



Moses Lake City Council

Dean Hankins, Mayor | Don Myers, Deputy Mayor | Deanna Martinez, Council Member | Dustin Swartz, Council Member
Mark Fancher, Council Member | David Eck, Council Member | Judy Madewell, Council Member

REMOTE ACCESS OPTION and IN PERSON UPDATE

Citizens can join this meeting remotely by calling the numbers listed at the bottom of the agenda or via internet at <https://cityofml.zoom.us/j/84683940110>. Masks will be required for all in person attendees.

Moses Lake Civic Center – 401 S. Balsam or remote access

Special Meeting Agenda

Saturday, February 26, 2022, at 8 a.m.

Council Retreat

8:00 a.m. – 8:30 a.m.	Council Member Introductions
8:30 a.m. – 10:00 a.m.	Staff Report Review and Q & A
10:00 a.m. – 10:15 a.m.	Break
10:15 a.m. – Noon	Executive Session: Potential Litigation pursuant to RCW 42.30.110(1)(i)
Noon	Adjourn

Next Regular Council Meeting is scheduled for March 8, 2022

NOTICE: Individuals planning to attend the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk at (509) 764-3703 as soon as possible so that arrangements may be made prior to the meeting time.

Zoom Meeting – Audio Only Please click the link below to join the webinar: <https://cityofml.zoom.us/j/84683940110>

Or One tap mobile : US: +12532158782,,84683940110# or +13462487799,,84683940110#

Or Telephone: Dial (for higher quality, dial a number based on your current location):

US: +1 253 215 8782 or +1 346 248 7799 or +1 720 707 2699 or +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592

Webinar ID: 846 8394 0110



STAFF REPORT

To: Mayor and City Council
From: Allison Williams, City Manager
Date: February 22, 2022

COUNCIL RETREAT PACKET OVERVIEW

To prepare for the Council Retreat, I interviewed each Council member to identify items that each Council member would like to discuss during the retreat.

Each item below is related to a question one or more of our Council members had. Additional packet information is provided to give background on each topic to augment your retreat discussion:

- 1) **Council Procedures Excerpt:** Section 2.08.020 (E) (F) address the questions that several of you had regarding speaking for and representing the Council and the Council member role as a policy maker with administration overseen by the City Manager.
- 2) **City Priorities:** Several of you had questions about the process the city uses to set priorities.
 - a. **The Org Chart:** Contained in our City Budget document, the Org Chart identifies that the citizens inform leadership and help establish priorities which are then carried out as identified on the chart. As elected representatives, you each represent a distinct viewpoint on our City Council informed by the public. The Retreat will help you to get to know one another and your priorities.
 - b. **Public Engagement:** To inform decision making City planning processes often require receiving public input – often formalized in a Public Engagement Plan (PEP). A PEP was formalized for the City’s Comprehensive Plan/Housing Action Plan effort, which follows. The public input then informed the plan and established priorities. (Copies of the raw public input are available).
 - c. **Comprehensive Plan (Comp Plan):** This is the long range planning document that identifies the public’s goals with regard to overall growth and development of the community. The plan has an implementation section that guides next steps for the City in the near term. The Comprehensive Plan is a long term plan that then guides annual processes. Within the Comprehensive Plan are implementation

elements including the Transportation Element and Capital Facilities Plan. These two elements ensure that the City is planning for the projects that are required support the growth envisioned by the Comprehensive Plan.

- i. **Six Year Transportation Improvement Program (TIP):** This is an annual process that implements the Transportation Element of the Comp Plan by allocating priority and funding to street/sidewalk and trail projects as available.
 - ii. **The Capital Facilities Plan (CFP):** This is the financing plan for all other capital elements of the Comp Plan.
- 3) **Budget:** The City Council then identifies priorities by adopting the annual budget. The Budget must be consistent with the City's Capital Facilities Plan and Six Year TIP.
- 4) **Annual Work Plans:** Once the City Council sets the priorities through the budget, it is then the job of the City Manager through the Directors to implement work plans to carry out the budget and overall needs of the City.

Supporting Documents:

Council Rules of Procedure Excerpt

City of Moses Lake Organizational Chart from the City Budget Document

PEP from the Comprehensive Planning/Housing Action Planning process

Overall Implementation Table from the Comprehensive Plan

2021 Six Year Transportation Improvement Program list

Capital Facilities Plan Excerpt

2022 Budgeted Items (overall budget and capital improvement budget)

January 2022 Department Director presentation – 2022 Work Plans

Short Course Excerpt on Concurrency – A work plan item that will support the implementation of the TIP and CFP

Administrative Report on the Homeless Housing Program