

POULSBO CITY COUNCIL WORKSHOP SPECIAL MEETING OF SEPTEMBER 14, 2022

MINUTES

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

Staff: Administrative Services Manager/City Clerk Fernandez, Housing, Health and Human Services Director Hendrickson, Planning and Economic Development Department Director Wright, Police Chief Harding, City Prosecutor Foster, Public Works Director Lenius, Public Works Superintendent Lund

MAJOR BUSINESS ITEMS

- * * * Housing, Health and Human Services Budget Presentation
- * * * Planning and Economic Development Department Budget Presentation
- * * * Police Department Budget Presentation
- * * * Prosecutor Budget Presentation
- * * * Public Works, Engineering and Building Departments Budget Presentation

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Mayor Erickson called the virtual meeting to order at 5:00 p.m. and led the Pledge of Allegiance.

2. COMMENTS FROM CITIZENS

None.

3. WORKSHOP AGENDA

a. Housing, Health and Human Services Budget Presentation

Housing, Health and Human Services Director Hendrickson presented her department's 2023-2024 budget, noting department functions and accomplishments, 2022 activity, 2023-24 goals, new requests, and a recommendation via memo dated September 5, 2022, from Luke Carpenter of Carpenter Northwest, Inc. to Mayor Erickson, regarding a full-time employee dedicated to completion and approval of a Community Emergency Management Plan (CEMP). Discussion was held on what role this new position would fill, and how it could help multiple departments for emergency response.

Councilmember Lord asked for the latest version of the Nordic Cottage site plan to be sent to the Council. Housing, Health & Human Services Director Hendrickson said she will schedule a future presentation to give the Council a full update on the project.

Councilmember Stern referenced the ad-hoc meetings with the City of Bainbridge and the opportunity for shared housing especially with Poulsbo having a lot of retirees in the community who could use supplemental income.

b. Planning and Economic Development Department Budget Presentation

Planning and Economic Development Department Director Wright presented her department's 2023-2024 budget, noting the department's overarching goals, completing the 2024 Comprehensive Plan update by December 2024; performance measures, and budget impacts (daily operational costs (advertising, communication, small tools, overtime, and travel) and staffing costs (promote staff, retain casual labor (2), and GIS Specialist)). Discussion was held regarding what a GIS Specialist would do for the City and how the data would connect together (additional software would not be needed). Our baseline data would come from the County Assessor.

Councilmember Musgrove asked if there is any plan to create a Comprehensive Economic Development Strategy (CEDS). Planning & Economic Development Director Wright said it is not in her budget, but that doesn't mean it is not on her work plan.

Councilmember McVey said both presentations tonight discussed strategies for better communication to the public, but the City does not have a Communications Manager/Director, which puts the City at a disadvantage. It would help to have a centralized capability to communicate to the public.

c. Police Department Budget Presentation

Police Chief Harding presented the 2023-2024 Police Department budget, noting the department's organizational chart, department accomplishments, budgeted fund overview, baseline adjustment requests (dues & subscriptions, reclassify police clerks, and Marine 6 vessel upgrades), new program requests (navigator program, detective sergeant position, patrol officer (2) per year, police admin specialist, designated marksmen program, wellness program, officer dock setup for MCTs, and handguns for admin, capital fund firearm replacement, officer in charge), and department goals.

Councilmember Livdahl asked why we don't have traffic cameras. Police Chief Harding said they are in the beginning stage of looking at how feasible that would be to implement cameras. They have identified areas that could be possible locations. There is a large cost associated with implementing a traffic camera system, and a lot of responsibility to educate the public on the new system.

Councilmember McVey said the police department does not have a bilingual police officer who can speak Spanish. He feels it is important and we need to make it a priority moving forward.

d. City Prosecutor Budget Presentation

City Prosecutor Foster presented her 2023-2024 budget, noting the department's mission statement, city prosecutor functions, referrals from Poulsbo PD, challenges, goals, and objectives. No additional funding was requested.

e. Public Works, Engineering and Building Departments Budget Presentation

Public Works Director Lenius and Public Works Superintendent Lund presented the Public Works Operations, Engineering and Building Departments' budgets. Presentation highlights included: 2021/2022 accomplishments, 2023-2024 goals, organizational chart, budget requests (PW: capital request, new program requests and baseline adjustment requests, and 2023-24 increased operations & contractual costs; Engineering: new program requests, capital equipment requests, and baseline adjustment requests; Building: 2021-2022 accomplishments, department core functions, new program requests, capital equipment requests, and baseline adjustment requests).

Councilmember Stern asked if there is a way to install raised crosswalks on Front Street that can also accommodate stormwater restrictions. Public Works Director Lenius said the safety improvement project that was completed higher up on Front Street did not have many utility impacts; however, the utilities further down on Front Street need to be figured out first. Raised sidewalks would be the last part of that type of improvement project.

Councilmember Lord would like a one-page spreadsheet for all the asks of new people across all departments. Mayor Erickson said they could do that.

Councilmember Stern there is traditionally a third column for what the Council recommends. Right now, they should make notes of what they support or what are their priorities. Councilmember McGinty said they will receive a list of all the requests, with what the Mayor recommends, and then the Council will make their recommended approvals.

4. CONTINUED COMMENTS FROM CITIZENS

Rick Eckert said growth seems to be driving the budget requests. His specific thought is regarding the SRO position, and as the school district grows and builds more schools, they may need a second SRO.

5. ADJOURNMENT

At 8:01 p.m., Mayor Erickson adjourned the meeting.

Rebecca Erickson, Mayor

ATTEST:

Rhiannon Fernandez, CMC, City Clerk