

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

<b>Location</b>	<b>Poulsbo City Hall, 3<sup>rd</sup> floor conference room</b>	<b>Date</b>	<b>November 13, 2019</b>
<b>Committee Chair</b>	Ken Thomas	<b>Time Started</b>	4:00 pm
<b>Council Present</b>	Connie Lord, Abby Garland, Ken Thomas	<b>Time ended</b>	5:00 pm
<b>Staff Present</b>	Mary McCluskey, Parks and Recreation; Mayor Erickson. Staff: Karla Boughton, Deb Booher, Mike Lund, Kati Diehl, Dan Schoonmaker, Kelly Ziemann; Councilmember-elect Gary McVey		

**Key Points Discussed**

<b>No.</b>	<b>Topic</b>	<b>Highlights</b>
<b>1.</b>	<b>Administrative:</b>	
A.	Questions & Concerns of the Committee	Connie said that she attended the HDPa meeting on November 12, and reported that Kathi Foresee will know about funding for the carousel this week. Deb added that the HDPa is changing board members.
B.	Agenda and Extended Agenda Review	None.
C.	Approval of Minutes: 10/09/2019	M/S/A CK/AG
<b>2.</b>	<b>Agenda Items:</b>	
A.	Special Events: Poulsbo Tree Lighting (Nov. 29), Lighted Boat Parade (Dec. 14)	Both events are repeat events. They were reviewed and the CSC concurred.
B.	Update on the PERC (Poulsbo Event and Recreation Center)	Karla Boughton gave an update on the PERC project. The City received approval from the Kitsap Public Facilities District for Phase 1 – feasibility for \$244,000. An ILA with the KPFd will come forward in December. It will outline: (A) Roles, responsibilities and products; and (B) Project description. The important piece is to find out if the project is feasible – including cost estimates and how to pay for it. Karla also reported that it looks like the KPFd – will not issue bonds for any of their projects. Each project will need to do their own. That will give the KPFd about \$20M in revenues. The match for Poulsbo’s project will be staff time. The City-County-NKSD-KPFd will need to sunset the existing ILA for the NKREC. CL/AG concurred.

C. Special Events (fees)

-Kati reported that the City had a 2018 audit by WCIA on Special Events and procedures. They deemed that Poulsbo needed an updated ordinance. While staff has put together a new handbook and draft ordinance for special events, today's discussion is about updating fees. The fee is currently \$25, and staff is recommending an increase to \$75 if the form is submitted 90 + days in advance. There would also be the option of an expedited application for an additional \$50 if it is less than 90 but more than 45 days. No applications would be accepted if less than 90 days (with a road closure) or 45 days (without a road closure).

-A second question is whether the City is ready to begin charging organizations for additional public services during events for police and public works. Mike Lund reviewed the extra time/costs for Viking Fest and 3<sup>rd</sup> of July, which reached \$8700 in 2019. These extra costs are charged to Parks overtime. Deb added that the City's Special Event application allows for charging for overtime; but the City has not enforced that in the past. All agreed that staff needs a clear policy.

-Connie asked if these fees could be included in the Lodging tax grant applications. Mary said that they could but that we would need to make the policy clear before the next application round. These new fees should be charged to ALL events – not just to the largest ones.

-Chief Dan said that the Police Dept spends \$22,000 annually in overtime for special events. That is a fraction of the cost due to mutual aid from KC, Bremerton, Bainbridge. This issue has been discussed in the past, but without a resolution. Ken said that he would like to discuss this issue with the full Council before the entire ordinance is presented. This is a new way of thinking for the Council. Gary asked if the additional sales tax earned during these events compensate for the extra city time? It is difficult to equate a specific sales tax number. Dan also commented that organizations could hire/pay for their own traffic control to help keep costs down. A general comment made by CSC members was – "have the big festivals outgrown Poulsbo?" CSC recommended the increase in application fees from \$25 to \$75; with an expedited fee of \$50 for less than 90 but more than 45 days. (CL/AG).

D.	Disposition of Sailboats and Release of Liability- Olympic Sailing Foundation	Mary reported that the City has worked with the Olympic Sailing Foundation for many years. The OSF has decided to fold its operations because they are not involved in sailing in NK anymore. They would like to officially give their inventory to the City of Poulsbo for youth and community sailing. Mary is recommending that the City accept the inventory, as it has been stored by the parks and recreation dept anyway. Once it is turned over to the City, the department will assess the equipment and will surplus unneeded parts and pieces. There are 6, very good, usable boats in the inventory. Ken said that this give the City direct control, and Mary agreed. CSC concurred with the agreement and recommended acceptance of the inventory.
<b>3.</b>	<b>Department Head Reports</b>	
A.	Park Project Updates	None
<b>4.</b>	<b>Mayor/Council Member Reports</b>	None

Minutes respectfully submitted by Mary McCluskey