarily due to movement of staff. They still have a dedicated School Resource Officer. We are moving the legal assistant and Code Compliance Officer to the Police Dept. We will continue with training in the emergency operations center.

The Police Department previously had a Crime Prevention person on staff. That position was deleted during the recession. We are hoping to bring it back in 2017.

Mayor Smith suggested creating budget separate for the EOC in the future.

Police Restricted Budget is \$356k. This is where community partnering happens with donations for K-9, Project Lifesaver, Emergency Human Services, Child Car Seat Safety.

Starr asked about the asset seizure program. Throughout the year, through drug busts and money, the money goes into a fund until the case is resolved. The money goes back to the accused or we keep it and it goes in the asset seizure fund. The Chief can request funds to be used with City Manager approval. Deputy Chief Crain gave background of the asset seizure program.

5. Guy Cole Update

Irvin reported on the status of the Guy Cole Project. An RFP was published last week and we hope to award a contract at the November 14 meeting. We are hoping to complete the project by March 31, 2017. We have offered RFP-interested companies to tour Guy Cole prior to the bid opening. He outlined the project elements of the revitalization of the building. He also gave a brief outline of Phase 2 of the project.

Lake hopes the floor can be used for dancing. Irvin said a dance floor could be brought in. We need to look at how to pay for those improvements.

NEW BUSINESS

6. Approve Guy Cole Grant with Department of Commerce

The City was successful in receiving a \$450K appropriation as part of the 2015-2016 Washington State Capital Budget for the Guy Cole Center Revitalization Project. The Dept. of Commerce is administering the grant and will retain 3%, \$13,500, making the City's net grant award \$436,500. Once the project moves forward we will be reimbursed for our expenses on a monthly basis.

Starr asked about the architectural services. If we see a need to change the scope for architectural and engineering it can be done and will be covered by that line item.

MOTION to approve Guy Cole Grant with Department of Commerce by Bob Lake; seconded by Candace Pratt. Carried Unanimously.

GOOD OF THE ORDER

Pratt said Small Business Development Center (SBDC) has an office in Port Angeles and they have requested a match of \$4,000 from us. She feels, in the interest of immediate economic development, they have some deliverables that can be tracked. She would like to consider the funds for 2017.

Bush said we are working on the economic development plan and have been doing outreach. It was our intention to recommend funding in 2018. If Council wants to fund this at this time it could occur.

Mayor Smith believes we should move forward with this. This is an opportunity, they have deliverables and matrix and feels we should press forward in the 2017 budget.

T.Miller would like more information about it if we are doing it in the 2017 budget.

Starr asked that the information provide specifics on their success.

Pratt stated Council toured the Gerhardt Park today. There were stories recalled by Mr. Pinnell. She suggested Emily Straling do a project recording Mr. Pinnell's stories. Straling stated she plans on minoring in history and these stories shouldn't be lost. She is willing to take on this project.

T.Miller reminded everyone that tomorrow at 1:00 at the Shipley Center is a Town Meeting on Alzheimer's.

Mayor Smith said the Rally in the Alley will be this Saturday, October 15, from 9:30-11:30. We will meet at the corner of 2nd and Bell Streets about 9:15. Habitat for Humanity hung 400 door-hangers in the neighborhood.

Pratt asked if a second cleanup is in the 2017 budget. It was indicated it is.

PUBLIC COMMENTS (Please limit comments to 3 minutes each)

EXECUTIVE SESSION

Mayor Smith announced the next meetings on October 24 and November 14, 2016.

Respectfully submitted,



Roberta J. Usselman, MMC
Deputy City Clerk



Dennis Smith
Mayor

Minutes approved at a regular Council meeting held on October 24, 2016.