

POULSBO CITY COUNCIL MEETING OF NOVEMBER 5, 2008

MINUTES

PRESENT: Mayor Quade; Councilmembers: Berry-Maraist, Erickson, Lord, McGinty, Rudolph, Stern.
Staff: Baker, Boltz, Booher, Kingerey, Loveless, McCluskey, Stephens, Swiney, Tolman, Treacher.

ABSENT: Councilmember Crowder.

MAJOR BUSINESS ITEMS

- * * * Claims – September 1-30, 2008
- * * * Payroll – October 1 – 31, 2008
- * * * Minutes of April 23, 2008 Joint City Council/Planning Commission Meeting
- * * * Minutes of September 30, 2008 City Council Retreat
- * * * Minutes of October 8, 2008 Council Meeting
- * * * Minutes of October 15, 2008 Council Meeting
- * * * 7:15 PM Public Hearing: 2009 Budget
- * * * Preliminary Budget Presented to City Council
- * * * Ordinance No. 2008-18, Set the Property Tax Levy
- * * * Ordinance No. 2008-19, 3rd Quarter Budget Amendments
- * * * 2009 Budget Workshop No. 1 – Police, Court, Capital Equipment, Human Resources, Information Services and Non-Departmental
- * * * 2009-2013 Kitsap Humane Society/Animal Control Contract
- * * * Resolution No. 2008-16, City Hall Closure
- * * * Final Acceptance of the Vinland Community Field Project

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Quade called the meeting to order in the Council Chambers at 7:04 PM and lead the Pledge of Allegiance.

2. MAYOR'S REPORT AND CHANGE TO AGENDA

- a. City Hall Update:** Mayor Quade reported the shoring up of the site is nearing completion. Councilmember Rudolph reported he met with Mayor Quade and Councilmembers Stern and Erickson to discuss a pause in the City Hall project and establish criteria for moving forward with the project.

MOTION: Rudolph/Stern. Move to pause with bidding and construction phase of the Poulsbo City hall project until such time the City can verify favorable bond interest rates coupled with confirmation of actual

revenues- realized from sales tax, sale of property, Real Estate Excise Tax and a final cost estimate, which assures the City's ability to pay off the bonds.

Motion passed unanimously. Absent: Councilmember Crowder

Councilmember Erickson also commented on the need for an additional study to determine the feasibility of the Police Departments inclusion in the new City Hall.

Councilmember Berry-Maraist expressed her concern regarding the size of the building and requested the space needs be re-evaluated during the pause in the project.

- b.** Mayor Quade reported on the Kitsap County Consolidated Housing Authority's (KCCHA) recent announcement of the sale of several properties, including the Nordic property at College Market Place and Viking Crest Condominiums in Poulsbo. The KCCHA Board's overall goal is to keep the KCCHA viable and maintain its affordable housing opportunities.
- c.** Mayor Quade reported on the Kitsap Regional Coordinating Council (KRCC) meeting discussion regarding stable ferry funding and Kitsap County's decision to cut their funding of programs such as KRCC. Councilmember Stern added the economic slowdown is affecting solid waste facilities and housing programs.
- d.** Mayor Quade reported the City has received a signed letter of intent from Harrison Hospital on the 10th Avenue property, with both parties hoping to have the deal completed by the end of the year.

3. MAYOR AND COUNCIL DISCUSSION

- a.** Councilmember Rudolph reported the North Kitsap Baptist Church organized a sidewalk litter program the weekend of November 1st, 2008, collecting approximately 20 bags of trash from several Poulsbo roadsides.
- b.** Councilmember Stern recognized the historic election results; and acknowledged the recent passing of "Tuba Man" Ed McMichael.
- c.** Councilmember Berry-Maraist commented on the success of the Halloween Trick-or-Treating event downtown, commending the downtown businesses for their part; and expressed her desire to move forward on addressing the traffic issues and pedestrian safety downtown.

4. COUNCIL COMMITTEE REPORTS (FOR ITEMS ON CURRENT AGENDA)

- a. Finance/Administration: Councilmember Erickson reported on discussion regarding the 2009 budget and possible cutbacks that will be needed.

5. CITIZEN COMMENTS

- a. Muriel Williams commented and addressed concern for the November 1, 2008 article in the North Kitsap Herald regarding the City Hall building which included a photograph of the new City Hall. Mayor Quade gave her assurance the photograph in the paper was not current, nothing like what the actual building will look like and has asked the editor to print a correction.
- b. David Smith addressed concern for the direction of the new City Hall project, stating the City Hall project needs to move forward.
- c. Jan Wold commented on the low water level in Johnson Creek, due to a reduction in rainwater infiltration and her concern for the salmon in the creek.
- d. Mike Paxhia commented on the Traffic Demand Management workshop on October 29, 2008, and the need for traffic modifications to be implemented right away.

6. CONSENT AGENDA

Councilmember Stern requested the minutes of October 8, 2008 be pulled for discussion.

MOTION: Stern/McGinty. Move to approve Consent Agenda items a, b, c, d and f.

Motion carried unanimously. Absent: Councilmember Crowder

The items listed are:

- a. Claims – September 1-30, 2008
- b. Payroll – October 1 – 31, 2008
- c. Minutes of April 23, 2008 Joint Council/Planning Commission Meeting
- d. Minutes of September 30, 2008 Council Retreat
- e. ~~Minutes of October 8, 2008 Council Meeting~~
- f. Minutes of October 15, 2008 Council Meeting

MOTION: Stern/Lord. Move to approve the minutes of October 8, 2008 as corrected.

Motion carried unanimously. Absent: Councilmember Crowder

7. MAJOR BUSINESS ITEMS

a. 7:15 PM Public Hearing: 2009 Budget

Mayor Quade opened the public hearing at 7:56 PM.

No comments were received.

MOTION: Stern/Berry-Maraist. Move to continue the hearing to Wednesday, November, 12, 2008, at the Poulsbo City Council Chambers.

Motion carried unanimously. Absent: Councilmember Crowder.

b. Preliminary Budget Presented to City Council

Finance Director Booher announced the Preliminary Budget has been distributed and is available at the front counter for check out by the public. Booher noted all goals, objectives and measures have been incorporated into the financial plan, as requested by Council. The preliminary budget has been adjusted based on updated figures and reduced revenue projections. Booher advised the Finance/Administration committee will continue to look at reduction areas in the budget and will bring forward their recommendations at the November 12, 2008 Council meeting.

c. Ordinance No. 2008-18, Set the Property Tax Levy

MOTION: Lord/McGinty. Move to approve Ordinance No. 2008-18, an ordinance of the City of Poulsbo, Washington levying the general taxes for the City of Poulsbo for the fiscal year commencing on January 1, 2009, on all property, both real and personal, in said city which is subject to taxation for the purpose of providing sufficient revenue to carry on the several departments of said city for the ensuing year as required by law, and approving an ordinance summary for publication.

Motion carried unanimously. Absent: Councilmember Crowder

d. Ordinance No. 2008-19, 3rd Quarter Budget Amendments

Mayor Quade asked for public comments, no comments were received.

MOTION: McGinty/Lord. Move to adopt Ordinance 2008-19, an ordinance for the City of Poulsbo, Washington, amending the 2008 budget adopted by Ordinance No. 2007-60 to revise the revenues to and

appropriations from certain funds and approving an ordinance summary to publication.

Motion carried unanimously. Absent: Councilmember Crowder

e. 2009 Budget Workshop No. 1 – Police, Court, Capital Equipment, Human Resources, Information Services and Non-Departmental

Police: Chief Swiney presented the Police Department appropriations, goals and 2009 budget.

Capital Equipment Replacement includes:

- \$28,000 for replacement of a 1998 Ford Crown Victoria, Detective vehicle;
- \$46,800 for replacement of a 2000 Ford Expedition Police car;
- \$47,800 for replacement of a 2001 Ford Crown Victoria Police car (K9);
- \$12,640 for replacement of a photocopier.

Baseline Adjustments include:

- \$10,260 for quarterly firearms training;
- \$4,450 for Lexipol Corporation accreditation, which includes \$2,500 for training and \$1,950 for updating of the policy manual;
- \$5,698 for repair and maintenance on all police vehicles, office machines, radios, electronics and departmental maintenance contracts;
- \$5,600 for replacement of Police ballistic vests which are either out of compliance or outdated;
- Fuel cost increases for vehicles (\$14,200), marine (\$185) and reserve (\$750);
- \$6,944 for overtime costs increase of 6.35%, as required by the union contract;
- \$799 for replacement of an outdated fax machine;
- \$2,000 for additional training hours to meet accreditation standards.

New Programs Request:

- \$28,000 for additional in-car video systems for the remaining six vehicles without the system.

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The Mayor called a recess at 8:59 PM. The meeting was reconvened at 9:06 PM.

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Municipal Court: Judge Tolman presented the Municipal Court budget.

Baseline Adjustment Requests include:

- \$700 for office supplies;
- \$100 for communications (phone line expenses);
- \$600 for travel due increased fuel costs;
- \$200 for dues and membership.

Human Resources: Human Resources Manager Kingery presented the 2008 Human Resources accomplishments and goals; and 2009 budget.

New Program Request:

- .15 FTE Human Resource Analyst- approximately 4 hours week

In response to Councilmember Stern, Kingery explained health insurance costs for 2009 will increase 53%, advising the City will continue to explore all options including looking at other service providers.

Capital Replacement: Information Technology Manager Treacher presented the accomplishments for 2008; and 2009 budget:

Capital Replacement Requests include:

- Two Police vehicles;
- Digital copier in the Police Department;
- Thirteen computer workstations for Municipal Court, Police, Parks and Recreation, and Finance departments.
- Printer for the Finance department

New Capital Requests include:

- \$31,500 to support debt service on furniture for City Hall;
- \$50,000 for General Fund carryover for a new server for the new City hall.

New Program Request:

- \$150,000 for Information Technology Infrastructure needs in City Hall, which will include wiring, wiring closet supplies and security cameras/system.

Mayor Quade noted Treacher is researching leasing versus purchasing equipment.

Information Services: Information Technology (IT) Manager Treacher reported on Information Services 2008 accomplishments and goals; and 2009 budget:

New Program Requests:

- IT infrastructure needs within the new City Hall.

Non-Departmental 2008 Budgets: Finance Director Booher reviewed the 2008 Non-Departmental budgets: Special Revenue Funds including Capital Improvement Fund, Revenue Stabilization, Cumulative Reserve and Marine Science Center Fund.

MOTION: McGinty/Rudolph. Move to extend the Council meeting to complete agenda items f through h.

Motion carried unanimously. Absent: Councilmember Crowder

Booher continued discussion on Debt Service Funds including the Miscellaneous Governmental Debt, Non-Voted General Obligation Debt Fund, Voted General Obligation Debt Fund, and LID Guaranty Fund, Capital Projects and Internal Service Funds.

f. 2009-2013 Kitsap Humane Society/Animal Control Contract

MOTION: Lord/Rudolph. Move to approve the Animal Control Services Agreement with Kitsap Humane Society for the years 2009-2013.

Motion carried unanimously. Absent: Councilmember Crowder

g. Resolution No. 2008-16, City Offices Closure

MOTION: Lord/McGinty. Move to adopt Resolution 2008-16, a resolution of the City Council of the City of Poulsbo, Washington, declaring Friday, December 26, 2008 as a city offices closure.

Motion carried unanimously. Absent: Councilmember Crowder

h. Vinland Field Interlocal Agreement

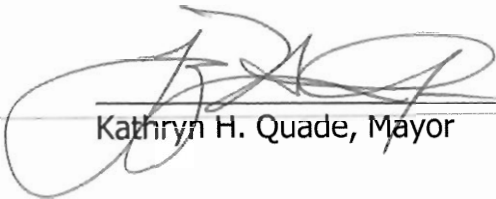
In response to Councilmember Lord's question, Parks and Recreation Director McCluskey advised the agreement has been reviewed by City Attorney Haney.

MOTION: Lord/McGinty. Move to approve the Interlocal agreement with the Vinland PTSA as presented, and authorize the Mayor to sign the agreement.

Motion carried unanimously. Absent: Councilmember Crowder

8. ADJOURNMENT

Meeting adjourned at 10:25 PM.



Kathryn H. Quade, Mayor

ATTEST:



Jill A. Boltz, City Clerk