

POULSBO CITY COUNCIL MEETING OF DECEMBER 12, 2012

MINUTES

PRESENT: Mayor Erickson, Berry-Maraist, Henry, Lord, McGinty, Musgrove, Nystul, Stern.

Staff: Boltz, Booher, Stenstrom, Stephens

MAJOR BUSINESS ITEMS

- * * * Claims – November 1-31, 2012
- * * * Payroll – November 1-31, 2012
- * * * Budget Amendment, BA12-0409 Fish Park
- * * * Ordinance No. 2012-20, Real Estate Excise Tax
- * * * Indirect Cost Allocation Plan
- * * * 2013 Budget: Final Review and Approval

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Erickson called the meeting to order in the Council Chambers at 7:00 PM and led the Pledge of Allegiance.

2. COMMENTS FROM CITIZENS

- a. Megan Leibold, Miss West Sound 2013, introduced herself and explained the Miss West Sound scholarship program.

3. MAYORS REPORT AND COUNCIL COMMENTS

- a. Councilmember Stern introduced Curtis Zulauf, Coffee Oasis manager, thanked the Council for their support and stated the mission and purpose of Coffee Oasis; and invited the Council to the Grand Opening this Saturday, December 15th.
- b. Councilmember Lord requested Council Goals discussion be added to the agenda.

4. CONSENT AGENDA

- Motion:** Move to approve Consent Agenda items a through c.
 - Action:** Approve, **Moved by** McGinty, **Seconded by** Stern.
- Motion passed unanimously.

The items listed are:

- a. Claims- November 1-31, 2012, in the amount of \$787,949.89, check numbers 10020845 through 10021092 and electronic disbursement numbers 22-0093 through 22-0102.
- b. Payroll- November 1-31, 2012, in the amount of \$334,821.32 with the check numbers (including direct deposit vouchers) of 30018559-30018810.
- c. Budget Amendment, BA12-0409 Fish Park

5. BUSINESS AGENDA

a. Ordinance No. 2012-20, Real Estate Excise Tax

Finance Director Booher explained the ordinance was updated to permit uses of Real Estate Excise Tax as authorized by Revised Code of Washington (RCW).

Motion: Move to approve Ordinance No. 2012-20, an ordinance of the City of Poulsbo, Washington, amending section 3.30.100 of the Poulsbo Municipal Code in order to allow Real Estate Excise Tax revenues to be used for any purpose authorized by RCW 82.46.010 and 82.46.035.

Action: Approve, **Moved by** McGinty, **Seconded by** Stern.
Motion passed unanimously.

b. Indirect Cost Allocation Plan

Finance Director Booher outlined the purpose of the Indirect Cost Allocation Plan, to account for portions of functions supporting Public Works functions; the reason for the update to the current plan; methodology used; factor adjustments and allocation formula; and the allocation formula old vs. new.

Motion: Move to approve Indirect Allocation Plan as presented. **Action:** Approve, **Moved by** Musgrove, **Seconded by** Berry-Maraist.
Motion passed unanimously.

c. 2013 Budget: Final Review and Approval

Finance Director Booher outlined the budget changes; changes to transfers changes prior to proposed preliminary; and budget changes, including revenue and expenditure changes, approved baseline adjustments and new program requests. Booher stated the fund balance reduction from revenue stabilization will be \$287,107.

The final budget ordinance will come forward to the Council at next weeks Council meeting.

Motion: Move to approve the City of Poulsbos 2013 Budget.

Action: Approve, **Moved by** Stern, **Seconded by** Lord.

Motion passed unanimously.

d. ► 2013 Council Goals

Councilmember Lord explained the Economic Development Committee has drafted two new goals:

- Downtown Economic Vitality- Improve downtown parking, increase tourism and visitors downtown, and ~~improve~~ explore night time economy.

Council discussion included establishments staying open until later hours (generally market driven), the goal being Council driven and measurements.

- Address Water Quality (Stormwater, flooding and South Fork of Dogfish Creek) - Improve water quality in Liberty Bay and creeks through stormwater improvements, evaluate feasibility of phased move of some Public Works functions to new property & culvert replacement to address flooding & water quality, and incent stormwater improvements on residential and commercial private property.

Berry-Maraist stated the goal will be discussed with staff to determine what is currently being done and how the goal can be accomplished.

Council discussed continuing the discussion at a later date.

6. ► COUNCIL COMMITTEE REPORTS

a. Public Works Committee: Councilmember McGinty reported on update on flooding that affected stormwater and sewer systems, and the Liberty Bay Total Maximum Daily Load (TMDL).

b. Economic Development Committee: Councilmember Musgrove reported on night time economy discussion.

c. Community Services Committee: Councilmember Lord reported Net Shed park project is moving forward, pavilion update at Muriel Iverson Waterfront Park is in the design and budget establishment phase, Chamber of Commerce update, ongoing efforts on

the eastside trails to Noll Road, and Hotel/Motel Tax actual is exceeding projections.

7. DEPARTMENT HEAD COMMENTS

None.

8. CONTINUED COMMENTS FROM CITIZENS

None.

9. COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

a. Councilmember Berry-Maraist commented on the Community Services Committee discussion on the use of Hotel/Motel reserves; and her attendance of the Parks & Recreation Commission meeting.

b. Mayor Erickson commented on her 3rd budget process since being Mayor, the improved budget climate and good place the City is in now. Erickson thanked the Council and staff for their hard work over the last three years.

10. ADJOURNMENT

Motion: Move to adjourn at 8:55 PM.

Action: Approve, **Moved by** Lord, **Seconded by** Henry.

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Jill A. Boltz, City Clerk, CMC