

POULSBO CITY COUNCIL MEETING AUGUST 21, 2024 ~ 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/89848416447

Dial +1 (253) 215-8782 / Webinar ID: 898 4841 6447

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
 - Land Acknowledgment (Taber)
- 2. PLEDGE OF ALLEGIANCE
- 3. AGENDA REVIEW
- 4. COMMENTS FROM CITIZENS

Oral comments can be made in-person. 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. Written comments can emailed to cityclerks@cityofpoulsbo.com by 2:00 p.m. the day of the meeting, and they will be distributed to the Council before the meeting. Written comments will not be read into the record.

- 5. MAYOR'S REPORT AND COUNCIL COMMENTS
- 6. BOARD, COMMISSION, & OUTSIDE AGENCY REPORTS

7. 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. Minutes of June 12, 2024, City Council Meeting (Fernandez)
- **b.** Minutes of June 26, 2024, Special City Council Meeting (Fernandez)
- c. Minutes of July 10, 2024, City Council Meeting (Fernandez)
- **d.** Payable Disbursements for July 2024 (Booher)
- e. Noll Road Project Consultant Contract Supplement (Ranes)
- f. Poulsbo Events and Recreation Center Consultant Contract (Ranes)
- g. BA #24-0318 Rotary Morrow Community Park Project and Construction Contract Award (Ranes)
- h. Parking Implementation Proposal Walker Consultants (Wright)
- i. Resolution No. 2024-13 Salaries and Wages Update (Kingery)
- 8. BUSINESS AGENDA

- a. Ordinance No. 2024-12 2nd Quarter Budget Amendments (Booher)
- b. DNR Urban Canopy Forestry Grant, WWU Agreement, & BA #24-0320 (Ozimek + Guest)
- c. BA #24-0301 Raab Dog Park Fence Repair and Repayment (Lund)

* * * MEETING BREAK * * *

9. WORKSHOP AGENDA

- a. Department Head Comments (Varies)
- **b.** Questions and Concerns of the Council (City Council)
- c. Police Department Quarterly Update (Harding)
- **d.** 2024 Comprehensive Plan Chapter Review Review of Participation, Evaluation, and Implementation Chapter (Coleman)
- e. Night Work and Road Closure Request (PSE) (Snook)
- f. BA #24-0310 Property Appraisal Fee Transfer (Ozimek)
- g. Quarterly Financial Review (Booher)
- h. 2025-2026 Budget Kick Off Discussion (Booher)
- i. Continued Questions and Concerns of the Council (Council)
- j. Future Agenda Items (Fernandez)

10. CONTINUED COMMENT FROM CITIZENS*

11. MAYOR AND COUNCILMEMBER COMMENTS

12. CLOSED SESSION

a. Union Negotiations (Kingery)

13. ADJOURNMENT

THE COUNCIL MAY ADD AND TAKE ACTION ON OTHER ITEMS NOT LISTED ON THE AGENDA. IN ACCORDANCE WITH COUNCIL'S PROCEDURE, THIS MEETING IS TAPE RECORDED. IN ACCORDANCE WITH A CONTRACT WITH THE CITY OF BREMERTON, THIS 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 a 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.

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



POULSBO CITY COUNCIL AGENDA SUMMARY

5:00 PM - CALL TO ORDER ITEM NO. 1.a MEETING DATE: August 21, 2024

AGENDA ITEM	Land Acknowledgment			
EXHIBITS				
STAFFED BY	Taber			
ESTIMATED TIME	5 mins			
SUMMARY STATEMEN	NT			
	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'			
1	il is sacred in the estimation of m wed by some sad or happy event	y people. Every hillside, every valley, every plain and in days long vanished."		
WORKSHOP DATE:				
77 - 77	WORKSHOT DATE.			
IMPACTS				
Expenditure Required? No Included in Budget? No Amount: 0.00				
SAMPLE MOTION:				
N/A				



POULSBO CITY COUNCIL AGENDA SUMMARY

CONSENT AGENDA ITEM NO. 7.a MEETING DATE: August 21, 2024

AGENDA ITEM	Minutes of June 12, 2024, City Council Meeting
EXHIBITS	2024-06-12 Draft Council Minutes
STAFFED BY	Fernandez
ESTIMATED TIME	1 min

SUMMARY STATEMENT	
Attached are the draft minutes	of the June 12, 2024, City Council Meeting for your review and approval. (Please
note, the hyperlink version will	be active when approved and posted on the website).

WORKSHOP DATE:	

IMPACTS	
Expenditure Required? No	Included in Budget? No
	Amount: N/A

SAMPLE MOTION:

Move to approve the June 12, 2024, Council Meeting minutes as presented.

POULSBO CITY COUNCIL MEETING OF JUNE 12, 2024

MINUTES

PRESENT: Becky Erickson, Rick Eckert, Britt Livdahl, Pam Crowe, Ed Stern, Gary

McVey, and Douglas Newell

ABSENT: Doug Taber

Staff present: Chief Harding, City Engineer Ranes, Special Events Coordinator Hino, Public Works Superintendent Lund, Assistant IT Manager Riendl, Deputy City Clerk Diehl.

1) 5:00 PM - CALL TO ORDER

Mayor Erickson called the meeting to order at 5:00 p.m.

1.a) Land Acknowledgment

Department: Legislative

Councilmember Eckert read the land acknowledgment.

Cover Page >>>

2) PLEDGE OF ALLEGIANCE

Mayor Erickson lead the Pledge of Allegiance.

The entire Poulsbo Police force attended the start of the meeting and Mayor Erickson asked each of them to introduce themselves. Mayor Erickson, Councilmember Stern and Councilmember Eckert expressed appreciation for the job they do.

3) AGENDA REVIEW

Motion: to approve the agenda as presented.

Action: approve, **Moved by** Gary McVey, **Seconded by** Britt Livdahl.

Motion carried unanimously

4) COMMENTS FROM CITIZENS

Carina Langstraat (Adult Services Librarian) at Kitsap Regional Library talked

about "The Citizen University" program and invited Council to a Civic Saturday meeting she will be having at the Poulsbo Library on June 29th.

Mike Regis believes the Raab Park Play for All is being over estimated and would like the Council to reconsider their motion and find a way to lower the cost.

5) MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Crowe hopes Council will participate in the Kitsap Regional Library event.

Councilmember Livdahl wanted to remind everyone about the Juneteenth event in Bremerton on 6/15 and an event on Bainbridge Island on 6/19.

Councilmember Stern talked about the Trails and Tides event.

Councilmember Newell talked about North Kitsap School District and what needs to be done to improve the learning environment. They are having an open house on 6/17 in the commons where the committee will be sharing their efforts and there will be an opportunity for people to provide comments.

Councilmember McVey shared the Brewfest event is this Saturday and Vibe CoWorks was mentioned in Forbes Magazine. He would also like the Police Chief to give a public update on the Pride Flag Incident.

Councilmember Eckert shared the documentary ("To What Remains") he spoke about last week is available on Amazon Prime. He attended the Relay for Life event. He will attend the Juneteenth celebration in Bremerton and the AWC Conference is next week.

Mayor Erickson read the Juneteenth proclamation into the record.

6) BOARD, COMMISSION, & OUTSIDE AGENCY REPORTS

Councilmember Eckert shared that he attended the Senate Human Services Committee in Bremerton, topic was regarding the homeless population.

7) CONSENT AGENDA

7.a) Resolution No. 2024-09 - Salary & Wages Update

Department: Administrative Services

	Cover Page >>
	Resolution No. 2024-09 Salary & Wages Update
7.b)	Payable Disbursements for May 2024
	Department: Finance
	Cover Page S
	05 May Disbursement Register >>>
	05 May EFT Register S
	05 May Check Register S
7.c)	Noll North - 3B Project Grant Acceptance
	Department: Engineering
	Cover Page S
	Grant Acceptance Funding Slide
7.d)	Raab Park Play For All Consultant Contract Amendment
	Department: Engineering
	Cover Page S
	Amendment 2 to Raab Park Play for All
7.e)	Interlocal Agreement with Kitsap Public Facilities District for the PERC
	Department: Engineering
	Cover Page >>
	3 - Poulsbo PERC ILA Final signed by KPFD >>
7.f)	Engineering Position Review and Salary Placements; Addition of Engineering IV Position
	Department: Administrative Services

Cover Page >>>

Motion: to approve Consent Agenda items a-f.

Action: approve, **Moved by** Rick Eckert, **Seconded by** Britt Livdahl.

Motion carried unanimously

8) **BUSINESS AGENDA**

8.a) Lodging Tax Advisory Committee 2025

Department: Parks & Recreation

Special Events Coordinator Hino presented the agenda item. Discussion was held.

Cover Page >>>

<u>Lodging Tax Advisory</u>

<u>Committee Timeline and Membership 2024-2025</u>

Motion: to approve concurrence from the Council on the proposed 2025 Lodging Tax Advisory Committee (LTAC).

Action: approve, **Moved by** Rick Eckert, **Seconded by** Britt Livdahl. Motion carried unanimously

8.b) Public Hearing for and Adoption of the 6-Year TIP 2025-2030

Department: Engineering

Mayor Erickson opened the public hearing at 5:33 p.m. and receiving no comments closed the public at 5:33 p.m.

Discussion was held.

Cover Page >>>

6 Year TIP_2025-2030 >>>

Resolution No. 2024-10 Adopt Six Year TIP

Motion: to adopt Resolution 2024-10, a resolution of the City Council of the City of Poulsbo, Washington, adopting a six-year transportation improvement program for the years 2025-2030 and directing the same to be filed with the State Secretary of Transportation and the Transportation Improvement Board.

Action: adopt, **Moved by** Gary McVey, **Seconded by** Rick Eckert.

Motion carried unanimously

* * * MEETING BREAK * * *

At 5:35 p.m., Mayor Erickson recessed the meeting into a break to return at 5:45 p.m.

9) WORKSHOP AGENDA

9.a) Department Head Comments

Department: Administrative Services

Mayor Erickson reported on the WSPER meeting where they split up \$2 million in ecosystem recovery funding. She also attended the Intergovernmental meeting regarding homelessness/low-income housing in Bainbridge Island, she swore in Deputy Chief Lee Wheeler, the Nordic Cottage bids were opened and there was one high bid, and parking tickets will be given to people parking illegally on 3rd Avenue.

Councilmember McVey has been attending the meetings with Bainbridge Island with the Mayor about recovery housing as well, and asked about a planning grant and if Bainbridge would be applying for the grant. Mayor Erickson said it has already been applied for, and Poulsbo will be the jurisdiction of record.

Councilmember Newell is looking forward to the discussion on Nordic Cottages as it is \$1 million over the budget. He inquired about what a hospital district would pay for and discussion was held regarding hospital districts. He also talked about financial management in regards to the carryover budget.

Councilmember Stern talked about emergency management and where Poulsbo might be excelling/deficient and would like to invite the Department of Emergency Management to a Council meeting as a beginning point.

Councilmember Eckert wanted to connect Kim with a Seattle based non-profit group.

Councilmember Stern said he is looking forward to the AWC conference with Housing, Health, and Human Services Director Hendrickson and Chief Harding speaking regarding behavioral health

and the recovery center. He would also like to explore a Liberty Bay Watershed joint planning group.

Chief Harding announced 6/24-6/28 they are having Law and Justice and Restoration Week which will allow the Council to participate in events.

City Engineer Ranes shared Morrow Manor Park is going out to bid in the next two weeks.

Public Works Superintendent Lund shared City Hall parking garage will be closed on 6/19 for maintenance, he will be asking for a budget amendment to paint Nelson Park House and received Council concurrence to move it to the consent agenda, and some of the water fountains in the parks are shut down due to backflow issues.

Cover Page >>>

9.b) Questions and Concerns of the Council

Department: Administrative Services

Councilmember Livdahl ordered replacement Pride flags and they have been received, but not putting them up until next year per the community's request.

Cover Page 🦠

9.c) <u>Kitsap Economic Development Alliance (KEDA) Quarterly Update</u>

Department: Administrative Services

Joe Morrison, KEDA Executive Director, gave an update on what KEDA is about and what they do. Discussion was held.

Cover Page >>>

9.d) Special Events in July 2024

Department: Parks & Recreation

Special Events Coordinator Hino reported there were two events in July: Kitsap Regional Library Summer Learning Series (Rad Scientist) at Waterfront Park on July 11 at 2:00 p.m., Kitsap Rowing Association at Oyster Plant Park on 7/28. The Summer Concert Series will have seven

bands.

Cover Page >>>

6.12.24 Event Review - Redacted >>>

9.e) Neighborhood Streets Update

Department: Public Works

Public Works Superintendent Lund presented the agenda item. Discussion was held.

Cover Page >>>

9.f) Continued Questions and Concerns of the Council

Department: Administrative Services

Councilmember Stern shared a newspaper article about the renaming of the Hood Canal to the Salish Fjord.

Councilmember Eckert would like an ILA Committee meeting with Suquamish in July before Chief Seattle Days.

Councilmember McVey noted he will not be able to attend the AWC meeting and the City was refunded.

Cover Page >>>

9.g) Future Agenda Items

Department: Administrative Services

None.

Cover Page >>>

Future Agenda Items

10) CONTINUED COMMENT FROM CITIZENS*

None.

11) MAYOR AND COUNCILMEMBER COMMENTS

Motion: to adjourn
Action: adjourn, Moved by Ed Stern, Seconded by Britt Livdahl.
Motion carried unanimously

Mayor Erickson adjourned the meeting at 7:10 p.m.

Rebecca Erickson, Mayor
ATTEST:

Rhiannon Fernandez, CMC, City Clerk

None.



POULSBO CITY COUNCIL AGENDA SUMMARY

CONSENT AGENDA ITEM NO. 7.b MEETING DATE: August 21, 2024

AGENDA ITEM	Minutes of June 26, 2024, Special City Council Meeting
EXHIBITS	2024-06-26 Draft Council Minutes
STAFFED BY	Fernandez
ESTIMATED TIME	1 min

SUMMARY STATEMENT	
Attached are the draft minutes	of the June 26, 2024, Special City Council Meeting for your review and approval
(Please note, the hyperlink vers	ion will be active when approved and posted on the website).

WORKSHOP DATE:	

IMPACTS	
Expenditure Required? No	Included in Budget? No
	Amount: N/A

SAMPLE MOTION:

Move to approve the June 26, 2024, Special Council Meeting minutes as presented.

POULSBO CITY COUNCIL - SPECIAL MEETING MEETING OF JUNE 26, 2024

MINUTES

PRESENT: Becky Erickson, Rick Eckert, Britt Livdahl, Pam Crowe, Ed Stern, Gary

McVey, Douglas Newell, and Doug Taber

ABSENT: None.

Staff present: Assistant City Administrator Booher, City Engineer Ranes, PW Superintendent Lund, Utilities Engineer Roberts, Engineering Technician Snook, Planning & Economic Development Director Wright, Senior Planner Coleman, Housing, Health, and Human Services Director Hendrickson, Parks and Recreation Director Ozimek, Chief Harding, IT Manager Williamson, Deputy City Clerk Diehl

1) 5:00 PM - CALL TO ORDER

Mayor Erickson called the meeting to order at 5:00 p.m.

1.a) Land Acknowledgment

Department: Legislative

Mayor Erickson read the land acknowledgment.

Cover Page >>>

2) PLEDGE OF ALLEGIANCE

Mayor Erickson lead the Pledge of Allegiance.

3) AGENDA REVIEW

Motion: to approve agenda as presented.

Action: approve, **Moved by** Britt Livdahl, **Seconded by** Rick Eckert.

Motion carried unanimously

4) COMMENTS FROM CITIZENS

None.

5) MAYOR'S REPORT AND COUNCIL COMMENTS

Councilmember Crowe talked about attending the AWC Conference last week and enjoyed Chief Harding and Kim Hendrickson's presentation. She also toured the Police Department evidence room.

Councilmember Livdahl thanked Police Department for their Law & Justice activities and did a ride along.

Councilmember Stern shared he is thankful that Council was invited to interact with the Police Department. He also talked about the AWC Conference and the new Kitsap Transit Center. On August 14 at 3:00 p.m. is the Intergovernmental Meeting with the Suquamish Tribe, and on September 25 at 5:00 p.m. is a joint dinner with the Suquamish Tribe.

Councilmember McVey thanked the Police Department for their Law & Justice activities; he went to the shooting range.

Councilmember Eckert shared he went to the Juneteenth Ceremony, Viking Brewfest, AWC Conference, and shared there is a Celebration of Life for Coach Snyder this Saturday at 2:00 p.m. He appreciated the Law & Justice Week activities; he went to the shooting range and did a ride along. He said we need more police officers.

Councilmember Taber shared he is currently in Calgary, Alberta.

Mayor Erickson shared the Oslo project has started, she attended Midsommarfest and gave presentation to Forest Rock Hills HOA, she thanked Engineering Department for getting the Calavista Park moving, and she will be attending Dave Snyder's memorial.

6) BOARD, COMMISSION, & OUTSIDE AGENCY REPORTS

Councilmember Taber shared there is a current request from the Port of Poulsbo to maintain the bulkhead; questions due by July 15th.

7) CONSENT AGENDA

7.a) Excuse Councilmember Absence

Department: Administrative Services

Cover Page >>>

7.b) BA #24-0218 - Nelson Park Caretaker House Painting Project

Department: Public Works

Cover Page >>>

BA24-0218 Nelson House - Signed copy >>>

Motion: to approve Consent Agenda Items a-b.

Action: approve, **Moved by** Gary McVey, **Seconded by** Britt Livdahl.

Motion carried unanimously

8) **BUSINESS AGENDA**

8.a) Public Hearing: SR 305/C3 Code Amendments

Department: Planning

Senior Planner Coleman gave presentation on C-3/SR 305 Amendments. Discussion was held.

Mayor Erickson opened the Public Hearing at 5:27 p.m. No public comment was received. Mayor Erickson closed the public hearing at 5:28 p.m.

Discussion was held.

Cover Page >>>

Ordinance No. 2024-10 C3 Code Amendments 🦠

Exhibit A C3/SR 305 Code Amendments

City Council Staff Report_SR305/C3 Code Amendments >>>

Motion: to adopt Ordinance No. 2024-10, amending sections 18.80.020, 18.80.030, 18.80.040, AND 18.80.080 of the Poulsbo Municipal Code; relating to the C-3 commercial and zoning district; repealing Ordinance No. 2023-13; providing for severability; and establishing an effective date.

Action: adopt, **Moved by** Rick Eckert, **Seconded by** Britt Livdahl. Motion carried unanimously

8.b) Resolution No. 2024-11 - Official City Newspaper Contract

Department: Finance

Assistant City Administrator Booher presented the agenda item and

noted we received two proposals on the Request for Proposals. Kitsap Sun was lowest bid. Discussion was held.

Cover Page >>>

2024 Bid Result Memo to Council for Recommendation

Resolution No. 2024-11 - Designate Official Newspaper >>>

2024-2026 Agreement for Official Newspaper >>>

Motion: to approve Resolution No. 2024-11, naming the USA Today Network | Kitsap Sun as the winning bidder to become the city's official newspaper and authorize the Mayor to sign the agreement with the USA Network | Kitsap Sun.

Action: approve, **Moved by** Gary McVey, **Seconded by** Britt Livdahl. Motion carried unanimously

8.c) BA #24-0217 and Agreement with the Healthcare Authority (HCA) to Fund Recovery Resource Center; New Recovery Resource Center Manager Position

Department: Housing, Health, and Human Services

Housing, Health, and Human Services Director Hendrickson presented the agenda item. Discussion was held.

Cover Page 🦠

BA #24-0217 - HCA Grant RRC >>>

Recovery Resource Center Manager Job Description-June 2024 🦠

City of Pousbo Agreement with HCA

Motion: to approve BA24-0217 and agreement with the Healthcare Authority to fund Recovery Resource Center and a second Recovery Resource Center manager position.

Action: approve, **Moved by** Rick Eckert, **Seconded by** Britt Livdahl. Motion carried unanimously

* * * MEETING BREAK * * *

At 5:41 p.m., Mayor Erickson recessed the meeting into a five-minute break. At 5:50 p.m., Mayor Erickson reconvened the meeting.

9) WORKSHOP AGENDA

9.a) Department Head Comments

Department: Administrative Services

Assistant City Administrator Booher wants to remind everyone that the Auditor's Exit Conference will be tomorrow.

City Engineer Ranes shared that there may be some weekend work on Oslo per the weekend working parameters.

Planning & Economic Development Director Wright shared they had a Viking Avenue Open House, revised costs for the parking study, and thanked the Council for repealing the SR-305 moratorium.

Housing, Health, and Human Services Director Hendrickson talked about Gambit Recovery running the Nelson House, Watson Furniture offered job opportunities to residents of the Nelson House, and Trillium has been hired for janitorial services at the Recovery Resource Center. Councilmember Stern asked about her experience at the AWC conference.

Chief Harding thanked council for all the support.

Cover Page >>>

9.b) Questions and Concerns of the Council

Department: Administrative Services

Councilmember McVey asked for an update on the slashing of the Pride flags. Chief Harding responded that they haven't found any more evidence or tips from the public. They do have a new video they will put out next week. Councilmember McVey also asked about the Police Department partnering with Crime Stoppers on the murder investigation, which can be seen on Q13 Fox.

Councilmember Eckert shared fireworks are only allowed on July 4th but feels there needs to be some sort of enforcement. Would like to see the fireworks ban discussion on a future agenda.

Cover Page >>>

9.c) BA #24-0214 - Carryover/Beginning Balance

Department: Finance

Assistant City Administrator Booher presented the carry over/beginning balance. Discussion was held. The carry over needs to be looked at in conjunction with the 2025-26 budget process. The Council concurred with moving the budget amendment to a business meeting for approval

Cover Page >>>

Carryover 2024 >>>

Scanned Budget Amendment >>>

Amendement - 2024

2024 Request Consideration Carryover

9.d) <u>2024 Comprehensive Plan Chapter Review - Health and Human Services</u>

Department: Planning

Planning & Economic Development Director Wright presented the agenda item. Discussion was held.

Cover Page 🦠

Summary_Health and Human Services_CC 062624 🦠

Health and Human Services_CC Review 062624 >>>

9.e) <u>Utility Night Work Requests</u>

Department: Engineering

Engineering Technician Snook presented the agenda item. The Council concurred with moving the request to a future consent agenda for approval.

Cover Page >>>

<u>Utility Night Work Requests</u>

9.f) Nordic Cottages Project - Bid Results, Contract Recommendation, Budget Strategy, & Housing Kitsap ILA

Department: Engineering

Utilities Engineer Roberts gave presentation. Discussion was held. The Council concurred with continuing this discussion at the 7/10 council workshop.

Cover Page >>>

Nordic Cottages Official bid tabs

Second Amendment to Nordic Cottages ILA 4871-6398-8155 v.1

9.g) 3rd Avenue Improvements Project Update

Department: Engineering

City Engineer Ranes presented the agenda item. Discussion was held.

Cover Page S

<u> 2024-06-26 - Council Workshop - 3rd Ave Project Update 🦠 </u>

9.h) BA #24-0302 & Transportation Comp Plan Consultant Contract Amendment

Department: Engineering

City Engineer Ranes presented BA #24-0302 and the Transportation Comp Plan Consultant Contract Amendment. The Council concurred with moving this to the 7/10 consent agenda.

Cover Page >>>

TA09 Amend02 PoulsboTransportationElement SOW v3

PoulsboTransElementUpdate Amend2 Budget-V3

BA #24-0302 - Transp Comp Plan (not signed)

2024-06-26 CC Workshop - Transportation Plan - Consultant Contract Amendment Rev

9.i) Kelly Annexation Infeasibility and Utility Extension Agreement

Department: Planning

Assistant Planner Weller presented the agenda item. Discussion was held. The Council concurred with moving this to the July 10, 2024, business agenda for approval.

Cover Page >>>

Kelly UEA-Anex Staff Report >>>

9.j) Continued Questions and Concerns of the Council

Department: Administrative Services

None.

Cover Page >>>

9.k) Future Agenda Items

Department: Administrative Services

Councilmember Stern asked to discuss fireworks at a future meeting.

Councilmember Eckert asked for reports on the working budget group meetings.

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Future Agenda Items 🦠

10) CONTINUED COMMENT FROM CITIZENS*

Marion Allen spoke regarding the Poulsbo Comprehensive Plan not having public participation and the need to include a climate change section in Poulsbo's Comp Plan. She is concerned about all large developments and cutting of all the mature forest in the City and the affect on climate change.

11) MAYOR AND COUNCILMEMBER COMMENTS

Mayor Erickson responded to Marion Allen about retaining 6 acres of her property after she was annexed.

Councilmember McVey suggested getting contact information for Marion Allen so the Planning Department can respond. The Planning Department has had many opportunities for the public to comment. Climate change was addressed in the chapter discussed tonight and at least two other chapters. The Council is not ignoring climate change, it is not a separate chapter, but it is a robust part of the plan.

12) ADJOURNMENT

M	lotion:	to	adj	our	'n
_				_	_

Action: adjourn, **Moved by** Ed Stern, **Seconded by** Gary McVey.

Motion carried unanimously

Mayor Erickson adjourned the meeting at 8:45 p.m.

ATTECT.	Rebecca Erickson, Mayor
ATTEST:	



POULSBO CITY COUNCIL AGENDA SUMMARY

CONSENT AGENDA ITEM NO. 7.c MEETING DATE: August 21, 2024

AGENDA ITEM	Minutes of July 10, 2024, City Council Meeting	
EXHIBITS	2024-07-10 Draft Council Minutes	
STAFFED BY	Fernandez	
ESTIMATED TIME	1 min	

Attached are the draft minutes of the July 10, 2024, City Council Meeting for your review and approval. (Please note, the hyperlink version will be active when approved and posted on the website).

WORKSHOP DATE:	

Amount: N/A

MPACTS	
Expenditure Required? No	Included in Budget?

SAMPLE MOTION:

Move to approve the July 10, 2024, Council Meeting minutes as presented.

POULSBO CITY COUNCIL MEETING OF JULY 10, 2024

MINUTES

PRESENT: Becky Erickson, Rick Eckert, Britt Livdahl, Pam Crowe, Ed Stern, Douglas

Newell, and Doug Taber

ABSENT: Gary McVey

Staff present: Assistant City Administrator Booher, Public Works Superintendent Lund, Assistant PW Superintendent Svarthumle, City Engineer Ranes, Utilities Engineer Roberts, Senior Planner Coleman, Assistant Planner Weller, Parks and Recreation Director Ozimek, Recreation Programmer Goodfellow, Housing, Health, and Human Services Director Hendrickson, Chief Harding, IT Manager Williamson, Administrative Services Director/City Clerk Fernandez.

1) 5:00 PM - CALL TO ORDER

Mayor Erickson called the meeting to order at 5:00 p.m.

1.a) Land Acknowledgment

Department: Legislative

Councilmember Livdahl read the land acknowledgment.

Cover Page >>>

2) PLEDGE OF ALLEGIANCE

Mayor Erickson led the Pledge of Allegiance.

3) AGENDA REVIEW

Motion: to approve agenda as presented.

Action: approve, Moved by Ed Stern, Seconded by Britt Livdahl.

Motion carried unanimously

4) COMMENTS FROM CITIZENS

Jon Willett talked about a pocket park on Hamilton, and whether it should be a city park or an HOA park. He spoke about Bainbridge not creating affordable housing and homelessness, and we are being their catch all. Marian Allen talked about the benefit of mature trees and forests.

Edie Lau spoke regarding the Transportation Chapter of the Comp Plan Update that will come before the Council next week and a road extension that runs through her home and land.

Brian Black spoke in support of John and Edie's concern about the transportation chapter and the future road extension.

Laura Jack spoke regarding the extreme noise pollution and firework danger near her home on 4th of July and asked that the City ban fireworks and give the police department the tools to enforce.

5) MAYOR'S REPORT AND COUNCIL COMMENTS

5.a) <u>Kitsap Transit Update</u>

Department: Administrative Services

Kitsap Transit Executive Director Clauson gave an update on the following: Silverdale Transit Center, RAISE Grant Federal Funding Award (North Base Heavy Duty Maintenance Facility and Double-Decker Buses).

Councilmember Stern recognized John Clauson for serving the City of Port Orchard for 41 years as a councilmember, and there will be a an event recognizing his service on Wednesday 2pm* at Port Orchard Waterfront.

Councilmember Crowe thanked folks for their comments tonight, and she can only say as someone who was part of the self-help building program and seeing it beautifully forested and then watching the groundbreaking and no longer having the trees, there was requirements for vegetation to be part of that development, and looking at the development now, there is growth coming back, and growth that remained.

Councilmember Eckert mentioned the worker driver bus program and expansion at Bangor, and maybe they want to take a visit to the base and see what is occurring and how many of those folks who will be coming here to live. He met with Ms. Lau and talked with her on her concerns and talked with staff about the concerns as well. There might be an idea to fix that situation. He hears the concerns. He spoke about two rumors he has heard in the community: the large

construction project on 305 between Viking and Bond is a private residence that is being built there. The other rumor was whether the police department has quotas for tickets they have to give out every month. Chief Harding said his department has no quotas for tickets of any kind.

Cover Page >>>

6) **BOARD, COMMISSION, & OUTSIDE AGENCY REPORTS**

Councilmember Taber would like to bring up the bulkhead with the Port of Poulsbo, and if there is a path forward with someone he can connect with. Mayor Erickson will get together with Engineering and send over some zoom times to give him a briefing.

7) CONSENT AGENDA

7.a) Utility Night Work Requests

Department: Engineering

Cover Page >>>

7.b) Payable Disbursements for June 2024

Department: Finance

Cover Page 🦠

06 June Disbursement Register.pdf

<u>06 June Check Register.pdf</u> >>>

06 June EFT Register.pdf

7.c) Transportation Comp Plan Consultant Contract Amendment and Budget Amendment

Department: Engineering

Cover Page >>>

TA09-TransportationElementUpdate-Amend2.pdf >>>

BA 24-0302.pdf >>>

Motion: to approve Consent Agenda items a-c.

Action: approve, **Moved by** Britt Livdahl, **Seconded by** Pam Crowe.

Motion carried unanimously

8) BUSINESS AGENDA

8.a) Kelly Annexation Infeasibility and Utility Extension Agreement

Department: Planning

Assistant Planner Weller presented the agenda item.

Cover Page >>>

Kelly UEA Staff Report.pdf >>>

Motion: to approve the City Council determine it is unfeasible at this time to circulate an annexation petition for the Kelly property located on NW Anderson Lane, Parcel 222601-2-023-2008 as described in E05-21-24-02.

Action: approve, **Moved by** Pam Crowe, **Seconded by** Britt Livdahl. Motion carried unanimously

Motion: to approve the Kelly Utility Extension Agreement, as reviewed in File E05-21-24-02, for the Mayor's signature.

Action: approve, **Moved by** Pam Crowe, **Seconded by** Britt Livdahl. Motion carried unanimously

* * * MEETING BREAK * * *

Mayor recessed the meeting for a break at 5:53 p.m.

At 6:00 p.m., Mayor Erickson reconvened the meeting.

9) WORKSHOP AGENDA

9.a) Department Head Comments

Department: Administrative Services

Chief Harding shared their entry level candidates are starting earlier than expected.

City Engineer Ranes gave an update on the parking study, and they

are working with the consultant on a scope and budget.

Senior Planner Coleman said the Planning Dept shared dates that they will be out in the community. She recommended people sign up for monthly newsletter for development news.

PW Superintendent Lund and Assistant PW Superintendent Svarthumle asked the public to please slow down in the construction zones and keep their workers safe. They had two sanicans set on fire with fireworks the last couple of nights (Oyster Park and the Pump Track). Svarthumle gave an update with water and peak flows, and the need for the public to limit irrigation to certain hours.

Parks and Recreation Director Ozimek report that their cheer camp took first place.

Mayor Erickson reported on an upcoming class action against Kroger that the City is being asked to sign onto. She said it is in her signing authority and asked if anyone had objection to her signing onto the action. There was no objection. She reported on a grand opening at Byrdie's Coffee and gave an update on the 4th Avenue property owned by Housing Kitsap. She talked about taking part in the KRCC and PSRC roadshow.

Cover Page >>>

9.b) Questions and Concerns of the Council

Department: Administrative Services

Councilmember Eckert shared discussions with Chairman Forsman and recognizing other cultures, and he is still waiting to hear back on what would be meaningful to the Suquamish Tribe.

Councilmember Stern talked about the Lodging Tax Advisory Committee meeting to gear up for the next grant cycle. The ad-hoc Poulsbo-BI group will be meeting on Friday at 3:00 pm.

Councilmember Livdahl shared the community read committee has been formed and they are narrowing down the choices for the read. She would like to set a budget. Councilmember Crowe added they are looking at October or early November.

Councilmember Taber thanked Housing, Health, and Human Services Director Hendrickson for meeting with him on the Nordic Cottages project.

Cover Page >>>

9.c) Senior Task Force Presentation

Department: Parks & Recreation

Parks and Recreation Director Ozimek, Recreation Programmer Goodfellow, Jolene Culbertson (P&R Instructor), Mary Swoboda-Groh (P&R Commission Member) presented the agenda item. Discussion was held.

Cover Page >>>

Senior Program Slides July 2024.pdf

9.d) Nordic Cottages Project - Continued Discussion

Department: Engineering

Housing, Health, and Human Services Hendrickson, City Engineer Ranes, Assistant City Administrator Booher, and Dean Nail presented the agenda item. Discussion was held. The agenda item will be added to the July 17, business agenda for Council consideration.

Cover Page 🦠

2020-03 Affordable Housing Task Force Recommendations.pdf >>>

2020-20 Allocation of City Property for Affordable Housing.pdf 🦠

Nordic Cottage Workshop Hendrickson July 10 2024.pdf

Nordic Cottages Project Update - Bid Opening Award ILA 6.26.24 Council Presentation Final.pptx

9.e) 2024 Comprehensive Plan Chapter Review - Natural Environment

Department: Planning

Senior Planner Coleman presented the agenda item. Discussion was held.

Cover Page 🦠

Summary_Natural Environment_CC_071024.pdf >>>

Ch. 5_Natural Environment_CleanCopyCC071024RED.pdf

9.f) Alasund Meadows - Noll Gravity Sewer Extension Project Acceptance

Department: Engineering

Utilities Engineer Roberts presented the agenda summary. Discussion was held. The Council concurred with moving this item to the consent agenda on July 17 for Council consideration.

Cover Page >>>

Noll Rd Sewer Ext. Pay Estimate 4-Final.pdf

<u>Alasund Meadows - Noll Gravity Sewer Project Acceptance.pptx</u>

9.g) <u>Updated Ordinance for "Automated Traffic Safety Cameras"</u>

Department: Police

Chief Harding presented the agenda item. Discussion was held. The Council concurred with moving this with this to the July 17, 2024, consent agenda for Council consideration.

Cover Page 🦠

Automated Traffic Cameras 4872-4441-4919 v.2 - as amended.pdf

9.h) Continued Questions and Concerns of the Council

Department: Administrative Services

Councilmember Stern asked about timing of a discussion regarding banning fireworks. Mayor Erickson would like to do a non-binding advisory vote of the public in February. Probably too late for November ballot. Get on a future work study session.

Councilmember Stern shared a public works magazine where the city has been awarded a national award from APWA for the Noll Road Project. He also shared LTAC is meeting Friday.

Councilmember Eckert asked about getting the 307/Bond Road

	committee together. Mayor Erickson responded that there will be a 305 committee meeting shortly and that would be a good time to bring that concept up.
	Cover Page S
9.i)	Future Agenda Items
	Department: Administrative Services
	Cover Page S
	Future Agenda Items.pdf
CONT	INUED COMMENT FROM CITIZENS*
None.	
MAYO	R AND COUNCILMEMBER COMMENTS
None.	
EXECU	JTIVE SESSION
None.	
ADJO	URNMENT
Action	n: to adjourn n: adjourn, Moved by Britt Livdahl, Seconded by Rick Eckert. n carried unanimously
Mayor	Erickson adjourned the meeting at 8:34 p.m.

Rebecca Erickson, Mayor

10)

11)

12)

13)

ATTEST:

Rhiannon Fernandez, CMC, City Clerk



POULSBO CITY COUNCIL AGENDA SUMMARY

CONSENT AGENDA ITEM NO. 7.d MEETING DATE: August 21, 2024

AGENDA ITEM	Payable Disbursements for July 2024	
EXHIBITS	07 July Disbursement Register 07 July EFT Register 07 July Check Register	
STAFFED BY	Booher	
ESTIMATED TIME	1 min	

SUMMARY STATEMENT

To approve Payable Disbursements for the period of July 1, 2024 through July 31, 2024, in the amount of \$2,514,751.37 to include Accounts Payable Check Numbers 10051211 through 10051451, Accounts Payable Voucher Numbers V9005564 through V9005616, Payroll Check Numbers 30055189 through 30055488, and Electronic Disbursement Numbers 224-104 through 224-110 and 224-112 through 224-117.

WORKSHOP DATE:	
----------------	--

IMPACTS	
Expenditure Required? Yes	Included in Budget? Yes
Experiantare required. Tes	Amount: \$2,514,751.37

SAMPLE MOTION:

Move to approve Payable Disbursements for the period of July 1, 2024 through July 31, 2024, in the amount of \$2,514,751.37 to include Accounts Payable Check Numbers 10051211 through 10051451, Accounts Payable Voucher Numbers V9005564 through V9005616, Payroll Check Numbers 30055189 through 30055488, and Electronic Disbursement Numbers 224-104 through 224-110 and 224-112 through 224-117.



DISBURSEMENT REGISTER July 2024

ACCOUNTS PAYABLE CLAIMS

Check & Voucher Numbers				
Check Date	From	То		Amount
7/03/2024	10051211	10051247	\$	119,373.39
	V9005564	V9005570	\$	16,323.86
7/10/2024	10051248	10051290	\$	215,115.54
	V9005571	V9005581	\$	153,034.16
7/17/2024	10051291	10051336	\$	194,871.17
	V9005582	V9005586	\$	1,557.45
7/25/2024	10051337	10051389	S	358,616.84
	V9005587	V9005598	\$	21,420.64
7/31/2024	10051390	10051451	\$	182,616.76
	9005599	9005611	\$	47,657.00
	V9005612	V9005616	\$	2,700.39
VOID explanation:				
V9005553 (Vendor closed account did not notify City; reissued)			\$	(7,160.54)
10048968 (Voided & reissued unclaimed property checks)			\$	(222.28)
10049441 (Voided & reissued unclaimed property checks)		\$	(234.64)	
10051140 (Voided & reissued due to bank scanning error)		\$	(2,432.00)	

Total Checks: \$ 1,303,237.74

PAYROLL

	Check	Numbers	
Check Date	From	То	Amount
7/05/2024	30055189	30055339	\$ 302,129.16
7/19/2024	30055340	30055488	\$ 312,507.23

Total Checks: \$ 614,636.39

EFT PAYMENTS

EFT Number		
224-	104	\$ 2,840.58
224-	105	\$ 105,815.51
224-	106	\$ 71,585.38
224-	107	\$ 185,235.50
224-	108	\$ 732.56
224-	109	\$ 355.50
224-	110	\$ 18.00
* 224-	112	\$ 4,173.15
224-	113	\$ 225.00
224-	114	\$ 42,684.98
224-	115	\$ 110,315.00
224-	116	\$ 72,540.58
224-	117	\$ 355.50

^{* 224-111} recorded in Period 6

Total EFTs:

\$ 596,877.24 \$ 2,514,751.37

TOTAL ALL DISBURSEMENTS:

APPROVAL:

Audited by: J. Reiselman, Senior Accountant

Approved by: D. Booher, Assistant City Administrator

CENTRALSQUARE DATE: 08/13/2024 TIME: 11:40:54

CITY OF POULSBO
CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER:

ACCOUNTING PERIOD:

ACCOUNTING PERIOD: 8/24

SELECTION CRITERIA: chkstat.rundate between '20240701 00:00:00.000' and '20240731 00:00:00.000' and chkstat.chk_status='M'

DISTRIBUTION FUND: 999

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL DESCRIPTION
224104 224105 224106 224107 224108 224109 224110 * 224112 224113 224114 224115 224116 224117 TOTAL FUND	07/03/2024 07/05/2024 07/09/2024 07/08/2024 07/05/2024 07/10/2024 07/10/2024 07/12/2024 07/15/2024 07/25/2024 07/25/2024 07/23/2024	GLOBAL PAYMENTS DIRECT INC INTERNAL REVENUE SERVICE DEPARTMENT OF RETIREMENT SYSTEMS NW ADMIN TRANSFER ACCOUNT COLONIAL INSURANCE WASHINGTON STATE SUPPORT REGISTRY WA STATE DEPT OF LICENSING - CPL OFFICE OF STATE TREASURER KEY BANK N.A. ST OF WA DEPT OF REVENUE -EXCISE INTERNAL REVENUE SERVICE DEPARTMENT OF RETIREMENT SYSTEMS WASHINGTON STATE SUPPORT REGISTRY	M M M M M M M M M	2840.58 MANUAL CHECK 105815.51 MANUAL CHECK 71585.38 MANUAL CHECK 185235.50 MANUAL CHECK 732.56 MANUAL CHECK 355.50 MANUAL CHECK 18.00 MANUAL CHECK 4173.15 MANUAL CHECK 4275.00 MANUAL CHECK 42684.98 MANUAL CHECK 110315.00 MANUAL CHECK 110315.00 MANUAL CHECK 72540.58 MANUAL CHECK 355.50 MANUAL CHECK
TOTAL REPORT				596877.24

224111 - Disbursed in June 2024

CENTRALSQUARE DATE: 08/13/2024 TIME: 12:26:09

CITY OF POULSBO CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 1

ACCTPA21

ACCOUNTING PERIOD: 8/24

SELECTION CRITERIA: chkstat.rundate between '20240701 00:00:00.000' and '20240731 00:00:00.000'

DISTRIBUTION FUND: 999

DID . KIEDO . I G					
CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
224104	07/03/2024	GLOBAL PAYMENTS DIRECT INC	M	2840 58	MANUAL CHECK
	07/05/2024	INTERNAL REVENUE SERVICE	M		MANUAL CHECK
224105		DEPARTMENT OF RETIREMENT SYSTEMS	M		MANUAL CHECK
224106	07/09/2024		M		MANUAL CHECK
224107	07/08/2024	NW ADMIN TRANSFER ACCOUNT			MANUAL CHECK
224108	07/05/2024	COLONIAL INSURANCE	M		
224109	07/10/2024	WASHINGTON STATE SUPPORT REGISTRY	M		MANUAL CHECK
224110	07/10/2024	WA STATE DEPT OF LICENSING - CPL	M		MANUAL CHECK
* 224112	07/12/2024	OFFICE OF STATE TREASURER	M		MANUAL CHECK
224113	07/15/2024	KEY BANK N.A.	M		MANUAL CHECK
224114	07/25/2024	ST OF WA DEPT OF REVENUE -EXCISE	M		MANUAL CHECK
224115	07/19/2024	INTERNAL REVENUE SERVICE	M		MANUAL CHECK
224116	07/22/2024	DEPARTMENT OF RETIREMENT SYSTEMS	M		MANUAL CHECK
224117	07/23/2024	WASHINGTON STATE SUPPORT REGISTRY	М		MANUAL CHECK
* 9005599	07/31/2024	KEY2PURCHASE	V		VOID: MULTI STUB CHECK
9005600	07/31/2024	KEY2PURCHASE	V		VOID: MULTI STUB CHECK
9005601	07/31/2024	KEY2PURCHASE	V		VOID: MULTI STUB CHECK
9005602	07/31/2024	KEY2PURCHASE	V		VOID: MULTI STUB CHECK
9005603	07/31/2024	KEY2PURCHASE	V		VOID: MULTI STUB CHECK
9005604	07/31/2024	KEY2PURCHASE	V		VOID: MULTI STUB CHECK
9005605	07/31/2024	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
9005606	07/31/2024	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
9005607	07/21/2024	KEN A DUD CHACE	V	0.00	VOID: MULTI STUB CHECK
9005608	07/31/2024	KEY2PURCHASE	v		VOID: MULTI STUB CHECK
9005609	07/31/2024	KEY2DIRCHASE	v		VOID: MULTI STUB CHECK
9005610	07/31/2024	VEV2DIDCHASE	v		VOID: MULTI STUB CHECK
9005611	07/31/2024	KEY2PURCHASE KEY2PURCHASE KEY2PURCHASE KEY2PURCHASE KEY2PURCHASE KEY2PURCHASE TERHUNE PATRICIA DEE KINLEY LANCE & MADIE C RAILSTAR ENGINEERING LLC. ASSOCIATED PETROLEUM PRODUCTS BECKWITH & KUFFEL BRANDON K MILLER BUILDERS FIRSTSOURCE INC CDW LLC CENTURY COMMUNITIES INC CITY OF BREMERTON COATES DESIGN INC.	P		ACCOUNTS PAYABLE CHECK
*10048968	07/09/2024	TEDULINE DATRICTA DEE	V		VOID MANUAL CHECK
	07/09/2024	KINLEY LANCE & MADIE C	V		VOID MANUAL CHECK
*10049441	07/09/2024	RINLEY LANCE & MADIE C	V V		VOID MANUAL CHECK
*10051140	07/17/2024	ACCOCTATED DETROLEUM DRODUCTS	V D		ACCOUNTS PAYABLE CHECK
*10051211	07/03/2024	ASSOCIATED PETROLEUM PRODUCTS	N.		ACCOUNTS PAYABLE CHECK
10051212	07/03/2024	BECKMITH & KUFFEL	N.		ACCOUNTS PAYABLE CHECK
10051213	07/03/2024	BRANDON K MILLER	r.		ACCOUNTS PAYABLE CHECK
10051214	07/03/2024	BUILDERS FIRSTSOURCE INC	K		ACCOUNTS PAYABLE CHECK
10051215	07/03/2024	CDW LLC	K		ACCOUNTS PAYABLE CHECK
10051216	07/03/2024	CENTURY COMMUNITIES INC	K	400.00	ACCOUNTS PAYABLE CHECK
10051217	07/03/2024	CITY OF BREMERION	R R		
10051218	07/03/2024	BECKWITH & KUFFEL BRANDON K MILLER BUILDERS FIRSTSOURCE INC CDW LLC CENTURY COMMUNITIES INC CITY OF BREMERTON COATES DESIGN INC. CONSOR NORTH AMERICA INC CORE & MAIN DEPARTMENT OF LICENSING FARALLON CONSULTING LLC FERGUSON ENTERPRISES INC FISCHER-BOUMA PARTNERSHIP HACH CHEMICAL COMPANY HUDSON HOLDING COMPANY INC INSPIRE CREATIVE CO LLC KELLEY CREATE CO	K		ACCOUNTS PAYABLE CHECK
10051219	07/03/2024	CONSOR NORTH AMERICA INC	R		ACCOUNTS PAYABLE CHECK
10051220	07/03/2024	CORE & MAIN	R R		ACCOUNTS PAYABLE CHECK
10051221	07/03/2024	DEPARTMENT OF LICENSING	K		ACCOUNTS PAYABLE CHECK
10051222	07/03/2024	FARALLON CONSULTING LLC	R		ACCOUNTS PAYABLE CHECK
10051223	07/03/2024	FERGUSON ENTERPRISES INC	R		ACCOUNTS PAYABLE CHECK
10051224	07/03/2024	FISCHER-BOUMA PARTNERSHIP	R		ACCOUNTS PAYABLE CHECK
10051225	07/03/2024	HACH CHEMICAL COMPANY	R		ACCOUNTS PAYABLE CHECK
10051226	07/03/2024	HUDSON HOLDING COMPANY INC	R		ACCOUNTS PAYABLE CHECK
10051227	07/03/2024	INSPIRE CREATIVE CO LLC	R		ACCOUNTS PAYABLE CHECK
10051228	07/03/2024	KELLEY CREATE CO			ACCOUNTS PAYABLE CHECK
10051229	07/03/2024	KITSAP TOWING	R		ACCOUNTS PAYABLE CHECK
10051230	07/03/2024	L&L EXCAVATION & LANDSCAPING INC	R		ACCOUNTS PAYABLE CHECK
10051231	07/03/2024	COEUR CAPITAL INC ACCTS RECEIVABLE	R		ACCOUNTS PAYABLE CHECK
10051232	07/03/2024	MALLORY PAINT STORE INC.	R		ACCOUNTS PAYABLE CHECK
10051233	07/03/2024	BOLT MELISSA W	R		ACCOUNTS PAYABLE CHECK
10051234	07/03/2024	MERCURIO'S HEATING & AIR CONDITION	R	64.00	ACCOUNTS PAYABLE CHECK
	• •				

CENTRALSQUARE DATE: 08/13/2024 TIME: 12:26:09

CITY OF POULSBO CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER: 2 ACCTPA21 ACCOUNTING PERIOD: 8/24

SELECTION CRITERIA: chkstat.rundate between '20240701 00:00:00.000' and '20240731 00:00:00.000'

10051335	07/02/2024	MICROELEN INC	n	1EOO 22 ACCOUNTS DAYABLE CHECK
10051235	07/03/2024	MICROFLEX INC	K	1590.32 ACCOUNTS PAYABLE CHECK
10051236	07/03/2024	THE DADE COOLD THE	D	1522.23 ACCOUNTS PAYABLE CHECK
	07/03/2024	THE PAPE GROOF INC	IX.	1322.23 ACCOUNTS TATABLE CITECK
10051237	07/03/2024	PARAMETRIX INC	R	2584.15 ACCOUNTS PAYABLE CHECK
	07/02/2021	DETCH CENTED FOR DOVICHOLOGICAL WELL	 D	205 00 ACCOUNTS DAYABLE CHECK
10051238	07/03/2024	KEIGH CENTER FOR PSYCHOLOGICAL WELL	ĸ	385.00 ACCOUNTS PAYABLE CHECK
10051239	07/03/2024	RTCOH USA TNC	R	423.90 ACCOUNTS PAYABLE CHECK
	07/03/2024	KICOH USA INC	IX.	123.50 ACCOUNTS TATABLE CITECK
10051240	07/03/2024	SHERWIN-WILLIAMS	R	497.52 ACCOUNTS PAYABLE CHECK
	07/02/2024	WA CT AUDITOR	D	31158.40 ACCOUNTS PAYABLE CHECK
10051241	07/03/2024	WA ST AUDITUR	K	31130.40 ACCOUNTS PATABLE CHECK
10051242	07/03/2024	TACOMA SCREW PRODUCTS INC	R	54.86 ACCOUNTS PAYABLE CHECK
	07/03/2024	TACOMA SCREW TRODUCTS THE		530 00 ACCOUNTS TATABLE CHECK
10051243	07/03/2024	FRANCISCAN MEDICAL GROUP	R	539.00 ACCOUNTS PAYABLE CHECK
10051244	07/03/2024	THE HOME DEDOT DOG INSTITUTIONAL	D	1006.67 ACCOUNTS PAYABLE CHECK
	07/03/2024	THE HOME DEPOT PRO INSTITUTIONAL	N.	1000.07 ACCOUNTS PATABLE CHECK
10051245	07/03/2024	TRIPOINTE HOMES	R	2000.00 ACCOUNTS PAYABLE CHECK
	07/03/2021	VEGTTO ORGUE DE VEGTTO CERVITOES		CO OF ACCOUNTS DAYABLE CHECK
10051246	07/03/2024	VESITE CHOOL DRY AFRITE SEKATCES	R	69.95 ACCOUNTS PAYABLE CHECK
10051247	07/03/2024	WESTRAY AUTO DARTS	D	8.53 ACCOUNTS PAYABLE CHECK
	07/03/2024	WESTBAT AUTO FARTS	IX.	0.33 ACCOUNTS TATABLE CITECK
10051248	07/10/2024	A BETTER LIFE RECOVERY, LLC	R	572.00 ACCOUNTS PAYABLE CHECK
	07/10/2021	AFI AC THOUDANCE		1073 30 ACCOUNTS DAYABLE CHECK
10051249	07/10/2024	AFLAC INSURANCE	K	1972.38 ACCOUNTS PAYABLE CHECK
10051250	07/10/2024	AMW LINITED INC	D	1438.00 ACCOUNTS PAYABLE CHECK
	07/10/2024	ANN ONLIED INC	_	20 20 ACCOUNTS TATABLE CHECK
10051251	07/10/2024	AUTOGLASS PLUS INC	R	38.20 ACCOUNTS PAYABLE CHECK
	07/10/2024	DATABREDOCE DECROCAL TAIC	D	57399.56 ACCOUNTS PAYABLE CHECK
10051252	07/10/2024	BAINBRIDGE DISPOSAL INC	ĸ	3/333.30 ACCOUNTS PATABLE CHECK
10051253	07/10/2024	RILLE SKY PRINTING LLC	R	34.76 ACCOUNTS PAYABLE CHECK
	07/10/2024	DEGE SKI TRINIING EEC	12	1117 FO ACCOUNTS DAYABLE CHECK
10051254	07/10/2024	BRANDON K MILLER	R	1117.50 ACCOUNTS PAYABLE CHECK
	07/10/2024	CAD WACH ENTEDDRICES	D	126.00 ACCOUNTS PAYABLE CHECK
10051255	07/10/2024	CAR WASH ENTERPRISES	IX.	120.00 ACCOUNTS TATABLE CITECK
10051256	07/10/2024	CHS_TNC	R	20.60 ACCOUNTS PAYABLE CHECK
	07/10/2021	DARCE BARREN		120 00 ACCOUNTS DAYABLE CHECK
10051257	07/10/2024	PARSE DARKEN	K	130.00 ACCOUNTS PAYABLE CHECK
10051258	07/10/2024	CRAY & OSBORNE THE	R	3272.76 ACCOUNTS PAYABLE CHECK
	07/10/2024	GRAT & USBURNE INC	<u> </u>	120 00 ACCOUNTS TATABLE CHECK
10051259	07/10/2024	HLAVIN WENONAH	R	129.00 ACCOUNTS PAYABLE CHECK
	07/10/2024	TAICHAM DONNA	D	76.00 ACCOUNTS PAYABLE CHECK
10051260	07/10/2024	INGHAM DUNNA	ĸ	70.00 ACCOUNTS PATABLE CHECK
10051261	07/10/2024	KITSAP COUNTY HUMANE SOCIETY	R	3134.86 ACCOUNTS PAYABLE CHECK
	07/10/2021	KITS/II COURTY HOUNTE SOCIETY		224 C4 ACCOUNTS DAYABLE CHECK
10051262	07/10/2024	KINLEY LANCE & MADIE C	K	234.64 ACCOUNTS PAYABLE CHECK
10051263	07/10/2024	VITCAD 011 DUDI TO AUTHODITY	D	6352.60 ACCOUNTS PAYABLE CHECK
	07/10/2024	KITSAF SII FUBLIC AUTHURITI	IX	2500 00 ACCOUNTS TATABLE CITECK
10051264	07/10/2024	KITSAP ECONOMIC DEVELOP COUNCIL	R	2500.00 ACCOUNTS PAYABLE CHECK
	07/10/2024	KDC DCOMAC THE	D	39828.00 ACCOUNTS PAYABLE CHECK
10051265	07/10/2024	KPG PSOMAS INC.	ĸ	39020.00 ACCOUNTS PATABLE CHECK
10051266	07/10/2024	LAURELHURST APARTMENTS COMPANY	R	3565.48 ACCOUNTS PAYABLE CHECK
	07/10/2024	CACKELIONST ALAKTHERTS COMPANY		1303 FO ACCOUNTS DAYABLE CHECK
10051267	07/10/2024	COEUR CAPITAL INC ACCIS RECEIVABLE	R	1393.58 ACCOUNTS PAYABLE CHECK
10051268	07/10/2024	HADOLD LEMAY ENTEDDDTSES THE	D	310.04 ACCOUNTS PAYABLE CHECK
	07/10/2024	MAROLD LLMAT ENTERFREISES INC	IX.	310.04 ACCOUNTS TATABLE CITECK
10051269	07/10/2024	LOOMIS	R	231.35 ACCOUNTS PAYABLE CHECK
10051270	07/10/2024	CDODTCENCTNE THE DRA NECT LLC	D	385.00 ACCOUNTS PAYABLE CHECK
	07/10/2024	SPURISENGINE INC DDA NOSI LLC	N.	JOJ. OU ACCOUNTS PATABLE CILECK
10051271	07/10/2024	NORTHWEST LABORERS-EMPLOYERS TRAIN	R	400.00 ACCOUNTS PAYABLE CHECK
	07/10/2021	DADAMETRIX THE		1420E 1E ACCOUNTS DAVABLE CHECK
10051272	07/10/2024	PARAMETRIX INC	ĸ	14385.15 ACCOUNTS PAYABLE CHECK
10051273	07/10/2024	DENTASHIA SHIPPORT ORG DRA RILIERTIIS	R	845.12 ACCOUNTS PAYABLE CHECK
	07/10/2021	TENTINGUEA SOLLOKI OKO DEA DEGEDIELES		404F0 00 ACCOUNTS DAYABLE CHECK
10051274	07/10/2024	PEORIA FORD	K	49450.00 ACCOUNTS PAYABLE CHECK
10051275	07/10/2024	DDTTCUADD VATTE	D	37.00 ACCOUNTS PAYABLE CHECK
	07/10/2024	FRIICHARD RATIL	IX	10030 10 ACCOUNTS TATABLE CITECK
10051276	07/10/2024	REDS ELECTRIC MOTORS INC	R	10838.10 ACCOUNTS PAYABLE CHECK
	07/10/2024	COACT DO IT DECT HARDWARE	D	377.67 ACCOUNTS PAYABLE CHECK
10051277	07/10/2024	COASI DO II BESI HAKDWAKE	r.	JII. OI ACCOUNTS PATABLE CHECK
10051278	07/10/2024	REVENAUGH MERRY I	R	52.00 ACCOUNTS PAYABLE CHECK
	07/10/2021	REVENUOUS FILE		EE 72 ACCOUNTS DAYABLE CHECK
10051279	07/10/2024	RICOH USA INC	K	55.72 ACCOUNTS PAYABLE CHECK
10051280	07/10/2024	CHEDWIN INTI I TAMS	D	118.56 ACCOUNTS PAYABLE CHECK
	07/10/2024	SULKMIN-MILLIAMS	IX.	242 24 ACCOUNTS TATABLE CITECK
10051281	07/10/2024	SMALL ENGINE CLINIC INC	R	342.84 ACCOUNTS PAYABLE CHECK
10051282	07/10/2024	CMTTH DDTAN	D	25.00 ACCOUNTS PAYABLE CHECK
	07/10/2024	SMITH DICIAN	IX.	110 00 ACCOUNTS TATABLE CHECK
10051283	07/10/2024	STORRS MOLLY	R	110.00 ACCOUNTS PAYABLE CHECK
10051284	07/10/2024	TEAMCTERS LOCAL EQU	D	5175.00 ACCOUNTS PAYABLE CHECK
	07/10/2024	TEAMSTERS LOCAL 309	N.	JITT.00 ACCOUNTS TATABLE CITECK
10051285	07/10/2024	TERHUNE PATRICIA DEE	R	222.28 ACCOUNTS PAYABLE CHECK
	07/10/2024	CDECTRA LABORATORIEC VITCAR !!C	 D	70 00 ACCOUNTS DAVABLE CHECK
10051286	07/10/2024	SECTRA LAROKATOKTES - KTTSAL FFC	K	70.00 ACCOUNTS PAYABLE CHECK
10051287	07/10/2024	VELOCITY SYSTEMS	R	779.00 ACCOUNTS PAYABLE CHECK
	07/10/2027	ACCOCT!! 3131CH3	-	2112 OC ACCOUNTS DAYABLE CHECK
10051288	07/10/2024	VIKING FENCE COMPANY	K	2113.86 ACCOUNTS PAYABLE CHECK
10051289	07/10/2024	WALKEDCHID LLC DDA DDTCKS 4 KIDZ	D	5402.60 ACCOUNTS PAYABLE CHECK
	07/10/2024	MATINTICAL PROPERTY A KINS	IX.	5702.00 ACCOUNTS PAIABLE CHECK
10051290	07/10/2024	WALSH AMBER	R	53.33 ACCOUNTS PAYABLE CHECK
	07/17/2024	MICROFLEX INC THE PAPE GROUP INC PARAMETRIX INC REIGN CENTER FOR PSYCHOLOGICAL WELL RICOH USA INC SHERWIN-WILLIAMS WA ST AUDITOR TACOMA SCREW PRODUCTS INC FRANCISCAN MEDICAL GROUP THE HOME DEPOT PRO INSTITUTIONAL TRIPOINTE HOMES VESTIS GROUP DBA VESTIS SERVICES WESTBAY AUTO PARTS A BETTER LIFE RECOVERY, LLC AFLAC INSURANCE AMW UNITED INC AUTOGLASS PLUS INC BAINBRIDGE DISPOSAL INC BLUE SKY PRINTING LLC BRANDON K MILLER CAR WASH ENTERPRISES CHS INC PARSE DARREN GRAY & OSBORNE INC HLAVIN WENONAH INGHAM DONNA KITSAP COUNTY HUMANE SOCIETY KINLEY LANCE & MADIE C KITSAP 911 PUBLIC AUTHORITY KITSAP ECONOMIC DEVELOP COUNCIL KPG PSOMAS INC. LAURELHURST APARTMENTS COMPANY COEUR CAPITAL INC ACCTS RECEIVABLE HAROLD LEMAY ENTERPRISES INC LOOMIS SPORTSENGINE INC DBA NCSI LLC NORTHWEST LABORERS-EMPLOYERS TRAIN PARAMETRIX INC PENINSULA SUPPORT ORG DBA BLUEBILLS PEORIA FORD PRITCHARD KATIE REDS ELECTRIC MOTORS INC COAST DO IT BEST HARDWARE REVENAUGH MERRY L RICOH USA INC SHERWIN-WILLIAMS SMALL ENGINE CLINIC INC SMITH BRIAN STORRS MOLLY TEAMSTERS LOCAL 589 TERHUNE PATRICIA DEE SPECTRA LABORATORIES - KITSAP LLC VELOCITY SYSTEMS VIKING FENCE COMPANY WALKERSHIP LLC DBA BRICKS 4 KIDZ WALSH AMBER ADVANCED TRAFFIC PRODUCTS	D	8862.04 ACCOUNTS PAYABLE CHECK
10051291	07/17/2024	ADVANCED INVELTO SKODOCIO	IX	DUDLIUT ACCOUNTS FATABLE CHECK

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10051292	07/17/2024	ASPECT CONSULTING LLC	R	1195.00 ACCOUNTS PAYABLE CHECK
	07/17/2024			
10051293	07/17/2024	BAINBRIDGE DISPOSAL INC	R	75.68 ACCOUNTS PAYABLE CHECK
10051294	07/17/2024	CASCADE COLUMBIA DISTRIBUTING CO	R R	2474.36 ACCOUNTS PAYABLE CHECK
10051295	07/17/2024	CHS INC	R	19.65 ACCOUNTS PAYABLE CHECK
10051296	07/17/2024	CENEX FLEETCARD	R	19287.24 ACCOUNTS PAYABLE CHECK
10051297	07/17/2024	CENTRAL KITSAP FIRE & RESCUE 1	R	21666.63 ACCOUNTS PAYABLE CHECK
	07/17/2024		5	
10051298	07/17/2024	CENTRAL WELDING SUPPLY CO INC		82.95 ACCOUNTS PAYABLE CHECK
10051299	07/17/2024	CODE PUBLISHING COMPANY	R	1111.59 ACCOUNTS PAYABLE CHECK
		DEDARTMENT OF COMMERCE DWTF	D	600.00 ACCOUNTS PAYABLE CHECK
10051300	07/17/2024	DEPARTMENT OF COMMERCE - PWIF	K .	4007 07 ACCOUNTS PATABLE CHECK
10051301	07/17/2024	DEPARTMENT OF LICENSING	R	4807.97 ACCOUNTS PAYABLE CHECK
10051302	07/17/2024	EARALLON CONSULTING LLC	R	6799.20 ACCOUNTS PAYABLE CHECK
		FERGUSON ENTERPRISES INC	<u>``</u>	2398.16 ACCOUNTS PAYABLE CHECK
10051303	07/17/2024	FERGUSON ENTERPRISES INC	K	2390.10 ACCOUNTS PAYABLE CHECK
10051304	07/17/2024	FINNERY CONSTRUCTION	R	14974.10 ACCOUNTS PAYABLE CHECK
	07/17/2024	CEORCE PROOMIC CONC THE	D	830.68 ACCOUNTS PAYABLE CHECK
10051305		GEORGE BROOM 3 30N3 INC	_	60.00 ACCOUNTS PAYABLE CHECK
10051306	07/17/2024	GROJEAN DAVID	R	60.00 ACCOUNTS PAYABLE CHECK
10051307	07/17/2024	HATNZE EAMTLY TRREVOCARLE TRUST	R	1083.00 ACCOUNTS PAYABLE CHECK
		HATIVE TAMES INCLUDED TROOP		020 00 ACCOUNTS DAYABLE CHECK
10051308	07/17/2024	HOLI HOMES	K	939.00 ACCOUNTS PAYABLE CHECK
10051309	07/17/2024	KITSAP CONSOLIDATED HOUSING AUTHRTY	R	1349.60 ACCOUNTS PAYABLE CHECK
		CODE PUBLISHING COMPANY DEPARTMENT OF COMMERCE - PWTF DEPARTMENT OF LICENSING FARALLON CONSULTING LLC FERGUSON ENTERPRISES INC FINNERY CONSTRUCTION GEORGE BROOM'S SONS INC GROJEAN DAVID HAINZE FAMILY IRREVOCABLE TRUST HOLT HOMES KITSAP CONSOLIDATED HOUSING AUTHRTY INDIGO TOPSOIL INC	D	76.44 ACCOUNTS PAYABLE CHECK
10051310	07/17/2024	INDIGO TOPSOIL INC KEHM DIANE LOUISE DUMELLE KELLEY CREATE CO	N.	70.44 ACCOUNTS PATABLE CITECK
10051311	07/17/2024	KEHM DIANE LOUISE DUMELLE	R	275.00 ACCOUNTS PAYABLE CHECK
10051312	07/17/2024	KELLEY CREATE CO	R	609.76 ACCOUNTS PAYABLE CHECK
		KEELLI CKLATE CO	n	9872.73 ACCOUNTS PAYABLE CHECK
10051313	07/17/2024	KITSAP COUNTY CORRECTIONS CENTER	K	9072.73 ACCOUNTS PATABLE CHECK
10051314	07/17/2024	KITSAP COUNTY AUDITOR	R	3280.50 ACCOUNTS PAYABLE CHECK
	07/17/2024	KITSAP PUBLIC HEALTH DISTRICT	D	2605.71 ACCOUNTS PAYABLE CHECK
10051315		KITSAP PUBLIC HEALTH DISTRICT		07 30 ACCOUNTS PAYABLE CHECK
10051316	07/17/2024	KITSAP TIRE CENTER INC	ĸ	87.39 ACCOUNTS PAYABLE CHECK
10051317	07/17/2024	LAKESIDE INDUSTRIES	R	855.19 ACCOUNTS PAYABLE CHECK
		HAROLD LEMAY ENTERDRICES INC	D	10.90 ACCOUNTS PAYABLE CHECK
10051318	07/17/2024	HAROLD LEMAY ENTERPRISES INC	K	10.30 ACCOUNTS PATABLE CITECK
10051319	07/17/2024	LOWELL TIMOTHY ANDREW	R	2775.64 ACCOUNTS PAYABLE CHECK
10051320	07/17/2024	ERIK JOHN NORDLIE	R	150.00 ACCOUNTS PAYABLE CHECK
		EKIK JOHN NOKDEIL		62001 40 ACCOUNTS DAVABLE CHECK
10051321	07/17/2024	KITSAP COUNTY PUBLIC WORKS	K	63891.48 ACCOUNTS PAYABLE CHECK
10051322	07/17/2024	WASHINGTON STATE PATROL	R	53.00 ACCOUNTS PAYABLE CHECK
		DUCET COUND ENERCY	D	4845.67 ACCOUNTS PAYABLE CHECK
10051323	07/17/2024	PUGET SOUND ENERGY	_	2422 00 ACCOUNTS PANABLE CHECK
10051324	07/17/2024	RAILSTAR ENGINEERING LLC.	R	2432.00 ACCOUNTS PAYABLE CHECK
10051325	07/17/2024	KITSAP CONSOLIDATED HOUSING AUTHRTY INDIGO TOPSOIL INC KEHM DIANE LOUISE DUMELLE KELLEY CREATE CO KITSAP COUNTY CORRECTIONS CENTER KITSAP COUNTY AUDITOR KITSAP PUBLIC HEALTH DISTRICT KITSAP TIRE CENTER INC LAKESIDE INDUSTRIES HAROLD LEMAY ENTERPRISES INC LOWELL TIMOTHY ANDREW ERIK JOHN NORDLIE KITSAP COUNTY PUBLIC WORKS WASHINGTON STATE PATROL PUGET SOUND ENERGY RAILSTAR ENGINEERING LLC. COAST DO IT BEST HARDWARE RICOH USA INC	R	244.81 ACCOUNTS PAYABLE CHECK
		DICOULUSA INC	K R R R R R R R R R R R R R R R R R R R	10.60 ACCOUNTS PAYABLE CHECK
10051326	07/17/2024	RICOH USA INC	K	10.00 ACCOUNTS PATABLE CHECK
10051327	07/17/2024	SAN DIEGO POLICE EQUIPMENT CO	R	2146.65 ACCOUNTS PAYABLE CHECK
	07/17/2024	SITEONE LANDSCAPE SUPPLY HOLDING	D	90.82 ACCOUNTS PAYABLE CHECK
10051328		STIEUNE LANDSCAPE SUFFET HOLDING	_	CE OO ACCOUNTS DAYABLE CHECK
10051329	07/17/2024	SPECTRA LABORATORIES - KITSAP LLC	R	65.00 ACCOUNTS PAYABLE CHECK
10051330	07/17/2024	HD SUPPLY FACILITIES MAINT LTD	R	1181.99 ACCOUNTS PAYABLE CHECK
		VELOCITY CYCTEMS	D.	1537.80 ACCOUNTS PAYABLE CHECK
10051331	07/17/2024	VELOCITY SYSTEMS	K	1337.00 ACCOUNTS PATABLE CITECK
10051332	07/17/2024	VESTIS GROUP DBA VESTIS SERVICES	R	69.95 ACCOUNTS PAYABLE CHECK
10051333	07/17/2024	WA ASSOC SHERIFFS & POLICE CHIEFS	R	4249.00 ACCOUNTS PAYABLE CHECK
		WA ASSOC SHEKITTS & TOLICE CHILTS	D .	3495.80 ACCOUNTS PAYABLE CHECK
10051334	07/17/2024	WALKERSHIP LLC DBA BRICKS 4 KIDZ	K	3493.00 ACCOUNTS PATABLE CHECK
10051335	07/17/2024	WATER MANAGEMENT LABORATORY	R	516.00 ACCOUNTS PAYABLE CHECK
		WESTBAY AUTO PARTS	D	824.49 ACCOUNTS PAYABLE CHECK
10051336	07/17/2024	WESTBAT AUTO PARTS		325 AF ACCOUNTS PAYABLE CHECK
10051337	07/25/2024	ALIEN GEAR HOLSTERS	ĸ	
10051338	07/25/2024	AMW UNITED INC	R	600.00 ACCOUNTS PAYABLE CHECK
		BELFAIR HOSE AND SUPPLY INC	D	524.06 ACCOUNTS PAYABLE CHECK
10051339	07/25/2024	BELLATE HOSE AND SOLLE INC	K	5167 FO ACCOUNTS PAYABLE CHECK
10051340	07/25/2024	WESTBAY AUTO PARTS ALIEN GEAR HOLSTERS AMW UNITED INC BELFAIR HOSE AND SUPPLY INC BELIEVE IN RECOVERY BUILDERS FIRSTSOURCE INC	R R	5167.50 ACCOUNTS PAYABLE CHECK
10051341	07/25/2024	BUILDEDS ETDSTSOURCE THE	R	908.70 ACCOUNTS PAYABLE CHECK
		BELIEVE IN RECOVERY BUILDERS FIRSTSOURCE INC CDW LLC CITY OF BREMERTON	R R	2652.58 ACCOUNTS PAYABLE CHECK
10051342	07/25/2024	CDW LLC	K	2032.30 ACCOUNTS PATABLE CHECK
10051343	07/25/2024	CITY OF BREMERTON	R	2413.50 ACCOUNTS PAYABLE CHECK
		DEPARTMENT OF LABOR & INDUSTRIES	R	101691.44 ACCOUNTS PAYABLE CHECK
10051344	07/25/2024	DELAKIMINI OL FADOK & TIADOZIKTEZ		E222 20 ACCOUNTS TATABLE CHECK
10051345	07/25/2024	EMPLOYMENT SECURITY DEPARTMENT	К	5222.28 ACCOUNTS PAYABLE CHECK
10051346	07/25/2024	EMPLOYMENT SECURITY DEPART	R	20561.68 ACCOUNTS PAYABLE CHECK
		EMPLOYMENT SECURITY DEPARTMENT	R R R R	11439.54 ACCOUNTS PAYABLE CHECK
10051347	07/25/2024	EMILOTHEM SECORTI DELAKTMENT		1200 OI ACCOUNTS PAVABLE CHECK
10051348	07/25/2024	GALLS LLC	R	1388.91 ACCOUNTS PAYABLE CHECK

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10051349	07/25/2024	GUARDIAN SECURITY SYSTEMS	R R R	747.15 ACCOUNTS PAYABLE CHECK
10051350	07/25/2024	HABNER JANIS	D	82.50 ACCOUNTS PAYABLE CHECK
		TIABILE JANIS		343 00 ACCOUNTS DAVABLE CHECK
10051351	07/25/2024	INDIGO TOPSOIL INC	К	343.98 ACCOUNTS PAYABLE CHECK
10051352	07/25/2024	KINERT SHYRL L	R	938.00 ACCOUNTS PAYABLE CHECK
10051353	07/25/2024	INTERSTATE BATTERY	R	527.76 ACCOUNTS PAYABLE CHECK
10051354	07/25/2024	KELLEY CREATE CO	R	1346.87 ACCOUNTS PAYABLE CHECK
10051355	07/25/2024	KELLEY CREATE CO	R	1150.63 ACCOUNTS PAYABLE CHECK
10051356	07/25/2024	KITSAP COUNTY PUBLIC WORKS MS 27	R	55693.61 ACCOUNTS PAYABLE CHECK
10051357	07/25/2024	KITSAP COUNTY PROSECUTOR	R	11317.63 ACCOUNTS PAYABLE CHECK
10051358	07/25/2024	KITSAP COUNTY PUBLIC DEFENDER	R	11875.00 ACCOUNTS PAYABLE CHECK
10051359	07/25/2024	KITSAP HOMES OF COMPASSION	R	1500.00 ACCOUNTS PAYABLE CHECK
	07/25/2024	KITSAF HOMES OF COMPANY	2	23CO OO ACCOUNTS DAYABLE CHECK
10051360	07/25/2024	LAURELHURST APARTMENTS COMPANY	К	2260.00 ACCOUNTS PAYABLE CHECK
10051361	07/25/2024	LOWELL TIMOTHY ANDREW	R	2754.11 ACCOUNTS PAYABLE CHECK
10051362	07/25/2024	MERCHANT PATROL SECURITY SERVICES	R	1417.08 ACCOUNTS PAYABLE CHECK
10051363	07/25/2024	NODTH VITCAD MOUNTAIN VIVES	D	2844.00 ACCOUNTS PAYABLE CHECK
	07/23/2024	NORTH KITSAP MOUNTAIN VIKES	K.	5 70 ACCOUNTS PATABLE CHECK
10051364	07/25/2024	O'REILLY AUTO PARTS	R	5.78 ACCOUNTS PAYABLE CHECK
10051365	07/25/2024	PARAMETRIX INC	R	61778.55 ACCOUNTS PAYABLE CHECK
10051366	07/25/2024	DUCET COUND ENERCY	D	15047.63 ACCOUNTS PAYABLE CHECK
	07/25/2024	PUGET SOUND ENERGY		F7C 25 ACCOUNTS PAYABLE CHECK
10051367	07/25/2024	PUGET SOUND ENERGY	ĸ	576.35 ACCOUNTS PAYABLE CHECK
10051368	07/25/2024	PUGET SOUND ENERGY	R	11320.33 ACCOUNTS PAYABLE CHECK
10051369	07/25/2024	DUGET SOUND ENERGY	R	2942.61 ACCOUNTS PAYABLE CHECK
	07/25/2024	DUCET COUND ENERGY	D	749 02 ACCOUNTS DAVABLE CHECK
10051370	07/25/2024	PUGET SOUND ENERGY	ĸ	748.03 ACCOUNTS PAYABLE CHECK
10051371	07/25/2024	PUGET SOUND ENERGY	R	15.96 ACCOUNTS PAYABLE CHECK
10051372	07/25/2024	PUGET SOUND ENERGY	R	14.56 ACCOUNTS PAYABLE CHECK
10051372	07/25/2024	DETCH CENTED FOR DEVCHOLOCICAL WELL	D	770.00 ACCOUNTS PAYABLE CHECK
	07/23/2024	KEIGH CENTER FOR PSICHOLOGICAL WELL	_	OC 33 ACCOUNTS PAYABLE CHECK
10051374	07/25/2024	COASI DO II BESI HARDWARE	ĸ	86.23 ACCOUNTS PAYABLE CHECK
10051375	07/25/2024	HENDERSON ROBIN	R	437.20 ACCOUNTS PAYABLE CHECK
10051376	07/25/2024	SH&H VALUATION LLC	R	3500.00 ACCOUNTS PAYABLE CHECK
	07/25/2024	CHEEN VENTAL I	<u> </u>	620 00 ACCOUNTS DAVABLE CHECK
10051377	07/25/2024	SHEEN KEATN J	К	630.00 ACCOUNTS PAYABLE CHECK
10051378	07/25/2024	SNAP-ON CREDIT LLC	R	68.21 ACCOUNTS PAYABLE CHECK
10051379	07/25/2024	ST OF WA DEPT OF REVENUE - LEASEHOLD	R	885.96 ACCOUNTS PAYABLE CHECK
	07/25/2021	KITSAP COUNTY PUBLIC DEFENDER KITSAP HOMES OF COMPASSION LAURELHURST APARTMENTS COMPANY LOWELL TIMOTHY ANDREW MERCHANT PATROL SECURITY SERVICES NORTH KITSAP MOUNTAIN VIKES O'REILLY AUTO PARTS PARAMETRIX INC PUGET SOUND ENERGY REIGN CENTER FOR PSYCHOLOGICAL WELL COAST DO IT BEST HARDWARE HENDERSON ROBIN SH&H VALUATION LLC SHEEN KEVIN J SNAP-ON CREDIT LLC ST OF WA DEPT OF REVENUE -LEASEHOLD THE HOME DEPOT PRO INSTITUTIONAL SEATTLE TIMES COMPANY THOMSON REUTERS - WEST TRAFFIC SAFETY SUPPLY CO INC ULINE INC	D	1373.76 ACCOUNTS PAYABLE CHECK
10051380	07/25/2024	THE HOME DEPOT PRO INSTITUTIONAL	<u>r</u>	1373.70 ACCOUNTS PATABLE CHECK
10051381	07/25/2024	SEATTLE TIMES COMPANY	R	452.69 ACCOUNTS PAYABLE CHECK
10051382	07/25/2024	THOMSON REUTERS - WEST	R	514.55 ACCOUNTS PAYABLE CHECK
10051383	07/25/2024	TRACETO SACETY SUPPLY OF THE	D	1619.01 ACCOUNTS PAYABLE CHECK
	07/25/2024	TRAFFIC SAFETT SUFFET CO INC		171 7C ACCOUNTS PAYABLE CHECK
10051384	07/25/2024	ULINE INC	K	171.76 ACCOUNTS PAYABLE CHECK
10051385	07/25/2024	UNUM LIFE INS COMPANY OF AMERICA	R	124.50 ACCOUNTS PAYABLE CHECK
10051386	07/25/2024	UTILITY UNDERGROUND LOCATION CTR	R	136.59 ACCOUNTS PAYABLE CHECK
				69.95 ACCOUNTS PAYABLE CHECK
10051387	07/25/2024	VESTIS GROUP DBA VESTIS SERVICES	R	
10051388	07/25/2024	DOBBS PETERBILT	R	2633.82 ACCOUNTS PAYABLE CHECK
10051389	07/25/2024	WINNING SEASONS	R	5098.85 ACCOUNTS PAYABLE CHECK
10051390	07/31/2024		R	240.37 ACCOUNTS PAYABLE CHECK
10051391	07/31/2024	ALPINE PRODUCTS INC	R	136.77 ACCOUNTS PAYABLE CHECK
10051392	07/31/2024	AMW UNITED INC	R	1680.00 ACCOUNTS PAYABLE CHECK
10051393	07/31/2024	BAINBRIDGE DISPOSAL INC	R R R R R	57688.21 ACCOUNTS PAYABLE CHECK
		DALINDRIDGE THOMAS S & KATHEDINE	<u> </u>	10 69 ACCOUNTS DAVABLE CHECK
10051394	07/31/2024	BALDRIDGE THOMAS S & KATHERINE L	ĸ	10.68 ACCOUNTS PAYABLE CHECK
10051395	07/31/2024	BERGUM PAUL R & JULIA A	R	21.84 ACCOUNTS PAYABLE CHECK
10051396	07/31/2024	BLUE SKY PRINTING LLC	R	46.32 ACCOUNTS PAYABLE CHECK
10051397	07/31/2024	BPM2 LLC	R	3.06 ACCOUNTS PAYABLE CHECK
10051398	07/31/2024	BUILDERS FIRSTSOURCE INC	R	136.13 ACCOUNTS PAYABLE CHECK
10051399	07/31/2024	CASCADE NATURAL GAS CORPORATION	R	61.83 ACCOUNTS PAYABLE CHECK
10051400	07/31/2024	CASCADE NATURAL GAS CORPORATION	R R	13.78 ACCOUNTS PAYABLE CHECK
			.` D	34.32 ACCOUNTS PAYABLE CHECK
10051401	07/31/2024	CASCADE NATURAL GAS CORPORATION	r.	34.32 ACCOUNTS PATABLE CHECK
10051402	07/31/2024	CASCADE NATURAL GAS CORPORATION	R	22.04 ACCOUNTS PAYABLE CHECK
10051403	07/31/2024	CDW LLC	R	41439.19 ACCOUNTS PAYABLE CHECK
10051404	07/31/2024	CENTURY COMMUNITIES INC	R	4000.00 ACCOUNTS PAYABLE CHECK
			R	1340.08 ACCOUNTS PAYABLE CHECK
10051405	07/31/2024	COATES DESIGN INC.	К	1340.00 ACCOUNTS PATABLE CHECK

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10051406	07/31/2024	CODE PURITSHING COMPANY	R	179.80	ACCOUNTS PAYABLE CHECK
	07/31/2024	COMCACT	n	422 50	ACCOUNTS DAVABLE CHECK
10051407	07/31/2024	COMCAST	r.	423.30	ACCOUNTS PATABLE CHECK
10051408	07/31/2024	CORE & MAIN	R	183.08	ACCOUNTS PAYABLE CHECK
10051409	07/31/2024	DAHL FRIK MCCOY & SHELLEY CHRISTINE	R	217.32	ACCOUNTS PAYABLE CHECK
10051410	07/31/2024	ETTINCED ANTHONY THOMAS & MECHAN	D	171 72	ACCOUNTS DAVABLE CHECK
	07/31/2024	ETTINGER ANTHUNT THOMAS & MEGHAN	<u>r</u>	104.56	ACCOUNTS PATABLE CHECK
10051411	07/31/2024	EVERSON JANE L	R	194.56	ACCOUNTS PAYABLE CHECK
10051412	07/31/2024	FANCOVIC COREY ALLEN	R	15.82	ACCOUNTS PAYABLE CHECK
10051413	07/31/2024	ETCHEDAS LEAU	D	278 01	ACCOUNTS DAVABLE CHECK
	07/31/2024	FIGUERAS LEAN		42.00	ACCOUNTS PAYABLE CHECK
10051414	07/31/2024	FLANDERS JEANNE E	К	42.08	ACCOUNTS PAYABLE CHECK
10051415	07/31/2024	GORE JOHN DAVID & ELVIA MARICELA	R	13.49	ACCOUNTS PAYABLE CHECK
10051416	07/31/2024	WW GRAINGER INC	R	116.58	ACCOUNTS PAYABLE CHECK
	07/31/2021	CUNADAMA MUOLECALE TAIC	D	406 22	ACCOUNTS DAVABLE CHECK
10051417	07/31/2024	GUNARAMA WHOLESALE INC	N.	750.22	ACCOUNTS PATABLE CHECK
10051418	07/31/2024	GUTERSON SPORTS CAMPS LLC	К	2675.00	ACCOUNTS PAYABLE CHECK
10051419	07/31/2024	HAUNTON ROBERT NEAL & JANICE GRACE	R	44.33	ACCOUNTS PAYABLE CHECK
10051420	07/31/2024	KITSAP CONSOLIDATED HOUSING AUTHRITY	R	13265.36	ACCOUNTS PAYABLE CHECK
	07/31/2024	REFINE CONSOCIDATED HOUSENG ACTION T	i,	166 00	ACCOUNTS DAVABLE CHECK
10051421	07/31/2024	JACKMAN MICHAEL L & JENNY K	ĸ	100.00	ACCOUNTS PATABLE CHECK
10051422	07/31/2024	JELLO PENGUIN PRODUCTIONS	R	200.00	ACCOUNTS PAYABLE CHECK
10051423	07/31/2024	I & I FXCAVATTON & LANDSCAPING INC	R	330.00	ACCOUNTS PAYABLE CHECK
	07/31/2021	LAKECIDE INDUCTRIES	D	2080 01	ACCOUNTS DAVABLE CHECK
10051424	07/31/2024	LAKESIDE INDUSTRIES	K	2000.01	ACCOUNTS PATABLE CHECK
10051425	07/31/2024	LANDAU ASSOCIATES INC	R	988.75	ACCOUNTS PAYABLE CHECK
10051426	07/31/2024	LANDSTINE MEGAN D & IAN C	R	26.58	ACCOUNTS PAYABLE CHECK
10051427	07/31/2024	LAUGHT THE JOH P & JOHES LOUISE	P	67 30	ACCOUNTS PAYABLE CHECK
	07/31/2024	LAUGHLIN JON K & JONES LOUISE		2060.60	ACCOUNTS PAVABLE CHECK
10051428	07/31/2024	LAURELHURST APARTMENTS COMPANY	K	3000.00	ACCOUNTS PAYABLE CHECK
10051429	07/31/2024	LOWELL TIMOTHY ANDREW	R	3173.94	ACCOUNTS PAYABLE CHECK
10051430	07/31/2024	MAACK STEVEN HAYS & EMMA	R	162.76	ACCOUNTS PAYABLE CHECK
	07/31/2024	MCCTNTY IFFFREY D	D	8 96	ACCOUNTS DAVABLE CHECK
10051431	07/31/2024	MCGINIY JEFFREY K	r.	242.00	ACCOUNTS PAYABLE CHECK
10051432	07/31/2024	SHINE QUARRY LLC	R	342.68	ACCOUNTS PAYABLE CHECK
10051433	07/31/2024	OLD HICKORY SHEDS LLC	R	4842.76	ACCOUNTS PAYABLE CHECK
10051434	07/31/2024	OLYMPIC DENTASULA HEALTH SERVICES	R	520.00	ACCOUNTS PAYARIE CHECK
	07/31/2024	THE PARE CROUP THE	D.	2060 22	ACCOUNTS PAVABLE CHECK
10051435	07/31/2024	THE PAPE GROUP INC	R	3000.33	ACCOUNTS PATABLE CHECK
10051436	07/31/2024	PERTEET ENGINEERING	R	1397.50	ACCOUNTS PAYABLE CHECK
10051437	07/31/2024	POULSBO TNN LLC	R	357.27	ACCOUNTS PAYABLE CHECK
10051438	07/31/2024	DUDI TO SAFETY TESTING THO	P	232 00	ACCOUNTS PAYABLE CHECK
	07/31/2024	FUBLIC SAFETY TESTING INC.		71.60	ACCOUNTS PAVABLE CHECK
10051439	07/31/2024	COAST DO IT BEST HARDWARE	К	71.09	ACCOUNTS PATABLE CHECK
10051440	07/31/2024	RICOH USA INC	R	267.91	ACCOUNTS PAYABLE CHECK
10051441	07/31/2024	SOUND PURITSHING	R	2090.00	ACCOUNTS PAYABLE CHECK
	07/31/2024	COUND DEDDOCRADUTCS	D	872 32	ACCOUNTS DAVABLE CHECK
10051442	07/31/2024	SOUND REPROGRAPHICS	<u>r</u>	36046 30	ACCOUNTS PAYABLE CHECK
10051443	07/31/2024	WA ST AUDITOR	R	26846.30	ACCOUNTS PAYABLE CHECK
10051444	07/31/2024	SUNBELT RENTALS	R	201.13	ACCOUNTS PAYABLE CHECK
10051445	07/31/2024	THE HOME DEPOT DRO INSTITUTIONAL	R	494 40	ACCOUNTS PAYABLE CHECK
	07/31/2024	CEATTLE TIMES COMPANY	D	150 22	ACCOUNTS DAVABLE CHECK
10051446	07/31/2024	SEATTLE TIMES COMPANY	R	130.33	ACCOUNTS PATABLE CHECK
10051447	07/31/2024	TNT FIREWORKS	R	50.00	ACCOUNTS PAYABLE CHECK
10051448	07/31/2024	TRIPOINTE HOMES	R	4000.00	ACCOUNTS PAYABLE CHECK
10051449	07/31/2024	UD SUPPLY EACTLITTES MAINT LTD	P	22 79	ACCOUNTS PAYABLE CHECK
	07/31/2024	TO SUPPLY FACILITIES MAINT LID		401 24	ACCOUNTS PAVABLE CHECK
10051450	07/31/2024	WESTBAY AUTO PARTS	K	401.34	ACCOUNTS PAYABLE CHECK
10051451	07/31/2024	DOBBS PETERBILT	R	43.38	ACCOUNTS PAYABLE CHECK
*v9005553	07/02/2024	ATR MANAGEMENT SOLUTIONS LLC	V	-7160.54	VOID MANUAL CHECK
	07/03/2024	ATD MANACEMENT COLUTTONS LLC	D	7160 54	ACCOUNTS PAYABLE VOUCHER
*v9005564	07/03/2024	AIR MANAGEMENT SOLUTIONS LLC		262 72	ACCOUNTS PAYABLE VOUCHER
*v9005565	07/03/2024	SUMMER NICHOLE ANDERSON	K	203.73	ACCOUNTS PATABLE VOUCHER
*v9005566	07/03/2024	ARMFIELD-ROGERSON DIXIE L	R	1039.50	ACCOUNTS PAYABLE VOUCHER
*v9005567	07/03/2024	CRITTER RIDDERS PEST CONTROL	R	590.23	ACCOUNTS PAYABLE VOUCHER
	07/03/2024	DEPODAL I VIN POOLED	P	682 60	ACCOUNTS PAYABLE VOUCHER
*v9005568	07/03/2024	DEBUNAN LINN DOUNEK	IX	502.00	ACCOUNTS DAVABLE VOUCHER
*v9005569	07/03/2024	KIMBERLY A. HENDRICKSON	К	545./6	ACCOUNTS PAYABLE VOUCHER
*v9005570	07/03/2024	OGDEN MURPHY WALLACE PLLC	R	6041.50	ACCOUNTS PAYABLE VOUCHER
*v9005571	07/10/2024	ACTIVE CONSTRUCTION	R	137659.87	ACCOUNTS PAYABLE VOUCHER
	07/10/2027	CHANDLED ACCET MANACEMENT	 D	583 33	ACCOUNTS PAYABLE VOUCHER
*v9005572	07/10/2024	CODE PUBLISHING COMPANY COMCAST CORE & MAIN DAHL ERIK MCCOY & SHELLEY CHRISTINE ETTINGER ANTHONY THOMAS & MEGHAN EVERSON JANE L FANCOVIC COREY ALLEN FIGUERAS LEAH FLANDERS JEANNE E GORE JOHN DAVID & ELVIA MARICELA WW GRAINGER INC GUTARSON SPORTS CAMPS LLC HAUNTON ROBERT NEAL & JANICE GRACE KITSAP CONSOLIDATED HOUSING AUTHRTY JACKMAN MICHAEL L & JENNY K JELLO PENGUIN PRODUCTIONS L&L EXCAVATION & LANDSCAPING INC LAKESIDE INDUSTRIES LANDAU ASSOCIATES INC LANDSTINE MEGAN D & IAN C LAUGHLIN JON R & JONES LOUISE LAURELHURST APARTMENTS COMPANY LOWELL TIMOTHY ANDREW MAACK STEVEN HAYS & EMMA MCGINTY JEFFREY R SHINE QUARRY LLC OLD HICKORY SHEDS LLC OLYMPIC PENINSULA HEALTH SERVICES THE PAPE GROUP INC PERTEET ENGINEERING POULSBO INN LLC PUBLIC SAFETY TESTING INC. COAST DO IT BEST HARDWARE RICOH USA INC SOUND PUBLISHING SOUND REPROGRAPHICS WA ST AUDITOR SUNBELT RENTALS THE HOME DEPOT PRO INSTITUTIONAL SEATTLE TIMES COMPANY TNT FIREWORKS TRIPOINTE HOMES HD SUPPLY FACILITIES MAINT LTD WESTBAY AUTO PARTS DOBBS PETERBILT AIR MANAGEMENT SOLUTIONS LLC AIR MANAGEMENT SOLUTIONS LLC AIR MANAGEMENT SOLUTIONS LLC SUMMER NICHOLE ANDERSON ARMFIELD-ROGERSON DIXIE L CRITTER RIDDERS PEST CONTROL DEBORAH LYNN BOOHER KIMBERLY A. HENDRICKSON OGDEN MURPHY WALLACE PLLC ACTIVE CONSTRUCTION CHANDLER ASSET MANAGEMENT DATABAR INC	IX D	2027 00	ACCOUNTS DAVABLE VOUCHER
*v9005573	07/10/2024	DATABAR INC	К	3832.89	ACCOUNTS PAYABLE VOUCHER

CITY OF POULSBO CHECK REGISTER INCLUDING SYSTEM VOIDS

PAGE NUMBER:

ACCTPA21

ACCOUNTING PERIOD: 8/24

SELECTION CRITERIA: chkstat.rundate between '20240701 00:00:00.000' and '20240731 00:00:00.000'

*V9005574 *V9005575 *V9005576 *V9005577 *V9005578 *V9005579 *V9005580 *V9005581	07/10/2024 07/10/2024 07/10/2024 07/10/2024 07/10/2024 07/10/2024 07/10/2024 07/10/2024	RICHARD HERBERT ECKERT GOLDSTREET DESIGN AGENCY INC H D FOWLER COMPANY HRA VEBA TRUST MISSION SQUARE - 306652 DOUGLAS CHARLES NEWELL POULSBO POLICE OFFICERS ASSOCIATION SHILOH SCHROEDER DESIGN LLC	R R R R R R		241.20 ACCOUNTS PAYABLE VOU 883.11 ACCOUNTS PAYABLE VOU 376.64 ACCOUNTS PAYABLE VOU 5640.79 ACCOUNTS PAYABLE VOU 371.86 ACCOUNTS PAYABLE VOU 850.00 ACCOUNTS PAYABLE VOU 1029.47 ACCOUNTS PAYABLE VOU 34.84 ACCOUNTS PAYABLE VOU	CHER CHER CHER CHER CHER CHER CHER
*v9005583	07/17/2024	PAMELA DENISE CROWE	R		373.20 ACCOUNTS PAYABLE VOU	
*V9005584	07/17/2024	CRAIG D. KELLER	R R		61.00 ACCOUNTS PAYABLE VOU 5.50 ACCOUNTS PAYABLE VOU	
*V9005585	07/17/2024 07/17/2024	GABRIEL D. POWERS	R R		1082.91 ACCOUNTS PAYABLE VOU	
*V9005586 *V9005587	07/25/2024	MCFARLAND KEVIN M APRIL E. ALLEN	R		61.00 ACCOUNTS PAYABLE VOU	
*V9005588	07/25/2024	RICHARD D CHRISTOPHER	R		19.70 ACCOUNTS PAYABLE VOU	
*V9005589	07/25/2024	HRA VEBA TRUST	R		5895.14 ACCOUNTS PAYABLE VOU	
*V9005590	07/25/2024	MISSION SOUARE - 306652	R		1265.00 ACCOUNTS PAYABLE VOU	
*v9005591	07/25/2024	POULSBO POLICE OFFICERS ASSOCIATION			1200.00 ACCOUNTS PAYABLE VOU	
*v9005592	07/25/2024	SUMMIT LAW GROUP PLLC	R		1511.25 ACCOUNTS PAYABLE VOU	
*v9005593	07/25/2024	SOLID WASTE SYSTEMS INC	R		292.93 ACCOUNTS PAYABLE VOU	
*v9005594	07/25/2024	BMCCONSULTING	R		3750.00 ACCOUNTS PAYABLE VOU	CHER
*v9005595	07/25/2024	COOK DAVID JR	R		174.70 ACCOUNTS PAYABLE VOU	CHER
*v9005596	07/25/2024	LANG RICHARD	R		174.70 ACCOUNTS PAYABLE VOU	CHER
*v9005597	07/25/2024	LEXISNEXIS	R		221.42 ACCOUNTS PAYABLE VOU	CHER
*v9005598	07/25/2024	RAMUNDSEN SUPERION HOLDINGS LLC	R		6854.80 ACCOUNTS PAYABLE VOU	CHER
*v9005612	07/31/2024	CERTIFIED FOLDER DISPLAY SVC INC	R		763.51 ACCOUNTS PAYABLE VOU	CHER
*v9005613	07/31/2024	CRITTER RIDDERS PEST CONTROL	R		546.51 ACCOUNTS PAYABLE VOU	
*v9005614	07/31/2024	H D FOWLER COMPANY	R		831.89 ACCOUNTS PAYABLE VOU	
*v9005615	07/31/2024	JESSICA D. RAE	R		137.03 ACCOUNTS PAYABLE VOU	
*v9005616	07/31/2024	SHILOH SCHROEDER DESIGN LLC	R		421.45 ACCOUNTS PAYABLE VOU	CHER
TOTAL FUND				1900114	4.98	
TOTAL REPORT				1900114	4.98	

0 • *

2.514.751.37+ TOTAL JULY DISBURSEMENTS
614.636.39- JULY PAYROLL
1.900.114.98* TOTAL A/P DISBURSEMENTS-JULY



POULSBO CITY COUNCIL AGENDA SUMMARY

CONSENT AGENDA ITEM NO. 7.e MEETING DATE: August 21, 2024

AGENDA ITEM	Noll Road Project - Consultant Contract Supplement
EXHIBITS	Supplement18 Compiled
STAFFED BY	Ranes
ESTIMATED TIME	1 min

SUMMARY STATEMENT

Presented is Supplement No. 18 to the Noll Road Improvements contract with Parametrix for final bid set plans, specifications, and estimate (PS&E) for the North Segment and Middle Segment final design. Supplement 18 also provides support for advertisement and award process and engineer of record support during construction.

This contract supplement is within the current design budget. Unused budget from previous tasks on this contract will be shifted to this phase of the work to fully use existing approved budget.

WORKSHOP DATE:	August 14, 2024
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Included in Budget? Yes Amount: 200,875.39

SAMPLE MOTION:

Move to approve Parametrix contract Supplement No.18 for the Noll Road Improvements project design in the amount of \$200,875.39 and authorize the Mayor pro tem to sign the contract supplement on behalf of the City.



Supplemental Agreement Number	Organization and Address	
Original Agreement Number		
	Phone:	
Project Number	Execution Date	Completion Date
Project Title	New Maximum Amount Pay	yable
Description of Work		
The Local Agency of		
desires to supplement the agreement entered		
and executed on and ide	_	
All provisions in the basic agreement remain	•	modified by this supplement.
The changes to the agreement are described	as follows:	
Section 1, SCOPE OF WORK, is hereby cha	nged to read:	
	II	
Section IV, TIME FOR BEGINNING AND CO	MPLETION, is amended to o	
	III	
Section V, PAYMENT, shall be amended as fo	ollows:	
as set forth in the attached Exhibit A, and by a If you concur with this supplement and agree spaces below and return to this office for final	to the changes as stated ab	
By:	By:	
Consultant Signature	A	pproving Authority Signature
-		
		Date



City of Poulsbo Noll Road Improvements Supplement 18 – Noll Road North Segment and Middle Segment Design Services During Construction

Introduction and Project Overview

The City of Poulsbo (City) Noll Road Improvements project consists of roadway, intersection, and nonmotorized facility improvements in the Noll Road corridor between SR 305 and Lincoln Road. The project is expected to be constructed in three phases, as follows:

South Segment – SR 305 to the Intersection of Noll Road and Storhoff Lane. Phase I includes a two-lane roundabout at SR 305 and Johnson Road, construction of a new two-lane roadway with shared-use path to the intersection of Noll Road and Storhoff Lane, construction of a new culvert on Bjorgen Creek, and construction of a bike and pedestrian tunnel under SR 305. **This segment is complete.**

Middle Segment – Noll Road-Storhoff Lane Intersection to Mesford Street. Middle Segment construction will include intersection improvements at Poulsbo Elementary School and Mesford Street as well as nonmotorized and two-lane roadway improvements on Noll Road. The City received Safe Routes to School funding to construct a portion of the Middle Segment. This supplement funds design support services during construction for this portion of the project.

North Segment – Langaunet Lane and Maranatha Lane from Mesford Street to Lincoln Road. North Segment construction will include a new two-lane roadway and nonmotorized improvements on both Langaunet Lane and Maranatha Lane. This supplement funds design support services during construction for this portion of the project.

Specifically, this supplement covers additional consultant services for Phase 16. In general, this scope of work includes the following:

- Final bid set plans, specifications, and estimate (PS&E) for the North Segment and Middle Segment final design.
- Support for advertisement and award process and engineer of record support during construction.

General Assumptions

- The services under this scope of work are assumed to commence July 2024 and extend through December 2025, or 18 months.
- The services under this scope of work assume that final bid documents, advertisement, and award commence July 2024 through December 2024, or 6 months.
- The services under construction phase services (new phase) are assumed to commence January 2025 through December 2025, or 12 months.
- This scope of work and project schedule assumes 200 working days for construction.

Phase 16: North and Middle Construction Phase Services

The consultant shall assist with preconstruction services and services during construction on request. These services are based on the understanding that the City will contract with others separately for the overall construction management work.

General Assumptions

- The services under this scope of work are assumed to commence on July 2024 and extend through December 2025, or 18 months.
- It is anticipated that others will take lead on all office paperwork and general construction documentation and that assistance will be provided by Parametrix up to the amount of anticipated effort included within this scope of work.
- It is anticipated that the City will review and execute the insurance, bonds, and construction contract.
- Engineers from Parametrix will be available to answer questions during construction, review requests for approval of materials (RAMs), review submittals and shop drawings, and answer requests for information (RFIs).
- All deliverables will be in electronic format unless specifically stated otherwise in this scope of work.

Task 161 – Project Management and Coordination

This task includes overall project management of consultant's contract with the City, including the following:

- Budget Tracking Track the project budget using consultant's in-house tools to verify that progress is keeping pace with spending.
- Monthly Progress Reports Prepare monthly progress reports for distribution to the City.
 Prepare a monthly invoice for services performed by the consultant and its subconsultants (if applicable).
- Correspondence Prepare written correspondence as needed to document project management issues and/or concerns.

Deliverables

Monthly progress reports (18 reports assumed based on contract end date specified above).

Task 162 – Additional PS&E Preparation Services

This task includes additional requested work necessary to finalize the PS&E package for advertisement beyond what was originally anticipated. This additional work is to include:

- Address final City and Washington State Department of Transportation comments on draft bid documents.
- Package and prepare final bidding documents.
- Quality Assurance/Quality Control Perform independent quality assurance/quality control review of key deliverables by senior staff.

Deliverables

Final package of bidding documents.

Assumptions

Upon approval of Supplement 18, Parametrix will have sufficient budget to prepare a final signed bid set. Should there be additional submittals required, an additional contract supplement would be required.

Task 163 – Advertisement and Award Services

This task includes the following services:

- Prepare up to three addenda, with responses to bidders' questions within, to provide clarifications or updates of the contract documents at bid advertisement.
- Assist the City in evaluating and responding to bidders' questions prior to bid opening.

Deliverables

- Up to three addenda of the original bid documents (PDF).
- Responses to bidders' questions.

Assumptions

- This scope of work does not include preparation of a conformed set of plans and specifications to incorporate the elements revised by addenda.
- Services for this task are undefined, and the task budget will need to be increased if the
 actual hours needed exceed the hours budgeted. Services will be provided as requested by
 the City, up to the established budget amount.

Task 164 – Construction and Engineer of Record Services

Provide services as requested by the City to assist in quality assurance for the construction contract, monitoring the Contractor's performance, responding to design and technical submittals, and closing out the contract for construction. Services may include:

- Attend one preconstruction conference with the Contractor to review the project communication, coordination, and other procedures, as well as discuss the Contractor's general work plan and requirements for the project. Provide input to the required meeting summary.
- Attend up to 20 weekly virtual construction meetings for up to 1 hour each.
- Assist the City in reviewing required documentation, such as RAMs or shop drawings. For purposes of the fee estimate, a budget allowance for response to up to 20 RAMs is included.
- Review and prepare responses for RFIs. For purposes of the fee estimate, a budget allowance for response to up to 20 RFIs is included.
- Interface with City and Parametrix construction management staff regarding the above responsibilities.

 Review Contractor-requested changes to the contract for construction and make recommendations to the City. For purposes of the fee estimate, a budget allowance for review of up to five change orders is included.

 Perform supplemental site visits to assist the City with construction observation. For purposes of the fee estimate, a budget allowance for review of up to 6 site visits is included: 2 stormwater-related site visits and 4 general civil-related site visits.

Deliverables

- Documentation of reviews of Contractor's submittals, RFIs, and change orders.
- Documentation of site visits via field reports.
- Documentation of issues on which the City requests assistance (see Assumptions below).

Assumptions

- Preconstruction conference will take up to 4 hours and will be attended by up to two staff representing Parametrix.
- The weekly construction meetings will be held virtually. It is assumed that up to 20 meetings will be attended by up to one person representing Parametrix, or the equivalent of meetings approximately every other week..
- This scope of work and project schedule assumes 200 working days for construction.
- The RAM and construction schedule will be prepared by others.
- The record of materials will be prepared and maintained by others.
- The construction logs documenting RFIs, change orders, submittals, etc. will be maintained by others.
- All project filing and documentation will be maintained by others.
- RFIs and submittals will be created using City-provided format.
- Preparation of a conformed set of Construction Drawings prior to beginning construction is not included in this scope of work. Should a conformed set be required, a supplement may be required.
- It is assumed that the City's construction management consultant will perform the majority of the submittal reviews and RFI responses. However, the engineer of record will need to review and provide input on the specialty items, such as stormwater system, electrical components, etc.
- Up to 6 supplemental site visits will be required during construction. The supplemental site visits will take up to 4 hours each (including travel) and will be attended by up to two staff representing Parametrix.
- Services for this task are undefined, and the task budget will need to be increased if the actual hours needed exceed the hours budgeted. Services will be provided as requested by the City, up to the established budget amount.

Task 164G – Construction and Engineer of Record Services (Aspect)

Parametrix will employ an independent firm to provide geotechnical engineering support services during construction. The following limited services will be provided on an on-call basis by Aspect Consulting as geotechnical engineer of record only:

- Complete up to four site visits on an on-call basis to observe earthwork activities related to excavation, walls, vaults, foundations, or other miscellaneous construction activities. If required, observations, conclusions, and recommendations will be documented in daily field reports.
- Review and prepare responses for up to five submittals, including three vault-shoring submittals.
- Review and prepare responses for up to five RFIs.

Services for this task are undefined, and the task budget will need to be increased if the actual hours needed exceed the hours budgeted. Services will be provided as requested by the City, up to the established budget amount.

Task 165 - Survey Support

Provide survey support during the construction process, including:

- Reset survey controls in the field and coordinate with Contractor to provide base map files and technical background needed for Contractor-supplied construction staking.
- During construction, Parametrix will provide on-call field survey for as-built checks, grade checks, or miscellaneous requests.

Deliverables

As-built survey CAD files as applicable.

Assumptions

- All construction staking will be provided by the Contractor. Major structures or facilities will be staked by the Contractor, and the Contractor will be responsible for determining the location of related appurtenances when applicable for all data, dimensions, and elevations measured or taken from the Contractor-provided stakes or hubs.
- A budget allowance of up to 5 days of as-built utility and on-call services with a one-person crew is provided for in the fee estimate. Should additional survey be required, an amendment may be required.
- All requests for survey work will be presented to Parametrix not less than three business days before survey work is required.
- Services for this task are undefined, and the task budget will need to be increased if the
 actual hours needed exceed the hours budgeted. Services will be provided as requested by
 the City, up to the established budget amount.

PROJECT: Noll Road Phase 18 - Noll Road North Segment and Middle Segment Design Services During Construction

				Mallory	Marc	Jo	Brenna	Joseph	Jason C.	Justin	Stephen	Jade	Jordon	Amanda	Sarah	Kristen					
	PMX #			Sr Consultant	Sr Engineer	Engineer IV	Sr Engineer (Storm)	Engineer II	Planner IV	Survey	Surveyor III	Surveyor III	Surveyor I	Publications Supervisor (Word	Sr. Project	Project Coordinator				Aspect	
2	234-2237-089)	STAFF	(Proj Mgr)		(Roadway)	(Stolli)	(Roadway)	(Landscape)	Supervisor	(Survey Crew)	(Survey Crew)	(Survey Crew)	Proc)	Accountant	Coordinator	TOTAL	PMX Labor	Project	Subconsultant	TOTAL
PHASE	TASK	SubTASK	BILL RATES	\$269.49	\$240.37	\$162.92	\$197.47	\$122.53	\$148.38	\$196.25	\$127.26	\$136.35	\$86.23	\$137.41	\$123.50	\$93.93	HOURS	Cost	Expenses	Cost	COST
16			North and Middle Construction Phase Services																		
	161		Project Management and Coordination (18 Months July 2024 - December 202	45										9	9	9	72	\$15,321			\$15,321
		a.	Budget tracking	9													9	\$2,425			\$2,425
		b.	Monthly progress reports	18										9	9	9	45	\$8,044			\$8,044
		C.	Correspondence	18													18	\$4,851			\$4,851
	162		Additonal PS&E Preparation Services	30	20	116	74	128	18					12			398	\$66,408			\$66,408
		a.	Finalize specifications and contract doc package	12	4	12	12		4					6			50	\$9,938			\$9,938
		b.	Final Plans	8	2	80	40	100	12								242	\$37,603			\$37,603
		C.	Final Estimate	2	2	12	12	12	2								42	\$7,112			\$7,112
		d.	Federal funding documentation support	2		4	4							2			12	\$2,255			\$2,255
		e.	Package Final Bidding Documents	2		8	6	16						4			36	\$5,537			\$5,537
		e.	Quality Assurance/Quality Control	4	12												16	\$3,962			\$3,962
	163		Advertisement and Award Services	10		52	20	32						13			127	\$20,824			\$20,824
		a.	Prepare up to three addenda during bid advertisement	6		36	12	24						9			87	\$14,029			\$14,029
		b.	Assist City in evaluating and responding to bidder's questions	4		16	8	8						4			40	\$6,794			\$6,794
	164		Construction and Engineer of Record Services	97		126	118	20									361	\$72,420	\$670		\$73,091
		a.	Attend one Pre-Construction Conference with the Contractor	4		4											8	\$1,730			\$1,730
		b.	Weekly Construction Meetings (40 virtual meetings)	20													20	\$5,390			\$5,390
		C.	Review and respond to RAMs (20)	20		40	60										120	\$23,755			\$23,755
		d	Review and respond to RFIs (20)	20		30	30										80	\$16,201			\$16,201
		e.	City/PMX CM Communications	20		20											40	\$8,648			\$8,648
		f.	Review and respond to Change Orders (5)	5		20	20										45	\$8,555			\$8,555
				C		40		00									40		# 070		
		g.	Supplemental Site Visits (5)	8		12	8	20									48	\$8,141	\$670		\$8,811
	164G		Construction and Engineer of Record Services (Aspect)																	\$11,500	\$11,500
	1046		Subconsultant Fee																	\$11,500 \$11,500	\$11,500 \$11,500
		a.	OUDCOISUITAIT FEE																	φ11,300	φ11,300
	165		Survey Support							10	60	52	40			6	168	\$20,701	\$3,000		\$23,702
	100	a.	Reset survey control							2	10	12	40			2	66	\$6,939	\$5,000		\$7,439
			On-call survey (5 days, one-person crew)							8	50	40	40			4	102	\$13,763	\$2,500		\$16,263
		IJ.	onitali sulvey (3 days, one-person Gew)							0	30	40				4	IUZ	φ13,/03	φ∠,Ό∪∪		φ10,203
	<u> </u>		Subtotals	182	20	294	212	180	18	10	60	52	40	34	9	15	1126	\$195,673	\$3,670	\$11,500	\$210,846

Noll Road Corridor Supplement 18 Budget Shift

Supplement 18 shifts all remaining budget from Phase 11 and Phase 12 to new Phase 16 as follows:

Phase/Task	Description				Balance Remaining as o 08/02/2024	of	Supplement 18 Budget Shift	upplement 18 ditional Budget Request	Explanation	Su	udget after pplement 18 Approval
Phase 11:	Art Elements	Design									
				Phase 11 Total	\$ 2,330.9	3 \$	(2,330.93)		Reallocate remaining budget to new Task 16.162.	\$	-
Phase 12:	Construction	Phase Services									
				Phase 12 Total	\$ 7,639.6	8 \$	\$ (7,639.68)		Reallocate remaining budget to new Task 16.164.	\$	-
Phase 16	North and Mi	ddle Construction	Phase Serv	ices							
New	Task 161	Meetings and P	roject Mana	agement				\$ 15,321.00			\$15,321.00
New	Task 162	Additional PS&I	E Services			Ş	\$ 2,330.93	\$ 64,077.07	Work in Phase 11 is complete. Shifting remaining budget to future work tasks.		\$66,408.00
New	Task 163	Advertisement	& Award Se	rvices				\$ 20,824.00			\$20,824.00
New	Task 164	Construction &	Engineer-of	F-Record Services		Ş	7,639.68	\$ 65,451.32	Work in Phase 12 is complete. Shifting Remaining budget to future work tasks.		\$73,091.00
New	Task 164G	Construction &	Engineer-of	Record Services (Aspect)				\$ 11,500.00			\$11,500.00
New	Task 165	Survey Support						\$ 23,702.00			\$23,702.00
				Phase 16 Total				\$ 200,875.39			\$210,846.00

Parametrix, Inc. 1019 39th Avenue NE, Suite 100 Puyallup, WA 98374

PMX Classifications	Direct Labor Hourly Billing Rate NTE	Overhead NTE* 173.46%	Fixed Fee NTE 29.48%	All Inclusive Hourly Billing Rate NTE
Admin Assistant	\$27.02	\$46.87	\$7.97	\$81.85
CADD Operator I	\$26.50	\$45.97	\$7.81	\$80.28
CADD Operator II	\$31.55	\$54.73	\$9.30	\$95.58
CADD Operator III	\$35.57	\$61.70	\$10.49	\$107.76
Construction Manager I	\$57.94	\$100.50	\$17.08	\$175.52
Construction Manager II	\$65.31	\$113.29	\$19.25	\$197.85
Cultural Resources Specialist I	\$38.00	\$65.91	\$11.20	\$115.12
Cultural Resources Specialist II	\$40.87	\$70.89	\$12.05	\$123.81
Cultural Resources Specialist III	\$42.00	\$72.85	\$12.38	\$127.23
Cultural Resources Specialist IV	\$39.69	\$68.85	\$11.70	\$120.24
Designer I	\$30.76	\$53.36	\$9.07	\$93.18
Designer II	\$42.17	\$73.15	\$12.43	\$127.75
Designer III	\$49.03	\$85.05	\$14.45	\$148.53
Designer IV	\$60.92	\$105.67	\$17.96	\$184.55
Electrical Designer II	\$48.47	\$84.08	\$14.29	\$146.84
Electrical Designer III	\$52.71	\$91.43	\$15.54	\$159.68
Electrical Designer IV	\$55.84	\$96.86	\$16.46	\$169.16
Electrical Engineer I	\$38.46	\$66.71	\$11.34	\$116.51
Electrical Engineer IV	\$73.56	\$127.60	\$21.69	\$222.84
Engineer I	\$42.38	\$73.51	\$12.49	\$128.39
Engineer II	\$46.69	\$80.99	\$13.76	\$141.44
Engineer III	\$54.33	\$94.24	\$16.02	\$164.59
Engineer IV	\$63.39	\$109.96	\$18.69	\$192.03
Environmental Tech III	\$33.53	\$58.16	\$9.88	\$101.58
EP&C Division Manager	\$83.17	\$144.27	\$24.52	\$251.96
Finance Assistant	\$25.00	\$43.37	\$7.37	\$75.74
Finance/Accounting Supervisor	\$54.26	\$94.12	\$16.00	\$164.38
GIS Analyst	\$38.32	\$66.47	\$11.30	\$116.09
GIS Technician	\$32.83	\$56.95	\$9.68	\$99.46
Graphic Designer	\$26.00	\$45.10	\$7.66	\$78.76
Hydrogeologist I	\$35.90	\$62.27	\$10.58	\$108.76
Hydrogeologist IV	\$50.98	\$88.43	\$15.03	\$154.44
Inspector	\$45.94	\$79.69	\$13.54	\$139.17
Jr Cultural Resources Specialist	\$25.00	\$43.37	\$7.37	\$75.74
Jr Designer	\$25.00	\$43.37	\$7.37	\$75.74
Jr Engineer	\$28.00	\$48.57	\$8.25	\$84.82
Jr Planner	\$24.00	\$41.63	\$7.08	\$72.71
Jr Scientist	\$24.00	\$41.63	\$7.08	\$72.71
Marketing Assistant	\$30.00	\$52.04	\$8.84	\$90.88

Parametrix, Inc. 1019 39th Avenue NE, Suite 100 Puyallup, WA 98374

PMX Classifications	Direct Labor Hourly Billing Rate NTE	Overhead NTE* 173.46%	Fixed Fee NTE 29.48%	All Inclusive Hourly Billing Rate NTE
Marketing Coordinator	\$35.68	\$61.89	\$10.52	\$108.09
Office Administrator	\$35.15	\$60.97	\$10.36	\$106.48
Planner I	\$38.46	\$66.71	\$11.34	\$116.51
Planner II	\$43.27	\$75.06	\$12.76	\$131.08
Planner III	\$50.34	\$87.32	\$14.84	\$152.50
Planner IV	\$58.17	\$100.90	\$17.15	\$176.22
Principal Consultant	\$150.00	\$260.19	\$44.22	\$454.41
Programmer II	\$31.53	\$54.69	\$9.30	\$95.52
Project Accountant	\$34.13	\$59.20	\$10.06	\$103.39
Project Biller	\$28.85	\$50.04	\$8.50	\$87.40
Project Controls Specialist	\$47.12	\$81.73	\$13.89	\$142.75
Project Coordinator	\$38.00	\$65.91	\$11.20	\$115.12
Publications Specialist I	\$30.00	\$52.04	\$8.84	\$90.88
Publications Specialist II	\$41.00	\$71.12	\$12.09	\$124.21
Publications Supervisor	\$53.40	\$92.63	\$15.74	\$161.77
Regional Division Manager	\$115.50	\$200.35	\$34.05	\$349.90
Scientist I	\$28.85	\$50.04	\$8.50	\$87.40
Scientist II	\$54.49	\$94.52	\$16.06	\$165.07
Scientist III	\$53.41	\$92.64	\$15.75	\$161.80
Scientist IV	\$52.00	\$90.20	\$15.33	\$157.53
Sr Admin Assistant	\$33.66	\$58.39	\$9.92	\$101.97
Sr Communications Specialist	\$45.04	\$78.13	\$13.28	\$136.44
Sr Construction Mgr	\$89.19	\$154.71	\$26.29	\$270.19
Sr Consultant	\$166.40	\$288.64	\$49.05	\$504.09
Sr Contracts Administrator	\$58.31	\$101.14	\$17.19	\$176.64
Sr Cultural Resources Specialist	\$72.85	\$126.37	\$21.48	\$220.69
Sr Designer	\$89.42	\$155.11	\$26.36	\$270.89
Sr Electrical Designer	\$76.13	\$132.06	\$22.44	\$230.63
Sr Electrical Engineer	\$91.98	\$159.55	\$27.12	\$278.64
Sr Engineer	\$100.00	\$173.46	\$29.48	\$302.94
Sr GIS Analyst	\$50.48	\$87.56	\$14.88	\$152.92
Sr Graphic Designer	\$52.92	\$91.80	\$15.60	\$160.32
Sr Hydrogeologist	\$78.57	\$136.29	\$23.16	\$238.02
Sr Marketing Coordinator	\$43.56	\$75.56	\$12.84	\$131.96
Sr Planner	\$93.60	\$162.36	\$27.59	\$283.55
Sr Project Accountant	\$47.74	\$82.81	\$14.07	\$144.62
Sr Project Controls Specialist	\$59.16	\$102.62	\$17.44	\$179.22
Sr Project Coordinator	\$38.47	\$66.73	\$11.34	\$116.54
Sr Publications Specialist	\$35.90	\$62.27	\$10.58	\$108.76

Parametrix, Inc. 1019 39th Avenue NE, Suite 100 Puyallup, WA 98374

PMX Classifications	Direct Labor Hourly Billing	Overhead NTE*	Fixed Fee NTE	All Inclusive Hourly Billing	
	Rate NTE	173.46%	29.48%	Rate NTE	
Sr Scientist	\$74.68	\$129.54	\$22.02	\$226.24	
Sr Surveyor	\$65.18	\$113.06	\$19.22	\$197.46	
Sr Systems Administrator	\$67.79	\$117.59	\$19.98	\$205.36	
Sr Technical Editor	\$57.20	\$99.22	\$16.86	\$173.28	
Surveying Supervisor	\$80.34	\$139.36	\$23.68	\$243.38	
Surveyor I	\$28.46	\$49.37	\$8.39	\$86.22	
Surveyor II	\$41.89	\$72.66	\$12.35	\$126.90	
Surveyor III	\$48.08	\$83.40	\$14.17	\$145.65	
Technical Aide	\$15.00	\$26.02	\$4.42	\$45.44	
Technical Editor	\$39.00	\$67.65	\$11.50	\$118.15	
Technical Lead	\$45.81	\$79.46	\$13.50	\$138.78	
Transportation Division Manager	\$99.84	\$173.18	\$29.43	\$302.46	
Vice President	\$132.21	\$229.33	\$38.98	\$400.52	
Water Division Mgr	\$96.00	\$166.52	\$28.30	\$290.82	



Development Division Contract Services Office PO Box 47408 Olympia, WA 98504-7408 7345 Linderson Way SW Tumwater, WA 98501-6504

TTY: 1-800-833-6388 www.wsdot.wa.gov

May 1, 2024

Parametrix, Inc. 1019 39th Ave SE, Suite 100 Puyallup, WA 98374-2215

Subject: Acceptance FYE 2023 ICR – Cognizant Review

Dear Brent Diemer:

We have accepted your firms FYE 2023 Indirect Cost Rate (ICR) of direct labor based on the "Cognizant Review" from WSDOT who accepted the audit performed by Clark Nuber, P.S. as follows:

• Combined/Corporate: 172.98%

• Facilities Capital Cost of Money (FCCM): 0.47%

This rate will be applicable for WSDOT Agreements and Local Agency Contracts in Washington only. This rate may be subject to additional review if considered necessary by WSDOT. Your ICR must be updated on an annual basis.

Costs billed to agreements/contracts will still be subject to audit of actual costs, based on the terms and conditions of the respective agreement/contract.

Any other entity contracting with your firm is responsible for determining the acceptability of the ICR.

If you have any questions, feel free to contact our office at (360) 704-6397 or via email consultantrates@wsdot.wa.gov.

Regards,

Schatzie Harvey
Schatzie Harvey (May 2, 2024 05:51 PDT)

173.46%

SCHATZIE HARVEY, CPA Contract Services Manager

SH:sms

Certification of Final Indirect Costs

Firm Name: Parametrix, Inc.
Indirect Cost Rate Proposal: 173.46
Date of Proposal Preparation (mm/dd/yyyy): 4/5/2024
Fiscal Period Covered (mm/dd/yyyy to mm/dd/yyyy): 12/31/2022 - 01/05/2024 (2023)
I, the undersigned, certify that I have reviewed the proposal to establish final indirect cost rates for the fiscal period as specified above and to the best of my knowledge and belief:
1.) All costs included in this proposal to establish final indirect cost rates are allowable in accordance with the cost principles of the Federal Acquisition Regulations (FAR) of title 48, Code of Federal Regulations (CFR), part 31.
2.) This proposal does not include any costs which are expressly unallowable under the cost principles of the FAR of 48 CFR 31.
All known material transactions or events that have occurred affecting the firm's ownership, organization and indirect cost rates have been disclosed.
Signature:
Name of Certifying Official* (Print): Brent Diemer
Title: CFO, Executive VP
Date of Certification (mm/dd/yyyy): 04/5/2024

*The "Certifying Official" must be an individual executive or financial officer of the firm at a level no lower than a Vice President or Chief Financial Officer, or equivalent, who has the authority to represent the financial information utilized to establish the indirect cost rate for use under Agency contracts.

Ref. FHWA Directive 4470.1A available on line at: http://www.fhwa.dot.gov/legsregs/directives/orders/44701a.htm

PARAMETRIX, INC.

Statement of Direct Labor, Fringe Benefits and General Overhead For the Fiscal Year Ended January 5, 2024

Description	General Ledger Balance for the Year Ended January 5, 2024	Unallowable Expenses	Ref.	Proposed Amount	Percent
Direct Labor	\$ 48,730,551	\$ -		\$ 48,730,551	100.00%
Fringe Benefits:					
Vacation, sick leave, holidays	11,885,289			11,885,289	24.39%
Payroll taxes	6,935,820	(69,232)	Ε	6,866,588	14.09%
Health insurance	7,885,770			7,885,770	16.18%
ESOP retirement plan	9,500,000			9,500,000	19.49%
	36,206,879	(69,232)		36,137,647	74.16%
General Overhead:					
Administrative salaries	19,140,100	(113,940)	Α	19,026,160	39.04%
Bonuses/miscellaneous salaries	10,417,724	(2,966,674)	В	7,451,050	15.29%
Bid and proposal salaries	4,501,993	•		4,501,993	9.24%
Direct selling salaries	1,352,075			1,352,075	2.77%
Labor variance	(1,849,113)			(1,849,113)	-3.79%
Advertising expense	452,062	(452,062)	С		0.00%
Direct selling expenses	124,568	(48,977)	D	75,591	0.16%
Office rent	4,140,012			4,140,012	8.50%
Office expenses and supplies	368,887	(111,910)	F	256,977	0.53%
Staff appreciation/awards	478,672	(460,947)	G	17,725	0.04%
Billed in-house autos	(252,539)			(252,539)	-0.52%
Depreciation and amortization (including gain/loss on disposal)	2,011,789	(26,528)	Н	1,985,261	4.07%
Business meals	15,151	(15,151)	I		0.00%
Auto expense	321,874	(13,848)	J	308,026	0.63%
Office travel	1,012,882	(245,449)	K	767,433	1.57%
Insurance	1,153,225			1,153,225	2.37%
Telephone	172,951			172,951	0.35%
Utilities/building maintenance	115,418			115,418	0.24%
Taxes and licenses	2,517,699			2,517,699	5.17%
Dues and subscriptions	313,100	(32,093)	L	281,007	0.58%
Donations	43,477	(43,477)	М		0.00%
Employee training/recruiting/moving	567,052	(23,008)	N	544,044	1.12%
Office furniture and equipment	173,815	(3,199)	0	170,616	0.35%
Professional fees	1,682,620	(323,170)	Р	1,359,450	2.79%
Bad debts	137,014	(137,014)	Q		0.00%
Computer supplies, circuits	671,302			671,302	1.38%
Software/maintenance	3,531,664			3,531,664	7.25%
Equipment, supplies and miscellaneous	171,297			171,297	0.35%
Billed in-house equipment	(417,629)			(417,629)	-0.86%
Finance, bank charges	130,246	(23,398)	R	106,848	0.22%
Total General Overhead	53,199,388	(5,040,845)		48,158,543	98.83%
Total Indirect Costs	\$ 89,406,267	\$ (5,110,077)		\$ 84,296,190	172.98%
Percentage of Direct Labor (Before FCC)	183.47%			172.98%	
Facilities cost of capital (FCC)		231,216	S	231,216	0.47%
				\$ 84,527,406	
Percentage of Direct Labor (Includes FCC)				173.46%	

PARAMETRIX, INC.

Statement of Direct Labor, Fringe Benefits and General Overhead (Continued) For the Fiscal Year Ended January 5, 2024

References

- A. Labor costs incurred in defense of contract performance issues per 48 CFR 31.205-47(f)(5)(A); Collection costs unallowable per 48 CFR 31.205-3; Organizational Cost pertaining to acquisition per 48 CFR 31.205-27.
- B. Share-value based bonuses unallowable per 48 CFR 31.205-6(i); Limitation on allowability of executive compensation per 48 CFR 31.205-6(p); Personal vehicle use unallowable per 48 CFR 31.205-6(m)(2); Gifts unallowable per 48 CFR 31.205-13(b); Organizational Cost pertaining to acquisition per 48 CFR 31.205-27.
- C. Nonallowable public relations and advertising costs per 31.205-1; Promotional materials unallowable per 48 CFR 31.205-1(f)(5).
- D. Entertainment unallowable per 48 CFR 31.205-14; Alcohol unallowable per 48 CFR 31.205-51; Excess lodging and per diem unallowable per 48 CFR 31.205-46.
- E. Fringe benefits associated with labor deemed unallowable per 48 CFR 31.201-6(a).
- F. Entertainment unallowable per 48 CFR 31.205-14; Gifts unallowable per 48 CFR 31.205-13(b); Alcohol unallowable per 48 CFR 31.205-51; Nonallowable public relations and advertising costs per 48 CFR 31.205-1; Prior period cost unallowable per 48 CFR 31.203(g).
- G. Entertainment unallowable per 48 CFR 31.205-14; Gifts unallowable per 48 CFR 31.205-13(b); Alcohol unallowable per 48 CFR 31.205-51.
- H. Amortization unallowable per 48 CFR 31-205.49.
- I. Entertainment unallowable per 48 CFR 31.205-14; Alcohol unallowable per 48 CFR 31.205-51.
- J. Personal vehicle use unallowable per 48 CFR 31.205-6(m)(2).
- K. Entertainment unallowable per 48 CFR 31.205-14; Alcohol unallowable per 48 CFR 31.205-51; Excess lodging and per diem unallowable per 48 CFR 31.205-46; Nonallowable public relations and advertising costs per 48 CFR 31.205-1.
- L. Dues to social clubs unallowable per 48 CFR 31.205-1(f)(7) and 48 CFR 31.205-14; Lobbying unallowable per 48 CFR 31.205-22(c).
- M. Donations unallowable per 48 CFR 31.205-8.
- N. Entertainment unallowable per 48 CFR 31.205-14; Alcohol unallowable per 48 CFR 31.205-51; Excess lodging and per diem unallowable per 48 CFR 31.205-46.
- O. Nonallowable public relations and advertising costs per 31.205-1; Prior period cost unallowable per 48 CFR 31.203 (g).
- P. Legal costs incurred in defense of contract performance issues per 48 CFR 31.205-47(f)(5)(A); Organizational Cost pertaining to acquisition per 48 CFR 31.205-27; Nonallowable public relations and advertising costs per 48 CFR 31.205-1.

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- Q. Bad debt unallowable per 48 CFR 31.205-3.
- R. Interest, late fees unallowable per 48 CFR 31.205-20.
- S. Cost of money adjustments per 48 CFR 31.205-10(a).

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POULSBO CITY COUNCIL AGENDA SUMMARY

CONSENT AGENDA ITEM NO. 7.f MEETING DATE: August 21, 2024

AGENDA ITEM	Poulsbo Events and Recreation Center Consultant Contract
EXHIBITS	AHBL_PERC Professional Services Contract
STAFFED BY	Ranes
ESTIMATED TIME	1 min

SUMMARY STATEMENT

In March 2024, the City advertised for a consultant to provide engineering design, permitting, and construction management services for the Poulsbo Event and Recreation Center Regional Multi-use Athletic Fields. The selection panel reviewed proposals, consultants were interviewed and through this process, the most qualified consultant, AHBL, was selected.

Staff has been working with the consultant to refine the contract components and budget for the PERC design.

The City has received funding from the Kitsap Public Facilities District for the design and construction of this project.

WORKSHOP DATE:	August 14, 2024
----------------	-----------------

IMPACTS	
Expenditure Required? Yes	Included in Budget? Yes
	Amount: 985,980.00

SAMPLE MOTION:

Move to approve the design contract with AHBL for the Poulsbo Events and Recreation Center project in the amount of \$985,980.00 and authorize the Mayor to sign the contract on behalf of the City.

<u>City of Poulsbo</u> Professional Services Agreement

Poulsbo Events and Recreation Center Phase 1 Project
AHBL

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of Poulsbo, Washington, hereinafter called the CITY, and AHBL, hereinafter called the CONSULTANT. The CITY and the CONSULTANT are each a Party and may be collectively referred to as the Parties.

WHEREAS, the CITY desires to accomplish the above-referenced project; and

WHEREAS, the CITY does not have sufficient staff or expertise to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the project; and

WHEREAS, the CONSULTANT has represented to the CITY that the CONSULTANT is in compliance with the professional registration statutes of the State of Washington, if applicable, and has signified a willingness to furnish consulting services to the CITY, now, therefore,

IN CONSIDERATION OF the terms and conditions set forth below, or attached and incorporated and made a part hereof, the parties agree as follows:

- 1. Scope of Work The City hereby retains the CONSULTANT to provide professional services as defined in this agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full ("Services"). The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this agreement. All Services shall meet the approval of the Mayor and City Council, as appropriate.
- 2. Warranty The CONSULTANT warrants that it has the requisite training, skill, and experience necessary to provide the Services and is appropriately accredited and licensed by applicable agencies and governmental entities. The CONSULTANT shall be responsible for the professional quality, technical adequacy, and accuracy, timely completion, and coordination of all plans, designs, drawings, specifications, reports, and any other work product prepared or performed pursuant to this Agreement on behalf of CONSULTANT. The CONSULTANT shall perform its work in accordance with the requirements of this Agreement and pursuant to the standards of professional care, skill, diligence, and competence as are normally exercised by other members and/or firms of the profession in good standing working under the same or similar conditions and circumstances and in similar communities as the Services provided by the CONSULTANT under this Agreement. The CONSULTANT shall be responsible for the professional standards, performance, and actions of all persons and firms performing work pursuant to this Agreement on behalf of the CONSULTANT. The CITY shall also have the right to deduct from payments to the CONSULTANT costs or damages incurred by the CITY, or which may be incurred by the CITY, as a result of the CONSULTANT'S failure to comply with the requirements of this Agreement or failure to meet the professional standard of care and skill, or both. The CITY'S approval of plans, drawings, designs, specifications, reports, and other products of the Services rendered hereunder shall not in any way relieve the CONSULTANT of responsibility for the technical adequacy or accuracy thereof. Neither the CITY'S review, approval, acceptance of, and/or payment for any Services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

City of Poulsbo Poulsbo Events and Recreation Center August 2024 Page 1 of 7

- **3.** Completion of Work The CONSULTANT shall not begin any work under the terms of this agreement until authorized in writing by the CITY. The CONSULTANT shall provide design services to the CITY for the duration of 12/31/2025. A failure to complete the work by such date, except where such failure is due to circumstances beyond the control of the CONSULTANT, shall be deemed a breach of this agreement. The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but will be extended by the CITY, in the event of a delay attributable to the CITY, or because of unavoidable delays caused by circumstances beyond the control of the CONSULTANT. All such extensions shall be in writing and shall be executed by both parties.
- **4. Payment** The CONSULTANT shall be paid by the CITY for satisfactorily completed work and services satisfactorily rendered under this Agreement as provided in Exhibit B, attached hereto and incorporated herein by this reference as if set forth in full. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work attached.

The CONSULTANT shall be entitled to invoice the CITY no more frequently than once per month during the course of the completion of the work and services by the CONSULTANT. Invoices shall detail the work performed or the services rendered, the time involved, and the amount to be paid. The CITY shall pay all such invoices within 30 days of submittal, unless the CITY gives notice that the invoice is in dispute. In no event shall the total of all invoices paid exceed the maximum amount payable as set forth above, if any, and the CONSULTANT agrees to perform all services contemplated by this Agreement for no more that the said maximum amount.

- **5.** Changes in Work The CONSULTANT shall make such changes and revisions in the complete work provided by this Agreement as may be necessary to correct errors made by the CONSULTANT and appearing therein when required to do so by the CITY. The CONSULTANT shall make such corrective changes and revisions without compensation from the CITY. Should the CITY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the CITY. This work shall be considered as Extra Work and will be paid for as provided in Section 6.
- **6. Extra Work** The CITY may, at any time, by written order, make changes within the general scope of this Agreement in the services to be performed. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work or services under this Agreement, whether or not changed by the order, or otherwise affects any other terms or conditions of this Agreement, the CITY shall make an equitable adjustment in the (1) maximum amount payable, (2) delivery or completion schedule or both; and (3) other affected terms, and shall modify this Agreement accordingly.
- 7. Ownership of Work Product Any and all documents, drawings, reports, and other work product produced by the CONSULTANT under this Agreement shall become the property of the CITY upon payment of the CONSULTANT'S fees and charges therefore. The CITY shall have the complete right to use and re-use such work product in any manner deemed appropriate by the CITY, provided, that use on any project other than that for which the work product is prepared shall be at the CITY'S risk unless such use is agreed to by the CONSULTANT. Any and all documents, drawings, reports, and other work

product produced by the CONSULTANT are to be submitted in an electronic and hard copy format. This Section 7 shall survive the expiration or termination of this Agreement.

- **8. Independent Contractor** The CONSULTANT is an independent contractor for the performance of services under this agreement. The CITY shall not be liable for, nor obligated to pay to the CONSULTANT, or any employee of the CONSULTANT, sick leave, vacation pay, overtime or any other benefit applicable to employees of the CITY, nor to pay or deduct any social security, income tax, or other tax from the payments made to the CONSULTANT which may arise as an incident of the CONSULTANT performing services for the CITY. The CITY shall not be obligated to pay industrial insurance for the services rendered by the CONSULTANT.
- **9. Indemnity** The CONSULTANT agrees to, and shall fully, hold harmless, indemnify and defend the CITY, its officers, officials, agents, and employees (collectively "Indemnified Parties") from and against any and all allegations, claims, losses, costs, expenses, or liability, for injuries, sickness or death of persons, including employees of the CONSULTANT, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of the CONSULTANT, its officers, agents, sub consultants or employees, in connection with the services required by this agreement, provided, however, that (i) the CONSULTANT'S obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or sole negligence of the CITY, its officers, agents or employees; and (ii) the CONSULTANT'S obligations to fully indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the CONSULTANT and the CITY, or of the CONSULTANT and a third party other than an officer, agent, sub consultant or employee of the CONSULTANT, shall apply only to the extent of the negligence or willful misconduct of the CONSULTANT.

The CONSULTANT'S obligations under this Section 9 include, but are not limited to, all claims against any Indemnified Parties by an employee or former employee of the CONSULTANT or any of its subcontractors or agents. For this purpose, the CONSULTANT expressly waives, as respects the CITY and Indemnified Parties only, all immunity and limitation on liability under any Industrial Insurance Act, including Title 51 RCW, or other worker's compensation act, disability act, or other employee benefit act of any jurisdiction which would otherwise be applicable.

BY SIGNING THIS AGREEMENT, THE CITY AND CONSULTANT CERTIFY THE WAIVER OF IMMUNITY SPECIFIED BY THIS PROVISION WAS MUTUALLY NEGOTIATED.

The CONSULTANT'S obligations under this Section 9 shall survive expiration or termination of the Agreement.

- **10. Insurance** Prior to commencing the Services, the CONSULTANT shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, its agents, representatives, or employees.
 - **10.1 No Limitation.** CONSULTANT'S maintenance of insurance as required by the agreement shall not be construed to limit the liability of the CONSULTANT to the coverage provided by such insurance, or otherwise limit the CITY'S recourse to any remedy available at law or in equity.

- **10.2 Minimum Scope of Insurance.** The CONSULTANT shall obtain insurance of the types described below:
 - 1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
 - 2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The CITY shall be named as an additional insured under the CONSULTANT'S Commercial General Liability insurance policy with respect to the work performed for the CITY.
 - 3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
 - 4. <u>Professional Liability</u> insurance appropriate to the CONSULTANT'S profession.

10.3 Minimum Amounts of Insurance. CONSULTANT shall maintain the following insurance limits:

- 1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- <u>2.</u> <u>Commercial General Liability</u> insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
- 3. <u>Professional Liability</u> insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
- **10.4 Other Insurance Provision.** The CONSULTANT'S Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the CITY. Any Insurance, self-insurance, or insurance pool coverage maintained by the CITY shall be excess of the CONSULTANT'S insurance and shall not contribute with it.
- **10.5** Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
- **10.6 Verification of Coverage**. The CONSULTANT shall furnish the CITY with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the CONSULTANT before commencement of the work.
- **10.7 Notice of Cancellation.** The CONSULTANT shall provide the CITY with written notice of any policy cancellation, within two business days of their receipt of such notice.
- **10.8 Failure to Maintain Insurance.** Failure on the part of the CONSULTANT to maintain the insurance as required shall constitute a material breach of contract, upon which the CITY may,

after giving five business days notice to the CONSULTANT to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the CITY on demand, or at the sole discretion of the CITY, offset against funds due the CONSULTANT from the CITY.

- 11. Records The CONSULTANT 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 other such records as may be deemed necessary by the City to ensure the performance of this Agreement.
- 11.1 These records shall be maintained for a period of seven (7) years after termination or expiration of this Agreement unless permission to destroy them is granted by the office of the archivist in accordance with RCW Chapter 40.14 and by the City.
- 11.2 To the extent it is determined that records held by the Consultant identified in this Section 11 are subject to the Washington Public Records Act (RCW 42.56), the Consultant shall, upon request of the City, promptly deliver such records to the City for the purpose of responding to a public records request.
 - 11.3 This section shall survive expiration or termination of this Agreement.
- **12. Notices** All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth below. Notice by mail shall be deemed given as of the date deposited in the United States mail, postage prepaid.
- 13. Project Administrator The Project Administrator shall be responsible for coordinating the work of the CONSULTANT, for providing any necessary information for and direction of the CONSULTANT'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 CONSULTANT shall report to and take any necessary direction from the Project Administrator.
- 13. Disputes Any dispute concerning questions of fact in connection with the work not disposed of by agreement between the CONSULTANT and the CITY shall be referred for determination to the CITY Department Head who administrates 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.
- 14. Termination The CITY reserves the right to terminate this agreement at any time upon ten (10) days written notice to the CONSULTANT. Any such notice shall be given to the address specified below. In the event that this agreement is terminated by the CITY other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. In the event that services of the CONSULTANT are terminated by the CITY for fault on part of the CONSULTANT, the amount to be paid shall be determined by the CITY with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the CITY at the time of termination, the cost of the CITY of employing another firm to complete the work required, and the time which may be required to do so.

- **15. Non-Discrimination** The CONSULTANT agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or material man, because of race, color, creed, religion, national origin, marital status, sex, age or handicap, except for a bona fide occupational qualification. The CONSULTANT understands that if it violates this provision, this agreement may be terminated by the CITY and that the CONSULTANT may be barred from performing any services for the CITY now or in the future.
- **16.** Compliance and Governing Law The CONSULTANT 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.
- **17. Subcontracting or Assignment -** The CONSULTANT may not assign or subcontract any portion of the services to be provided under this agreement without the express written consent of the CITY.
- **18. 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 CONSULTANT for any breach of the agreement by the CONSULTANT or for failure of the CONSULTANT 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.
- 19. 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 CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, in and for Kitsap County. The substantially prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.
- **20.** Taxes The CONSULTANT will be solely responsible for the payment of any and all applicable taxes related to the services provided under this Agreement and if such taxes are required to be passed through to the CITY by law, the same shall be duly itemized on any billings submitted to the CITY by the CONSULTANT.
- **21.** City Business License The CONSULTANT has obtained, or agrees to obtain a business license from the CITY prior to commencing to perform any services under this Agreement. The CONSULTANT will maintain the business license in good standing throughout the term of the Agreement.
- **22. Entire Agreement -** This Agreement represents the entire integrated Agreement between the CITY and the CONSULTANT, superseding all prior negotiations, representations or agreements, written or oral. The terms of this Agreement also supersede any contrary provisions of any of the Exhibits attached hereto and where any conflict between the terms of this Agreement and the Exhibits exists, the terms of this Agreement control. This agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto.
- **23. Authorized Signatures.** By their signatures below, each party represents that they are fully authorized to sign for and on behalf of the named principal above.
- **24.** Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which together will constitute one agreement. The counterparts of this

Agreement may be executed and delivered by facsimile or other electronic means by any of the parties to any other party and the receiving party may rely on the receipt of such document so executed and delivered as if the original had been received.

25. Effective Date. This Agreement is effective on the latest date this Agreement is executed by both parties.

IN WITNESS WHEREOF, the parties agree to be bound by the terms and conditions set forth above.

CONSULTANT: AHBL	
Ву:	_ Addr: 1200 6th Ave; Suite 1620 Seattle, WA 98101
CITY OF POULSBO:	
Rebecca Erickson, Mayor	Addr: 200 NE Moe Street Poulsbo, WA 98370
ATTEST/AUTHENTICATED:	
Rhiannon K. Fernandez, CMC, City Clerk	
APPROVED AS TO FORM:	
Emily Romanenko, City Attorney	

EXHIBIT A



August 6, 2024

REVISED

Josh Ranes City of Poulsbo 200 NE Moe Street Poulsbo, WA 98370

Project: Poulsbo Event and Recreation Center - Phase 1 - SCOPE OF WORK

Structural Engineers

Civil Engineers

Landscape Architects

Community Planners

Land Surveyors

Neighbors

PROJECT DESCRIPTION

Purpose and Scope

The City of Poulsbo (City) seeks support in furthering the design and development of the Poulsbo Event and Recreation Center (PERC). This support includes validating and finalizing the design of Phase 1 with planning for future phases, updates to the community and stakeholders, and preparing permit and construction documents for Phase 1.

The PERC has been in the planning process for many years and is now ready to move forward into the design and development of Phase 1. The site was part of the initial development of the Olhava Master Plan and development, which included frontage improvements and stormwater facilities. The site is adjacent to commercial areas, the Olympic College Poulsbo campus, and a forested area that is zoned for future housing development.

The City completed a detailed feasibility study and master planning process for this site that included an extensive public process and provides the basis of design. The Poulsbo Event and Recreation Center (PERC) 2023 Feasibility Report identifies the following sports facilities and recreational amenities to be developed as Phase 1 PERC Regional Multi-use Athletic Fields:

- Two (2) multi-use artificial turf sports fields, lighting, and perimeter fencing (6' height)/ Striping of the fields is identified for soccer, lacrosse, and football.
- Sports Courts at least one (1) recreational basketball court basketball hoops and four (4) Pickleball courts with removable nets, and ability to fully flex the space for a variety of multicourt usages and tournaments.
- Nature Playground a children's play area will draw inspiration from the natural environment allowing for activities such as climbing on logs, nets, boulder and sliding down the adjacent hillside.
- Entry plaza the entry plaza and water feature will welcome visitors to the park while
 providing a staging area for community events. An at-grade water feature could also
 allow an opportunity for children to engage with water.
- Terraced seating the PERC design seeks to take advantage of the site grading requirements to provide a terraced seating area which defines the boundaries of the nature playground and overlooks the multi-use field to the south.

SEATTLE

1200 6th Avenue
Suite 1620
Seattle, WA 98101-3123
206.267.2425 TEL

www.ahbl.com



- Outdoor fire pit an outdoor fire pit and seating area will create a causal gathering area for those visiting the PERC.
- Site furnishings benches and rest areas are proposed along the project's pathways and trails to provide seating and rest opportunities to park visitors.
- Shelters a series of shelters (picnic and team) are proposed adjacent to the multi-use fields to protect park users from the elements while providing seating, gathering, and staging areas.
- Restroom/Concession a restroom and concessions building provides convenience to park-goers as well as a pump room location if a spray feature is added to the plaza.

Project Area

The PERC site is 6 acres of undeveloped property located in the northwest corner of the city limits within the College Market Place development. The PERC site is the result of developer mitigation from the approval of the Olhava Master Plan in 1998. The land donation mitigation was intended to provide a site for recreation facilities and identified sports fields to be developed there. The PERC site is adjacent to the Olympic College/WWU Poulsbo campus to the north, a 101-room Fairfield Hotel by Marriott to the east, Home Depot/Walmart to the south, and new residential multifamily units to the north, east, and south.

ROLES AND RESPONSIBILITIES

City of Poulsbo:

Engineering/Public Works

Serve as the main point of contact and City Project Manager for consultants. Provide background information and data as available. Review and comment on the documentation presented. Review presentation material with City staff, City Council, and engage the technical resource team as needed.

The City Technical Resource Team (CTRT) shall include the Parks & Recreation Director, Public Works Superintendent, Utility Engineer, one advisory team member, Senior Planning Consultant, City Engineer, and Public Works Director.

Consultants:

AHBL - Landscape Architecture

Serve as the main point of contact for the City. Project management, agency coordination, stakeholder and public updates as directed by the City, site inventory and analysis, document coordination, permitting support, informing and reviewing opinions of probable costs, site design and layout, site grading, sports field programming and design, synthetic and turf fields documentation, subconsultant coordination, and QA/QC.

AHBL - Civil Engineering

Site grading, stormwater management, utilities, lead grading and site development permitting process, frontage updates or improvements, and informing and reviewing opinions of probable costs. Responsible for site development permitting and supporting Department of Health (DOH) permitting for splash pad/water feature.



AHBL – Structural Engineering

Support the project as needed for site related elements, such as retaining walls, arbors, pergolas, and trellises, and review and design of buildings.

AHBL - Survey

Survey and mapping, documentation, and reporting, as required.

AESI - Geotechnical Engineering *

Geotechnical evaluation and engineering, reporting and recommendations.

DCW Cost Management - Cost Estimating *

Preparation of opinions of probable construction costs.

Schemata Workshop - Architecture *

Architectural design and documentation of related site features and informing and reviewing opinions of probable costs.

Tres West Engineers - Electrical and Mechanical Engineers, Lighting Design *

Sports field lighting, electrical engineering, mechanical engineering design and documentation, and informing and reviewing opinions of probable costs.

PROJECT SCHEDULE

This scope and fee are through contractor award of the Phase 1 project.

City Council Workshop		August 14, 2024
City Council Approval		August 21, 2024
Notice to Proceed, (anticipated)		August 28, 2024
30% Design	2.5 months	September 2 – November 15
Survey /Geotech Work	1 month	September 15 – October 15
City Review and Comment	2 weeks	November 15 – December 1
60% Design	3 months	December 1 – March 15
City Review and Comment	2 weeks	March 15 – April 1
100% Design	2 months	April 1 – June 1
Final Bid Ready PS&E	2 months	June 15 – August 15
City Permitting Review	4 months	March 15 – July 15
City Review and Plan Revisions (Permit)	2 weeks	July 15 – August 1
Bid/Advertisement	1 month	August 1 – September 1
Contracting	1 month	September 1 – October 1
Start Construction		October 2025

PROJECT BUDGET AND MACC

The total project budget for Phase 1 construction is estimated at a Maximum Allowable Construction Cost (MACC) of approximately \$11.7 million. The final MACC may vary with the final design scope and budget evaluation.

^{*}Refer to the attached scope of work documents for a complete list of their scope of work.



GENERAL PROJECT ASSUMPTIONS

- 1. Meetings and deliverables have been included in the scope, as outlined herein.
- 2. The City is responsible for advertising/notifications.
- 3. The City is responsible for coordinating and securing venue for public meetings/open houses, if needed.
- 4. The City will maintain a website and post materials provided by AHBL.
- 5. The City will consolidate review comments from various City departments/reviewers into a single document for each cycle of review. The design team will provide a consolidated response to each set of comments.
- 6. Costs associated with substantial redesign after preparation of 30% design drawings.
- 7. Construction phase services and beyond are excluded from our scope of work. We will provide a proposal for construction phase services as the anticipated scope of work is defined and budgeted prior to the start of construction.

DOCUMENTS AND DATA PROVIDED BY CITY

- 1. The City shall provide any available topographic/boundary survey, known easements/rights-of-way, utility plans, trail mapping, and other site information compiled by the City or the County.
- Access to City GIS mapping (layers as agreed).
- 3. City Road/Street Frontage and Construction Design Standards.
- 4. Current City Plans and Codes, if not available online. In particular, the City's Parks and Open Space Plan.
- 5. Major development/redevelopment plans (including utilities and roadways) for the immediate vicinity.
- 6. Program requirements for outdoor athletic facilities as provided by the City.
- 7. Recent geotechnical and/or stormwater information, as available for projects in the immediate vicinity.

DESIGN STANDARDS

- 1. Electronic drawing form ACAD current version, Civil 3D current version, or PDF, or as mutually agreed.
- 2. Washington State Department of Ecology (WSDOE), 2019 Stormwater Management Manual for Western Washington (SWMMWW).
- 3. City of Poulsbo Construction Standards.

Josh Ranes City of Poulsbo August 6, 2024 Poulsbo Event and Recreation Center – Phase 1 – SCOPE OF WORK Page 5 of 16



SCOPE OF SERVICES

Outline

The scope of work for design and planning services shall consist of the following work plan:

- Task 1: Project Management
- Task 2: Site Research, Inventory, and Analysis
- Task 3: Project and Community Updates
- Task 4: Construction Documents (30/60/100/Bid Ready)
- Task 5: Permitting Support Services
- Task 6: Bidding Phase Services
- Task 7: Reimbursables
- Task 8: Management Reserve

Work Plan

TASK 1: PROJECT MANAGEMENT

- 1.1 Project Coordination: Coordinate with the City to ensure work products are exchanged in a timely manner and completed on schedule. Coordinate with team members to discuss and distribute project data and ensure on-time deliverables. Provide Work Plan, Critical Issues, meeting agendas, decision-tracking documentation, and schedule updates.
- 1.2 City Staff and Project Partner Coordination Meetings: Meet with City staff to discuss schedule, progress, and general coordination of effort. Hold twice monthly meetings at mutually agreed-upon dates. Include the Management Team and members of the CTRT as needed.
- **1.3 Team Coordination Meetings:** Meet with internal project team members at regular intervals as design efforts require.
- **1.4 Document Management:** Provide for the management of drawings and documents.
- **1.5 Project Schedule:** Provide a detailed schedule for the consultant's work elements, integrating project deliverables, meetings, and milestones in alignment with the City's overall schedule.
- **1.6 Subconsultant Management:** Provide an ongoing overview of progress, review invoices, and overall coordination among subconsultants involved in the project.
- **1.7 Quality Assurance / Quality Control:** Conduct a quality assurance check of all deliverables before submitting them to the City.
- **1.8 Invoicing:** Prepare and submit regular invoicing and monthly progress reports within 45 days of work completed.

Josh Ranes City of Poulsbo August 6, 2024 Poulsbo Event and Recreation Center – Phase 1 – SCOPE OF WORK Page 6 of 16



Assumptions:

 City Staff and Project CTRT Coordination Meetings will be held remotely, with an allowance for approximately 50% to be held in person at Poulsbo City Hall or other Parks locations, and will include other project team members, as appropriate.

Deliverables:

- Contract Documents.
- Project Schedule.
- Monthly Invoicing and Progress Reports.
- Regular communication, agenda for Coordination Meetings and meeting notes.

Meetings:

- (36) Coordination Meetings with the City
- (6) Coordination Meetings with Project Partners

TASK 2: SITE RESEARCH, INVENTORY, AND ANALYSIS

- **2.1 Data/Document Review:** Review available design documentation, as provided by the City and through publicly available information (Kitsap County GIS, etc.). Meet with City staff to complete data gathering effort.
- **2.2 Site Survey:** Perform field work to document existing conditions, capturing topography, above-grade features, and below-grade utilities for the project site and adjacent properties.

2.2.1 Private Utility Locates

 Coordinate with private utility locate service to mark the positions of detectable underground utilities within and adjacent to the site.

2.2.2 Boundary and Topographic Survey

- Research public records to identify monuments necessary to establish boundary and to place the project onto horizontal and vertical datum. Datum shall be Washington State Plane Coordinate System North Zone (NAD 83/2011) for horizontal and NAVD 88 for vertical unless otherwise directed.
- Coordinate with title insurance company to obtain title report covering parcel being surveyed.
- Field survey to locate control monuments and other indicators of occupation needed to establish boundaries and to establish horizontal and vertical control for the project. Set no less than four project benchmarks onsite for future construction. Property corners will not be set under this proposal.
- Topographic survey of Kitsap County Tax Parcel No. 102601-2-067-2009 (1135 NW Reliance Street) and adjacent roadways totaling approximately 7.5 acres (a map of the area to be surveyed is attached to this proposal). Survey will locate utilities, asphalt, concrete, curb and gutter, fences, slopes, significant trees, landscaping, and sufficient ground shots to produce contours at 1-foot intervals. Survey shall also include full width of NW Reliance Street adjacent and will extend to the



- southerly edge of the parking lot to the north. Survey will extend 25' on to adjacent properties where possible.
- Prepare topographic survey base map that accurately depicts parcel boundaries, easements affecting subject property, physical improvements, and existing ground contours at intervals of 1 foot within survey limits. The topographic survey base map will be furnished to the project engineer/architect and client in AutoCAD Civil 3D and PDF formats.
- **2.3 Site Visits:** Perform site visits to review existing conditions and determine operational/physical constraints and opportunities. Supplement the mapped base with observational information.
- 2.4 Comprehensive Site Analysis: Consolidate information from the team (see subtasks below), identify key issues and operational/physical constraints and identify critical success factors and key challenges/site constraints and opportunities. Provide a site analysis in graphic form for use by the City and summarize key points of analysis and recommendations in a technical memorandum.
- 2.5 Stormwater and Utility Analysis and Reporting: Assess and report on stormwater requirements based on regulatory requirements and site conditions (TDAs, etc.). Review available water and sewer utility information and report on constraints and known requirements for upgrades. Provide summary technical reports and mapping to inform Comprehensive Site Analysis drawings and narrative.
- **2.6 Frontage Improvement Analysis and Reporting:** Meet with City staff to discuss the requirements for frontage improvements within the project limit. Document a summary of understanding in a brief technical memo.
- 2.7 Geotechnical Consultation: Conduct geotechnical explorations and testing to support future site development.
 - **2.7.1** Review available previous geotechnical studies and geologic maps to identify information that could impact the proposed site development.
 - 2.7.2 Perform a site reconnaissance to observe current conditions, locate subsurface explorations across the site, advance exploration pits with a tracked excavator, and perform grain size analyses on selected soil samples to support preparation of the preliminary geotechnical report.
 - 2.7.3 Prepare a preliminary geotechnical report that presents a summary of field explorations and lab testing results and provides preliminary recommendations regarding stormwater infiltration feasibility, site preparation, structural fill, foundation and floor slab support, and pavement design for the planned development.

OPTIONAL ITEMS

 Exploration Borings: Once the location of structures and stormwater management facilities have been finalized, additional borings can be advanced at targeted locations using a limited access drill rig. At this time six exploration borings are anticipated and included as an optional service.



- Monitoring Well and Seasonal High Determination: One of the borings can be completed as a groundwater monitoring well to allow seasonal high-water level to be determined. At this time, completion of one boring as a monitoring well and groundwater level monitoring (during one wet season) are included as optional services.
- Pilot Infiltration Tests (PITs): If suitable receptor soils are
 encountered during preliminary exploratory pits across the site, PITs
 will be necessary to determine infiltration rates for design. To save
 cost, we understand that the City of Poulsbo will provide an excavator
 for digging test locations. At this time, four PITs are anticipated and
 included as an optional service.
- **2.7.4** The geotechnical report will be updated once locations of planned structures and site layout are finalized and if additional explorations and testing are completed.
- **2.7.5** Complete a modular block wall design and prepare construction plans for the planned retaining wall.
- **2.7.6** Participate in virtual meetings with the design team to discuss the findings of the geotechnical report and respond to questions via email.
- 2.8 Code and other Regulatory Considerations: Review current City code requirements and other regulatory constraints or implications of new project development. Provide summary technical report and mapping to inform Comprehensive Site Analysis drawings and narrative.

Assumptions:

- City to provide available/current documentation that will help to inform site analysis, constraints, and opportunities.
- Based on preliminary research, the site does not indicate possible geologic hazard areas, erosion, landslides, steep slopes, or seismic zones. No documentation will be provided for geologically hazardous areas as part of the site analysis.

Deliverables:

- Graphics and Technical Reports: (1) Draft and (1) Final, as noted herein.
- Site Survey.
- Illustrative in-person, and online outreach materials include site analysis, opportunities/constraints, and aerial mapping.
- Consolidated Technical Memorandum for Stormwater and Utility Analysis
- Summary of critical success factors, confirmation of basis of design assumptions, including site dimensions for field sizes, parking areas,
- Frontage Improvements summary report.
- Geotechnical Report: Preliminary (1) and Final (1).
- Code Review Summary

Meetinas:

Internal team coordination meetings, as needed – virtual.



TASK 3: PROJECT AND COMMUNITY UPDATES

3.1 Provide Design Process Updates: Throughout the design process, provide updates to project stakeholders to keep them informed of project development.

3.2 Communication:

3.2.1 Website: The consultant will provide materials in support of the City's management of the project webpage.

Assumptions:

- City to coordinate venue and any associated costs.
- City is responsible for managing project webpage and uploading presentation exhibits.
- AHBL is responsible for materials development and analysis of data from meetings.
- Exhibits are anticipated to be from Task 4 deliverables.

Deliverables:

- Illustrative materials for in-person and online outreach.
- General engagement meeting support material; may include large format boards.

TASK 4: CONSTRUCTION DOCUMENTS

4.1 30% Design: Review available planning and design materials to assess site fit based on code review and requirements, parking calculations, and other site constraints to ensure the project area and assumptions are working.

From the validated design, proceed with preparing 30% documents, which will include plans, specifications, and a cost estimate. Review 30% design materials with the City.

4.1.1 Civil Engineering Site Design

- Prepare a base map for site plan and engineering drawings.
- Prepare plans and calculations for a temporary erosion and sedimentation control (TESC) plan.
- Because the project will disturb greater than 1 acre, complete the National Pollutant Discharge Elimination System (NPDES) application and the newspaper notice, submit to you for signature, and forward the application material to the Washington State Department of Ecology (Ecology).
- Prepare plans and calculations for a site grading plan. This scope of work will include earthwork calculations. Earthwork calculations will be performed by a subconsultant and billed as a reimbursable expense,
- Prepare plans and calculations for a storm drainage plan. This scope
 of work includes a design to meet the 2019 Ecology Stormwater
 Management Manual for Western Washington (SWMMWW), as
 amended and adopted by City of Poulsbo. This plan will address:
- Onsite stormwater runoff collection and flow control Best Management Practices (BMPs).



- Flow Control We assume a detention system will be provided for the site. We understand the design will analyze whether there is any existing capacity in a downstream regional facility to manage a portion of the site's stormwater.
- Treatment To manage runoff from pollution generating surfaces.
- Downstream drainage analysis for one-quarter mile.
- Prepare plans and calculations for an onsite gravity sanitary sewer system.
- Prepare an onsite surfacing plan including site access and pavement markings.
- Prepare plans and calculations for an onsite water main extension and domestic water and fire protection system.
- Prepare spray pad utility plan in coordination with the spray pad designer. Plan will provide domestic service for the spray pad system and sanitary and stormwater points of connection for the drains and waste lines.

Plans to include:

- o Civil Cover Sheet
- Horizontal Control Plan
- Site Paving Plan
- Site and Utility Demolition Plan
- o ESC Plan
- o Drainage Plan
- Grading Plan
- Spray Pad Utility Plan
- Utility Service Plan

4.1.2 Landscape Architecture Site Design

- Coordinate with project team members and owner's preferred materials for:
 - Planting: Coordinate with City planting preferences for the project.
 - Irrigation: Coordinate with City specifications for material selections.
 - Athletic Fields: Coordinate with City specifications and input for material selections and field sizing and layout options.
 - Athletic Equipment: Coordinate with City specifications for material selections for specific sports, including goal posts, field accessories, soccer goals, soccer anchors, player benches, water fountains, flagpoles, and litter receptacles.
 - Prepare conceptual irrigation plans and details related to point of connection, and coordinate with civil engineers.

Plans to include:

- o General Cover Sheet
- o Layout and Materials Plans.
- o Site Details (includes amenities and furnishings).
- o Site Sections
- Athletic Field Layout and Materials Plans.
- Athletic Field Details.
- Planting Plans.
- o Planting Details.
- o Irrigation Plans Schematic.



- o Irrigation Details.
- Cutsheet package for selected products and materials.
- Updated Outline Specifications and Systems Narrative for related elements.

4.1.3 Structural Engineering Design

- Coordinate with the project architect, as well as civil engineer and landscape architect.
- Prepare structural calculations.
- Prepare and or review engineered construction drawings provided by pre-engineered building manufacturers. We have assumed that drawings will be required for a restroom facility and concession building, as well as a handful of minor structures (trellises, pergolas, etc.).
- We assume that the scope will include several freestanding canopies, which will be conventionally framed from wood or steel construction. It may be possible to use pre-engineered steel buildings for these elements. We will evaluate the most appropriate construction method for the canopies.
- Review cost estimates prepared by others.
- Structural site design will include the design of any cast-in-place concrete seat walls and retaining walls. We assume that any retaining walls will be less than 8 feet in height.
- Review specifications prepared by Schemata Workshop or preengineered building manufacturer.
- Plans to include:
 - Structural Notes
 - o Typical Details
 - Foundation Plans
 - Roof Framing Plans

4.1.4 Mechanical and Electrical Engineering Design

- Coordination meetings
- Site visit
- Plumbing Design
- HVAC Design
- Lighting design & photometric analysis (2) athletic fields
- Lighting design & photometric analysis (1) basketball court
- Lighting design & photometric analysis (4) pickle ball courts
- Lighting design & photometric analysis parking areas
- Lighting design & photometric analysis trail lighting
- Restroom/concession building design
- Load calculations
- Shelter design
- Specifications
- Cost opinion

4.1.5 Architectural Design

 This phase will include developing the design based on the validation phase.



4.2 60% Design: From the 30% design review process, proceed with preparing 60% documents, which will include plans, specifications, and a cost estimate. Review 60% design materials with the City.

4.2.1 Civil Engineering Site Design

- Civil Cover Sheet
- Horizontal Control Plan
- Site Paving Plan and Pavement Markings Plan
- Site and Utility Demolition Plan
- ESC Plan
- Drainage Plan
- Grading Plan
- Spray Pad Utility Plan
- Utility Service Plan
- WSDOT format technical specifications for civil site work.

4.2.2 Landscape Architecture Site Design

- Layout and Materials Plans.
- Site Details (includes amenities and furnishings).
- Site Sections
- Athletic Field Layout and Materials Plans.
- Athletic Field Details.
- Planting Plans.
- Planting Details.
- Irrigation Plans.
- Irrigation Details.
- Cutsheet package for selected products and materials.
- Combination of WSDOT and three-part CSI format Technical Specifications for related elements.

4.2.3 Structural Engineering Design

- Typical Details
- Notes and Schedules
- Foundation Plans
- Roof Framing Plans
- Site Retaining Wall Details

4.2.4 Mechanical and Electrical Engineering Design

- Electrical Legend and Notes
- Electrical Site Plan
- Electrical Building Plans
- Electrical Details and Schedules
- Electrical Details

4.2.5 Architectural Design

 Prepare 60% design plans with coordination of the engineering disciplines. Coordinate with the cost estimator.



1.3 100% / **Final Design:** From the 60% design review process, proceed with preparing 100% documents, which will include plans, specifications, and cost estimates. Review 100% design materials with the City

4.3.1 Civil Engineering Site Design

- The following products will be prepared at the end of the CD phase unless indicated otherwise:
 - o Civil Cover Sheet
 - Horizontal Control Plan
 - Site Paving Plan and Pavement Markings Plan
 - Site and Utility Demolition Plan
 - o ESC Plan
 - Drainage Plan
 - Grading Plan
 - o Spray Pad Utility Plan
 - Utility Service Plan
 - Water Main Plan and Profile
 - o Notes and Details
 - o Drainage Report and SWPPP
 - Civil Site Work Technical Specifications
- We assume plans will be issued in electronic PDF format.
- Prepare plans and calculations for offsite road and storm drainage improvements, as required by City of Poulsbo.
- The Basis of Design for frontage improvements includes a sidewalk along the north side of NW Reliance Street and a new parking lot driveway apron.
- WSDOT format technical specifications for civil site work.

4.3.2 Landscape Architecture Site Design

- The following products will be prepared unless indicated otherwise:
 - Layout and Materials Plans.
 - Site Details (includes amenities and furnishings).
 - Site Sections
 - o Athletic Field Layout and Materials Plans.
 - o Athletic Field Details.
 - o Planting Plans.
 - Planting Details.
 - o Irrigation Plans.
 - Irrigation Details.
 - o Cutsheet package for selected products and materials.
 - Mix of WSDOT and three-part CSI format Technical Specifications for related elements.

4.3.3 Structural Engineering

- The following products will be prepared unless indicated otherwise:
 - Structural Calculations
 - Structural Notes
 - o Quality Assurance Plan
 - Typical Details
 - Notes and Schedules
 - o Foundation Plans
 - o Roof Framing Plans
 - Site Retaining Wall Details



- Foundation Details
- Roof Framing Details

4.3.4 Mechanical and Electrical Engineering Design

- The following products will be prepared unless indicated otherwise:
 - Electrical Legend and Notes
 - o Electrical Site Plan
 - o Electrical Building Plans
 - o Electrical Details, Schedules, and Load Calculations
 - Electrical Details
 - o Mechanical General Notes and Legend
 - Mechanical Schedules
 - o Mechanical Details
 - o Mechanical Floor Plans
 - Mechanical Sections

4.3.5 Architectural Design

- Prepare the final design plans with coordination of the other disciplines.
- **4.4 Bid-Ready Documents:** From the 100% design review process, proceed with incorporating remaining permit comments and preparing Bid-ready documents, which will include plans, specifications, and a cost estimate. Review 60% design materials with the City.
- **4.5 Review Meetings:** Attend one (1) review meeting during this process for each document set produced to review/comment on plans and cost opinions.

Deliverables:

- 30% Design Plans, Bid Item List, and Cost Opinion.
- 60% Design Plans, Specifications, and Cost Opinion.
- 100% Design Plans, Specifications, and Cost Opinion.
- Bid-Ready Plans, Specifications, and Cost Opinion in Bid Tab format.
- One (1) rendered site plan and one (1) perspective rendering of preferred plan.

Meetings:

- Two (2) meetings in addition to City Staff Coordination Meetings.
- Internal team coordination meetings as needed—in person for design collaboration and virtual.

TASK 5: PERMITTING SUPPORT SERVICES

- **Pre-Application:** Attend one (1) pre-application meeting with the City. Prepare meeting minutes to capture a summary of comments and permit requirements.
- **5.2 Application Coordination:** Work with the City to clarify permit submittal requirements and facilitate the conversation to resolve discrepancies or differing responses. DOH Permit Application for Splash Pad/Water Feature.



5.3 This task includes the following permits:

- **5.3.1** Land Use
 - Site Plan Review, including Design Review Process
 - SEPA
- **5.3.2** Grading Permit
- **5.3.3** Commercial Building Permit
 - Retaining Wall Permit
- 5.3.4 Sign Permit
- **5.3.5** Irrigation Permit
- **Permit Applications:** Prepare and submit complete plans and reports for required permit submittals.

5.4.1 Civil Engineering

- Assemble and complete site development permit applications to City
 of Poulsbo. Coordinate with the client/owner and assist in connection
 with the owner's responsibility for application documents required for
 approval by the governing jurisdiction.
- Assemble and complete site development permit applications to the Department of Health for the spray pad design. Coordinate with the client/owner and assist in connection with the owner's responsibility for application documents required for approval by the governing jurisdiction.
- Review agency comments with reviewers. Time to address comments is included as part of Task 4.
- Provide the planning team with the civil items related to completing the State Environmental Policy Act (SEPA) checklist, including exhibits, as needed.
- Coordinate Department of Health submittal for the spray pad.

5.4.2 Landscape Architecture

- Provide input on landscape-related elements to assist the city in preparing the State Environmental Policy Act (SEPA) checklist.
- Issue permit packages for City review.
- Review agency comments with reviewers. Time to address comments is included as part of Task 4.

5.4.3 Structural Engineering

- Assist the client/owner in connection with the owner's responsibility for filing documents related to the structural systems, as required for the approval by the governing jurisdiction. Task includes coordinating and assembling the structural drawings and calculations to be included in the permit submission. We assume that the architect will take the lead in filling out the permit application and submitting all documents to the jurisdiction.
- Respond to agency permit review comments related to the structural system and revise the plans as required by the governing jurisdiction. This task includes meetings with you to review agency comments.



- **Revise Plans:** Revise plans to address comments from agency reviews. If the agency requests changes that contradict their design standards or information they provided previously, this may result in a change of scope and fee. This task includes:
 - **5.5.1** Two rounds of revisions to address agency-related comments for Site Plan Review permit submittal.
 - 5.5.2 Two rounds of revisions to address agency-related comments for Grading Permit submittal.
 - **5.5.3** Two rounds of revisions to address agency-related comments for Commercial Building Permit submittals.
 - **5.5.4** One round of revisions to address agency-related comments for Sign Permit submittal.
 - **5.5.5** One round of revisions to address agency-related comments for Irrigation Permit submittals.

TASK 6: BIDDING PHASE SERVICES

- **Attend Pre-Bid Site Walk/Conference.** Attend one (1) pre-bid meeting with the City. Prepare meeting minutes to capture a summary of comments.
- 6.2 Assist with answering bidders' questions for clarification.
- **Assist in the preparation of bid addenda:** Prepare and provide any design-related addenda or revisions to the Bidding Documents in the format provided by the City. Provide electronic copies of addenda or revisions to the City for distribution to plan holders.

TASK 7: REIMBURSABLE EXPENSES

- 7.1 Travel.
- 7.2 Reprographics.
- 7.3 Outreach Materials.
- 7.4 Earthwork Analysis.

TASK 8: MANAGEMENT RESERVE

8.1 Additional work items as requested and approved by the City Engineer and/or the Public Works Director

Enclosures

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1200 6th Avenue Suite 1620 Seattle, WA 98101 206.267.2425 TEL 206.267.2429 FAX

POULSBO EVENT AND RECREATION CENTER

AREA OF WORK

EX-A1



August 6, 2024

Project No. 20240135E001

* Any assumptions listed within subconsultant proposal are between AHBL and the subconsultant.

AHBL, Inc.

2215 North 30th Street, Suite 200 Tacoma, Washington 98403

Attention: Mr. Craig Skipton, Director of Landscape Architecture

Subject: Updated Proposal for Preliminary Geotechnical Engineering Evaluation

Poulsbo Event and Recreation Center (PERC) NW Reliance Street and Quickstep Court NW

Poulsbo, Washington

Dear Mr. Skipton:

Thank you for the opportunity to present our updated proposal to provide geotechnical engineering services for the above-referenced project. Our proposal is based on written and verbal information provided to us, a review of Google Earth imagery, experience on similar projects, and knowledge of geologic conditions.

SITE LOCATION AND PROJECT DESCRIPTION

The project site is an undeveloped parcel in Poulsbo, Washington located at the northwest corner of NW Reliance Street and Quickstep Court NW. The parcel is bounded to the north by Olympic College, south by NW Reliance Street, to the east by Quickstep Court NW and to the west by an undeveloped forested property.

We understand the City of Poulsbo (City) has plans for a new event and recreation center on the parcel. Current conceptual plans indicate that the facility will contain an upper and lower synthetic turf sports fields with lighting, pickleball and basketball courts, amphitheater, a concession/restroom building, picnic shelters, parking areas, trails, and walking paths. The upper and lower sports fields will be separated by a retaining wall. We understand that the retaining wall will be of the modular block style that could be about 300 feet in length and up to 8 feet tall.

Based on a preliminary review of geologic mapping and previous geotechnical studies completed by Associated Earth Sciences, Inc. (AESI) on parcels to the east and west of the site, AESI expects the site to be underlain by a variable thickness of fill overlying native sediments comprised of either ice contact deposits or lodgement till overlying advance outwash.

TASK 2.7 - GEOTECHNICAL CONSULTATION

Our geotechnical scope of work for the project is presented as different subtasks as requested by the City of Poulsbo.

Subtask 2.7.1 - Review of Available Geotechnical and Geologic Information

AESI will review available previous geotechnical studies in the vicinity of the site and geologic maps to identify information that could impact the proposed site development.

Subtask 2.7.2 - Site Reconnaissance, Subsurface Explorations and Laboratory Testing

Site Reconnaissance

AESI will visit the site to observe current conditions, access for exploration equipment and mark exploration locations.

<u>Subsurface Explorations</u>

Our proposed scope of work for the preliminary study includes excavating exploration pits for geotechnical purposes to a maximum depth of up to 10 feet. The explorations will allow us to characterize subsurface conditions for foundations, floor slabs, retaining walls, sports fields, field lighting, hardscapes, infiltration feasibility, and site drainage. We propose excavating 6 to 8 exploration pits at the site using a tracked excavator. We understand that the City of Poulsbo would like to provide this equipment for our field explorations to save cost. Some vegetation will be disturbed during access to the exploration pit locations. Exploration pits will be excavated and backfilled as they are completed, and no unattended open excavations will be present at any time. Exposed soil will remain at the exploration pit locations until our work is completed. Complete site restoration is not included in this proposal.

Prior to our exploration, AESI will notify the one-call utility service to locate buried public underground utilities at the site. Locates conducted through the one-call locate service typically do not cover water or sewer pipes on private property, or other privately owned utilities. We understand that a site survey showing as-built locations of existing utilities will be completed by AHBL. We request that we be provided with as-built plans of known existing utilities prior to commencement of our exploration work. <u>AESI will not be responsible for damage to buried utilities that are not marked on the ground prior to our work, or shown on as-built plans that are provided to us.</u>

<u>Laboratory Testing</u>

Selected soil samples from our explorations will be submitted to our in-house geotechnical laboratory for testing. Our scope of work will include approximately four grain-size (sieve) tests. The test results will allow for characterization of the soil for reuse as structural fill and potential infiltration.

Subtask 2.7.3 - Preliminary Geotechnical Engineering Report

Based on our findings in the field, we will complete a preliminary geotechnical engineering report. The following is a summary of the major report sections to be addressed:

- A site plan showing exploration locations;
- Summary of soil and shallow groundwater conditions including interpretive logs of our explorations;
- Laboratory testing results;
- Preliminary feasibility of on-site stormwater infiltration (based on gradation);
- Geologic hazards (erosion, and seismic);
- Summary of geotechnical considerations pertaining to the planned site development;
 and
- Recommendations for further study following finalization of structure locations.

OPTIONAL ITEMS

Exploration Borings

Once the location of structures and stormwater management facilities have been finalized, additional borings can be advanced at targeted locations using a limited access drill rig. At this time six exploration borings are anticipated and included as an optional service. Each boring will be drilled to a depth of about 20 below existing grades, using a small, tracked drill rig by an independent subcontractor. An AESI geologist will continuously observe the drilling operations for each drill rig, log the subsurface conditions, and collect representative soil samples. Prior to our exploration, AESI will notify the one-call utility service to locate buried public underground utilities at the site as described in Subtask 2.7.2.

During drilling, soil samples will be collected using the Standard Penetration Test (SPT) procedure. Sampling will generally be conducted at depth intervals of 2½ to 5 feet with up to two additional samples collected from the borings. The recovered samples will be returned to our laboratory for further classification and laboratory testing. All cuttings (soil) generated during drilling will be left onsite.

Monitoring Well and Seasonal High Determination

One of the borings can be completed as a groundwater monitoring well to allow seasonal high water level to be determined. At this time completion of one boring as a monitoring well and groundwater level monitoring (during one wet season) are included as optional services. This well will be completed to a maximum depth of 60 feet to establish seasonal high groundwater elevation. We have included costs for well development, data logger installation, and 6 months of water level monitoring. We would prepare a technical memorandum documenting the groundwater level monitoring at the conclusion of the monitoring period.

Pilot Infiltration Tests (PITs)

If suitable receptor soils are encountered during preliminary exploratory pits across the site, pilot infiltration tests will be necessary to determine infiltration rates for design. To save cost, we understand that the City of Poulsbo will provide an excavator for digging test locations. At this time, four PITs are anticipated and included as an optional service.

Subsurface exploration pits for infiltration testing will be conducted in each area under consideration for stormwater infiltration. The infiltration tests will require 7 hours of inflow to complete. We will work with you to identify areas for testing that avoid utilities and pavement. The infiltration tests will be excavated either with an open pit a minimum of 12 square feet in area. Each infiltration excavation will be backfilled with removed soils and the surface tamped with the backhoe bucket prior to leaving the site at the end of each field day. Some disturbance of surface features where excavation is performed should be expected.

After infiltration testing at the proposed subgrade depth, the pits will be deepened to the full reach of the excavator to observe subsurface geology and shallow groundwater conditions below the bottom of the infiltration test base to identify any soil layers that would restrict the downward flow of infiltrating water. Subsurface conditions encountered in the explorations will be logged by an experienced professional from our firm.

We have assumed that a source of water and hoses will be provided by the City for the PITs. AESI will provide digital flow meters and water level measuring equipment.

Included in this task would be to perform up to 4 sieve analysis on selected soil samples collected from the PITs.

Subtask 2.7.4 - Final Geotechnical Engineering Report

Once locations of planned structures and site layout are finalized the geotechnical engineering report can be updated. We will incorporate any review comments from the design team, revise recommendations if necessary and add any additional explorations and testing if they were completed.

Subtask 2.7.5 - Modular Block Wall Design

We will complete the following as part of this subtask:

- Prepare a design for the new modular block wall.
- Develop a typical detail for modular block walls with construction notes.
- Prepare a site plan, typical wall cross-sections, and calculations.

AESI is not responsible for wall layout and top and toe elevation determination. AESI is also not responsible for coordinating or identifying connection of wall drainage that will need to be discharged to a suitable location such as a new or existing storm sewer.

Subtask 2.7.6 - Meetings/Post Report Consultation

Following issuing our preliminary report we expect that there may be a need to participate in meetings with the design team to discuss the findings of our report as design moves forward. We have assumed 4 hours for our project manager to attend virtual meetings and/or respond to questions via email.

ESTIMATED TASK COST AND SCHEDULE

Our cost estimate is based on the effort to complete the proposed scope of work, based on the anticipated conditions. A summary of costs is outlined below. If difficult or unanticipated conditions are encountered, we will notify you as soon as possible and no work beyond the authorized scope will be conducted without your prior approval. Meetings or other tasks requested by you that are not included in the scope of work described above will be conducted on a time and expenses basis. All our work will be performed in accordance with our Schedule of Charges and General Conditions, copies of which are attached.

Upon receiving notice to proceed, we can mobilize to the site to perform explorations within 4 weeks. Exploratory pits should take 1 day and laboratory testing should take about 1 week. A preliminary geotechnical report will be prepared within 3 weeks of completing fieldwork. Optional tasks can be completed if requested and will be scheduled as subcontractors are available.

Task 2.7 – Geotechnical Consultation	Subcontractor Cost	AESI Fees
Subtask 2.7.1 – Review of Existing Information		\$500
Subtask 2.7.2		
Site Reconnaissance		\$1,000
 Exploratory Pits (1 day) 	NC*	\$2,000
 Laboratory Testing (four sieves) 		\$900
Subtask 2.7.3 - Preliminary Geotechnical Report		\$4,500
 Optional Task: Exploration Borings (assume 6, includes additional report preparation) 	\$10,000	\$5,300
 Optional Task: Monitoring Well, 6 months of groundwater level monitoring and tech memo 	\$2,000	\$7,800
 Optional Task: Pilot Infiltration Tests (assume 4, includes four sieves, analysis and additional report preparation) 	NC*	\$15,800
Subtask 2.7.4 - Final Geotechnical Report		\$1,000
Subtask 2.7.5 - Segmental Block Wall Design and Plan Preparation		\$5,000
Subtask 2.7.6 - Meetings/Post Report Consultation		\$1,000
Subtotal	\$12,000	\$44,800
Total	\$56,	800

^{*}Excavation equipment supplied by the City of Poulsbo

Closure

We appreciate the opportunity to submit this proposal and hope that it meets your needs. If you approve of our scope of work and would like for us to proceed, please provide a professional services agreement to our Kirkland office address (AESI, 911 5th Avenue, Kirkland, Washington 98033) to authorize our services. If you have any questions, please do not hesitate to call.

Sincerely,

ASSOCIATED EARTH SCIENCES, INC.					
Tacoma, Washington	The undersigned has reviewed and accepts the attached General Conditions.				
Shur					
Stephen A. Siebert, P.E.	Client Date				
Senior Associate Geotechnical Engineer	Authorized Representative Signature				
Whein_					
Kurt D. Merriman, P.E. Senior Principal Engineer	Client (please print name)				
Attachments: Schedule of Charges/General Co	onditions				
	ailed PDF document to your accounts payable ail address, you will receive emailed PDF versions of				
Please provide the appropriate billing email addre	ess here:				

KDM/jh - 20240135E001-003

ASSOCIATED EARTH SCIENCES, INC. SCHEDULE OF CHARGES

Our compensation will be determined on the basis of time and expenses in accordance with the following schedule unless a lump sum amount is so indicated in the proposal or services agreement. Current rates are as follows:

Personnel Charges - Engineers,	, Hydrogeologists,	Geologists,	Geophysicists, and Scientists
Conior Dringing			¢205.00/havr

Senior Principal	\$305.00/hour
Principal	\$285.00/hour
Senior Associate	\$260.00/hour
Associate	\$240.00/hour
Senior	\$230.00/hour
Senior Project	\$215.00/hour
Project	\$185.00/hour
Senior Staff	\$160.00/hour
Staff	\$140.00/hour
Legal Testimony (4 hour minimum)	\$400.00/hour

Personnel Charges - Technicians

Senior Field Technician	\$135.00/hour
Senior Field Technician Overtime	\$160.00/hour
Technician	\$120.00/hour
Technician Overtime	\$140.00/hour

Personnel Charges - Technical Support Staff

Senior Geographic Information Services (GIS) Analyst	\$170.00/hour
Geographic Information Services (GIS) Analyst	
Drafting and Graphics Specialist	\$130.00/hour
Project Assistant	
Technical Editor	
Administrative Staff	\$90.00/hour

Technology Fee

A one-time technology fee of \$150 will be applied to the first invoice. This fee reflects costs for software subscriptions/licenses, network data storage and connectivity, and information security that are not included in hourly rates or direct expenses.

Other Direct Expenses

Per Diem	To be established on a project basis
Subcontractors and Miscellaneous Expenses	cost plus 15%
ArcGIS Online Viewer License	\$150.00/year
Bank/Wire Service Fees	\$25.00/unit
Field Report Processing and Archiving	\$25.00/each
Mileage	

Equipment Charges Groundwater Monitorin

Groundwater Monitoring	
Barometer Data Logger	\$50.00/month
Water Level Data Logger	\$75.00/month
Water Level Data Logger Installation	\$35.00/each
Water Level Meter	\$25.00/day
Field Investigations	
Aquifer Testing	\$300.00/day
Flow Meter	\$25.00/day
Geotechnical Exploration	
Turbidimeter	
Slope Indicator	
Water Quality Sampling	\$250.00/day
Well Development	\$150.00/day
Streamflow Monitoring	
Swoffer Streamflow Monitoring	\$35.00/day
FlowTracker Streamflow Monitoring	\$250.00/day
Geophysics	
Vibration Monitoring Equipment	\$90.00/day
	\$2,000/month
Geophysics - 24-Channel Geophones	
Geophysics - SmartSolo Three Channel Sensor System	\$440.00/day
Other	
Aerial Drone Equipment	
(certified drone operator charged separately)	
Satellite Phone	\$50.00/day
Laboratory Charges	
Atterberg Limit	
Constant Head Permeability (ASTM D2434-68)	
Ethylene Glycol Test (3 rock minimum)	
Fractured Face Count (AASHTO T-335)	
Hydrometer	
Moisture Content	
Organic Content	
Percent Passing #200	
Permeability (Falling Head)	
Proctor ASTM D-1557 and ASTM D-698	
Sand Equivalent	\$125.00/test
Sieve with Wash #200	
Specific Gravity + #4	
Specific Gravity - #4	\$150.00/test
11 21 147 2 1 1	600 00 /

Additional or Miscellaneous Charges

Unlisted equipment rental, laboratory tests, fees, and supplies will be provided on a project basis.

Unit Weight.....\$80.00/test Void Ratio.....\$125.00/test



July 30, 2024

* Any assumptions listed within subconsultant proposal are between AHBL and the subconsultant.

Craig Skipton
AHBL, Inc.
1200 6th Ave, Suite 1620
Seattle, WA 98101

RE: Phase 1 - Poulsbo Event and Recreation Center

FP-WA-2024-0403

Dear Craig Skipton,

Thank you for inviting our team to submit a proposal for Cost Consulting services on this project.

My understanding of the scope of services to be provided is incorporated into the attached assumptions as detailed in Schedule 1. The proposed fees in Schedule 2 assume these terms & conditions will be in effect for the provision of our services, and we reserve the right to adjust our fee should these be changed, or should we be required to execute a different contract between us.

I look forward to the opportunity of assisting you on this particular project. If you have any questions regarding these fees or the scope of our services, please do not hesitate to contact me. If you are in agreement with the scope, fees, and contract terms, please sign as indicated, retain a copy, and return the signed copy.

Sincerely,

Trish Drew, CPE, LEED AP

Managing Director

SCHEDULE 1

DCW COST MANAGEMENT, LLC's Basic Services

Project Description:

We understand that the project comprises cost planning for the Phase 1 - Poulsbo Event and Recreation Center located in Poulsbo, WA. The cost study scope of work includes an assessment of the site fit based on code review and requirements, parking calculations, and other constraints on the site to ensure the project area and assumptions are working. The design documents will be costed during the 30%, 60%, 100%, and Bid Ready phases.

The intended design package of the development of 6 acres of property. The Poulsbo Event and Recreation Center (PERC) 2023 Feasibility Report identified the following outdoor recreation activities/amenities to be integrated into the program:

- Two multi-use artificial turf sports fields
- Sports Courts A least one recreational basketball court and four pickleball courts
- Nature Playground
- An entry plaza with a water feature
- Terraced seating
- Outdoor fire pit
- Site furnishings benches and rest areas
- Shelters picnic and team shelters
- Restroom and concession

Detailed Scope of Work:

Validate Conceptual Plans and Costs

Task 1 Cost Estimate Review

- Review the existing feasibility study order of magnitude cost.
- One team meeting is included in this phase to identify potential considerations.

Construction Documents

Task 2 30% Design

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in WSDOT Bid Tab format.
- This stage includes a maximum of two additive/deductive bid alternates.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee
- Up to three team and client meetings are included during this phase.

Task 3 60% Design

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in WSDOT Bid Tab format.
- This stage includes a maximum of three additive/deductive bid alternates.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- Up to three team and client meetings are included during this phase.

Task 4 100% Design/Final Design

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in WSDOT Bid Tab format.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee
- Up to three team and client meetings are included during this phase.

Task 5 Bid Ready Documents

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in WSDOT Bid Tab format.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- Up to three team and client meetings are included during this phase.

Short Form Standard Services Agreement Page | 3

SCHEDULE 2

Fee Schedule

Fee Breakdown

SUM Total	140		\$24,500.00
Task 5 Bid Ready Documents	24	\$175	\$4,200.00
Task 4 100% Design/Final Design	40	\$175	\$7,000.00
Task 3 60% Design	32	\$175	\$5,600.00
Task 2 30% Design	36	\$175	\$6,300.00
Task 1 Cost Estimate Review	8	\$175	\$1,400.00
	HRS	RATE	SUM

The services in the scope of work (Attachment 1) will be performed on an **Hourly Basis NTE** (not to exceed) the amount of \$24,850. \$24.500

The fees are valid for ninety days from the date of this proposal. Should any of the above tasks be deleted from our scope of services, we reserve the right to adjust the above fees, to reflect possible resultant changes to the scope of the remaining service.

The fee assumes that drawings, specifications, and reports required for the performance of our work will be provided electronically, at no cost to DCW Cost Management, LLC. Should you require printed copies of our opinions of probable construction cost, this fee assumes that we will provide a maximum of six copies of each report.

(end of page)

SCHEDULE 3

DCW COST MANAGEMENT, LLC Current Hourly Rate Schedule

All other services not detailed above, including additional estimates, further revisions to completed estimates, use of different estimating formats, additional meeting attendance, value engineering, reconciliation with cost estimates prepared by other parties beyond that specifically included above, or bidding and construction phase services will be considered additional services. Unless otherwise agreed prior to the work being carried out, our fees for any additional services will be based on time expended at our normal billing rates prevailing at the time the work is carried out. Currently, these hourly rates are:

	Bill Rate
Directors	\$185.00
Specialists	\$175.00- \$185.00
Cost Estimators*	\$165.00 - \$175.00
Clerical	\$110.00

^{*}Primary work performed by Cost Estimators

Deposition and Trial

Confirmation of Agreement: This letter correctly sets out the scope and fees to be provided by DCW Cost Management, LLC for the proposed project.

DCW COST MANAGEMENT, LLC. Client: AHBL, Inc.

Additional 50%

DATE: 7/30/2024 DATE:

By: Trish Drew By: Craig Skipton

Short Form Standard Services Agreement Page | 5 94



31 July 2024

* Any assumptions listed within subconsultant proposal are between AHBL and the subconsultant.



Craig Skipton, Director of Landscape Architecture AHBL, Inc. 2215 N 30th Street, Suite 200 Tacoma. WA 98403

Re: Poulsbo Event and Recreation Center (PERC) Regional Multi-use Athletic Fields - REVISED

Dear Craig:

Thank you for inviting Schemata Workshop to partner with AHBL on this exciting park project. The Poulsbo Event and Recreation Center (PERC) project looks like it will be a great community asset when it's done.

Scope of Work Summary

The City of Poulsbo seeks support in furthering the design and development of the Poulsbo Event and Recreation Center (PERC). Schemata Workshop will partner as the architect for the restroom and concession building, (prefabricated) as well as picnic shelters. As part of our support during the validating and planning phase, we will consider pre-engineered metal buildings (PEMB) and/or other prefabricated structures as alternatives for the design and method of construction.

The following outlines the tasks for this work in detail, based on the AHBL Scope of Services provided. Please see the attached task breakdown work sheet to accompany this information.

Task 1 - Project Management

- **Team Coordination Meetings.** Schemata will actively participate in the team coordination meetings led by AHBL. As outlined in the scope of the work, we are assuming a total of 36 meetings for this task.
- Quality Assurance / Quality Control. In addition to contributing to contributing to the QC process with the
 engineering team regarding the architectural scope, Schemata will perform its own quality assurance process inhouse continually, and at each milestone.
- Monthly project invoicing. Schemata will invoice to AHBL at the beginning of each month.

Task 2 – Site Research, Inventory, and Analysis

- Data/Document Review. Review available design documentation as provided by City of Poulsbo and through
 publicly available information. We will provide AHBL with any questions or comments we have on the data to
 communicate back with the city.
- Site Visit. Join AHBL on one (1) site visits to review existing conditions and determine operational/physical
 constraints and opportunities for the structures.
- Comprehensive Site Analysis. Provide AHBL with our input on identifying key site issues, operational/physical
 constraints, and opportunities. We will also identify critical success factors and key challenges and site
 constraints to be incorporated into AHBL's comprehensive site analysis.
- Code and other Regulatory Considerations. Provide a zoning and building code analysis for the structures included in this project. Coordinate with AHBL on other regulatory requirements.

Task 3 – Project and Community Updates

- Provide Design Process Updates. We will communicate with AHBL throughout the design process to provide and keep everyone informed on our architectural work related to project development. This effort will be covered elsewhere.
- Communication. No work.

Task 4 – Construction Documents

The current assumption is that we will design to coordinate a prefabricated restroom building, with storage and concessions.

Schematic Design (30%)

This phase will include developing the design based on the validation phase.

- Schematic Design Drawings. At 30% design, Schemata will lead the coordination of the building design, with
 initial input from the full engineering team collaborating on the design. This will include initial structural,
 mechanical, and lighting design analysis.
- Outline Specifications. NIC. City will provide boiler plate format based on APWA/WSDOT format. This is not applicable to building construction. We will provide a list of assumed specification sections for buildings.

Design Development (60%)

Prepare 60% design plans with coordination of the engineering disciplines. Coordinate with the cost estimator.

- Design Development Drawings. The design and engineering team will develop the designs further, with detailed
 collaboration of the civil and landscape site design, structural engineering, building systems (MEP) engineering,
 and other necessary elements.
- Draft Specifications. The specifications will be further developed, (short form) starting to identify key design choices and materials selections.
- Concept Renderings. Our team will prepare perspective views of the building and shelter design, exported from the Building Information Model
- Renderings. Our team will prepare up to two (2) colored perspective renderings of the restroom/concession building and shelter design from our Revit Model for use communicating with stakeholders.

Final Design (100%)

Prepare the final design plans with coordination of the engineering disciplines.

- Construction Document Drawings. The 90% Construction Documents will represent a nearly complete Bid Package.
- **Specifications.** The building specifications shall include the full CSI 3-part format specifications for the building elements; assume Division 02 through 12. Assume twenty-four (24) specification sections.
- Review Meeting. Schemata will participate in the final review meeting with the city.

Bid-Ready Documents (100%)

Incorporate any final review comments from the city as well as permit corrections into a final Bid-Ready set of documents. Coordinate with the cost estimator for a final bid estimate.

• **Bid Document Drawings & Specifications.** The 100% Bid-Ready Documents will incorporate all comments on the drawings, specifications, and corrections. Additionally, we will perform our own internal QA/QC review.

Permit Corrections. The final Bid Set should not be issued until all permit corrections have been reviewed and
accepted and the building permit is approved and ready to be issued. Permits that are deferred and the
responsibility of the contractor shall be identified as part of the Bid Package.

Task 5- Permitting Support Services

- Pre-Application. In partnership with AHBL, we will begin the permitting process by reaching out to the Poulsbo
 City Building Department to request a pre-application meeting to understand the required permitting process and
 documentation that will be required for the approval of the building elements in this project.
- Permit Applications. Prepare and submit complete plans and reports for required building permit submittals.
- Permit Corrections/ Revise Plans. Revise plans to address comments from agency reviews related to the
 restroom/concession building and shelters as required. The fee assumes a maximum of two (2) rounds of
 corrections.

Task 6 - Bid Phase Services

Assist with Bidder Questions. We will coordinate the responses to restroom/concession building and shelters
related bidder questions.

Task 7- Construction Phase Services - To Be Determined

Task 8 - Warranty Phase Services - To Be Determined

Design Fee

Please see the attached task fee breakdown for a detailed assumption of fees for this project.

PERC Architectural Scope of Work

Task 1: Project Management	\$5,600
Task 2: Site Inventory and Analysis	\$6,000
Task 3: Project and Community Updates	\$0
Task 4: Construction Documents	\$78,300
Task 5: Permitting Support Services	\$3,500
Task 6: Bidding Phase Services	\$1,000
Expenses	\$1,000
GRAND TOTAL	\$95,400

Thank you again for inviting us to be part of this PERC project.

Respectfully Submitted,

Geoff E. Anderson, AIA Frincipal, Schemata Workshop

Schedule Proposal

Phase	Task/Milestone	Start Date	End Date	Quantity	Task Cost	Sub-Totals	Geoff	Proj. Mgr.	Arch 1	Designer 3	Admin	Hours Total
		8/14/2024	8/1/2025				\$ 194	\$ 160	\$ 136	\$ 129	\$ 100	
PERC Phase	1 - AHBL											
Task 1: Proje	ect Management					\$5,600						
1.3	Team Coordination meetings			10	\$1,600		0	1	C	C	0	10
1.7	Quality Assurance / Quality Control			1	\$2,800		8	8	0	C	0	16
1.8	Invoicing			12	\$1,200		0.5	0	0	C	0.5	6
Task 2: Site	Research, Inventory, and Analysis	•				\$6,000						
2.1	Data/Document Review			1	\$1,400		4	4	0	C	0	8
2.3	Site Visit			1	\$2,100		6	6	0	C	0	12
2.4	Comprehensive Site Analysis			1	\$400		2	0	0	C	0	2
2.9	Code and other Regulatory Considerations			1	\$2,100		4	8	0	C	0	12
Task 3: Proje	ect and Community Updates	•				\$0						
3.1	Provide Design Process Updates			0	\$0		0.5	0.5	0	C	0	0
3.2	Communication			0	\$0		0	0.5	0	C	0	0
Task 4: Construction Documents				\$78,300								
4.1	30% Design	10 weeks		10	\$20,600		2	4	0	8	0	140
4.2	60% Design	12 w	veeks	12	\$28,600		1	4	0	12	. O	204
4.3	100% Final Design	8 w	eeks	8	\$19,100		1	4	0	12	2 0	136
4.4	Bid-Ready Documents	4 w	eeks	4	\$9,500		1	4	0	12	2 0	68
4.5	Review Meeting			1	\$500		1	2	0	C	0	3
Task 5: Pern	nitting Support Services					\$3,500						
5.1	Pre-Application			1	\$700		2	2	0	C	0	4
5.3	Permit Applications			1	\$1,100		1	4	2	C	0	7
5.4	Permit Corrections - Revise Plans			1	\$1,700		1	2	1	8	0	12
Task 6: Bidd	ask 6: Bidding Phase Services				\$1,000							
6.2	Assist with Bidder Questions			1	\$1,000		2	2	C	2	2 0	6
	Reimbursable Expenses			1	\$1,000							

Total \$95,400 \$94,400 646

• TRES WEST ENGINEERS, INC.

A Certified Diverse Firm - DBE • SCS • MWBE



July 31, 2024

* Any assumptions listed within subconsultant proposal are between AHBL and the subconsultant.

Craig Skipton AHBL, Inc. 2215 N 30th St., Suite 300 Tacoma, WA 98403 <u>CSkipton@AHBL.com</u> 206-658-2663

RE: POULSBO EVENT AND RECREATION CENTER - MEP ENGINEERING FEE PROPOSAL

Craig:

We are pleased to offer our fee proposal for the Poulsbo Event and Recreation Center project located in Poulsbo. We understand, from review of the Request for Proposal, that the site will be developed to include (2) multi-use artificial turf sports fields, (1) basketball court, (4) pickle ball courts, entry plaza with water feature and splash pad, multiple shelters, restroom/concession building, on-site and on-street parking areas as well as other amenities and features. Our proposal is based on the RFP dated March 5, 2024 as well as the Scope of Work letter dated June 7, 2024. A summary of our proposed engineering services is listed below.

We understand that the project will be completed utilizing the Design/Bid/Build delivery method.

- Provide MEP engineering documents.
 - Coordination with other disciplines.
 - Domestic plumbing design
 - Waste and vent riser diagrams
 - Water supply to water features.
 - Plumbing calculations
 - Gas piping design for outdoor fire pit
 - Proposed cut sheets for major equipment
 - o Interior rain leader system piping design
 - HVAC calculations
 - o Power distribution system, one line diagram and electrical load calculations
 - Lighting design and analysis for interior/exterior spaces, parking areas, field lighting and trail lighting
 - MEP design for restroom/concession building
 - Power, telephone, cable and fire alarm system design
 - MEP Specifications
 - o Fire Sprinkler design build specifications and main service entry coordination
 - Fire Alarm design build specifications
 - Washington State Energy Code Mechanical and Electrical compliance forms

- Coordination with local electrical utilities for new services
- MEP Cost Opinions
- Review and address comments
- Internal QAQC

Our mechanical design work will be limited to within (5) feet of the building exterior wall. All plans will be stamped by a Professional Engineer Licensed in Washington State.

Our engineering fee for the scope of services listed above is:

Mechanical Engineering Services:

	Total	\$44 898
\triangleright	Task 6	\$1,976
	Task 5.3.3	\$2,990
	Task 4.3.4	\$13,948
	Task 4.2.4	\$12,254
\triangleright	Task 4.1.4	\$13,730

Electrical Engineering Services:

	Total	\$59 520
\triangleright	Task 6	\$1,976
	Task 5.3.3	\$2,234
\triangleright	Task 4.3.4	\$20,508
	Task 4.2.4	\$19,452
\triangleright	Task 4.1.4	\$15,350

Deliverables:

- 30% Design (Plans, Specifications, and Cost opinion)
- 60% Design (Plans, Specifications, Cost opinion)
- 100% Design (Plans, Specifications, Cost opinion)
- Agi32 modeling and illumination analysis
- Building Permit (Plans and WSEC documentation)
- Bid-ready (Plans, Specifications, and Cost opinion)
- Addendum

Exclusions:

- Construction Administration
- Smoke control systems, Rational/CFD analysis
- Acoustical analysis
- Rainwater/greywater collection and distribution systems

- Building Energy Simulation
- Building envelope R-value calculations and energy code forms.
- Commercial kitchen with Type I/II hood
- TSPR Simulation
- · Building commissioning
- Permit fees
- Phased construction
- Photovoltaic design
- Design for alternate bids
- Drawing set is diagrammatic and does not include shop level detail drawings
- 30-day demand metering for electrical
- Owner requested design changes during construction
- Additional Meetings/site visits not specifically listed herein

Assumptions:

- All mechanical design work is limited to outside five (5) feet of the building.
- Backgrounds will be provided for us in REVIT/AUTOCAD format
- Design drawings will be completed in 2D AutoCAD/3D REVIT
- Project will be completed utilizing the same version of AutoCAD/REVIT as it was started in.
- Project will be submitted as one permit submittal
- Minimalistic approach to concessions (no commercial kitchen, fryers, etc.)
- Project will be submitted as one bid package
- Project will not be phased construction
- MEPF permits shall be submitted by others
- Water supply is provided for water features by TWE, water feature and pumping/filter system to be part of a package by others.
- Electrical plans will be submitted by Electrical Contractor for plan review. All plan review fees will be paid by Electrical Contractor or reimbursed to Tres West Engineers at cost + 10%.
- LEED accreditation will not be pursued.
- There will be no floor plan changes after 50% construction documents, additional services will be requested if revisions to model after 50%.
- Project will adhere to the local codes under the 2021 code cycle
- Frontage improvements
- All 3rd party software licenses.
- Meetings/Site Visits:
 - 1 Site visit during design
 - o 3 Design review meetings

- 6 Monthly design meetings (virtual)
- 1 Pre-bid walkthrough

Schedule: 64 weeks for design, with 30% design starting August 2024.

Proposal is good for 90 days

Payment: Project will be billed monthly on a percentage complete basis. Payments are due within 30 days of invoice date.

Diverse Inclusion Plan: Tres West Engineers, Inc. is a Women and Minority owned business and is certified MWBE, DBE, SCS

Our firm carries \$2million/\$4million aggregate in E&O insurance.

We appreciate the opportunity to be of service and look forward working with you. Please do not hesitate to call if you have any questions.

Sincerely yours,	Approved By:
David P Henning Digitally signed by David P Henning	Signature
David P Herming David P Henning	Print
David P Henning, LC Electrical Associate	Date

EXHIBIT B

Budget Summary

Poulsbo Event and Recreation Center Fee Proposal Summary

		АН	BL							su	JBCONSULT	[AN]	rs						TASK	
			TOTAL	La	andscape	Civil	S	Structural	Survey		Schemata		AESI	DCW	Т	res West	Utility Locates		TOTAL	
Task 1	Project Management	\$	80,830	\$	50,420	\$ 30,410	\$	-	\$ -	\$	6,160	\$	-	\$ -	\$	-	\$	-	\$ 86,990	
Task 2	Site Research	\$	61,380	\$	23,910	\$ 11,510	\$	-	\$ 25,960	\$	6,600	\$	62,480	\$ 1,540	\$	-	\$	2,530	\$ 134,530	
Task 3	Project and Community Updates	\$	13,840	\$	13,840	\$ -	\$	-	\$ -	\$	-	\$	-	\$ -	\$	-	\$	-	\$ 13,840	
Task 4	Construction Documents (30/60/100/Bid Ready) 30 60 100% Bid Ready Documents Review Meetings	\$	381,580 \$99,465 \$103,080 \$134,410 \$38,905 \$5,720	\$	189,300 \$51,785 \$48,700 \$56,560 \$26,535 \$5,720	158,990 \$40,360 \$43,570 \$62,690 \$12,370		33,290 \$7,320 \$10,810 \$15,160	-	\$	86,130 \$22,660 \$31,460 \$21,010 \$10,450 \$550	\$	-	\$ 25,410 \$6,930 \$6,160 \$7,700 \$4,620	\$	104,766 \$31,988 \$34,877 \$37,902	\$	-	\$ 597,886	
Task 5	Permitting Support Services	\$	51,480	\$	26,360	\$ 23,600	\$	1,520	\$ -	\$	3,850	\$	-	\$ -	\$	5,746	\$	-	\$ 61,076	
Task 6	Bidding Phase Services	\$	27,610	\$	12,300	\$ 14,550	\$	760	\$ -	\$	1,100	\$	-	\$ -	\$	4,347	\$	-	\$ 33,057	
Task 7	Reimbursable Expenses	\$	7,500	\$	5,500	\$ 1,000	\$	500	\$ 500	\$	1,100	\$	-	\$ -	\$	-	\$	-	\$ 8,600	
Task 8	Management Reserve	\$	50,000	\$	-	\$ -	\$	-	\$ -	\$	-	\$	-	\$ -	\$	-	\$	-	\$ 50,000	
TOTALS	3:	s	674,220	\$	321,630	\$ 240,060	\$	36,070	\$ 26,460	\$	104,940	\$	62,480	\$ 26,950	\$	114,860	\$	2,530	\$ 985,980	

GRAND TOTAL \$ 985,980

Task 1 - Project Management

	AHBL										SUBCONSUL	TANTS			SUB-TASK
	PR/DR	Senior LA	LA 1	Designer 2	Designer 1	Sr LA Tech	PR (CV)	PM (CV)	PE 3 (CV)	Tech Editor	Schemata	AESI	DCW	Tres West	TOTALS
Sub-Tasks	\$ 185	\$ 160	\$ 135	\$ 115	\$ 105	\$ 135	\$ 260	\$ 205	\$ 155	\$ 120					
1.1 Project Coordination	16		12	8	8		4	4							\$ 8,200
1.2 City Staff and Project Partner Coordination Meetings (two															
per month)	24		24	12	12	2	10	30	30						\$ 23,990
1.3 Team Coordination Meetings (one per month)	12		12	12	12	4		16	16		\$ 1,600				\$ 14,380
1.4 Document Management	8		16	24	8	2									\$ 7,510
1.5 Project Schedule	8		8	4	4		4								\$ 4,480
1.6 Subconsultant Management:	16							8	2						\$ 4,910
1.7 Quality Assurance / Quality Control:	16	16	16	8		16	4	12	12		\$ 2,800				\$ 18,920
1.8 Invoicing:	8	2					4				\$ 1,200				\$ 4,040
															\$ -
TOTALS:	108	18	88	68	44	24	26	70	60	-					
TOTALS:	\$19,980	\$2,880	\$11,880	\$7,820	\$4,620	\$3,240	\$6,760	\$14,350	\$9,300	\$0	\$5,600	\$0	\$0	\$0	_

AHBL Subtotal: \$80,830 Sub. Subtotal: \$5,600

Subconsultants (includes 10% Markup)

Schemata		\$6,160
AESI		\$0
DCW		\$0
Tres West		\$0
	Subtotal	\$6.160

TASK 1 TOTAL BUDGET: \$86,990

Task 2 - Site Research

	AHBL													SUBCONSUL	TANTS				SUB-TA
												Survey Tech	Survey				Utility		TOTA
	PR/DR	Senior LA	LA 1	Designer 2	Designer 1	Sr LA Tech	PR (CV)	PM (CV)	PE 3 (CV)	Survey PR	Survey PM	3	Crew	Schemata	AESI	DCW	Locates	Tres West	
ub-Tasks	\$ 185	\$ 160	\$ 135	\$ 115	\$ 105	\$ 135	\$ 260	\$ 205	\$ 155	\$ 260	\$ 185	\$ 130	\$ 220						
.1 Data/Document Review	8	3	8	16	16									\$ 1,400		\$ 1,400			\$ 8,
2 Site Survey																			\$
2.2.1 Private Utility Locates																	\$ 2,300		\$ 2,3
2.2.2 Boundary and Topographic Survey										6	16	16	\$ 88						\$ 25,9
.3 Site Visits	8	3	16	16	16		4	4	4					\$ 2,100					\$ 11,
.4 Comprehensive Site Analysis	4	ı	2	16	24		2	8	16					\$ 400					\$ 10,4
.5 Stormwater and Utility Analysis and Reporting							2	2	16										\$ 3,4
.6 Frontage Improvement Analysis and Reporting	2	2	4	8 ا	16		1	2	2										\$ 4,4
.7 Geotechnical Consultation																			\$
2.7.1 Review Available Previous Geotechnical Studies and																			
Geologic Map															\$ 500				\$!
2.7.2 Site Reconnaissance															\$ 3,900				\$ 3,9
2.7.3 Preliminary Geotechnical Report															\$ 4,500				\$ 4,5
Optional Task: Exploration Borings															\$ 15,300				
Optional Task: Monitoring Well and Seasonal High																			
Determination															\$ 9,800				
Optional Task: Pilot Infiltration Tests (PITs)															\$ 15,800				
2.7.4 Update Geotechnical Report															\$ 1,000				\$ 1,0
2.7.5 Modular Block Wall Design and Plans															\$ 5,000				\$ 5,0
2.7.6 Meetings (virtual)															\$ 1,000				\$ 1,0
.8 Code and other Regulatory Considerations	2	!	4	4	4					, and the second	· ·			\$ 2,100					\$ 3,8
TOTALS:	24	_	34	60	76	_	9	16	38	6	16	16	88						\$
TOTALS	\$4,440					\$0	\$2,340	\$3,280	\$5,890	\$1,560	\$2,960	\$2,080	\$19,360	\$6,000	\$56.800	\$1,400	\$2,300	ŚO	_
TOTALS:	4,440 ج	, 30	\$4,59C	, ,900	\$1,980	\$0	<i>\$</i> 2,540	<i>⊋</i> 3,∠80	95,690	\$1,500		IBL Subtotal:	\$61,380		\$30,800		ub. Subtotal:	\$66,500	

3 of 9

Subconsultants (includes 10% Markup)

Schemata		\$6,600
AESI		\$62,480
DCW		\$1,540
Utility Locates		\$2,530
Tres West		\$0
	Subtotal	\$73,150

TASK 2 TOTAL BUDGET: \$134,530

Task 3 - Project & Comm Updates

	AHBL	BL SU										TANTS			SUB-TASK
							Civil	Structural							TOTALS
	PR/DR	Senior LA	LA 1	Designer 2	Designer 1	Sr LA Tech	Engineering	Engineering	Survey	Tech Editor	Schemata	AESI	DCW	Tres West	
Sub-Tasks	\$ 185	\$ 160	\$ 135	\$ 115	\$ 105	\$ 135				\$ 120					
3.1 Provide Design Process Updates		3	8	16	16										\$ 6,080
3.2 Communication:															\$ -
3.2.1 Website		3	8	16	32										\$ 7,760
															\$ -
															\$ -
															\$ -
															\$ -
															\$ -
															\$ -
TOTALS:	1	5 0	16	32	48	0	0	0	0	0					
TOTALS:	\$2,96	\$0	\$2,160	\$3,680	\$5,040	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
								Al	HBL Subtotal:	\$13,840		S	Sub. Subtotal:	\$0	•

Subconsultants (includes 10% Markup)

Schemata		\$0
AESI		\$0
DCW		\$0
Tres West		\$0
	Subtotal	\$0

TASK 3 TOTAL BUDGET: \$13,840

Task 4 - Construction Documents

	,	AHBL														SUBCONSUL	TANTS			SUB-TASK
														Project						TOTALS
		PR/DR	Senior LA	LA 1	Designer 2	Designer 1	Sr LA Tech	PR (CV/ST)	PM (CV/ST)	PE 4 (ST)	PE 3 (CV)	Tech 3 (CV)	Tech 2 (ST)	Admin	Tech Editor	Schemata	AESI	DCW	Tres West	
Sub-Tasks		\$ 185	\$ 160	\$ 135	\$ 115	\$ 105	\$ 135	\$ 260	\$ 205	\$ 175	\$ 155	\$ 130	\$ 115	\$ 115	\$ 120					
4.1 30% Design																		\$6,300		\$ 6,300
4.1.1 Civil Engineering Site Design								16	32		104	104								\$ 40,360
4.1.2 Landscape Architecture Design		64	12	70	90	90	65													\$ 51,785
4.1.3 Structural Engineering Design									4	24			20							\$ 7,320
4.1.4 Mechanical/Electrical Engineering Design																			\$29,080	\$ 29,080
4.1.5 Architectural Design																\$20,600				\$ 20,600
4.2 60% Design:																		\$5,600		\$ 5,600
4.2.1 Civil Engineering Site Design								17	36		100	116	:	2	. 8					\$ 43,570
4.2.2 Landscape Architecture Design		36	4	70	90	90	90													\$ 48,700
4.2.3 Structural Engineering Design									4	40			26							\$ 10,810
4.2.4 Mechanical/Electrical Engineering Design																			\$31,706	\$ 31,706
4.2.5 Architectural Design																\$28,600				\$ 28,600
4.3 100%/Final Design																		\$7,000		\$ 7,000
4.3.1 Civil Engineering Site Design								18	40		158	180			16					\$ 62,690
4.3.2 Landscape Architecture Design		50	8	88	100	100	90													\$ 56,560
4.3.3 Structural Engineering Design								2	8	48			40							\$ 15,160
4.3.4 Mechanical/Electrical Engineering Design																			\$34,456	\$ 34,456
4.3.5 Architectural Design																\$19,100				\$ 19,100
4.4 Bid-Ready Documents		20	16	45	40	40	40	5	8		34	32				\$9,500		\$4,200		\$ 52,605
4.5 Review Meetings		8	2	8	8	8	8									\$500				\$ 6,220
																				\$ -
																				\$ -
	TOTALS:	178	42	281	328	328	293	58	132	112	396	432	86	2	24					
	TOTALS:	\$32,930	\$6,720	\$37,935	\$37,720	\$34,440	\$39,555	\$15,080	\$27,060	\$19,600	\$61,380	\$56,160	\$9,890	\$230	\$2,880	\$78,300	\$0	\$23,100	\$95,242	
	•			•	•	-	•		•		•	•	Al	IBL Subtotal:	\$381.580		Su	b. Subtotal:	\$196,642	

Subconsultants (includes 10% Markup)

Schemata		\$86,130
AESI		\$0
DCW		\$25,410
Tres West		\$104,766
	Subtotal	\$216.306

TASK 4 TOTAL BUDGET: \$597,886

Task 5 - Permitting

	AHBL														SUBCONSUL	TANTS			SUB-TAS
	PR/DR	Senior LA	LA 1	Designer 2	Designer 1	Sr LA Tech	PR (CV/ST)	PM (CV/ST)	PE 4 (ST)	PE 3 (CV)	Tech 3 (CV)	Tech 2 (ST)	Project Admin	Tech Editor	Schemata	AESI	DCW	Tres West	TOTALS
Sub-Tasks	\$ 185	\$ 160	\$ 135	\$ 115	\$ 105	\$ 135	\$ 260	\$ 205	\$ 175	\$ 155	\$ 130	\$ 115	\$ 115	\$ 120					
5.1 Pre-Application	4	l l	8	8	4		4	4							\$700				\$ 5,72
5.2 Application Coordination	8	3	8				4												\$ 3,60
5.3 Permits															\$1,100			\$5,224	\$ 6,32
5.4 Permit Applications															\$1,700				\$ 1,70
5.4.1 Civil Engineering							4	16		40)		30						\$ 13,97
5.4.2 Landscape Architecture	8	3	8	40	16	24													\$ 12,08
5.4.3 Structural Engineering								4	4										\$ 1,52
5.5 Revise Plans																			\$ -
5.5.1 Revisions (2) for Site Plan Review Permit	4	ļ.	8				4	4											\$ 3,68
5.5.2 Revisions (2) for Grading Permit	4	l .	4				8	8					10						\$ 6,15
5.5.3 Revisions (2) for Commercial Building Permit	4	ļ.	8																\$ 1,82
5.5.4 Revisions (1) for Sign Permit	4	l .	4																\$ 1,28
5.5.5 Revisions (1) for Irrigation Permit	4	l.	4			8													\$ 2,36
TOTAL				40	20	22	24	20		40			40						\$ -
TOTALS		0	52	48	20	32		36	4			0		0	4	4-		4	—
TOTALS	: \$7,400	\$0	\$7,020	\$5,520	\$2,100	\$4,320	\$6,240	\$7,380	\$700	\$6,200) \$0	\$0	\$4,600 IBL Subtotal:	\$0 \$51,480	\$3,500		\$0 Sub. Subtotal:	\$5,224 \$8,724	

Subconsultants (includes 10% Markup)

Schemata		\$3,850
AESI		\$0
DCW		\$0
Tres West		\$5,746
	Subtotal	\$9.596

TASK 5 TOTAL BUDGET: \$61,076

Task 6 - Bidding Phase

	AHBL															SUBCONSUL	TANTS			SUB-TAS
	PR/DF		Senior LA	LA 1	Designer 2	Designer 1	Sr LA Tech	PR (CV)	PM (CV)	PE3 (CV)	Tech 3 (CV)	PM (ST)	PE4 (ST)	Survey	Tech Editor	Schemata	AESI	DCW	Tres West	TOTALS
Sub-Tasks	\$ 1	85 \$	\$ 160	\$ 135	\$ 115	\$ 105	\$ 135	\$ 260	\$ 205	\$ 155	\$ 130	\$ 205	\$ 175		\$ 120					
6.1 Attend Pre-Bid Site Walk/Conference				4	4		4	4	4											\$ 3,40
6.2 Assist with answering bidders' questions for clarification		8		16	16		8	4	4	22	20	1	1			\$ 1,000			\$ 3,952	\$ 19,76
6.3 Assist in preparation of bid addenda		4		8	16		4	1	2	10	20	1	1							\$ 9,40
																				\$ -
																				\$ -
																				\$ -
																				\$ -
																				\$ -
																				\$ -
TOTALS:		12	0	28	36	0	16	9	10	32	40	2	2	0	0					
TOTALS:	\$2,2	220	\$0	\$3,780	\$4,140	\$0	\$2,160	\$2,340	\$2,050	\$4,960	\$5,200	\$410	\$350	\$0	\$0	\$1,000	\$0	\$0	\$3,952	2
													Al	HBL Subtotal:	\$27,610		9	Sub. Subtotal:	: \$4,952	!

Subconsultants (includes 10% Markup)

Suil	itotal \$5.447
Tres West	\$4,347
DCW	\$0
AESI	\$0
Schemata	\$1,100

TASK 6 TOTAL BUDGET: \$33,057

Task 7 - Reimbursable Expenses

	A	HBL										SUBCONSUL	TANTS			SUB-TASK
			Civil	Structural												TOTALS
	L	andscape	Engineering	Engineering	Survey							Schemata	AESI	DCW	Tres West	
Sub-Tasks																
7.1 Travel		\$3,500		\$500	\$500							\$1,000				\$ 5,500
7.2 Reprographics		\$1,000														\$ 1,000
7.3 Outreach Materials		\$1,000														\$ 1,000
7.4 Earthwork Analysis			\$1,000													\$ 1,000
																\$ -
																\$ -
																\$ -
																\$ -
																\$ -
	TOTALS:															
	TOTALS:	\$5,500	\$1,000	\$500	\$500	\$0	\$0	\$(\$0	\$0	\$0	\$1,000	\$0	\$0	\$0	,

AHBL Subtotal: \$7,500 Sub. Subtotal: \$1,000

Subconsultants (includes 10% Markup)

Schemata		\$1,100
AESI		\$0
DCW		\$0
Tres West		\$0
	Subtotal	\$1,100

TASK 7 TOTAL B	SUDGET: \$8,600
IASK / IUIAL B	ODGE1: 58,60

Task 8 - Management Reserve

	AHBL										SUBCONSUL	TANTS			SUB-TASK
											Schemata	AESI	DCW	Tres West	TOTALS
Sub-Tasks															
8.1 Additional Work items as requested and approved by City	\$50,000														\$ 50,000
															\$ -
															\$ - \$ -
															\$ -
															\$ -
															\$ - \$ -
															\$ -
TOTALS:	\$50,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
			-					Al	IBL Subtotal:	\$50,000		S	ub. Subtotal:	\$0	•

Subconsultants (includes 10% Markup)

Schemata		\$0
AESI		\$0
DCW		\$0
Tres West		\$0
	Subtotal	\$0

TASK 8 TOTAL BUDGET: \$50,



POULSBO CITY COUNCIL AGENDA SUMMARY

CONSENT AGENDA ITEM NO. 7.g MEETING DATE: August 21, 2024

AGENDA ITEM	BA #24-0318 - Rotary Morrow Community Park Project and Construction Contract Award
EXHIBITS	Rotary Morrow Park Official Bid Tabs Beisley Enterprises Small Works Contract BA #24-0318 Rotary Morror Manor Community Park (signed)
STAFFED BY	Ranes
ESTIMATED TIME	1 min

SUMMARY STATEMENT

The City of Poulsbo invited bids for the Rotary Morrow Community Park to continue the development of a walkable/bikeable park in a rapidly growing residential area. Earlier work involved removing trees, some grading, and creating trails. The next phase will include full site preparation, upgrading and modifying sections of existing trails to make them ADA accessible and preparing two playground pads for future installation of playground equipment. The work will entail grading, drainage management, installation of native planting, rain gardens, and rock and rock retaining walls. Upon the completion of this contracted phase, the City will install playground equipment and site amenities in the prepared spaces to prepare the park for opening Fall 2024.

Bids were due on 7/24/2024. The City received 2 bids. The low base bid was \$276,005.45 from Beisley Enterprises. A budget amendment will be necessary to proceed with this project. Additional funding will come from Park Impact Fees in the amount of \$90,000.00.

WORKSHOP DATE:	August 14, 2024
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IMPACTS	
Expenditure Required? Yes	Included in Budget? No
	Amount: 276,005.45 and 90,000.00

SAMPLE MOTION:

TWO Motions are presented for Council approval:

Move to approve the contract award to Beisley Enterprises in the amount of \$276,005.45 and authorize the Mayor to sign the contract on behalf of the City and authorize the Mayor to sign change orders up to 10% of the contract value.

Move to approve budget amendment #24-0318 in the amount of \$90,000.00 - funded from Park Impact Fees - to provide additional funding to construct this project.





CONSTRUCTION BUDGET = \$201,0				ENGINEER'S ESTIMATE		Beisley Enterprises		VET Industrial
M DESCRIPTION BASE BI	UNIT	QUANTITY	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
TO DESCRIPTION	-	- Quinting						
SE BID								
1 Minor Change	CALC	1	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00
2 Roadway Surveying	LS	1	\$5,000.00	\$5,000.00	\$9,000.00	\$9,000.00	\$7,000.00	\$7,000.00
3 Mobilization	LS	1	\$10,000.00	\$10,000.00	\$15,000.00	\$15,000.00	\$50,000.00	\$50,000.00
4 Project Temporary Traffic Control	LS	1	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00	\$3,000.00	\$3,000.00
5 Clearing & Grubbing	LS	1	\$8,475.00	\$8,475.00	\$6,000.00	\$6,000.00	\$22,000.00	\$22,000.00
6 Removal of Structures and Obstruc	ions LS	1	\$1,500.00	\$1,500.00	\$7,000.00	\$7,000.00	\$4,000.00	\$4,000.00
7 Roadway Excavation	CY	420	\$15.00	\$6,300.00	\$50.00	\$21,000.00	\$14.00	\$5,880.00
8 Unsuitable Foundation Excavation		40	\$35.00	\$1,400.00	\$60.00	\$2,400.00	\$112.00	\$4,480.00
9 Gravel Borrow Incl. Haul	TN	300	\$44.00	\$13,200.00	\$38.00	\$11,400.00	\$79.00	\$23,700.00
10 Embankment Compaction	CY	420	\$5.00	\$2,100.00	\$38.00	\$15,960.00	\$8.00	\$3,360.00
11 3/8-Inch Trail Gravel	TN	42	\$60.00	\$2,520.00	\$68.00	\$2,856.00	\$93.00	\$3,906.00
12 Crushed Surface Base Course	TN	83	\$60.00	\$4,980.00	\$69.00	\$5,727.00	\$55.00	\$4,565.00
13 Concrete Stairs	IS	1	\$3,650.00	\$3,650.00	\$14,000.00	\$14,000.00	\$20,000.00	\$20,000.00
14 Drain Pipe 4 Inch Diam. PVC	LE	96	\$25.00	\$2,400.00	\$60.00	\$5,760.00	\$28.00	\$2,688.00
15 Wall Underdrain Pipe 4 Inch Diam.		152	\$35.00	\$5,320.00	\$60.00	\$9,120.00	\$25.00	\$3,800.00
16 Dispersion Trench Drain 6 Inch Dia	-	17	\$90.00	\$1,530.00	\$90.00	\$1,530.00	\$325.00	\$5,525.00
17 Solid Wall PVC Storm Sewer Pipe 6		153	\$30.00	\$4,590.00	\$60.00	\$9,180.00	\$40.00	\$6,120.00
18 Rain Garden Outlet	EACH		\$400.00	\$1,200.00	\$700.00	\$2,100.00	\$375.00	\$1,125.00
19 Catch Basin Type 1	EACH		\$1,250.00	\$5,000.00	\$700.00	\$2,800.00	\$2,155.00	\$8,620.00
		1	\$5,000,00	\$5,000.00	\$500.00	\$500.00	\$10,000.00	\$10,000.00
	CY	65	\$70.00	\$4,550.00	\$56.00	\$3,640.00	\$82.00	\$5,330.00
	SY	204	\$4.60	\$938.40	\$56.00	\$11,424.00	\$24.00	\$4,896.00
22 Coarse Compost	SY	244	\$49.50	\$12.078.00	\$102.00	\$24,888.00	\$42.00	\$10,248.00
23 Planting Areas	SY	790	\$2.25	\$1,777.50	\$7.00	\$5,530.00	\$5.50	\$4,345.00
24 Seeding Areas	CY	110	\$75.00	\$8,250.00	\$70.00	\$7,700.00	\$58.00	\$6,380.00
25 Rain Garden Soil	TN	48	\$50.00	\$2,400.00	\$62.00	\$2,976.00	\$85.00	\$4,080.00
26 Quarry Spalls	SF	482	\$40.00	\$19,280.00	\$50.00	\$24,100.00	\$46.00	\$22,172.00
27 Rockery Retaining Wall	CY	242	\$90.00	\$21,780.00	\$40.00	\$9,680.00	\$123.00	\$29,766.00
28 Fine Cedar Playground Chips			\$900.00	\$5,400.00	\$1,200.00	\$7,200.00	\$150.00	\$900.00
29 Hand Rail	EACH	107	\$5.00	\$5,400.00	\$50.00	\$5,350.00	\$15.00	\$1,605.00
30 Play Ground Edging	LF	107	\$5.00	\$535.00	\$30.00	Volume		
		Subtota	1	\$169,653.90	1000	\$252,521.00		\$286,991.00
		Sales Tax	x 9.30%	\$15,777.81	9.30%	\$23,484.45	9.30%	\$26,690.16
	Sub-	total Base Bi	d	\$185,431.71		\$276,005.45		\$313,681.16
BID ADDITIV	F. A1			ENGINEER'S ESTIMATE		Beisley Enterprises		VET Industrial
M DESCRIPTION	UNIT	QUANTIT	Y UNIT PRICE TOTAL					
EN DESCRIPTION	ONIT	QUARTIT	10112		UNIT PRICE	TOTAL	UNIT PRICE	TOTAL

BID ADDITIVE - A1			IEER'S ESTIMATE		Beisley Enterprises		VET Industrial	
M DESCRIPTION UNIT	QUANTIT	Y UNIT PRICE TOTAL			TOTAL	UNIT PRICE	TOTAL	
				UNIT PRICE	IOTAL	UNITFRICE	TOTAL	
D ADDITIVE - A1		44.500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,650.00	\$1,650.00	
A1-1 Roadway Surveying L		\$1,500.00	\$3,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	
	S 1	\$3,000.00		\$4,000.00	\$4,000.00	\$3,000.00	\$3,000.00	
	S 1	\$1,250.00	\$1,250.00	\$4,000.00	\$4,000.00	\$2,500.00	\$2,500.00	
	S 1	\$500.00	\$500.00	\$50.00	\$3,300.00	\$18.00	\$1,188.00	
The state of the s	CY 66	\$15.00	\$990.00	\$60.00	\$60.00	\$1,225.00	\$1,225.00	
A1-6 Unsuitable Foundation Excavation Including Har C		\$45.00	\$45.00			\$56.00	\$9,800.00	
	N 175	\$35.00	\$6,125.00	\$42.00	\$7,350.00 \$2,376.00	\$6.00	\$396.00	
A1-8 Embankment Compaction C	CY 66	\$5.00	\$330.00	\$36.00		\$82.00	\$1,722.00	
A1-9 3/8-Inch Trail Gravel	N 21	\$53.00	\$1,113.00	\$68.00	\$1,428.00	\$40.00	\$1,680.00	
1-10 Crushed Surfacing Base Course	N 42	\$58.00	\$2,436.00	\$69.00	\$2,898.00		\$375.00	
1-11 Solid Wall PVC Storm Sewer Pipe 6 Inch Diam.	F 15	\$30.00	\$450.00	\$90.00	\$1,350.00	\$25.00		
	Y 15	\$70.00	\$1,050.00	\$60.00	\$900.00	\$91.00	\$1,365.00	
	Y 180	\$2.25	\$405.00	\$12.00	\$2,160.00	\$4.00	\$720.00	
	SF 148	\$40.00	\$5,920.00	\$60.00	\$8,880.00	\$40.00	\$5,920.00	
	Subtota	d .	\$25,114.00		\$46,202.00		\$37,541.00	
	Sales Ta	x 9.30%	\$2,335.60	9.30%	\$4,296.79	9.30%	\$3,491.31	
Sub-Tota	al Bid Additive A	1	\$27,449.60		\$5	0,498.79		\$41,03
		T 5000	UFFRIR FOTIMATE		Beisley Enterprises		VET industrial	
BID ADDITIVE - A2 EM DESCRIPTION UNIT	OUANTI	Y UNIT PRICE TOTAL	NEER'S ESTIMATE		persey Enterprises			
EM DESCRIPTION UNIT	QUANTII	1 ONI PRICE TOTAL		UNIT PRICE TOTAL		UNIT PRICE TOTAL		
IID ADDITIVE - A2				Office and the second		44.050.00	\$1,650.00	
A2-1 Roadway Surveying	S 1	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,650.00	\$3,500.00	
A2-2 Mobilization	S 1	\$3,000.00	\$3,000.00	\$6,000.00	\$6,000.00	\$3,500.00	\$5,500.00 \$550.00	
A2-3 Project Temporary Traffic Control	.S 1	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$550.00		
A2-4 Clearing and Grubbing	S 1	\$3,275.00	\$3,275.00	\$6,000.00	\$6,000.00	\$3,700.00	\$3,700.00	
A2-5 Removal of Structures and Obstructions	S 1	\$500.00	\$500.00	\$4,000.00	\$4,000.00	\$1,500.00	\$1,500.00	
	CY 54	\$15.00	\$810.00	\$50.00	\$2,700.00	\$33.00	\$1,782.00	
	CY 5	\$45.00	\$225.00	\$50.00	\$250.00	\$50.00	\$250.00	
	IN 170	\$44.00	\$7,480.00	\$42.00	\$7,140.00	\$35.00	\$5,950.00	
	CY 54	\$5.00	\$270.00	\$38.00	\$2,052.00	\$6.00	\$324.00	
	IN 19	\$53.00	\$1,007.00	\$68.00	\$1,292.00	\$85.00	\$1,615.00	
	IN 38	\$58.00	\$2,204.00	\$69.00	\$2,622.00	\$38.00	\$1,444.00	
	LS 1	\$1,890.00	\$1,890.00	\$5,000.00	\$5,000.00	\$7,500.00	\$7,500.00	
	CY 21	\$70.00	\$1,470.00	\$60.00	\$1,260.00	\$53.00	\$1,113.00	
	SY 23	\$4,60	\$105.80	\$50.00	\$1,150.00	\$25.00	\$575.00	
	SY 33	\$49.50	\$1,633.50	\$100.00	\$3,300.00	\$80.00	\$2,640.00	
	SY 249	\$2.25	\$560.25	\$12.00	\$2,988.00	\$4.00	\$996.00	
m 20 00000B11111	CY 11	\$75.00	\$825.00	\$90.00	\$990.00	\$105.00	\$1,155.00	
27 110111-0-11-0-11	IN 1	\$50.00	\$50.00	\$60.00	\$60.00	\$70.00	\$70.00	
	IN 1 EA 2	\$90.00	\$1,800.00	\$1,200.00	\$2,400.00	\$150.00	\$300.00	
			\$29,105.55		\$51,704.00		\$36,614.00	
	Subtot		\$2,706.82	9.30%	\$4,808.47	9.30%	\$3,405.10	
Sub-total Schedu	Sales Tales		\$31,812.37	5.30%		6,512.47		\$40,0
Sub-total Schedu		701		72		Character Control of the Control of		
GRAND TO TAL BASE BID + ADDIDTIVE	A1 + ADDITIVE	12	\$244,693.68		\$383,016.71		\$394,732.58	

Prepared By: Sormal T Snook

Certified By: Sormal T Snook

City of Poulsbo SMALL WORKS ROSTER CONTRACT

THIS SMALL WORKS ROSTER CONTRACT ("Contract") is entered into between the City of Poulsbo, a municipality incorporated and existing under the laws of the State of Washington, by its City Council and Mayor, hereinafter called the "City", and (Beisley Enterprises, LLC), hereinafter called the "Contractor". The terms and conditions set forth in this Contract between the City and the Contractor agree as follows:

- 1. <u>Contractor Services.</u> The Contractor shall furnish at its own cost and expense all labor, tools, materials, and equipment required to construct and complete in a good workmanlike manner, and to the satisfaction of the City, the public works project known as the <u>Rotary Morrow Community Park Phase 2</u> ("Project"). The Project is detailed in the following documents, which are attached hereto and incorporated herein by reference:
- 1.1. Bid Proposal
- 1.2 Certification of Receipt of Addendums
- 1.3 Bid Security
- 1.4 Non-Collusion Declaration
- 1.5 Declaration of Retainage
- 1.6 Payment and Performance Bonds
- 1.7 Schedule of Prevailing Wages (see https://secure.lni.wa.gov/wagelookup/
- 1.8 Guarantee Form
- 1.9 Certification of Compliance with Wage Payment Statutes
- 1.10 Special Provisions
- 1.11 Plans
- Notice to Proceed: Time of Completion. The Contractor shall commence work within seven (7) days after the City issues a written Notice to Proceed and shall complete the work within twenty-one (21) calendar days from the City's issuance of the Notice to Proceed. The timeof beginning, rate of progress, and time of completion are essential conditions of this Contract.

3 Payment.

3.2 Payment Amount and Procedures. The City shall pay the Contractor for all work and services covered by this Contract in an amount that shall not exceed (Two Hundred Seventy-Six Thousand Five Dollars and Forty-Five Cents) Dollars (\$276,005.45) which amount includes all applicable sales tax. The payment amount shall exclude approved change orders, in accordance with the quantity and unit prices shown on the attached bid proposal. The Contractor shall submit, in a format acceptable to the City, monthly invoices for work and services performed in a previous calendar month. The City shall pay for the portion of the work described in the invoice that has been completed by the Contractor and approved by the City. The City's payment shall not constitute a waiver of the City's right to final inspection and acceptance of the work.

- 3.3 **Defective or Unauthorized Work**. If, during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract. If theContractor is unable, for any reason, to satisfactorily complete any portion of the work, the City may complete the work by contract or otherwise, and the Contractor shall be liable to the City forany additional costs incurred by the City. "Additional costs" means all reasonable costs incurred by the City, including legal costs and attorneys' fees, beyond the maximum contract price under this Contract. The City further reserves the right to deduct the cost to complete the work, including any additional costs, from any amounts due or to become due to the Contractor.
- 3.4 Final Payment; Waiver of Claim. Thirty (30) days after completion and final acceptance of the Project by the City as complying with the terms of this Contract, the City shall pay to the Contractor all sums due as provided by this Contract, except those required to be withheld by law or agreed to in special contract provisions. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT (EXCLUDING WITHHELD RETAINAGE) SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLYMADE AND IDENTIFIED BY THE CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.
- 3.5 **Retainage.** The City shall hold back a retainage in the amount of five percent (5%) of any and all payments made to the Contractor for a period of sixty (60) days after the date of final acceptance, or until receipt of all necessary releases from the State Department of Revenue, the Department of Employment Security and the State Department of Labor and Industries, and until settlement of any liens filed under chapter 60.28 RCW, whichever is later.
- 4 Prevailing Wage. The Contractor shall comply with and pay prevailing wages as required by chapter 39.12 RCW, as well as paying prevailing wages related to public works and building service maintenance contracts funded in part or in whole with federal funds. Federal wage laws and regulations shall be applicable. No worker, laborer, or mechanic employed in theperformance of any part of this Contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington.

Prior to making any payment under this Contract, the Contractor shall submit to the Cityan approved copy of the "Statement of Intent to Pay Prevailing Wages" from the Department of Labor and Industries. It is the Contractor's responsibility to obtain and file the Statement. The Contractor shall be responsible for all filing fees. Notice from the Contractor and all subcontractors of intent to pay prevailing wages and prevailing wage rates for the Project must be posted for the benefit of the workers. Each invoice shall include a signed statement that prevailing wages have been paid by the Contractor and all subcontractors.

In case any dispute arises regarding the prevailing rates of wages for work of a similar nature, and such dispute cannot be resolved by the parties of interest, including labor and management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State of Washington, and his/her decision therein shall be final and conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060, as it may be amended in the future.

5 Indemnification and Hold Harmless.

- 5.2 **Defense, Indemnification, and Hold Harmless.** The Contractor shall defend, indemnify, and hold harmless the City, its officers, officials, employees, and volunteers from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or in connection with the performance of this Contract, except for injuries and damages caused by the sole negligence of the City.
- 5.3 Liability for Damages Caused by Concurrent Negligence. Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. 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 Contract.
- 5.4 **Inspection and Acceptance**. The City's inspection or acceptance of any of the Contractor's work when completed shall not be grounds to void, nullify, and/or invalidate any of these covenants of indemnification.
- 5.5 No Third Party Right of Indemnification. Nothing contained in this Contract shall be construed to create a liability or a right of indemnification in any third party.

6 Nondiscrimination and Compliance with Laws.

- 6.2 **Nondiscrimination.** The Contractor agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Contract because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.
- 6.3 Compliance with Laws. The Contractor shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Contract.

6.4 **Violation of this Section.** Violation of this Section 6 shall be a material breach of this Contract and grounds for cancellation, termination, or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

7 **Job Safety**

- 7.2 Work Site Safety. The Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state, and local regulations, ordinances, and codes. The Contractor shall erect and properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.
- 7.3 **Trench Safety**. All trenches shall be provided with adequate safety systems as required by chapter 49.17 RCW and WAC 296-155-650 and -655. The Contractor is responsible for providing the competent person and registered professional engineer required by WAC 296-155-650 and -655.
- 8 <u>Utility Location</u>. The Contractor is solely responsible for locating any undergroundutilities affected by the work and is deemed to be an "excavator" for the purposes of chapter 19.122 RCW. The Contractor shall be responsible for compliance with chapter 19.122 RCWincluding utilization of the "one call" locator system, before commencing any excavation activities.
- Sorrection of Defects. The Contractor warrants that all work completed under the Contract shall remain free from any defects in workmanship or materials for a period of one year after final acceptance. The Contractor shall be responsible for correcting all defects in workmanship and/or materials discovered within one year after the acceptance of this work. When corrections of defects are made, the Contractor shall be responsible for correcting all defects in workmanship and/or materials in the corrected work for one year after the acceptance of the corrections of the City. The Contractor shall start work to remedy such defects within seven (7) days of the City's mailed notice of discovery and shall complete such work within a reasonable time agreed to by both parties. In emergencies where damage may result from delay or where loss of service may result, such corrections may be made by the City, in which case the Contractor shall pay all costs incurred by the City to perform the correction. In the event the Contractor does not accomplish corrections within the time specified, the correction work will be otherwise accomplished by the City and all costs of same shall be paid by the Contractor.

10 Change Order/Contract Modification.

- 10.1 **Amendments.** This Contract, together with attachments and/or other addenda, represents the entire and integrated Contract between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may be amended, modified, or added to only by written change order properly signed by both parties.
- 10.2 Change Orders. The City may issue a written change order for any change in the work during the performance of this Contract. If the Contractor determines, for any reason, that a change order is necessary, the Contractor must submit a written change order request to the

City within fourteen (14) calendar days of the date the Contractor knew or should have known of the facts and events giving rise to the requested change. If the City determines that the change increases or decreases the Contractor's costs or time for performance, the City will make an equitable adjustment. The City will attempt, in good faith, to reach agreement with the Contractor on all equitable adjustments. If the parties are unable to agree, the City will determine the equitable adjustment as it deems appropriate. The Contractor shall proceed with the change order work upon receiving the written change order. If the Contractor fails to require a change order within the time frame allowed, the Contractor waives its right to make any claim or submit subsequent change order requests for that portion of the work. If the Contractor disagrees with the equitable adjustment, the Contractor must complete the change order work; however, the Contractor may elect to protest the adjustment as provided below.

- 10.3 Procedure and Protest by Contractor. If the Contractor disagrees with anythingrequired by a change order, another written order, or an oral order from the City, including any direction, instruction, interpretation, or determination by the City, the Contractor shall, within fourteen (14) calendar days, provide a signed written notice of protest to the City that states the date of the notice of the protest, the nature and circumstances that caused the protest, the provisions of the Contract that support the protest, the estimated dollar cost, if any, of the protested work and how the estimate was determined, and an analysis of the progress schedule showing the schedule change or disruption, if applicable. The Contractor shall keep complete records of extra costs and time incurred as a result of the protested work. The City shall have access to any of the Contractor's records needed to evaluate the protest. If the City determines that a protest is valid, the City will adjust the payment for work or time by an equitable adjustment.
- 10.4 **Failure to Protest or Follow Procedures Constitutes Waiver.** By not protesting or failing to follow procedures as this section provides, the Contractor waives any additional entitlement or claims for protested work and accepts from the City any written or oral order (including directions, instructions, interpretations, and determinations).
- 10.5 **Contractor's Duty to Complete Protested Work.** Regardless of any protest, the Contractor shall proceed to promptly complete work that the City has ordered.
- 10.6 Contractor's Acceptance of Changes. The Contractor accepts all requirements of a change order by: (1) endorsing the change order; (2) writing a separate acceptance; or (3) not protesting in the manner this section provides. A change order that is accepted by the Contractor as provided herein shall constitute full payment and final settlement of all claims for contract time and for direct, indirect, and consequential costs, including costs of delays related to any work, either covered or affected by the change.
- 11 <u>Claims</u>. The Contractor shall give written notice to the City of all claims, other than change orders, within thirty (30) days of the occurrence of events giving rise to the claim, but inno event later than the time of approval by the City for final payment. Any claim for damages, additional payment for any reason, or extension of time shall be conclusively deemed to have been waived by Contractor, unless a timely written claim is made in strict accordance with the applicable provisions of this Contract. At a minimum, a Contractor's written claim must include the information required in Section 10.3 regarding protests.

FAILURE TO PROVIDE A COMPLETE AND WRITTEN NOTIFICATION OF CLAIM IN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM.

The Contractor must, in any event, file any claim or bring any suit arising from or connected to this Contract within 120 calendar days from the date the work is completed. The Contractor, upon making application for the final payment, shall be deemed to have waived its right to claim for any other damages for which application has not been made, unless such claim for final payment includes notice of additional claim and fully describes such claim.

- 12 <u>Contractor's Risk of Loss</u>. It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that it/he/she has familiarized itself/himself/herself with all existing conditions and other contingencies likely to affect the work, and has made its/his/her bid accordingly, and that Contractor shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.
- 13 <u>Insurance</u>. The Contractor shall maintain insurance as provided for in section 1-07.18 of the 2024 WSDOT Standard Specifications.
- 14 Pavment and Performance Bonds. The Contractor shall provide Payment and Performance bonds to the City in the amount of 100% of the Contract price and no less. The bonds must be accepted by the City prior to the execution of the Contract and shall be in a form approved by the City. The bonds shall be released thirty (30) days after the date of final acceptance of the work performed under this Contract and receipt of all necessary releases from the Department of Revenue, the Department of Employment Security and the Department of Labor and Industries in settlement of any liens filed under chapter 60.28 RCW, whichever is later.
- 15 <u>Termination</u>. This Contract shall terminate upon satisfactory completion of the work described in the Scope of Work (Attachment A) and final payment by the City. The City may terminate the Contract and take possession of the premises and all materials thereon and finish the work by whatever methods it may deem expedient by giving ten (10) days written notice to the Contractor.

In the event that this Contract is terminated by the City, the Contractor shall not be entitled to receive any further amounts due under this Contract until the work specified in the Scope of Work (Attachment A) is satisfactorily completed, as scheduled, up to the date of termination. At such time, if the unpaid balance of the amount lo be paid under the Contract exceeds the expense incurred by the City in finishing the work, and all damages sustained by the City or which may be sustained by the City or which may be sustained by reason of such refusal, neglect, failure, or discontinuance of employment, such excess shall be paid by the City to the Contractor. If the City's expense and damages exceed the unpaid balance, the Contractor and its surety shall be jointly and severally liable therefore to the City and shall pay such difference to the City. Such expense and damages shall include all legal costs incurred by the City to protect the rights and interests of the City under the Contract, provided such legal costs shall be

reasonable.

- 16 Attorney's Fees and Costs. If any legal proceeding is brought related to the enforcement of this Contract, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Contract, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.
- 17 <u>General Administration.</u> The Project Manager of the City shall have primary responsibility for the City under this Contract to oversee and approve all work performed as well as all financial invoices.
- Ownership of Documents. On payment to the Contractor by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Contractor with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City upon its request. Any records, reports, information, data, or other documents or materials given to or prepared or assembled by the Contractor under this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval of the City or by court order.
- 19 <u>Subletting or Assigning of Contracts</u>. Neither the City nor the Contractor shall assign, transfer, or encumber any rights, duties, or interests accruing from this Contract without the prior written consent of the other. If subcontract work is needed, prior to approval by the City, the Contractor must verify that its first-tier subcontractors meet the bidder responsibility criteria as provided in RCW 39.04.350.
- 20 Relationship of Parties. The parties intend that an independent contractor relationship will be created by this Contract. As the Contractor is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative, or subcontractor of the Contractor shall be or shall be deemed to be the employee, agent, representative, or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance, are available from the City to the Contractor or its employees, agents, representatives, or subcontractors. The Contractor shall be solely and entirely responsible for its acts and for the acts of Contractor's agents, employees, representatives, and subcontractors during the performance of this Contract. The City may, during the term of this Contract, engage other independent contractors to perform the same or similar work that the Contractor performs hereunder.
- 21 **Nonwaiver of Breach**. The failure of the City to insist upon strict performance of any of the terms and rights contained in this Contract, or to exercise any option contained in this Contract in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and such terms and rights shall remain in full force and effect.

- 22 <u>Written Notice</u>. All communications regarding this Contract shall be sent to the Parties at the addresses listed below in the Contact information, unless otherwise notified. Any written notice shall become effective on delivery, but in any event on the date three (3) calendar days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Contract.
- 23 **Term.** This Contract shall be effective from the date of Contract execution through expiration of the warranty period as described in Section 9.

IN WITNESS WHEREOF, the Parties have executed this Contract as of the later of the signature dates included below.

CONTRACTOR	CITY OF POULSBO
Date:	Date:
By:	Ву:
•	•
Name	Becky Erickson, Mayor
	, ,
Title	
Tax I.D. #	
City Bus. Lic.#	

CITY CONTACT:	CONTRACTOR CONTACT:
Josh Ranes	Print Name:
City of Poulsbo	Address:
200 NE Moe St. Poulsbo, WA 98370	
Phone: 360.779.4078	Phone:
Email:	Email:
jranes@cityofpoulsbo.com	Contractor License #:
	(If this is a new contractor or if the Contractor has never conducted work with the City, a W-9 form must be attached to this Contract.)

CITY OF POULSBO

BUDGET AMENDMENT REQUEST FORM (MAYOR/COUNCIL APPROVAL REQUIRED)

TO:	Mayor Erickson		DATE: _	8/6/24
FROM:	Diane K. Lenius			
DESCRIPTIO	N OF BUDGET AMENDMEN	T REQUEST:		
Rudget Amen	dment to increase project but	dget capacity for the Rotary Morrow Co	ommunity Bark pr	pioct as
		ne transfer of funds for the Park projec		
Fees.				
	Account Number	Description	Amount	
INCREASE:	302 740 000 300 18 39700000	Transfer In: Impact Fees	90,000	
INCREASE:	302 740 000 594 76 50000650 30211930 50000650	Rotary Morrow Community Park	90,000	
INCREASE:	124 740 000 597 00 5000090	Transfer Out: Park Impact Fees	90,000	
DECREASE:	124 29180000	Budgeted Fund Balance	90,000	
NOTE: Attach	n separate sheet for more de	tail/line items if necessary		
TO:	Finance Director Booher		DATE: 8	6/24
FROM:	Mayor Erickson		DATE	1 - 1 - 1
	ApprovedX	Disapproved		
COMMENTS:				
TO:	Sr Budget Accountant		DATE:	
FROM:	Finance Director Booher	DATE: 8 4 24	BA#:	24-0318
	ld be reproduced on PINK paper			



POULSBO CITY COUNCIL AGENDA SUMMARY

CONSENT AGENDA ITEM NO. 7.h MEETING DATE: August 21, 2024

AGENDA ITEM	Parking Implementation Proposal - Walker Consultants
EXHIBITS	BACKGROUND Downtown Parking Study Committee Meeting Minutes_4.15.24_Final Walker Implementation Proposal_draft 4_8.1.24
STAFFED BY	Wright
ESTIMATED TIME	1 min

SUMMARY STATEMENT

On May 15, the City Council accepted the recommendations from the downtown parking committee on an approach to downtown parking with staff's commitment to return with a schedule and budget for consideration.

Since then, staff has reengaged Walker Consultants to prepare the attached proposal to implement the council's accepted recommendations. The Proposal consists of six tasks including: parking implementation considerations, parking municipal code recommendations, development of enforcement options, employee parking permit program, downtown signage implementation map (wayfinding and regulatory) and implementation presentations between staff and to the city council. Following the completion of Task 1, Walker will return to city council to explain their findings and staff will seek support on moving forward with the subsequent tasks. Please note, tasks 2-6 are not in order and are anticipated to overlap and coincide with each other.

BACKGROUND

The downtown parking committee formed in February 2021. Following a RFP, the city contracted with Walker Associates. Walker provided the Committee a Downtown Poulsbo Parking Study Existing Conditions Report and a Downtown Poulsbo Parking Study Implementation and Action Plan. In addition, following a request from the city council, the committee received a presentation from the Historic Downtown Poulsbo Association representative, Brenda Yates.

At the committees last meeting on April 15, the committee agreed on the attached recommendations. The recommendation will be provided to the city council by the committee's chair, Ray Stevens. If accepted, staff will return to city council with a schedule and budget for consideration.

The meeting dates, topics covered, and reports provided prior and post the committee's formation can be found at the following webpage: Downtown Parking | City of Poulsbo

WORKSHOP DATE:	August 14, 2024	
IMPACTS		
Expenditure Required?	/es	Included in Budget? No Amount: 94,700

SAMPLE MOTION:

SAIVII LE IVIOTIOIN.

Approve the contract with Walker Consultants in the amount of \$94,700.00 for Downtown Parking Implementation, authorize the Mayor to sign the contract, and authorize the Mayor to sign change orders up to 10% of the contract value.



City of Poulsbo Downtown Parking Study Committee Meeting Minutes

April 15, 2024 3:00 – 4:30 pm, City Hall Council Chambers

Meeting Facilitators: Ray Stevens and Heather Wright

Attendees: Heather Wright, Josh Ranes, Becky Erickson, Ray Stevens, Mark Kipps, Jerry Block, Gary McVey, Britt Livdahl, Ed Stern, Sandi Kolbeins (online), Kristin Jagodzinski online), Tasha Zetty, Dan Sluys, Nikole Coleman (online)

Guests: Brenda Yates, Stephanie Sluys, Ray Holodnak, David Musgrove (online), Kevin (online) and Megan Cooper (online)

Meeting Objective: Formulate recommendation to the city council on next steps.

- 1) Brief Introduction Heather Wright
- 2) Public Comment Ray Stevens
- 3) Determine recommendation to City Council

NOTE: these were circulated to committee members post February 20th meeting.

For each recommendation, the committee members will be asked if they **Agree**, **Disagree** and/or if they want to Modify.

For each recommendation that there is an agreement, the committee will make a recommendation on timing; **Short Term, Medium Term and Long Term.**

Committee is encouraged to suggest **metrics for evaluation** of each recommended action.

- 1. Move forward with signage and wayfinding improvements for parking.
 - 1. Physical signs
 - 2. Improve communication (provide web-based map)

Committee Recommendation: Signage and improved web-based maps as a short term timing item.

- 2. Formalize Employee Parking Areas
 - 1. Implement HDPA Pilot
 - 2. Establish Employee shared parking and/or permit program. Possible locations: First Lutheran Church, Gateway Church, Port Parking spots, City Hall, King Olaf overflow lot, Bank of America

Sandi Kolbeins recommended Council "endorse" implementation of the pilot by the HDPA to move it forward and see how it goes. Megan (HDPA vice-president) advised that the Lutheran Church parking agreement only extended to Saturdays. The committee recommended moving forward with employee parking to Council and that the details of how this would be implemented be worked out later. The sense was that enforcement would be required to make any employee parking model work.

Committee Recommendation: Formalized employee parking, with efforts from the City and HDPA and to start by partnering with private owned lots to create public parking – short and medium term.

- 3. Evaluate cost for Parking Enforcement.
 - 1. Ticket or tow overnight vehicles The Mayor indicated that towing would be more complicated than expected. Ray Stevens recommended staff reach out to the City Attorney to find out what the process was.
 - 2. Enforcement for vehicles exceeding the 3-hour parking limit.
 - 3. Evaluate cost requirements for 2025 budget request or Budget Amendment Funding enforcement or any parking solutions are the responsibility of Council to figure out per Gary McVey. The consensus was, to make any parking solutions effective, enforcement in some form will be necessary.

 Committee Recommendation: Parking Enforcement (including towing) short and medium term.
- 4. Evaluate Hybrid Parking Model with the following considerations:
 - Identify grace period "free Poulsbo parking allowed for a short duration."
 Discussion regarding whether to have a grace period or address it along with parking hours.
 - 2. Provide paid parking after "free Poulsbo time limit."
 - 3. Paid model is anticipated for Anderson Parkway. Front Street and Jensen Way to Iverson also identified as preferred paid parking areas.
 - 4. Establish rate structures and operational costs. Suggest limiting pay for parking hours such as 10 AM to 6 PM, for example. *Paid parking hours 10AM to 8PM generally agreed upon*.

Committee Recommendation: "Hybrid" or targeted paid parking as a medium to long term solution.

- 4) Next Steps: Present Recommendation to the City Council, Wednesday, May 15th
 - a. Use consultant Walker Consultants to help work out the details of solutions selected.
 - b. Have the committee or a committee continue to meet.
 - c. Seasonal Trial for recommended solutions
 - d. Desire to add additional short-term parking spots as well as ADA spots.
 - e. Create a mechanism for public comment/input.



August 1, 2024

Heather Wright Director of Planning and Economic Development City of Poulsbo 200 Moe Street Poulsbo, WA 98370

Via E-mail: hwright@Cityofpoulsbo.com

Re: Proposal for Parking Study Implementation

Poulsbo, WA

Dear Ms. Wright:

Walker Consultants (Walker) is pleased to submit for your review this proposal for advancing parking and access implementation goals for the City of Poulsbo (City) per the Downtown Poulsbo Parking Study Update (2023).

PROJECT UNDERSTANDING

Since the 1950's Poulsbo has long maintained a rapid pace of population growth, recording double digit percentage growth every decade since. While downtown Poulsbo has long been popular with tourists, both instate and out of state, and hosts a large marina, the City's relative proximity to metropolitan Seattle and Tacoma has resulted in Poulsbo serving as a far-flung bedroom community, a trend that may have accelerated with the rise of telework since 2020. With the growth, there have been ever-increasing levels of parking demand in and around Poulsbo's historic downtown.

Parking has been a focus of Poulsbo city planners for 20 years. With an array of past and current studies and initiatives, the City engaged Walker to craft the Downtown Poulsbo Parking Study Update - Implementation and Action Plan (Plan), specifically with intent to create best practice actionable steps for implementation. Guiding principles of the Plan include the following: addressing localized demand; equitably accommodating all users; prioritizing parking management while embracing Poulsbo's welcoming, friendly spirit; and maximizing long-term financial sustainability for new parking and mobility programs with an emphasis on data-driven decision-making.

The development of the Plan involved a robust community engagement process, where residents, business owners, transportation and mobility advocacy and policy groups, and other stakeholders were engaged for feedback. The engagement process informed a vision for the Plan that prioritizes a vital downtown with reduced congestion and easier navigation to parking.

KFY STRATEGIES

The City wants to initiate a project to specifically implement the following immediate Key Strategies (Strategies), which were identified in the Plan as being essential priorities that may be attainable in the near future:

• Improve wayfinding for parking through physical signage and improved web-based maps (short-term timing)



- Formalize employee parking areas and establish a Historic Downtown Poulsbo Association (HDPA) pilot program. Research viability of including a shared parking lot agreement for the employee program (short-to-medium term)
- Create staffing and operational plans for downtown parking enforcement, identify risks and opportunities, and project budget-level costs (short-to-medium term)
- Establish rate structures, staffing needs, capital and operational costs for a paid parking pilot. Work with
 community stakeholders to verify the pilot area and evaluate the Hybrid Parking Model, specifically as
 related to parking time limits and grace period feasibility. Identify potential risks and opportunities
 (medium-to-long term)

Walker has developed the following scope of services based on our understanding of the project. We are happy to further refine this scope of services alongside the City.

SCOPE OF SERVICES

Note: Tasks 2 through 6 are listed in no particular order, and forward motion on these tasks will overlap and coincide with one another.

TASK 1: PARKING IMPLEMENTATION CONSIDERATIONS

Walker will provide actionable steps and operational considerations, pros/cons, risks, and options, as related to the Strategies identified above. Actionable recommendations will be customized based on City staff feedback and will consider existing staffing levels and the demands of ongoing parking program ownership. Recommendations, analysis, and budgetary information will be compiled based on Walker's professional opinion of cost in coordination with analysis of neighboring comparable cities and past proposal cost documents. This task will include:

- Paid Parking & Enforcement Implementation Budget. Budgeting and analysis will demonstrate an
 assumption of operational cost, as related to the proposed phased approach to paid parking, which
 includes charging for parking on Anderson Parkway, Front Street, and Jensen Way to Iverson. This
 deliverable will include operational expenditures, labor cost, and capital or infrastructure cost
 associated with implementing paid parking and an enforcement program.
- Step-by-Step Actionable Guide. This guide will include the necessary steps to implement Strategies, with a suggested timeline, contingencies, risks and considerations, proposed labor model, stakeholder engagement recommendations, and alternate options.
- Paid Parking Administrative Memorandum. Walker will recommend a system, or systems, that allows
 City staff to effectively manage the administration of time-restricted, paid, and employee permit parking
 in the downtown area. The memorandum shall recommend viable technological solutions for on-street
 parking payments, hours, and spillover and enforcement considerations.
- Recommendation of Parking Enforcement Solutions. Walker will identify budget and resources needed
 to implement an effective parking enforcement program. Actionable recommendations will be provided
 in a memorandum and will consider legislation or ordinance changes necessary to grant enforcement
 authority within the scope of a new program. Implementation challenges, risks, and potential adverse
 consequences will be provided. Roles and responsibilities for the person(s) assigned to program
 oversight will be recommended.



TASK 2: PARKING MUNICIPAL CODE RECOMMENDATIONS

Municipal Code Parking & Mobility Review List: Walker staff will provide a general list of suggested areas for Municipal Code updates, as related to implementation of paid parking and parking enforcement. The list may not be inclusive of all City needs.

TASK 3: DEVELOPMENT OF ENFORCEMENT OPERATIONS

Request for Proposal (RFP) Solicitation Documents. Walker will prepare draft documents of specifications to be used for the RFP process of acquiring a third-party parking enforcement agency to manage the enforcement and other operational components necessary for a successful parking program. Walker will incorporate comments from the City project representatives in order to provide final specification documents that are ready for advancement in the solicitation process. Front end bidding documents will be provided by the City.

Subsequent steps, not included in the attached scope, would include working with the City during the solicitation phase of the RFP.

TASK 4: EMPLOYEE PARKING PERMIT PROGRAM - PILOT

Walker will develop a Downtown Employee Permit Program pilot, which can be implemented by City staff. Tasks include:

- Employee Permit Rules. Walker will create an actionable roadmap for downtown employee permitting, to include process requirements, permit locations, pricing model(s), permit eligibility qualifications, administrative costs, and low-income permit recommendations. City administrative requirements will be outlined, and recommendations will consider the lowest cost options for in-house management by existing City staff. Best practices for stakeholder engagement before, during, and after program launch will be included.
- Key Performance Indicators (KPIs). A memorandum will provide KPIs for timeline and evaluation of the program, and suggested next steps when the pilot is deemed "complete." Pilot guiding principles will be defined based on distinct stakeholder needs, including impact to visitors, employees, business owners, and City staff.
- Shared Parking Roadmap. Walker will create an action-oriented guide that provides the steps recommended to engage with the downtown community regarding potential shared parking agreements, including locations, opportunities, contract language necessities, potential risks to the City, and potential cost model applications.

TASK 5: DOWNTOWN SIGNAGE IMPLEMENTATION MAP (WAYFINDING & REGULATORY)

Walker will develop a downtown signage map that includes identification of parking related signage locations, signage type, and suggested installation phases. Signage recommendations will be subject to dependencies on other work related to the Strategies.

Signage Map. Develop a downtown wayfinding map that is reflective of the opportunity to support parkers with "breadcrumb" messaging to parking locations. Signage Map will include recommendations for existing signage removal (if needed), time-limit signs, and paid-parking-specific signs.

The City will be responsible for procurement and installation of signage.

TASK 6: IMPLEMENTATION PRESENTATIONS

 Ongoing Virtual Meetings. On a bi-weekly basis, meetings will include the Walker project manager and the City project management team.



• City Council Meetings: Walker will present prominent findings in two City Council meetings, all of which will be virtual.

SCHEDULE

We are prepared to offer the above noted scope of services using the attached General Conditions of Agreement for Consulting Services and a fully executed change order to our existing contract with the City. The combined scope of all tasks requires ten to twelve weeks to complete. The timeline is expected to stretch based on the scheduling of mutually agreeable dates for City Council meetings.

PROFESSIONAL FEE

We will complete the above-noted scope of services on a lump sum per task basis listed in the fee table below, which includes relevant project expenses and community meeting trips.

TASK	PROFESSIONAL FEE
1: Parking Implementation Considerations	\$33,400
2: Municipal Code Updates	\$4,200
3: Development of Enforcement Operations	\$15,500
4: Employee Parking Permit Program - Pilot	\$20,900
5: Downtown Signage Implementation Master Plan	\$9,700
6: Implementation Presentations	\$11,000
TOTAL FEE PROPOSED	\$94,700

We look forward to working together on this important effort for the City of Poulsbo. Our primary point of contact for contracting is Kenzie Coulson, available by phone at 435.659.8508 or via e-mail at kcoulson@walkerconsultants.com.

Sincerely,

WALKER CONSULTANTS

Kenzie Coulson Consultant 435.659.8508

kcoulson@walkerconsultants.com

Andrew Vidor Director of Planning | Principal 720.458.1589

Indrew J. Vidor

avidor@walkerconsultants.com



AUTHORIZATION

Trusting that this meets with your approval, we ask that you sign in the space below to acknowledge your acceptance of the terms contained herein, and to confirm your authorization for us to proceed. Please return one signed original of this agreement for our records.

CITY OF POULSBO

Authorized Signature	
Printed Name	
<u>-</u>	
Title	
Date	

GENERAL CONDITIONS OF AGREEMENT FOR CONSULTING SERVICES

SERVICES

Walker Consultants ("Walker") will provide the Client professional services that are limited to the work described in the attached letter (the "services"). Any additional services requested will be provided at our standard hourly rates or for a mutually agreed lump sum fee. The services are provided solely in accordance with written information and documents supplied by the Client and are limited to and furnished solely for the specific use disclosed to us in writing by the Client. No third-party beneficiary is contemplated.

PAYMENT FOR SERVICES

MONTHLY INVOICES

Walker will submit monthly invoices based on work completed. Payment is due upon receipt of invoice. If for any reason the Client does not pay Walker within thirty (30) days of date of invoice, Walker may, at its option, suspend or withhold services. The Client agrees to pay Walker a monthly late charge of one and one-half percent (1.5%) per month of any unpaid balance of the invoice.

PAYMENT METHOD

Walker's preferred method of payment is ACH. All payments should be made electronically to: Truist Bank
ABA Routing Number 021052053
Credit to the account of - Walker Consultants
Account Number 79592337



PERIOD OF SERVICE

In the event that no contract administration phase services are to be provided by Walker, services shall be completed the earlier of (1) the date when final documents are accepted by the Client or (2) thirty days after final documents are delivered to the Client. If contract administration phase services are provided by Walker, services shall be complete upon the earlier of (1) the time of approval by Walker of final payment to the contractor or (2) thirty (30) days after completion of the work designed by Walker.

STANDARD OF CARE

Walker will perform the services in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances at the same time and in the same or similar locality. Walker makes no warranty, express or implied, as to its professional services under this agreement.

Any estimates or projections provided by Walker will be premised in part upon assumptions provided by the Client. Walker will not independently investigate the accuracy of the assumptions. Because of the inherent uncertainty and probable variation of the assumptions, actual results will vary from estimated or projected results and such variations may be material. As such, Walker makes no warranty or representation, express or implied, as to the accuracy of the estimates or projections.

LIMITATION OF LIABILITY

To the maximum extent permitted by law, the Client agrees to limit Walker's liability for the Client's damages to the sum of \$10,000 or Walker's fee, whichever is greater. This limitation shall apply regardless of the cause of action or legal theory pled or asserted.

INDEMNIFICATION

Walker agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors, and employees (collectively, Client) against all damages or liabilities, to the extent caused by Walker's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom Walker is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Walker, its officers, directors, employees, and subconsultants (collectively Walker) against all damages or liabilities, to the extent caused by the Client's negligent acts, errors, or omissions in connection with the Project as well as the acts, errors, or omissions of its contractors, subcontractors, or consultants or anyone for whom the Client is legally liable.

Neither the Client nor Walker shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence or for the negligence of others.

OWNERSHIP OF DOCUMENTS

Walker shall retain ownership of all reports, drawings, plans, specifications, electronic files, field data, notes, calculations, and other documents and instruments prepared by Walker as instruments of service. Walker shall retain all common law, statutory, and other reserved rights, including, without limitation, all copyrights thereto. Any use for modifications or extensions of this work, for new projects, or for completion of this project by others without Walker's written consent will be at the Client's sole risk.



CONSEQUENTIAL DAMAGES

The Client and Walker waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement.

DISPUTE RESOLUTION

This Agreement shall be governed by the laws of the Commonwealth, District, or State of the office performing Walker's services. In addition to, and as a condition precedent to litigation, the Client and Walker shall endeavor to resolve claims, disputes, and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation.

The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the locality of the Walker office performing services under this Agreement.

NON-SOLICITATION CLAUSE

The Client agrees that it will not directly or indirectly solicit for employment any Walker employee providing services on behalf of Client for a period of two years after the date of this agreement. Client agrees that a breach of this provision would have material and adverse impacts on Walker's business and Client therefore agrees to pay Walker an amount equal to two times the annual salary of any employee of Walker who accepts a position with Client within such two-year period, in addition to all other rights and remedies available to Walker.

PROPRIETARY INFORMATION

The information contained in this proposal is confidential, privileged, and only for the Client and may not be shared, published, or redistributed without prior written permission from Walker Consultants.



POULSBO CITY COUNCIL AGENDA SUMMARY

CONSENT AGENDA ITEM NO. 7.i MEETING DATE: August 21, 2024

AGENDA ITEM	Resolution No. 2024-13 - Salaries and Wages Update
EXHIBITS	2024-13 Salary & Wages Update
STAFFED BY	Kingery
ESTIMATED TIME	1 min

SUMMARY STATEMENT

On the Management Schedule, the City Administrator position will be added to Range 42.

On the Teamsters Schedule, the Water Treatment Plant Operator will be added to Range 20.

On the Part-Time Schedule, the Emergency Management Coordinator has been added to Range 27.

WORKSHOP DATE:	August 14, 2024
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MPACTS

Expenditure Required? No	Included in Budget?	No
	Amount: 0	

SAMPLE MOTION:

Move to approve Resolution No. 2024-13, Salaries and Wages Update.

RESOLUTION NO. 2024-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, AMENDING THE SALARY AND WAGE SCHEDULE FOR ALL CITY EMPLOYEES ADOPTED BY ORDINANCE 84-57, AS LAST AMENDED BY RESOLUTION 2024-09.

WHEREAS, Ordinance No. 84-57 of the City of Poulsbo, passed by the City Council on December 12, 1984, established a salary and wage schedule for all City employees and provided for revisions to such schedule by resolution of the City Council; and

WHEREAS, the City Council desires to amend the Salary and Wage Schedule to reflect revisions to salaries of certain City employees; and

THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Salary and Wage Schedule Amended. The City of Poulsbo Salary and Wage Schedule for all City employees, adopted by Ordinance No. 84-57 and last amended by Resolution No. 2024-09, is hereby further amended to read as set forth on the attached Exhibit and incorporated herein by this reference as if fully set forth herein. The said schedule shall be the official City of Poulsbo Salary and Wage Schedule for all City employees. All compensation of City employees and elected officials shall be in accordance with this schedule and any future amendments thereto subject to constitutional limitations.

Section 2. Effective Date. All salaries and wages set forth on the attached exhibits shall be effective as of July 1, 2024, unless another date is specified on the Exhibit.

RESOLVED this 21st day of August, 2024.

RESOLUTION NO. 2024-13

	APPROVED:
	MAYOR, REBECCA ERICKSON
ATTEST/AUTHENTICATED:	
CITY CLEDY DUIANNON EEDNANDEZ	
CITY CLERK, RHIANNON FERNANDEZ	
FILED WITH THE CITY CLERK: 08/07/2024	
PASSED BY THE CITY COUNCIL: 08/21/2024	

LONGEVITY

A. All regular employees, except for Officers covered under the Poulsbo Police Officers' Association (PPOA) collective bargaining agreement, shall receive longevity pay beginning after completion of five (5) years of continuous employment as follows:

Total Years <u>Service</u>	<u>Longevity Pay</u>
6-10 years	1%
11-15 years	2%
16-20 years	3%
21-25 years	4%
26-30 years	5%
31+	6%

Longevity calculation equals current year salary plus overtime from November 1st of the preceding year to October 31st of the current year multiplied by the eligible percentage. Longevity will not be calculated on vacation or sick leave cash-outs. Longevity benefits are not applicable to elected officials.

B. All Officers shall receive longevity pay beginning after completion of five (5) years of continuous employment, with the percentages listed below applied to the Officer's base wage for each block of five (5) years of continuous service completed as set forth below.

Total Years <u>Service</u>	<u>Longevity Pay</u>
6-10 years	1.25%
11-15 years	2.25%
16-20 years	3.75%
21-25 years	4.75%
26+	5.75%

2024 ELECTED/APPOINTED OFFICIALS					
	*Effective January 1, 2024, 2023 wage rates increase by 4%				
City Council - Position 1-7	\$ 12,000 Annual				
Mayor	\$ 122,415 Annual*				
Judge	\$ 91,532 Annual*				

2024 MANAGEMENT SALARY SCHEDULE							
	January	1, 2024,	2023 wage ra	tes increase	by 4%		
Classification		Α	В	С	D	Е	F
	1 -		-	-	-	-	-
	2 -		-	-	-		-
	3 - 4 -		-	-	-		<u> </u>
	5 -		-	-			-
	6 -		-	_	_	-	_
	7 -		-	_	-	-	-
	8 -		-	-	-	-	-
	9	71,762	73,915	76,132	78,416	80,768	83,192
	10	73,915	76,132	78,416	80,768	83,192	85,688
	11	76,132	78,416	80,768	83,192	85,688	88,258
IT Senior Technician	12	78,416	80,768	83,192	85,688	88,258	90,905
	13	80,768	83,192	85,688	88,258	90,905	93,632
Senior Systems Administrator	14	83,192	85,688	88,258	90,905	93,632	96,441
	15	85,688	88,258	90,905	93,632	96,441	99,335
	16	88,258	90,905	93,632	96,441	99,335	102,315
Accounting Manager, Budget/Revenue Manager	17	90,905	93,632	96,441	99,335	102,315	105,384
Assistant IT Manager	18	93,632	96,441	99,335	102,315	105,384	108,546
Administrative Services Manager, Asst							
PW Superintendent, City Clerk, Court	19	96,441	99,335	102,315	105,384	108,546	111,802
Administrator, Building Official							
	20	99,335	102,315	105,384	108,546	111,802	115,156
	21	102,315	105,384	108,546	111,802	115,156	118,611
Support & Professional Services Mngr	22	105,384	108,546	111,802	115,156	118,611	122,170
Administrative Services Director/City							
Clerk, Housing Health & Human Services	23	108,546	111,802	115,156	118,611	122,170	125,835
Director, Human Resources Manager, IT				,	,		
Manager	24	111 000	115 150	110 (11	122 170	125.025	120 (10
Civil Engineer, Construction Manager	24 25	111,802	115,156	118,611 122,170	122,170	125,835	129,610
Parks & Recreation Director, PW	25	115,156	118,611	122,170	125,835	129,610	133,498
	26	118,611	122,170	125,835	129,610	133,498	137,503
Superintendent	27	122,170	125,835	129,610	133,498	137,503	141,628
	28	125,835	129,610	133,498	137,503	141,628	145,877
	29	129,610	133,498	137,503	141,628	145,877	150,253
Lieutenant, Planning & Economic							
Development Director	30	133,498	137,503	141,628	145,877	150,253	154,760
City Engineer, Deputy Chief, Finance							
Director	31	137,503	141,628	145,877	150,253	154,760	159,404
2.10000	32	141,628	145,877	150,253	154,760	159,404	164,186
	33	145,877	150,253	154,760	159,404	164,186	169,111
Public Works Director	34	150,253	154,760	159,404	164,186	169,111	174,184
Police Chief	35	154,760	159,404	164,186	169,111	174,184	179,410
Assistant City Administrator	36	159,404	164,186	169,111	174,184	179,410	184,792
•	37	164,186	169,111	174,184	179,410	184,792	190,336
	38	169,111	174,184	179,410	184,792	190,336	196,046
	39	174,184	179,410	184,792	190,336	196,046	201,927
	40	179,410	184,792	190,336	196,046	201,927	207,985
	41	184,792	190,336	196,046	201,927	207,985	214,225
City Administrator	42	190,336	196,046	201,927	207,985	214,225	220,652

2024 TEAMSTERS LOCAL #589 (Admin/Public Works) SALARY SCHEDULE							
Effective January	1, 2024,	2023 wage					
Classification		Α	В	С	D	E	F
Custodian, Grounds Maintenance Tech I	1	25.60	26.37	27.16	27.98	28.82	29.68
Office Clerk I	2	26.11	26.89	27.71	28.54	29.39	30.27
	3	26.64	27.45	28.27	29.12	29.99	30.90
Office Clerk II, Special Events Coordinator	4	27.16	27.98	28.82	29.68	30.58	31.49
	5	27.71	28.54	29.39	30.27	31.18	32.12
Building Permit Specialist, Police Administrative	6	28.27	29.12	29.99	30.90	31.82	32.78
Specialist							
Grounds Maintenance Tech II	7	28.82	29.68	30.58	31.49	32.44	33.42
Accounting Clerk, Administrative Ass't, Building							
Inspector I, Maintenance Technician I, Mechanic	8	29.39	30.27	31.18	32.12	33.08	34.07
Assistant, Planning Technician							
Judicial Specialist, Senior Police Administrative	9	29.99	30.90	31.82	32.78	33.77	34.78
Specialist	9	23.33	30.90	31.02	32.70	33.11	34.70
	10	30.58	31.49	32.44	33.42	34.41	35.44
Deputy City Clerk	11	31.18	32.12	33.08	34.07	35.09	36.14
Accounting Technician, Contract Admin/Acct,							
Recreation Programmer, Peer Support Specialist	12	31.82	32.78	33.77	34.78	35.82	36.89
II							
	13	32.44	33.42	34.41	35.44	36.50	37.60
Engineering Technician, Maintenance Tech	4.4	22.00	24.07	25.00	2614	27.22	20.22
Senior, Water Quality Field Tech	14	33.08	34.07	35.09	36.14	37.22	38.33
Assistant Planner	15	33.77	34.78	35.82	36.89	37.99	39.14
Mechanic, Maintenance Mechanic	16	34.41	35.44	36.50	37.60	38.72	39.88
Field Inspector	17	35.09	36.14	37.22	38.33	39.49	40.67
Sr Field Inspector	18	35.82	36.89	37.99	39.14	40.31	41.52
Eng Senior Technician, Office Manager, Senior							
Contract Administrator	19	36.50	37.60	38.72	39.88	41.08	42.32
Building Inspector II, Senior Accountant, Water							
Treatment Plant Operator	20	37.22	38.33	39.49	40.67	41.89	43.15
Behavioral Health Navigator, Recovery Resource							
Center Manager	21	37.99	39.14	40.31	41.52	42.76	44.04
Associate Planner, Engineer I, PW Foreman	22	38.72	39.88	41.08	42.32	43.59	44.90
7.330clate Flatificity Engineer 1, 1 VV Foreman	23	39.49	40.67	41.89	43.15	44.44	45.77
	24	40.31	41.52	42.76	44.04	45.36	46.73
Contract Administrator Manager, Engineer II,		40.51	71.52	72.70	77.07	73.30	40.73
Senior Foreman	25	41.08	42.32	43.59	44.90	46.25	47.63
Senior Foreman	26	41.89	43.15	44.44	45.77	47.14	48.56
	27	42.76	44.04	45.36	46.73	48.13	49.58
Construction Supervisor	28	43.59	44.90	46.25	47.63	49.06	50.53
Construction Supervisor	29	44.44	45.77	47.14	48.56	50.01	51.51
	23	74.44	73.11	77.14	40.30	30.01	ا د.ا د
Engineer III, Dvlpmnt Rvw Engineer, Trans Engr	30	45.36	46.73	48.13	49.58	51.06	52.59
	31	46.25	47.63	49.06	50.53	52.05	53.61
Sonior Dlanner							
Senior Planner	32	47.14	48.56	50.01	51.51	53.06	54.65
Faringer IV	33	48.13	49.58	51.06	52.59	54.17	55.79
Engineer IV	34	49.06	50.53	52.05	53.61	55.22	56.88

2024 POULS	2024 POULSBO POLICE OFFICERS ASSOCIATION (PPOA) SALARY SCHEDULE						
	Effective Janu	ary 1, 2024, 20	023 wage rates	s increase by 4	%		
Classification		Α	В	С	D	E	F
Police Officer	1	42.61	43.89	45.21	46.56	47.95	49.40
Police Sergeant	2	51.16	52.69	54.27	55.90	57.57	59.30

2024	2024 NON-REPRESENTED HOURLY EMPLOYEES						
Effection	ve Ja	anuary 1, 2024	, 2023 wage ra	ites increase by	4%		
Classification		Α	В	С	D	E	F
Receptionist	1	Min wage	Min wage	Min wage	17.01	17.52	18.05
	2	Min wage	Min wage	17.01	17.52	18.05	18.59
	3	Min wage	17.01	17.52	18.05	18.59	19.15
	4	17.01	17.52	18.05	18.59	19.15	19.72
	5	17.52	18.05	18.59	19.15	19.72	20.32
P&R Administrative Support Clerk	6	18.05	18.59	19.15	19.72	20.32	20.93
	7	18.59	19.15	19.72	20.32	20.93	21.55
	8	19.15	19.72	20.32	20.93	21.55	22.20
	9	19.72	20.32	20.93	21.55	22.20	22.87
	10	20.32	20.93	21.55	22.20	22.87	23.55
	11	20.93	21.55	22.20	22.87	23.55	24.26
	12	21.55	22.20	22.87	23.55	24.26	24.99
	13	22.20	22.87	23.55	24.26	24.99	25.74
	14	22.87	23.55	24.26	24.99	25.74	26.51
Office Clerk	15	23.56	24.26	24.99	25.74	26.51	27.30
	16	24.26	24.99	25.74	26.51	27.30	28.12
	17	24.99	25.74	26.51	27.30	28.12	28.97
Custodian	18	25.74	26.51	27.30	28.12	28.97	29.83
	19	26.51	27.30	28.12	28.97	29.83	30.73
HHH Administrative and Fiscal Assistant,	20	27.20	20.12	20.07	20.02	20.72	21.65
Police Administrative Specialist	20	27.30	28.12	28.97	29.83	30.73	31.65
·	21	28.12	28.97	29.83	30.73	31.65	32.60
	22	28.97	29.83	30.73	31.65	32.60	33.58
	23	29.83	30.73	31.65	32.60	33.58	34.59
	24	30.73	31.65	32.60	33.58	34.59	35.62
Recreation Programmer	25	31.65	32.60	33.58	34.59	35.62	36.69
Community Services Officer	26	32.60	33.58	34.59	35.62	36.69	37.79
Behavioral Health Navigator, Emergency Management Coordinator	27	33.58	34.59	35.62	36.69	37.79	38.93

2024 CASUAL LABOR WAGE SCALE								
	Α	В	С	D	E	F		
1	Min wage							
2	Min wage	16.50						
3	16.75	17.00	17.25	17.50	17.75	18.00		
4	18.25	18.50	18.75	19.00	19.25	19.50		
5	19.75	20.00	20.25	20.50	20.75	21.00		
6	21.25	21.50	22.00	22.50	23.00	23.50		
7	24.00	24.50	25.00	25.50	26.00	26.50		
8	27.00	27.50	28.00	28.50	29.00	29.50		
9	30.00	31.00	32.00	33.00	34.00	35.00		
10	36.00	37.00	38.00	39.00	40.00	41.00		
11	42.00	43.00	44.00	45.00	46.00	47.00		
12	48.00	49.00	50.00	51.00	52.00	53.00		
13	54.00	55.00	60.00	65.00	70.00	75.00		
14	80.00	85.00	90.00	95.00	100.00	105.00		



POULSBO CITY COUNCIL AGENDA SUMMARY

BUSINESS AGENDA ITEM NO. 8.a MEETING DATE: August 21, 2024

AGENDA ITEM	Ordinance No. 2024-12 - 2nd Quarter Budget Amendments
EXHIBITS	1. Ordinance Memo- 2024 4. Exhibit A 2023-2024 Ordinance Attachment for BA Ordinance No. 2024-12 - 2nd Quarter 2024 Budget Amendments
STAFFED BY	Booher
ESTIMATED TIME	5 mins

SUMMARY STATEMENT

Budget amendments for the 2nd Quarter of 2024 were approved by Council during the months of April, May and June . Exhibit A includes these amendments and summarizes the revised budget by fund.

IMPACTS	
Expenditure Required? Yes	Included in Budget? Yes Amount: 0

SAMPLE MOTION:

Move to adopt Ordinance No. 2024-12, an ordinance for the City of Poulsbo, Washington, amending the 2023-2024

Biennial Budget adopted by Ordinance No. 2022-18, and amended by Ordinance numbers 2023-05, 2023-08, 2023-14, 2023-17, 2024-06, and Ordinance 2024-08 to revise the revenues and appropriations from certain funds and approving an

ordinance summary for publication.

City of Poulsbo

Deborah Booher, Finance Director



August 5, 2024

To: Mayor Erickson

City Council Members

RE: Budget Amendments for 2nd Quarter 2024

The Budget Ordinance for all budget amendments approved in the 2nd Quarter of 2024 is being presented for your approval.

Below is a summary of those amendments which were approved by City Council in the 2nd Quarter and incorporated into the ordinance.

Budget Amendment Number	Budget Amendment Description	Budget Amendment Amount
BA24-0201	PD Vehicle Repairs	\$ 22,657
BA24-0202	Opioid Peer Support Specialist I - Casual Labor	\$ 24,395
BA24-0203	Pride Flags	\$ 3,500
BA24-0204	Grant to Kitsap Homes of Compassion	\$ 6,000
BA24-0205	Street Striping Contract	\$ 15,000
BA24-0206	Water System Consultants (Water Comp Plan)	\$ 55,000
BA24-0207	Street Side Benches	\$ 5,500
BA24-0208	K9 Program	\$ 15,000
BA24-0209	RBAW West Sound Pump Out	\$ 5,000
BA24-0210	WASPC Grant - RRC and Opioid Fund Reallocation (change to BA24-0202)	\$ 119,130
BA24-0211	AED's	\$ 6,000

BA24-0212	Nordic Cottages	\$ 3,697,337
BA24-0213	B&O Tax Implementation	\$ 400,000
BA24-0214	Carryover	Various
BA24-0215	WASPC Grant Amendment (amends BA24- 0210)	\$ 31,800
BA24-0216	RAAB Park Play for All	\$ 360,000
BA24-0217	WA Healthcare Authority Grant	\$ 137,500
BA24-0218	Nelson Caretaker House Improvements	\$ 14,974

CITY OF POULSBO

Fund Summary 2023-2024 Biennial Budget

FUND	#	Beginning Balance	2023 Revenue	2023 Expenditure	Fund Balance*	2024 Revenue	2024 Expenditure	Fund Balance
General Fund	001	\$ 6,860,705	15,498,840	18,043,405	4,316,140	14,441,598	16,161,085	2,596,653
Total General Fund		6,860,705	15,498,840	18,043,405	4,316,140	14,441,598	16,161,085	2,596,653
City Streets	101	23,279	1,518,766	1,351,594	190,451	1,419,543	1,405,529	204,465
Neighborhood Streets	110	410,870	310,000	220,000	500,870	340,000	220,000	620,870
Capital Improvement	121	2,457,235	806,000	1,100,000	2,163,235	706,000	1,480,000	1,389,235
Trans Development	123	1,990,939	800,500	1,676,000	1,115,439	100,500	840,000	375,939
Park Development	124	420,901	41,000	57,500	404,401	1,000	195,000	210,401
Affordable Housing	125	660,655	1,315,000	1,027,755	947,900	2,935,000	2,682,103	1,200,797
Historic Dwntn Poulsbo	131	103,680	90,350	111,900	82,130	90,350	111,900	60,580
Path and Trail Reserve	161	23,438	1,108	-	24,546	1,061	-	25,607
Drug Enforcement	171	31,313	150	3,000	28,463	150	18,000	10,613
Transient Occup Tax	181	378,481	200,500	252,491	326,490	205,500	269,535	262,455
Police Restricted Funds	191	188,103	31,269	53,580	165,792	32,540	13,580	184,752
Total Special Revenue	Funds	6,688,894	5,114,643	5,853,820	5,949,717	5,831,644	7,235,647	4,545,714
Non-Voted Gen Oblig	204	7,728	1,189,975	1,189,220	8,483	1,184,488	1,183,720	9,251
Total Debt Service Fund	ds	7,728	1,189,975	1,189,220	8,483	1,184,488	1,183,720	9,251
Equipment Acquisition	301	868,709	480,792	1,130,919	218,582	277,470	276,575	219,477
Park Reserve	302	465,899	1,154,797	1,354,077	266,619	5,854,500	6,065,800	55,319
Neighborhood Streets	310	0	14,500	14,500	0	0	0	0
Street Reserve	311	112,414	4,573,944	4,578,194	108,164	6,952,000	6,888,500	171,664
Cemetery Reserve	314	47,849	7,100	=	54,949	7,100	-	62,049
Facilities Fund	331	1,897,169	27,500	197,898	1,726,771	27,500	200,000	1,554,271
Total Capital Project Fo	unds	3,392,040	6,258,633	7,275,588	2,375,085	13,118,570	13,430,875	2,062,780
Water System	401	6,517,527	2,944,716	4,230,382	5,231,861	3,014,954	5,785,173	2,461,642
Sewer System	403	14,087,509	8,601,626	12,605,380	11,354,593	8,551,507	19,001,396	904,704
Solid Waste System	404	1,808,164	3,385,247	3,818,354	1,375,057	3,485,667	3,963,953	896,771
Storm Drain System	410	2,380,626	2,487,827	2,865,945	2,002,508	3,460,152	3,976,617	1,486,043
Total Enterprise Funds		24,793,826	17,419,416	23,520,061	19,964,019	18,512,280	32,727,139	5,749,160
Total All Funds		41,743,193	45,481,507	55,882,094	32,613,444	53,088,580	70,738,466	14,963,558
TOTALS	-144-	41,743,193	45,481,507	55,882,094	32,613,444	53,088,580	70,738,466	14,963,558

ORDINANCE NO. 2024-12

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 and Ordinance No. 2024-08; 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 and to make all necessary and appropriate line-item entries and adjustments in order to reflect the revisions set forth on Exhibit A hereto.

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

	APPROVED:
	MAYOR, BECKY ERICKSON
ATTEST/AUTHENTICATED:	
CITY CLERK, RHIANNON FERNANDEZ CMC	_
APPROVED AS TO FORM: OFFICE OF CITY ATTORNEY:	
BY:	

FILED WITH THE CITY CLERK: 08/07/2024 PASSED BY THE CITY COUNCIL: 08/21/2024

PUBLISHED: 08/26/2024 EFFECTIVE DATE: 08/31/2024 ORDINANCE NO. 2024-12

SUMMARY OF ORDINANCE NO. 2024-12 of the City of Poulsbo, Washington

On August 21, 2024 the City Council of the City of Poulsbo, Washington, approved Ordinance No. 2024-12, 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 tex	rt of this o	rdinance will	he mailed	upon request.
THE TAIL LEA	tt Oi tills O	i dili idi icc wiii	DC IIIdiica	apon request.

DATED this 21st day of August, 2024

CITY CLERK, RHIANNON FERNANDEZ CMC

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POULSBO CITY COUNCIL AGENDA SUMMARY

BUSINESS AGENDA ITEM NO. 8.b MEETING DATE: August 21, 2024

AGENDA ITEM	DNR Urban Canopy Forestry Grant, WWU Agreement, & BA #24-0320
EXHIBITS	93-107808_FResilience_ Grant Agreement_City of Poulsbo_Final - unsigned 2024 CFA City of Poulsbo Work Plan Draft - 7.30.24 Contractor Services Agreement - WWU Urban Forestry Grant - Unsigned - 8.15.24 BA #24-0320 - 2024 Community Forestry Assistance Grant (not signed)
STAFFED BY	Ozimek + Guest
ESTIMATED TIME	10 mins

SUMMARY STATEMENT

Earlier this year, the City's "Poulsbo Urban Canopy Assessment" grant was selected for funding by Department of Natural Resources (DNR) for up to \$46,080. The grant application process was quite competitive with over 120 applicants applying for funding. The intent of the DNR funding is to assist communities in developing urban forest planning, programming tools, and activities that may not otherwise receive local funding.

The City of Poulsbo (City) - in collaboration with Western Washington University (WWU) College of the Environment (Poulsbo Campus) and the Poulsbo Tree Board - proposed to assess, analyze, and recommend enhanced protections for urban trees, conservation guidelines of existing forest canopy, and solutions to increase canopy cover in an equitable manner throughout the City of Poulsbo.

The scope of the grant includes:

- 1) Conduct an Urban Tree Canopy Assessment.
- 2) Perform GIS Data analysis on percentage of tree canopy data.
- 3) Develop recommendations to assist with future updates to the Urban Forestry and Maintenance Plan which includes tree planting, forest restoration for public land, and proactive solutions for urban heat mitigation.
- 4) Implement community workforce development in collaboration with WWU's College of the Environment internship program.

Upon approval and signature of the DNR grant agreement and the Contractor Services Agreement with WWU, work will begin immediately on the above scope. Work will be completed by May 31, 2025.

Notes

 Attached is the draft work plan and budget (2024 CFA City of Poulsbo Work Plan Draft - 7.30.24) for Council's reference. DNR has informed City staff that they will be sending the final version after the contract is signed.

WORKSHOP DATE:	

I IN A	DACTS	

Expenditure Required? Yes	Included in Budget? No
	Amount: \$46,080

SAMPLE MOTION:

Move to approve the DNR Urban & Community Forestry Grant #93-107808 in the amount of \$46,080, approve BA#24-0320, approve the Contractor Services Agreement with Western Washington University in the amount not to exceed \$27,100, and authorize the Mayor to sign both agreements.



GRANT AGREEMENT STATE OF WASHINGTON DEPARTMENT OF NATURAL RESOURCES (DNR) URBAN AND COMMUNITY FORESTY NO. 93-107808

PI: 248

Funding Source: State

Grant Funded: \boxtimes Yes \square No

OMWBE: □ Small Business □ Veteran Owned ⊠ Not Applicable

Procurement method: ⊠ Solicitation (2024 Community Forestry Assistance Grant, RFA 24-16)

This grant agreement is made and entered into by and between the State of Washington, Department of Natural Resources, hereinafter referred to as "DNR", and the below named firm, hereinafter referred to as "GRANTEE/CONTRACTOR", collectively the "Parties".

City of Poulsbo

200 NE Moe Street

Poulsbo, WA 98370

Phone: 360-779-9898

FAX: 360-779-5917

Email: parksrec@cityofpoulsbo.com

WA State UBI Number: 183-000-001

Federal Taxpayer Identification Number: 91-6001488

Statewide Vendor # (SWV): SWV0000315-00

1. PURPOSE

The intent of the program is to assist communities in developing urban forest planning, programming tools, and activities that may not otherwise receive local funding. Projects are to improve management, care, and public engagement with trees growing in parks, natural areas, and along public rights-of-way. These projects address social and environmental disparities in Washington communities by investing in community-identified urban forestry needs advancing environmental, social, or public health outcomes.

The purpose of this contract is to assess, analyze, and recommend enhanced protections for urban trees, conservation guidelines of existing forest canopy, and solutions to increase canopy cover equitably throughout the City of Poulsbo, Washington.

2. SCOPE OF WORK

- A. Exhibit A, attached hereto and incorporated by reference, contains the *General Terms and Conditions* governing work to be performed under this grant agreement, the nature of the working relationship between DNR and GRANTEE, and specific obligations of both Parties.
- B. The scope of work/deliverables for this agreement will be produced by GRANTEE using the Project Work Plan and Budget Template, attached hereto as Exhibit B and incorporated by reference. The Project Work Plan and Budget shall be agreed by the Parties prior to the start of any work, as reflected by the signatures of their respective Project Managers. GRANTEE will provide services and staff, and otherwise do all things necessary for or incidental to the performance of work.

The Project Work Plan and Budget may be amended, as necessary and agreed by the Parties, to account for changes in project details and/or budget using an amended Project Work Plan and Budget.

Projects must be located on public property or be open to public access. Grant funds may not be used to meet ordinary maintenance and operating expenses.

- C. GRANTEE shall include as deliverables the following written reports:
 - Interim Reports (approximately every 180 days from the project start date)
 - Final Report (at the end of the project)

Report templates will be provided by the DNR Project Manager.

D. With the Final Report, GRANTEE will provide as a deliverable a 400 to 500-word article telling the story of the project, including references to DNR, local project partners, location, purpose, and outcomes, as well as two high quality images. This requirement maybe substituted with approval of the DNR Project Manager.

3. PERIOD OF PERFORMANCE

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The period of performance under this grant agreement will be from the date of execution through May 31, 2025, unless terminated sooner as provided herein. Amendments to extend the period of performance are not allowed.

4. AWARD

The total grant award, including any approved expenses, payable to GRANTEE for satisfactory performance of the work under this grant agreement shall not exceed Forty-Six Thousand Eighty Dollars (\$46,080). GRANTEE's compensation shall be based on the details set out in the Project Work Plan and Budget.

Unless otherwise determined, funding for this agreement is provided by the Washington State 23-25 Operating Budget, DNR Program Index: 248

Continued performance under this agreement is subject to funding availability; should funding be repealed, unappropriated, unobligated, or otherwise removed from spending authority, all billable work will cease immediately upon notification and termination of the agreement will take effect immediately.

Expenses

GRANTEE shall receive reimbursement for travel and other expenses as identified below or as authorized in advance by DNR as reimbursable. The maximum amount to be paid to the GRANTEE for authorized expenses shall not exceed Seven Thousand Six Hundred Fifty Dollars (\$7,650), which amount is included in the contract total above.

Such expenses may include airfare (economy or coach class only), other transportation expenses, and lodging and subsistence necessary during periods of required travel. GRANTEE shall receive compensation for travel expenses at current state travel reimbursement rates. Expenses related to travel will be reimburses as follows:

- Meals = <u>@ per diem</u>, broken down per meal (do not provide receipt, meals will be paid at the current state per diem rate, not actual costs)
- Car Rental = @ actual (attach receipt)
- Gas for Car Rental = (a) actual (attach receipt)
- Hotel = @ actual but no more than @state allowed lodging rates (attach receipt)
- Personal vehicle mileage = <u>@ state allowed mileage rate</u> (no receipt needed)

5. BILLING PROCEDURES AND PAYMENT

Each invoice submitted by GRANTEE to DNR shall include the information needed by DNR to determine the exact nature of all expenditures. Each invoice for this agreement will be produced by GRANTEE using the Invoice Template, attached hereto as Exhibit C and incorporated by reference, and be submitted electronically to the following website: https://app.smartsheet.com. GRANTEE's internal invoice format may be attached as backup documentation; however, DNR will only consider invoices which utilize Exhibit C – Invoice Template. Invoice frequency: With interim and final reports.

DNR will pay GRANTEE upon satisfactory acceptance of fully completed activities, tasks, and/or deliverables clearly identified in its Project Work Plan and Budget and approved by the DNR

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Project Manager. Invoices and the required supporting documentation must be submitted as one PDF document.

No payments in advance or in anticipation of services or goods to be provided under this contract shall be made by DNR.

Payment shall be considered timely if made by DNR within 30 calendar days after receipt of properly completed invoices.

Fiscal Year Closures

Under fiscal year closing procedures, GRANTEE must submit all invoices and/or billings for services or material supplied under this agreement through June 30 to DNR no later than July 10 of the same year.

DNR may, in its sole discretion, terminate the grant agreement or withhold payments claimed by the GRANTEE for services rendered if GRANTEE fails to satisfactorily comply with any term or condition of this grant agreement.

Final payment will be withheld until satisfactory acceptance of the Final Report.

6. GRANT MANAGEMENT

The Project Manager for each of the parties shall be the contact person for all communications and billings regarding the performance of this grant agreement.

Grantee Grant Manager Information	DNR Grant Manager Information	
Jeff Ozimek City of Poulsbo 200 NE Moe Street Poulsbo, WA 98370 Phone: 360-394-9774 Email address: jozimek@cityofpoulsbo.com	Sajjad Alokozai Department of Natural Resources 1111 Washington Street SE Olympia, WA 98504-7013 Phone: 360-915-3944 Email address: sajjadullah.alokozai@dnr.wa.gov	
Grantee Project Manager Information	DNR Project Manager Information	
Jeff Ozimek	Ben Thompson	
City of Poulsbo	Department of Natural Resources	
200 NE Moe Street	1111 Washington Street SE	
Poulsbo, WA 98370	Olympia, WA 98504-7013	
Phone: 360-394-9774	Phone: 360-485-8651	
Email address: jozimek@cityofpoulsbo.com	Email address: Ben.Thompson@dnr.wa.gov	

7. INSURANCE

Before using any of said rights granted herein and at its own expense, GRANTEE shall purchase and maintain, or require its agent(s)/subcontractor to purchase and maintain, the insurance described below for the entire duration of this agreement. Failure to purchase and maintain the required insurance may result in the termination of the agreement at DNR's option.

GRANT AGREEMENT NO. 93-107808

All insurance provided in compliance with this agreement shall be primary as to any other insurance or self-insurance programs afforded to, or maintained by, the State of Washington, Department of Natural Resources.

GRANTEE shall provide DNR with certificates of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements specified in this agreement before using any of said rights granted herein. The description section of the certificate shall contain the Grant Agreement Number and the name of the DNR Project Manager. GRANTEE shall also provide renewal certificates as appropriate during the term of this agreement.

GRANTEE shall include all subcontractors and agents as insured under all required insurance policies or shall provide separate certificates of insurance for each subcontractor or agent. Failure of GRANTEE to have its subcontractors and agents comply with the insurance requirements contained herein does not limit GRANTEE's liability or responsibility.

INSURANCE TYPES & LIMITS: The limits of insurance, which may be increased by State, as deemed necessary, shall not be less than as follows:

Commercial General Liability (CGL) Insurance: GRANTEE shall purchase and maintain commercial general liability insurance with a limit of not less than \$1,000,000 per each occurrence. If such CGL insurance contains aggregate limits, the general aggregate limits shall be at least twice the "each occurrence" limit, and the products-completed operations aggregate limit shall be at least twice the "each occurrence" limit. All insurance must cover liability arising out of premises, operations, independent GRANTEEs, products completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another party assumed in a business contract) and contain separation of insured (cross-liability) condition.

Employer's Liability ("Stop Gap") Insurance: GRANTEE shall purchase and maintain employer's liability insurance and if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Business Auto Policy (BAP) Insurance: GRANTEE shall purchase and maintain business auto insurance and if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 per accident, with such insurance covering liability arising out of "Any Auto". The policy shall be endorsed to provide contractual liability coverage and cover a "covered pollution cost or expense." GRANTEE waives all rights of subrogation against State for the recovery of damages to the extent they are covered by business auto liability or commercial umbrella liability insurance.

<u>Industrial Insurance (Workers Compensation)</u>: GRANTEE shall comply with or provide Federal Workers Compensation insurance or coverage under <u>Title 51 RCW</u> by maintaining workers compensation insurance for its employees. GRANTEE waives all rights of subrogation against State for recovery of damages to the extent they are covered by Industrial Insurance, employer's

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liability, general liability, excess, or umbrella insurance. GRANTEE waives its <u>Title 51 RCW</u> immunity to the extent it is required by its indemnity obligation under this agreement.

ADDITIONAL PROVISIONS:

<u>Additional Insured</u>: The State of Washington, Department of Natural Resources, its officials, agents, and employees shall be named as additional insured by endorsement on all general liability, excess, and umbrella insurance policies.

<u>Cancellation</u>: DNR shall be provided written notice before cancellation or non-renewal of any insurance referred to therein, in accord with the following specifications.

- 1. Insurers subject to <u>Chapter 48.18 RCW</u> (Admitted and Regulated by the Insurance Commissioner): The insurer shall give the State 45 days advance notice of cancellation or nonrenewal. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.
- 2. Insurers subject to <u>Chapter 48.15 RCW</u> (Surplus Lines): The State shall be given 20 days advance notice of cancellation. If cancellation is due to non-payment of premium, the State shall be given 10 days advance notice of cancellation.

<u>Insurance Carrier Rating</u>: All insurance shall be issued by companies admitted to do business in the State of Washington and have a rating of A-, Class VII, or better. Any exception must be reviewed and approved by the DNR Risk Manager or the DNR Contracts Manager, in the Risk Manager's absence. If an insurer is not admitted to do business in the State of Washington, all insurance policies and procedures for issuing the insurance policies must comply with <u>Chapter 48.15 RCW</u> and 284-15 WAC.

<u>Self-Insurance</u>: If GRANTEE is self-insured, evidence of its status as a self-insured entity shall be provided to State. The evidence should demonstrate that GRANTEE's self-insurance meets all of the required insurance coverage of this agreement to the satisfaction of State including the description of the funding mechanism and its financial condition. If the funding mechanism or financial condition of the self-insurance program of GRANTEE is inadequate, then State may require the purchase of additional commercial insurance to comply with this agreement.

<u>Waiver</u>: GRANTEE waives all rights of subrogation against State for recovery of damages to the extent these damages are covered by general liability, excess, or umbrella insurance maintained pursuant to this agreement.

8. ASSURANCES

DNR and GRANTEE agree that all activity pursuant to this grant agreement will be in accordance with all the applicable current federal, state, and local laws, rules, and regulations.

9. ORDER OF PRECEDENCE

Each of the exhibits listed below is by this reference hereby incorporated into this grant agreement. In the event of an inconsistency in this grant agreement, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable federal statutes and regulations.

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- **2.** Washington State statutes and regulations.
- 3. Special terms and conditions as contained in this basic contract instrument.
- **4.** Exhibit A WA State Department of Natural Resources General Terms and Conditions.
- **5.** Any other provision, term, or material incorporated herein by reference or otherwise incorporated.

10. OUTREACH AND PRINTED MATERIALS

All printed materials, signs, and other products including websites resulting from this agreement must be reviewed by DNR prior to publishing. All projects must include an acknowledgement of funding sources, and may be recognized as follows:

"Funds for this project were provided by the State of Washington Department of Natural Resources Urban and Community Forestry Program."

Appropriate DNR logos may be used in addition to the above statement and will be supplied to GRANTEE. Use of DNR logos must be reviewed and approved by the funding agencies prior to publishing.

11. STATE SUBCONTRACTS

Subcontractor means not in the employment of CONTRACTOR, who is performing all, or part of the activities related to this agreement under a separate contract with CONTRACTOR responsible for the scope of work as identified within. If CONTRACTOR is a Washington State agency and is utilizing subcontractors to perform the scope of work, CONTRACTOR is required to obtain subcontractors in compliance with RCW 39.26.

12. SUBCONTRACTOR PAYMENTS REPORTING REQUIREMENTS

This contract is subject to compliance tracking using the State's business diversity management system, Access Equity (B2Gnow). Access Equity is web-based and can be accessed at the Office of Minority and Women's Business Enterprises at https://omwbe.diversitycompliance.com/. CONTRACTOR and all subcontractors shall report and confirm receipt of payments made to CONTRACTOR and each subcontractor through Access Equity. User guides and documentation related to CONTRACTOR and subcontractor access to, and use of Access Equity are available online at https://omwbe.wa.gov/access-equity-help-center. DNR reserves the right to withhold payments from CONTRACTOR for non-compliance with this section. For purposes of this section, subcontractor means any subcontractor working on the contract, at any tier and regardless of status as certified WMBE or Non-WMBE.

CONTRACTOR shall:

- 1. Register and enter all required subcontractor information into Access Equity no later than fifteen (15) days after DNR creates the Contract Record.
- 2. Complete the required user training (two (2) one-hour online sessions) no later than twenty (20) days after DNR creates the Contract Record.
- **3.** Report the amount and date of all payments (i) received from the DNR, and (ii) paid to Subcontractors, no later than a date mutually agreed to by the parties, issuance of each payment made by DNR to CONTRACTOR, unless otherwise specified in writing by

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- DNR, except that CONTRACTOR shall mark as "Final" and report the final subcontractor payments) into Access Equity no later than thirty (30) days after the final payment is due the subcontractor(s) under the contract, with all payment information entered no later than sixty (60) days after end of fiscal year.
- **4.** Monitor contract payments and respond promptly to any requests or instructions from DNR or system-generated messages to check or provide information in Access Equity.
- **5.** Coordinate with subcontractors, or DNR when necessary, to resolve promptly any discrepancies between reported and received payments.
- 6. Require each subcontractor to: (i) register in Access Equity and complete the required user training; (ii) verify the amount and date of receipt of each payment from CONTRACTOR or a higher tier subcontractor, if applicable, through Access Equity; (iii) report payments made to any lower tier subcontractors, if any, in the same manner as specified herein; (iv) respond promptly to any requests or instructions from CONTRACTOR or system-generated messages to check or provide information in Access Equity; and (v) coordinate CONTRACTOR, or DNR when necessary, to resolve promptly any discrepancies between reported and received payments.

CONTRACTOR is obligated to complete the vendor registration in Access Equity. Access Equity is a secure online vendor management system (B2GNow). Confidential information (Tax ID, etc.) will not be published. CONTRACTORS that have previously registered with B2Gnow for any public entity, must verify the system has updated information. CONTRACTORS can access the system at https://omwbe.diversitycompliance.com/ or through a direct link on the Office of Minority and Women's Business Enterprises (OMWBE) website at: https://omwbe.wa.gov/.

Each month during the contract, CONTRACTOR will report payments to ALL subcontractors through the Access Equity system. This monthly reporting information includes total payment in dollars made to the subcontractor, payment dates, and any additional information required to verify payment to subcontractors. CONTRACTOR will enter this payment information into the Access Equity system, and the subcontractors will verify this payment information in the system. Online training is available through the Access Equity/B2Gnow system. This requirement applies to both CONTRACTORS and subcontractors.

In the Access Equity system, **PRIME CONTRACTOR** is defined as a CONTRACTOR that signs a contract with DNR, but also subcontracts a portion of the work to other businesses and manages the performance of subcontracted work.

13. SUBCONTRACTOR INCLUSION PLAN

Any CONTRACTOR entering into a subcontract shall ensure that all subcontractors complete a Subcontractor Inclusion Plan (see Exhibit D).

The State of Washington works towards providing the maximum practicable opportunity for small and diverse businesses in the performance of all State contracts. CONTRACTOR shall use genuine efforts to utilize race- or gender-neutral means to allow opportunities for small and diverse businesses to participate in subcontracts, where participation opportunities are present. CONTRACTOR shall make genuine efforts to ensure all available business enterprises,

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including small and diverse businesses, have equal opportunity for participation which might be presented under this Agreement. Examples of genuine efforts include, but are not limited to, the following:

- 1. Submit inclusion plans with genuine efforts to meet the aspirational goals on the project;
- 2. Engaging in targeted outreach;
- 3. Providing training; and
- 4. Using the OMWBE & DVA certified business directories to locate certified minority, women- and veteran-owned businesses, and WEBS to search for qualified small business

CONTRACTOR shall include a similar provision in all subcontracts awarded for work to be performed under the contract with the State.

14. ENTIRE AGREEMENT

This grant agreement, including referenced exhibits, represents all the terms and conditions agreed upon by the Parties. No other statements or representations, written or oral, shall be deemed a part hereof.

15. CONFORMANCE

If any provision of this grant agreement violates any statute or rule of law of the State of Washington, it is considered modified to conform to that statute or rule of law.

GRANT AGREEMENT NO. 93-107808

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16. APPROVAL

CITY OF POULSBO

By signature below, the Parties certify that the individuals listed in this document, as representatives of the Parties, are authorized to act in their respective areas for matters related to this instrument.

STATE OF WASHINGTON

IN WITNESS WHEREOF, the Parties have executed this agreement.

		DEPARTMENT OF NATURAL RESOURCES		
Signature	Date	Signature	Date	
Rebecca Erickson		Jennifer Watkins		
Name		Name		
Mayor, City of Poulsbo		Forest Resilience Division Manager		
Title		Title		
		1111 Washington Street SE		
200 NE MOE Street		MS 47013		
Poulsbo, WA 98370		Olympia, WA 98504-7013		
Address		Address		
360-394-9700		360-338-1688		
Telephone		Telephone		

EXHIBIT A

WA STATE DEPARTMENT OF NATURAL RESOURCES GENERAL TERMS AND CONDITIONS

1. ACCESS TO DATA

The Contractor shall provide access to data generated under this contract to the Agency, the Joint Legislative Audit and Review Committee, and the State Auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Contractor's reports, including computer models and methodology for those models.

2. ADVANCE PAYMENTS PROHIBITED

No payments in advance of or in anticipation of goods or services to be provided under this contract shall be made by the Agency.

3. AMENDMENTS

This contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

4. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990, PUBLIC LAW 101-336, also referred to as the "ADA" 28 CFR Part 35

The Contractor must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

5. ANTITRUST

The Contractor hereby assigns to Agency any and all of its claims for price fixing or overcharges, which arise under federal or state law relating to the goods, products, or services purchased under this contract.

6. ASSIGNMENT

Neither this contract, nor any claim arising under this contract, shall be transferred or assigned by the Contractor without prior written consent of the Agency.

Contractor may not assign its rights under this Agreement without Department of Natural Resources (DNR) prior written consent and DNR may consider any attempted assignment without such consent to be void; *Provided*, however, that, if Contractor provides written notice to DNR within thirty (30) calendar days, Contractor may assign its rights under this Agreement in full to any parent, subsidiary, or affiliate of the Contractor that controls or is controlled by or under common control with the Contractor, is merged or consolidated with the Contractor, or purchases a majority or controlling interest in the ownership or assets of the Contractor. Unless otherwise

GRANT AGREEMENT NO. 93-107808

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agreed, the Contractor guarantees prompt performance of all obligations under this Agreement notwithstanding any prior assignment of its rights.

7. ATTORNEYS' FEES

In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own attorney fees and costs.

8. COMPLIANCE WITH APPLICABLE LAW

At all times during the term of the contract, the Contractor shall comply with all applicable laws.

9. CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

The Contractor shall not use or disclose any information concerning the Agency, or information that may be classified as confidential, for any purpose not directly connected with the administration of this contract, except with prior written consent of the Agency, or as may be required by law.

10. CONFLICT OF INTEREST

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the Agency may, in its sole discretion, by written notice to the Contractor terminate this contract if it is found after due notice and examination by the Agent that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the Contractor in the procurement of, or performance under this contract.

In the event this contract is terminated as provided above, the Agency shall be entitled to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the contract by the Contractor. The rights and remedies of the Agency provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which the Agent makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this contract.

11. COPYRIGHT PROVISIONS

Unless otherwise provided, all materials produced under this contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by the Agency. The Agency shall be considered the author of such materials. In the event the materials are not considered "works for hire" under the U.S. Copyright laws, Contractor hereby irrevocably assigns all right, title, and interest in materials, including all intellectual property rights, to the Agency effective from the moment of creation of such materials.

Materials means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs,

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films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.

For materials that are delivered under the contract, but that incorporate pre-existing materials not produced under the contract, Contractor hereby grants to the Agency a nonexclusive, royalty-free, irrevocable license (with rights to sublicense others) in such materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to the Agency.

The Contractor shall exert all reasonable effort to advise the Agency, at the time of delivery of materials furnished under this contract, of all known or potential invasions of privacy contained therein and of any portion of such document that was not produced in the performance of this contract.

The Agency shall receive prompt written notice of each notice or claim of infringement received by the Contractor with respect to any data delivered under this contract. The Agency shall have the right to modify or remove any restrictive markings placed upon the data by the Contractor.

12. COVENANT AGAINST CONTINGENT FEES

The Contractor warrants that no person or selling Agent has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established Agents maintained by the Contractor for securing business.

The Agency shall have the right, in the event of breach of this clause by the Contractor, to annul this contract without liability or, in its discretion, to deduct from the contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fee.

13. DEFAULT

Contractor shall be in default if it is in material breach of any term or condition of the contract. The time of default shall begin when the material breach occurs or after any applicable opportunity to cure period lapses, whichever is later.

14. DELIVERY, INSPECTION, REJECTION, CURE:

1. TIME OF THE ESSENCE: Time is of the essence in the performance of the contract.

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- 2. SHIPPING & RISK OF LOSS. All goods subject to the Contract shall be shipped F.O.B. destination. Risk of loss of the goods shall pass to the Agency at the time the goods are accepted by the Agency.
- 3. INSPECTION: The Agency's inspection of all goods upon delivery is for the sole purpose of identification. Such inspection shall not be construed as acceptance of the goods.
- 4. REJECTION: The Agency may reject any nonconforming Deliverables by reasonably notifying the Contractor in writing.
- 5. OPPORTUNITY TO CURE: Contractor shall have the right to cure the materiality of any breach prior to the time for performance under the Contract. This right to cure terminates upon the time for performance.

15. DEFINITIONS

Definitions for the purposes of this solicitation include:

AGENCY – any state office or activity of the executive and judicial branches of state government, including state agencies, departments, offices, divisions, boards, commissions, institutions of higher education as defined in RCW 28B.10.016, and correctional and other types of institutions.

AGENT – Personnel authorized to act on behalf of the Agency for matters contained within.

APPARENT SUCCESSFUL CONTRACTOR – Bidder whose bid, quotation and/or proposal provides the best value in meeting AGENCY needs and is selected to contract with DNR for the proposed solution, subject to completion of contract negations and execution of contract.

AWARD DATE – The announcement date of the Apparent Successful Contractor.

BID, QUOTATION and/or PROPOSAL – A formal offer, submitted by an individual or entity, in response to a solicitation issued for goods or services by the Agency.

BIDDER – An individual or entity who submits a bid, quotation and/or proposal in response to a solicitation issued for goods or services by the Agency.

BUSINESS DAYS – Monday through Friday, 8AM to 5PM, Pacific Standard Time, or, Pacific Daylight Time, Olympia, Washington, USA.

CALENDAR DAY – Midnight to midnight, any day of the week.

CONTRACT — An agreement between DNR and Contractor that includes terms and conditions, the solicitation, the bid, quotation and/or proposal, all appendices, and exhibits, associated Statements of Work (e.g. Services Contract or Purchase Order), and all amendments awarded pursuant to this solicitation.

Page 14 of 39 Form update date: 2024.02.07 **CONTRACTOR** – An individual or entity whose bid, quotation and/or proposal has been accepted and is awarded a contract with the Agency, and who is solely responsible to provide a good or perform a service.

DNR – Washington State Department of Natural Resources, an Agency of the State of Washington, and any division, section, office, unit or other entity of, or any of the officers or other officials lawfully representing the department.

GOODS – Products, materials, supplies, or equipment provided by a Contractor.

PURCHASE – The acquisition of goods or services, including the leasing or renting of goods.

SERVICES – Labor, work, analysis, or similar activities provided by a Contractor to accomplish a specific scope of work.

SOLICITATION – A documented formal process providing an equal and open opportunity to BIDDERS and culminating in a selection based on predetermined criteria.

SUBCONTRACTOR – One not in the employment of the Contractor, who is performing all or part of the business activities related to this solicitation under a separate contract with the Contractor. The terms "Subcontractor" and "Subcontractors" means Subcontractor(s) in any solicitation tier.

VENDOR – Individual, firm, organization, company or other entity offering products and/or services.

WEBS – Washington's Electronic Business Solution System.

WORKING DAYS – Midnight to midnight, Monday through Friday, excluding weekends and state legal holidays.

16. DISALLOWED COSTS

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractors.

17. DISPUTES

Except as otherwise provided in this contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with the Agent.

- 1. The request for a dispute hearing must:
 - Be in writing;
 - State the disputed issue(s);
 - State the relative positions of the parties;
 - State the Contractor's name, address, and contract number; and

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- Be mailed to the Agent and the other party's (respondent's) contract manager within three
 (3) working days after the parties agree that they cannot resolve the dispute.
- 2. The respondent shall send a written answer to the requester's statement to both the Agent and the requester within five 5 working days.
- 3. The Agent shall review the written statements and reply in writing to both parties within 10 working days. The Agent may extend this period if necessary by notifying the parties.
- 4. The parties agree that this dispute process shall precede any action in a judicial or quasi-judicial tribunal.

Nothing in this contract shall be construed to limit the parties' choice of a mutually acceptable alternate dispute resolution method in addition to the dispute resolution procedure outlined above.

18. DUPLICATE PAYMENT

The Agency shall not pay the Contractor, if the Contractor has charged or will charge the State of Washington or any other party under any other contract or agreement, for the same goods delivered or services rendered.

19. ENVIRONMENTAL CONSIDERATIONS

ELECTRONIC PRODUCTS

The State of Washington encourages the purchase of products that meet environmental performance standards relating to the reduction and elimination of hazardous materials. The database of all products that currently meet EPEAT criteria are viewable at www.greenelectronicscouncil.org. Only products listed as Active in the online EPEAT Registry are considered to have met the EPEAT criteria.

Contractor represents and warrants that, during the term of this contract, for any product(s) for which Contractor sought and was awarded an environmental purchasing preference pursuant to RCW 39.26.265 and Washington State Procurement Policy POL-DES-265-00, such product(s) shall have achieved EPEAT Silver or Gold registration that enabled Contractor to be awarded such preference.

NON-HYDROFLUOROCARBONS (HFCs)

Hydrofluorocarbons (HFCs) contribute to climate change and so have an adverse effect on human health and the environment. Accordingly, the State of Washington, through its procurement of goods is trying to minimize the purchase of products that contain HFCs or contain HFCs with a comparatively low global warming potential and to incentivize its vendors to sell products without HFCs.

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Contractor represents and warrants that, during the term of this Contract, for any product(s) for which Contractor sought and was awarded a purchasing preference pursuant to RCW 39.26.310 and Washington State Procurement Policy DES-POL-310-00, such product(s) shall meet or have less than the HFC level(s) that enabled Contractor to be awarded such preference.

NON-MERCURY ADDED PRODUCTS

Mercury has an adverse effect on human health and the environment. Accordingly, the State of Washington, through its procurements of goods is trying to minimize the purchase of products with mercury and to incentivize its vendors to sell products without mercury.

Contractor represents and warrants that, during the term of this Contract, for any product(s) for which Contractor sought and was awarded a purchasing preference pursuant to RCW 70.95M.060 and Washington State Procurement Policy DES-POL-70.95M.060-00, such product(s) shall meet or have less than the lowest amount of mercury that enabled Contractor to be awarded such preference.

POLYCHLORINATED BIPHENYLS (PCBs)

Polychlorinated biphenyls, commonly known as PCBs, have adverse effects on human health and the environment. Accordingly, the State of Washington, through its procurements of goods, is trying to minimize the purchase of products with PCBs and to incentivize its vendors to sell products in packaging without them.

Contractor represents and warrants that, during the term of this contract, for any product(s) and/or product packaging for which Contractor sought and was awarded a purchasing preference pursuant to RCW 39.26.280 and Washington State Procurement Policy POL-DES-280-00, such product(s) and/or packaging shall meet or exceed the testing limitations that enabled Contractor to be awarded such preference.

RECYCLED CONTENT PRODUCTS

Buying products made from recycled content creates markets for materials collected in residential & business recycling programs. Recycling does not work without end-markets. In addition buying recycled products supports the development of green technologies, creates jobs and strengthens the local economy, and promotes and supports a more sustainable lifestyle. When manufacturers use recycled material vs. virgin materials to make new products, air and water pollution is reduced, natural resources are conserved, energy is saved, less water is used, and emissions of greenhouse gases that contribute to global climate change are reduced. Accordingly, the State of Washington through its procurements of goods is trying to maximize the purchase of products made from recycled content and to incentivize its vendors to sell products and products in packaging made with recycled content.

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Contractor represents and warrants that, during the term of this Contract, for any product(s) for which Contractor sought and was awarded an environmental purchasing preference pursuant to RCW 39.26.255 and Washington State Procurement Policy POL-DES-255-00, such product(s) shall exceed the minimum post-consumer or total recycled content that enabled Contractor to be awarded such preference.

Notwithstanding any provision to the contrary, upon breach of warranty and Contractor's failure to provide satisfactory evidence of compliance within thirty (30) days, Agency may suspend or terminate this Contract. The rights and remedies of the parties under this warranty are in addition to any other rights and remedies of the parties provided by law or equity, including, without limitation, actual damages, and, as applicable and awarded under law, to a prevailing party, reasonable attorneys' fees and costs.

20. EXECUTIVE ORDER 18-03 – WORKERS' RIGHTS

MANDATORY INDIVIDUAL ARBITRATION. If Bidder returned Contractor Certification – Executive Order 18-03 Worker's Rights, and Contractor represents and warrants, as previously certified in Contractor's bid, quotation and/or proposal submission, that Contractor does NOT require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers. Contractor further represents and warrants that, during the term of this contract, Contractor shall not, as a condition of employment, require its employees to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

21. FUNDING SOURCE

At all times during the course of this contract, the Contractor must comply with applicable laws, rules, policy and regulations required by the source of funding for the contract.

22. GOVERNING LAW

This contract shall be construed and interpreted in accordance with the laws of the State of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

23. HARASSMENT.

Per <u>RCW 43.01.135</u>, Sexual harassment in the workplace, Agency contractors hereby have access to DNR Policy PO01-052 Sexual Harassment: https://www.dnr.wa.gov/publications/em harassment prevention policy.pdf.

DNR's Policy PO01-051 Safe and Respectful Workplace, linked below, outlines DNR's commitment and the expectations for

contractors: www.dnr.wa.gov/publications/em safe respectful workplace policy.pdf.

DNR's Policy PO01-037 Harassment Prevention outlines DNR's commitment and the

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expectations for

contractors: www.dnr.wa.gov/publications/em_harassment_prevention_policy_037.pdf.

24. INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall indemnify, defend, and hold harmless the State, agencies of State and all officials, Agents and employees of the State, from and against all claims for injuries or death arising out of or resulting from the performance of the contract. "Claim," as used in this contract, means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable for bodily injury, sickness, disease, or death, or injury to or destruction of tangible property including loss of use resulting therefrom.

Contractor's obligations to indemnify, defend, and hold harmless includes any claim by Contractors' Agents, employees, representatives, or any Subcontractor or its employees.

Contractor expressly agrees to indemnify, defend, and hold harmless the State for any claim arising out of or incidental to Contractor's or any Subcontractor's performance or failure to perform the contract. Contractor's obligation to indemnify, defend, and hold harmless the State shall not be eliminated or reduced by any actual or alleged concurrent negligence of State or its Agents, agencies, employees and officials.

Contractor waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless State and its agencies, officials, Agents or employees.

25. INDEPENDENT CAPACITY OF THE CONTRACTOR

The parties intend that an independent Contractor relationship will be created by this contract. The Contractor and his or her employees or Agents performing under this contract are not employees or Agents of the Agency. The Contractor will not hold himself/herself out as or claim to be an officer or employee of the Agency or of the State of Washington by reason hereof, nor will the Contractor make any claim of right, privilege or benefit that would accrue to such employee under law. Conduct and control of the work will be solely with the Contractor.

26. INDUSTRIAL INSURANCE COVERAGE

The Contractor shall comply with the provisions of Title 51 RCW, Industrial Insurance. If the Contractor fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees, as may be required by law, Agency may collect from the Contractor the full amount payable to the Industrial Insurance accident fund. The Agency may deduct the amount owed by the Contractor to the accident fund from the amount payable to the Contractor by the Agency under this contract and transmit the deducted amount to the Department of Labor and Industries (L&I), Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the Contractor.

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27. INTERGRATION

The contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of the contract shall be deemed to exist or to bind any of the parties hereto.

28. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements/standards necessary for the performance of this contract.

29. LIMITATION OF AUTHORITY

Only the Agent or Agent's delegate by writing (delegation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this contract. Furthermore, any alteration, amendment, modification, or waiver or any clause or condition of this contract is not effective or binding unless made in writing and signed by the Agent.

30. NONDISCRIMINATION

During the performance of this contract, the Contractor shall comply with all federal and state nondiscrimination laws, regulations, and policies.

31. NONCOMPLIANCE WITH NONDISCRIMINATION LAWS

- a. <u>Nondiscrimination Requirement</u>. During the term of this Contract, CONTRACTOR, including any subcontractor, shall not discriminate on the bases enumerated at <u>RCW 49.60.530(3)</u>. In addition, CONTRACTOR, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which CONTRACTOR, or subcontractor, has a collective bargaining or other agreement.
- b. <u>Obligation to Cooperate</u>. CONTRACTOR, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that CONTRACTOR, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).
- c. <u>Default.</u> Notwithstanding any provision to the contrary, DNR may suspend CONTRACTOR, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to <u>RCW 49.60.530(3)</u>. Any such suspension will remain in place until DNR receives notification that CONTRACTOR, including any subcontractor, is cooperating with the investigating state agency. In the event CONTRACTOR, or subcontractor, is determined to have engaged in discrimination identified at <u>RCW 49.60.530(3)</u>, DNR may terminate this Contract in whole or in part, and CONTRACTOR, subcontractor, or both, may be referred for debarment as provided in <u>RCW 39.26.200</u>. CONTRACTOR or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

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d. Remedies for Breach. Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, CONTRACTOR, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. DNR shall have the right to deduct from any monies due to CONTRACTOR or subcontractor, or that thereafter become due, an amount for damages CONTRACTOR or subcontractor will owe DNR for default under this provision.

32. PRIVACY

Personal information including, but not limited to, "Protected Health Information," collected, used, or acquired in connection with this contract shall be protected against unauthorized use, disclosure, modification, or loss. Contractor shall ensure its directors, officers, employees, Subcontractors or Agents use personal information solely for the purposes of accomplishing the delivery of goods or rendering of services as set forth herein. Contractor and its Subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the Agency or as otherwise required by law.

Any breach of this provision may result in termination of the contract and the demand for return of all personal information. The Contractor agrees to indemnify and hold harmless the Agency for any damages related to the Contractor's unauthorized use of personal information.

33. PUBLICITY

The Contractor agrees to submit to the Agency all advertising and publicity matters relating to this contract wherein the Agency's name is mentioned, or language used from which the connection of the Agency's name may, in the Agency's judgment, be inferred or implied. The Contractor agrees not to publish or use such advertising and publicity matters without the prior written consent of the Agency.

34. RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of services rendered and/or delivery of goods as described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

Contractor shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by the Agency, personnel duly authorized by the Agency, the Office of the State Auditor, and federal and state officials so authorized by law, regulation, or agreement.

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If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

35. REGISTRATION WITH DEPARTMENT OF REVENUE

The Contractor shall complete registration with the Washington State Department of Revenue and be responsible for payment of all taxes due on payments made under this contract.

36. REMEDIES:

- 1. With respect to any nonconforming Deliverables, the Agency may elect to do one or more of the following:
 - a. SPECIFIC PERFORMANCE: If the Deliverables are unique, sole sourced, or otherwise deemed by the Agency to be unavailable elsewhere, the Agency may demand specific performance.
 - b. COVER: The Agency may obtain substitute Deliverables and charge the Contractor the difference between the cost of the substitute Deliverables and the contracted for price.
 - c. PRICE REDUCTION: The Agency may retain nonconforming Deliverables and equitably reduce the price of the contract based on the difference between the contracted for price and the fair market value of the nonconforming Deliverables.
 - d. RETURN: The Agency may return or set aside for pickup by the Contractor any nonconforming goods and terminate the contract for cause.
- 2. The Contractor shall be liable for all compensatory, incidental and consequential damages caused by any breach of the contract. At the sole option of the Agency, such damages may be recovered, in whole or in part, by price reduction or credit against any amounts that may be owed to the Contractor under the contract.
- 3. The agency's total liability for all damages arising out of or related to the contract shall in no event exceed the purchase price of the contract. Furthermore, in the event of a termination of the contract, the agency's total liability for all damages arising out of or related to the contract shall not exceed the purchase price of goods delivered or services rendered prior to the effective date of the termination.
- 4. The rights and remedies provided by the contract are cumulative and are not exclusive of any other or additional rights or remedies available at law and in equity.

37. RIGHT OF INSPECTION

The Contractor shall provide right of access to its facilities to the Agency, or any of its officers, or to any other authorized Agent or official of the State of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this contract.

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38. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this contract and prior to normal completion, the Agency may terminate the contract under the "Termination for Convenience" clause, without the ten-day notice requirement, subject to renegotiation at the Agency's discretion under those new funding limitations and conditions.

39. SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

40. SITE SECURITY

While on Agency premises, Contractor, its Agents, employees, or Subcontractors shall conform in all respects with physical, fire or other security policies or regulations.

41. SUBCONTRACTING

Neither the Contractor nor any Subcontractor shall enter into subcontracts for any of the work contemplated under this contract without obtaining prior written approval of the Agency. In no event shall the existence of the subcontract operate to release or reduce the liability of the Contractor to the Agency for any breach in the performance of the Contractor's duties. This clause does not include contracts of employment between the Contractor and personnel assigned to work under this contract.

Additionally, the Contractor is responsible for ensuring that all terms, conditions, assurances and certifications set forth in this agreement are carried forward to any subcontracts. Contractor and its Subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the Agency or as provided by law.

42. TAXES

All payments accrued because of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the Contractor or its staff shall be the sole responsibility of the Contractor.

43. TERMINATION FOR CAUSE

In the event the Agency determines the Contractor has failed to comply with the conditions of this contract in a timely manner, the Agency has the right to suspend or terminate this contract. Before suspending or terminating the contract, the Agency shall notify the Contractor in writing (including

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email) of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

The Agency reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by the Agency to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of the Agency provided in this contract are not exclusive and are, in addition to any other rights and remedies, provided by law.

44. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this contract, the Agency may, by 10 calendar days written notice (including email), beginning on the second calendar day after the notice is sent, terminate this contract, in whole or in part. If this contract is so terminated, the Agency shall be liable only for payment required under the terms of this contract for goods delivered or services rendered prior to the effective date of termination.

45. TERMINATION PROCEDURES

Upon termination of this contract, the Agency, in addition to any other rights provided in this contract, may require the Contractor to deliver to the Agency any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

The Agency shall pay to the Contractor the agreed upon price, if separately stated, for goods or services accepted by the Agency, and the amount agreed upon by the Contractor and the Agency for (i) goods delivered or services rendered for which no separate price is stated, (ii) partially completed goods delivered or services rendered, (iii) other goods delivered or services rendered that are accepted by the Agency, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Agent shall determine the extent of the liability of the Agency. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. The Agency may withhold from any amounts due the

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Contractor such sum as the Agent determines to be necessary to protect the Agency against potential loss or liability.

The rights and remedies of the Agency provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

After receipt of a notice of termination, and except as otherwise directed by the Agent, the Contractor shall:

- 1. Stop work under the contract on the date, and to the extent specified, in the notice;
- 2. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated:
- 3. Assign to the Agency, in the manner, at the times, and to the extent directed by the Agent, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case the Agency has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- 4. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Agent to the extent Agent may require, which approval or ratification shall be final for all the purposes of this clause;
- 5. Transfer title to the Agency and deliver in the manner, at the times, and to the extent directed by the Agent any property which, if the contract had been completed, would have been required to be furnished to the Agency;
- 6. Complete performance of such part of the work as shall not have been terminated by the Agent; and
- 7. Take such action as may be necessary, or as the Agent may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which the Agency has or may acquire an interest.

46. TREATMENT OF ASSETS

1. Title to all property furnished by the Agency shall remain in the Agency. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in the Agency upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in the Agency upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by the Agency in whole or in part, whichever first occurs.

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- 2. Any property of the Agency furnished to the Contractor shall, unless otherwise provided herein or approved by the Agency, be used only for the performance of this contract.
- 3. The Contractor shall be responsible for any loss or damage to property of the Agency that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
- 4. If any Agency property is lost, destroyed or damaged, the Contractor shall immediately notify the Agency and shall take all reasonable steps to protect the property from further damage.
- 5. The Contractor shall surrender to the Agency all property of the Agency prior to settlement upon completion, termination or cancellation of this contract.
- 6. All reference to the Contractor under this clause shall also include Contractor's employees, Agents or Subcontractors.

47. U.S. DEPARTMENT OF TREASURY, OFFICE OF FOREIGN ASSETS CONTROL

The Agency complies with U.S. Department of the Treasury, Office of Foreign Assets Control (OFAC) payment rules. OFAC prohibits financial transactions with individuals or organizations, which have been placed on the OFAC Specially Designated Nationals (SDN) and Blocked Persons sanctions list located at <u>U.S. Treasury Specially Designated Nationals And Blocked Persons List</u>. Compliance with OFAC payment rules ensures that the Agency does not conduct business with individuals or organizations that have been determined to be supporters of terrorism and international drug dealing or that pose other dangers to the United States.

Prior to making payment to individuals or organizations, the Agency will download the current OFAC SDN file and compare it to Agency and statewide vendor files. In the event of a positive match, the Agency reserves the right to: (1) make a determination of "reasonability" before taking the positive match to a higher authority, (2) seek assistance from the Washington State Office of the State Treasurer (OST) for advanced assistance in resolving the positive match, (3) comply with an OFAC investigation, if required, and/or (4) if the positive match is substantiated, notify the Contractor in writing and terminate the contract according to the Termination for Convenience provision without making payment. The Agency will not be liable for any late payment fees or missed discounts that are the result of time required to address the issue of an OFAC match.

48. WAIVER

Waiver of any default or breach shall not be deemed a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this contract unless stated to be such in writing and signed by authorized representative of the Agency.

49. WARRANTIES

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Contractor warrants that all Deliverables provided under this contract shall be fit for the purpose(s) for which intended, are merchantable, and shall conform to the requirements and specifications herein.

EXHIBIT B – 2024 UCF CFA PROJECT WORK PLAN TEMPLATE

Grantee Organization Name:	_
2024 Community Forestry Assistance Grant (Agreement Number)
Period of Performance:	
Overview: [insert narrative based on submitted proposal]	

Activity 1: Title and Description

Example: Town Outreach and Engagement: This activity will engage with local community members to identify needs and goals of the community, analyze data from interview and survey questions, and promote Urban Forestry techniques that can be used by the communities.

Task	Deliverable	Completion Date	Estimated Cost
1.1. Subcontractor skilled in public outreach to develop a survey to inquire about community goals and needs.	Copy of survey developed (.pdf preferred). Documentation of payment to contractor for services rendered.	June 1, 2025	\$2,000
1.2. Distribute survey to community using various methods of delivery, including, but not limited to, posting on website, direct mailings, and one-on-one at public events.	Report including: - Link to website where survey was posted and estimated number of respondents. - Copy of direct mail materials and number of households reached List of community events attended and approximate number of survey respondents.	June 1, 2025	\$4,580
1.3.			\$
1.4.			\$
		Activity 1 Total	\$6,580

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Activity 2: Title and Description

Example: City Urban Tree Inventory:

Update existing inventory data and collect new data throughout the city, via subcontractor.

Task	Deliverable	Completion Date	Estimated Cost
2.1.Consultant updates existing tree inventory data.	GIS data and excel export of updated tree inventory.	June 1, 2025	\$8,000
2.2. Consultants collect new point-based tree inventory data and performs data analysis.	GIS data and excel export of new inventory data; results of analysis.	June 1, 2025	\$10,500
2.3. Consultant collects new inventory data using a sample-based approach.	GIS data and excel export; results of analysis.	June 1, 2025	\$9,000
2.4.			\$
	\$27,500		

Activity 3: Title and Description

Example: Purchase and install street trees and irrigation:

Plant new street trees in suitable planting locations as determined by contractor staff. Install irrigation to support tree establishment.

Task	Deliverable	Completion Date	Estimated Cost
3.1. Purchase and install irrigation to water new trees.	Receipt of irrigation supply purchase; At least 3 photos of irrigation system installation.	June 1, 2025	\$4,354.67
3.2. Purchase and install at least 35 new street trees. Trees to be at least 1.5" caliper.	Invoice of tree purchase with tree species listed; At least 2 photos of street trees being planted.	June 1, 2025	\$8,750
3.3.Purchase planting supplies, including, but not limited to: Mulch, Stakes, and Ties.	Receipt of supplies purchased showing actual costs.	June 1, 2025	\$800
		Activity 3 Total	\$13,904.67
Activities 1-3 Total			\$47,984.67

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BUDGET TEMPLATE

Budget cannot exceed \$_____. See the Project Work Plan for activity and task descriptions.

Table 1. Cost by Activity

Activities	Personnel and Benefits	Travel	Supplies	Contractual	Total
Activity 1	\$	\$	\$	\$	\$
Activity 2	\$	\$	\$	\$	\$
Activity 3	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$

Table 2. Cost by Line Item

Personnel and Benefits	
Example: Project Manager (\$38.54/hr) Primary coordinator of tree-planting community event. Work includes outreach, meeting facilitation, purchasing supplies, and preparing reports. Tasks 1.1, 1.2, 1.3, 2.1, 2.3, 3.2	\$
Task(s)	\$
Task(s)	\$
Travel	I
Example: Travel Expenses Lodging and mileage (GSA standard rates). Tasks 3.1, 3.2, 3.3	\$
Task(s)	\$
Task(s)	\$
Supplies	
Example: Acme supplies and rental equipment Supply purchases, including event space, advertising, tent, printing, and miscellaneous office supplies. Task 1.3	\$

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Task(s)	\$
Task(s)	\$
Contractual	
Example: Event Team Subcontractor Subcontractor will provide personnel to aid with event setup and cleanup. Tasks 1.1, 3.3	\$
Task(s)	\$
Task(s)	\$
Total	\$

The project described herein is located on public property or is open to public access. No grant funds can used by GRANTEE to meet ordinary maintenance and operating expenses.

By signature below, the Parties certify that the individuals listed in this document, as representatives of the Parties, are authorized to act in their respective areas for matters related to this instrument and are in agreement with its content.

GRANTEE NAME		STATE OF WASHINGTON DEPARTMENT OF NATURAL RESOURCES	
Signature	Date	Signature	Date
Name		Name	
Project Manager		Project Manager	
Title		Title	
		1111 Washington Street SE	
		MS 47013	
		Olympia, WA 98504-7013	
Address		Address	
Telephone		Telephone	

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EXHIBIT C – INVOICE TEMPLATE

INVOI	CE			
Invoice	nent Number: Date: Number:			
From:	Grantee Organization Name (of PM) Grantee Project Manager Address Phone Email	То:	Ben Thompson DNR Project N Washington So Department of Resources 1111 Washing Olympia, WA Ben.Thompson	Manager tate Natural ton St SE
		Brief description of costs included in this invoice period.	Cost Type	Cost
Task 1. Exampl		Example: - Project Coordinator (25 hrs. x \$22 = \$550.00) - Hotel (3 nights; \$429.65; Receipt attached)	Personnel & Benefits	\$550.00
_	anting Event		Travel	\$161.15
			Supplies	\$4,725.72
		- Mileage (50 miles x \$0.67 = \$33.50) - Name Tags (\$58.46; Receipt attached) - Seedlings (\$4,667.26; Receipt attached) - Set-up Crew (\$759.25; Receipt attached)	Contractual	\$759.25
		Sub	total Task 1.1	\$6,196.12
Task 1.2	2		Personnel & Benefits	\$
			Travel	\$
			Supplies	\$
		C1-	Contractual	\$
Task 1.	3	Sub	Personnel &	\$0.00
			Benefits Travel	\$
			Supplies	\$

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		Contractual	\$
Subtotal Task 1.3			\$0.00
	To	otal Activity 1	\$6,196.12
Activity 2	Brief description of costs included in this invoice period.	Cost Type	Subtotal
Task 2.1		Personnel & Benefits	\$
		Travel	\$
		Supplies	\$
		Contractual	\$
	Sub	total Task 2.1	\$0.00
Task 2.2		Personnel & Benefits	\$
		Travel	\$
		Supplies	\$
		Contractual	\$
	Sub	total Task 2.2	\$0.00
Task 2.3		Personnel & Benefits	\$
		Travel	\$
		Supplies	\$
		Contractual	\$
	Sub	total Task 2.3	\$0.00
	To	otal Activity 2	\$0.00
Activity 3	Brief description of costs included in this invoice period.	Cost Type	Subtotal
Task 3.1		Personnel & Benefits	\$
		Travel	\$
		Supplies	\$
		Contractual	\$
	Sub	total Task 3.1	\$0.00
Task 3.2		Personnel & Benefits	\$
		Travel	\$

	Supplies	\$
	Contractual	\$
	Subtotal Task 3.2	\$0.00
Task 3.3	Personnel & Benefits	\$
	Travel	\$
	Supplies	\$
	Contractual	\$
	Subtotal Task 3.3	\$0.00
	Total Activity 3	\$0.00
	Total Activities 1-3	\$6,196.12

EXHIBIT D – SUBCONTRACTOR INCLUSION PLAN

FOR

BIDDERS WHO PLAN TO UTILIZE SUBCONTRACTORS TO PERFORM THE CONTRACT, IF AWARDED

Competitive Solicitation:	No
Bidder:	Type/print full legal name of Bidder

INSTRUCTIONS

- 1. Bidders that plan to use subcontractors on the contract if awarded must complete Section 1 for the Subcontractor Inclusion Plan for the above referenced Competitive Solicitation.
- 2. Section 2 Provides instructions and information regarding who must submit Exhibit [D] Subcontractor Inclusion Plan and what is required.
- 3. Section 3 Provides information on definitions of the businesses as used in this Exhibit [D] Subcontractor Inclusion Plan.

SECTION 1: SUBCONTRACTOR INCLUSION PLAN

Bidder: As set forth in the Competitive Solicitation, list the bidder's anticipated small/veteran/diverse business category goals for subcontractor participation, if awarded a Contract. The bidder may list any goal amount that they feel is appropriate and attainable for them. These are aspirational goals for the bidder's use of small/veteran/diverse subcontractors, if awarded a Contract pursuant to this Competitive Solicitation. Provide the name of each business in the appropriate category as they are listed in Washington's Electronic Business Solution (WEBS).

SUBCONTRACTOR	ANTICIPATED % OF	ANTICIPATED SUBCONTRACTOR NAMES
CATEGORY	CONTRACT SPEND	(LIST ALL IN THE APPROPRIATE BOX BELOW
*As Described	AMOUNT (DETERMINED	IF KNOWN)
BELOW	BY THE BIDDER)	
MINORITY-OWNED		
BUSINESS (MBE)		
Woman-Owned		
BUSINESS (WBE)		
CERTIFIED		
COMBINATION		
OWNED BUSINESS		
(CBE)		
CERTIFIED MINORITY		
WOMAN OWNED		
BUSINESS (MWBE)		

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SOCIALLY AND ECONOMICALLY DISADVANTAGED BUSINESS (SEDBE)			
VETERAN-OWNED BUSINESS (VOB)			
Washington Small Business (SB)			
with small/veteran/dive comprehensive outrear changes designed to	erse business subcontractors ch strategy including outr	eve the proposed subcontract spend as as stated above. Bidder will deteach, education/mentorship, and small/veteran/diverse businesses	evelop a process
Bidder's Authorized Ro Signed_	epresentative	Date	

SECTION 2: Information & Instructions for Completing Exhibit D Subcontractor Inclusion Plan

- 1. Bidders who, if awarded a Contract, intend to use subcontractors, must complete *Exhibit D Subcontractor Inclusion Plan* in the form set forth above. Awarded bidders who do <u>not</u> submit a Subcontractors Inclusion Plan may be precluded from utilizing subcontractors to perform the Contract.
 - *Note:* Exhibit D Subcontractor Inclusion Plan is NOT required if bidder, if awarded, does NOT intend to use subcontractors for this Contract.
- 2. As part of the *Subcontractor Inclusion Plan*, bidder is encouraged to include an anticipated list of small/diverse subcontractors who may assist bidder in fulfilling bidder's contractual obligations, if bidder is awarded a Contract pursuant to this Competitive Solicitation. This list should identify any subcontractors who are small/veteran/diverse businesses as defined below.
 - Note: The businesses included in the Subcontractor Inclusion Plan are listed as examples of the business that bidder may use as subcontractors and does NOT obligate bidder to utilize those specific businesses in performing the Contract, if awarded. If awarded, the Subcontractor Inclusion Plan will be incorporated into the resulting Contract and bidder will report performance and progress to [AGENCY] as set forth in the Contract and in annual contract management meetings.
- 3. If the proposed subcontractors are self-identified diverse businesses, bidder will encourage and support efforts for their certification with the appropriate Washington state agencies.
- 4. The small/veteran/diverse business goals set forth herein are voluntary. Bidders will not be considered non-responsive if the *Subcontractor Inclusion Plan* has a zero

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small/veteran/diverse business participation amount. [AGENCY], however, encourages bidders to be proactive in engaging small/veteran/diverse business participation. No preference will be included in the evaluation of bids based on the *Subcontractor Inclusion Plan*. No minimum level of small/veteran/diverse business participation is required as a condition for receiving a Contract award.

5. Awarded bidders who utilize subcontractors will meet with [AGENCY] annually, regarding their small/veteran/diverse business inclusion goals set forth in their *Subcontractor Inclusion Plan*.

SECTION 3: SMALL/VETERAN/DIVERSE BUSINESSES DEFINITIONS

For purposes of this Competitive Solicitation, the following terms have the following meanings:

Business Category	Definition
MBE Minority- Owned Business:	Limited to firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) as a minority-owned business(. <i>See</i> , RCW 39.19.120 and WAC 326-20.
Woman- Owned Business (WBE):	Limited to firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) as a woman-owned business. <i>See</i> , RCW 39.19.120 and WAC 326-20.
OMWBE Certified Combination Owned Business (CBE):	Limited to firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) as a business owned by women and minorities. <i>See</i> , RCW 39.19.120 and WAC 326-20.
OMWBE Certified Minority Woman Owned Business (MWBE):	Limited to firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) as a business owned by minority women. <i>See</i> , RCW 39.19.120 and WAC 326-20.

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Business Category	Definition
Socially and Economically Disadvantaged Business (SEDBE):	Limited to firms certified by the Washington State Office of Minority and Women's Business Enterprises (OMWBE) as a business owned by minority who are found to be socially and economically disadvantaged on a case-by-case basis. <i>See</i> , <u>RCW 39.19.120</u> and <u>WAC 326-20</u> .
Veteran- Owned Business (VOB):	Limited to firms certified by the Washington State Department of Veterans Affairs (WDVA) as a Certified Veteran-Owned Business. See, RCW 43.60A.010(7) & RCW 43.60A.190. Such firms must meet four requirements: o 51% Ownership. The firm must be at least fifty-one percent (51%) owned and controlled by: • A veteran as defined as every person who at the time he or she seeks certification has received a discharge with an honorable characterization or received a discharge for medical reasons with an honorable record, where applicable, and who has served in at least one of the capacities listed in RCW 41.04.007; • A person who is in receipt of disability compensation or pension from the Department of Veterans Affairs; or • An active or reserve member in any branch of the armed forces of the United States, including the national guard, coast guard, and armed forces reserves. o Washington Incorporation/Location. The firm must be either an entity that is incorporated in the state of Washington as a Washington domestic corporation or, if not incorporated, an entity whose principal place of business is located within the State of Washington. o WEBS Certification. The firm must have certified its Veteran-Owned Business status in Washington's Electronic Business Solution (WEBS). o WDVA Certification. The firm must have provided certification documentation to the WDVA and be certified by WDVA and listed as such on WDVA's website (WDVA – Veteran-Owned Businesses).

Business Category	DEFINITION
Washington Small Business (SB):	Limited to firms that meet the following three (3) requirements: 1. Location. The firm's principal office/place of business must be located in and identified as being in the State of Washington. A principal office or principal place of business is a firm's headquarters where business decisions are made and the location for the firm's books and records as well as the firm's senior management personnel. 2. Size. The firm must be owned and operated independently from all other businesses and have either: (a) fifty (50) or fewer employees; or (b) gross revenue of less than seven million dollars (\$7,000,000) annually as reported on the firm's federal income tax return or its return filed with the Washington State Department of Revenue (WDOR) over the previous three consecutive years. 3. WEBS Certification. Bidder must have certified its Washington Small Business status in Washington's Electronic Business Solution (WEBS). See, RCW 39.26.010(22) & .010(13). Washington Small Business also includes, Minibusinesses and Microbusinesses. Such firms just have a small 'size' requirement: Minibusiness Size Requirement: The firm must be owned and operated independently from all other businesses and have a gross revenue of at least one million dollars (\$1,000,000) but less than three million dollars (\$3,000,000) annually as reported on the firm's federal income tax return or its return filed with the WDOR. See, RCW 39.26.010(17). Microbusiness Size Requirement: The firm must be owned and operated independently from all other businesses and has a gross revenue of less than one million dollars (\$1,000,000) annually as reported on the firm's federal income tax return or its return filed with the WDOR. See, RCW 39.26.010(16).

Return this Contracts Subcontractor Inclusion Plan to Procurement Coordinator at: [AGENCY Procurement Coordinator]

2024 UCF CFA PROJECT WORK PLAN

Grantee Organization Name: City of Poulsbo	
2024 Community Forestry Assistance Grant (Agreement Number)

Period of Performance: Aug 1, 2024-June 1, 2025

Overview: The City of Poulsbo (City) - in collaboration with the Poulsbo Tree Board and Western Washington University (WWU) College of the Environment (Poulsbo Campus) - will assess, analyze, and recommend enhanced protections for urban trees, conservation guidelines of existing forest canopy, and solutions to increase canopy cover equitably throughout Poulsbo.

Activity 1: Title and Description

Conduct an Urban Tree Canopy Assessment

An Urban Tree Canopy Assessment will be conducted via GIS. A GIS intern will use GIS and Lidar to map tree inventory data that will be customized for a better understanding of existing tree canopy and available planting sites for canopy expansion. A plant ecologist will also provide vegetation training to complete a vegetation survey.

Task	Deliverable	Completion Date	Estimated Cost
1.1. Complete an initial tree canopy assessment	Copy of Draft Tree Canopy assessment map or GIS data	May 31, 2025	\$8485
Collect inventory data for trees and other vegetation.	Copy of Tree and vegetation inventory report.	May 31, 2025	\$3900
1.3. Update tree canopy assessment and complete final assessment.	ment and complete final map or GIS data		\$1500
		Activity 1 Total	\$13885

Activity 2: Title and Description

GIS Data Analysis

GIS Data analysis will be completed using the tree canopy assessment data by census tract. Current census tract data, combined with population density and hot spot analysis, will be used to visualize areas with trending population growth to better understand communities based on employment, race, income, age, physical ability, non-English speaking communities, and school zones. Canopy cover will also be compared to average afternoon temperatures measured by temperature loggers (iButtons). Student interns will work with the Tree Board, City staff, GIS specialists, and WWU field ecologists to collect and analyze field data,

Task Deliverable	Completion Estimate Date Cost	d
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2.1. Use GIS to establish 100 random points to gather additional field data.	.pdf copy of map showing location of established points.	May 31, 2025	\$3892
Deploy and record data from Temperature Loggers	Excel data sheet of temperature logs	May 31, 2025	\$13376
2.3. GIS Analysis and report on Tree Canopy by Census Tract	Summary report of analysis of tree canopy by census tract.	May 31, 2025	\$2678
Communicate results of analysis and findings to City with emphasis on solutions for extreme heat mitigation	Copy of communication materials.	May 31, 2025	\$1028
		Activity 2 Total	\$20974

Activity 3: Title and Description

Recommendations for the current Urban Forestry and Maintenance Plan: Using collected data, recommendations will be developed to assist in updating the 2002 Urban Forestry and Maintenance Plan. This will serve to help policymakers, staff, and citizens in planning to address public areas and willing, informed private property owners that have the need for conservation, tree plantings for canopy expansion, heat mitigation strategies, workforce implementation ideas, and street trees. Interns will continue to be mentored allowing for advanced training in GIS, ecological ground truthing, forest health, data collection, and synthesis, as they complete a formal, final product that can be showcased on a resume to future employers.

Task	Deliverable	Completion Date	Estimated Cost
3.1 Use collected data to develop list of recommended Urban Forestry management and maintenance activities to be added to the Urban Forest Management and Maintenance Plan	List of recommendations for the Urban Forest Management and Maintenance Plan	May 31, 2025	\$6613
		Activity 3 Total	\$6613
		Total Activities 1-3	\$41472

BUDGET

Budget cannot exceed \$_46,080_____. See the Project Work Plan for activity and task descriptions.

Table 1. Cost by Activity

Activities	Personnel and Benefits	Travel	Supplies	Contractual	Indirect	Total

Total		\$7650	\$33822	\$4608	\$46080
Indirect Expenses				\$4608	\$4608
Activity 3			\$6613		\$6613
Activity 2		\$7650	\$13324		\$20974
Activity 1			\$13885		\$13885

Table 2. Cost by Line Item

Supplies	
iButton supplies iButtons, iButton fobs, iButton reader, 4'wooden stakes, iButton incidentals Task 2.2	\$7650
Contractual	
Subcontractor (Western Washington University) Tasks 1.1, 1.2, 2.1,2.2,2.3 2.4	\$27072
Subcontractor (Sound Urban Foresty) Tasks 1.3, 3.1	\$6750
Indirect Expenses	\$4608
Total	\$46080

The project described herein is located on public property or is open to public access. No grant funds can used by GRANTEE to meet ordinary maintenance and operating expenses.

By signature below, the Parties certify that the individuals listed in this document, as representatives of the Parties, are authorized to act in their respective areas for matters related to this instrument and are in agreement with its content.

GRANTEE NAME		STATE OF WASHIN DEPARTMENT OF I RESOURCES	
Signature	Date	Signature	Date
Name		Name	

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Project Manager	Project Manager
Title	Title
	1111 Washington Street SE
	MS 47013
	Olympia, WA 98504-7013
Address	Address
Telephone	Telephone



City of Poulsbo

Parks & Recreation Contractor Services Agreement

YEAR: 2024

COMPANY: Western Washington University (or) INDIVIDUAL:

ADDRESS: 516 High St., Bellingham, WA 98225

PHONE NUMBER: 360-650-3220 EMAIL: rsp@wwu.edu

This Contractor Services Agreement ("Agreement") is made and entered into by the City of Poulsbo ("City") and the above-named company or individual that as a Contractor ("Contractor") is engaged in offering services ("Services"). The City wishes to retain Contractor to provide its Services to the City.

SECTION 1: SCOPE OF WORK

The Contractor shall perform those services described on Exhibit A attached hereto and incorporated herein by this reference as if fully set forth. In performing such services, the Contractor shall at all times comply with all Federal, State, and local statutes, rules and ordinances applicable to the performance of such services and the handling of any funds used in connection therewith. The Contractor shall request and obtain prior written approval from the City if the scope or schedule is to be modified in any way.

SECTION 2: COMPENSATION

- A. The City shall pay the Contractor for services rendered according to the rate and method set forth on Exhibit B attached hereto and incorporated herein by this reference. The total amount to be paid shall not exceed \$27,100. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in Exhibit A.
- B. Contractor shall invoice the City within 30 days of the services rendered for the previous month of work in connection with the above Services. If the invoice is not postmarked or delivered to the City within 90 days final services rendered, the City reserves the right not to pay Contractor for services rendered in connection with the Agreement.
- C. This Section 2 shall survive termination of this Agreement and be fully applicable and enforceable thereafter.

SECTION 3: TERM

This Agreement shall be commence on the Effective Date and shall remain in effect through September 30, 2025 unless sooner terminated under the provisions hereinafter specified.

SECTION 4: MATERIALS, SUPPLIES AND EXPENSES

1

Contractor shall provide at Contractor's expense, such supplies and equipment as it may deem necessary to provide services under this Agreement.

SECTION 5: DAMAGE TO FACILITIES

If public facilities are used by Contractor for Services, Contractor shall be responsible for any and all damage to the public facilities caused by Contractor in connection with providing the Services.

SECTION 6: RELEASE AND INDEMNITY

In and for good and valuable consideration, Contractor hereby (i) assumes the risk and all responsibility for Contractor's health and safety when providing Services for the City; (ii) waives and forever releases the City and its officials, officers, employees, agents and Contractors from any and all claims (including those for illness and bodily injury) arising out of or relating in any way whatsoever to Contractor's provision of Services for the City, even though said claims may arise out of the negligence of the City and its employees, agents and Contractors; (iii) limits the City's liability to the limits of the City's insurance policy if the foregoing waiver and release is adjudged to be unenforceable; and (iv) agrees to defend, indemnify and hold the City and its officials, officers, employees, agents and Contractors harmless from and against any and all claims (including those for illness and bodily injury), damages, liabilities and expenses (including attorney fees) arising out of or relating in any whatsoever to Contractor's provision of Services for the City and/or Contractor's breach of this Agreement to the extent authorized by law.

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 Section 6 shall survive the termination of this Agreement and be fully applicable and enforceable thereafter.

SECTION 7: INDEPENDENT CONTRACTOR

Contractor understands and acknowledges that in entering into this Agreement it is an independent Contractor and not an employee of the City, and that accordingly it shall not be entitled to benefits of any kind to which an employee of the City is entitled, and further understands and acknowledges that the City does not maintain any worker's compensation, unemployment, accident or any other type of insurance coverage for independent Contractors. The City shall not be liable for any payment or compensation in any form to Contractor except as specifically provided for in this Agreement. Contractor is solely responsible for any and all reporting, filing, withholding and taxes required by law in connection with this Agreement, and warrants that it will pay all taxes owed to governmental entities when and as the same become due.

SECTION 8: INSURANCE

At the City's discretion, the Contractor may be required to procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the Services provided pursuant to this Agreement by the Contractor, his/her agents, representatives, employees or sub-contractors. Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractors to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

- A. Minimum Scope of Insurance. Contractor shall obtain insurance of the types and with the limits described below:
 - 1. <u>Commercial General Liability</u> insurance with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City.
 - 2. <u>Workers' Compensation</u> coverage as required by the Industrial Insurance laws of the State of Washington.
- B. Other Insurance Provision. The Contractor's Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Contractor's insurance and shall not contribute with it.
- C. Verification of Coverage. The Contractor shall furnish the City with certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.
- D. Notice of Cancellation. 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.
- E. Failure to Maintain Insurance. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

SECTION 9: TERMINATION OF SERVICES

- A. The Contractor shall provide the City with thirty (30) days wri? en no?ce of his/her inability to provide the Services. If the Contractor terminates this Agreement pursuant to this sec?on, the City shall not compensate the Contractor for any Services rendered, and if any deposit was made by the City to the Contractor, the Contractor shall return the en?rety of said deposit to the City.
- B. Unauthorized late starts of the Services will result in an automa?c twenty-five (25) percent fee reduc?on of the compensa?on.
- C. If the Services cannot be provided due to no fault of the Contractor or if the City terminates this Agreement pursuant to Sec?ons C or D below, the Contractor may submit documenta?on (including but not limited to receipts or invoices) demonstra?ng the reasonable actual costs incurred in prepara?on of providing the Services that exceed any applicable deposit already paid by the City. The City may review the documenta?on and reimburse the Contractor for the reasonable actual costs expended and which exceed any deposit already paid.

- D. The City reserves the right to terminate this Agreement immediately upon oral or written notice to Contractor at any time for any of the following reasons:
 - Cancellation of the performance offering.
 - 2. Unavailability of funds or facilities.
 - 3. Misconduct of Contractor, which means, without limitation, violation of law; unexcused failure to attend, conduct; performance of services in a manner which is unsafe or hazardous to Contractor, participants or members of the general public; or breach of any of the terms, representations or warranties of this Agreement.
 - 4. Any other conduct on the part of Contractor that is inappropriate, unbecoming, or reflects poorly on the City.
- E. Additionally, the City may terminate this Agreement for any reason upon 15 days written notice to the Contractor.

SECTION 10: PERFORMANCE OF WORK AND COMPLIANCE WITH LAWS

Contractor, in the performance of this Agreement, shall comply with all applicable federal, state or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in this Agreement to assure quality of services.

SECTION 11: GENERAL PROVISIONS

- A. Subcontract and Assignment. Contractor may not subcontract nor assign its rights or obligations arising under this Agreement without the prior written consent of the City.
- B. Applicable Law; Venue; Attorney's Fees. This Agreement will be interpreted and enforced in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be properly laid in Kitsap County, Washington. In any dispute arising out of this Agreement, the substantially prevailing party shall recover its costs and reasonable attorney fees from the other party.
- C. Licenses Required. Contractor shall be responsible for obtaining any and all business licenses and professional licenses which may be required, including a business license from the City of Poulsbo.
- D. Entire Agreement and Modification. This Agreement may be modified only by a writing signed by the parties. This Agreement represents the entire Agreement, and supersedes any prior Agreements (oral or written), between the parties with respect to the matters herein.
- E. Countersignatures. This Agreement may be executed in counterparts, and electronic signatures shall be deemed the equivalent of original signatures for all purposes.
- F. Severability and Survival. If any provision of this Agreement shall be determined by a court of competent jurisdiction to be unenforceable, such determination shall not affect the enforceability of any other provision. This Section 11 shall survive the termination of this Agreement and be fully applicable and enforceable thereafter.

SECTION 12: EFFECTIVE DATE

This agreement shall become effective on the latest date it is fully executed by all parties.

EXHIBIT A:

Contractor agrees to provide the Services identified below and represents and warrants that all staff, volunteers, and agents used by Contractor will have the necessary certification, skill, and ability to provide the Services.

Responsibilities of Contractor: The Contractor shall furnish the following described services pursuant to the below identified parameters. These parameters were developed collaboratively with Contractor's staff when applying for the Department of Natural Resources Grant:

- 1. Conduct an Urban Tree Canopy Assessment.
 - a. Utilize GIS, LiDAR, and vegetation surveys to map tree and vegetation (trees, shrubs, grasslands, etc.) inventory data.
 - b. Customize data into a format to help the City better understand existing tree canopy and available planting sites for canopy expansion.
 - c. Organize and conduct the work in collaboration with the City and the Poulsbo Tree Board.
 - d. Inform the City on the trajectory of the urban forest canopy by comparing current canopy assessment to historical imagery.
 - e. Verify canopy characterization by ground truthing subsampled parcels for species community composition, characterization of urban forest health, and the prioritization of at-risk forests currently under threat of invasive plant species encroachment.
- 2. Perform GIS Data analysis on percentage of tree canopy data by census track
 - a. Develop data visualizations for urban tree canopy, variable structured forests, impervious surfaces, major roadways, heat zones, walking zones, and critical areas such as wetlands, riparian zones, estuaries, and wetlands. Current census tract data, combined with population density and hot spot analysis, will be used to visualize areas with trending population growth to better understand communities based on employment, race, income, age, physical ability, non-English speaking communities, and school zones.
 - b. Compare canopy cover to average afternoon temperatures measured by temperature loggers (iButtons).
 - c. Place temperature loggers (iButtons) throughout the City, posted on a wooden stake secured into the ground, and tagged with a brief description of the project
 - d. Track each logger with numbers corresponding with the GIS coordinates.
 - e. Map Poulsbo City limits on a 10 m × 10 m grid to allow for 100 grids to be randomly selected for data temperature logger deployment.
 - f. Record data using an iButton reader and store as an Excel doc for further analysis and illustration of heat variation as it relates to existing greenspaces, topography, and tree canopy across census data.
 - g. Summarize data in a report to brief the City with a focus on solutions for extreme heat mitigation to aid in equitable decision making for all Poulsbo residents.
- 3. Develop recommendations based on previous data analysis to assist with future updates to the Urban Forestry and Maintenance Plan
 - a. Assist City Arborist with developing recommendations for Urban Planning and Policy, utilizing the data generated from the project.
- 4. Advance workforce development

- a. Utilize five interns (four level two and one level three) to complete project deliverables.
- b. Supervise, mentor, and guide interns throughout the project.
- c. Collaborate in scheduling regular project progress meetings, Council reports, and Tree Board presentations with the City.
- d. Complete post project intern evaluation, gauging project impact in assisting interns to establish their careers, expand their professional networks, and outline potential future prospects.
- e. Adequately complete the following intern deliverables:
 - i. Forest vegetation and health survey
 - ii. Illustration of heat variation through Poulsbo in the form of a map
 - iii. Recommendations for the Urban Forestry Management and Maintenance Plan

EXHIBIT B:

Expense	Grant Fur	nds
Activity 1 Urban Tree Canopy Assessment		
Task 1.1: Use GIS to create initial assessment		
GIS Intern (\$25.71 x 120 hours) Deliverable 1.1: Tree Canopy Map - Poulsbo		\$3,085
City Arborist (\$150 * 10) Deliverable 1.1: Tree Canopy Map - Poulsbo		\$1,500
Volunteer Tree Board Oversite (\$37.63 * 10 hours) provide expert recommendations to tree assessment		
Task 1.2: Tree and Vegatation Survey		
Plant Ecologist (\$100 x 78 hours) Deliverable 1.1 and 1.2: Project Coordination with GIS, Vegetation Training, and Final Tree Can-	c	\$7,800
City Arborist (\$150 * 10) Deliverable 1.2: Final Tree Canopy Assessment		\$1,500
Volunteers collect data (\$37.63 * 96 hours)		
Volunteer Tree Board Oversite (\$37.63 * 10 hours) provide expert recommendations to vegetation surveys		
Activity 2 GIS Data Analysis		
Task 2.1 GIS Intern (\$25.71 x 120 hours) Deliverable: Tree canopy per census tract analysis + report		\$3,085
Task 2.2 Plant Ecologist assits interns with data logger set-up, deployment, synthesis (\$100 * 16.5 hours) (Deliverable 2.2)		\$1,650
Task 2.2 iButtons (100* \$50.00)		\$5,000
Task 2.2 Yellow iButton fob (100* \$2.00)		\$200
Task 2.2 iButton reader		\$120
Task 2.2 4' wooden stakes (4, 25 pack * \$42)		\$1,050
Task 2.2 iButton incidentals		\$400
Task 2.1 and 2.2 Tree Board Oversite (\$37.63 * 10 hours)		
Task 2.1 and 2.2 ARC GIS Student Liscense		
Activity 3 Recommendations for the current Urban Forest Management and Maintenance Plan		
City Arborist (\$150 * 25 hours) Task 3.1: finalizing Urban Forest Management and Maintenance Plan		\$3,750
Volunteer Tree Board Oversite (\$37.63 * 10 hours) Task 3.1 finalizing Urban Forest Management and Maintenance Plan		
Activity 4 Workforce Development		
Intern 1 - 120 hours Deliverable 1.2 forest vegetation and health survey	\$	2,863.00
Intern 2 - 120 hours hours Deliverable 1.2 forest vegetation and health survey	\$	2,863.00
Intern 3 - 120 hours Deliverable 2.2: Illustration of heat variation throughout Poulsbo in the form of a map	\$	2,863.00
Intern 4 - 120 hours Deliverable 3.1: Urban Forest Management and Maintenance Plan	\$	2,863.00
City Administration Overhead (10%)		\$4,608
Total		\$45,200
WWU Total Billing	\$	27,072.00

CITY OF POULSBO Authorized Signatory

CONTRACTOR Authorized Signatory

Name: Rebecca Erickson	Name: David L. Patrick
Title: Mayor	Title: Vice Provost for Research
Phone: (360) 394-9700	Phone:(360) 650-3220
Email: berickson@cityofpoulsbo.com	Email: dpatrick@wwu.edu
Signature:	Signature:
Date:	Date:

Staff Contact

Staff Contact: Jeff Ozimek

Title: Parks & Recreation Director

Phone: (360) 394-9774

Email:_jozimek@cityofpoulsbo.com

Signature:

Date: _____

CITY OF POULSBO

BUDGET AMENDMENT REQUEST FORM (MAYOR/COUNCIL APPROVAL REQUIRED)

DATE:

8.15.24

TO:

Mayor Erickson

Note: This form should be reproduced on PINK paper

FROM:	Jeff Ozimek/P&R Director			
This budget a be utilized by Board to asse existing fores Washington.	the City to complete a project partress, analyze, and recommend enhaut canopy, and solutions to increase Increased expenditures will align with	m the DNR Urban & Foresty Grant of up to \$4 nering with Western Washington University an inced protections for urban trees, conservation canopy cover equitably throughout the City of ith the noted grant funding.	d the Poulst n guidelines	oo Tree
Presented to	Council on the 8/21 Business Agen	nda.		
	Account Number	Description	Amount	
INCREASE:	001-740-000-380-30; 33310664	FED-COOP FORESTRY ASSIST	46,080	
INCREASE:	001-740-000-576-80; 50000410	Park Admin - Prof Services	33,822	
INCREASE: INCREASE:	001-740-000-576-80; 50000350 001	Park Admin - Small Tools & Minor Equip Budgeted Fund Balance	7,650 4,608	
NOTE: Attac	h separate sheet for more detail/line	e items if necessary		
TO:	Finance Director/Asst City Adminis	strator Booher	DATE:	
FROM:	Mayor Erickson			
	Approved	Disapproved		
COMMENTS	:			
TO:	Conian Association Filipotes		DATE	
TO:	Senior Accountant Ellington		DATE:	
FROM:	Finance Director Booher	DATE:	BA#:	24-0320

202

Revenue									
Organization Number	Account Number	Project Number	Project Account	Account Description	Current Budget	Actual	Increase	Decrease	Amended Budget
									-
									-
									-
									_
Expenditure									
Organization	Account	Project	Project		Current				Amended
Number	Number	Number	Account		Budget	Actual	Decrease	Increase	Budget
									-
									-
									-
									_
									-
									_
									-
									-



BUSINESS AGENDA ITEM NO. 8.c MEETING DATE: August 21, 2024

AGENDA ITEM	BA #24-0301 - Raab Dog Park Fence Repair and Repayment	
EXHIBITS	BA #24-0301 - RAAB Park Dog Fence (Signed)	
STAFFED BY	Lund	
ESTIMATED TIME	5 min	

To amend the budget for repairs made to Raab dog park enclosure fence due to accident. Repairs made to the
fence by Viking Fence and recognizing insurance recovery funds for the same.

Ī	

IMPACTS

Expenditure Required? Yes	Included in Budget? No
	Amount: \$2,115

SAMPLE MOTION:

Move to approve \$2,115.00 for repair and recognize funds received of the same amount.

CITY OF POULSBO

BUDGET AMENDMENT REQUEST FORM (MAYOR/COUNCIL APPROVAL REQUIRED)

DATE:

6/17/24

TO:

Mayor Erickson

FROM:	Mike Lund, Public Works St	uperintendent MC		
DESCRIPTIO	N OF BUDGET AMENDMEN	T REQUEST:		
To amend the budget for repairs made to Raab dog park enclosure fence due to accident. Repairs made to the fence by Viking Fence and recognizing insurance recovery funds for the same. Council Workshop July 10th with intent to move Consent Agenda July 17, 2024.				
	Account Number	Description	Amount	
DECREASE:				
INCREASE:	00130000057680 / 50000480	Repairs and Maintenance	2,115	
INCREASE:	00114200031030 / 39850000	Revenue	2,115	
NOTE: Attack	n separate sheet for more de	tail/line items if necessary		
TO: FROM:	Finance Director Booher Mayor Erickson		DATE:	6/18/24
	Approved	Disapproved	-	
COMMENTS:				
TO:	Budget & Revenue Manage	er Ellington	DATE:	1/11/24
FROM:	Finance Director Booker	DATE: LOLA DATE:	BA#: ⊘ <u>'</u>	4.0301
Note: This form shou	uld be reproduced on PINK paper			



WORKSHOP AGENDA ITEM NO. 9.a MEETING DATE: August 21, 2024

AGENDA ITEM	Departm	ent Head Comments
EXHIBITS		
STAFFED BY	Varies	
ESTIMATED TIME	5 mins	
	•	
SUMMARY STATEMEN	NT	
WORKSHOP DATE:	y use this	time to provide informational updates.
IMPACTS		
Expenditure Required	? No	Included in Budget? No Amount: N/A
SAMPLE MOTION:		
None		
1		



WORKSHOP AGENDA ITEM NO. 9.b MEETING DATE: August 21, 2024

AGENDA ITEM	Questions and Concerns of the	ne Council	
EXHIBITS			
STAFFED BY	City Council		
ESTIMATED TIME	5 mins		
SUMMARY STATEMEN	NT		
This is an opportunity	for the Council to provide any	y questions or concerns for discussion.	
WORKSHOP DATE:			
	•		
IMPACTS			
Expenditure Required	l? No	Included in Budget? No Amount: N/A	
SAMPLE MOTION:			
N/A			



WORKSHOP AGENDA ITEM NO. 9.c MEETING DATE: August 21, 2024

AGENDA ITEM	Police Department Quarterly Upda	ite		
EXHIBITS				
STAFFED BY	Harding			
ESTIMATED TIME	15 mins			
	_			
SUMMARY STATEMEN	NT			
Chief Harding will present a quarterly update on the Police Department.				
WORKSHOP DATE:				
IMPACTS				
Expenditure Required		Included in Budget? No		
		Amount: 0		
SAMPLE MOTION:				
Police Department Qu	uarterly Update Given			



WORKSHOP AGENDA ITEM NO. 9.d MEETING DATE: August 21, 2024

AGENDA ITEM	2024 Comprehensive Plan Chapter Review - Review of Participation, Evaluation, and Implementation Chapter	
EXHIBITS	CC Review_081424	
STAFFED BY	Coleman	
ESTIMATED TIME	30 mins	

ESTIMATED TIME	30 mins	
SUMMARY STATEMENT		
Staff is bringing forth	Comprehe	ensive Plan chapters for City Council review, with the intent of bringing forth all
thirteen chapters bety	ween now	and September 2024.
·		·
WORKSHOP DATE:		
IMPACTS		
Expenditure Required? No		Included in Budget? No
		Amount: 0
SAMPLE MOTION:		
Hold workshop		
Tiola workshop		



Chapter Summary – Participation, Evaluation, and Implementation

City Council Review | August 14, 2024

WORKSHOP EXPECTATIONS

For each chapter, the City Council shall come prepared to provide direction to staff for any desired modifications to the narrative, goals, and policies, offer comments, and ask questions.

STAFF NOTES:

- Not a required chapter per RCW 36.70A (Growth Management Act).
- Included in this packet is a "clean copy" of the chapter allowing for ease of reading. You can find a strikethrough and underline (with notes) version online here.

BACKGROUND:

Although not a required chapter or RCW 36.70A, the Participation, Evaluation, and Implementation (PEI) serves an important role in identifying goals and policies for early and continuous public participation, successful implementation, and the process of reviewing and amending the Comprehensive Plan.

NOTABLE AMENDMENTS:

Policy to address PSRC Vision 2050 consistency checklist for equitable participation (page 3):

Policy PI-1.4

Support effective and equitable participation by providing a variety of community engagement opportunities which include culturally and linguistically appropriate materials to actively recruit input from diverse sources.

Policy to address updated state law regarding a 5-year progress report (page 4):

Policy PL-2.3

Provide an implementation progress report detailing the progress achieved in implementing the comprehensive plan every five years after the adoption of the comprehensive plan update (RCW.36.70A.130).

<u>Staff comment</u>: The Comprehensive Plan was previously required to undergo a periodic review every eight years. The state legislature amended RCW 36.70A.130 to require periodic updates every ten years with a new five-year progress report.

Question for Council: Is there anything missing in this chapter?



Chapter 12.
Participation, Implementation, and Evaluation

Page 1 of 7

12.1 PLAN CONTEXT

The adoption of the Comprehensive Plan ("The Plan") is a commitment to a coordinated vision for the future. The Plan's success is measured through committed use by elected and appointed officials, municipal employees, and residents. Elected officials will utilize The Plan as a guidebook for implementing the community's vision for the future and adopt regulations to support those goals and update as necessary to respond to changing conditions. The comprehensive plan also influences budgeting decisions by making sure sufficient capital facilities and resources are available to serve the current and future residents of the City.

Successful communities are those that are able to face their challenges collectively. Poulsbo has an effective local government that responds to and anticipates the changing needs of the community and recognizes the value of effective public involvement and creates opportunities for engagement. Decisions are better—more equitable, resilient, and accountable—when all interested parties are involved in considering the issues and weighing in on decisions. Collaborative and inclusive participation is essential to a prosperous, healthy, and equitable Poulsbo.









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12.2 GOALS AND POLICIES

Public Participation

The Growth Management Act establishes that cities shall have procedures providing for early and continuous public participation in the development and amendment of comprehensive plans and regulations that implement these plans. The Comprehensive Plan is based on involved community input and reflects the priorities and values of its residents and the business community.

Broad-based community participation is essential to maintaining an effective and useful Comprehensive Plan for the future. However, public participation in Comprehensive Plan updates is just one piece. The community also must be involved as the Plan is implemented, including opportunities to review proposed updates to development regulations and functional plans, as well as to review public projects. Different levels of involvement are appropriate at various states of Plan preparation and implementation.

GOAL PI-1

Value public participation and promote broad-based involvement by members of the Poulsbo community in the update and implementation of the Comprehensive Plan, as well as in other issues and opportunities of significance to the City.

Policy PI-1.1

Provide opportunities for public review of plans, regulations, and development proposals while tailoring the review approach and specific issues to the appropriate stage of plan preparation and implementation.

Policy PI-1.2

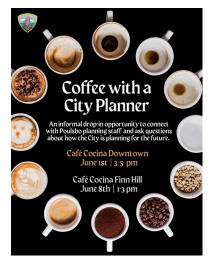
The City shall develop public participation plans for major projects or decision processes. In addition to hearings and other formal opportunities for oral and written public comment, the City will utilize other outreach techniques, such as town hall meetings, open houses, workshops, forums, opinion surveys and stakeholder groups.

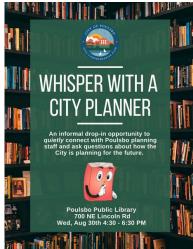
Policy PI-1.3

Provide early and continuous participation by use of all public involvement and communication options at the City's disposal, such as websites, surveys, workshops, open houses and other meetings, and citizen advisory/stakeholder groups.

Policy PI-1.4

Support effective and equitable participation by providing a variety of community engagement opportunities which include culturally and linguistically appropriate materials to actively recruit input from diverse sources.









Implementation and Evaluation

Achieving the goals and policies outlined in the Comprehensive Plan depends on taking action. Similar to many budgets, while there are not sufficient resources to accomplish all of the strategies simultaneously, the City can make progress on carrying out the Plan by identifying priorities.

Successful implementation of the Plan also depends on evaluating the actions taken to determine if they are meeting community goals. Finally, implementing the Comprehensive Plan requires the cooperation of, and partnerships among, the citizens, property owners, private sector, non-profit organizations, business owners, the City of Poulsbo, and other local, State and federal agencies.

GOAL PI-2

Maintain and implement a Comprehensive Plan that embodies the future vision for Poulsbo and carries out the City's local, regional and statewide responsibilities.

Policy PI-2.1

Verify that development regulations, functional plans, City budget, capital improvement plan budgets and priorities, and other implementing measures and actions are consistent with, and reinforce, the Comprehensive Plan.

Policy PI-2.2

Conduct a substantial Comprehensive Plan review every ten years. Analyze the opportunities and issues facing the City, review changes in State law, complete a thorough review of existing policies, and update the Plan as needed. New Census data will be utilized for implementation and administration purposes as it becomes available, and the data will be incorporated into the substantial Comprehensive Plan review.

Policy PL -2.3

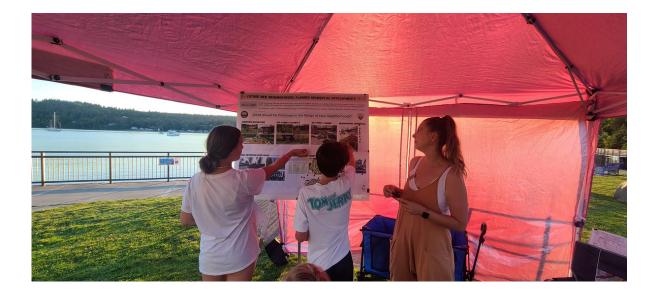
Provide an implementation progress report detailing the progress achieved in implementing the comprehensive plan every five years after the adoption of the comprehensive plan update (RCW.36.70A.130).

Policy PI-2.4

Update applicable City code provisions as soon as possible following a Comprehensive Plan amendment or where a major revision to the Comprehensive Plan has been adopted.

Policy PI-2.5

Ensure the City's development regulations do not result in an unconstitutional taking of private property by ensuring City staff are familiar with Washington State Attorney General's "warning signals" for unconstitutional takings of private property.





Amending the Comprehensive Plan

The City of Poulsbo Comprehensive Plan is a dynamic document. It provides predictability for citizens, developers, and elected officials about the City's long-term strategy for the future. At the same time, the goals and policies in the Plan are designed to be flexible enough to respond to changing conditions. Also, the Plan is reviewed and evaluated on a regular basis to ensure that it addresses changing conditions in the City, new information and current state and regional policy guidance.

The Plan provides long-range policy guidance for the future and a framework for managing change. It is important that amendments to the Plan retain the broad perspective articulated in the community vision statement, satisfy the goals and policies, and remain consistent with the intent of the Growth Management Act.

Generally, there will be three types of amendments to the Plan: 1) amendments to narrative text, goals, and policies; 2) amendments to comprehensive plan maps; and 3) amendments to the Capital Facilities Plan.

Proposed amendments to the Plan may be initiated by City officials, City Council, or by other entities, organizations, or individuals, are considered on an annual basis (no more frequently than once a year with exception of the year that updates are due) and processed concurrently so that the cumulative effect of the various proposals can be ascertained. Amendments to the capital facilities plan may occur outside of the annual review process, if adopted concurrently with an annual budget per (RCW 36.70A.130.2.a.iii).

Proposed amendments are collected throughout the year and processed according to the provisions set forth in the Poulsbo Municipal Code. To be approved, a comprehensive plan amendments must meet one of the following criteria: 1) the amendment is warranted due to an error in the initial adoption of the Plan; 2) the amendment is based on a change of conditions or circumstances from the initial adoption of the Plan; 3) the amendment is based on new information or facts which were not available at the time of the initial adoption of the Plan.

Amending Narrative Text, Goals and Policies

Amendments to text, goals and policies of the Plan will most likely be based on the need to clarify or refine the text or its intent, changing circumstances or new policy direction.

Amending Comprehensive Plan Maps

Land use designations of specific properties on Figure LU-1"2044 Land Use Comprehensive Plan Map" as well as the City's zoning map, may be requested for re-designation by property owners or designated representatives. This type of amendment, referred to as a "site specific re-designation request," proposes a change in land use from one type of land use to another – for example from residential land use to commercial land use.

Other maps within the Comprehensive Plan may be amended throughout the planning horizon when new information becomes available, or circumstances dictate.

The boundary of the Poulsbo Urban Growth Area (UGA) is established by Kitsap County and amendments to the UGA follow the requirements and procedures of the Kitsap Countywide Planning Policies and Kitsap County's Comprehensive Plan for UGA adjustments. Amendments to the Poulsbo UGA cannot be made through the City's annual Comprehensive Plan amendment process.





<u>Amending the Capital Facilities Plan</u>

The Capital Facilities Plan addresses the infrastructure needed to adequately serve the city residents and businesses and includes police protection, solid waste, government buildings, fire/emergency services (Poulsbo Fire District), Schools (North Kitsap School District) and Library (Kitsap Regional Library). It is expected that City officials will propose amendments to the Capital Facility Plan (CFP) as City departments complete capital projects, identify new projects, secure funding, establish new priorities, and update the 6-year Capital Improvement Program (CIP) through the annual budget process.

The City's CFP is intended to be an on-going process, as the City identifies needed projects - most likely through updates to functional plans, adds the projects to the 2044 Capital Facilities Project List (Table CFP-3), funds and schedules the projects on the City's 6-year CIP (annual budget + Table CFP-4), and implements the project. It is anticipated that amendments to the CFP will be necessary most years.

New Text in the Capital Facilities Plan

This amendment type will most likely occur when circumstances have changed, or new information is available. For example, when capital facilities are completed, an amendment will be necessary to remove the project from Table CFP-3 and its appropriate section's descriptive text. The level of service analysis may also be subject to revision during the 2044 planning period – any changes in these will require textual amendments to the CFP.

New Projects Added to Table CFP-3 "2044 City Capital Facility Project List"

The Public Works, Engineering, or Parks departments may identify new projects that are necessary to accommodate the City's population, employment, and/or housing allocations or to maintain adopted level of service standards. This will most likely occur when functional plans are updated. New projects may also be identified when new funding sources become available, or if new circumstances and priorities occur.

New Projects added to Table CFP-4 "City of Poulsbo 6-year Capital Improvement Projects"

Capital improvement projects which are included in Table CFP-3, the long-term capital facility project list, that have reasonably secured funding sources and are planned to be implemented within six-years, are included on the City's 6-year Capital Improvement Program (CIP).

<u>Updates to Functional Plans</u>

Functional plans are the method the city utilizes to meet GMA requirements for city operated infrastructure and facilities. The five functional plans include water, sanitary sewer, stormwater management, transportation, and parks. Whenever a functional plan is fully updated or selectively, an amendment to the Plan is necessary to formally adopt the plan. All functional plans are part of the Plan, and are found in Appendix B.

Comprehensive Plan Policy CF-6.5 allows for administrative updates to functional plans if the new information does not: a) respond to a Growth Management Act requirement; b) identifies new improvements necessary to serve planned growth; or c) are new or revised policies.

Functional plans should be developed and reviewed in a process that includes City departmental and City Council review, as well as public review and comment, before proposing to be docketed as a Comprehensive Plan amendment. Functional plan updates should generally follow the process outlined in Policy PI-3.7 below.



Emergency Amendments

Emergency amendments to the Plan are allowed pursuant to RCW 36.70A.130(2)(b). Emergency amendments can be considered outside of the annual review cycle and must be based on an event, circumstance or situation that constitutes an immediate threat to public health, safety, or welfare. One public hearing before the City Council is required to adopt an emergency amendment to the Plan and must be legally noticed 10-days before the hearing.

GOAL PI-3

Process comprehensive plan amendments in conformance with the requirements of the Growth Management Act, and as set forth in the Poulsbo Municipal Code.

Policy PI-3.1

Amendments to the Comprehensive Plan shall be processed pursuant to the requirements of Title 19 of the Poulsbo Municipal Code. The City shall establish a docket for any proposed amendments to the Poulsbo Comprehensive Plan once a year, except for the year of a comprehensive plan update, considering the Plan amendments as a package in order to evaluate their cumulative impact.

Policy PI-3.2

Amendments to the capital facilities plan may occur outside of the annual review process, if adopted concurrently with an annual budget; this is allowed under GMA (RCW 36.70A.130.2.a.iii).

Policy PI-3.3

Amendments to comprehensive plan text or maps may be administratively made by the Planning Director if the amendment is to correct an obvious factual error, typographical error or an inadvertent omission. The Planning Director shall review the record to confirm the error and provide written documentation of the correction.

Policy PI-3.4

Amendments to the City's comprehensive plan and/or City's functional plans should generally conform to the public participation process used for the initial adoption of the comprehensive plan. Depending on the nature of the amendments, the process may vary in terms of time frame, content, number of meetings, etc.

Policy PI-3.5

Recognize that the need for emergency amendments may require modifications to the annual comprehensive plan amendment process. The need for emergency amendment(s) shall be based on an event, circumstance, or situation that constitutes an immediate threat to the public health, safety, or welfare. One public hearing before the City Council is required to adopt an emergency amendment to the comprehensive plan and must be legally noticed 10-days before the hearing.

Policy PI-3.6

The City's functional plans shall be updated as required per state law if new information or circumstances dictate. Whenever a functional plan is fully updated or selectively, an amendment to the comprehensive plan is necessary to formally adopt the plan.

Prior to docketing as a comprehensive plan amendment, the appropriate department shall circulate a draft functional plan (or selective amendments) for review and solicit comments from: appropriate City staff; interested citizens, property owners and/or general public; any appropriate state or local agency; and appropriate City Commission. The review and comment process shall be documented and included with the functional plan when ready for comprehensive plan amendment docketing.





POULSBO CITY COUNCIL AGENDA SUMMARY

WORKSHOP AGENDA ITEM NO. 9.e MEETING DATE: August 21, 2024

AGENDA ITEM	Night Work and Road Closure Request (PSE)
EXHIBITS	101174490 Outage Map Highlighted 24.8.21 ELIASON PSE NIGHT WORK 101174490 Revised Outage Letter
STAFFED BY	Snook
ESTIMATED TIME	5 mins

SUMMARY STATEMENT

PSE is proposing (2) pole replacements and the relocation of an overhead wire impacting the vertical construction of the Eliason Building project.

In order to expedite the work, Front St. will be closed for up to 5 nights from NE Young St. to 3rd Ave.

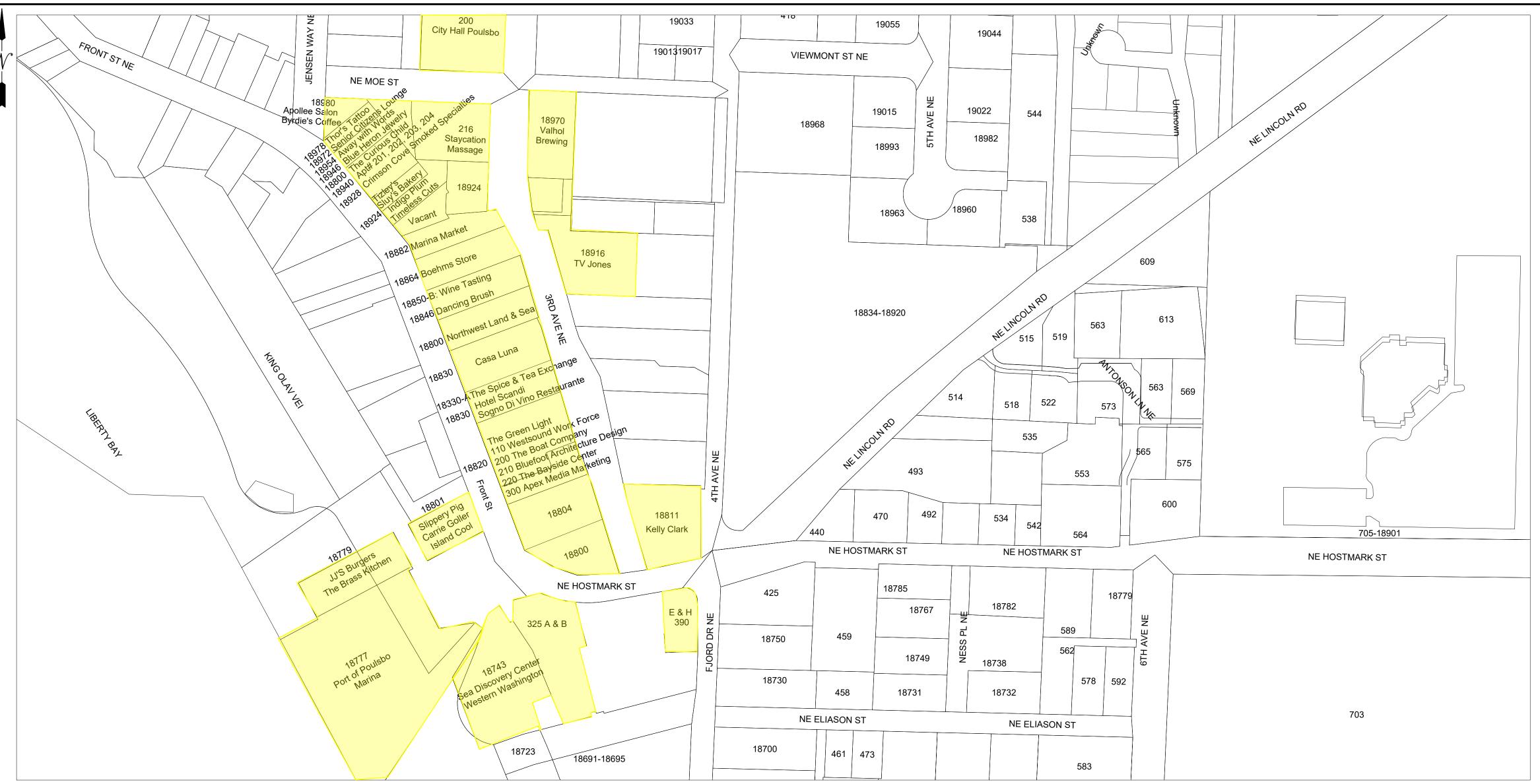
A power outage will be required one night to a limited area downtown. PSE estimates this will last for 5-6 hours. PSE will distribute notifications to their affected customers by Sept. 1st, at least 2 weeks before the project starts.

Electronic reader boards displaying a message notifying the public of the upcoming road closure will be installed on Front St. and Hostmark St. 1 week in advance of the project.

WORKSHOP DATE:	
IMPACTS	
Expenditure Required? No	Included in Budget? No
	Amount: 0

SAMPLE MOTION:

Request moving the night work approval to Consent Agenda for the 9/4 City Council meeting.



SITE PLAN SCALE: 1" = 50'

Outage Start & Stop Time

Crew Start Time: Outage Start Time: Outage Stop Time: **Crew Stop Time Time:**

Address	Business	Operating Hours			
	The Loft:	11:30 AM - 8PM Monday through Thursday			
18779 Front St NE	JJ's Burgers & The Brass Kitchen	11:30 AM - 9PM Friday & Saturday			
	Island Cool, Slippery Pig, Carrie	11:30 AM - 8PM Monday through Thursday			
18801 Front St NE	Goller	11:30 AM - 9PM Friday & Saturday			
18777 Front St NE	Port of Poulsbo Marina				
18743 Front St NE	Sea Discovery Center	11:30 AM - 4:00PM Friday & Saturday Only			
325 NE Hostmark Street A & B	Medorganize Pharmacy				
		9:00 AM - 6:30PM Monday, Wednesday & Friday			
		9:00 AM - 7:00PM Tuesday & Thursday			
390 NE Hostmark Street	E & H SPA	9:00 AM - 5:00PM Saturday & Sunday			
18811 4th Street	Kelly Clark Homeowner				

The Green Tea Westsound Work Force The Boat Company Bluefoot Architecture Design The Bayside Center Hours			
The Boat Company Bluefoot Architecture Design The Bayside Center Hours	8:00 AM - 5:00 PM Monday through Friday; Closed on Sat & Sun 9:00 AM - 5:00 PM Monday through Friday; Closed on Sat & Sun		
Bluefoot Architecture Design The Bayside Center Hours	9:00 AM - 5:00 PM Monday through Friday; Closed on Sat & Sun.		
The Bayside Center Hours			
·			
Apex Media Marketing			
Sogno Divo Restaurante	11:30 AM - 3:00 PM & 4:00 PM - 8:00PM Monday through Thursday & Sunday 11:30 AM - 3:00 PM & 4:00 PM - 8:30PM Friday & Saturday		
Hotel Scandi			
The Spice & Tea Exchange	11:00 AM - 6:00 PM Monday through Sunday		
Casa Luna	11:00 AM - 8:00 PM Monday through Thursday 11:00 AM - 9:00 PM Friday & Saturday		
Northwest Land & Sea	11:00 AM - 4:00 PM Monday through Thursday 11:00 AM - 5:00 PM Friday & Saturday		
Dancing Brush	10:00 AM - 6:00 PM Monday through Saturday 1:00 PM - 6:00 PM Sunday		
Wine Tasting	3:00 PM - 8:00 PM Wednesday through Friday 1:00 PM - 8:00 PM Saturday / 1:00 PM - 7:00 PM Sunday		
Marina Market	9:00 AM - 6:00 PM Monday through Sunday		
TV Jones	9:00 AM - 5:00 PM Monday through Friday		
	9:30 AM - 6:00 PM Monday through Thursday 9:30 AM - 6:30 PM Friday & Saturday 10:00 AM - 6:00 PM Sunday		
	Hotel Scandi The Spice & Tea Exchange Casa Luna Northwest Land & Sea Dancing Brush Wine Tasting Marina Market		

Address	Business	Operating Hours
18924 Front St NE	Timeless Cuts	
18924 Front St NE	Indigo Plum	10:00 AM - 6:00 PM Monday through Thursday & Sunday 10:00 AM - 6:30 PM Friday 10:00 AM - 7:00 PM Saturday
18924 Front St NE	Sluys Poulsbo Bakery	5:00 AM - 6:00 PM Monday through Sunday
18924 Front St NE	Tizley's	11:00 AM - 8:00 PM Monday through Sunday
18898 Front St NE	Crimson Cove Smoked Specialties	11:00 AM - 5:00 PM Monday through Sunday 9:00 AM - 7:00 PM Sunday & Monday 10:00 AM - 5:00 PM Tuesday through Thursday 10:00 AM - 6:00 PM Friday
18800 Front St NE	The Curios Child	10:00 AM - 7:00 PM Saturday
18940 Front St NE	Apt# 201, 202, 203, 204	
18946 Front St NE	Blue Heron Jewelry Company	11:00 AM - 6:00 PM Tuesday through Saturday
18954 Front St NE	Away With Words	11:00 AM - 5:00 PM Monday through Saturday 11:00 AM - 4:00 PM Sunday
18972 Front St NE	Senior Citizen's Center	Noon - 4:00 PM Monday, Tuesday, and Thursday Closed - Friday, Saturday and Sunday
18978 Front St NE	Thor's Hammer and Needle Tattoo	Noon - 8:00 PM Tuesday through Saturday Closed - Sunday & Monday
18980 Jensen Way NE	Apollo Salon & Spa	9:30 AM - 6:30 PM Monday through Saturday Closed - Sunday
18980 Jensen Way NE	Byrdie's Coffee	
210 Moe Street	Poulsbo City Hall	8:00 AM - 4:30 PM Monday through Friday Closed Saturday & Sunday
216 Moe Street	Staycation Massage	
18970 3rd Ave NE	Valholl Brewing	2:00 AM - 9:00 PM Monday through Thursday Noon - 10:00 PM Friday to Saturday Noon - 8:00 PM Sunday
18924 3rd Ave NE		

POWER GENERAL NOTES - COMMERCIAL PROJECT

- 1. All materials to be installed in accordance with Puget Sound Energy's (PSE) standards. Any deviation from this work sketch must be AUTHORIZED by PSE's Project Manager and NOTED on the Foremans' Copy.
- 2. All switching arrangements and/or outage arrangements are to be made with the Project Manager at least three (3) working days in advance.
- 3. Contact the Utilities Underground Location Center (1-800-424-5555) at least 48 hours prior to commencing work to get the underground facilities located.
- 4. STAKING: The customer will provide all staking (transformer, handhole, trench, grade, lot, pole, sidewalk, etc.). See sketch and details for locations. Equipment locations must be approved by the Project Manager.
- 5. SITE PREPARATION: The work area will be at or near finished grade, clear of trench spoils or construction materials which would restrict construction and/or equipment access, before work can begin.
- 6. Roads shall be paved or have a compacted, crushed rock base in place.
- 7. CLEARANCES: Transformers require a minimum of 6 feet from fire fighting equipment, 10 feet from combustible walls, overhangs, doors, and windows, and a minimum of 5 feet from the back of curb (or guard posts will be required per PSE standards). All conduits and vaults are to be at least 5 feet away from water, storm and sewer lines when paralleling them in the right of way, and at least 1 foot when crossing them, or as required by your local municipality.
- 8. All work is to be done in accordance with local municipal and county permit requirements as applicable.
- 9. Customer/Developer is responsible to provide, install and maintain all secondary service cables, conduits and crossings from the individual unit's meter base to the designated connection point on private property.
- 10. Inclement weather conditions may cause delays in construction times and dates.

Vicinity Map



Project Manager Contact Information:

Manager: Scott Tuscani Cell Phone: 360-689-3709 E-Mail: scott.tuscani@pse.com

Developer Locates Req'd PSE Locates Req'd

─ Owner / Developer Contact Info -

Chinook Contractors 10661 Old Frontier RD, Suite 231 Silverdale, WA 98383 ATTN: Kelly Clark 1-360-613-4198 office

For contacts below dial 1-888-CALL PSE (225-5773)

THIS SKETCH NOT TO BE RELIED UPON FOR EXACT LOCATION OF EXISTING FACILITIES

CALL 811 TWO BUSINESS DAYS BEFORE YOU DIG

PSE Locates F	keq'a	Yes							
Outages Req'd Flagging Req'd		Yes Yes				REAL ESTATE/EASEMENT		CITY OF POULSE E-08-01-24	_
3						FUNCTION	CONTACT	PHONE NO	DATE
2						PROJECT MGR	Scott Tuscani	360-689-3709	08-06-24
1						PROJECT MGR			
REV#	DATE	BY	DESCRIPTION	DESCRIPTION					
COUNTY		Emer Sect	Gas Wk Ctr	POWER	R WK CTR	ENGR - PWR	Scott Tuscani	360-689-3709	08-06-24
KITS	AΡ				QSSPE	CHECKED BY			
1/4 SEC		OP MAP		PLAT MAP		APPROVED BY	Scott Tuscani	360-689-3709	08-06-24
SE 1/4, SEC-0	4, T17, R02	<u> </u>				FOREMAN #1			
U-MAP NO (F	POWER)	OH CKT MA	AP UG CKT	ГМАР	CIRCUIT NO	FOREMAN #2			
2601E	090	2602E07	76 260°	2601E090 SWD-11		MAPPING			
				JOIN	T FACILITIES A	RRANGEMENTS			
			•		•				

PUGET SOUND ENERGY

CONTAC

CHINOOK PROPERTIES PHASE I OUTAGE MAP 18800 FRONT ST NE, POULSBO WA 98370

Elect Order 101174490 1/1 1:50

PUBLIC PROPERTY CONSTRUCTION PERMIT

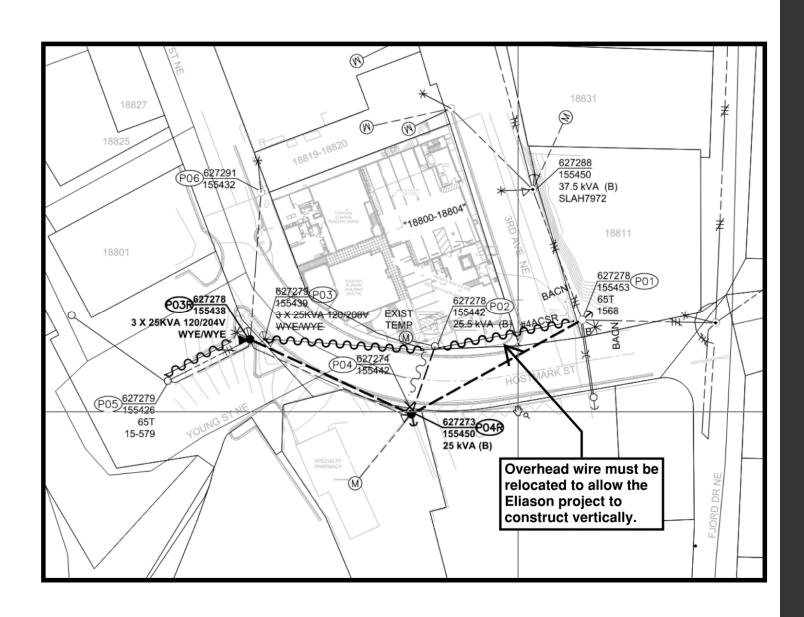
NIGHT WORK AND ROAD CLOSURE REQUEST

PSE POLE REPLACEMENT AND AERIAL RELASHING FOR ELIASON BUILDING

E-08-01-24-01

August 21, 2024

City Council Workshop



DESIGN PLANS

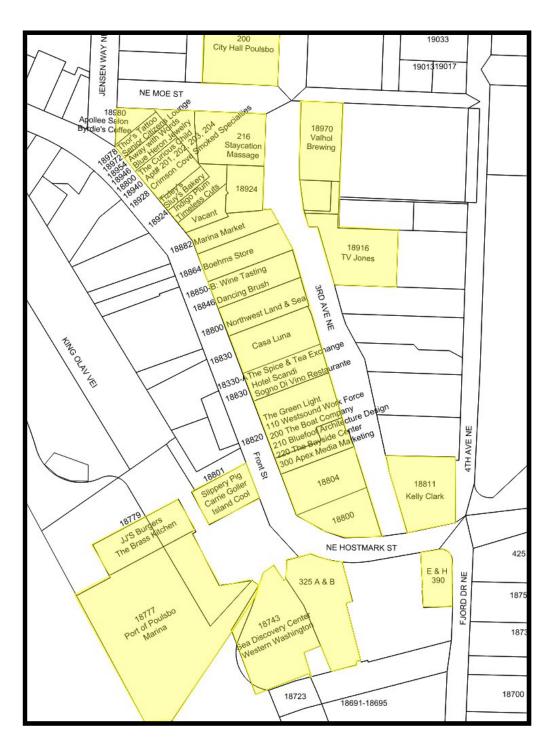
- Night work is recommended due to impact to downtown businesses and traffic
- Road closure is recommended because the limited work area with large poles
 - Allows work to be performed in less nights and minimizes disruption to businesses and residents
- ► Road Closure & Night Work Planned for up to five nights – anticipate that it may be 3-4 nights
- ► Night work & Road Closure Hours 11pm-4:30am

DETOUR ROUTE



- Power Outage will be required one night only.
- ► Power Outage will last for 5 to 6 hours.
- ► PSE to deliver advanced notification to all affected customers on September 1st, at least 2 weeks before outage.
- ► PSE performing outreach to businesses that may require standby generators

POWER OUTAGE MAP



Pedestrians will be provided an accessible route through the closure.

• PMC 15.32.010 – Construction hours regulated requires City Council approval for all work outside of construction hours.

QUESTIONS?

REQUEST MOVING APPROVAL OF THE NIGHT WORK & ROAD CLOSURE TO CONSENT AGENDA FOR SEPTEMBER 4TH, 2024

Upcoming electric work



Northeast Front Street electric equipment replacement - night work

Dear Neighbor,

This is a courtesy letter to advise you about a Puget Sound Energy electric maintenance project taking place in your area soon. PSE and Potelco crews will be working on the electric system in order to replace power poles and related electrical equipment. We're committed to completing our work safely and efficiently, and our crews will do their best to reduce impacts to you and your neighbors. Please see below for project details.

Project details

Who: Electric crews from PSE and Potelco

What: Replace power poles and related electrical equipment

When: Expected to take place early-mid September and last for approximately 5 working days

Night work hours: Monday thru Friday 11 p.m. to 4:30 a.m. Customer outage impact is forecasted for one night only.

Where: Front Street Northeast, between Northeast Young Street and 3rd Avenue Northeast, Poulsbo

(please see map on reverse)

What you can expect

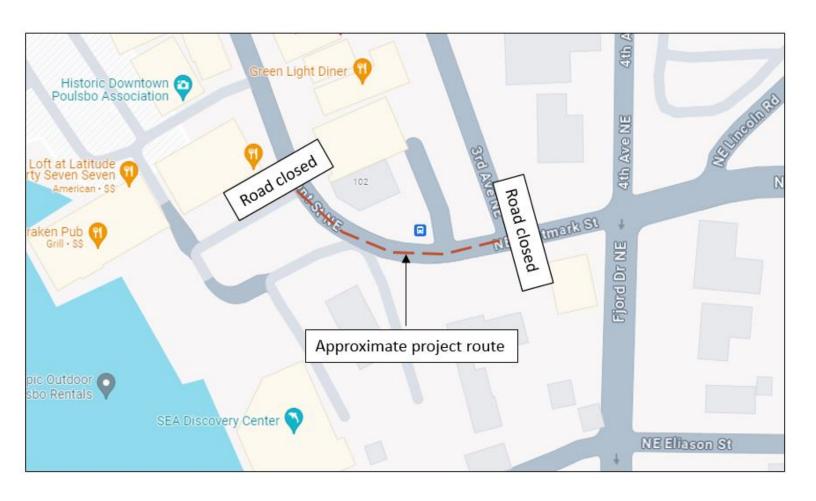
- There will likely be noise from trucks and heavy machinery
- Traffic control flaggers and signs will guide vehicles and pedestrians safely around the work area
 - The sidewalk on Front Street Northeast will be closed near the work area Detour signs will be posted
 - Front Street Northeast and Northeast Hostmark Street will be closed to thru traffic with emergency access only – Detour signs will be posted
- Some street parking may be impacted. "No parking" signs will be placed in the area prior to work beginning
- Some customers along the project route may experience a planned power outage as a result of this work Impacted customers will be notified of any planned outages in advance by the crew foreman in person with a door hanger or via mail, phone or email. Please ensure all contact information on your account is current via pse.com

We're proud to serve in your community and aim to complete this work with as little disruption as possible. If you have questions or concerns, please contact me at the information below and reference project #101174490.

Sincerely,

Victor Ibarra, PSE Project Manager 425-429-4574 | victor.ibarra@pse.com

Northeast Front Street electric equipment replacement work map





POULSBO CITY COUNCIL AGENDA SUMMARY

WORKSHOP AGENDA ITEM NO. 9.f MEETING DATE: August 21, 2024

AGENDA ITEM	BA #24-0310 - Property Appraisal Fee Transfer
EXHIBITS	BA #24-310 - Property Appraisal Fee Transfer (not signed)
STAFFED BY	Ozimek
ESTIMATED TIME	5 mins

SUMMARY STATEMENT

WORKSHOP DATE.

This budget amendment transfer's \$3,500 from Fund 302 to General Fund 001 to cover the property appraisal fee for potentially expanding Oyster Plant Park through two RCO grants.

The \$3,500 property appraisal fee was split with the land owner.

Presented to Council Workshop on 8/21 and for approval on the 9/4 Consent agenda.

WORKSHOP DATE:		
IMPACTS		
Expenditure Required? Y	'es	Included in Budget? No Amount: 3500

SAMPLE MOTION:

Move to the September 4 Consent Agenda.

CITY OF POULSBO

BUDGET AMENDMENT REQUEST FORM (MAYOR/COUNCIL APPROVAL REQUIRED)

DATE:

8.14.24

FROM:	Jeff Ozimek/P&R Director			
This budget a	N OF BUDGET AMENDMENT RE- mendment transfer's \$3,500 from F aisal fee for potentially expanding (Fund 302 to General Fund 001		
Presented to	Council Workshop on 8/21 and for	approval on the 9/4 Consent a	genda.	
INCREASE: INCREASE: INCREASE: DECREASE:	00174000057680; 50000410 30274000059700; 50000090	Description Transfer In Park Admin Prof Services Transfer Out Budgeted Fund Balance	Amount 3,500 3,500 3,500 3,500	_
NOTE: Attacl	h separate sheet for more detail/lin	e items if necessary		
TO: FROM:	Finance Director/Asst City Admini Mayor Erickson Approved	strator Booher Disapproved	DATE:	
COMMENTS:				
TO:	Senior Accountant Ellington		DATE:	
FROM:	Finance Director Booher	DATE:	_ BA#:	24-0310

Note: This form should be reproduced on PINK paper

Mayor Erickson

TO:

Revenue									
Organization Number	Account Number	Project Number	Project Account	Account Description	Current Budget	Actual	Increase	Decrease	Amended Budget
									-
									-
									-
									-
Expenditure									
Organization	Account	Project	Project		Current				Amended
Number	Number	Number	Account		Budget	Actual	Decrease	Increase	Budget
									_
									-
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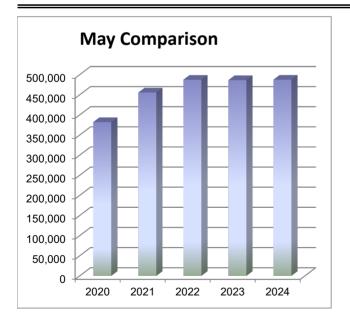
POULSBO CITY COUNCIL AGENDA SUMMARY

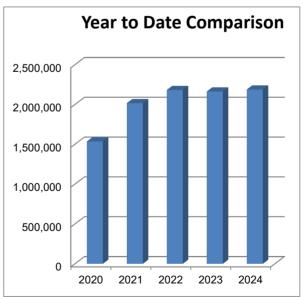
WORKSHOP AGENDA ITEM NO. 9.g MEETING DATE: August 21, 2024

AGENDA ITEM	Quarterly Financial Review	Quarterly Financial Review						
EXHIBITS	052024 ytd 6. June 2024 Financial Stat Both % REET 2024	us Report						
STAFFED BY	Booher							
ESTIMATED TIME	30 mins							
SUMMARY STATEME	NT							
WORKSHOP DATE:								
IMPACTS								
Expenditure Required	d? No	Included in Budget? Yes Amount: 0						
SAMPLE MOTION:								
Information Discussion	on							

5 YEAR SALES TAX RECAP -

						% 2024 To		
Month Generated JANUARY	<u>2020</u> 304,160	<u>2021</u> 357,613	<u>2022</u> 380,609	<u>2023</u> 383,460	<u>2024</u> 395,083		<u>Aver/Month</u> 364,185	Ranking 11
FEBRUARY	246,794	329,853	396,618	390,764	389,880		350,782	12
MARCH	271,288	434,735	457,148	449,183	463,574	103.20%	415,186	10
APRIL	331,943	439,150	460,727	453,855	452,491	99.70%	427,633	8
MAY	382,029	455,558	487,291	486,361	487,393	100.21%	459,727	4
YEAR TO DATE	1,536,215	2,016,908	2,182,393	2,163,624	2,188,422	101.15%		
JUNE	392,100	451,603	505,411	513,211	, ,	0.00%	465,581	1
JULY	406,091	458,519	480,700	502,721		0.00%	462,008	2
AUGUST	381,567	442,237	497,774	482,242		0.00%	450,955	6
SEPTEMBER	410,726	438,922	506,375	493,068		0.00%	462,273	3
OCTOBER	389,395	424,576	455,543	460,645		0.00%	432,540	7
NOVEMBER	362,439	420,815	448,177	460,633		0.00%	423,016	9
DECEMBER	407,463	444,467	461,783	500,584		0.00%	453,574	5
TOTALS	4,285,995	5,098,048	5,538,154	5,576,727	2,188,422	39.24%	5,167,459	
May % of Actual Collected	35.84%	39.56%	39.41%	38.80%	100.00%		i	
May % of	40.43%	49.80%	51.96%	42.42%	39.79%	41.67%		
Budget Collected	2 000 000	4.050.000	4 200 000	E 400 000	E 500 000	Difference		
Annual Budget	3,800,000	4,050,000	4,200,000	5,100,000	5,500,000	24,799		



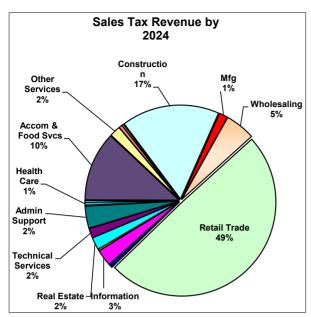


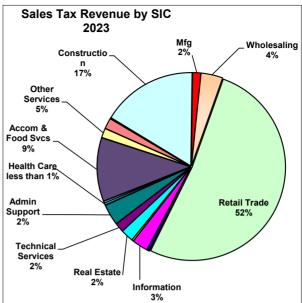
Sales Tax Revenue by SIC Code						
Mon	thly 2024					
		% of total				
Other	2,940	0.60%				
Agriculture	60	0.01%				
Mining	9	0.00%				
Utilities	1,303	0.27%				
Construction	82,168	16.86%				
Manufacturing	7,300	1.50%				
Wholesaling	25,231	5.18%				
Retail Trade	240,997	49.45%				
Transportation	3,301	0.68%				
Information	13,835	2.84%				
Finance & Insurance	1,416	0.29%				
Real Estate	10,359	2.13%				
Technical Services	8,028	1.65%				
Management	48	0.01%				
Admin Support	18,441	3.78%				
Educational Svcs	608	0.12%				
Health Care	2,440	0.50%				
Arts, Entertainment	1,434	0.29%				
Accom & Food Svcs	58,372	11.98%				
Other Services	9,097	1.87%				
Public Administration_	5	0.00%				
Total	\$487,392	100%				

Sales Tax Re	venue by SI	C Code	<u>Variance</u>	<u>% of</u>
Mo	nthly 2023		Incr (Decr)	Incr (Decr)
		% of total		
Other	9,126	1.88%	(6,186)	-68%
Agriculture	72	0.01%	(12)	-17%
Mining	36	0.01%	(27)	-75%
Utilities	(487)	-0.10%	1,790	-368%
Construction	80,728	16.60%	1,440	2%
Manufacturing	6,935	1.43%	365	5%
Wholesaling	18,367	3.78%	6,864	37%
Retail Trade	252,978	52.01%	(11,981)	-5%
Transportation	2,375	0.49%	926	39%
Information	13,320	2.74%	515	4%
Finance & Insura	1,451	0.30%	(35)	-2%
Real Estate	10,641	2.19%	(282)	-3%
Technical Servic	7,934	1.63%	94	1%
Management	-	0.00%	48	0%
Admin Support	17,589	3.62%	852	5%
Educational Svc	350	0.07%	258	74%
Health Care	1,812	0.37%	628	35%
Arts, Entertainm	1,382	0.28%	52	4%
Accom & Food 5	53,802	11.06%	4,570	8%
Other Services	7,943	1.63%	1,154	15%
Public Administr_	5	0%	0	0%
Total	\$486,359	100%	1,033	0%

Sales Tax Revenue by SIC Code							
YTD 2024 (Includ	des 2 months	prior year					
		% of total					
Other	25,788	5.29%					
Agriculture	692	0.14%					
Mining	193	0.04%					
Utilities	12,899	2.65%					
Construction	466,642	95.74%					
Manufacturing	46,466	9.53%					
Wholesaling 160,702 32.97%							
Retail Trade 1,596,572 327.57%							
Transportation	21,095	4.33%					
Information	105,612	21.67%					
Finance & Insurance	12,681	2.60%					
Real Estate	35,739	7.33%					
Technical Services	65,447	13.43%					
Management	481	0.10%					
Admin Support	121,983	25.03%					
Educational Svcs	4,362	0.89%					
Health Care	16,191	3.32%					
Arts, Entertainment	9,152	1.88%					
Accom & Food Svcs	348,807	71.57%					
Other Services	97,921	20.09%					
Public Administration	215	0.04%					
Total	\$3,149,640	646%					

Sales Tax R	Sales Tax Revenue by SIC Code		<u>Variance</u>	<u>% of</u>
YTD 2023 (Inclu	udes 2 month	ns prior year	Incr (Decr)	Incr (Decr)
		% of total		
Other	42,738	8.79%	(16,950)	-40%
Agriculture	1,044	0.21%	(352)	-34%
Mining	240	0.05%	(47)	-20%
Utilities	746	0.15%	12,153	1629%
Construction	466,350	95.89%	292	0%
Manufacturing	42,700	8.78%	3,766	9%
Wholesaling	135,257	27.81%	25,445	19%
Retail Trade	1,588,647	326.64%	7,925	0%
Transportation	15,330	3.15%	5,765	38%
Information	103,147	21.21%	2,465	2%
Finance & Insura	11,374	2.34%	1,307	11%
Real Estate	62,126	12.77%	(26,387)	-42%
Technical Servic	56,395	11.60%	9,052	16%
Management	23	0.00%	458	0%
Admin Support	119,193	24.51%	2,790	2%
Educational Svc	4,849	1.00%	(487)	-10%
Health Care	15,127	3.11%	1,064	7%
Arts, Entertainm	7,243	1.49%	1,909	26%
Accom & Food 5	340,547	70.02%	8,260	2%
Other Services	59,364	12.21%	38,557	65%
Public Administr	1,145	0%	(930)	-81%
Total	\$3,073,585	632%	76,055	2%





Retail Sales Tax By SIC Code Detail Monthly 2024						
	,	% of total				
Motor Vehicle	34,248	14.21%				
Food & Beverage	24,506	10.17%				
Furniture	10,910	4.53%				
Building Materials	62,641	25.99%				
Sporting Goods	41,574	17.25%				
Clothing & Acc	7,317	3.04%				
Gasoline Stations	5,247	2.18%				
Gen Merchandise	48,649	20.19%				
Health & Personal C	5,905	2.45%				
Total	240,997	86%				

1	Tax By SIC Code Detail onthly 2023		<u>Variance</u> <u>Incr (Decr)</u>	% of Incr (Decr)
	y 2020	% of total	<u>11161 (15651)</u>	<u></u>
Motor Vehicle	36,038	14.25%	(, ,	-5%
Food & Beverag	25,157	9.94%	(651)	-3%
Furniture	9,356	3.70%	1,554	17%
Building Materia	71,556	28.29%	(8,915)	-12%
Sporting Goods	40,348	15.95%	1,226	3%
Clothing & Acc	7,689	3.04%	(372)	-5%
Gasoline Station	4,935	1.95%	312	6%
Gen Merchandis	51,501	20.36%	(2,852)	-6%
Health & Person	6,397	2.53%	(492)	-8%
Total	252,977	86%	(11,980)	-5%

\$240,997

Retail Sales Tax by SIC Code 2025

Gasoline Stations 3%

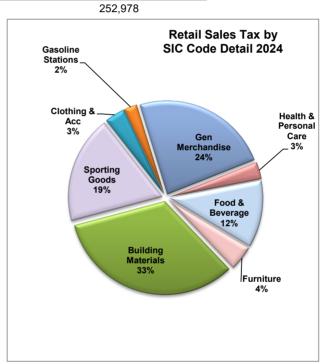
Clothing & Personal Care 3%

Acc 4%
Sporting Goods 20%

Food & Beverage 12%

Building Materials 30%

Furniture 5%





Financial Status Report

For Month Ending

June 30, 2024

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YTD % ACTUAL TO BUDGET Month Ending June 30, 2024

Note: Time Elapsed 0.5

REVENUES YTD							
	BUDGETED	YTD ACTUAL	CURRENT YEAR	YTD %			
GENERAL FUND REVENUE SOURCE	REVENUE	REVENUE	BALANCE	COLLECTED			
TAXES							
PROPERTY	3,062,000	1,640,023	1,421,977	53.56%			
SALES	5,720,000	2,749,245	2,970,755	48.06%			
UTILITY	2,541,815	1,159,402	1,382,413	45.61%			
EXCISE & B&O TAX	466,000	28,927	437,073	6.21%			
SUB-TOTAL TAXES	11,789,815	5,577,598	6,212,217	47.31%			
LICENSES & PERMITS	657,480	406,871	250,609	61.88%			
GRANTS	1,263,903	378,760	885,143	29.97%			
GRANTS - NOLL ROAD	96,268	50,606	45,662	0%			
CHARGES FOR SERVICES	933,675	790,975	142,700	84.72%			
FINES & FORFEITURES	36,700	16,024	20,676	43.66%			
INVESTMENT EARNINGS	163,500	448,401	(284,901)	274.25%			
SUB-TOTAL	3,151,526	2,091,637	1,059,889	66.37%			
MISCELLANEOUS	102,200	158,629	(56,429)	155.21%			
TRANSFERS	14,974		14,974	0.00%			
				_			
TOTAL GENERAL FUND OPERATING REVENUES	15,058,515	7,827,863	7,230,652	51.98%			

Highlighted Explanations: (+/-) 15% YTD to Budget

EXCISE TAX

Budgeted revenue for the B&O tax is included in this line and the first collection has not taken place.

LICENSES & PERMITS

Permitting revenue for fiscal year 2023 far exceeded projections.

GRANTS

Grant revenues for General Fund Programs (the largest being Behavioral Health) are received as expenses are billed per contract. State shared revenues (such as Liquor Board Profits and Criminal Justice) are primarily received on a quarterly basis and are recorded when received.

GRANTS - NOLL ROAD

Grant Revenues for Noll road are received as expenses are billed per contract. The City was able to collect revenue owed from prior year expenditures toward the roundabout, above budgeted projections.

CHARGES FOR SERVICES

Charges for engineering and plan checking services, recreation programs, zoning, and detention year to date are tracking ahead of projection.

Planning Fees have been submitted for several large projects including T& C remodel, Housing Development (Tri-Pointe), New fire station and College Mercantile.

INVESTMENT EARNINGS

Investment earnings and fees are tracking ahead of budgeted projections. Included in the total is the reversal of year end posting of Gains and Losses to relfect the market value of the investments overstating the earning by \$100k.

MISCELLANEOUS

Unanticipated judgements/settlements have been received for Opiod settlements. Insurance recoveries have been received for repair of vehicles. A budget amendment will be processed in the next quarter.

Revenue Key:

Revenues highlighted in green are tracking more than 15% above the budgeted benchmark for the time elapsed, meaning revenues are presently exceeding projection.

Revenues highlighted in red are tracking more than 15% below the budgeted benchmark for the time elapsed, meaning revenues are presently falling below projection.

Items highlighted in blue are presently tracking more than 15% below the budgeted benchmark for the time elapsed, but are recognized as unconcerning due to the explanations above.

Every line item reported will continue to be monitored for changes as the year progresses.





YTD % ACTUAL TO BUDGET Month Ending June 30, 2024

Note: Time Elapsed 0.5

DEPARTMENT		EXPENDITURES Y	TD		
DEPARTMENT SCHANICAL HEALTH SCHANICAL HEALTH		BUDGETED	ACTUAL	CURRENT YEAR	
BEHAVIORAL HEALTH		EXPENDITURES	EXPENDITURES	BALANCE	% EXPENDED
CEMETERY	DEPARTMENT				
CITY COUNCIL 294,120	BEHAVIORAL HEALTH	901,444	366,676	534,768	40.68%
CLERKS	CEMETERY	16,284	10,368	5,916	63.67%
ENGINEERING/BUILDING 1,459,264 786,220 673,044 53.889 EXECUTIVE 196,096 87,968 108,128 44.869 FINANCE 1,267,460 576,354 691,106 45.479 INFORMATION SERVICES 329,760 158,398 171,362 48.039 MECHANICS 11,525 4,234 7,291 36.749 MUNICIPAL COURT 541,262 256,303 284,959 47.359 PARKS 587,442 269,919 317,523 45.959 PARKS AND RECREATION 1,134,857 518,490 616,367 45.699 PERSONNEL 204,353 98,510 105,843 48.219 PLANNING 908,398 407,075 501,323 44.819 POLICE 4,622,839 2,209,687 2,413,152 47.809 NON-DEPARTMENTAL CENTRAL SERVICES - RISK INSURANCE PREMIUM 796,123 796,202 (79) 100.019 CENTRAL SERVICES - RISK INSURANCE PREMIUM 627,355 659,776 48.749 CITY Hall Utilities, Computer Replacements , Software Maintenance GENERAL FACILITIES 417,480 229,879 187,601 55.069 Building Maintenance, Janitorial GENERAL GOVERNMENT 186,917 113,431 73,486 60.699 NATURAL RESOURCES 14,000 8,662 5,338 61.879 Tree Arborist PUBLIC SAFETY 540,971 102,302 438,669 18.919 Cencon, Jail Costs, KCDEM LEASE PRINCIPAL & INTEREST 0.99 INDIRECT ALLOCATION (2,113,573) (1,091,594) (1,021,979) 51.659 NOLL ROAD TUNNEL & ROUNDABOUT 103,009 10,216 92,793 9.929 TRANSFERS OUT 2,179,633 1,094,919 1,084,714 50.239	CITY COUNCIL	294,120	118,546	175,574	40.31%
EXECUTIVE	CLERKS	527,960	255,649	272,311	48.42%
FINANCE 1,267,460 576,354 691,106 45.479 INFORMATION SERVICES 329,760 158,398 171,362 48.039 MECHANICS 11,525 4,234 7,291 36.749 MUNICIPAL COURT 541,262 256,303 284,959 47.355 PARKS 3ND RECREATION 1,134,857 518,490 616,367 45.699 PERSONNEL 204,353 98,510 105,843 48.219 PLANNING 908,398 407,075 501,323 44.819 POLICE 4,622,839 2,209,687 2,413,152 47.809 NON-DEPARTMENTAL CENTRAL SERVICES - RISK INSURANCE PREMIUM 796,123 796,202 (79) 100.019 CENTRAL SERVICES 1,287,131 627,355 659,776 48.749 CITY HILLING Maintenance, Janitorial GENERAL FACILITIES 417,480 229,879 187,601 55.069 Building Maintenance, Janitorial GENERAL GOVERNMENT 186,917 113,431 73,486 60.699 Aligning Maintenance, Janitorial GENERAL GOVERNMENT 445,333 196,848 248,485 44.209 Aligning Carlotto, Audit, Copiers 1445,333 196,848 248,485 44.209 Aligning Carlotto, Janitorial LEGAL Outside Legal, Public Defender NATURAL RESOURCES 14,000 8,662 5,338 61.879 Tree Arborist PUBLIC SAFETY 540,971 102,302 438,669 18.919 Cencom, Jail Costs, KCDEM LEASE PRINCIPAL & INTEREST 0 09 SUBSCRIPTION PRINC & INTEREST	ENGINEERING/BUILDING	1,459,264	786,220	673,044	53.88%
INFORMATION SERVICES 329,760 158,398 171,362 48.039 MECHANICS 11,525 4,234 7,291 36.749 MUNICIPAL COURT 541,262 256,303 284,959 47.359 PARKS 587,442 269,919 317,523 45.959 PARKS AND RECREATION 1,134,857 518,490 616,367 45.699 PERSONNEL 204,353 98,510 105,843 48.219 PLANNING 908,398 407,075 501,323 44.819 PLANNING 908,398 407,075 501,323 44.819 PLANNING 46,622,839 2,209,687 2,413,152 47.809 NON-DEPARTMENTAL CENTRAL SERVICES - RISK INSURANCE PREMIUM 796,123 796,202 (79) 100.019 CENTRAL SERVICES 1,287,131 627,355 659,776 48.749 CIV, HILL Utilities, Computer Replacements , Software Maintenance - GENERAL FACILITIES 417,480 229,879 187,601 55.069 Building Maintenance, Janitorial GENERAL GOVERNMENT 186,917 113,431 73,486 60.699 Additional Control, Audit, Copiers LEGAL Outside Legal, Public Defender NATURAL RESOURCES 14,000 8,662 5,338 61.879 Tree Arborist PUBLIC SAFETY 540,971 102,302 438,669 18.919 Cencom, Jail Costs, KCDEM LEASE PRINCIPAL & INTEREST 09 SUBSCRIPTION PRINC	EXECUTIVE	196,096	87,968	108,128	44.86%
MECHANICS 11,525 4,234 7,291 36,749 MUNICIPAL COURT 541,262 256,303 284,959 47.359 PARKS 587,442 269,919 317,523 45.959 PARKS AND RECREATION 1,134,857 518,490 616,367 45.959 PERSONNEL 204,353 98,510 105,843 48.219 PLANNING 908,398 407,075 501,323 44.819 POLICE 4,622,839 2,209,687 2,413,152 47.809 NON-DEPARTMENTAL CENTRAL SERVICES - RISK INSURANCE 796,123 796,202 (79) 100.019 CENTRAL SERVICES 1,287,131 627,355 659,776 48.749 City Hall Utilities, Computer Replacements, Software Maintenance - - GENERAL FACILITIES 417,480 229,879 187,601 55.069 Building Maintenance, Janitorial 3 140,901 113,431 73,486 60.699 Animal Control, Audit, Copiers 1 445,333 196,848 248,485 44.209	FINANCE	1,267,460	576,354	691,106	45.47%
MUNICIPAL COURT 541,262 256,303 284,959 47.359 PARKS 587,442 269,919 317,523 45.959 PARKS AND RECREATION 1,134,857 518,490 616,367 45.699 PERSONNEL 204,353 98,510 105,843 48.219 PLANNING 908,398 407,075 501,323 44.819 POLICE 4,622,839 2,209,687 2,413,152 47.809 NON-DEPARTMENTAL CENTRAL SERVICES - RISK INSURANCE PREMIUM 796,123 796,202 (79) 100.019 CENTRAL SERVICES 1,287,131 627,355 659,776 48.749 CILY Hall Utilities, Computer Replacements, Software Maintenance - - - GENERAL FACILITIES 417,480 229,879 187,601 55.069 Building Maintenance, Janitorial 86,917 113,431 73,486 60.699 Arimal Control, Audit, Copiers 1 445,333 196,848 248,485 44.209 Uside Legal, Public Defender 14,000 <td>INFORMATION SERVICES</td> <td>329,760</td> <td>158,398</td> <td>171,362</td> <td>48.03%</td>	INFORMATION SERVICES	329,760	158,398	171,362	48.03%
PARKS 587,442 269,919 317,523 45.959 PARKS AND RECREATION 1,134,857 518,490 616,367 45.699 PERSONNEL 204,353 98,510 105,843 48.219 PLANNING 908,398 407,075 501,323 44.819 POLICE 4,622,839 2,209,687 2,413,152 47.809 NON-DEPARTMENTAL CENTRAL SERVICES - RISK INSURANCE PREMIUM 796,123 796,202 (79) 100.019 CENTRAL SERVICES 1,287,131 627,355 659,776 48.749 CENTRAL SERVICES 417,480 229,879 187,601 55.069 Building Maintenance, Janitorial GENERAL FACILITIES 417,480 229,879 187,601 55.069 Building Maintenance, Janitorial GENERAL GOVERNMENT 186,917 113,431 73,486 60.699 Animal Control, Audit, Copiers LEGAL 445,333 196,848 248,485 44.209 Outside Legal, Public Defender NATURAL RESOURCES 14,000 8,662 5,338 61.879 Tree Arborist PUBLIC SAFETY 540,971 102,302 438,669 18.919 Cencom, Jail Costs, KCDEM LEASE PRINCIPAL & INTEREST 0	MECHANICS	11,525	4,234	7,291	36.74%
PARKS AND RECREATION 1,134,857 518,490 616,367 45.699 PERSONNEL 204,353 98,510 105,843 48.219 PLANNING 908,398 407,075 501,323 44.819 POLICE 4,622,839 2,209,687 2,413,152 47.809 NON-DEPARTMENTAL CENTRAL SERVICES - RISK INSURANCE PREMIUM 796,123 796,202 (79) 100.019 CENTRAL SERVICES 1,287,131 627,355 659,776 48.749 City Hall Utilities, Computer Replacements , Software Maintenance GENERAL FACILITIES 417,480 229,879 187,601 55.069 Building Maintenance, Janitorial GENERAL GOVERNMENT 186,917 113,431 73,486 60.699 LEGAL 445,333 196,848 248,485 44.209 Outside Legal, Public Defender NATURAL RESOURCES 14,000 8,662 5,338 61.879 Tree Arborist PUBLIC SAFETY 540,971 102,302 438,669 18.919 Cencom, Jail Costs, KCDEM LEASE PRINCIPAL & INTEREST 09 SUBSCRIPTION PRINC & INTEREST 09 SUBSCRIPTION PRINC & INTEREST 09 SUBSCRIPTION PRINC & INTEREST 09 INDIRECT ALLOCATION (2,113,573) (1,091,594) (1,021,979) 51.659 NOLL ROAD TUNNEL & ROUNDABOUT 103,009 10,216 92,793 9.929 TRANSFERS OUT 2,179,633 1,094,919 1,084,714 50.239	MUNICIPAL COURT	541,262	256,303	284,959	47.35%
PERSONNEL 204,353 98,510 105,843 48.219 PLANNING 908,398 407,075 501,323 44.819 POLICE 4,622,839 2,209,687 2,413,152 47.809 NON-DEPARTMENTAL CENTRAL SERVICES - RISK INSURANCE PREMIUM 796,123 796,202 (79) 100.019 CENTRAL SERVICES 1,287,131 627,355 659,776 48.749 City Hall Utilities, Computer Replacements , Software Maintenance - GENERAL FACILITIES 417,480 229,879 187,601 55.069 Building Maintenance, Janitorial GENERAL GOVERNMENT 186,917 113,431 73,486 60.699 Animal Control, Audit, Copiers LEGAL 0utside Legal, Public Defender NATURAL RESOURCES 14,000 8,662 5,338 61.879 Tree Arborist PUBLIC SAFETY 540,971 102,302 438,669 18.919 Cencom, Jail Costs, KCDEM LEASE PRINCIPAL & INTEREST - - 09 SUBSCRIPTION PRINC & INTEREST - - 09 SUBSCRIPTION PRINC & INTEREST - - 09 SUBSCRIPTION PRINC & INTEREST - - 09 INDIRECT ALLOCATION (2,113,573) (1,091,594) (1,021,979) 51.655 NOLL ROAD TUNNEL & ROUNDABOUT 103,009 10,216 92,793 9.929 TRANSFERS OUT 2,179,633 1,094,919 1,084,714 50.239	PARKS	587,442	269,919	317,523	45.95%
PLANNING	PARKS AND RECREATION	1,134,857	518,490	616,367	45.69%
POLICE	PERSONNEL	204,353	98,510	105,843	48.21%
NON-DEPARTMENTAL CENTRAL SERVICES - RISK INSURANCE PREMIUM 796,123 796,202 (79) 100.019 (20) CENTRAL SERVICES 1,287,131 627,355 659,776 48.749 (20) CENTRAL SERVICES 1,287,131 627,355 659,776 48.749 (20) (2	PLANNING	908,398	407,075	501,323	44.81%
CENTRAL SERVICES - RISK INSURANCE 796,123 796,202 (79) 100.019 CENTRAL SERVICES 1,287,131 627,355 659,776 48.749 City Hall Utilities, Computer Replacements, Software Maintenance - - GENERAL FACILITIES 417,480 229,879 187,601 55.069 Building Maintenance, Janitorial 3 113,431 73,486 60.699 GENERAL GOVERNMENT 186,917 113,431 73,486 60.699 Animal Control, Audit, Copiers 445,333 196,848 248,485 44.209 LEGAL 445,333 196,848 248,485 44.209 NATURAL RESOURCES 14,000 8,662 5,338 61.879 Tree Arborist 7 540,971 102,302 438,669 18.919 LEASE PRINCIPAL & INTEREST - - - 09 SUBSCRIPTION PRINC & INTEREST - - - 09 INDIRECT ALLOCATION (2,113,573) (1,091,594) (1,021,979) 51.659 NOLL ROAD TUNNE	POLICE	4,622,839	2,209,687	2,413,152	47.80%
PREMIUM 796,123 796,202 (79) 100.019 CENTRAL SERVICES 1,287,131 627,355 659,776 48.749 City Hall Utilities, Computer Replacements, Software Maintenance - - - GENERAL FACILITIES 417,480 229,879 187,601 55.069 Building Maintenance, Janitorial - - - GENERAL GOVERNMENT 186,917 113,431 73,486 60.699 Animal Control, Audit, Copiers - <td< td=""><td>NON-DEPARTMENTAL</td><td></td><td></td><td></td><td></td></td<>	NON-DEPARTMENTAL				
CENTRAL SERVICES 1,287,131 627,355 659,776 48.749 City Hall Utilities, Computer Replacements, Software Maintenance - - - - GENERAL FACILITIES 417,480 229,879 187,601 55.069 Building Maintenance, Janitorial - - - GENERAL GOVERNMENT 186,917 113,431 73,486 60.699 Animal Control, Audit, Copiers -	CENTRAL SERVICES - RISK INSURANCE				
CENTRAL SERVICES 1,287,131 627,355 659,776 48.74% City Hall Utilities, Computer Replacements, Software Maintenance - - - GENERAL FACILITIES 417,480 229,879 187,601 55.06% Building Maintenance, Janitorial 186,917 113,431 73,486 60.69% GENERAL GOVERNMENT 186,917 113,431 73,486 60.69% Animal Control, Audit, Copiers 445,333 196,848 248,485 44.20% Outside Legal, Public Defender 14,000 8,662 5,338 61.87% NATURAL RESOURCES 14,000 8,662 5,338 61.87% Tree Arborist 540,971 102,302 438,669 18.91% Cencom, Jail Costs, KCDEM 102,302 438,669 18.91% LEASE PRINCIPAL & INTEREST - - - 0% SUBSCRIPTION PRINC & INTEREST - - - 0% INDIRECT ALLOCATION (2,113,573) (1,091,594) (1,021,979) 51.65% NOLL ROAD TUNNEL	PREMIUM	796,123	796,202	(79)	100.01%
GENERAL FACILITIES 417,480 229,879 187,601 55.069 Building Maintenance, Janitorial 186,917 113,431 73,486 60.699 GENERAL GOVERNMENT 186,917 113,431 73,486 60.699 Animal Control, Audit, Copiers 445,333 196,848 248,485 44.209 LEGAL 0utside Legal, Public Defender 14,000 8,662 5,338 61.879 NATURAL RESOURCES 14,000 8,662 5,338 61.879 PUBLIC SAFETY 540,971 102,302 438,669 18.919 Cencom, Jail Costs, KCDEM LEASE PRINCIPAL & INTEREST - - - 09 SUBSCRIPTION PRINC & INTEREST - - - - 09 INDIRECT ALLOCATION (2,113,573) (1,091,594) (1,021,979) 51.659 NOLL ROAD TUNNEL & ROUNDABOUT 103,009 10,216 92,793 9.929 TRANSFERS OUT 2,179,633 1,094,919 1,084,714 50.239	CENTRAL SERVICES	1,287,131	627,355		48.74%
GENERAL FACILITIES 417,480 229,879 187,601 55.069 Building Maintenance, Janitorial 186,917 113,431 73,486 60.699 GENERAL GOVERNMENT 186,917 113,431 73,486 60.699 Animal Control, Audit, Copiers 445,333 196,848 248,485 44.209 LEGAL 0utside Legal, Public Defender 14,000 8,662 5,338 61.879 NATURAL RESOURCES 14,000 8,662 5,338 61.879 Tree Arborist 540,971 102,302 438,669 18.919 Cencom, Jail Costs, KCDEM 540,971 102,302 438,669 18.919 LEASE PRINCIPAL & INTEREST - - - - 09 SUBSCRIPTION PRINC & INTEREST - - - 09 INDIRECT ALLOCATION (2,113,573) (1,091,594) (1,021,979) 51.659 NOLL ROAD TUNNEL & ROUNDABOUT 103,009 10,216 92,793 9.929 TRANSFERS OUT 2,179,633 1,094,919 1,084,714	City Hall Utilities, Computer Replacements , Softwa	are Maintenance	·	-	
Building Maintenance, Janitorial GENERAL GOVERNMENT			229,879	187,601	55.06%
Animal Control, Audit, Copiers LEGAL 445,333 196,848 248,485 44.209 Outside Legal, Public Defender 14,000 8,662 5,338 61.879 NATURAL RESOURCES 14,000 8,662 5,338 61.879 Tree Arborist 540,971 102,302 438,669 18.919 Cencom, Jail Costs, KCDEM LEASE PRINCIPAL & INTEREST - - - 09 SUBSCRIPTION PRINC & INTEREST - - - 09 INDIRECT ALLOCATION (2,113,573) (1,091,594) (1,021,979) 51.659 NOLL ROAD TUNNEL & ROUNDABOUT 103,009 10,216 92,793 9.929 TRANSFERS OUT 2,179,633 1,094,919 1,084,714 50.239	Building Maintenance, Janitorial		•	•	
LEGAL 445,333 196,848 248,485 44.209 Outside Legal, Public Defender 14,000 8,662 5,338 61.879 NATURAL RESOURCES 14,000 8,662 5,338 61.879 Tree Arborist 540,971 102,302 438,669 18.919 Cencom, Jail Costs, KCDEM LEASE PRINCIPAL & INTEREST - - - 09 SUBSCRIPTION PRINC & INTEREST - - - 09 INDIRECT ALLOCATION (2,113,573) (1,091,594) (1,021,979) 51.659 NOLL ROAD TUNNEL & ROUNDABOUT 103,009 10,216 92,793 9.929 TRANSFERS OUT 2,179,633 1,094,919 1,084,714 50.239	GENERAL GOVERNMENT	186,917	113,431	73,486	60.69%
Outside Legal, Public Defender 14,000 8,662 5,338 61.879 Tree Arborist 14,000 8,662 5,338 61.879 PUBLIC SAFETY 540,971 102,302 438,669 18.919 Cencom, Jail Costs, KCDEM LEASE PRINCIPAL & INTEREST - - - 09 SUBSCRIPTION PRINC & INTEREST - - - 09 INDIRECT ALLOCATION (2,113,573) (1,091,594) (1,021,979) 51.659 NOLL ROAD TUNNEL & ROUNDABOUT 103,009 10,216 92,793 9.929 TRANSFERS OUT 2,179,633 1,094,919 1,084,714 50.239	Animal Control, Audit, Copiers				
NATURAL RESOURCES 14,000 8,662 5,338 61.879 Tree Arborist 14,000 8,662 5,338 61.879 PUBLIC SAFETY 540,971 102,302 438,669 18.919 Cencom, Jail Costs, KCDEM - - - 09 LEASE PRINCIPAL & INTEREST - - - 09 SUBSCRIPTION PRINC & INTEREST - - - 09 INDIRECT ALLOCATION (2,113,573) (1,091,594) (1,021,979) 51.659 NOLL ROAD TUNNEL & ROUNDABOUT 103,009 10,216 92,793 9.929 TRANSFERS OUT 2,179,633 1,094,919 1,084,714 50.239	LEGAL	445,333	196,848	248,485	44.20%
Tree Arborist PUBLIC SAFETY 540,971 102,302 438,669 18.919 Cencom, Jail Costs, KCDEM - - - 09 LEASE PRINCIPAL & INTEREST - - - 09 SUBSCRIPTION PRINC & INTEREST - - - 09 INDIRECT ALLOCATION (2,113,573) (1,091,594) (1,021,979) 51.659 NOLL ROAD TUNNEL & ROUNDABOUT 103,009 10,216 92,793 9.929 TRANSFERS OUT 2,179,633 1,094,919 1,084,714 50.239	Outside Legal, Public Defender				
PUBLIC SAFETY 540,971 102,302 438,669 18.919 Cencom, Jail Costs, KCDEM - - - 09 LEASE PRINCIPAL & INTEREST - - - 09 SUBSCRIPTION PRINC & INTEREST - - - 09 INDIRECT ALLOCATION (2,113,573) (1,091,594) (1,021,979) 51.659 NOLL ROAD TUNNEL & ROUNDABOUT 103,009 10,216 92,793 9.929 TRANSFERS OUT 2,179,633 1,094,919 1,084,714 50.239	NATURAL RESOURCES	14,000	8,662	5,338	61.87%
Cencom, Jail Costs, KCDEM Cencom, Jail Costs, KCDEM LEASE PRINCIPAL & INTEREST - - - 0% SUBSCRIPTION PRINC & INTEREST - - - - - 0% INDIRECT ALLOCATION (2,113,573) (1,091,594) (1,021,979) 51.65% NOLL ROAD TUNNEL & ROUNDABOUT 103,009 10,216 92,793 9.92% TRANSFERS OUT 2,179,633 1,094,919 1,084,714 50.23%	Tree Arborist				
LEASE PRINCIPAL & INTEREST - - - 09 SUBSCRIPTION PRINC & INTEREST - - - 09 INDIRECT ALLOCATION (2,113,573) (1,091,594) (1,021,979) 51.659 NOLL ROAD TUNNEL & ROUNDABOUT 103,009 10,216 92,793 9.929 TRANSFERS OUT 2,179,633 1,094,919 1,084,714 50.239	PUBLIC SAFETY	540,971	102,302	438,669	18.91%
LEASE PRINCIPAL & INTEREST - - - 09 SUBSCRIPTION PRINC & INTEREST - - - 09 INDIRECT ALLOCATION (2,113,573) (1,091,594) (1,021,979) 51.659 NOLL ROAD TUNNEL & ROUNDABOUT 103,009 10,216 92,793 9.929 TRANSFERS OUT 2,179,633 1,094,919 1,084,714 50.239	Cencom, Jail Costs, KCDEM		,,,,	,	
SUBSCRIPTION PRINC & INTEREST - - - 09 INDIRECT ALLOCATION (2,113,573) (1,091,594) (1,021,979) 51.659 NOLL ROAD TUNNEL & ROUNDABOUT 103,009 10,216 92,793 9.929 TRANSFERS OUT 2,179,633 1,094,919 1,084,714 50.239		_	-	-	0%
INDIRECT ALLOCATION (2,113,573) (1,091,594) (1,021,979) 51.65% NOLL ROAD TUNNEL & ROUNDABOUT 103,009 10,216 92,793 9.92% TRANSFERS OUT 2,179,633 1,094,919 1,084,714 50.23%			-	-	0%
NOLL ROAD TUNNEL & ROUNDABOUT 103,009 10,216 92,793 9.929 TRANSFERS OUT 2,179,633 1,094,919 1,084,714 50.239		(2.113.573)	(1.091.594)	(1.021.979)	51.65%
TRANSFERS OUT 2,179,633 1,094,919 1,084,714 50.239		, , ,	, , ,	, , ,	9.92%
, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			·		
1		2,170,000	1,004,010	1,007,714	30.2370
EXPENDITURES* 16,860,088 8,212,618 8,647,470 48.71%		16.860.088	8.212.618	8.647.470	48.71%

Highlighted Explanations: (+/-) 15% YTD to Budget

CENTRAL SERVICES - RISK INSURANCE PREMIUM

Insurance premium is paid as a one time payment due at the end of January, and was slightly higher than projected.

NOLL ROAD TUNNEL & ROUNDABOUT

The funds are what is remaining on the grant for 2024 and the timing difference of grant proceeds.

PUBLIC SAFETY

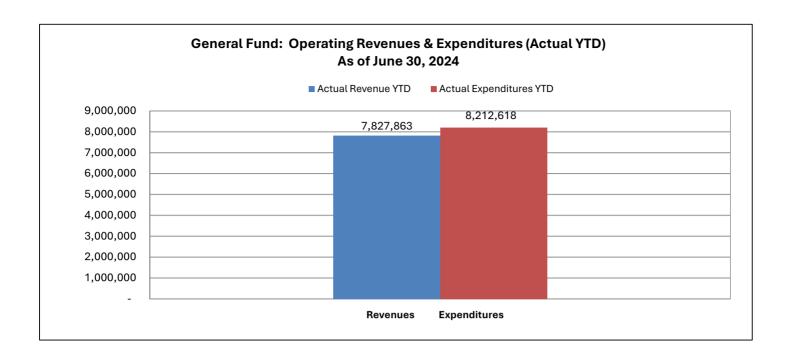
Jail costs through April 2024 have been posted, and are tracking under projection. Cencom charges are less than projected due to accounts payable system posting of corrected contract amount for recurring invoices.

Expenditure Key:

Expenditures highlighted in green are tracking more than 35% below the budgeted benchmark for the time elapsed, meaning expenditures are presently falling below projection.

Expenditures highlighted in red are tracking more than 65% above the budgeted benchmark for the time elapsed, meaning expenditures are presently exceeding projection.

^{*}Current year balance does not include encumbrances.





REVENUES & EXPENDITURES - ALL FUNDS YTD % ACTUAL TO BUDGET Month Ending June 30, 2024

Note: Time Elapsed 0.5

	REVENUES YTD EXPENDITURES YTD						
FUNDS	Budgeted Operating Revenues	Actual Revenue	% of Actual to Budget	Budgeted Expenditures	Actual Expenditures	Current Year Balance	% of Actual to Budget
001 GENERAL FUND	14,962,247	7,777,257	51.98%	16,757,079	8,202,402	8,554,677	48.95%
001 GENERAL FUND - NOLL ROAD	96,268	50,606	52.57%	103,009	10,216	92,793	9.92%
Total General Fund	15,058,515	7,827,863	51.98%	16,860,088	8,212,618	8,647,470	48.71%
101 CITY STREET FUND	1,522,163	643,077	42.25%	1,514,004	651,746	862,258	43.05%
110 NEIGH STREETS NON-CAP FUND	750,870	612,268	81.54%	265,309	-	265,309	0.00%
121 CAPITAL IMPROVEMENT FUND	706,000	500,966	70.96%	2,370,000	218,182	2,151,818	9.21%
123 TRAFFIC DEVELOPMENT FUND	100,500	101,558	101.05%	1,083,284	-	1,083,284	0.00%
124 PARK DEVELOPMENT FUND	1,000	88,383	8838.30%	231,986	-	231,986	0.00%
125 AFFORDABLE HOUSING FUND	635,000	211,097	33.24%	309,463	37,845	271,618	12.23%
131 HIS DNTWN PLSBO ASSN FUND	90,350	42,916	47.50%	111,900	42,036	69,864	37.57%
161 PATH & TRAILS RESERVE FUND	1,061	727	68.48%	-	-	-	0.00%
171 DRUG ENFORCEMENT FUND	150	1,186	790.84%	18,000	11,000	7,000	61.11%
181 LODGING TAX FUND	205,500	102,631	49.94%	269,535	85,181	184,354	31.60%
191 POLICE RESTRICTED FUND	32,540	6,920	21.27%	13,580	3,139	10,441	23.11%
Total Special Revenue Funds	4,045,134	2,311,729	57.15%	6,187,061	1,049,130	5,137,931	16.96%
204 NON-VOTED G O DEBT FUND	1,184,488	645,484	54.49%	1,183,720	180,415	1,003,305	15.24%
Total Debt Service Funds	1,184,488	645,484	54.49%	1,183,720	180,415	1,003,305	15.24%
301 EQUIP ACQUISITION FUND	277,470	77,590	27.96%	497,575	225,342	272,233	45.29%
302 PARK RESERVE FUND	5,142,878	145,492	2.83%	5,428,681	85,111	5,343,570	1.57%
310 NEIGH STREETS CAP FUND	-	-	0.00%	-	-	-	0.00%
311 STREET RESERVE FUND	12,246,426	949,809	7.76%	12,195,393	966,472	11,228,921	7.92%
314 CEMETERY RESERVE FUND	7,100	1,298	18.28%	-	-	-	0.00%
331 FACILITIES FUND	5,052,197	43,134	0.85%	5,182,816	70,399	5,112,417	1.36%
Total Capital Project Funds	22,726,071	1,217,323	5.36%	23,304,465	1,347,325	21,957,140	5.78%
401 WATER UTILITY FUND	3,014,954	1,687,582	55.97%	6,212,542	1,320,811	4,891,731	21.26%
403 SEWER UTILITY FUND	8,551,507	3,987,037	46.62%	21,108,433	2,076,621	19,031,812	9.84%
404 SOLID WASTE FUND	3,485,667	1,875,765	53.81%	4,070,822	1,858,738	2,212,084	45.66%
410 STORM DRAIN FUND	3,590,152	1,327,685	36.98%	4,253,214	1,107,910	3,145,304	26.05%
Total Enterprise Funds*	18,642,280	8,878,069	47.62%	35,645,011	6,364,081	29,280,930	17.85%
(Operating Only)							
TOTAL ALL FUNDS	61,656,488	20,880,468	33.87%	83,180,345	17,153,569	66,026,776	20.62%

Highlighted Explanations: (+/-) 15% YTD to Budget

REVENUES

110 NEIGHBORHOOD STREETS FUND (NON-CAPITAL)

Sales tax and Car Tab collection exceeded budgeted revenues.

121 CAPITAL IMPROVEMENT FUND

Real estate excise tax (REET) collection and investment earnings exceeded projection.

123 TRAFFIC DEVELOPMENT FUND

Impact fee revenues are generated when building permits are paid for. Year-to-date impact fee and investment interest revenues are tracking above projection.

124 PARK DEVELOPMENT FUND

Impact fee revenues are generated when building permits are paid for. Year-to-date impact fee and investment interest revenues are tracking above projection.

125 AFFORDABLE HOUSING FUND

Professional Services have nt

161 PATH & TRAILS RESERVE FUND

MV Fuel Tax was collected equal to projection, and investment earnings came in higher than budgeted.

171 DRUG ENFORCEMENT FUND

Investment interest is the only revenue received to date, and has exceeded budgeted projections.

191 POLICE RESTRICTED FUND

Criminal Justice Funds for state shared revenue are collected quarterly, with none presently reported. Vessel registration fees and the boating safety grant have not yet been received.

204 NON-VOTED GO DEBT FUND

Transfers occur monthly (January - May) to fund debt payments due mid-year. Bond proceeds to fund the Noll Road project & the Public Works property was received in February.

301 EQUIP ACQUISITION FUND

Budget has been created for year end entries related to leases. Transfer for purchase of B&O software and equipment has not been made until invoices are received.

received. 302 PARK RESERVE FUND

The 2024 budget includes 1.7M of grant funds from the Kitsap Public Facilities District for the PERC project, 800,000 of debt proceeds for the Waterfront Boardwalk, and 2.5M of debt proceeds for land acquisition. None of these revenues are presently available.

311 STREET RESERVE FUND

The 2024 budget includes 3.7M of grants, 1.5M of debt proceeds, and 1.7M of interfund transfers for the Noll Road and 3rd Avenue projects. None of these revenues are presently available.

314 CEMETERY RESERVE FUND

A cemetery plot refund is offsetting investment interest earnings in this fund. Sales are tracking below projection year to date.

331 FACILITIES FUND

Proceeds for Nordic Cottages is built into the budget. Revenue will be posted when debt is processed.

Highlighted Explanations: (+/-) 15% YTD to Budget

EXPENDITURES

110 NEIGHBORHOOD STREETS/TRANSPORTATION BENEFIT DISTRICT FUND (NON-CAPITAL)

Expenditures are project-related and recorded when progress is made.

121 CAPITAL IMPROVEMENT FUND

Budgeted transfers to fund projects and debt payments will occur as needed/work progresses.

123 TRAFFIC DEVELOPMENT FUND

Budgeted transfers to fund projects (Noll Road and 3rd Avenue) will occur as the work progresses.

124 PARK DEVELOPMENT FUND

Expenditures are project-related, (Urban Paths & Trails and Oyster Plant Park) and transfers will be recorded when progress is made.

125 AFFORDABLE HOUSING FUND

Professional services for HHH program have not been expended and employees have been hired which are now supported by grants.

204 NON-VOTED G O DEBT FUND

Debt payments are made in large increments, and when due. (June and December)

301 CAPITAL AQUISTION FUND

Capital equipment purchases (vehicles, beacons and radar signs, traffic LED fixtures, etc.) have not yet been made.

302 PARK RESERVE FUND

Expenditures are project-related, and are recorded when progress is made.

311 STREET RESERVE FUND

Expenditures are project-related, and are recorded when progress is made.

401 WATER UTILITY FUND

Capital project expenditures are tracking below budgeted projection, and will be recorded as progress is made.

403 SEWER UTILITY FUND

Capital project expenditures will be recorded as progress is made. The bulk of budgeted capital projects in this fund are joint ventures with Kitsap County. The City will pay as projects progress and bills are received from the County.

410 STORM DRAIN FUND

 $Capital\ project\ expenditures\ are\ tracking\ below\ projection,\ and\ will\ be\ recorded\ as\ progress\ is\ made.$

REVENUES & EXPENDITURES - ALL FUNDS FINANCIAL MANAGEMENT POLICY COMPLIANCE



Month Ending June 30, 2024

Note: Time Elapsed 0.5

VIKING		Financial Management Policy Compliance				
FUNDS		Projected Fund Balance	Actual Fund Balance % of Revenues	Actual Cash & Investment Balance	2 Months Operating Cash	
. 5.1.55		Items falling be	low 12% limit	Items falling be	elow 2 months	
		of Operating R	evenues are	Operating Cash	are highlighted	
		highlighte	d below	bel	ow	
001 GENERAL FUND		7,061,414	47%	8,473,986	2,810,015	
Total General Fund		7,061,414	47%	<i>8,473,</i> 986	2,810,015	
101 CITY STREET FUND		382,753	25%	365,925	252,334	
110 NEIGH STEETS (NONCAPITAL) FUND		730,327	97%	857,034	44,218	
121 CAPITAL IMPROVEMENT FUND		1,286,599	182%	3,233,383	395,000	
123 TRAFFIC DEVELOPMENT FUND		460,454	458%	1,744,796	180,547	
124 PARK DEVELOPMENT FUND		502,083	50208%	821,452	38,664	
125 AFFORDABLE HOUSING FUND		1,576,542	248%	1,424,256	51,577	
131 HIS DNTWN PLSBO ASSN FUND		76,232	84%	98,662	18,650	
161 PATH & TRAILS RESRVE FUND		26,323	2481%	25,989	-	
171 DRUG ENFORCEMENT FUND		26,177	17451%	39,278	3,000	
181 TRANSIENT OCC TAX FUND		455,864	222%	537,349	44,923	
191 POLICE RESTRICTED FUND		218,525	672%	203,347	2,263	
Total Special Revenue Funds		5,741,879	142%	9,351,471	1,031,177	
204 NON-VOTED G O DEBT FUND		8,405	0.7%	472,705	197,287	
Total Debt Service Funds		8,405	1%	472,705	197,287	
The funds below (300's & 400's) include	С	apital Reserve do	ollars building	for future Capita	l Use	
301 EQUIP ACQUISITION FUND		250,263	90%	322,616	82,929	
302 PARK RESERVE FUND		84,830	2%	431,014	904,780	
310 NEIGH STREETS (CAPITAL) FUND		200	0%	200	-	
311 STREET RESERVE FUND		86,171	1%	22,784	2,032,566	
314 CEMETERY RESERVE FUND		58,839	829%	53,037	-	
331 FACILITIES FUND		1,704,650	34%	1,808,004	863,803	
Total Capital Project Funds		2,184,953	10%	2,637,655	3,884,078	
401 WATER UTILITY FUND		4,385,863	145%	9,285,868	1,035,424	
403 SEWER UTILITY FUND		4,367,386	51%	19,183,768	3,518,072	
404 SOLID WASTE FUND		1,206,466	35%	1,853,942	678,470	
410 STORM DRAIN FUND		2,830,064	79%	3,858,966	708,869	
Total Enterprise Funds		12,789,779	69%	34,182,544	5,940,835	
TOTAL ALL FUNDS		27,786,430	89%	55,118,360	13,863,391	

Highlighted Explanations: Variances from Financial Policies

POLICY: FUND BALANCE > 12% OF OPERATING REVENUES

204 NON-VOTED GO DEBT FUND

A fund balance is not planned for debt funds.

302 PARK RESERVE FUND

Fund Balance does not include reserves for large one-time expenses or projects that are budgeted in this fund since they are not a part of operations.

311 STREET RESERVE FUND

Fund Balance does not include reserves for large one-time expenses or projects that are budgeted in this fund since they are not a part of operations.

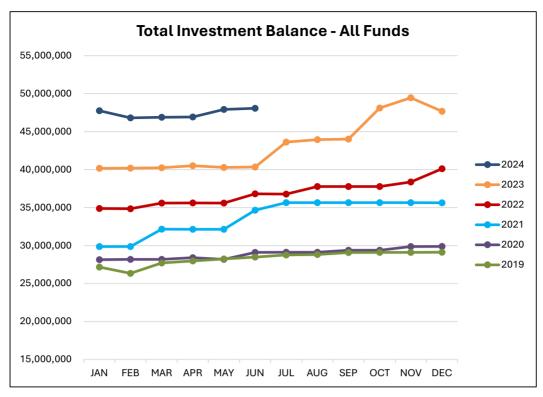
INVESTMENT INVENTORY - ALL FUNDS

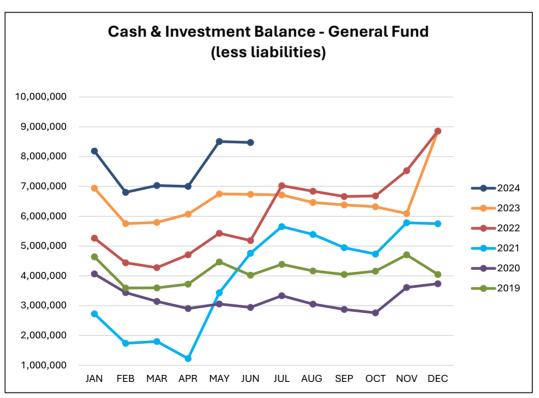


Month Ending June 30, 2024

INVESTMENTS - ALL FUNDS	Cost	Value	Yield	Final Maturity
Gov Agency				
3130ATVD6	7	62,525.00	4.875%	6/13/2024
3133ENPG9	9	43,108.06	1.750%	2/14/2025
3130AJHU6	7	37,597.50	0.500%	4/14/2025
3133EPC37	9	99,935.83	4.875%	11/13/2025
3130ATUC9	1,0	13,900.00	4.500%	12/12/2025
3133EPCR4	7	61,480.42	4.750%	3/9/2026
3133EPHH1	7	52,965.00	4.000%	4/28/2026
3130AWGR5	9	98,847.64	4.375%	6/12/2026
3133EPSW6	9	93,220.00	4.500%	8/14/2026
3130AXCP1	1,0	08,233.33	4.875%	9/11/2026
3130AXU63	7	64,901.88	4.625%	11/17/2026
3130B0TY5	9	98,701.67	4.750%	4/9/2027
TOTAL Gov Agency	10,7	35,416.33		
US Treasury				
9128282N9	1,0	09,789.36	2.125%	7/31/2024
912828D56	9	76,294.16	2.375%	8/15/2024
9128282Y5	9	87,063.70	2.125%	9/30/2024
91282CFQ9	9	92,097.36	4.375%	10/31/2024
912828G38	9	85,405.91	2.250%	11/15/2024
91282CDN8	9	50,233.73	1.000%	12/15/2024
91282CGG0	1,0	00,643.68	4.125%	1/31/2025
91282CGN5	1,0	01,706.73	4.625%	2/28/2025
91282CED9	7	12,779.21	1.750%	3/15/2025
912828XB1	7	43,125.20	2.125%	5/15/2025
91282CHL8	1,0	09,831.86	4.625%	6/30/2025
91282CHN4	1,0	10,828.80	4.750%	7/31/2025
91282CFE6	7	35,452.19	3.125%	8/15/2025
91282CJE2	1,0	02,486.26	5.000%	10/31/2025
912828M56	9	50,765.96	2.250%	11/15/2025
91282CJL6	7	58,865.43	4.875%	11/30/2025
91282CGA3	7	38,601.91	4.000%	12/15/2025
91282CGE5	9	94,840.35	3.875%	1/15/2026
91282CBT7	1,0	03,214.01	0.750%	3/31/2026
91282CKK6	1,0	02,083.90	4.875%	4/30/2026
91282CHB0	9	82,849.87	3.625%	5/15/2026
9128287B0		09,458.46	1.875%	6/30/2026
91282CHU8		93,974.19	4.375%	8/15/2026
91282CKA8		44,721.73	4.125%	2/15/2027
91282CKE0		93,626.02	4.250%	3/15/2027
91282CKJ9	9	98,495.78	4.500%	4/15/2027
91282CKR1		49,564.37	4.500%	5/15/2027
91282CKV2		05,631.83	4.625%	6/17/2027
TOTAL US Treasury	-	44,431.96		
State Pool	<u> </u>			
State Pool - Ongoing	11,5	94,844.52		
TOTAL Investment Balance	48,0	74,692.81		

	Beginning		Ending
	Balance	Net	Balance
CASH BALANCE - GENERAL FUND	1/1/2024	Change	6/30/2024
Cash	585,154	282,266	867,419
Receivables*	3,757,649	(2,136,551)	1,621,098
Investments	7,265,818	186,819	7,452,636
Sub-Total	11,608,620	(1,667,467)	9,941,154
Less Liability	(2,748,720)	1,281,552	(1,467,168)
TOTAL GENERAL FUND	8,859,901	(385,915)	8,473,986





CASH AND INVESTMENT BALANCES BY FUND TYPE

54,836,543	Total
97,882	Permanent Fund
33,119,762	Enterprise Funds
3,482,452	Capital Funds
472,705	Debt Service Funds
9,343,686	Restricted Funds
8,320,056	General Fund

CAPITAL PROJECT STATUS REPORT



YTD % to Actual Budget Month Ending June 30, 2024

Note: Time Elapsed 0.5

GENERAL FACILITIES										QTR 2 2024		
GENERAL FACILITIES									Total Proje	ct Work Com	pletion	
Project Name		2024 Project Budget	Ex	Project penditures ar-to-date	Obli Ren	tractual igations naining Ilance	YTD % of Actual to Budget	25%	50%	75%	100%	
Nordic Cottages - Design		2,500,000		23,808		109,706	5.34%					
PW Building (Tenant Imps - all funds)		-		-		612	0.00%					
PW Shops 22125 Viking (Decant)		-		59,529		25,475	0.00%					
Poulsbo Event and Recreation Center (PERC)		1,700,000		15,216		-	0.90%					
Raab Park Caretaker Residence		200,000		5,071		-	2.54%		•			
GENERAL FACILITIES TOTAL	\$	4,400,000	\$	103,625	\$	135,794	5.44%					

Please note: Projects are anticipating carryover budget from 2023.

PARK FACILITIES	QTR 2 2024							
PARK FACILITIES					% of Total Project Work Completion			
Project Name	2024 Project Budget	Project Expenditures year-to-date	Contractual Obligations Remaining Balance	YTD % of Actual to Budget	25%	50%	75%	100%
Parks & Recreation Building Repairs	-	34,818	-	0.00%				
Raab Park Play for All	-	13,006	1,212,500	0.00%				
Rotary Morrow Manor Community Park - Phase II	310,800	9,356	26,515	11.54%				
Oyster Plant Pier Assessment (non-capital)	-	2,432	73	0.00%				
Oyster Plant Park	-	249	9,396	0.00%				
Nelson Park Caretaker House	40,000	10,493	-	26.23%				
Sailing Instruction Floats	60,000	-	-	0.00%				
Park, Trail, and Wayfinding Signage	45,000	-	-	0.00%				
Waterfront Boardwalk - Feasibility (non-capital)	-	-	-	0.00%				
Waterfront Boardwalk	800,000	-	-	0.00%				
Urban Paths & Trails	15,000	-	-	0.00%		•		•
Muriel Iverson Williams Waterfront Park	85,000	-	-	0.00%				
Park Land Acquisition (PERC)	2,500,000	-	-	0.00%				
PARK FACILITIES TOTAL	\$ 3,855,800	\$ 70,354	\$ 1,248,484	34.20%				

Please note: Projects are anticipating carryover budget from 2023.

TRANSPORTATION	RANSPORTATION									
TRANSPORTATION					% of Total Project Work Completion					
Project Name	2024 Project Budget	Project Expenditures year-to-date	Contractual Obligations Remaining Balance	YTD % of Actual to Budget	25%	50%	75%	100%		
Liberty Bay Waterfront Trail	330,000	584	80	0.20%						
Noll Road - Artwork	-	2,997	500	#DIV/0!						
Noll Road - Ph III*	100,000	101,136	30,813	131.95%						
Noll Road - 3A Construction	3,330,000	-	-	0.00%						
Noll Road - 3B Construction	2,400,000	-	-	0.00%						
Noll Road - Roundabout (non-capital)	-	8,019	6,861	0.00%						
Noll Road - ROW*	250,000	353,846	3,260	142.84%						
Noll Road - Tunnel (non-capital)	-	2,197	38,737	0.00%						
Finn Hill Overlay	-	857	2,904	0.00%						
3rd Avenue (Moe to Hostmark)	440,000	15,878	203,808	49.93%						
ADA Curb Ramp Improvements	-	54,596	132	0.00%						
LED Streetlight Conversion	38,500	-	-	0.00%						
TRANSPORTATION TOTAL	\$ 6,888,500	\$ 540,109	\$ 287,094	12.01%						

*Contains south, north, and middle segments of the project, which are at different stages of completion.

Please note: Projects are anticipating carryover budget from 2023.

Highlighted Explanations:	
Project in progress	
Project not commenced or on hold	
Project completed Project completed	

WATER	NATER .									
WAILN	% of Total Project Work Completion									
Project Name	2024 Project Budget	Project Expenditures year-to-date	Contractual Obligations Remaining Balance	YTD % of Actual to Budget	25%	50%	75%	100%		
Westside Well Treatment	-	14,795	-	0.00%						
Water Comprehensive Study (non-capital)	-	10,922	57,499	0.00%						
Raab Park Water Tank Replacement	1,500,000	-	-	0.00%						
3rd Avenue Water	-	7,710	101,904	0.00%						
Noll Road Water Improvements	100,000	2,137	26,031	28.17%						
Caldart Main	700,000	-	-	0.00%						
Westside Well Emergency Access	120,000	-	-	0.00%						
Front Street Water Main Replacement	100,000	-	-	0.00%						
Well VFD Upgrades	50,000	-	-	0.00%						
Big Valley Well Improvements	75,000	-	-	0.00%						
WATER TOTAL	\$ 2,645,000	\$ 35,564	\$ 185,434	8.36%						

Please note: Projects are anticipating carryover budget from 2023.

SEWED						QTR 2	2024	
SEWER					% of Total Project Work Com			
Project Name	2024 Project Budget	Project Expenditures year-to-date	Contractual Obligations Remaining Balance	YTD % of Actual to Budget	25%	50%	75%	100%
Sewer Comp Plan/MBR Study (non-capital)	-	513	-	0.00%				
Noll Road Sewer Improvements	70,000	1,706	33,134	49.77%				
Pump Station Safety Improvements	-	28,112	95,244	0.00%				
Alasund Pump Station Gravity Connection	-	50,434	1,765	0.00%				
3rd Avenue Sewer	-	7,710	101,904	0.00%				
KC - Lemolo Force Main/Pipeline Upgrade	6,880,000	75,452	68,336	2.09%				
**KC Bangor/Keyport Forcemain Replacement	1,800,000	-	-	0.00%				
**KC Staff Trailers Replacement	-	-	-	0.00%				
**KC Diffuser Replacement	-	-	-	0.00%				
**KC Sewer Utility Plan (non-capital)	324,515	-	-	0.00%				
**KC Lemolo Third Siphon Phase II (non-capital)	-	-	-	0.00%				
**KC Solid Facilities Upgrade	-	-	-	0.00%				
**KC Solid & Liquid Haul Upgrade	2,658,800	-	-	0.00%				
**KC SCADA System Upgrades	179,000	-	-	0.00%				
**KC HVAC Upgrades	350,000	-	-	0.00%				
**KC Nutrient Process Upgrades	195,600	-	-	0.00%				
**KC Pump Station 24 Emergency Upgrade	1,400,000	-	-	0.00%				
SEWER TOTAL	\$ 13,857,915	\$ 163,927	\$ 300,382	3.35%				

[&]quot;City share of Kitsap Co sewer projects are paid one year after project completion per contract

Please note: Projects are anticipating carryover budget from 2023.

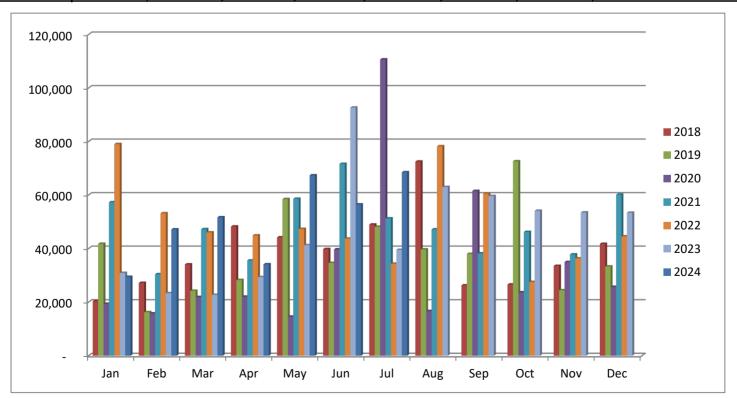
STORM DRAIN	QTR 2 2024							
STORT DRAIN	% of Total Project Work Completion							
Project Name	2024 Project Budget	Project Expenditures year-to-date	Contractual Obligations Remaining Balance	YTD % of Actual to Budget	25%	50%	75%	100%
Bjorgen/Noll Road Culvert Replacement	-	6,916	102	0.00%				
Noll Road Phase III Improvements	-	-	3,240	0.00%				
Stormwater Comprehensive Study (non-capital)	-	-	-	0.00%				
West Poulsbo Storm Retrofit	1,262,500	47,604	5,702	4.22%				
3rd Avenue Storm	20,000	-	-	0.00%				
American Legion Park Outfall Repair	50,000	-	-	0.00%				
High School Ball Field Storm Repair	-	-	-	0.00%				
Noll Road Storm LID Retrofit	-	-	-	0.00%				
Bjorgen Creek Culvert Replacement - Deer Run	-	-	-	0.00%				
Stormwater Capacity 2023-2025	-	-	-	0.00%				
STORM DRAIN TOTAL	\$ 1,332,500	\$ 54,520	\$ 9,043	4.77%				

Please note: Projects are anticipating carryover budget from 2023.

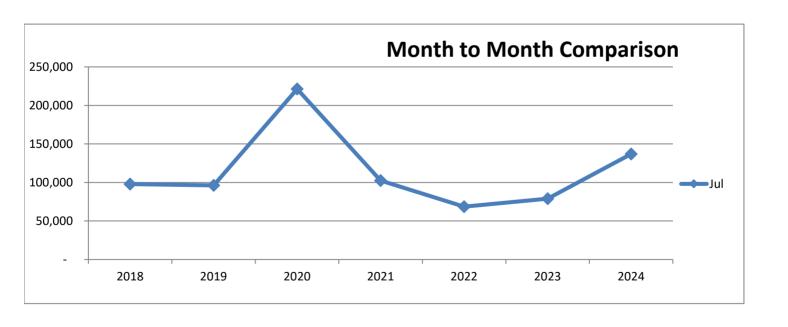
Highlighted Explanations:
Project in progress
Project not commenced or on hold
Project completed

Fund 121 - Real Estate Excise Tax Funding Source First 1/4 Percent Real Estate Excise Tax 1/4%

	2018	2019	2020	2021	2022	2023	2024	Variance	% Variance
Jan	20,325	41,720	19,346	57,291	79,026	30,859	29,404	(1,455)	-2.54%
Feb	27,151	16,222	15,769	30,397	53,161	23,334	47,133	23,800	78.30%
Mar	34,053	24,204	21,861	47,216	46,000	22,686	51,665	28,980	61.38%
Apr	48,214	28,208	22,014	35,536	44,884	29,329	34,113	4,784	13.46%
May	44,165	58,453	14,559	58,578	47,300	41,212	67,342	26,130	44.61%
Jun	39,778	34,599	39,682	71,611	43,690	92,659	56,449	(36,210)	-50.57%
Jul	48,949	48,111	110,653	51,245	34,308	39,478	68,488	29,010	56.61%
Aug	72,475	39,647	16,654	47,139	78,206	62,980			0.00%
Sep	26,238	37,988	61,508	38,152	60,494	59,618			0.00%
Oct	26,560	72,590	23,646	46,178	27,488	54,068			0.00%
Nov	33,501	24,413	34,952	37,774	36,308	53,437			0.00%
Dec	41,720	33,285	25,679	60,123	44,487	53,360			0.00%
Total	463,128	459,441	406,323	581,240	595,350	563,020	354,594	75,039	12.60%
Comparative									
Year to Date									
Totals	262,635	251,518	243,885	351,873	348,369	279,556	354,594	75,039	
Rudget	175 000	200 000	250,000	250,000	200,000	400.000	350,000		
Budget Percent of	175,000	200,000	250,000	250,000	200,000	400,000	350,000	MTD Proj	
Budget	150%	126%	98%	141%	174%	141%	101%		58%



Ī				F	Deal Fat	-4- -	T F d	: ·- O			
				Fund 121				ing Source	9		
					Bot	th 1/4 Perc	ent				
				Real Estate Excise Tax Both %'s							
									%		
	2018	2019	2020	2021	2022	2023	2024	Variance	Variance		
Jan	40,651	83,440	38,692	114,582	158,053	61,718	58,808	(2,910)			
Feb	54,301	32,444	31,538	60,794	106,322	46,667	94,267	47,599	150.93%		
Mar	68,105	48,408	43,723	94,431	92,000	45,371	103,330	57,959	132.56%		
Apr	96,428	56,416	44,029	71,073	89,767	58,658	68,226	9,569	21.73%		
May	88,330	116,906	29,117	117,156	94,600	82,424	134,684	52,261	179.48%		
Jun	79,556	69,197	79,365	143,221	87,379	185,318	112,897	(72,421)	-91.25%		
Jul	97,898	96,223	221,307	102,490	68,616	78,956	136,976	58,020	26.22%		
Aug	144,949	79,294	33,307	94,279	156,412	125,961	-		0.00%		
Sep	52,475	75,976	123,016	76,304	120,987	119,236	-		0.00%		
Oct	53,119	145,181	47,292	92,357	54,976	108,136	-		0.00%		
Nov	67,002	48,825	69,903	75,548	72,616	106,874	-		0.00%		
Dec	83,440	66,570	51,358	120,245	88,973	106,721	-		0.00%		
Total	926,257	918,882	812,647	1,162,480	1,190,701	1,126,039	709,189	150,077			
Comparativ											
e Year to											
Date Totals	525,270	503,035	487,770	703,746	696,737	559,112	709,189	150,077	26.84%		
Budget	350,000	400,000	500,000	500,000	400,000	800,000	700,000	-	101%		
% Collected											
of Total	57%	55%	60%	61%	59%	50%	101%				







POULSBO CITY COUNCIL AGENDA SUMMARY

WORKSHOP AGENDA ITEM NO. 9.h MEETING DATE: August 21, 2024

AGENDA ITEM	2025-2026 Budget Kick Off Discussion
EXHIBITS	2025-2026 Biennial Budget Calendar 4 - Budget Workshop - Council
STAFFED BY	Booher
ESTIMATED TIME	30 mins

Sl	JM	MAI	RY S	TAT	ΈM	ENT

Discuss 2025 - 2026 Budget Process/Development Review Budget Calendar

Discussed directions to Departments for budget projections

WORKSHOP DATE:	
WORKSHOP DATE.	

IMPACTS		
Expenditure Required? Yes	Included in Budget? No	
	Amount: 0.	

SAMPLE MOTION:

Information for Budget Development including calendars and direction to staff for budget preparation

2025-2026 Biennial Budget Calendar					
May 2024			May 2025		
May 8 2024	Finance Department: - Review upcoming biennial budget process.				
May 1-31 2024	Finance Department: - Meeting with City Departments to discuss City Improvement Plan and financial forecast impacts.				
June 2024			June 2025		
June 21 2024	City Departments: - City Improvement Plan project forms due to Finance.				
	July 2024		July 2025		
Jul 22 2024	Finance Department: - Finance provides 2025-2026 Biennial Budget Instruction and Directives to City Departments.	Jul 21 2025	Finance Department: - Finance provides Mid-Biennium Amendment Instruction and Directives to City Departments.		
	August 2024		August 2025		
Aug 1-31 2024	City Departments: - Complete their Departmental Budgets Departments will meet with Mayor for detailed review.	Aug 1-31 2025	City Departments: - Review status of Current Department Budget. - Prepare Budget Amendment Requests (if any) - Departments will meet with Mayor and Council Committees for detailed review of current budget and any amendments requested.		
Aug 16 2024	City Departments: - Submit all Capital Replacement and New Capital Request Forms to the Finance Director to be considered for 2025-2026 Biennial Budget.				
Aug 31 2024	City Departments: - Submit electronic copy of all required Budget worksheets, forms, and checklist to Finance via the N drive Departments to have all budget figures and notes entered into financial software.	Aug 31 2025	City Departments: - Submit electronic copy of any Budget Amendment Requests to Finance.		
	September 2024	September 2025			
Sep 11 2024	City Council Workshop: - Special Budget Session #1: Department Presentations to Council.	Sep 10 2025	City Council Workshop: Proposed Revenue Sources		
Sep 18 2024	City Council Workshop: - Special Budget Session #2: Department Presentations to Council. City Council Meeting: - Finance sets Public Hearing on Revenue Sources for October 16, 2024 Finance sets Public Hearing on Final Budget for November 13. 8, 20, 2024		Clerks Department (via extended agenda): - Finance sets Public Hearing on Revenue Sources for October 15, 2025 Finance sets Public Hearing on Mid-Biennial Budget Amendment for November 19, 2025.		
Sep 1-30 2024	Finance Department: - Works with Mayor to develop Mayor's Proposed Preliminary Budget.	Sep 1-30 2025	Finance Department: - Works with Mayor to develop Mayor's Proposed Mid-Biennial Budget Amendment.		
	October 2024		October 2025		
Oct 1 2024	Finance Department: - Mayor's Proposed Preliminary Budget Publication delivered to the City Council and made available to the public.	Oct 1 2025	City Council Workshop (cont): Proposed Revenue Sources		

2025-2026 Biennial Budget Calendar					
Oct 1-31 2024	Finance Department: - Prepares Preliminary Budget Publication.				
Oct 2 2024	City Council Workshop: - Review Mayor's Proposed Preliminary Budget Departmental Presentations (carryover)				
Oct 9 2024	City Council Workshop: - Review 2024 Revenues & Expenditures with City Council (3rd Qtr Status Financial Report.)	Oct 8 2025	City Council Workshop: - Review 2025 Revenues & Expenditures with City Council (3rd Qtr Status Financial Report).		
Oct 16 2024	City Council Meeting: - Review 2025-2026 Revenue Sources with City Council and hold Public Hearing on Revenue Sources Quarterly budget amendment ordinance	Oct 15 2025	City Council Meeting: - Review 2026 Revenue Sources with Council and hold Public Hearing on Revenue Sources. (Inclusive of B&O Tax)		
Oct 31 2024	Finance Department: - Preliminary Budget Publication delivered to the City Council and made available to the public.				
November 2024			November 2025		
		Nov 5 2025	City Council Workshop: - Selected Departments to present their Budget Amendment Requests and CIP to Council.		
Nov 13 2024	City Council Workshop: - CIP Presentations City Council Meeting: - Open Public Hearing #1 on Final Budget Presentation and discussion of Preliminary Budget Set the 2025 Property Tax Levy Ordinance.	Nov 12 2025	City Council Meeting: - Set the 2026 Property Tax Levy Ordinance.		
Nov 20 2024	City Council Workshop: - Review Baseline Adjustment & New Program Requests and obtain Committee Recommendations. City Council Meeting: - Continue & then Close Public Hearing #2 on Final Budget from 11/13/24.	Nov 19 2025	City Council Meeting: Open Public Hearing on Mid-Biennial Budget Amendment. City Council Workshop: Presentation and discussion of Mayor's Proposed Mid-Biennial Budget Amendment. Review Budget Amendment Requests and obtain Council recommendations.		
December 2024			December 2025		
Dec 11 2024	City Council Workshop: - Final review and approval of the 2025-2026 Biennial Budget.	Dec 3 2025	City Council Workshop: - Final Review and Approval of the Mid-Biennial Budget Amendment.		
		Dec 10 2025	City Council Meeting: - Adoption of the Mid-Biennial Budget Amendment Ordinance.		
Dec 18 2024	City Council Meeting: - Approval and adoption of the 2025-2026 Biennial Budget.				



BUDGET DEFINITION

The budget is an economic plan that focuses the entity's financial and human resources on the accomplishment of specific goals and objectives established by policy makers.

The budget establishes the biennial expenditure levels for "all" departments and funds.

 These expenditure levels are called appropriations, and they represent spending limits.



Legal requirement



City prepares a biennial budget

Projections and requests to cover two years, beginning in an odd year (ex., 2025-2026) with a mid-biennium adjustment.

PURPOSE OF THE CITY'S BUDGET



Public Process –requires engagement and provides financial accountability by communicating the allocation of resources to stakeholders



Serves as a management tool and planning document, encompassing the development, implementation, and evaluation of a plan for the provision of services and assets.



Formal setting of goals, and commitment of the governing body to their vision for the City

BUDGETING IS "GOALS WITH PRICE TAGS"

BUDGET DEVELOPMENT BY LEADERSHIP MUST CONSIDER:

- THE GOVERNING BODY'S MISSION/VALUES/KEY LONG-TERM GOALS (CITY COUNCIL WORKING GOALS)
- THE RIGHT STRATEGIES TO MAKE PROGRESS (DEPARTMENT GOALS AND OBJECTIVES)
- DETERMINE HOW PROGRESS IS BEING MADE (DEPARTMENT PERFORMANCE MEASURES)
- HOW MUCH THAT PROGRESS SHOULD COST, AND HOW QUICKLY DOES IT PROGRESS?

INFLUENCES ON THE BUDGET



City Improvement Plan

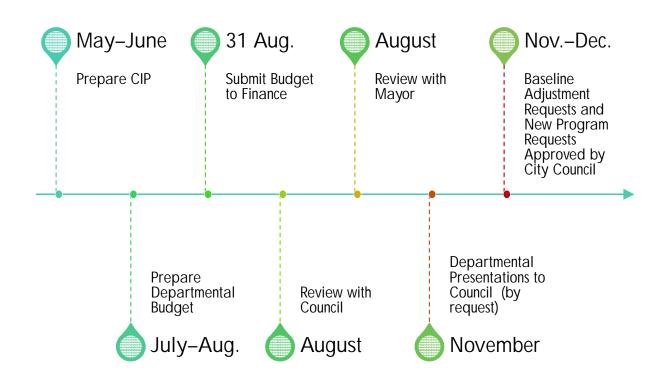


Land Use/Transportation/Water/Sewer/Econo mic Development Comprehensive Plans



Additional factors that drive the budget Financial management policies

- Fund Balance
- Reserves
- Contingency planning
- •Balancing the operating budget
- •Use of one-time revenues
- •Use of fluctuating/elastic revenues
- •Fees and charges
- Debt level and capacity



CALENDAR – AT A GLANCE

REQUEST FORMS

- CAPITAL REPLACEMENT DUE TO FINANCE DIRECTOR NO LATER THAN AUGUST 31, 2024
 - TO REQUEST REPLACEMENT OF CAPITAL ITEMS WHICH ARE CURRENTLY IN USE AND ACCOUNTED FOR IN GOVERNMENTAL FUNDS
 - COMPUTERS ARE NOT CAPITAL AND ARE REPLACED ON A ROTATIONAL BASIS
 - PRINTERS AND OTHER EQUIPMENT/SMALL TOOL ITEMS ARE NOT ON ROTATION AND MUST BE REQUESTED
- BASELINE ADJUSTMENT REQUESTS (BAR) DUE NO LATER THAN AUGUST 31, 2024
 - REQUEST UNFORESEEN EXPENSE INCREASES FOR ITEMS NECESSARY TO CONTINUE TO OPERATE AT CURRENT SERVICE LEVEL
 - MODIFICATIONS ARE TO CURRENTLY APPROVED BUDGET ITEMS, AND SHOULD NOT INCLUDE ANY NEW FUNDING REQUESTS
 - USUALLY ITEMS SUCH AS TRAINING, TRAVEL, SUPPLIES, ETC.
- NEW PROGRAM REQUEST (NPR) DUE NO LATER THAN AUGUST 31, 2024
 - ITEMS WHICH REQUIRE NEW FUNDING
 - ALL NEW PERSONNEL INCREASES SHOULD BE SUBMITTED BY A NEW PROGRAM REQUEST
 - IF THE REQUEST IS FOR NEW PERSONNEL DO NOT FORGET TO INCLUDE ALL RELATED COSTS (I.E., COMPUTER, TRAINING, SUPPLIES)
 - FIGURES CAN BE CALCULATED BY THE FINANCE DEPARTMENT (PLEASE REACH OUT IN ADVANCE OF AUGUST 31ST)

BASE BUDGETS

- CURRENTLY ALL BUDGETS ARE TO BE SUBMITTED AT "BASELINE BUDGET"
 - "BASELINE" MEANS BOTTOM LINE BUDGET LESS ANY REGULAR WAGES AND BENEFITS, AND ONE-TIME FUNDING APPROVALS.
 - REGULAR WAGES AND BENEFITS ARE CALCULATED BY THE FINANCE DEPARTMENT AND IMPLEMENTED INTO THE WORKING BUDGET.
 - CONTRASTINGLY, ALL CASUAL LABOR, OVERTIME, AND RELATED BENEFITS (17%) ARE INCLUDED IN THE DEPARTMENT'S BASELINE BUDGET AND DO NEED TO BE ACCOUNTED FOR BY DEPARTMENT HEADS.
 - CONTRACTUAL OBLIGATIONS SHOULD BE INCORPORATED AS THE CONTRACTS HAVE PRIOR COUNCIL APPROVAL AND OBLIGATIONS

PROPOSED BASE BUDGET INCREASE FOR MAYOR'S PROPOSED PRELIMINARY BUDGET

- BASE BUDGETS HAVE NOT HAD AN INCREASE IN MANY YEARS UNLESS ALLOWED THROUGH BASELINE ADJUSTMENT INCREASES
- PROPOSED INCREASE TO RECOGNIZE THE COST OF LIVING
- CALCULATED INCREASE BASED ON 5% OF OPERATING BUDGETS LESS CONTRACTUAL AND ONE TIME COSTS
 - GENERAL FUND INCREASE \$72K
- BASELINE ADJUSTMENT REQUESTS (BARS) MOST WOULD BE ELIMINATED



GOALS AND PERFORMANCE MEASURES

- ARE DISPLAYED BY DEPARTMENT IN THE FINALIZED BUDGET BOOK.
- DEPARTMENTS MUST UPDATE:
 - GOALS
 - OBJECTIVES
 - PERFORMANCE MEASURES
- IF GOAL HAS BEEN ACCOMPLISHED AND IS NO LONGER A GOAL, PLEASE REMOVE
- TO BE A GOAL, THERE MUST BE SOME TYPE OF RECORDED MEASUREMENT WHICH PROVES EITHER SUCCESS OR FAILURE.
- WORKLOAD MEASURES DO NOT HAVE A GOAL BUT ARE USED TO DEMONSTRATE THE WORKLOAD OF A DEPARTMENT.

03 01 Performance Objectives Goals Measures Each Department Objectives are how Performance goal must tie to a a Department measures are the measures may not be tied to a goal, Council goal, plans to meet their measurement of thereby showing a established goal. progress a but are used to correlation of department is making toward their objectives planned resources workload of a toward Council's long-term vision. and goals.

GOALS, OBJECTIVES AND MEASURES

HAPPY BUDGETING

• QUESTIONS





POULSBO CITY COUNCIL AGENDA SUMMARY

WORKSHOP AGENDA ITEM NO. 9.i MEETING DATE: August 21, 2024

Continued Questions and Concer	ns of the Council						
Council							
5 mins							
SUMMARY STATEMENT							
This is an opportunity for the Council to provide any questions or concerns for discussion that may have come up during the workshop agenda.							
? No	Included in Budget? No Amount: N/A						
	5 mins IT for the Council to provide any que op agenda.						



POULSBO CITY COUNCIL AGENDA SUMMARY

WORKSHOP AGENDA ITEM NO. 9.j MEETING DATE: August 21, 2024

AGENDA ITEM	Future Agenda Items				
EXHIBITS	Future Agenda Items				
STAFFED BY	Fernandez				
ESTIMATED TIME	5 mins				
SUMMARY STATEMEN	N I				
Review of future agenda items. WORKSHOP DATE:					
IMPACTS					
Expenditure Required	? No	Included in Budget? No Amount: N/A			
		•			
SAMPLE MOTION:					
None					

CITY COUNCIL MEETING FUTURE AGENDA ITEMS

As of 8/16/2024. The agenda and format listed below are tentative and may change.

September 4, 2024 5:00 PM City Council Meeting

Absent:

Land Acknowledgment - Crowe

- Consent:
 - PSE Night Work Request 1 min (Snook)
 - BA #24-0310 Property Appraisal Fee Transfer 1 min (Ozimek)
 - Excuse Councilmember Absence 1 min (Fernandez)
 - July 17 Council Meeting Minutes 1 min (Fernandez)
 - August 7 Council Meeting Minutes 1 min (Fernandez)
 - August 14 Council Meeting Minutes 1 min (Fernandez)
- Business:

0

- Workshop:
 - Public Works Schematic Design Presentation 45 mins (Lenius, Ranes, Lund, Blachowski) – 1st Item – consultant attending meeting
 - Water and Sewer Functional Plan Update 20 mins (Roberts)
 - 2026 Mayor's Salary 10 mins (Kingery)
 - Celebration of Recovery Month-Update on Recovery Resource Center and Nelson House – 15 mins (Hendrickson)
 - Resolution to Allocate Property at xxx for Affordable Housing Purposes – 15 mins (Hendrickson)

September 11, 2024 5:00 PM City Council Meeting

Absent:

Land Acknowledgment - Eckert

- Consent:
 - Resolution to Allocate Property at xxx for Affordable Housing Purposes – 1 min (Hendrickson)
- Business:

0

Workshop:

0

September 18, 2024 5:00 PM City Council Meeting

Absent:

Land Acknowledgment - Livdahl

• Consent:

0

Business:

CITY COUNCIL MEETING FUTURE AGENDAS (Continued)

0

• Workshop:

0

October 2, 2024

5:00 PM City Council Meeting

Absent:

Land Acknowledgment - McVey

• Consent:

0

Business:

0

Workshop:

0

October 9, 2024

5:00 PM City Council Meeting

Absent:

Land Acknowledgment - Newell

• Consent:

0

Business:

0

Workshop:

0

October 16, 2024

5:00 PM City Council Meeting

Absent:

Land Acknowledgment - Stern

Consent:

0

Business:

0

• Workshop:

0

FUTURE MEETING DATES:

• 2024 Comprehensive Plan Chapter Review – 30 mins (Coleman) (EVERY week)

FUTURE ITEMS:

- Requested By Staff/Mayor:
 - Sign Ordinance and Approach to Temporary Ordinance (Planning)
 - City Administrator approve job description and funding August 2024 for 2025-26 biennium budget (Kingery/Fernandez)
 - Revise Mayor's Salary for New Term before election filing (May 2025) August 2024 for 2025-26 Biennium Budget - effective January 1, 2026 (Kingery/Fernandez)

CITY COUNCIL MEETING FUTURE AGENDAS (Continued)

o KEDA Quarterly Updates – (Morrison)

• Requested By Council:

- Port of Poulsbo Bulkhead (Taber)
- Downtown Safety and Security (McVey)
- o Review of Residential Parking Issues & Rules (Eckert)
- o Multicultural Festival (Council)
- o Transportation Impact Fee Review (Part of Comp Plan Update?) (McVey)
- o Nordic Cottages: Operations and Maintenance (Newell)
- o Review status of green space roofs at City Hall (Musgrove)
- Fireworks Ban (Eckert)
- o Budget Meeting Report (Eckert)



POULSBO CITY COUNCIL AGENDA SUMMARY

CLOSED SESSION ITEM NO. 12.a MEETING DATE: August 21, 2024

AGENDA ITEM Union No		egotiations			
EXHIBITS					
STAFFED BY	Kingery				
ESTIMATED TIME	30 mins				
SUMMARY STATEMEN	NT				
Per the OPMA checklist, Collective Bargaining Sessions are not subject to the requirements of the OPMA and occur in a closed session as opposed to an executive session.					
WORKSHOP DATE:					
IMPACTS					
Expenditure Required	? No	Included in Budget? Yes Amount: 0.00			
SAMPLE MOTION:					
Hold discussion regarding union negotiations.					