



Finance/Administration Committee

This meeting was held via video conference.

Subject	Meeting Minutes	Date	05/20/20
Recorder	City Clerk Rhiannon Fernandez	Start Time	5:05 PM
Committee Chair	Ed Stern	End Time	6:43 PM
Committee Members	Jeff McGinty, Gary McVey, Ed Stern		
Staff Present	Mayor Erickson, City Clerk Fernandez, Administrative Services Manager Ziemann		

Agenda		
No.	Topic	Action/Recommendation/Discussion
1.	Administrative:	
	a. Questions & Concerns of the Committee	None.
	b. Agenda and Extended Agenda Review	
	1. 05/20/20-Members Absent-	
	2. 06/03/20-Members Absent-	
	c. Committee Minutes of May 06, 2020	Approved.
	d. Committee Minutes of April 15, 2020	Approved.
2.	Agenda Items:	
	a. Funding for Behavioral Health Program	<p>Booher said HHH Director Hendrickson sent a letter to the County about how her time has been spent more on COVID-19 response than behavioral health. The County asked her to track her time. We may be able to turn some dollars into CARES Act, FEMA, or HHH budget. The council needs to know how her time is being spent and where the dollars are being allocated.</p> <p>Erickson said Poulsbo Fire is interested in doing a similar program, and there is potential funding from them. Erickson is convinced they will find a funding source for the work she is doing. The navigators are being run by Administrative Services Manager Ziemann out of the police department. The thought is each City could take over their own navigator. Hendrickson would continue to write grants for funding.</p> <p>McGinty asked how they would integrate the Fire Department. Erickson said Fire has capabilities the Police do not have. The contact level of navigators is interventionist</p>

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		<p>and short term. There is a program called "Kitsap Connect" in Bremerton and they are a fire program (more medical involvement). They are looking at combining the two pieces together to get people into treatment. The fire program would have an additional navigator run out of Fire. Hendrickson would write the grant applications. She is comfortable they will be able to make it work.</p> <p>McVey said a lot of services could be put under the HHH department, and they will have to set priorities on what her time should be spent on. Erickson agreed they will have to be selective and prudent; a scattered approach is not an approach at all.</p>
	b. Auditors Entrance Conference	Booher said the audit is being done off-site/virtually. They are going to be focusing on statements, internal controls, and cash receipting.
	c. COVID-19 Response Recovery Plan	<p>Erickson reviewed her draft plan for businesses reopening in Poulsbo. Highlights of the plan include:</p> <p>1) Letting shopfronts spill out onto sidewalks and parking spaces (not mandatory but could but an option). People are afraid, and they will want the 6-foot distancing in action. People will not go into buildings if they don't feel safe. They could close the areas where the carousel was staged this winter. A merchant committee would need to manage this. The shops must have signage to display they are following the guidelines (\$3,000 to print them up).</p> <p>2) Paid parking – the City knows it needs to manage parking downtown. This could create a revenue history that would help us bond out for a parking garage in the future, and the funding would be given to the merchants as a cash stimulus. Discussion was held on getting the employees and merchants to park elsewhere, and other resistance they have faced in the past to paid parking or timed parking. Erickson said this would be a hard decision to make. She thinks it would work. She is afraid of downtown becoming a ghost town. Once it is vacant, businesses will not want to rent down there. The committee thought it would be a good idea to see how things go, and revisit this in August, with a task force that includes the public/merchants.</p> <p>3) Street improvements like on Fjord (easy to do, and not a lot of opposition). This will give people more space and keep them safe while they are walking. They may need to be prepared to create more traffic calming on 6th and making Hostmark & 6th a three-way stop.</p>

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		<p>McVey asked about the idea of helping merchants get PPE, and not just downtown. Erickson said there are 2,700 businesses in Poulsbo, so she is unsure how to distribute them equitably to the businesses. McGinty said it may help to provide a place for businesses to do bulk ordering at discount prices. Erickson said we could research our supply chains. But we would need a warehouse for distribution. Booher added there are so many different varieties of masks, and then we could also become liable if someone gets sick using masks we distributed. Hand sanitizer would be easy to distribute with less liability. Regarding porta-potties and handwashing stations, Erickson said our restrooms are still shut down in the park. Booher said we could look for rentals, but their availability will likely be limited.</p>
3.	Mayor and Department Head Comments:	<p>Booher reviewed the CARES funding guidelines and eligibility. The expenses must be COVID related, the expense must be necessary, the expense being submitted is not filling a shortfall in revenue that was intended to cover expenditures that would otherwise not qualify, the expense is for a substantially different purpose than originally intended due to the COVID-19 pandemic, and the expense was not in the budget approved as of March 27, 2020. These are Federal funds and will be Federally audited. She reviewed how they will begin the process. Dollars available to the City is \$335,400. Funds are in a reimbursement basis only between March 27-October 31, 2020.</p> <p>Booher said Public Works is now installing plexiglass shields on the public counters. They look very nice.</p> <p>Erickson reviewed the instructions they must go through as a County to reach Phase 2.</p>