

**CITY OF SEQUIM
CITY COUNCIL MINUTES
SEQUIM CIVIC CENTER
152 WEST CEDAR STREET
SEQUIM, WA
JULY 22, 2019**

WORK SESSION

1. **Q2 2019 Financial Report for the City of Sequim**

Hagener provided financial information for second quarter 2019. The General Fund came in better than expected with a net gain of \$200,000. Over \$775K was placed into the Rainy Day Fund this year. Revenues were \$309K, or 6% more than budget. The City's overall debt was reduced by \$3.8 million. After paying \$3.7 million in debt, have \$22 million in cash and investments. Some is invested in the local government investment pool. TBD ending fund balance is \$234,000.

2. **Gallup Engagement Survey Process and Results**

Emily Stednick reported that the City used the Gallup platform to conduct an employee engagement survey. The survey was conducted during the first two weeks of May. 80% of the employees participated in the survey. The overall score was 4.01 and the percentile score is 70%. Emily provided information on the next steps. Staff will look at city-wide and departmental goals. We will conduct the survey every 18 months. The next survey will take place in November 2020. We plan to expand reporting capabilities through a new platform. Lake asked if the goals will be shared. Emily responded that they have not all been developed yet, but can be when they are completed.

3. **Update on Clallam County Economic Development Corporation**

Colleen McAleer, EDC Director, indicated that the EDC mission has changed. They have 16 board members. Sequim is the only city that is contracted with the EDC. We have received national attention. The EDC has funded Employment Opportunity Area (EOA) work for the past 17 months. We need to find grant funding and other supporters. Jim Moran, executive board member, added that they are moving to a contractor-driven employment status. This will save over \$100,000 in payroll. He highlighted the areas where they will be changing their procedures. Colleen explained the idea behind the North Olympic Legislative Alliance (NOLA), which is a partnership between public/private sectors. She explained how contractors will be used based on their areas of expertise. There was discussion as to why the City of Port Angeles is not contributing financially to the EDC. Miller feels it is important that they participate. States expressed concern about continued work on the Economic Opportunity Zones. McAleer explained that they will apply for grant funding for a position to lead this effort.

PLEDGE OF ALLEGIANCE

ROLL CALL

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

Absent: None

Excused: None

CHANGES TO THE AGENDA

Mayor Smith indicated that he would add an opportunity to introduce a new intern. Charisse Deschenes introduced William Langevin who is a local government fellow from the University of Washington and provided his background information.

CEREMONIAL

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

Mayor Smith indicated that the City Council will have a special meeting regarding the MAT facility next Monday at the Guy Cole Event Center. The council will take comments and exchange information at that time. On August 8 there is a meeting scheduled by the Jamestown S’Klallam Tribe to address the issues. This is a time for public comments and we want to hear from the public; however, this is not a public discussion period. Glynda Ball expressed her concerns about the Lavender Meadows development. She has received notice about a subdivision. Before she purchased her property she inquired with the City about development of this property and was told no application had been received. However, when she received the notice, there was indicated the City had received an application 2 years prior to the purchase of her property. Doug Wright has requested a minor change to the minutes of July 8, 2019. He thanked the council for their common-sense approach at the last meeting regarding the Hendrickson development.

PUBLIC HEARINGS (Legislative)

4. Resolution R2019-02 Adopting the Six-Year Transportation Improvement Program for 2020-2025 – RESCHEDULED TO AUGUST 12, 2019
5. Resolution R2019-03 Adopting the Six-Year Capital Improvement Plan for 2020-2025 – RESCHEDULED TO AUGUST 12, 2019 ACTION ITEMS

The public hearings have been rescheduled for August 12, 2019.

CONSENT AGENDA

6. City Council Meeting Minutes – July 8, 2019

7. Claim Voucher Recap Dated 7/22/2019 Total Payments \$661,761.48
8. Appoint Marc Sukolsky and Margaret (Maggie) Hall to the City Arts Advisory Commission
9. First Half 2019 Funding Report Boys & Girls Club
10. First Half 2019 Funding Report Shipley Center

Kuznek-Reese indicated that we received word today that Marc Sukolsky has withdrawn his application to the City Arts Advisory Commission and removed his name from the Consent Agenda.

MOTION to approve the Consent Agenda with Mark Sukolsky being removed from Item 8 made by Miller; second by Janisse.

Carried Unanimously.

OTHER

11. Ordinance No. 2019-009 Adopting New Chapter of Sequim Municipal Code Regarding Special Events

States commented she is recusing herself from this discussion because her business may be required to apply for permit. Miller stated that he feels it is important for her to engage in the discussion and perhaps excuse from the vote. Nelson-Gross explained that this is legislative; there is not a technical conflict; this is broader policy setting; and, that States may wish to abstain from the vote. Berezowsky explained the issues associated with administering Temporary Activity Permits and the need for the proposed ordinance for special event permits. States expressed concern about the alcohol consumption requirement. Miller stated SMC 8.38.030 should be changed to "will" require rather than "may". Lake asked about insurance liability and whether we have checked with WCIA. Nelson-Gross indicated that she believes the minimum liability is \$1 million depending on the event. Payment should happen 10 days prior to an event. Janisse asked if soccer games would be exempt. States asked about fees associated with TAP and Special Events. Lake suggested parameters for amplified sound. Berezowsky suggested having hourly limits.

INFORMATION

Committee, Board and Liaison Summary Reports

Lake reported on the Clallam County Trails Advisory Committee. The County has the ability to have more restrictive guidelines than the State. They have asked if Sequim would be willing to follow the County's guidelines setting the ODT speed limit at 15 mph. The County may be more restrictive than the State. He asked if the council would agree to support whatever the County comes up with. There was agreement from a majority of

Council members. Lake reported on the Board of Health meeting. They have taken on homelessness. HB1406 allows communities to add a 7/10 to the sales tax. People who don't reside in Sequim are paying as well. Lake attended an annual CERT event. There was a presentation from the WA State National Guard. We need to plan for at least a month before there is any assistance in this area, and not anticipate having any type of aircraft to send to this area in the first two weeks. The runway has to be inspected before it can be used.

States attended the SWAC meeting. How are we going to update the SWAC plan is a major topic. The hope is to obtain DOE funding and the ability to bring on a consultant. There is a subcommittee working on an outreach plan.

Miller attended the CTS board meeting. Projection of sales tax revenue is expected to be fairly flat. Expenses are going up so budget projections are out of balance.

Miller reported on the cases discussed during the Land Use Case Law Update.

Pratt attended the Ad Hoc Housing Committee meeting. From August 15-17 all of Clallam Transit's bus routes will be free, except for the Strait Shot.

Armacost attended the CAAC meeting. He reported on the Block Party taking place on August 2. Armacost reported on the ad hoc housing committee. Information will now go to the Planning Commission. At their meeting a contractor made a presentation concerning tiny housing.

Presiding Officer

Mayor Smith indicated that he attended the Chamber board meeting. There were many questions regarding the MAT, as well as the Littlejohn proposal. He also attended the Shiso Sister City meeting. There are issues regarding them becoming a 501(C)(3). There is an ongoing discussion. The student exchange will take place in September and October. On July 18th he attended an introductory visit with the interim school superintendent. Smith indicated he was the emcee for the opening of the Lavender Festival. Coffee with the Mayor is scheduled for Thursday, and will be held here in the Council Chambers.

City Manager

Bush indicated that we have heard concerns about facility rental fees. It is a significant hardship for some of the organizations to absorb fees. He suggests we look at delaying the increase for those events that are already scheduled. New rates would start in 2020. We will also recommend removing the transit center and the picnic shelter from the rentals. The rental process for the shelter is cumbersome. This will come back at a later meeting.

GOOD OF THE ORDER

Lake suggested that the City standard be changed regarding propane storage tanks. The industry has begun using a 96-gallon size. There was Council consensus to proceed with changing the standard to include 96-gallon tanks. Pratt indicated that she is introducing Music in the Park tomorrow.

EXECUTIVE SESSION

ADJOURNMENT

7:20 p.m.

Respectfully submitted,



Charisse Deschenes, Acting City Clerk
for Karen Kuznek-Reese, MMC
City Clerk



Dennis Smith
Mayor

Minutes approved at a regular Council meeting held on September 9, 2019.