REGULAR MEETING AGENDA
SEQUIM CITY COUNCIL

Sequim Civic Center
152 West Cedar Street
Sequim, WA
January 23, 2017
6:00 PM

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

PLEDGE OF ALLEGIANCE
ROLL CALL
CHANGES TO THE AGENDA

CEREMONIAL

1. Resolution R2017-02 Recognizing Chris Hugo

REPORTS

Committee, Board and Liaison
Presiding Officer
City Manager

- Police Benevolence Fund Update

Student Liaison Report

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

INFORMATION/COUNCIL QUESTIONS INVITED

2. Quarterly Reports
   a. Peninsula Behavioral Health 4th Quarter
   b. Dungeness Valley Health & Wellness Clinic 4th Quarter
   c. Boys & Girls Club 4th Quarter

PUBLIC HEARINGS

CONSENT AGENDA

3. Approve/Acknowledge
   a. City Council Meeting Minutes – January 9, 2017
   b. Claim Voucher Recap Dated 1/23/17 Total Payments $1,013,391.96
   c. Ratify Committee Appointments

TBD BUSINESS

UNFINISHED BUSINESS

NEW BUSINESS

GOOD OF THE ORDER

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

EXECUTIVE SESSION

NEXT MEETING DATE February 13, 2017 (6:00 p.m.) and February 27, 2017 (5:00 p.m.)
These times are subject to change. Please check our website for any updates. You may also sign up for email notifications at http://sequimwa.gov/list.aspx.

ADJOURNMENT

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.

RESOLUTION NO. R2017-02

A Resolution of the City of Sequim Recognizing Chris Hugo for his Career in Planning and Community Development and Service to the City of Sequim

WHEREAS, Chris Hugo began his career in the public sector planning/community development field in the 1970's; and

WHEREAS, his retirement signifies a 43-year career in community development including extensive time with the City of Spokane, the City of Bremerton, and as a consultant; and

WHEREAS, Chris served as Sequim's Director of Community Development during the last 6 years of his long and dedicated career, overseeing planning, building, and code enforcement services; and

WHEREAS, Chris was a key member of the City of Sequim team bringing vast amounts of experience to his work. His contributions and presence will be missed by staff, Council, and members of the community; and

WHEREAS, Chris was instrumental in developing and managing the recent update to the City of Sequim's Comprehensive Plan, including the extensive pre-visioning exercise known as Sequim 120; and

WHEREAS, with the help of Chris' technical knowledge and leadership, the City of Sequim adopted its Comprehensive Plan and associated zoning revisions.

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 Chris Hugo's expertise in the Community Development Department and we thank him for his years of service and dedication to the Sequim community.

Adopted by the Sequim City Council on this 23rd day of January 2017.

_____
Dennis Smith, Mayor

Attest:

_____
Karen Kuznek-Reese, City Clerk, MMC

Approved as to Form:

_____
Kristina Nelson-Gross, City Attorney

Human Services Funding 2016

Reporting Period (Circle One)

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

Peninsula Behavioral Health Provide mental health services to the low income and infirm who might otherwise not be able to afford such services	
Quarterly Payment Amount $937.50	Annual Payment Amount $3,750

Resolution #R-2014-21 established that human services funding would focus on the below-listed areas. *Please mark an X to indicate your area of focus:*

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

Describe how income levels are verified.

Eligibility for financial assistance for treatment at Peninsula Behavioral Health (PBH) is determined by the Federal Poverty Level Guidelines, which are based on income and family size.

All clients are scheduled for a financial screening appointment at the time they apply for services and, again, if they are active clients, when a change occurs in their financial situation. Clients are required to provide documentation of income (pay stubs, income tax statements, bank statements, social security letters, etc.) during their financial screening in order to determine eligibility for subsidized services.

Residents are considered eligible for Mental Health and/or Co-occurring Mental Health and Substance Use services at PBH if they present with psychiatric and psychological symptoms that meet the criteria for a psychiatric diagnosis based on the Diagnostic and Statistical Manual of Mental Disorders and demonstrate significant impairment in functioning at home, work or school.

Describe how residency in the City of Sequim is determined.

PBH utilizes an Electronic Medical Record (ProFiler) for service billing as well as for generating service data reports. However, it doesn't allow us to produce an address report that is limited to specific city boundaries. A couple of years ago, we determined through a randomized manual review that the majority of Sequim residents we treat reside within the city limits. That number appears to be increasing with the development of affordable housing in the city and the moving of older adults as they age to the down town area. Consequently, we have assessed that an 80/20

split provides PBH a fairly accurate formula for capturing the in city resident percentage.		
Indicate number of patients living in the Sequim city limits who received mental health services from your agency		
Adults	School-age children	
222	**95**	**Total: 317**
Describe what you were able to provide with funding from the City of Sequim that you would otherwise not have been able to provide. **Without funding from the city of Sequim, we would not have been able to provide care to older adults with Medicare who cannot afford their copays, and children on high deductible health plans who cannot afford co-insurance.**		

Dated this 4th day of January, 2017.

Name of person completing this report: Wendy Sisk, CEO
Phone number: (360) 457-0431 Email: wendys@peninsulabehavioral.org

Human Services Funding 2016

Reporting Period (Circle One)
Jan-Mar Apr-June July-Sept Oct-Dec

Dungeness Valley Health & Wellness Clinic Provide health care services to infirm and low-income individuals within the city limits and to increase the number of low-income persons who have access to the Clinic's services	
Quarterly Payment Amount $5,625	Annual Payment Amount $22,500

Resolution #R-2014-021 established that human services funding would focus on the below-listed areas. Please mark an X to indicate your area of focus:

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

Describe how these services increased the quality of life, health and safety for low-income residents of the City of Sequim.
The Clinic's services provide a critical health care safety net to low-income adults who lack access to medical care. The ability of low-income Sequim residents to obtain medical and dental care results in their being less likely to defer preventive health care until a serious health issue, such as diabetes, surfaces. Early diagnosis and treatment increases the likelihood of successful treatment. Also, through access to care and through forums and education, clients experience a greater sense of wellbeing and are more reliable and dependable in their work and home lives.

Explain how infirmity requirements were determined.
The volunteer doctors and nurses in the DVHWC determine the need of each client based upon established medical screening procedures and protocol.

Describe how City of Sequim residency was determined.
Clients complete an intake form, which asks if they are residents of Sequim and includes their addresses. Clients are also interviewed during patient assessment. During data entry, residency is confirmed and coded. Unfamiliar addresses are checked against a map to ensure that the clients reported on this document live within the city limits.

Indicate number of patients living in the Sequim city limits who used the following services and the value of such services.					
Medical – basic urgent care, chronic healthcare, clinical lab and diagnostic imaging testing, pharmaceutical samples, pharmaceutical vouchers, prescription assistance, program support, diabetes education (one on one counseling and group classes), specialty referrals, mental health referrals, vision testing referrals		Dental – Urgent dental care (provided locally), complex or out-of-area referrals		Wellness – Stanford Chronic Disease Self-Management program, "It's Time for Health Eating" classes, education videos and written materials in waiting area, two computers for clients' use in research online, free monthly health forums, compilation of educational materials on prevention and disease management (library/reference materials for clients and community)	
# city residents served	Value of such service	# city residents served	Value of such service	# city residents served	Value of such service
30 patients made 49 visits	$8,515.20	4 residents made 4 visits	$1,507	84	unknown

Please provide an accounting of how the funds provided by the City were used.
City of Sequim funding of $5625 for the 4th Quarter of 2016 provided 56% of the value of the visit for each Sequim client who was served in the DVHWC as determined using billing codes for labs, imaging, prescriptions, and examinations for each patient's visit.

Dental vouchers in the amount of $200 - $400 each are provided to clients who then use them through one of the ten dentists in Sequim who have agreed to provide dental service at a reduced rate.

WOW monthly health forum topics were October – "Open Enrollment Tips to Save You Money"; November – "Dynamic Balance Ideas"; and December–" When to Call 911 and What to Do". 85% of the people who completed a session follow-up survey reported that they believed they would make changes as a result of attending a forum.

Dated this 10th day of January 2017.

Name of person completing this report Sara Nicholls

Phone number 360-582-2976 Email admindir@dvhwc.org

CITY OF SEQUIM

Human Services Funding 2016

Reporting Period (underline one)

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

Boys & Girls Clubs of the Olympic Peninsula – Carroll C. Kendall Unit

Provide youth activity programs and services of a full service center within the city limits and to assist in providing youth development and recreational programming for youth in order to increase the public health, safety, and quality of life for the residents of the City of Sequim

Quarterly Payment Amount $5,062.50	Annual Payment Amount $20,250

Resolution #R-2013-014 established that human services funding would focus on the below-listed areas. Please mark an X to indicate your area of focus:

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

Indicate number of hours and number of youth served in the following programs this quarter:

	Character & leadership		Arts		Sports, fitness & recreation		Health & life skills		Education & career preparedness		Special events on school-year weekends	
	Hours	# served	Hours	# served	Hours	# served	Hours	# served	Hours	# served	Hours	# served
Ages 6-12	114	406	58	321	114	406	74	406	101	406	0	0
Ages 13-18	57	127	30	42	162	75	57	127	57	127	56	43

How do you determine City of Sequim residency? The residency address on the membership form is verified by staff to determine if the address is within or outside the City of Sequim. This is done by using the tax rate tool function at dor.wa.gov .

Total # of youth served in facility this quarter	Total # of youth living in city limits served in facility this quarter	Total cost of operation for teen program funded by the City and provide detailed copy of expenses
Ages 6-12: 463 Ages 13-18: 188	Ages 6-12: 182 (39%) Ages 13-18: 66 (35%)	$ 12,799.57

What affordable after-school solutions did you provide to assist the adult city workforce in sustainable employability?

Our low $30 annual membership fee ($2.50/month) provides access to Teen Club services, activities and programs 6 days per week, 289 days per year. We provide healthy snacks and home cooked meals, sports, recreation and educational programming, homework assistance, computer/internet, and mentoring programs. Scholarships are available to youth unable to afford the membership fee and we also provide clothing, hygiene products and food to take home. We also now offer two $1500 scholarships to graduating seniors thanks to the Maytag Dependable Leader Award. This scholarship will happen annually until we reach $20,000. The Teen Club is open extended hours on weeknights and Saturdays in order to accommodate families with working parents.

Describe what you were able to provide with funding from the City of Sequim that you would otherwise not have been able to provide.

This past quarter our Club kids participated in several evidenced based programs to enhance character, academics and healthy lifestyles. Our programs are set up to give our kids the extra help they need to succeed as productive adults. Through the efforts of our staff and volunteers, we are providing our youth the essential tools to get ahead in life.

We ran our sexual education course, WAPrep last quarter. We are only one of eight Boys & Girls Clubs in the State of Washington that offers this course. Making Proud Choices is a curriculum based on teaching the importance of refraining from having sex at an early age. It talks about self-esteem issues and is truly an outstanding program on how to be safe when it comes to sex.

We held our annual Haunted House on Halloween weekend and our teens worked very hard to produce the scariest Haunted House ever. We had over 800 kids and parents fill our building and there were several screams heard from around the building and the kids took home a ton of candy.

Our teens also participated in the Spirit of 12's at the Seahawks-Eagles game in November. Our kids sold programs to raise money for all the Clubs in the state. All money raised is matched by the Paul Allen Foundation.

Describe the goals and outcome of these programs.

Goal: Youth have access to tutoring and homework assistance to help them be successful in school.
Outcome: Youth who are struggling in school have a safe place to go and get support with their studies. Staff members identify teens at risk of not graduating, and intervene to help them stay on track. Tutoring and academic coaching is provided.

Goal: The teen center provides youth with opportunities for community involvement and career exploration.
Outcome: Research shows that youth who volunteer, do better in school are more likely to avoid risky behaviors. They tend to feel more positive about themselves. Teens are required to give back to the club and community.

Goal: Youth gain knowledge of how to avoid risky behaviors and make healthy lifestyle choices.
Outcome: Teens are participating in regular physical activity. They learn the basics of planning and preparing healthy meals. Staff mentors build trusting relationships with youth so they can learn about and discuss sensitive issues in a safe, confidential setting. Self-worth and physical/emotional safety is taught through evidence based programs.

Attach accounting and detailed copy of the operation cost for the services provided to teen program this quarter.

Following the fourth quarter, please provide written report which includes the results of a survey given to a sample of those participating in the program. This will outline participants' perception of the program and services provided with funds from the City.

Date 1/9/2017

Name of person completing this report David M. Miller

Phone number 683-8095 Email dmiller@bgc-op.org

The Club Teen Program Expenses
City of Sequim Quarterly Report

Expenses	2016 4th QTR
Employee Compensation	9,433.90
Program Expenses	
Activities, Supplies	1,434.57
Snacks/Food	688.89
Utilities	
Alarm Monitoring	30.00
Electricity	300.00
Internet/Cable	463.63
Telephone	60.00
Water/Sewer	75.00
Vehicles & Transportation	
Fuel	114.38
WSDOT	169.20
Insurance	30.00
Total	12,799.57

December 2016 Teen Survey Summary

The survey included 30 who are all participants of L5, Boys 2 Men, and/or the Teen Club activities and receiving our mentoring support.

In the survey members reported the following:

83% (25 of 30) members reported they attend the club to spend time with friends or staff.

33% (10 of 30) said they come specifically for the staff.

23% (7 of 30) come to the Club for someone to talk to.

37% (11 of 30) come for help with their grades.

As a testament to confidence of members in club staff, only 43% (13 of 30) omitted their names from the survey.

Only one of the 30 indicated use of drugs or alcohol.

The survey is a good indicator of all teens on the peninsula and is a valuable resource on how they are doing.

CITY OF SEQUIM
CITY COUNCIL MINUTES
SEQUIM CIVIC CENTER
152 WEST CEDAR STREET
SEQUIM, WA
January 9, 2017

PLEDGE OF ALLEGIANCE

ROLL CALL

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

CHANGES TO THE AGENDA

Mayor Smith stated he would like item 3d, Resolution 2017-01, to be removed from the consent agenda, and placed in new business.

CEREMONIAL

REPORTS

Lake attended Peninsula Responders Emergency Response meeting. He invited new members to join the NOP EOC. They discussed propane. It would be good to have a map showing large propane tanks. On March 2-5 there will be a COMMEX exercise. He feels we should participate.

Committee, Board and Liaison

Presiding Officer

City Manager

1. 2017 City Council Planning Session

Bush stated the Council planning session will be January 18. He has provided an agenda for that meeting and is requesting feedback. The goals needs to be reviewed and combined, if possible, and we should prioritize the goals.

There will be a few staff members in attendance at the planning session. Emerging issues include solar, technology and homelessness. We will recommend you do not adopt many new goals.

Starr would like an open discussion to hear other Councilors' opinions on topics. Possibly we could have this discussion before adjournment of the session.

Lake would prefer to start with the goals and possibly skip the icebreaker. Bush suggests moving the High Performance Organizations down in the agenda.

Pam Leonard-Ray feels the meeting starts at 10:30 as the first two issues are not meeting issues.

Student liaison Straling reported the high school has been buzzing on Winter Wishes, giving over 200 Wishes and every student in need was taken care of. The last semester is coming up. She is writing a story about hate that has increased in America, Washington and Sequim. Sequim hasn't been sheltered from the hate epidemic. It has grown since November. She is hoping her article lowers the level of it.

She showed her scholarship notebook which is required for seniors. She thanked Council for opening up the scholarship through AWC to the school district, not just students in the City limits.

Smith invited Straling to attend the planning session any time she can be there.

Bush introduced Clint Woods, IT Manager, who came from Nevada.

Public Works has two new temporary employees. Garlington stated we had a number of highly qualified people apply for the one-year temporary positions to manage projects. Dave Makagawara and Jon Watson were hired. He gave brief backgrounds on both.

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

Charlie Pugh, 211 Amethyst, gave an update on the Sequim Picklers. In 2016 they had 8 local tournaments, 2 leagues, and several other clinics at the B&G Club; it included 8,094 pickleball players. As volunteers they created new pickleball boundaries in the B&G gym. There will be lessons for 3 different age groups at the B&G club. They are working hard to help the City build new courts. They have applied for 3 grants and should hear the results soon. They will be meeting with the city engineer soon.

Smith stated the Picklers have demonstrated what it takes to get the job done and done well.

Mary Clemmer. 2522 Kitchen-Dick, is here on behalf of the American Cancer Society Relay for Life. She announced a planning meeting on January 17 at 6:00 at Prairie Grange. Sequim is teaming with Port Angeles for a joint relay this year.

INFORMATION/COUNCIL QUESTIONS INVITED

2. Quarterly Reports

a. Parenting Matters 4th Quarter
b. Peninsula Behavioral Health 3rd Quarter
c. Shipley Center 3rd Quarter
d. Shipley Center 4th Quarter

PUBLIC HEARINGS

CONSENT AGENDA

3. Approve/Acknowledge

a. City Council Meeting Minutes - December 12, 2016
b. Claim Voucher Recap Dated 1/9/17 Total Payments $501,473.05
c. Confirm 2017 Committee Assignments and Ratify Reappointing Sharon Delabarre to the Opportunity Fund Board

MOTION to approve the consent agenda; moved by Candace Pratt seconded by Genaveve Starr. **Unanimously approved**.

(Item 3d was moved to new business.)

TBD BUSINESS

4. Approve reimbursement to City of Sequim for TBD expenses

Bush indicated the City provides professional services to the TBD. Expenses for the services/capital projects are in the TBD's 2016 Budget. Staff requests approval.

MOTION to approve reimbursement to City of Sequim for TBD expenses by Candace Pratt; seconded by Pam Leonard-Ray. **Unanimously approved**.

UNFINISHED BUSINESS

5. Resolution R2017-02 Resolution of Regulatory Consistency

Bush said we had a conference call with the Dept. of Commerce to assist with what has to be done. Hugo said the language we used we created, but now have edited it to match the Dept. of Commerce's language. It is not a contrast to what we already assessed.

This will come back to you within the next 6 months. It will take care of critical inconsistencies and will satisfy the state for funding eligibility.

Pratt asked what happened to the regulatory consistency resolution we recently passed. Nelson-Gross said we can repeal it but there is nothing wrong with the other resolution. Council can direct staff to repeal and replace it with this. There was consensus to make that change.

MOTION to repeal the previously passed resolution of regulatory consistency and replace it with R2017-02 Resolution of Regulatory Consistency made by Bob Lake; second by Candace Pratt. **Unanimously approved.**

6. Letter of Agreement with Washington State University - Small Business Development Center

Bush said we added money in the budget for this partnership with WSU.

Irvin said in October we heard from Duane Fladland and Kevin Hoult about the services they can provide. Hoult informed Council of businesses he has helped in the community. We recommend we engage with them on the letter of agreement and provide $4,000. There are 6 deliverables for the 2017 program including 1) participating in quarterly practitioner round tables; 2) acting on referrals from the City of Sequim; 3) supporting special business conditions response plans; 4) Delivering two business or economic development presentations to audiences selected by the City; 5) delivering quarterly SBDC activity reports at a venue selected by the City; and 6) serving as a municipal resource in matters of economic development. We will provide office space for Hoult when necessary for business in Sequim.

MOTION to authorize the Mayor to sign the Letter of Agreement with Washington State University - Small Business Development Center by Bob Lake; second by Candace Pratt. **Unanimously approved**.

7. Ordinance No. 2017-001 Revising 2017 Rates and Fees Schedule

Irvin stated Exhibit A of Ordinance 2016-12, the rates and fee structures for the City, had errors in the Facility Rentals and the sewer rates for 1" meters and larger. He reviewed the rates.

MOTION to adopt Ordinance No. 2017-001 Revising 2017 Rates and Fees Schedule as written by Bob Lake seconded by Candace Pratt. **Unanimously approved**.

NEW BUSINESS

3d. Resolution R2017-01 Delegating Authority to the City Engineer to Request Federal Reimbursement

Smith stated Item 3d talks to the authorization for the City Engineer to request reimbursements for projects. He wonders how this applies to the City.

Garlington stated the resolution talks about Federal Transportation funds and the authority to sign grant reimbursement vouchers only, no other grants. This is an effort to streamline the process and it is what we have been doing. Now we need authority from Council.

Smith has concerns about past resolutions binding for the future. Garlington agrees this is what happens. We expect to continue to apply for funds for projects, this is a way to allow staff to deal with future grants.

Pratt asked if there was oversight, doesn't someone else double check this. The city engineer would be a signing authority. Garlington stated the numbers are checked and double-checked by other staff. There is specific language that lays responsibility on the city engineer or Public Works Director. If neither were available, the City Manager could sign.

MOTION to approve Resolution R2017-01 Delegating Authority to the City Engineer to Request Federal Reimbursement by Bob Lake; seconded by John Miller. **Unanimously approved**.

GOOD OF THE ORDER

Smith indicated to Council his appreciation for the support he has received from them. It makes for the presence of what we are doing that we are a positive group doing the right things for the City.

Emily Straling is with us as much as she can be. We had another individual who expressed interest. He has not attended meetings and does not communicate with us.

Rally in the Alley by Habitat for Humanity is the third event. The next event is on February 4 which includes this area up to Alder and to 5th, a 13 square block area. He encourages everyone to help from 9:30-11:30.

Genaveve Starr is the Chairman of the Board of Directors for CTS for 2017.

PUBLIC COMMENTS (Please limit comments to 3 minutes each)

EXECUTIVE SESSION

NEXT MEETING DATE January 23, 2017 (6:00 p.m.) and February 13, 2017 (6:00 p.m.)

ADJOURNMENT

Adjourned at 7:01 pm

Respectfully submitted,

Bobbie Usselman, MMC Deputy City Clerk	Dennis Smith Mayor

Minutes approved at a regular Council meeting held on January 23, 2017.

SEQUIM CITY COUNCIL

CLAIM VOUCHER RECAP - January 23, 2017

Voucher Number	Voucher Date		Payment Type	Payment Detail		Amount
1	1/13/2017	Utility Refunds	Check	Ck 71343 thru Ck 71363	$	9,444.68
					$	-
					$	-
	Comments: Ck 71344 Voided at Customer's Rqst			Total	$	9,444.68
2	12/31/2016	AP Vendor	Check	Ck 71364 thru Ck 71421	$	131,416.45
			Electronic	E 3977, 3978, 3980, 3981, 3982 & 3990	$	34,738.93
					$	-
	Comments: None			Total	$	166,155.38
3	1/6/2017	Payroll	Check	Ck 71303 thru Ck 71308	$	6,199.07
			Direct Debit	Total Count of "72"	$	137,682.84
			Electronic	E 3979	$	58,477.23
	Comments: For Pay Period 12/16/16 to 12/31/16			Total	$	202,359.14
4	1/6/2017	PY Liabilities	Check	Ck 71332 thru Ck 71342	$	12,755.71
			Electronic	E 3983 thru E 3987	$	140,859.64
					$	-
	Comments: For Pay Period 12/16/16 to 12/31/16			Total	$	153,615.35
5	1/7/2017	AP Vendor	Check	Ck 71309 thru Ck 71331	$	27,536.46
					$	-
					$	-
	Comments: None			Total	$	27,536.46
6	1/13/2017	AP Vendor	Check	Ck 71422 thru Ck 71446	$	451,085.63
			Treasury	TC 9213 & TC 9214	$	2,794.92
			Electronic	E 3988	$	400.40
	Comments: None			Total	$	454,280.95

Finance Certification:

Sue Hagener
Admin. Svcs. Director

TOTAL PAYMENTS: $ 1,013,391.96

AGENDA ITEM # 3.c.

SEQUIM CITY COUNCIL
AGENDA COVER SHEET

MEETING DATE: **January 18, 2017**

FROM: Karen Kuznek-Reese, City Clerk kkr
Initials

SUBJECT/ISSUE: **Ratify Committee Appointments**

Discussion dates	1/9/17	1/18/17		
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	1/19/17

PROBLEM/ISSUE STATEMENT:
Committee representation is determined on an annual basis.

ATTACHMENTS:
1. **Committee Assignments for 2017**

DISCUSSION/ANALYSIS:
Committee assignments were approved at the January 9, 2017 City Council Meeting. Since that time, changes have been discussed. The previous appointments will remain the same, except for the following:

- Clallam Transit System representative will be John Miller rather than Dennis Smith; and
- Clallam County Board of Health representative will be Pam Leonard-Ray rather than Ted Miller.

BUDGET IMPLICATIONS: None.

RECOMMENDATION: Approve committee assignments

MOTION: Approval of the Consent Agenda will confirm the appointments as indicated on the attached committee list.

CITY OF SEQUIM

2017 CITY COUNCIL COMMITTEE/ LIAISON ASSIGNMENTS

Updated 1/18/17

Committee * (Indicates Alternate needed also)	#f Council Members	Pam Leonard -Ray	Bob Lake	John Miller	Dennis Smith	Candace Pratt	Genaveve Starr	Ted Miller	Staff/ Rep
CITY REQUIRED COMMITTEES									
City Finance Committee (required by RCW)	3			X	X			X	City Mgr/Admin Svcs Dir
Lodging Tax Advisory Cmte. (LTAC) Quarterly Friday at 1:30 *(councilor serves as chair - required by RCW 67.28)*	1					X			Comm. Dir.
CITY RELATED COMMITTEES									
City Arts Advisory Commission Liaison (3rd Monday at 3:00 pm)	1	X							Clerk
Park & Recreation Board Liaison (1st Monday at 6:30 pm)	1		X						Asst. CM
Growth Management Act Regional Committee	2					X		X	DCD
Planning Commission- Council Liaison (1st &d 3rd Tues 6pm)	1				X				DCD
LONG-TERM and OUTSIDE AGENCY COMMITTEES									
Chamber of Commerce Board of Directors Liaison (typically the Mayor)	1				X				City Mgr
Clallam County Law & Justice Council (RCW 72.09.300 requires rep from the city legislative authority)	1							X	Police Chief
Clallam Transit System Board (3rd Monday at 1:00 pm) (*must be comprised of elected officials.)	2* + alternate			X		Alt.	X		
Homelessness Task Force (meets monthly) (established by Clallam County Commissioners in 2005 as an advisory committee to the Commissioners to advise and recommend on issues relating to ending homelessness in Clallam County. **Forks will provide a City representative for this term.**	1					Alt.			
Peninsula Development Assn and (RC&D) 4th Thur, 1:00-3:00 pm John Wayne Marina meeting room, except Nov/Dec = 1st Thursday December	1							X	
Peninsula Regional Transp Plng Org - Exec Cmte (alternate month, 2nd Friday, 10 am, location varies,)	1						X		PW Director

Committee * (Indicates Alternate needed also)	#f Council Members	Pam Leonard -Ray	Bob Lake	John Miller	Dennis Smith	Candace Pratt	Genaveve Starr	Ted Miller	Staff/ Rep
Peninsula Responders Emergency Program (PREP)	1		X						Police Chief
Sister City Association (2nd Thursday 1:30 pm)		X							Clerk or PW Staff
Transportation Benefit District	7	X	X	X	X	X	X	X	CM/PW Director
Solid Waste Advisory Committee (established by Clallam County to assist in the implementation of programs and policies concerning solid waste handling and disposal and review/comment on proposed changes to the Solid Waste Management Comp Plan. One rep from the city. Meets the 3rd Thursday of every other month at 3pm in the county commissioners' meeting room)				X					PW Director

OUTSIDE COMMITTEES

Committee	Representative	Alternate, if any
Dungeness River Management Team	Ann Soule	David Garlington
Opportunity Fund Board (3 year term) Expires 12/31/19	Sharon Delabarre	
Marine Resource Committee (No term expiration)	Ann Soule	
Animal Issues Advisory Committee (3 year term) No expiration	Vacant	
Clallam County Board of Health (City representative rotated between Forks, Sequim & Port Angeles. Sequim appointee 3-year term ending 12/31/19.	Pam Leonard-Ray	

1.)Liaison: liaison attends meetings and observes; reports back to Council. 2.) Committee: member participates in meetings; reports back to Council. 3.)Board Member is a voting member of the organization. Member should cast their vote as the council would vote on issues, then report back to Council.