

RESOLUTION NO. R-2003-01

GENERAL POLICY RESOLUTION OF CORE BELIEFS

**A RESOLUTION OF THE CITY OF SEQUIM ESTABLISHING A
GENERAL POLICY RESOLUTION EMANATING FROM THE
CORE BELIEFS OF THE CITY COUNCIL AND
SETTING FORTH DUTIES OF BOTH ELECTED AND APPOINTED OFFICIALS OF
THE CITY TO HELP GUIDE CORPORATE AND EXECUTIVE DECISIONS TOWARD
EFFECTIVE, RESPONSIVE, AND OPEN GOVERNMENT**

WHEREAS, the City Council of the City of Sequim, as the elective legislative body, is charged with promulgating Ordinances and Resolutions which become the law of the city; and

WHEREAS, such Ordinances and Resolutions must provide enforceable provisions subordinate to, and in harmony with, all other applicable federal and state statutes and regulations; and

WHEREAS, the City Council desires to provide a clear set of general policy guidelines for the conduct of city government;

NOW, THEREFORE, the City Council of the City of Sequim does hereby affirm and resolve that the following core beliefs shall serve as guidelines for the conduct of affairs by all branches of Sequim city government.

Section 1. We believe that Sequim should be a visionary city encouraging its citizens and their government to look to the future beyond the present generation and to bring such ideas to public discussion, including the goals and objectives of the Visioning Report of the Comprehensive Plan (dated September 16, 1993.)

Section 2. We believe that corporate decision making is the only lawful and effective way to conduct the public's legislative business and that careful observance of a clear set of rules of procedure can best enhance public discussion and decision making.

Section 3. We believe in the City Council as policy leaders of the City. One or more City Council members should take the lead, where practical, in all matters which may result in the passage of legislative policy, Ordinances or Resolutions excepting quasi-judicial or other public hearings and the statutory duties of the City Manager as set forth in RCW 35A.13.020.

Section 4. We believe in maintaining a professional and respectful relationship and agree to abide by the following "norms":

- Council and staff maintain courtesy in public
- Respect each other
- Don't blind side each other (no surprises)
- Consult with each other before taking action
- Promote equitable diversity
- Speak no evil (praise in public – correct in private)
- Don't pass on rumors (check facts with source)
- All information shared with all
- Wait for recognition before speaking (address if necessary)
- Everyone is responsible for the process (no parking lot “after talks”)
- Pick your cause
- Trust each other to do the right thing (even if you're not there)
- Support group decisions
- Listen (really listen)...
 - Listen to understand all sides
 - Listen for content
- Come on time...Leave on time
- Be prepared
- Communicate responsibly
- Facts Matter

Section 5. We believe in hearing the public view. We affirm that members of the public should be encouraged to speak and be heard through reasonable rules of procedure when the public business is being considered thus giving elected officials the broadest perspectives from which to make decisions.

Section 6. We believe that the economic and commercial job base of the community must be protected and encouraged to grow as an alternative to increasing property taxes to support basic city services. We believe it imperative to have an expanded and more diverse economic base, including representation from the light industrial and high-tech sectors, for example.

Section 7. We resolve that a duty of the City Manager shall be to conduct the affairs of the city within his/her authority by directing administrative policies designed to carry out the following:

- a. Promote mutual respect between the city staff and the City Council by encouraging the organizational team work necessary for effective, responsive and open government;
- b. Prescribe procedures for administrative personnel which give the City Council and the public advance notice of issues to be brought for discussion.

- c. Establish and maintain a formal city-wide customer service program with emphasis on timely response, a user-friendly atmosphere, and an attitude of facilitation and accommodation within the bounds of responsibility, integrity, and financial capability of the city;
- d. Direct administrative personnel to practice cost-saving wherever possible to contain or impede the rising cost of governmental services.
- e. Require that city departments review and examine their operations and employments as to whether there are more effective ways to organize or conduct departmental activities whenever opportunities such as attrition, budget preparation, etc. make such examination appropriate;
- f. Provide a database of projects and dreams so that good ideas are not lost and the status of projects can be readily determined.

Passed by the City Council of the City of Sequim, Washington at a public meeting held this _____ day of _____, 2003.

Walter E. Schubert, Mayor

John Beitzel, Mayor Pro Tem

Ron Farquhar

Don Hall

Bill Huizinga

Patricia Kasovia-Schmitt

Paul McHugh