

POULSBO CITY COUNCIL WORKSHOP OF NOVEMBER 4, 2011

MINUTES

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

Staff: Baker, Berezowsky, Boltz, Booher, Kasiniak, Kingery, Loveless, McCluskey, Stephens, Swiney, Tolman, Wilson

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Erickson called the meeting to order in the Council Chambers at 9:09 AM and led the Pledge of Allegiance.

1. Department Head budget presentations

a. Clerk

City Clerk Boltz presented the Clerks Department staffing reduction, change in customer service including no front counter presence, administrative duties, and Legislative and Executive duties.

Councilmember Stern questioned the impact to staff to continue providing Passport processing services; Boltz stated the amount of revenue that passports brings in more than cover the staff time, salary and benefits for the one day a week.

b. Municipal Court

Judge Tolman spoke to the difference between the Municipal Court and other departments, separation of power and the level of service the Court provides.

The Council expressed their disapproval with the amount of information being provided by the Departments, including the depth of level of service presented; questioning if policy decisions are going to be made today. The Council agreed to review each department's budget by line item, in addition to abbreviated department presentations.

c. Engineering

City Engineer Kasiniak outlined Engineering staff reductions since 2008, breakdown of budget, department functions, 2012 grant and construction projects, and projected revenues.

**** 10 Minute Break at 11:25AM; workshop reconvened at 11:38AM ****

d.Executive

Mayor Erickson outlined the 2011 City and Mayoral accomplishments, and the budget reductions that have already been made out the Executive budget.

e.Finance

Finance Director Booher outlined the Finance Department major functions, discretionary functions, 2011 accomplishments and 2012 goals and reduction impacts.

f.Human Resources

Human Resources Manager Kingery presented the staffing reduction in 2011 and major functions of her department.

**** Lunch break at 12:39PM; workshop reconvened at 12:54PM ****

g. Information Services

Information Systems Manager Treacher outlined his level of service to staff and the Council, review of budget line items and his 2012 goals.

h.Legislative

City Clerk Boltz outlined the level of service provided, travel budget reduction and the time and paper that goes into Council packets.

Council discussed the allocation of the travel/training funds to Councilmembers, and starting paperless (electronic) Council packets beginning January 1st.

i.Parks and Recreation

Parks and Recreation Director McCluskey presented the Recreation budget and the impact of staffing reductions, level of service provided to the City and North Kitsap, and the programs/services that possibly could be reduced if directed by the Council.

Council discussed the number of resident and non-resident users, increased user fees and non-resident park/sign rental fees, Metropolitan Park District, and continuing Tree City USA.

j.Planning

Planning Director Berezowsky presented the Planning Department budget reductions, major functions, impacts of potential reduction of service, 2011

accomplishments and 2012 goals. Berezowsky stated there are very few discretionary functions in the department.

k. Police

Police Chief Swiney reported on the staffing and administrative changes when he started with the City four years ago, the number of officers on duty at one time, impact of the reduced staffing level, 2011 accomplishments and 2012 goals and programs, and where the budget has been reduced.

l. Public Works

Public Works Director Loveless presented the department organizational chart, historical staffing levels and functions, the level of service provided and the discretionary services provided.

Council discussed elimination of seasonal shut-off service and frequency of meter reading.

**** 10 Minute Break at 3:35PM; workshop reconvened at 3:44PM ****

Mayor Erickson presented her recommended budget reductions. Councilmember Stern stated he cannot support the recommended budget; specifically the elimination of the transfer to street reserves and pavement restoration.

Council discussion included street reserves, exempt salary survey, budget process and next steps.

At 4:21 PM Councilmember Henry left the meeting.

Council agreed to hold another workshop before next weeks, November 9th, Council meeting, starting at 6:00 PM.

2. Adjournment

Workshop adjourned 4:46 PM.

Rebecca Erickson, Mayor

ATTEST:

Jill A. Boltz, City Clerk, CMC