

POULSBO CITY COUNCIL MEETING OF APRIL 1, 2020

(via Ring Central video/phone conferencing)

MINUTES

PRESENT: Mayor Erickson; Councilmembers Livdahl, Lord, McGinty, McVey, Musgrove, Phillips, Stern.

Staff: Finance Director Booher, City Clerk Fernandez, Police Chief Schoonmaker, Risk Manager/Prosecuting Attorney Foster, Director of Engineering Kasiniak, City Engineer Lenius, Public Works Superintendent Lund, Parks & Recreation Director McCluskey, Human Resources Manager Kingery, IT Senior Technician Williamson.

MAJOR BUSINESS ITEMS

- * * * Impacts to City Services Report
- * * * Approval of Emergency Leave Policy – Families First Coronavirus Response Act
- * * * Approval of the Emergency Operations Plan Update
- * * * Approval of the Continuity of Operations Plan
- * * * Approval of the COVID-19 Response Plan

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 have Department Head comments added to the Mayor's Report at the beginning of the meeting.

Motion: Move to approve the agenda as amended.

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

Motion carried.

3. COMMENTS FROM CITIZENS

City Clerk Fernandez read comments received by Ben Holland (landscaping services should be classified as an essential service) and Joseph Sorenson (trash policy).

4. MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Livdahl stated that Mr. Holland makes a good point about landscaping being an essential service for some people.

Councilmember Lord wished all citizens well and said we all need to be supportive of each other.

Councilmember McVey echoed the concerns of Mr. Holland for the need of essential landscaping services.

Councilmember Musgrove noted that essential services are determined by the Governor's Office. He also mentioned the WA State COVID-19 webpage as a resource for citizens.

Councilmember Phillips asked if volunteers could perhaps mow lawns for the time being and whether it would be an option to relax trash standards for the time being.

Councilmember Stern noted that they are separated together and that they will work through this.

Mayor Erickson stated that each day feels like a week, and while everyone handles stress differently, she commended the City of Poulsbo staff for doing great work. She had multiple conference calls recently. The first was with Governor Inslee, which she was told that the "stay in place" order will probably be extended until the end of the month. She and many others believe that washing hands and staying home is helping. She had a conference call earlier in the day with Washington, D.C., which Leonard Foresman invited her to join. The call was financial in nature and related to the "CARES" package. Washington D.C. has given \$359 million to this one program, which is dedicated to Payroll Protection Plans (PPP), and it is an off-shoot of the small business association. Mayor Erickson also mentioned that KEDA is hosting a webinar on April 2 for small businesses.

Mayor Erickson also pointed out that she has had many conversations with the Poulsbo Farmer's Market. They want to open the market on April 11, but she has encouraged them to wait until the end of the month to open. Mayor Erickson does not support their decision to open the market on April 11, but she has very little legal power to stop them because enforcement of essential services is being done at the state level.

Mayor Erickson has had long, on-going conversations with Kitsap County regarding funding a day shelter from some of their emergency housing money, which comes from the State of Washington Department of Commerce. Kitsap County received \$700,000 for sheltering opportunities because of the COVID-19 situation. Poulsbo is seeking \$50,000 to open a day shelter at Gateway Church. Housing, Health, and Human Services Director Hendrickson was finalizing that today. Along the same lines, they have also launched a volunteer team, where about 40 volunteers will deliver groceries, pick up prescriptions,

and help people who are stuck in their homes. It is a City of Poulsbo initiative, and they have partnered with six different non-profit groups.

a. Impacts to City Services Report

Police Chief Schoonmaker noted that while the police office is closed, his officers are still patrolling the streets, and everyone is healthy. The police department has modified how they handle low priority calls, where they are attempting to handle those calls by phone. They are still responding in person for high priority calls. They are also encouraging everyone to file police reports online.

Police Chief Schoonmaker stated that all the police officers have personal protective equipment (PPEs), and he appreciates the assistance from the County to acquire more. The department will be going through PPEs at a higher rate than normal. They are also working closely with other law enforcement agencies. In their department, the detectives are never working in the office at the same time, and the administrative staff have rotated shifts.

Councilmember Stern asked the Police Chief how he is handling calls about social distancing violations, and Police Chief Schoonmaker stated that there are two types of complaints: 1) businesses that should be closed; and 2) people violating social distancing. For businesses that should not be operating, complaints are referred to the Department of Health (DOH), and they investigate. For people violating social distancing, it is the Police Department's job to educate, encourage, and seek compliance of social distancing guidelines, which is critical to the success of the situation.

Mayor Erikson reiterated that it is all about education and encouraging people to do the right thing over and over.

Director of Engineering Kasiniak shared a presentation, noting that the Engineering and Building Departments started preparing for the "Stay Home, Stay Healthy" order one week before it was announced. They did so by determining essential functions and services within the departments. They ran a pilot test, having three people work from home, then they came back and debriefed. They are using aggressive measures to limit social contact while also meeting the needs of the community. There are three main groups working right now, which are: 1) capital projects group; 2) engineering development review; and 3) building. Actions were identified in each group, and most team members are working remotely. There are one or two members of management working in the office, as well as the inspectors.

Director of Engineering Kasiniak noted that they deemed any work on City infrastructure as essential, but after the March 25 clarification of the "Stay Home, Stay Healthy" order, both commercial and residential construction was deemed non-essential, so most construction projects were suspended. Utility/telecommunications and emergency repair

projects continue. His team is working on land use building applications and providing remote services to builders, developers, and Poulsbo citizens. He also noted that building plans and permits can be submitted and reviewed online.

City Engineer Lenius stated that their team is working hard on permits, and when they are ready to move forward with construction those projects will be ready to move ahead. The building department is doing inspections on emergency repairs and medical facilities. Some of those inspections are done via video rather than going inside a building. Overall, 80% of the staff is working from home.

Councilmember McGinty asked about the potential coronavirus test facility on 8th Avenue, and City Engineer Lenius answered that some office space in an allergy clinic is going to be used as a testing lab. They have provided pictures, but they do not have a complete application yet. The City has not stopped them from working, and they are in communication with them to help them move forward, but the City has little information.

Risk Manager/Prosecuting Attorney Foster spoke about the courts and the Emergency Rule 2020-02, which was signed by Judge Tolman. It is based on the State's Court Rule and how they are to operate considering the COVID-19 situation. It significantly reduces the amount of contact they will be having in the courtroom. The court will only be seeing cases where the defendant is in jail, generally. If a defendant is out of custody, they will likely be setting their cases after May 1. That includes any new charges that come up when they are not in custody. The court has also instituted telephonic procedures for bench warrants, restraining orders, etc. They are looking at possibly doing that via video.

Risk Manager/Prosecuting Attorney Foster said her department has started working remotely. They are considered essential personnel because the courts are still operational. They are doing what they can from home. They are still moving forward with chargings and hearings they must have in the courtroom. They have been forced to streamline and go paperless a little sooner than they anticipated with most of their work.

Finance Director Booher listed the essential services her department provides: making sure everyone gets paid, making sure vendors are getting paid, and billing their customers so they keep the cashflow going. The Finance Department is doing daily cash deposits to get cash in the bank. Finance is an important process in all the EOC operations. They have been taking a lot of training on what the FEMA requirements are. Most of the staff is working at home, and every morning they have a virtual meeting where everyone calls in and they spend about a half hour to an hour touching base. Staff are rotating in and out of the door so there are not many of them in the building, but some essential services must be done at City Hall. She is there regularly. Their department is preparing everything for the auditor, who wants everything by mid-April. They are also getting ready for budget prep because there are requirements they are going to have to fulfill by the end of the year.

For the month of April, utility billing penalties were eliminated, and they may want to make that go through May, and the Mayor agrees. They have eliminated shut offs for the month of April, and they will probably have to extend that through May as well. The charges continue to accrue, and once all of this starts back up it will be painful for some people to catch up. Hopefully, they can work with everybody and make that work.

Dumpster services are also suspended, but businesses can call to reactivate. She has also reached out to the HDP Board, and they issued an executive order to eliminate the second quarter dues, which were set to be billed this month.

Councilmember Stern agrees with suspending/waiving fees, but he wondered who had the authority to make the decision. Finance Director Booher noted that the executive order from the last meeting gave the Mayor the authority.

Mayor Erickson stated that many emergency rules are coming from the Governor, and many utility companies are doing the same thing.

Councilmember McVey asked if there was a way to take care of audit responsibilities without coming into City Hall. Finance Director Booher stated that the batches are scanned, so they can submit it in a scanned option.

Human Resources Manager Kingery pointed out one major change in her procedures. While she prefers to meet with people in person, she has been talking on the phone with them instead. She completed a telework policy, as well as an emergency leave policy, which is before them tonight.

Public Works Superintendent Lund stated there have been a few changes in his department, and there is not a lot of availability to work from home. A couple staff members can work from home, and between them, a couple staff members on sick leave, and a couple sheltering in place, they are down about 25% in staffing levels. Public Works, which is essential, is working to improve efficiencies in operations. Their jobs are vital to the health and welfare of the City; water, sewer, and solid wastes are priorities. Public Works is performing proactive maintenance on water and sewer facilities ahead of schedules and making sure they have 3-4 months of supplies in stock.

Public Works Superintendent Lund noted that it is difficult to practice social distancing, but they have reached out to Kitsap County and KPUD to be their backup operational support if needed.

Regarding solid waste, Public Works is limited on what they can take to the facilities, so there are no free or rental dumpsters at this time. Commercial solid waste is down, but residential is more. Trash is a utility, so they must charge for it.

Councilmember Stern thanked the Public Works staff for all they do.

Councilmember McVey asked if they have had any problems with sewer backups and if there is a way to caution people. Public Works Superintendent stated that yes, that was something that they were working on today, and that the only things that should go in the toilet are toilet paper and human waste. They have had a lot of issues all over town, and they could add information to billing statements and the Facebook page.

Parks and Recreation Director McCluskey noted that most of her staff are working from home, and their main phone line is forwarded to their Admin Assistant. People are registering online, so they are doing deposits most days. Most programs, facility rentals, and events are cancelled through April 24 with one exception. The piano instructor is teaching through Zoom.

The Parks and Recreation staff are working on the summer and fall schedules, while the preschool teachers are cleaning; that is, they are taking things home, washing them, and bringing them back. They have ramped up their Facebook posts with things like virtual zoos and activities for families to do.

Parks and Recreation Director McCluskey is working on a couple park projects, including the Rotary Morrow Community Park, where she is doing the prework for permits, and Fish Park, where they will call for bids soon for summer construction. Even though most of the April events are cancelled, Arbor Day is April 25, and it may just be the Tree Board doing it to keep the City's Tree City USA award going. She will keep the Council updated. They postponed the Raab Park Play for All Open House to September.

The one question Parks and Recreation Director McCluskey gets asked a lot is, "Are the parks open?" While there is limited maintenance, the trails and parks are open. Parks and Recreation Director McCluskey will be helping Housing, Health, and Human Services Director Hendrickson with the Help Line starting next week. One more thing is Lodging Tax – if events are cancelled, what do they do with the money? This is something Council will have to talk about in a couple months.

Mayor Erickson stated that she has an amazing team of people, and she thanked everyone for their hard work.

5. CONSENT AGENDA

None.

6. BUSINESS AGENDA

- a. Approval of Emergency Leave Policy – Families First Coronavirus Response Act**

Human Resources Director Kingery presented the agenda summary, noting the Families First Coronavirus Response Act (FFCRA), which is an economic stimulus plan to address the impact of the COVID-19 pandemic, was signed into law on March 18, 2020.

Effective April 1, 2020, the City's Emergency Leave Policy (FFCRA) includes two categories of leave: (1) a right to emergency paid sick leave for certain absences related to the outbreak, and (2) a provision requiring protected leave for employees forced to miss work when their child's school is closed due to the outbreak.

Motion: Move to approve the Families First Coronavirus Response Act Policy effective April 1, 2020.

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

Motion carried.

b. Approval of the Emergency Operations Plan Update

Police Chief Schoonmaker presented the agenda summary, noting over the last 18 months the Kitsap County Department of Emergency Management has assisted the City of Poulsbo in updating the City's Emergency Operation Plan, as part of the Kitsap County Comprehensive Emergency Management Plan.

The Emergency Operation Plan (EOP) is a document which outlines how the City of Poulsbo will respond to an emergency and sets guidelines to manage a disaster in an effective, efficient, and timely manner. Furthermore, it provides direction for the key critical positions within the City's Emergency Operations Center.

Motion: Move to approve the City of Poulsbo Emergency Operations Plan as part of the Kitsap County Comprehensive Emergency Management Plan.

Action: Approve, **Moved by** McVey, **Seconded by** Phillips.

Discussion: Councilmember Stern asked how the scenario will change if the emergency continues for months. Mayor Erickson answered that she would continue to have authority, with Council approval, for emergency ordinances. The Governor is handling most things, and no one knows how it will end. While she is not sure what metrics will show success, they will keep asking the question. Also, for the COVID Recovery Plan, the City needs to figure out how to "turn back on", which will come to the Council soon.

Councilmember Lord asked Chief Schoonmaker who is on the Crisis Assessment Team, and he answered that it depends on the situation. For example, in an

earthquake, Police, Fire, and Public Works would make up the Crisis Assessment Team.

Motion carried.

c. Approval of the Continuity of Operations Plan

Police Chief Schoonmaker presented the agenda summary, noting a Continuity of Operations Plan (COOP) is a collection of resources, actions, procedures, and information that is developed, tested, and held in readiness for use in the event of a major disruption of operations. COOP planning outlines the City's ability to maintain critical operations before, during, and after an emergency or disaster.

Councilmember Lord said she felt the language regarding convening of the team was vague, and perhaps they needed to add it would be convened on an as needed basis.

Police Chief Schoonmaker said it is written the way it is, because they cannot identify every crisis, and it provides the Mayor the ability to identify key department heads in the City to do an initial assessment of the situation. The COOP is a living document that will require review and adjustment based upon changes in organizational structure, facilities, and resources, and it can be modified as needed.

The Council did not recommend any changes to the plan.

Motion: Move to approve the City of Poulsbo's Continuity of Operations Plan.

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

Motion carried.

d. Approval of the COVID-19 Response Plan

Police Chief Schoonmaker presented the agenda summary, noting the City of Poulsbo's COVID-19 Response Plan outlines our specific response to the COVID-19 pandemic.

The COVID019 Response Plan should be used in conjunction with the Emergency Operation Plan (EOP), which consists of the fundamental information that governs response and recovery operations in the City. The EOP should be reviewed and understood in advance of an emergency situation. However, this response plan can be used as a reference guide for responders in the various stages of emergency. The

plan is considered a living document that contains information and recommendations to guide the City of Poulsbo's response to COVID-19 and will be updated as new findings are available on a continuing basis.

Motion: Move to approve the City of Poulsbo COVID-19 Response Plan.

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

Motion carried.

7. COUNCIL COMMITTEE REPORTS

Councilmember Stern asked when committee meetings would start again, and Mayor Erickson answered that they would start soon, but they will be online.

Housing, Health, and Human Services Committee: Mayor Erickson reported they met for the first time that night with Councilmembers Livdahl, Lord, and Musgrove, along with Housing, Health, and Human (HHH) Services Director Hendrickson and Fire Chief Gillard from the Fire Department (he shared the fire department currently has 5-6 weeks of PPE available, and have crew members missing due to exposure). Councilmember Livdahl reported HHH Director Hendrickson put a large group of volunteers together to help homebound people get assistance with grocery shopping, prescription pickups, etc. They currently have 40 volunteers. The volunteers will have t-shirts. Next week Gateway Church will be open as a day shelter seven days a week. The committee decided they did not want to rush to use the Affordable Housing funds at this time.

8. BOARD/COMMISSION REPORTS

None.

9. CONTINUED COMMENTS FROM CITIZENS

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

10. MAYOR & COUNCILMEMBER COMMENTS

Councilmember Lord reminded everyone to stay safe, honor the directions, and wash your hands.

Councilmember McGinty suggested people volunteer to mow lawns for citizens who cannot do it themselves.

Councilmember Musgrove noted that it was good meeting, he thanked IT and everyone who put the meeting together.

Councilmember Phillips stated that they need to look towards the future to help businesses.

11. ADJOURNMENT

Motion: Move to adjourn at 8:35 p.m.,

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

Motion carried unanimously.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk