



**Minutes  
City Council Advance  
Sequim Transit Center  
190 West Cedar Street  
Sequim WA 98382  
January 29, 2018  
9:00 a.m.**

**1) Introductions**

Council members present: Candace Pratt, Dennis Smith, Bob Lake, Jennifer States, Ted Miller  
Brandon Janisse, Pam Leonard-Ray

Everyone shared what they liked about the “job.”

**2) 2018-2019 City Council Objective/Goal Review - 9:00 AM to 2:00 PM, Includes Working Lunch (Staff Support, Charlie Bush) – the City Manager anticipates having staff in the room to hear the conversation(s) so they can complete working during item 2**

Staff members shared information on the various projects and work being completed by each department. Some are listed on the Council goals. There are many other projects being completed that are not included on the list of goals.

Bush provided information on the events and activities taking place throughout the city. Bush recommends hold the course on completing 2018 priorities. This is a break-through year. A lot of work has already been invested in several projects and community expectations are set. We can make some adjustments with things we are already doing; use the comp plan as an active tool, focus on 2019 and beyond.

We will reconcile existing priorities with new directions and staff capacity.

There was discussion about the Comp Plan and its potential use. In many cities the Comp Plan guides all functions and activities of the city. The current Comp Plan is too prescriptive. An emergency medical facility, solar usage, a revised code of Sequim, emergency management, solid waste improvements, guidelines for affordable housing were popular items, as well as annexations. Bush suggested an annexation strategy be developed.

**3) 2018 and 2019 Budget Process Discussion - 2:00 to 3:30 PM (Staff Support, Sue Hagener and Joe Irvin)**

- a. During this time, senior staff will work on the early formation of SMART Goals in the adjoining conference room, based upon Council’s preliminary list developed during item 1

The budget process is being revised to increase public engagement and obtain early input from councilors. Some councilors have felt that the time the council sees the budget, it is already written in stone. We want to increase council alignment with key performance indicators.

Staff will be working on department mission, vision and value work this spring. Key performance indicators work will be completed by the end of 2018. A survey of employees showed confusion between council goals and the City's mission and vision. By the 2020 budget we will be tracking issues that are important to us. We will use neighborhood groups to develop ways to draw out what is important to the community. They will then provide the information to the council for help in preparing the budget.

It was suggested that we revisit the number of neighborhoods. We may need more and different boundaries. That issue has come up during neighborhood meetings. It was added to the staging lot.

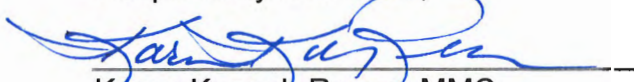
There will be a future council discussion about services provided by the city. The council will be asked to prioritize those services which will help if there is a budget crisis.

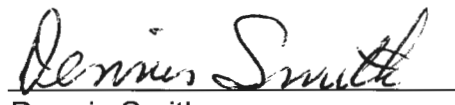
- 4) Staff SMART Goals Check-In - 3:30 to 4:30 PM (Staff Support, Charlie Bush & David Garlington)
  - a. Staff will provide initial thoughts regarding the Council's list
  - b. Further details will be brought back at a future Advance or work session, depending upon how much we are able to cover during this day

Draft goals were presented. Staff will work on creating goals to bring back to Council. Many items are being addressed in 2018 were moved to the staging lot. These include state certified arts district, neighborhood boundaries and their location/size – need historic downtown district, murals on downtown walls, ODT to Hendrickson, web net, sand garden for the 25<sup>th</sup> anniversary of the Sister City exchange, skate park cleaning, Albert Haller sign, Sequim city flag, half block trash, facility capacity /expand use.

It was agreed that another meeting would be scheduled to review goals. We will set up a meeting the last week of March so items can be included in Comp Plan amendment by May 1.

Respectfully submitted,

  
Karen Kuznek-Reese, MMC  
City Clerk

  
Dennis Smith  
Mayor

Minutes approved at a regular Council meeting held on February 12, 2018.