

Community Services Committee Meeting Minutes

Location	**VIRTUAL**	Date	Sept 9, 2020
Committee Chair	Andrew Phillips	Time Started	4:00 pm
Council Present	Britt Livdahl, Connie Lord, Andrew Phillips	Time ended	5:00 pm
Staff/Others Present	Mary McCluskey, Kris Goodfellow, Parks and Recreation; Mayor Erickson; Irene Moyer, Chamber of Commerce		

Key Points Discussed

No.	Topic	Highlights
1.	Administrative:	
A.	Questions & Concerns of the Committee	Connie noted that she was at the HDPa meeting recently, and some car enthusiasts will be doing a drive by car cruise on Sept. 12 instead of the HDPa Car Show.
B.	Agenda and Extended Agenda Review	None
C.	Minutes of 08/12/2020	M/S/A BL/CL
2.	Agenda Items:	
A.	Special Event Permit review	Most if not all 2020 events are cancelled including the Sept 12 Car Show and Oct. 10 marathon since we are not in Phase 4.
B.	Review of summer parks and recreation programs and upcoming fall programs	Kris Goodfellow reviewed the recreation programs that the department has been able to offer during the spring and summer months. She has formed a new partnership with the Kitsap Regional Library called StoryTime.
C.	2021-2022 Budget Review (items not covered at the August 2020 meeting)	<p>At the August CSC meeting, Mary reviewed 2021-2022 park projects and projections.</p> <p>Changes to the parks and recreation department beginning in 2021 includes:</p> <p>Staffing, Mary will retire in January; and four 2020 layoffs and one employee will be leaving (if approved) via the voluntary separation. What remains for staff includes a full time director, full time admin asst and ½ time recreation programmer. Mary is submitting one baseline adjustment, and that request is to bring the ½ recreation programmer to full time. This position will be very important as the city and</p>

		<p>department comes of the pandemic (hopefully) in 2021.</p> <p>Mary reported on 2021-2022 recreation revenues projections. Mary estimates that 2020 user fee revenue estimates will be 64% lower than projected. Rentals/leases/donations should hit projections. 2021-2022 numbers are hard to know because we need to make it into Phase 3 before considering indoor programs. She is estimating 10% increase for 2021; and an additional 30% increase in 2022. But these numbers can change as the pandemic changes. A new director will need to monitor and revise budget numbers as needed. The leases may or may not drop in 2021-2022.</p> <p>Mary also reported that the Lodging Tax Advisory Committee met on September 8 to review 2021 applications. The LTAC including CM Stern did an excellent job assessing the true emergency needs as the community goes through (and recovers) from the pandemic. Available funds will only cover about 46% of requests. The LTAC agreed on an \$80,000 distribution without using any reserves. The LTAC will meet December 1 to assess the 2020 revenues, and determine if the pot of money for 2021 can go any higher.</p>
3.	Department Head Reports	
A.	Park Project Updates	<p>Poulsbo's Fish Park. Work on the project began September 1. They are beginning work on the parking lot, piles are being driven for the boardwalk, and the sidewalk is outlined along Bond Rd. The one issue we/they are facing is a shortage of treated lumber. After a 2 month shutdown, the lumber companies are having to wait for production to ramp up. It is affecting projects all over.</p>
4.	Mayor/Council Member Reports	<p>The Mayor thanked the parks and rec staff on trying to make things work during difficult times. Connie suggested a party for all of the 2020 retirees.</p>

Minutes respectfully submitted by Mary McCluskey