



**City of Poulsbo
Community Services Committee
Poulsbo City Hall**

Subject	Regular Meeting Minutes	Date	August 9, 2017
Recorder	Mary McCluskey	Start Time	4:00 pm
Committee Chair	Connie Lord for Jim Henry	End time	5:00 pm
Committee Members	Connie Lord, Ken Thomas		
Staff Present	Mary McCluskey, Parks and Recreation; Mayor Erickson		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative	
A.	Questions & Concerns of the Committee	Mary reviewed the success of this summer's concert series.
B.	Agenda and Extended Agenda Review	None
C.	Approval of Minutes: 7/12/2017	M/S/A KT/CL
2.	Comments from Citizens	None
3.	Agenda items	
A.	Special Event: Reform Ride for Refugees	The Reform Ride for Refugees, sponsored by the Lutheran Churches, will be held August 19. It is a 50-mile charity bicycle ride that loops from Silverdale to Poulsbo. No closures or police services needed. Recommend approval to Council KT/CL
B.	2017-2018 Mid Biennium Budget Review	Parks and Recreation has few changes to the 2017-2018 budget submittal. In general, the 2017-2018 budget is on target and is a good working document. 001 Wellness No Changes 001 Urban Forestry No Changes 124 Park Mitigation No Changes 181 Lodging Tax No changes to revenues and expenditures for 2017. The 2018 level will be adjusted to reflect 2016 'unbudgeted revenues'

		<p>from 2016: the original budget was \$110k; Mary will request an increase to \$130k. 2017 revenues are 5% ahead of 2016.</p> <p>302 Park Projects Centennial Park: Notice of successful NFWF grant of \$26,850 needs to be added to 2017 & 2018. Permitting is underway.</p> <p>(1) Budget Modification Request (Park Reserves): Parks and Recreation, Planning and PRC will be updating the 2012 Trails Plan. Requesting \$2500 for overtime and document printing for the plan.</p> <p>001 Parks and Recreation Revenues through July 2017 71% of budget Expenditures through July 2017 52% of budget --2017 is on target and 2018 is a good, working budget.</p> <p>(2) Budget modification request: Learn & Grow Preschool Staffing due to higher enrollment.</p> <p>(3) Budget modification request: Professional Services/Marketing \$6,000 This request is for professional services to take the class offerings from staff and put them into the catalog format.</p>
C.	Park Projects	<p>Mary reported on: Centennial Park - The asbestos abatement is underway at all 3 houses. It will be done by next week. Mary received notice that the City was awarded a \$26,000 grant from the National Fish and Wildlife Foundation for improvements. Permitting is also underway. The old Nelson barn demolition started today.</p>
4.	Department Reports	<p>There are six 2018 Lodging Tax grant applications totaling \$207,000. The LTAC will meet next week to review, and then with organizations in late August or September.</p>
5.	Misc. Mayor & Board Comments	<p>The Mayor reported that the Nelson house improvement project is moving along. Rotary expects to be done by end of September. They have applied for a \$7k grant from Home Depot. It would buy cabinets, fixtures, and carpet. Poulsbo Rotary has done a major clean up inside the house, and will start painting this weekend. Furnishings came from BI Rotary Club.</p> <p>The Mayor also reported that Kitty Hall was very successful. They adopted out 8 kittens. Puppy Love is scheduled for February 13.</p>

Minutes respectfully submitted by: Mary McCluskey