WORK SESSION AND REGULAR MEETING AGENDA SEQUIM CITY COUNCIL

Sequim Civic Center
152 West Cedar Street
Sequim, WA
December 12, 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. Discuss 2017 Legislative Agenda with Rep. Mike Chapman and Rep. Steve Tharinger

PLEDGE OF ALLEGIANCE

ROLL CALL

CHANGES TO THE AGENDA

CEREMONIAL

2. Resolution No. R2016-033 Recognizing Susanne Connelly

REPORTS

Committee, Board and Liaison

Presiding Officer

City Manager

- GREASE Team Debrief

Student Liaison Report

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

INFORMATION/COUNCIL QUESTIONS INVITED

3. Chamber of Commerce 3rd Quarter Report

PUBLIC HEARINGS

CONSENT AGENDA

4. Approve/Acknowledge

a. City Council Meeting Minutes – November 28, 2016
b. Claim Voucher Recap Dated 12/12/16 Total Payments $2,112,281.17
c. Reappoint Olaf Protze, Ankur Shah, Roger Wiseman to the Planning Commission
d. Resolution R2016-34 Renaming Civic Center Conference Rooms
e. Approve Agreement with Transportation Improvement Board for W. Fir St Rehabilitation Project Grant

TBD BUSINESS

UNFINISHED BUSINESS

5. Chambers RFP for Art Update
6. Propane Tanks Update

NEW BUSINESS

7. Interlocal Agreement with Highland Irrigation District
8. Sequim Municipal Code Updates Relevant to Adopted Stormwater Plan
9. Resolution No. R2016-32 Supporting Sequim School District's Operations Funding and Proposed Facility Replacement and Expansion Plan
10. Economic Development Plan

GOOD OF THE ORDER

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

EXECUTIVE SESSION

NEXT MEETING DATE December 26, 2016 (CANCELLED); January 9, 2017 (6:00 p.m.) and January 23, 2016 (6:00 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

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.

2

RESOLUTION NO. R2016-033

A Resolution of the City of Sequim Recognizing Susanne Connelly for her Career in Public Sector Human Resources and Service to the City of Sequim

WHEREAS, Susanne Connelly began her career in the Public Human Resource field in March 1991; and

WHEREAS, this December signifies a 25-year career in public sector human resources; and

WHEREAS, Susanne has served as Sequim's Human Resources Director during the last 5½ years of her long and dedicated career; and

WHEREAS, Susanne was instrumental in authoring the most recent update to the City of Sequim's Comprehensive Personnel Policy Manual; and

WHEREAS, with the help of Susanne's technical knowledge and leadership, the City of Sequim adopted mission and vision statements and organizational values;

NOW THEREFORE, be it resolved by the City Council of the City of Sequim that the City of Sequim has been extremely fortunate in having Susanne's expertise in the City of Sequim's Human Resources Department and all thank her for her years of service and dedication to the Sequim community.

Adopted by the Sequim City Council on this 12th day of December, 2016.

Dennis Smith, Mayor

Attest:

Karen Kuznek-Reese, City Clerk, MMC

Approved as to Form:

Kristina Nelson-Gross, City Attorney

3

November 18th, 2016

2016
Third Quarter Report
Ending September 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

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

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 third quarter of 2016 the Chamber's volunteer roster included 54 trained volunteers who worked 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 three months covered in this report, the VIC implemented its summer season schedule (May through mid September). Those hours are as listed:

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. The Volunteer Appreciation Event was held on November 3rd at John Wayne Marina.

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 for the third quarter in 2016 was $117,512.08, as opposed to $103,143.10 in 2015. Year-to-date figures through September 30th total $200,236.62. This YTD total represents a 9% increase over the same period in 2015.

Visitor Information Statistics:

3rd Quarter	Visitors	Sequim Brochure and Map Distribution	Vacation/ Relocation Packets & Visitor Guide Requests
July	4375	*18,380	37
August	2384	7764	33
September	1730	1483	53
2016 Year to Date	14,906	45,440	312
2015 Year to Date	15,956	34,164	274

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 has experienced 51,933 unique website visits. The Chamber's organic FaceBook reach hit 2.6 million year-to-date, compared to 1.5 million in 2015! Currently 1756 people follow the Chamber and VIC on social media; including locals, future residents and tourists alike who seek up-to-the minute information about Sequim.

*Numerous boxes of pad maps were distributed at the VIC Lavender Weekend Training event in preparation of Lavender Weekend.

Number of visitors to VIC:

- The Chamber VIC was pleased to play host to 8489 visitors during the months of July, August, and September
- A total of 714 international visitors signed in at the VIC during the 3rd quarter. The highest number of international visitors arrived from:
    - Canada
    - Germany
    - United Kingdom
    - France
    - Taiwan
- 7,775 state visitors arrived from Washington to the East Coast between July and September.

The number of Chamber members directly related to tourism currently totals 128. 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:	15
Marine:	2
Museum:	1
Winery:	3
Recreation/Entertainment:	23
Restaurant/Food/Drink:	34
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 – 3rd quarter 2016

United States	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct.	Nov	Dec	Total
ALABAMA			1	6	2	7		5	12				33
ALASKA	4	7	22	5	5	14	18	13	23				111
ARIZONA	2	5	7	7	10	39	75	49	29				223
ARKANSAS		2	2				8						12
CALIFORNIA	35	36	25	39	53	134	270	200	126				918
COLORADO		3	18	16	11	63	58	55	39				263
CONNECTICUT					3	15	2	13	4				37
DELAWARE							2	2	3				7
DIST. OF COLUMBIA			1				3	7	1				12
FLORIDA	2	2	10	4	12	21	67	82	25				225
GEORGIA		4			4	23	19	7	6				63
HAWAII		4	3	2	2	13	15	5	1				45
IDAHO		5	10	4	16	23	54	20	22				154
ILLINOIS				2	15	11	53	31	29				141
INDIANA	2			10	6	8	12	4	3				45
IOWA	2	1			3	9	7	12	6				40
KANSAS			4	2	1	13	7	14	7				48
KENTUCKY						3	14	5	2				24
LOUISIANA						4	4	8	2				18
MAINE			2				5	2	6				15
MARYLAND		1			2	10	13	14	2				42
MASSACHUSETTS			1	5	2	2	27	17	6				60
MICHIGAN	2	5	2		1	16	17	15	13				71
MINNESOTA			4	6	8	22	39	6	18				103
MISSISSIPPI			2	2		1	5						10
MISSOURI		2	5		9	17	10	6	8				57
MONTANA	4	2	2	7	8	16	16	15	17				87
NEBRASKA			1			10	3		3				17
NEVADA	7		2	5	8	4	52	25	3				106
NEW HAMPSHIRE				4		10	1	3	7				25
NEW JERSEY			2		6	2	7	25	4				46
NEW MEXICO		4				11	13	5	15				48
NEW YORK	2	6	1	5	5	11	27	16	27				100
NORTH CAROLINA	1		8	6	5	14	7	11	11				63
NORTH DAKOTA		2	3		2	5			4				16
OHIO		5	5	4	5	5	32	16	7				79
OKLAHOMA	2		3	2	2	2	17	7	4				39
OREGON	5	16	28	34	60	57	149	100	90				539
PENNSYLVANIA	1			1	16	13	10	12	12				65
RHODE ISLAND		1					6	2					9
SOUTH CAROLINA				1		2	10	8	7				28
SOUTH DAKOTA				2	2	4	6	2	12				28
TENNESSEE		4			2	13	10	16	12				57
TEXAS			5	7	19	53	56	67	62				269
UTAH		1	2	3	13	8	17	4	16				64
VERMONT					1	5	4		4				14
VIRGINIA			2	2	6	8	24	22	23				87
WASHINGTON	134	222	249	467	491	657	1626	765	501				5112
Sequim	235	217	282	285	428	344	383	268	284				2726
PA	10	13	28	19	27	28	37	32	13				207
PT	20	14	12	15	20	14	28	29	25				177
Total WASHINGTON													0
WEST VIRGINIA						1	3		2				6
WISCONSIN	6		3	4	9	32	24	39	8				125

WYOMING			3	2	2	1	12	8	7			35
NO STATE	5	7	12	12	31	36	58	34	21			216
VIRGIN ISLANDS												0
GUAM (Saipan)												0
PUERTO RICO												0
N. MARIANA ISLANDS												0
Panama												0
AMERICAN SAMOA												0
Other -							616	(x-tra lav)				616
US TOTAL	**481**	**591**	**772**	**997**	**1333**	**1834**	**4058**	**2123**	**1594**	**0**	**0**	**13783**
CANADA TOTAL	**8**		**37**	**28**	**71**	**74**	152	**144**	**85**	**0**	**0**	599
FOREIGN TOTAL	**1**		**26**	**16**	**44**	**88**	165	**117**	**51**	**0**	**0**	508
Comb. Total	**490**	**591**	**835**	**1041**	**1448**	**1996**	**4375**	**2384**	**1730**	**0**	**0**	**14,890**
Lavender Weekend:	**US**						**1447**					

TERRITORY & COUNTRY LISTING	Jan	Feb	March	April	May	June	July	Aug	Sept	Nov	Dec	Total
CANADA												
ALBERTA	4			8	7	2	17	10	18			66
BRITISH COLUMBIA	2	7	31	17	60	66	126	107	55			471
MANITOBA									1			1
NEW BRUNSWICK												0
NEW FOUNDLAND												0
NOVA SCOTIA						4						4
NW TERRITORIES					2							2
ONTARIO							6		9			15
PRINCE EDWARD ISL.												0
QUEBEC						2		6	2			10
SASKATCHEWAN								2				2
YUKON												0
NO PROVINCE	2		6	3	2		3	19				35
TOTAL	8	7	37	28	71	74	152	144	85	0	0	606
FOREIGN												0
AFGANISTAN												0
AFRICA												0
AFRICA (N)												0
ALBANIA												0
ANGORA												0
ARGENTINA												0
AZERBAJAN				1								1
AUSTRALIA	1		1	3	10		4	9				28
AUSTRIA					2	2	4		4			12
BAHAMAS												0
BAHRAIN									2			2
BANKOK												0
BARBADOS												0
BELGIUM					1		2	3				6
BERMUDA												0
BOLIVIA												0
BOTSWANA												0
BOZNIA												0
BRAZIL						3						3
BULGARIA												0

CAMBODIA												0
CHILE					3		2					5
CHINA			2			13	29	10				54
COLOMBIA							4					4
COSTA RICA								1				1
CROATIA												0
CUBA												0
CYPRESS												0
CZECH REPUBLIC			2									2
DENMARK							2	2				4
DOMINICAN REPUBLIC												0
ECUADOR												0
EGYPT												0
El SALVADOR												0
ESTONIA												0
ETHIOPIA												0
FINLAND									2			2
FRANCE		6	2		3	6	12	13				42
GEORGIA /Eur-Asia												0
GERMANY			2		14	16	11	16	7			66
GREECE												0
GUAM												0
GUATEMALA												0
HONDURAS												0
HUNGARY							5					5
ICELAND												0
INDIA				4			6					10
INDONESIA												0
IRAN												0
IRAQ												0
IRELAND							4		2			6
ISRAEL					4							4
ITALY												0
JACARTA												0
JAMAICA			9									9
JAPAN							6		3			9
TERRITORY & COUNTRY LISTING	Jan	Feb	March	April	May	June	July	Aug	Sept	Nov	Dec	Total
JORDAN												0
Kazakstan												0
KENYA												0
KOREA South							4					4
KOREA												0
KUWAIT							3					3
LAOS								1				1
LATVIA												0
LIBIA												0
LITHUANIA												0
LUXEMBURG												0
MALAYSIA		2										2
MALTA												0
MEXICO				2		5		4				11
MICRONESIA					1							1
MOLDAVIA												0
NAMBIA												0
NEPAL												0

NETHERLANDS						2	4	9	3				18	
NEW GUIANA													0	
NEW ZEALAND								4	2				6	
NICARAGUA							3						3	
NORWAY													0	
PAKISTAN													0	
PALESTINE													0	
PANAMA		1					1						2	
PARAGUAY													0	
PERU													0	
PHILIPPINES													0	
POLAND			2					5					7	
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				4						7	
SINGAPORE						10							10	
Slovakia									4				4	
SLOVENIA						1							1	
SOUTH AFRICA							1	2					3	
SOUTH AMERICA													0	
SPAIN			2		3		6		5				16	
SRI LANKA													0	
SWEDEN						2	4	3	3				12	
SWITZERLAND						6	10	8	4				28	
SYRIA													0	
TAHITI													0	
TAIPAI													0	
TAIWAN					2	4	20	7	2				35	
TASMANIA													0	
THAILAND							4						4	
TRINIDAD													0	
TUNISIA													0	
TURKEY													0	
UGANDA													0	
UKRAINE									2				2	
UNITED EMIRATES(Dubai)							5						5	
UNITED KINGDOM			1	3		9	5	19	6				43	
URUGUAY						3							3	
VENEZUELA													0	
VIET NAM													0	
WALES													0	
WEST INDIES													0	
ZAMBIA													0	
ZIMBABWE													0	
Other								1					1	Antarctic
TOTALS	1	9	26	16	44	88	165	117	51			0	517	
Total Canadian	8	7	37	28	71	74	152	144	85			0	606	
Total Foreign	9	16	63	44	115	162	317	261	136	0	0	0	1123	

September 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**	**$17,598.01**	**$23,695.61**	**$25,666.70**	**$32,083.65**	**$46,697.55**	**$84,901.82**	**$92,616.54**	**$89,269.74**			$490,021.50	**$490,021.50**	21.14%
2015	$18,498.59	$53,383.94	$11,472.80	$11,450.60	$22,313.46	$20,414.18	$37,680.30	$74,184.70	$77,758.62	$77,149.30	$93,570.32	$27,540.36	$525,617.14	$404,506.46	13.11%
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	$28,640.72	$479,486.20	$357,621.12	19.12%
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	$83,948.78	$19,020.22	$418,117.94	$316,146.96	8.72%
2012	$9,668.64	$27,037.14	$5,924.80	$6,410.96	$12,614.00	$15,497.74	$25,023.24	$57,138.62	$61,567.64	$69,918.22	$86,759.78	$22,739.48	$400,298.26	$290,790.00	3.14%
2011	$5,492.18	$28,667.34	$7,246.92	$6,854.16	$13,676.86	$11,933.82	$26,124.86	$52,776.04	$62,371.48	$66,615.40	$74,247.84	$16,746.34	$372,953.26	$281,959.08	-10.33%
2010	$17,571.12	$29,582.36	$6,843.06	$7,189.06	$18,378.94	$13,838.43	$23,671.24	$66,750.68	$51,408.08	$79,118.52	$74,590.06	$36,222.50	$425,264.11	$314,451.53	
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**	**$58,782.14**	**$81,170.00**	**$124,299.26**	**$124,232.32**			$573,051.78	**$573,051.78**	18.96%
2015	$16,653.42	$19,918.77	$14,892.19	$20,395.22	$25,115.84	$40,632.02	$52,648.16	$71,411.98	$108,977.36	$111,495.74	$75,321.88	$39,309.22	$596,829.80	$482,138.70	10.75%
2014	$19,230.84	$17,842.26	$18,970.75	$17,177.66	$25,267.30	$27,223.00	$42,532.48	$57,037.06	$89,010.60	$113,034.82	$68,014.86	$33,826.92	$536,870.55	$435,326.77	5.99%
2013	$20,170.80	$20,108.22	$12,775.48	$19,145.48	$26,910.30	$28,972.08	$42,924.74	$54,446.00	$89,538.10	$95,736.06	$63,027.30	$27,719.22	$501,473.76	$410,727.24	11.35%
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	$368,875.42	-1.28%
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	$85,599.42	$56,453.92	$27,683.00	$457,766.80	$373,649.88	-4.53%
2010	$7,326.82	$20,899.78	$14,573.16	$20,006.78	$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	$391,395.38	
Sequim	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**YTD**	**MTD**	**% Change**
2016	**$12,320.30**	**$11,062.18**	**$10,295.50**	**$13,785.16**	**$14,894.88**	**$20,566.52**	**$26,855.20**	**$36,098.82**	**$54,558.06**	**$54,962.02**			$255,198.64	**$255,198.64**	11.22%
2015	$12,223.02	$8,997.22	$9,977.34	$12,747.28	$15,260.98	$18,731.34	$24,306.76	$30,020.78	$48,815.56	$48,365.04	$30,543.20	$18,946.94	$278,935.46	$229,445.32	18.83%
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	$45,959.44	$26,739.06	$15,725.32	$238,853.64	$196,389.26	5.37%
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	$15,205.86	$228,773.20	$186,380.16	17.25%
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	$12,704.86	$195,607.04	$158,962.00	-1.55%
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	$10,855.10	$193,027.20	$161,465.84	10.83%
2010	$6,253.02	$8,071.32	$6,202.80	$7,414.84	$10,023.00	$11,164.52	$14,831.08	$21,960.44	$30,778.94	$28,867.38	$21,044.40	$13,199.88	$179,931.62	$145,687.34	
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**	**$10,646.16**	**$13,659.28**	**$20,214.66**	**$24,558.54**	**$30,176.72**			$135,633.48	**$135,633.48**	12.66%
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	$29,205.40	$20,273.02	$10,446.24	$151,113.38	$120,396.12	8.12%
2014	$4,963.18	$6,876.88	$4,767.52	$6,791.86	$6,104.04	$8,075.02	$10,632.56	$13,505.82	$23,021.02	$24,611.16	$16,927.24	$8,337.28	$136,613.58	$111,349.06	1.44%
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	$7,729.82	$133,254.88	$109,770.16	-0.83%
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	$110,686.82	0.41%
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	$110,233.11	-9.83%
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	$122,245.70	
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**	**$33,479.14**	**$56,188.52**	**$53,324.68**	**$59,800.36**			$363,455.39	**$363,455.39**	20.59%
2015	$17,011.22	$36,086.78	$14,242.40	$14,983.04	$23,824.36	$25,021.90	$27,653.98	$48,796.64	$44,665.06	$48,122.12	$49,494.00	$25,149.24	$376,050.74	$301,497.50	18.30%
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	$43,828.44	$46,845.70	$33,825.30	$335,444.78	$254,773.78	6.11%
2013	$8,780.82	$38,212.94	$11,203.46	$11,385.22	$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	$240,197.64	6.58%
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	$40,826.32	$40,960.14	$36,847.02	$11,051.36	$273,190.24	$225,291.86	-3.08%
2011	$11,410.54	$25,445.64	$12,335.50	$10,709.38	$25,079.86	$17,257.48	$19,264.64	$24,894.50	$42,448.28	$43,809.32	$38,509.42	$21,653.20	$292,617.76	$232,455.14	1.22%
2010	$10,606.40	$21,606.70	$9,713.20	$11,857.38	$19,488.14	$18,567.92	$14,236.30	$35,987.78	$40,127.20	$46,454.74	$43,199.38	$18,669.34	$291,514.49	$229,645.77	
Port T.	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**YTD**	**MTD**	**% Change**
2016	**$21,556.56**	**$26,262.20**	**$22,215.10**	**$21,765.76**	**$33,626.90**	**$35,431.84**	**$41,061.44**	**$52,450.84**	**$62,436.86**	**$64,685.96**			$381,798.46	**$381,798.46**	6.48%
2015	$21,452.72	$20,000.48	$16,992.86	$34,899.20	$26,768.04	$27,612.58	$33,825.32	$48,143.06	$66,770.68	$62,099.52	$50,745.46	$34,548.38	$443,858.28	$358,564.44	26.54%
2014	$18,038.90	$20,248.36	$14,390.74	$15,016.08	$21,515.20	$22,217.46	$23,867.80	$29,349.46	$61,522.60	$56,190.04	$49,312.56	$29,461.08	$362,160.28	$283,356.64	-2.81%
2013	$18,381.52	$18,058.82	$14,376.70	$15,367.80	$23,994.98	$19,417.10	$26,428.76	$44,789.96	$54,148.30	$54,589.32	$51,506.48	$23,621.22	$366,080.96	$291,553.25	3.49%
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	$51,390.90	$51,626.90	$45,782.92	$22,904.16	$350,090.75	$281,713.67	-0.38%
2011	$30,353.32	$21,532.38	$12,889.88	$18,316.80	$19,944.32	$23,176.78	$22,211.38	$37,121.72	$48,579.40	$49,672.38	$45,414.00	$22,210.84	$350,423.20	$282,798.36	8.76%
2010	$14,019.26	$21,420.96	$12,081.92	$16,409.64	$21,826.00	$22,205.26	$26,591.14	$35,147.12	$43,657.18	$46,654.96	$41,942.74	$20,168.20	$322,153.68	$260,012.74	
GHC	**January**	**February**	**March**	**April**	**May**	**June**	**July**	**August**	**September**	**October**	**November**	**December**	**YTD**	**MTD**	**% Change**
2016	**$72,700.99**	**$109,146.10**	**$78,971.70**	**$73,975.67**	**$90,262.30**	**$116,530.92**	**$109,066.15**	**$170,159.26**	**$239,502.23**	**$251,072.05**			$1,312,387.37	**$1,312,387.37**	9.13%
2015	$64,545.53	$96,898.34	$83,517.49	$74,567.64	$91,975.21	$100,509.64	$100,660.38	$142,865.53	$210,952.81	$236,114.42	$164,002.30	$84,702.37	$1,451,321.74	$1,202,617.07	22.69%
2014	$52,828.60	$85,510.79	$61,584.62	$55,177.41	$69,184.77	$85,905.48	$83,277.94	$114,259.17	$170,092.67	$200,494.61	$144,525.17	$73,842.07	$1,198,583.30	$980,216.06	8.60%
2013	$50,150.29	$69,437.41	$56,763.76	$47,502.41	$61,451.58	$101,640.41	$66,491.58	$129,025.36	$149,226.76	$170,194.08	$118,612.48	$61,767.97	$1,082,264.09	$901,883.64	10.41%
2012	$52,421.71	$60,328.70	$53,737.84	$50,935.45	$54,744.10	$64,209.88	$61,796.17	$86,290.31	$137,862.81	$164,539.06	$102,726.79	$60,328.32	$975,492.95	$816,815.03	

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 = (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 2013.

M. Co	January	February	March	April	May	June	July	August	September	October	November	December	YTD	MTD	% Change
2016	**$24,618.36**	**$46,063.39**	**$13,115.36**	**$16,701.38**	**$22,100.68**	**$22,095.28**	**$26,022.74**	**$42,973.50**	**$48,172.94**	**$49,750.48**			$310,814.13	**$310,814.13**	13.39%
2015	$13,126.58	$43,614.66	$14,208.64	$11,992.52	$25,323.82	$17,448.70	$21,007.98	$39,511.70	$39,319.62	$48,552.72	$41,499.56	$20,160.36	$335,764.66	$274,104.74	9.29%
2014	$13,825.60	$38,358.08	$11,629.46	$10,738.64	$16,608.54	$16,496.68	$19,479.94	$36,813.32	$40,167.80	$46,290.50	$37,869.76	$6,744.82	$295,425.16	$250,810.58	10.62%
2013	$12,145.98	$28,611.20	$9,726.16	$12,336.14	$15,470.06	$13,954.10	$20,490.12	$31,059.88	$38,506.32	$44,433.88	$37,028.16	$15,930.64	$279,693.65	$226,734.85	10.61%
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	$32,926.82	$15,696.06	$253,171.50	$204,981.85	
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**	**$4,474.68**	**NA**	**$4,677.66**	**$5,417.56**	**$5,117.98**			$37,338.22	**$37,338.22**	4.70%
2015	$2,745.02	$3,321.68	$2,860.12	$2,784.52	$2,628.02	$2,917.88	$3,915.84	$4,664.30	$4,719.40	$5,285.28	NA	$3,775.94	$39,438.00	$35,662.08	11.37%
2014	$2,439.70	$2,417.54	$1,786.76	$2,218.60	$2,543.08	$2,513.64	$3,622.96	$3,657.90	$5,410.22	$5,411.08	$4,426.26	$3,638.78	$40,086.54	$32,021.50	-1.07%
2013	$2,418.98	$3,287.62	$2,087.28	$2,183.64	$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	$32,366.22	-5.15%
2012	$2,970.30	$2,573.58	$2,588.61	$2,845.88	$2,873.20	$3,112.14	$3,841.06	$3,711.58	$4,849.06	$4,756.74	$4,108.46	$2,939.86	$41,673.80	$34,124.15	

Figures are accurred 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 including the major towns already listed. Clallam County figures experienced lower than aredited growth due to three seaside lodgings that changed ownership in 2013.

4a

CITY OF SEQUIM
CITY COUNCIL MINUTES
SEQUIM CIVIC CENTER
152 WEST CEDAR STREET
SEQUIM, WA
NOVEMBER 28, 2016

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: Bob Lake, Pam Leonard-Ray, Dennis Smith, Ted Miller, John Miller, Candace Pratt, Genaveve Starr, student liaison Emily Straling

CHANGES TO THE AGENDA

Lake would like to add a discussion about letting the Transit Center host the tax aide training.

CEREMONIAL

1. Resolution R2016-30 Recognizing Chief Bill Dickinson

Mayor Smith read and presented a resolution to Chief Bill Dickinson.

Sheriff Benedict added words of appreciation for Chief Dickinson.

REPORTS

Committee, Board and Liaison

T. Miller reported on the affordable housing forum that was recently held at the Tribal Center.

Starr reported on the PRTPO meeting in Bremerton. There was no quorum. They did review 2017 legislative priorities and discussed their potential projects. She reported on the CTS Board Meeting of November 21. Final budget public hearing is set for December 19 at 1pm at the Transit Center. She attended the November 22 audit exit conference and all is good.

Lake reported he attended ICS300 training and he will write up a report to submit to the City. He attended the CERT exercise last weekend.

Leonard-Ray reported on the CAAC meeting. The group is planning for next year's Keying Around and fundraising.

Presiding Officer

City Manager

Bush announced that the Police Department has received accreditation. Chief Dickinson reported the PD had to meet 132 best practices standards. Deputy Chief Crain was spearheading this effort. He provided information on the steps required for accreditation. There are more than 300 agencies in the state and only 63 have received accreditation.

Chris Hugo presented the finalized Comp Plan to the Council. This plan includes graphics.

Matt Klontz provided information on the West Fir Street project that the City received TIB grant funding of $3.1 million.

Student Liaison Report

Emily Straling reported she attended Santa/tree lighting/tractor parade. She attended the first basketball game on Wednesday; and Winter Wishes donations are due Thursday.

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

Joy Beaver thanked Council for the advisory vote on the fireworks ban. She hopes the Council will approve the ban.

Jonathan Simonson sells fireworks in the Walmart parking lot as a fundraiser. He was hoping for more information in the voters' pamphlet. It was not well represented. It is an important thing for families to be able to have fun and still have that tradition. They do sell safe and sane fireworks. There may be more problems with fireworks coming from the reservations. He hopes the council will modify the ordinance.

INFORMATION/COUNCIL QUESTIONS INVITED

PUBLIC HEARINGS (Legislative)

2. Final Hearing and Adopt

a. Ordinance No. 2016-014 Adopting the 2017 City of Sequim Budget

Mayor Smith read the rules for the public hearings. The public hearing was opened at 6:35 p.m.

Nelson-Gross added that this is a continuation from November 14.

Mayor Smith asked for speakers. Hearing no response, the public hearing was closed at 6:37 p.m.

MOTION to approve Ordinance No. 2016-014 adopting the 2017 budget as presented in Exhibits A and B by Ted Miller; seconded by Bob Lake. **Carried Unanimously**.

b. Ordinance No. TBD2016-01 Adopting the 2017 Transportation Benefit District Budget

This is a continuation from the public hearing on November 14, 2016.

Mayor Smith asked for speakers. Hearing no response, the public hearing was closed at 6:40 p.m.

MOTION to approve Ordinance No. TBD2016-001 adopting the 2017 TBD budget by Candace Pratt; seconded by Ted Miller. **Carried Unanimously**.

c. Resolution No. R2016-25 Property Tax Levy

Mayor Smith announced this is a continuation from the November 14, 2016 public hearing.

Connie Anderson provided information on the fire district levy and emergency management.

Mayor Smith asked for speakers. Hearing no response, the public hearing was closed at 6:43 p.m.

MOTION to approve Resolution R2016-25 authorizing the 2016 regular property tax levy for collection in the year 2017 by Bob Lake; seconded by Ted Miller. **Carried Unanimously**.

d. Ordinance No. 2016-012 Adopting the 2017 Rates and Fees

Mayor Smith announced this is a continuation of the public hearing from November 14. Mayor Smith asked for speakers. Hearing no response, the public hearing was closed at 6:44 p.m.

MOTION to approve Ordinance No. 2016-012 amending 2017 rates and fees by Candace Pratt; seconded by Genaveve Starr. **Carried Unanimously**.

CONSENT AGENDA

3. Approve/Acknowledge

a. City Council Meeting Minutes - November 14, 2016
b. Claim Voucher Recap Dated 11/28/16 Total Payments $492,578.55

MOTION to approve CONSENT AGENDA by Candace Pratt; seconded by Ted Miller. **Carried Unanimously**.

UNFINISHED BUSINESS

4. Ordinance 2016-020 Amending Fireworks SMC Chapter 8

Bush stated this is a follow up to the advisory vote on the fireworks ban.

Nelson-Gross explained that this is brought forward based on the results of the advisory vote to allow sales of fireworks. It does prohibit the discharge of fireworks. She explained that the City provided the required advisory statement. Committees were appointed to develop the pro and con statements. There was no con statement presented. We will be requiring all vendors selling within the City in 2017 to provide information to the public that fireworks are prohibited from being discharged in the City beginning in 2018. She clarified that SMC 8.20.060 should say violation of sections 8.20.040 and 8.20.060.

T. Miller added this starts with the 2018 fireworks season.

MOTION to approve Ordinance No. 2016-020 amending Chapter 8.20 of the Sequim Municipal Code banning the discharge of fireworks and establishing criteria for allowing public displays by Ted Miller; seconded by Pam Leonard-Ray. **Carried Unanimously**.

5. Adopt Resolution R2016-29 Supporting 2017 Legislative Agenda

Bush added that this is ordering/tiering in some ways. Human services was moved to the top.

Pratt expressed concern about the length of the list. Bush stated that this is a reflection of our needs. This is a multi-year process.

Pratt suggested putting everything in bold that wouldn't cost the state anything but saves us. We could also list dollars if we have them available.

Starr suggested submitting top 3 or 5 to the City Manager. That way we could let our state reps know our top issues. Bush stated we could do that and assign Councilors to address those issues when we meet with them.

Starr suggested having the dinner with state reps for Sequim only and the night before. This will be an informal ranking for use when addressing legislators.

MOTION to approve Resolution R2016-29 adopting the 2017 Legislative Priorities for the City of Sequim by Ted Miller; seconded by Bob Lake. **Carried Unanimously**.

Pratt added that the legislators have very little information related to cities. There is a lot we can do to educate them on our local needs.

NEW BUSINESS

6. Approval of Water and Sewer SRF Loans for West Fir Street

Klontz explained we are now looking at how to fund the utility improvements. We have applied for low interest loans. The state agencies are asking for council approval authorizing Public Works to apply for these loans. He explained the benefits of having the low-interest loans such as the rate of return on our investments is higher than the interest rate on the loans.

Leonard-Ray expressed concern about having outstanding loans for many projects. It is important to know that the loans are concerning to her. Starr also expressed concern about debt accumulation.

T. Miller added that this is a special case where we are making money by taking out the loan.

MOTION to approve the application to the Department of Health and the Department of Ecology for the West Fir Street Water Improvements and the West Fir Street Sewer/Storm/Reclaimed Water Improvements loan funding by Bob Lake; seconded by Pam Leonard-Ray. **Carried Unanimously**.

7. Resolution No 2016-31 Confirming Regulatory Consistency

Hugo explained the need for the resolution. It reflects that the zoning and development regulations will match the Comp Plan. The state has tightened their requirements. This action will be on record with the state agencies showing that we are in alignment with our plans and regulations.

MOTION to approve Resolution R2016-31 Resolution of Regulatory Consistency as recommended by staff by Genaveve Starr; seconded by Ted Miller. **Carried Unanimously**.

8. Approve Clallam CoWorking Lease

Bush explained discussions have taken place with a group looking for temporary space for office or conference facilities. There is an opportunity for this to happen in Sequim by leasing the City's facility on North Sequim Avenue.

Irvin added they are looking at leasing portions of the building. Other portions would continue to be used by the City for storage. Total rent would be $1,042.50 per month. That would include the City's quarterly leasehold excise tax. A change needs to be made to page 2 of the contract, #4 Rent, $923.88 instead of $908.64; leasehold excise states $133.86 should be $118.62 per month. Irvin added that utilities will be split 50/50.

Edward Unthank, cofounder of Clallam CoWorking, stated he has a remote company and works out of his home. They need a place for remote workers to come together. The lack of fiber is a concern but has been addressed as best as it can be.

MOTION to approve Authorize the City Manager to sign the proposed lease agreement with Clallam CoWorking, LLC adjusted for the leasehold excise tax by Ted Miller; seconded by Bob Lake. **Carried Unanimously**.

9. AWC Center for Quality Communities Scholarship

Kuznek-Reese explained that the City has participated in this scholarship program. The current requirement is for applicants to reside within the Sequim city limits. It is recommended to open the scholarships to students within the Clallam County boundaries of the Sequim School District.

Pam and Genaveve offered to be on the committee.

T. Miller expressed concern about the $1,000 limit. He suggested decreasing the number of scholarships and increase the funding. Bush explained that these are established by AWC. We can provide them with that feedback.

MOTION to approve the City's participation in the AWC communities scholarship program, establish eligibility requirements that applicants must reside in the Clallam County boundaries of the Sequim School District, appoint council members Genaveve Starr and Pam Leonard-Ray to work with City staff to review applications and submit one nomination to AWC Center for Quality Communities by Candace Pratt; seconded by Pam Leonard-Ray. **Carried Unanimously**.

10. Tax Aid Discussion

Nelson-Gross suggested having a brief executive session to discuss Councilor Lake's request for Tax Aid discussion because potential Council action could have adverse effects on the City. Should Council take any action on this matter, it will be done in open session. Meeting recessed at 7:49 p.m. for 10 minutes.

At 8:00 it was announced that the session would last an additional 5 minutes. Meeting reconvened at 8:05. There was discussion about rental fee rates. Leonard-Ray added that the rental fee has been reduced to $25/day. That is affordable even for a non-profit. She feels it may be waste of time to study this issue any further. T. Miller agrees. Bush added we will monitor the utilization of facilities as year goes along and analyze fees.

GOOD OF THE ORDER

Pratt would like to discuss the location of the Burkett room. She suggests re-naming the Community Room the Burkett room. She feels it is awkward to have a meeting room named after the prior City Manager who can't visit the room. T. Miller supports the issue. It would be more visible to the public. Leonard-Ray suggested Burkett Community Room. Smith asked that staff draft a resolution naming the community room as the Burkett Community Room. A resolution will be brought back to the next meeting.

PUBLIC COMMENTS (Please limit comments to 3 minutes each)

EXECUTIVE SESSION (RCW 42.30.110(1)(i)) - Litigation regarding judgment lien and proposed settlement. Estimated time needed - 15 minutes

It was announced that action is anticipated. Meeting recessed to executive session at 8:11 pm. Meeting reconvened at 8:26 p.m.

MOTION to direct the City Attorney to sign the Stipulated Limited Judgment as to the City of Sequim by Candace Pratt; seconded by Pam Leonard-Ray. **Carried Unanimously**.

NEXT MEETING DATE December 12, 2016 (5:00 p.m.); December 26, 2016 (Cancelled); January 9, 2017 (6:00 p.m.)

ADJOURNMENT at 8:28 p.m.

Respectfully submitted,

Karen Kuznek-Reese, MMC City Clerk	Dennis Smith Mayor

Minutes approved at a regular Council meeting held on December 12, 2016.

4b

SEQUIM CITY COUNCIL

CONSENT AGENDA RECAP - December 12, 2016

Voucher Number	Voucher Date	Voucher	Payment Type	Payment Detail			Amount
1	11/30/2016	Utility Refunds	Check	Ck 70867 thru Ck 70888		$	3,014.74
						$	-
						$	-
	*Comments: *Ck 70868 - Voided/Printing Error*				Total	$	3,014.74
2	11/18/2016	Utility Refunds	Check	Ck 70918 thru Ck 70919		$	421.93
						$	-
						$	-
	Comments: None				Total	$	421.93
3	11/18/2016	AP Vendor	Check	Ck 70920 thru Ck 70979		$	311,657.66
			Treasury	TC 9200 thru TC 9203		$	664.41
			Electronic	E-3934 thru E-3938		$	1,436.16
	Comments: None				Total	$	313,758.23
4	11/22/2016	Payroll	Check	Ck 70980 thru Ck 70985		$	7,043.23
			Direct Debit	Total Count "70"		$	135,424.64
			Electronic	E 3939		$	57,873.15
	Comments: For Pay Period 11/1/16 to 11/15/16				Total	$	200,341.02
5	11/22/2016	PY Liabilities	Check	Ck 70986 thru 70994		$	12,293.84
			Electronic	E-3940 thru E-3944		$	43,438.32
						$	-
	Comments: For Pay Period 11/1/16 to 11/15/16				Total	$	55,732.16
6	11/30/2016	AP Vendor	Check	Ck 70995 thru 71066		$	335,051.63
			Electronic	E-3933; & E-3945 thru E-3948		$	61,005.36
						$	-
	Comments: None				Total	$	396,056.99
7	12/7/2016	Payroll	Check	Ck 71067 thru Ck 71073		$	8,042.42
			Direct Debit	Total Count of "75"		$	140,578.08
			Electronic	E-3956		$	60,658.40
	Comments: For Pay Period 11/16/16 thru 11/30/16				Total	$	209,278.90
8	12/7/2016	AP Vendor	Check	Ck 71074 thru Ck 71132		$	161,954.34
			Electronic	E 3949 thru E 3955; E 3962 & E 3963		$	614,250.66
						$	-
	Comments: Voided Ck 71121; Inv Pd by Credit Card				Total	$	776,205.00
9	12/7/2016	PY Liabilities	Check	Ck 71142** thru Ck 71152		$	12,974.30
			Electronic	E 3957 thru E 3961		$	144,497.90
	Comments: For Pay Period 11/16/16 thru 11/30/16				Total	$	157,472.20

***Out of Sequence Ck 71133 thru Ck 71141 - Unissued in the Safe*

Finance Certification: Sue Hagener

Sue Hagener,
Admin. Svcs. Director

TOTAL PAYMENTS: $ 2,112,281.17

AGENDA ITEM # 4c

SEQUIM CITY COUNCIL
AGENDA COVER SHEET

MEETING DATE: **December 12, 2016**

FROM: Karen Kuznek-Reese, City Clerk kkr
Initials

SUBJECT/ISSUE: **Reappoint Olaf Protze, Roger Wiseman and Ankur Shah to the Planning Commission**

Discussion dates				
CATEGORY	☐ City Manager Report	☐ Information Only		Time Needed for Presentation
	☐ Public Hearing	☒ Consent Agenda		
	☐ Unfinished Business	☐ New Business		
Reviewed by			Initials	Date
Charles P. Bush, City Manager				
Chris Hugo, DCD Director				

PROBLEM/ISSUE STATEMENT:
Pursuant to SMC 2.36.010 members of the Planning Commission are confirmed by the City Council.

ATTACHMENTS: None.

DISCUSSION/ANALYSIS:

There are three Planning Commissioners whose terms expire January 2017. Olaf Protze, who has served on the Planning Commission since 2008; Roger Wiseman who was appointed in February 2016 and Ankur Shah who was recently appointed in October. Each of these individuals is requesting reappointment to a four-year term.

Recruitment continues for a City vacancy on the commission.

BUDGET IMPLICATIONS: None.

RECOMMENDATION:

MOTION: with approval of the Consent Agenda, Olaf Protze, Roger Wiseman and Ankur Shah are reappointed to four-year terms on the Planning Commission expiring 12/31/2020.

AGENDA ITEM #__4d__

SEQUIM CITY COUNCIL
AGENDA COVER SHEET

MEETING DATE: **December 12, 2016**

FROM: Joseph D. Irvin, Assistant to the City Manager JDI
Initials

SUBJECT/ISSUE: Resolution No. R2016-034 renaming Civic Center Conference Rooms

Discussion dates				
CATEGORY	☐ City Manager Report	☐ Reports		Time Needed for Presentation 0 Minutes
	☐ Public Hearing	☒ Consent Agenda		
	☐ Unfinished Business	☐ New Business		
Reviewed By:				Date:
Charles P. Bush, City Manager				12/07/16
Kristina Nelson-Gross, City Attorney				12-6-2016

PROBLEM/ISSUE STATEMENT:
It is the City's desire to rename Civic Center Conference Room #214 (a.k.a. The Burkett Room) to be the "Executive Conference Room" and to name the Civic Center Community Room #102 as the Burkett Community Room.

ATTACHMENTS:
1. Resolution No. R2016-034

DISCUSSION/ANALYSIS:
Details are included within the attached Resolution.

FINANCIAL IMPLICATIONS: None.

RECOMMENDATION:
I recommend the City Council approve Resolution No. R2016-034.

MOTION: Approval on the Consent Agenda includes this motion.
I move to approve Resolution No. R2016-034 which renames conference rooms within the Civic Center.

CITY OF SEQUIM
RESOLUTION NO. R2016-034

CITY COUNCIL RENAMING CONFERENCE ROOMS

WHEREAS, Steve Burkett was appointed City Manager on October 19, 2009 and served in that capacity until retirement on June 30, 2015; and

WHEREAS, at the June 22, 2015 Council meeting, Resolution R2015-08 was adopted naming an upstairs conference room (#214) as the Burkett Room; and

WHEREAS, it has been discussed by Council and agreed that the better room to be named after Burkett should be on the first floor of the Civic Center, specifically the Community Room located next to Council Chambers;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEQUIM, WASHINGTON, HEREBY RESOLVES that the Community Room is renamed to the Burkett Community Room (#102), while also changing the previously named Burkett Room (#214) back to the Executive Conference Room.

ADOPTED by the Sequim City Council at a regular meeting held this ____ day of December, 2016.

_____
Dennis Smith, Mayor

Attest:

_____
Karen Kuznek-Reese, MMC, City Clerk

Approved as to form:

_____
Kristina Nelson-Gross, City Attorney

AGENDA ITEM #__4e__

SEQUIM CITY COUNCIL
AGENDA COVER SHEET

MEETING DATE: **December 12, 2016**

FROM: **Matt Klontz,** City Engineer

_____
Initials

SUBJECT/ISSUE: Approve Agreement with Transportation Improvement Board for W. Fir St Rehabilitation N. 5th Ave to N. Sequim Ave
City Project No.: STR-030
TIB Project No.: 8-2-826(005)-01

Discussion dates	11/14/16	11/28/16		
CATEGORY	☐ City Manager Report	☐ Information Only		Time Needed for Presentation -
	☐ Public Hearing	☒ Consent Agenda		
	☐ Unfinished Business	☐ New Business		
Reviewed by			Initials	Date
Charles Bush, City Manager			CPB	12/7/16
David Garlington, PW Director			dmg	12/7/16
Sue Hagener, Admin Services Director				
Kristina Nelson-Gross			KNG	12/7/2016

PROBLEM/ISSUE STATEMENT:
The City of Sequim was successful in its endeavor to secure a significant portion of the needed construction funding through the Washington State Transportation Improvement Board (TIB) for the proposed street and surface improvements associated with the W. Fir St rehabilitation project between N. 5th Ave and N. Sequim Ave. At this time, TIB is requesting the City of Sequim enter into the Fuel Tax Grant Distribution Agreement in the amount of $3,103,422.

ATTACHMENTS:
1) Fuel Tax Grant Agreement
2) Engineer's Estimate

DISCUSSION/ANALYSIS:
With construction funding for the street and surface improvements secured, the City can proceed with completing the contract documents and acquiring sufficient right-of-way rights with the goal of advertising the contract in late 2017. While there are numerous risks associated with the right-of-way process that could impact and delay this

advertisement date, the risk of delaying the project due to lack of construction funding has largely been mitigated through the TIB grant.

BUDGET IMPLICATIONS:
The total construction cost including construction administration for the street and surface improvements is $3,803,680. The TIB grant will fund $3,103,422. The City obligation will be $700,258 and will be funded through a combination of Transportation Benefit District, Transportation Impact Fees, and Federal Highway Surface Transportation Program funding. The Preliminary Engineering and Right-of-Way phases are being funded through Federal Highways at a participation ratio of 86.5%. The City match obligation of 13.5% is being funded through Impact Fees.

RECOMMENDATION:
Public Works recommends City Council authorize the City Manager to enter into the Fuel Tax Grant Distribution Agreement with the TIB.

MOTION: Approving the Consent Agenda includes this motion:
Authorize the City Manager to enter into the Fuel Tax Grant Distribution Agreement in the amount of $3,103,422 with the Washington State Transportation Improvement Board for the W. Fir St Rehabilitation project.

Received
NOV 28 2016
Public Works / DCD

City of Sequim
8-2-826(005)-1
West Fir Street
N 5th Ave to N Sequim Ave

STATE OF WASHINGTON
TRANSPORTATION IMPROVEMENT BOARD
AND
City of Sequim
AGREEMENT

THIS GRANT AGREEMENT (hereinafter "Agreement") for the West Fir Street, N 5th Ave to N Sequim Ave (hereinafter "Project") is entered into by the WASHINGTON STATE TRANSPORTATION IMPROVEMENT BOARD (hereinafter "TIB") and City of Sequim, a political subdivision of the State of Washington (hereinafter "RECIPIENT").

1.0 PURPOSE

TIB hereby grants funds in the amount of $3,103,422 for the project specified above, pursuant to terms contained in the RECIPIENT'S Grant Application, supporting documentation, chapter 47.26 RCW, title 479 WAC, and the terms and conditions listed below.

2.0 SCOPE AND BUDGET

The Project Scope and Budget are initially described in RECIPIENT's Grant Application and incorporated by reference into this Agreement. Scope and Budget will be further developed and refined, but not substantially altered during the Design, Bid Authorization and Construction Phases. Any material alterations to the original Project Scope or Budget as initially described in the Grant Application must be authorized by TIB in advance by written amendment.

3.0 PROJECT DOCUMENTATION

TIB requires RECIPIENT to make reasonable progress and submit timely Project documentation as applicable throughout the Project. Upon RECIPIENT's submission of each Project document to TIB, the terms contained in the document will be incorporated by reference into the Agreement. Required documents include, but are not limited to the following:

a) Project Funding Status Form
b) Bid Authorization Form with plans and engineers estimate
c) Award Updated Cost Estimate
d) Bid Tabulations
e) Contract Completion Updated Cost Estimate with final summary of quantities
f) Project Accounting History

4.0 BILLING AND PAYMENT

The local agency shall submit progress billings as project costs are incurred to enable TIB to maintain accurate budgeting and fund management. Payment requests may be submitted as often as the RECIPIENT deems necessary, but shall be submitted at least quarterly if billable

amounts are greater than $50,000. If progress billings are not submitted, large payments may be delayed or scheduled in a payment plan.

5.0 TERM OF AGREEMENT

This Agreement shall be effective upon execution by TIB and shall continue through closeout of the grant or until terminated as provided herein, but shall not exceed 10 years unless amended by the Parties.

6.0 AMENDMENTS

This Agreement may be amended by mutual agreement of the Parties. Such amendments shall not be binding unless they are in writing and signed by persons authorized to bind each of the Parties.

7.0 ASSIGNMENT

The RECIPIENT shall not assign or transfer its rights, benefits, or obligations under this Agreement without the prior written consent of TIB. The RECIPIENT is deemed to consent to assignment of this Agreement by TIB to a successor entity. Such consent shall not constitute a waiver of the RECIPIENT's other rights under this Agreement.

8.0 GOVERNANCE & VENUE

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9.0 DEFAULT AND TERMINATION

9.1 NON-COMPLIANCE

a) In the event TIB determines, in its sole discretion, the RECIPIENT has failed to comply with the terms and conditions of this Agreement, TIB shall notify the RECIPIENT, in writing, of the non-compliance.

b) In response to the notice, RECIPIENT shall provide a written response within 10 business days of receipt of TIB's notice of non-compliance, which should include either a detailed plan to correct the non-compliance, a request to amend the Project, or a denial accompanied by supporting details.

c) TIB will provide 30 days for RECIPIENT to make reasonable progress toward compliance pursuant to its plan to correct or implement its amendment to the Project.

d) Should RECIPIENT dispute non-compliance, TIB will investigate the dispute and may withhold further payments or prohibit the RECIPIENT from incurring additional reimbursable costs during the investigation.

9.2 DEFAULT

RECIPIENT may be considered in default if TIB determines, in its sole discretion, that:

a) RECIPIENT is not making reasonable progress toward correction and compliance.
b) TIB denies the RECIPIENT's request to amend the Project.
c) After investigation TIB confirms RECIPIENT'S non-compliance.

TIB reserves the right to order RECIPIENT to immediately stop work on the Project and TIB may stop Project payments until the requested corrections have been made or the Agreement has been terminated.

9.3 TERMINATION

a) In the event of default by the RECIPIENT as determined pursuant to Section 9.2, TIB shall serve RECIPIENT with a written notice of termination of this Agreement, which shall be served in person, by email or by certified letter. Upon service of notice of termination, the RECIPIENT shall immediately stop work and/or take such action as may be directed by TIB.

b) In the event of default and/or termination by either PARTY, the RECIPIENT may be liable for damages as authorized by law including, but not limited to, repayment of grant funds.

c) The rights and remedies of TIB provided in the AGREEMENT are not exclusive and are in addition to any other rights and remedies provided by law.

9.4 TERMINATION FOR NECESSITY

TIB may, with ten (10) days written notice, terminate this Agreement, in whole or in part, because funds are no longer available for the purpose of meeting TIB's obligations. If this Agreement is so terminated, TIB shall be liable only for payment required under this Agreement for performance rendered or costs incurred prior to the effective date of termination.

10.0 USE OF TIB GRANT FUNDS

TIB grant funds come from Motor Vehicle Fuel Tax revenue. Any use of these funds for anything other than highway or roadway system improvements is prohibited and shall subject the RECIPIENT to the terms, conditions and remedies set forth in Section 9. If Right of Way is purchased using TIB funds, and some or all of the Right of Way is subsequently sold, proceeds from the sale must be deposited into the RECIPIENT's motor vehicle fund and used for a motor vehicle purpose.

11.0 INCREASE OR DECREASE IN TIB GRANT FUNDS

At Bid Award and Contract Completion, RECIPIENT may request an increase in the TIB funds for the specific project. Requests must be made in writing and will be considered by TIB and awarded at the sole discretion of TIB. All increase requests must be made pursuant to WAC 479-05-202 and/or WAC 479-01-060. If an increase is denied, the recipient shall be liable for costs incurred in excess of the grant amount. In the event that final costs related to the specific project are less than the initial grant award, TIB funds will be decreased and/or refunded to TIB in a manner that maintains the original ratio between TIB funds and total project costs.

12.0 INDEPENDENT CAPACITY

The RECIPIENT shall be deemed an independent contractor for all purposes and the employees of the RECIPIENT or any of its contractors, subcontractors, and employees thereof shall not in any manner be deemed employees of TIB.

13.0 INDEMNIFICATION AND HOLD HARMLESS

The PARTIES agree to the following:

Each of the PARTIES, shall protect, defend, indemnify, and save harmless the other PARTY, its officers, officials, employees, and agents, while acting within the scope of their employment as such, from any and all costs, claims, judgment, and/or awards of damages, arising out of, or in any way resulting from, that PARTY's own negligent acts or omissions which may arise in connection with its performance under this Agreement. No PARTY will be required to indemnify, defend, or save harmless the other PARTY if the claim, suit, or action for injuries, death, or damages is caused by the sole negligence of the other PARTY. Where such claims, suits, or actions result from the concurrent negligence of the PARTIES, the indemnity provisions provided herein shall be valid and enforceable only to the extent of a PARTY's own negligence. Each of the PARTIES agrees that its obligations under this subparagraph extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents. For this purpose, each of the PARTIES, by mutual negotiation, hereby waives, with respect to the other PARTY only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provision of Title 51 RCW. In any action to enforce the provisions of the Section, the prevailing PARTY shall be entitled to recover its reasonable attorney's fees and costs incurred from the other PARTY. The obligations of this Section shall survive termination of this Agreement.

14.0 DISPUTE RESOLUTION

a) The PARTIES shall make good faith efforts to quickly and collaboratively resolve any dispute arising under or in connection with this AGREEMENT. The dispute resolution process outlined in this Section applies to disputes arising under or in connection with the terms of this AGREEMENT.

b) Informal Resolution. The PARTIES shall use their best efforts to resolve disputes promptly and at the lowest organizational level.

c) In the event that the PARTIES are unable to resolve the dispute, the PARTIES shall submit the matter to non-binding mediation facilitated by a mutually agreed upon mediator. The PARTIES shall share equally in the cost of the mediator.

d) Each PARTY agrees to compromise to the fullest extent possible in resolving the dispute in order to avoid delays or additional incurred cost to the Project.

e) The PARTIES agree that they shall have no right to seek relief in a court of law until and unless the Dispute Resolution process has been exhausted.

15.0 ENTIRE AGREEMENT

This Agreement, together with the RECIPIENT'S Grant Application, the provisions of chapter 47.26 Revised Code of Washington, the provisions of title 479 Washington Administrative Code, and TIB Policies, constitutes the entire agreement between the PARTIES and supersedes all previous written or oral agreements between the PARTIES.

16.0 RECORDS MAINTENANCE

The RECIPIENT shall maintain books, records, documents, data and other evidence relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. RECIPIENT shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Agreement shall be subject at all reasonable times to inspection, review or audit by TIB personnel duly authorized by TIB, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

Approved as to Form
Attorney General

By:

Signature on file

Guy Bowman
Assistant Attorney General

Lead Agency		Transportation Improvement Board	
Chief Executive Officer	Date	Executive Director	Date
Print Name		Print Name	

CITY OF SEQUIM
WEST FIR STREET REHABILITATION PROJECT
ENGINEER'S CONSTRUCTION COST ESTIMATE
SUMMARY
August 18, 2016

Street Improvements (CN) (Schedule A)					$ 3,803,680
	TIB Investment		**City Investment**		
General Conditions	$	251,624	$	56,776	
Site Preparation	$	65,272	$	14,728	
Earthwork	$	87,709	$	19,791	
Surfacing & Paving	$	388,858	$	87,742	
Stormwater	$	601,889	$	135,811	
Sidewalks	$	292,280	$	65,950	
Retaining Walls	$	46,506	$	10,494	
Site Furnishing & Specialty Items	$	40,713	$	9,187	
Pedestrian & Traffic Signals	$	486,521	$	109,779	
Striping & Signing	$	26,598	$	6,002	
Landscaping	$	34,268	$	7,732	
TESC	$	16,318	$	3,682	
Minor Items	$	8,077	$	1,823	
Subtotal	**$**	**2,346,634**	**$**	**529,495**	
Sales Tax (0% Rule 171)	$	-	$	-	
Contingencies (15%)	$	351,995	$	79,424	
Subtotal	$	2,698,629	$	608,919	
Construction Admin/Engineering (15%)	$	404,794	$	91,338	
Subtotal, Schedule A (CN)	$	3,103,423	$	700,257	
Total, Schedule A (CN)	**$**	**3,103,423**	**$**	**700,257**	
Sewer Utility Improvements (CN) (Schedule B) (City Investment)					$ 780,000
Water Utility Improvements (CN) (Schedule C) (City Investment)					$ 681,000
Reclaim Water Utiltiy Improvements (CN) (Schedule D) (City Investment)					$ 74,000
Total (CN)					**$ 5,338,680**

I certify these costs and quantity takeoffs have been developed or incorporated into this estimate under my supervision or as a result of the work provide by other licensed professionals.

AGENDA ITEM # 5

SEQUIM CITY COUNCIL
AGENDA COVER SHEET

MEETING DATE: **December 12, 2016**

FROM: Karen Kuznek-Reese, City Clerk kkr
Initials

SUBJECT/ISSUE: **Council Chambers RFP for Art Update**

Discussion dates				
CATEGORY	☐ City Manager Report	☐ Information Only		Time Needed for Presentation
	☐ Public Hearing	☐ Consent Agenda		
	☒ Unfinished Business	☐ New Business		
Reviewed by			Initials	Date
Charles P. Bush, City Manager			CPB	12/07/16

PROBLEM/ISSUE STATEMENT:
This provides an update on the Request for Proposal for art in the Council Chambers.

ATTACHMENTS:
1. Seattle Glassblowing Studio Artwork Proposal

DISCUSSION/ANALYSIS:
The City Arts Advisory Commission (CAAC) issued a Request for Proposals for art work in the Council Chambers. A proposal was received from Seattle Glassblowing Studio and is attached.

CAAC discussed the proposal at its November meeting. They appreciated the submission by Seattle Glassblowing. The proposed artwork would complement the lobby piece that was recently donated to the City. However, the consensus of the CAAC was that the proposed artwork would not complement the colored logo previously installed in the chambers. The CAAC is recommending no further consideration at this time.

BUDGET IMPLICATIONS: If the Council decides to accept the proposal, the $14,707.11 for the artwork will be paid from the approximate $45,000 monies available from the Civic Center art fund.

RECOMMENDATION:
The City Arts Advisory Commission recommends no further action on the proposal received from Seattle Glassblowing Studio leaving the wall as is with the logo at this time.

If Council wishes to accept the proposal, a motion is necessary.

MOTION: to accept the proposal from Seattle Glassblowing in the amount of $13,530 plus tax for a total of $14,707.11.

Seattle Glassblowing Studio
2227 5th Avenue, Seattle, WA
206-448-2181 | sgs@seattleglassblowing.com

Artwork Proposal

Scope:
Creation and installation of a custom wall mounted art piece for the Sequim City Council Chambers. The work entails a pair of metal armature branches affixed with purple glass plates.

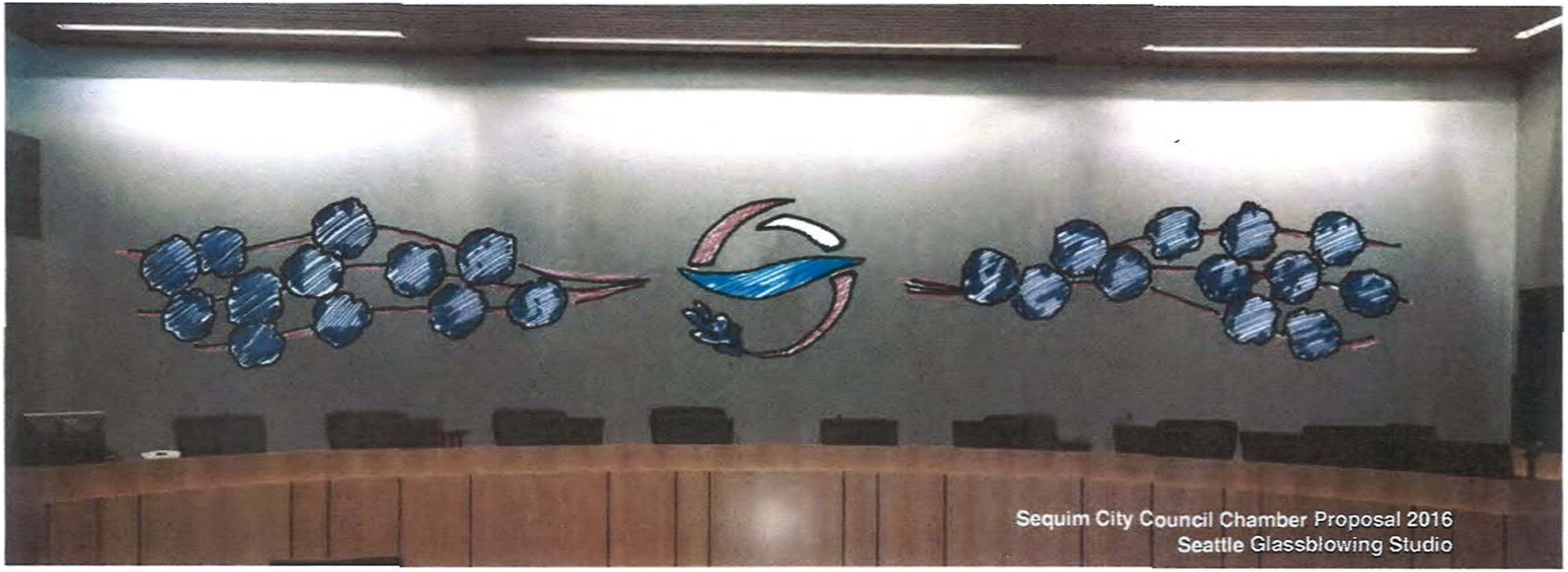
Dimensions:
Each branch will be 12′ in length and 4′ at the tallest sections. The depth from the wall will be less than 4″ where the projection screen hangs. The furthest depth in the installation will be 8″. Mounting hardware will be provided on the metal armature based on the wall structure. The glass pieces will measure 11-13″ in diameter. The metal armature will be created from ¾″ steel and patinaed. Weight of each branch with the glass estimated at 60 pounds. Total artwork weight of 120 pounds.

Budget:

Glass Artwork	Twenty 12″ Plates	$7,530
Metal Armature	Two 9′ multi-strand steel branches	$5,000
Installation	Transportation and Onsite installation	$1,000
	Total	$13,530 (not including sales tax, if applicable)

Installation Requirements:
The armature will need to be securely anchored. Our Studio can construct the armature to have the mounting brackets at spacing specific to the room's wall structure (stud locations, or other support).

Maintenance:
The work will need light dusting periodically, recommended twice per year. The glass plates should be gently dusted with a dry cloth. If needed, glass cleaner on the forward-facing surfaces to remove spots. The metal armature can be dry dusted as needed.


Sequim City Council Chamber Proposal 2016
Seattle Glassblowing Studio

Proposal 2

AGENDA ITEM # 6

SEQUIM CITY COUNCIL
AGENDA COVER SHEET

MEETING DATE: **December 12, 2016**

FROM: Chris Hugo, Director - DCD — CRH (Initials)

SUBJECT/ISSUE: **Propane Tank Security**

Discussion dates	CC: 09/12/2016	
CATEGORY	☐ City Manager Report ☐ Information Only ☐ Public Hearing ☐ Consent Agenda ☒ Unfinished Business ☐ New Business	Time Needed for Presentation 20 Minutes

Reviewed by	Initials	Date
Charles P. Bush, City Manager	CPB	12/7/16
Kristina Nelson-Gross, City Attorney	KNG	12/7/2016
Chris Hugo, DCD Director	CRH	12/06/16

PROBLEM/ISSUE STATEMENT: During preparations in advance of the regional Cascadia Rising emergency preparedness training event, members of the emergency response community raised local awareness of potential risk from unsecured propane tanks becoming an explosion hazard in a large earthquake. The Council made propane tank security a short-term priority and directed staff to research current local conditions / risk and propose measures to increase community safety.

ATTACHMENTS: None

DISCUSSION / ANALYSIS: On September 12, 2016, the Council received a staff report on the types and locations of propane tanks within the City. In response, Council directed staff to prepare risk mitigation measures related to seismic events for Council consideration. In particular:

1. Propose measures to increase safety of small recreational tanks (5 gal, typical) and residential tanks (up to 120 gal.) used for auxiliary heat / cooking.

   5 gal. Portable Tanks (exempt from permits): Staff proposes an educational / informational campaign to increase safety awareness of these portable, recreational tanks. The Propane Safety Council provides brochures on safe use and storage at an economical cost of $125 per 2,000 copies. For $250, the City can purchase a quantity for inclusion in every utility bill and be available in the Civic Center and Fire District 3 Station.

   Non-portable Residential Tanks (by permit): City staff now specifies that all LP tanks be anchored / strapped in place. Among recommended solutions are Minute Men anchors and straps, products approved by a Washington State licensed engineer. Information on these techniques is provided to the applicant at the time of permit issuance and checked during the inspection process. (Brochures in the monthly utility bill also apply here.)

2. Increase protection to existing and new commercial LP tanks with steel tube, concrete filled bollards as a development code requirement.

   Commercial and industrial LP tanks that are exposed to vehicular movement, pose hazards in parking lots and along alleyways. A past administration allowed the use of eco-blocks in lieu of steel bollards. Staff proposes an amendment to SMC 15.04 to require bollards for all tanks over 120 gallons with new commercial and industrial construction or change of use / occupancy. The proposed amendment adopts the bollard construction requirements in the most current edition of the International Fire Code, Section 312. Eco-blocks are not allowed in lieu of bollards.

3. Enact standards to reduce chance of commercial tank disconnects and mitigate service line breaks.

   Commercial tanks of 125 gallons or more: Staff proposes amending the Code to require flexible connections (tubing / hoses), secure tanks, and earthquake shut-off valves with all new commercial construction and change of use / occupancy. Typically seismic valves are triggered by the ground shaking caused by earthquakes. When shaking reaches the level of the valve's designated shut-off point (generally around 5.2-5.4 on the Richter scale), the valve automatically stops the flow of gas into the structure. Shut-off valves must be a nationally-approved, listed device recognized by the jurisdiction.

   These requirements are included at the time of application for a new tank placement or when a change of occupancy / use occurs. With these requirements, it is staff's ambition to have all LP tanks greater than 125 gallons retrofitted into compliance within several years.

Major Tanks (greater than 2,000 gallons): New / existing commercial LP tanks typically sit on concrete or steel saddles. These saddles are designed especially for the tank and are utilized to prevent displacement. The installation designer recommends the type of anchor required for the specific tank. Since the prior Council discussion, Clallam County Fire District No.3 has been working with the local Ferrell Gas Company regarding repairing or replacing the saddles on both the 17,000 and 30,000 gallon LP tanks located at the S. 3rd Street business. Ferrell Gas is also working with a qualified designer to plan a physical restraint for both tanks. This is a work in progress and will take some time to design and implement.

BUDGET IMPLICATIONS: The only City cost to implement the proposed measures is purchase of propane safety brochures at $250.00 for 4,000 copies, enough supply for a full utility customer mailing and extra distribution.

RECOMMENDATION: The staff seeks Council direction to draft SMC amendments to reduce risk of propane tank explosion in an earthquake event and to implement a program of user education, as proposed in the staff report.

MOTION: I move to direct staff to prepare SMC amendments to reduce risk of propane tank explosion in an earthquake event and to implement a program of education / information on safe use and storage of LP tanks.

AGENDA ITEM #__7__

SEQUIM CITY COUNCIL
AGENDA COVER SHEET

MEETING DATE: **December 12, 2016**

FROM: Ann Soule
Resource Manager

____
Initials

SUBJECT/ISSUE: **Interlocal Agreement with Highland Irrigation District**

Discussion dates	[similar MOA with Sequim Prairie irrigators on 6/22/16]		
CATEGORY	☐ City Manager Report ☐ Information Only ☐ Public Hearing ☐ Consent Agenda ☐ Unfinished Business ☒ New Business		Time Needed for Presentation 5 minutes

Reviewed by	Initials	Date
Charlie Bush, City Manager	CPB	12/7/16
David Garlington, Public Works Director	dmg	
Kristina Nelson-Gross, City Attorney	KNg	12/7/2016
Sue Hagener, Administrative Services Director		

PROBLEM/ISSUE STATEMENT:
Public Works crews coordinate closely with irrigation managers during storms to prevent and address flooding problems on City streets associated with irrigation ditches and ditch culverts. In the past few years, coordination has improved due to increased awareness of our mutual reliance; irrigators have essential infrastructure installed in the City and the City has runoff to manage.

The subject interlocal with Highland Irrigation District (HID) addresses the following potential concerns and furthers the public benefit of stormwater management for the City:

- Getting timely input from HID on permit applications regarding easements and distribution lines
- Reliable stormwater conveyance
- Right of entry
- Hold harmless guidance in the event of a dispute over damage
- Minimum insurance coverage criteria
- Close communication and regulation of River diversions into the ditch system during storms
- Protocols for non-storm-related maintenance services

ATTACHMENTS:

1. Interlocal with Highland Irrigation District

DISCUSSION/ANALYSIS:
Stormwater management in the City of Sequim is now and will always be influenced by inputs from areas outside the City, such as via irrigation ditches, in addition to precipitation falling on urban and suburban areas within City limits. A partial list of water managers that handle storm and surface water upgradient of or within the City and its urban growth areas includes:

- Clallam County
- Highland Irrigation District
- Sequim Prairie Tri-Irrigation Company
- Washington Dept. of Transportation
- Sequim School District
- Dozens of homeowner associations
- Several privately-owned businesses with large parking lots or other impervious surfaces

Effective and collaborative stormwater management provides a benefit to City residents and to our community as a whole. It is important for the City to maintain strong working relationships with its water management partners in order to promptly and effectively manage runoff such that property damage and transportation interruptions are avoided for all residents and visitors.

Collaborating with the HID allows the City to continue to enjoy the benefits of stormwater management derived from utilizing the irrigation ditches as part of its stormwater management plan. The City initiated the process of negotiating this agreement to facilitate close coordination and proper maintenance in the future and to provide a basis for local resolution of local issues, should they come up.

This agreement is distinguishable from the agreement you saw with Sequim Tri-Prairie because Highland Irrigation is a district organized under RCW 87.03. This interlocal also provides the City with clear authority to require completed irrigation facilities as a condition of approval for short plats and final plats as per RCW 58.17.310.

BUDGET IMPLICATIONS:
No budget implications related to this agenda item.

RECOMMENDATION:
Staff recommends Council approval of the proposed Interlocal.

MOTION:
I move to authorize the City Manager to sign the Interlocal Agreement with Highland Irrigation District for general maintenance, with terms including fees for requested services.

Interlocal Agreement
Between
City of Sequim
and
Highland Irrigation District

THIS IS AN AGREEMENT between the City of Sequim, a municipal corporation of the State of Washington, hereinafter referred to as "City," and the Highland Irrigation District, an irrigation district organized under RCW 87.03 of the Revised Code of Washington, hereinafter referred to as "HID," providing for mutually beneficial maintenance of irrigation canals, ditches, culverts and other facilities, as well as infiltration and conveyance of storm water within the city limits.

WHEREAS:

1. Open and piped HID irrigation ditches traverse the Sequim city limits and affect the natural flow of storm drainage waters through local drainage basins.
2. These ditches were established almost a century ago, and as the City has grown some portions have been piped, first as road crossings and then to traverse under large developed areas.
3. Recognition of annual and storm-related maintenance of HID-owned facilities has improved in recent years due to increased awareness of our mutual reliance; however, it behooves both parties to ensure fundamental agreements.
4. It is important for both parties to maintain strong working relationships with our water management partners in order to promptly and effectively manage runoff such that property damage and transportation interruptions are avoided for all residents and visitors.

IT IS HEREBY AGREED by the parties as follows:

A. Term of Agreement. This agreement shall commence upon signature by all parties and shall automatically renew on January 1st each calendar year unless one party gives 30 days' notice not to renew.

B. Right of Entry. HID grants the City right of entry for maintenance purposes, provided that such right of entry shall be subject to any and all applicable permitting or other legal requirements.

C. Agreements.
    1. HID will cooperate with transporting storm water so long as it does not create legal liability and is within the capacity of its current ditch system.
    2. HID will do regular maintenance on its open ditches and culverts to maintain capacity and clean trash racks on a regular basis.
    3. The City will help clean trash racks when there are high storm-related flows.
    4. HID will regulate Dungeness River diversions and water flows within the ditch system to supply its shareholders' needs and to avoid overflow during storms.
    5. During winter time high water flows, HID will not add River water to the ditch system.
    6. The City will discourage landowners from planting trees or constructing structures within 10 feet of an open ditch or pipeline when a City permit is involved, unless there is written direction from the HID.

7. (a) The City will inform the HID Board in a timely fashion about city permit applications regarding subdivisions, lot line adjustments, or other permitted activities affecting irrigation district easements.
   (b) The City will require subdivision permit applicants to complete irrigation distribution facilities as per HID Resolution 1-10-2000 (attached) and RCW 58.17.310; HID Board will timely provide, as needed, specifications or standards for irrigation culverts, trash racks, vegetation control, rights of entry to easements, and ditch maintenance.
   (c) The City will not approve any short plat or final plat unless there is a valid irrigation right of way easement in place as per RCW 58.17.310; HID agrees to timely provide the City with verification that its easement requirements have been met.
8. The City will work with HID to control, within the City rights of way, wild blackberry in and adjacent to the ditch, and encourage other landowners to control blackberry and noxious weeds.
9. HID will inform the City as soon as reasonably possible when the spillway from the HID main canal or valve from the Bell Creek siphon east of S. 3rd Avenue are used to discharge canal flows to Bell Creek (e.g., when the siphon clogs, when opened to prevent valve freezing, and during maintenance).
10. The City will continue to implement its stormwater plan which includes projects resolving entry of storm flows from City jurisdiction into HID facilities.
11. HID Board may request in writing vac truck and other regular (not storm-related) maintenance services that the City is willing and able to provide. The City's Operations Manager in the Public Works Department may accept in writing to provide requested services, at the City's convenience, on a cost-recovery basis plus 15% administrative fee. This work would be planned to not extend beyond the crew's normally scheduled work week, but, if it does, time-and-a-half rates would be charged.

D. Hold Harmless and Indemnification. HID shall defend, indemnify and hold harmless the City and its appointed and elected officers and employees from and against any and all liability, loss, cost, damage and expenses, including costs and attorney's fees in defense thereof, because of actions, claims or lawsuits for damages for personal or bodily injury, including death at any time resulting therefrom, sustained or alleged to have been sustained by any person or persons, and on account of damage to the environment or to property, including loss thereof, asserted or arising or alleged to have arisen directly or indirectly out of or in consequence of the City's performance of this Agreement or the negligence or willful acts of the City or its employees, except for injuries and damages caused by the sole negligence of the City.

   The City shall defend, indemnify and hold harmless HID and its appointed and elected officers and employees from and against any and all liability, loss, cost, damage and expenses, including costs and attorney's fees in defense thereof, because of actions, claims or lawsuits for damages for personal or bodily injury, including death at any time resulting therefrom, sustained or alleged to have been sustained by any person or persons, and on account of damage to the environment or to property, including loss thereof, asserted or arising or alleged to have arisen directly or indirectly out of or in consequence of HID's performance of this Agreement or the negligence or willful acts of HID or its employees, except for injuries and damages caused by the sole negligence of HID.

   This agreement to indemnify expressly includes claims that would be barred by the State of Washington Workmen's Compensation Act (RCW Title 51) if brought directly by the claimant against the indemnitor. The parties acknowledge that this indemnification provision has been specifically negotiated.

No liability shall attach to the parties to the agreement by reason of entering into this agreement except as expressly provided herein. This agreement is not intended to benefit any third parties.

E. Insurance. HID shall obtain and keep in force during the full term of this Agreement the following insurance coverages:

a. Worker's Compensation Insurance in compliance with the laws of the State of Washington covering all HID employees who perform under this Agreement.

b. Commercial General Liability Coverage including Bodily Injury/Property Damage, Personal Injury/Advertising Injury, Products and Completed Operations, Contractual Liability, Premises and Operations, Independent Contractors, and Stop Gap Liability for minimum limits of:

General Aggregate	$2,000,000
Products Completed Aggregate	$2,000,000
Each Occurrence	$1,000,000

The City and its directors, officers, employees, agents, and volunteers shall be named as Additional Insured(s), 152 W. Cedar St., Sequim, WA 98382. HID will provide the City with a copy of its insurance declaration page(s) and will immediately notify City should such insurance be cancelled for any reason.

c. Automobile Liability, including all

owned, non-owned, and hired vehicles:	$1,000,000
Each Occurrence:	$1,000,000

THIS CONTRACT is entered into this ____ day of _____, 2016.

CITY OF SEQUIM

_____

Charles P. Bush, City Manager

HIGHLAND IRRIGATION DISTRICT

_____

Fred Grant, President of the Board

ATTEST:

_____

Karen Kuznek-Reese, MMC, City Clerk

APPROVED AS TO FORM:

_____

Kristina Nelson-Gross, City Attorney

Attachments: HID Resolution 1-10-2000

HIGHLAND IRRIGATION DISTRICT

RESOLUTION NO. 1 - 10-2000

Pursuant to RCW 58.17.310 It is hereby RESOLVED by the Highland Irrigation District as follows:

It shall be condition to the approval of any subdivision of land within the boundaries of the Highland Irrigation District including, but not limited to any approval required under RCW 58.17, that a completed distribution system for irrigation purposes is required prior to final approval of such subdivision for utilization for the purposes for which it was subdivided.

It is further RESOLVED that nothing herein shall prevent the District, by action through its Board of Directors, from waiving the provisions of this resolution in cases where due to the topography of the land or due to other factors which the Board may find to render the requirement of such distribution system to be without justification or unreasonable. Such waiver shall be entirely within the discretion of the Board.

Frank Jones, President

Fred Grant, Director

Ben Smith, Director

The Board of Directors at their November 7, 2000 Regular Board meeting passed unanimously RESOLUTION 1- 10-2000 and would like to have it placed on the City Council members and Jim Bay, Public Works Director agenda at their next meeting.

HIGHLAND IRRIGATION DISTRICT

Roberta Murillo, Secretary

AGENDA ITEM #__8__

SEQUIM CITY COUNCIL
AGENDA COVER SHEET

MEETING DATE: **December 12, 2016**

FROM: Ann Soule, Resource Manager _acs_ Initials

SUBJECT/ISSUE: **Stormwater Code Updates and Grant Closeout**

Discussion dates	4/11/2016 Final Plan Adoption			
CATEGORY	☐ City Manager Report	☐ Information Only		Time Needed for Presentation
	☐ Public Hearing	☐ Consent Agenda		10 minutes
	☒ Unfinished Business	☐ New Business		
Reviewed by			Initials	Date
David Garlington, PW Director			dmg	12/7/16
Matt Klontz, City Engineer				
Charles P. Bush, City Manager			CPB	12/7/16
Kristina Nelson-Gross, City Attorney			KNG	12/7/2016

PROBLEM/ISSUE STATEMENT:
With the support of a state Centennial Clean Water grant, the City's first stormwater plan was adopted after a public hearing in April of this year. The grant scope included subsequent code analysis, which brought to staff's attention several sections that are conflicting, confusing, out of date, or inconsistently applied and in need of clarification.

The stormwater grant expired at the end of October. Closeout activities are underway, and work plans for stormwater operations in upcoming years are incorporated in the City budget.

ATTACHMENTS:
1. Grant closeout report for Legislature

DISCUSSION/ANALYSIS:
Staff worked with our stormwater grant consultant, Herrera, to identify specific language that needed to be addressed throughout the SMC; an overview of these changes will be presented tonight, with a formal request for public hearing coming early next year after Planning Commission review.

Key proposed code amendments include:

- Changes to 13.40 remove the possibility of legal connection of stormwater facilities to the municipal sewer for new development.
- SMC 13.104.100 clarifies which state stormwater guidance manual is to be utilized for design and maintenance of stormwater facilities for new development; associated updates are needed throughout the SMC.
- Enforcement language found in 13.104 and 13.108 is problematic; however, this is not unique to stormwater enforcement, so clarifications and additional tools will be considered for the SMC comprehensively by the City Attorney in 2017.

Other notable stormwater grant closeout activities:

- Final activities report submitted by Ecology to the Legislature (attached)
- Interlocal agreement with Highland Irrigation District (Item 7)
- Code compliance guidance for permit applicants and facility owners
- All deliverables posted on the Stormwater Stewardship project webpage (http://www.sequimwa.gov/index.aspx?nid=646)

Foreseeable stormwater operations (three-year implementation of adopted "Tier A") included in 2017 budget:

- Ongoing O&M including asset management, being deployed all at once for water, sewer, stormwater
- Start developing inspection/enforcement program
- Start water quality compliance activities
- Grant applications for capital projects as opportunities arise

BUDGET IMPLICATIONS:
Implementation of Tier A activities over three years is to be achieved with existing resources and no new revenue; the above activities are ongoing or able to be absorbed by existing staff in the annual budget for stormwater. Capital improvements will be performed if significant grant funding becomes available.

Closer attention to requirements in the SMC has potential to involve more staff time in technical assistance for development permit applicants than is currently expended. Grant funds were used to produce guidance materials to assist staff as well as applicants. Over time, incoming applications are expected to have more complete information and more compliant stormwater management proposals.

RECOMMENDATION:
No action at this time.

MOTION:
N/A

Stormwater Stewardship: Stormwater Management Plan & Program
City of Sequim
WQC-2015-SequPW-00008

07/01/2014 – 10/31/2016

Final Total Project Cost: $ 333,285

Final Ecology Grant Contribution: $ 249,963

Project Description

The City of Sequim was developed on an ancestral river channel with such absorptive capacity that central Sequim did not historically experience flooding or major runoff problems. Consequently, construction of a centralized stormwater collection and treatment system was not a high priority for community leaders. However, as the City's urban core expanded, stormwater control issues became more problematic, especially in developing, upland areas with less well-drained soils.

In accordance with the terms of the referenced Financial Assistance Agreement, the City created its first Stormwater Management Plan & Program (SWMPP), a strategic plan for management and protection of stormwater, surface water, and groundwater. The SWMPP focuses on the following topics:

- Environmental: water quality improvements, sensitive areas, impacts analysis;
- Technical: stormwater volume, treatment technology, modeling, partnering with other water managers;
- Educational: outreach, public involvement; and
- Stormwater Program Development: funding, enforcement, capital improvements, and emergency preparation.

The SWMPP are important tools that City of Sequim elected officials and staff will use to:

- Identify and analyze existing stormwater problems, and develop alternative stormwater management solutions; and
- Proactively meet stormwater runoff pollutant control obligations, as required by local, state, and federal law. Sequim is not an NPDES permittee, but now has a plan to meet standards roughly typical of municipal permit requirements.

SWMPP content includes a system-wide inventory and analysis of drainage and water quality issues; feasible measures for protecting property from flooding and erosion, health and safety issues related to water resources, and recommendations for the preservation of environmental and aesthetic benefits to the community from a well-managed stormwater control program.

Additionally, the SWMPP as completed under this grant serves as vital preparation for future funding and development of a comprehensive stormwater infrastructure development and operational program.

Sequim Contact Info

Ann Soule, LHG
SWMPP Project Manager
asoule@sequimwa.gov
(360) 582-2436

David Garlington, PE
Public Works Director
dgarlington@sequimwa.gov
(360) 681-3439

Bell Creek *in the heart of Sequim in winter. This reach is dry most of the year.*

Project Accomplishments

Public Involvement / Agreements with Stormwater Co-Managers

After branding the project (see box), staff planned and implemented diverse activities including:

- "Bell Creek Discovery Tour" (on foot or on-line story map),
- Stormwater/ LID interpretive center,
- Monthly web updates to 120+ Listserve subscribers,
- Videos on smolt trapping and storm chasing,
- Pet waste flyer, numerous presentations and news articles—and more.

Stormwater Stewardship

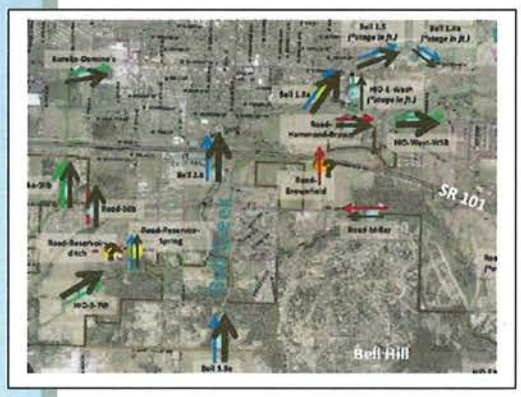
Our Water, Our Future!

The goal of project outreach was to achieve informed consent for the adoption of a stormwater plan and support for implementation. The ultimate goal is to improve water quality by eliminating behaviors that cause or contribute to adverse stormwater impacts—from both flooding and polluted runoff.

The City's most accessible partners in the prevention of stormwater impacts are its stormwater co-managers including irrigation system managers, Clallam County, and homeowner associations. The grant emphasized developing strong relationships with co-managers and our discussions resulted in several formal and informal agreements.

Monitoring

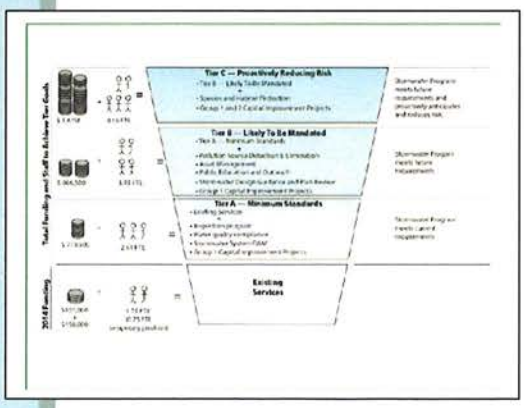
In order for the City to understand how and where to best manage stormwater, the grant called for a year of flow monitoring at stream and ditch sites along the main conveyances for stormwater within the city limits and UGA, and up and downstream. Volunteers for the City and for Streamkeepers of Clallam County conducted monthly ambient flow monitoring at 25 sites, and worked alongside staff to monitor a subset of sites during storms.



In addition, the City purchased a "push" camera with grant funds to facilitate monitoring and close investigation of clogged or malfunctioning stormwater facilities.

Storm & Surface Water Management Plan / Funding / Implementing Ordinances

The Plan adopted by City Council in April 2016 responds to information obtained from the processes outlined above, the City-funded Stormwater Management Needs Assessment completed in 2014, and our consultant's analysis of existing data on city water bodies and sediment. The Plan provides a comprehensive and strategic guide to managing stormwater as an important resource, and lays out a path for protecting and enhancing the quality of the City's groundwater and surface water resources in a practical, user-friendly format.



A financial analysis provides options for funding implementation in three progressively more inclusive "Tiers" of activities. The costs to residents/users of the City system/beneficiaries of stormwater management are outlined in detail for the status quo (continuing to utilize water and sewer utility funds), a property tax assessment, a new stormwater utility, a new district, or a combination. As adopted, "Tier A" will be implemented over a period of three years (through 2018) without any new revenue except as related to a grant award.

Implementing ordinances are in final review with the Planning Commission before the City Council calls for a public hearing prior to adoption in early 2017.

Water Quality Improvements

Bell and Johnson Creeks are the two streams with significant drainage areas within the City; both discharge to Sequim Bay – and both are impaired by **fecal bacteria** and **bioassessment** as well as **dissolved oxygen** and **temperature** in certain areas. Sequim Bay has been closed to the harvest of shellfish at the mouth of both creeks due to the close proximity of wastewater outfall (Bell) and a marina (Johnson); bacteria is not considered the limiting factor for potential upgrades, and work is underway to restore Olympia Oyster to these locations (for research purposes at the current time).

The zone of contribution for the City's drinking water source (Port Williams wellfield) includes the impervious surfaces of the urban core. Stormwater runoff infiltrates readily, so the stormwater plan includes standards that ensure proper design and maintenance of infiltration facilities, and outlines an inspection program for privately-owned facilities.

Implementation of the City's new storm and surface water program will avoid or minimize adverse effects of stormwater runoff on ground and surface water. The City will improve operations, facilities, and communications internally and with our water manager neighbors and the public. The big-picture outcome is well-protected and improving water quality and public health in the groundwater, streams, estuaries, and bays of the Dungeness watershed.

Next Steps for Continued Success

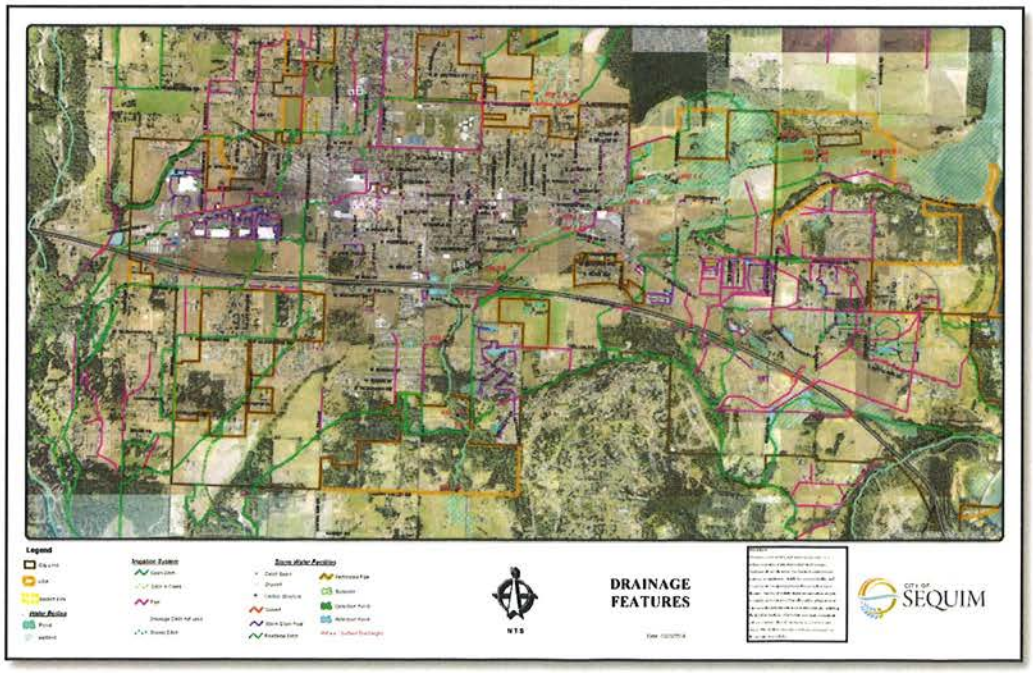
The City will spend 2016-18 implementing the first Tier of its new stormwater program with no new revenue except grants. Tier A activities include:

- Developing a private facility inspection program and enforcement procedures,
- Tracking water quality compliance (pollution control plans, UIC registration/ assessment, and monitoring in coordination with water quality partners), and
- Stormwater O&M including asset management;
- Capital improvements depend on availability of grant funding.

Staff will report progress and challenges to City Council after each year of implementation.

Lessons Learned

1) Sequim's environment is very unique when it comes to stormwater and overall water resource management (low rainfall, good soils for infiltration, water shortages in late summer). 2) Sequim's lack of high-profile flooding or water quality problems makes funding a management program very challenging. 3) People usually understand the need for stormwater management if it's explained. 4) Code revisions take time. 5) Coordinating volunteers is gratifying, challenging, and takes a lot of time.



Drainage Features in Sequim

Surface water bodies include the Dungeness River to the west of the city limits; Bell Creek flowing from south to east into the Washington Harbor estuary; Johnson Creek in the southeast, discharging to Sequim Bay near the John Wayne Marina; and Gierin Creek headwaters near the northern city limit.

Irrigation conveyances transport stormwater in winter (green is open ditch, pink is piped), discharging to creeks and Sequim Bay.

Stormwater facilities are purple (pipes and perforated structures).

AGENDA ITEM# 9

SEQUIM CITY COUNCIL
AGENDA COVER SHEET

MEETING DATE: December 12, 2016

FROM: Karen Kuznek-Reese, City Clerk **KKR** (Initials)

SUBJECT/ISSUE: Resolution R2016-032 Supporting Sequim School District's Operations Funding and Proposed Facility Replacement and Expansion Plan

Discussion dates				
CATEGORY	☐ City Manager Report	☐ Information Only		Time Needed for Presentation
	☐ Public Hearing	☐ Consent Agenda		
	☐ Unfinished Business	X New Business		
Reviewed by			Initials	Date
Charlie Bush, City Manager			CPB	12/07/16
Kristina Nelson-Gross, City Attorney			KNG	12/7/2016

PROBLEM/ISSUE STATEMENT: The City Council will consider the benefit to the City of Sequim of the current school improvement plans (as reflected in the proposed bond). The ballot issues are:

SEQUIM SCHOOL DISTRICT 323 PROPOSITION NO. 1
EDUCATIONAL PROGRAMS AND OPERATIONS REPLACEMENT LEVY
and
SEQUIM SCHOOL DISTRICT 323 PROPOSITION NO. 2
CAPITAL LEVY TO RENOVATE AND EXPAND THE CENTRAL KITCHEN FACILITY

LIST OF ATTACHMENTS:

1. Proposed Resolution R2016-032 Supporting School District Plans
2. Proposition 1
3. Proposition 2

DISCUSSION/ANALYSIS:

City Council previously adopted resolutions supporting the Sequim School District's planned improvements and bond proposal. The bonds did not pass County-wide but did pass in the City of Sequim. New levy proposals have been submitted for the February 2017 ballots by the School District – one to replace an existing levy expiring at

the end of the 2017 calendar year and one to renovate and expand the central kitchen facility.

School infrastructure is important to the City. School infrastructure concurrency is an element considered in the State Growth Management Act, RCW 36.70A, and in our Comprehensive Plan. Excellent schools are necessary to attract health care professionals and other needed skilled workers to the community as set forth in the adopted Economic Development Core Values. It is appropriate for the City Council to express an opinion on the financing of school infrastructure. However, there are rules governing the process. MRSC has answered an inquiry on this issue as follows:

> *...a local government legislative body, such as a city or town council or county commission or council, to vote on a motion or resolution to express support or opposition to a ballot proposition if the following procedural steps are first taken: 1) the notice for the meeting must include the title and number of the ballot proposition, and 2) members of the legislative body or members of the public must be allowed an approximately equal opportunity to express an opposing view.*

<u>City Economic Development Core Values, adopted October 13, 2014 excerpts:</u>
3) Maintain, advocate and work in partnership with regional and community alliances that improve the quality of life and economic vitality within the City of Sequim. The City of Sequim's alliances with community partners need to stay alive and healthy to ensure a successful future for the community. By maintaining and nurturing these alliances, the City and our partners can build on the community's health, education, culture, history, infrastructure, and connections to the natural environment. Working in a collaborative manner with local non-profits, the Sequim School District, the Clallam County Economic Development Council, other government organizations, the business community, and the health care industry will be good for Sequim residents, business owners, employees, and visitors.

8) Continue to nurture its role as a desirable location for business, family, and retirement populations and to provide encouragement to the industries that support and serve these populations. Sequim's high percentage of retirees provides a valuable source of active community members who volunteer their time and expertise and help to make Sequim a better place to live. The senior population has a stable income base that is recession proof and helps to stabilize the overall financial health of the City. The unique make-up of Sequim's population has encouraged the growth of specialized industries, such as the healthcare industry, that create more diverse employment opportunities and family wage jobs. The City of Sequim should continue to embrace diversity in population and provide services that make the City a business, family, and retirement friendly destination.

The resolution proposed by staff is attached for information and discussion. The Council may choose to:

1. Adopt a Resolution.
2. Make a formal statement expressing support for schools.
3. Elect not to make a statement or pass a resolution.

RECOMMENDATION:
Announce the topic of public inquiry including reading the ballot titles and request public comment from all interested parties. Decide whether to adopt a Resolution.

SUGGESTED MOTION: I move to adopt R2016-032 supporting Sequim School District operations funding and proposed facility replacement and expansion plan.

City of Sequim, Washington

Resolution No. R2016-032

A Resolution of the Sequim City Council in Support of the Sequim School District's Educational Programs and Operations Funding and Its Capital Plans to Renovate and Expand the Central Kitchen Facility

WHEREAS, the Sequim School District 323 has proposed a school improvements and replacement plan, which is necessary to maintain and continually improve the high academic standards of the Sequim School District; and

WHEREAS, Sequim's children are its future and the quality of that future depends on providing all students access to a quality education and facilities that are conducive for that learning environment; and

WHEREAS, Sequim has adopted economic Development Core Values providing in part that we should be, "Working in a collaborative manner with local non-profits, the Sequim School District," and "continue to nurture its role as a desirable location for business, family, and retirement populations and to provide encouragement to the industries that support and serve these populations"; and

WHEREAS, the unique make-up of Sequim's population has encouraged the growth of specialized industries, such as the healthcare industry, that create more diverse employment opportunities and family wage jobs. The City of Sequim continues to embrace diversity in population and provide services that make the City a business, family, and retirement friendly destination; and

WHEREAS, in order for the City of Sequim to maintain its competitiveness, keep existing employers, attract desired professionals such as physicians, nurses, therapists, engineers, law enforcement officers and others, and attract new economically viable businesses and family-wage jobs, the Sequim School District needs to maintain and continually improve the District's high academic standards and provide high quality education; and

WHEREAS, it is incumbent upon the Sequim School District and the community at large to ensure all children within Sequim have the opportunity to attain the skills and education needed to participate in their community and contribute to a strong economy; and

WHEREAS, the Washington state legislature has authorized local school districts to seek voter approval of bond issues to raise funding for capital projects; and

WHEREAS, the Sequim School District has submitted Proposition 1 to be placed on the February 2017 ballot an Educational Programs and Operations Replacement Levy which will replace the District's current four-year General Fund educational programs and operations tax levy when funding ends at the end of the 2017 calendar year; and

WHEREAS, the Sequim School District has submitted Proposition 2 for a Capital Levy to renovate and expand the central kitchen facility; and

WHEREAS, the Sequim City Council recognizes the importance of quality public schools in Sequim;

NOW THEREFORE, BE IT RESOLVED that the Sequim City Council endorses and declares its support for the Sequim School District's facilities construction and replacement plans and its current educational programs and operations.

Adopted by the Sequim City Council at a regular meeting held this _____ day of December, 2016.

_____
Dennis Smith, Mayor

Approved as to form:

_____
Kristina Nelson-Gross, City Attorney

Attest:

_____
Karen Kuznek-Reese, MMC, City Clerk

SEQUIM SCHOOL DISTRICT NO. 323
CLALLAM AND JEFFERSON COUNTIES, WASHINGTON

PROPOSITION 1 - EDUCATIONAL PROGRAMS AND OPERATIONS REPLACEMENT LEVY

RESOLUTION NO. 01-2016/2017

A RESOLUTION of the Board of Directors of Sequim School District No. 323, Clallam and Jefferson Counties, Washington, providing for the submission to the voters of the District at a special election to be held therein on February 14, 2017, of a proposition authorizing a tax levy to be made annually for four years commencing in 2017 for collection in 2018 on all of the taxable property within the District of $6,324,000, the estimated dollar rate of tax levy required to produce such an amount being $1.52 per $1,000 of assessed value (such assessed value representing 100% of true and fair value unless specifically provided otherwise by law), in 2018 for collection in 2019 of $6,524,000, the estimated dollar rate of tax levy required to produce such an amount being $1.54 per $1,000 of assessed value, in 2019 for collection in 2020 of $6,724,000, the estimated dollar rate of tax levy required to produce such an amount being $1.55 per $1,000 of assessed value, and in 2020 for collection in 2021 of $6,924,000, the estimated dollar rate of tax levy required to produce such an amount being $1.57 per $1,000 of assessed value, all in excess of the maximum tax levy specified by law for school districts without voter approval, for the District's General Fund, the proceeds of such levies to be used for support of the District's educational programs and operations, all as more particularly set forth herein; designating the District's Executive Director of Finance and Operations and special counsel to receive notice of the ballot title from the Auditor of Clallam County, Washington; and providing for other matters properly related thereto, all as more particularly set forth herein.

ADOPTED: OCTOBER 17, 2016

This document prepared by:

FOSTER PEPPER PLLC
1111 Third Avenue, Suite 3000
Seattle, Washington 98101
(206) 447-5339

SEQUIM SCHOOL DISTRICT NO. 323
CLALLAM AND JEFFERSON COUNTIES, WASHINGTON

RESOLUTION NO. 01-2016/2017

A RESOLUTION of the Board of Directors of Sequim School District No. 323, Clallam and Jefferson Counties, Washington, providing for the submission to the voters of the District at a special election to be held therein on February 14, 2017, of a proposition authorizing a tax levy to be made annually for four years commencing in 2017 for collection in 2018 on all of the taxable property within the District of $6,324,000, the estimated dollar rate of tax levy required to produce such an amount being $1.52 per $1,000 of assessed value (such assessed value representing 100% of true and fair value unless specifically provided otherwise by law), in 2018 for collection in 2019 of $6,524,000, the estimated dollar rate of tax levy required to produce such an amount being $1.54 per $1,000 of assessed value, in 2019 for collection in 2020 of $6,724,000, the estimated dollar rate of tax levy required to produce such an amount being $1.55 per $1,000 of assessed value, and in 2020 for collection in 2021 of $6,924,000, the estimated dollar rate of tax levy required to produce such an amount being $1.57 per $1,000 of assessed value, all in excess of the maximum tax levy specified by law for school districts without voter approval, for the District's General Fund, the proceeds of such levies to be used for support of the District's educational programs and operations, all as more particularly set forth herein; designating the District's Executive Director of Finance and Operations and special counsel to receive notice of the ballot title from the Auditor of Clallam County, Washington; and providing for other matters properly related thereto, all as more particularly set forth herein.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SEQUIM SCHOOL DISTRICT NO. 323, CLALLAM AND JEFFERSON COUNTIES, WASHINGTON, as follows:

Section 1. Findings and Determinations. The Board of Directors (the "Board") of Sequim School District No. 323, Clallam and Jefferson Counties, Washington (the "District"), takes note of the following facts and hereby makes the following findings and determinations:

(a) Calendar year 2017 is the last year of collection of the District's current four-year General Fund educational programs and operations tax levy, which was authorized pursuant to Resolution No. 03-2012/2013, adopted by the Board on December 3, 2012, and a special election held and conducted within the District on February 12, 2013.

(b) With the expiration of the District's current four-year General Fund educational programs and operations tax levy, it appears certain that the money which will be available for the General Fund for the school years 2017-2018, 2018-2019, 2019-2020, 2020-2021 and 2021-2022 will be insufficient to permit the District to meet the educational needs of its students and support the District's educational programs and operations by paying expenses thereof, all as more particularly set forth in Section 3 of this resolution, during such school years, and that it is necessary that a replacement excess tax levy of $6,324,000 be made in 2017 for collection in 2018,

$6,524,000 be made in 2018 for collection in 2019, $6,724,000 be made in 2019 for collection in 2020, and $6,924,000 be made in 2020 for collection in 2021, for the District's General Fund to provide the money required to meet those expenses.

(c) The District's proposed four-year General Fund educational programs and operations tax levy authorized in this resolution provides for approximately the same purpose as the District's expiring four-year General Fund educational programs and operations tax levy.

(d) The District is authorized pursuant to Article VII, Section 2(a) of the Washington Constitution and Revised Code of Washington ("RCW") 84.52.053 to submit to the District's voters at a special election, for their approval or rejection, the proposition of whether the District shall levy excess property taxes for support of the District's educational programs and operations.

Section 2. Calling of Election. The Auditor of Clallam County, Washington, as *ex officio* Supervisor of Elections (the "Auditor"), and the proper officer of the county to which the District belongs pursuant to chapter 28A.323 RCW, is requested to call and conduct a special election in the District in the manner provided by law to be held therein on February 14, 2017, for the purpose of submitting to the District's voters, for their approval or rejection, the proposition of whether a replacement General Fund educational programs and operations tax levy shall be made annually for four years commencing in 2017 for collection in 2018 on all of the taxable property within the District of $6,324,000, the estimated dollar rate of tax levy required to produce such an amount being $1.52 per $1,000 of assessed value (such assessed value representing 100% of true and fair value unless specifically provided otherwise by law), in 2018 for collection in 2019 of $6,524,000, the estimated dollar rate of tax levy required to produce such an amount being $1.54 per $1,000 of assessed value, in 2019 for collection in 2020 of $6,724,000, the estimated dollar rate of tax levy required to produce such an amount being $1.55 per $1,000 of assessed value, and in 2020 for collection in 2021 of $6,924,000, the estimated dollar rate of tax levy required to produce such an amount being $1.57 per $1,000 of assessed value, all in excess of the maximum tax levy specified by law for school districts without voter approval. The exact tax levy rate may be adjusted based upon the actual assessed value of the taxable property within the District at the time of the levy.

Section 3. Use of Levy Proceeds. If the proposition authorized by this resolution is approved by the requisite number of voters, the District will be authorized to levy excess property taxes and use the proceeds of such levies to meet the educational needs of its students and support the District's educational programs and operations by paying expenses thereof, including, but not limited to, teachers, support staff, technology, curriculum, transportation, athletics and facility maintenance and operations, during the school years 2017-2018, 2018-2019, 2019-2020, 2020-2021 and 2021-2022, all as may be authorized by law and deemed necessary by the Board. Pending the receipt of those taxes, the District may issue short-term obligations pursuant to chapter 39.50 RCW or contract indebtedness pursuant to RCW 28A.530.080. Upon receipt, the District may use those taxes to repay such short-term obligations or indebtedness, all as may be authorized by law and deemed necessary and advisable by the Board.

Section 4. Form of Ballot Title. Pursuant to RCW 29A.36.071, the Clallam County Prosecuting Attorney, as the county prosecuting attorney of the county within which the majority area of the District is located, is requested to prepare the concise description of the aforesaid proposition for the ballot title in substantially the following form:

PROPOSITION 1

SEQUIM SCHOOL DISTRICT NO. 323

EDUCATIONAL PROGRAMS AND OPERATIONS REPLACEMENT LEVY

The Board of Directors of Sequim School District No. 323 adopted Resolution No. 01-2016/2017, concerning a proposition for a replacement levy for education. This proposition would authorize the District to levy the following excess taxes, in place of an expiring levy, on all taxable property within the District, for support of the District's educational programs and operations, including teachers, support staff, technology, curriculum, transportation, athletics and facility maintenance and operations:

Collection Year	Approximate Levy Rate/$1,000 Assessed Value	Levy Amount
2018	$1.52	$6,324,000
2019	$1.54	$6,524,000
2020	$1.55	$6,724,000
2021	$1.57	$6,924,000

all as provided in Resolution No. 01-2016/2017. Should this proposition be approved?

LEVY . . . YES ☐ LEVY . . . NO ☐

Section 5. Authorization to Deliver Resolution to Auditor and Perform Other Necessary Duties. The Secretary to the Board (the "Secretary") or his designee is directed to: (a) present a certified copy of this resolution to the Auditor no later than December 16, 2016; and (b) perform such other duties as are necessary or required by law to submit to the District's voters at the aforesaid special election, for their approval or rejection, the proposition of whether the District shall levy excess property taxes for support of the District's educational programs and operations.

Section 6. Notices Relating to Ballot Title. For purposes of receiving notice of the exact language of the ballot title required by RCW 29A.36.080, the Board hereby designates (a) the District's Executive Director of Finance and Operations (Heidi Hietpas), telephone: 360.582.3266; fax: 360.683.6303; email: hhietpas@sequim.k12.wa.us; and (b) special counsel, Foster Pepper PLLC (Jim McNeill), telephone: 206.447.5339; fax 800.533.2284; email: jim.mcneill@foster.com, as the individuals to whom the Auditor shall provide such notice. The

Secretary is authorized to approve changes to the ballot title, if any, deemed necessary by the Auditor or the Clallam County Prosecuting Attorney.

Section 7. General Authorization and Ratification. The Secretary, the District's Executive Director of Finance and Operations, the President of the Board, other appropriate officers of the District and special counsel, Foster Pepper PLLC, are severally authorized and directed to take such actions and to execute such documents as in their judgment may be necessary or desirable to effectuate the provisions of this resolution. All actions taken prior to the effective date of this resolution in furtherance of and not inconsistent with the provisions of this resolution are hereby ratified and confirmed in all respects.

Section 8. Severability. If any provision of this resolution shall be declared by any court of competent jurisdiction to be invalid, then such provision shall be null and void and shall be separable from the remaining provisions of this resolution and shall in no way affect the validity of the other provisions of this resolution, or of the levy or collection of excess property taxes authorized herein.

Section 9. Effective Date. This resolution shall become effective immediately upon its adoption.

ADOPTED by the Board of Directors of Sequim School District No. 323, Clallam and Jefferson Counties, Washington, at a regular open public meeting thereof, held this 17th day of October, 2016, the following Directors being present and voting in favor of the resolution.

SEQUIM SCHOOL DISTRICT NO. 323
CLALLAM AND JEFFERSON COUNTIES, WASHINGTON

_____
President and Director

_____
Vice President and Director

_____
Director

_____
Director

_____
Director

ATTEST:

_____
GARY NEAL
Secretary to the Board of Directors

CERTIFICATION

I, GARY NEAL, Secretary to the Board of Directors of Sequim School District No. 323, Clallam and Jefferson Counties, Washington (the "District"), hereby certify as follows:

1. The foregoing Resolution No. 01-2016/2017 (the "Resolution") is a full, true and correct copy of the Resolution duly adopted at a regular meeting of the Board of Directors of the District (the "Board") held at the regular meeting place thereof on October 17, 2016, as that Resolution appears on the minute book of the District, and the Resolution is now in full force and effect; and

2. A quorum of the members of the Board was present throughout the meeting and a sufficient number of members of the Board present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of October, 2016.

SEQUIM SCHOOL DISTRICT NO. 323
CLALLAM AND JEFFERSON COUNTIES, WASHINGTON

_____

GARY NEAL
Secretary to the Board of Directors

SEQUIM SCHOOL DISTRICT NO. 323
CLALLAM AND JEFFERSON COUNTIES, WASHINGTON

PROPOSITION 2 - CAPITAL LEVY TO RENOVATE AND EXPAND THE CENTRAL KITCHEN FACILITY

RESOLUTION NO. 02-2016/2017

A RESOLUTION of the Board of Directors of Sequim School District No. 323, Clallam and Jefferson Counties, Washington, providing for the submission to the voters of the District at a special election to be held therein on February 14, 2017, of a proposition authorizing a tax levy to be made annually for three years commencing in 2017 for collection in 2018 on all of the taxable property within the District of $681,000, the estimated dollar rate of tax levy required to produce such an amount being $0.16 per $1,000 of assessed value (such assessed value representing 100% of true and fair value unless specifically provided otherwise by law), in 2018 for collection in 2019 of $1,549,000, the estimated dollar rate of tax levy required to produce such an amount being $0.36 per $1,000 of assessed value, and in 2019 for collection in 2020 of $3,525,000, the estimated dollar rate of tax levy required to produce such an amount being $0.81 per $1,000 of assessed value, all in excess of the maximum tax levy specified by law for school districts without voter approval, for the District's Capital Projects Fund, the proceeds of such levies to be used to support the construction, modernization or remodeling of school facilities, all as more particularly set forth herein; designating the District's Executive Director of Finance and Operations and special counsel to receive notice of the ballot title from the Auditor of Clallam County, Washington; and providing for other matters properly related thereto, all as more particularly set forth herein.

ADOPTED: NOVEMBER 7, 2016

This document prepared by:

FOSTER PEPPER PLLC
1111 Third Avenue, Suite 3000
Seattle, Washington 98101
(206) 447-5339

SEQUIM SCHOOL DISTRICT NO. 323
CLALLAM AND JEFFERSON COUNTIES, WASHINGTON

RESOLUTION NO. 02-2016/2017

A RESOLUTION of the Board of Directors of Sequim School District No. 323, Clallam and Jefferson Counties, Washington, providing for the submission to the voters of the District at a special election to be held therein on February 14, 2017, of a proposition authorizing a tax levy to be made annually for three years commencing in 2017 for collection in 2018 on all of the taxable property within the District of $681,000, the estimated dollar rate of tax levy required to produce such an amount being $0.16 per $1,000 of assessed value (such assessed value representing 100% of true and fair value unless specifically provided otherwise by law), in 2018 for collection in 2019 of $1,549,000, the estimated dollar rate of tax levy required to produce such an amount being $0.36 per $1,000 of assessed value, and in 2019 for collection in 2020 of $3,525,000, the estimated dollar rate of tax levy required to produce such an amount being $0.81 per $1,000 of assessed value, all in excess of the maximum tax levy specified by law for school districts without voter approval, for the District's Capital Projects Fund, the proceeds of such levies to be used to support the construction, modernization or remodeling of school facilities, all as more particularly set forth herein; designating the District's Executive Director of Finance and Operations and special counsel to receive notice of the ballot title from the Auditor of Clallam County, Washington; and providing for other matters properly related thereto, all as more particularly set forth herein.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SEQUIM SCHOOL DISTRICT NO. 323, CLALLAM AND JEFFERSON COUNTIES, WASHINGTON, as follows:

Section 1. Findings and Determinations. The Board of Directors (the "Board") of Sequim School District No. 323, Clallam and Jefferson Counties, Washington (the "District"), takes note of the following facts and hereby makes the following findings and determinations:

(a) The existing condition of the Central Kitchen Facility and the need to plan for new and expanded school facilities require the District to support the construction, modernization or remodeling of school facilities by renovating and expanding the Central Kitchen Facility, all as more particularly defined and described in Section 2 herein (collectively the "Projects").

(b) It appears certain that the money in the District's Capital Projects Fund for the school years 2017-2018, 2018-2019, 2019-2020 and 2020-2021 will be insufficient to permit the District to pay costs of the Projects thereof, during such school years, and that it is necessary that an excess tax levy of $681,000 be made in 2017 for collection in 2018, $1,549,000 be made in 2018 for collection in 2019, and $3,525,000 be made in 2019 for collection in 2020, for the District's Capital Projects Fund to provide the money required to meet those costs.

(c) The District is authorized pursuant to Article VII, Section 2(a) of the Washington Constitution and Revised Code of Washington ("RCW") 84.52.053 to submit to the District's

voters at a special election, for their approval or rejection, the proposition of whether the District shall levy annual excess property taxes to pay costs of the Projects.

(d) The best interests of the District's students and other inhabitants require the District to carry out and accomplish the Projects as hereinafter provided.

Section 2. Description of the Projects. The Board hereby finds and declares that the Projects to be paid for with proceeds from the excess property tax levies authorized herein are more particularly defined and described as follows:

(a) Renovate and expand the Central Kitchen Facility, including, but not limited to: (1) upgrading and/or modernizing HVAC, electrical and fire protection systems; (2) acquiring and installing new food service equipment; (3) making site improvements; (4) demolishing the 1950s portion of the community school building; (5) renovating the District warehouse; (6) adding additional freezer space and prep area; and (7) making other capital improvements, all as deemed necessary and advisable by the Board.

(b) Acquire, construct and install all necessary furniture, equipment, apparatus, accessories, fixtures and appurtenances in the foregoing, all as deemed necessary and advisable by the Board.

(c) Pay incidental costs incurred in connection with carrying out and accomplishing the Projects. Such costs shall be deemed part of the Projects and shall include, but are not limited to: (1) payments for fiscal and legal costs; (2) costs of printing, advertising, establishing and funding accounts; (3) necessary and related engineering, architectural, planning, consulting, permitting, inspection and testing costs; (4) administrative and relocation costs; (5) site acquisition and improvement costs; (6) demolition costs; (7) costs related to demolition and/or deconstruction of existing school facilities to recycle, reclaim and repurpose all or a portion of such facilities and/or building materials; (8) costs of on and off-site utilities and road improvements; and (9) costs of other similar activities or purposes, all as deemed necessary and advisable by the Board. The Projects, or any portion or portions thereof, shall be acquired or made insofar as is practicable with available money and in such order of time as shall be deemed necessary and advisable by the Board. The Board shall determine the application of available money between the various parts of the Projects so as to accomplish, as near as may be, all of the Projects. The Board shall determine the exact order, extent and specifications for the Projects. The Projects are to be more fully described in the plans and specifications to be filed with the District.

Section 3. Calling of Election. The Auditor of Clallam County, Washington, as *ex officio* Supervisor of Elections (the "Auditor"), and the proper officer of the county to which the District belongs pursuant to chapter 28A.323 RCW, is requested to call and conduct a special election in the District in the manner provided by law to be held therein on February 14, 2017, for the purpose of submitting to the District's voters, for their approval or rejection, the proposition of whether an excess property tax levy for the Capital Projects Fund shall be made annually for three years commencing in 2017 for collection in 2018 on all of the taxable property within the District of $681,000, the estimated dollar rate of tax levy required to produce such an amount being $0.16 per $1,000 of assessed value (such assessed value representing 100% of true and fair value unless

specifically provided otherwise by law), in 2018 for collection in 2019 of $1,549,000, the estimated dollar rate of tax levy required to produce such an amount being $0.36 per $1,000 of assessed value, and in 2019 for collection in 2020 of $3,525,000, the estimated dollar rate of tax levy required to produce such an amount being $0.81 per $1,000 of assessed value, all in excess of the maximum tax levy specified by law for school districts without voter approval. The exact tax levy rate may be adjusted based upon the actual assessed value of the taxable property within the District at the time of the levy.

Section 4. Use of Levy Proceeds. If the proposition authorized by this resolution is approved by the requisite number of voters, the District will be authorized to levy excess property taxes and use the proceeds of such levies to pay costs of the Projects thereof, during the school years 2017-2018, 2018-2019, 2019-2020 and 2020-2021, all as may be authorized by law and deemed necessary and advisable by the Board. Pending the receipt of those taxes, the District may issue short-term obligations pursuant to chapter 39.50 RCW or contract indebtedness pursuant to RCW 28A.530.080. Upon receipt, the District may use those taxes to repay such short-term obligations or indebtedness, all as may be authorized by law and deemed necessary and advisable by the Board.

Section 5. Sufficiency of Levy Proceeds. If available proceeds from the excess property tax levies authorized herein are more than sufficient to carry out the Projects, or should state or local circumstances require any alteration in the Projects, the District may apply such proceeds to other capital purposes, or reduce or eliminate the excess property tax levies authorized herein, all as the Board may determine by resolution and as permitted by law.

If the Board shall determine that it has become impractical to accomplish the Projects or any portion thereof by reason of state or local circumstances, including changed conditions or needs, regulatory considerations, incompatible development or costs substantially in excess of those estimated, the District shall not be required to accomplish such Projects and may apply the proceeds from the excess property tax levies or any portion thereof to other capital purposes of the District, or reduce or eliminate the excess property tax levies authorized herein, all as the Board may determine by resolution and as permitted by law. In the event that the proceeds from the excess property tax levies authorized herein, plus any other money of the District legally available therefor, are insufficient to accomplish all of the Projects, the District shall use the available money for paying the cost of that portion of the Projects that is deemed by the Board most necessary and in the best interest of the Board.

Notwithstanding anything in this resolution to the contrary, the proceeds from the excess property tax levies authorized herein may be used only to support the construction, modernization or remodeling of school facilities.

Section 6. Form of Ballot Title. Pursuant to RCW 29A.36.071, the Clallam County Prosecuting Attorney, as the county prosecuting attorney of the county within which the majority area of the District is located, is requested to prepare the concise description of the aforesaid proposition for the ballot title in substantially the following form:

PROPOSITION 2

SEQUIM SCHOOL DISTRICT NO. 323

CAPITAL LEVY TO RENOVATE AND EXPAND THE CENTRAL KITCHEN FACILITY

The Board of Directors of Sequim School District No. 323 adopted Resolution No. 02-2016/2017 concerning a proposition for a levy for capital improvements. This proposition would authorize the District to levy the following excess taxes, on all taxable property within the District, to renovate and expand the Central Kitchen Facility (including upgrading HVAC, electrical and fire protection systems; acquiring food service equipment; making site improvements; and demolishing the 1950s portion of the community school building):

Collection Year	Approximate Levy Rate/$1,000 Assessed Value	Levy Amount
2018	$0.16	$681,000
2019	$0.36	$1,549,000
2020	$0.81	$3,525,000

all as provided in Resolution No. 02-2016/2017. Should this proposition be approved?

LEVY . . . YES ☐ LEVY . . . NO ☐

Section 7. Authorization to Deliver Resolution to Auditor and Perform Other Necessary Duties. The Secretary to the Board (the "Secretary") or his designee is directed to: (a) present a certified copy of this resolution to the Auditor no later than December 16, 2016; and (b) perform such other duties as are necessary or required by law to submit to the District's voters at the aforesaid special election, for their approval or rejection, the proposition of whether the District shall levy annual excess property taxes to pay costs of the Projects.

Section 8. Notices Relating to Ballot Title. For purposes of receiving notice of the exact language of the ballot title required by RCW 29A.36.080, the Board hereby designates (a) the District's Executive Director of Finance and Operations (Heidi Hietpas), telephone: 360.582.3366; fax: 360.683.6303; email: hhietpas@sequim.k12.wa.us; and (b) special counsel, Foster Pepper PLLC (Jim McNeill), telephone: 206.447.5339; fax 800.533.2284; email: jim.mcneill@foster.com, as the individuals to whom the Auditor shall provide such notice The Secretary is authorized to approve changes to the ballot title, if any, deemed necessary by the Auditor or the Clallam County Prosecuting Attorney.

Section 9. General Authorization and Ratification. The Secretary, the District's Executive Director of Finance and Operations, the President of the Board, other appropriate officers of the District and special counsel, Foster Pepper PLLC, are severally authorized and directed to take such actions and to execute such documents as in their judgment may be necessary or desirable to effectuate the provisions of this resolution. All actions taken prior to the effective date of this resolution in furtherance of and not inconsistent with the provisions of this resolution are hereby ratified and confirmed in all respects.

Section 10. Severability. If any provision of this resolution shall be declared by any court of competent jurisdiction to be invalid, then such provision shall be null and void and shall be separable from the remaining provisions of this resolution and shall in no way affect the validity of the other provisions of this resolution or of the levy or collection of excess property taxes authorized herein.

Section 11. Effective Date. This resolution shall become effective immediately upon its adoption.

ADOPTED by the Board of Directors of Sequim School District No. 323, Clallam and Jefferson Counties, Washington, at a regular open public meeting thereof, held this 7th day of November, 2016, the following Directors being present and voting in favor of the resolution.

SEQUIM SCHOOL DISTRICT NO. 323
CLALLAM AND JEFFERSON COUNTIES, WASHINGTON

_____
President and Director

_____
Vice President and Director

_____
Director

_____
Director

_____
Director

ATTEST:

_____
GARY NEAL
Secretary to the Board of Directors

CERTIFICATION

I, GARY NEAL, Secretary to the Board of Directors (the "Board") of Sequim School District No. 323, Clallam and Jefferson Counties, Washington (the "District"), hereby certify as follows:

1. The foregoing Resolution No. 02-2016/2017 (the "Resolution") is a full, true and correct copy of the Resolution duly adopted at a regular meeting of the Board held at the regular meeting place thereof on November 7, 2016, as that Resolution appears on the minute book of the District, and the Resolution is now in full force and effect; and

2. A quorum of the members of the Board was present throughout the meeting and a sufficient number of members of the Board present voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 7th day of November, 2016.

SEQUIM SCHOOL DISTRICT NO. 323
CLALLAM AND JEFFERSON COUNTIES, WASHINGTON

_____
GARY NEAL
Secretary to the Board of Directors

AGENDA ITEM #__10__

SEQUIM CITY COUNCIL
AGENDA COVER SHEET

MEETING DATE: **December 12, 2016**

FROM: Charlie Bush, City Manager CPB (Initials)

SUBJECT/ISSUE: **Economic Development Plan**

Discussion dates				
CATEGORY	☐ City Manager Report	☐ Information Only		Time Needed for Presentation
	☐ Public Hearing	☐ Consent Agenda		
	☒ Unfinished Business	☐ New Business		
Reviewed by			Initials	Date
Kristina Nelson-Gross			KNG	12/7/2016

PROBLEM/ISSUE STATEMENT:
The City Council has a short term goal to "Develop an Economic Development Plan Specific to Sequim". The attached strategic framework represents our recommended plan.

ATTACHMENTS:

1. **Economic Development Plan;**
2. **Economic Development Core Values;**
3. **Economic Development Chapter of Sequim Comprehensive Plan**

DISCUSSION/ANALYSIS:

The Economic Development Chapter of the City's Comprehensive Plan calls for adding more wealth generating businesses to our community and diversifying our age demographics. Wealth generating businesses are those businesses that bring revenue to the area from outside the area.

In support of this objective, the City Council adopted a goal in the spring of 2016 to develop an Economic Development Plan for Sequim within the next one to two years. The proposed plan will serve both wealth generating and community serving businesses. In the spring of 2015, the City also adopted core values for economic development. With our adopted core values in mind, the Economic Development Plan

is a framework for how the City of Sequim intends to proceed with economic development from 2017 into the future.

Staffing for plan implementation would consist of portions of at least four positions working as a team, with support from volunteers, partners, and other staff. The City Manager's Office and the Department of Community Development assume the primary role for providing services detailed in the plan, with Public Works and other departments assuming supporting roles.

This item is optional for action tonight. We provided you a draft copy several weeks ago via email and received some comments. The dates in the plan for the implementation of a business retention-expansion (BRE) program do assume several months of preparation leading up to a launch. If the Council did not pass this plan for several months into 2017, we would delay implementation of BRE accordingly. Delaying BRE would be the most significant impact of waiting.

The Council's policy options this evening are to:

1) Adopt the plan this evening with the motion below;
2) Provide feedback and direct staff to bring the plan back for further consideration;
3) Choose not to adopt a plan; or
4) Provide alternative direction.

BUDGET IMPLICATIONS:
There are no additional budget implications to approving this plan. Staff have already budgeted anticipating the Council's approval of the plan.

RECOMMENDATION: Approve the Economic Development Plan

MOTION: I move to approve the Economic Development Plan.

City of Sequim, WA
Economic Development Plan

As a result of the Economic Development Chapter of the City's Comprehensive Plan calling for adding more wealth generating businesses to our community and diversifying our age demographics, the City Council adopted a goal in the spring of 2016 to develop an Economic Development Plan within the next one to two years. Wealth generating businesses are those businesses that bring revenue to the area from outside the area. This plan will serve both wealth generating and community serving businesses. In the spring of 2015, the City also adopted core values for economic development. The following document is a framework for how the City of Sequim intends to proceed with economic development from 2017 into the future. Staffing for plan implementation will consist of portions of at least four positions working as a team, with support from volunteers, partners, and other staff. Various departments, including the City Manager's Office and the Department of Community Development, with Public Works and other departments providing supporting roles, will provide services detailed in the plan.

Business Retention/Expansion (BRE)

- The City will launch a business retention/expansion program in June 2017. The program will seek to outreach to businesses to generate a dialog about City services and programs available that could assist businesses with their overall wellness.

- The BRE Program will feature a standardized questionnaire and materials for use during business visits.

- The program will feature a mid-year business blitz, targeting 50 business visits in one morning. The blitz will involve volunteers and is planned to be an annual event.

- Besides the blitz, staff have a target of 4 business visits per month, resulting in 78 total visits for 2017 and 98 for 2018. The data from the questionnaires from these visits will be tabulated and analyzed.

- Once the City's initial visits are complete in 2017, staff will work with Council to set goals for 2018 around job creation, the average annual salary of those positions, capital investment, and square footage occupied by new investment.

- The City will seek to visit all businesses within the City limits and all wealth generating businesses within the Sequim School District boundaries. Special emphasis will be placed on businesses/organizations/governments that

support existing pillars of the Sequim economy, such as Olympic Medical Center and the Sequim School District.

- The City will continue to support the Farmer's Market as an incubator for small businesses.

- Potential partners in the program include the Small Business Development Center (SBDC), the Sequim Dungeness Valley Chamber of Commerce, the Economic Development Council, and others to be determined. The City will consider initiating strategic contracts with partners, where warranted. An example for 2017 will be the SBDC, which is serving Sequim businesses, providing performance measures of their results, and can leverage federal money on a dollar for dollar basis for each City of Sequim dollar invested.

Land Development

- Staff will work with property owners and other stakeholders to determine appropriate land uses for the City's Economic Opportunity Areas and High Technology Light Industrial zones. Initial work will be complete by the middle of 2017 with additional work to be completed through 2018.

- The City will consider infrastructure gaps for these areas in its overall capital infrastructure planning.

- Potential partners in this area include the Port of Port Angeles, the Jamestown S'Klallam Tribe, private developers, Clallam County, and others to be determined.

Business Attraction

- The City will work in partnership with the local real estate community, interested businesses, the Economic Development Council, and other partners, to ensure that Sequim presents its best case for new business investment opportunities.

Work in Place

- We will model some of our efforts from Portland, Maine's Work in Place initiative, which sought to attract 10,000 creative workers in 10 years.

- The City will analyze and support, where possible, the infrastructure necessary for remote workers to thrive in Sequim. Examples of infrastructure include co-working spaces, high-speed internet access, and other items to be determined.

- We will consider marketing Sequim to remote workers and to companies supporting remote work as a place for their employees, and possibly them, in the Northwest.

- Potential partners in this area include Clallam PUD, broadband internet providers, remote workers, and others to be determined.

Workforce Development

- The City will work collaboratively with workforce development partners, such as Sequim School District, WorkSource, and Peninsula College, to help develop a pipeline of qualified workers in our region for jobs areas presently with a shortage of workers and for strategic emerging industries. Emerging opportunities include partnering with WorkSource on their services to provide technical assistance to employers regarding job descriptions and other elements of hiring, including marketing available tax credits to employers. Both would be done as a part of our BRE program and through other workforce development efforts. Employers are reporting that people with two years of training are the some of the hardest to hire locally, especially in the medical field.

Tourism Promotion

- The City will continue its existing efforts in tourism promotion involving the Sequim Dungeness Valley Chamber of Commerce and other tourism partners. Marketing efforts will promote Sequim's small-town, friendly atmosphere, outdoor adventure opportunities, local festivals and events, and explore opportunities around historic tourism.

Commission

- The City may consider the formation of an Economic Development Commission, consisting of business leaders and economic development partners, in the future.

Business Development Center

- Should the opportunity emerge, the City will work to cluster business development partners in a single space, similar to the Jefferson County Business Resource Center.

City Services

- Consistent with its economic development core values, the City will provide the highest possible level of services to all of its customers, including its

businesses. The City will think broadly in this effort, partnering with other governments and organizations that also serve the community, such as the Fire Department, Olympic Medical Center, and the Sequim School District.

- Where appropriate, the City will consider providing streamlined permitting for priority economic development projects.

- The City will also develop a new business welcome kit, in partnership with the Chamber of Commerce.

The City of Sequim recognizes that these actions are paramount to the timely implementation of the Comprehensive Plan and will have a direct positive impact upon other City priorities, including human services and fiscal sustainability.

Staff will provide the City Council an annual report on economic development activities and partnerships, detailing each area included in the plan.

ADOPTED CORE VALUES

The City's most important role in economic development is to accomplish our mission, which is "We provide quality, cost-effective services, facilities, and infrastructure to build an exceptional community and a great place to live."

The following are the core values and guiding principles, adopted by the City Council on October 13, 2014, which should be followed and used to help make decisions related to economic development:

1) Maintain strategic, operational, and financial plans to support the anticipated increase in businesses providing employment and residential growth while maintaining Sequim's small town atmosphere.

2) Continue to encourage tourism as an economic driver and promote the City's and the surrounding Sequim-Dungeness Valley's features and assets, including the natural environment, recreational opportunities, agricultural industry/heritage, cultural attractions and culinary experiences.

3) Maintain, advocate and work in partnership with regional and community alliances that improve the quality of life and economic vitality within the City of Sequim.

4) Provide the development community with a review process that delivers accurate and concise information as it relates to development standards and the costs of development to ensure that Sequim remains an attractive municipality in which to invest capital.

5) Support development and redevelopment within downtown Sequim which will preserve the district's small town charm, support pedestrian-oriented circulation, and retain the downtown core as the culture heart of the Sequim-Dungeness Valley.

6) Encourage the retention of the unique and small businesses that lend character to our City and are an attraction while supporting new development and infill development of regional retail shopping centers, light industrial, and research and development businesses that help create a diverse economy in Sequim.

7) Evaluate the economic development impact on proposed City regulations which will help maintain economic stability and health.

8) Continue to nurture its role as a desirable location for business, family, and retirement populations and to provide encouragement to the industries that support and serve these populations.

ATTACHMENT 2

Chapter 8

ECONOMIC DEVELOPMENT

Chapter 8 ECONOMIC DEVELOPMENT

ATTACHMENT 3

ECONOMIC DEVELOPMENT—Chapter 8

INTRODUCTION

The purpose of the Economic Development Element is to provide a framework to support the City's desired growth strategy to expand on the existing regional retail and downtown commercial opportunities, medical services and residential uses which currently exist within Sequim. Additionally, the potential exists to attract high-tech and light industrial development opportunities with living wage jobs for Sequim residents which will create economic stimulus for Sequim. This element offers insight to the issues of future growth and points out opportunities for achieving a successful, prosperous and livable city with an exceptional quality of life in which to reside and conduct business.

The Sequim City Council adopted Core Values and Guiding Principles for Economic Development on October 13, 2014 and declared by Resolution that the City's most important role in economic development is to accomplish our mission, which is "We provide quality, cost-effective services, facilities, and infrastructure to build an exceptional community and a great place to live." The city government exists to create an environment that attracts residents, businesses and investment. Critical success factors form the foundations of our strategic, operational and financial plans. Sequim is a place where people realize their quality of life is good because open spaces are abundant, traffic congestion is minimal, city facilities are well maintained and utility services are provided in an affordable and reliable manner. The following is a list of the adopted core values and guiding principles which should be followed and used to help make decisions related to economic development opportunities:

1. Maintain strategic, operational, and financial plans to support the anticipated increase in businesses providing employment and residential growth while maintaining Sequim's small town atmosphere.
2. Continue to encourage tourism as an economic driver and promote the City's and the surrounding Sequim-Dungeness Valley's features and assets, including the natural environment, recreational opportunities, agricultural industry/ heritage, cultural attractions and culinary experiences.
3. Maintain, advocate and work in partnership with regional and community alliances that improve the quality of life and economic vitality within the City of Sequim.
4. Provide the development community with a review process that delivers accurate and concise information as it relates to development standards and the costs of development to ensure that Sequim remains an attractive municipality in which to invest capital.
5. Support development and redevelopment within downtown Sequim which will preserve the district's small town charm, support pedestrian-oriented circulation, and retain the downtown core as the culture heart of the Sequim-Dungeness Valley.
6. Encourage the retention of the unique and small businesses that lend character to our City and are an attraction while supporting new development and infill development of regional retail shopping centers, light industrial, and research and development businesses that help create a diverse economy in Sequim.
7. Evaluate the economic development impact on proposed City regulations which will help maintain economic stability and health.
8. Continue to nurture its role as a desirable location for business, family, and retirement populations and to provide encouragement to the industries that support and serve these populations.

Today the City of Sequim's service and tourism industries are fully functioning and developed to accommodate tourist and residents at satisfactory levels. Specifically, the service and tourism industries within Downtown Sequim offer a friendly and welcoming environment to tourist and residents alike.

Downtown Sequim is unique from downtowns in other cities because it remains an important and integral component to the local economy and Downtown Sequim is truly the heart of the community. While the City of Sequim's service and tourism industries remain healthy and strong; the City's production and light manufacturing industry is weak and the potential to grow exists. The Economic Opportunity Areas (EOA) proposed as part of this plan are located within close proximately to SR 101 interchanges and offer quick and reliable access for potential high-tech, light industry production and family-wage job opportunities. The City's desire to create a diverse economy with differing types of employment opportunities is linked closely to the availability of land and the opportunities to develop large parcel Economic Opportunity Areas (EOA).

Downtown Sequim is ready for holiday shoppers.

VISION

Parts of the Vision guide the city's interests in ECONOMIC DEVELOPMENT:

4. A more compact pattern of growth will create a future that is affordable in all ways – physically, environ mentally, socially, and economically;

5. Downtown will grow in activity and purpose not only to serve as the heart of the city and surrounding Valley but also to function as the core of a residential neighborhood that is the setting of most multi-family development; and

6. Greater diversity in age, household type, ethnicity, income, lifestyle, housing, mobility, and economic activity will increase community opportunities, variety, and interest.

ECONOMIC DEVELOPMENT STRATEGY

ED GOAL 8.1 ECONOMIC GROWTH AND DIVERSIFICATION: Utilize community assets and available resources to enhance opportunities for economic expansion and a broader economic base that provide living-wage jobs and increase resilience in the marketplace.

POLICIES

ED 8.11 ECONOMIC RESILIENCY

Diversify Sequim's employment portfolio by attracting companies that help grow and diversify the economy to reduce dependence on seasonal tourism, low-wage service jobs, and the healthcare industry.

Discussion: For long-term stability and prosperity, a balanced economy with inherent elasticity to withstand economic downturns requires more job sectors than retail / services, tourism, health care, education and government. The retail / services and tourism sectors are particularly vulnerable to economic recession with government not far behind. Attracting employers that have operational resilience to a weakening economy is a priority, even as these industries are sought in most every city. *Stable, living-wage jobs for young adults and families* is the simple description of need most mentioned in community conversations about economic development.

The city's roles in assisting economic resiliency are presented in ED Goal 8.2.

ED 8.1.2 ECONOMIC DIVERSITY

Increase employment opportunities for the Valley's high school and college graduates who otherwise move to places of greater opportunity, through greater economic diversity.

Discussion: The hope for economic expansion stated in ED 8.1.1 is to attract new industries that bring opportunities for new business leaders, managers, and skilled workers. This opens doors for the age demographic most excluded from Sequim's economy, high school graduates who cannot find skilled jobs and college graduates who cannot find a career path in the limited range of employment in the Valley. The 18-40 age demographic isn't entirely missing from Sequim, but its presence is very low compared to the 60+ group that comprises nearly half the city's population. Since the younger age group includes couples in which both are wage earners, the range of employment affects the options for two people in most cases.

ED 8.1.3 FAMILY-WAGE JOBS IN PRIMARY INDUSTRY

Utilize the opportunities offered by two large undeveloped sites immediately adjacent to US 101 and two designated High-Tech Light Industrial districts to attract major land uses that not only expand the city's economic base but also provide family-wage jobs.

Discussion: Two designated Economic Opportunity Areas are located adjacent to the US 101 interchanges at Sequim Avenue and River Road and offer convenient transportation connection for large employers. High-tech, light industry is the most likely sector to provide primary jobs with good incomes, but institutional uses also meet this need. Both interchange sites provide good exposure to highway traffic that is consistent with the visibility desired by many companies.

Similar opportunities are afforded at the Battelle Northwest site within the east UGA, comprising over 50 acres of undeveloped land designated *High-Tech Light Industrial (HTLI),* and a similar-size HTLI district consisting of multiple smaller acreage parcels along Washington Street east of Rhodefer Road. The opportunity these sites present are tied to future improved connection to US 101 at a planned Simdars interchange.

Additional details about EOAs are presented in Policy LU 3.6.1.

ED 8.1.4 MAINTAIN DOWNTOWN

Support development and redevelopment within Downtown Sequim which preserves the district's small town charm, supports pedestrian-oriented circulation, and retains the Downtown core as the culture heart of the Sequim-Dungeness Valley.

Discussion: The health and vitality of Downtown are in the interest of all Sequim property owners, business owners, residents, employees and visitors. To maintain Downtown's critical functions to the community, Sequim continues to put emphasis on Downtown planning and development, including finding new uses for underutilized and undeveloped lands within the district. This emphasis also applies to strengthening the neighborhood by enhancing safety, creating more livable streets and promoting a social fabric where "small-town friendliness" is experienced every day. The city places strong emphasis on Downtown to create an economically healthy and diverse district, which has a mixture of uses, including retail, professional services, restaurants and special event opportunities. It is important to maintain a healthy balance between Downtown and the Westend Regional Shopping Center to ensure Sequim doesn't become another "any-city- USA" with just big box development and no vibrant pedestrian-oriented downtown to enhance community vitality.

Shoppers enjoy a quaint, walkable downtown in Sequim.

The strategy to focus growth on Downtown is a long-term one. A vibrant future includes business opportunity, a diverse population and a varied housing stock that supports the needs of the people. The community as a whole must have strong advocates in education, small business development, entrepreneurship, recruitment and commitment to change the pattern of growth.

Directive measures of the 2011 Downtown Plan include promoting events, implementing a Main Street program in downtown, investing by the City, and recruiting of anchor tenants that bring shoppers to downtown. Continued implementation of the Downtown Plan supports existing local businesses and growth.

ED 8.1.5 SMALL AND INDEPENDENT BUSINESS RETENTION AND DEVELOPMENT

Encourage the retention of the unique and small businesses that lend character to our city while supporting new development that helps to diversify economy the local economy.

Discussion: Sequim's small businesses, most of which are independent, continue a 100-year plus legacy of providing retail and business services to the Valley. Most of the growth in tourism of the past 25 years stems from this service history. However, these small independent businesses are highly vulnerable to economic shifts in the market – there is no corporate help when the market shifts and an adjustment is needed. Many of these businesses are located in Downtown and rely on the summer tourist season to propel them through the slower winter season, but other small businesses are sprinkled throughout the city in less visible locations.

ED 8.1.6 SUPPORT REGIONAL RETAIL DEVELOPMENT

Support the development of regional retail infill development of regional shopping centers.

Costco is an anchor store in the regional retail shopping district in Sequim.

Discussion: The continued support of the City's regional retail shopping centers while working to maintain Downtown as a vibrant activity center for the City is critical to the financial health of the City. Sequim has become an important regional retail center for Clallam County, providing a convenient retail resource for Sequim residents and the entire Olympic Peninsula. The financial benefit of the retail base became apparent once the City's west end became developed and the large national retailers started to serve as large contributors to the City's General Fund by means of Sales Tax collection. The Sales Tax Revenue collected in 2003 was $975,000 and in 2013 it was $2,253,000. This increase over the last decade has helped fund additional improvements to the City and continues to be a vital asset to the City of Sequim. Currently there are existing vacant lands in the City's west end and vacant properties in the east end which have the potential to be developed with similar national retailers, light industrial businesses, and research and development organizations.

CONDITIONS FOR A HEALTHY ECONOMIC FUTURE

ED GOAL 8.2 COMMUNITY ATTRACTION: Create an environment that attracts desired economic development that contributes to the community's needs and quality-of-life expectations.

POLICIES

ED 8.2.1 PLANNING FOUNDATIONS FOR ECONOMIC GROWTH

Maintain a set of policies that direct growth and development consistent with community quality-of-life expectations and implementing regulations that foster desired development, as primary foundations of economic development.

Discussion: A primary city role in promoting desired economic development is to be clear, concise, predictable, fast and straightforward in the conduct of assisting and processing development permit applications. Efficient administration of development codes stems from this Plan which is highly directive and communicative of community needs and expectations in great detail. It continues in regulatory procedures that lead to predictable outcomes – changes identified and supported in the Plan are reflected in development review procedures that are guided by that direction of the Plan. Discretionary approvals are limited to decisions about a project's fit within a specific location with the expectation that most applications are