

POULSBO CITY COUNCIL MEETING OF NOVEMBER 13, 2013

MINUTES

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

Staff: Berezowsky, Boltz, Booher, Kasiniak, Kingery, Loveless, McCluskey, Stephens, Treacher

MAJOR BUSINESS ITEMS

- * * * Budget Amendment BA13-0402, Anderson Parkway
- * * * Public Hearing: 2014 Budget – continued
- * * * Budget Work Session – All Department & Non-Departmental Presentations

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. Janetmarie Valiga spoke to the continued operation of Sound Works; and announced the organization has partnered with Gateway Fellowship, to provide service on a walk-in basis.
- b. Rita Hagwell expressed her opposition to her property being included in the Urban Paths of Poulsbo.
- c. Jan Harrison, Poulsbo Marketing Coalition, spoke to the recommendation that will be coming forward in the budget process regarding the Hotel/Motel funding for the coalition.

3. MAYOR'S REPORT AND COUNCIL COMMENTS

- a. Councilmember Lord stated Mayor Erickson and herself visited to all the Viking Avenue businesses recently to promote collaboration on the Viking Avenue Tree Lighting.
- b. Mayor Erickson reported the Viking Avenue Tree Lighting event will be held on November 29th beginning at 6:00PM.
- c. Councilmember Musgrove reported on his attendance at a webinar with the Clerks Department regarding the proposed Meeting and Records Management software.

- d. Councilmember Stern acknowledged City Clerk Boltz at her last Council meeting and the 7 years of service to the City. Stern also presented the Poulsbo Historical Society 2014 Calendar.

4. CONSENT AGENDA

Motion: Move to approve Consent Agenda item a.

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

Motion passed unanimously.

The items listed are:

- a. Budget Amendment BA13-0402, Anderson Parkway

5. BUSINESS AGENDA

a. Public Hearing: 2014 Budget – continued

Mayor Erickson stated the public hearing is being continued, and asked for public comments. No comments were received.

Motion: Move to continue the public hearing to Wednesday, November 20, 2013 at the Poulsbo City Council Chambers.

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

Motion passed unanimously.

b. Budget Work Session – All Department & Non-Departmental Presentations

Executive

Mayor Erickson presented her 2014 budget, 2013 accomplishments and what she will be working on in 2014.

Clerk

City Clerk Boltz spoke to this being her last Council Meeting. Boltz outlined program highlights of the Clerks Department and accomplishments. The department's budget is essentially the same as the current year, and there is a baseline adjustment of increased overtime for the Deputy City Clerk and two new program requests for an electronic records management program and part time receptionist; with the electronic records management program being a high priority.

Legislative

City Clerk Boltz presented the 2014 Legislative budget and stated the only changes are contractual (cost of living) increases.

Municipal Court

Judge Tolman reported The Municipal Court budget is the same; their original request for an increase in training has been withdrawn. Tolman outlined the department and staff accomplishments.

Historical Downtown Poulso Association (HDP)

Bo Blakey, HDP Treasurer, outlined the 2013 highlights of the association and downtown merchants.

Personnel

Human Resources Kingery outlined the duties of her position and personnel budget, with no changes in 2014 budget.

Information Technology (IT)

Information Technology Manager Treacher stated there are no budget changes; however the increase is due to bringing IT Technician salary in the IT budget.

Planning

Planning Director Berezowsky presented the 2013 accomplishments, permit activity and revenue; 2014 goals and budget.

Parks and Recreation

Parks and Recreation Director McCluskey presented the following budgets:

- Lodging Tax – The projected 2014 revenues, request for funds and LTAC recommendation.
- Recreation – 2014 highlights and programs; baseline adjustment request (\$35,000 – 15 passenger van, and a capital request (3 additional spigots in Raab Park)
- Employee Wellness – Program purpose and highlights; no budget changes
- Urban Forestry – Program highlights
- Park Development – No fees have been collected; and 2014 projects

Police

Chief Townsend presented the 2014 Police Department budget including requests for additional hours for the Court Security Officer, and a Police Officer position. Townsend explained the critical need for an additional Police Officer, due to the increased heroin problem in the City.

Finance Department

Finance Director Finance Booher presented 2013 accomplishments, 2014 goals, and the department budget includes:

- Central Services - Central Admin, Data Processing, Small Tools, Risk Insurance
- Non-Departmental – Audit, Legal, Care and Custody of Prisoners, Misc Contracts and Transfers
- Special Revenue funds - Capital Improvement (REET), Transportation Development (Traffic Mitigation), Debt Service Funds and Capital Equipment.

Motion: Move to extend the meeting to complete the business agenda.

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

Motion passed unanimously.

Public Works -Engineering

City Engineer Kasiniak presented department budget and requests including, Public Works Administration, Central Services (Building/Custodial Maintenance; Park Maintenance; Library; and Cemetery), Street Operations, Paths & Trails, Street Equipment, and Proprietary Funds (Water, sewer, garbage and storm drain). Kasiniak outlined the baseline adjustment and new program requests.

6. COUNCIL COMMITTEE REPORTS

- a. Public Works Committee: Councilmember Berry-Maraist stated the next meeting has been rescheduled from Wednesday, November 27th to Monday, November 25rd. LBM reported on potential stormwater grant; and a regional stormwater monitoring program to comply with the NPDES permit.
- b. Community Services Committee: Councilmember Henry reported on City Hall Room usage review, the damage that has been caused to the rooms and the staff time involved; and discussed the Poulsbo boat display at the Waterfront Park.

7. DEPARTMENT HEAD COMMENTS

None.

8. CONTINUED COMMENTS FROM CITIZENS

- a. Rita Hagwell spoke in support of the additional Police Officer position and hoped the Mayor would find money to fund the position.

9. COUNCILMEMBER COMMENTS/BOARD/COMMISSION REPORTS

- a. The Council and Mayor thanked City Clerk Boltz for her time and service at the City, stated she will be missed.

10. ADJOURNMENT

Motion: Move to adjourn the meeting at 10:37 PM.

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

Motion passed unanimously.

Rebecca Erickson, Mayor

ATTEST:

Jill A. Boltz, City Clerk, CMC