POULSBO CITY COUNCIL MEETING
April 17, 2019 ~ 7:00 PM

A G E N D A

1. CALL TO ORDER

a. Pledge of Allegiance

2. AGENDA REVIEW

3. COMMENTS FROM CITIZENS*
Please state your name and limit your comments to 3 minutes, unless additional time is granted by Council. As a rule, the Council will not respond to citizen comments.

4. MAYOR'S REPORTS AND COUNCIL COMMENTS

5. CONSENT AGENDA (Next Ord. 2019-07, Res. 2019-06) *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. Budget Amendment/BA#19-0201 Laserfiche Cloud Hosting (Booher/Fernandez)
b. Finn Hill Shared Use Path Project PSE Illumination Contract (Roberts)

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

a. Special Event: Downtown Poulsbo's Viking City Car Show (McCluskey)
b. Executive Office Discussion (Councilmember Thomas)
c. Telemetry Project Update and Presentation (Svarthumle)

7. COUNCIL COMMITTEE REPORTS

8. DEPARTMENT HEAD COMMENTS

9. BOARD & COMMISSION REPORTS

10. CONTINUED COMMENTS FROM CITIZENS*

11. MAYOR & COUNCILMEMBER COMMENTS

12. ADJOURNMENT

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

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

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

To request an alternative format of the printed agenda, contact the City Clerk's office at 360.394.9880.
Para solicitar un formato alternativo de la agenda impresa, comuníquese con la oficina del City Clerk al 360.394.9880.

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

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 04/07/2019

AGENDA ITEM:	Budget Amendment/BA# 19-0201
EXHIBITS:	BA# 19-0201 / Laserfiche Storage
STAFFED BY:	Finance Director Booher/City Clerk Fernandez
CATEGORY:	Consent Agenda
MAYOR OK/Initial:	

SUMMARY STATEMENT:

A budget amendment to expand the Laserfiche Cloud Hosting space capacity for City records access. Finance/Admin Committee recommended funding from reserves and continued future funding of the subscription at the April 3, 2019 meeting.

☐ Additional Staff Report Attached

COMMITTEE RECOMMENDATION:

04/03/2019	Finance/Administration	Recommended

IMPACTS:

Expenditure Required? ☑ Yes ☐ No	Included in Budget? ☐ Yes ☑ No Amount: $ 3,300

RECOMMENDED ACTION:

Approval of Budget Amendment #19-0201

SAMPLE MOTION:

Consent Motion.

CITY OF POULSBO

BUDGET AMENDMENT REQUEST FORM
(MAYOR/COUNCIL APPROVAL REQUIRED)

TO: Mayor Erickson DATE: 4/8/19

FROM: City Clerk Fernandez

DESCRIPTION OF BUDGET AMENDMENT REQUEST:

To amend the budget to increase the funding for Laserfiche Cloud Hosting Services. Our current funding level allows for 100GB of storage, and the City is currently at 156 GB. Requesting to go to the next service level of 500GB at $.5/GB. The budget amendment was presented at the April 3, 2019, Finance-Administration Committee meeting and the committee recommended approval.

	Account Number	*Description*	*Amount*
DECREASE:	001 29180000	Budget/Fund Balance	3,300
INCREASE:	00114200051881/50000480	Laserfiche Cloud Hosting	3,300
INCREASE:			

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

TO: Finance Director Booher DATE: 4/8/19

FROM: Mayor Erickson

Approved _____ Disapproved _____

COMMENTS:

TO: Sr Budget Accountant DATE: 4/8/19

FROM: Finance Director Booher DATE:4/8/19 BA#: 19-0201

Note: This form should be reproduced on PINK paper

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 04/17/2019

AGENDA ITEM:	Finn Hill Shared Use Path Project PSE Illumination Contract
EXHIBITS:	PSE Contracts
STAFFED BY:	Engineering Technician Roberts
CATEGORY:	Consent Agenda
MAYOR OK/Initial:	

SUMMARY STATEMENT:

As part of the design of the Finn Hill Shared Use Path project and also as a requirement of the WSDOT Safe Routes to School grant, Puget Sound Energy (PSE) will install illumination. The contracts to perform this work are presented for approval.

☐ Additional Staff Report Attached

COMMITTEE RECOMMENDATION:

04/10/2019	Public Works	Recommended

IMPACTS:

Expenditure Required? ☑ Yes ☐ No	Included in Budget? ☑ Yes ☐ No Amount: $ 19,415.94

RECOMMENDED ACTION:

The Engineering Department recommends approval of the Puget Sound Energy contracts totaling $19,415.94 for installation of illumination on the Finn Hill Road Shared Use Path Project.

SAMPLE MOTION:

Move to approve the Puget Sound Energy contracts totaling $19,415.94 for installation of illumination on the Finn Hill Road Shared Use Path Project.

PUGET SOUND ENERGY

EXHIBIT A

Form of Custom Street Lighting Order

PROJECT NAME: **Finn Hill Rd Path Lights Change Out** Order #: 101118696
LOCATION: **Finn HIll Rd between Olhava Way & Rgododendron Ln NW, Poulsbo**

CUSTOM STREET LIGHTING ORDER – SCHEDULE 53

This Custom Street Lighting Order (this "Order"), dated **March 15, 2019**, is made and entered into by and between PUGET SOUND ENERGY, INC. ("PSE") and **City of Poulsbo** ("Customer") (each a "Party," and collectively the "Parties") under and pursuant to the terms of that certain Master Lighting Services Agreement No. 0262, dated **March 15, 2019**, between the Parties (the "Agreement"). This Order covers certain Lighting and Construction Services authorized by this Order and is, along with the associated Schedule, incorporated into and made a part of the Agreement. Unless specifically defined otherwise herein, terms used in this Order with initial letters capitalized have the meanings given them in the Agreement. The Parties agree as follows:

ASSOCIATED SCHEDULE:

This Order is also entered into between the Parties in accordance with PSE's Schedule 53, Electric Tariff G, and any future modifications of or changes to such Schedule as may be approved by the WUTC.

LIGHTING SERVICES DESCRIPTION:

The installation charge of the listed lighting units was estimated to be $**1,753.22.**

Description:
Change out exisitng lights. SL2 remove 100W HPS and install 71W LED. SL 5 remove 250W HPS and install 111W LED T3. SL15 remove 200W HPS and install 111W LED. 8 foot arms Flagging is recommended. Materials are "Buy America" compliant.

CONSTRUCTION SERVICES DESCRIPTION:
Change out exisitng lights. SL2 remove 100W HPS and install 71W LED. SL 5 remove 250W HPS and install 111W LED T3. SL15 remove 200W HPS and install 111W LED. 8 foot arms Flagging is recommended.

BILLING:

Billing under this Order will be in accordance with the terms and conditions contained in the terms & conditions of Schedule 53, Electric Tariff G, and the Agreement, and any future modifications of or changes to such Schedule as may be approved by the WUTC.

The basis of the monthly energy charge for the Lighting Services as currently constituted under Rate Schedule 53 is as follows:

Units and Wattage breakdown:
2) 111 W LED $12.97 x 2 $25.94
1) 71W LED $11.82

The total monthly charge for this installation is as follows:

Total monthly charge: $37.76

For Construction Services and Costs, these costs will be billed as follows:

Upon completion of the Construction Services, PSE shall provide the Customer with an invoice for the Construction Costs incurred by PSE. Customer shall remit payment to PSE for the Construction Costs within thirty (30) days of receiving the invoice.

SERVICE TERM/REMOVAL AND SALVAGE COSTS:

Service under this Order is effective for a minimum of twenty five (25) years from the date of this Order (the "Base Term") unless earlier terminated as provided for in the Agreement. If this Order is terminated for any reason during the Base Term, the Customer shall be responsible for all costs of removal of any Facilities associated with the Services, as well as any costs associated with PSE's efforts to salvage the removed Facilities, as set forth in the applicable Schedule. After the expiration of the Base Term, this Order shall continue on a year-to-year basis until terminated by either Party upon at least one (1) year's notice in writing (each, an "Extended Term" and, together with the Base Term, the "Term") unless earlier terminated as provided for elsewhere in this Agreement. The Term may be adjusted by PSE in writing for existing systems purchased by PSE, based on the estimated remaining life and purchase price. If this Order is terminated during any Extended Term, the Customer shall not be responsible for the costs of removal of any Facilities associated with the Services, or any costs associated with PSE's efforts to salvage the removed Facilities.

ADDITIONAL TERMS:

1. To transfer the energy and maintenance monthly billing, the new billing party must contact PSE in writing.

2. Non-standard facilities are not kept in PSE inventory for the purpose of maintenance; therefore replacement of non-standard components may not be within the same time as replacement of standard components.

   Are non-standard components included in this Order? Yes ☐ No ☒

3. The monthly billing party for the energy and maintenance will be: **City of Poulsbo**

This Order, executed by Customer's duly authorized representative as of the date first written above, is for the Lighting Services described above delivered under PSE's Schedule 53.

Customer: **City of Poulsbo**

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Company: **Puget Sound Energy, Inc.**

Signature: _____ Date: _____

Printed Name: _____

Title: _____

PUGET SOUND ENERGY

EXHIBIT A

Form of Custom Street Lighting Order

PROJECT NAME: **Finn Hill Rd Path New Install** Order #: 105090978
LOCATION: **Finn Hill Rd Between Olhava Way & Rhododendron Ln Nw, Poulsbo, Wa**

CUSTOM STREET LIGHTING ORDER – SCHEDULE 53

This Custom Street Lighting Order (this "Order"), dated **March 15, 2019**, is made and entered into by and between PUGET SOUND ENERGY, INC. ("PSE") and **City of Poulsbo** ("Customer") (each a "Party," and collectively the "Parties") under and pursuant to the terms of that certain Master Lighting Services Agreement No. 0262, dated **March 15, 2019**, between the Parties (the "Agreement"). This Order covers certain Lighting and Construction Services authorized by this Order and is, along with the associated Schedule, incorporated into and made a part of the Agreement. Unless specifically defined otherwise herein, terms used in this Order with initial letters capitalized have the meanings given them in the Agreement. The Parties agree as follows:

ASSOCIATED SCHEDULE:

This Order is also entered into between the Parties in accordance with PSE's Schedule 53, Electric Tariff G, and any future modifications of or changes to such Schedule as may be approved by the WUTC.

LIGHTING SERVICES DESCRIPTION:

The installation charge of the listed lighting units was estimated to be $**17,662.72.**

Description:
Install at SL1, SL2, SL4, SL6, SL13, SL 19 & 20, 71W LED CHFL with 8' arm orient over road as shown on print. At SL3B install 47W LED CHFL T3 with 8' arm. Orient over intersection as shown on print. At SL16 install 30' class 3 wood pole, install wire and 111W LED CHFL T3 with 8' arm. SL14, SL15, SL17 -18 install 111W LED CHFL with 8' arm. At SL 21 install 1- 136W LED CHFLwith an 8' arm. Flagging is included. Materials are "Buy America" compliant.

CONSTRUCTION SERVICES DESCRIPTION:
Install at SL1, SL2, SL4, SL6, SL13, SL 19 & 20, 71W LED CHFL with 8' arm orient over road as shown on print. At SL3B install 47W LED CHFL T3 with 8' arm. Orient over intersection as shown on print. At SL16 install 30' class 3 wood pole, install wire and 111W LED CHFL T3 with 8' arm. SL14, SL15, SL17 -18 install 111W LED CHFL with 8' arm. At SL 21 install 1- 136W LED CHFLwith an 8' arm. Flagging is included.

BILLING:

Billing under this Order will be in accordance with the terms and conditions contained in the terms & conditions of Schedule 53, Electric Tariff G, and the Agreement, and any future modifications of or changes to such Schedule as may be approved by the WUTC.

The basis of the monthly energy charge for the Lighting Services as currently constituted under Rate Schedule 53 is as follows:

Units and Wattage breakdown:
14) 71W LED CHFL $11.82 x 14 = $165.48

3) 111W LED CHFL $12.97 x 3= $38.91

The total monthly charge for this installation is as follows:

Total monthly charge: $204.39

For Construction Services and Costs, these costs will be billed as follows:

Upon completion of the Construction Services, PSE shall provide the Customer with an invoice for the Construction Costs incurred by PSE. Customer shall remit payment to PSE for the Construction Costs within thirty (30) days of receiving the invoice.

SERVICE TERM/REMOVAL AND SALVAGE COSTS:

Service under this Order is effective for a minimum of twenty five (25) years from the date of this Order (the "Base Term") unless earlier terminated as provided for in the Agreement. If this Order is terminated for any reason during the Base Term, the Customer shall be responsible for all costs of removal of any Facilities associated with the Services, as well as any costs associated with PSE's efforts to salvage the removed Facilities, as set forth in the applicable Schedule. After the expiration of the Base Term, this Order shall continue on a year-to-year basis until terminated by either Party upon at least one (1) year's notice in writing (each, an "Extended Term" and, together with the Base Term, the "Term") unless earlier terminated as provided for elsewhere in this Agreement. The Term may be adjusted by PSE in writing for existing systems purchased by PSE, based on the estimated remaining life and purchase price. If this Order is terminated during any Extended Term, the Customer shall not be responsible for the costs of removal of any Facilities associated with the Services, or any costs associated with PSE's efforts to salvage the removed Facilities.

ADDITIONAL TERMS:

1. To transfer the energy and maintenance monthly billing, the new billing party must contact PSE in writing.

2. Non-standard facilities are not kept in PSE inventory for the purpose of maintenance; therefore replacement of non-standard components may not be within the same time as replacement of standard components.

   Are non-standard components included in this Order? Yes ☐ No ☒

3. The monthly billing party for the energy and maintenance will be: **City of Poulsbo**

This Order, executed by Customer's duly authorized representative as of the date first written above, is for the Lighting Services described above delivered under PSE's Schedule 53.

Customer: **City of Poulsbo**

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Company: **Puget Sound Energy, Inc.**

Signature: _____ Date: _____

Printed Name: _____

Title: _____

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 04/17/2019

AGENDA ITEM:	Special Event: Downtown Poulsbo's Viking City Car Show
EXHIBITS:	Special Event Application
STAFFED BY:	Parks and Recreation Director McCluskey
CATEGORY:	Business Agenda
MAYOR OK/Initial:	

SUMMARY STATEMENT:

Sponsor: Historic Downtown Poulsbo Association
Site: Parking stalls along the SE row of Front St. and north up Jensen Way to Iverson; and west parking stalls next to the park (see maps)
Date & Time: Saturday, Sept. 7, 2019
Expecting 85 exhibitors; 1000 participants

About 80 cars will park in the 'east' parking stalls along Front Street from the south near Sogna di Vino, to the 4 way intersection; and north up Jensen Way to Iverson Street. Classic cars will also be parked along the west edge of Anderson Parkway, next to the park. No streets will be closed to traffic. Event to benefit the SEA Discovery Center.

☐ Additional Staff Report Attached

COMMITTEE RECOMMENDATION:

04/10/2019	Community Services	Recommended

IMPACTS:

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

RECOMMENDED ACTION:

Approval

SAMPLE MOTION:

Move to approve the Special Event application for the Downtown Poulsbo's Viking City Car Show as presented (or as modified).

City of Poulsbo
Application for Special Event
200 NE Moe Street _ Poulsbo, WA _ 98370
(360) 394-9880

This application packet has been developed to help organizations through the process of holding a special event in the City of Poulsbo. Completing this application will provide City staff with the information necessary to ensure public safety and compliance with local policies and laws. Acceptance of this application by the City Clerk's Office does not indicate or guarantee approval of the application or the dates requested. Each application will be reviewed by City staff for recommendation and the City Clerk for final approval. Additional information may be requested by city personnel prior to submittal for final consideration. No statement by city staff or elected official prior to final consideration shall obligate the City in any manner. **FEE: $25.00**

Please answer all questions completely. Additional pages may be attached.

EVENT INFORMATION

Name of Event: Downtown Poulsbo's Viking City Car Show!

Location of Event: Downtown Poulsbo + Waterfront Parking Lot & Park
If the event will have multiple activities or locations, please use a separate sheet

Date(s) of Event (inclusive): Saturday, September 7

Type of Event:

- ☐ **Marathon/Run/Walk**
- ☐ **Bicycle Event**
- ☒ **Car Show**
- ☐ **Boating Event/Regatta**
- ☐ **Festival**
- ☐ **Music Event/Concert**
- ☐ **Park Event**
- ☐ **Holiday Event**
- ☐ **Other:** _____

Type of Activities Planned (describe event):

See attached Flyer

Anticipated Number of Visitors 1000
Anticipated Number of Exhibitors 80-85
Anticipated Number of Staff/Volunteers 15

Time Open to the Public 9-3
Time Open to Vendors 8-3
Closing Time 3pm

Is this an event involving political or religious activity intended primarily for the communications or expression of ideas? ☐ **Yes** ☒ **No**

Will participants pay a fee or be asked to make a donation? ☒ **Yes** ☐ **No**
NOTE: An entry fee cannot be required for admission into a City Park.

CONTACT INFORMATION

Name of Sponsoring Organization: Historic Downtown Poulsbo Association

State of Washington UBI #: _____ **Non-Profit ID #:** _____

Name of Person in Charge: Carol Ingles and Anita Albala

Mailing Address: Po Box 1000 (Street) Poulsbo (City) WA (State) 98370 (Zip)

Contact Phone Number: (360) 850-5517 **E-mail:** AnitaAlbala@gmail.com

Emergency Contact: Carol Ingles

Contact Phone Number: (206) 940-7147 **E-mail:** closettransfer@yahoo.com

TRAFFIC / SAFETY / FIRE / PARKING

☐ **Attach a site map indicating location of each activity/vendor, fire lanes, handicapped parking, garbage, tents, and restroom/sani-can(s).**

Will this event require the closure of any street(s)? ☐ Yes ☒ No

If YES, must included street map showing where street(s) will be closed.
If YES, list date and time of requested closure.

Date(s): _____

Time(s): *From* _____:_____ *am/pm* *To* _____:_____ *am/pm*

Will this event require City Police Services? ☐ Yes ☒ No

If NO, describe how public safety, traffic and crowd control will be addressed.

_____

_____

_____

If YES, police services will be billed at $57 per hour per officer. If more than 3 officers are needed, a sergeant will also need to be provided at $66 per hour.
Estimated Number of Hours for Police Services _____

How will you identify fire lanes and keep them open during the event?
(Coordinate with Poulsbo Fire Department (360) 779-3997)

_____

_____

_____

Where will parking be provided for participants and visitors (including handicapped parking)?
(If an impact is anticipated to neighborhoods or surrounding businesses, please include a mitigation plan)

No extra parking - we will ask the Port of Poulsbo if we can use their lot, too

As parking and/or traffic mitigation, the organizers may want to consider coordination for shuttle service and/or park and ride lots. If applicable, has Kitsap Transit or another service provider been contacted? ☐ Yes ☒ No

If YES, please attach written verification of commitment for services.

If your event requires vehicles to be towed, your organization must accept responsibility and indemnify the City of Poulsbo and other authorizing property owner(s) by agreeing to pay tow/storage charges or damage claims which results from the vehicle being towed, if a court rules in favor of the registered owner and orders payment of such charges or damage claims.

Name of person responsible for rendering payment of tow/storage charges:

HDPA

HEALTH / SANITATION

Will Portable Restrooms be Provided? ☐ Yes ☒ No

If yes, how many? _____ *How many will be ADA accessible?* _____

If no, describe how sanitation will be provided and maintained.

Will you be providing your own garbage removal? ☐ Yes ☒ No

If no, describe how garbage services will be provided and maintained.

The City can provide dumpster(s), at an additional cost.

Will you need dumpsters? ☐ *Yes* ☐ *No*

If yes, how many? _____

Please Choose a Size:

	Delivery, 1st Dump & Removal	Additional Dump Charge
☐ 2 Yard	$60	$42
☐ 4 Yard	$120	$84
☐ 6 Yard	$180	$126

SPECIAL CONSIDERATIONS

Additional Licenses / Permits may be required for the following activities. Please submit the additional documentation requested for the functions.

Will you have Amplified Sound? ☐ Yes ☒ No

Noise levels generated shall not be in excess of allowable levels, consistent with WAC Chapter 173-60.
Note: There is a 10 pm curfew for all noise. Any noise past 10pm will require City Council approval.

Will you be serving Alcohol? ☐ Yes ☒ No

If yes, please provide a copy of your Liquor License or Special Occasion License obtained from the Washington State Liquor Control Board.
Information available at www.liq.wa.gov/licensing/licensing-services or (360) 664-1600.
Note: The only city park Beer/Wine is allowed is in the Raab Park Picnic Shelter.

Will there be Animals? ☐ Yes ☒ No

Note: No domestic, farm or exotic animal of any kind shall be permitted to run at large during any hour of the day or night. It is unlawful for an owner or handler of any animal to fail to remove fecal matter deposited by the animal or to have in their possession the equipment necessary to remove their animal's fecal matter.

Will you have Booths / Vendors? ☐ Yes ☒ No

If yes, you must provide a list of vendors at least 10 days prior to event. List must include business name, address, telephone number and UBI number.

Will you require use of a City Park? ☒ Yes ☐ No

If yes, you must submit a Municipal Park Use Application along with the special event application.

Will you be Cooking or have Food Service? ☐ Yes ☒ No

Note: Fire extinguisher must be provided. If serving food from a trailer or vehicle, please contact the building department regarding regulations for a Hood & Duct System. Building Department can be reached at (360) 394-9882.

Will you be having a Fire? ☐ Yes ☒ No

If yes, a burn permit from Poulsbo Fire is required and you must provide a copy of it. Burn Permits are available at www.poulsbofire.org/forms/BurnPermit.pdf or by calling (360) 779-3997.
Note: Fires are only allowed on City Property in the fire pits at Raab Park & Muriel Iverson Williams Park.

Will you be having Fireworks / Pyrotechnics? ☐ Yes ☒ No

If yes, your Fireworks Display Company must submit a Temporary Business License, Fireworks General Display License, Fireworks Pyrotechnic Operator License, Map of Safety Zone, List of quantities & size of Fireworks being discharged, and a Certificate of Insurance naming the City of Poulsbo as a certificate holder.

Name of Fireworks Display Company: _____

Will there be Inflatable Toys/Structures or Amusement Rides? ☐ Yes ☒ No

If yes, you must submit a copy of the Department of Labor & Industries Inspection Report for each ride and a Certificate of Insurance from the Amusement Company naming the City of Poulsbo as the certificate holder.

Name of Amusement Company: _____

Will you have Signs? ☒ Yes ☐ No

Note: Some signs do require a sign permit. See PMC 18.170 for regulations and or contact the planning department for more information. Planning Department can be reached at (360) 394-9882.

Will you have a Stage? ☐ Yes ☒ No

Note: If your stage will be above 30" from the ground or contain stairs, please contact the building department for regulations. Building Department can be reached at (360) 394-9882.

Will you be using any Street or Sidewalk Markings? ☐ Yes ☒ No

Note: Products used for sidewalk and street marking must be pre-approved by the Parks & Recreation Department. Please call (360) 779-9898.

Will you have Tents? ☐ Yes ☒ No

Note: Any tent in excess of 400 square feet will require a permit. Please contact the building department for tent requirements & regulations. Building Department can be reached at (360) 394-9882.

EVENT COORDINATION

Use of Non-City Owned Property - *This information may or may not apply to your event, please read the information and complete as necessary. If you answer no, please skip to Insurance Requirements / Hold Harmless Section of application.*

Do you anticipate utilizing any property not owned or managed by the City of Poulsbo?

☐ **Yes** ☒ **No**

For what purpose will this property be used? Please describe including booth set up, staging, event worker lodging (such as a carnival or other event workers).

_____

_____

_____

If yes, the owner/manager of subject property must complete and sign the following:
(Please ask for additional forms if multiple properties are being used and have different owners.)

*Name of property owner:*_____
*Authorizing authority:*_____ *Title:*_____
*Address:*_____
*Telephone:*_____
*Signature of authorizing authority:*_____

Does your organization grant permission for this event on the dates specified, for the purpose and activities described in this application? ☐ **Yes** ☐ **No**
If yes, please complete the following:
Are there any limitations or restrictions on the use of your property?
☐ **Yes** ☐ **No**
If yes, please describe in detail.

_____

_____

_____

Do you require the event sponsor list you as an Additional Insured and provide an insurance certificate to your organization prior to the event? ☐ **Yes** ☐ **No**
If yes, please indicate coverage limits you require for general liability, property damage and or personal injury.

_____

_____

_____

INSURANCE REQUIREMENT / HOLD HARMLESS

Insurance Requirements:

*The City of Poulsbo does not maintain insurance that will respond to claims against the applicant arising out of the use of facilities by the applicant, its members, or those attending the event. The applicant **must** provide an insurance certificate prior to the event in the amount of $1,000,000 Liability/Property Damage and $1,000,000 Bodily Injury for the specific event and name the City of Poulsbo as an Additional Named Insured on the policy.*

Hold Harmless Agreement:

Applicant/Permittee/User shall defend, indemnify and hold harmless the City of Poulsbo, its agents, employees and officials, while acting within the scope of their duties, from all causes of action, demands and claims, including the costs of their defense, arising in favor of the applicant/organization, the applicant(s)/organization(s) employees or third parties on account of personal injuries, bodily injuries, death, or damage to property arising out if the acts or omissions of the applicant/organization, its employees or representatives, concessionaries of the event or any other person or entity, except for liability caused due to the sole negligence of the City of Poulsbo.

Signature of Applicant: _____ Date: 3-14-19

Organization: HDPA Title: Board Member

(For City Use)	FEE PAID	DATE PAID	RECEIPT NUMBER
Application Fee (code 770)	25.00	03/14/2019	19000037632
Park Use Fee (code 7771)	50.00	03/14/2019	19000037632
Police Officer Fee (Billed)			
Police Sergeant Fee (Billed)			
Dumpster Fee (Billed)			
TOTAL FEES PAID			
[ ] Application for information only			

1900037632

MUNICIPAL PARK USE APPLICATION

This is an application to conduct a social activity, special event, commercial activity or public service instructional class in a city park per Poulsbo Municipal Code (PMC) 12.32. All applications must be filed at least 30 days prior to the date(s), (90 days for special events) for which the permit is requested.

Park/Facility Requested:

[ ] Raab Park Picnic Shelter
[ ] Nelson Park Picnic Shelter
[X] Kvelstad Pavilion at the Muriel Iverson Williams Waterfront Park
[ ] Other park/facility – *please specify* _____

Date of Event: September 7, 2019 Time Requested: from 8 am/pm to 3 am/pm

Description of activity: Car Show / Games for Kids Expected # people: 300

☐ BBQ (Raab/Nelson-Must provide fire extinguisher) ☐ Tents/Canopies ☐ Inflatables (Additional permitting/insurance required)

☐ Fire Pit (Raab Park / Muriel Iverson Williams Park; Must have permit from Fire Dept) 360-779-3997

☐ Beer/Wine Use (Raab Park Picnic Shelter only- Must have banquet or special occasion permit.)
You can purchase these permits at: http://wa/gov/licensing/special-licenses-and-permits

☐ Music (Live / Recorded)

Please provide a map of locations of: ☐ Tents/ Canopies / Inflatables * ☐ Tables/ Chairs (Outside of pavilion/shelter area)

Applicant: HDPA Address: ~~PO Box 1000~~ 19140 3rd Ave Phone: 360 850-5517

Contact Person: Anita Albala Mailing Address: PO Box 1000 Phone: 360 850-5517

E-Mail hdpaboard@gmail.com / AnitaAlbala@gmail.com

Insurance / clean-up bond/ cash may be required in accordance with PMC 12.323.110. ***Applicant will make provisions for clean-up of all litter, refuse and all other materials, including bins for recyclable items. Please return picnic tables as you found them.***

Non-refundable Application Fee Schedule

☐	Social Events:	Raab or Nelson Parks; or the Kvelstad Pavilion	$40/first 2 hours/$10 each additional hour [1]
☐	Commercial Activity: (Vendors or individuals who would sell items for profit as part of an event).		$40 per use [1]
☐	Instructional Classes: (Instruction of classes by a person or organization who are requesting part of the park for that class).		$60 per session [1]
X	Special Events: ** (A one-time event where the public is invited to attend).		$50 per event
X	**Resident fee discount** for applicants who reside within the City limits of Poulsbo		**(-$10 per application)**

Resolution # 2014-08

Please note: Only those special events which are open to the public and which the public may observe / participate in without charge are authorized to be conducted in City Parks (PMC 12.32). Special events which require primarily use of all or any portion of any park and which require a fee to be paid prior to admission to a City park are not permitted. The solicitation of voluntary donations from the public during the course of an authorized event / activity is permitted. ***Application fees are non refundable.***

WAIVER OF LIABILITY: ALL participants or guardians are requested to sign the following release. I/We assume all risks and hazards incidental to such participation including transportation to & from the activities and do hereby waive, release, absolve, indemnify and agree to hold harmless the City of Poulsbo employees, agents, officials and volunteers, for any claim arising out of any injury to myself or my/our child. STANDARDS OF BEHAVIOR: The City will not tolerate harassment of any kind that is made by employees or patrons towards employees or patrons. Harassment is defined as verbal or physical conduct that demeans or shows hostility or aversion toward another person. If a participant does not agree with the decision, an appeal to the Mayor is the final option. It is understood that by signing this application form, the SPONSOR / CONTACT PERSON agrees to all conditions of use and will be billed if the park is not cleaned up after use.

Signature of Applicant: Anita Albala HDPA Board Member

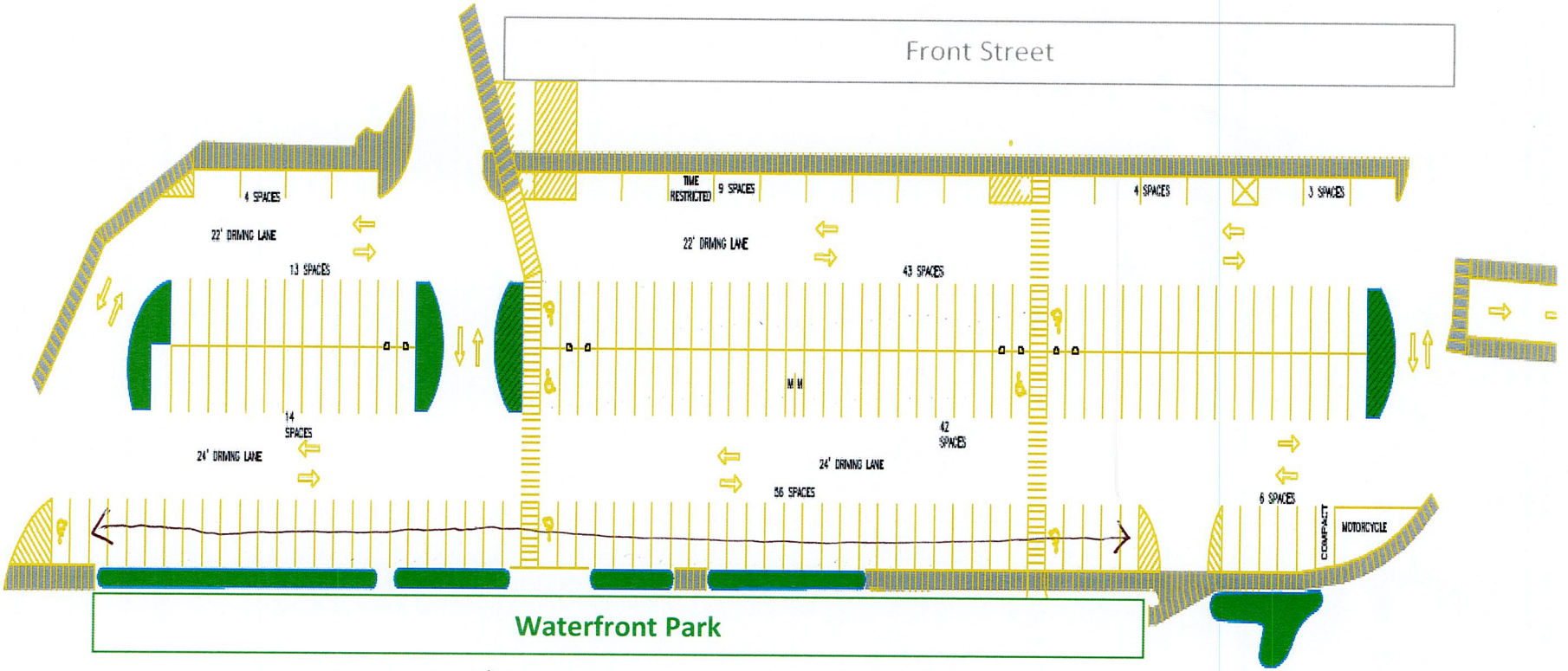
All permits are processed in the Parks and Recreation office and are subject to approval. Please return the completed form with your payment to:

City of Poulsbo Parks and Recreation Dept.,
Mailing: 200 N.E. Moe St, Poulsbo, WA 98370
Physical: 19540 Front St. N.E., Poulsbo, WA 98370
If you have any questions, please call (360) 779-9898

□ Paid $_____ Init_____ □ Date Received _____ □ E-mailed to Depts _____
□ Copy of Fire Permit (if required)
□ Copy Banquet Permit or Special Occasion Permit (if required)
□ Noise Ordinance Received
□ * Rcvd Letter Re: L&I Amusement/Inflatable Certification
□ ** Rcvd Letter Re: Recycling
□ SPECIAL EVENTS: □ Application to Pat

Department approvals: Police _____Public Works _____ Fire _____

Anderson Parkway Parking Lot



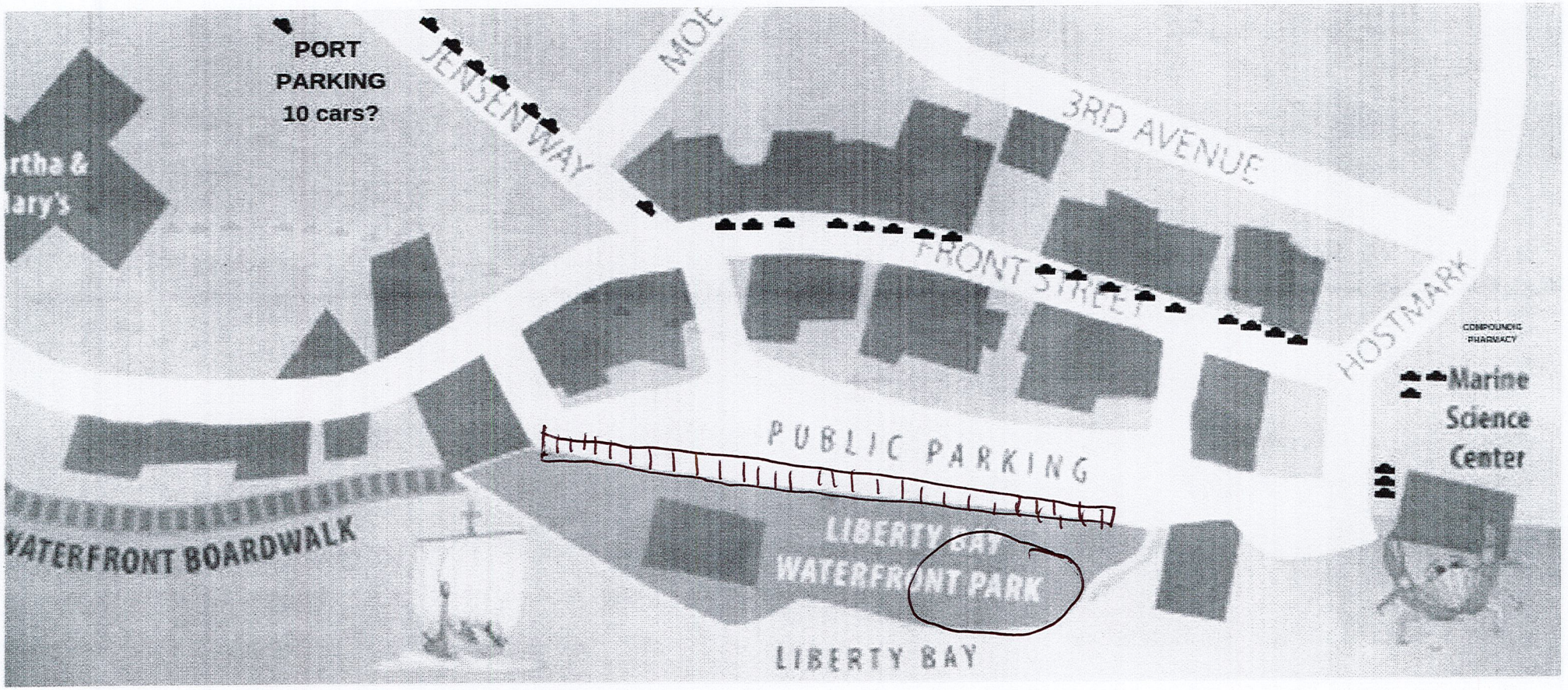
Cars parked in parking spaces adjacent to the park — of course, not in the crosswalks

EVENT NAME: Downtown Poulsbo's Viking City Car Show

EVENT DATE: Saturday September 7, 8-3 pm

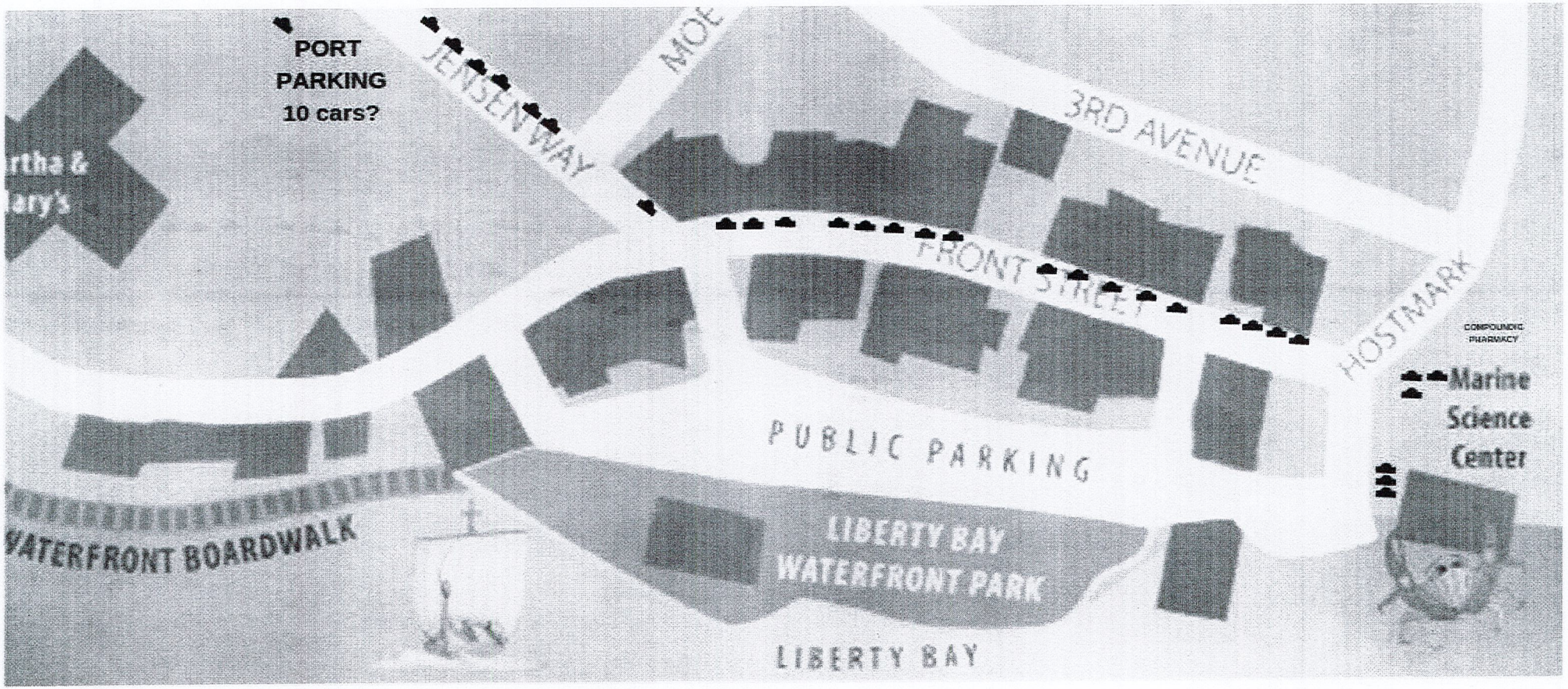
NOTES:

= Cars Parked on Front St. & Jensen



Cars parked in parking spaces adjacent to the Waterfront Park. =

Free Kids activities set up by SEA Discovery Center =



Cars Parked in all the parking spaces along Front Street & up Jensen, one side only Perhaps a few cars in SEA Center parking lot and in the Compounding Pharmacy Lot.

HISTDO1 OP ID: TL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 03/04/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Edgren Hecker & Lemmon Ins Inc P.O. Box 986 Poulsbo, WA 98370 House Account	CONTACT NAME: House Account PHONE (A/C, No, Ext): 360-779-4448 FAX (A/C, No): 360-697-4598 E-MAIL ADDRESS:
INSURED Historic Downtown Poulsbo Association PO Box 2544 Poulsbo, WA 98370	INSURER(S) AFFORDING COVERAGE / NAIC # INSURER A : West American Insurance Co. INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY							
	CLAIMS-MADE [X] OCCUR	X		BKW56928593	10/08/2018	10/08/2019	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 15,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	ALL OWNED AUTOS / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS / NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] N / A						E.L. EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Holder is additional insured in regards to September 7th 2019-Downtown Poulsbo Viking Car Show.

CERTIFICATE HOLDER

CITYOF3

City of Poulsbo
200 NE Moe St.
Poulsbo, WA 98370

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Todd M Lemmon

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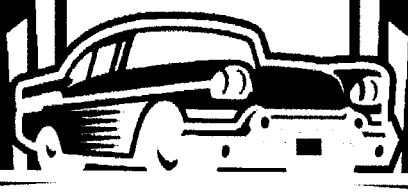
DOWNTOWN POULSBO'S

2019 VIKING CITY



CAR SHOW

SAVE THIS DATE

Saturday, September 7th

9 - 3 pm

To Benefit the SEA Discovery Center

"Wives love to go to car shows where they can shop and eat!"
- Car Club President Jim Barns

About 80 cars (total) on Front Street, Jensen and in the parking lot
NO STREET CLOSURES
No Outside Vendors -shop specials/"blue plate" specials/"Car Show" brews???
Car contest with judging and Trophies
Vintage (1920's) Fashion Competition with Judging and Prizes
SEA Center hosting games for kids at the waterfront park
We will need help and volunteers. Contact Anita - AnitaAlbala@gmail.com

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 04/17/2019

AGENDA ITEM:	Executive Office Discussion
EXHIBITS:	Draft Time Line & Job Description
STAFFED BY:	Finance-Administration Committee
CATEGORY:	Business Agenda
MAYOR OK/Initial:	

SUMMARY STATEMENT:

The Finance-Adminstration Committee will present the work they have been doing to the full Council during this discussion. Discussion will include a draft time line and job description of a City Administrator.

☐ Additional Staff Report Attached

COMMITTEE RECOMMENDATION:

	Committee	Not Applicable

IMPACTS:

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

RECOMMENDED ACTION:

None. Informational only.

SAMPLE MOTION:
None.

Poulsbo City Council – Finance & Administration Committee

Proposed City Administrator Position

(To be included in future revised PMC Chapter 2.08 APPOINTIVE MUNICIPAL OFFICES)

Description:

Under the direction of the Mayor, the City Administrator is responsible for providing professional managerial leadership and direction to all city departments, including the administration and coordination of the activities and functions of the various city officers, departments, commissions, and boards in implementing the requirements of city ordinances and the policies of the Poulsbo City Council. The City Administrator must also develop effective working relationships with elected, administrative and program officials to ensure cooperation and efficient operation of city government.

Authority:
Under RCW 35A.12.100, the City Administrator is appointed in writing by the Mayor as executive assistant and chief of staff, performing tasks within the statutory authority of the Mayor. The City Administrator's employment may be terminated by the Mayor. The Poulsbo City Council confirms the appointment of the City Administrator, provides oversight as with all appointed city officers, but does not determine removal of the City Administrator nor require a vote of confirmation in the event of employment termination by the Mayor.

Other Responsibilities, under the Mayor's authority and oversight:

1. Works closely with the Mayor as chief of staff and city operations director.

2. Responsible for city's selection, evaluation, and termination of management and administrative staff; supervises personnel records and payroll; administers employee benefits; and supervises time and attendance recordkeeping.

3. Advises and assists the Mayor and City Council in the formulation and establishment of administrative policies for the operation of city government departments and offices, as well as developing policy related to the general future direction of city government.

4. Directs the annual budget preparation and submittal to the City Council and monitors budget compliance on a monthly basis.

5. Directs all aspects of Clerk and Treasurer functions, and the establishment and maintenance of city records.

6. Works with the Mayor, the community, and businesses to develop and implement an effective economic development plan for the city.

7. Reports regularly to the Mayor concerning the status of projects and functions of the various city departments and offices. Reports to and advises the Mayor and the City Council as appropriate, or whenever requested, on immediate as well as emerging municipal problems.

8. Assists the Mayor in advising and furnishing leadership to civic organizations dealing with specific items affecting the city's welfare.

9. Attends various civic and business meetings on behalf of the city.

10. Directs the preparation of the Council agenda, furnishing pertinent documents, reports and briefings as needed.

Qualifications required for City Administrator:

Requires a bachelor's degree from an accredited college or university in public administration, management, public policy or a closely related field.

Five or more years of senior public-sector management experience, such as city manager or administrator, deputy/assistant or department director in a city, county, or other applicable public-sector agency of similar or greater complexity and size. Equivalent level experience in private-sector business or industry may substitute.

Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

Ideal Candidate:

A master's degree in public administration or business management is preferred.

Politically astute, recognizing the various interests involved in policy decisions and administrative decisions while acting in best interest of the City of Poulsbo. Demonstrates an unquestionable sense of integrity.

Proven abilities, and experience showing a wide latitude for independent exercise of good judgement and focus on results.

Professional membership in a public administration organization which provides professional development opportunities, the use of performance metrics systems to drive continuous improvement, and commitment to high ethical standards within the public service.

Initial draft, based on sample job descriptions provided by ICMO and comparable cities in Washington

CITY ADMINISTRATOR OPTION

PROPOSED ACTIONS:

1. Consider, recommend, and pass a city resolution in mid-November 2019.
2. Include in the city resolution a statement of ***council intent*** to research, consider, and possibly propose the creation of a city administrator position in the final quarter of the current mayor's term.
3. Begin a phased process of inquiry, research, public comment, and drafting an ordinance change in regard the proposal to create the position of city administrator:

2018 April	Update Salary & Wages Resolution to increase mayor's salary to $ 95,046 effective January 1, 2019 to reflect increased workload of Mayor's Executive Office
2018 Oct.	Structure the proposed 2019-2020 biennial budget to include updated mayoral salary
2019 April	Research, discuss with entire city council, and ask for department head input on concept of implementing city administrator.
2019 Nov.	Gather public comment and then draft city council's resolution of intent to consider implementation of city administrator position. Council votes on whether to proceed with preparations or not.
2020 Summer	Structure the proposed 2021-2022 biennial budget to anticipate addition of city administrator and incoming mayoral salary as of Jan. 2022. Appropriate salary range determined if approved. Council formally votes on decision to establish city administrator position, to begin October 2021. If approved, budget for new Mayor's salary for next term adjusted to $ 40,000 or salary that council deems appropriate.
2021 Feb.	Complete the review of proposed job description for city administrator. Council formally modifies city ordinances to clearly define individual duties & responsibilities of mayor and city administrator, operating together as the mayor's executive office
2021 March	Begin search for city administrator.
2021 Oct.	City administrator hired. Update Salary & Wages Resolution.
2021 Nov.	New mayor elected.
2022 Jan.	New mayor sworn in, taking office at revised salary established in 2021-2022 budget City administrator continues at salary established in 2021-2022 budget Goal: Initial combined executive office salaries remain < $200,000 joint salary ceiling

Proposed to Finance & Admin Committee
April 2018 by Kenneth Thomas, Councilmember
Updated April 11, 2019

POULSBO CITY COUNCIL AGENDA SUMMARY

MEETING DATE: 04/10/2019

AGENDA ITEM:	Telemetry Project Update/Presentation
EXHIBITS:	Presentation
STAFFED BY:	Keith Svarthumle
CATEGORY:	Business Agenda
MAYOR OK/Initial:	

SUMMARY STATEMENT:

The Telemetry Project is now complete and working great.

Keith Svarthumle will give a brief presentation on the system and the benefits of it.

The presentation was given to the Public Works Committee on March 27, 2019

☐ Additional Staff Report Attached

COMMITTEE RECOMMENDATION:

03/27/2019	Public Works	Not Applicable

IMPACTS:

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

RECOMMENDED ACTION:

No action required.

SAMPLE MOTION:

No Council action required.