



POULSBO CITY COUNCIL MEETING
May 18, 2022 ~ 7:00 PM
A G E N D A

The meeting will be held in a hybrid format, accessible virtually via Zoom Webinars and by in-person attendance at Poulsbo City Hall Council Chambers at 200 NE Moe Street, Poulsbo, WA.

Please click the link to join the webinar: <https://us02web.zoom.us/j/89336752759>

Dial +1 (253) 215-8782 / Webinar 893 3675 2759

The meeting will be streamed at www.cityofpoulsbo.com and broadcasted on BKAT.

Poulsbo is committed to being a welcoming, diverse, and equitable community where all people can access tools and opportunities to improve their quality of life, allowing them to reach their full potential. During its meetings, the Poulsbo City Council will use this lens to inclusively view its discussions and actions.

1. **7:00 PM - CALL TO ORDER:** *Poulsbo is located on the ancestral lands of the indigenous Suquamish People, for whom this place was known as Tcu Tcu Lats, or the 'Land of the Vine Maples'*
 - a. Pledge of Allegiance
2. **AGENDA REVIEW**
3. **COMMENTS FROM CITIZENS**

If you wish to provide verbal citizen comment during the meeting, please state your name and limit your comments to 3 minutes, unless additional time is granted by Council. Comments may be made during in-person attendance or virtually by joining the meeting with meeting information above. Alternatively, please submit written comments requesting your comments be read during the meeting to cityclerks@cityofpoulsbo.com, mail to City Hall, or call and leave a message with the Clerk's Office to be read by the City Clerk during the virtual meeting. As a rule, the Council will not respond to citizen comments.
4. **MAYOR'S REPORTS AND COUNCIL COMMENTS**
 - a. Department Head Reports
5. **CONSENT AGENDA** *All matters listed within the Consent Agenda have been distributed to each member of the City Council for reading and study, are considered to be routine and will be enacted by one motion of the Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the regular agenda by Councilmember or citizen request.*
 - a. Excuse Absences for Councilmembers McVey and Phillips (Fernandez)
 - b. Payable Disbursements for April 2022 (Booher)
 - c. BA#22-0210 for Drone Purchase (Harding)
 - d. BA#22-0211 for Investigations Purchase (Harding)

6. **BUSINESS AGENDA** *Committee Reports given during associated agenda item at the Chair's direction.*
 - a. Lincoln Cottages Deviation Request (Burgess)
 - b. Iverson/Lincoln/Front Street BLA and ROW (Struck)
 - c. Discussion: UGA, ILA Negotiations & Regional Center (Wright)
 - d. BA#22-0212 for PED Department Casual Labor Increase (Wright)
 - e. Nordic Cottage Workshop (Hendrickson)
7. **COUNCIL COMMITTEE REPORTS**
8. **BOARD & COMMISSION REPORTS**
9. **CONTINUED COMMENTS FROM CITIZENS***
10. **MAYOR & COUNCILMEMBER COMMENTS**
11. **ADJOURNMENT**

*Council may address questions/comments made during Citizen Comments during Councilmember Comments.

THE COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THE AGENDA. IN ACCORDANCE WITH COUNCIL'S RULES OF PROCEDURE, THIS MEETING IS TAPE RECORDED. IN ACCORDANCE WITH A CONTRACT WITH THE CITY OF BREMERTON, THIS MEETING IS BROADCAST LIVE, VIDEOTAPED, AND RE-BROADCAST ON BREMERTON KITSAP ACCESS TELEVISION (BKAT).

The City of Poulsbo strives to provide accessible meetings for people with disabilities. Please contact the Poulsbo City Clerk's office at 360.394.9880 at least 48 hours prior to the meeting if accommodations are needed for this meeting.

To request an alternative format of the printed agenda, contact the City Clerk's office at 360.394.9880.

Para solicitar un formato alternativo de la agenda impresa, comuníquese con la oficina del City Clerk al 360.394.9880.

It is requested that attendees limit the use of scented products (perfume, cologne, hairspray, after shave, lotion, fabric softener, etc). Fragrances can be toxic substances to some people causing respiratory or neurological disabling reactions. This requirement is consistent with the Americans with Disabilities Act for a barrier-free environment.

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 05/18/2022

AGENDA ITEM:	Excuse Absences for Councilmembers McVey and Phillips
EXHIBITS:	
STAFFED BY:	City Clerk Fernandez
CATEGORY:	Consent Agenda
MAYOR OK/Initial:	

SUMMARY STATEMENT:
Council approval is required to excuse councilmember absences. Councilmembers McVey and Phillips were absent from the May 11, 2022, Poulsbo Council meetings.
<input type="checkbox"/> Additional Staff Report Attached

COMMITTEE RECOMMENDATION:	
Committee	Not Applicable

IMPACTS:	
Expenditure Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Included in Budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Amount: \$	

RECOMMENDED ACTION:

SAMPLE MOTION:

MOVE to approve Councilmember McVey's and Phillips' absences from the May 11, 2022, Council meeting.

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 05/18/2022

AGENDA ITEM:	Payable Disbursements for April 2022
EXHIBITS:	(a) Monthly Payable Disbursement Register (b) Check Register (c) EFT Register
STAFFED BY:	Finance Director Booher
CATEGORY:	Consent Agenda
MAYOR OK/Initial:	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>

SUMMARY STATEMENT:	<p>To approve Payable Disbursements for the period of April 1, 2022 through April 30, 2022, in the amount of \$2,991,438.34 to include Accounts Payable Check Numbers 10045878 through 10046033, Accounts Payable Voucher Numbers V9003166 through V9003224, Payroll Check Numbers 30047501 through 30047745 and Electronic Disbursement Numbers 222-032 through 222-043, 222-0444* and 222-045.</p> <p style="margin-top: 20px;">*Typo - extra digit added when processing</p>
<input type="checkbox"/> Additional Staff Report Attached	

COMMITTEE RECOMMENDATION:	Finance/Administration	Not Applicable
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IMPACTS:	Expenditure Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Included in Budget? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount: \$
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RECOMMENDED ACTION:	<p>To approve Payable Disbursements for the period of April 1, 2022 through April 30, 2022, in the amount of \$2,991,438.34 to include Accounts Payable Check Numbers 10045878 through 10046033, Accounts Payable Voucher Numbers V9003166 through V9003224, Payroll Check Numbers 30047501 through 30047745 and Electronic Disbursement Numbers 222-032 through 222-043, 222-0444* and 222-045.</p> <p style="margin-top: 20px;">*Typo - extra digit added when processing</p>
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SAMPLE MOTION:

See Consent Agenda Motion.



DISBURSEMENT REGISTER
April 2022

ACCOUNTS PAYABLE CLAIMS

Check Date	Check & Voucher Numbers			Amount
	From	To		
4/06/2022	10045878	10045920	\$	112,705.05
	V9003166	V9003178	\$	35,917.48
4/13/2022	10045921	10045954	\$	228,444.29
	9003179	9003193	\$	34,963.25
	V9003194	V9003201	\$	154,985.92
4/20/2022	10045955	10046007	\$	252,742.63
	V9003202	V9003220	\$	50,275.20
4/27/2022	10046008	10046033	\$	35,520.38
	V9003221	V9003224	\$	5,558.13
4/05/2022	V9003165	VOID	\$	(11,435.91)
VOID - ACH PAYMENT RETURNED DUE TO CLOSED VENDOR BANK ACCOUNT				

Total Checks: **\$ 899,676.42**

PAYROLL

Check Date	Check Numbers			Amount
	From	To		
4/06/2022	30047501	30047623	\$	287,308.04
4/21/2022	30047624	30047745	\$	260,416.95

Total Checks: **\$ 547,724.99**

EFT PAYMENTS

EFT Number				Amount
222-	032	\$		69,800.23
222-	033	\$		105,588.89
222-	034	\$		164,969.90
222-	035	\$		2,114.42
222-	036	\$		94.00
222-	037	\$		1,000,737.70
222-	038	\$		657.37
222-	039	\$		5,831.33
222-	040	\$		156.27
222-	041	\$		106.49
222-	042	\$		34,320.85
222-	043	\$		64,420.68
222-	044*	\$		93,505.30
222-	045	\$		1,733.50

*Typo - extra digit was added when processing

Total EFTs: **\$ 1,544,036.93**

TOTAL ALL DISBURSEMENTS: **\$ 2,991,438.34**

APPROVAL:

Lauren Ellington
Director

(Audited by Lauren Ellington)

(Finance Director)

CENTRALSQUARE
DATE: 05/02/2022
TIME: 12:34:16

CITY OF POULSBO
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 5/22

SELECTION CRITERIA: chkstat.rundate between '20220401 00:00:00.000' and '20220430 00:00:00.000'

DISTRIBUTION FUND: 999

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
222032	04/07/2022	DEPARTMENT OF RETIREMENT	M	69800.23	MANUAL CHECK
222033	04/06/2022	INTERNAL REVENUE SERVICE	M	105588.89	MANUAL CHECK
222034	04/06/2022	NW ADMIN TRANSFER ACCOUNT	M	164969.90	MANUAL CHECK
222035	04/15/2022	OFFICE OF STATE TREASURER	M	2114.42	MANUAL CHECK
222036	04/18/2022	KEY BANK N.A.	M	94.00	MANUAL CHECK
222037	04/18/2022	KEY BANK N.A.	M	1000737.70	MANUAL CHECK
222038	04/20/2022	GLOBAL PAYMENTS DIRECT IN	M	657.37	MANUAL CHECK
222039	04/20/2022	NORTH AMERICAN BANCARD HO	M	5831.33	MANUAL CHECK
222040	04/20/2022	NORTH AMERICAN BANCARD HO	M	156.27	MANUAL CHECK
222041	04/20/2022	KEY BANK N.A.	M	106.49	MANUAL CHECK
222042	04/22/2022	ST OF WA DEPT OF REVENUE	M	34320.85	MANUAL CHECK
222043	04/22/2022	DEPARTMENT OF RETIREMENT	M	64420.68	MANUAL CHECK
* 222045	04/29/2022	GLOBAL PAYMENTS DIRECT IN	M	1733.50	MANUAL CHECK
* 222044	04/21/2022	INTERNAL REVENUE SERVICE	M	93505.30	MANUAL CHECK
* 9003179	04/12/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
9003180	04/12/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
9003181	04/12/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
9003182	04/12/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
9003183	04/12/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
9003184	04/12/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
9003185	04/12/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
9003186	04/12/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
9003187	04/12/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
9003188	04/12/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
9003189	04/12/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
9003190	04/12/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
9003191	04/12/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
9003192	04/12/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
9003193	04/13/2022	KEY2PURCHASE	R	34963.25	ACCOUNTS PAYABLE CHECK
*10045878	04/06/2022	AFLAC INSURANCE	R	892.55	ACCOUNTS PAYABLE CHECK
10045879	04/06/2022	ANDERSON SUMMER	R	2640.00	ACCOUNTS PAYABLE CHECK
10045880	04/06/2022	ARAMARK UNIFORM SERVICES	R	96.81	ACCOUNTS PAYABLE CHECK
10045881	04/06/2022	ARXCIS INC	R	1100.00	ACCOUNTS PAYABLE CHECK
10045882	04/06/2022	BAINBRIDGE DISPOSAL INC	R	51004.70	ACCOUNTS PAYABLE CHECK
10045883	04/06/2022	BHC CONSULTANTS LLC	R	9151.88	ACCOUNTS PAYABLE CHECK
10045884	04/06/2022	CHAPMAN FINANCIAL SERVICE	R	51.17	ACCOUNTS PAYABLE CHECK
10045885	04/06/2022	COLONIAL INSURANCE	R	402.66	ACCOUNTS PAYABLE CHECK
10045886	04/06/2022	CONSTRUCTION PARTS LLC	R	2268.19	ACCOUNTS PAYABLE CHECK
10045887	04/06/2022	CRYSTAL VIEW POULSBO LLC	R	3000.00	ACCOUNTS PAYABLE CHECK
10045888	04/06/2022	LN CURTIS AND SONS	R	1070.21	ACCOUNTS PAYABLE CHECK
10045889	04/06/2022	DAQUILANTE ELISABETH	R	72.00	ACCOUNTS PAYABLE CHECK
10045890	04/06/2022	DONNA RUSSELL	R	120.00	ACCOUNTS PAYABLE CHECK
10045891	04/06/2022	DUKES INDUSTRIES LLC	R	96.00	ACCOUNTS PAYABLE CHECK
10045892	04/06/2022	ELIJAH JAMES BURNETT	R	17500.00	ACCOUNTS PAYABLE CHECK
10045893	04/06/2022	FASTENAL INDUSTRIAL & CON	R	183.29	ACCOUNTS PAYABLE CHECK
10045894	04/06/2022	FERGUSON ENTERPRISES INC	R	581.90	ACCOUNTS PAYABLE CHECK
10045895	04/06/2022	GC SYSTEMS INC	R	3725.77	ACCOUNTS PAYABLE CHECK
10045896	04/06/2022	WW GRAINGER INC	R	198.25	ACCOUNTS PAYABLE CHECK
10045897	04/06/2022	INDIGO TOPSOIL INC	R	759.36	ACCOUNTS PAYABLE CHECK
10045898	04/06/2022	KELLEY IMAGING SYSTEMS IN	R	958.71	ACCOUNTS PAYABLE CHECK
10045899	04/06/2022	KITSAP COUNTY AUDITOR	R	207.50	ACCOUNTS PAYABLE CHECK
10045900	04/06/2022	NORTH KITSAP SCHOOL DISTR	R	47.85	ACCOUNTS PAYABLE CHECK
10045901	04/06/2022	PACIFIC WELDING SUPPLIES	R	38.70	ACCOUNTS PAYABLE CHECK

CENTRALSQUARE
DATE: 05/02/2022
TIME: 12:34:16

CITY OF POULSBO
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 2
ACCTPA21
ACCOUNTING PERIOD: 5/22

SELECTION CRITERIA: chkstat.rundate between '20220401 00:00:00.000' and '20220430 00:00:00.000'

10045902	04/06/2022	THE PAPE GROUP INC	R	202.84	ACCOUNTS PAYABLE CHECK
10045903	04/06/2022	POULSBO GARDEN CLUB	R	15.00	ACCOUNTS PAYABLE CHECK
10045904	04/06/2022	POULSBO NORTH KITSAP ROTA	R	2327.50	ACCOUNTS PAYABLE CHECK
10045905	04/06/2022	INTL ASSOC FOR PROPERTY &	R	65.00	ACCOUNTS PAYABLE CHECK
10045906	04/06/2022	PUGET SOUND ENERGY	R	1046.60	ACCOUNTS PAYABLE CHECK
10045907	04/06/2022	COAST DO IT BEST HARDWARE	R	157.65	ACCOUNTS PAYABLE CHECK
10045908	04/06/2022	SHERWIN-WILLIAMS	R	183.92	ACCOUNTS PAYABLE CHECK
10045909	04/06/2022	SILKE COMMUNICATIONS SOLU	R	34.24	ACCOUNTS PAYABLE CHECK
10045910	04/06/2022	SPEAKWRITE	R	174.00	ACCOUNTS PAYABLE CHECK
10045911	04/06/2022	TEAMSTERS LOCAL 589	R	2043.00	ACCOUNTS PAYABLE CHECK
10045912	04/06/2022	FRANCISCAN MEDICAL GROUP	R	501.00	ACCOUNTS PAYABLE CHECK
10045913	04/06/2022	T-MOBILE	R	36.40	ACCOUNTS PAYABLE CHECK
10045914	04/06/2022	TRIPONTE HOMES	R	5000.00	ACCOUNTS PAYABLE CHECK
10045915	04/06/2022	TRUMBA CORPORATION	R	1799.40	ACCOUNTS PAYABLE CHECK
10045916	04/06/2022	SPECTRA LABORATORIES - KI	R	299.00	ACCOUNTS PAYABLE CHECK
10045917	04/06/2022	VANTAGEPOINT TRANSFER AGE	R	1065.00	ACCOUNTS PAYABLE CHECK
10045918	04/06/2022	WA ST CRIMINAL JUSTICE TR	R	375.00	ACCOUNTS PAYABLE CHECK
10045919	04/06/2022	WALKERSHIP LLC	R	252.00	ACCOUNTS PAYABLE CHECK
10045920	04/06/2022	WISETHEARY TRAN	R	960.00	ACCOUNTS PAYABLE CHECK
10045921	04/13/2022	ALLEN SHEARER TRUCKING &	R	314.55	ACCOUNTS PAYABLE CHECK
10045922	04/13/2022	ALPINE PRODUCTS INC	R	220.14	ACCOUNTS PAYABLE CHECK
10045923	04/13/2022	ARAMARK UNIFORM SERVICES	R	96.81	ACCOUNTS PAYABLE CHECK
10045924	04/13/2022	AT&T FINANCE	R	36.12	ACCOUNTS PAYABLE CHECK
10045925	04/13/2022	CHS INC	R	213.59	ACCOUNTS PAYABLE CHECK
10045926	04/13/2022	CITY OF BREMERTON	R	2095.67	ACCOUNTS PAYABLE CHECK
10045927	04/13/2022	CONSOLIDATED ELECTRICAL D	R	1602.85	ACCOUNTS PAYABLE CHECK
10045928	04/13/2022	CRYSTAL VIEW POULSBO LLC	R	28323.75	ACCOUNTS PAYABLE CHECK
10045929	04/13/2022	DOUBLE D ELECTRICAL INC	R	3748.30	ACCOUNTS PAYABLE CHECK
10045930	04/13/2022	FERGUSON ENTERPRISES INC	R	127.22	ACCOUNTS PAYABLE CHECK
10045931	04/13/2022	GRAY & OSBORNE INC	R	12318.03	ACCOUNTS PAYABLE CHECK
10045932	04/13/2022	GUARDIAN SECURITY SYSTEMS	R	625.72	ACCOUNTS PAYABLE CHECK
10045933	04/13/2022	HACH CHEMICAL COMPANY	R	2093.91	ACCOUNTS PAYABLE CHECK
10045934	04/13/2022	KELLEY IMAGING SYSTEMS IN	R	165.69	ACCOUNTS PAYABLE CHECK
10045935	04/13/2022	KELLEY IMAGING SYSTEMS IN	R	2085.99	ACCOUNTS PAYABLE CHECK
10045936	04/13/2022	KITSAP CHILDREN'S MUSICAL	R	516.31	ACCOUNTS PAYABLE CHECK
10045937	04/13/2022	KITSAP COUNTY PUBLIC WORK	R	72587.20	ACCOUNTS PAYABLE CHECK
10045938	04/13/2022	KITSAP COUNTY PUBLIC DEFE	R	10416.66	ACCOUNTS PAYABLE CHECK
10045939	04/13/2022	KITSAP TIRE CENTER INC	R	459.75	ACCOUNTS PAYABLE CHECK
10045940	04/13/2022	HAROLD LEMAY ENTERPRISES	R	8.53	ACCOUNTS PAYABLE CHECK
10045941	04/13/2022	LOOMIS	R	184.19	ACCOUNTS PAYABLE CHECK
10045942	04/13/2022	KITSAP COUNTY PUBLIC WORK	R	48833.23	ACCOUNTS PAYABLE CHECK
10045943	04/13/2022	PARAMETRIX INC	R	30786.76	ACCOUNTS PAYABLE CHECK
10045944	04/13/2022	POSTMASTER	R	166.00	ACCOUNTS PAYABLE CHECK
10045945	04/13/2022	KITSAP PUD #1	R	3208.71	ACCOUNTS PAYABLE CHECK
10045946	04/13/2022	COAST DO IT BEST HARDWARE	R	191.54	ACCOUNTS PAYABLE CHECK
10045947	04/13/2022	STERICYCLE INC	R	10.36	ACCOUNTS PAYABLE CHECK
10045948	04/13/2022	THE HOME DEPOT PRO INSTIT	R	337.52	ACCOUNTS PAYABLE CHECK
10045949	04/13/2022	SEATTLE TIMES COMPANY	R	113.73	ACCOUNTS PAYABLE CHECK
10045950	04/13/2022	SPECTRA LABORATORIES - KI	R	230.00	ACCOUNTS PAYABLE CHECK
10045951	04/13/2022	US POSTAL SERVICE	R	5000.00	ACCOUNTS PAYABLE CHECK
10045952	04/13/2022	HD SUPPLY FACILITIES MAIN	R	1167.99	ACCOUNTS PAYABLE CHECK
10045953	04/13/2022	UTILITY UNDERGROUND LOCAT	R	154.00	ACCOUNTS PAYABLE CHECK
10045954	04/13/2022	WESTBAY AUTO PARTS	R	3.47	ACCOUNTS PAYABLE CHECK
10045955	04/20/2022	ADVANI AJAY	R	10.00	ACCOUNTS PAYABLE CHECK
10045956	04/20/2022	LAW OFFICE OF THOMAS S AL	R	390.00	ACCOUNTS PAYABLE CHECK
10045957	04/20/2022	ARAMARK UNIFORM SERVICES	R	96.90	ACCOUNTS PAYABLE CHECK
10045958	04/20/2022	BAINBRIDGE ASSOCIATES INC	R	872.00	ACCOUNTS PAYABLE CHECK

CENTRAL SQUARE
DATE: 05/02/2022
TIME: 12:34:16

CITY OF POULSBO
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 3
ACCTPA21
ACCOUNTING PERIOD: 5/22

SELECTION CRITERIA: chkstat.rundate between '20220401 00:00:00.000' and '20220430 00:00:00.000'

10045959	04/20/2022	BLUE SKY PRINTING LLC (HD	R	1514.40	ACCOUNTS PAYABLE	CHECK
10045960	04/20/2022	BRANDON K MILLER	R	562.50	ACCOUNTS PAYABLE	CHECK
10045961	04/20/2022	CASCADE NATURAL GAS CORPO	R	20.24	ACCOUNTS PAYABLE	CHECK
10045962	04/20/2022	CASCADE NATURAL GAS CORPO	R	21.31	ACCOUNTS PAYABLE	CHECK
10045963	04/20/2022	CASCADE NATURAL GAS CORPO	R	29.85	ACCOUNTS PAYABLE	CHECK
10045964	04/20/2022	CASCADE NATURAL GAS CORPO	R	16.95	ACCOUNTS PAYABLE	CHECK
10045965	04/20/2022	CASCADE NATURAL GAS CORPO	R	422.39	ACCOUNTS PAYABLE	CHECK
10045966	04/20/2022	CENEX FLEETCARD	R	18201.25	ACCOUNTS PAYABLE	CHECK
10045967	04/20/2022	COMCAST	R	71.95	ACCOUNTS PAYABLE	CHECK
10045968	04/20/2022	CORNELL JASON B & MEGHANN	R	252.00	ACCOUNTS PAYABLE	CHECK
10045969	04/20/2022	DAQUILANTE ELISABETH	R	32.00	ACCOUNTS PAYABLE	CHECK
10045970	04/20/2022	DEPARTMENT OF LABOR & IND	R	56511.71	ACCOUNTS PAYABLE	CHECK
10045971	04/20/2022	DEPT OF HEALTH/REVENUE SE	R	1984.00	ACCOUNTS PAYABLE	CHECK
10045972	04/20/2022	DLT SOLUTIONS INC	R	3922.85	ACCOUNTS PAYABLE	CHECK
10045973	04/20/2022	EMPLOYMENT SECURITY DEPAR	R	4283.61	ACCOUNTS PAYABLE	CHECK
10045974	04/20/2022	EMPLOYMENT SECURITY DEPAR	R	13570.66	ACCOUNTS PAYABLE	CHECK
10045975	04/20/2022	GC SYSTEMS INC	R	276.39	ACCOUNTS PAYABLE	CHECK
10045976	04/20/2022	GOOD TO GO, WA ST DEPT OF	R	7.25	ACCOUNTS PAYABLE	CHECK
10045977	04/20/2022	GOODWIN SUZANNE	R	25.00	ACCOUNTS PAYABLE	CHECK
10045978	04/20/2022	IDOPE LLC	R	1091.00	ACCOUNTS PAYABLE	CHECK
10045979	04/20/2022	JKM2 DEVELOPMENT LLC	R	208.92	ACCOUNTS PAYABLE	CHECK
10045980	04/20/2022	KITSAP COUNTY HUMANE SOCI	R	2775.00	ACCOUNTS PAYABLE	CHECK
10045981	04/20/2022	KEATING BUCKLIN & MCCORMA	R	1402.50	ACCOUNTS PAYABLE	CHECK
10045982	04/20/2022	KELLEY IMAGING SYSTEMS IN	R	399.14	ACCOUNTS PAYABLE	CHECK
10045983	04/20/2022	JASON KENNEDY	R	72.50	ACCOUNTS PAYABLE	CHECK
10045984	04/20/2022	KITSAP COUNTY PUBLIC WORK	R	59240.09	ACCOUNTS PAYABLE	CHECK
10045985	04/20/2022	KITSAP COUNTY CORRECTIONS	R	14421.90	ACCOUNTS PAYABLE	CHECK
10045986	04/20/2022	KITSAP COUNTY PUBLIC WORK	R	9555.79	ACCOUNTS PAYABLE	CHECK
10045987	04/20/2022	KITSAP TIRE CENTER INC	R	1465.18	ACCOUNTS PAYABLE	CHECK
10045988	04/20/2022	HAROLD LEMAY ENTERPRISES	R	40.95	ACCOUNTS PAYABLE	CHECK
10045989	04/20/2022	LIBERTY CHRISTIAN CENTER	R	200.00	ACCOUNTS PAYABLE	CHECK
10045990	04/20/2022	MCCLURE & SONS INC	R	23595.17	ACCOUNTS PAYABLE	CHECK
10045991	04/20/2022	NORTH COAST ELECTRIC CO	R	134.63	ACCOUNTS PAYABLE	CHECK
10045992	04/20/2022	OPEN ONLINE LLC	R	360.23	ACCOUNTS PAYABLE	CHECK
10045993	04/20/2022	PENINSULA FIRE SERVICE IN	R	2690.46	ACCOUNTS PAYABLE	CHECK
10045994	04/20/2022	PUBLIC SAFETY TESTING INC	R	218.00	ACCOUNTS PAYABLE	CHECK
10045995	04/20/2022	PUGET SOUND ENERGY	R	9060.55	ACCOUNTS PAYABLE	CHECK
10045996	04/20/2022	RAYMOND BROOKS MATTHEW	R	250.00	ACCOUNTS PAYABLE	CHECK
10045997	04/20/2022	REDS ELECTRIC MOTORS INC	R	3488.00	ACCOUNTS PAYABLE	CHECK
10045998	04/20/2022	COAST DO IT BEST HARDWARE	R	203.57	ACCOUNTS PAYABLE	CHECK
10045999	04/20/2022	ST OF WA DEPT OF REVENUE	R	6415.73	ACCOUNTS PAYABLE	CHECK
10046000	04/20/2022	THE HOME DEPOT PRO INSTIT	R	353.85	ACCOUNTS PAYABLE	CHECK
10046001	04/20/2022	SEATTLE TIMES COMPANY	R	446.00	ACCOUNTS PAYABLE	CHECK
10046002	04/20/2022	THOMPSONGAS LLC	R	653.10	ACCOUNTS PAYABLE	CHECK
10046003	04/20/2022	THOMSON WEST	R	465.86	ACCOUNTS PAYABLE	CHECK
10046004	04/20/2022	UNUM LIFE INS COMPANY OF	R	102.30	ACCOUNTS PAYABLE	CHECK
10046005	04/20/2022	VANTAGEPOINT TRANSFER AGE	R	1065.00	ACCOUNTS PAYABLE	CHECK
10046006	04/20/2022	VISIT KITSAP PENINSULA	R	9200.00	ACCOUNTS PAYABLE	CHECK
10046007	04/20/2022	WA STATE DEPT OF LICENSIN	R	72.00	ACCOUNTS PAYABLE	CHECK
10046008	04/27/2022	ASPECT CONSULTING LLC	R	466.50	ACCOUNTS PAYABLE	CHECK
10046009	04/27/2022	BHC CONSULTANTS LLC	R	3159.50	ACCOUNTS PAYABLE	CHECK
10046010	04/27/2022	CASCADE COLUMBIA DISTRIBU	R	2233.74	ACCOUNTS PAYABLE	CHECK
10046011	04/27/2022	CDW LLC	R	649.74	ACCOUNTS PAYABLE	CHECK
10046012	04/27/2022	CITY OF POULSBO	R	365.00	ACCOUNTS PAYABLE	CHECK
10046013	04/27/2022	DSC INC	R	31.34	ACCOUNTS PAYABLE	CHECK
10046014	04/27/2022	ENERSPECT MEDICAL SOLUTIO	R	138.77	ACCOUNTS PAYABLE	CHECK
10046015	04/27/2022	FASTENAL INDUSTRIAL & CON	R	187.61	ACCOUNTS PAYABLE	CHECK

CENTRAL SQUARE
DATE: 05/02/2022
TIME: 12:34:16

CITY OF POULSBO
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 4
ACCTPA21
ACCOUNTING PERIOD: 5/22

SELECTION CRITERIA: chkstat.rundate between '20220401 00:00:00.000' and '20220430 00:00:00.000'

10046016	04/27/2022	FERGUSON ENTERPRISES INC	R	70.98	ACCOUNTS PAYABLE CHECK
10046017	04/27/2022	INTELLISYSTEMS INC	R	3004.25	ACCOUNTS PAYABLE CHECK
10046018	04/27/2022	O'REILLY AUTO PARTS	R	56.00	ACCOUNTS PAYABLE CHECK
10046019	04/27/2022	THE PAPE GROUP INC	R	7.62	ACCOUNTS PAYABLE CHECK
10046020	04/27/2022	PERTEET ENGINEERING	R	915.00	ACCOUNTS PAYABLE CHECK
10046021	04/27/2022	PUGET SOUND ENERGY	R	14563.53	ACCOUNTS PAYABLE CHECK
10046022	04/27/2022	REINHOLD BEVERLY	R	250.00	ACCOUNTS PAYABLE CHECK
10046023	04/27/2022	COAST DO IT BEST HARDWARE	R	111.69	ACCOUNTS PAYABLE CHECK
10046024	04/27/2022	SEATTLE DAILY JOURNAL OF	R	791.20	ACCOUNTS PAYABLE CHECK
10046025	04/27/2022	SHERWIN-WILLIAMS	R	451.16	ACCOUNTS PAYABLE CHECK
10046026	04/27/2022	SHOOMADOGGIE ENTERPRISES	R	327.30	ACCOUNTS PAYABLE CHECK
10046027	04/27/2022	SITONE LANDSCAPE SUPPLY	R	180.55	ACCOUNTS PAYABLE CHECK
10046028	04/27/2022	SMALL ENGINE CLINIC INC	R	218.00	ACCOUNTS PAYABLE CHECK
10046029	04/27/2022	SONS OF NORWAY LODGE #44	R	412.71	ACCOUNTS PAYABLE CHECK
10046030	04/27/2022	BRIDGESTONE AMERICAS TIRE	R	723.99	ACCOUNTS PAYABLE CHECK
10046031	04/27/2022	THE HOME DEPOT PRO INSTIT	R	352.04	ACCOUNTS PAYABLE CHECK
10046032	04/27/2022	WESTBAY AUTO PARTS	R	853.16	ACCOUNTS PAYABLE CHECK
10046033	04/27/2022	WWU SEA DISCOVERY CENTER	R	4999.00	ACCOUNTS PAYABLE CHECK
*V9003165	04/05/2022	XYLEM DEWATERING SOLUTION	V	-11435.91	VOID MANUAL CHECK
*V9003166	04/06/2022	APRIL ALLEN	R	187.50	ACCOUNTS PAYABLE VOUCHER
*V9003167	04/06/2022	CRITTER RIDDERS PEST CONT	R	65.46	ACCOUNTS PAYABLE VOUCHER
*V9003168	04/06/2022	CRAIG FRAZIER	R	21.06	ACCOUNTS PAYABLE VOUCHER
*V9003169	04/06/2022	H D FOWLER COMPANY	R	9845.64	ACCOUNTS PAYABLE VOUCHER
*V9003170	04/06/2022	HRA VEBA TRUST	R	5659.82	ACCOUNTS PAYABLE VOUCHER
*V9003171	04/06/2022	LANG RICHARD	R	296.50	ACCOUNTS PAYABLE VOUCHER
*V9003172	04/06/2022	LEXISNEXIS	R	367.50	ACCOUNTS PAYABLE VOUCHER
*V9003173	04/06/2022	OGDEN MURPHY WALLACE PLLC	R	5530.75	ACCOUNTS PAYABLE VOUCHER
*V9003174	04/06/2022	POULSBO POLICE OFFICERS A	R	875.00	ACCOUNTS PAYABLE VOUCHER
*V9003175	04/06/2022	SHAWN ZIEMANN	R	213.00	ACCOUNTS PAYABLE VOUCHER
*V9003176	04/06/2022	MCFARLAND KEVIN M	R	1169.34	ACCOUNTS PAYABLE VOUCHER
*V9003177	04/06/2022	VOYA	R	250.00	ACCOUNTS PAYABLE VOUCHER
*V9003178	04/06/2022	XYLEM DEWATERING SOLUTION	R	11435.91	ACCOUNTS PAYABLE VOUCHER
*V9003194	04/13/2022	ACTIVE CONSTRUCTION	R	143421.34	ACCOUNTS PAYABLE VOUCHER
*V9003195	04/13/2022	BMCCONSULTING	R	3750.00	ACCOUNTS PAYABLE VOUCHER
*V9003196	04/13/2022	CRITTER RIDDERS PEST CONT	R	425.50	ACCOUNTS PAYABLE VOUCHER
*V9003197	04/13/2022	DAVID MUSGROVE	R	99.80	ACCOUNTS PAYABLE VOUCHER
*V9003198	04/13/2022	GTS DRYWALL SUPPLY COMPAN	R	53.04	ACCOUNTS PAYABLE VOUCHER
*V9003199	04/13/2022	JESSICA RAE	R	411.12	ACCOUNTS PAYABLE VOUCHER
*V9003200	04/13/2022	MCFARLAND KEVIN M	R	523.99	ACCOUNTS PAYABLE VOUCHER
*V9003201	04/13/2022	RAMUNDSEN SUPERIOR HOLDIN	R	6301.13	ACCOUNTS PAYABLE VOUCHER
*V9003202	04/20/2022	CERTIFIED FOLDER DISPLAY	R	125.35	ACCOUNTS PAYABLE VOUCHER
*V9003203	04/20/2022	CRITTER RIDDERS PEST CONT	R	338.28	ACCOUNTS PAYABLE VOUCHER
*V9003204	04/20/2022	DATABAR INC	R	3106.58	ACCOUNTS PAYABLE VOUCHER
*V9003205	04/20/2022	COOK DAVID JR	R	170.10	ACCOUNTS PAYABLE VOUCHER
*V9003206	04/20/2022	DEBORAH BOOHER	R	321.20	ACCOUNTS PAYABLE VOUCHER
*V9003207	04/20/2022	LAUREN ELLINGTON	R	75.50	ACCOUNTS PAYABLE VOUCHER
*V9003208	04/20/2022	MELISSA GAINES	R	75.50	ACCOUNTS PAYABLE VOUCHER
*V9003209	04/20/2022	HRA VEBA TRUST	R	5732.40	ACCOUNTS PAYABLE VOUCHER
*V9003210	04/20/2022	JOSEPH SCHIEL	R	155.03	ACCOUNTS PAYABLE VOUCHER
*V9003211	04/20/2022	LANG RICHARD	R	170.10	ACCOUNTS PAYABLE VOUCHER
*V9003212	04/20/2022	LEXISNEXIS	R	183.75	ACCOUNTS PAYABLE VOUCHER
*V9003213	04/20/2022	NW ADMIN TRANSFER ACCOUNT	R	1346.40	ACCOUNTS PAYABLE VOUCHER
*V9003214	04/20/2022	OGDEN MURPHY WALLACE PLLC	R	5831.25	ACCOUNTS PAYABLE VOUCHER
*V9003215	04/20/2022	POULSBO POLICE OFFICERS A	R	875.00	ACCOUNTS PAYABLE VOUCHER
*V9003216	04/20/2022	NOLLAN QUINN	R	463.62	ACCOUNTS PAYABLE VOUCHER
*V9003217	04/20/2022	RINGCENTRAL INC	R	29720.74	ACCOUNTS PAYABLE VOUCHER
*V9003218	04/20/2022	SHAWN ZIEMANN	R	667.20	ACCOUNTS PAYABLE VOUCHER

CENTRALSQUARE
DATE: 05/02/2022
TIME: 12:34:16

CITY OF POULSBO
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 5
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SELECTION CRITERIA: chkstat.rundate between '20220401 00:00:00.000' and '20220430 00:00:00.000'

*V9003219	04/20/2022	VOYA	R	250.00	ACCOUNTS PAYABLE VOUCHER
*V9003220	04/20/2022	JAMIE YOUNG	R	667.20	ACCOUNTS PAYABLE VOUCHER
*V9003221	04/27/2022	CRITTER RIDDERS PEST CONT	R	43.64	ACCOUNTS PAYABLE VOUCHER
*V9003222	04/27/2022	H D FOWLER COMPANY	R	3285.50	ACCOUNTS PAYABLE VOUCHER
*V9003223	04/27/2022	MCFARLAND KEVIN M	R	373.99	ACCOUNTS PAYABLE VOUCHER
*V9003224	04/27/2022	SUMMIT LAW GROUP PLLC	R	1855.00	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				2443713.35	
TOTAL REPORT				2443713.35	

2,991,438.34+
PAYROLL 547,724.99-
2,443,713.35*

CENTRAL SQUARE
DATE: 05/02/2022
TIME: 12:44:14

CITY OF POULSBRO
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 5/22

SELECTION CRITERIA: chkstat.rundate between '20220401 00:00:00.000' and '20220430 00:00:00.000' and chkstat.chk_status='M'

DISTRIBUTION FUND: 999

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
222032	04/07/2022	DEPARTMENT OF RETIREMENT	M	69800.23	MANUAL CHECK
222033	04/06/2022	INTERNAL REVENUE SERVICE	M	105588.89	MANUAL CHECK
222034	04/06/2022	NW ADMIN TRANSFER ACCOUNT	M	164969.90	MANUAL CHECK
222035	04/15/2022	OFFICE OF STATE TREASURER	M	2114.42	MANUAL CHECK
222036	04/18/2022	KEY BANK N.A.	M	94.00	MANUAL CHECK
222037	04/18/2022	KEY BANK N.A.	M	1000737.70	MANUAL CHECK
222038	04/20/2022	GLOBAL PAYMENTS DIRECT IN	M	657.37	MANUAL CHECK
222039	04/20/2022	NORTH AMERICAN BANCARD HO	M	5831.33	MANUAL CHECK
222040	04/20/2022	NORTH AMERICAN BANCARD HO	M	156.27	MANUAL CHECK
222041	04/20/2022	KEY BANK N.A.	M	106.49	MANUAL CHECK
222042	04/22/2022	ST OF WA DEPT OF REVENUE	M	34320.85	MANUAL CHECK
222043	04/22/2022	DEPARTMENT OF RETIREMENT	M	64420.68	MANUAL CHECK
* 222045	04/29/2022	GLOBAL PAYMENTS DIRECT IN	M	1733.50	MANUAL CHECK
* 222044	04/21/2022	INTERNAL REVENUE SERVICE	M	93505.30	MANUAL CHECK
TOTAL FUND				1544036.93	
TOTAL REPORT				1544036.93	

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 05/18/2022

AGENDA ITEM:	BA#22-0210 for Drone Purchase	
EXHIBITS:	Budget Amendment #22-0210	
STAFFED BY:	Police Chief Harding	
CATEGORY:	Consent Agenda	
MAYOR OK/Initial:		

SUMMARY STATEMENT:

The Police Department has an existing Small Unmanned Aerial System (SUAS) Program. This allows for rapid deployment at an incident scene for direct aerial support for Fire Investigations, Hazmat, Search & Rescue, Barricaded Subjects, Crime Scene Investigation, Accident Analysis, as well as support for major incident operations along with unlikely scenarios from counter-terrorism deployment, bomb disposal assistance, to surveying aircraft crash scenes.

Our current SUAS (Mavic 2 Enterprise) does not have infra-red (hot/cold visual camera) capability. We lack the ability to perform night operations. Recently, an update to the existing product (Mavic 2 Enterprise Advanced Dual) was released adding a high quality infra-red camera to the drone. This additional drone is completely compatible with the existing drone, so parts - batteries, controller, software, propellers, etc. -are interchangeable. This purchase will also allow current Remote Pilots in the agency to fly the new equipment with little to no additional training

The Police Department will be utilizing a portion of the Suquamish Mitigation Funds received for 2022 for the purchase of this updated drone to the fleet; therefore this budget amendment is necessary to move the funding.

Additional Staff Report Attached

COMMITTEE RECOMMENDATION:

05/18/2022	Public Safety/Legal	Recommended
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IMPACTS:

Expenditure Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Included in Budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$ 10,000
---	--

RECOMMENDED ACTION:

Recommend approval of Budget Amendment #22-0210 for purchase of updated drone.

SAMPLE MOTION:

Consent Agenda:

Move to approve Budget Amendment #22-0210 for purchase of updated drone.

CITY OF POULSBO
BUDGET AMENDMENT REQUEST FORM
(MAYOR/COUNCIL APPROVAL REQUIRED)

TO: Mayor Erickson
FROM: Chief Ron Harding

Ron Harding

DATE: 5/4/2022

DESCRIPTION OF BUDGET AMENDMENT REQUEST:

The Police Department has an existing Small Unmanned Aerial System (SUAS) Program. This allows for rapid deployment at an incident scene for direct aerial support for Fire Investigations, Hazmat, Search & Rescue, Barricaded Subjects, Crime Scene Investigation, Accident Analysis, as well as support for major incident operations along with unlikely scenarios from counter-terrorism deployment, bomb disposal assistance, to surveying aircraft crash scenes. Our current SUAS (Mavic 2 Enterprise) does not have infra-red (hot/cold visual camera) capability. We lack the ability to perform night operations. Recently, an update to the existing product (Mavic 2 Enterprise Advanced Dual) was released adding a high quality infra-red camera to the drone. This additional drone is completely compatible with the existing drone, so parts - batteries, controller, software, propellers, etc. -are interchangeable. This purchase will also allow current Remote Pilots in the agency to fly the new equipment with little to no additional training. The Police Department will be utilizing a portion of the Suquamish Mitigation Funds received for 2022 for the purchase of this updated drone to the fleet; therefore this budget amendment is necessary to move the funding.

	<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
INCREASE:	301 142 02733030 / 33705000	SPP-Capital Grant Suq Mit	10,000
INCREASE:	30114200059421 / 50000640	CAGT-LE Machine & Equip	10,000
DECREASE:	00120002733030 / 33705000	SPP-OG Suq Mitigation	10,000
DECREASE:	001 / 29180000	GF Budgeted Fund Balance	10,000

NOTE: Attach separate sheet for more detail/line items if necessary

TO: Finance Director Booher
FROM: Mayor Erickson

Booher

DATE: 5/6/22

Approved Disapproved

COMMENTS:

TO: Sr Budget Accountant Gaines
FROM: Finance Director Booher

Booher

DATE: 5/18/22
BA#: 22-0210

Note: This form should be reproduced on PINK paper

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 05/18/2022

AGENDA ITEM:	BA#22-0211 for Investigations Purchase	
EXHIBITS:	Budget Amendment #22-0211	
STAFFED BY:	Police Chief Harding	
CATEGORY:	Consent Agenda	
MAYOR OK/Initial:		

SUMMARY STATEMENT:

The Police Department will be utilizing the remaining portion of the Suquamish Mitigation Funds received for 2022 for the purchase of camera equipment and monitoring software to assist and enhance our investigations unit; therefore this budget amendment is necessary to recognize the expense in the budget.

Additional Staff Report Attached

COMMITTEE RECOMMENDATION:

05/18/2022	Public Safety/Legal	Recommended
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IMPACTS:

Expenditure Required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Included in Budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Amount: \$ 5000
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RECOMMENDED ACTION:

Recommend approval of Budget Amendment #22-0211 for purchase investigative equipment and monitoring software.

SAMPLE MOTION:

Consent Agenda:

Move to approve Budget Amendment #22-0211 for purchase investigative equipment and monitoring software.

CITY OF POULSBO
BUDGET AMENDMENT REQUEST FORM
(MAYOR/COUNCIL APPROVAL REQUIRED)

TO: Mayor Erickson
FROM: Chief Ron Harding

Ron Harding

DATE: 5/4/2022

DESCRIPTION OF BUDGET AMENDMENT REQUEST:

The Police Department will be utilizing the remaining portion of the Suquamish Mitigation Funds received for 2022 for the purchase of camera equipment and monitoring software to assist and enhance our investigations unit; therefore this budget amendment is necessary to recognize the expense in the budget.

	<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
INCREASE:	00120000052120 / 50000350	SPP-Ops Small Tools	5,000
DECREASE:	001 / 29180000	GF Budgeted Fund Balance	5,000

NOTE: Attach separate sheet for more detail/line items if necessary

TO: Finance Director Booher

DATE: 5/6/22

FROM: Mayor Erickson

[Signature]

Approved X Disapproved _____

COMMENTS:

TO: Sr Budget Accountant Gaines

DATE: 5/18/22

FROM: Finance Director Booher

[Signature] DATE: 5/11/22

BA#: 22-0211

Note: This form should be reproduced on PINK paper

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 05/18/2022

AGENDA ITEM:	Lincoln Cottages Request for Street Deviation
EXHIBITS:	Presentation, Exhibit A: Application for Street Deviation
STAFFED BY:	Engineer 1 Burgess
CATEGORY:	Business Agenda
MAYOR OK/Initial:	

SUMMARY STATEMENT:

The applicant for Lincoln Cottages is requesting a deviation from City Construction Standards for the residential collector standard to allow for a reduction of lane width from 11-foot wide lanes to 10-foot wide lanes and allowance for alternative right of way width in order to accommodate parking on both sides of the street and to tie into existing improvements. The City Engineer is supportive of the deviation request and presented the justification materials to Public Works committee for discussion and recommendation to council.

Public Works committee recommended approval to City Council the proposed street deviation.

City Council is the final decision authority per Section 1: General, of the City's Construction and Development Standards.

Additional Staff Report Attached

COMMITTEE RECOMMENDATION:

05/11/2022	Public Works	Recommended
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IMPACTS:

Expenditure Required? Yes No Included in Budget? Yes No
Amount: \$

RECOMMENDED ACTION:

Approve the Lincoln Cottages Street Deviation Request as presented in the submitted application, Exhibit A.

SAMPLE MOTION:

Move to approve the Lincoln Cottages Street Deviation Request as presented in the submitted application, Exhibit A.

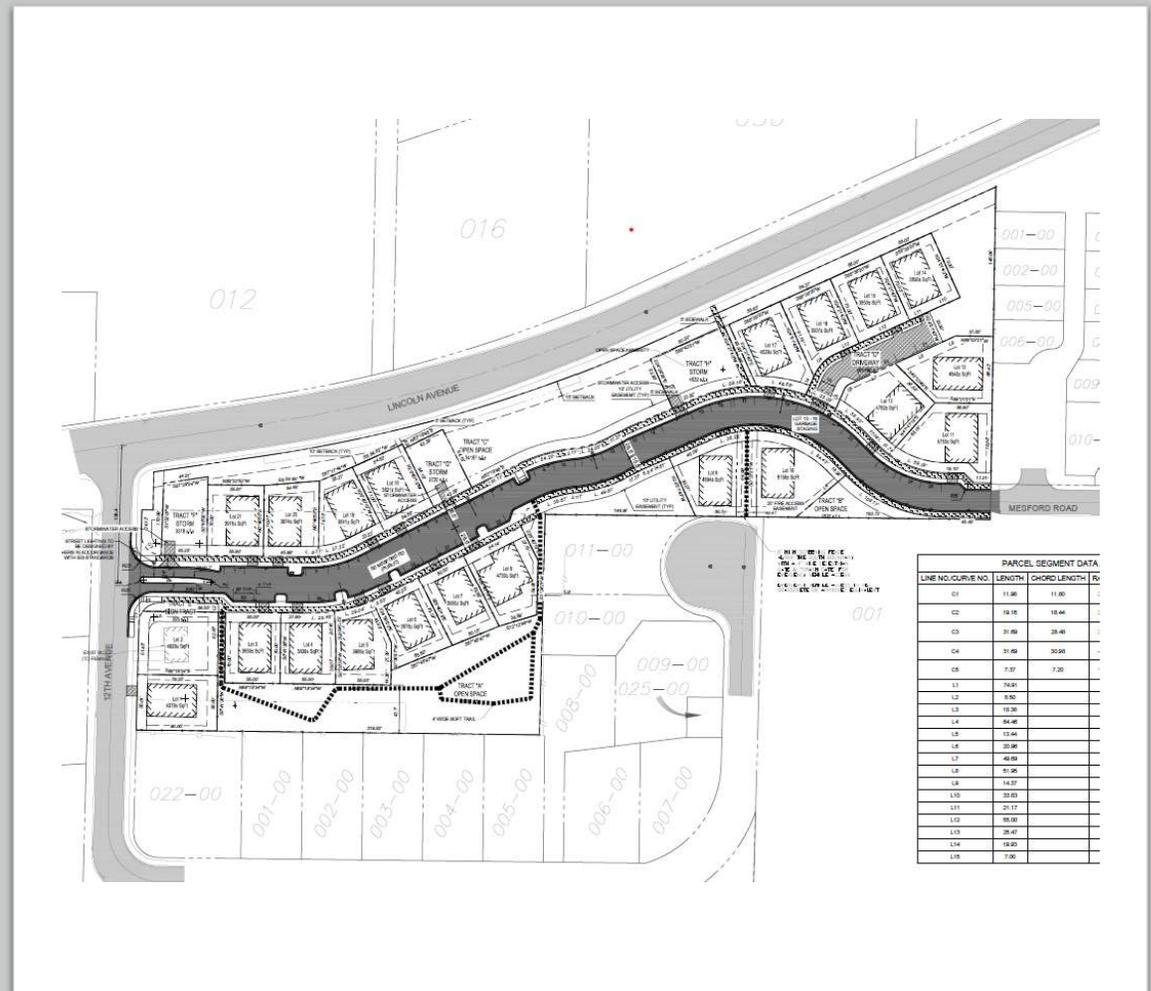
Lincoln Cottages



Road Standards Deviation Request

Lincoln Cottages Preliminary Plat

- Plat proposes 21 new lots
- SEPA Decision and Staff Report are being drafted
 - Final Staff Report dependent on Deviation Request
- Planning Commission tentatively scheduled for June 7th
- Hearing tentatively scheduled for 24th



Street Deviation Process

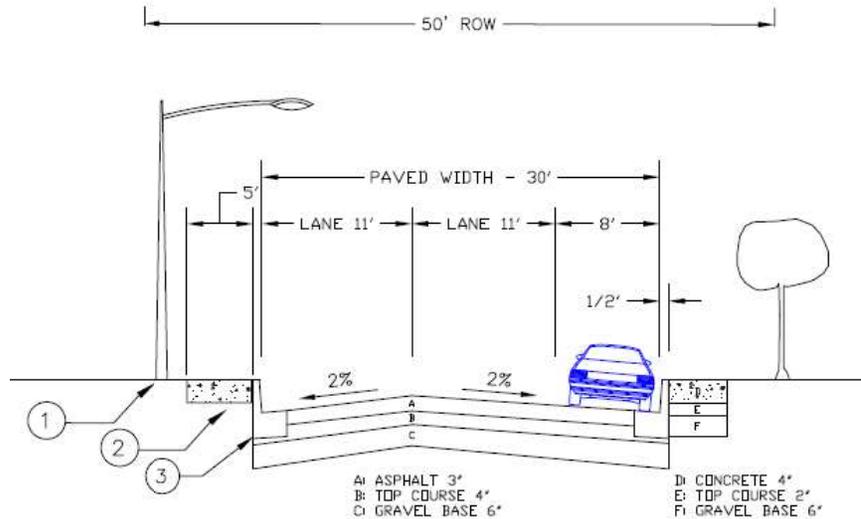
A request must be made in writing

- The City Engineer will then make a recommendation for approval/denial to Public Works Committee.
- Final approval/denial by City Council.

Construction Standards provide rationale for recommending approval/denial:

- The Change will achieve the intended result in comparable or even superior design and better quality of improvement; and,
- The change will not adversely affect safety and/or operation; and,
- The change will not adversely affect maintainability or economical considerations; and,
- The change is permitted under City Ordinance and applicable state and federal laws.

Plat Required Roadway

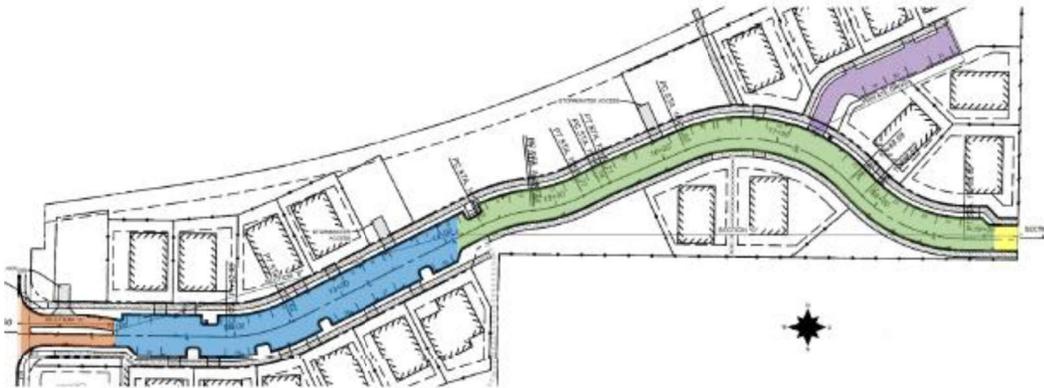


- ① PLANTING, LANDSCAPING AND STREET LIGHTING STRIP, BOTH SIDES
- ② CEMENT CONCRETE SIDEWALK, 5' - BOTH SIDES
- ③ CEMENT CONCRETE CURB & GUTTER (SEE WSDOT STD. PLANS)

TYPICAL ROADWAY SECTION
RESIDENTIAL COLLECTOR
N.T.S.

- Extension of Mesford is designated to be a Residential Collector per the City's Transportation Comprehensive Plan
 - (2) 11' wide lanes
 - (1) side provided street parking
 - Landscaping outside edge of sidewalk

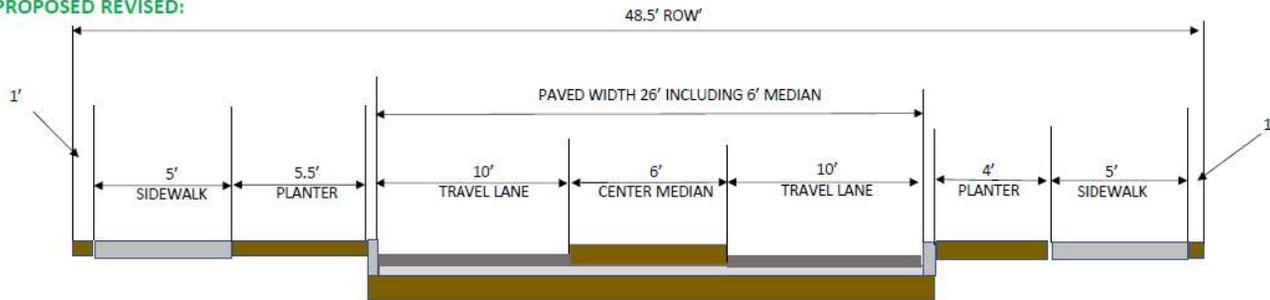
Deviation Request



- The Applicant has proposed a deviation to the collector standard and requests the following:
 - 10' wide lanes in lieu of the 11' requirement
 - Allowance for parking on both sides of the road
 - Allowance for a unique entrance to the plat with a landscaped median
 - Placement of landscaping to achieve separated sidewalks
 - Reduction of ROW from 50' to 48.5' at project entrance and 45' to tie into existing roadway improvements.
- The applicant has provided (3) proposed roadway sections

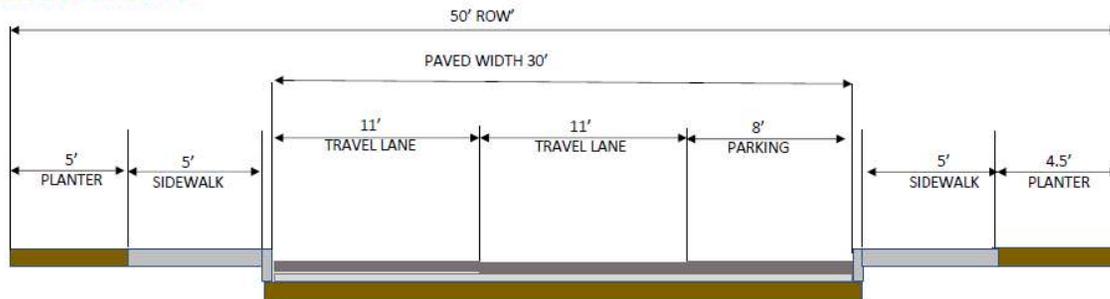
Section 1

PROPOSED REVISED:

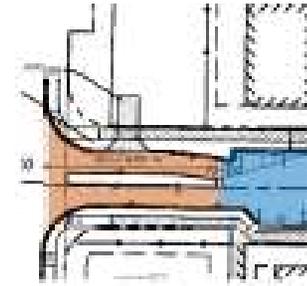


ROAD SECTION "A"
 26' WIDE ROADWAY INCLUDING 6' CENTER
 MEDIAN,
 10' TRAVEL LANES, NO PARKING,
 SIDEWALKS BOTH SIDES WITH PLANTERS

RESIDENTIAL COLLECTOR STANDARD:

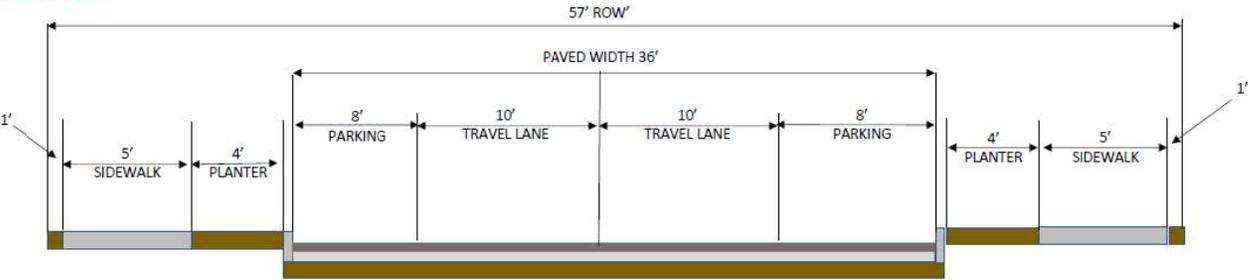


Revised Mesford Section "A" vs. Residential Collector Standard

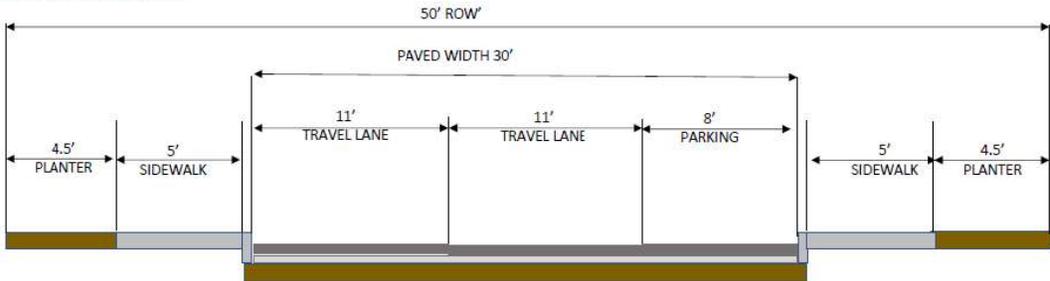


Section 2

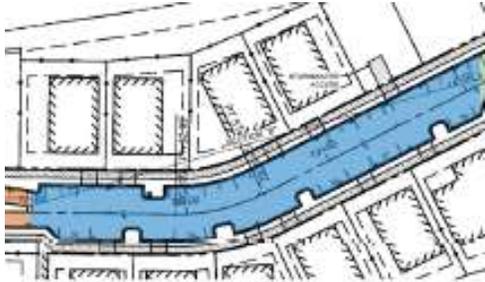
PROPOSED:



RESIDENTIAL COLLECTOR STANDARD:

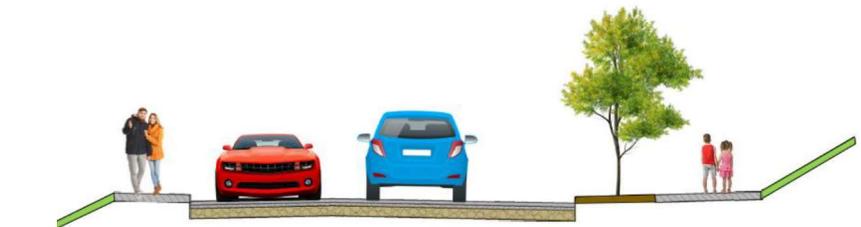
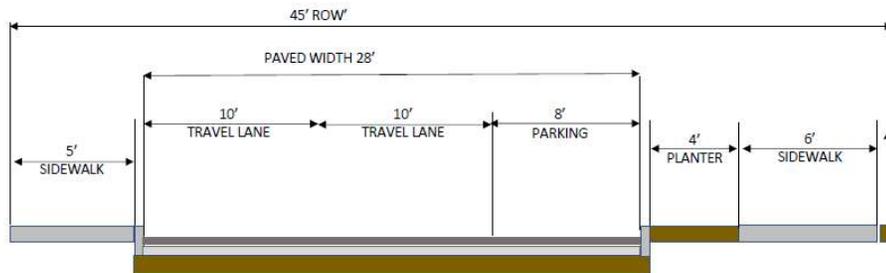


ROAD SECTION "B"
 36' WIDE ROADWAY, 10' TRAVEL LANES,
 8' PARKING LANES BOTH SIDES,
 SIDEWALKS BOTH SIDES WITH PLANTERS



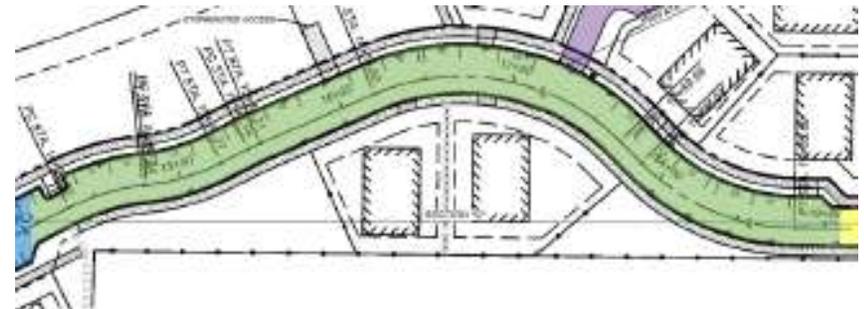
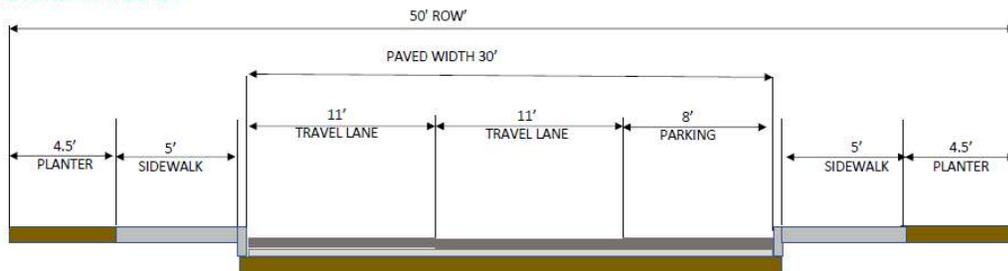
Section 3

PROPOSED:



ROAD SECTION "C"
28' WIDE ROADWAY, 10' TRAVEL LANES,
8' PARKING LANES ONE SIDE,
SIDEWALKS BOTH SIDES, PLANTER ONE SIDE

RESIDENTIAL COLLECTOR STANDARD:



Staff's Internal Discussion

- Deviation will maintain function of collector designation by providing through access from 12th ave to Mesford St.
 - ADT in excess of 400 drives the requirement for wider lanes. This plat and surrounding buildout will not exceed 400 ADT
- Deviation will not adversely effect safety or operation.
- Deviation will promote speed reduction due to narrower lanes.
- Deviation will not adversely effect maintainability

City Engineer's Recommendation

City Engineer recommend approval of the proposed deviation to Public Works Committee

Public Works Committee recommended approval to City Council 5/11/22

- Sample Motion:

“Move to approve the Lincoln Cottages Street Deviation Request as presented in the submitted application documents”

Questions/Discussion



CONSTRUCTION STANDARD DEVIATION REQUEST

Engineering Department

200 NE Moe Street | Poulsbo, Washington 98370

(360) 394-9882 | fax (360) 697-8269

www.cityofpoulsbo.com

For complete information on construction standard deviation, refer to Poulsbo Construction Standards <https://cityofpoulsbo.com/engineering-construction-standards/>

PROPERTY OWNER

Name: Lincoln Cottages, LLC c/o Tanager Homes | Phone: (425) 802-9245

Address: 19689 7th Ave NE #467, Poulsbo, WA 98370

Email: mark@tanagerhomes.com

APPLICANT/AGENT NAME (IF DIFFERENT):

Name: | Phone:

Address:

Email:

CONSTRUCTION STANDARD DEVIATION REQUESTED:

- Street Standards
- Sewer Standards
- Water Standards
- Trench Design Standards
- Solid Waste Standards

Description of Requested Deviation. Identify section, paragraph and/or sheet of each item requesting deviation:
Modify "Residential Collector" standards as shown in Poulsbo Design Standards Section 2.B.2 and Drawing 2-03 as follows:
Modify travel lane width from 11' to 10' in all sections of Lincoln Cottages proposed Mesford Road extension;
Modify ROW width from 50' as shown in standards to 48' in Section A, 57' in Section B, 45' in Section C.
Remove parking lane as shown in standards in proposed Section A (entrance section with median island)
(See attached documents for details and explanations)

Request for changes to or deviations from adopted City Standards may be considered by the City. The decision to grant, deny or modify the standards will be based upon evidence that the request can meet the following criteria. Please respond to the criteria below and attach your responses and supporting evidence to this form:

1. The change will achieve the intended result in a comparable or even superior design and a better quality of improvement; and,
2. The change will not adversely affect safety and/or operation; and,
3. The change will not adversely affect maintainability or economical considerations; and,
4. The change is permitted under City Ordinance and applicable state and federal laws.

If the request is made prior to submitting a land use application, please provide description of the project, and why the standard deviation is necessary prior to submitting the land use application.
Please attach designs of the anticipated project and a narrative of how it meets current City standards and requirements, including zoning, critical areas and other applicable standards.
Please review the decision criteria for the future land use application submittal and ensure that your anticipated project decision criteria will still be satisfied if the deviation request is approved.

SUBMITTAL REQUIREMENTS

- City adopted standard design standard drawing that the deviation is being sought
- Proposed standard design drawing the clearly depicts the deviation being sought
- One electronic version of all submitted materials in PDF format (CD, thumb drive, or via e-mail).
- Any other information/documents:

Lincoln Cottages



Road Standards Deviation Request

5/14/2022



Lincoln Cottages

Poulsbo, Washington

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Lincoln Cottages

Poulsbo, Washington

THE COMMUNITY

Lincoln Cottages by Tanager Homes is a proposed 21-home Planned Residential Development to be situated on 5 acres on the southeast corner of Lincoln Road and 12th Ave NE in the City of Poulsbo. One of the homes (on 12th Ave NE) already exists and will be incorporated into the new neighborhood.

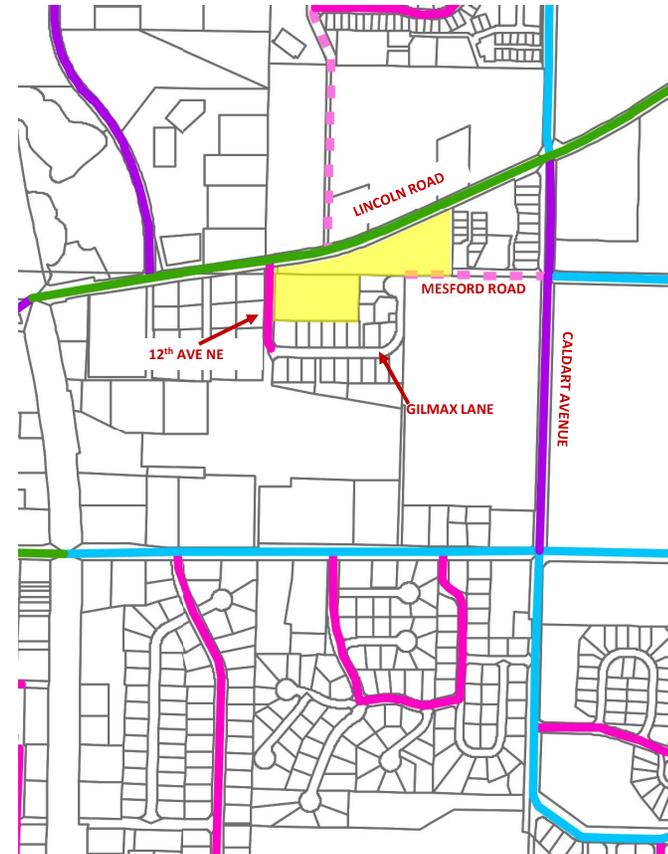
The PRD application is currently working its way through the City's approval process.

THE COMPREHENSIVE PLAN

The City's 2016 Comprehensive Plan calls for existing Mesford Road west of Caldart Avenue to eventually be connected to Gilmax Lane. East-west traffic could then select this route as an alternate to Lincoln Road. The Comprehensive Plan calls for the extension to be built to "Residential Collector Standards".

THE LINCOLN COTTAGES ALTERNATE PROPOSAL

Tanager Homes is proposing an alternate to the Comprehensive Plan. Rather than connecting Mesford Road to Gilmax Lane (and therefore routing traffic through the middle of an existing neighborhood) the Lincoln Cottages plan proposes connecting Mesford Road at its current terminus east of the new neighborhood directly to 12th



Lincoln Cottages

Poulsbo, Washington

Avenue NE west of the neighborhood. The new route (the “Mesford Extension”) satisfies the goals of the Comprehensive Plan by providing an alternative to Lincoln Road. At the same time, our proposal eliminates most of the negative impacts on the existing Gilmax Lane neighbors.

MESFORD ROAD EXTENSION SECTIONS

As proposed, the Mesford Extension running through Lincoln Cottages will consist of four distinct components:

SECTION A: Center Median at the far west end of the neighborhood. Approximately 100’ in length. 48.5’ ROW, 10’ travel lanes, 6’ center median, no parking on either side, sidewalks on both sides separated from the curb by a planter strip with street trees.

SECTION B. The western half of the Mesford Extension. 57’ ROW, 10’ travel lanes, 8’ parking lanes on both sides, sidewalks on both sides separated from the curb by a planter strip with street trees.

SECTION C. The eastern half of the Mesford Extension. 45’ ROW, 10’ travel lanes, 8’ parking lane on one side, sidewalks on both sides, one of which is separated from the curb by a planter strip with street trees.

SECTION D. A short transition zone to blend the relatively narrower existing Mesford east of the Lincoln Cottages into the Mesford Extension (Section C).

THE CHALLENGES WITH THE MESFORD EXTENSION ALTERNATE PROPOSAL

The Lincoln Cottages land parcel is “funnel” shaped - nearly 350’ wide at the eastern edge, barely 150’ wide at the bottom, narrow end of the funnel which empties out onto 12th Ave NE. In addition, the project loses nearly 60 feet of elevation from east to west in just over 800 lineal feet, slopes of nearly 10%. The low point is again at the bottom of the funnel on 12th Ave NE. This narrow parcel size and steep parcel slope, when combined with the need to provide a roadway that connects existing Mesford Road to 12th Avenue NE (including sidewalks on both sides of this roadway), creates significant plotting and drainage challenges.

BENEFITS OF THE MESFORD EXTENSION ALTERNATE PROPOSAL

GENERAL: The biggest benefit of the proposed Mesford Extension within the Lincoln Cottages neighborhood is the fact that no traffic will be routed from existing Mesford Road through the Gilmax Lane neighborhood to the south. Any traffic from or to the existing Mesford Road will be contained in the new Mesford Road Extension.

SECTION A: A center median island is not only aesthetically pleasing, but it also serves as a very effective traffic-calming device in advance of the intersection.

SECTION B: The biggest benefit is to future homeowners being able to park on both sides of the street (instead of having to park and walk across the street.)

SECTION C: The Mesford Extension within Section C will provide a continuous sidewalk on the south side of the Mesford Extension that matches the currently proposed sidewalk on the north side of the Mesford Extension.

Lincoln Cottages

Poulsbo, Washington

DEVIATIONS REQUESTED:

SECTION A: Tanager is requesting approval to build two travel lanes with a center median roadway into a street designated as a Residential Collector. Landscape installation and maintenance will be provided by the Lincoln Cottages HOA. The proposed ROW width is 48.5': the standard calls for a ROW width of 50'. The proposed travel lane width is 10' each way: the standard calls for travel lane widths of 11' each way. No on-street parking is to be provided in this section: the standard calls for parking on one side of the street. Final road alignment of this section will be provided to staff for their approval.

SECTION B: Tanager is requesting approval to build two travel lanes, parking lanes on both sides, and sidewalks on both sides separated from the curb by a planter strip with street trees. The proposed ROW width is 57': the standard calls for a ROW width of 50'. The proposed travel lane width is 10' each way: the standard calls for travel lane widths of 11' each way. On-street parking is to be provided on both sides of the street in this section: the standard calls for parking on one side of the street.

SECTION C: Tanager is requesting approval to build two travel lanes, a parking lane on one side, and sidewalks on both sides, one of which is separated from the curb by a planter strip with street trees. The proposed ROW width is 45': the standard calls for a ROW width of 50'. The proposed travel lane width is 10' each way: the standard calls for travel lane widths of 11' each way. On-street parking is to be

provided on one side of the street in this section: the standard calls for parking on one side of the street.

SECTION D: We will work with staff to ensure that the Mesford Extension properly transitions into the existing Mesford road.

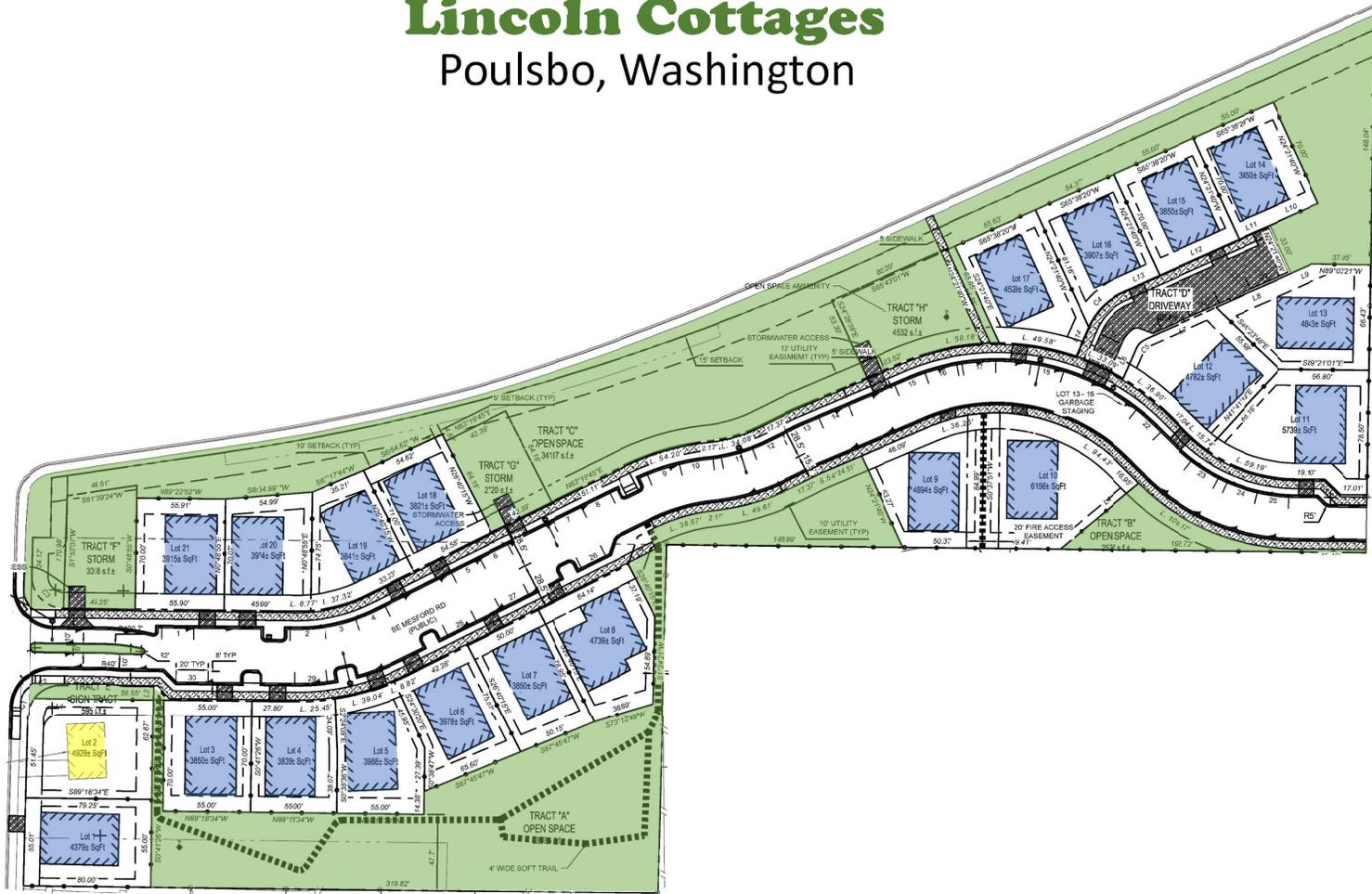
JUSTIFICATION FOR DEVIATIONS:

The following items are addressed by the Technical Memorandum provided by Transportation Solutions, Inc. dated May 9, 2022 and provided under separate cover:

1. The change will achieve the intended result in a comparable or even superior design and a better quality of improvement; and,
2. The change will not adversely affect safety and/or operation; and,
3. The change will not adversely affect maintainability or economical considerations; and,
4. The change is permitted under City Ordinance and applicable state and federal laws.

Lincoln Cottages

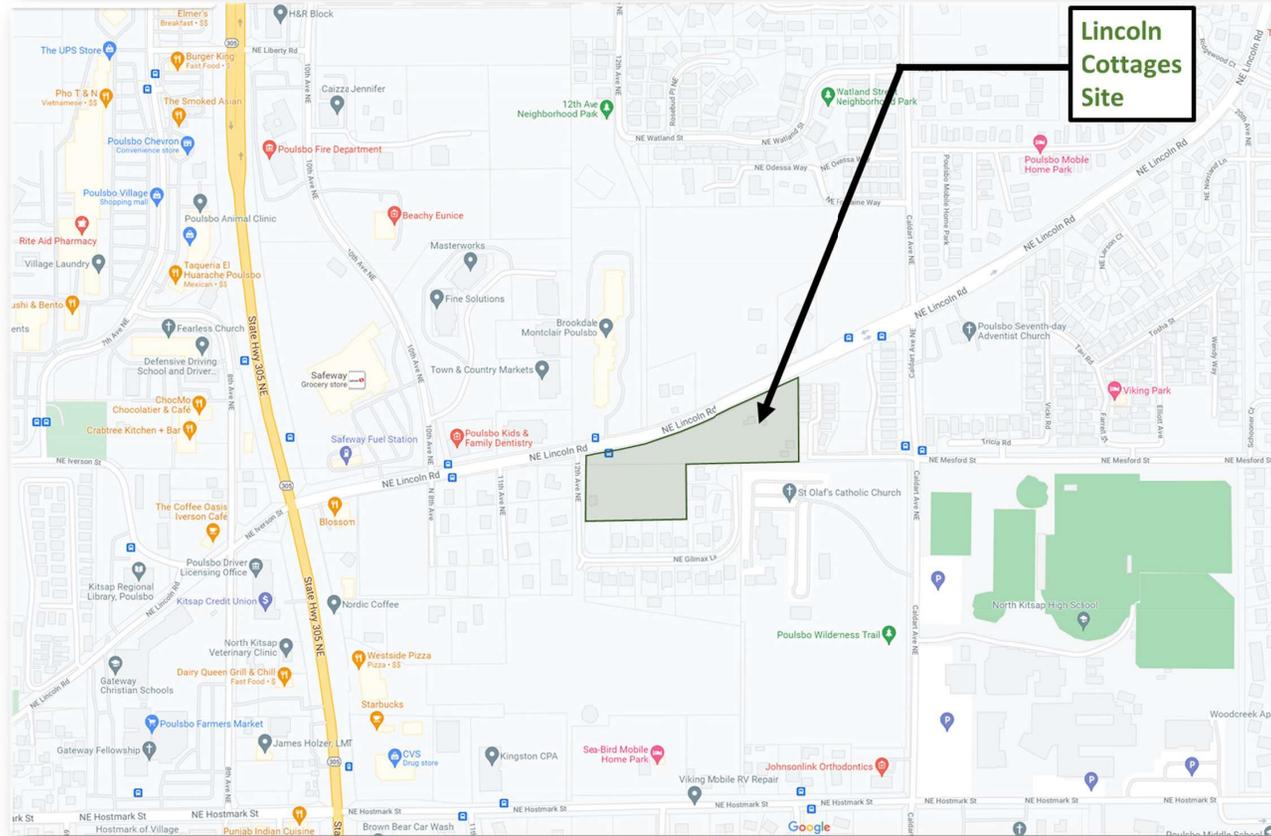
Poulsbo, Washington



Lincoln Cottages Site Plan
May 14, 2022

Lincoln Cottages

Poulsbo, Washington



Lincoln Cottages Area Map
May 14, 2022

Lincoln Cottages

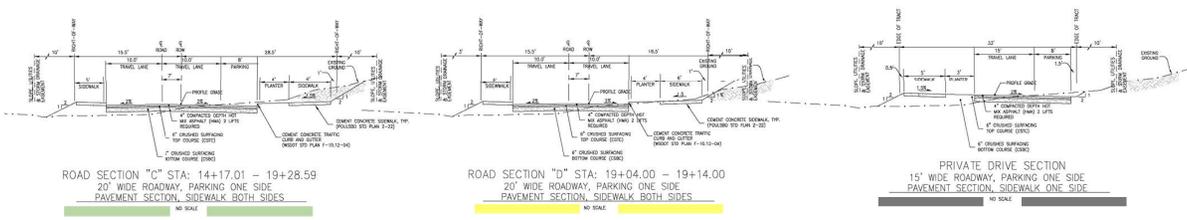
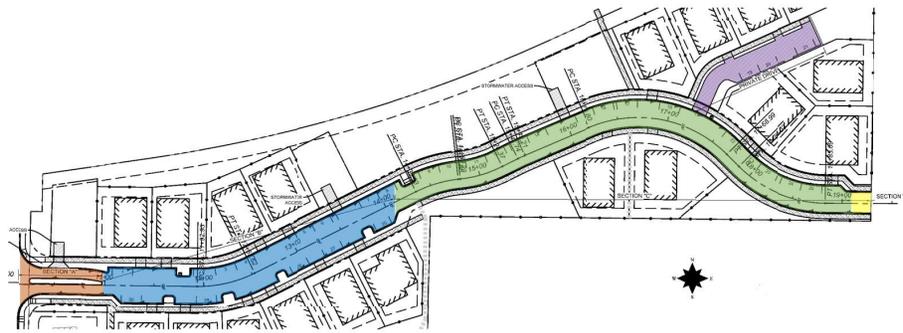
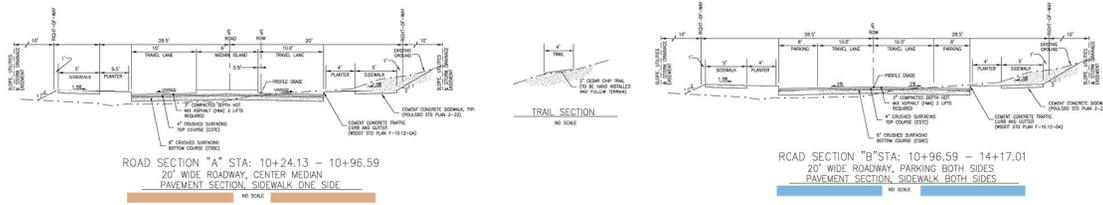
Poulsbo, Washington



Lincoln Cottages Neighborhood Map
May 14, 2022

Lincoln Cottages

Poulsbo, Washington



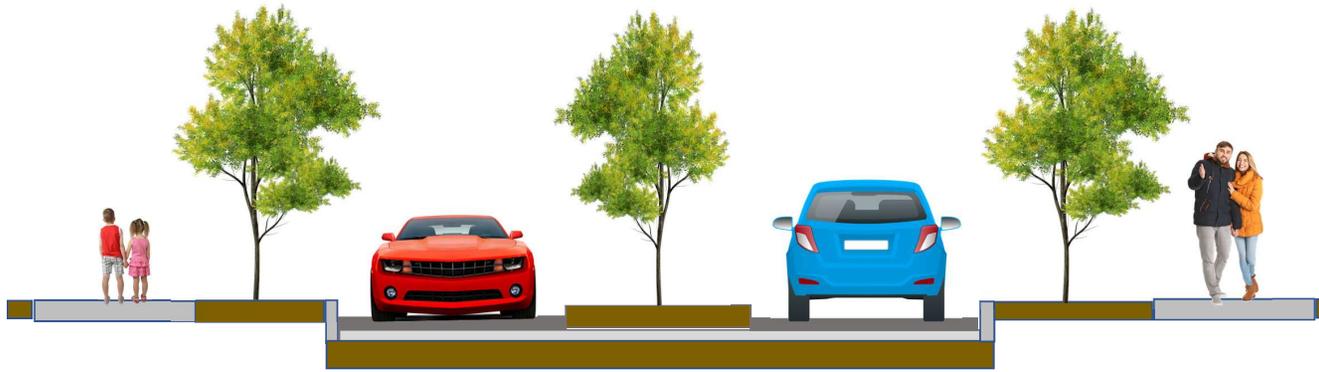
Lincoln Cottages Road Sections

May 14, 2022

NO SCALE

Lincoln Cottages

Poulsbo, Washington

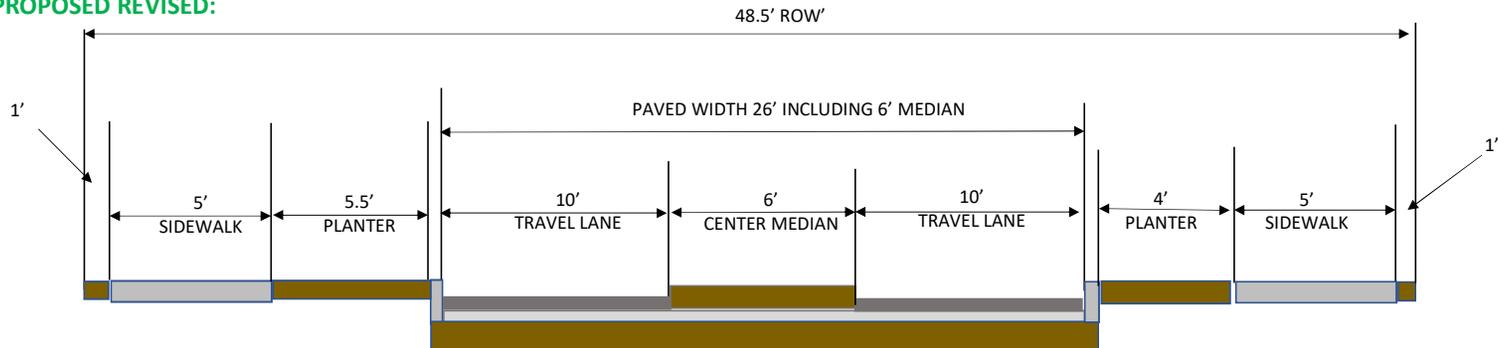


ROAD SECTION "A"
26' WIDE ROADWAY INCLUDING 6' CENTER
MEDIAN,
10' TRAVEL LANES, NO PARKING,
SIDEWALKS BOTH SIDES WITH PLANTERS

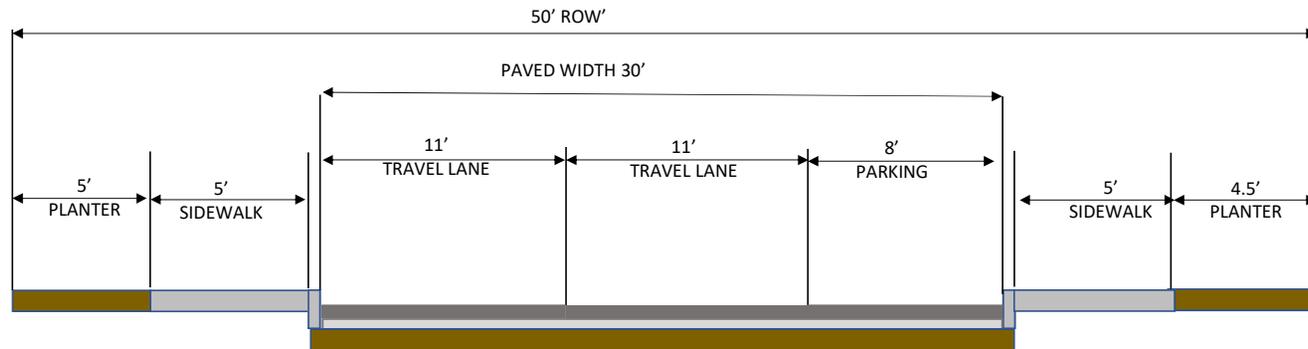
Lincoln Cottages

Poulsbo, Washington

PROPOSED REVISED:



RESIDENTIAL COLLECTOR STANDARD:



Revised Mesford Section "A" vs. Residential Collector Standard
May 14, 2022

NO SCALE

Lincoln Cottages

Poulsbo, Washington



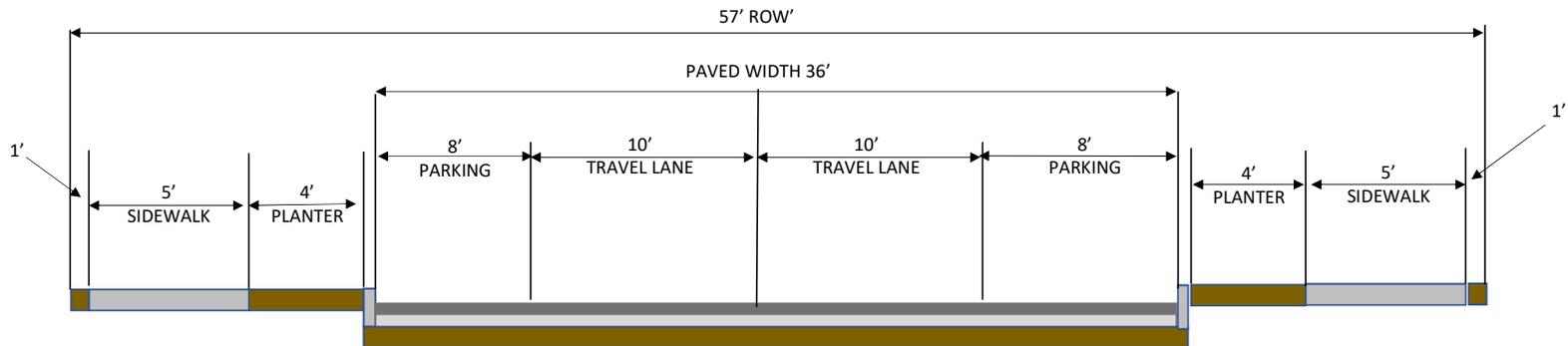
ROAD SECTION "B"
36' WIDE ROADWAY, 10' TRAVEL LANES,
8' PARKING LANES BOTH SIDES,
SIDEWALKS BOTH SIDES WITH PLANTERS

Lincoln Cottages Road Section "B" Illustration
May 14, 2022

Lincoln Cottages

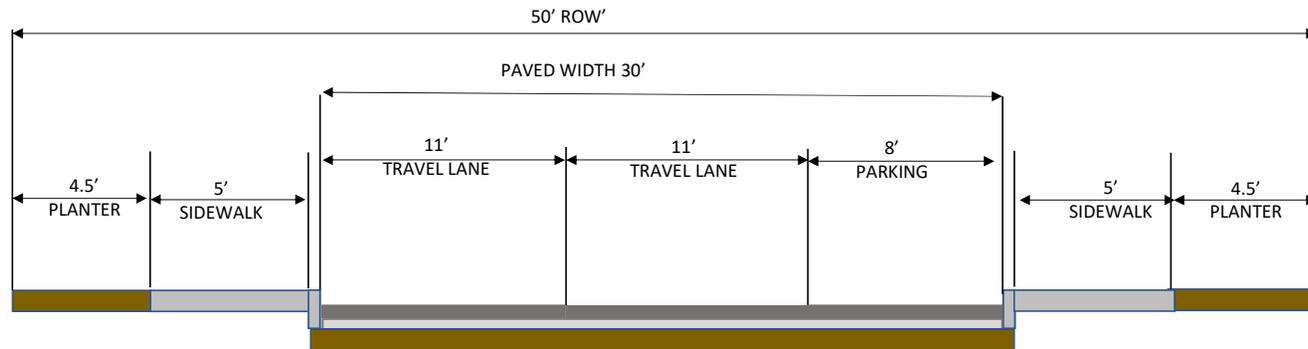
Poulsbo, Washington

PROPOSED:



- DEVIATION REQUEST:
- 10' Travel Lane vs 11'
 - Slightly narrower planter

RESIDENTIAL COLLECTOR STANDARD:

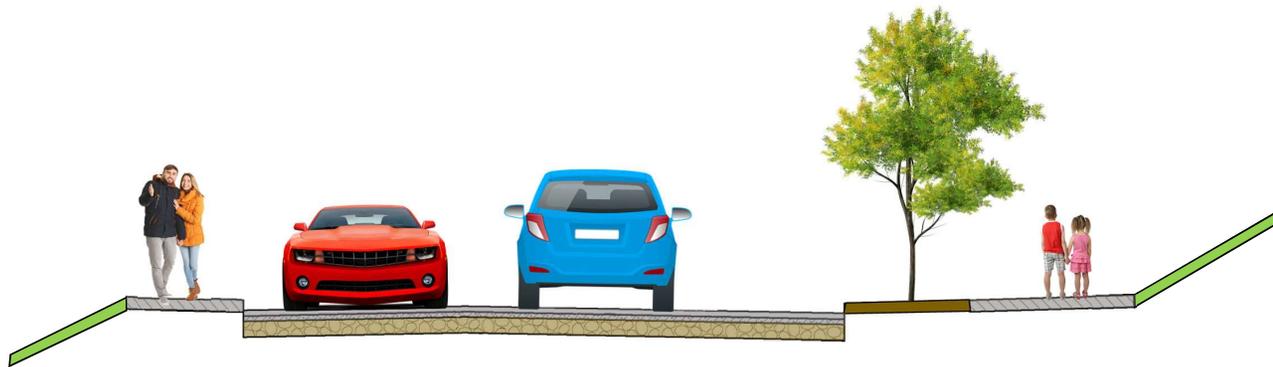


Proposed Mesford Section B vs. Residential Collector Standard

NO SCALE

Lincoln Cottages

Poulsbo, Washington



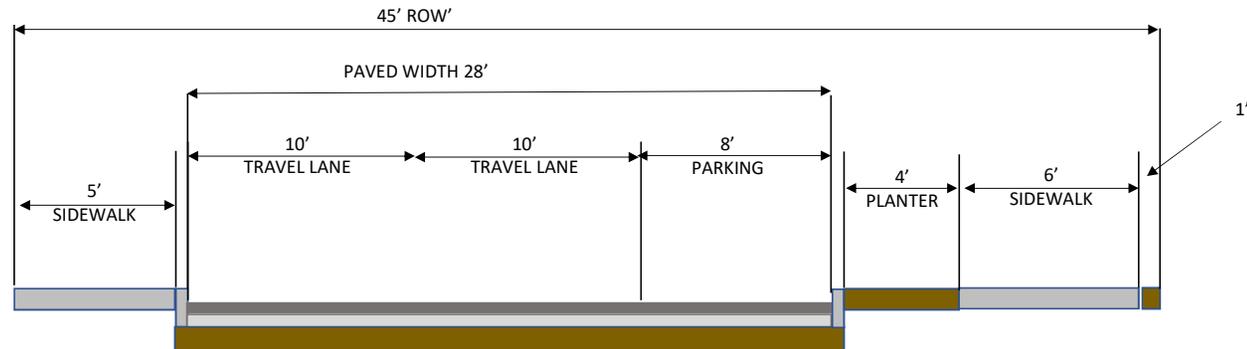
ROAD SECTION "C"
28' WIDE ROADWAY, 10' TRAVEL LANES,
8' PARKING LANES ONE SIDE,
SIDEWALKS BOTH SIDES, PLANTER ONE SIDE

Lincoln Cottages Road Section "C" Illustration
May 14, 2022

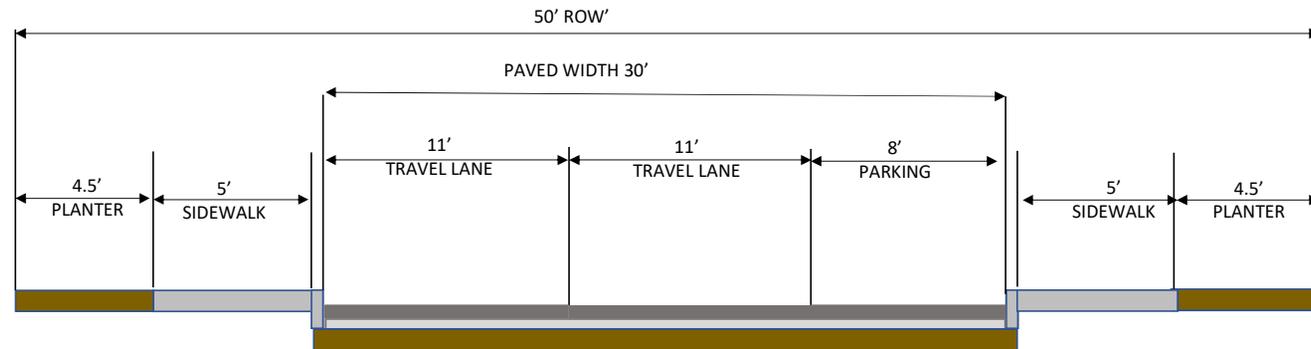
Lincoln Cottages

Poulsbo, Washington

PROPOSED:



RESIDENTIAL COLLECTOR STANDARD:



Proposed Mesford Section "C" vs. Residential Collector Standard

NO SCALE

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 05/18/2022

AGENDA ITEM:	Iverson/Lincoln/Front Street BLA and ROW
EXHIBITS:	Presentation
STAFFED BY:	Special Projects Engineer Struck / Mayor Erickson
CATEGORY:	Business Agenda
MAYOR OK/Initial:	

SUMMARY STATEMENT:
Engineering Department Staff and Mayor will present a proposed Boundary Line Adjustment for the existing Public Works property located on Iverson Street.
<input type="checkbox"/> Additional Staff Report Attached

COMMITTEE RECOMMENDATION:	
Committee	Not Applicable

IMPACTS:	
Expenditure Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Included in Budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Amount: \$	

RECOMMENDED ACTION:
For the Mayor to begin discussion with potential future property owners and the City attorney regarding an Agreement in Principle to transfer ownership of the Public Works site property on Iverson Street.

SAMPLE MOTION:

MOVE to authorize the Mayor to begin discussion with potential future property owners and the City attorney regarding an Agreement in Principle to transfer ownership of the Public Works site property on Iverson Street.



IVERSON STREET PUBLIC WORKS PROPERTY

Proposed Boundary Line Adjustment

May 18, 2022

Context and Framework

- Public Works operations moving to Viking Way site 2023-24
- Re-purpose existing PW site to maximize community benefit
- Transfer property at no cost to Farmers Market and Coffee Oasis
- Balance cost, schedule and flexibility



Draft BLA Proposal



Technical Considerations

- *BLA cannot create a non-conforming lot*

CONSIDERATION	COMMENT
LOT LINE ALTERNATIVES	Considered parking, access, code requirements/costs
ZONING	Commercial, no minimum lot size
CRITICAL AREAS	Currently constrained, will likely become more constrained over time
PARKING	Available on site for CO, adjacent properties for FM
UTILITIES	Available to both parcels
ACCESS	Shared approach, access easement needed for smaller parcel
CONTAMINATION	Phase II ESA (2020) confirmed no health risks or cleanup required

POTENTIAL NEXT STEPS & SCHEDULE

- Council deliberations and if concept affirmed:
 - Property disclosures
 - Agreement in principle
 - Coffee Oasis
 - Farmers Market
 - Property Transfer Contracts
 - Similar in approach to Sea Discovery Center process with Western
 - Finalize/record Boundary Line Adjustment
 - Complete in 2022
- Iverson Right of Way process on separate/concurrent track

Sample Motion

- Move to authorize the Mayor to begin discussion with potential future property owners and the City attorney regarding an Agreement in Principle to transfer ownership of the Public Works site property on Iverson Street.

QUESTIONS AND COMMENTS

FARMERS MARKET

Potential Parking – Inventory

Preliminary 03/30/22

Owner	Site Name	Parking Spaces (approx.)
City of Poulsbo	PW Site	10
City of Poulsbo	Library	10
City of Poulsbo	Centennial Park	15
Kitsap Library	Library	50
Gateway Fellowship, school lot	Gateway Church	45
Gateway Fellowship, Lincoln lot	Gateway Church	20
	Subtotal	150
Gateway Fellowship Main lot	Gateway church	200+
Laurelhurst Apts.	Parking lot annex area	50
Kingston Sound View	SR305 mall	55
Total Parking Needed (approx.) based on 1 spot/250 gsf and 43,000 gsf		160 spaces



POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 05/18/2022

AGENDA ITEM:	Urban Growth Area, Interlocal Agreement Process and Center update	
EXHIBITS:	1. City of Poulsbo Zoning Map, 2. Interlocal Agreement Table, 3. Center requirements and Poulsbo existing conditions	
STAFFED BY:	Heather Wright	
CATEGORY:	Business Agenda	
MAYOR OK/Initial:		

SUMMARY STATEMENT:
<p>The purpose of this item is to relay the permitting authority within our Urban Growth Area (UGA) as described in our Interlocal Agreement with Kitsap County and to inform the City Council of two items that will be analyzed as part of the 2024 Comprehensive Plan update including our UGA and Center designation.</p> <p>For the UGA discussion, staff will provide an overview of how we currently review and permit projects within the UGA. Staff will request Council to decide if they would like staff to amend the Interlocal agreement to give the City a larger role in permitting projects within our UGA.</p> <p>Additionally, staff will provide an overview of options on how the UGA could be considered through the comp plan process; stay as is, swapped with other lands or annexed.</p> <p>Finally, staff will provide a brief overview of the Center criteria and describe the difference between a Regional and Countywide Center. These topics will be discussed as part of the Land Use Alternatives workshop between the City Council and Planning Commission in the late fall.</p>
<input type="checkbox"/> Additional Staff Report Attached

COMMITTEE RECOMMENDATION:	
Committee	Recommended

IMPACTS:	
Expenditure Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Included in Budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Amount: \$	

RECOMMENDED ACTION:
<p>City staff to to begin negotiations with Kitsap County to have a more prominent role in permitting process in the Urban Growth Area, as described in Exhibit 2.</p>

SAMPLE MOTION:

Move for the City to begin negotiations with Kitsap County to have a more prominent role in the permitting process in the Urban Growth Area, as described in Exhibit 2.

City of Poulsbo

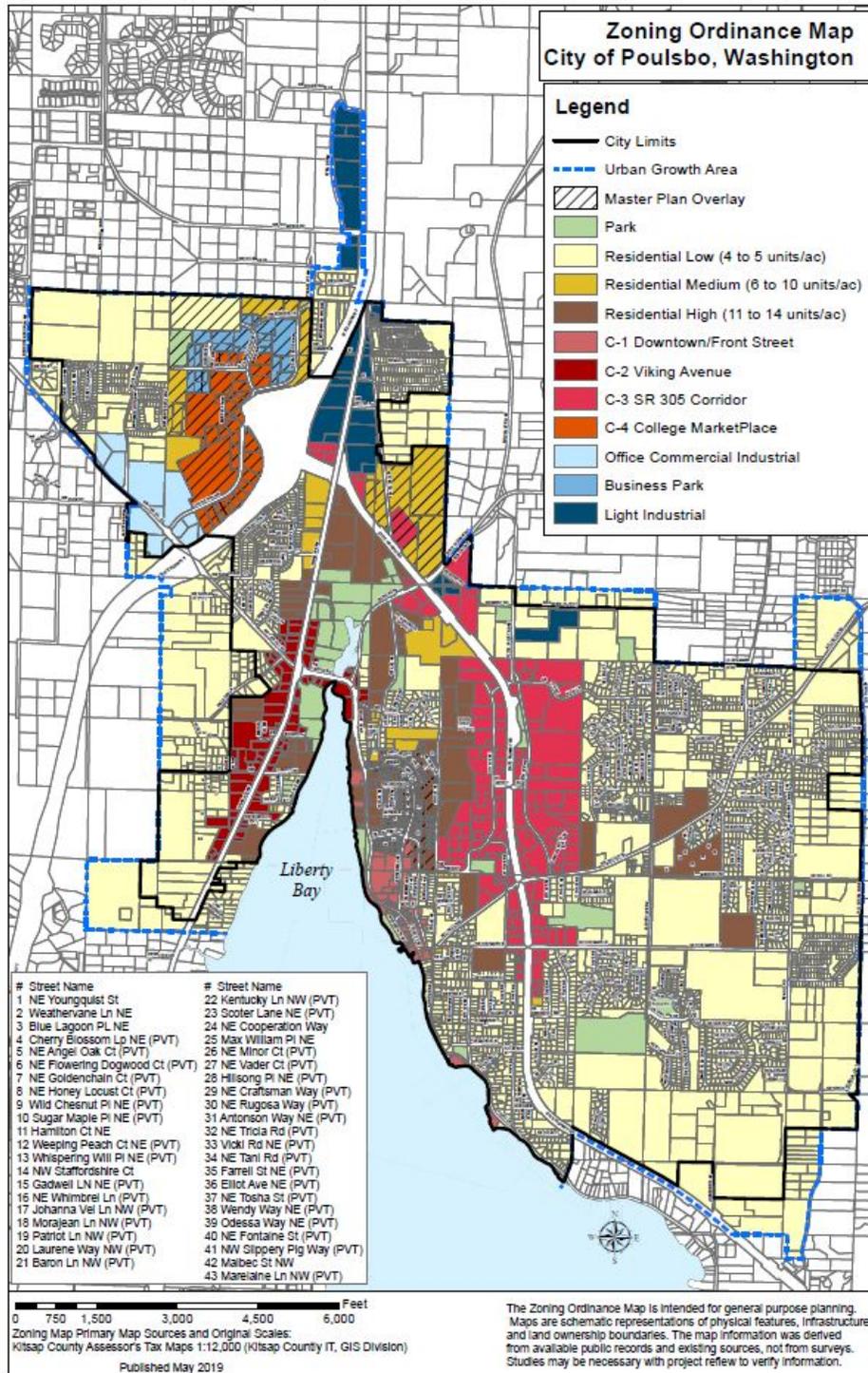
Planning and Economic Development

200 NE Moe Street, Poulsbo, Washington 98370

Phone (360) Your Phone Number



Exhibit 1) City of Poulsbo Zoning Map



City of Poulsbo

Planning and Economic Development

200 NE Moe Street, Poulsbo, Washington 98370

Phone (360) Your Phone Number



Exhibit 2) Interlocal Agreement between Kitsap County and Poulsbo UGA (12/5/2001)

The Interlocal Agreement (ILA) with Kitsap County includes the procedures that will govern land use activities and development in the Poulsbo Urban Growth Area (UGA). This agreement has been in place since the establishment of the City's UGA in 2002.

The table below provides the existing lead per the ILA, provides the existing practice and the proposed lead if the City Council agrees with staff proceeding to work with Kitsap County to amend the ILA to make the city the lead role in reviews and collection of fees.

Land Use and Development Reviews	Existing Lead	Existing Practice	Proposed Lead
Reviewer	County	County	City
Regulations	County (adopted the City's regulations)	County (adopted the City's regulations)	City
CAO	City	City	City
Pre-planning	County	County	City
Review and Process	County	City/County	City
Notice	County notifies the City	County notifies the City	City to the County
SEPA Lead	County	County	City
Inspection	County	County	City
Code Enforcement	County	County	City
Appeals - Permit	County	County	City
Appeals – Development regulations	Shared if city adopts County's regulations	Shared if city adopts County's regulations	City
Permit Fees	Silent	County	City
Park Impact Fees	Silent	County	City
School Impact Fees	Silent	County	City
Traffic Impact Fees	Silent	County	Use traffic flow to determine how to allocate fees

City of Poulsbo

Planning and Economic Development

200 NE Moe Street, Poulsbo, Washington 98370

Phone (360) Your Phone Number



Exhibit 3) Center Requirements and existing conditions

PSRC Criteria		
Countywide Growth Center (CC)	Regional Center (RC)	Evaluation of Existing Conditions
10 existing activity units per acre	18 existing activity units per acre	College Market Place (CC), Downtown Poulsbo (CC), SR 305 (CC): yes Poulsbo 305 & Downtown (RC): yes
No planned requirement	45 activity units per acre planned	Poulsbo 305 & Downtown (RC): yes
20% planned Residential/Employment	15% each Planned Residential/Employment	College Market Place (CC), Downtown Poulsbo (CC) & SR 305 (CC): Need to evaluate Poulsbo 305 & Downtown (RC): Need to amend code to explicitly allow Residential
160 acre minimum	200 acre minimum	College Market Place (CC), Downtown Poulsbo (CC), SR 305 (CC): Yes Poulsbo 305 & Downtown (RC): Yes
Up to half-mile transit walkshed (500 acres) and Supportive of multi-modal transportation, including: transit service; pedestrian infrastructure and amenities, street pattern that supports walkability and bicycle infrastructure and amenities	Existing or planned fixed route bus, regional bus, bus rapid transit or other frequent and all-day bus service (<i>all-day service is defined as minimum 16 service hours per weekday and headways at 15 minutes or less</i>)	College Market Place (CC), Downtown Poulsbo (CC) SR 305 (CC): Need to evaluate Poulsbo 305 & Downtown (RC): Need to evaluate with Kitsap Transit.
Capacity and planning for additional growth.	Evidence of future market potential to support planning target.	College Market Place (CC), Downtown Poulsbo (CC) SR 305 (CC): Need to evaluate Poulsbo 305 & Downtown (RC): Need to evaluate
Identified as a countywide center in a local comprehensive plan or subarea plan.	Clear regional role for center Jurisdiction planning to accommodate significant	College Market Place (CC), Downtown Poulsbo (CC) SR 305 (CC): Yes

Clear evidence that the area is a local priority for investment, such as planning efforts or infrastructure	residential/employment growth under regional growth strategy	Poulsbo 305 & Downtown (RC): Need to develop Subarea Plan which clearly demonstrates it meets the PSRC criteria and required elements.
---	--	---

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 05/18/2022

AGENDA ITEM:	BA#22-0212 for PED Department Casual Labor Increase	
EXHIBITS:	Budget Amendment #22-0212	
STAFFED BY:	Planning and Economic Development Director Wright	
CATEGORY:	Business Agenda	
MAYOR OK/Initial:		

SUMMARY STATEMENT:
Utilize regular scheduled wages and benefits saved from planner vacancy (January to April 2022) and from hiring an assistant rather than associate planner totaling \$45,624 and increase an additional \$30,000 for casual labor.
<input type="checkbox"/> Additional Staff Report Attached

COMMITTEE RECOMMENDATION:	
Not Applicable	Not Applicable

IMPACTS:	
Expenditure Required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Included in Budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Amount: \$ 45,624

RECOMMENDED ACTION:
Approve BA#22-0212

SAMPLE MOTION:

Move to approve BA#22-0212, a budget amendment to utilize regular scheduled wages and benefits saved totaling \$45,624 and increase an additional \$30,000 for casual labor.

CITY OF POULSBO
BUDGET AMENDMENT REQUEST FORM
(MAYOR/COUNCIL APPROVAL REQUIRED)

TO: Mayor Erickson
 FROM: Heather Wright

DATE: 5/10/22

DESCRIPTION OF BUDGET AMENDMENT REQUEST:

Reviewed with Economic Development Committee on April 27, 2022.

Utilize regular scheduled wages and benefits saved from planner vacancy (Jan to April 2022) and from hiring an assistant rather than associate planner totaling \$45,624 and increase an additional \$30,000 for casual labor.

	<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
DECREASE:	Salaries 001-580-000-55860	- 50000110	37,868
DECREASE:	Benefits 001-580-000-55860	- 50000210	7,756
DECREASE:	Budgeted Fund Balance 001	- 29180000	30,000
INCREASE:	Casual Labor 001-580-000-55860	50000130	62,768
INCREASE:	Benefits/Cas Labor 001-580-000-5	50000215	12,856

NOTE: Attach separate sheet for more detail/line items if necessary

TO: Finance Director Booher

DATE: 5/10/22

FROM: Mayor Erickson

[Signature]

Approved X Disapproved _____

COMMENTS:

TO: Senior Accountant Gaines

DATE: 5/18/22

FROM: Finance Director Booher

DATE: _____

BA#: 22-0212

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 05/18/2022

AGENDA ITEM:	Nordic Cottage-Informational Workshop	
EXHIBITS:		
STAFFED BY:	Housing, Health and Human Services Director Hendrickson	
CATEGORY:	Business Agenda	
MAYOR OK/Initial:		

SUMMARY STATEMENT:

Council will be given an update on the Nordic Cottage Project by Housing Health and Human Services Director Kim Hendrickson, Project Manager and Housing Kitsap representative Dean Nail, Architect Matthew Coates, and Planning and Economic Developer Heather Wright.

Additional Staff Report Attached

COMMITTEE RECOMMENDATION:

	Committee	Recommended
--	-----------	-------------

IMPACTS:

Expenditure Required? Yes No
Included in Budget? Yes No
Amount: \$

RECOMMENDED ACTION:

None-informational only

SAMPLE MOTION:

None-informational only