

POULSBO CITY COUNCIL MEETING OF MAY 9, 2018

MINUTES

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

Staff: Finance Director Booher, City Clerk Fernandez, Director of Engineering Kasiniak, Planning Director Boughton, Parks & Recreation Director McCluskey, Human Resources Manager Kingery, Police Chief Schoonmaker, Court Administrator Knutsen, Judge Tolman, Project Manager Hendrickson, Prosecuting Attorney/Risk Manager Foster, City Attorney Haney, IT Manager Stenstrom.

MAJOR BUSINESS ITEMS

- * * * Executive Session for Real Estate Matters pursuant to RCW 42.30.110(1)(c)
- * * * Approval of April 4, 2018, Council Minutes
- * * * Approval of April 11, 2018, Council Minutes
- * * * Approval of April 18, 2018, Council Minutes
- * * * Special Event: Marine Safety Day
- * * * 2019-2020 Biennial Budget Calendar Review
- * * * Financial Status Report
- * * * Council Retreat: Risks & Opportunities

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Erickson called the meeting to order in the Council Chambers at 7:00 PM and led the Pledge of Allegiance.

2. AGENDA APPROVAL

Motion: Move to approve the agenda as presented.

Action: Approve, **Moved by** Musgrove, **Seconded by** McGinty.
Motion carried.

3. COMMENTS FROM CITIZENS

Mayor Erickson asked for citizen comments; no comments were received.

4. EXECUTIVE SESSION

- a. Executive Session for Real Estate Matters pursuant to RCW 42.30.110(1)(c) for 15

minutes.

Mayor Erickson recessed the meeting into executive session at 7:03pm.

At 7:18pm, Mayor Erickson extended the executive session for an additional 15 minutes.

No action was taken.

5. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Nystul shared a WSDOT list he received from the SR-305 Working Group with the recommended investments for the conceptual projects from Hostmark to the ferry. Senator Rolfes and the delegation were able to secure \$36MM over the next three bienniums for this stretch of the highway.

Councilmember Lord congratulated the City for the effort everyone put in at the various volunteer projects on May 5.

Councilmember McGinty attended Spirit of Giving last Thursday at the Kiana lodge with Councilmember Stern and Mayor Erickson.

Mayor Erickson attended Law Day and was a panelist talking about the separation of powers between executive, legislative, and judicial branches, and she attended the Martha and Mary Gala Saturday night.

Councilmember Thomas said he was able to attend the cemetery clean up, the Centennial Park clean up, and the mural painting on May 5. He noted the Waterfront Park looks great. The seaplane fly-in was happening that day. Kudos to Parks & Recreation and all the volunteers.

Councilmember Musgrove was bouncing all over the place this weekend and was also able to attend the Poulsbo Garden Club plant sale and the Farmers Market. The mural painting was a blast.

Councilmember Stern said the San Juan Islands cruise will begin stopping at Poulsbo again this summer.

6. CONSENT AGENDA

Motion: Move to approve Consent Agenda items a through c.

The items listed are:

- a. Approval of April 4, 2018, Council Minutes
- b. Approval of April 11, 2018, Council Minutes
- c. Approval of April 18, 2018, Council Minutes

Action: Approve, **Moved by** Lord, **Seconded by** McGinty.
Motion carried.

7. BUSINESS AGENDA

a. **Special Event: Marine Safety Day**

Parks & Recreation Director McCluskey presented the agenda summary, noting the sponsor is the Poulsbo Police Department and First Responders, the site is Muriel Iverson Williams Waterfront Park, the date and time are Sunday, May 13, 10am-3pm, and they are expecting 200 participants. Marine Safety Day will include partners: Port of Poulsbo, Poulsbo Police Department, WA State Parks Boating Program, Poulsbo Fire Marine Program, USCG Auxiliary Flotilla, Agate Pass Sail and Power Squadron, and Safe Kids Coalition. It will also include pop up tents with marine safety displays and exhibits in the north end of the park.

Councilmember Lord said this was discussed at Community Services Committee, and they recommended approval.

Motion: Move to approve the Special Event application for Marine Safety Day as presented.

Action: Approve, **Moved by** Lord, **Seconded by** McGinty.
Motion carried.

b. **2019-2020 Biennial Budget Calendar Review**

Finance Director Booher reviewed the 2019-2020 Biennial Budget calendar.

Councilmember Stern said they have had some conversations about the proposed budget versus working budget and the columnar budget. They will be hearing from departments on risks and opportunities that translates into policies to give the mayor the guidance to emphasize in the budget. The policies form the basis for the budget.

Finance Director Booher clarified the three-columnar approach is still utilized in both years. The Mayor's proposed preliminary budget is the starting point, and then when they talk about additional funding they look at baseline adjustments and new program requests and modifications and the Mayor's recommendation on whether

to fund them or not fund them, and then the Finance Committee's recommendation on the requests. The three-columnar approach makes it a working budget. Staff works to give a good starting point of the base budget in working with the Mayor to lessen the workload on the Council, but still want the collaboration.

In response to Councilmember McGinty, Finance Director Booher said this process is the same process we used last time and no changes have been made.

Councilmember Musgrove said he is glad we are retaining the three-columnar approach. It is important to see what the Mayor's opinion is, it is very valuable.

c. Financial Status Report

Finance Director Booher reviewed the 1st Quarter 2018 Financial Status Report, outlining revenues, expenditures, financial policy compliance, cash & investment balance and capital project status year-to-date through March 31, 2018.

Mayor Erickson clarified the City has spent \$7,370 at the Poulsbo Library for the month of March for utilities (operational costs).

Councilmember Thomas emphasized that the treatment for the manganese in the water is complete, and that affects the east side of the City. A lot of the public are still unaware that this project was done.

Mayor Erickson said all of these are City projects; this has nothing to do with the private sector projects that are happening.

d. Council Retreat: Risks & Opportunities

- Clerk's Office (City Clerk Fernandez)
 - Risks & Opportunities
 - Our archives for paper records have reached capacity
 - Off-site storage; or
 - Digitize records and put into Laserfiche
 - Records management module & Web portal
 - Working with IT for a practical solution to manage emails per state retention schedule (3.27MM emails in archiver)
 - Create a comprehensive records management policy and program for the City of Poulsbo (to include training)
 - Staffing

- Increased staffing from 2FTE to 3FTE
 - Dedicated staff time for records management
 - Continued training on RM principals with ARMA & State Archivists
- Software
 - ArchiveSocial implemented to archive City's social media accounts (2017)
 - NextRequest implemented to streamline, track, and manage the public records request process (2017)
 - Laserfiche currently being implemented (2018)
- Policies
 - Electronic Message Use Policy adopted (2016)
 - Social Media Policy adopted (2017)
 - Public Records Request Policy and Fee Schedule updated (2017)
 - Records Management Policy (2018-2019)
- Court (Judge Tolman)
 - Challenges
 - As the residential population and business increases in the City, so will the need for more police officers.
 - With more police officers the court will undoubtedly see a rise in criminal charges, traffic & parking tickets.
 - Like every municipality we are experiencing an opioid epidemic. Because of the epidemic, we are seeing an increase in defendants that are in need of continuous chemical dependency treatment monitoring.
 - Increasing cultural and economic diversity will increase the need for public defender and interpreter services.
 - Court standards will require the daily video hearing current equipment to be upgraded – \$50,000 estimated.
 - Mission Statement
 - Opportunities
 - We need an ongoing plan to meet the needs of our citizens over these transitions.
 - One consideration will be a Law and Justice Center to better serve the needs of the citizens.
 - Ongoing review of best practices for the Judge and court staff.
 - Ongoing review of necessary expenses of the court (e.g. jail costs, interpreter, public defender.)

- Consider reimplementing court security officer supervised community service work within the city.
- 828 Stern question
- Finance (Finance Director Booher)
 - Potential Risks & Challenges
 - Growing citizen/customer base – New Staff and systems to support
 - Technology
 - Need for updates and new programs
 - Utility Billing
 - CAFR Preparation
 - Sales Tax
 - New Mandates
 - GASB Pronouncements
 - State Regulations – Limitations of future state and federal funding
 - Growing labor rules and benefit rates (state retirement)
 - Senior staff nearing retirement dates
 - Cost of potential cashouts for long-term employees
 - Recruitment costs/crossover training
 - Rising jail and related jail costs
 - New Facilities
 - PW Building
 - Police/Law & Justice Center
 - Ongoing maintenance of existing and new City properties and facilities
 - Opportunities
 - New software/hardware
 - Could support and ease some of the reporting requirements and readily available statements
 - Citizen visibility
 - Collaborate with other legislative parties for changes and updates in the laws
 - Restructure/reorganize/fresh eyes
 - Public Works Building
 - Centrally locate operations
 - Eliminate service vehicles centrally located in City
 - Develop land attached to centennial park

- Police/Law & Justice center
 - Utilize space intended for future growth
 - Market vacant land for best use
- Human Resources (Human Resources Manager Kingery)
 - Longevity of our workforce
 - 3 employees under age 25
 - 9 between 26-35
 - 27 between 36-45
 - 38 46-55
 - 21 56-65
 - Retirement system
 - PERS employees – Eligible retirement age is 65
 - LEOFF employees – Eligible retirement age is 53
 - Within 5 years, 11 out of 19 commissioned officers will be eligible to retire
 - There will be a very different workforce in the next five years
 - There will be a large training curve for new hires
 - Institutional knowledge will be leaving
 - There will be requests for overlap
 - Discussion
 - Councilmember Musgrove suggested for the positions that are being replaced, if they could be budgeted at the higher rate to compensate for the overlap when bringing on a new lower rate employee.
- Information Services/Central Services (IT Manager Stenstrom)
 - Replace all switches (12) and routers (4) throughout network
 - Replace servers with a mixture of physical and virtual servers
 - Upgrade all city computers to Windows 10 as Windows 7 Pro is scheduled to end in 2020
 - Put Police Department and Municipal Court on dedicated, isolated secure server to enhance CJIS security
 - Implement an on premise Laserfiche instance to support CJIS for Police and Court's record retention.
 - Implement Dual-Factor authentication for computer access City wide.
 - Replace on-premise message archiver with cloud-based solution.
 - Rollout Microsoft Sharepoint/OneDrive as phase two of MS Office 365 implementation
 - AVG virus protection replacement

- Phone system replacement
- City Hall lock system replacement
- Add secure wireless network to City Hall to support new lock system
- Mental Health/Social Services (Project Manager Hendrickson)
 - Who and What
 - 2 mental health professionals working with police throughout Kitsap County (Poulsbo, Bainbridge, Bremerton)
 - 1 program manager working on partnerships/programs to improve care for people struggling with BHI
 - Since January--outreach to over 80 people struggling with BHI
 - Continual work with police and prosecutors to find treatment options
 - New approaches to address needs of people with SMI
 - Part of state wide movement encourage co-responder programs (April co-responder summit, state legislation)
 - Challenges
 - Program exists on year to year grants—instability effects program
 - We “navigate”—often nothing to navigate to
 - Not doing enough to address substance use disorders
 - Lack of housing
 - Opportunities
 - Create a locally funded and sustainable Navigator program
 - Expand program to include access to field based clinical services—both for mental illness and substance use
 - Leverage relationships with community to increase small scale housing options
 - Council Opportunities
 - Sustainable funding for Behavioral Health Outreach Program
 - Creation of new Health and Safety Department
 - Support police and prosecutors
 - Increase access to mental health treatment
 - Increase access to SUD treatment
 - Pursue housing opportunities
 - Discussion
 - Councilmember Musgrove asked how they can ensure the funds from the 1/10th of 1% sales tax increase continue to support the program. Project Manager Hendrickson said she is frustrated with the County Treatment Tax process putting pressure to select new

programming instead of sustaining existing successful programming. The Council could work to craft a letter with the mayor to the program or the County Commissioners to suggest effective programs can be funded on an on-going basis.

- Parks & Recreation (Parks & Recreation Director McCluskey)
 - Admin - Two key employee retirements in the next 5 years gives you "opportunities" in parks & recreation.
 - Programs - Considering changes in the administration of the department in the next 5 years, it is important that staff is available to continue programming at the current level or higher. One recommendation will be that our half-time programmer be extended to full time to relieve the Director of programming.
 - Facilities - Opportunities to partner with other agencies and organizations to build a multipurpose event center for citizens and visitors.
 - Parks – review of map of future acquisitions and developments
 - Discussion
 - Councilmember Musgrove asked what the basis was for outgrowing the recreation center. Parks & Recreation Director McCluskey said part of it is the condition of the structure, but mainly the spaces inside the center are too small because the needs for uses are changing.
- Planning/Economic Development (Planning Director Boughton)
 - Challenges
 - Regional growth
 - Cultivate a supportive business environment
 - Transportation options
 - Affordable housing
 - Opportunities
 - Location – Crossroads of West Puget Sound
 - Diverse economy
 - Quality of life
 - Commitment to education
 - Planning and Economic Development Multi-Year Work Plan
 - Poulsbo-specific efforts – 2018-2019
 - Commercial code update
 - Downtown parking data collection
 - Other ZO Updates
 - Clearing/Grading Ordinance update

- Other ideas discuss in PED Committee
 - Citywide urban design manual
 - Gateway/wayfinding signage program
 - Coordinate with WWU/OC to develop a student housing clearinghouse
 - Statutory update requirements – 2019-2024
 - Shoreline Master Program Update
 - Population forecasts and allocations at PSRC and KRCC
 - Buildable Lands Report
 - Comprehensive Plan Update due June 30, 2024
 - Development regulations update due June 30, 2024
 - Discussion
 - Councilmember Stern said our immediate problem is affordable housing and gentrification.
 - Mayor Erickson also noted the homelessness problem is also here in Poulsbo.
- Police (Police Chief Schoonmaker)
 - Challenges
 - Recruitment and Retention
 - 13 of 25 employees will likely retire within the next five years
 - 6 to 9 mos. for a lateral/12-15 mos. new hire
 - Increased Demands on Training
 - Some best practices
 - Some legislated
 - Population growth
 - Within the city limits
 - North Kitsap County
 - Increased activity levels/traffic concerns
 - Maintaining a sense of who we are as a department
 - Positive reputation in the community
 - New demands can tend to change focus
 - Opportunities
 - Strategic Planning
 - Setting overall goals and plan to achieve them
 - WASPC Accreditation
 - Establishing best practices and standards
 - Consistent with the other LE agencies in the County

- Community Engagement and Interaction
 - Development of a robust social media presence
 - Rebooting the Community Advisory Board
 - Expansion of our Volunteer Program
 - Expansion of our Reserve Officer Program
 - Discussion
 - Councilmember Nystul said it would be nice to know about the homeless situation: who are they, where are they, why are they here, and what do they need? We need to be prepared.
 - Councilmember Thomas asked if Police Chief Schoonmaker agreed with the Judge's thoughts on a Law & Justice Center in ten years. Chief Schoonmaker said it is inevitable with the manner in which the city is growing. There would be opportunities to partner with some other agencies to share the cost.
 - Councilmember McGinty asked if there are any trends they need to pay attention to. Chief Schoonmaker said the opioid epidemic is the greatest issue. Locally, traffic concerns generate their biggest complaints. Councilmember McGinty asked for metrics on traffic.
- Prosecutor/Risk Manager (Prosecuting Attorney/Risk Manager Foster)
 - Mission statement for Risk Manager
 - Mission statement for City Prosecutor
 - Challenges
 - Risk Manager
 - Increases in population, tourism, and development bring additional need for services and increased risks
 - Ensuring that all necessary staff, attorneys, and risk pool representatives are on the same page to reduce potential liabilities
 - Maintaining a reduced risk of litigation through use of proactive measures
 - Community expectations
 - Changing caselaw, statutes, and best practices requiring review and revision of the City Code, policies and procedures, along with internal training.
 - Limited Staff
 - Prosecutor
 - Increases in population, tourism, and development bring additional needs for services

- Staffing changes in the police department resulting in increased caseloads
 - Opioid epidemic
 - Mental illness
 - Enlarged need for victim services and family support
 - Community outreach and education
 - Changing caselaw, statutes, and best practices requiring review and revision of the City Code, policies and procedures, along with internal training
 - Limited Staff
- Opportunities
 - Create programs to encourage treatment and reduce recidivism-particularly for offenders yet to be charged with felony offenses
 - Initiate regular programming to provide education and transparency to the community
 - Increase staffing levels to adequately and appropriately address challenges in both departments
 - Establish an in-house City Attorney's Office, with the ability to contract out as needed for specialized areas of the law (i.e. land use)
- Discussion
 - Councilmember Thomas asked what the biggest thing would be to help the prosecutor in the next five years. Prosecuting Attorney Foster said an additional attorney would be the top priority. Then they would have the bandwidth to do the additional programs.
- Public Works/Engineering/Building (Director of Engineering Kasiniak)
 - Public Works General/Engineering
 - Challenges
 - Existing PW Facility
 - Equipment – New/Replacement
 - Opportunities
 - New PW Facility
 - Assets Management System Condition/Replacement Schedule
 - Streets
 - Challenges
 - Streets Maintenance Funding (50K/150K)
 - Cost of Street Lights

- ADA Transition Plan
 - Noll Road (\$25M/15 Year)
- Opportunities
 - Grants/Matching Funds
 - LED Lighting
 - Complete Streets -/Multi-Purpose Facilities/Trails/Package Parks
 - Noll Rd (Gateway to City, 5 miles Poulsbo Loop)
- Noll Road Corridor Project
- Water
 - Challenges
 - Cost of System Upgrades (Reservoir/\$2M each, WTF/\$1.5M)
 - Water Rights
 - Opportunities
 - Improve Water Quality
 - Remote/Automated Billing System
 - KPUD
 - Lincoln Well #2 Water Treatment Plant
- Sanitary Sewer
 - Challenges
 - Long System/High Rates
 - I/I (High Picking Factor)
 - New UGA
 - Opportunities
 - Robust I/I Program
 - Package Treatment Plants
 - Westside Collection System
 - Central Interceptor CIPP Project
- Storm
 - Challenges
 - New Regulations (NPDES, TDML, Oxygen Content)
 - Retrofit/Maintenance
 - High Rates
 - Opportunities
 - Avoid Future Additional Regulations by being proactive (TMDL – Goal vs Regulation)
 - Grants

- Reginal Facilities/Redevelopment
 - Multi-Purpose Stormwater Facilities (Storm/Parks/Trails)
- Solid Waste
 - Challenges
 - Recycling – Uncertain Future
 - Asset Replacement – Catch Up
 - Opportunities
 - Implement Scale System on Trucks- Customize Rates
 - Long Range Plan for Old Dump Site
- Building Department
 - Challenges
 - Level of Service
 - Counter Support
 - Workload – Peaks and Valleys
 - Over the Counter Permit Capability
 - Opportunities
 - The Future is Paperless
 - Plans Uploaded Through Portal
 - Version Tracking
 - Public can Apply for Permits 24/7
 - Update Local Agency Agreement with Fire Department
 - Establish Fire Marshall
 - Clarify Roles

Mayor Erickson said her job is to weave all these ideas together and bring them forward in a cohesive way to the Council for them to make the determination if the policies that are implicit in what they say are what we are doing. One of the underlying themes is succession planning. The City doesn't work unless it has qualified people and people who have been trained with the institutional knowledge of the organization. There will be bumpy times in the next ten years with retirements. The knowledge transfer that occurs is crucial. She believes the City needs a Law & Justice Center in the next ten years due to the population growth. Parks & Recreation needs a new home; the building is falling apart, and the land is very valuable. The highest priority from a physical standpoint is getting the Public Works Facility built.

8. COUNCIL COMMITTEE REPORTS

Community Services Committee: Councilmember Lord reported they discussed the Marine Safety Day Special Event, a Youth Advisory Council (possible Council goal), Street

Banners, and received an update on the Urban Paths of Poulsbo, and the next Centennial Park work party will be June 2, 9am-12pm.

9. DEPARTMENT HEAD COMMENTS

Director of Engineering Kasiniak invited the citizens living along Fjord to attend the open house tomorrow at City Hall from 6pm-8pm to learn about the Forcemain Project.

Director of Planning Boughton presented the Council with their Commercial Code Update. The Planning Commission held their hearing last night. The Council's first workshop is next Wednesday. Everything is also on the City's website.

Police Schoonmaker said next week is National Police Officers Memorial Week. He attended the Kitsap County Memorial today; 51 law enforcement officers have lost their lives this year in 2018 while serving their communities.

10. BOARD/COMMISSION REPORTS

None.

11. CONTINUED COMMENTS FROM CITIZENS

Mayor Erickson asked for citizen comments; no comments were received.

12. MAYOR & COUNCILMEMBER COMMENTS

None.

13. ADJOURNMENT

Motion: Move to adjourn at 9:54 PM,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk