

POULSBO CITY COUNCIL MEETING OF DECEMBER 11, 2019

MINUTES

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

Staff: Finance Director Booher, City Clerk Fernandez, Planning Director Boughton, Human Resources Manager Kingery, Deputy Chief Grossman, IT Senior Technician Williamson.

MAJOR BUSINESS ITEMS

- * * * Final Review & Approval of the 2019-2020 Mid-Biennial Budget Amendment
- * * * Resolution No. 2019-14, 2020 Salary and Wage Schedule
- * * * Resolution No. 2019-15, Resolution of Intent for a City Administrator

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

2. AGENDA APPROVAL

Mayor Erickson asked to move the presentation of the key to the city to the top of the agenda, and then continue with comments from citizens.

Motion: Move to approve the agenda as amended.

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

Motion carried.

PRESENTATION OF THE KEY TO THE CITY

Mayor Erickson presented the Key to the City of Poulsbo to Miss Poulsbo 2019 Valentine Campbell as a token of appreciation for all her service the community during her term as Miss Poulsbo. The Council thanked her for her service. Miss Campbell thanked everyone for being a great group of people to look up to. They have shown her what community means.

3. COMMENTS FROM CITIZENS

Bill Austin asked the Council to consider keeping the road closed permanently where the carousel is staged right now.

Heather Purser suggested surveys or questionnaires for the community on how they feel included within their communities. They want peace and want their voices honored.

Kris Haight spoke regarding Kitsap Conference for Human Rights in the context of the July 3rd incident. She encouraged more of them to seek these learning opportunities and to create a different forum outside of the council meetings.

Dana Steege-Jackson thanked Councilmember Thomas and Chief Dan for attending the conference last week. She asked for a council workshop for a facilitated community and council discussion. They are also going to have community-lead discussions to come up with some ideas to make Poulsbo more welcoming to people.

Jo Walter spoke regarding the Showing up for Racial Justice (SURJ) meeting last night. She discussed a welcoming resolution. She would like some of them to attend the next meeting on January 28, 2020.

Wendy Jones, SURJ member, spoke regarding the Human Rights Council Conference, and shared statistics from the CDC regarding Native Americans being shot and killed by police. She spoke regarding the vigil on November 29 for Stonechild's birthday at the local tree lighting. She asked that Poulsbo make this a welcoming community.

Thomas Wilson thanked the community members who have been showing up for his cousin. He watched the meeting last week. He said they are not here to fight the Council. They are here to have them understand what they are going through. He is here for his cousin and will continue showing up.

Brenda Calderon said she knows this work is heavy for both parties. She thanked the Council for listening to them for the past few months. She asked for a council workshop to cultivate dialogue and vision a welcoming community. She invited them to the SURJ meetings as well.

Samuel Swenson said he attended the human rights council and was happy to see Councilmember Thomas and other folks at the conference. He spoke regarding I-940. He has been thinking about what it means to teach de-escalation to cops.

Maria Fergus spoke regarding a video circulating on social media. She shared her experiences with law enforcement throughout her life. She thinks we can do better as leaders to make sure children feel safe when they see a person in uniform.

Carolyn Zimmers said she attended the Human Rights Conference and the SURJ meeting last night and learned a lot from her neighbors on how they do not feel welcomed. She

encouraged a welcoming resolution. A workshop would also be desired. She invited the Council to the next SURJ meeting on January 28, 2020.

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Stern thanked Councilmember Thomas for attending the conference on Friday and read part of the memo Thomas wrote regarding the event and his observations.

Councilmember Musgrove shared about a 30-minute radio show called "Compass" on KPTZ from Port Townsend. He shared his sorrow and compassion to everyone affected by the July 3rd event.

Councilmember Musgrove announced the wreath laying event at the Poulsbo Community Cemetery at noon on December 14. He attended the AWC seminar on the Paid Family Medical Leave Act and the AWC Elected Officials workshop with Councilmember McVey.

Councilmember Thomas said he found the conference last week useful, and he sent the summary to all his colleagues. He said the best experience was sitting down one-on-one with people at the conference.

Mayor Erickson thought Heather's idea of a community survey was great. She is okay with the idea of a welcoming resolution, but she asked, "What does it truly mean to be welcoming?" She says that the resolution is okay, but they need actions to show the true meaning of welcoming.

Councilmember McVey is also intrigued about a community survey. He also likes the idea of the "Kitsap Welcomes" campaign. He noted that the Kitsap County Prosecutor's report should be out soon.

Councilmember Lord also appreciated Heather's remarks. She thought the comments were positive tonight. She would like to be able to attend the Council for Human Rights conference in the future, and she is interested in attending the SURJ meeting next month.

Councilmember Lord shared a postcard with all the upcoming downtown holiday events. Next Thursday, the Bremerton WestSound Symphony will be performing at the December 18th Council meeting around 8:00 p.m., and she would love to have a full Council Chambers.

Councilmember Nystul thanked Mayor Erickson for the team building social last Saturday.

Mayor Erickson noted that PED Director Boughton wants to put up new signage on the second floor of City Hall. PED Director Boughton explained that the second floor needs to purchase a directional sign that directs customers where to go within City Hall. She states that she has budget for it, but the Mayor wanted her to discuss the signage purchase because if the first or third floor need new signage, the Mayor would like their signs to be consistent in design. The Council concurred in PED Director Boughton ordering her sign.

Mayor Erickson announced that Santa and the fire engine are visiting Poulsbo. At 1:00 p.m. on December 14, there is the "Tuba Christmas" concert, where they'll play Christmas carols at the waterfront pavilion. The lighted ship parade is also on Saturday, and it starts at 5:00 p.m. from the Poulsbo Yacht Club.

5. CONSENT AGENDA

None.

6. BUSINESS AGENDA

a. Final Review & Approval of the 2019-2020 Mid-Biennial Budget Amendment

Finance Director Booher presented the agenda summary, reviewing the 2019-2020 Mid-Biennial Budget Amendment and asked for Council approval. Presentation highlights included:

- 2019 - 20 Budget Changes All Funds
 - Revenues
 - Investment Earnings
 - Updated figures from City Improvement Plan (CIP)
 - Expenditures
 - Wages and Benefits
 - Contractual Changes
 - Updated figures from CIP
 - Approved Modification Request
- 2019-20 Additional Budget Changes by Fund - General Fund
 - Revenues
 - Tax Increases
 - Sales Tax
 - Electric Utility Tax
 - Franchise Fees Increase

- Investment Earnings
 - Reduction in Development Revenues
 - Grant Revenues
 - Rural Town Center
 - Behavioral Health
 - Expenditures
 - Contractual Obligations
 - Lobbyist
 - Small Business Development (WWU)
 - Small Miscellaneous Contract adjustments
 - Grant Agreements
 - Behavioral Health
 - Rural Town Center
 - Reduction of transfer for Park & Rec Building Debt
- 2019-20 Additional Budget Modification Requests- General Fund
 - Retiree Health Insurance – Included with Wages and Benefits
 - Finance Software Update
 - AEDS for 2nd and 3rd Floors at City Hall
 - Locking System Update
 - Public Defender Transition Costs
 - Rupture Valve Testing (City Hall Elevator)
 - Jail Costs
 - National Night Out
 - Overtime for Police Department
 - Software Replacement for Police ILEADS Program
 - Parks & Recreation Casual Labor
 - Parks & Recreation for Taxes and Utilities
 - Professional Services Comprehensive Plan
 - Radio Upgrades
 - Sani-can for Oyster Park
 - Snow and Ice Control Streets
 -
- 2019 - 20 Budget Changes General Fund (001)
 - Amended projected ending balance: 2019, \$4,088,771; 2020, \$2,585,973.
- General Fund Operating Budget Projections (exclusive of Beginning Balances)
 - Net operations – Income (Loss): 2019, (\$861,337); 2020, (\$1,502,798)
 - Operating expenditures to include:

- Transfer to for Capital Reserves (Projects)
 - One-time items
 - Consultant Fees
 - Public Defender Transition
 - SBDC Contributions (2019 & 2020)
 - ILEAD Software Replacement
 - Employee Cashouts
- 2019-20 Additional Budget Changes by Fund – Special Revenue Funds
 - Fund 101 – City Street Fund
 - Updated Noll Road Project for areas not accounted for as City Assets
 - Added funds from General Fund for Ice & Snow Removal
 - Fund 123 – Transportation Improvement Fund
 - Decreased Revenue Projection in 2019
 - Fund 125 – Affordable Housing Fund
 - Added new Fund and Revenue Projection
 - Expenditures will be through Budget Amendment
- 2019-20 Additional Budget Changes by Fund – Debt Service Fund
 - Fund 204 – Debt Service Fund
 - Eliminated transfer and debt service payment for Local Program Debt for Park & Recreation Building.
 - Early debt payment issued in 2019 through a budget amendment.
- 2019-20 Budget Changes – Capital Funds
 - Updated Capital Project budgets per CIP
 - Added Capital Equipment Modification Request for Mobile Radios
 - Added Modification Request for updated City Hall door locking system to Facilities Fund 331
- 2019-20 Budget Changes – All Proprietary Funds
 - Added approved modification requested items
 - Updated depreciation figures
 - Updated Capital Project budgets per CIP

Councilmember Thomas asked about any city tax rate increases for 2020. Finance Director Booher answered that there are no tax increases at this time or proposed for this budget.

Motion: Move to approve the City of Poulsbo's 2019-2020 Mid-Biennial Budget Amendment.

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

Motion carried.

b. Resolution No. 2019-14, 2020 Salary and Wage Schedules

Human Resources Director Kingery presented the agenda summary, noting the 2020 Salary Schedules include the following changes:

- Teamsters: per union contract, the salary schedule is increased by 3%. A new position, Behavioral Health Navigator Lead, has been added to range 35;
- Poulsbo Police Officers Association: per union contract, the salary schedule is increased by 3.5%;
- Management: wage rates increased by 3% (same increase as Teamsters);
- Non-represented: wage rates are increased by 3% (same increase as Teamsters);
- Elected/Appointed Officials: Judge and Mayor wage rates are increased by 3% (same increase as Teamsters);
- Casual Labor: minimum wage is increased from \$12.00 to \$13.50 per hour.

Motion: Move to approve Resolution No. 2019-14, adopting the 2020 Salaries and Wage schedules effective January 1, 2020.

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

Motion carried.

c. Resolution No. 2019-15, Resolution of Intent for a City Administrator

Councilmember Thomas presented the agenda summary, noting at the December 4, 2019, Finance-Administration Committee meeting, the committee recommended bringing a proposed resolution of intent to the Council to memorialize the work the Council has done in exploring the option of creating a city administrator position in January 2022.

Councilmember McVey noted he will be abstaining from the vote due to his new position as a Councilmember.

Motion: Move to approve Resolution No. 2019-15, a resolution of intent of the Poulsbo City Council to move forward with preparations to implement a city administrator position to start no later than January 2022, if formally adopted by the City Council.

Action: Approve, **Moved by** Thomas, **Seconded by** Lord.
Motion carried. Councilmember McVey abstained.

7. COUNCIL COMMITTEE REPORTS

Public Works Committee: Councilmember Musgrove reported they reviewed the cemetery section of the PMC and will bringing forth some minor revisions. For Westside Well water treatment plant, there is a contract to get rid of brown water and there is an I & I study contract coming forward with RH2. Staff gave an update on the Johnson Parkway/Noll Rd project. The Dogfish Creek/8th Ave culvert replacement is moving forward in 2020. They're going to approve the Johnson Parkway/SR305 call for artists for the roundabouts. The Public Works site is under review, and they must do the environmental pieces of the old site before they can move forward with a new site.

Community Services Committee: Councilmember Thomas reported on upcoming special events, such as the Santa and the fire engine. They discussed the ILA with the Poulsbo-North Kitsap Rotary Club for the Play for All at Raab Park. The committee recommended the ILA, and it will come to Council on January 8. They also discussed the Highway 305 greenway/mitigation property. They looked at the Special Events Ordinance update, and provided feedback. They also received a park projects update.

8. DEPARTMENT HEAD COMMENTS

None.

9. BOARD/COMMISSION REPORTS

Councilmember Thomas and Mayor Erickson spoke about creating a PACT-like group in the North Kitsap area, but Mayor Erickson stated that it needs to be unique to North Kitsap and they'll need a lot of partners, such as the faith-based community, to make it work.

Mayor Erickson noted that tomorrow is the Puget Sound Regional Council Transportation Policy Board meeting, which she will be attending. After that, she'll meet with the project selection committee. They will spend a large amount of time discussing I-976. Mayor Erickson also stated that Housing Kitsap is stabilizing.

10. CONTINUED COMMENTS FROM CITIZENS

Kris Haight spoke to each councilmember regarding their comments made tonight.

Phillip said it is important to recognize there are broad, community-wide traumas, and it does not mean action cannot be taken.

Adabelle asked how they can get together to have conversations to have actions to welcoming people to Poulsbo.

Jo Walter noted racism is alive in Poulsbo based on the information they were able to read in the police report from the July 3rd incident. She shared her feelings on how white people reacted at the July 3 event.

Samuel Swenson said a lot of his work involves teaching de-escalation. When you can de-escalate yourself, it helps you show up as a listener. He gave a demonstration on one technique he uses.

11. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Stern clarified the date of the next SURJ meeting, which is on January 28, 2020.

Councilmember McGinty apologized for whispering/asking questions of the Mayor during the meeting. He doesn't mean to be disrespectful; he has trouble hearing.

Mayor Erickson stated that there is a welcoming event tomorrow night on December 12, which is the Our Lady of Guadalupe Mass, at St. Olaf's at 7:00 p.m.

Councilmember Nystul welcomed Councilmember McVey and Council-Elect Livdahl to the Council.

12. ADJOURNMENT

Motion: Move to adjourn at 9:21 p.m.,

Action: Approve, **Moved by** Nystul, **Seconded by** McGinty.

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk