City of Poulsbo

Office of the City Clerk

NOTICE OF SPECIAL CITY COUNCIL MEETING

NOTICE IS HEREBY GIVEN that the Poulsbo City Council will hold a Special (Double) Meeting on **Wednesday, March 8, 2023, at 5:00 PM.** The meeting will be held in a hybrid format. The public is welcome to attend with the following meeting details:

In Person: Poulsbo City Council Chambers, 200 NE Moe Street, Poulsbo, WA
Zoom: https://us02web.zoom.us/j/82774034999
Phone (253) 215-8782 / Meeting ID: 827 7403 4999

The agenda for this meeting is attached.

Rhiannon Fernandez
Rhiannon Fernandez, City Clerk, CMC

Post: Poulsbo City Hall
Poulsbo Post Office
Poulsbo Library
www.cityofpoulsbo.com

cc via email:
Mayor
City Council
Department Heads
Seattle Times
North Kitsap Herald
Kitsap Sun
Poulsbo Chamber of Commerce
Port of Poulsbo

DOUBLE MEETING: WORKSHOP & COUNCIL BUSINESS

POULSBO CITY COUNCIL
BUSINESS & WORKSHOP MEETING
March 8, 2023 ~ 5:00 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/82774034999
Dial +1 (253) 215-8782 / Webinar 827 7403 4999
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. 5:00 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. CITIZEN COMMENTS
Comments can be made in-person or virtually via Zoom. Please state your name and limit your comments to 3 minutes unless additional time is granted by Council. As a rule, the Council will not respond to citizen comments.

4. MAYOR'S REPORTS AND COUNCIL COMMENTS

a. State of the City – 60 mins (Erickson)
b. 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. Westside Well Project Update and Generator Change Order – 10 mins (Roberts)
b. December 2022 Disbursements (Booher)
c. January 2023 Disbursements (Booher)
d. Extension of Kitsap Homes of Compassion Agreement for Deeply Affordable Rentals (Hendrickson)
e. Expansion of Believe in Recovery Agreement for Substance Use Disorder Services (Hendrickson)
f. BA #23-0107 Use of Force Legislative Funding for Training (Harding)

g. Donation: Building Materials for Fish Park Improvements (Ozimek)

6. BUSINESS AGENDA *Committee Reports given during associated agenda item at the Chair's direction.*

*** * * MEETING BREAK * * ***

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7. WORKSHOP AGENDA.

a. Questions/Concerns of the Council – 5 mins
b. Board, Commission & Outside Agency Reports – 5 mins
c. Engineering Department Vehicle Repairs Budget Amendment – 5 mins (Lenius)
d. Transportation Functional Plan Update Consultant Contract – 10 mins (Ranes)
e. Senior CARES Program Update and Budget Request – 5 mins (Hendrickson)
f. Cold Weather Shelter Update – 5 mins (Hendrickson)
g. Presentation: 2023 Sponsorship Opportunities Package –15 mins (Ozimek)
h. Future Agenda Items Discussion – 5 mins

8. CONTINUED COMMENTS FROM CITIZENS*

9. MAYOR & COUNCILMEMBER COMMENTS

10. EXECUTIVE SESSION

a. 10-minute executive session to discuss real estate matters per RCW 42.30.110(1)(b).
b. 10-minute executive session to discuss real estate matters per RCW 42.30.110(1)(b)

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: 03/08/2023

AGENDA ITEM:	Poulsbo State of the City
EXHIBITS:	State of the City January 2023 Presentation
STAFFED BY:	Mayor Erickson
CATEGORY:	Workshop
MAYOR OK/Initial:	

SUMMARY STATEMENT:

Mayor Erickson will present the State of the City.

☐ Additional Staff Report Attached

WORKSHOP DATE:

	Not Applicable

IMPACTS:

Expenditure Required? ☐ Yes ☑ No	Included in Budget? ☐ Yes ☐ No Amount: $ NA

RECOMMENDED ACTION:

Big Ideas/Big Questions discussion.

SAMPLE MOTION:

N/A.

STATE OF THE CITY OF POULSBO MARCH 2023



STATE OF THE CITY OF POULSBO MARCH 2023

Big Issues: Strong City, Growth, Affordability, DEI

Change in our city: rapid growth and lack of affordability

How do we retain our character while our city evolves?

How do we make Poulsbo more welcoming?

We are very BUSY!





STATE OF THE CITY OF POULSBO MARCH 2023

Housing Health and Human Services:

Poulsbo CARES- a joint program with Poulsbo and Central Kitsap Fire 988

1/10th of 1% for affordable housing passed by the council

Nordic Cottages: the City ventures into the creation of affordable housing for seniors of low income



I also think it's an important illustration of what homelessness looks like in Poulsbo

During our cold weather stretch, the Gateway shelter housed an older gentleman named Richard virtually every night it was open. Richard was living in his car and clearly struggled with a memory disorder; he was frequently disoriented and could not remember conversations moments after they occurred.

Right before Christmas, there was a snowy evening when the shelter was closed but Richard sat outside in his car looking for a place to stay. Gateway staff sent him on his way and reached out to me about the situation; I authorized the use of City funds for a hotel if someone could locate him. Pastor Dave drove around for a while and found him in the parking lot of Walmart and got him safely to the Poulsbo Inn.

Richard has been at the Poulsbo Inn since Christmas Eve. (The City paid for a total of two nights stay—the rest of the expense picked up by other funders and the Poulsbo Inn.) I learned, during his stay, that one of the case managers at Fishline has been working with someone from Richard's past to find permanent housing for him over the past few months—but has had a hard time locating him and finishing the process. With Richard in a known location for a couple of weeks, the case manager and personal friend were able to complete the process and get Richard safely to Lakewood (see an email from his friend, below).

I can't help but think what would have happened to Richard if the shelter wasn't open during the cold stretch—or if Pastor Dave hadn't found him—or if Poulsbo Inn wasn't so accommodating--or if Fishline didn't have case managers like Ami***. I also think it's an important illustration of what homelessness looks like in Poulsbo***, and the small but useful role H3 can play in helping vulnerable residents.

-Kim

STATE OF THE CITY OF POULSBO MARCH 2023

Our Police and Courts:

New Prosecution and Defense attorneys provided by Kitsap County; holding people accountable

Police fully staffed but we need more!

Community Policing and CIT training emphasized- co-response

Speed enforcement being considered
Need for State laws to change





STATE OF THE CITY OF POULSBO MARCH 2023

Parks and Recreation: Home at last!

Welcoming a new Director: Jeff Ozimeck

The PERC: a phased approach- more fields, pickle ball

The desire for more: Morrow Community Park, Play for All

Land donations: the Edwards Properties, O'Neil Property, Snider Field, County Central Park

Funding: are people willing to pay more? A Metropolitan Park District

STATE OF THE CITY OF POULSBO MARCH 2023

Planning and Economic Development: Construction;

Long range planning- will we be 24,808 by the year 2050?

Many, many houses coming online- but can we afford them?

Code changes: will we need to be more flexible: ADUs, tax credits, fee in lieu, duplex, fourplex? The Missing Middle? State law changes pushing for us to do more.

How do we retain the character of our community?


The Sophie- underground
parking included




SAWGRASS DR NE



PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT

Project Status Update | March 2023

Projects Currently Under Land Use Review		
4th Avenue Apartments	Multi-Family Residential Units	4th Ave
Musick Multi-Family	Townhome Apartments	Viking Ave
Blackmore	Townhome Apartments	Viking Ave
Volk Day Care Center	New Day Care Center	Bond Rd
Plateau at Liberty Bay	Single-Family Residential Units	Viking Ave
Audrey Estates	Single-Family Residential Units	Johnson Parkway
Poulsbo Middle School	Addition to Middle School	Hostmark
Port Dock Replacement	E and F Dock Replacement	Port of Poulsbo
In addition, staff continues to review smaller projects under design review, home occupation, accessory dwelling unit, mobile vendors, tenant improvement, single-family additions, tree cutting and clearing, signage, etc.		



Approved Residential units 660 X 2.33=
1,537 new residents



Projects Approved for Land Use (not under construction)		
Eliason Building	Redevelopment of Existing Building	Front Street
Chipotle/MOD	4,925 SF Restaurant	College Marketplace
College Mercantile	16,185 SF business park	College Marketplace
Fernwood II	3,100 SF footprint office	10th Avenue NE
Poulsbo Place Division 8	Mixed-use development	Jensen Way NE
Torval Townhomes	27 townhouse units	Torval Canyon and 1st Ave
Winslow Ridge	86 Single-Family Lots	Rhododendron LN NW
Harborview Apts	4 infill units in existing development	NE Torval Canyon
Oslo Bay Apartments	464 Multi-Family Residential Units	SR 305/Bond/Viking
Liberty Landing Pre-Plat	8 single family lots	Hamilton Ct NE
Jackson Short Plat	3 Single-Family Lots	Urdahl Rd
Kasniak Short Plat	2 Single-Family Lots	Maranatha Ln
McCarry Buildings	12,000 SF Commercial Building	College Marketplace
Westry Village	66 Townhome Apartments	College Marketplace

Projects Under Construction		
Johnson Ridge PRD/Pre-Plat	61 single-family lots	Johnson Parkway
Spencer PRD/Plat	81 Single-Family Lots	Urdahl Rd
Crystal View Plat	41 Single-Family Lots	South of Sunrise Ridge Ave
Poulsbo Meadows Plat	46 Single-Family Lots	Noll Rd NE
Blue Heron Plat	85 Single-Family Lots	Noll Rd NE
Noll Terrace Plat	31 Single-Family Lots	Noll Rd NE
Calavista Plat	43 Single-Family Lots	Caldart Ave NE
Lincoln Cottages	21 Single– Family Lots	Lincoln Road NE
Port of Poulsbo	Breakwater Replacement and Marina Expansion	
The Sophie	42 Residential Units	Jensen Way NE
Norland Trails	100 Residential Units	College Marketplace
Vanaheimr	24 units/2000 SF Commercial	NE Hostmark
Mora Jean Short Plat	4 Single-Family Lots	Morajean Lane NW
Discount Tire	8,200 SF commercial	7th Ave NE
College Marketplace Apts	90 multi-family residential units	College Marketplace
Haugen Short Plat/ACUP	4 single family lots	NE Haugen St
Martha and Mary ACUP	Conversion to childcare	Front St. NE
Viking Fuel Tank Install	New fuel tanks, pumps	Viking Avenue NE





Pre-Application/Not Submitted		
Lincoln Rd Mixed Use	Mixed Use Building	Lincoln Rd.
Poulsbo Fire Station	New Fire Station	Viking Ave
Hainze Farm	Single-Family Home and Barn	SR 305
Armour Storage	Mini-Storage	College Marketplace
Aktiv Mixed Use	Mixed Use Building	SR 305
Ryan's Roost Apartments	Mixed Use Building with 20 Apartment Units	7th Ave NE
Viking Settlement	30 Single Family Homes and 32 Attached Townhouse Units	Viking Ave
Olhava 5R Apartments	49 Apartment Units	Dauntless Dr
Viking Food Truck City	Food Trucks and Seating Patio with Pavilion	Viking Ave
Popeyes	New Commercial	College Marketplace
Hawks Landing Townhomes	18 Townhome Apartments	Viking Ave
Nordic Cottages	Low Income Housing	Lincoln Rd.

Residential units under construction: 673 X 2.33= 1,568 new residents.

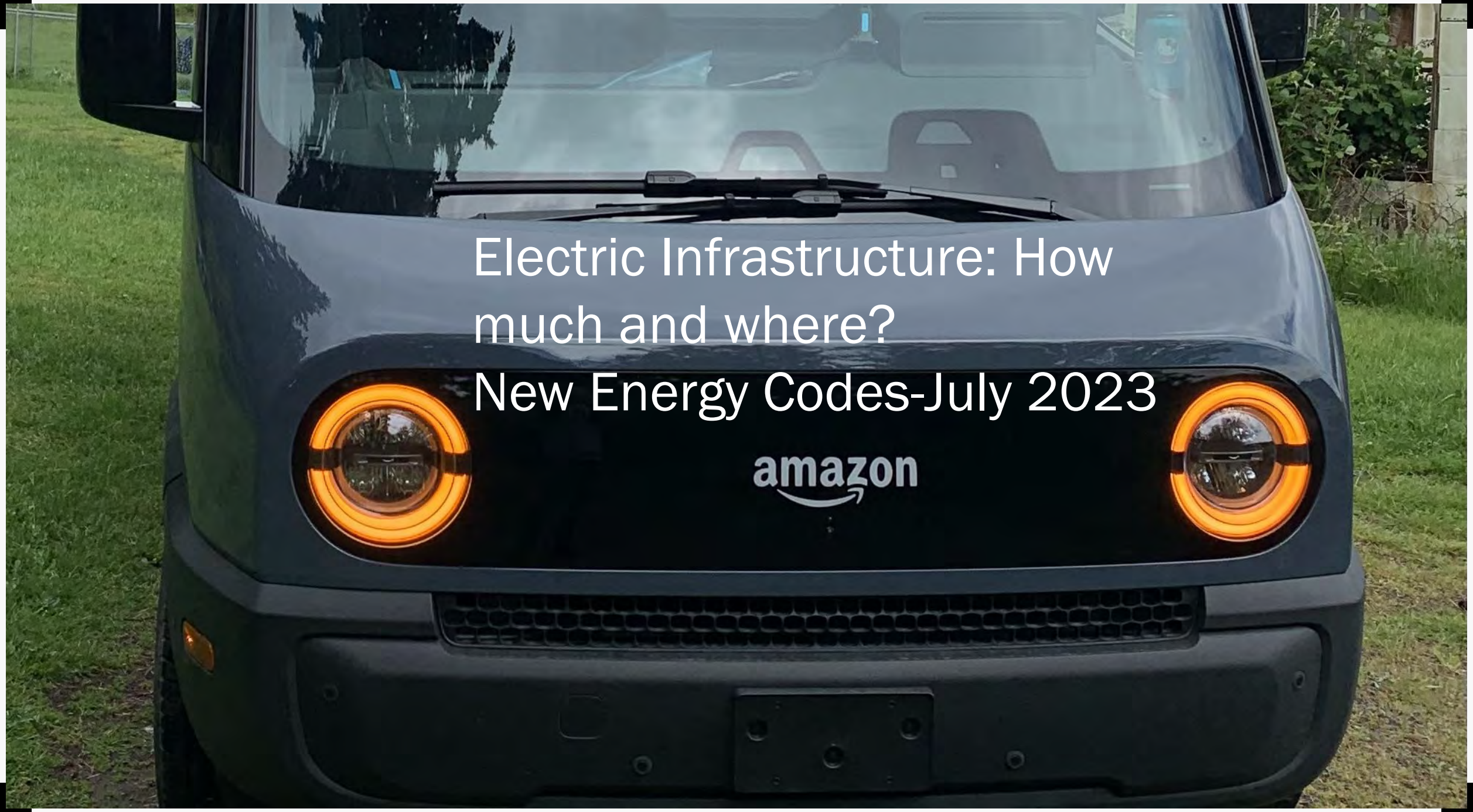
STATE OF THE CITY OF POULSBO MARCH 2023

Engineering and Building,
the challenges of infrastructure and construction

- Noll Road, Johnson Parkway- Roundabout and road, $18.5 million project completed in April 2023.
- Building permits and dramatic increase- more staffing
- $68 million valuation of 2022 permits
- Local Road resurfacing with Transportation Benefit District
- Infrastructure: where and how much?
- Parking in downtown? Parking committee and RFP for analysis

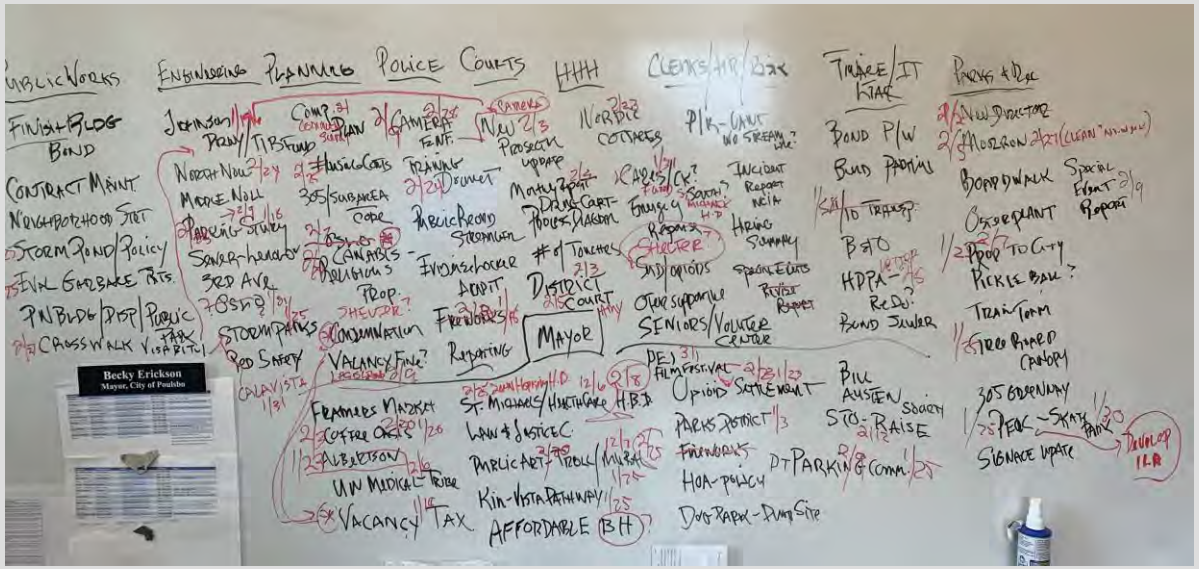



03/03/2023 09:15:34 am FRI



Electric Infrastructure: How much and where?

New Energy Codes-July 2023



MY WHITEBOARD:

A STUDY IN ADVANCED JUGGLING

12 DEPARTMENT

83 PROJECTS



STATE OF THE CITY OF POULSBO MARCH 2023

Executive Branch: regional obligations

- Department of Emergency Management- should we bring this function in house?
- Kitsap County Health District Board-restructure- RFP for health care analysis and shortages
- Kitsap 911 Executive Board- new radio system- and a new tax- response to ER transportation
- Housing Kitsap Board - financial statements up to date- now on to building more housing, County Debt forgiven.
- Kitsap Transit Chair-Earned share debate focused on DEI- Sunday Service restoration
- Health Care Ad Hoc Committee
- Puget Sound Regional Council- Vice President. Operations Committee Chair, Executive Committee; transportation policy and climate change?



Big Ideas-Big Questions

How do we create more affordable housing while retaining community character and preserving trees and open space?

Health Care: next steps? Hospital Benefit District? The CAREs teams? Old models restored?

Crime and addiction: are they linked? A co-response approach? Homelessness? Tools for enforcement? Hinderance of State laws.

How do we solve the parking problem in Downtown Poulsbo? Parking Garage?

What are we going to do about the old Albertsons Store? What about other vacant property?

Should the Farmers Market assume the old Public Works location? And does Coffee Oasis buy/grant the building?

How do we make our roads and walkways safe from speeding cars including highway 305?

We will outgrow our police station: what next?

More active recreation? Pickle Ball, Skate Park, STO, PERC? What about public art?



QUESTIONS?

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 03/08/2023

AGENDA ITEM:	Westside Well Project Update and Change Order
EXHIBITS:	Change Order 6
STAFFED BY:	Utilities Engineer Roberts
CATEGORY:	Consent Agenda
MAYOR OK/Initial:	

SUMMARY STATEMENT:

The Westside Well iron and manganese treatment facility has been constructed and is operating successfully. The project was granted substantial completion in February 2022, with all components complete except for the generator which was delayed to shipping and material shortages.

When the generator was shipped and installed it was discovered to be undersized for the well pump and motor. Staff will describe the primary causes and the alternatives investigated. The recommendation is to re-use the 128 kW generator at PW Admin building and issue a change order to the contractor to procure and install an appropriately sized 200kW generator at the Westside Well.

The change order proposal from the contractor is $158,482.10 plus tax and is within the overall project budget, but outside the Mayors authority to sign change orders up to 10% of the contract price.

☐ Additional Staff Report Attached

WORKSHOP DATE:	
03/01/2023	Recommended

IMPACTS:

Expenditure Required? ☑ Yes ☐ No	Included in Budget? ☑ Yes ☐ No Amount: $ 173,220.94

RECOMMENDED ACTION:

Recommend approval of Change Order #6 in the amount of $173,220.94 with McClure & Sons for the generator on the Westside Well project.

SAMPLE MOTION:

Move to approve Change Order #6 in the amount of $173,220.94 with McClure & Sons for the generator on the Westside Well project and authorize the Mayor to sign the change order on behalf of the City.

CHANGE ORDER No. 6 – New 200kW Generator

Date:
Contract Title: Westside Well Treatment Facility
Project No. Contract #CN2020-08
Contracting Agency: City of Poulsbo
Prime Contractor: McClure and Sons, Inc.
15714 County Club Drive
Mill Creek, WA 98012

Ordered by the Project Engineer under the terms of Section 1-04 of the Standard Specifications.

Description: The City of Poulsbo requested a change order proposal to provide and install a new generator sufficiently sized for the well and associated equipment. The change order includes any concrete pad modifications, replacement/modification of the ATS switch, relocating the existing generator to PW admin site, and any other associated work necessary to complete the change order package. This is additional work note within the original scope and is requested by the City.

Materials
Materials shall be per attached submittal specification package.

Construction requirements
Construction shall be per proposed plan and submittal package.

Measurement
Measurement shall be per attached quote.

Payment:
Payment to the Contractor will be made in accordance with the WSDOT Standard Specifications for Road, Bridge and Municipal Construction. Payment will be limited to the increased cost for the French drain installation, and all other work and costs will remain per original bid.

Change Order #6 – New 200kW Generator:

Calculated Price	$158,482.10
Sales Tax (9.3% after 4/1/23)	$14,738.84
The Current Contract Price (not incl. tax)	**$ 1,217,686.63**
The Contract Sum increased by	**$ 158,482.10**
The New Contract Price (not incl. tax)	**$ 1,376,168.73**

Working Days

Original Contract Working Days	160
Previously added Working Days	2
Added as part of this change order	0
New Contract Working Days	**162**

Contractor: McClure and Sons, Inc.

Accepted by:

Title:

Date

Contracting Agency: City of Poulsbo

Change Calculated:
By:

Charles Roberts, P.E.
Title: Utility Engineer
Date:

Change Recommended:
By:

Diane K. Lenius, P.E.
Title: Director of Engineering
Date:

Change Approved:
By:

Rebecca Erickson
Title: Mayor
Date:

CHANGE ORDER PROPOSAL

Owner

Poulsbo Westside Well Treatment Facility

McClure & Sons Inc. Project No.: 3369 **Owner: City of Poulsbo**

Change Order Description: Provide and install new Kohler 200REOZIF, extend concrete pad, Excludes: Refueling new generator. Permits. Special Inspections, Lead time is 42 plus weeks after submittal approval. Includes transportation of old generator to City of Poulsbo facility down the road. Price good for 15 days.

Change Order Proposal #: 14 **Date: February 2, 2023**

CCI No. **RFI #:** **ASK#**

FO #: **FLDR #:**

11.03.C.4.a DIRECT LABOR COSTS

Trade	Wage Rate	Proposed Hours	Cost
See Worksheet		0	$ -
			$ -
			$ -
			$ -
			$ -

Labor Cost		$ 5,524.65
Direct Supervision		
Safety		
Small Tools & Consumables		
Subtotal Direct Labor Cost		
Markup	29%	**$ 1,602.15**

11.03.C.4.b DIRECT MATERIAL COSTS

Description	Quantity	Units	Unit Cost	Cost
See Worksheet			$ -	$ 1,295.25
			$ -	$ -
			$ -	$ -
			$ -	$ -

Material Cost		$ 1,420.25
Markup	21%	**$ 298.25**

11.03.C.4.c CONSTRUCTION EQUIPMENT USAGE COSTS

Description	Rate	Propsed Hours	Cost
See Worksheet	$ -	0	$ 593.36
	$ -	0	$ -
	$ -	0	$ -

Equipment Cost		$ 708.36
Markup	21%	**$ 148.76**

DIRECT COST SUMMARY

Subtotal Direct Costs	
OH & P on Direct Costs	

11.03.C.4.d PRIME SUBCONTRACTOR'S PROPOSALS

Name	Cost
Bainbridge Electric	$130,749.00

Subcontract Cost		$130,749.00
OH & P on Subs by the Prime Contractor	12%	**$ 15,689.88**

COST SUMMARY

Subtotal	
Bulders Risk	**$ 2,342.10**

TOTAL COST OF PROPOSED ESTIMATE WITHOUT SALES TAX **$158,482.10**

Cost of delay to contract due to this change may not be included in this proposal, but will be accessed at completion of this change order.

Change in time to contract completion: + / - _____ days

COP WORKSHEET / BREAKDOWN

Summary of proposed Change Order costs for work performed exclusively by MSI.

Description of work: Provide and install new Kohler 200REOZIF, extend concrete pad, Excludes: Refuelin

Requested by:
Work authorized by:
Authorization date:
Proposal Date: **February 2, 2023**

CO Proposal #: **14**
WCD / CPR#: **0**
RFI#: **0**
ASI#: **0**
FO#: **0**

Proposal summary

Costs of delay to contract due to this change may not be included in this proposal, but will be accessed at completion of this Change Order.

DIRECT COST SUMMARY

ITEM	DESCRIPTION	LABOR HOURS	LABOR UNIT	LABOR RATE	LABOR TOTAL	MATERIAL QTY	MATERIAL UNIT	MATERIAL UNIT COST	MATERIAL TOTAL	EQUIP QTY	EQUIP UNIT	EQUIP RATE	EQUIP TOTAL
	Concrete Extend Pad												
	Formwork	10.00		$ 75.35	$ 753.40				$143.25				
	Rebar	8.00		$ 92.18	$ 737.44				$326.00				
	Dowels	3.00		$ 92.18	$ 276.54				$75.00				
	Concrete	8.00		$ 74.69	$ 597.52				$536.00				
	Carpenter Foreman	16.00		$ 80.89	$ 1,294.24								
	Drill Bit								$25.00				
	Anchor Bolts								$125.00				
	Sanican								$190.00				
	Digging for new pad	16.00		$ 61.45	$ 983.20								
	Transportation of old generator to	3.00		$ 80.21	$ 240.63								
	City of Poulsbo												
	Forklift									4hr		$ 46.59	$ 183.36
	Forklift Pickup and Deliveries												$ 150.00
	Trucking												$ 175.00
	Fuel Removal and Refill	8.00		$ 80.21	$ 641.68								
	Fuel Tank and Pump Rental												$ 200.00
	Electrical												
	Labor $13,166.00												
	Material $8,615.00												
	Equipment Rental $1,500.00												
	Generator $107,468.00												

COP WORKSHEET / BREAKDOWN

ITEM	DESCRIPTION	LABOR HOURS	LABOR UNIT	LABOR RATE	LABOR TOTAL	MATERIAL QTY	MATERIAL UNIT	MATERIAL UNIT COST	MATERIAL TOTAL	EQUIP QTY	EQUIP UNIT	EQUIP RATE	EQUIP TOTAL
TOTALS			**0**		**$ 5,524.65**			**$ -**	**$1,420.25**				**$ 708.36**

LABOR RATES

PROJECT: Poulsbo Westside Well
BID DATE: 02/22/21

CRAFT		TOTAL WAGE	BASE RATE	FRINGE RATE	SICK TIME	PAYROLL TAX	L&I	TOTAL WAGE RATE	TOTAL OT	TOTAL DT
General Foreman Carpenter		$ 72.25	$ 56.02	$ 16.23	$ 1.39	$ 6.59	$ 3.43	$ 83.66	$ 111.67	$ 139.68
Foreman Carpenter		$ 69.81	$ 53.58	$ 16.23	$ 1.35	$ 6.30	$ 3.43	$ 80.89	$ 107.68	$ 134.47
Carpenter - Group 1		$ 64.94	$ 48.71	$ 16.23	$ 1.25	$ 5.73	$ 3.43	$ 75.35	$ 99.71	$ 124.06
Operator- Forklift 3000lbs + Attachments		$ 69.33	$ 52.00	$ 17.33	$ 1.34	$ 6.12	$ 3.43	$ 80.21	$ 106.21	$ 132.21
Operator- 15 to 30		$ 69.87	$ 52.40	$ 17.47	$ 1.35	$ 6.16	$ 3.43	$ 80.81	$ 107.01	$ 133.21
General Labor		$ 52.39	$ 39.29	$ 13.10	$ 1.01	$ 4.62	$ 3.43	$ 61.45	$ 81.10	$ 100.74
Pipelayer		$ 53.35	$ 40.01	$ 13.34	$ 1.03	$ 4.71	$ 3.43	$ 62.51	$ 82.52	$ 102.52
Cement Mason		$ 64.34	$ 48.26	$ 16.08	$ 1.24	$ 5.68	$ 3.43	$ 74.69	$ 98.82	$ 122.95
Pipefitter		$ 77.97	$ 58.49	$ 19.48	$ 1.50	$ 6.88	$ 3.43	$ 89.78	$ 119.03	$ 148.27

PAYROLL TAXES:	11.76%
FICA	7.65%
FUTA	0.60%
FMLA	0.60%
SUTA	2.91%
SICK	1.93%

UPDATED 1.12.22

EQUIPMENT RATES

Rental Equipment Bare for MSI Owned Equipment Only

Does not include delivery, return, fuel, operator, markups, operating cost or rental equipment.

	Hourly Rate
Pumps	
44,000 gph	$18.50
125,000 gph	$28.60
25' Hose	$2.00
1-Ton Truck	$18.50
Water Truck	$28.16
Dump Truck 10yd	$54.14
Marooka Dump Track	$59.67
Tractor	$30.00
580 Backhoe	$34.51
345/992 Excavator	$154.00
330 Excavator	$130.00
200 Excavator	$79.30
312 Excavator	$56.00
Mini Excavator	$28.00
Bucket Thumb	$15.85
Hoepak	$17.00
Boom Truck	$15.67
Grout Pump	$44.56
Drill Motor (APE or equal)	$86.54
Leads (110+)	$13.96
Auger (90')	$15.00
Pickup (360)	$19.93
Forklift	$35.00
Dozer D-5 N LGHP	$51.85
Komatsu D39PX-21	$48.00
Crane 70 Ton Lattice	$197.90
Crane Grove RT750	$120.38
Crane P&H 40	$113.60
Crane Grove RT58E	$77.00
Boom Extensions	$5.00
6000 lb rough terrain fork lift	$33.81
10,000 lb rough terrain fork lift	$46.59
Sheep Foot Compactor	$76.00
Trench Compactor	$32.00
Roller	$81.00
Skid Steer	$22.00
Loader	$48.00
Generator 175kw	$33.50
Jumping Jack	$11.50

CHANGE ORDER PROPOSAL
FOR CONTRACT TIME EXTENSION

McClure & Sons Inc. Project No.: 3369 **Owner No:**

Change Order Description: Provide and install new Kohler 200REOZIF, extend concrete pad, Excludes: Refueling new generator. Permits. Special Inspections, Lead time is 42 plus weeks after submittal

Change Order Proposal #: 14 **Date:** February 2, 2023

WCD / CPR #: 0 **RFI #:** 0 **ASI#** 0

McClure and Sons, Inc. submits that due to no fault, act or omission on the part of McClure and Sons, Inc. the work and circumstances involved with above Change Order were effected by the conditions and sole actions of the Owner and/or Owners Representative. McClure and Sons, Inc. further submits that the above change was the sole cause of the time extension impact and could not have been avoided by any reasonable means. McClure and Sons, Inc. has made all reasonable efforts to prevent and mitigate the effects of the delay but herein requests a Contract Time Extension due to the following:

1. The delay was caused by the Owner and was of an unknown scope at the time the delay arose.

2. The Owner required the Contractor to address the additional work by WCD which directly impacted the Contractor's capability to perform the original work. In particular, due to the nature of the above work the Contractor was unable to concurrently perform originally contracted work in this structure. Consequently the Contractor was unable to resequence or reorganize the work such that the CPM and Project cash flow would remain unaffected.

3. This delay, as substantiated by supporting documentation, did effect the CPM and in particular the work on this structure and thereby negatively effected the timely completion of Work under the Contract or timely completion of a portion of the Work for which time of completion was specified.

4. The additional work will prevent McClure and Sons, Inc. from completing the Project within the current Contract completion date.

Cost of delay to contract due to this change may not be included in this proposal, but will be accessed at completion of this change order.
Price good for 30 days.

Change in time to contract completion: + / - 0 days

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 03/08/2023

AGENDA ITEM:	Payable Disbursements for December 2022
EXHIBITS:	(a) Monthly Payable Disbursement Register (b) Check Register (c) EFT Register
STAFFED BY:	Assistant City Administrator Booher
CATEGORY:	Consent Agenda
MAYOR OK/Initial:	

SUMMARY STATEMENT:

To approve Payable Disbursements for the period of December 1, 2022 through December 31, 2022, in the amount of $5,409,761.64 to include Accounts Payable Check Numbers 10047452 through 10047598, Accounts Payable Voucher Numbers V9003584 through V9003630, Payroll Check Numbers 30049689 through 30049945 and Electronic Disbursement Numbers 222-140 through 222-143 and 222-151 through 222-178.

☐ Additional Staff Report Attached

WORKSHOP DATE:

	Recommended

IMPACTS:

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

RECOMMENDED ACTION:

To approve Payable Disbursements for the period of December 1, 2022 through December 31, 2022, in the amount of $5,409,761.64 to include Accounts Payable Check Numbers 10047452 through 10047598, Accounts Payable Voucher Numbers V9003584 through V9003630, Payroll Check Numbers 30049689 through 30049945 and Electronic Disbursement Numbers 222-140 through 222-143 and 222-151 through 222-178.

SAMPLE MOTION:

See Consent Agenda Motion.

SELECTION CRITERIA: chkstat.rundate between '20221201 00:00:00.000' and '20221231 00:00:00.000'

DISTRIBUTION FUND: 999

	CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
	222140	12/01/2022	US BANK - DEBT SERVICE	M	633100.00	MANUAL CHECK
	222141	12/01/2022	US BANK - DEBT SERVICE	M	381700.00	MANUAL CHECK
	222142	12/01/2022	US BANK - DEBT SERVICE	M	6878.94	MANUAL CHECK
	222143	12/01/2022	KITSAP BANK	M	381816.54	MANUAL CHECK
*	222151	12/07/2022	DEPARTMENT OF RETIREMENT	M	92165.37	MANUAL CHECK
	222152	12/06/2022	INTERNAL REVENUE SERVICE	M	143667.46	MANUAL CHECK
	222153	12/09/2022	NW ADMIN TRANSFER ACCOUNT	M	171952.95	MANUAL CHECK
	222154	12/06/2022	COLONIAL INSURANCE	M	805.32	MANUAL CHECK
	222155	12/06/2022	VOYA	M	250.00	MANUAL CHECK
	222156	12/08/2022	NORTH AMERICAN BANCARD HO	M	6235.65	MANUAL CHECK
	222157	12/08/2022	NORTH AMERICAN BANCARD HO	M	684.21	MANUAL CHECK
	222158	12/13/2022	KEY BANK N.A.	M	67500.00	MANUAL CHECK
	222159	12/13/2022	KEY BANK N.A.	M	712779.21	MANUAL CHECK
	222160	12/13/2022	KEY BANK N.A.	M	78.00	MANUAL CHECK
	222161	12/15/2022	OFFICE OF STATE TREASURER	M	3352.08	MANUAL CHECK
	222162	12/27/2022	GLOBAL PAYMENTS DIRECT IN	M	1188.75	MANUAL CHECK
	222163	12/26/2022	ST OF WA DEPT OF REVENUE	M	34189.48	MANUAL CHECK
	222164	12/23/2022	DEPARTMENT OF RETIREMENT	M	69860.43	MANUAL CHECK
	222165	12/22/2022	INTERNAL REVENUE SERVICE	M	93595.85	MANUAL CHECK
	222166	12/22/2022	VOYA	M	250.00	MANUAL CHECK
	222167	12/22/2022	KEY BANK N.A.	M	976294.16	MANUAL CHECK
	222168	12/30/2022	NORTH AMERICAN BANCARD HO	M	6157.69	MANUAL CHECK
	222169	12/30/2022	NORTH AMERICAN BANCARD HO	M	652.45	MANUAL CHECK
*	9003590	12/14/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9003591	12/14/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9003592	12/14/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9003593	12/14/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9003594	12/14/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9003595	12/14/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9003596	12/14/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9003597	12/14/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9003598	12/14/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9003599	12/14/2022	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9003600	12/14/2022	KEY2PURCHASE	R	25836.47	ACCOUNTS PAYABLE CHECK
*	10044445	12/28/2022	VIDAL HERNANDEZ	V	-24.75	VOID MANUAL CHECK
*	10044515	12/28/2022	SWANSON KATHIE	V	-19.20	VOID MANUAL CHECK
*	10044575	12/28/2022	MULLANEY HANNAH & ROSS	V	-159.56	VOID MANUAL CHECK
*	10044590	12/28/2022	ROOSILD TARMO P	V	-132.89	VOID MANUAL CHECK
*	10045126	12/28/2022	JP MORGAN CHASE BANK	V	-25.00	VOID MANUAL CHECK
*	10045477	12/28/2022	ZUNDEL COLLETTE	V	-10.00	VOID MANUAL CHECK
*	10045573	12/28/2022	CROWN CASTLE INTERNATIONA	V	-21.04	VOID MANUAL CHECK
*	10045576	12/28/2022	EKELMANN ROBERT	V	-117.95	VOID MANUAL CHECK
*	10045637	12/28/2022	STANLEY MARISSA	V	-65.00	VOID MANUAL CHECK
*	10045831	12/28/2022	COLE CONRAD M & SHERICE M	V	-16.61	VOID MANUAL CHECK
*	10045855	12/28/2022	QUEEN REX S	V	-9.61	VOID MANUAL CHECK
*	10046078	12/28/2022	VIERREGGER WESTON PAGE &	V	-43.30	VOID MANUAL CHECK
*	10046230	12/28/2022	KAHLER GERARD A	V	-350.24	VOID MANUAL CHECK
*	10046245	12/28/2022	MERKLE AMOS	V	-31.67	VOID MANUAL CHECK
*	10047409	12/14/2022	WATER MANAGEMENT LABORATO	V	-453.44	VOID MANUAL CHECK
*	10047452	12/07/2022	AFLAC INSURANCE	R	1135.80	ACCOUNTS PAYABLE CHECK
	10047453	12/07/2022	FIRSTNET	R	91.96	ACCOUNTS PAYABLE CHECK
	10047454	12/07/2022	BLUE SKY PRINTING LLC (HD	R	530.28	ACCOUNTS PAYABLE CHECK
	10047455	12/07/2022	BRIAN KILPATRICK	R	3100.00	ACCOUNTS PAYABLE CHECK

0.*

VOIDED CHECKS

24.75+
19.20+
159.56+
132.89+
25.00+
10.00+
21.04+
117.95+
65.00+
16.61+
9.61+
43.30+
350.24+
31.67+

UNCLAIMED PROPERTY 1,026.82*+

1,026.82+

A/P VOID 453.44+

TTL VOIDS 1,480.26*+

SELECTION CRITERIA: chkstat.rundate between '20221201 00:00:00.000' and '20221231 00:00:00.000'

10047456	12/07/2022	CAR WASH ENTERPRISES	R	84.00	ACCOUNTS PAYABLE CHECK
10047457	12/07/2022	CODE PUBLISHING COMPANY	R	428.37	ACCOUNTS PAYABLE CHECK
10047458	12/07/2022	DE LAGE LANDEN PUBLIC FIN	R	13895.40	ACCOUNTS PAYABLE CHECK
10047459	12/07/2022	HUDSON HOLDING COMPANY IN	R	194.80	ACCOUNTS PAYABLE CHECK
10047460	12/07/2022	KELLEY IMAGING SYSTEMS IN	R	83.36	ACCOUNTS PAYABLE CHECK
10047461	12/07/2022	KITSAP 911 PUBLIC AUTHORI	R	7561.92	ACCOUNTS PAYABLE CHECK
10047462	12/07/2022	KITSAP COUNTY CORRECTIONS	R	14564.85	ACCOUNTS PAYABLE CHECK
10047463	12/07/2022	KITSAP COUNTY AUDITOR	R	550.00	ACCOUNTS PAYABLE CHECK
10047464	12/07/2022	LAKESIDE INDUSTRIES	R	971.64	ACCOUNTS PAYABLE CHECK
10047465	12/07/2022	LEADSONLINE	R	2261.00	ACCOUNTS PAYABLE CHECK
10047466	12/07/2022	LOOMIS	R	184.84	ACCOUNTS PAYABLE CHECK
10047467	12/07/2022	MCCLURE & SONS INC	R	9111.65	ACCOUNTS PAYABLE CHECK
10047468	12/07/2022	NET TRANSCRIPTS	R	59.13	ACCOUNTS PAYABLE CHECK
10047469	12/07/2022	SHINE QUARRY LLC	R	350.41	ACCOUNTS PAYABLE CHECK
10047470	12/07/2022	PACIFIC WELDING SUPPLIES	R	294.93	ACCOUNTS PAYABLE CHECK
10047471	12/07/2022	PARAMETRIX INC	R	55954.44	ACCOUNTS PAYABLE CHECK
10047472	12/07/2022	PUBLIC SAFETY TESTING INC	R	218.00	ACCOUNTS PAYABLE CHECK
10047473	12/07/2022	PUGET SOUND ENERGY	R	9262.47	ACCOUNTS PAYABLE CHECK
10047474	12/07/2022	COAST DO IT BEST HARDWARE	R	97.13	ACCOUNTS PAYABLE CHECK
10047475	12/07/2022	SHERWIN-WILLIAMS	R	339.30	ACCOUNTS PAYABLE CHECK
10047476	12/07/2022	SUNSTATE EQUIPMENT CO LLC	R	27.00	ACCOUNTS PAYABLE CHECK
10047477	12/07/2022	TEAMSTERS LOCAL 589	R	4555.00	ACCOUNTS PAYABLE CHECK
10047478	12/07/2022	SEATTLE TIMES COMPANY	R	78.05	ACCOUNTS PAYABLE CHECK
10047479	12/07/2022	TRAFFIC SAFETY SUPPLY CO	R	219.50	ACCOUNTS PAYABLE CHECK
10047480	12/07/2022	ULINE INC	R	124.14	ACCOUNTS PAYABLE CHECK
10047481	12/07/2022	VANTAGEPOINT TRANSFER AGE	R	1065.00	ACCOUNTS PAYABLE CHECK
10047482	12/07/2022	WA STATE DEPT OF LICENSIN	R	36.00	ACCOUNTS PAYABLE CHECK
10047483	12/14/2022	ALPINE PRODUCTS INC	R	1493.07	ACCOUNTS PAYABLE CHECK
10047484	12/14/2022	ARAMARK UNIFORM SERVICES	R	293.82	ACCOUNTS PAYABLE CHECK
10047485	12/14/2022	ARC ARCHITECTS	R	7026.00	ACCOUNTS PAYABLE CHECK
10047486	12/14/2022	ASSOCIATED PETROLEUM PROD	R	2366.47	ACCOUNTS PAYABLE CHECK
10047487	12/14/2022	AT&T FINANCE	R	36.07	ACCOUNTS PAYABLE CHECK
10047488	12/14/2022	FIRSTNET	R	907.55	ACCOUNTS PAYABLE CHECK
10047489	12/14/2022	BAINBRIDGE DISPOSAL INC	R	51922.48	ACCOUNTS PAYABLE CHECK
10047490	12/14/2022	BERK CONSULTING INC	R	2568.75	ACCOUNTS PAYABLE CHECK
10047491	12/14/2022	BLUE SKY PRINTING LLC	R	44.06	ACCOUNTS PAYABLE CHECK
10047492	12/14/2022	BRANDON K MILLER	R	607.50	ACCOUNTS PAYABLE CHECK
10047493	12/14/2022	CENEX FLEETCARD	R	19433.58	ACCOUNTS PAYABLE CHECK
10047494	12/14/2022	CINTAS	R	37.93	ACCOUNTS PAYABLE CHECK
10047495	12/14/2022	COMCAST	R	71.95	ACCOUNTS PAYABLE CHECK
10047496	12/14/2022	DAQUILANTE ELISABETH	R	150.00	ACCOUNTS PAYABLE CHECK
10047497	12/14/2022	DEPT OF HEALTH/REVENUE SE	R	1632.00	ACCOUNTS PAYABLE CHECK
10047498	12/14/2022	DUKES INDUSTRIES LLC	R	312.00	ACCOUNTS PAYABLE CHECK
10047499	12/14/2022	FIFTH ASSET, INC.	R	10647.00	ACCOUNTS PAYABLE CHECK
10047500	12/14/2022	KITSAP CONSOLIDATED HOUSI	R	604.80	ACCOUNTS PAYABLE CHECK
10047501	12/14/2022	HUDSON HOLDING COMPANY IN	R	331.03	ACCOUNTS PAYABLE CHECK
10047502	12/14/2022	KELLEY IMAGING SYSTEMS IN	R	207.30	ACCOUNTS PAYABLE CHECK
10047503	12/14/2022	KITSAP COUNTY PUBLIC WORK	R	58390.01	ACCOUNTS PAYABLE CHECK
10047504	12/14/2022	KITSAP TOWING	R	896.31	ACCOUNTS PAYABLE CHECK
10047505	12/14/2022	HAROLD LEMAY ENTERPRISES	R	51.00	ACCOUNTS PAYABLE CHECK
10047506	12/14/2022	MCS COUNSELING GROUP	R	560.00	ACCOUNTS PAYABLE CHECK
10047507	12/14/2022	THE PAPE GROUP INC	R	21.83	ACCOUNTS PAYABLE CHECK
10047508	12/14/2022	PORTER VIRGINIA	R	197.29	ACCOUNTS PAYABLE CHECK
10047509	12/14/2022	KITSAP PUD #1	R	300.80	ACCOUNTS PAYABLE CHECK
10047510	12/14/2022	PUGET SOUND ENERGY	R	441.90	ACCOUNTS PAYABLE CHECK
10047511	12/14/2022	SHERWIN-WILLIAMS	R	108.08	ACCOUNTS PAYABLE CHECK
10047512	12/14/2022	SONS OF NORWAY LODGE #44	R	1446.87	ACCOUNTS PAYABLE CHECK

SELECTION CRITERIA: chkstat.rundate between '20221201 00:00:00.000' and '20221231 00:00:00.000'

10047513	12/14/2022	STERICYCLE INC	R	10.36	ACCOUNTS PAYABLE CHECK
10047514	12/14/2022	THE HOME DEPOT PRO INSTIT	R	666.49	ACCOUNTS PAYABLE CHECK
10047515	12/14/2022	SEATTLE TIMES COMPANY	R	147.18	ACCOUNTS PAYABLE CHECK
10047516	12/14/2022	T-MOBILE	R	36.16	ACCOUNTS PAYABLE CHECK
10047517	12/14/2022	SPECTRA LABORATORIES - KI	R	69.00	ACCOUNTS PAYABLE CHECK
10047518	12/14/2022	ULINE INC	R	68.06	ACCOUNTS PAYABLE CHECK
10047519	12/14/2022	WA ASSOC OF PUBLIC RECORD	R	25.00	ACCOUNTS PAYABLE CHECK
10047520	12/14/2022	WAVEDIVISION HOLDINGS LLC	R	887.40	ACCOUNTS PAYABLE CHECK
10047521	12/14/2022	WESTBAY AUTO PARTS	V	0.00	VOID: MULTI STUB CHECK
10047522	12/14/2022	WESTBAY AUTO PARTS	R	1786.68	ACCOUNTS PAYABLE CHECK
10047523	12/21/2022	BELIEVE IN RECOVERY	R	1957.50	ACCOUNTS PAYABLE CHECK
10047524	12/21/2022	BERK CONSULTING INC	R	1637.50	ACCOUNTS PAYABLE CHECK
10047525	12/21/2022	BRUCE TITUS PORT ORCHARD	R	283.02	ACCOUNTS PAYABLE CHECK
10047526	12/21/2022	CARPENTER NORTHWEST INC.	R	9800.00	ACCOUNTS PAYABLE CHECK
10047527	12/21/2022	CASCADE COLUMBIA DISTRIBU	R	1634.83	ACCOUNTS PAYABLE CHECK
10047528	12/21/2022	CASCADE NATURAL GAS CORPO	R	33.78	ACCOUNTS PAYABLE CHECK
10047529	12/21/2022	CASCADE NATURAL GAS CORPO	R	13.78	ACCOUNTS PAYABLE CHECK
10047530	12/21/2022	CASCADE NATURAL GAS CORPO	R	27.10	ACCOUNTS PAYABLE CHECK
10047531	12/21/2022	CASCADE NATURAL GAS CORPO	R	25.77	ACCOUNTS PAYABLE CHECK
10047532	12/21/2022	CASCADE NATURAL GAS CORPO	R	922.69	ACCOUNTS PAYABLE CHECK
10047533	12/21/2022	GATEWAY FELLOWSHIP	R	903.94	ACCOUNTS PAYABLE CHECK
10047534	12/21/2022	CITY OF BREMERTON	R	2095.67	ACCOUNTS PAYABLE CHECK
10047535	12/21/2022	DAQUILANTE ELISABETH	R	210.00	ACCOUNTS PAYABLE CHECK
10047536	12/21/2022	GRETTE ASSOCIATES LLC	R	2143.00	ACCOUNTS PAYABLE CHECK
10047537	12/21/2022	GUARDIAN SECURITY SYSTEMS	R	464.11	ACCOUNTS PAYABLE CHECK
10047538	12/21/2022	HUDSON HOLDING COMPANY IN	R	148.71	ACCOUNTS PAYABLE CHECK
10047539	12/21/2022	INTELLISYSTEMS INC	R	114.67	ACCOUNTS PAYABLE CHECK
10047540	12/21/2022	JKM2 DEVELOPMENT LLC	R	30162.50	ACCOUNTS PAYABLE CHECK
10047541	12/21/2022	JUMPSTART MASTERY LLC	R	4500.00	ACCOUNTS PAYABLE CHECK
10047542	12/21/2022	KITSAP COUNTY HUMANE SOCI	R	2775.00	ACCOUNTS PAYABLE CHECK
10047543	12/21/2022	KEATING BUCKLIN & MCCORMA	R	4015.00	ACCOUNTS PAYABLE CHECK
10047544	12/21/2022	KELLEY IMAGING SYSTEMS IN	R	1138.34	ACCOUNTS PAYABLE CHECK
10047545	12/21/2022	KELLEY IMAGING SYSTEMS IN	R	38.25	ACCOUNTS PAYABLE CHECK
10047546	12/21/2022	KITSAP CONSERVATION DISTR	R	750.00	ACCOUNTS PAYABLE CHECK
10047547	12/21/2022	KITSAP COUNTY AUDITOR	R	455.00	ACCOUNTS PAYABLE CHECK
10047548	12/21/2022	KITSAP COUNTY PROSECUTOR	R	10234.30	ACCOUNTS PAYABLE CHECK
10047549	12/21/2022	KITSAP COUNTY PUBLIC DEFE	R	10416.66	ACCOUNTS PAYABLE CHECK
10047550	12/21/2022	LIBERTY BANK	R	9581.25	ACCOUNTS PAYABLE CHECK
10047551	12/21/2022	MARTIN CERA	R	150.20	ACCOUNTS PAYABLE CHECK
10047552	12/21/2022	NORTH KITSAP SCHOOL DISTR	R	110.00	ACCOUNTS PAYABLE CHECK
10047553	12/21/2022	KITSAP COUNTY PUBLIC WORK	R	59821.00	ACCOUNTS PAYABLE CHECK
10047554	12/21/2022	O'REILLY AUTO PARTS	R	17.46	ACCOUNTS PAYABLE CHECK
10047555	12/21/2022	OVENS THOMAS F	R	6846.95	ACCOUNTS PAYABLE CHECK
10047556	12/21/2022	PERTEET ENGINEERING	R	2931.38	ACCOUNTS PAYABLE CHECK
10047557	12/21/2022	PITNEY BOWES INC	R	813.37	ACCOUNTS PAYABLE CHECK
10047558	12/21/2022	REXEL USA INC	R	1675.52	ACCOUNTS PAYABLE CHECK
10047559	12/21/2022	PUGET SOUND ENERGY	R	12878.37	ACCOUNTS PAYABLE CHECK
10047560	12/21/2022	CIVICPLUS INC.	R	2321.59	ACCOUNTS PAYABLE CHECK
10047561	12/21/2022	COAST DO IT BEST HARDWARE	R	77.74	ACCOUNTS PAYABLE CHECK
10047562	12/21/2022	RICOH USA INC	R	363.37	ACCOUNTS PAYABLE CHECK
10047563	12/21/2022	SEATTLE TIMES COMPANY	R	274.29	ACCOUNTS PAYABLE CHECK
10047564	12/21/2022	KLOE TRAN	R	139.82	ACCOUNTS PAYABLE CHECK
10047565	12/21/2022	TRIPOINTE HOMES	R	79578.25	ACCOUNTS PAYABLE CHECK
10047566	12/21/2022	SPECTRA LABORATORIES - KI	R	69.00	ACCOUNTS PAYABLE CHECK
10047567	12/21/2022	UTILITY UNDERGROUND LOCAT	R	97.02	ACCOUNTS PAYABLE CHECK
10047568	12/21/2022	WA ASSOC OF PUBLIC RECORD	R	25.00	ACCOUNTS PAYABLE CHECK
10047569	12/21/2022	WALKERSHIP LLC	R	739.20	ACCOUNTS PAYABLE CHECK

SELECTION CRITERIA: chkstat.rundate between '20221201 00:00:00.000' and '20221231 00:00:00.000'

10047570	12/21/2022	WEST COAST MECHANICAL SOL	R	27674.56	ACCOUNTS PAYABLE CHECK
10047571	12/21/2022	LIN WILSON	R	400.00	ACCOUNTS PAYABLE CHECK
10047572	12/28/2022	ARAMARK UNIFORM SERVICES	R	97.94	ACCOUNTS PAYABLE CHECK
10047573	12/28/2022	CAR WASH ENTERPRISES	R	36.00	ACCOUNTS PAYABLE CHECK
10047574	12/28/2022	CHS INC	R	148.49	ACCOUNTS PAYABLE CHECK
10047575	12/28/2022	CITY OF BREMERTON	R	200.00	ACCOUNTS PAYABLE CHECK
10047576	12/28/2022	COATES DESIGN INC.	R	2285.75	ACCOUNTS PAYABLE CHECK
10047577	12/28/2022	CRYSTAL VIEW POULSBO LLC	R	4000.00	ACCOUNTS PAYABLE CHECK
10047578	12/28/2022	DEPT OF LICENSING - DRIVE	R	10.32	ACCOUNTS PAYABLE CHECK
10047579	12/28/2022	GC SYSTEMS INC	R	274.19	ACCOUNTS PAYABLE CHECK
10047580	12/28/2022	GRAY & OSBORNE INC	R	7702.07	ACCOUNTS PAYABLE CHECK
10047581	12/28/2022	HUDSON HOLDING COMPANY IN	R	54.67	ACCOUNTS PAYABLE CHECK
10047582	12/28/2022	JK MONARCH	R	2000.00	ACCOUNTS PAYABLE CHECK
10047583	12/28/2022	KITSAP COUNTY FIRE DISTRI	R	32.73	ACCOUNTS PAYABLE CHECK
10047584	12/28/2022	KASINIAK ANDRZEJ L & STAK	R	1000.00	ACCOUNTS PAYABLE CHECK
10047585	12/28/2022	KITSAP COUNTY SHERIFFS OF	R	750.86	ACCOUNTS PAYABLE CHECK
10047586	12/28/2022	WASHINGTON STATE PATROL	R	53.00	ACCOUNTS PAYABLE CHECK
10047587	12/28/2022	POULSBO INN LLC	R	106.56	ACCOUNTS PAYABLE CHECK
10047588	12/28/2022	PUGET SOUND ENERGY	R	20906.74	ACCOUNTS PAYABLE CHECK
10047589	12/28/2022	COAST DO IT BEST HARDWARE	R	177.27	ACCOUNTS PAYABLE CHECK
10047590	12/28/2022	RICHMOND AMERICAN HOMES O	R	5000.00	ACCOUNTS PAYABLE CHECK
10047591	12/28/2022	SIERRA SANTA FE CORPORATI	R	15553.69	ACCOUNTS PAYABLE CHECK
10047592	12/28/2022	THOMSON WEST	R	466.29	ACCOUNTS PAYABLE CHECK
10047593	12/28/2022	TRIPOINTE HOMES	R	10000.00	ACCOUNTS PAYABLE CHECK
10047594	12/28/2022	TRI-TECH FORENSICS INC	R	72.00	ACCOUNTS PAYABLE CHECK
10047595	12/28/2022	VANTAGEPOINT TRANSFER AGE	R	1065.00	ACCOUNTS PAYABLE CHECK
10047596	12/28/2022	VISIT KITSAP PENINSULA	R	9200.00	ACCOUNTS PAYABLE CHECK
10047597	12/28/2022	WA STATE DEPT OF LICENSIN	R	143.00	ACCOUNTS PAYABLE CHECK
10047598	12/28/2022	LIN WILSON	R	200.00	ACCOUNTS PAYABLE CHECK
*V9003584	12/07/2022	CERTIFIED FOLDER DISPLAY	R	125.37	ACCOUNTS PAYABLE VOUCHER
*V9003585	12/07/2022	CRITTER RIDDERS PEST CONT	R	207.48	ACCOUNTS PAYABLE VOUCHER
*V9003586	12/07/2022	DELL COMPUTER CORPORATION	R	931.11	ACCOUNTS PAYABLE VOUCHER
*V9003587	12/07/2022	HRA VEBA TRUST	R	5598.69	ACCOUNTS PAYABLE VOUCHER
*V9003588	12/07/2022	LINS KATHY K	R	1829.10	ACCOUNTS PAYABLE VOUCHER
*V9003589	12/07/2022	POULSBO POLICE OFFICERS A	R	900.00	ACCOUNTS PAYABLE VOUCHER
*V9003601	12/14/2022	NIKOLE COLEMAN	R	26.44	ACCOUNTS PAYABLE VOUCHER
*V9003602	12/14/2022	CRITTER RIDDERS PEST CONT	R	327.60	ACCOUNTS PAYABLE VOUCHER
*V9003603	12/14/2022	DATABAR INC	R	3336.70	ACCOUNTS PAYABLE VOUCHER
*V9003604	12/14/2022	EDWARD STERN	R	92.90	ACCOUNTS PAYABLE VOUCHER
*V9003605	12/14/2022	H D FOWLER COMPANY	R	2909.74	ACCOUNTS PAYABLE VOUCHER
*V9003606	12/14/2022	JONATHAN LORD	R	120.00	ACCOUNTS PAYABLE VOUCHER
*V9003607	12/14/2022	OGDEN MURPHY WALLACE PLLC	R	9674.50	ACCOUNTS PAYABLE VOUCHER
*V9003608	12/14/2022	SHANNON WOOD	R	19.65	ACCOUNTS PAYABLE VOUCHER
*V9003609	12/14/2022	SOUND PACIFIC CONSTRUCTIO	R	40205.03	ACCOUNTS PAYABLE VOUCHER
*V9003610	12/14/2022	MCFARLAND KEVIN M	R	273.40	ACCOUNTS PAYABLE VOUCHER
*V9003611	12/14/2022	HEATHER WRIGHT	R	200.00	ACCOUNTS PAYABLE VOUCHER
*V9003612	12/21/2022	ACTIVE CONSTRUCTION	R	184931.49	ACCOUNTS PAYABLE VOUCHER
*V9003613	12/21/2022	BMCCONSULTING	R	3750.00	ACCOUNTS PAYABLE VOUCHER
*V9003614	12/21/2022	CRITTER RIDDERS PEST CONT	R	556.92	ACCOUNTS PAYABLE VOUCHER
*V9003615	12/21/2022	JOSEPH WALKER	R	120.00	ACCOUNTS PAYABLE VOUCHER
*V9003616	12/21/2022	KRISTIAN WATSON	R	120.00	ACCOUNTS PAYABLE VOUCHER
*V9003617	12/21/2022	LANG RICHARD	R	320.14	ACCOUNTS PAYABLE VOUCHER
*V9003618	12/21/2022	LOVELY LEAH	R	600.00	ACCOUNTS PAYABLE VOUCHER
*V9003619	12/21/2022	SUMMIT LAW GROUP PLLC	R	1120.00	ACCOUNTS PAYABLE VOUCHER
*V9003620	12/21/2022	THE LOGO LOFT INC	R	174.40	ACCOUNTS PAYABLE VOUCHER
*V9003621	12/21/2022	HEATHER WRIGHT	R	200.00	ACCOUNTS PAYABLE VOUCHER
*V9003622	12/28/2022	AIR MANAGEMENT SOLUTIONS	R	431.35	ACCOUNTS PAYABLE VOUCHER

SELECTION CRITERIA: chkstat.rundate between '20221201 00:00:00.000' and '20221231 00:00:00.000'

*V9003623	12/28/2022	CRITTER RIDDERS PEST CONT	R	273.00	ACCOUNTS PAYABLE VOUCHER
*V9003624	12/28/2022	HRA VEBA TRUST	R	5734.98	ACCOUNTS PAYABLE VOUCHER
*V9003625	12/28/2022	LANG RICHARD	R	44.79	ACCOUNTS PAYABLE VOUCHER
*V9003626	12/28/2022	LEXISNEXIS	R	183.75	ACCOUNTS PAYABLE VOUCHER
*V9003627	12/28/2022	LOVELY LEAH	R	200.00	ACCOUNTS PAYABLE VOUCHER
*V9003628	12/28/2022	POULSBO POLICE OFFICERS A	R	850.00	ACCOUNTS PAYABLE VOUCHER
*V9003629	12/28/2022	MCFARLAND KEVIN M	R	100.00	ACCOUNTS PAYABLE VOUCHER
*V9003630	12/28/2022	RAMUNDSEN SUPERION HOLDIN	R	60.00	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				4745316.46	
TOTAL REPORT				4745316.46	

0.*

4,745,316.46+ CHECK REGISTER
616,920.52+ DEC PAYROLL
792.67+
102.00+
2,670.63+
30,589.89+
5,996.43+
624.48+
510.73+
5,629.39+
608.44+

PERIOD 13 2022 EFT/ACH MADE IN JAN. & FEB. 2023

5,409,761.64*+ TOTAL DEC. 22 DISBURSEMENTS

0.*

DISBURSEMENT REGISTER
December 2022

ACCOUNTS PAYABLE CLAIMS

Check Date	Check & Voucher Numbers From	To		Amount
12/07/2022	10047452	10047482	$	127,430.37
	V9003584	V9003589	$	9,591.75
12/14/2022	10047483	10047522	$	166,803.78
	9003590	9003600	$	25,836.47
	V9003601	V9003611	$	57,185.96
12/21/2022	10047523	10047571	$	293,486.46
	V9003612	V9003621	$	191,892.95
12/28/2022	10047572	10047598	$	81,536.57
	V9003622	V9003630	$	7,877.87
12/14/2022	10047409	VOID	$	(453.44)
12/28/2022	10044445	VOID	$	(24.75)
12/28/2022	10044515	VOID	$	(19.20)
12/28/2022	10044575	VOID	$	(159.56)
12/28/2022	10044590	VOID	$	(132.89)
12/28/2022	10045126	VOID	$	(25.00)
12/28/2022	10045477	VOID	$	(10.00)
12/28/2022	10045573	VOID	$	(21.04)
12/28/2022	10045576	VOID	$	(117.95)
12/28/2022	10045637	VOID	$	(65.00)
12/28/2022	10045831	VOID	$	(16.61)
12/28/2022	10045855	VOID	$	(9.61)
12/28/2022	10046078	VOID	$	(43.30)
12/28/2022	10046230	VOID	$	(350.24)
12/28/2022	10046245	VOID	$	(31.67)

EXPLANATION OF VOIDS, IF ANY: Check #10047409 voided as claim was previously paid by P-card; All remaining voided checks were voided due as unclaimed property.

Total Checks: $ 960,161.92

PAYROLL

Check Date	Check Numbers From	To		Amount
12/06/2022	30049689	30049818	$	352,838.75
12/21/2022	30049819	30049945	$	264,081.77

Total Checks: $ 616,920.52

EFT PAYMENTS

EFT Number				
222-	140	$	633,100.00	
222-	141	$	381,700.00	
222-	142	$	6,878.94	
222-	143	$	381,816.54	
222-	151	$	92,165.37	
222-	152	$	143,667.46	
222-	153	$	171,952.95	
222-	154	$	805.32	
222-	155	$	250.00	
222-	156	$	6,235.65	
222-	157	$	684.21	
222-	158	$	67,500.00	
222-	159	$	712,779.21	
222-	160	$	78.00	
222-	161	$	3,352.08	
222-	162	$	1,188.75	
222-	163	$	34,189.48	
222-	164	$	69,860.43	
222-	165	$	93,595.85	
222-	166	$	250.00	
222-	167	$	976,294.16	
222-	168	$	6,157.69	}
222-	169	$	652.45	}
222-	170	$	792.67	}
222-	171	$	102.00	}
222-	172	$	2,670.63	}
222-	173	$	30,589.89	}
222-	174	$	5,996.43	}
222-	175	$	624.48	}
222-	176	$	510.73	}
222-	177	$	5,629.39	}
222-	178	$	608.44	}

PERIOD 13

Total EFTs: $ 3,832,679.20

TOTAL ALL DISBURSEMENTS: $ 5,409,761.64

APPROVAL:

(Audited by Lauren Ellington)

(Assistant City Administrator D. Booher)

SELECTION CRITERIA: chkstat.rundate between '20221201 00:00:00.000' and '20221231 00:00:00.000' and chkstat.chk_status='M'

DISTRIBUTION FUND: 999

	CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
	222140	12/01/2022	US BANK - DEBT SERVICE	M	633100.00	MANUAL CHECK
	222141	12/01/2022	US BANK - DEBT SERVICE	M	381700.00	MANUAL CHECK
	222142	12/01/2022	US BANK - DEBT SERVICE	M	6878.94	MANUAL CHECK
	222143	12/01/2022	KITSAP BANK	M	381816.54	MANUAL CHECK
*	222151	12/07/2022	DEPARTMENT OF RETIREMENT	M	92165.37	MANUAL CHECK
	222152	12/06/2022	INTERNAL REVENUE SERVICE	M	143667.46	MANUAL CHECK
	222153	12/09/2022	NW ADMIN TRANSFER ACCOUNT	M	171952.95	MANUAL CHECK
	222154	12/06/2022	COLONIAL INSURANCE	M	805.32	MANUAL CHECK
	222155	12/06/2022	VOYA	M	250.00	MANUAL CHECK
	222156	12/08/2022	NORTH AMERICAN BANCARD HO	M	6235.65	MANUAL CHECK
	222157	12/08/2022	NORTH AMERICAN BANCARD HO	M	684.21	MANUAL CHECK
	222158	12/13/2022	KEY BANK N.A.	M	67500.00	MANUAL CHECK
	222159	12/13/2022	KEY BANK N.A.	M	712779.21	MANUAL CHECK
	222160	12/13/2022	KEY BANK N.A.	M	78.00	MANUAL CHECK
	222161	12/15/2022	OFFICE OF STATE TREASURER	M	3352.08	MANUAL CHECK
	222162	12/27/2022	GLOBAL PAYMENTS DIRECT IN	M	1188.75	MANUAL CHECK
	222163	12/26/2022	ST OF WA DEPT OF REVENUE	M	34189.48	MANUAL CHECK
	222164	12/23/2022	DEPARTMENT OF RETIREMENT	M	69860.43	MANUAL CHECK
	222165	12/22/2022	INTERNAL REVENUE SERVICE	M	93595.85	MANUAL CHECK
	222166	12/22/2022	VOYA	M	250.00	MANUAL CHECK
	222167	12/22/2022	KEY BANK N.A.	M	976294.16	MANUAL CHECK
	222168	12/30/2022	NORTH AMERICAN BANCARD HO	M	6157.69	MANUAL CHECK
	222169	12/30/2022	NORTH AMERICAN BANCARD HO	M	652.45	MANUAL CHECK
TOTAL FUND					3785154.54	
TOTAL REPORT					3785154.54	

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 03/08/2023

AGENDA ITEM:	Payable Disbursements for January 2023
EXHIBITS:	(a) Monthly Payable Disbursement Register (b) Check Register (c) EFT Register
STAFFED BY:	Assistant City Administrator Booher
CATEGORY:	Consent Agenda
MAYOR OK/Initial:	

SUMMARY STATEMENT:

To approve Payable Disbursements for the period of January 1, 2023 through January 31, 2023, in the amount of $4,744,688.96 to include Accounts Payable Check Numbers 10047599 through 10047786, Accounts Payable Voucher Numbers V9003631 through V9003678, Payroll Check Numbers 30049946 through 30050203 and Electronic Disbursement Numbers 223-001 through 223-009.

☐ Additional Staff Report Attached

WORKSHOP DATE:

	Recommended

IMPACTS:

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

RECOMMENDED ACTION:

To approve Payable Disbursements for the period of January 1, 2023 through January 31, 2023, in the amount of $4,744,688.96 to include Accounts Payable Check Numbers 10047599 through 10047786, Accounts Payable Voucher Numbers V9003631 through V9003678, Payroll Check Numbers 30049946 through 30050203 and Electronic Disbursement Numbers 223-001 through 223-009.

SAMPLE MOTION:

Approve the January 2023 payable disbursements as presented.

SELECTION CRITERIA: chkstat.rundate between '20230101 00:00:00.000' and '20230131 00:00:00.000'

DISTRIBUTION FUND: 999

	CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
	222171	01/11/2023	KEY BANK N.A.	M	102.00	MANUAL CHECK
	222172	01/17/2023	OFFICE OF STATE TREASURER	M	2670.63	MANUAL CHECK
	222173	01/25/2023	ST OF WA DEPT OF REVENUE	M	30589.89	MANUAL CHECK
	222174	01/27/2023	NORTH AMERICAN BANCARD HO	M	5996.43	MANUAL CHECK
	222175	01/27/2023	NORTH AMERICAN BANCARD HO	M	624.48	MANUAL CHECK
*	223001	01/10/2023	DEPARTMENT OF RETIREMENT	M	80795.17	MANUAL CHECK
*	223003	01/10/2023	NW ADMIN TRANSFER ACCOUNT	M	179144.15	MANUAL CHECK
	223004	01/10/2023	VOYA	M	250.00	MANUAL CHECK
	223005	01/11/2023	COLONIAL INSURANCE	M	805.32	MANUAL CHECK
	223006	01/19/2023	KEY BANK N.A.	M	762525.00	MANUAL CHECK
	223007	01/24/2023	DEPARTMENT OF RETIREMENT	M	68990.73	MANUAL CHECK
	223008	01/20/2023	INTERNAL REVENUE SERVICE	M	93280.82	MANUAL CHECK
	223009	01/20/2023	VOYA	M	250.00	MANUAL CHECK
*	223-002	01/06/2023	INTERNAL REVENUE SERVICE	M	129286.99	MANUAL CHECK
*	9003644	01/18/2023	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9003645	01/18/2023	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9003646	01/18/2023	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9003647	01/18/2023	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9003648	01/18/2023	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9003649	01/18/2023	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9003650	01/18/2023	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9003651	01/18/2023	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9003652	01/18/2023	KEY2PURCHASE	R	24860.33	ACCOUNTS PAYABLE CHECK
*	10047599	01/04/2023	AFLAC INSURANCE	R	567.90	ACCOUNTS PAYABLE CHECK
	10047600	01/04/2023	ARAMARK UNIFORM SERVICES	R	97.94	ACCOUNTS PAYABLE CHECK
	10047601	01/04/2023	BELFAIR HOSE AND SUPPLY I	R	199.24	ACCOUNTS PAYABLE CHECK
	10047602	01/04/2023	BERGER JASON & EMILY	R	158.04	ACCOUNTS PAYABLE CHECK
	10047603	01/04/2023	BHUTI TASHI & LAMA GEWA G	R	338.73	ACCOUNTS PAYABLE CHECK
	10047604	01/04/2023	BLAKEMORE MICHAEL D & EVE	R	281.95	ACCOUNTS PAYABLE CHECK
	10047605	01/04/2023	BLUE SKY PRINTING LLC (HD	R	1494.41	ACCOUNTS PAYABLE CHECK
	10047606	01/04/2023	BORN DANIEL & CAROLYN	R	57.18	ACCOUNTS PAYABLE CHECK
	10047607	01/04/2023	BRIAN KILPATRICK	R	6500.00	ACCOUNTS PAYABLE CHECK
	10047608	01/04/2023	CHS INC	R	305.24	ACCOUNTS PAYABLE CHECK
	10047609	01/04/2023	CORNERSTONE BAPTIST CHURC	R	1301.29	ACCOUNTS PAYABLE CHECK
	10047610	01/04/2023	DAVIS CAROLINE	R	60.67	ACCOUNTS PAYABLE CHECK
	10047611	01/04/2023	ENDRES KRISTA	R	70.82	ACCOUNTS PAYABLE CHECK
	10047612	01/04/2023	FLOETER LEVI & JESSICA	R	9.35	ACCOUNTS PAYABLE CHECK
	10047613	01/04/2023	GOLDFARB JAY E & DIANNA	R	77.62	ACCOUNTS PAYABLE CHECK
	10047614	01/04/2023	GUARDIAN SECURITY SYSTEMS	R	717.77	ACCOUNTS PAYABLE CHECK
	10047615	01/04/2023	GUTERSON SPORTS CAMPS LLC	R	2368.00	ACCOUNTS PAYABLE CHECK
	10047616	01/04/2023	HI-LINE ELECTRIC COMPANY	R	167.95	ACCOUNTS PAYABLE CHECK
	10047617	01/04/2023	HODUS JERRY M & HARRIETTE	R	205.11	ACCOUNTS PAYABLE CHECK
	10047618	01/04/2023	KITSAP COUNTY DEPT OF ADM	R	12623.03	ACCOUNTS PAYABLE CHECK
	10047619	01/04/2023	KITSAP COUNTY AUDITOR	R	36225.67	ACCOUNTS PAYABLE CHECK
	10047620	01/04/2023	KITSAP COUNTY PUBLIC WORK	R	590.84	ACCOUNTS PAYABLE CHECK
	10047621	01/04/2023	KITSAP TIRE CENTER INC	R	727.14	ACCOUNTS PAYABLE CHECK
	10047622	01/04/2023	LAKESIDE INDUSTRIES	R	1092.70	ACCOUNTS PAYABLE CHECK
	10047623	01/04/2023	LEGACY WIRELESS SERVICES	R	427.26	ACCOUNTS PAYABLE CHECK
	10047624	01/04/2023	MERCHANT PATROL SECURITY	R	1572.48	ACCOUNTS PAYABLE CHECK
	10047625	01/04/2023	NATURALIST CARPET & AIR D	R	3351.60	ACCOUNTS PAYABLE CHECK
	10047626	01/04/2023	O'REILLY AUTO PARTS	R	51.39	ACCOUNTS PAYABLE CHECK
	10047627	01/04/2023	PARAMETRIX INC	R	41125.47	ACCOUNTS PAYABLE CHECK
	10047628	01/04/2023	PHILLIPS JOSHUA W & MALLO	R	154.00	ACCOUNTS PAYABLE CHECK

PERIOD 13 2022
$39,983.43

SELECTION CRITERIA: chkstat.rundate between '20230101 00:00:00.000' and '20230131 00:00:00.000'

10047629	01/04/2023	POWDER HILL LLC	R	20.00	ACCOUNTS PAYABLE CHECK
10047630	01/04/2023	PUGET SOUND ENERGY	R	1808.58	ACCOUNTS PAYABLE CHECK
10047631	01/04/2023	RITTER JACOB R & CHRISTIN	R	60.72	ACCOUNTS PAYABLE CHECK
10047632	01/04/2023	SCOTT KATHRYN ANN	R	27.97	ACCOUNTS PAYABLE CHECK
10047633	01/04/2023	SIX ROBBLEES' INC.	R	1719.63	ACCOUNTS PAYABLE CHECK
10047634	01/04/2023	SMITH JIM W & PATRICIA A	R	150.66	ACCOUNTS PAYABLE CHECK
10047635	01/04/2023	SONS OF NORWAY LODGE #44	R	1500.00	ACCOUNTS PAYABLE CHECK
10047636	01/04/2023	SOUND PUBLISHING	R	897.00	ACCOUNTS PAYABLE CHECK
10047637	01/04/2023	TACOMA SCREW PRODUCTS INC	R	267.66	ACCOUNTS PAYABLE CHECK
10047638	01/04/2023	TEAMSTERS LOCAL 589	R	2238.50	ACCOUNTS PAYABLE CHECK
10047639	01/04/2023	THE HOME DEPOT PRO INSTIT	R	167.95	ACCOUNTS PAYABLE CHECK
10047640	01/04/2023	WA ST CRIMINAL JUSTICE TR	R	95.00	ACCOUNTS PAYABLE CHECK
10047641	01/04/2023	WABO	R	45.00	ACCOUNTS PAYABLE CHECK
10047642	01/04/2023	WATSON SARAH	R	270.00	ACCOUNTS PAYABLE CHECK
10047643	01/04/2023	WESTBAY AUTO PARTS	R	301.51	ACCOUNTS PAYABLE CHECK
10047644	01/11/2023	AFLAC INSURANCE	R	567.90	ACCOUNTS PAYABLE CHECK
10047645	01/11/2023	ALBALA ANITA	R	1560.00	ACCOUNTS PAYABLE CHECK
10047646	01/11/2023	AMERICAN WATER WORKS ASSO	R	900.00	ACCOUNTS PAYABLE CHECK
10047647	01/11/2023	ARAMARK UNIFORM SERVICES	R	97.94	ACCOUNTS PAYABLE CHECK
10047648	01/11/2023	BAINBRIDGE DISPOSAL INC	R	51922.48	ACCOUNTS PAYABLE CHECK
10047649	01/11/2023	BERK CONSULTING INC	R	387.50	ACCOUNTS PAYABLE CHECK
10047650	01/11/2023	CARTEGRAPH SYSTEMS LLC	R	28011.38	ACCOUNTS PAYABLE CHECK
10047651	01/11/2023	CHAPMAN BITTINA	R	35.00	ACCOUNTS PAYABLE CHECK
10047652	01/11/2023	CODE PUBLISHING COMPANY	R	354.66	ACCOUNTS PAYABLE CHECK
10047653	01/11/2023	CONSOR NORTH AMERICA INC	R	14951.25	ACCOUNTS PAYABLE CHECK
10047654	01/11/2023	GAINES RICHARD & MARJORIE	R	6055.00	ACCOUNTS PAYABLE CHECK
10047655	01/11/2023	GUARDIAN SECURITY SYSTEMS	R	291.57	ACCOUNTS PAYABLE CHECK
10047656	01/11/2023	HACH CHEMICAL COMPANY	R	1224.00	ACCOUNTS PAYABLE CHECK
10047657	01/11/2023	KINERT SHERYL L	R	1408.82	ACCOUNTS PAYABLE CHECK
10047658	01/11/2023	INTERSTATE BATTERY	R	154.87	ACCOUNTS PAYABLE CHECK
10047659	01/11/2023	KEATING BUCKLIN & MCCORMA	R	302.50	ACCOUNTS PAYABLE CHECK
10047660	01/11/2023	KITSAP 911 PUBLIC AUTHORI	R	7124.67	ACCOUNTS PAYABLE CHECK
10047661	01/11/2023	KITSAP COUNTY PUBLIC WORK	R	133380.00	ACCOUNTS PAYABLE CHECK
10047662	01/11/2023	KITSAP COUNTY CORRECTIONS	R	20928.51	ACCOUNTS PAYABLE CHECK
10047663	01/11/2023	KITSAP ECONOMIC DEVELOP C	R	2500.00	ACCOUNTS PAYABLE CHECK
10047664	01/11/2023	KITSAP PUBLIC HEALTH DIST	R	3165.00	ACCOUNTS PAYABLE CHECK
10047665	01/11/2023	HAROLD LEMAY ENTERPRISES	R	42.21	ACCOUNTS PAYABLE CHECK
10047666	01/11/2023	LOOMIS	R	219.08	ACCOUNTS PAYABLE CHECK
10047667	01/11/2023	WASHINGTON STATE PATROL	R	53.00	ACCOUNTS PAYABLE CHECK
10047668	01/11/2023	PERTEET ENGINEERING	R	533.75	ACCOUNTS PAYABLE CHECK
10047669	01/11/2023	POULSBO LIONS CLUB	R	2300.00	ACCOUNTS PAYABLE CHECK
10047670	01/11/2023	PUBLIC SAFETY TESTING INC	R	218.00	ACCOUNTS PAYABLE CHECK
10047671	01/11/2023	COAST DO IT BEST HARDWARE	R	88.33	ACCOUNTS PAYABLE CHECK
10047672	01/11/2023	RICHMOND AMERICAN HOMES O	R	8272.67	ACCOUNTS PAYABLE CHECK
10047673	01/11/2023	RICOH USA INC	R	237.97	ACCOUNTS PAYABLE CHECK
10047674	01/11/2023	SESAC MUSIC LICENSING	R	553.00	ACCOUNTS PAYABLE CHECK
10047675	01/11/2023	SITEONE LANDSCAPE SUPPLY	R	69.33	ACCOUNTS PAYABLE CHECK
10047676	01/11/2023	STERICYCLE INC	R	10.36	ACCOUNTS PAYABLE CHECK
10047677	01/11/2023	TEAMSTERS LOCAL 589	R	2240.00	ACCOUNTS PAYABLE CHECK
10047678	01/11/2023	DP TRADING INC	R	293.30	ACCOUNTS PAYABLE CHECK
10047679	01/11/2023	TIMECLOCK PLUS LLC	R	660.44	ACCOUNTS PAYABLE CHECK
10047680	01/11/2023	T-MOBILE	R	36.16	ACCOUNTS PAYABLE CHECK
10047681	01/11/2023	UNUM LIFE INS COMPANY OF	R	124.50	ACCOUNTS PAYABLE CHECK
10047682	01/11/2023	US BANK CORPORATE PAYMENT	R	78.58	ACCOUNTS PAYABLE CHECK
10047683	01/11/2023	US POSTAL SERVICE	R	5000.00	ACCOUNTS PAYABLE CHECK
10047684	01/11/2023	HD SUPPLY FACILITIES MAIN	R	22.81	ACCOUNTS PAYABLE CHECK
10047685	01/11/2023	VANTAGEPOINT TRANSFER AGE	R	1065.00	ACCOUNTS PAYABLE CHECK

SELECTION CRITERIA: chkstat.rundate between '20230101 00:00:00.000' and '20230131 00:00:00.000'

*10047685	01/31/2023	MISSION SQUARE - 306652	V	-1065.00	VOID MANUAL CHECK
10047686	01/11/2023	WA STATE DEPT OF LICENSIN	R	108.00	ACCOUNTS PAYABLE CHECK
10047687	01/11/2023	WESTBAY AUTO PARTS	V	0.00	VOID: MULTI STUB CHECK
10047688	01/11/2023	WESTBAY AUTO PARTS	R	1099.51	ACCOUNTS PAYABLE CHECK
10047689	01/11/2023	WISETHEARY TRAN	R	1508.91	ACCOUNTS PAYABLE CHECK
10047690	01/18/2023	ADVANTAGE GLASS & POLISH	R	358.18	ACCOUNTS PAYABLE CHECK
10047691	01/18/2023	ARAMARK UNIFORM SERVICES	R	97.94	ACCOUNTS PAYABLE CHECK
10047692	01/18/2023	ASSOC OF WASH CITIES (AWC	R	1655.00	ACCOUNTS PAYABLE CHECK
10047693	01/18/2023	AT&T FINANCE	R	35.61	ACCOUNTS PAYABLE CHECK
10047694	01/18/2023	BIRD ELECTRIC CORP	R	720.72	ACCOUNTS PAYABLE CHECK
10047695	01/18/2023	BRANDON K MILLER	R	195.00	ACCOUNTS PAYABLE CHECK
10047696	01/18/2023	CARPENTER NORTHWEST INC.	R	259.00	ACCOUNTS PAYABLE CHECK
10047697	01/18/2023	CDW LLC	R	8949.60	ACCOUNTS PAYABLE CHECK
10047698	01/18/2023	CENEX FLEETCARD	R	20244.44	ACCOUNTS PAYABLE CHECK
10047699	01/18/2023	SAFARILAND, LLC	R	1076.38	ACCOUNTS PAYABLE CHECK
10047700	01/18/2023	FASTENAL INDUSTRIAL & CON	R	61.15	ACCOUNTS PAYABLE CHECK
10047701	01/18/2023	INTERNATIONAL MUNICIPAL S	R	720.00	ACCOUNTS PAYABLE CHECK
10047702	01/18/2023	KELLEY IMAGING SYSTEMS IN	R	1345.64	ACCOUNTS PAYABLE CHECK
10047703	01/18/2023	KITSAP COUNTY PUBLIC WORK	R	62473.53	ACCOUNTS PAYABLE CHECK
10047704	01/18/2023	HAROLD LEMAY ENTERPRISES	R	8.79	ACCOUNTS PAYABLE CHECK
10047705	01/18/2023	MATIAS CRUZ OTTO DELMAR	R	120.00	ACCOUNTS PAYABLE CHECK
10047706	01/18/2023	MERCHANT PATROL SECURITY	R	2031.12	ACCOUNTS PAYABLE CHECK
10047707	01/18/2023	NORTH COAST ELECTRIC CO	R	1149.09	ACCOUNTS PAYABLE CHECK
10047708	01/18/2023	KITSAP COUNTY PUBLIC WORK	R	55627.48	ACCOUNTS PAYABLE CHECK
10047709	01/18/2023	O'REILLY AUTO PARTS	R	50.21	ACCOUNTS PAYABLE CHECK
10047710	01/18/2023	PTM DOCUMENT SYSTEMS	R	109.41	ACCOUNTS PAYABLE CHECK
10047711	01/18/2023	PUBLIC SAFETY TESTING INC	R	5530.23	ACCOUNTS PAYABLE CHECK
10047712	01/18/2023	PUGET SOUND ENERGY	R	8556.02	ACCOUNTS PAYABLE CHECK
10047713	01/18/2023	COAST DO IT BEST HARDWARE	R	82.47	ACCOUNTS PAYABLE CHECK
10047714	01/18/2023	SCOTTS TREE SERVICE	R	2730.00	ACCOUNTS PAYABLE CHECK
10047715	01/18/2023	SHERWIN-WILLIAMS	R	336.67	ACCOUNTS PAYABLE CHECK
10047716	01/18/2023	SEATTLE SEWING SOLUTIONS	R	1460.22	ACCOUNTS PAYABLE CHECK
10047717	01/18/2023	THE HOME DEPOT PRO INSTIT	R	473.69	ACCOUNTS PAYABLE CHECK
10047718	01/18/2023	WA ST DEPT OF AGRICULTURE	R	75.00	ACCOUNTS PAYABLE CHECK
10047719	01/18/2023	WAVEDIVISION HOLDINGS LLC	R	887.40	ACCOUNTS PAYABLE CHECK
10047720	01/18/2023	WESTBAY AUTO PARTS	R	76.68	ACCOUNTS PAYABLE CHECK
10047721	01/18/2023	WESTERN WASHINGTON UNIVER	R	2500.00	ACCOUNTS PAYABLE CHECK
10047722	01/26/2023	AMW UNITED INC	R	280.00	ACCOUNTS PAYABLE CHECK
10047723	01/26/2023	ARAMARK UNIFORM SERVICES	R	97.94	ACCOUNTS PAYABLE CHECK
10047724	01/26/2023	ARCHIVESOCIAL	R	3137.40	ACCOUNTS PAYABLE CHECK
10047725	01/26/2023	ASSOC OF WASH CITIES (AWC	R	9451.00	ACCOUNTS PAYABLE CHECK
10047726	01/26/2023	FIRSTNET	R	1310.82	ACCOUNTS PAYABLE CHECK
10047727	01/26/2023	BROADCAST MUSIC INC	R	421.00	ACCOUNTS PAYABLE CHECK
10047728	01/26/2023	CASCADE NATURAL GAS CORPO	R	13.78	ACCOUNTS PAYABLE CHECK
10047729	01/26/2023	CASCADE NATURAL GAS CORPO	R	25.77	ACCOUNTS PAYABLE CHECK
10047730	01/26/2023	CASCADE NATURAL GAS CORPO	R	13.78	ACCOUNTS PAYABLE CHECK
10047731	01/26/2023	CASCADE NATURAL GAS CORPO	R	117.74	ACCOUNTS PAYABLE CHECK
10047732	01/26/2023	CASCADE NATURAL GAS CORPO	R	881.38	ACCOUNTS PAYABLE CHECK
10047733	01/26/2023	CDW LLC	R	1400.00	ACCOUNTS PAYABLE CHECK
10047734	01/26/2023	CHS INC	R	19.63	ACCOUNTS PAYABLE CHECK
10047735	01/26/2023	CITY OF BREMERTON	R	200.00	ACCOUNTS PAYABLE CHECK
10047736	01/26/2023	COSTCO-MEMBERSHIP	R	120.00	ACCOUNTS PAYABLE CHECK
10047737	01/26/2023	DEPARTMENT OF LABOR & IND	R	62162.90	ACCOUNTS PAYABLE CHECK
10047738	01/26/2023	DIST & MUNI CT JUDGES ASS	R	500.00	ACCOUNTS PAYABLE CHECK
10047739	01/26/2023	EMPLOYMENT SECURITY DEPAR	R	4755.87	ACCOUNTS PAYABLE CHECK
10047740	01/26/2023	EMPLOYMENT SECURITY DEPAR	R	14551.83	ACCOUNTS PAYABLE CHECK
10047741	01/26/2023	EVERGREEN RURAL WATER OF	R	700.00	ACCOUNTS PAYABLE CHECK

SELECTION CRITERIA: chkstat.rundate between '20230101 00:00:00.000' and '20230131 00:00:00.000'

10047742	01/26/2023	GRAY & OSBORNE INC	R	6391.33	ACCOUNTS PAYABLE CHECK
10047743	01/26/2023	GRETTE ASSOCIATES LLC	R	2130.00	ACCOUNTS PAYABLE CHECK
10047744	01/26/2023	GUARDIAN SECURITY SYSTEMS	R	717.77	ACCOUNTS PAYABLE CHECK
10047745	01/26/2023	HEDRICK THUY	R	53.33	ACCOUNTS PAYABLE CHECK
10047746	01/26/2023	HID GLOBAL CORPORATION	R	1020.36	ACCOUNTS PAYABLE CHECK
10047747	01/26/2023	JCG TECHNOLOGIES INC	R	1875.00	ACCOUNTS PAYABLE CHECK
10047748	01/26/2023	KITSAP COUNTY HUMANE SOCI	R	2997.00	ACCOUNTS PAYABLE CHECK
10047749	01/26/2023	KITSAP CHILDREN'S MUSICAL	R	1208.27	ACCOUNTS PAYABLE CHECK
10047750	01/26/2023	KITSAP COUNTY AUDITOR	R	1256.00	ACCOUNTS PAYABLE CHECK
10047751	01/26/2023	KITSAP COUNTY PROSECUTOR	R	10958.76	ACCOUNTS PAYABLE CHECK
10047752	01/26/2023	KITSAP COUNTY PUBLIC DEFE	R	10416.66	ACCOUNTS PAYABLE CHECK
10047753	01/26/2023	KITSAP COUNTY PUBLIC WORK	R	12405.45	ACCOUNTS PAYABLE CHECK
10047754	01/26/2023	KITSAP TIRE CENTER INC	R	767.11	ACCOUNTS PAYABLE CHECK
10047755	01/26/2023	MCS COUNSELING GROUP	R	280.00	ACCOUNTS PAYABLE CHECK
10047756	01/26/2023	MOORE IACOFANO GOLTSMAN I	R	1098.75	ACCOUNTS PAYABLE CHECK
10047757	01/26/2023	NORTH KITSAP SCHOOL DISTR	R	2018.91	ACCOUNTS PAYABLE CHECK
10047758	01/26/2023	NPELRA	R	131.25	ACCOUNTS PAYABLE CHECK
10047759	01/26/2023	OWEN EQUIPMENT	R	206.99	ACCOUNTS PAYABLE CHECK
10047760	01/26/2023	THE PAPE GROUP INC	R	36.03	ACCOUNTS PAYABLE CHECK
10047761	01/26/2023	PORT ORCHARD SAND & GRAVE	R	3987.22	ACCOUNTS PAYABLE CHECK
10047762	01/26/2023	POULSBO COMMUNITY ORCHEST	R	387.52	ACCOUNTS PAYABLE CHECK
10047763	01/26/2023	POULSBO HISTORICAL SOCIET	R	4944.12	ACCOUNTS PAYABLE CHECK
10047764	01/26/2023	PUGET SOUND ENERGY	R	22216.90	ACCOUNTS PAYABLE CHECK
10047765	01/26/2023	RACE FORWARD	R	1000.00	ACCOUNTS PAYABLE CHECK
10047766	01/26/2023	RAYMOND BROOKS MATTHEW	R	250.00	ACCOUNTS PAYABLE CHECK
10047767	01/26/2023	COAST DO IT BEST HARDWARE	R	43.67	ACCOUNTS PAYABLE CHECK
10047768	01/26/2023	RELYCO	R	2700.00	ACCOUNTS PAYABLE CHECK
10047769	01/26/2023	SAFETY VISION	R	105.42	ACCOUNTS PAYABLE CHECK
10047770	01/26/2023	SHERWIN-WILLIAMS	R	42.47	ACCOUNTS PAYABLE CHECK
10047771	01/26/2023	SOUND PUBLISHING	R	684.50	ACCOUNTS PAYABLE CHECK
10047772	01/26/2023	ST OF WA DEPT OF REVENUE	R	1384.49	ACCOUNTS PAYABLE CHECK
10047773	01/26/2023	SYSTEMS FOR PUBLIC SAFETY	R	1291.50	ACCOUNTS PAYABLE CHECK
10047774	01/26/2023	FRANCISCAN MEDICAL GROUP	R	501.00	ACCOUNTS PAYABLE CHECK
10047775	01/26/2023	SEATTLE TIMES COMPANY	R	229.69	ACCOUNTS PAYABLE CHECK
10047776	01/26/2023	THOMSON WEST	R	466.29	ACCOUNTS PAYABLE CHECK
10047777	01/26/2023	UNUM LIFE INS COMPANY OF	R	124.50	ACCOUNTS PAYABLE CHECK
10047778	01/26/2023	US BANK - DEBT SERVICE	R	300.00	ACCOUNTS PAYABLE CHECK
10047779	01/26/2023	USARCHIVE & IMAGING SERVI	R	2242.54	ACCOUNTS PAYABLE CHECK
10047780	01/26/2023	UTILITY UNDERGROUND LOCAT	R	78.54	ACCOUNTS PAYABLE CHECK
10047781	01/26/2023	VANTAGEPOINT TRANSFER AGE	R	1065.00	ACCOUNTS PAYABLE CHECK
10047782	01/26/2023	VIKING FEST CORPORATION	R	2572.96	ACCOUNTS PAYABLE CHECK
10047783	01/26/2023	WA CITIES INS AUTHORITY W	R	976587.00	ACCOUNTS PAYABLE CHECK
10047784	01/26/2023	WA STATE DEPT OF LICENSIN	R	125.00	ACCOUNTS PAYABLE CHECK
10047785	01/26/2023	WA ST TREASURERS OFFICE	R	944.24	ACCOUNTS PAYABLE CHECK
10047786	01/26/2023	WWU SEA DISCOVERY CENTER	R	9910.44	ACCOUNTS PAYABLE CHECK
*V9003631	01/04/2023	CRITTER RIDDERS PEST CONT	R	43.68	ACCOUNTS PAYABLE VOUCHER
*V9003632	01/04/2023	LAUREN ELLINGTON	R	128.04	ACCOUNTS PAYABLE VOUCHER
*V9003633	01/04/2023	H D FOWLER COMPANY	R	600.54	ACCOUNTS PAYABLE VOUCHER
*V9003634	01/11/2023	BMCCONSULTING	R	3750.00	ACCOUNTS PAYABLE VOUCHER
*V9003635	01/11/2023	CHANDLER ASSET MANAGEMENT	R	1166.66	ACCOUNTS PAYABLE VOUCHER
*V9003636	01/11/2023	DATABAR INC	R	3349.41	ACCOUNTS PAYABLE VOUCHER
*V9003637	01/11/2023	COOK DAVID JR	R	164.90	ACCOUNTS PAYABLE VOUCHER
*V9003638	01/11/2023	HRA VEBA TRUST	R	5734.98	ACCOUNTS PAYABLE VOUCHER
*V9003639	01/11/2023	LANG RICHARD	R	164.90	ACCOUNTS PAYABLE VOUCHER
*V9003640	01/11/2023	NEARMAP US, INC.	R	6000.00	ACCOUNTS PAYABLE VOUCHER
*V9003641	01/11/2023	NW ADMIN TRANSFER ACCOUNT	R	1460.20	ACCOUNTS PAYABLE VOUCHER
*V9003642	01/11/2023	POULSBO POLICE OFFICERS A	R	850.00	ACCOUNTS PAYABLE VOUCHER

SELECTION CRITERIA: chkstat.rundate between '20230101 00:00:00.000' and '20230131 00:00:00.000'

*V9003643	01/11/2023	SOUND MICROBIOLOGY LABORA	R	875.00	ACCOUNTS PAYABLE VOUCHER
*V9003653	01/18/2023	VICTOR CIENEGA	R	120.00	ACCOUNTS PAYABLE VOUCHER
*V9003654	01/18/2023	CRITTER RIDDERS PEST CONT	R	65.52	ACCOUNTS PAYABLE VOUCHER
*V9003655	01/18/2023	JERALD DECOTEAU	R	120.00	ACCOUNTS PAYABLE VOUCHER
*V9003656	01/18/2023	JOSEPH WALKER	R	136.00	ACCOUNTS PAYABLE VOUCHER
*V9003657	01/18/2023	MCFARLAND KEVIN M	R	1039.20	ACCOUNTS PAYABLE VOUCHER
*V9003658	01/26/2023	ACTIVE CONSTRUCTION	R	932282.05	ACCOUNTS PAYABLE VOUCHER
*V9003659	01/26/2023	AIR MANAGEMENT SOLUTIONS	R	1554.66	ACCOUNTS PAYABLE VOUCHER
*V9003660	01/26/2023	BRIGHTLY SOFTWARE INC.	R	16153.11	ACCOUNTS PAYABLE VOUCHER
*V9003661	01/26/2023	CRITTER RIDDERS PEST CONT	R	764.40	ACCOUNTS PAYABLE VOUCHER
*V9003662	01/26/2023	COOK DAVID JR	R	164.90	ACCOUNTS PAYABLE VOUCHER
*V9003663	01/26/2023	EDWARD STERN	R	103.31	ACCOUNTS PAYABLE VOUCHER
*V9003664	01/26/2023	FREDERICK JORDAN	R	120.00	ACCOUNTS PAYABLE VOUCHER
*V9003665	01/26/2023	GRANICUS LLC	R	3958.51	ACCOUNTS PAYABLE VOUCHER
*V9003666	01/26/2023	HRA VEBA TRUST	R	5771.27	ACCOUNTS PAYABLE VOUCHER
*V9003667	01/26/2023	JOSEPH SCHIEL	R	66.07	ACCOUNTS PAYABLE VOUCHER
*V9003668	01/26/2023	LANG RICHARD	R	210.96	ACCOUNTS PAYABLE VOUCHER
*V9003669	01/26/2023	LEXISNEXIS	R	183.75	ACCOUNTS PAYABLE VOUCHER
*V9003670	01/26/2023	NW ADMIN TRANSFER ACCOUNT	R	1460.20	ACCOUNTS PAYABLE VOUCHER
*V9003671	01/26/2023	POULSBO POLICE OFFICERS A	R	850.00	ACCOUNTS PAYABLE VOUCHER
*V9003672	01/26/2023	POWER DMS	R	600.60	ACCOUNTS PAYABLE VOUCHER
*V9003673	01/26/2023	REBECCA ERICKSON	R	196.29	ACCOUNTS PAYABLE VOUCHER
*V9003674	01/26/2023	RINGCENTRAL INC	R	23.14	ACCOUNTS PAYABLE VOUCHER
*V9003675	01/26/2023	SOUND PACIFIC CONSTRUCTIO	R	26765.00	ACCOUNTS PAYABLE VOUCHER
*V9003676	01/26/2023	MCFARLAND KEVIN M	R	1166.69	ACCOUNTS PAYABLE VOUCHER
*V9003677	01/26/2023	SUMMIT LAW GROUP PLLC	R	140.00	ACCOUNTS PAYABLE VOUCHER
*V9003678	01/26/2023	RAMUNDSEN SUPERION HOLDIN	R	6848.53	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				4197219.83	
TOTAL REPORT				4197219.83	

0.*

102.00+
2,670.63+
30,589.89+
5,996.43+
624.48+
39,983.43*+

- 39,983.43- PER 13/2022 EFTs
4,197,219.83+ CHECK REGISTER
587,452.56+ JAN 2023 PAYROLL
4,744,688.96*+ TOTAL DISBURSEMENT REGISTER

DISBURSEMENT REGISTER
January 2023

ACCOUNTS PAYABLE CLAIMS

Check Date	Check & Voucher Numbers From	To		Amount
1/04/2023	10047599	10047643	$	122,490.97
	V9003631	V9003633	$	772.26
1/11/2023	10047644	10047689	$	300,157.96
	V9003634	V9003643	$	23,516.05
1/18/2023	10047690	10047721	$	179,996.67
	9003644	9003652	$	24,860.33
	V9003653	V9003657	$	1,480.72
1/26/2023	10047722	10047786	$	1,190,314.82
	V9003658	V9003678	$	999,383.44
1/11/2023	10047685	VOID	$	(1,065.00)
EXPLANATION OF VOID: Check #10047685 voided as claim paid by EFT				

Total Checks: $ **2,841,908.22**

PAYROLL

Check Date	Check Numbers From	To		Amount
1/06/2023	30049946	30050071	$	324,665.31
1/20/2023	30050072	30050200	$	262,787.25
1/20/2023	30050201	Reissue voided check 30050198		
1/20/2023	30050202	Reissue voided check 30050200		
1/27/2023	30050203	Reissue voided check 30050200		

Total Checks: $ **587,452.56**

EFT PAYMENTS

EFT Number			Amount
223-	001	$	80,795.17
223-	002	$	129,286.99
223-	003	$	179,144.15
223-	004	$	250.00
223-	005	$	805.32
223-	006	$	762,525.00
223-	007	$	68,990.73
223-	008	$	93,280.82
223-	009	$	250.00

Total EFTs: $ **1,315,328.18**

TOTAL ALL DISBURSEMENTS: $ **4,744,688.96**

APPROVAL:

(Audited by Lauren Ellington)

(Assistant City Administrator D. Booher)

CENTRALSQUARE
DATE: 02/16/2023
TIME: 17:29:33

CITY OF POULSBO
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1
ACCTPA21
ACCOUNTING PERIOD: 2/23

SELECTION CRITERIA: chkstat.rundate between '20230101 00:00:00.000' and '20230131 00:00:00.000' and chkstat.chk_status='M'

DISTRIBUTION FUND: 999

	CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
	222171	01/11/2023	KEY BANK N.A.	M	102.00	MANUAL CHECK
	222172	01/17/2023	OFFICE OF STATE TREASURER	M	2670.63	MANUAL CHECK
	222173	01/25/2023	ST OF WA DEPT OF REVENUE	M	30589.89	MANUAL CHECK
	222174	01/27/2023	NORTH AMERICAN BANCARD HO	M	5996.43	MANUAL CHECK
	222175	01/27/2023	NORTH AMERICAN BANCARD HO	M	624.48	MANUAL CHECK
*	223001	01/10/2023	DEPARTMENT OF RETIREMENT	M	80795.17	MANUAL CHECK
*	223003	01/10/2023	NW ADMIN TRANSFER ACCOUNT	M	179144.15	MANUAL CHECK
	223004	01/10/2023	VOYA	M	250.00	MANUAL CHECK
	223005	01/11/2023	COLONIAL INSURANCE	M	805.32	MANUAL CHECK
	223006	01/19/2023	KEY BANK N.A.	M	762525.00	MANUAL CHECK
	223007	01/24/2023	DEPARTMENT OF RETIREMENT	M	68990.73	MANUAL CHECK
	223008	01/20/2023	INTERNAL REVENUE SERVICE	M	93280.82	MANUAL CHECK
	223009	01/20/2023	VOYA	M	250.00	MANUAL CHECK
*	223-002	01/06/2023	INTERNAL REVENUE SERVICE	M	129286.99	MANUAL CHECK
	TOTAL FUND				1355311.61	
	TOTAL REPORT				1355311.61	

Period 13
222-171 through 222-175

222-170 01/06/2023 Global Payments Direct, Inc. M 792.67 (Period 13)
Total EFT Manual Check January 2023 $1,356,104.28

1,355,311.61+
792.67+
1,356,104.28*+

0.*

792.67+
102.00+
2,670.63+
30,589.89+
5,996.43+
624.48+
PER 13 2022 40,776.10*+

0.*

80,795.17+
179,144.15+
250.00+
805.32+
762,525.00+
68,990.73+
93,280.82+
250.00+
129,286.99+
JAN 2023 1,315,328.18*+

40,776.10+
1,315,328.18+
TTL 1,356,104.28*+

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 03/08/2023

AGENDA ITEM:	Extension of Kitsap Homes of Compassion Agreement for Deeply Affordable Rentals
EXHIBITS:	2022 Agreement with KHOC
STAFFED BY:	Kim Hendrickson, Director Housing, Health and Human Services
CATEGORY:	Workshop
MAYOR OK/Initial:	

SUMMARY STATEMENT:

In 2021, the City entered into an agreement with Kitsap Homes of Compassion (KHOC). Under the agreement, the City provided KHOC with $3,000 for operational expenses and $3,000 for program participants' rental assistance (total funding: $6,000). Funds came from the Mayor's discretionary budget and benefited low income residents of Poulsbo struggling with housing stability. This agreement was renewed by Council in 2022 with revenue derived from the City's affordable housing tax account.

Council is being asked, tonight, to approve an extension of the KHOC agreement in 2023. KHOC provides homes for 10-12 adults, each year, who are at risk of homelessness including mothers who are housed, with their children, in a mothers and children's home. It is the opinion of the Housing, Health and Human Services Director and the Executive Director of KHOC that this small City investment has a significant impact in keeping vulnerable individuals housed in our community.

☐ Additional Staff Report Attached

WORKSHOP DATE:

	Recommended

IMPACTS:

Expenditure Required? ☑ Yes ☐ No	Included in Budget? ☑ Yes ☐ No Amount: $ 6,000 from affordable housing

RECOMMENDED ACTION:

Approve extension of 2022 Contract with Kitsap Homes of Compassion to 2023.

SAMPLE MOTION:

Move to approve extension of 2022 Contract with Kitsap Homes of Compassion to 2023.

POULSBO AGREEMENT DISTRIBUTION SCHEDULE

SUBJECT: 2022-004 Kitsap Homes of Compassion - Social/Community Services Agreement

CONFORM AS TO DATES & SIGNATURES

- ☐ Approved by the Mayor: _____
- ☑ Approved by the City Council: 01/12/2022
- ☑ Completion: 12/31/2022
- ☐ Recorded: _____
- ☐ Certificate of Liability: _____

DISTRIBUTE CONFORMED COPIES AS FOLLOWS:

- ☐ City Attorney
- ☑ Clerk's Department: Original
- ☑ Posted to Library Drive
- ☐ Posted to Web Site
- ☑ Posted to Laserfiche
- ☐ Scanned and Tossed: _____
- ☑ Electronically Created Document (No Hard Copy Exists)
- ☐ Department: _____
- ☐ Mayor
- ☐ Other: _____

Rhiannon Fernandez 1/28/22

City Clerk Date

City of Poulsbo
Social/Community Services Agreement

Kitsap Homes of Compassion

THIS AGREEMENT is entered into on January , 2022 between the City of Poulsbo, Washington, hereinafter called "the City", and the above-referenced person, firm or organization, hereinafter called "the Agency."

WHEREAS, the City has determined the need to have/provide certain social/community services performed for its citizens/local area businesses but does not have the manpower or expertise to perform such services, and

WHEREAS, the City desires to have the Agency perform such services pursuant to certain terms and conditions, now, therefore,

IN CONSIDERATION OF the mutual benefits and conditions hereinafter contained, the parties hereto agree as follows:

Section 1. Scope of Services to be Performed by Agency. The Agency manages three homes in the City of Poulsbo providing shared affordable housing for low-income citizens and their children to live. The program provides house managers and case managers who work with the residents to function as a group and supportive team.

Section 2. Compensation and Method of Payment. The City shall pay the Agency in 2022 an annual amount of $6,000 in quarterly increments. Payments will be to (1) support ongoing operational costs in an amount up to $3,000 and (2) to provide rental assistance for residents in an amount up to $3,000. Payment will be made upon receipt of an invoice attesting to the continued operation of homes in the City of Poulsbo and specification as to whether funds were used for operations or rental assistance.

Section 3. Duration. This Agreement shall be in force and effect upon approval of same by the Poulsbo City Council, but no earlier than January 1, 2022, and shall terminate on December 31, 2022.

Section 4. Independent Contractor. The Agency and the City agree that the Agency is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither Agency or any employee of Agency shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to the Agency or any employees of the Agency.

Section 5. Indemnification.

A. The Agency shall indemnify, defend and hold harmless the City, its agents and employees, from and against any and all liability arising from injury or death to persons or damage to property resulted in whole or in part from acts of omissions of the Agency, its agents, servants, officers or employees, irrespective of whether in connection with such act or omission it is alleged or claimed that an act of the City or its agents or employees contributed thereto. In the event that the City shall elect to defend itself against any claim or suit arising from such injury, death or damage, the Agency shall, in addition to indemnifying and holding the City harmless from any liability, indemnify the City for any and all expense incurred by the City in defending such claim or suit, including attorneys' fees. This paragraph shall not apply to damages and claims resulting from the sole negligence of the City.

B. With respect to the City, the Agency specifically waives its immunity under Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to its employees, and agrees that the obligation to indemnify, defend and hold harmless the City and its agents in any action brought by or on behalf of any employee of the Agency, against the City, its officers, agents and employees, and includes any judgment, award, and costs arising therefrom, including attorneys' fees. This waiver has been mutually negotiated by the parties hereto.

Section 6. Insurance. The Agency shall provide the following minimum insurance coverages:

A. Worker's compensation and employer's liability insurance as required by the State of Washington;

B. General public liability and property damage insurance in an amount not less than a combined single limit of one million dollars ($1,000,000) for bodily injury, including death, and property damage per occurrence; and

C. Professional liability insurance, if commercially available in Agency's field of expertise, in the amount of one million dollars ($1,000,000) or more against claims arising out of work provided for in this agreement.

The amounts listed above are the minimum deemed necessary by the City to protect the City's interests in this matter. The City has made no recommendation to the Agency as to the insurance necessary to protect the Agency's interests and any decision by the Agency to carry or not carry insurance amounts in excess of the above is solely that of the Agency.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Excepting the professional liability insurance, the City will be named on all insurance as an additional insured. The Agency shall submit a certificate of insurance to

the City evidencing the coverages specified above, together with an additional insured endorsement naming the City, within fifteen (15) days of the execution of this agreement. The additional insured endorsement shall provide that to the extent of the Agency's negligence, the Agency's insurance shall be primary and non-contributing as to the City, and any other insurance maintained by the City shall be excess and not contributing insurance with respect to the Agency's insurance. The certificates of insurance shall cover the work specified in or performed under this agreement. No cancellation, reduction or modification of the foregoing policies shall be effective without thirty (30) days prior written notice to the City.

Section 7. Record Keeping and Reporting.

A. The Agency shall maintain accounts and records, including personnel, property, financial and programmatic records which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed in the performance of this Agreement and such other records as may be deemed necessary by the City to ensure proper accounting for all funds contributed by the City to the performance of this Agreement and compliance with this Agreement.

B. These records shall be maintained for a period of three (3) years after termination hereof unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

C. The Agency shall submit a quarterly program accomplishment report outlining the successes of the program and showing the benefit to the City of Poulsbo.

Section 8. Audits and Inspections. The records and documents with respect to all matters covered by this Agreement shall be subject at all times to inspection, review or audit by the City and any other governmental agency so authorized by law during the performance of this Agreement. The City shall have the right to an annual audit of the Agency's financial statement and condition.

Section 9. Termination. This Agreement may at any time be terminated by the City giving to the Agency thirty (30) days written notice of the City's intention to terminate the same. If the Agency's insurance coverage is cancelled for any reason, the City shall have the right to terminate this Agreement immediately.

Section 10. Discrimination Prohibited. The Agency shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Agency to be provided under this Agreement on the basis of race, color, religion, creed, sex, age, national origin, sexual orientation, marital status, honorably discharged veteran or military status, or the presence of any sensory, mental or physical handicap or the use of a trained dog guide or service animal by a person with a disability.

Section 11. Compliance and Governing Law. The Agency shall at all times comply with all applicable federal, state, and local laws, rules, ordinances, and regulations. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

Section 12. Assignment and Sub-contract. The Agency shall not assign or subcontract any portion of the services contemplated by this Agreement without the express written consent of the City.

Section 13. Entire Agreement. This Agreement contains the entire agreement between the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or to bind any of the parties hereto. Either party may request changes in the Agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

Section 14. Notices. Notices to the City shall be sent to the following address:

Poulsbo City Hall, 200 NE Moe Street, Poulsbo, WA 98370

Notices to the Agency shall be sent to the Agency address identified on page 1 of this Agreement.

Section 15. Project Administrator. The City's Director of Housing, Health and Human Services will serve as Project Administrator and shall be responsible for coordinating the work of the Agency, for providing any necessary information for and direction of the Agency's work in order to ensure that it meets the requirements of this Agreement, and for reviewing, monitoring and approving the quality and quantity of such work. The Agency shall report to and take any necessary direction from the Project Administrator.

Section 16. Disputes. Any dispute concerning questions of fact in connection with the work not disposed of by agreement between the Agency and the City shall be referred for determination to the City Department Head who administers the department in which the Project Administrator works. The Department Head's decision in the matter shall be final and binding upon the parties to this agreement, provided, however, that if litigation is brought challenging the decision, that decision shall be subject to judicial review.

Section 17. Non-Waiver. Payment for any part of the work or services by the City shall not constitute a waiver by the City of any remedies of any type it may have against the Agency for any breach of the agreement by the Agency, or for failure of the Agency to perform work required of it under the agreement by the City. Waiver of any right or entitlement under this agreement by the City shall not constitute waiver of any other right or entitlement.

Section 18. Litigation. In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this agreement, the parties

agree that such actions shall be initiated in the Superior Court of the State of Washington, in and for Kitsap County. The parties agree that all questions shall be resolved by application of Washington law and that parties to such actions shall have the right of appeal from such decisions of the Superior Court in accordance with the law of the State of Washington. The Agency hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, in and for Kitsap County. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year first above written.

KITSAP HOMES OF COMPASSION

Joel Adamson
By: Joel Adamson
Title: General Director

CITY OF POULSBO:

Rebecca Erickson, Mayor
DATED: 1/14/22

ATTEST/AUTHENTICATED:

Rhiannon Fernandez, City Clerk

APPROVED AS TO FORM:

James E. Haney
Office of the City Attorney

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 03/08/2023

AGENDA ITEM:	Expansion of Believe in Recovery Agreement for SUD Services
EXHIBITS:	Agreement with Believe in Recovery to Provide SUD Services
STAFFED BY:	Kim Hendrickson, Director Housing, Health and Human Services
CATEGORY:	Consent Agenda
MAYOR OK/Initial:	

SUMMARY STATEMENT:

The City of Poulsbo receives yearly revenue from the State's liquor tax fund. According to RCW 71.24.555, jurisdictions that receive revenue from this fund must spend "no less than" two percent of revenue received on a substance use disorder program licensed or certified by the Department of Health. The City currently has approximately $15,000 in liquor tax funds that must be used for a substance use disorder program. Approximately $12,000 in opioid settlement funds are also available, to the City, to support SUD services.

The City of Poulsbo was awarded a grant, from the Association of Washington Cities to support the 2023 Central Kitsap Fire CARES Program. $10,000 is included in this grant for substance use disorder services.

On April 20, 2022, City Council approved an agreement with Believe in Recovery, LLC, to incorporate substance use disorder services into the Poulsbo Fire CARES Program. Council is being asked, this evening, to expand this agreement to include SUD services to the CK CARES Program and increase the total hours SUD services are available. The total amount payable under the Contract by the City to the Believe in Recovery in 2023 will not exceed $30,000.

☐ Additional Staff Report Attached

WORKSHOP DATE:	
03/01/2023	Recommended

IMPACTS:

Expenditure Required? ☐ Yes ☑ No	Included in Budget? ☑ Yes ☐ No Amount: $

RECOMMENDED ACTION:

Approve expanded contract with Believe in Recovery to provide field based substance use disorder services in 2023.

SAMPLE MOTION:

Move to approve expanded contract with Believe in Recovery to provide field based substance use disorder services in 2023.

CONTRACT FOR PROFESSIONAL SERVICES

This Contract for Professional Services (the "Contract") is entered into by the City of Poulsbo, a municipal corporation of the State of Washington (the "City"), and Believe in Recovery, a Washington substance use disorder treatment agency, having its principal offices at 3051 West Sims Way, Port Townsend, Washington, 98368 (the "Contractor").

SECTION 1. EFFECTIVE DATE OF CONTRACT

The Contract will become effective on March 1, 2023 and terminate on December 31, 2023, unless sooner terminated as provided in Section 8 below.

The Contract is intended to replace and supersede any contract that the parties may have previously entered into regarding the services provided herein.

SECTION 2. SERVICES TO BE PROVIDED

2.1 A description of the services to be performed by the Contractor is set forth in Exhibit A: Description of Services, which is attached to the Contract and incorporated by this reference.

2.2 The Contractor agrees to provide labor and materials. Unless otherwise provided for in the Contract, no material, labor or facilities will be furnished by the City.

2.3 The Contractor will perform the work specified in the Contract according to standard industry practice.

2.4 The Contractor will complete work in a timely manner and in accordance with the schedule agreed to by the parties.

2.5 The Contractor will confer with the City's Director of Housing, Health, and Human Services on a regular basis during the progress of the work. The Contractor will prepare and present status reports and other information that may be pertinent and necessary, or as may be requested by the City.

SECTION 3. CONTRACT REPRESENTATIVES

The City and the Contractor will each have a contract representative. A party may change its representative upon providing written notice to the other party. The parties' representatives are as follows:

For the City:	For Contractor:
Rebecca Erickson Mayor 200 ME Moe Street Poulsbo, WA 98370-7347 (360) 779-3901	Gabbie Caudill Executive Director Believe in Recovery 3051 West Sims Way Port Townsend, WA 98368

SECTION 4. COMPENSATION

4.1 A description of the compensation to be paid to the Contractor is set forth in Exhibit B: Compensation, which is attached to the Contract and incorporated by this reference.

4.2 The total amount payable under the Contract by the City to the Contractor will in no event exceed $30,000 (thirty thousand dollars).

4.3 Unless otherwise provided in the Contract, the Contractor may submit an invoice to the City once a month for payment of work actually completed to date. Subject to the other provisions of the Contract, the City generally will pay such an invoice within 30 days of receiving it.

4.4 The Contractor will be paid only for work expressly authorized in the Contract.

4.5 The Contractor will not be entitled to payment for any services that were performed prior to the effective date of the Contract or after its termination, unless a provision of the Contract expressly provides otherwise.

4.6 If the Contractor fails to perform any substantial obligation and the failure has not been cured within 10 days following notice from the City, the City may, in its sole discretion and upon written notice to the Contractor, withhold all monies due the Contractor, without penalty, until such failure to perform is cured.

SECTION 5. AMENDMENTS AND CHANGES IN WORK

5.1 In the event of any errors or omissions by the Contractor in the performance of any work required under the Contract, the Contractor will make all necessary corrections without additional compensation. All work submitted by the Contractor will be certified by the Contractor and checked by the Contractor for errors and omissions. The Contractor will continue to be responsible for the accuracy of work even after the work is accepted by the City.

5.2 In order to be effective, any Contract renewal, amendment or modification must be in writing, be signed by both parties and be attached to the Contract. Work under a renewal, an amendment or a modification may not commence until the renewal, amendment or modification has been approved by the City and has become effective.

SECTION 6. HOLD HARMLESS AND INDEMNIFICATION

6.1 Contractor shall be solely responsible for the acts or the failure to act of its Contractor or its personnel that occur or arise in any way out of the performance of this contract by its personnel. Contractor shall defend, indemnify and hold the

City and Kitsap County Fire Protection District No. 18, d.b.a. Poulsbo Fire Department, Central Kitsap Fire & Rescue, their officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City, Poulsbo Fire Department or Central Kitsap Fire & Rescue.

6.2 It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

SECTION 7. INSURANCE

7.1 Professional Liability. The Contractor will maintain professional legal liability or professional errors and omissions coverage appropriate to the Contractor's profession. The coverage will have a limit of not less than $2 million per occurrence. The coverage will apply to liability for a professional error, act or omission arising out of the Contractor's services under the Contract. The coverage will not exclude bodily injury or property damage. The coverage will not exclude hazards related to the work rendered as part of the Contract or within the scope of the Contractor's services under the Contract, including testing, monitoring, measuring operations or laboratory analysis where such services are rendered under the Contract.

7.2 Workers' Compensation and Employer Liability. The Contractor will maintain workers' compensation insurance as required by Title 51, Revised Code of Washington, and will provide evidence of coverage to the City. If the Contract is for over $50,000, then the Contractor will also maintain employer liability coverage with a limit of not less than $1 million.

7.3 Commercial General Liability. The Contractor will maintain Commercial General Liability coverage for bodily injury, personal injury and property damage, subject to a limit of not less than $2 million per occurrence. The general aggregate limit will apply separately to the Contract and be no less than $2 million. The Contractor will provide Commercial General Liability coverage that does not exclude any activity to be performed in fulfillment of the Contract. Specialized forms specific to the industry of the Contractor will be deemed equivalent provided coverage is no more restrictive than would be provided under a standard commercial general liability policy, including contractual liability coverage.

7.4 Automobile Liability. The Contractor will maintain insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as

Insurance Services Office (ISO) form CA 00 01 with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

7.5 Miscellaneous Insurance Provisions.

A. The Contractor's liability insurance provisions will be primary with respect to any insurance or self-insurance programs covering the City, Poulsbo Fire Department, and Central Kitsap Fire and Rescue and their respective elected and appointed officers, officials, employees and agents for any claims arising out of the acts, errors or omissions of the Contractor or its personnel in the performance of this contract.

B. The Contractor's Commercial General Liability insurance will include the City, Poulsbo Fire Department, and Central Kitsap Fire and Rescue and respective their officers, officials, employees and agents as an additional insured with respect to performance of services, with coverage at least as broad as Additional Endorsement ISO form CG 20 26.

C. The Contractor's Commercial General Liability insurance and automobile liability insurance will contain no special limitations on the scope of protection afforded to the City as an additional insured.

D. Any failure to comply with reporting provisions of the policies will not affect coverage provided to the City, Poulsbo Fire Department, and Central Kitsap Fire and Rescue and their respective officers, officials, employees or agents.

E. The Contractor's insurance will apply separately to each insured against whom claim is made or suit is brought, subject to the limits of the insurer's liability.

F. The Contractor will include all subcontractors as insureds under its policies or will furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors will be subject to all of the requirements stated in these provisions.

G. The insurance limits mandated for any insurance coverage required by the Contract are not intended to be an indication of exposure, nor are they limitations on indemnification.

H. The Contractor will maintain all required policies in force from the time services commence until services are completed. Certificates, policies and endorsements scheduled to expire before completion of services will be renewed before expiration. If the Contractor's liability coverage is written as a claims-made policy, then the Contractor must evidence the purchase of an extended-reporting period or "tail" coverage for a three-year period after completion of the services.

I. If the Contractor maintains higher insurance limits than the minimums shown above, the City, Poulsbo Fire Department, and Central Kitsap Fire and Rescue shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this contract or whether any certificate of insurance furnished to the City, Poulsbo Fire Department, or Central Kitsap Fire and Rescue evidences limits of liability lower than those maintained by the Contractor.

7.6 Verification of Coverage and Acceptability of Insurers.

A. The Contractor will place insurance with insurers licensed to do business in the State of Washington and having A.M. Best Company ratings of no less than A-VII, with the exception that excess and umbrella coverage used to meet the requirements for limits of liability or gaps in coverage need not be placed with insurers or re-insurers licensed in the State of Washington.

B. The Contractor will furnish the City with properly executed certificates of insurance or a signed policy endorsement which will clearly evidence all insurance required in this Section within 10 days of the execution of this contract. The certificate will, at a minimum, list limits of liability and coverage. The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

C. The Contractor will furnish the City with evidence that the additional-insured provision required above has been met. Acceptable forms of evidence are the endorsement pages of the policy showing the City, Poulsbo Fire Department, and Central Kitsap Fire and Rescue as additional insured.

D. Certificates of insurance will show the certificate holder as (1) City of Poulsbo and indicate "care of' the appropriate City office or department, (2) Kitsap County Fire Protection District No. 18, d.b.a. Poulsbo Fire Department, and indicate "care of' the Fire Chief, and (3) Central Kitsap Fire and Rescue and indicate “care of” the Fire Chief. The address of the certificate holder will be shown as the current address of the appropriate City office or department, the current address of Poulsbo Fire Department, and the current address of Central Kitsap Fire and Rescue.

E. The Contractor will request that the Washington State Department of Labor and Industries, Workers Compensation Representative, send written verification to the City that the Contractor is currently paying workers' compensation.

G. The Contractor or its broker will provide a copy of all insurance policies specified in the Contract upon request of the City.

SECTION 8. TERMINATION

8.1 The City may terminate the Contract in whole or in part whenever the City determines, in its sole discretion, that such termination is in the best interests of the City. The City may terminate the Contract upon giving the Contractor 10-days' written notice. In that event, the City will pay the Contractor for all costs incurred by the Contractor in performing the Contract up to the date of such notice, subject to the other provisions of the Contract.

8.2 If funding for the underlying project or matter is withdrawn, reduced or limited in any way after the Contract is signed or becomes effective, the City may summarily terminate the Contract notwithstanding any other termination provision in the Contract. Termination under this provision will be effective upon the date specified in the written notice of termination sent by City to the Contractor. No costs incurred after the effective date of the termination will be paid.

8.3 If the Contractor breaches any of its obligations under the Contract, and fails to cure the breach within 10 days of written notice to do so by the City, the City may terminate the Contract. In that event, the City will pay the Contractor only for the costs of services accepted by the City. Upon such termination, the City, at its discretion, may obtain performance of the work elsewhere, and the Contractor will bear all costs and expenses incurred by the City as a result of the breach including any increased cost in completing the work, and all damages sustained by the City by reason of the Contractor's breach.

SECTION 9. ASSIGNMENT, DELEGATION AND SUBCONTRACTING

9.1 The Contractor will perform under the Contract using only its bona fide employees or agents, and the obligations and duties of the Contractor under the Contract will not be assigned, delegated or subcontracted to any other person or firm without the prior express written consent of the City.

9.2 The Contractor warrants that it has not paid, nor has it agreed to pay, any company, person, partnership or firm, other than a bona fide employee working exclusively for Contractor, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of the Contract.

SECTION 10. INDEPENDENT CONTRACTOR

10.1 The Contractor's services will be furnished by the Contractor as an independent contractor and not as an agent, an employee or a servant of the City. The Contractor specifically has the right to direct and control Contractor's own activities in providing the agreed services in accordance with the specifications set out in the Contract.

10.2 The Contractor acknowledges that the entire compensation for the Contract is set forth in the compensation provisions of the Contract and the Contractor is not entitled to any City benefits, including, but not limited to: vacation pay; holiday pay; sick leave pay; medical, dental or other insurance benefits; fringe benefits; or any other rights or privileges afforded to City employees.

10.3 The Contractor will have and maintain complete responsibility and control over all of its subcontractors, employees, agents and representatives. No subcontractor, employee, agent or representative of the Contractor will be or be deemed to be, or act or purport to act, as an employee, agent or representative of the City.

10.4 Direct supervision of the Contractor while performing duties as part of the Poulsbo CARES Unit will be provided by Poulsbo Fire Department, but the Contractor shall not, except as provided below, be considered an employee of Poulsbo Fire. The Contractor shall execute and provide to Poulsbo Fire any required consent forms. By obtaining such consent, it is the intent of the parties to this Contract that both Contractor and Poulsbo Fire be considered employers for purposes of the Industrial Insurance Act in accordance with the holding of *Novenson v. Spokane Culvert* & *Fabricating* Co., 91 Wn.2d 550, 553, 588 P.2d 1174, 1176 (1979). At no time shall the Contractor be considered an employee of the City, and all provisions of this Agreement, including but not limited to, this Section, are applicable to the status of the Contractor and/or its employees.

SECTION 11. NONDISCRIMINATION

There shall be no discrimination against the contractor, its assignees, delegates or subcontractors, employees or applicants on the basis of race, creed, color, religion, gender, sexual orientation, ancestry, national origin, age, sensory, physical or mental disability, membership in the military or status as a veteran, HIV/AIDS or Hepatitis C status or the use of a trained dog guide or service animal, except as necessary to meet a bonafide occupational qualification.

SECTION 12. OWNERSHIP OF MATERIALS/WORKS PRODUCED

12.1 All reports, drawings, plans, specifications, all forms of electronic media, and data and documents produced in the performance of the work under the Contract will be "works for hire" as defined by the U.S. Copyright Act of 1976 and will be owned by the City. Ownership includes the right to copyright, patent, and register, and the ability to transfer these rights.

12.2 An electronic copy of all word processing documents will be submitted to the City upon request or at the end of the job using the word processing program and version specified by the City.

12.3 All case management and related records shall be maintained and kept solely by the Contractor, in compliance with all state and federal laws, including but not limited to, the Health Insurance Portability and Accountability Act of 1996 (HIPM), its related rules and regulations including those contained in 45 CFR, and Chapter 70.02 RCW. The City shall not have access to, or maintain, any such records, other than as provided in Section 12.4 below.

12.4 All records not related to case management which are required to be maintained by this Contract, or by state law shall be considered public records and maintained in accordance with applicable laws. Should the City receive a request for public records related to this program, held or maintained by the Contractor, the Contractor shall provide the fullest assistance in the provision of records to the City to fulfill the request.

SECTION 13. PATENT/COPYRIGHT INFRINGEMENT

The Contractor will hold harmless, indemnify and defend the City, its officers, officials, employees and agents, from and against any claimed action, cause or demand brought against the City, where such action is based on the claim that information supplied by the Contractor or subcontractor infringes any patent or copyright. The Contractor will be notified promptly in writing by the City of any notice of such claim.

SECTION 14. DISPUTES

Differences, disputes and disagreements between the Contractor and the City arising under or out of the Contract will be brought to the attention of the City at the earliest possible time so that the matter may be settled or other appropriate action promptly taken. Any dispute relating to the quality or acceptability of performance or compensation due the Contractor will be decided by the City's contract representative or designee. All rulings, orders, instructions and decisions of the City's contract representative will be final and conclusive.

SECTION 15. CONFIDENTIALITY

The Contractor, its employees, subcontractors and their employees will maintain the confidentiality of all information provided by the City or acquired by the Contractor in performance of the Contract, except upon the prior express written consent of the City or an order entered by a court of competent jurisdiction. The Contractor will promptly give the City written notice of any judicial proceeding seeking disclosure of such information.

The Contractor shall enter into a Business Associate Agreement with Poulsbo Fire to address patient health care information confidentiality prior to performing services under this Agreement. However, this shall be accomplished solely between Poulsbo Fire and the Contractor, the City shall not be involved in the development or, or a party to, the entry of said agreement.

SECTION 16. CHOICE OF LAW, JURISDICTION AND VENUE

16.1 The Contract will be construed as having been made and delivered within the State of Washington, and it is agreed by each party that the Contract will be governed by the laws of the State of Washington, both as to its interpretation and performance.

16.2 Any action at law, suit in equity or other judicial proceeding arising under or out of the Contract may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington.

SECTION 17. CRIMINAL HISTORY REQUIREMENTS

17.1 Background Checks. Contractor will conduct a National criminal background check upon hire of all employees, individual service providers and volunteers, and any time after that date, upon suspicion.

17.2 Disclosure of Criminal Background. Contractor will ensure that employees, individual service providers and volunteers will not have unsupervised access to individuals under the jurisdiction of the Superior Court if the employee, service provider or volunteer has been convicted on any crime noted on Exhibit C, attached and incorporated by this reference.

17.3 Reporting of Conviction. Upon initial hire, the Contractor will report any conviction of employees, service providers and volunteers for any felony sex offense as defined in RCW 9.94A.030 and RCW 9A.44.130 or any violent offense as defined in RCW 9.94A.030 to the Superior Court within seven days of the conviction. Failure to report within seven days constitutes misconduct under Title 50.RCW.

17.4 Reference Checking. Contractor will screen every employee, individual service provider and volunteer by checking professional and personal references prior to engagement.

SECTION 18. MISCELLANEOUS

18.1 No Waiver. The parties agree that the excuse or forgiveness of performance, or waiver of any provisions of the Contract, does not constitute a waiver of such provision or future performance, or prejudice the right of the waiving party to enforce any of the provisions of the Contract at a later time.

18.2 Tax Payments. The Contractor will pay all applicable federal, state and local taxes, fees (including licensing fees) and other amounts.

18.3 Personnel Removal. The Contractor agrees to remove immediately any of its subcontractors, employees, agents or representatives from assignment to perform services under the Contract upon receipt of a written request to do so from the City's contract representative or designee.

18.4 Legal Compliance. The Contractor and its subcontractors, employees, agents and representatives will comply with all applicable federal, state and local laws, rules and regulations in their performance under the Contract.

18.5 Records Inspection and Retention. The City may, at reasonable times, inspect the books and records of the Contractor relating to the performance of the Contract. The Contractor will retain for audit purposes all Contract-related records for at least six years after termination of the Contract.

18.6 Successors and Assigns. The City, to the extent permitted by law, and the Contractor each bind themselves, their partners, successors, executors, administrators and assigns to the other party to the Contract and to the partners, successors, administrators and assigns of such other party in respect to all covenants to the Contract.

18.7 Severability. If a court of competent jurisdiction holds any provision of the Contract to be illegal, invalid or unenforceable, in whole or in part, the validity of the remaining provisions will not be affected, and the parties' rights and obligations will be construed and enforced as if the Contract did not contain the particular provision held to be invalid. If any provision of the Contract conflicts with any statutory provision of the State of Washington, the provision will be deemed inoperative to the extent of the conflict or modified to conform to statutory requirements.

18.8 Entire Agreement. The parties acknowledge that the Contract is the complete expression of their agreement regarding the subject matter of the contract. Any oral or written representations or understandings not incorporated in the Contract are specifically excluded.

18.9 Notices. Any notices will be effective if personally served upon the other party or if mailed by registered or certified mail, return receipt requested, to the addresses set out in the contract representatives provision of the Contract. Notice may also be given by facsimile with the original to follow by regular mail. Notice will be deemed to be given three days following the date of mailing, or immediately if personally served. For service by facsimile, service will be effective at the beginning of the next working day.

18.10 Survival. Those provisions of the Contract that by their sense and purpose should survive expiration or termination of the Contract shall so survive. Those provisions include, but are not necessarily limited to, the following: Sections 6.1-6.3 (Hold Harmless and Indemnification), 8.3 (Termination), 13 (Patent/Copyright infringement, 14 (Disputes), 15 (Confidentiality), and 16 (Choice of Law, Jurisdiction, and Venue).

IN WITNESS WHEREOF, the parties have signed as of the date set forth below.

CITY OF POULSBO

_____
MAYOR REBECCA ERICKSON

Date: _____

ATTEST:

_____
RHIANNON FERNADEZ, CITY CLERK

APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY

_____
Emily Romanenko

BELIEVE IN RECOVERY

By:_____
Printed:_____
Title: _____
Date: _____

EXHIBIT A: SCOPE OF SERVICES

The Contractor will provide part time Substance Use Disorder Professionals ("SUDP")s and other support staff ("BIR Staff") to provide services to Poulsbo Fire CARES Program through the Poulsbo Fire Department. Additionally, BIR Staff may also provide services to individuals referred to BIR Staff by the Central Kitsap CARES Program acting through the Central Kitsap Fire and Rescue.

The Poulsbo FIRE CARES Program is intended to bridge the gap between emergency medical response and the needs of people with behavioral health issues. Services will be provided in the Poulsbo Fire CARES Mobile Unit, at the Poulsbo Fire Department, and in community settings agreed on by the City, and Poulsbo Fire Department.

Services will be provided by BIR staff, who will be available to the City and Poulsbo Fire Department for up to 12 hours each week on a regularly reoccurring schedule. A two person Believe in Recovery Team ("Team") with a minimum of one SUDP will be on call for a 6 hour shift one day a week or, alternatively, the Team will be on call for 3 hours a day, twice a week. In addition, a single SUDP will partner with the Poulsbo CARES team based on need and availability.

The Team will accompany the Poulsbo Fire CARES Unit's Firefighter/EMT to assist individuals referred by first responders throughout North Kitsap. Additionally, BIR Staff may respond independently to Poulsbo Fire CARES and Central Kitsap CARES referrals.

Direct supervision of BIR Staff while performing duties as part of the Poulsbo CARES Unit will be provided by Poulsbo Fire Department. Other supervision will be provided Believe in Recovery supervisory staff. Contract oversight will be provided by the City's Housing, Health and Human Services Director.

EXHIBIT B: COMPENSATION

The Contractor will be paid a flat fee of $45.00 per hour per person for up to eighteen (18 hours of work each week (the maximum number of service hours under this agreement is 12; however, a two-person team will be staffed for 6 hours each week). Hours worked may only be adjusted with written approval of the City's Housing, Health, and Human Services Director. Payment is not to exceed $30,000.00 under this Contract. The Contractor shall not receive additional compensation or be reimbursed for any additional fees, costs or expenses incurred by the Contractor in the performance of this Contract, unless specifically approved in writing in advance by the City.

Contractor shall submit no more than one invoice each month.

The payment described above is complete compensation for all services, costs and expenses of Contractor, both direct and indirect.

A reimbursement request shall accompany the monthly invoice. The reimbursement request shall contain the following information:

1. Number of individuals assisted by SUDP and support staff.
2. Hours worked by SUDP to support the Poulsbo Fire CARES and respond to referrals from the Central Kitsap Fire CARES Program.
3. Amount due.

In addition to this information, the Contractor will provide the City of Poulsbo with more detailed metrics on a monthly basis.

Invoices shall be submitted within 10 days after the close of each month.

EXHIBIT C: DISCLOSURE OF CRIMINAL BACKGROUND

Pursuant to the requirements of Sections 43.43.830 to 43.43.845 of the Revised Code of Washington, we must ask you to disclose the following information. The information will be kept confidential;

1. A. Have you ever been convicted of a crime against children or other persons? (A crime against persons means a conviction of any of the following offenses: Aggravated murder; first or second degree murder; first or second degree kidnapping; first, second or third degree assault; first, second or third degree assault of a child; first, second or third degree rape; first, second or third degree rape of a child; first or second degree robbery; first degree arson; first degree burglary; first or second degree manslaughter; first or second degree extortion; indecent liberties; incest; vehicular homicide; first degree promoting prostitution; communication with a minor; unlawful imprisonment; simple assault; sexual exploitation of minors; first or second degree criminal mistreatment; child abuse or neglect as defined in RCW 26.44.020; first or second degree custodial interference; first or second degree custodial sexual misconduct; malicious harassment; firs, second or third degree child molestation; first or second degree sexual misconduct with a minor; patronizing a juvenile prostitute; child abandonment; promoting pornography; selling or distribution erotic material to a minor; custodial assault; violation of child abuse restraining order; child buying or selling; prostitution; felony indecent exposure; criminal abandonment; or any of these crimes as they may be renamed in the future.)

_____Yes _____No

   B. Have you ever been convicted of a crime relating to financial exploitation if the victim was a vulnerable adult? (Crimes relating to financial exploitation means a conviction for first, second or third degree extortion; first, second or third degree theft; first or second degree robbery; forgery; or any of these crimes as they may be renamed in the future.)

_____Yes _____No

If you answer "yes" to either part A or B of question 1, please describe and provide the following information:

Date	State	Conviction	Sentence	Cause Number	Court	State ID#
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

2. A. Have you ever been found in a dependency action or domestic relations proceeding to have sexually assaulted, abused or exploited any minor, or to have physically abused a minor?

_____Yes _____No

   B. Have you ever been found in any disciplinary board final decision to have sexually or physically abused or exploited any minor or developmentally disabled

person or to have abused or financially exploited any vulnerable adult?

_____Yes _____No

C. Have you ever been found by a court in a protection proceeding to have abused or financially exploited a vulnerable adult?

_____Yes _____No

If you answer "yes" to either part A or B of question 1, please describe and provide the following information:

Date	State	Conviction	Sentence	Cause Number	Court
	State ID#				
____	____	_____	_____	_____	_____
	_____				
____	____	_____	_____	_____	_____
	_____				
____	____	_____	_____	_____	_____
	_____				

3. Have you ever been convicted of a crime relating to drugs? (A crime relating to drugs means a conviction of a crime to manufacture, delivery or possession with intent to manufacture or deliver a controlled substance.)

_____Yes _____No

The City may request your fingerprints to obtain from the criminal identification system a report of your record of criminal convictions for offenses against children or other persons, crimes relating to financial exploitation of vulnerable adults, civil adjudications of child abuse, domestic relations proceedings, disciplinary board final decisions, and protection proceedings. If we contract with you before that report is available, **THE CONTINUATION OF YOUR CONTRACT WILL BE CONDITIONAL UPON THE RECEIPT OF A SATISFACTORY REPORT.**

You will be notified of the response within ten days after the City receives the report. We will make a copy of the report available to you upon request.

UNDER PENALTY OF PERJURY, I certify that the above information is true, correct and complete. I understand that if I contract with the City, I can be discharged for any misrepresentation or omission in the above statements. I also understand that if I am contracted with, my contract is conditioned on the City's receipt of a satisfactory report.

Signature: _____

Name (Please Print): _____

DATE: _____/_____/_____

I signed this document while in _____, Washington
(city or town)

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 1/28/22

AGENDA ITEM:	BA #23-0107 Use of Force Legislative Funding for Training
EXHIBITS:	BA #23-0107
STAFFED BY:	Police Chief Ron Harding
CATEGORY:	Consent Agenda
MAYOR OK/Initial:	

SUMMARY STATEMENT:

For 2023, the WA State Legislature provided funds for local law enforcement agencies to assist with costs of training required by certain legislation enacted in 2021 and 2022: Use of Force HB1310; Duty to Intervene SB5066; Use of Force HB1735; and Use of Force HB2037. This funding, in the amount of $15,785, was distributed to our agency through WASPC based on the number of commissioned officers reported in 2021. These funds were received in January 2023 and must be expensed by our agency no later than June 30, 2023. This budget amendment is to recognize the revenue and the associated expense.

☐ Additional Staff Report Attached

WORKSHOP DATE:	
03/01/2023	Recommended

IMPACTS:

Expenditure Required? ☐ Yes ☐ No	Included in Budget? ☐ Yes ☑ No Amount: $ 15,785.00

RECOMMENDED ACTION:

Move to approve Budget Amendment #23-0107 in the amount of $15,785 for funding distributed by WASPC as approved by the WA State Legislature for the costs of training associated with legislative changes regarding Use of Force.

SAMPLE MOTION:

Move to approve Budget Amendment #23-0107 in the amount of $15,785 for funding distributed by WASPC as approved by the WA State Legislature for the costs of training associated with legislative changes regarding Use of Force.

CITY OF POULSBO

BUDGET AMENDMENT REQUEST FORM
(MAYOR/COUNCIL APPROVAL REQUIRED)

TO: Mayor Erickson DATE: 2/3/23

FROM: Police Chief Ron Harding

DESCRIPTION OF BUDGET AMENDMENT REQUEST:

For 2023, the WA State Legislature provided funds for local law enforcement agencies to assist with costs of training required by certain legislation enacted in 2021 and 2022: Use of Force HB1310; Duty to Intervene SB5066; Use of Force HB1735; and Use of Force HB2037. This funding, in the amount of $15,785, was distributed to our agency through WASPC based on the number of commissioned officers reported in 2021. These funds were received in January 2023 and must be expensed by our agency no later than June 30, 2023.

	Account Number	*Description*	*Amount*
INCREASE:	00120000033030 / 33400110	ST-Crim Just Train Comm	15,785
INCREASE:	00120000052120 / 50000492	SPP - Ops - Training	15,785

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

TO: Finance Director Booher DATE: _____

FROM: Mayor Erickson

Approved_____ Disapproved_____

COMMENTS:

TO: Senior Accountant Ellington DATE: _____

FROM: Finance Director Booher DATE:_____ BA#: 23-0107

Note: This form should be reproduced on PINK paper

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 03/08/2023

AGENDA ITEM:	Donation: Building Materials for Fish Park Improvements
EXHIBITS:	Donation-Lions Club-Building Materials for Fish Park-Signed 2.23.23
STAFFED BY:	Parks & Recreation Director Ozimek
CATEGORY:	Consent Agenda
MAYOR OK/Initial:	

SUMMARY STATEMENT:

The Poulsbo Lions Raab Foundation would like to donate $6,800 of fair market value building materials to the City of Poulsbo. The building materials are flagged for future improvements - such as a section of boardwalk and crossover - at Fish Park.

☐ Additional Staff Report Attached

WORKSHOP DATE:	
03/01/2023	Recommended

IMPACTS:

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

RECOMMENDED ACTION:

Accept the donation.

SAMPLE MOTION:

Move to accept the donation from Poulsbo Lions Raab Foundation for the fair market value of $6,800 in supplies to be used for the construction of a section of the boardwalk and crossover in Poulsbo's Fish Park.

DocuSign Envelope ID: D12F480F-B687-4037-B0D2-725C3E2734FB

DONATION AGREEMENT FORM

SECTION 1: DONOR INFORMATION

Donor(s) Name: Poulsbo Lions Raab Foundation

Donor(s) Address: PO Box 1244

Poulsbo, WA 98370

SECTION 2: DONATION CLASSIFICATION

☐ The undersigned donor(s) hereby donates to the City of Poulsbo, Washington the amount of $ _____ which said donation shall be considered accepted upon approval from the Mayor and receipt of the funds by the City.

OR

☒ The undersigned donor(s) hereby donates lumber, cement, pier blocks, hangers, deck screws, nails, anchor bolts, & rebar with a fair market value of $ 6,800 which said donation shall be considered accepted upon approval from the Mayor and receipt of the item(s) by the City.

Please attach any receipts or documentation establishing the fair market value amount.

SECTION 3: PURPOSE OF DONATION

The City represents that it is a duly organized and existing municipal corporation of the State of Washington and that the donated funds will be used to the extent possible only for the following public purposes: *(Attach a separate statement if more space is required.)*

The donated materials will be utilized for the construction of a section of boardwalk and a crossover in Poulsbo's Fish Park.

DocuSign Envelope ID: D12F480F-B687-4037-B0D2-725C3E2734FB

DONATION AGREEMENT FORM

The City of Poulsbo will make all reasonable efforts to fulfill the specific purpose(s) as outlined in the previous section for this donation. If the specified donation purposes are not feasible, substitutions for the purposes will be made. The donated funds will be managed and accounted for by the City of Poulsbo in accordance with the Poulsbo Municipal Code.

For IRS purposes, this agreement serves as written acknowledgment of your donation. The City of Poulsbo did not provide you any goods or services in consideration for this donation.

SECTION 4. DONOR SIGNATURE(S)

Donor Signature — Date: 2/23/23

STEPHEN CALHOUN

SECTION 5. ASSIGNED DEPARTMENT APPROVING SIGNATURE

DocuSigned by:
Jeff Onzinek
A9FA5B6583F44DE...
Assigned Department Signature — Date: 2/23/2023

SECTION 6. FINANCE DIRECTOR APPROVING SIGNATURE

DocuSigned by:
Debbie Booher
2823618BD2DD4FA...
Finance Director's Signature — Date: 2/23/2023

SECTION 7. MAYOR APPROVING SIGNATURE

DocuSigned by:
12C4BDCB4DDD40B...
Mayor's Signature — Date: 2/23/2023

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 03/08/2023

AGENDA ITEM:	Engineering Vehicle Repairs Budget Amendment
EXHIBITS:	BA 23-0108
STAFFED BY:	Public Works Director Lenius
CATEGORY:	Workshop
MAYOR OK/Initial:	

SUMMARY STATEMENT:

The Engineering Escape was damaged during the winter ice storm. Due to the vehicles' age (2007), collision coverage was no longer in place. The Engineering Department is responsible to cover the costs of the repairs. The repair costs are outside of the Department budget and a budget amendment is needed for the repairs.

☐ Additional Staff Report Attached

WORKSHOP DATE:

	Recommended

IMPACTS:

Expenditure Required? ☑ Yes ☐ No	Included in Budget? ☐ Yes ☑ No Amount: $ 4,000

RECOMMENDED ACTION:

Recommend moving the budget amendment for the Engineering Escape repair costs to City Council consent agenda on 3/15/23 for approval.

SAMPLE MOTION:

N/A

CITY OF POULSBO

BUDGET AMENDMENT REQUEST FORM
(MAYOR/COUNCIL APPROVAL REQUIRED)

TO: Mayor Erickson DATE: 2/22/23

FROM: DIANE LENIUS

DESCRIPTION OF BUDGET AMENDMENT REQUEST:

Budget amendment request for Engineering Vehicle (Escape) which was damaged during the winter ice storm. Due to the vehicles age (2007) collision coverage was no longer in place - Engineering is responsible to pay all repair costs.

	Account Number	*Description*	*Amount*
DECREASE:	001 291800000	Budgeted Fund Balance	4,000
INCREASE:	00154000054310 50000480	ENG Repairs & Maintenance	4,000
INCREASE:			

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

TO: Finance Director Booher DATE: _____

FROM: Mayor Erickson

Approved_____ Disapproved_____

COMMENTS:

TO: Senior Accountant Ellington DATE: _____

FROM: Finance Director Booher DATE: 2/23/23 BA#: 23-0108

Note: This form should be reproduced on PINK paper

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 03/08/2023

AGENDA ITEM:	Transportation Plan Consultant Contract
EXHIBITS:	Presentation, Task Authorization, Scope and Budget
STAFFED BY:	City Engineer Ranes
CATEGORY:	Workshop
MAYOR OK/Initial:	

SUMMARY STATEMENT:

The City is in the process of updating the functional plans for the City Comprehensive Plan in 2024. The Transportation Functional Plan is one of the elements that needs to be updated to be included in the Comp Plan in 2024.

Parametrix will be assisting the City in this update effort. Some elements they will address is inventory and modeling of existing conditions, review and update of City policies and evaluating the future transportation system needs. The Parametrix scope and budget are included for review.

Parametrix has an estimated budget of $95,432 which is within the approved project budget of $125,000.

☐ Additional Staff Report Attached

WORKSHOP DATE:

	Recommended

IMPACTS:

Expenditure Required? ☑ Yes ☐ No	Included in Budget? ☑ Yes ☐ No Amount: $ 95,431.91

RECOMMENDED ACTION:

Recommend moving the Parametrix contract of $95,431.91 for the Transportation Plan Update to City Council consent agenda for approval on 3/15/23.

SAMPLE MOTION:

n/a

Transportation Plan
Consultant Contract

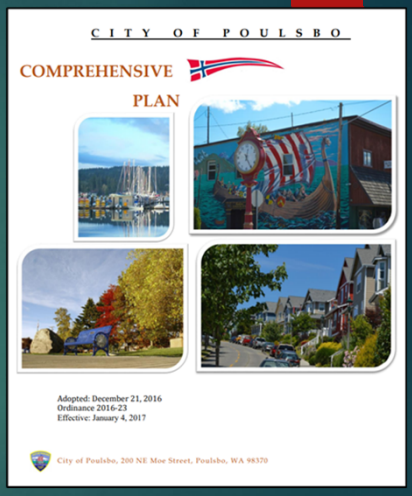
CITY COUNCIL WORKSHOP

MARCH 8, 2023

1

Background

- Transportation Plan – required under Growth Management Act (GMA)
- 2024 Comprehensive Plan update
  - Transportation plan to be completed prior for inclusion
- Current Transportation Plan from 2016



2

Consultant



- Parametrix selected from our on-call roster
- Currently working on Poulsbo Complete Streets Plan & SR305 Study
- Schedule
  - April 2023 – Traffic Modeling
  - May 2023 – August – Identifying Infrastructure Needs
  - December 2023 – Draft Plan
  - March 2023 – Final Plan
- Participate in public outreach events with Planning Department

3

Consultant Scope – Parametrix

- Consultant tasks include:
  - project management
  - inventory and modeling existing conditions
  - review and update policies
  - evaluate future 2044 transportation system
  - Identify improvement projects for 20-year horizon & prioritize
  - public outreach
  - develop transportation functional plan
- Consultant budget - $95,431.91
- Overall budget - $125,000



4



Questions

Discussion

Next steps – consent agenda

5

Parametrix
ENGINEERING . PLANNING . ENVIRONMENTAL SCIENCES

Task Authorization No. 9

PARAMETRIX, INC.:

Office Address: 719 Second Avenue, Suite 200, Seattle, WA 98104
Project Number: 554-2237-139
Project Manager: Alex Atchison

TASK AUTHORIZATION NAME: Transportation Element Update

CLIENT: City of Poulsbo
200 NE Moe Street
Poulsbo, WA 98370

SCOPE OF WORK: See attached Scope of Work and Budget Summary.

SCHEDULE FOR COMPENSATION (check one):

☐	Lump Sum	Lump Sum Amount:	$
☒	Negotiated Billing Rates	Total Compensation Amount:	$ 95,431.91
☐	Salary Multiplier _____	Total Compensation Amount:	$
☐	Other: _____	Total Compensation Amount:	$

SCHEDULE FOR WORK COMPLETION: June 30, 2024

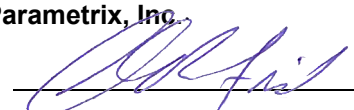
OTHER REQUIREMENTS: N/A

This Task Authorization is subject to the terms of the PROFESSIONAL SERVICES TASK AUTHORIZATION AGREEMENT between the CLIENT and Parametrix, Inc. which became effective 3/10/2021.

For Client

By: _____
Title: _____
Date: _____

For Parametrix, Inc.

By: 
Title: Austin R. Fisher - Vice President
Date: February 27, 2023

SCOPE OF WORK

City of Poulsbo
Transportation Element Update

INTRODUCTION

The purpose of this contract is to provide transportation planning and related services to the City of Poulsbo (City) to update the Transportation Functional Plan to be included in the City's 2024 Comprehensive Plan Update.

SCOPE OF WORK

Consultant Deliverable Standards

1. For all deliverables, Parametrix (Consultant) shall provide the following unless otherwise specified in a particular task:
    a. Two draft and one final version of any document, plan, or technical memo.
    b. All documents (reports, technical memos, monthly progress reports/invoices, etc.) will be transmitted electronically in Microsoft (MS) Office Suite software and/or Portable Document Format (PDF) files. No documents will be prepared using InDesign or other document production software.
    c. Draft agenda 3 business days before scheduled meetings.
    d. Draft meeting/workshop notes within 3 business days following the event.
2. The City will review the draft submittals and transmit review comments via email to the Consultant using MS Word track changes format, comments within PDFs, or comments in MS Excel. The City will strive to provide a single set of consolidated comments with all conflicts resolved. Should the Consultant require clarification regarding a comment or should the City provide conflicting comments, the City Project Manager will be consulted to reach a timely resolution. The Consultant shall provide a written response to the City for each comment including a description of how the comment will be incorporated into the final document.
3. The Consultant shall be responsible for preparation of meeting agendas, materials, and summaries. Summaries shall provide an overview of the meeting and document the content of discussion, decisions made, action tasks, and task owner.
4. Consultant shall perform review of all deliverables prior to transmittal to the City in accordance with Consultant's established quality assurance/quality control (QA/QC) procedures.

Project Assumptions

The following assumptions apply to all tasks.

- All Planning Commission and City Council meetings will be attended in person, unless otherwise directed by the City. All other meetings will be via telephone or online platforms (e.g., MS Teams).
- Unless specified by the City differently, the City will review and provide comments for each draft deliverable within 10 business days of delivery. The Consultant shall have 5 business days to respond to comments. Revised review and response periods will be discussed as needed during development of each

deliverable. When feasible, the Consultant shall provide the City with working drafts of documents to allow for review of work in progress, with the intent of expediting review periods.

- All presentation materials will be prepared consistent with the City's adopted style guide.

TASK 01 – PROJECT MANAGEMENT

The objective of this task is to provide overall project management of the Consultant contract.

Approach

The Consultant will:

- Develop a Project Management Plan (PMP) that, at a minimum, will include:
  - Initial project schedule and monthly updates
  - Project budget
  - Work breakdown structure
  - Organization chart
- Attend biweekly Project Management Team (PMT) meetings. The City and Consultant Project Managers will meet biweekly to review the status of work in progress and deliverables, schedule, budget, and risk items. Meetings will also include discussions of technical topics or review of draft deliverables as applicable. Meetings shall happen concurrently with those for the Complete Streets Plan and SR 305 Corridor Transportation Study.
- Track the project budget to verify that progress is keeping pace with spending.
- Monitor subconsultant work for the adherence to scope, schedule, budget, and quality of deliverables.
- Prepare a monthly progress report and invoice for Consultant services in a format approved by the City.
- Facilitate a project kickoff meeting that includes City and Consultant team members. The purpose of the meeting will be to review study goals, objectives, scope, and schedule. Discussion items will include:
  - Milestones and timeline for deliverables
  - Roles and responsibilities and communication protocol
  - Data sources/data needs delivery
  - Key deliverables
- Maintain all project files on an online project site, such as SharePoint or Teams, that is hosted by the Consultant. Materials shall be hosted on this site and made available to all project team members. Access to this service will be limited to project team members and outside agencies as determined acceptable by the City.

Deliverables

Deliverables for this task include:

- Project management plan
- Monthly progress reports and invoices.

- Meeting agendas and notes
- All project files

Assumptions

- Project duration is 12 months and includes 24 biweekly PMT meetings.
- Biweekly PMT meetings are 1/2 hour.

TASK 02 – INVENTORY AND MODEL EXISTING CONDITIONS

The objective of this task is to collect, model, evaluate, and document the existing conditions of the City of Poulsbo transportation system.

Subtask 02-01 – Data Collection and Methodology

The Consultant will develop a methodology memorandum that documents how the existing and future (2044) traffic models will be developed, and existing and future conditions will be evaluated. The Consultant will identify all data needs for updating the Transportation Functional Plan and collect all data not provided by the City.

Deliverables

- Traffic modeling methodology
- Supplemental data not provided by the City

Assumptions

- Existing data collected as part of the Complete Streets Plan will be used for this study.
- Intersection turning movement counts will be collected at up to 27 intersections during the 2-hour PM peak period (4 to 6 p.m.). Consultant to confirm locations with City prior to collecting data.

Subtask 02-02 – Existing Traffic Models

The Consultant will document existing and future traffic operations in Poulsbo during the PM peak hour. Level of service (LOS) will be reported for existing conditions and Year 2044 PM peak hour conditions. The Consultant will identify intersections that currently operate below LOS standards defined in the City's *Comprehensive Plan*.

Deliverables

- LOS results for study intersections, including summary tables.

Assumptions

- Existing conditions modeling being prepared as part of Complete Streets Plan will be used for this study.
- Additional traffic data collected as part of the Complete Streets Plan will be used to model existing conditions.
- PM peak hour LOS will be reported for up to 33 intersections.

Subtask 02-03 – Update Existing Conditions

The Consultant will document the findings of Subtask 02-02 as well as all other aspects of the City's transportation system and update the existing conditions section of the Final Transportation Functional Plan (Task 7). The update will include a description of all aspects of the existing transportation system in the City of Poulsbo.

Deliverables

- Existing conditions section of Final Transportation Functional Plan.

Assumptions

- The Consultant will use information collected as part of the Complete Streets Plan and the Transportation Functional Plan update to develop and refine the deliverable for this task.

TASK 03 – REVIEW AND UPDATE POLICIES

The objective of this task is to review and update the goals, objectives, and policies of the existing *Comprehensive Plan* Transportation Element .

Subtask 03-01 – Review Land Use and Housing Elements

The Consultant will meet with City staff to review the Land Use and Housing elements of the *Comprehensive Plan* to determine where and how the future vision for these elements has changed in order to inform potential changes to the Transportation Element goals, policies, and objectives.

Deliverables

- Meeting summary

Assumptions

- One 2-hour meeting

Subtask 03-02 – Review and Update Transportation Goals, Policies, and Objectives

The Consultant will update the *Comprehensive Plan* Transportation Element goals, policies, and objectives based on changes to the Land Use and Housing elements, relevant plans by regional partners, and other citywide objectives. The consultant will also review updated policies and checklists from the Puget Sound Regional Council, in relation to Vision 2050, as they apply to the city.

Deliverables

- Transportation Goals, Objectives, and Policies sections of the Transportation Element

Assumptions

- Final Transportation Goals, Objectives, and Policies may be revisited during Task 7 to reflect findings revealed through Tasks 4 through 6.

TASK 04 – EVALUATE FUTURE TRANSPORTATION SYSTEM

The objective of this task is to evaluate the future traffic operations and demands on the City of Poulsbo transportation system for the 2044 planning horizons.

Subtask 04-01 – Develop Future Conditions Model

The Consultant will identify the demands placed on existing facilities by new development and overall growth in background traffic. The Consultant will:

- Use output from Puget Sound Regional Council's (PSRC's) most recent activity-based travel demand model and Kitsap County's demand model to update the City's existing travel demand model.
- Develop traffic forecasts for Year 2044 planning horizon for two separate growth forecasts: 1) growth scenario based on current zoning and 2) growth scenario based on selective upzoning.
- As needed, create refined zone system that splits larger zones in the current travel demand model to better reflect development areas. Land use will be refined to reflect appropriate totals for each of the new zones and the roadway network will be adjusted as well.
- Calculate Year 2044 PM peak hour LOS at the study area intersections for two separate growth forecasts.
- Identify intersections that are forecasted to operate below LOS standards defined in the City's Comprehensive Plan.

Deliverables

- Year 2044 PM peak-hour LOS results for study intersections, including summary tables and maps.
- Future Conditions Synchro, SIDRA and VISUM traffic model files
- Technical memorandum documenting the travel demand model calibration process and results

Assumptions

- Traffic forecasts will be based on the City's 2044 land use forecasts and growth assumed in the PSRC most recent regional EMME activity-based travel demand model and Kitsap County's most recent travel demand model and will incorporate land use and housing assumptions consistent with the City's updated *Comprehensive Plan*.

Subtask 04-02 – Identify Infrastructure Needs

Based upon the demands placed on existing facilities by new development and background traffic growth, the Consultant will identify the projects required to maintain LOS standards defined in the City's *Comprehensive Plan* as well as long-term projects to achieve the City's Transportation Vision. The Consultant will develop:

- Calculate Year 2044 PM peak hour LOS at the study area intersections.
- Recommended changes, if any, to the existing functional classification of roads.

Deliverables

- Identify Capital Improvements for the Year 2044 planning horizon

- Year 2044 PM peak-hour LOS results for study intersections with proposed improvements, including summary tables and maps

Assumptions

- Capital improvements will include projects for non-motorized facilities and could include projects that support improvements to public transportation.

Subtask 04-03 – Develop Planning Level Cost Estimates

The objective of this task is to develop planning level cost estimates for projects identified in Task 04-02 for the Year 2044 planning horizon, using a vetted cost estimating methodology to provide accurate cost estimates. The Consultant will develop accurate planning level cost estimates based on conceptual engineering for the Year 2044 planning horizon improvements.

Deliverables

- Detailed planning level estimates for 2044 projects
- Conceptual design layout figures of proposed improvements (11 by 17 inches, electronic PDF)

Assumptions

- Planning level costs will be developed for the Year 2044 planning horizon.
- Costs will be estimated using the cost estimate methodology created as part of the Complete Streets Plan.
- New roadways documented in Appendix F of the 2016 Transportation Plan Update are assumed to be carried forward in this plan. Cost per foot estimates will be updated and applied to all roadway segments.

TASK 05 – DEVELOP TRANSPORTATION FUNCTIONAL PLAN

The objective of this task is to develop a draft and final Transportation Functional Plan document for inclusion in the 2024 City of Poulsbo *Comprehensive Plan*.

Subtask 05-01 – Draft Transportation Functional Plan

The Consultant will develop a Transportation Functional Plan document that includes all required information with text, maps, graphics, and tables. The document will include an Executive Summary. This subtask will integrate the applicable content of deliverables developed in previous tasks and be prepared in a manner that is accessible and useful to a broad audience. The Consultant will update any goals, policies, or objectives as needed and identify funding sources for transportation improvements

Deliverables

- Updated Comprehensive Plan Transportation Functional Plan

Subtask 05-02 – Final Transportation Functional Plan

The Consultant will finalize the Transportation Functional Plan described under Subtask 5.01.

TASK 06 – INTERNAL AND EXTERNAL COMMUNITY OUTREACH PARTICIPATION

The objective of this task is to support the City in community outreach efforts associated with the Transportation Functional Plan update and communications with the Planning Commission and City Council.

Subtask 06-01 – Community Outreach Support

The Consultant will support the City outreach efforts of the Transportation Functional plan of the *Comprehensive Plan* through participation at community outreach events. The Consultant will complete the following engagement activities:

- Participate in one open house.

Deliverables

- Meeting materials related to transportation, including presentations.

Assumptions

- The Consultant will design up to five display boards for the open house.
- Up to two Consultant team members will attend the open house.

Subtask 06-02 – Planning Commission and City Council Meetings

The Consultant will provide support to City staff at Planning Commission and City Council meetings, including public hearings. The Consultant will prepare meeting materials derived from task deliverables and PowerPoint presentations. The Consultant will attend meetings and present materials as requested by the City.

The Consultant will facilitate and present at workshops with the Planning Commission. Workshops will focus on topics determined by the City.

Deliverables

- Meeting materials, including presentations
- Attendance and presentation at Planning Commission and City Council meetings

Assumptions

- The Consultant shall have 3 business days to respond to comments or questions received at Planning Commission and City Council meetings.
- The Consultant will attend two Planning Commission and/or City Council workshops.
- The Consultant will attend three Planning Commission meetings.
- The Consultant will attend three City Council meetings.
- Two members of the Consultant team will attend each Planning Commission and City Council meeting.

Poulsbo Transportation Plan Update

Budget Summary

Task	Description	Parametrix Hrs	Parametrix Budget
01	**Project Management**	**48**	**$ 8,892.43**
	Project Management Plan	2	$ 600.62
	PMT Meetings	12	$ 3,313.77
	Develop and Maintain Project Schedule	10	$ 1,443.41
	Invoices	24	$ 3,534.63
02	**Inventory and Model Existing conditions**	**28**	**$ 5,167.07**
2.01	Data Collection and Methodology	22	$ 3,955.54
2.02	Existing Traffic Models	6	$ 1,211.53
03	**Review and Update Policies**	**46**	**$ 7,160.87**
3.01	Review Land Use and Housing Elements	4	$ 1,201.24
3.02	Review and Update Transportation Goals, Policies, and Objectives	42	$ 5,959.63
04	**Evaluate Future Transportation System**	**252**	**$ 40,113.17**
4.01	Develop Future Conditions Model	168	$ 25,808.00
4.02	Identify Infrastructure Needs	44	$ 7,310.33
4.03	Develop Planning-Level Cost Estimates	40	$ 6,994.83
05	**Develop Transportation Element**	**130**	**$ 20,342.01**
5.01	Draft Transportation Element	82	$ 12,470.63
5.02	Final Transportation Element	48	$ 7,871.38
06	**Internal and External Public Outreach and Participation**	**36**	**$ 9,506.36**
6.01	Community Outreach Support	12	$ 3,168.79
6.02	Planning Commission and City Council Meetings	24	$ 6,337.58
Total Labor		**540**	**$ 91,181.91**

Total Expenses		**$ 4,250.00**

Total Project		**$ 95,431.91**

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: March 8, 2023

AGENDA ITEM:	Senior CARES Update and Budget Request
EXHIBITS:	Senior CARES Policy
STAFFED BY:	Kim Hendrickson, Director Housing, Health and Human Services
CATEGORY:	Workshop
MAYOR OK/Initial:	

SUMMARY STATEMENT:

The City of Poulsbo Senior CARES Program connects volunteers to seniors in the Poulsbo area who might benefit from friendly weekly phone conversations. There are currently 20 volunteers signed up to participate in the program, with five who have passed the required background check and training. Referals are being accepted from Poulsbo Fire CARES, Fishline, and Aging and Long Term Care.

The Housing, Health and Human Services Director will provide an update about the program which will include its budget needs. Approximately $2500 is needed, in 2023, to provide phone lines for volunteers and cover the cost of bakground checks.

☐ Additional Staff Report Attached

WORKSHOP DATE:

Not Applicable

IMPACTS:

Expenditure Required? ☑ Yes ☐ No	Included in Budget? ☐ Yes ☒ No Amount: $ 2,500

RECOMMENDED ACTION:

Identify a source of funding for the 2023 Senior CARES Program; move to consent agenda for March 8 meeting.

SAMPLE MOTION:

Senior CARES Program

Mission: The Senior CARES program ("Senior CARES") seeks to enhance the well-being of aging populations in North Kitsap by fostering supportive connections between seniors and volunteers. The program will provide weekly phone conversations designed to reduce feelings of isolation and loneliness among participants.

Service: Senior CARES will establish a telephone-based program where a vetted and trained volunteer will call a senior at a mutually planned weekly time. The pair will speak for 15-20 minutes about topics of interest to the senior.

Entry: Entry into the program by seniors will be by referral from the below organizations or by self-referral. The program will be prioritizing individuals who live independently and do not have support systems in place. Referrals will be accepted from:

1) Poulsbo Fire CARES
2) Poulsbo Police
3) Fishline Comprehensive Service
4) Kitsap County Aging and Long-Term Care
5) Family, caregiver and self-referrals (not encouraged but considered on a case-by-case basis)

Review of Referrals: All referrals will be reviewed by the City's Geriatric Specialist and/or the City's Housing Health and Human Services Director prior to entry to determine eligibility based the criteria listed above.

Procedures for Service:

1) Referrals for senior entry to the program will be accepted by the City's Geriatric Specialist and/or the City's Housing Health and Human Services Director.
2) The Geriatric Specialist, a member of the Fire CARES Team, or the City's Housing Health and Human Services Director will meet with the senior and discuss the Senior CARES program. If the senior is interested, the senior will sign a program agreement. The agreement will include questions about:
    a. Interests
    b. Former occupation

c. Pets
d. Groups that they are or were affiliated with
e. Emergency contacts
f. Neighbor contacts
g. Permission to contact emergency contacts/ neighbor contacts/ and a possible welfare check
h. Preferred time for weekly phone call

3) The Geriatric Specialist will pass signed agreements on to the Volunteer Coordinator. The Volunteer Coordinator will assign the senior to a volunteer.
4) The volunteer will call a senior at a mutually agreed time. This call will take place on the same day and time of the week, every week, unless either party requests a change.
5) Calls will be made by volunteers as follows:
    a. All calls will be made on City provided phone numbers (personal phones will be used with these numbers activated).
    b. If the senior answers, the pair will chat for 15-20 minutes about the senior's listed interests from the initial questionnaire in the program agreement or other appropriate topics.
        i. Volunteers will make it clear, during phone calls, that their role is friendly conversation—not to provide any services or advice.
        ii. If a concern or specific need is expressed during the call by the senior, the volunteer will clearly note that in the spreadsheet or share it directly with the Volunteer Coordinator.
    c. The volunteer will document the date, time, and provide a summary of the call in a spreadsheet provided by the program.
        i. The spreadsheet will be a cloud-based document that is mutually accessible by the City and the volunteer through Google Docs or SharePoint, or other similar cloud-based program, but exclusively owned and managed by the City with the ability for the Volunteer to add to the document.
        ii. Summary notes shall include generalized information. No specific personal or health information shall be included. As an appropriate example: "Senior expressed trouble obtaining some medications" or "Senior expressed physical health concerns".
        iii. Identification of seniors will be by first name/last initial (i.e., Emily S.)
    d. All spreadsheets will be reviewed on a weekly basis by the Volunteer Coordinator and Housing, Health, and Human Services Director. If any concerns or issues are noted, the Coordinator or Director will contact the volunteer to obtain more information and discuss appropriate steps and note this on the form.
    e. If the senior does not answer during the designated call time, the volunteer will leave a message requesting a call back to the Senior CARES phone number and document the missed call in the spreadsheet.

f. If no call-back is received, the volunteer or the City's Housing Health and Human Services Director will call again at the same time the following day (it is the volunteer's responsibility to ask the HHHD to place this call if she/he is not able to).
g. If the senior does not answer again and has not left a called back, the volunteer or the City's Housing Health and Human Services Director will will make a third attempt to reach them (it is the volunteer's responsibility to ask the HHHD to place this call if she/he is not able to).
h. After the third unsuccessful attempt is made, this information will be shared with the Housing, Health and Human Services Director to make an appropriate response.

Senior CARES Program Volunteer Policy Manual

Section 1: Description.
The Senior CARES Program is a volunteer-based program designed to provide a link to isolated seniors of North Kitsap County by volunteers making phone calls to seniors to verify their wellbeing and offering verbal companionship. Through this caring contact with the outside world, our seniors feel important and valuable, which builds confidence and self-esteem.

Section 2: Skills/Qualifications.
- Be a sympathetic listener.
- Treat people with dignity and understanding.
- Record date, time, and summary of call with the senior in the spreadsheet.
- Be reliable and committed.
- Be tolerant and understanding.
- Commit to a regular, consistent calling schedule.
- Report any welfare concerns to Director of Housing Health and Human Services immediately.
- Be 21 and older.
- Pass background check.

Section 3: Time Commitment. Once a week for 1-2 hours.

Section 4: Procedure to Volunteer.
1. Fill out application form.
2. Participate in an interview with Housing, Health and Human Services Director and Volunteer Coordinator.
3. Complete a background check, sign waiver and liability release, sign confidentiality agreement, read this policy manual and sign acknowledge form that you read, understand, and will comply with this policy manual.
4. Attend mandatory training and orientation.
5. Receive City issued phone number and access to spreadsheet portal.
6. Begin scheduled calls with senior.
7. Promptly record the date, time, and summary each call with the senior in the spreadsheet.

8. Notify the Volunteer Coordinator as soon as possible if you are unable to participate in the weekly call as scheduled.

Section 5: Expectations.

1. Volunteers shall call at the mutually agreed upon times and participate in empathetic conversations with seniors using the topics and guidance listed in Sections 6 and 7.
2. Volunteers shall record the date, time, and provide a summary about their calls in the spreadsheet. Summary notes shall include generalized information. No specific personal or health information shall be included. As an appropriate example: "Senior expressed trouble obtaining some medications" or "Senior expressed physical health concerns". Identification of seniors will be by first name/last initial (i.e., Emily S.).
3. Volunteers shall restrict their contacts with seniors to phone-based conversations.
4. Volunteers shall adhere to all policies and procedures established in this policy manual.
5. Volunteers shall not promote or solicit any personal business.
6. Volunteers shall verbally report any senior they feel may be gravely disabled and unable to care for themselves, have suicidal ideations, or be a victim of abuse to the Director of Housing Health and Human Services immediately.
7. Volunteers shall only use the authorized phone numbers provided by the Housing, Health and Human Services Director when contacting their senior.
8. Volunteers shall follow a code of confidentiality pertaining information discussed with senior. All such information is private and not to be discussed with anyone outside the Senior CARES program.
9. If volunteers decide to cease volunteering, they shall provide two-weeks' notice and participate in a wind-down process: the first week they will inform the senior that they are unable to continue with the program and the second week they will perform a three-way call with the senior and the new volunteer taking over the conversations.
10. Volunteers may be dismissed at any time for the following reasons: (i) City terminates the program, (2) the volunteer violates any of these policies and procedures, or (3) inappropriate behavior by volunteer with a senior and/or their family members.

Section 6: Scope of Volunteering.

<u>Volunteers Do Provide</u>:

- Reassurance during calls
- Information about general resources in community
- Guidance for senior to follow-up with existing case manager
- Guidance for senior to follow-up with existing insurance or medical/mental health providers
- Valuable positive interactions
- Keen ear for detecting possible abuse or neglect and reporting it

<u>Volunteers Do Not Provide</u>:

- Rides/transportation for the senior
- Advice on what to do about the senior's situation (any)
- Referrals to any physical or mental health providers
- Advice on mental or physical health including medications, supplements, or over-the-counter products
- In-person visits with the Senior
- Contact with the senior outside of Senior CARES calls

Section 7: Volunteer Discussion Topics.

Topics to Encourage:

- Hobbies and interests
- Favorite Recipes or Foods
- Hometown stories (what's it like then and now)
- Pets
- Favorite shows, books, movies, newspaper
- School and family memories
- Current or past jobs/careers/volunteering

Topics to Avoid:

- Senior's Physical or Mental health conditions, including medications or supplements
- Finances
- Legal Matters
- Family dynamics
- Politics
- Religion
- Soliciting any business
- Your personal information

Section 8: Outside Program Contact with Seniors.

Any interaction taken by volunteers in connection with seniors outside the Senior CARES program is at the sole risk of the volunteer. Volunteers shall make it explicitly clear that such interaction is outside the Senior CARES program and that such interactions are the sole choice by the volunteer and the senior in their roles as a neighbor, not as a volunteer and participant of the Senior CARES program.

Senior CARES Program
Volunteer Agreement and Waiver

As a volunteer of the City of Poulsbo, I understand and agree to the following:

- I understand and agree that, as a volunteer, I must abide by all applicable rules and regulations. Specifically, I have read and understand the Senior CARES manual and agree to abide by all the rules established therein.

- I understand and agree that all information regarding individuals obtained while serving in any volunteer capacity is confidential, and I will maintain this confidentiality by not discussing such information with anyone other than City staff on a need-to-know basis.

- I understand and agree that as a volunteer, my services can be discontinued at any time for any reason.

- If I interact with a senior outside the Senior CARES program, I do so entirely at my own risk and will make clear to the senior that the interaction is not covered by the Senior CARES program.

- I release and forever discharge and hold harmless the City and its successors and assigns from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the services I provide to the City. I understand and acknowledge that this waiver discharges the City from any liability or claim that I may have against the City with respect to bodily injury, personal injury, illness, death, or property damage that may result from the services I provide to the City or occurring while I am providing volunteer services.

- I understand that the City is self-insured through the Washington Cities Insurance Authority (WCIA) for liability coverage. Volunteers performing within the scope of their assigned duties as authorized by the City are afforded the same coverage as City employees under the City's liability coverage with WCIA. I am fully aware that a volunteer's intentional misconduct or actions taken outside of the scope of the volunteer duties established herein is not protected or covered by the City or WCIA.

Volunteer: _____
Printed Name

_____
Signature

Date: _____

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: March 8, 2023

AGENDA ITEM:	Cold Weather Shelter Update
EXHIBITS:	None.
STAFFED BY:	Kim Hendrickson, Director Housing, Health and Human Services
CATEGORY:	Workshop
MAYOR OK/Initial:	

SUMMARY STATEMENT:

Kitsap County and the Kitsap County Department of Emergency Management manage cold weather shelters throughout the County. The cold weather shelter in Poulsbo is located at Gateway Fellowship. Since 2017 Gateway has opened its doors to people in need of shelter and volunteers have given their time to staff this shelter overnight.

During the 2022-2023 winter season, Health and Human Services actively supported the County shelter at Gateway. The H3 Director served as the shelter volunteer coordinator, and used the City's affordable housing fund to purchase shelter supplies, provide emergency staff, and cover the cost of hotel rooms in extenuating situations.

The H3 Director will update Council, this evening, on numbers served at the shelter and City funds expended. She will also provide recommendations for operating a shelter next season.

☐ Additional Staff Report Attached

WORKSHOP DATE:

03/02/2023	Not Applicable

IMPACTS:

Expenditure Required? ☐ Yes ☑ No	Included in Budget? ☐ Yes ☐ No Amount: $

RECOMMENDED ACTION:

Informational only.

SAMPLE MOTION:
n/a

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 03/08/2023

AGENDA ITEM:	Presentation: 2023 Sponsorship Opportunities Package
EXHIBITS:	2023 Sponsorship Opportunities Package - Final
STAFFED BY:	Parks & Recreation Director Ozimek
CATEGORY:	Workshop
MAYOR OK/Initial:	

SUMMARY STATEMENT:

This is a presentation of the newly developed 2023 Sponsorship Opportunities package for City run special events. The presentation will outline the benefits of implementing a market-researched Sponsorship Opportunities package, the added value proposition for sponsors and the City, and how the estimated increased funding would be utilized to elevate community events.

☐ Additional Staff Report Attached

WORKSHOP DATE:

03/08/2023	Recommended

IMPACTS:

Expenditure Required? ☐ Yes ☑ No	Included in Budget? ☐ Yes ☐ No Amount: $

RECOMMENDED ACTION:

Informational only.

SAMPLE MOTION:



2023 Sponsorship Opportunities

CITY OF POULSBO PARKS AND RECREATION









CITY OF POULSBO PARKS AND RECREATION

Mission

The mission of the Parks and Recreation Department is to enrich the quality of life by serving the community's needs for quality and affordable educational and recreational programs, parks and services to all residents and visitors.

Our Vision

It is the vision of the Poulsbo Parks and Recreation Department to be the heart of a healthy community through sustainable, safe, and diverse programs and open spaces, where all residents and visitors feel inspired to live, play, learn, and thrive.

Community Enrichment ♥ **Inclusiveness & Equity** ♥ **Health & Wellness** ♥ **Stewardship & Sustainability**

Parks & Recreation Media

- @PoulsboParksRec: 3.7K+ followers
- @PoulsboParksRec: 300+ followers
- https://linktr.ee/poulsboparksrec
- Parks and Recreation e-Newsletter (monthly) & e-Brochure (quarterly) is e-mailed to over 8,000 households and over 20,000 individuals.

City of Poulsbo Facts

- Our Poulsbo Parks and Recreation facility hosts over 5,000 participants and about 50,000 visitors at our facilities each year.
- In 2022 Poulsbo Parks and Recreation hosted 895 programs, including; 45 free senior programs, and 9 special events for the community!
- The City of Poulsbo has 19 city parks totaling 146 acres, with over 5 linear miles of trails.
- Poulsbo was founded by Norwegian immigrant Jorgen Eliason in the 1880s.
- Poulsbo Population - 12,000 (as of April 2021)
- Average Household Income - $84,000

Sponsor Benefits

Sponsorships can unlock limitless promotional opportunities within the fast growing and diverse community in the greater Poulsbo area. Sponsoring is a great way to:

- Connect with over 60,000 community members in the greater Kitsap County
- Utilize Poulsbo's strong marketing presence and extensive partnerships
- Take advantage of the opportunity for face-to face interactions with potential customers
- Target key demographics with product sampling or exposure
- Maximize your brand visibility in the community

Contact

Special Events Coordinator
Lin Wilson
360-394-9771
lwilson@cityofpoulsbo.com









2023 EVENTS AT A GLANCE

CONNECTING THE POULSBO COMMUNITY

Date	Event	Location	Attendance
March 18th	Family Formal Community Dance	Kingston Middle School Gym	500+
May 20th	Viking Fest Road Race	Lions Park & Historic Downtown Poulsbo	1,200+
July – August Tuesday Nights	Summer Nights at the Bay Concert Series	Muriel Iverson Williams Waterfront Park	1,500+
October 31st	Spooktacular Halloween Preschool Carnival	Poulsbo Recreation Center	250+

For more information about Sponsorship Opportunities Contact us:

Special Events Coordinator
Lin Wilson
360-394-9771
lwilson@cityofpoulsbo.com

We are always open to volunteers and in-kind sponsorships, so reach out if you have ideas!

FAMILY FORMAL COMMUNITY DANCE

Kingston Middle School Gym: *9000 NE West Kingston Rd, Kingston, 98346*



Date: Saturday, March 18, 2023 | Time: 5:00 – 6:30 pm & 7:30 – 9:30 pm

Target Audience: General public and families with children in the greater North Kitsap area

Estimated Attendance: 500+



A truly unique event that takes place with elegance at Kingston Middle School. This night provides an unforgettable experience for families featuring music and dancing, light refreshments, a special take-home craft, and professional photos to capture a lively and memorable night in style. Formally known as the Father Daughter Dance, this event has evolved to be more inclusive and welcoming. This popular dance has a long history of selling out.

All levels of sponsorship include:

- Acknowledgement during event announcements
- Recognition in Parks & Rec e-Newsletter and e-Brochure
- Recognition in event social media posts



Presenting Sponsor - $900 ONLY ONE PER EVENT

- Exclusive logo placement on all advertisements
- Exclusive logo placement on event webpage with Company link
- Event presented by "Company Name"
- On-site tent and/or table at the event (10' x10' space)
- Dedicated quarter page ad in Parks & Rec e-Brochure (Company provides ad)
- Dedicated Ad on social media

Silver Sponsor - $300

- Logo placement on all advertisements
- Logo on event webpage with Company link

In-Kind Sponsor

- We are always looking for ways for community groups to get involved. Ask about opportunities to provide goods or services at this event!



Deadline for Sponsorship Commitment:
February 28, 2023









VIKING FEST ROAD RACE SPONSORSHIP

City of Poulsbo : *Lions Park & Historic Downtown Poulsbo*

Date: Saturday, May 20, 2023 | Time: 10:00 am - 12:00 pm

Target Audience: General public and families with children in the greater Kitsap, Pierce, and King County.

Estimated Attendance: 1,200+

https://vikingfest.enmotive.com/events/2022-viking-fest-road-race

This annual Road Race welcomes the surrounding communities to run, jog, and/or walk in a 5-mile, 1-mile, or Kids Dash along our scenic Poulsbo waterfront. Every year brings a specially designed T-shirt that is available to purchase. As a participant, the race includes being timed, taking home a finishers ribbon, enjoying an after-race snack, and the top placers earn a prize. This is a consistently popular and fun family favorite, with registrations selling out in 2022! This 40+ year old race kicks-off our annual Viking Fest, where the city welcomes 40,000 visitors in town over the weekend!

All levels of sponsorship include:

- Acknowledgement during event announcements
- Recognition in Parks & Rec e-Newsletter and e-Brochure
- Recognition in event social media posts

Presenting Sponsor - $3,000 ONLY ONE PER EVENT

- Speaking opportunity at the award ceremony
- Onsite tent and/or table at event (10'x10' space)
- Exclusive logo placement on the Viking Fest Road Race t-shirt
- Exclusive logo placement on all advertisements
- Exclusive logo on event webpage with Company link
- Exclusive logo placement on banner
- Dedicated full page ad in Parks & Rec e-Brochure (Company provides ad)
- 10 complimentary race registrations
- Right of first refusal for next year's presenting sponsorship
- Opportunity to "start" the race!

Gold Sponsor - $1,500

- Onsite tent and/or table at event (10'x10' space)
- Logo on the Viking Fest Road Race t-shirt
- Logo placement on all advertisements
- Logo on event webpage with Company link
- Logo placement on banner
- Dedicated half-page ad in Parks & Rec e-brochure (Company provides ad)
- 5 complimentary race registrations

Silver Sponsor - $500

- Logo placement on all advertisements
- Logo on event webpage with Company link
- Logo placement on banner

In-Kind Sponsor

- We are always looking for ways for community groups to get involved. Ask about opportunities to provide goods or services at this event!

Deadline for Sponsorship Commitment:
April 15, 2023

SUMMER NIGHTS AT THE BAY CONCERT SERIES

Muriel Iverson Williams Waterfront Park : *18900 NW Anderson Lane*
Poulsbo, WA 98370



Dates: July - August 2023 | Tuesday Nights from 6:30 - 8:00 pm
Target Audience: General public and families with children in the greater Kitsap County
Estimated Attendance: 1,500 over the series of 6 concerts*
https://cityofpoulsbo.com/summer-nights-at-the-bay/

A summertime staple in the community for over 20 years, tens of thousands of families have enjoyed our free concerts at Waterfront Park over the past 20 years. With a gorgeous backdrop with scenic views of Liberty Bay, families often bring picnics to enjoy, get their dance on, and mingle with neighbors. Concerts often have a variety of other fun activities, such as free raffles, games, and prizes for all ages. **These free family concerts are entirely supported by the generous support of our local businesses and organizations.** *Based on support, we are planning on offering six Summer Nights at the Bay Concerts for 2023.



All levels of sponsorship include:

- Listed benefits for the entire concert series (6 concerts*)
- Acknowledgement during event announcements

Presenting Sponsor - $4,800 ONLY ONE FOR ENTIRE SERIES

- Event presented by "Company Name"
- Exclusive logo placement on all advertisements
- Exclusive logo placement on event webpage with Company link
- On-site tent and/or table at the event (10' x10' space)
- Dedicated full page in Parks & Rec e-Brochure (Company provides ad)
- Four ads on social media
- Display Company banner (Company provides banner)
- VIP seating section at one concert of choice
- Right of first refusal for next year's sponsorship

Sponsorship benefits are for the entire Summer Nights at the Bay Concert series

Gold Sponsor - $2,400

- Logo placement on all advertisements
- Logo on event webpage with Company link
- On-site tent and/or table at the event (10' x10' space)
- Dedicated half page ad in Parks & Rec e-Brochure (Company provides ad)
- Two dedicated ads on social media

Silver Sponsor - $800

- Recognition in Parks & Rec e-Newsletter and e-Brochure
- Recognition in event social media posts





Deadline for Sponsorship Commitment:
May 1, 2023

SPOOKTACULAR HALLOWEEN PRESCHOOL CARNIVAL

Poulsbo Recreation Center : *19540 Front St, Poulsbo, WA 98370*









Date: Tuesday, October 31, 2023 | Time: 3:30 – 5:00 pm

Target Audience: Families with pre-school aged children in the greater Poulsbo area

Estimated Attendance: 250+

Geared toward younger kids (5 and younger), this family fun event is a great way to kick off your Halloween festivities as a family! This event invites families to join in a fun craft creation that the kiddos can take home and a yummy cupcake walk. With over 10+ carnival games to participate in, each trick-or-treater earns both kid-oriented candies and prizes. Each year brings an exciting new Spooktacular Halloween theme!

All levels of sponsorship include:

- Recognition Parks & Rec e-Newsletter and e-Brochure
- Recognition in event social media posts

Silver Sponsor: $450

- On-site table at the event
- Logo placement on all advertisements
- Dedicated quarter page ad in Parks & Rec e-Brochure (Company provides ad)

Bronze Sponsor: $150

- Logo on event webpage with Company link

In-Kind Sponsor:

- We are always looking for ways for community groups to get involved. Ask about opportunities to provide goods or services at this event!

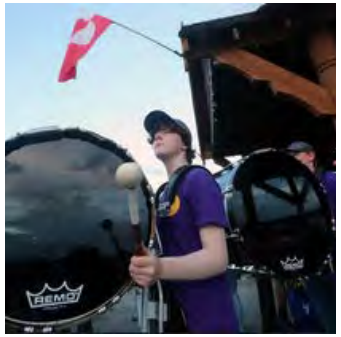
Deadline for Sponsorship Commitment:
August 31, 2023



THE HEART OF THE COMMUNITY

CONNECTING THE POULSBO COMMUNITY







Check out these programs we have to connect with the community! These events are held at various locations throughout Poulsbo to engage the connecting neighborhoods, parks and the citizens of Poulsbo.

FREE Senior Programs

We are committed to providing our seniors with opportunities to gather for socialization learning opportunities and that are ultimately senior friendly. We are starting small but seek your input into how we can grow into a better resource for the seniors in our community.

Monthly Community Park Activites

On a monthly basis we offer fun programs that encourage getting involved and outdoor learning, such as with geocache scavenger hunts, Story Walks, holiday celebrations, and more!

Salmon Tours

https://cityofpoulsbo.com/poulsbo-fish-park-kitsap-salmon-tours/

In a partnership with Washington State University Extension, we celebrate the kickoff of the annual salmon returning to our Kitsap streams in the fall by hosting a special viewing day at Poulsbo Fish Park! Rain or shine this is a great outdoor learning activity!

Sports Programs and Leagues

We are excited to be offering a variety of sports programs for youth. For the most updated information, visit our online catalog by clicking the Register Online button. If you would like to receive our monthly newsletter, e-mail parksrec@cityofpoulsbo.com

For more information about Sponsorship Opportunities Contact us:

Special Events Coordinator
Lin Wilson
360-394-9771
lwilson@cityofpoulsbo.com

We are always open to volunteers and in-kind sponsorships, so reach out if you have ideas!

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 03/08/2023

AGENDA ITEM:	Future Agenda Items
EXHIBITS:	Future Agenda Items Calendar
STAFFED BY:	Administrative Services Manager/City Clerk Fernandez
CATEGORY:	Workshop
MAYOR OK/Initial:	

SUMMARY STATEMENT:

Review of future agenda items.

☐ Additional Staff Report Attached

WORKSHOP DATE:

	Not Applicable

IMPACTS:

Expenditure Required? ☐ Yes ☐ No	Included in Budget? ☐ Yes ☐ No Amount: $ See above.

RECOMMENDED ACTION:

Provide direction to staff of any future agenda items.

SAMPLE MOTION:

N/A

CITY COUNCIL MEETING FUTURE AGENDA ITEMS

As of 03/03/2023. The agenda and format listed below are tentative and may change.

NOTICE MARCH COMMITTEE MEETING CANCELLATIONS

March 15, 2023 5:00 PM City Council Meeting – Phillips Absent

- Consent:
  - Senior CARES Program Budget Request – 5 mins (Hendrickson)
  - Engineering Department Vehicle Repairs Budget Amendment (Lenius)
  - Transportation Functional Plan Update Consultant Contract (Ranes)
- Business:
  - Public Hearing: 2023 Housekeeping Code Amendments (Coleman)
- Workshop:
  - Housing Leg Update – 15 mins Bryan & Carl
  - WWU 2 + 2 Update – 15 mins (Holly Hill, hillh9@wwu.edu)
  - KEDA Quarterly Update – 15 mins (Morrison)

April 5, 2023 5:00 PM City Council Meeting

- Consent:
  -
- Business:
  -
- Workshop:
  - IT Update – WWU Intern - 10 mins (Williamson)
  - City Administrator – 30 min (Booher/Kingery)
  - 2024 Sewer Comp Plan Consultant Agreement Amendment – 5 mins (Roberts)

April 12, 2023 5:00 PM City Council Meeting

- Consent:
  - 2024 Sewer Comp Plan Consultant Agreement Amendment (Roberts)
- Business:
  -
- Workshop:
  - Sewer Comp Plan Consultant Contract Amendment – 10 mins (Roberts/Lenius)

April 19, 2023 5:00 PM City Council Meeting

- Consent:
  - Sewer Comp Plan Consultant Contract Amendment – (Roberts/Lenius)
- Business:
  -

CITY COUNCIL MEETING FUTURE AGENDAS (Continued)

- Workshop:
  - PERC Workshop (Boughton/Ozimek)
  - Nordic Cottage Update – 10 mins (Hendrickson)

May 3, 2023 5:00 PM City Council Meeting

- Consent:
  -
- Business:
  -
- Workshop:
  - Planning Department Update – 10 mins (Wright)
  - Police Department Update & Detective's Report on Burglaries – 10 mins (Harding)

FUTURE ITEMS:

- Workshop:
  - Marijuana Moratorium Lift Discussion – on-going (Wright/Erickson)
  - Housing, Health & Human Services Quarterly Update – May 17 – 10 mins (Hendrickson)
  - Enforcement/Strategies for Fireworks Violations – June 6 (Harding)
  - Muni Court Updates – June 21 (Quarterly - 3rd meeting of the month)
  - Police Department Update – August 2 (Quarterly)
  - Planning Dept Updates – August 2 (Quarterly)
  - City's Role in Organizing, Sponsoring & Promoting Community Events; Multicultural Festival (From CSC)
  - City Administrator – approve job description and funding in August 2023 for 2024 mid-biennium budget review. (Kingery/Fernandez)
  - Revise Mayor's Salary for New Term – before election filing (May 2025) (Kingery/Fernandez)
  - Transportation Impact Fee Review (Part of Comp Plan Update?)
  - 3rd Avenue Discussion (Engineering)
  - Iverson & Jensen Intersection (Engineering)
  - New Revenue Sources (Finance)
  - Fourth of July Community Fireworks Display
  - KEDA Quarterly Updates – July 5, October 18, December 6 (Morrison)