

**City of Poulsbo
Community Services Committee
Meeting Minutes**

Location	Poulsbo City Hall, 3rd floor conference room	Date	July 10, 2019
Committee Chair	Ken Thomas	Time Started	4:00 pm
Council Present	Connie Lord, Ken Thomas	Time ended	5:00 pm
Staff Present	Mary McCluskey, Parks and Recreation; Mayor Erickson; Deb Booher, Finance		
Key Points Discussed			
No.	Topic	Highlights	
1.	Administrative:		
A.	Questions & Concerns of the Committee	The committee had a brief discussion as to whether repeat special events without changes, need to come to the CSC for approval each year.	
B.	Agenda and Extended Agenda Review	None	
C.	Approval of Minutes: 06/12/2019	M/S/A CL/KT	
2.	Agenda Items:		
A.	Special Events: Poulsbo Community Orchestra Fundraiser; After Hours Request for a Retirement Party	PCO Fundraiser/event is Sept 7 at Raab Park. This is a repeat event. The After Hours request for a retirement party/BBQ at Waterfront Park is not a special event but they want to be in the waterfront park until 8pm. Council needs to approve after-hours use. Recommended approval - CL/KT.	
B.	Discussion – City sponsored Lodging Tax projects	In the past, Police and Public Works have applied for lodging tax funds to cover overtime during major events. Police did request and receive funds, but Public Works did not use their funds. A few years ago, Council decided to absorb these costs through the general fund since (most) were not being used. Deb has encouraged PW and Police to apply for 2020 funds. Connie said that applicants should build these costs into their proposals because it is a cost of putting on an event. Events should be paying for costs. After some discussion, Deb recommended that the City applications be made, and let the LTAC discuss the pros and cons. The Council can then decide whether lodging tax funds should pay for this. The Mayor reiterated that she will be applying for lodging tax funds in cooperation with the Port of	

		Poulsbo for an Event Coordinator position.
C.	Mid-Biennium Budget Review 2020	<p>Mary presented the Mid-Biennium Budget review for the Parks and Recreation Dept. There are few changes going into the second year of this budget. Program revenues are at 71% of budget; expenses are at 48% of budget. Revenues typically come in first and expenses will come later. Joe Schiel will be retiring June 2020. The P-Patch Coordinator is not using as many hours as Mary budgeted, so she will be asking for a carryover of funds so that the funding can last two seasons. Program fees will be going up due to increases in Rec1, NKSD facility costs and minimum wage. There was some discussion on the Event Coordinator and it was determined that a new program request should come from the Mayor's office.</p> <p>On the park projects, some will be completed this year, but Fish Park and Morrow Manor will continue into 2020. One new CIP project will be the Urban Trails and Pathways - \$50,000.</p>
3.	Department Head Reports	
A.	Park Project Updates	<p>Splash Pad Report (6/24/19 Parks & Recreation Commission meeting)</p> <p>Citizen Lindsay Kravitz addressed the commission regarding her research on splash pads and possibly having one added in a Poulsbo park. She handed out a packet of information regarding costs, maintenance, fundraising, other splash pads in the area, and regulations. This type of project has many facets to it that need to be considered including maintenance, health dept regulations, limited use, and funding. The committee discussed different issues including – is this a priority? Should it be put on the CIP and Capital Facilities Plan? Becky said that it would have to be very small, as these are expensive to install and maintain. It would only be open 3 months of the year.</p> <p>Mary reported that she received a phone call from the Kitsap Health District, warning her of the process that includes a State review.</p> <p>Mary commented that if this project was to move</p>

		forward, it would need to be organized similarly to the Skate Park or Accessible Playground projects. Another group would do the leg work including fundraising. Mary will be meeting with Lindsay Kravitz on Friday.
4.	Mayor/Council Member Reports	None

Minutes respectfully submitted by Mary McCluskey