

CITY OF SEQUIM
CITY COUNCIL MINUTES
SEQUIM CIVIC CENTER
152 WEST CEDAR STREET
SEQUIM, WA
AUGUST 13, 2018

WORK SESSION

1. Preview of FTE Changes for the 2018 and 2019 Budgets

Hagener provided information on staffing changes for 2018 and 2019. Bush indicated that in 2018 the DCD Manager is being elevated to DCD Director; the Assistant to the City Manager is now a Management Analyst; temporary Engineering Project Manager is no longer temporary and will now be an Engineering Project Manager. This is a net change of 0 FTE. Garlington added that Dave Nakagawara, who is the temporary Engineer Project Engineer, is now a licensed engineer in Washington State and is a valuable employee.

Lake suggested hiring a volunteer coordinator. That way we could capitalize on the skills available in this area.

Hagener stated the 2019 budget proposes a net increase of 4.8 full-time equivalents. These positions have a total impact of \$123,400 to the General Fund. The remaining costs will come from the sewer and water funds or are project funded.

Information was provided concerning the positions being requested. These include a police officer, Administrative Assistant to help Public Works and DCD, Associate Engineer, a part-time Arts Coordinator, a position in Finance will increase to full time to help in Public Works, Maintenance Project Worker in Public Works which is 95% allocated to projects, and the new position of WRF Operator. The WRF has been down one employee for 10 years. The plant capacity has doubled and there is a backlog of maintenance. This will bring the WRF back to the needed staffing level. The Sewer Maintenance Worker will go to full time in 2019. This will be fully funded by the Carlsborg and Blyn sewer projects. The new positions may become part of the succession plans.

Lake suggested having LTAC funds help support the arts position. Hagener indicated data is being collected to determine the number of out of towners attending art events.

Hagener provided information concerning the salary survey that was recently completed. This can be scheduled for a council presentation at a later date.

2. Core Service Rankings

This will be discussed at a future meeting. Lake suggested rewording the questions to be what is most important to the citizens.

3. Possible Consolidation of City Arts Advisory Commission/Park, Arbor and Recreation Board

Bush stated there is internal reorganization. We are seeing opportunities of synergy and collaboration between the Arts Commission and Park Board. There will be potential collaboration rather than consolidation. There was consensus among councilmembers to proceed exploring opportunities.

PLEDGE OF ALLEGIANCE

ROLL CALL

Present: William Armacost, Bob Lake, Ted Miller, Candace Pratt, Dennis Smith, Brandon Janisse

MOTION to excuse Jennifer States who is ill made by Pratt; second by Miller. Carried Unanimously.

CHANGES TO THE AGENDA

CEREMONIAL

PUBLIC COMMENTS

Debbie Madden, on behalf of the Sequim Lavender Growers Association and the Lavender Festival, thanked Mayor Smith for his support, the Public Works Department for all their work (Del, Ty, Gary, Roger, Mike the new guy, David Garlington, Police Department (Sean Madison and the VIPS), fire inspectors Steve Jackson and Ann Hall, and the City for the use of Carrie Blake Park.

PUBLIC HEARINGS - None

ACTION ITEMS

CONSENT AGENDA

4. Approve/Acknowledge
 - a. City Council Meeting Minutes – July 23, 2018
 - b. Claim Voucher Recap dated 8/13/18 Total Payments \$1,073,467.32
 - c. Resolution R2018-20 Supporting the 2019 City Arts Advisory Commission Priorities

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

OTHER

5. Second Quarter 2018 Financial Report

Hagener provided information on the second quarter financials. Sales tax revenue is \$230,000 over budget and permit activities \$107,000 over budget. She explained all the Capital Projects that have been completed or are in progress.

Hagener explained Debt Service Fund 206 is where Civic Center funds were reported. This is now used to pay the loan.

Hagener explained how the minimum and maximum fund amounts were determined.

6. City Manager Evaluation Follow Up and Amendment to Contract

Nelson-Gross stated the City Manager currently receives a stipend for cell phone usage. He would now receive a city-issued phone. Those changes are reflected in the amendment.

MOTION to approve the proposed Third Amendment to the City Manager's Employment Agreement as set forth in Attachment 2; if the City Manager chooses to travel to Japan and Shiso City Prefecture, his travel, transportation, and other usual and necessary expenses will be paid by the City made by Miller; second by Lake. Carried Unanimously.

INFORMATION

Committee, Board and Liaison Summary Reports

Lake indicated the Red Cross toured the Guy Cole Center as a potential shelter. They would need showers and washing machines which could be included in the upcoming remodel.

Bush would like direction from council for any scope changes to the Guy Cole project.

Lake attended the Northwest Health Care Response meeting. This is an association of health care agencies who work to coordinate health care in emergencies.

Student Liaison Report

Eva Lofstrom reported on the upcoming Spruce Up Your School taking place on Saturday from 8 to 3pm.

Presiding Officer

Mayor Smith reported on the Chamber board meeting where Shelli Robb-Kahler announced her resignation. She has taken another job.

City Manager

- Service Fest – Success

Bush provided an overview of Service Fest. The City would like to continue ongoing partnerships with Habitat for Humanity and the Rally in the Alley. We would like to consider Service Fest as an ongoing concept.

- Contract for City-Wide Speed Feedback Signs

Klontz reported an RFP has been issued for 14 speed feedback signs. There was a wide range of prices. He is recommending the vendor who bid \$3,268 per sign because of the many options and warranty that are available.

- Vegelantes – Current Deployment of Goats for Targeted Grazing

Garlington reported that five goats are again being used for vegetation control.

GOOD OF THE ORDER

Lake stated we need to have waste receptacles where there are chairs. Where there are chairs, there are cigarette butts.

Bush indicated that staff will need to look at the Red Cross recommendations concerning Guy Cole. The Guy Cole attic will be used to store some of their equipment. Garlington added that there will be additional costs to implement those recommendations. He is concerned about that. Portable showers could be placed there.

There was council consensus to continue with the plan for Guy Cole and the breakout rooms.

EXECUTIVE SESSION

ADJOURNMENT at 7:15 p.m.

Respectfully submitted,



Karen Kuznek-Reese, MMC
City Clerk



Dennis Smith
Mayor

Minutes approved at a regular Council meeting held on September 24, 2018.