

2017 Public Records Request Log - last update 11/21/2017

As of November 1, 2017, all new requests (except police records) can be viewed on the web portal at: <https://poulsbo.nextrequest.com/>

This is a current log of all requests the city has received for the past year. If you do not see your request on here, please contact the public records officer at cityclerks@cityofpoulsbo.com or 360-394-9880.

Number	Date of Request	Request Due Date	Extension Letter Date	Date of Completion	Requestor	Requested Records	Amendments / Clarifications	Comments
2017-001	01/03/17	01/10/17		01/04/17	Mace, Chris	Body/Dash Cam Video Policy & Procedure, Deployemnt of K-9 Policy & Procedure and Case # H16-001590. (Defendant: Drake Anderson)		
2017-002	01/04/17	01/11/17		01/10/17	Glisson, Stan	City's current contract with Forks jail and any addendums. Any and all documents (including email) explaining how the Forks Jail calculates good time credit for inmates incarcerated for the city of Poulsbo.		
2017-003	01/09/17	01/17/17	1/23/207	01/19/17	Flaman - Hidden Cove Apt	Plumbing, Inspections, and appoval of as built drawings for the Hidden Cove Drawing, 354 Edvard Street, Poulsbo		No records found
2017-004	01/10/17	01/18/17		01/10/17	Pilling, Nathan	January 4, 2017 Council Agenda Packet		
2017-005	01/12/17	01/20/17		01/13/17	Cipolla, Roger	House Plans for 19339 Willet Lane, Poulsbo, WA		
2017-006	01/16/17	01/24/17			Miares, Nicole - American Transparency	An electronic copy of any and all employees for years of 2016, (fiscal or calendar year). Each employee record should contain the employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year.	Clarification and declaration re commercial purposes sent to requestor on 1/23/17, due 1/30/17.	Abandoned 1/30/17
2017-007	01/12/17	01/20/17		01/18/17	Callahan Law	H16-001570		
2017-008	01/13/17	01/23/17		01/23/17	Eccles, Alice	All accidents from 12/15/16-12/22/16		Letter sent 1/23/17, Abandoned and closed on 2/23/17
2017-009	01/13/17	01/23/17		01/18/17	Soehl, Amy	H16-001359		
2017-010	01/17/17	01/24/17		01/23/17	Margado, Kevin	Incident Report, Police Report, CAD Report involving Tabitha Jo Clifford DOB 10/3/1984 between March 20, 2014 and January 10, 2017		
2017-011	1/17/201	01/24/17		01/19/17	Storms, Diane	H16-001347		
2017-012	01/14/17	01/24/17		01/23/17	Levenstein, Cynthia	Evidence Law Enforcement Report No. 2014PP001152, review CD/DVD evidence.	Seeking photos that were on CD purchased at Walmart	No records found
2017-013	01/20/17	01/27/17		01/26/17	Lyons, Matt	All application documents and phone records submitted by the Hillside 50 Apartments, the owners, agents, or contractors concerning a permit to repair their collapsed parking lot.		
2017-014	01/24/17	01/31/17		01/26/17	Volz, Jay	Storm Drain Records for 18314 Fjord Dr NE.		
2017-015	01/25/17	02/01/17	02/24/17	02/22/17	Binion, Andrew	1) All documents held by the city, including the Police Department, regarding the purchase, training, and policies regulating deployment of so-called spike strips. 2) All reports written by city employees, including police officers, where so-called spike strips were deployed in 2017, 2016, and 2015. This includes reports for an incident Jan. 21/22 where so-called spike strips were deployed on Highway 305, along with an incident Jan. 24/25 where so-called spike stripes were deployed on or near Highway 307. 3) Any and all claims filed with the city for injuries or property damage resulting from city employees deploying so-called spike strips.	1) Current policies regarding the deployment of spike strips, records showing who is trained/authorized to deploy spike strips, and records showing how many spike strips the department has 2) You have agreed to limit the categories of reports searched for deployment of spikes strips in 2017, 2016, and 2015. The reports you okayed with limiting the search to are (1) agency assists; (2) vehicle pursuits; and (3) attempt to elude pursuing police vehicle. 3) You have agreed to limit the search to claims filed within the past five years. 4) Current policies/protocols for police pursuits (i.e. when to initiate a pursuit, terminate a pursuit, etc.)	
2017-016	01/30/17	02/06/17		01/30/17	Tosti, Rose	H17-000052		
2017-017	01/30/17	02/06/17	02/17/17	02/17/17	Holmes, Levi	1050 Hostmark, Olympic Place I & II, PUD: Development plan marked "received by the city on 2/27/80", application 6-14-79-1 including findings of fact, conclusions and recommendations dated 4-4-1980, letter from planning director dated 2/31/85 RE: temp parking, amendment to the PUD ("Olympic Place PUD"); findings, conclusions, and recommendations dated 7-6-1988, and any other relevant info in these files.		Notified Ready for Inspection 2/17/17, hold until 3/17/17, abandoned 3/28/17
2017-018	01/30/17	02/06/17	03/10/17	03/07/17	Callahan Law	Complete copy of Officer D. Lom's personnel file to include any investigations, administrative leave, and/or disciplinary actions of any kind.		

2017-019	01/30/17	02/06/17		02/13/17	Miares, Nicole - American Transparency	An electronic copy of any and all employees for years of 2016, (fiscal or calendar year). Each employee record should contain the employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year.	Clarification and declaration re commercial purposes sent to requestor on 2/6/17, due 2/13/17.	Duplicate of 2017-006 to Parks District, dissolved in 1991
2017-020	02/02/17	02/09/17		02/02/17	Farley, Josh	Copy of "Poulsbo passed a resolution, requested by the Kitsap Immigrant Assistance Center, that the Council embraced the city as a "welcoming city'."		No records found
2017-021	02/03/17	02/10/17		02/08/17	Phillips, Elaine	Environmental related records (underground storage tanks, fires, spills, permit requests for USTs, etc.) for these addresses: 19700 Viking Ave NW, 19705 Viking Ave NW, 19740 Viking Ave NW, 19755 Viking Ave NW, 19647 Viking Ave NW		No records found
2017-022	02/06/17	02/13/17		02/06/17	Graves, April	Police call and video of entire interaction with officer. Nams - John Blackwell, date of record 2/3/2017, time of officer response - 8:30am-9:30am, location - 2325 Bjorgen Creek Court, Poulsbo, WA 98370, copy of phone call to the police and the entire body cam footage. Any reports that were from this.		
2017-023	02/06/17	02/13/17		02/06/17	Grenier, Christine	Lease Agreement or any agreement the City of Poulsbo has with the Kitsap Regional Library.		Sent MOU with KRL Inspected 2/13/17.
2017-024	02/07/17	02/14/17		02/13/17	Kunz, Richard	As Builts for Parcel No. 7142-000-000-0002, 19900 NE Arbutus Ct (Olsen). Records for abutting property, Parcel No. 142601-3-111-2009, 1989 Hamilton Ct.		Did not want any copies.
2017-025	02/13/17	02/21/17		02/13/17	Morley, Halina	Any report involving David Palmer Smith from 2002-present		
2017-026	02/13/17	02/21/17		02/13/17	Schauer, Kim	Unknown case numbers for Janese Coleman, Valerie Schauer between Jan 1, 2016 to present	Sought clarification, was not intersted in the responsive record we had.	
2017-027	02/13/17	02/21/17		02/24/17	Miares, Nicole - American Transparency	An electronic copy of any and all employees for years of 2016, (fiscal or calendar year). Each employee record should contain the employer name, employer zip code, year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title. This data should be broken down by employer, employee and year.	Clarification and declaration re commercial purposes sent to requestor on 2/13/17, due 2/21/17.	Wetransfer 2/22/17, closes 3/1/17.
2017-028	02/15/17	02/23/17		02/17/17	Jones, Vanessa	Police report for an arrest for 2 people approximately 1 month ago: Melinda Thurman, Timothy Kardonsky		
2017-029	02/15/17	02/23/17		02/15/17	Lyons, Matt	Copy of responsive records to PRR 2017-013		
2017-030	02/17/17	02/27/17		02/21/17	Deangelis, Nick	City of Poulsbo waste/recycling hauler: current collection contract, current collection pricing structure, households serviced, collection districts, solid waste master plan, if your municipality has a separate contract for waste disposal, transportation, or landfill/facility operations, please include the: current disposal contract, current facility operations contract, current disposal/tipping fee pricing structure.		
2017-031	02/21/17	02/28/17		02/22/17	Williamson, Michael	I would like to know if the City has released retainage on the Lincoln Road Improvements project contract Number 2014-01	Performance bond release for Bond #106075508, for Pacific Coast General, LLC project know as Lincoln Road Improvements Project. Requested Notice of completion.	
2017-032	02/22/17	03/01/17	03/10/17	03/07/17	Bannon, David	Copy of CUP 09-19-05-1 audio recording for PSE Serwold Substation Hearing		No records found
2017-033	02/27/17	03/06/17		02/27/17	UW Center for Human Rights	1) All documents including but not limited to, financial contracts, memorandum for understanding (MFOU), and cooperation agreements with US Customs and Border Protection (CBP) and US Immigration and Customs Enforcement (ICE) between January 2015 and February 2017. 2) All information related in whole or in part to policies and guidelines regarding all forms of collaboration with US Customs and Border Protection (CBP) or US Immigration and Customs Enforcement (ICE); including but not limited to: translation or interpretation services, apprehension of people on suspicion of being undocumented during traffic stops or other encounters, temporary detention of people to be handed over to CBP or ICE, or any other form of collaboration between January 2015 and February 2017.		
2017-034	03/01/17	03/08/17		03/01/17	Vogel, Christina	H17-000110 and all digital evidence		
2017-035	03/01/17	03/08/17		03/01/17	Snider, Linda	H16-000642 and all digital evidence		picked up 3/15/17
2017-036	03/06/17	03/13/17		03/06/17	Tosti, Rose	Any record for Smith, Selves 2/23/17-3/2-17, any records for Smith, Megan Elizabeth 2/23/17-3/2/17, any record for missing person Megan Elizabeth Smith 2015-2017; any record for license plat C83265D WA 2015-2017.		
2017-037	03/06/17	03/13/17		03/08/17	Baron, Danick	Any and all purchasing records from 2016-11-23 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number. 2. Purchase date, 3. Line item details (Detailed description of the purchase) 4. Line item quantity; 5. Line item price; 6. Vendor ID number, name, address, contact person and their email address; 7. What is the beginning of your fiscal year?		

2017-038	03/08/17	03/15/17		03/08/17	Buckham, Katrina	All reports, video and photos of H15-000346 accident		Notified Ready for Mailing Pending Receiving Payment 3/8/17, recd payment 3/31/17 and mailed
2017-039	03/10/17	03/17/17		03/10/17	Yelish, Todd	All law enforcement records from January 1, 2006 to present for the following individuals: Autum Dunn (DOB: 1/17/94), Linda Dunn (DOB: 12/28/1976), Tia Lea Hatta (DOB: 10/27/1995), Frankie Glenn Barnum II (DOB: 7/15/64)		
2017-040	03/09/17			03/09/17	Gillanders, Joan	All inspections and sign offs, occupancy permit, copy of recorded paperwork for 1690 Nutkana Way		
2017-041	03/10/17	03/17/17		03/10/17	King, Dave and Jeanne	Accident case with JV passenger, H17-000284		Completed 3/10/17, waiting for pick up. Picked up 3/11/17
2017-042	03/13/17	03/20/17		03/14/17	Pilling, Nathan	Copy of 3/1/17 Council agenda packet		
2017-043	03/15/17	03/22/17		03/20/17	Wiedmer, Sharise	Case Number H17-000284 - Kevin Hovarter and Connor King, the date of accident is 2/19/17 at 18:50. Please provide photos, video footage, and any other evidence you have on Evidence.com	Charles called requestor to let him know this was the same request he had already received. Requestor wished to cancel this request.	
2017-044	03/16/17	03/23/17		03/16/17	Milov, Sara	H15-00152		
2017-045	03/17/17	03/24/17		03/17/17	Canepa, Francesco	Solid Waste Collection services contract that the city of Poulsbo has signed in response to a 2016 RFP, Copy of this document and any related documents such as amendments for extensions and annual price adjustments.		No records found
2017-046	03/20/17	03/27/17		04/06/17	Turner, David	All records pertaining to the Solario Building		
2017-047	03/20/17	03/27/17		03/20/17	Asla, Terry	WWU Powerpoint from 3/15 City Council Meeting		
2017-048	03/23/17	03/30/17		03/23/17	Hall, Michael	Any police records fro Narinder Mohan Duggal from 12/1/2015 to 3/23/2017	Sought clarification, duplicate request to previous request. He was looking for any new files not previously received. No new files. Request closed.	
2017-049	03/27/17	04/03/17		04/03/17	King, Eddie	Wetland Report or (EIS) for senior housing at 305		
2017-050	03/28/17	04/04/17		03/28/17	Nixon, Maggie	Building Departments Monthly Reports from 1/2016 to present		Emailed records 3/28/17
2017-051	03/29/17	04/05/17		03/30/17	Cole, Stephen	H17-000473		
2017-052	03/30/17	04/06/17		03/31/17	Fleming, Pamela	Historical Permits: Parcel 152601-1-113-2000 at Winton Lane NW	Looking for Winton Woods I plans, not II	No records found
2017-053	04/03/17	04/10/17		04/04/17	Lind, Elizabeth	Copy of permit for the tree removal at 21821 Viking Ave NE, Parcel No. 102601-4-025-2006	No responsive records, sent email from Karla giving permission to remove trees.	
2017-054	04/03/17	04/10/17		Closed 4/14/17	Daneen	ugust and Sept 2014 and June July August September October and November 2016 and January and February March 2017All calls made to police office and 911 cencom operators all law enforcement Poulsbo Police department and all contact made at Walmart August and September 2014 and June July August September October and November 2016 and Jan Feb and March 2017 All cencom calls and calls made to sargents and supervisors all contact made records for 2014 - 2017 This is a official request to obtain all records and contact made to Poulsbo Police Department and cencom operators.		seeking clarification, due 4/14/17. No reponse, abandoned 4/14/17.
2017-055	04/04/17	04/11/17		04/04/17	Fleming, Pamela	Underground and above ground storage tanks (USTs and ASTs) at Winton Woods 1		No documents found
2017-056	04/05/17	04/12/17	05/12/17	05/12/17	Hill, Robert	Copy of all claims for damaes involving at least one police officer, since January 1, 2015, electronic copy of the employee directory on CD preferably .ODS file format; 2nd choice is .XLS format, to include email address, phone, cell phone, fax, department, position/job title	Received modification to request "2) ... since 2010," and requested item three be put in word and burned on a CD. Sending clarification and printout of webpage, document doesn't exist in Word. Due 7/7/17.	Need third party notice, due 7/25/17. Records ready, need payment. Due August 23, 2017. Abandoned 8/23/17. File closed.
2017-057	04/06/17	04/13/17		04/21/17	Turner, David	Site Plan/Parking information for Solario Building		seeking clarification for additional searches due 4/21/17

2017-058	04/07/17	04/14/17		04/24/17	DuComb, Darby	Planning Files: 12-21-09-1 (April 19, 2011) and 09-06-16-1 (October 5, 2016)		Waiting for 10% deposit, due 4/28/17. Copying files.
2017-059	04/10/17	04/17/17		04/10/17	Kerbaugh, Blake	Any and all reports for Camarie Sue Fox 2/22/1966.		
2017-060	03/24/17	03/31/17		04/18/17	Regan, Chuck	Building permit for 751 NW Finn Hill Road		Record inspected, no files copied.
2017-061	04/13/17	04/20/17		04/13/17	Kelly, Timothy	Criminal Complaint/Probable Cause Certificate for Stephanie Durango Case #110013801POD-CN		Summons/Criminal Complaint emailed
2017-062	04/13/17	04/20/17		04/18/17	Speyer, Monte	Asbuilt for Stendahl Ridge	4/14/17 Seeking clarification on which as-built file.	
2017-063	04/14/17	04/21/17		04/24/17	Vargas, Roberto	SF Plans - Poulsbo Place Lot 35 (Permit #4950)		Ready for review, hold until 4/24/17. Picked up 5/15/17.
2017-064	04/18/17	04/25/17		04/18/17	Nicas, Gabrielle	Purchasing Manual		
2017-065	04/24/17	05/01/17		04/24/17	Binion, Andrew	All reports related to incident H17-000596, the attempted vehicle stop and pursuit of V. Schiavone on April 18, 2017		
2017-066	04/25/17	05/02/17		04/25/17	Haase, Joan	Case # 18299802 Docket Record		Court records not subject to PRA, referred to court records request. Closed 4/25/17
2017-067	04/20/16	04/27/17		04/21/17	Manning, Angelina	Copy of Ordinance No. 2006-21		
2017-068	04/24/17	05/01/17		04/27/17	Manning, Angelina	Any hearing details from a hearing that might have been held prior to the moratorium for 2006-21. Details from the hearing that was set to be held on November 1, 2006 per 2006-21.		Clarification 5/5/17
2017-069	04/28/17	05/05/17		05/01/17	Power, Mary Jane	Video of arrest: 170005851, the Poulsbo Police have the case number as 585.		
2017-070	05/01/17	05/08/17		05/08/17	Walker, Richard	Correspondences between city officials, representatives of the Historic Downtown Poulsbo Association and proponents of the Viking Tour, related to the 2017 Viking Tour. This request includes the Viking Tour permit.		
2017-071	04/27/17	05/04/17		05/02/17	Manning, Angelina	Applicable Critical Areas Ordinance that will be expected to be complied with for the Poulsbo Meadows development		
2017-072	05/01/17	05/08/17	06/16/17	Picked up 6/28/2017	Hanson, Eric	Officer C. Keller 2017 January 19 u-turn collision. 1) electronic copy of all records involving Officer C. Keller between 8pm and 10pm on January 19, 2017, but not limited to dispatch logs, reports, statements, photographs, body-cams. 2) electronic copy of all reports, statements, photographs, body-cams, vehicle-cams from every Poulsbo Police officer who responded to or later investigated, Keller's vehicle collision (reference: WSP case 17-001622 and WSP record E635079). 3) Electronic copy of the dispatch logs, written reports, and any citations regarding the vehicle stop (on NB Hwy 305 just N of Hwy 307) by an apparent Poulsbo PD, around the time of Keller's vehicle collision.		Completion letter sent 6/16/17, ready for pick up
2017-073	05/01/17	05/08/17	06/16/17	Picked up 6/28/2017	Hanson, Eric	Police training/policy/procedures for u-turns, etc: an electronic copy of all documents held by the city, including the police department, regarding training, policies, and procedures that regulate police vehicle u-turns, emergency lights, sirens, dash-cams, as well as police officer body-cams.		Completion letter sent 6/16/17, ready for pick up
2017-074	05/03/17	05/10/17		05/08/17	Manning, Angelina	All documentation that was required for the PRD and SEPA review per the Critical Areas Ordinance you provided (Ord. 2007-04), since the project is within the buffer of both a Type 5 stream (Lemolo creek) and a regulated wetland (surrounding Lemolo creek on both the Zapata and Maxey properties, and further down the stream). Please let me know what documents have been required and submitted by the developer. As well as any documentation the WDFW and the City of Poulsbo has made in regards to the review of these documents.		
2017-075	05/05/17	05/12/17		05/05/17	Walker, Richard	Audio recording of May 3, 2017, Community Services Committee meeting		
2017-076	05/05/17	05/12/17		05/05/17	Johnson, Nick	Audio recording of May 3, 2017, Community Services Committee meeting		
2017-077	05/08/17	05/15/17		05/19/17	Klumsmeier, Louis	Building plans for 19470 Viking Avenue NW Ste 203, plans associated with permit #09080006 in 2009.		Ready for pick up. Emailed 5/15. Records inspected, none requested 5/19/17
2017-078	05/09/17	05/16/17		05/15/17	Clark, Timothy	H17-000716		Picked up 5/17/17
2017-079	05/10/17	05/17/17		Closed 5/11/17	Konos, Hiro	19470 Viking Ave building permit, electrical permit, tenant improvement permits or equal permits, commercial remodel permit or equal permits		Closed request, duplicate of 2017-077

2017-080	05/11/17	05/18/17		05/11/17	Scott, Sonia	H17-000714		
2017-081	05/22/17	05/30/17		05/24/17	Corpuz, Edward	Site plan lot 124 631 NW Nesuik Way		Ready for pick up 5/23/17. Picked up 5/24/17
2017-082	05/23/17	05/31/17		05/23/17	Dunlap, Allan	H07-000361		
2017-083	05/23/17	05/31/17		05/23/17	Loving, Ahmis	SEPA Checklist and determination for Port of Poulsbo Marina	SEPA determination and checklist completed with the liveboard project in July 2015. Seeking original port formation SEPA. Not required to go through SEPA process. Advised to contact Port of Poulsbo for any environmental studies they may have done.	
2017-084	05/23/17	05/31/17		Abandoned 6/23/17	Chaussee, Tiffany	Permit file for 19560 7th Ave NE		Ready to inspect 5/24/17, Hold until 6/23/17
2017-085	05/26/17	06/05/17	06/12/17	06/09/17	Lawrence, Jenifer	Stormwater reports, development plans, or other drainage related information for: 18561 9th Ave NE, 18514 8th Ave NE, 18468 Ave NE, 18529 Torgeson Pl NE, & 18511 9th Ave NE.		
2017-086	05/31/17	06/07/17	06/09/17	06/07/17	DuComb, Darby	Copies of all the zoning maps adopted by the City Council from 1983 to present.		
2017-087	05/24/17	06/01/17		05/24/17	Telegin, Brian	HEX Decision on Crystal View		
2017-088	05/24/17	06/01/17		06/01/17	Telegin, Brian	Exhibits to HEX Decision on Crystal View		
2017-089	06/01/17	06/07/17		06/01/17	Telegin, Brian	Clearing and grading permit on Crystal View		
2017-090	06/01/17	06/08/17		06/06/17	Scott, Sonia	Fjord Vista II Apartments - possible drug raid. Police report on possible drug raid at 19467 1st Ave NE B102, Jessica Stuart; incident happened 5/31/17 around 10:00-10:30pm. Other person involved Joseph Edgley.		
2017-091	06/02/17	06/09/17		06/06/17	Todd, Danielle	Any and all permits, permit applications for parcel No. 232601-1-040-2008 from 1971 to present.		
2017-092	06/01/17	06/08/17		06/08/17	Rogers, Jeannette	Floor plan for the pho restaurant located at 19367 7th Avenue		
2017-093	06/06/17	06/13/17		06/06/17	Hewes, Jacob	H17-000838		
2017-094	06/06/17	06/13/17		06/06/17	Wheeler, Leonard	H16-001570		
2017-095	06/06/17	06/13/17	06/23/17	06/30/17	Todd, Danielle	File No. 2-15-83-1: entire file including, but not limited to Findings and Conclusions regarding Poulsbo Convalescent Center Rezone, R-1 to PUD, and any and all hearing tapes and or transcripts. February 20, 2012 Planning department memorandum to Mayor. August 21, 2012 Planning commission findings of fact. Any and all documents related to property parcel no. 232601-1-040.		First installment 6/21/17, seeking clarification on memo to mayor 2/20/2012
2017-096	06/06/17	06/13/17		06/07/17	Freeman, Alisha			
2017-097	06/07/17	06/14/17		06/14/17	Lunn, Michael	Body cam video for H16-001469		Notified 6/8/17 ready for pick up.
2017-098	06/07/17	06/14/17		06/08/17	Williams, Heather	H17-000499		
2017-099	06/08/17	06/15/17		06/14/17	Cash, Kim	H14-799, H14-800, H15-611, H17-351		
2017-100	06/09/17	06/16/17		06/09/17	Baron, Danick	Any and all purchasing records from 2017-05-06 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number, 2. Purchase date 3. Line item details (Detailed description of the purchase), 4. Line item quantity 5. Line item price, 6. Vendor ID number, name, address, contact person and their email address, 7. What is the beginning of your fiscal year?		
2017-101	06/14/17	06/21/17		06/22/17	Harris, Leyna	Any and all reports and electronic evidence for a collision on 2/19/17		Notified 6/14/17 ready for pick up. Mailed 6/22/17
2017-102	06/14/17	06/21/17		Picked up 6/27/17	Fitzpatrick, Paul	H17-000351		Notified 6/15/17 ready for pick up.
2017-103	06/15/17	06/22/17		06/20/17	Eley, Bill	Any as built drawings of 787 Liberty (Old Poulsbo RV Building)		
2017-104	06/20/17	06/27/17		06/21/17	Shannon, Patti	Blue print of 20201 Valmore Ave NE, Poulsbo, WA 98370		No records, in KC when constructed.
2017-105	06/21/17	06/28/17		06/21/17	Robbins, Brandie	Video surveillance of Liberty Bay Waterfront Park for Sunday, June 18, 2017 from 2-4pm relating to H17-000947		No responsive records
2017-106	06/26/17	07/03/17		06/26/17	Dalessio, Amy	Police report for this incident Robert Greag Jacobs Jr. arrest 6/22/17 Docket #171009561, Booking #2017004176		

2017-107	06/26/17	07/03/17		06/30/17	Williamson, Amanda	Any case for James Colin Beisley and Kailey Christina Anderson		
2017-108	06/30/17	07/10/17		07/05/17	Belyea, Joshua	H17-001002		Notified 6/30/17 ready for pick up.
2017-109	06/30/17	07/10/17		07/05/17	Lee, Jerryll Howard	Copy of accident report from 6/22/17		
2017-110	06/30/17	07/10/17		07/03/17	Kirkwood, Sean	Any original plan sets or blue prints for 1628 Halden Glen Ct		
2017-111	06/27/17	07/05/17		08/01/17	Skinner, Ed	Email between City and James Nordale regarding title report (CPA 2017-01)		Notified 7/5/17 ready for inspection. Hold until 8/4/17
2017-112	07/03/17	07/11/17		07/06/17	Bartlett, Tim	Plan #1629 Permit 12080030 Site Plan		Notified 7/3/17 ready for pick up.
2017-113	07/06/17	07/13/17		07/10/17	Baier, Laura	All LE records relating to the following individuals for the time period Jan. 2012 to present: Christle, Adam and Fitzgerald, Amber. All LE records related to the following addresses for the time period Jan. 2016 to present: 5184 Stingle Ave, Bremerton, WA 98311; 835 Puget Drive E, Port Orchard, WA 98366; 3471 NE Perry Ave., Bremerton, WA 98310		No responsive records
2017-114	07/07/17	07/14/17		07/14/17	Ranger, Debb	Access to and copies of the City's current Certificate of Insurance for General Liability, Property, Auto and Workers Compensation. If a Certificate is unavailable, a declarations page or a copy of the policy would suffice this request		Letter that was sent noted the wrong PRR #'s
2017-115	07/07/17	07/14/17	08/25/17	08/23/17	Stevens, Brent	Water record public/private since 2014. City/County/Private/Public, use & rates	7/14/17 letter sent requesting clarification, due by 7/21/17	First installment sent 7/21/17
2017-116	07/11/17	07/18/17	07/25/17	07/14/17	Ranger, Debb	Access to and copies of the City's current Certificate of Insurance for General Liability, Property, Auto and Workers Compensation. If a Certificate is unavailable, a declarations page or a copy of the policy would suffice this request		Letter that was sent noted the wrong PRR #'s
2017-117	07/12/17	07/19/17	08/09/17	07/27/17	Key, Alan	Case # H16-001202. Any officer reports, supplemental reports, or suspect statements.		Requestor closed request.
2017-118	07/12/17	07/19/17		07/14/17	Robertson, Jennifer	Application materials & final decision for Huang Short Plat. (Poulsbo Planning File No. 03-28-06-1) Including SEPA materials.		
2017-119	07/12/17	07/19/17		07/17/17	Carl, Ian	Former and existing building permits for 21505 Market Place NW (parcel # 1104727670)		No records copied.
2017-120	07/12/17	07/19/17		07/17/17	Carl, Ian	Planning Department records identifying and activity and use limitations for 21505 Market Place NW. (parcel # 1104727670)		No records copied.
2017-121	07/17/17	07/24/17		07/24/17	Ray, Trisha	Certificate of Occupancy, Open Violations, Site Specific Planning or Zoning Approval for Safeway Supermaket & Fuel Center at 19245 10th Ave NE and 910 NE Lincoln Rd		
2017-122	07/18/17	07/25/17		07/18/17	Holtz, Jan	Certificate of Occupancy or Original Building Permit, & Outstanding Violations for Safeway Supermaket & Fuel Center at 19245 10th Ave NE and 910 NE Lincoln Rd		
2017-123	07/20/17	07/27/17		07/21/17	Koger, Lara	I am working on an environmental site assessment for the property located at 21735 Urdahl Road NW in Poulsbo. For the assessment, I looking for any historical building/planning records, hazardous material/waste handling, industrial wastewater disposal/sewerage permitting, code compliance violations, and inspections; building, demolition, occupancy, grading and utility permits; underground and aboveground storage tanks; pipelines; industrial wastewater sumps, and or hazmat/drug lab response records for the above-referenced property.		Engineering has current grading permit, not issued. Emailed asking if they want a copy of this record, not historical. Due 7/31/17. Historical files sent 7/21/17
2017-124	07/24/17	07/31/17		07/24/17	Soehl, Amy	H17-000993		
2017-125	07/24/17	07/31/17	12/08/17		Hansen, Eric	Any and all documents regarding H16-001388		First installment sent 9/20/2017
2017-126	07/25/17	08/01/17		07/26/27	Lyons, Matt	A copy of the letter from the City Attorney to Ron Templeton concerning the development of Division 8, Poulsbo Place.		
2017-127	07/26/17	08/02/17		07/28/17	Meland, Shannon	Copy of blue prints for 202 Angel Oak Court NE, located in Poulsbo Place		Notified 7/26/17 ready for inspection. Due 8/4/17
2017-128	07/27/17	08/03/17		08/03/17	Raphael, Debbie	Copies of the copier fleet contracts to include leases and PO's.	electronic copies of all active lease agreements and maintenance agreements for the City of Poulsbo's copier fleet, including purchase orders	

2017-129	07/31/17	08/07/17		Closed 8/21/17	Uhlig, Michael	All documents and records relating to Parcel 4239-000-026-0005, 18564 15th Loop NE		Building has no records. Planning notified 8/7/17 ready for inspection. Requestor closed request
2017-130	07/31/17	08/07/17	08/11/17	Abandoned 8/11/17	American Transparency, Nicole Miores	An electronic copy of 'any' and 'all' vendor (transfer of property or services) payee payments for the year 2016. Production shall include the vendor name; vendor address; vendor city; vendor state name; vendor zip code; Check Date/ ACH Date; Check Number/ACH code; Check Amount/ ACH Amount; department; agency; type of payment (i.e. contract, grant, etc.) and description of products or services/ purpose of payment.		Waiting to receive declaration. Due 8/11/17. Abandoned. Received affidavit 8/25/17, sent files 8/29/17
2017-131	08/03/17	08/10/17	08/25/17	08/23/17	Todd, Danielle	Any and all recordings and or transcripts, meeting minutes, with planning and development commission, and city council departments for Ordinance No. 83-53. Specifically, public meeting on August 10, 1983, June 15, 1983 meeting, January 12, 1977 meeting. Original hearing recordings and or transcripts of the 1983 Comcomitant Agreement Rezone from the Planning and Development Commission and City Council departments		
2017-132	08/04/17	08/11/17	08/25/17	08/31/17	Perisho, Russ	City's files on the Whitford Strand development from April 25, 2016 to present including all correspondence, analyses, reports, inspection papers, records fo meetings and internal discussions, emails, and any other documents related to the development.		Notified first installment is ready for inspection 8/22/17. Inspected 8/29/17, records copied and ready for pick up pending payment. 2nd and final installment emailed 9/1/17.
2017-133	08/09/17	08/16/17	12/08/17		Bhasin, Amreen	Police Case File # H16-001202		First installment sent 9/20/2017
2017-134	08/09/17	08/16/17		08/09/17	Bisabis, Andi	Contractor selection, start & end date, & bid amount for Pavement Maintenance Demonstration Project - 3873429		
2017-135	08/10/17	08/17/17		08/15/17	Nystul, Gary	Water consumption (HCF & \$) at 19720 Jensen Way NE for the last 24 months		
2017-136	08/10/17	08/17/17		08/15/17	Mallory, Amber	Police Report for a traffic accident on 11/19/16 involving John DePino & Melissa Delikat		Notified 8/11/17 ready for pick up. Picked up 8/15/17
2017-137	08/08/17	08/15/17	09/01/17	08/25/17	Burnett, Susan	Copy of the following 2017 information regarding your city's medical, dental, vision, and life insurances for each of the positions listed in our email: 1. The specific names of each plan that is available for these employees for medical, dental, and vision; 2. The Benefit Summary Sheet for each medical, dental, and vision plan; 3. The Rate Sheets for Employees and Full Family for each plan (Most Important Document Needed which should include the "Employer Contribution Rates" and "Employee Contribution Rates" for the Employee Plan and Full Family Plans); 4. The life insurance payout amount and employee life insurance monthly premium; and 5. Please state if orthodontic care is provided for all dental plans or for which specific dental plan(s). 6. A Medical Survey has been provided for the information requested.		
2017-138	08/14/17	08/21/17		08/18/17	Tweedy, Jeff	Original building/construction plans for 1040 Hostmark Street, Paulsbo, WA 98370, specifically, structural drawings.		
2017-139	08/15/17	08/22/17	09/01/17	8/29/2017 Closed 9/29/17	Thimsen, Crystal	Any building records for 18960 State Highway 305 NE, Poulsbo, WA 98370		Installment 1 sent 8/21/17. Installment 2 notified ready for inspection, hold until 9/29/17. Abandoned

2017-140	08/21/17	08/28/17		08/22/17	Todd, Danielle	August 1, 2017 Pre-Application Meeting audio hearing files and notes Re: Concomitant Zoning Agreement for Convalescent Center. August 2, 2017 Finance & Administration Meeting Minutes/Audio and discussion notes regarding mini-storage. Mini self storage power point presentation regarding mini storage zoning presented at the August 16, 2017, City Council Meeting Re: Ordinance 2017-15. August 9, 2017 Public Works Committee meeting notes, discussion notes on C-3 Commercial Zoning.		
2017-141	08/23/17	08/30/17		08/25/17	Hagwell, Rita	The receiving water body is Johnson Creek. I would like to see and have paper work on location of Westwood Crossing at 21735 Urdahl Road NW in Poulsbo in regard to Johnson Creek location. Why a measureable change in receiving water quality, Kitsap Sun 3 notices under legal notice.		
2017-142	08/23/17	08/30/17		08/30/17	Hagwell, Rita	I want information on the decision to take 200 ft on both sides of Johnson Creek from Ms. Hagwell's land. She did approve of 150 ft (years ago) total (300 ft) for protection of creek salmon. I was at one meeting when Carla B said 400 ft is final decision.		Denied - information request.
2017-143	08/23/17	08/30/17		08/30/17	Hagwell, Rita	I would like information on why the city inspector and police inspector cannot come to Marelaine Lane to look at a dangerous sink hole that is owned by Hartman. City said private property. This could have a tree fall on people. It is dangerous.		Denied - information request.
2017-144	08/23/17	08/30/17		08/30/17	Hagwell, Rita	Names of Westside Water owners. Or a date in the past a influential person of Westside Water wanted to buy land around me for their water. I said no. I'm concerned this person got the 200 ft through ecology and the city. The city has contact with this group.		Denied - information request.
2017-145	08/25/17	09/01/17		08/29/17	Scott, Sonia	Copy of H17-001254 for an incident that happened on 8/20/17.		
2017-146	08/28/17	09/05/17		08/29/17	Legaspi, Sergio	Contracts for Applicant Tracking (ATS), Performance/Talent Management (TMS), New Hire Onboarding, Learning Management System (LMS), Human Resources Information System (HRIS), Enterprise Resource Planning (ERP).		
2017-147	08/28/17	09/05/17		08/28/17	Lamoureux, LaMonte	Engineer of Record for the North Kitsap Community Center		Provided information, not a request for records.
2017-148	08/22/17			08/22/17	Kevin	Hern 10th Avenue Project 2009		
2017-149	08/29/17	09/06/17		8/29/17 closed 9/28/17	Bob Essex	H17-001070, photos and reports.		Notified 8/29/17 ready for pick up, need money. Sent 9/28/17
2017-150	08/24/17	08/31/17		08/28/17	Lyons, Matt	Full size copy of three documents that Central Highlands submitted to Karla regarding their plans to correct deficiencies at Poulsbo Place II landscaping, trails and irrigation.		
2017-151	08/22/17	08/29/17		08/22/17	Wook, Jeni	list of complaints online or via email		She was unable to see SeeClickFix on computer, I offered to PDF our 2017 complaint index, which she agreed to.
2017-152	08/29/17	09/06/17		8/29/17 closed	Carr, Jenny Lou	All criminal records regarding myself. To include resolution of the cases.		Emailed asking clarification if she wants court records or police records.
2017-153	08/30/17	09/07/17		08/30/17	Musgrove, Chad	All reports for Julie Tuttle from 11/1/2015 to present with the exception of H17-001288		Seeking court records. Referred to Muni Court.
2017-154	08/30/17	09/07/17		08/30/17	Aguilar, Michelle	Please provide written documentation that records do not exist for Ms. Azura Dee Gaige, fka Thurston DOB 03.20.1979.		
2017-155	08/31/17	09/07/17		08/31/17	Fong Law	Any and all records, photographs, officer notes, witness statements and citation pertaining to the collision report E701288 Collision Date 8/11/17 County Kitsap, H17-0201204		
2017-156	08/31/17	09/08/17		09/12/17	Nieman, Alayna	Any evidence of underground storage tanks (UST), permits, building plans, violations, or any other environmentally pertinent information for all dates.		Notified 9/8/17 Ready for inspection. Will inspect 9/12/17.
2017-157	08/31/17	09/08/17		08/31/17	Wilkinson, Jay	All police reports associated with McKenzie John Scott, dob 04/15/1976, from 01/01/2000 until today's date, 8/31/17		
2017-158	08/31/17	09/08/17		09/01/17	Soehl, Amy	Incident H17-001067		
2017-159	08/31/17	09/08/17		09/01/17	Soehl, Amy	Incident H17-001006		
2017-160	08/31/17	09/08/17		09/01/17	Soehl, Amy	Incident H17-000993		
2017-161	09/06/17	09/13/17		09/07/17	Rosas, Brando	H16-001589		
2017-162	09/07/17	09/14/17		09/08/17	Nystul, Gary	Copies of permits (building, planning, etc.) for the Evergreen Mountain Bike Alliance relating to the pump track on the Little Valley Ball Field.		First installment sent 9/7/17, 2nd installment sent 9/8/17

2017-163	09/06/17	09/13/17		09/08/17	Teising, John	Copy of Site Plan for the house at: 19231 Caldart Ave NE		
2017-164	09/07/17	09/14/17	12/08/17		Binion, Andrew	All documents related to the criminal investigation of Michael Carnegie re: sexual misconduct with a minor. This request is mean to include all correspondence between Poulsbo police and other city officials and representatives and employees or representatives of North Kitsap School District.		Emails under review by Deputy Chief
2017-165	09/08/17	09/15/17		Closed 10/9/17	Rueb, Danielle	H17-001009		Notified 9/8/17 Ready for pick up. Abandoned 10/9/17
2017-166	09/08/17	09/15/17		09/08/17	Stieh, Christopher	H17-000838		
2017-167	09/08/17	09/15/17		09/11/17	Hawkins, Nick	As-Built Plans for 20730 Bond Rd. Specifically Mechanical Plans		
2017-168	09/11/17	09/18/17		09/15/17	Baron, Danick	Any and all purchasing records from 2017-06-07 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number; 2. Purchase date; 3. Line item details (Detailed description of the purchase); 4. Line item quantity; 5. Line item price; 6. Vendor ID number, name, and address		
2017-169	09/11/17	09/18/17		09/18/17	Tosti, Rose	1) Any calls/records relating to Megan Elizabeth Smith (DOB 04/29/85, 4/1/17-6/2/17, 2) Any calls/record relating to Selves Lethel Smith in the time period of 2/1/17-9/11/17, 3) Any records relating to Missing Person Megan Smith 6/2/17-6/30/17		
2017-170	09/11/17	09/18/17		09/18/17	DuBos, Kathleen	Copy of the complete police investigation file to include all handwritten notes and drawings, incident report, witness statements, traffic violations, photos, videos, body/dash camera videos and toxicology reports for Sharon O'Keefe for 9/8/17 incident		
2017-171	09/15/17	09/22/17			Binford, Jennifer	Parties involved; Amber R Dean (10/19/1996) and Jennifer R Binford (11/11/1981), Indicent: Date 9-8-17. Location: Iverson and 8th Ave Poulsbo, WA 98370 Time: 1:00pm		Completed 9/21/17 and are awaiting pick-up.
2017-172	09/15/17	09/22/17			Holland, Lisa	Parties involved; Amber R Dean (10/19/1996) and Jennifer R Binford (11/11/1981), Indicent: Date 9-8-17. Location: Iverson and 8th Ave Poulsbo, WA 98370 Time: 1:00pm		Completed 9/21/17 and are awaiting pick-up.
2017-173	09/15/17	09/22/17		09/18/17	Olsen, Crosby	H17-001349		
2017-174	09/26/17	10/03/17		10/02/17	Todd, Danielle	Complete sign in sheet and contact information for all attendees of the September 20, 2017 Council Meeting.		
2017-175	09/29/17	10/06/17		10/02/17	Rutland, Laurie	Copies of permits and final inspections report for additions of 2 bedrooms and (1) 3/4 bath. Parcel # 5191-000007-00-01		
2017-176	10/03/17	10/10/17		10/10/17	Sander, Gerhard	House Plans 19883 12 Ave Permit 5039		Notified ready for pick up 10/6/17
2017-177	09/27/17	10/04/17	10/11/17	10/13/17	Jones, Linda	Meridith Heighs - Site Plan, Shets 1-2 PLUS forest management		Installment 1 sent 10/4/17, second installment ready 10/10/17, notified paper copy ready for pick up 10/11, paid and picked up 10/13
2017-178	10/16/17	10/23/17		Closed 11/13/17	Marsala, Maria	Business License Application & Home Occupation Permit that she purchased in 2000		Emailed 10/18/17 need deposit/ready to inspect.
2017-179	10/24/17	10/31/17		10/27/17	Todd, Kyle	Copies of any original construction permits, any demo permits for any prior structures, any permits issued related to underground storage tank (UST) installation/removal, any certificate of occupancies (Cos), and permits related to hazardous material usage/storage and/or releases on file withthe Poulsbo Building Department at the following property: James Viking Properties LLC, 19745, 19755, 19801 Viking Avenue NW, Poulsbo, WA 98370 APNs: 152601-4-073-2002; 152601-4-074-2001; 152601-4-075-2000; 152601-4-072-2003; 152601-4-076-2009; 152601-4-077-2008		
2017-180	10/24/17	10/31/17		10/24/17	Todd, Kyle	Copies of any records related to underground storage tank (UST) installation/removal, any records related to hazardous material storage/usage, any spill response records, and any records related to environmental cleanups on file with the Poulsbo Fire Department at the following property: James Viking Properties, LLC, 1975, 19755, & 19801 Viking AVenue NW Poulsbo, WA 98370 APNs: 152601-4-073-2002; 152601-4-074-2001; 152601-4-075-2000; 152601-4-072-2003; 152601-4-076-2009; 152601-4-077-2008		No responsive records, refered to fire department for fire department records.

2017-181	10/27/17	11/03/17		10/30/17	Olson, Charles	Poulsbo Church/Grankirk Plans, page 4 & 5 on flash drive.		
2017-182	10/30/17	11/06/17		10/30/17	Walker, Richard	Building records for 1458 NE Odessa Way		No records found.
2017-183	10/30/17	11/06/17		10/31/17	Murphy, Aaron	782 NE Shorewood Drive, Poulsbo, WA 98370 Parcel #4241-000-009-0002, builder's drawings for architectural sheets information and structural engineering drawings and calculations of "as-built" conditions.		No records found.
2016								
2016-264	11/28/16	12/05/16		11/30/16	Baron, Danick	Any and all purchasing records from 2016-08-24 to current: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number, 2. purchase date, 3. line item details, 4. line item quantity, 5. line item price, 6. vendor ID number, name, address, contact person and their email address, 7. what is the beginning of your fiscal year.		
2016-265	11/30/16	12/07/16		11/30/16	Lunn, Mike	H16-001469		
2016-266	12/01/16	12/08/16		12/01/16	Marx, Reese	August Pay Estimate #3 for the Hostmark Mains Project CN2016-03		
2016-267	12/01/16	12/08/16	12/16/16	01/09/17	Cochrane, Ali	Any and all records pertaining to historical building/planning records, city issued permits, as-built drawings, above or underground storage tanks, hazardous materials incidents/responses or violations, for the property located at 18764 Hwy 305, Poulsbo, WA 98370		Contacted requestor 12/14/16, ready for inspection. Send follow up email 1/6/17
2016-268	11/28/16			11/28/16	Horton, David	CD of recording of Municipal Court Hearing on May 18, 2016, 11:00 a.m. in case of Minder v. Pool. Case No. 16-007.		Not PRR, Court document request
2016-269	12/05/16			12/05/16	Jacob Kuiphoff	Copy of H16-001374		
2016-270	12/12/16	12/19/16		12/12/16	Clark, Jaime	H16-001467		
2016-271	12/15/16	12/22/16	01/13/17	01/13/17	Williams, Ryan	Noll-Mesford Plat: approved P-Plat & HEX report, staff report. Lincoln Mesford: Most recent P-Plat submittal, wetland and associated reports		First installment 12/20/16
2016-272	12/16/16			12/16/16	Nordby, Lynn (MRSC)	Copy of Solid Waste Contract	Clarified wanted Solid Waste RFP and Curbside Recycling Contract	
2016-273	12/19/16	12/21/16		12/20/16	Baer, Michael	All case files from December 22 with Michael Baer's name on it		
2016-274	12/28/16	01/05/17		01/03/17	Wagoner, Andrea	Plans for 2065 Miss Ellis Loop		No responsive records. Records for this request were destroyed in 2001.