

# POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 04/13/2016

AGENDA ITEM:	Minutes of City Council Meeting
EXHIBITS:	Draft Minutes
STAFFED BY:	City Clerk Fernandez
CATEGORY:	Consent Agenda
MAYOR OK/Initial:	

## SUMMARY STATEMENT:

Attached are the draft minutes of the March 30, 2016, City Council Meeting for your review and approval.

Additional Staff Report Attached

## COMMITTEE RECOMMENDATION:

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## IMPACTS:

Expenditure Required?  Yes  No      Included in Budget?  Yes  No  
Amount: \$

## RECOMMENDED ACTION:

Approve/Approve with Modifications

SAMPLE MOTION:

Consent Motion.

## **POULSBO CITY COUNCIL WORKSHOP OF March 30, 2016**

### **MINUTES**

**PRESENT:** Mayor Erickson; Councilmembers Henry, Lord, McGinty, Musgrove, Nystul, Stern, Thomas.

Staff: Finance Director Booher, City Clerk Fernandez, Engineering Director Kasiniak, City Engineer Lenius, Public Works Superintendant Lund, Office Clerk II Wood, Contract Administrator Walser, and Forman Walker

#### **1. ► CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Mayor Erickson called the meeting to order in the Council Chambers at 6:00 PM and led the Pledge of Allegiance.

#### **2. ► MAYOR & COUNCIL COMMENTS**

Councilmember Stern asked those who are attending the PSRC General Assembly to meet in the parking garage tomorrow morning at 9:00 AM.

Mayor Erickson thanked staff for the work they did with Chris Campana who is retiring and leasing his building. She reported that the City had a meet and greet with Edward Rose, who should have site plan turned into the City in 4-5 months.

Discussion was held regarding Transpol and the need to have a couple Councilmembers to represent the City when asking for funds through the countywide process. The Mayor must recuse herself, because she would be a financial beneficiary of these transactions. The Mayor will send out an email to the Council asking for volunteers to work as a team throughout this process.

#### **3. ► COUNCIL WORKSHOP**

##### **a. Solid Waste Workshop – Discussion on the Solid Waste Request for Proposal Process**

Mayor Erickson opened the work shop by stating the goal of the City: to provide the best service for the least cost to the citizens for all utilities.

The City is currently doing comprehensive plan updates, so this is the right time to do the analysis of solid waste. Poulsbo is only jurisdiction still providing its own solid waste services. Solid waste drives Public Works. It has to be done every day. It is very technical, physical, and dangerous work that brings a lot of liability with it. The cost of city garbage service is also higher than surrounding garbage services.

Engineering Director Kasiniak reviewed what has been discussed at previous Council workshops: pricing, levels of service in other jurisdictions, and pros and cons. At the October 28, 2015, Council Workshop, the Council asked for a draft RFP to find out what the cost would be. Staff has drafted the RFP, and has had it reviewed by the City Attorney and the Kitsap County Solid Waste Division. The insurance requirements in the RFP were reviewed by the City's insurance carrier.

Public Works Director Lund discussed current service levels and the difficulties the department faces with providing garbage service.

Discussion was held on what options should be included in the RFP.

The Council agreed they would like to receive three quotes: one for our current service, one for what they would recommend we should do, and one for the individual items so we can add things back in.

Finance Director Booher discussed fee structures. She asked if the Council wanted to include a low income discount program. Finance Director Booher will double check what the standard is at Waste Management and Bainbridge Disposal. The Council decided they probably do not want it included in the pricing structure.

Finance Director Booher noted that the solid waste utility provides indirect allocation dollars to the general fund, so the general fund will take a hit to those revenues. After talking with other jurisdictions and solid waste providers on how they handle this, there are two options the city can take: a percentage fee (franchise fees are not possible) or street impact fee (due to the heavy trucks on the roadways). The City would still maintain the same solid waste utility tax, which is maxed at six percent (and could only be raised by a vote of the people). Staff would need to know if the Council wants to include either of these fees to supplement the loss of funds to the general fund indirect allocation. This can be decided during contract negotiations.

Finance Director Booher added there will be more costs absorbed by the general fund that will be absorbed by the other utilities and passed on in the rates, but there will be cost savings with not having to expand the public works yard or having to hire another mechanic. Staff knows they still have to dig into the numbers, but right now they have only gone over them broadly to get a sense of what to expect.

Discussion was held regarding the City not wanting the contractor to pass a utility tax as a direct charge to the customer, because it is a tax to the provider, not the customer.

The Council asked for rates to be provided for a 5-, 10-, and 15-year contract. The bid will be open to everyone.

Council reviewed the tentative schedule:

Event	Time Frame
Publish notice of proposal documents	June 13, 2016
Issue proposal documents	June 13, 2016
Pre-submittal meeting	July 12, 2016
Deadline for proponent questions	4:00 PM, July 25, 2016
Issue addenda response to questions	August 9, 2016
Proposals due and opened	4:00 PM, September 19, 2016
Review panel (council, staff, citizens) evaluate proposals	September 28, 2016
Panel recommendation to City Council	October 19, 2016
Public hearing process	November 2, 2016
Council decision	November 30, 2016
Contract negotiations	Dec-May
Start of collection services	June 1, 2017 (target date)

Discussion was held on current fleet needs and how to bridge the gap. A new truck is \$400,000, and it takes a year to get it built and delivered. Staff has discussed keeping the truck for special events. Selling the truck would be difficult; we would have to buy a truck that would fit into the buyers fleet. Staff could also do proactive maintenance on the vehicles we already have.

The Council would like staff to provide the total financial impacts in a written document.

Other discussion highlights:

- Recycling has been costing the City \$90,000 a year, and the City had \$2MM in solid waste at the end of 2014, while the trucks are breaking down and water/sewer have been understaffed due to filling in for solid waste.
- If the decision isn't made soon, the City will have to buy another truck and hire another employee.
- The Council at this point has made no decision at this time in which way to go. They are committed what is the most effective and efficient way to provide solid waste service. This is an exploratory process and they are gathering information to make an important decision.
- The NPDES permit requirements are required throughout Washington State, and contractors have the capability to provide what is required. It will be included in the contract language.

Councilmember Stern asked that the Public Works Committee review the new input received tonight and make a recommendation to the full Council for the questions of whether to purchase a new truck and hire additional staff.

#### 4. **ADJOURNMENT**

**Motion:** Move to adjourn.

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

Motion passed unanimously.

The meeting adjourned at 8:50 PM.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk