

POULSBO CITY COUNCIL MEETING OF NOVEMBER 10, 2009

M I N U T E S

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

MAJOR BUSINESS ITEMS

* * * 2010 Budget Workshop

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Quade called the meeting to order in the Council Chambers at 5:04 PM and lead the Pledge of Allegiance.

Mayor Quade announced an executive session would be held at the conclusion of the workshop, for the purpose of discussing potential litigation; and would then go into a closed meeting for the purpose of discussing union negotiations.

2. 2010 BUDGET WORKSHOP

Police- Chief Swiney presented the Police Department appropriations, goals and 2010 budget.

Capital Equipment Replacement includes:

- \$ 48,542- 2010 Chevy Tahoe, to replace 1998 Ford Crown Victoria
- \$ 48,542- 2010 Chevy Tahoe, to replace 2002 Ford Crown Victoria
- \$ 48,542- 2010 Chevy Tahoe, to replace 1999 Ford Crown Victoria
- \$10,500 to purchase or lease \$219 for replacement of a photocopier

Baseline Adjustments include:

- \$5,419- Staff uniforms
- \$13,361- Overtime/\$2,317- Benefits
- \$5,000- Police K9 Program
- \$1,500- Crime Prevention

New Programs Request:

- \$18,000- In Car Video System for four vehicles
- \$5,461- Special Weapons and Tactics (SWAT) team training and equipment.

Planning and Building- Planning Director Berezowsky presented the Planning and Building Department accomplishments and goals.

New Program Request:

- \$60,000- Continuing consultant services to assist in processing and updating the City's Development Regulations upon adoption of the Comprehensive Plan.
- \$25,000- Downtown visioning/planning study
- \$25,000- West Poulsbo economic development study

Carryover Request:

- Request to carryover any unspent money to help fund consultant work for the update to the City's Development Regulations.

Municipal Court- Judge Tolman reported the Municipal Court has withdrawn their request for additional funds, they have adjusted their budget. Tolman provided an overview of their case load, services provided and presented the 2010 goals.

Councilmember Lord arrived at 5:38 PM.

Information Services Department- Information Technology Manager Treacher presented the 2009 Information Services (IS) accomplishments and 2010 goals. Treacher stated funds were moved around in the IS budget including the Professional services was increased to pay for services from Kitsap County, additional funds for a casual laborer. There are no new funding requests.

Capital Replacement- Information Technology Manager Treacher presented the accomplishments and budget:

Capital Replacement Requests:

- Two Police vehicles;
- Digital copier for the Police Department;
- Eight computer workstations for Municipal Court, Police, Engineering and Clerk's departments.

New Capital Requests:

- \$31,500- Support debt service on furniture for City Hall;
- \$50,000- General Fund carryover for a new server for the new City hall.
- \$3,000- Two workstation for the court room in the new City Hall.

Human Resources: Human Resources Manager Kingery reported the addition of the part time employee has allowed her to accomplish a 2010 goal of arranging Anti-Harassment training for all employees. Kingery stated she is working on an updated to Personnel Manual and hopes to have it complete by Spring 2010.

Finance: Finance Director Booher presented the Finance Department mission statement, accomplishments for 2009 and 2010 goals.

The Finance budget is \$340,540 which is 7% of the General Fund.

Booher presented the General Fund Non-Departmental budgets for 2010, providing an overview of what Central Services consists of and the Non-Departmental budget which includes:

- Audit (Annual State and other agencies, Tax Tools)
- Insurance
- Legal Services (Retainer & Non-Routine Service, Prosecutor, Public Defender)
- Other General Government (Association of Washington Cities (AWC) and Puget Sound Regional Council (PSRC) memberships)
- Fire Prevention (Fire Marshall services)
- Detention & Correction (Electronic Home Monitoring and Prisoner Boarding)
- Communications (CenCom and Seattle Centrex Lines)
- Natural Resources- Puget Sound Clear Air Agency Dues
- Solid Waste Tax (City paid B&O tax)
- Animal Control
- Mental & Physical Health
- Substance Abuse Prevention (2% of State Shared Liquor Profits)

Non-Departmental Baseline Adjustments include:

- Courier Services- \$2650
- Prisoner Board- \$18,750
- Public Defender- \$6000
 - Contract rate increase from current public defender will be an additional \$6000
- New color Printer (Can be delayed)

General fund transfers of \$1,766,156, which is reduced based on Council discussion at the last Council meeting. Booher stated the final budget will be presented in December, which will include all the revisions and recommendations by Council.

Booher reviewed the fund balances for Capital Improvement Fund/Real Estate Excise Tax (REET), Revenue Stabilization, Cumulative reserve, Marine Science Center, Misc Governmental Debt, Non-voted General obligation debt, Voted Debt, Low Impact Development (LID) Guaranty, Capital Projects, Facilities Fund, and Internal Service Funds.

Historic Downtown Poulsbo Association (HDPa): Paul Korsak, HDPa President of HDPa, reported on the 2010 HDPa budget. The HDPa has removed about half the flower pots downtown, due to the maintenance and water costs. Possible upcoming events include Girls Night Out, Trick or Treating downtown, the Art Walk, Community Breakfast at the Sons of Norway. The HDPa is responsible for the hanging baskets, benches, and light standards. Possible upcoming projects include continuation of offering tiles in waterfront park, replacement of the trash can tops, and Booher commented the board has been working at reduce expenses and building their fund balance.

Mayor/Executive: Mayor Quade reviewed her 2009 accomplishments:

- New City Hall construction
- Many new hires
- Employee Luncheon
- E-newsletter
- Citizen Communication
- Redesigned City Website
- Junior Mayor/Council
- Leadership Kitsap- Carly attended
- Continued training with AWC and other conferences
- Continued work with Legislators to find continued Marine Science Center funding;

The 2010 goals included:

- Continue and finalize new City Hall
- Establish permanent funding sources for the Marine Science Center
- Continue updating citizens with current information
- Secure Parks and Recreation facility
- Develop a vision for Business District
- New Public Works yard
- Create a Government 101 Academy
- Complete beautification of Lindvig Bridge

Mayor Quade advised there are no Baseline Adjustments or New Program requests, and maintain bottom line for 2010.

Legislative: City Clerk Boltz presented the Legislative 2010 goals and budget, highlighting where the 5% deduction was taken. There are no baseline adjustments.

New Program Request:

- Sound Works Job Center- \$8,710
- Washington CASH- \$6,200

Clerks: City Clerk Boltz presented the Clerks Department budget, accomplishment and goals for 2010 including:

- City Clerk Boltz and Deputy City Clerk Stephens continue to work towards attaining the Certified Municipal Clerks certification, as required by the positions.
- Transitioning to an electronic records management system.

The Clerk's department goals for 2010:

- Provide efficient and effective public and internal access to the records maintained by the City Clerk's Office;
- Improve document management handling and processes;
- Create informational brochure for Council Committee meetings;
- Coordinate with the Washington Master License Service for streamlined business licensing;
- Review policies and procedures both internal and as provided for by the Poulsbo Municipal Code for updating and modification.

Parks and Recreation: Parks and Recreation Director McCluskey presented the Parks and Recreation budget, which includes:

- Hotel/Motel Tax Funds, the estimated revenues for 2010 is \$55,000.
- Employee Benefit/Wellness Program Benefits, which has a budget of \$3395.
- Recreation 2009 accomplishments and 2010 goals.
- 2009 completed Parks projects and 2010 planned projects.

2010 Capital Replacement requests:

- Chase boat
- Passenger van

Baseline adjustment:

- Spot lights on Fish Rock- \$300
- Updated graphics program and training- \$1500

2009 Parks Projects included Poulsbo's Fish Park, Centennial Park, Poulsbo trail Plan (carryover into 2010), and Urban Forestry.

2010 Parks Projects planned:

- Centennial Park- \$37,500
- Fish Park- \$25,00
- American Legion Park/paths- \$20,000
- College Market Plan Ballfields- \$10,000
- Nelson Park Trail- \$10,00
- Kvelstad Pavilion/decking- \$6,250
- Park brochure- \$1,000

Engineering- Kasiniak presented the Engineering 2009 Accomplishments:

- Viking Avenue Phase II
- Viking Avenue Phase III
- Front Street
- Mesford Improvements
- Lincoln Road Transmission- design construction in house
- \$219,000 PSRC Grant- Noll Rd Improvement
- Functional Plans
- LIS Manual
- New Construction Standards
- 2005 DOE Stormwater Manual

2010 Goals:

- Viking Ave Phase III
- Mesford Improvements
- 3rd Ave
- 6th ave Traffic Safety Improvements
- Dogfish Creek Master plan\ - adoption
- Dogfish Creek Master Plan= Project #1 design/grant application
- Noll Rd Culvert Replacement
- Anderson Parkway LID Retrofit
- 9th and 6th Ave pump station and force main
- City Wide Traffic Count program
- TDM program
- Multimodal Transportation Plan (MTP) \$120,000, Partners- Kitsap Transit \$5,000 & Kitsap County \$5,000
- Traffic Impact Fee Ordinance
- Concurrency Ordinance
- Latecomer Agreement Ordinance

Kasiniak stated there are no baseline adjustments or new program requests for 2010.

Public Works- Public Works Director Loveless presented the Public Works goals and accomplishments; and the 2010 budget which includes, Central Services, Building and Custodial Maintenance, Parks and Cemetery, Streets, Proprietary, Water, Sanitary Sewer, Solid Waste, Storm Drain, General Facilities, and Public Works Administration.

There are no baseline adjustments or new program requests for 2010.

3. EXECUTIVE SESSION AND ADJOURNMENT

MOTION: Rudolph/Lord. Move to adjourn after the executive session.
Motion carried unanimously.

At 7:51 PM Mayor Quade convened council into a 15-minute executive session for the purpose of discussing potential litigation pursuant to RCW 42.30.110(i). City Attorney Haney was present via conference call. Following the executive session the council will hold a closed meeting for the purpose of discussing union negotiations.

Meeting adjourned at 8:11 PM.

ATTEST:


Jill A. Boltz, City Clerk


Kathryn H. Quade, Mayor