Docusign Envelope ID: 9AAD15A3-0667-4F49-A75D-102B84BBF9ED

# POULSBO DISTRIBUTION SCHEDULE

**ORDINANCE NO. 2025-05**

**SUBJECT: 4th Quarter 2024 Budget Amendments**

**CONFORM AS TO DATES & SIGNATURES**

- ☑ Filed with the City Clerk: 05/06/2025
- ☑ Passed by the City Council: 05/14/2025
- ☑ Signature of Mayor
- ☑ Signature of City Clerk
- ☑ Publication: 05/19/2025
- ☑ Effective: 05/24/2025
- ☐ Recorded: _____

**DISTRIBUTED COPIES AS FOLLOWS:**

- ☑ Kitsap Sun: 05/19/2025
- ☑ Code Publishing
- ☑ City Attorney
- ☑ Clerk's Department:
- ☐ City Council
- ☐ Finance:
- ☑ Posted to Library Drive and Website
- ☑ Posted to Laserfiche
- ☐ Scanned and Tossed: _____
- ☑ Electronically Created Document (No Hard Copy Exists)
- ☐ _____

Kati Diehl
Deputy City Clerk

05/15/2025
Date

Docusign Envelope ID: 9AAD15A3-0667-4F49-A75D-102B84BBF9ED

# ORDINANCE NO. 2025-05

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, AMENDING THE 2023-2024 BIENNIAL BUDGET ADOPTED BY ORDINANCE NO. 2022-18 TO REVISE THE REVENUES AND APPROPRIATIONS REGARDING CERTAIN FUNDS AND APPROVING AN ORDINANCE SUMMARY FOR PUBLICATION.

---

**WHEREAS**, on December 21, 2022, the Poulsbo City Council adopted Ordinance No. 2022-18 approving the 2023-2024 Biennial Budget; and amended the 2023-2024 Biennial Budget pursuant to Ordinance No. 2023-05, Ordinance No. 2023-08, Ordinance No. 2023-14, Ordinance No. 2023-17, Ordinance No. 2024-06; Ordinance No. 2024-08; Ordinance No. 2024-12; and Ordinance No. 2024-14; and

**WHEREAS**, following the opportunity for public comment, the Poulsbo City Council has determined that it is in the best interest of the public to amend the 2023-2024 biennial budget to take into account variations in actual revenues and expenditures from those projected at the time of adoption of the 2023-2024 biennial budget;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, HEREBY ORDAINS AS FOLLOWS:**

**Section 1**. **Budget Amended**. Section 2 of Ordinance No. 2022-18, passed by the City Council on December 21, 2022, and subsequently amended, is hereby further amended by revising the summaries of revenues and appropriations to read as set forth in Exhibit A attached hereto and incorporated herein by this reference as if set forth in full.

**Section 2. Duties of Finance Director**. The Finance Director is hereby authorized and instructed to make the necessary changes to the 2023-2024 biennial budget

Docusign Envelope ID: 9AAD15A3-0667-4F49-A75D-102B84BBF9ED

and to make all necessary and appropriate line-item entries and adjustments in order to reflect the revisions set forth on Exhibit A hereto.

**Section 3. Effective Date**. This ordinance shall take effect and be in full force five (5) days after publication of the attached summary which is hereby approved.

APPROVED:

DocuSigned by:
77AA4B38C18A4DA...
MAYOR, BECKY ERICKSON

ATTEST/AUTHENTICATED:

Signed by:
D21DA14DCC764A8...
CITY CLERK, RHIANNON FERNANDEZ CMC

APPROVED AS TO FORM:
OFFICE OF CITY ATTORNEY:

BY: Signed by: Emily Romanenko
833D0DC77E3647E...
EMILY ROMANENKO

FILED WITH THE CITY CLERK: 05/06/2025
PASSED BY THE CITY COUNCIL: 05/14/2025
PUBLISHED: 05/19/2025
EFFECTIVE DATE: 05/24/2025
ORDINANCE NO. 2025-05

Docusign Envelope ID: 9AAD15A3-0667-4F49-A75D-102B84BBF9ED

SUMMARY OF ORDINANCE NO. 2025-05
of the City of Poulsbo, Washington

On May 14, 2025 the City Council of the City of Poulsbo, Washington, approved Ordinance No. 2025-05, the main point of which may be summarized by its title as follows:

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, AMENDING THE 2023-2024 BIENNIAL BUDGET ADOPTED BY ORDINANCE NO. 2022-18 TO REVISE THE REVENUES AND APPROPRIATIONS REGARDING CERTAIN FUNDS AND APPROVING AN ORDINANCE SUMMARY FOR PUBLICATION.

The full text of this ordinance will be mailed upon request.

DATED this 14th day of May, 2025

Signed by:
D21DA14DCC754A8...

CITY CLERK, RHIANNON FERNANDEZ CMC

Docusign Envelope ID: 9AAD15A3-0667-4F49-A75D-102B84BBF9ED

EXHIBIT A
ORDINANCE NO. 2025-05

CITY OF POULSBO

Fund Summary
2023-2024 Biennial Budget

| FUND | # | Beginning Balance | 2023 Revenue | 2023 Expenditure | Fund Balance/ 2024 Beginning* | 2024 Revenue | 2024 Expenditure | Fund Balance |
|---|---|---|---|---|---|---|---|---|
| General Fund | 001 | $ 6,860,705 | 15,498,840 | 18,043,405 | 8,862,987 | 15,414,922 | 17,700,535 | 6,577,374 |
| Total General Fund | | 6,860,705 | 15,498,840 | 18,043,405 | 8,862,987 | 15,414,922 | 17,700,535 | 6,577,374 |
| City Streets | 101 | 23,279 | 1,518,766 | 1,351,594 | 374,594 | 1,522,163 | 1,514,004 | 382,753 |
| Neighborhood Streets | 110 | 410,870 | 310,000 | 220,000 | 244,766 | 750,870 | 265,309 | 730,327 |
| Capital Improvement | 121 | 2,457,235 | 806,000 | 1,100,000 | 2,950,599 | 706,000 | 2,370,000 | 1,286,599 |
| Trans Development | 123 | 1,990,939 | 800,500 | 1,676,000 | 1,443,238 | 100,500 | 1,083,284 | 460,454 |
| Park Development | 124 | 420,901 | 41,000 | 57,500 | 733,069 | 1,000 | 361,986 | 372,083 |
| Affordable Housing | 125 | 660,655 | 1,315,000 | 1,027,755 | 1,251,005 | 635,000 | 913,287 | 972,718 |
| Historic Dwntn Poulsbo | 131 | 103,680 | 90,350 | 111,900 | 97,782 | 90,350 | 111,900 | 76,232 |
| Path and Trail Reserve | 161 | 23,438 | 1,108 | - | 25,262 | 501,061 | 500,000 | 26,323 |
| Drug Enforcement | 171 | 31,313 | 150 | 3,000 | 44,027 | 150 | 18,000 | 26,177 |
| Transient Occup Tax | 181 | 378,481 | 200,500 | 252,491 | 519,899 | 212,000 | 276,035 | 455,864 |
| Police Restricted Funds | 191 | 188,103 | 31,269 | 53,580 | 199,565 | 32,540 | 13,580 | 218,525 |
| Total Special Revenue Funds | | 6,688,894 | 5,114,643 | 5,853,820 | 7,883,806 | 4,551,634 | 7,427,385 | 5,008,055 |
| Non-Voted Gen Oblig | 204 | 7,728 | 1,189,975 | 1,189,220 | 7,637 | 1,184,488 | 1,183,720 | 8,405 |
| Total Debt Service Funds | | 7,728 | 1,189,975 | 1,189,220 | 7,637 | 1,184,488 | 1,183,720 | 8,405 |
| Equipment Acquisition | 301 | 868,709 | 480,792 | 1,130,919 | 470,368 | 729,270 | 949,375 | 250,263 |
| Park Reserve | 302 | 465,899 | 1,154,797 | 1,354,077 | 370,633 | 5,430,412 | 5,727,715 | 73,330 |
| Neighborhood Streets | 310 | 0 | 14,500 | 14,500 | 200 | 0 | 0 | 200 |
| Street Reserve | 311 | 112,414 | 4,573,944 | 4,578,194 | 35,138 | 12,471,426 | 12,195,393 | 311,171 |
| Cemetery Reserve | 314 | 47,849 | 7,100 | - | 51,739 | 7,100 | - | 58,839 |
| Facilities Fund | 331 | 1,897,169 | 27,500 | 197,898 | 1,835,269 | 5,799,837 | 5,930,456 | 1,704,650 |
| Total Capital Project Funds | | 3,392,040 | 6,258,633 | 7,275,588 | 2,763,347 | 24,438,045 | 24,802,939 | 2,398,453 |
| Water System | 401 | 6,517,527 | 2,944,716 | 4,230,382 | 7,583,451 | 3,014,954 | 6,212,542 | 4,385,863 |
| Sewer System | 403 | 14,087,509 | 8,601,626 | 12,605,380 | 16,924,312 | 8,551,507 | 21,108,433 | 4,367,386 |
| Solid Waste System | 404 | 1,808,164 | 3,385,247 | 3,818,354 | 1,791,621 | 3,485,667 | 4,070,822 | 1,206,466 |
| Storm Drain System | 410 | 2,380,626 | 2,487,827 | 2,865,945 | 3,493,126 | 3,590,152 | 4,253,214 | 2,830,064 |
| Total Enterprise Funds | | 24,793,826 | 17,419,416 | 23,520,061 | 29,792,510 | 18,642,280 | 35,645,011 | 12,789,779 |
| Total All Funds | | 41,743,193 | 45,481,507 | 55,882,094 | 49,310,287 | 64,231,369 | 86,759,590 | 26,782,066 |
| TOTALS | | 41,743,193 | 45,481,507 | 55,882,094 | 49,310,287 | 64,231,369 | 86,759,590 | 26,782,066 |

*Beginning balances are adjusted to actual figures for mid-biennnium budget adjustments.

Docusign Envelope ID: 9AAD15A3-0667-4F49-A75D-102B84BBF9ED

# City of Poulsbo

*Deborah Booher, Finance Director*

April 30, 2024

To: Mayor Erickson
City Council Members

RE: Budget Amendments for 4th Quarter 2024

The Budget Ordinance for all budget amendments approved in the 4th Quarter of 2024 is being presented for your approval. In addition, the attached exhibit includes adjustments made to the budget per the mid-biennium budget update.

Below is a summary of those amendments which were approved by the City Council in the 4th Quarter and incorporated into the ordinance.

| Budget Amendment Number | Budget Amendment Description | Budget Amendment Amount | Funding Source |
|---|---|---|---|
| BA24-0401 | Rotary Morrow Park | 40,000 | Fund 124 – Park Impact Fees |
| BA24-0402 | HDPA Watering Services | 11,098 | General Fund – Parks Maintenance Revenue |
| BA24-0403 | HHH – Kitsap Homes of Compassion | 17,000 | Fund 125 – Affordable Housing 1% Sales Tax |
| BA24-0404 | WCIA Risk Mitigation Grant | 16,620 | General Fund – Parks Maintenance |
| BA24-0405 | Raab Park Skate Park Donation | 47,605 | Fund 302 – Parks Capital Projects |
| BA24-0406 | Parks & Recreation Revenue | 70,000 | General Fund – Parks & Recreation |
| BA24-0407 | HHH Communications Liaison | 3,000 | General Fund – Executive Professional Services |

NE 200 Moe Street ♦ Poulsbo, Washington 98370-7347
(360) 394-9720 ext. 1520 ♦ fax (360) 779-5112
www.cityofpoulsbo.com♦dbooher@cityofpoulsbo.com