POULSBO CITY COUNCIL MEETING
JUNE 17, 2026 ~ 5:00 PM
A G E N D A

The meeting will be held in a hybrid format, accessible virtually via Zoom Webinars and by in-person attendance at Poulsbo City Hall Council Chambers at 200 NE Moe Street, Poulsbo, WA.
Please click the link to join the webinar: https://us02web.zoom.us/j/89848416447
Dial +1 (253) 215-8782 / Webinar ID: 898 4841 6447
The meeting will be streamed at www.cityofpoulsbo.com and broadcasted on BKAT.

Poulsbo is committed to being a welcoming, diverse, and equitable community where all people can access tools and opportunities to improve their quality of life, allowing them to reach their full potential. During its meetings, the Poulsbo City Council will use this lens to inclusively view its discussions and actions.

1. 5:00 PM - CALL TO ORDER
- **a.** Land Acknowledgment (Fitzpatrick)

2. PLEDGE OF ALLEGIANCE

3. AGENDA REVIEW

4. PUBLIC COMMENT

Oral comments can be made in-person. Please state your name and limit your comments to 3 minutes, unless additional time is granted by Council. As a rule, the Council will not respond to public comments. Written comments can emailed to cityclerks@cityofpoulsbo.com by 2:00 p.m. the day of the meeting, and they will be distributed to the Council before the meeting. Written comments will not be read into the record.

5. MAYOR'S REPORT AND COUNCIL COMMENTS
- **a.** Proclamation to Declare June 19, 2026 - Juneteenth (Stern)

6. BOARD, COMMISSION, & OUTSIDE AGENCY REPORTS

7. CITY ADMINISTRATOR AND DEPARTMENT HEAD COMMENTS

8. CONSENT AGENDA

All matters listed within the Consent Agenda have been distributed to each member of the City Council for reading and study, are considered to be routine and will be enacted by one motion of the Council with no separate discussion. If separate discussion is desired, that item may be removed from the Consent Agenda and placed on the regular agenda by Councilmember or citizen request.
- **a.** Payable Disbursements for April 2026 (Booher)
- **b.** Consultant Contract for On-Call Arborist Services (Ozimek)
- **c.** Budget Amendment #26-xxxx - Survey for land donation for Accessory Dwelling Unit (ADU) (Wright)
- **d.** Budget Amendment #26-xxxx - Legal Fees for land donation for Accessory Dwelling Unit (ADU) (Wright)

9. BUSINESS AGENDA
- **a.** Tree Board Appointments (Diehl)

b. 2026/2027 Lodging Tax Advisory Committee (LTAC) (Ozimek / Hasche)
c. Ordinance No. 2026-06 - Transportation Impact Fee Update (Bateman)
d. Ordinance No. 2026-07 - Fire Impact Fee Update (Coleman/Gillard)
e. Ordinance No. 2026-08 - Parks Impact Fee Update (Coleman/Ozimek)
f. 2026 Pavement Preservation Construction Contract Award (Lund)
g. Front Street Speed Bumps (Ranes)
h. Noll Road Improvements Middle Segment Right Of Way Acquisitions (Ranes)

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

10. WORKSHOP AGENDA
a. Special Event Review (Hasche / Ozimek)
b. Health Care Authority Contract Amendment for 2026-2027 Cafe and Center Services (Hendrickson)
c. Questions and Concerns of the Council / Future Agenda Items (City Council)

11. CONTINUED PUBLIC COMMENT*

12. MAYOR AND COUNCILMEMBER COMMENTS

13. ADJOURNMENT

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

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

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

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

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

POULSBO CITY COUNCIL AGENDA SUMMARY

5:00 PM - CALL TO ORDER ITEM NO. 1.a

MEETING DATE: June 17, 2026

AGENDA ITEM	Land Acknowledgment
EXHIBITS	
STAFFED BY	Fitzpatrick
ESTIMATED TIME	5 mins

SUMMARY STATEMENT

Poulsbo is located on the ancestral lands of the indigenous Suquamish People, for whom this place was known as Tcu Tcu Lats, or the 'Land of the Vine Maples'

"Every part of this soil is sacred in the estimation of my people. Every hillside, every valley, every plain and grove, has been hallowed by some sad or happy event in days long vanished."
Chief Seattle 1854

WORKSHOP DATE:	

IMPACTS

Expenditure Required? No	Included in Budget? No Amount: n/a

SAMPLE MOTION:

N/A

POULSBO CITY COUNCIL AGENDA SUMMARY

MAYOR'S REPORT AND COUNCIL COMMENTS ITEM NO. 5.a

MEETING DATE: June 17, 2026

AGENDA ITEM	Proclamation to Declare June 19, 2026 - Juneteenth
EXHIBITS	2026-16 Juneteenth
STAFFED BY	Stern
ESTIMATED TIME	5 mins

SUMMARY STATEMENT

To raise awareness of Juneteenth in the City of Poulsbo and all citizens to join me in recognizing this important initiative.

WORKSHOP DATE:	

IMPACTS

Expenditure Required? No	Included in Budget? No Amount: 0.00

SAMPLE MOTION:

Proclaim June 19, 2026 as Juneteenth.

City of Poulsbo

Office of Mayor Edward (Ed) Stern

PROCLAMATION

WHEREAS, On January 1, 1863, President Abraham Lincoln issued the Emancipation Proclamation, setting in motion the end of slavery in the United States; and

WHEREAS, it was not until June 19, 1865, that it was announced to those still enslaved in Texas: "The people are informed that, in accordance with a proclamation from the Executive of the United States, all slaves are free"; and

WHEREAS, celebration of the end of slavery, which became known as Juneteenth, is the oldest known public celebration of the end of slavery in the United States; and

WHEREAS, Juneteenth commemorates African American freedom and celebrates the successes gained through education and greater opportunity; and

WHEREAS, on a larger scale, celebration of Juneteenth reminds each of us of the precious promises of freedom, equality, and opportunity which are at the core of the American Dream; and

WHEREAS, our county's Juneteenth Freedom Festival will take place on Saturday, June 13, 2026, at Evergreen Rotary Park in Bremerton. The People's March will start at 10:00 a.m. at the Norm Dicks Government Center (5th Street stairs). All are welcome.

NOW, THEREFORE, I, Edward Stern, Mayor of the City of Poulsbo, Washington, do hereby proclaim June 19, 2026, as:

JUNETEENTH

in the City of Poulsbo and encourage all citizens to join me in recognizing this important initiative.

Dated this 1st day of JUNE, 2026.

Edward R. Stern, Mayor

200 NE Moe Street ♦ Poulsbo, Washington 98370-7347
(360) 779-3901 ♦ fax (360) 779-5112
www.cityofpoulsbo.com

POULSBO CITY COUNCIL AGENDA SUMMARY

CONSENT AGENDA ITEM NO. 8.a

MEETING DATE: June 17, 2026

AGENDA ITEM	Payable Disbursements for April 2026
EXHIBITS	04 April Check Register 04 April EFT Register 04 April Disbursement Register
STAFFED BY	Booher
ESTIMATED TIME	1 min

SUMMARY STATEMENT

Move to approve Payable Disbursements for the period of April 1, 2026 through April 30, 2026, in the amount of $5,404,714.95 to include Accounts Payable Check Numbers 10054834 through 10054997, Accounts Payable Voucher Numbers V9007229 through V9007357, Payroll Check Numbers 30061798 through 30062101, and Electronic Disbursement Numbers 226-041 through 226-058.

WORKSHOP DATE:	

IMPACTS

Expenditure Required? No	Included in Budget? Yes Amount: $5,404,714.95

SAMPLE MOTION:

To approve Payable Disbursements for the period of April 1, 2026 through April 30, 2026, in the amount of $5,404,714.95 to include Accounts Payable Check Numbers 10054834 through 10054997, Accounts Payable Voucher Numbers V9007229 through V9007357, Payroll Check Numbers 30061798 through 30062101, and Electronic Disbursement Numbers 226-041 through 226-058.

SELECTION CRITERIA: chkstat.rundate between '20260401 00:00:00.000' and '20260430 00:00:00.000'

DISTRIBUTION FUND: 999

	CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
	226041	04/15/2026	OFFICE OF STATE TREASURER	M	14343.76	MANUAL CHECK
	226042	04/06/2026	INTERNAL REVENUE SERVICE	M	141274.70	MANUAL CHECK
	226043	04/08/2026	DEPARTMENT OF RETIREMENT SYSTEMS	M	77326.06	MANUAL CHECK
	226044	04/06/2026	NW ADMIN TRANSFER ACCOUNT	M	219939.30	MANUAL CHECK
	226045	04/06/2026	COLONIAL INSURANCE	M	963.28	MANUAL CHECK
	226046	04/20/2026	CENEX FLEETCARD	M	25110.02	MANUAL CHECK
	226047	04/01/2026	CIVICPLUS LLC	M	3901.53	MANUAL CHECK
	226048	04/15/2026	ST OF WA DEPT OF REVENUE -LEASEHOLD	M	8224.78	MANUAL CHECK
	226049	04/27/2026	ST OF WA DEPT OF REVENUE -EXCISE	M	47801.24	MANUAL CHECK
	226050	04/15/2026	KEYBANK N.A.	M	235.00	MANUAL CHECK
	226051	04/21/2026	INTERNAL REVENUE SERVICE	M	130081.38	MANUAL CHECK
	226052	04/22/2026	DEPARTMENT OF RETIREMENT SYSTEMS	M	71571.69	MANUAL CHECK
	226053	04/22/2026	WASHINGTON STATE SUPPORT REGISTRY	M	678.70	MANUAL CHECK
	226054	04/29/2026	NORTH AMERICAN BANCARD HOLDINGS INC	M	6295.86	MANUAL CHECK
	226055	04/29/2026	NORTH AMERICAN BANCARD HOLDINGS INC	M	2043.16	MANUAL CHECK
	226056	04/30/2026	KEYBANK N.A.	M	982512.15	MANUAL CHECK
	226057	04/30/2026	KEYBANK N.A.	M	999271.27	MANUAL CHECK
	226058	04/30/2026	WA STATE DEPT OF LICENSING - CPL	M	234.00	MANUAL CHECK
*	9007259	04/16/2026	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9007260	04/16/2026	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9007261	04/16/2026	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9007262	04/16/2026	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9007263	04/16/2026	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9007264	04/16/2026	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9007265	04/16/2026	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9007266	04/16/2026	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9007267	04/16/2026	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9007268	04/16/2026	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9007269	04/16/2026	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9007270	04/16/2026	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9007271	04/16/2026	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9007272	04/16/2026	KEY2PURCHASE	V	0.00	VOID: MULTI STUB CHECK
	9007273	04/16/2026	KEY2PURCHASE	R	46362.43	ACCOUNTS PAYABLE CHECK
*	10054834	04/01/2026	AHBL	R	60362.44	ACCOUNTS PAYABLE CHECK
	10054835	04/01/2026	BUILDERS FIRSTSOURCE INC	R	3255.85	ACCOUNTS PAYABLE CHECK
	10054836	04/01/2026	CASCADE NATURAL GAS CORPORATION	R	689.35	ACCOUNTS PAYABLE CHECK
	10054837	04/01/2026	CHS INC	R	55.66	ACCOUNTS PAYABLE CHECK
	10054838	04/01/2026	CITY OF BREMERTON	R	200.00	ACCOUNTS PAYABLE CHECK
	10054839	04/01/2026	CITY OF POULSBO	R	807.31	ACCOUNTS PAYABLE CHECK
	10054840	04/01/2026	DELL ANGELA	R	65.00	ACCOUNTS PAYABLE CHECK
	10054841	04/01/2026	FILEONQ INC	R	545.41	ACCOUNTS PAYABLE CHECK
	10054842	04/01/2026	TLI INC	R	456.98	ACCOUNTS PAYABLE CHECK
	10054843	04/01/2026	WW GRAINGER INC	R	804.27	ACCOUNTS PAYABLE CHECK
	10054844	04/01/2026	J J KELLER & ASSOCIATES INC	R	5022.34	ACCOUNTS PAYABLE CHECK
	10054845	04/01/2026	LAKESIDE INDUSTRIES	R	924.77	ACCOUNTS PAYABLE CHECK
	10054846	04/01/2026	POLLARD ANDREA	R	1142.19	ACCOUNTS PAYABLE CHECK
	10054847	04/01/2026	POMP'S TIRE SERVICE INC.	R	2672.32	ACCOUNTS PAYABLE CHECK
	10054848	04/01/2026	POULSBO FIRST LUTHERAN CHURCH	R	699.49	ACCOUNTS PAYABLE CHECK
	10054849	04/01/2026	POULSBO LIONS CLUB	R	2300.00	ACCOUNTS PAYABLE CHECK
	10054850	04/01/2026	COAST DO IT BEST HARDWARE	V	0.00	VOID: MULTI STUB CHECK
	10054851	04/01/2026	COAST DO IT BEST HARDWARE	R	864.82	ACCOUNTS PAYABLE CHECK
	10054852	04/01/2026	RICOH USA INC	R	264.88	ACCOUNTS PAYABLE CHECK
	10054853	04/01/2026	SNAP-ON CREDIT LLC	R	68.21	ACCOUNTS PAYABLE CHECK

SELECTION CRITERIA: chkstat.rundate between '20260401 00:00:00.000' and '20260430 00:00:00.000'

10054854	04/01/2026	THOMSON REUTERS - WEST	R	578.10	ACCOUNTS PAYABLE CHECK
10054855	04/01/2026	US BANK CORPORATE PAYMENT	R	436.76	ACCOUNTS PAYABLE CHECK
10054856	04/01/2026	VESTIS GROUP DBA VESTIS SERVICES	R	89.25	ACCOUNTS PAYABLE CHECK
10054857	04/01/2026	WATER MANAGEMENT LABORATORY	R	435.00	ACCOUNTS PAYABLE CHECK
10054858	04/08/2026	AFLAC INSURANCE	R	1558.96	ACCOUNTS PAYABLE CHECK
10054859	04/08/2026	ARXCIS INC	R	210.00	ACCOUNTS PAYABLE CHECK
10054860	04/08/2026	BHC CONSULTANTS LLC	R	2013.00	ACCOUNTS PAYABLE CHECK
10054861	04/08/2026	BUILDERS FIRSTSOURCE INC	R	2949.53	ACCOUNTS PAYABLE CHECK
10054862	04/08/2026	CDW LLC	R	294.45	ACCOUNTS PAYABLE CHECK
10054863	04/08/2026	CHAPTER 13 TRUSTEE	R	2793.00	ACCOUNTS PAYABLE CHECK
10054864	04/08/2026	CXTEC INC.	R	694.06	ACCOUNTS PAYABLE CHECK
10054865	04/08/2026	DOUBLE D ELECTRICAL INC	R	1218.31	ACCOUNTS PAYABLE CHECK
10054866	04/08/2026	FINNERY CONSTRUCTION	R	2186.00	ACCOUNTS PAYABLE CHECK
10054867	04/08/2026	WW GRAINGER INC	R	107.73	ACCOUNTS PAYABLE CHECK
10054868	04/08/2026	HD SUPPLY FACILITIES MAINTENANCE	R	742.48	ACCOUNTS PAYABLE CHECK
10054869	04/08/2026	HUDSON HOLDING COMPANY INC	R	1051.60	ACCOUNTS PAYABLE CHECK
10054870	04/08/2026	KITSAP TIRE CENTER INC	R	302.54	ACCOUNTS PAYABLE CHECK
10054871	04/08/2026	WASHINGTON STATE PATROL	R	96.00	ACCOUNTS PAYABLE CHECK
10054872	04/08/2026	RIGHT! SYSTEMS INC	R	1681.42	ACCOUNTS PAYABLE CHECK
10054873	04/08/2026	ROBINSON HUA	R	250.00	ACCOUNTS PAYABLE CHECK
10054874	04/08/2026	SCHNEIDER WATER SERVICES	R	71471.27	ACCOUNTS PAYABLE CHECK
10054875	04/08/2026	SITEONE LANDSCAPE SUPPLY HOLDING	R	73.36	ACCOUNTS PAYABLE CHECK
10054876	04/08/2026	TEAMSTERS LOCAL 589	R	6058.00	ACCOUNTS PAYABLE CHECK
10054877	04/08/2026	ULINE INC	R	5116.21	ACCOUNTS PAYABLE CHECK
10054878	04/08/2026	VESTIS GROUP DBA VESTIS SERVICES	R	77.17	ACCOUNTS PAYABLE CHECK
10054879	04/08/2026	DOBBS PETERBILT	R	1246.23	ACCOUNTS PAYABLE CHECK
10054880	04/08/2026	WESTERN STATES POLICE MEDICAL TRUST	R	1218.00	ACCOUNTS PAYABLE CHECK
10054881	04/16/2026	A BETTER LIFE RECOVERY, LLC	R	1725.00	ACCOUNTS PAYABLE CHECK
10054882	04/16/2026	AT&T FINANCE	R	41.24	ACCOUNTS PAYABLE CHECK
10054883	04/16/2026	BAINBRIDGE DISPOSAL INC	R	61504.32	ACCOUNTS PAYABLE CHECK
10054884	04/16/2026	BETHEL GARAGE INC DBA BETHEL TOWING	R	567.57	ACCOUNTS PAYABLE CHECK
10054885	04/16/2026	CHS INC	R	591.57	ACCOUNTS PAYABLE CHECK
10054886	04/16/2026	CITY OF BREMERTON	R	2250.00	ACCOUNTS PAYABLE CHECK
10054887	04/16/2026	CITY OF POULSBO	R	421.67	ACCOUNTS PAYABLE CHECK
10054888	04/16/2026	COMPULINK MGMT CTR DBA LASERFICHE	R	8527.48	ACCOUNTS PAYABLE CHECK
10054889	04/16/2026	DEBORAH DIAMOND DBA D DIAMOND	R	5902.20	ACCOUNTS PAYABLE CHECK
10054890	04/16/2026	TLI INC	R	105.23	ACCOUNTS PAYABLE CHECK
10054891	04/16/2026	WW GRAINGER INC	R	2793.34	ACCOUNTS PAYABLE CHECK
10054892	04/16/2026	HD SUPPLY FACILITIES MAINTENANCE	R	589.07	ACCOUNTS PAYABLE CHECK
10054893	04/16/2026	HUDSON HOLDING COMPANY INC	R	2053.82	ACCOUNTS PAYABLE CHECK
10054894	04/16/2026	KITSAP ECONOMIC DEV ALLIANCE	R	3750.00	ACCOUNTS PAYABLE CHECK
10054895	04/16/2026	HAROLD LEMAY ENTERPRISES INC	R	144.80	ACCOUNTS PAYABLE CHECK
10054896	04/16/2026	SPORTSENGINE INC DBA NCSI LLC	R	509.83	ACCOUNTS PAYABLE CHECK
10054897	04/16/2026	O'REILLY AUTO PARTS	R	17.73	ACCOUNTS PAYABLE CHECK
10054898	04/16/2026	PACIFIC OFFICE AUTOMATION	R	56.05	ACCOUNTS PAYABLE CHECK
10054899	04/16/2026	ROBINSON HUA	R	315.00	ACCOUNTS PAYABLE CHECK
10054900	04/16/2026	SHERWIN-WILLIAMS	R	383.00	ACCOUNTS PAYABLE CHECK
10054901	04/16/2026	VESTIS GROUP DBA VESTIS SERVICES	R	77.17	ACCOUNTS PAYABLE CHECK
10054902	04/16/2026	WA ST DEPT OF ECOLOGY	R	437.00	ACCOUNTS PAYABLE CHECK
10054903	04/16/2026	DOBBS PETERBILT	R	5348.91	ACCOUNTS PAYABLE CHECK
10054904	04/22/2026	BHC CONSULTANTS LLC	R	58565.25	ACCOUNTS PAYABLE CHECK
10054905	04/22/2026	BUILDERS EXCHANGE OF WA INC	R	24.54	ACCOUNTS PAYABLE CHECK
10054906	04/22/2026	CDW LLC	R	705.31	ACCOUNTS PAYABLE CHECK
10054907	04/22/2026	CENTRALSQUARE TECH DBA SUPERION LLC	R	6854.80	ACCOUNTS PAYABLE CHECK
10054908	04/22/2026	CHAPTER 13 TRUSTEE	R	2793.00	ACCOUNTS PAYABLE CHECK
10054909	04/22/2026	DEPARTMENT OF LABOR & INDUSTRIES	R	93350.27	ACCOUNTS PAYABLE CHECK
10054910	04/22/2026	DOCUSIGN INC	R	4525.02	ACCOUNTS PAYABLE CHECK

SELECTION CRITERIA: chkstat.rundate between '20260401 00:00:00.000' and '20260430 00:00:00.000'

10054911	04/22/2026	EMPLOYMENT SECURITY DEPARTMENT	R	5995.36	ACCOUNTS PAYABLE CHECK
10054912	04/22/2026	EMPLOYMENT SECURITY DEPART	R	35539.85	ACCOUNTS PAYABLE CHECK
10054913	04/22/2026	EMPLOYMENT SECURITY DEPARTMENT	R	13614.43	ACCOUNTS PAYABLE CHECK
10054914	04/22/2026	CITY OF FORKS	R	2431.44	ACCOUNTS PAYABLE CHECK
10054915	04/22/2026	GRAY & OSBORNE INC	R	18063.41	ACCOUNTS PAYABLE CHECK
10054916	04/22/2026	GUARDIAN SECURITY SYSTEMS	R	807.13	ACCOUNTS PAYABLE CHECK
10054917	04/22/2026	HD SUPPLY FACILITIES MAINTENANCE	R	336.22	ACCOUNTS PAYABLE CHECK
10054918	04/22/2026	HUDSON HOLDING COMPANY INC	R	455.69	ACCOUNTS PAYABLE CHECK
10054919	04/22/2026	INTELLISYSTEMS INC	R	3923.88	ACCOUNTS PAYABLE CHECK
10054920	04/22/2026	JOHNNY TSUNAMI LLC	R	8030.82	ACCOUNTS PAYABLE CHECK
10054921	04/22/2026	KBHPNW LLC	R	29794.65	ACCOUNTS PAYABLE CHECK
10054922	04/22/2026	KITSAP COUNTY PROSECUTOR	R	14282.13	ACCOUNTS PAYABLE CHECK
10054923	04/22/2026	KITSAP COUNTY PUBLIC DEFENDER	R	13991.08	ACCOUNTS PAYABLE CHECK
10054924	04/22/2026	LANGUAGE LINE SERVICES INC	R	4.51	ACCOUNTS PAYABLE CHECK
10054925	04/22/2026	LAZ KARP ASSOCIATES LLC	R	20795.48	ACCOUNTS PAYABLE CHECK
10054926	04/22/2026	LIBERTY LANDING LLC	R	11585.00	ACCOUNTS PAYABLE CHECK
10054927	04/22/2026	PUGET SOUND ENERGY	R	45232.88	ACCOUNTS PAYABLE CHECK
10054928	04/22/2026	RELYCO	R	1393.14	ACCOUNTS PAYABLE CHECK
10054929	04/22/2026	RIGHT! SYSTEMS INC	R	6995.20	ACCOUNTS PAYABLE CHECK
10054930	04/22/2026	TACOMA SCREW PRODUCTS INC	R	531.64	ACCOUNTS PAYABLE CHECK
10054931	04/22/2026	THOMSON REUTERS - WEST	R	578.10	ACCOUNTS PAYABLE CHECK
10054932	04/22/2026	UNUM LIFE INS COMPANY OF AMERICA	R	151.50	ACCOUNTS PAYABLE CHECK
10054933	04/22/2026	UTILITY UNDERGROUND LOCATION CTR	R	193.97	ACCOUNTS PAYABLE CHECK
10054934	04/22/2026	VESTIS GROUP DBA VESTIS SERVICES	R	77.17	ACCOUNTS PAYABLE CHECK
10054935	04/22/2026	WATER MANAGEMENT LABORATORY	R	300.00	ACCOUNTS PAYABLE CHECK
10054936	04/22/2026	DOBBS PETERBILT	R	81.07	ACCOUNTS PAYABLE CHECK
10054937	04/29/2026	ADDISON CONSTRUCTION SUPPLY	R	2766.07	ACCOUNTS PAYABLE CHECK
10054938	04/29/2026	ADT SECURITY	R	62.50	ACCOUNTS PAYABLE CHECK
10054939	04/29/2026	AFLAC INSURANCE	R	779.48	ACCOUNTS PAYABLE CHECK
10054940	04/29/2026	AHBL	R	66419.33	ACCOUNTS PAYABLE CHECK
10054941	04/29/2026	AIR MANAGEMENT SOLUTIONS LLC	R	6443.49	ACCOUNTS PAYABLE CHECK
10054942	04/29/2026	BEQUETTE'S AIR FLO HEATHING CO INC	R	11.00	ACCOUNTS PAYABLE CHECK
10054943	04/29/2026	BSN SPORTS INC	R	817.56	ACCOUNTS PAYABLE CHECK
10054944	04/29/2026	BUILDERS FIRSTSOURCE INC	R	434.00	ACCOUNTS PAYABLE CHECK
10054945	04/29/2026	CALPORTLAND COMPANY	R	1173.14	ACCOUNTS PAYABLE CHECK
10054946	04/29/2026	CASCADE NATURAL GAS CORPORATION	R	613.91	ACCOUNTS PAYABLE CHECK
10054947	04/29/2026	CDW LLC	V	0.00	VOID: MULTI STUB CHECK
10054948	04/29/2026	CDW LLC	R	4387.88	ACCOUNTS PAYABLE CHECK
10054949	04/29/2026	CHIPOTLE LLC	R	125.00	ACCOUNTS PAYABLE CHECK
10054950	04/29/2026	CITY OF POULSBO	R	434.70	ACCOUNTS PAYABLE CHECK
10054951	04/29/2026	CODE PUBLISHING COMPANY	R	1306.14	ACCOUNTS PAYABLE CHECK
10054952	04/29/2026	COPIERS NORTHWEST INC.	R	182.00	ACCOUNTS PAYABLE CHECK
10054953	04/29/2026	ELEMENT 7 WELLNESS	R	42.51	ACCOUNTS PAYABLE CHECK
10054954	04/29/2026	FARALLON CONSULTING LLC	R	567.00	ACCOUNTS PAYABLE CHECK
10054955	04/29/2026	FILEONQ INC	R	545.41	ACCOUNTS PAYABLE CHECK
10054956	04/29/2026	FIRE PROTECTION INC	R	11.12	ACCOUNTS PAYABLE CHECK
10054957	04/29/2026	FIRESHIELD INC	R	47.15	ACCOUNTS PAYABLE CHECK
10054958	04/29/2026	GEOSYNTEC CONSULTANTS INC	R	9509.25	ACCOUNTS PAYABLE CHECK
10054959	04/29/2026	WW GRAINGER INC	R	470.79	ACCOUNTS PAYABLE CHECK
10054960	04/29/2026	HD SUPPLY FACILITIES MAINTENANCE	R	878.34	ACCOUNTS PAYABLE CHECK
10054961	04/29/2026	HUDSON HOLDING COMPANY INC	R	224.68	ACCOUNTS PAYABLE CHECK
10054962	04/29/2026	INTERSTATE BATTERY	R	666.52	ACCOUNTS PAYABLE CHECK
10054963	04/29/2026	JAMROCK SANDRA DIANE	R	34.20	ACCOUNTS PAYABLE CHECK
10054964	04/29/2026	KUSTOM SIGNALS INC	R	6247.48	ACCOUNTS PAYABLE CHECK
10054965	04/29/2026	L&L EXCAVATION & LANDSCAPING INC	R	230.00	ACCOUNTS PAYABLE CHECK
10054966	04/29/2026	LAKESIDE INDUSTRIES	R	1589.92	ACCOUNTS PAYABLE CHECK
10054967	04/29/2026	LOOKING GLASS CHIROPRACTIC LLC	R	52.50	ACCOUNTS PAYABLE CHECK

SELECTION CRITERIA: chkstat.rundate between '20260401 00:00:00.000' and '20260430 00:00:00.000'

10054968	04/29/2026	MARLEAU SEAN	R	819.75	ACCOUNTS PAYABLE CHECK
10054969	04/29/2026	NEW PIG CORPORATION	R	927.94	ACCOUNTS PAYABLE CHECK
10054970	04/29/2026	NORTH KITSAP SCHOOL DISTRICT 400	R	5792.27	ACCOUNTS PAYABLE CHECK
10054971	04/29/2026	O'REILLY AUTO PARTS	R	159.87	ACCOUNTS PAYABLE CHECK
10054972	04/29/2026	PERTEET ENGINEERING	R	30462.50	ACCOUNTS PAYABLE CHECK
10054973	04/29/2026	PNW MASSAGE THERAPY LLC	R	1150.23	ACCOUNTS PAYABLE CHECK
10054974	04/29/2026	POMP'S TIRE SERVICE INC.	R	636.01	ACCOUNTS PAYABLE CHECK
10054975	04/29/2026	COAST DO IT BEST HARDWARE	V	0.00	VOID: MULTI STUB CHECK
10054976	04/29/2026	COAST DO IT BEST HARDWARE	V	0.00	VOID: MULTI STUB CHECK
10054977	04/29/2026	COAST DO IT BEST HARDWARE	V	0.00	VOID: MULTI STUB CHECK
10054978	04/29/2026	COAST DO IT BEST HARDWARE	R	1796.76	ACCOUNTS PAYABLE CHECK
10054979	04/29/2026	RICOH USA INC	R	265.28	ACCOUNTS PAYABLE CHECK
10054980	04/29/2026	RIGHT! SYSTEMS INC	R	1157.49	ACCOUNTS PAYABLE CHECK
10054981	04/29/2026	SEATTLE DAILY JOURNAL OF COMMERCE	R	188.80	ACCOUNTS PAYABLE CHECK
10054982	04/29/2026	SITEONE LANDSCAPE SUPPLY HOLDING	R	276.33	ACCOUNTS PAYABLE CHECK
10054983	04/29/2026	SNAP-ON CREDIT LLC	R	68.21	ACCOUNTS PAYABLE CHECK
10054984	04/29/2026	WA ST AUDITOR	R	1093.53	ACCOUNTS PAYABLE CHECK
10054985	04/29/2026	STERICYCLE INC	R	10.36	ACCOUNTS PAYABLE CHECK
10054986	04/29/2026	TACOMA SCREW PRODUCTS INC	R	33.39	ACCOUNTS PAYABLE CHECK
10054987	04/29/2026	TEAMSTERS LOCAL 589	R	3043.00	ACCOUNTS PAYABLE CHECK
10054988	04/29/2026	ULINE INC	R	2648.09	ACCOUNTS PAYABLE CHECK
10054989	04/29/2026	VECTOR SECURITY	R	10.59	ACCOUNTS PAYABLE CHECK
10054990	04/29/2026	VESTIS GROUP DBA VESTIS SERVICES	R	161.67	ACCOUNTS PAYABLE CHECK
10054991	04/29/2026	VILLIERS-FURZE MICHELLE	R	300.00	ACCOUNTS PAYABLE CHECK
10054992	04/29/2026	WA ST DEPT OF TRANSPORTATION	R	1559.29	ACCOUNTS PAYABLE CHECK
10054993	04/29/2026	WASHINGTON STATE PARKS	R	3071.60	ACCOUNTS PAYABLE CHECK
10054994	04/29/2026	WATER MANAGEMENT LABORATORY	R	435.00	ACCOUNTS PAYABLE CHECK
10054995	04/29/2026	DOBBS PETERBILT	R	863.71	ACCOUNTS PAYABLE CHECK
10054996	04/29/2026	WESTERN STATES POLICE MEDICAL TRUST	R	609.00	ACCOUNTS PAYABLE CHECK
10054997	04/29/2026	WINNING SEASONS	R	1416.53	ACCOUNTS PAYABLE CHECK
*V9007229	04/01/2026	BLUE SKY PRINTING LLC	R	53.50	ACCOUNTS PAYABLE VOUCHER
*V9007230	04/01/2026	BLUE SKY PRINTING LLC (HDPA)	R	676.30	ACCOUNTS PAYABLE VOUCHER
*V9007231	04/01/2026	CHLOE D. HAMRICK	R	477.75	ACCOUNTS PAYABLE VOUCHER
*V9007232	04/01/2026	KITSAP BEAR CLEANING SERVICES LLC	R	437.20	ACCOUNTS PAYABLE VOUCHER
*V9007233	04/01/2026	KITSAP COUNTY SHERIFF'S OFFICE JAIL	R	30566.62	ACCOUNTS PAYABLE VOUCHER
*V9007234	04/01/2026	OGDEN MURPHY WALLACE PLLC	R	4440.00	ACCOUNTS PAYABLE VOUCHER
*V9007235	04/01/2026	PARAMETRIX INC	R	35402.42	ACCOUNTS PAYABLE VOUCHER
*V9007236	04/01/2026	SKILLINGS, INC.	R	2182.82	ACCOUNTS PAYABLE VOUCHER
*V9007237	04/01/2026	JAMES CHARLES SORENSEN	R	225.66	ACCOUNTS PAYABLE VOUCHER
*V9007238	04/01/2026	SOLID WASTE SYSTEMS INC	R	6249.88	ACCOUNTS PAYABLE VOUCHER
*V9007239	04/01/2026	SPECTRA LABORATORIES - KITSAP LLC	R	32.00	ACCOUNTS PAYABLE VOUCHER
*V9007240	04/01/2026	WESTBAY AUTO PARTS	V	0.00	VOID: MULTI STUB VOUCHER
*V9007241	04/01/2026	WESTBAY AUTO PARTS	V	0.00	VOID: MULTI STUB VOUCHER
*V9007242	04/01/2026	WESTBAY AUTO PARTS	R	3445.76	ACCOUNTS PAYABLE VOUCHER
*V9007243	04/08/2026	APRIL E. ALLEN	R	40.93	ACCOUNTS PAYABLE VOUCHER
*V9007244	04/08/2026	BLUE SKY PRINTING LLC	R	1549.63	ACCOUNTS PAYABLE VOUCHER
*V9007245	04/08/2026	CITIES DIGITAL	R	6780.00	ACCOUNTS PAYABLE VOUCHER
*V9007246	04/08/2026	DATABAR INC	R	4291.97	ACCOUNTS PAYABLE VOUCHER
*V9007247	04/08/2026	FERGUSON ENTERPRISES INC	R	1169.75	ACCOUNTS PAYABLE VOUCHER
*V9007248	04/08/2026	HIGHWAY SPECIALTIES LLC	R	1568.91	ACCOUNTS PAYABLE VOUCHER
*V9007249	04/08/2026	HRA VEBA TRUST	R	6145.30	ACCOUNTS PAYABLE VOUCHER
*V9007250	04/08/2026	KITSAP 911 PUBLIC AUTHORITY	R	25763.74	ACCOUNTS PAYABLE VOUCHER
*V9007251	04/08/2026	MISSION SQUARE - 306652	R	1570.00	ACCOUNTS PAYABLE VOUCHER
*V9007252	04/08/2026	OTIS ELEVATOR COMPANY	R	2136.81	ACCOUNTS PAYABLE VOUCHER
*V9007253	04/08/2026	PARAMETRIX INC	R	18495.82	ACCOUNTS PAYABLE VOUCHER
*V9007254	04/08/2026	POULSBO POLICE OFFICERS ASSOCIATION	R	1050.00	ACCOUNTS PAYABLE VOUCHER
*V9007255	04/08/2026	SOUND REPROGRAPHICS	R	185.06	ACCOUNTS PAYABLE VOUCHER

SELECTION CRITERIA: chkstat.rundate between '20260401 00:00:00.000' and '20260430 00:00:00.000'

*V9007256	04/08/2026	FIRST RESPONDER OUTFITTERS	R	544.86	ACCOUNTS PAYABLE VOUCHER
*V9007257	04/08/2026	THOMPSONGAS LLC PROPANE NW	R	568.33	ACCOUNTS PAYABLE VOUCHER
*V9007258	04/08/2026	SPECTRA LABORATORIES - KITSAP LLC	R	54.00	ACCOUNTS PAYABLE VOUCHER
*V9007274	04/16/2026	SUMMER NICHOLE ANDERSON	R	20.29	ACCOUNTS PAYABLE VOUCHER
*V9007275	04/16/2026	AUTO-CHLOR SYSTEM OF WASHINGTON INC	R	400.31	ACCOUNTS PAYABLE VOUCHER
*V9007276	04/16/2026	BLUE SKY PRINTING LLC	R	164.78	ACCOUNTS PAYABLE VOUCHER
*V9007277	04/16/2026	BLUE SKY PRINTING LLC (HDPA)	R	48.00	ACCOUNTS PAYABLE VOUCHER
*V9007278	04/16/2026	CENTRAL WELDING SUPPLY CO INC	R	736.43	ACCOUNTS PAYABLE VOUCHER
*V9007279	04/16/2026	CHANDLER ASSET MANAGEMENT	R	1708.33	ACCOUNTS PAYABLE VOUCHER
*V9007280	04/16/2026	LAURA M FADHEL	R	210.02	ACCOUNTS PAYABLE VOUCHER
*V9007281	04/16/2026	KIMBERLY A. HENDRICKSON	R	240.10	ACCOUNTS PAYABLE VOUCHER
*V9007282	04/16/2026	INTERCOM LANGUAGE SERVICES	R	361.25	ACCOUNTS PAYABLE VOUCHER
*V9007283	04/16/2026	JOSEPH M. SCHIEL	R	143.57	ACCOUNTS PAYABLE VOUCHER
*V9007284	04/16/2026	KITSAP HUMANE SOCIETY	R	3358.13	ACCOUNTS PAYABLE VOUCHER
*V9007285	04/16/2026	CRAIG D. KELLER	R	611.86	ACCOUNTS PAYABLE VOUCHER
*V9007286	04/16/2026	KITSAP BEAR CLEANING SERVICES LLC	R	437.20	ACCOUNTS PAYABLE VOUCHER
*V9007287	04/16/2026	LANG RICHARD	R	330.11	ACCOUNTS PAYABLE VOUCHER
*V9007288	04/16/2026	LAURELHURST APARTMENTS COMPANY	R	6891.61	ACCOUNTS PAYABLE VOUCHER
*V9007289	04/16/2026	LEAH THOMPSON DBA SCANDIA STUDIO	R	1803.45	ACCOUNTS PAYABLE VOUCHER
*V9007290	04/16/2026	LOOMIS	R	173.20	ACCOUNTS PAYABLE VOUCHER
*V9007291	04/16/2026	MALLORY PAINT STORE INC.	R	32.40	ACCOUNTS PAYABLE VOUCHER
*V9007292	04/16/2026	MERCHANT PATROL SECURITY SERVICES	R	2360.18	ACCOUNTS PAYABLE VOUCHER
*V9007293	04/16/2026	PENINSULA FIRE SERVICE INC	R	95.09	ACCOUNTS PAYABLE VOUCHER
*V9007294	04/16/2026	THANARAT PHUVAPAISALKIJ	R	136.00	ACCOUNTS PAYABLE VOUCHER
*V9007295	04/16/2026	SPORTS OFFICIALS NORTHWEST LLC	R	3980.00	ACCOUNTS PAYABLE VOUCHER
*V9007296	04/16/2026	JEFFERY ALLEN TIMM	R	136.00	ACCOUNTS PAYABLE VOUCHER
*V9007297	04/16/2026	SPECTRA LABORATORIES - KITSAP LLC	R	32.00	ACCOUNTS PAYABLE VOUCHER
*V9007298	04/16/2026	WALKERSHIP LLC DBA BRICKS 4 KIDZ	R	827.40	ACCOUNTS PAYABLE VOUCHER
*V9007299	04/28/2026	AIR MANAGEMENT SOLUTIONS LLC	V	-6443.49	VOID MANUAL CHECK
*V9007299	04/22/2026	AIR MANAGEMENT SOLUTIONS LLC	R	6443.49	ACCOUNTS PAYABLE VOUCHER
*V9007300	04/22/2026	ASPHALT PATCH SYSTEMS INC	R	11858.91	ACCOUNTS PAYABLE VOUCHER
*V9007301	04/22/2026	BMCCONSULTING	R	3750.00	ACCOUNTS PAYABLE VOUCHER
*V9007302	04/22/2026	LAW OFFICE OF BRANDON K MILLER PLLC	R	427.50	ACCOUNTS PAYABLE VOUCHER
*V9007303	04/22/2026	LARISSA M. CAMPBELL	R	88.50	ACCOUNTS PAYABLE VOUCHER
*V9007304	04/22/2026	NEWCO INC DBA CASCADE COLUMBIA DIST	R	799.39	ACCOUNTS PAYABLE VOUCHER
*V9007305	04/22/2026	CENTRAL WELDING SUPPLY CO INC	R	198.33	ACCOUNTS PAYABLE VOUCHER
*V9007306	04/22/2026	CRITTER RIDDERS PEST CONTROL	R	109.30	ACCOUNTS PAYABLE VOUCHER
*V9007307	04/22/2026	MATTHEW A. DANIELSON	R	100.50	ACCOUNTS PAYABLE VOUCHER
*V9007308	04/22/2026	COOK DAVID JR	R	202.90	ACCOUNTS PAYABLE VOUCHER
*V9007309	04/22/2026	DEBORAH LYNN BOOHER	R	409.75	ACCOUNTS PAYABLE VOUCHER
*V9007310	04/22/2026	HIGHWAY SPECIALTIES LLC	R	50.82	ACCOUNTS PAYABLE VOUCHER
*V9007311	04/22/2026	HRA VEBA TRUST	R	6145.30	ACCOUNTS PAYABLE VOUCHER
*V9007312	04/22/2026	JUSTIN J. GILLEN	R	232.16	ACCOUNTS PAYABLE VOUCHER
*V9007313	04/22/2026	KELLEY CREATE CO	R	2263.60	ACCOUNTS PAYABLE VOUCHER
*V9007314	04/22/2026	KITSAP COUNTY PUBLIC WORKS MS 27	R	92726.40	ACCOUNTS PAYABLE VOUCHER
*V9007315	04/22/2026	KITSAP COUNTY PUBLIC WORKS MS 26	R	12321.66	ACCOUNTS PAYABLE VOUCHER
*V9007316	04/22/2026	LACROSS & MURPHY PLLC	R	600.00	ACCOUNTS PAYABLE VOUCHER
*V9007317	04/22/2026	LANG RICHARD	R	202.90	ACCOUNTS PAYABLE VOUCHER
*V9007318	04/22/2026	MATIAS CRUZ OTTO DELMAR	R	150.00	ACCOUNTS PAYABLE VOUCHER
*V9007319	04/22/2026	MISSION SQUARE - 306652	R	1570.00	ACCOUNTS PAYABLE VOUCHER
*V9007320	04/22/2026	KITSAP COUNTY PUBLIC WORKS	R	72427.71	ACCOUNTS PAYABLE VOUCHER
*V9007321	04/22/2026	POULSBO POLICE OFFICERS ASSOCIATION	R	1050.00	ACCOUNTS PAYABLE VOUCHER
*V9007322	04/22/2026	PUBLIC SAFETY TESTING INC.	R	250.00	ACCOUNTS PAYABLE VOUCHER
*V9007323	04/22/2026	JENNA S. REISELMAN	R	88.50	ACCOUNTS PAYABLE VOUCHER
*V9007324	04/22/2026	CHRISTOPHER M. RYDER	R	100.50	ACCOUNTS PAYABLE VOUCHER
*V9007325	04/22/2026	SPECTRA LABORATORIES - KITSAP LLC	R	32.00	ACCOUNTS PAYABLE VOUCHER
*V9007326	04/22/2026	VERRA MOBILITY-VM CONSOLIDATED INC	R	14934.88	ACCOUNTS PAYABLE VOUCHER

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*V9007327	04/22/2026	HEATHER J. WRIGHT	R	366.80	ACCOUNTS PAYABLE VOUCHER
*V9007328	04/29/2026	BLUE SKY PRINTING LLC	R	288.64	ACCOUNTS PAYABLE VOUCHER
*V9007329	04/29/2026	BROWN NORMAN KEITH	R	450.00	ACCOUNTS PAYABLE VOUCHER
*V9007330	04/29/2026	CENTRAL WELDING SUPPLY CO INC	R	104.10	ACCOUNTS PAYABLE VOUCHER
*V9007331	04/29/2026	CRITTER RIDDERS PEST CONTROL	R	863.49	ACCOUNTS PAYABLE VOUCHER
*V9007332	04/29/2026	ENVIRONMENTAL SYSTEMS RESEARCH INC	R	17488.00	ACCOUNTS PAYABLE VOUCHER
*V9007333	04/29/2026	HIGHWAY SPECIALTIES LLC	R	301.67	ACCOUNTS PAYABLE VOUCHER
*V9007334	04/29/2026	JUSTIN J. GILLEN	R	9.20	ACCOUNTS PAYABLE VOUCHER
*V9007335	04/29/2026	KELLEY CREATE CO	R	1446.42	ACCOUNTS PAYABLE VOUCHER
*V9007336	04/29/2026	KELLEY CREATE CO	R	22.82	ACCOUNTS PAYABLE VOUCHER
*V9007337	04/29/2026	KITSAP COUNTY SHERIFF'S OFFICE JAIL	R	29516.64	ACCOUNTS PAYABLE VOUCHER
*V9007338	04/29/2026	OGDEN MURPHY WALLACE PLLC	R	7483.50	ACCOUNTS PAYABLE VOUCHER
*V9007339	04/29/2026	PARAMETRIX INC	R	6886.25	ACCOUNTS PAYABLE VOUCHER
*V9007340	04/29/2026	PENINSULA BASKETBALL OFFICIALS ASSN	R	742.50	ACCOUNTS PAYABLE VOUCHER
*V9007341	04/29/2026	PENINSULA ENVIRONMENTAL GROUP INC	R	280.00	ACCOUNTS PAYABLE VOUCHER
*V9007342	04/29/2026	PENINSULA FIRE SERVICE INC	R	3122.61	ACCOUNTS PAYABLE VOUCHER
*V9007343	04/29/2026	JOSHUA M. RANES	R	836.94	ACCOUNTS PAYABLE VOUCHER
*V9007344	04/29/2026	BROOKS MARK RIENDL	R	350.76	ACCOUNTS PAYABLE VOUCHER
*V9007345	04/29/2026	SAN DIEGO POLICE EQUIPMENT CO INC	R	2588.34	ACCOUNTS PAYABLE VOUCHER
*V9007346	04/29/2026	SCI INFRASTRUCTURE LLC	R	515721.84	ACCOUNTS PAYABLE VOUCHER
*V9007347	04/29/2026	SEATTLE AUTOMOTIVE DISTRIBUTING	R	13.75	ACCOUNTS PAYABLE VOUCHER
*V9007348	04/29/2026	SHAWN M. ZIEMANN	R	238.32	ACCOUNTS PAYABLE VOUCHER
*V9007349	04/29/2026	SKILLINGS, INC.	R	4304.08	ACCOUNTS PAYABLE VOUCHER
*V9007350	04/29/2026	SOFTRESOURCES LLC	R	20700.00	ACCOUNTS PAYABLE VOUCHER
*V9007351	04/29/2026	SOUND REPROGRAPHICS	R	78.43	ACCOUNTS PAYABLE VOUCHER
*V9007352	04/29/2026	SOLID WASTE SYSTEMS INC	R	4110.01	ACCOUNTS PAYABLE VOUCHER
*V9007353	04/29/2026	JOCELYN N. VAN HORN	R	16.97	ACCOUNTS PAYABLE VOUCHER
*V9007354	04/29/2026	WALKERSHIP LLC DBA BRICKS 4 KIDZ	R	203.70	ACCOUNTS PAYABLE VOUCHER
*V9007355	04/29/2026	WESTBAY AUTO PARTS	V	0.00	VOID: MULTI STUB VOUCHER
*V9007356	04/29/2026	WESTBAY AUTO PARTS	V	0.00	VOID: MULTI STUB VOUCHER
*V9007357	04/29/2026	WESTBAY AUTO PARTS	R	3692.55	ACCOUNTS PAYABLE VOUCHER
TOTAL FUND				4657128.81	
TOTAL REPORT				4657128.81	

$5,404,714.95 - Total Disbursement Register April 2026
< $747,586.14 >Less: Payroll April 2026

$4,657,128.81 - Total Accounts Payable Disbursements April 2026

SELECTION CRITERIA: chkstat.rundate between '20260401 00:00:00.000' and '20260430 00:00:00.000' and chkstat.chk_status='M'

DISTRIBUTION FUND: 999

CHECK NUMBER	ISSUE DATE	VENDOR	STATUS	TOTAL	DESCRIPTION
226041	04/15/2026	OFFICE OF STATE TREASURER	M	14343.76	MANUAL CHECK
226042	04/06/2026	INTERNAL REVENUE SERVICE	M	141274.70	MANUAL CHECK
226043	04/08/2026	DEPARTMENT OF RETIREMENT SYSTEMS	M	77326.06	MANUAL CHECK
226044	04/06/2026	NW ADMIN TRANSFER ACCOUNT	M	219939.30	MANUAL CHECK
226045	04/06/2026	COLONIAL INSURANCE	M	963.28	MANUAL CHECK
226046	04/20/2026	CENEX FLEETCARD	M	25110.02	MANUAL CHECK
226047	04/01/2026	CIVICPLUS LLC	M	3901.53	MANUAL CHECK
226048	04/15/2026	ST OF WA DEPT OF REVENUE -LEASEHOLD	M	8224.78	MANUAL CHECK
226049	04/27/2026	ST OF WA DEPT OF REVENUE -EXCISE	M	47801.24	MANUAL CHECK
226050	04/15/2026	KEYBANK N.A.	M	235.00	MANUAL CHECK
226051	04/21/2026	INTERNAL REVENUE SERVICE	M	130081.38	MANUAL CHECK
226052	04/22/2026	DEPARTMENT OF RETIREMENT SYSTEMS	M	71571.69	MANUAL CHECK
226053	04/22/2026	WASHINGTON STATE SUPPORT REGISTRY	M	678.70	MANUAL CHECK
226054	04/29/2026	NORTH AMERICAN BANCARD HOLDINGS INC	M	6295.86	MANUAL CHECK
226055	04/29/2026	NORTH AMERICAN BANCARD HOLDINGS INC	M	2043.16	MANUAL CHECK
226056	04/30/2026	KEYBANK N.A.	M	982512.15	MANUAL CHECK
226057	04/30/2026	KEYBANK N.A.	M	999271.27	MANUAL CHECK
226058	04/30/2026	WA STATE DEPT OF LICENSING - CPL	M	234.00	MANUAL CHECK
TOTAL FUND				2731807.88	
TOTAL REPORT				2731807.88	

DISBURSEMENT REGISTER
April 2026

ACCOUNTS PAYABLE CLAIMS

Check Date	Check & Voucher Numbers From	To		Amount
4/01/2026	10054834	10054857	$	82,740.40
	V9007229	V9007242	$	84,189.91
4/08/2026	10054858	10054880	$	103,409.32
	V9007243	V9007258	$	71,915.11
4/16/2026	10054881	10054903	$	98,112.00
	9007259	9007273	$	46,362.43
	V9007274	V9007298	$	25,237.71
4/22/2026	10054904	10054936	$	402,003.94
	V9007299	V9007327	$	229,901.80
4/29/2026	10054937	10054997	$	166,030.27
	V9007328	V9007357	$	621,861.53
VOID explanation: V9007299			$	(6,443.49)

Total A/P Checks: $ 1,925,320.93

PAYROLL

Check Date	Check Numbers From	To		Amount
4/06/2026	30061798	30061953	$	389,530.74
4/21/2026	30061954	30062101	$	358,055.40

Total P/R Checks: $ 747,586.14

EFT PAYMENTS

EFT Number		
226- 041	$	14,343.76
226- 042	$	141,274.70
226- 043	$	77,326.06
226- 044	$	219,939.30
226- 045	$	963.28
226- 046	$	25,110.02
226- 047	$	3,901.53
226- 048	$	8,224.78
226- 049	$	47,801.24
226- 050	$	235.00
226- 051	$	130,081.38
226- 052	$	71,571.69
226- 053	$	678.70
226- 054	$	6,295.86
226- 055	$	2,043.16
226- 056	$	982,512.15
226- 057	$	999,271.27
226- 058	$	234.00

Total EFTs: $ 2,731,807.88

TOTAL ALL DISBURSEMENTS: $ 5,404,714.95

APPROVAL:

Laurie Campbell
Audited by: L. Campbell, Senior Accountant

Approved by: D. Booher, Assistant City Administrator

POULSBO CITY COUNCIL AGENDA SUMMARY

CONSENT AGENDA ITEM NO. 8.b

MEETING DATE: June 17, 2026

AGENDA ITEM	Consultant Contract for On-Call Arborist Services
EXHIBITS	Pacific Roots Tree Consulting On-Call Contract_Jun 2026
STAFFED BY	Ozimek
ESTIMATED TIME	1 min

SUMMARY STATEMENT

The need for Arborist services by City staff and projects has increased and in order to serve these needs it is necessary to have a second Arborist available in order to meet department needs and project schedules.

WORKSHOP DATE:	

IMPACTS

Expenditure Required? No	Included in Budget? Yes Amount: 0.00

SAMPLE MOTION:

Move to approve the on-call consultant contract with Pacific Roots Tree Consulting and authorize the Mayor to sign the contract on behalf of the City.

City of Poulsbo
Professional Services Agreement

On-Call Arborist Services
Pacific Roots Tree Consulting, LLC

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

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

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

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

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

1. Scope of Work - The City hereby retains the CONSULTANT to provide professional services as defined in this agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full ("Services"). The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this agreement. All Services shall meet the approval of the Mayor and City Council, as appropriate.

2. Warranty – The CONSULTANT warrants that it has the requisite training, skill, and experience necessary to provide the Services and is appropriately accredited and licensed by applicable agencies and governmental entities. The CONSULTANT shall be responsible for the professional quality, technical adequacy, and accuracy, timely completion, and coordination of all plans, designs, drawings, specifications, reports, and any other work product prepared or performed pursuant to this Agreement on behalf of CONSULTANT. The CONSULTANT shall perform its work in accordance with the requirements of this Agreement and pursuant to the standards of professional care, skill, diligence, and competence as are normally exercised by other members and/or firms of the profession in good standing working under the same or similar conditions and circumstances and in similar communities as the Services provided by the CONSULTANT under this Agreement. The CONSULTANT shall be responsible for the professional standards, performance, and actions of all persons and firms performing work pursuant to this Agreement on behalf of the CONSULTANT. The CITY shall also have the right to deduct from payments to the CONSULTANT costs or damages incurred by the CITY, or which may be incurred by the CITY, as a result of the CONSULTANT'S failure to comply with the requirements of this Agreement or failure to meet the professional standard of care and skill, or both. The CITY'S approval of plans, drawings, designs, specifications, reports, and other products of the Services rendered hereunder shall not in any way relieve the CONSULTANT of responsibility for the technical adequacy or accuracy thereof. Neither the CITY'S review, approval, acceptance of, and/or payment for any Services shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.

3. Completion of Work - The CONSULTANT shall not begin any work under the terms of this agreement until authorized in writing by the CITY. The CONSULTANT shall provide 'on-call' services to the CITY for the duration of two (2) years from the date this agreement is executed. The CITY may extend the duration of this agreement by one (1) additional year at its discretion by providing notice to the CONSULTANT no less than thirty days prior to expiration of this agreement. The CONSULTANT shall complete individual task orders by the completion date described in each task order. A failure to complete the work by such date, except where such failure is due to circumstances beyond the control of the CONSULTANT, shall be deemed a breach of this agreement. The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but will be extended by the CITY, in the event of a delay attributable to the CITY, or because of unavoidable delays caused by circumstances beyond the control of the CONSULTANT. All such extensions shall be in writing and shall be executed by both parties.

4. Payment - The CONSULTANT shall be paid by the CITY for satisfactorily completed work and services satisfactorily rendered under this Agreement as provided in Exhibit B, attached hereto and incorporated herein by this reference as if set forth in full. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work attached.

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

5. Changes in Work - The CONSULTANT shall make such changes and revisions in the complete work provided by this Agreement as may be necessary to correct errors made by the CONSULTANT and appearing therein when required to do so by the CITY. The CONSULTANT shall make such corrective changes and revisions without compensation from the CITY. Should the CITY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the CITY. This work shall be considered as Extra Work and will be paid for as provided in Section 6.

6. Extra Work - The CITY may, at any time, by written order, make changes within the general scope of this Agreement in the services to be performed. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work or services under this Agreement, whether or not changed by the order, or otherwise affects any other terms or conditions of this Agreement, the CITY shall make an equitable adjustment in the (1) maximum amount payable, (2) delivery or completion schedule or both; and (3) other affected terms, and shall modify this Agreement accordingly.

7. Ownership of Work Product - Any and all documents, drawings, reports, and other work product produced by the CONSULTANT under this Agreement shall become the property of the CITY upon payment of the CONSULTANT'S fees and charges therefore. The CITY shall have the complete right to use and re-use such work product in any manner deemed appropriate by the CITY, provided, that use on any project other than that for which the work product is prepared shall be at the CITY'S risk unless such use is agreed to by the CONSULTANT. Any and all documents, drawings, reports, and other work

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

8. Independent Contractor - The CONSULTANT is an independent contractor for the performance of services under this agreement. The CITY shall not be liable for, nor obligated to pay to the CONSULTANT, or any employee of the CONSULTANT, sick leave, vacation pay, overtime or any other benefit applicable to employees of the CITY, nor to pay or deduct any social security, income tax, or other tax from the payments made to the CONSULTANT which may arise as an incident of the CONSULTANT performing services for the CITY. The CITY shall not be obligated to pay industrial insurance for the services rendered by the CONSULTANT.

9. Indemnity - The CONSULTANT agrees to, and shall fully, hold harmless, indemnify and defend the CITY, its officers, officials, agents, and employees (collectively "Indemnified Parties") from and against any and all allegations, claims, losses, costs, expenses, or liability, for injuries, sickness or death of persons, including employees of the CONSULTANT, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of the CONSULTANT, its officers, agents, sub consultants or employees, in connection with the services required by this agreement, provided, however, that (i) the CONSULTANT'S obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or sole negligence of the CITY, its officers, agents or employees; and (ii) the CONSULTANT'S obligations to fully indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the CONSULTANT and the CITY, or of the CONSULTANT and a third party other than an officer, agent, sub consultant or employee of the CONSULT ANT, shall apply only to the extent of the negligence or willful misconduct of the CONSULTANT.

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

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

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

10. Insurance – Prior to commencing the Services, the CONSULTANT shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the CONSULTANT, its agents, representatives, or employees.

> **10.1 No Limitation.** CONSULTANT'S maintenance of insurance as required by the agreement shall not be construed to limit the liability of the CONSULTANT to the coverage provided by such insurance, or otherwise limit the CITY'S recourse to any remedy available at law or in equity.

10.2 Minimum Scope of Insurance. The CONSULTANT shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.

2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The CITY shall be named as an additional insured under the CONSULTANT'S Commercial General Liability insurance policy with respect to the work performed for the CITY.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the CONSULTANT'S profession.

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

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of $1,000,000 per accident.

2. Commercial General Liability insurance shall be written with limits no less than $1,000,000 each occurrence, $2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than $1,000,000 per claim and $1,000,000 policy aggregate limit.

10.4 Other Insurance Provision. The CONSULTANT'S Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the CITY. Any Insurance, self-insurance, or insurance pool coverage maintained by the CITY shall be excess of the CONSULTANT'S insurance and shall not contribute with it.

10.5 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

10.6 Verification of Coverage. The CONSULTANT shall furnish the CITY with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the CONSULTANT before commencement of the work.

10.7 Notice of Cancellation. The CONSULTANT shall provide the CITY with written notice of any policy cancellation, within two business days of their receipt of such notice.

10.8 Failure to Maintain Insurance. Failure on the part of the CONSULTANT to maintain the insurance as required shall constitute a material breach of contract, upon which the CITY may,

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

11. Records - The CONSULTANT shall maintain accounts and records, including personnel, property, financial, and programmatic records which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed in the performance of this Agreement and other such records as may be deemed necessary by the City to ensure the performance of this Agreement.

11.1 These records shall be maintained for a period of seven (7) years after termination or expiration of this Agreement unless permission to destroy them is granted by the office of the archivist in accordance with RCW Chapter 40.14 and by the City.

11.2 To the extent it is determined that records held by the Consultant identified in this Section 11 are subject to the Washington Public Records Act (RCW 42.56), the Consultant shall, upon request of the City, promptly deliver such records to the City for the purpose of responding to a public records request.

11.3 This section shall survive expiration or termination of this Agreement.

12. Notices - All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth below. Notice by mail shall be deemed given as of the date deposited in the United States mail, postage prepaid.

13. Project Administrator - The Project Administrator shall be responsible for coordinating the work of the CONSULTANT, for providing any necessary information for and direction of the CONSULTANT'S work in order to ensure that it meets the requirements of this Agreement, and for reviewing, monitoring and approving the quality and quantity of such work. The CONSULTANT shall report to and take any necessary direction from the Project Administrator.

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

14. Termination - The CITY reserves the right to terminate this agreement at any time upon ten (10) days written notice to the CONSULTANT. Any such notice shall be given to the address specified below. In the event that this agreement is terminated by the CITY other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. In the event that services of the CONSULTANT are terminated by the CITY for fault on part of the CONSULTANT, the amount to be paid shall be determined by the CITY with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the CITY at the time of termination, the cost of the CITY of employing another firm to complete the work required, and the time which may be required to do so.

15. Non-Discrimination - The CONSULTANT agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or material man, because of race, color, creed, religion, national origin, marital status, sex, age or handicap, except for a bona fide occupational qualification. The CONSULTANT understands that if it violates this provision, this agreement may be terminated by the CITY and that the CONSULTANT may be barred from performing any services for the CITY now or in the future.

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

17. Subcontracting or Assignment - The CONSULTANT may not assign or subcontract any portion of the services to be provided under this agreement without the express written consent of the CITY.

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

19. Litigation - In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the parties agree that such actions shall be initiated in the Superior Court of the State of Washington, in and for Kitsap County. The parties agree that all questions shall be resolved by application of Washington law and that parties to such actions shall have the right of appeal from such decisions of the Superior Court in accordance with the law of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, in and for Kitsap County. The substantially prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

20. Taxes - The CONSULTANT will be solely responsible for the payment of any and all applicable taxes related to the services provided under this Agreement and if such taxes are required to be passed through to the CITY by law, the same shall be duly itemized on any billings submitted to the CITY by the CONSULTANT.

21. City Business License - The CONSULTANT has obtained, or agrees to obtain a business license from the CITY prior to commencing to perform any services under this Agreement. The CONSULTANT will maintain the business license in good standing throughout the term of the Agreement.

22. Entire Agreement - This Agreement represents the entire integrated Agreement between the CITY and the CONSULTANT, superseding all prior negotiations, representations or agreements, written or oral. The terms of this Agreement also supersede any contrary provisions of any of the Exhibits attached hereto and where any conflict between the terms of this Agreement and the Exhibits exists, the terms of this Agreement control. This agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto.

23. Authorized Signatures. By their signatures below, each party represents that they are fully authorized to sign for and on behalf of the named principal above.

24. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which together will constitute one agreement. The counterparts of this

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

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

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

CONSULTANT: Pacific Roots Tree Consulting, LLC

By: _____ Addr:

Title:

CITY OF POULSBO:

_____ Addr: 200 NE Moe Street
Edward R. Stern, Mayor Poulsbo, WA 98370

ATTEST/AUTHENTICATED:

_____
Rhiannon K. Fernandez, CMC, City Clerk

APPROVED AS TO FORM:

_____
Emily Romanenko, City Attorney

EXHIBIT “A”

ON CALL ARBORIST SERVICES

Scope of Services

Services will be provided on an on-call basis under a Task Order process between the City and the Consultant, on a time and material basis. The Task Order process will consist of the City contacting the Consultant and requesting services related to an individual project. The Consultant will then prepare a detailed scope and cost for each individual Task Order. The Task Orders will be agreed upon between the City Representative and the Consultant.

Services needed may include, but are not limited to:

ARBORIST SERVICES

1. Assist the City of Poulsbo on tree issues on public properties within the City of Poulsbo

2. Assist City of Poulsbo staff during development review on tree issues and/or tree retention on private property

3. Attend Tree Board meetings

4. Provide Arborist reports

5. Create tree preservation plans, tree inventories or any other projects

6. Perform tree risk assessments on public properties, or private properties which may affect public property

7. Create tree value and loss appraisals

8. Provide peer review on tree retention proposals, street tree planting or replacement, or other tree-related items

9. Review and provide recommendations on proposed City regulations, standards or guidance documents related to trees

10. Any other tasks pertaining to tree issues and urban forestry

City of Poulsbo Fee Schedule 2026-2027

Pacific Roots Tree Consulting
Jessica Mullin, Senior Consulting Arborist
Certified ISA Arborist #WE 12226-A
Tree Risk Assessment Qualified
Registered Consulting Arborist #765

Registered Consulting Arborist: $200 per hour

Litigation Support/Expert Services: $285 per hour

Testimony/Deposition (4-hour minimum): $350 per hour

- All onsite visits are subject to a one (1) hour minimum charge. Any time worked beyond the initial hour will be billed in 15-minute increments (0.25 hours) at the standard hourly rate. Travel time is also billed.
- Mileage reimbursement is billed at the current federal rate: presently the rate is $0.725 per mile (as of 1/1/26). It will adjust as the federal rate adjusts.
- Rates here assume project has no prevailing wage requirement.
- A premium rate of 150% regular rates will be applied for work required on Saturdays, Sundays, holidays, before 7:00 AM or after 6:00 PM.

Travel Rates for Litigation Support/Expert Witness: Reimbursable Travel Expenses (i.e. hotels, rental cars and fuel, airfare, meals, and other actual costs associated with travel) are billed at cost.

Materials: All non-travel project costs, including permits, subcontracting, and equipment rental, will include a 15% handling fee.

POULSBO CITY COUNCIL AGENDA SUMMARY

CONSENT AGENDA ITEM NO. 8.c

MEETING DATE: June 17, 2026

AGENDA ITEM	Budget Amendment #26-xxxx - Survey for land donation for Accessory Dwelling Unit (ADU)
EXHIBITS	Hillier Condo FEE
STAFFED BY	Wright
ESTIMATED TIME	1 min

SUMMARY STATEMENT

The City has been approached by a landowner interested in donating a portion of their land for the construction of two accessory dwelling units. While the city does not currently have funding allocated to develop two ADU's, the owner is still interested in donating for their future construction. In order to receive the land, the land will need to be surveyed and then condo'd into three lots, with the owner maintaining the primary parcel developed with a single-family home and the city owning two parcels for future development.

WORKSHOP DATE:	May 13, 2026

IMPACTS

Expenditure Required? Yes	Included in Budget? No Amount: $10,534.00

SAMPLE MOTION:

Move to approve the Budget Amendment for survey work to receive land for future ADU development.

PSOMAS

EXHIBIT B

PRIME CONSULTANT COST COMPUTATIONS
Client: City of Poulsbo
Project Name: Hillier Condominium Preparation
Psomas Project Number: 9POU02010x
Date:03/26/2026

Task No.	Task Description	Labor Hour Estimate				Total Hours and Labor Cost Computions by Task	
		Senior Project Manager Survey	Survey Crew I (W/Equip)	Project Surveyor II	Surveyor III		
		$263.00	$224.00	$181.00	$150.00	Hours	Totals
Task 1 - Survey And Basemapping							
	Survey & Mapping of the project area	1	16	2	16	35	$ 6,609.00
	Task Total	**1**	**16**	**2**	**16**	**35**	**$ 6,609.00**
Task 2 - Condominium Survey Map and Plans							
	Survey Map and Plans Preparation	1		2	16	19	$ 3,025.00
	Task Total	**1**	**0**	**2**	**16**	**19**	**$ 3,025.00**
	Total Labor Hours and Fee	**2**	**16**	**4**	**32**	**54**	**$ 9,634.00**
Subconsultants							
						Utility Locates	$ 500.00
						Subtotal	$ 500.00
						Total Subconsultant Expense	**$ 500.00**
Reimbursable Direct Non-Salary Costs							
						Title Report	$ 400.00
						Total Reimbursable Expense	**$ 400.00**
						Total Estimated Budget	**$ 10,534.00**

POULSBO CITY COUNCIL AGENDA SUMMARY

CONSENT AGENDA ITEM NO. 8.d

MEETING DATE: June 17, 2026

AGENDA ITEM	Budget Amendment #26-xxxx - Legal Fees for land donation for Accessory Dwelling Unit (ADU)
EXHIBITS	
STAFFED BY	Wright
ESTIMATED TIME	1 min

SUMMARY STATEMENT

The City has been approached by a landowner interested in donating a portion of their land for the construction of two accessory dwelling units. While the city does not currently have funding allocated to develop two ADU's, the owner is still interested in donating for their future construction. In order to receive the land, the land will need to be surveyed and then condo'd into three lots, with the owner maintaining the primary parcel developed with a single-family home and the city owning two parcels for future development. The legal fees to condo the land are anticipated to cost approximately $10,000.

WORKSHOP DATE:	May 13, 2026

IMPACTS

Expenditure Required? Yes	Included in Budget? No Amount: $10,000

SAMPLE MOTION:

Move to approve the Budget Amendment for legal fees to condo land for future ADU development

POULSBO CITY COUNCIL AGENDA SUMMARY

BUSINESS AGENDA ITEM NO. 9.a

MEETING DATE: June 17, 2026

AGENDA ITEM	Tree Board Appointments
EXHIBITS	TB - Sipe, Glenn_Redacted TB - Van Hoover, Cheri_Redacted
STAFFED BY	Diehl
ESTIMATED TIME	5 mins

SUMMARY STATEMENT

The Mayor has appointed the following board members and seeks Council concurrence:

Tree Board

- Cheri Van Hoover (appointment to a vacated position with a term expiring 12/31/2028) - in city limits
- Glenn Sipe (appointment to a vacated position with a term expiring 12/31/2028) - in 98370 zip code outside city limits

The City is still looking to fill four additional vacant positions on the Tree Board.

WORKSHOP DATE:	

IMPACTS

Expenditure Required? No	Included in Budget? No Amount: None

SAMPLE MOTION:

Move to confirm the Mayor's appointments to the Tree Board as presented.

Boards and Commission Application

The City of Poulsbo appreciates your interest in serving the citizens of Poulsbo as a volunteer. Please take a moment to complete the requested information below. **Please use the reverse side of the application to tell us in a 350 word essay why you are interested in becoming a volunteer member of this board/commission and what you feel you would contribute if selected.** Feel free to attach additional information you feel would help in the selection process.

Please return your completed application to:
Attn: City Clerk's Office, City of Poulsbo ~ 200 NE Moe Street ~ Poulsbo, WA 98370

Board/Commission Position: _____

Name: Glenn Sipe

Home Address: [redacted]

Business Address: Retired
(Required if applying for a Board and Commission in the Business Owner capacity)

Home Phone [redacted] **Business or Cell Phone** [redacted]

E-mail Address [redacted]

Education: *(Include High School and post High School institutions attended name and address)*

- High School
- _____

Licenses Held *(if applicable)*

- Drivers
- _____

Employment History

Current Employer: Retired as of '09

Job Title/Position: _____

Previous Employer: Multiple construction firms

Job Title/Position: cement mason

(Application Continued on Reverse Side)

Please describe work experience as it relates to the Board or Commission you are interested in: Retired in 09 Bought a 5acre farm and improved a 1940 farm house + barn planted an orchard and ≈200 trees

Memberships in Professional/Civic Organizations: *(include office held)* None

Please use this page to explain why you are interested in serving on this board or commission and what you feel you will contribute if selected (350 word essay).

I really enjoy planting most any kind of plant, but especially trees. My paternal grandfather was a filbert orchard farmer (strawberries also). The filberts were spectaular but got EFB and were removed. Sad. Housing development now.
My maternal grandfather during an endless slideshow, I was 14, showed a slide of him beside an 1890 Kansas farm-house with a crappy looking broken down tree. He had planted that tree and had his picture taken in 1966. Sixty years after he had planted it. He was 8 when he planted it. His pride of that scrappy old tree left a mark on me

Thank you for taking the time to complete this application. During the selection process you may be contacted to schedule a meeting with the Mayor and/or staff. If you have any additional questions for us, please contact the Clerk's Office at 360.394.9880.

For City Use Only			
Date of Appointment:		**Date of Reappointment:**	
Date of Original Term Expiration:			
Date			

Boards and Commission Application

The City of Poulsbo appreciates your interest in serving the citizens of Poulsbo as a volunteer. Please take a moment to complete the requested information below. ***Please use the reverse side of the application to tell us in a 350 word essay why you are interested in becoming a volunteer member of this board/commission and what you feel you would contribute if selected.*** *Feel free to attach additional information you feel would help in the selection process.*

Please return your completed application to:
Attn: City Clerk's Office, City of Poulsbo ~ 200 NE Moe Street ~ Poulsbo, WA 98370

RECEIVED
APR 17 2026
CITY OF POULSBO

Board/Commission Position: Tree Board

Name: Cheri Van Hoover

Home Address: [redacted]

Business Address: _____
(Required if applying for a Board and Commission in the Business Owner capacity)

Home Phone: _____ **Business or Cell Phone:** [redacted]

E-mail Address: [redacted]

Education: *(Include High School and post High School institutions attended name and address)*

- East High School, Bremerton WA
- City College San Francisco, University of California, San Francisco, University of

Licenses Held *(if applicable)*

- None current
- _____

Employment History

Current Employer: Retired

Job Title/Position: _____

Previous Employer: Midwifery Institute of Thomas Jefferson University, Philadelphia, PA

Job Title/Position: Adjunct Professor

Please describe work experience as it relates to the Board or Commission you are interested in: Moved to Po

Memberships in Professional/Civic Organizations: *(include office held)* Numerous! Please see attached

(Application Continued on Reverse Side)

Please use this page to explain why you are interested in serving on this board or commission and what you feel you will contribute if selected (350 word essay).

I am passionate about environmental sustainability and healthy, resilient communities. A

See Attached

Thank you for taking the time to complete this application. During the selection process you may be contacted to schedule a meeting with the Mayor and/or staff. If you have any additional questions for us, please contact the Clerk's Office at 360.394.9880.

For City Use Only			
Date of Appointment:		**Date of Reappointment:**	
Date of Original Term Expiration:			
Date			

I am passionate about environmental sustainability and healthy, resilient communities. As you will see from the attached CV, I have always found joy in sharing my time, knowledge, and skills in service to others.

I believe my education as a Master Gardener, my practical experience with 22 years of stewardship of an 11 acre environmentally-sensitive agricultural property on the banks of Chimacum Creek, and my formal education in the sciences will offer a unique and valuable perspective to the Tree Board. I also believe that my lengthy career as a provider of healthcare and as an educator will be of use in communicating with the public and elected officials about the value of trees in our community. Since moving to Poulsbo 1 year ago, I have been active with our HOA. This has given me valuable insight into the existing codes and regulations of the City of Poulsbo and how these regulations impact our neighborhoods. One of the major areas of focus of my educational career was teaching health policy, so I am skilled in navigating political environments. I enjoy the synergy that comes from working with others in groups and I never shirk from taking on my share of the load. I am organized and efficient but take a relaxed approach to group work, bringing compassion and grace in my interactions with others. I am skilled in presentation and can adapt my style of delivery to widely diverse audiences.

I am currently engaged in a major landscaping project at our home, integrating many native plants, including trees and shrubs. It is exciting to be adding to the essential habitat that is home to native pollinators and wildlife while creating a beautiful and abundant garden for our own use and pleasure. I understand the importance and the urgency of this type of project for our entire community, region, and planet. I hope to share this passion with others.

CURRICULUM VITAE

CHERI VAN HOOVER, CNM, MS, ARNP, FACNM

[redacted]

EDUCATION

January 2000 - December 2000	State University of New York, Stony Brook, Master's Completion Program for CNMs. Master of Science, Nurse-Midwifery.
1997-1999	University of Phoenix, Northern California Campus, Bachelor of Science in Nursing. Graduated with Honors.
1986-1987	University of California at San Francisco, Interdepartmental Nurse-Midwifery Education Program, SFGH. Certified Nurse-Midwife.
1982-1984	City College of San Francisco, Associate's Degree in Nursing. Dean's List, Graduated with Highest Honors.

LICENSES

WASHINGTON LICENSURE

Expired 9-29-24	Registered Nurse
Expired 9-29-24	Advanced Registered Nurse Practitioner ARNP.AP.30006557-CNM

CERTIFICATIONS

Expiration 12-31-27	American College of Nurse-Midwives. Certified Nurse-Midwife.
Expired	United States Department of Justice Drug Enforcement Administration Controlled Substance Registration Certificate
1996	Kaiser Permanente School of Radiology, Diagnostic Imaging Continuing Education. Nurse-Midwife Limited Ultrasound Training.
1985	U.C.L.A. Extension, Lactation Educator Training Program. Certified Lactation Educator.

EMPLOYMENT
Principal Positions Held

July 2017 - May 2021
PROFESSOR,
ADJUNCT FACULTY, MIDWIFERY INSTITUTE
Jefferson (Philadelphia University + Thomas Jefferson University)
Philadelphia, PA

Part time faculty position for a distance education graduate level midwifery program. Instruction and evaluation of students across the curriculum. Primary program instructor for the Health Policy and Reproductive and Sexual Healthcare courses. Curriculum development and revision in all content areas with an emphasis on Problem Based Learning. Course development and instruction of Introduction to Health Policy, a project-based service-learning course for Master's and Doctoral students. Course development of Health Policy Analysis, an advanced project-based doctoral-level course.

September 2004- July 2017
PROFESSOR,
ADJUNCT FACULTY, MIDWIFERY INSTITUTE
Philadelphia University
Philadelphia, PA

Part time faculty position for a distance education graduate level midwifery program. Instruction and evaluation of students in all subject areas including: Anatomy & Physiology, Pharmacology, Gynecology, Antepartum, Intrapartum, Postpartum, Newborn, Perinatal Complications, Primary Care, and Professional Issues. Coordination of clinical sites, including site visits. Curriculum development and revision in all content areas with an emphasis on Problem Based Learning. Course development and instruction of Introduction to Health Policy, a project-based service-learning course.

September 2010- January 2018
CLINICIAN,
Planned Parenthood of the Great Northwest and Hawaiian Islands
Sequim, WA

Part time position providing family planning, well-woman gynecology (including perimenopause), male sexual health, and primary care services to a diverse population at a rural clinic following the merger of Family Planning of Clallam County with Planned Parenthood. Skills include contraceptive implants, intrauterine contraceptives, and endometrial biopsy.

February 2005- September 2010
CLINICIAN,
Family Planning of Clallam County
Port Angeles, WA

Part time position providing family planning, GYN, and primary care services to a diverse population in a community clinic setting. Breast health services for Native women of the Lower Elwha Indian Nation as part of a mobile mammography team.

September 2001- September 2004
CERTIFIED NURSE-MIDWIFE,
ASSISTANT CLINICAL PROFESSOR,
University of California, San Francisco School of Medicine
Faculty OB/GYN Group
San Francisco, CA

Full-scope midwifery care of faculty group private patients in a busy university setting. Clinical supervision of residents, medical students, and midwifery students. Didactic lectures for medical students.

Participation in research. Intrapartum services at the University of California at San Francisco's Long Hospital.

January 2000- CERTIFIED NURSE-MIDWIFE,
September 2001 Associates in OB/GYN
San Francisco, CA

Part time position providing antepartum, postpartum, and gynecological care to private patients in a busy medical office. Developed a variety of OB/GYN patient education materials for use by the practice.

April 2000- CERTIFIED NURSE-MIDWIFE,
August 2000 BaySpring Women's Medical Group
San Francisco, CA

Locum tenens part time position providing antepartum, intrapartum, postpartum, and gynecological care for private patients. Intrapartum services at the University of California at San Francisco's Long Hospital.

October 1999- LACTATION CONSULTANT SUPERVISOR,
January 2000 California Pacific Medical Center,
San Francisco, CA

Supervision of a team of seven lactation consultants. Clinical duties included lactation consultation for inpatients and outpatients at Level III hospital.

March 1997- CERTIFIED NURSE-MIDWIFE,
October 1999 Midwifery Service at Stanford University,
Palo Alto, CA

Full scope midwifery care of a diverse patient population. Intrapartum services at Lucile Packard Children's Hospital. Clinical instruction of nurse practitioner, nursing, and medical students. Orientation lectures for medical student clerkship. Developed marketing plan and clinical practice guidelines.

January 1992- CERTIFIED NURSE-MIDWIFE,
March 1997 Kaiser Permanente Hospital,
Redwood City, CA

Intrapartum management of low risk and comanagement of selected high risk obstetrical patients in a busy LDR unit. First assist on Cesarean sections. Designated midwife representative with administrative responsibilities including clinical practice guideline development, scheduling, and liaison. Clinical instruction of nurse-midwifery students.

June 1989- NURSE-MIDWIFERY PRACTICE COORDINATOR,
December 1991 Bay Area Midwifery Services/Charles Bookoff, M.D.,
San Francisco, CA

Full time clinical duties providing antepartum, intrapartum, postpartum, gynecological, family planning, and primary care for private patients. Administrative duties including supervision of three CNMs, liaison, public relations, and scheduling. Assisted in reorganization of private practice, facilitated change of practice site, wrote nurse-midwifery clinical practice guidelines for institution without previous nurse-midwife privileges. Clinical instruction of nurse-midwifery, nurse practitioner, and medical students. Intrapartum services at Children's Hospital of San Francisco.

January 1988- CERTIFIED NURSE-MIDWIFE,
June 1989 Bay Area Midwifery Services,
San Francisco, CA

Full scope midwifery care of private patients. Intrapartum services at Mt. Zion Hospital. Clinical instruction of nurse-midwifery and medical students.

October 1984- February 1987 STAFF NURSE,
Mt. Zion Hospital,
San Francisco, CA

Nursing care of antepartum, intrapartum, postpartum, and neonatal patients in the Family Centered Maternity Unit of a Level III hospital. Participated in Lactation Protocol group.

Ancillary Positions Held

September 2009- December 2009 ADJUNCT FACULTY
Seattle University,
School of Nursing.
Seattle, WA

Instructor, Ethical Considerations and Health Policy for Advanced Practice Nurses.

March 2001- September 2004 ADJUNCT FACULTY,
University of California at San Francisco,
Interdepartmental Nurse-Midwifery Education Program, SFGH.
San Francisco, CA

Lecturer on nurse-midwifery management of breastfeeding.

July 2000- March 2001 CONFERENCE CO-CHAIR,
Contemporary Forums
Dublin, CA

Assisted prior to the event with content development, recruitment and scheduling of conference faculty, and organizational management of a major educational nursing conference. Introduced speakers at the conference. Provided expert consultation for future program development.

August 2000- December 2000 CLINICAL INSTRUCTOR,
City College of San Francisco
Department of Nursing
San Francisco, CA

Part time position providing clinical instruction of Associate's Degree nursing students during their obstetrics rotation at San Francisco General Hospital.

March 2000- May 2000 CLINICAL INSTRUCTOR,
University of California, San Francisco
School of Nursing
San Francisco, CA

Part time position providing clinical instruction and supervision of Master's Level Entry Program nursing students during their family health rotation at Stanford University's Lucile Packard Children's Hospital.

1979 - 1981
1984 - 1986 CHILDBIRTH EDUCATOR,
Mt. Zion Hospital,
San Francisco, CA

Taught early pregnancy and labor series classes, planned lessons, acquired and used visual aids. Developed educational handouts. Followed clients postpartum with telephone counseling. Taught breastfeeding and infant care. Assessed diets for adequacy during pregnancy and lactation.

1977 - 1984 CHILDBIRTH EDUCATOR,
Self-employed,
San Francisco, CA

Taught classes in my home; provided individual classes for clients with special needs in their homes. Performed scheduling and public relations activities. Attended births as labor support person and photographer. Co-led new mother's support group.

PROFESSIONAL SERVICE ACTIVITIES

Membership in Professional Organizations

1987 – 2024	American College of Nurse-Midwives
1999 – 2004	Sigma Theta Tau – Nursing Honor Society

Service for American College of Nurse-Midwives

1990-1991	Member, Clinical Practice Committee, ACNM
1990-1991	Member, Service Director's Network, ACNM
1991-1995	Founding Chair, Membership Committee, ACNM
1995-1997	Member, Membership Committee, ACNM
1996-1998	Member, Nominating Committee, ACNM (elected office)
1997-1998	Member, Local Program Committee, ACNM, Region VI, Chapter 4
1998-2000	Founding Member, Informatics Committee, ACNM
1998-2004	Proctor, ACNM Certification Council
2017-2018	Chair, Remote Meeting Attendance Committee, ACNM WA State Affiliate
2019-2020	Secretary & Founding Member, Midwives for Universal Healthcare Caucus
2020-2021	President, Midwives for Universal Healthcare Caucus
2021-2023	Midwives for Universal Healthcare Caucus, Founding Member & Past President

Other Professional Service

1994	Chair, Ethics Task Force Northern California Kaiser Regional Nurse-Midwife Peer Group
1995-1998	Member, Moderator Team Usenet Newsgroup - Sci.med.midwifery
1995	Participant, North American Registry of Midwives (NARM) Job Analysis Survey Creation of guidelines for the first NARM certification examination.
1995	Member, Expert Panel for Instrument Development CNM/MD Collaborative Practice Study - Suellen Miller, CNM, PhD University of California, San Francisco and Institute for Health Policy Studies
1998-1999	Participant, Delphi Study Expert Panel Exemplary Midwifery Care Model – Holly Kennedy, CNM, Doctoral Candidate
1988 – 2005	Volunteer Clinical Faculty - Department of Obstetrics, Gynecology and Reproductive Services, University of California, San Francisco. Medical Student Teaching Program. Led small group sessions for second year medical students taking the Women's Health Module of the Introduction to Clinical Medicine course. Topics covered included sexual dysfunction, vaginitis, pelvic pain, and menopause. Taught pelvic examination to medical students with the assistance of live models.

1990 - 2004	Guest Lecturer Marriage and Family Counseling Program College of Notre Dame Belmont, CA Regular lecturer for graduate students on the subject, "Childbirth and Sexuality."
1990 – 1999	Guest Lecturer Human Sexuality Department San Francisco State University San Francisco, CA Regular lecturer for undergraduate students on the subject, "Childbirth and Sexuality."
2021- 2023	Member Health Care is a Human Right-WA Steering Committee Representing Midwives for Universal Healthcare and the WA ACNM affiliate.
2021-2024	Mentor Fellowship of the American College of Nurse-Midwives (FACNM) Student and New Midwife Mentorship Program Regular contact with student and/or new midwife mentees supporting transition into the midwifery profession.
2021-2024	Grant Project Reviewer Health Resources and Services Administration (HRSA) Member of objective review committees evaluating project applications.

Service to Professional Publications

Journal of Midwifery and Women's Health

2001-2002	Editorial Board Member, Acting Media Reviews Editor
2002-2007	Contributing Editor, Media Reviews Editor
2007-2022	Peer Reviewer
2019	Selection Committee Member, Best Review Article of 2018

Public Health (official journal of the Royal Society for Public Health)

2021	Peer Reviewer

HONORS AND AWARDS

2009 Excellence in Teaching Award. A.C.N.M. Foundation.
2015 Excellence in Teaching Award. A.C.N.M. Foundation.
2016 Distinguished Adjunct Faculty Award. Philadelphia University.
2017 Best Review Article of the Year Award. Journal of Midwifery & Women's Health.
2017 Honored Guest Lecturer in Health Policy – Georgetown University's CNM/WHNP Program.
2018 Fellowship. American College of Nurse-Midwives.
2019 Excellence in Teaching Award. A.C.N.M. Foundation.
2021 Outstanding Peer Reviewer Award. Journal of Midwifery & Women's Health.
2023 Top Downloaded Article. Journal of Midwifery & Women's Health.

INVITED PAPERS, LECTURES, PRESENTATIONS

Robinson, K., & **Van Hoover, C.** (2021, September). *Midwives for Universal Healthcare: Advocacy, education, representation.* Webinar. Affiliate Development and Support Committee, American College of Nurse-Midwives.

Sahrphillips, F., & **Van Hoover, C.** (2021, May). *Maneuvering through the challenges of a birth complicated by shoulder dystocia.* Podium presentation. American College of Nurse-Midwives virtual annual meeting.

Van Hoover, C., Alspaugh, A., & Robinson, K. (2021, May). *Universal health care: Justice, antiracism, and advocacy.* Podium presentation. American College of Nurse-Midwives virtual annual meeting.

Van Hoover, C., Camacho Carr, K., et al. (2019, August). *Life without Roe v. Wade.* Public informational event addressing the current status of women's healthcare in Jefferson County, WA, the future of women's healthcare choices in Washington State, and personal stories prior to Roe v. Wade of professionals caring for women and individuals experiencing unplanned pregnancy. Warriors for Reproductive Justice. Port Townsend, WA.

Van Hoover, C., Farley, C., & Rademeyer, C. A. (2019, May). *Today's pierced and tattooed women: Health, fashion, and meaning.* Podium presentation. American College of Nurse-Midwives annual meeting. National Harbor, MD.

Van Hoover, C., & Jessup, D. (2018, May). *Midwives in politics: Leaders making change.* Fellows' podium presentation. American College of Nurse-Midwives annual meeting. Savannah, GA.

Van Hoover, C. (2012, June). *A project-based approach to health policy education for midwives.* Midwifery Education Round Table. American College of Nurse-Midwives annual meeting. Long Beach, CA.

Dawley, K., & **Van Hoover, C.** (2010, June). *Diversity programming and improved provider diversity: The roles and responsibilities of today's midwifery education program.* Podium presentation. American College of Nurse-Midwives annual meeting. Washington, DC.

Van Hoover, C. (2001, March). *Cervical ripening and induction of labor.* Podium presentation. Perinatal Nursing: Enhancing Outcomes for High-Risk Patients conference. Contemporary Forums. San Francisco, CA.

Van Hoover, C. (2000, October). *Complementary therapies during pregnancy.* Podium presentation. Santa Clara County Perinatal Network Conference & Awards Luncheon. March of Dimes.

Van Hoover, C. (2000, April). *Breastfeeding: Optimizing success.* Continuing education presentation. ACNM Region VI, Chapter 4. San Francisco, CA.

Van Hoover, C. (2000, January). *Complementary therapies during pregnancy.* Podium presentation. Mid-Coastal California Perinatal Outreach Program Perinatal Potpourri annual conference. Charles B. and Ann L. Johnson Center for Pregnancy and Newborn Services of Lucile Packard Children's Hospital at Stanford University. Palo Alto, CA.

Van Hoover, C. (1996, January). *Demystifying the internet: The online midwife.* Continuing education offering. ACNM Region VI, Chapter 4. San Francisco, CA.

Van Hoover, C., & Denman, L. (1991). *Nurse-midwifery at Children's Hospital of San Francisco.* Podium presentation. OB/GYN Department Grand Rounds, Children's Hospital of San Francisco.

Van Hoover, C. (1991). *The female complaint.* Community education presentation. Children's Hospital of San Francisco.

Van Hoover, C. (1990, January – 1991, September). *Breastfeeding and working.* Ongoing workshop for new and expectant mothers. Parent's Place, San Francisco.

Van Hoover, C. (1986, August). *Strategies for successful breastfeeding.* Continuing education offering for staff RNs. Mt. Zion Hospital, San Francisco.

COMMUNITY SERVICE

Poulsbo Friends of the Library

2025-Present	Member.

Poulsbo Garden Club

2026-Present	Member.

Forest Rock Hills Homeowners Association Special Committee

2025-Present	Member. Regular meetings with a small group of association members to review and revise outdated By-Laws and Covenants, Conditions, & Restrictions.

Jefferson County Public Library Board of Trustees

2021-2025	Trustee. Entrusted by the Jefferson County Board of Commissioners with the management and control of the county library system.
September 2022-December 2022	Vice Chair
January 2023-April 2025	Chair

Nurse-Family Partnership Community Advisory Board

2020-2021	Member. Provide advice and support on decisions affecting program growth and regional sustainability for Jefferson, Kitsap, and Clallam Counties.

Citizens for Healthcare Access

2017- 2025	Member. Citizens for Healthcare Access is the health and wellness advocacy arm of Local 20/20, a nonprofit organization focusing on local self-reliance and sustainability.

Warriors for Reproductive Justice

2017 – 2021	Member. Warriors for Reproductive Justice is an action-focused group of advocates providing information and leadership on healthcare issues. Areas of focus include healthcare costs and access, reproductive healthcare, sexual assault, intimate partner violence, and gun violence at the local, state, and federal levels.

Jefferson County Medical Advocacy & Service Headquarters (JC MASH)

2017 – 2018	Member, Board of Directors. The mission of JC MASH is to provide needs assessment, treatment, and referrals in a comfortable and professional environment, thus improving access to care for Jefferson County community members.

Rotary International

2017 - 2021	Member, East Jefferson County Rotary Club.
November 2018-June 2019	President-elect nominee, East Jefferson County Rotary Club.
June 2019 – January 2020	President-elect, East Jefferson County Rotary Club.
May 2019-May 2020	Member, District 5020 Literacy Committee.

Friends of the Jefferson County Library

2016 - 2025	Assist with book sales and other fundraising to benefit the library.

Introduction to Partner Dance

2014 - 2025	Volunteer instructor offering free weekly classes in social dance for the entire community. Public health hiatus from March 2020 to January 2023.

Conservation Reserve Enhancement Program

2005- 2025	Participation in salmon habitat restoration efforts through lease of property to state and federal program including cooperation with beaver management through non-lethal means.

First Friday iPod Shuffle Dance

2012 – 2025	Cohost monthly social dance open free of charge to the community. Public health hiatus from March 2020 to January 2023.

Jefferson County WSU Farm Innovation, Education, & Leadership Development (FIELD)

2011 – 2017	Annual hands-on rabbit husbandry and processing workshop for farm interns.

Olycap Community Thrift Store

2011 – June 2015	Appraisal and pricing assistance for jewelry department.

Jamestown/Sequim Drug-Free Community Coalition

2011 - 2012	Participation in community coalition developing strategies for healthy youth and families.

Tri-Area Garden Club

2005	Chair, Annual Plant Sale Committee
2007-2008	President

Master Gardener Foundation of Jefferson County

2005-2013	Community education regarding horticulture
2006-2010	Member, Board of Directors
2006-2009	Co-Chair, Training Committee

The Jewelry Ring Online Discussion Group

2005	Focus on Design – Quarterly public education articles on various jewelry-related topics

Commonwealth Club of California, Science and Technology Section

1999	Coordinator, "Best Kept Secrets of Women's Health" Lecture Series
2000 - 2001	Vice Chair, Science and Technology Section
2001	Coordinator, "Medicine in the Gene Age" Lecture Series

The Urban High School of San Francisco

1993 – 1995	Guest lecturer for the women's history class speaking to students about women's health and sexuality. Presented about midwifery at Career Day.

PUBLICATIONS

Kriebs, J., Alspaugh, A., & **Van Hoover, C**. (2021). Midwives and universal health care: A call to action. *Journal of Midwifery and Women's Health*, *66*(4), 437-440.

Alspaugh, A., Lanshaw, N., Kriebs, J., & **Van Hoover, C**. (2021). Universal health care for the United States: A primer for health care providers. *Journal of Midwifery and Women's Health*, *66*(4), 441-451.

Van Hoover, C. (2022). Body art: Tattoos and piercings. In N. L. Tharpe, C. L. Farley, & R. G. Jordan (Eds.), *Clinical practice guidelines for midwifery and women's health* (6th ed., pp. 518-521). Jones and Bartlett Learning.

Sahrphillips, F., & **Van Hoover, C**. (2020). Maneuvering through a birth complicated by shoulder dystocia. *Journal of Midwifery and Women's Health*, *65*(3), 395-403. doi.org/10.1111/jmwh.13087

Rademeyer, C. A., Farley, C., & **Van Hoover,** C. (2020). Body art: Health implications and counseling considerations for individuals with piercings and tattoos. *Nursing for Women's Health*, *65*(3), 210-227. doi.org/10.1016/j.nwh.2020.03.006

Van Hoover, C. (2019). Women and midwives in politics. *Journal of Midwifery and Women's Health*, *64*(4), 380-384. doi.org/10.1111/jmwh.12979

Van Hoover, C. (2019). How to run for political office: A primer for midwives and other nontraditional candidates. *Journal of Midwifery and Women's Health*, *64*(4), 488-492. doi.org/10.1111/jmwh.12980

Farley, C., **Van Hoover, C**., & Rademeyer, C. A. (2019). Women and tattoos: Fashion, meaning, and implications for health. *Journal of Midwifery and Women's Health*, *64*(2), 154-169. doi.org/10.1111/jmwh.1293

Van Hoover, C., Rademeyer, C. A., & Farley, C. (2017). Body piercing: Motivations and implications for health. *Journal of Midwifery and Women's Health*, *62*(5), 521-530. doi.org/10.1111/jmwh.12630

Van Hoover, C., & Holt, L. (2016). Midwifing the end of life: Expanding the scope of modern midwifery practice to reclaim palliative care. *Journal of Midwifery and Women's Health, 61*(3), 306-314. doi.org/10.1111/jmwh.12454

Van Hoover, C. (2015). Innovation in health policy education: Project-based service-learning at a distance for graduate midwifery students. *Journal of Midwifery and Women's Health, 60*(5), 306-314. doi.org/10.1111/jmwh.12454

Van Hoover, C. (2013). Best practices in midwifery: Using the evidence to implement change [Media review]. *Journal of Midwifery and Women's Health, 58*(2), 231-232. doi.org/10.1111/jmwh.12023_2

Van Hoover, C. (2009). Health care reform now! A prescription for change [Media review]. *Journal of Midwifery and Women's Health, 54*(3), e47-e47. doi.org/10.1016/j.jmwh.2009.02.007

Van Hoover, C. (2008). Our bodies, ourselves: Pregnancy and birth [Media review]. *Journal of Midwifery and Women's Health, 53*(5), 477-488.

Van Hoover, C. (2008). Current diagnosis and treatment of sexually transmitted diseases [Media review]. *Journal of Midwifery and Women's Health, 53*(3), e23.

Van Hoover, C. (2007). Essentials of prehospital maternity care [Media review]. *Journal of Midwifery and Women's Health, 52*(3), e27.

Van Hoover, C. (2007). Nurse-midwifery: The birth of a new American profession [Media review]. *Journal of Midwifery and Women's Health, 52*(1), 82-83.

Van Hoover, C. (2005). Mayes' midwifery, 13th ed. [Media review]. *Journal of Midwifery and Women's Health, 50*(3), 253.

Van Hoover, C. (2003). A life in medicine: A literary anthology [Media review]. *Journal of Midwifery and Women's Health, 48*(3), 236.

Van Hoover, C. (2002). Breastfeeding annual international 2001 [Media review]. *Journal of Midwifery and Women's Health, 47*(4), 297-298.

Van Hoover, C. (2002). Having faith: An ecologist's journey to motherhood [Media review]. *Journal of Midwifery and Women's Health, 47*(3), 214-217.

Van Hoover, C. (2002). Birthwork [Media review]. *Journal of Midwifery and Women's Health, 47*(2), 114.

Van Hoover, C. (2002). Misconceptions [Media review]. *Journal of Midwifery and Women's Health,* 47(1), 60-61.

Van Hoover, C. (2000). Pain and suffering in childbirth: A look at attitudes, research and history. *Midwifery Today, 55.*

Van Hoover, C. (1997, August – 1998, March). *Ask the experts.* Parenthood.com, childbirth and parenting website directed toward consumers of health care. Member of expert panel answering consumer questions.

Van Hoover, C., & Phillips, D. (1996-1997). Ask the midwife. *Birth and Babies Quarterly Journal.* Regularly featured columnist, partnered with a licensed direct entry midwife, for a quarterly journal directed toward childbirth educators.

POULSBO CITY COUNCIL AGENDA SUMMARY

BUSINESS AGENDA ITEM NO. 9.b
MEETING DATE: June 17, 2026

AGENDA ITEM	2026/2027 Lodging Tax Advisory Committee (LTAC)
EXHIBITS	
STAFFED BY	Ozimek / Hasche
ESTIMATED TIME	5 mins

SUMMARY STATEMENT

Presenting the recommendations for the proposed 2026/2027 Lodging Tax Advisory Committee (LTAC) cycle. This includes two new members. First, Melissa Smith was appointed in April 2026 to fill a vacancy role. Second, a new Committee Chair - Councilmember Michael Fitzpatrick - as Councilmember Gary McVey is retiring.

Proposed 2025/2026 Lodging Tax Advisory Committee (LTAC)

Chair: Michael Fitzpatrick, City of Poulsbo Councilmember
Representative from Collectors of the Tax: Ashley Walchok, Fairfield Inn & Suites
Representative from Collectors of the Tax: Melissa Smith, 360 Vacation Rentals
Representative from User of the Tax: Greg Enright, Cultural Arts Foundation of the NW
Representative from User of the Tax: Kathi Forsee, Viking Fest Corporation

WORKSHOP DATE:	

IMPACTS

Expenditure Required? No	Included in Budget? No Amount: 0.00

SAMPLE MOTION:

Move to approve the proposed representatives for the 2026/2027 Lodging Tax Advisory Committee (LTAC) cycle.

POULSBO CITY COUNCIL AGENDA SUMMARY

BUSINESS AGENDA ITEM NO. 9.c

MEETING DATE: June 17, 2026

AGENDA ITEM	Ordinance No. 2026-06 - Transportation Impact Fee Update
EXHIBITS	Ordinance No. 2026-06 Transportation Impact Fee Update FINAL Traffic Technical Document
STAFFED BY	Bateman
ESTIMATED TIME	5 mins

SUMMARY STATEMENT

This agenda item follows three previous Council workshops held on April 15, 2026, May 13, 2026, and June 3, 2026, as part of the City's 2026 Impact Fee Update process. These workshops provided an overview of impact fee requirements, reviewed the draft rate studies and methodologies, and discussed implementation and policy considerations associated with the proposed updates.

This agenda item focuses on the Transportation Impact Fee Program and consideration of the adopting ordinance and associated amendments to PMC Chapter 3.86. The update is intended to ensure consistency with the recently adopted Comprehensive Plan, updated transportation capital planning, current growth projections, and applicable state law requirements. The proposed changes are intended to ensure that new development contributes its proportionate share toward transportation improvements needed to serve future growth.

WORKSHOP DATE:	June 3, 2026

IMPACTS

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

SAMPLE MOTION:

Move to approve Ordinance No. 2026-06, An ordinance of the City of Poulsbo, Washington, amending chapter 3.86 of the Poulsbo Municipal Code to update the transportation impact fee amount; providing clarification for credits and adjustments; and providing for severability and establishing an effective date.

ORDINANCE NO. 2026-06

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, AMENDING CHAPTER 3.86 OF THE POULSBO MUNICIPAL CODE TO UPDATE THE TRANSPORTATION IMPACT FEE AMOUNT; PROVIDING CLARIFICATION FOR CREDITS AND ADJUSTMENTS; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Poulsbo has adopted transportation impact fees in Chapter 3.86 of the Poulsbo Municipal Code; and

WHEREAS, pursuant to the Growth Management Act of the State of Washington and Chapter 36.70A RCW, the City of Poulsbo recently adopted a periodic update to its Comprehensive Plan (*Adopted June 18, 2025, by Ordinance 2025-09*), which includes updated provisions for transportation facilities as part of its Capital Facilities Plan; and

WHEREAS, RCW 82.02.050 authorizes cities to impose impact fees on development activity as part of the financing for public facilities, including transportation facilities; and

WHEREAS, so that new transportation capital facilities are available when needed, the Poulsbo City Council has determined that the cost of the transportation capital facilities must be shared by the public and the private sectors, and that a proportionate share of the expense of new transportation capital facilities necessitated by new development should be borne by developers through the City's imposition of transportation impact fees; and

WHEREAS, wherever practical, it is the City's intent to apply transportation impact fees collected in the general proximity of the new development project the fees were collected from; and

WHEREAS, the transportation impact fee amount identified in PMC subsection 3.86.090 is to be updated based upon the updated transportation capital facilities identified in the City's comprehensive plan periodic update; and

WHEREAS, such transportation impact fees shall be calculated, imposed and collected by the City pursuant to procedures and criteria set forth in this ordinance,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Findings Adopted. The Poulsbo City Council adopts the foregoing recitals as findings in support of the adoption of this Ordinance.

Section 2. Calculating transportation impact fee amount. Subsection 3.86.090 of the Poulsbo Municipal Code is hereby amended to read as follows:

3.86.090 Calculating transportation impact fee amount.

A. The transportation impact fee to be paid by new development shall be calculated by multiplying ~~three hundred sixty four dollars~~ five hundred sixty-two dollars times the number of average weekday (awd) trips generated by the development that is the subject of the development approval. Average weekday trips shall be determined using the latest version of the Trip Generation Manual published by the Institute of Transportation Engineers (ITE) for the land use(s) that are the subject of the permit.

1. The methodology by which the transportation impact fee was derived is set forth in the Transportation Impact Fee Technical Document, dated ~~March 2019~~ April 2026, a copy of which is on file with the city clerk and which is incorporated herein by this reference as if set forth in full.

2. In the event the latest version of the Trip Generation Manual published by the Institute of Transportation Engineers does not identify an average weekday trip (awdt) for a land use, the city will use the weekday peak hour trips (wdpht) multiplied by ten.

B. If the development land use does not fit into any of the categories specified in the land use table in the latest edition of the ITE Trip Generation Manual, the city engineer shall use the most directly comparable type of land use. For mixed use developments, impact fees shall be imposed for the proportionate share of each land use.

C. No transportation impact fee shall be collected if the transportation improvements are incapable of being reasonably accomplished because of lack of public funds. No impact fee shall be imposed by the city on a development when mitigation for the same transportation impact of the development is being required by any other governmental agency pursuant to any other local, state, or federal law.

D. The impact fee imposed by this section should be reviewed whenever the transportation system level of service standard is amended, whenever the list of needed improvements is amended in the capital facilities plan, whenever the city's projected

new population assumption is updated, but no less than every ten ~~eight~~ years as part of the Poulsbo comprehensive plan periodic update cycle.

E. Failure of the city to review or amend the fee schedule shall not be a prerequisite to the continued imposition of fees under this chapter.

F. Cost Indexing. At the end of any twelve-month period in which the portion of the city's capital facilities plan listing system improvements that are the basis for transportation impact fees is not updated, the transportation impact fee amount shall be adjusted by the same amount as the percentage change in the June Seattle-Tacoma-Bellevue CPI-U for the most recent twelve-month period prior to the date of the adjustment.

Section 3. Applicability. The provisions of this Ordinance apply to development approvals occurring after the effective date of the Ordinance adoption.

Section 4. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 5. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 6. Effective Date. This Ordinance shall take effect five (5) days after publication of the attached summary, which is hereby approved.

APPROVED:

_____

MAYOR, EDWARD R. STERN

ATTEST/AUTHENTICATED:

_____

CITY CLERK, RHIANNON FERNANDEZ

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

BY _____
EMILY ROMANENKO

FILED WITH THE CITY CLERK: 06/09/2026
PASSED BY THE CITY COUNCIL: 06/17/2026
PUBLISHED: 06/22/2026
EFFECTIVE DATE: 06/27/2026
ORDINANCE NO. 2026-06

SUMMARY OF ORDINANCE NO. 2026-06
of the City of Poulsbo, Washington

On the 17th day of June, 2026, the City Council of the City of Poulsbo, passed Ordinance No. 2026-06. A summary of the content of said ordinance, consisting of the title, provides as follows:

> AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, AMENDING CHAPTER 3.86 OF THE POULSBO MUNICIPAL TO UPDATE THE TRANSPORTATION IMPACT FEE AMOUNT; PROVIDING CLARIFICATION FOR CREDITS AND ADJUSTMENTS; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

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

DATED this 17th day of June, 2026.

CITY CLERK, RHIANNON FERNANDEZ

Transportation Impact Fees
Technical Document

Attachment to City of Poulsbo
Transportation Impact Fee Ordinance

April 2026

200 NE Moe Street ♦ Poulsbo, Washington 98370-7347
(360) 779-3901 ♦ Fax (360) 697-8269
www.cityofpoulsbo.com

I. Introduction

The Transportation Impact Fee Technical Document has been prepared to establish the rates for transportation impact fees for transportation facilities in the City of Poulsbo, Washington. The Technical Document describes the methodology and formula for calculating the transportation impact fee, as well as explanation of the variables used in the formula.

The Technical Document was prepared to support a 2026 update to the City of Poulsbo's Transportation Impact Fee ordinance as codified in PMC 3.86.

A. Impact Fees v. Other Developer Contributions

Under the Washington State Growth Management Act (GMA), cities and counties are required to make appropriate provisions for transportation needs and impacts during the review of development proposals. The GMA grants local governments the authority to impose transportation impact fees (TIF) for the purpose of supporting the funding of roadway improvements to ensure that adequate facilities are available to serve new growth and development.

Transportation impact fees are assessed by local governments against new development projects to recover a portion of the costs incurred by the local government in providing the public facilities required to serve the new development. Transportation Impact Fees are a tool to help mitigate development impacts for system-wide traffic impacts and enforces the "growth pays for growth" principle.

The following summarizes the key points for transportation impact fees:

- Funds must be spent on projects that are designed to serve new growth and not fix existing deficiencies. Both motorized and nonmotorized improvements are potentially eligible
- Addresses "system" wide impacts
- Must be generally proportional to impacts of development
- Provides funding for the City's Capital Improvement Program
- Funds assessed for several improvement needs can be "pooled" to address City's priority projects

Transportation impact fees are used to help mitigate a development's potential transportation impacts on the City's transportation system and facilities. TIFs are used in conjunction with three other development review regulations: development requirements/frontage improvements, State Environmental Policy Act (SEPA) and Transportation Concurrency.

These three requirements do not go away with adoption of a transportation impact fee. The following summarizes the basic roles of the other development regulations.

1. Development Regulations/Frontage Improvements

When new development is approved, in addition to the required on-site roadways, the City requires improvements to ensure that the City's street standards are met, and ultimately, that the new development is served by adequate roads. Developers are required to construct the site's frontage and on-site roadways based on the City's adopted Road Standards and comprehensive plans. Frontage Improvements can apply to both vehicular and non-motorized facilities. The basis for these requirements is set forth in the City's Comprehensive Plan policies under goals TR-1 and TR-9.

Key elements related to addressing impacts to the transportation system through on-site and frontage improvements include:

- Address on-site transportation and safety impacts
- Ensure that new development is served by adequate roads
- Developer is responsible for frontage along public and private roads

2. State Environmental Policy Act

Washington's State Environmental Policy Act (SEPA), adopted in 1971 (RCW 43.21C), directs State and local decision-makers to consider the environmental consequences of their actions. SEPA is used to review and mitigate impacts of projects within the immediate and nearby vicinity. SEPA as applied to transportation is typically used to mitigate a development's significant adverse impacts on the transportation system in terms of nonmotorized accommodation, capacity and/or operations that are not already mitigated through development regulations and frontage improvement requirements.

The following summarizes key items of SEPA in the review of development projects:

- Uses "significant adverse impact" standard (not just level of service)
- Broad scope can be used to address capacity, safety, operations, non-motorized impacts and transit
- Reviewed on a development-by-development basis
- Can be used to mitigate both on and off-site impacts
- Mitigation can be in the form of constructing improvements or payment of proportionate share of improvement costs
- Mitigation must have nexus and proportionality to project's impacts
- Pooling funds is generally not allowed

3. Transportation Concurrency

The Washington State Growth Management Act (GMA) (RCW 36.70A.070) requires that infrastructure improvements or strategies to accommodate development shall be available when the impacts of development occur. For transportation facilities, concurrency is

defined in the GMA and the Washington Administrative Code (WAC) to mean that any transportation improvements or programs needed shall be in place at the time of development or that a financial commitment exists to complete the improvements or strategies within six years.

Local governments have a significant amount of flexibility regarding how to set level of service standards and how to apply transportation concurrency within their plans, regulations, and permit systems. Transportation concurrency is addressed in the City's Comprehensive Plan policies under Goals TR-1, TR-2 and TR-3.

If a development causes the level of service on a locally owned transportation facility to decline below the standards adopted in its transportation element, jurisdictions are required to prohibit development approval unless transportation improvements or strategies to accommodate the impacts of development are made ***concurrent*** with the development. Transportation is the only area of concurrency that specifies denial of development.

Concurrency is a tool to ensure that transportation facilities are constructed as growth occurs. The following identifies key requirements for concurrency programs.

- Compliance with GMA
- Local governments have flexibility in applying concurrency
- Measured with level of service standards as defined by the City's Comprehensive Plan
- Addresses system-wide impacts
- Developments are not to be approved if development causes the level of service to decline below identified standards

B. **Developer Options.**

A developer who is responsible for impact fees has several options regarding payment of impact fees as set forth in the Transportation Impact Fee Ordinance (Poulsbo Municipal Code 3.86):

1) Payment of fee as set forth in the Transportation Impact Fee Ordinance (Section 3.86.090).
2) Submit data and/or analysis to demonstrate that the impacts of the proposed development are less than the impact fees calculated by the City. (Section 3.86.130).
3) Request an adjustment based on circumstances that make the standard impact fee unfair or unjust (Section 3.86.120).
4) For single-family residential impact fees, the developer may request a deferral (Section 3.86.135).
5) Appeal the impact fee calculation by the City of Poulsbo. (Section 3.86.160).
6) Obtain a refund if the development does not proceed and no impacts are created (Section 3.86.180).
7) Obtain a refund if the City of Poulsbo fails to expend the impact fees within the prescribed timeframe (Section 3.86.160).

II. Background and Authority for Impact Fees

Traffic mitigation in the City of Poulsbo was collected under the State Environmental Policy Act (SEPA) as a SEPA mitigation for many past years. The City moved to collecting Transportation Impact Fees under the Growth Management Act (GMA) as authorized by RCW 82.02 in 2011. The 2011 fees were calculated based upon the City's Capital Facilities Plan found in the 2009 Comprehensive Plan.

The 2026 Transportation Impact Fee Update is based upon the 2024 Comprehensive Plan Capital Facilities Plan and a 2024 update to the Transportation Functional Plan, with adjustments for estimated public funding.

III. 2024 Transportation Functional Plan Update – Basis for Impact Fees

A. Level of Service.

Transportation Level of Service (LOS) standards are a requirement of the Washington Growth Management Act. As required by the GMA, the City of Poulsbo has established LOS standards for its transportation facilities. Both the 2024 Transportation Functional Plan Update and the adopted Comprehensive Plan discuss Level of Service (*reference: 2024 Transportation Functional Plan Update p. 3-11 and City of Poulsbo 2024 Comprehensive Plan Transportation Element p. 42-44.)* As discussed in both references, in general, the City of Poulsbo has established an LOS of E as the minimum standard for transportation facilities in the City.

B. Transportation Facility Needs

The GMA requires that an evaluation of existing transportation conditions in light of the adopted level of service standard be completed. This evaluation is to identify any existing conditions resulting from past growth, before planning of improvements needed for future growth. This analysis was completed in the 2024 Transportation Functional Plan Update and summarized in the 2024 Comprehensive Plan's Capital Facilities Plan (*reference: 2024 Transportation Functional Plan Update p. 3-1 through 3-24*).

The next evaluation completed in the 2024 Transportation Functional Plan Update was to evaluate the City's transportation network with the projected 2044 travel demand due to City's population allocation and employment/commercial growth, while maintaining the LOS standard. This analysis resulted in a list of capital improvements needed to be implemented as growth occurs, to ensure maintenance of the identified LOS E standard. This evaluation provided the basis for the "2044 Transportation Facilities Improvement" section in the 2024 Comprehensive Plan's Capital Facilities Plan (*reference: 2024 Transportation Functional Plan Update p. 6-1 through 6-10 and City of Poulsbo 2024 Comprehensive Plan Section 2, Chapter 13 Capital Facilities Plan*)

C. Forecast Funding Needs

In the 2024 Transportation Functional Plan Update, the funding required for improvements

needed to meet the forecast growth are calculated. The plan identified $64.5 million for existing roadway segment improvements, intersection improvements, active transportation improvements complete streets improvements and TDM, Transit and Trail projects that are to be City projects funded with a combination of public and private contributions (not including developer funded new roadway segments). Of the $64.5 million, $50.5 million in projects have been determined to be projects responding to growth and eligible for partially funding with Transportation Impact Fees.

It is forecast that the City anticipates able to contribute $20.8 million through a variety of funding sources including taxes, grants and other agency assistance for the transportation capital facilities program for TIF eligible projects, thereby leaving a total of $29.8 million to be funded by development through impact fees and frontage improvements. Reference attached Traffic Impact Fee calculation spreadsheet.

D. Forecast Transportation Growth

The City's future traffic growth has been forecast on a 20-year timeline, starting 2024 and is based on the City's 2044 population allocation of 18,149 (*City of Poulsbo 2024 Comprehensive Plan, Table LU-1 pg 13)* and the net total undeveloped acreage that is zoned for non-residential development.

The 2024 Transportation Functional Plan Update identified predicted growth from 2024 to 2044 in Poulsbo in terms of average daily trips as a gross growth of 64,163 daily vehicle trips. Of that amount, 19,213 trips are derived from residential growth and 44,950 are derived from commercial growth; however, some of the commercial trip generation must be discounted for impact fee purposes because it represents a double-counting of trips already considered at the residential end of the trip, or it represents a "pass-by" trip that adds no impacts to the road system away from the site itself. The net new trip generation representing trips originating at commercial sites in Poulsbo and destined for locations outside Poulsbo is estimated at 75 percent of the raw total, or 33,712 daily trips. Thus, the net basis for allocating costs via impact fees is the sum of 19,213 residential-based trips and 33,712 net new commercial-based trips, or 52,925 net new daily trips.

IV. Impact Fee Calculation

A. Transportation Capital Improvement Project Costs

The Comprehensive Plan's Capital Facilities Plan Transportation section identifies a number of projects necessary to ensure the continuation of the City's adopted level of service during the 2044 anticipated population growth. These projects were based on the 2024 Transportation Functional Plan Update, with some projects removed that had been completed. The

comprehensive plan identifies five types of facility improvements:

- Roadway preservation
- Local street and intersection improvements
- Safety improvements
- Complete Streets and active transportation projects
- New roads (developer initiated and funded)

The projects are described in Chapter 6. Planned City projects are shown on figures 6-1 and 6-2 and in Table 6-1. The 2044 required new roadway segments identified on Figure 6-2 and in table 6-1 are necessary due to new residential development in the underdeveloped areas of the City and therefore would be completed by developers under the requirements of development regulations and frontage improvements, not impact fees.

The projects listed in Table 6-1 "Six and Twenty-Year Project Lists" represent an estimated $89.6 million of transportation improvements to the City's roadways and intersections:

• Developer funded road projects NR-1 through NR-14	$25.9 million
• Local Streets projects	$27.0 million
• Complete Streets and active transportation projects	$24.9 million
• Roadway preservation RP1 through RP-7	$9.15 million
• Safety projects S-1 through S-4	$2.65 million
• Portion of new Public Works Facility	$0.75 million
Total	**$90.4 million**

Preliminary roadway segment costs were determined by applying planning level unit costs for required lineal feet of improvements. Specific unit costs for sidewalks, turn lanes, bike lanes, roadway widening and new roadways were developed and applied to the lengths of various improvements required. Preliminary intersection costs were determined by applying planning level unit costs for various intersection improvements. Specific unit costs for signalization, roundabout construction, channelization, realignment, and two-way and all-way stop-control were developed and applied to the various intersection locations. The Cost Estimates are found in the 2024 Transportation Plan Update Appendix D.

B. Transportation Improvement Costs to be paid by new development

The total 2044 City capital transportation improvement costs of $90.4 million consists of $35.9 million in project costs not directly related to growth impacts that are not eligible for funding by transportation impact fees and $50.5 million in project costs attributable to growth impacts that are eligible for funding by transportation impact fees. These eligible project costs must be shared between the City and new development. This is referred to as an "adjustment factor" and reflects the contribution of public funds, as the financing system cannot rely solely on impact fees. The adjustment factor is based on the City's evaluation of

likely collection of payments and the availability of public funds for future transportation capital improvements.

1. Predicted Public Funding Sources for TIF eligible projects.
The City anticipates contributing $20.8 million through a variety of funding sources including taxes and grants over the 2044 planning period.

State/Federal/other Grants:	$17,800,000
Fund 311 and other sources:	$ 3,000,000

Total 2044 Estimated Public Funding: $20,800,000

2. Adjustment Factor.
Based on the City's predicted public funding sources over the 2044 planning horizon of $20.8 million, the City anticipates financing 41% of the needed transportation facility improvements eligible for impact fee funding, with the remaining 59% to be funded by transportation impact fees. (Note that the 2019 TIF technical document funded 58% of the capital program with TIF).

Therefore, the total transportation improvements to be funded by development through impact fees is as follows:

Transportation Improvement project costs to be partially funded by impact fees: ***50.5 million***

Predicted Public Funding Sources: ***$20.8 million***

Remaining balance to be funded by developer contribution: ***$29.75 million***

V. Transportation Impact Fee Calculation

The follow formula represents the calculation of a transportation impact fee:

Transportation Impact Fee:
Developer Contribution of Transportation Improvement Costs/Predicted Trip Growth = Fee

$29,750,000/52,925 new trips = **$562.11 per daily trip – round to $562**

VI. Calculation of Impact Fee for New Developments

The transportation impact fee to be paid by new development shall be calculated by multiplying $562 times the number of average daily trips generated by the development that is the subject of the development permit. Average daily trips shall be determined using the latest version of the

Trip Generation Manual published by the Institute of Transportation Engineers (ITE) for the land use(s) that are the subject of the permit.

As described in Section 1(B) and allowed by the Transportation Impact Fee Ordinance, a developer may elect to prepare an independent fee calculation study for a proposed development per the requirements in Section 3.86.130 or request an adjustment per the criteria in Section 3.86.120.

Further, as set forth in RCW 82.02.060(3), if a developer dedicates right-of-way and/or makes a transportation improvement identified in the City's Capital Facilities Plan and included in the City's impact fee calculation methodology, then a credit to the transportation impact fee may be requested. Procedures for impact fee credits are set forth in the TIF ordinance Section 3.86.110.

VII. Cost Indexing of Impact Fee

Per PMC 3.86.090(F) the City has the authority to adjust the transportation impact fee annually via cost indexing. At the end of any 12-month period in which the City's Capital Facilities Plan transportation system improvements that are the basis for transportation impact fees is not updated, the City Engineer may adjust the transportation impact fee amount by the same amount as the percentage change in the City's standard CPI-U.

2026 Traffic Impact Fee (TIF) Calculation

Projects not used for TIF calculation		
Developer funded new roads	NR-1 through NR-14	**$25,930,000.00**
Roadway preservation projects	RP-1 through RP-7	**$9,145,000**
Safety projects	S-1, S-3 & S-4	**$850,000**
Projects not used for TIF calculation		**$35,925,000**
Projects used for TIF calculation		
Local Street Improvements	LS-1 through LS-6, LS-8, LS-9	$23,056,000.00
(note - only $2 million of project LS-1 $5.93 million cost TIF eligible)		
Active Transportation Projects	AT-1 through AT-3	$2,480,000.00
Complete Streets Projects	CS-1 through CS-11	$22,429,000.00
Safety Projects	S-2	$1,800,000.00
Portion of new Public Works Facility	(3% attributed to transportation growth)	$750,000.00
Projects used for TIF calculation		**$50,515,000.00**
Total Transportation Program	includes full 5.93M cost of LS-1 project	**$90,370,000.00**
Total City Transportation Program	not including developer funded roads	**$64,440,000.00**

Funding Sources	**Approximate Funding Available for TIF eligible projects**	**Percent of total**
State/Federal Grants	$17,800,000	35%
Traffic Impact Fees	$29,750,000	59%
Other Sources	$2,000,000	4%
Fund 311	$1,000,000	2%
	$50,550,000	

Trip Growth Forecast		
Residential Trips, PM Peak x 10.8	19,213	19,213
Commercial Trips, PM Peak x 10.8	44,950	
Commercial Trips, Discounted 25%	33,712	33,712
	Total trips for concurrency and TIF calculation	**52,925**
	TIF = CIP funded by TIF / TIF Trips	**$562**

Projects in Transportation plan eligible and used for 2026 TIF calculation

	Project Description	Project Benefit	Project Cost
LS-1	Front Street Improvements (Partially eligible for TIF - total project cost in CIP is $5,930,000)	Maintains City's investment in roads	$2,000,000
LS-2	3rd Avenue – Moe to Hostmark	Improving pedestrian safety, reduced street maintenance costs	$3,884,000
LS-3	8th Avenue Realignment (near NE Lincoln Road)	Improves safety and traffic operations	$6,860,000
LS-4	Mesford Avenue Improvements	Improve pedestrian safety and access within school zone	$1,900,000
LS-5	Noll Road Improvements – Phase III	Increases roadway capacity and improves safety	$4,130,000
LS-6	Transportation Demand Management (Not used for TIF calculation)	Improve intersection control, reduce speeds & other improvements	
LS-8	Hostmark at Caldart	Mini roundabout to improve operations and safety	$2,141,000
LS-9	Noll Road at Hostmark	Mini roundabout to improve operations and safety	$2,141,000
AT-1	Liberty Bay Waterfront Trail (Not used for TIF calculation)	Enhance nonmotorized connectivity between Anderson Parkway and Fish Park	
AT-2	4th Avenue Sidewalks	Improve active transportation facilities	$950,000
AT-3	Noll Road Shared Use Path	Improve active transportation facilities	$1,530,000
CS-1	7th Avenue Improvements (SR 305 to NE Iverson Street)	Improves active transportation facilities on parallel north-south route to SR 305	$207,000
CS-2	8th Avenue Improvements (NE Lincoln Road to Hostmark)	Improves active transportation facilities on parallel north-south route to SR 305	$3,462,000
CS-3	10th Avenue Improvements (NE Forest Road Lane to NE Lincoln Road)	Improves active transportation facilities on parallel north-south route to SR 305	$183,000
CS-4	NE Lincoln Road (NE Iverson Street to NE Hostmark	Improves active transportation facilities	$1,540,000
CS-5A	NE Hostmark Street: Phase 1 (Fjord Drive NE to 6th Avenue NE)	Improves active transportation facilities	$367,000
CS-5B	NE Hostmark Street: Phase 2 (6th Avenue NE to SR 305)	Improves active transportation facilities	$2,207,000
CS-6	Fjord Drive NE (6th Avenue NE to 9th Avenue NE)	Improves active transportation facilities	$645,000
CS-7	NW Finn Hill Road (Olhava Way NW to Viking Avenue NW)	Extends existing Finn Hill shared-use path to Viking Avenue	$666,000
CS-8	NW Lindvig Way (Viking Avenue NW to Bond Road NE)	Improves active transportation facilities across Dogfish Creek	$700,000
CS-9	Bond Road NE (NW Lindvig Way to SR 305)	Improves active transportation facilities	$1,175,000
CS-10	Viking Avenue NW (NW Liberty to Stendahl)	Improves active transportation facilities, access, and accommodation for all users	$11,250,000
CS-11	Front Street (NE Sunset Street to 8th Avenue NE)	Improve bicycle safety, access, and accommodations	$27,000
S-2	Fjord Drive Traffic Calming	Improve pedestrian safety, access, and accomodation for all users	$1,800,000
		Subtotal	**$49,765,000.00**

Projects in Transportation plan not eligible or used for 2026 TIF calculation

RP-1	10th Avenue Overlay	Maintains City's investment in roads and improves ADA facilities	$885,000.00
RP-2	Finn Hill Overlay	Maintains City's investment in roads	$960,000.00
RP-3	Hostmark Overlay	Maintains City's investment in roads	$820,000.00
RP-4	7th Avenue Overlay	Maintains City's investment in roads	$800,000.00
RP-5	Front Street Preservation	Maintains City's investment in roads, traffic calming improvements	$3,740,000.00
RP-6	Local Neighborhood Road Maintenance Program	Maintains City's investment in roads	$1,440,000.00
RP-7	Citywide Pavement Restoration	Maintains City's investment in roads	$500,000.00
S-1	Citywide Safety Improvements	Improve pedestrian safety, access, and accomodation for all users	$100,000.00
S-3	Citywide Safety Improvements	Improve pedestrian safety, access, and accomodation for all users	$500,000.00
S-4	ADA Curb Ramp upgrades	Improve pedestrian safety, access, and accomodation for all users	$250,000.00
NR-1	First Avenue NE extension	Improves Circulation within the City	$1,500,000.00
NR-2	New Road "N" - completed with Oslo project	Provides access to developing parcels, provides efficient circulation and emergency access	
NR-3	New Road "K"	Provides access to developing parcels, provides efficient circulation and emergency access	$1,320,000.00
NR-4/5	New Road "M"	Provides access to developing parcels, provides efficient circulation and emergency access	$7,960,000.00
NR-6	New Road "N"	Provides access to developing parcels, provides efficient circulation and emergency access	$1,400,000.00
NR-7	12th Avenue Extension	Provides access to developing parcels, provides efficient circulation and emergency access	$1,480,000.00
NR-8	NW Outlook Way Extension	Provides access to developing parcels, provides efficient circulation and emergency access	$1,660,000.00
NR-9	Laurie Vei Extension	Provides access to developing parcels, provides efficient circulation and emergency access	$2,120,000.00
NR-10	New Road "O"	Provides access to developing parcels, provides efficient circulation and emergency access	$1,340,000.00
NR-11	N/S Connection to be determined at time ofsite-specific subdivision proposal	Provides access to developing parcels, provides efficient circulation and emergency access	$330,000.00
NR-12	New Road "P"	Provides access to developing parcels, provides efficient circulation and emergency access	$2,820,000.00
NR-13	Sunrise Ridge Avenue Extension	Provides access to developing parcels, provides efficient circulation and emergency access	$4,000,000.00
NR-14	N/S Connection to be determined at time ofsite-specific subdivision proposal	Provides access to developing parcels, provides efficient circulation and emergency access	
		Subtotal	**$35,925,000**

Note:
Planning estimates for new road segments NR-1 through NR-14 have been updated since publication of Transportation Plan - see updated cost estimate sheet

POULSBO CITY COUNCIL AGENDA SUMMARY

BUSINESS AGENDA ITEM NO. 9.d

MEETING DATE: June 17, 2026

AGENDA ITEM	Ordinance No. 2026-07 - Fire Impact Fee Update
EXHIBITS	Ordinance No. 2026-07 - Fire Impact Fee Update Fire Impact Fee Rate Study 5-26-26
STAFFED BY	Coleman/Gillard
ESTIMATED TIME	5 MIN

SUMMARY STATEMENT

This agenda item follows three previous Council workshops held on April 15, 2026, May 13, 2026, and June 3, 2026, as part of the City's 2026 Impact Fee Update process. These workshops provided an overview of impact fee requirements, reviewed the draft rate studies and methodologies, and discussed implementation and policy considerations associated with the proposed updates.

This agenda item focuses on establishment of the City's new Fire Impact Fee Program through adoption of a new PMC Chapter 3.88 and associated adopting ordinance. The proposed program is intended to ensure consistency with the City's adopted Capital Facilities planning, current growth projections, and applicable state law requirements. As a new impact fee program, the Fire Impact Fee is intended to ensure that future development contributes its proportionate share toward fire protection facilities and capital improvements needed to maintain service levels as growth occurs.

WORKSHOP DATE:	June 3, 2026

IMPACTS

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

SAMPLE MOTION:

Move to Approve Ordinance No. 2026-07, An ordinance of the City of Poulsbo, Washington, adopting a new chapter 3.88 of the Poulsbo Municipal Code to establish a fire impact fee program; adopting a fire impact fee methodology and schedule; providing for the collection of fire impact fees; providing for severability; and establishing an effective date.

ORDINANCE NO. 2026-07

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, ADOPTING A NEW CHAPTER 3.88 OF THE POULSBO MUNICIPAL CODE TO ESTABLISH A FIRE IMPACT FEE PROGRAM; ADOPTING A FIRE IMPACT FEE METHODOLOGY AND SCHEDULE; PROVIDING FOR THE COLLECTION OF FIRE IMPACT FEES; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, RCW 82.02.050 through 82.02.110 authorize jurisdictions planning under the Growth Management Act to impose impact fees on development activity to finance public facilities serving new growth and development; and

WHEREAS, pursuant to Chapter 36.70A RCW, the City of Poulsbo has adopted a Comprehensive Plan, including a Capital Facilities Plan that identifies public facility needs associated with anticipated growth; and

WHEREAS, growth and development within the City of Poulsbo create additional demand for fire protection facilities and emergency response infrastructure; and

WHEREAS, the Poulsbo City Council finds that new development should contribute a proportionate share toward the cost of fire protection facilities necessary to serve such growth and development; and

WHEREAS, the Poulsbo Fire Department (Kitsap County Fire District No. 18) has prepared a Fire Impact Fee Technical Rate Study documenting the methodology used to calculate fire impact fees and identifying capital improvements necessary to maintain service levels; and

WHEREAS, the City and the Poulsbo Fire Department will enter into an interlocal agreement governing administration of the fire impact fee program; and

WHEREAS, the Poulsbo City Council finds that the proposed fire impact fees are reasonably related to the impacts of new development, do not exceed the proportionate share of system improvement costs attributable to new growth, and have been adjusted to account for other available funding sources and that the City and the Fire Department will execute an interlocal agreement to implement and administer the fire impact fee program;

NOW, THEREFORE, **THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, DO ORDAIN AS FOLLOWS:**

Section 1. Findings Adopted. The Poulsbo City Council adopts the foregoing recitals as findings in support of the adoption of this Ordinance.

Section 2. New PMC Chapter 3.88. A new Chapter 3.88 PMC, entitled "Fire Impact Fees," is hereby adopted as set forth in Exhibit A and incorporated herein by this reference.

Section 3. Fire Impact Fee Schedule. The fire impact fee schedule to be paid by new development shall be established in accordance with Chapter 3.88 PMC and the Fire Impact Fee Technical Rate Study dated May 2026. The fee schedule shall be based upon development type and proportional demand generated by residential and nonresidential development. Fire impact fees shall be assessed as follows:

Poulsbo Fire Department Fire Impact Fee Schedule	
Single Family Residential	$0.28 / square foot
Multi-Family Residential	$0.23 / square foot
Commercial	$0.61 / square foot

Section 4. Future Interlocal Agreement. The Poulsbo City Council recognizes that implementation and administration of the Fire Impact Fee Program will require an interlocal agreement between the City of Poulsbo and the Poulsbo Fire Department (Kitsap County Fire District

No. 18), consistent with Chapter 3.88 PMC and Chapter 39.34 RCW. The interlocal agreement shall establish procedures and responsibilities for the collection, administration, distribution, expenditure, accounting, reporting, and other administrative matters associated with implementation of the Fire Impact Fee Program.

The Poulsbo City Council hereby directs staff to prepare and present a proposed interlocal agreement for future consideration and action by the Poulsbo City Council. No fire impact fees shall be collected unless and until such interlocal agreement has been approved and fully executed by the City and the Poulsbo Fire Department.

Section 5. Applicability. The provisions of this Ordinance apply to certificates of occupancy issued after the effective date of the Ordinance adoption.

Section 6. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 7. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 8. Effective Date. This Ordinance shall become effective January 1, 2027, Fire Impact Fees shall be assessed and collected pursuant to the fee schedule and provisions adopted herein and codified in Chapter 3.88 PMC; provided, however, that no fire impact fees shall be assessed or collected unless and until the required interlocal agreement between the City of Poulsbo and the Poulsbo Fire Department has been approved and fully executed.

APPROVED:

MAYOR, EDWARD R. STERN

ATTEST/AUTHENTICATED:

CITY CLERK, RHIANNON FERNANDEZ

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

BY
EMILY ROMANENKO

FILED WITH THE CITY CLERK: 06/10/2026
PASSED BY THE CITY COUNCIL: 06/17/2026
PUBLISHED: 06/22/2026
EFFECTIVE DATE: 01/01/2027
ORDINANCE NO. 2026-07

SUMMARY OF ORDINANCE NO. 2026-07
of the City of Poulsbo, Washington

On the 17th day of June, 2026, the City Council of the City of Poulsbo, passed Ordinance No. 2026-07. A summary of the content of said ordinance, consisting of the title, provides as follows:

> AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, ADOPTING A NEW CHAPTER 3.88 OF THE POULSBO MUNICIPAL CODE TO ESTABLISH A FIRE IMPACT FEE PROGRAM; ADOPTING A FIRE IMPACT FEE METHODOLOGY AND SCHEDULE; PROVIDING FOR THE COLLECTION OF FIRE IMPACT FEES; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

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

DATED this 17th day of June, 2026.

_____
CITY CLERK, RHIANNON FERNANDEZ

Fire Impact Fee Rate Study

City of Poulsbo, Washington

Supporting Fire Protection Services Provided by

Kitsap County Fire District No. 18 / Poulsbo Fire Department

Adopted: May 27, 2026

Introduction

This Fire Impact Fee Rate Study has been prepared to support the implementation of fire impact fees within the City of Poulsbo. The study provides the analytical and technical basis for the City to adopt fire impact fees in accordance with the impact fee provisions of the Washington Growth Management Act, codified in RCW 82.02.050–82.02.110.

The purpose of this study is to determine the proportionate share of fire protection capital facility costs attributable to new development and to establish a methodology for calculating fire impact fees that is consistent with Washington State law and the City of Poulsbo Municipal Code.

Fire protection and emergency medical services within the City of Poulsbo are provided by Kitsap County Fire District No. 18, commonly known as the Poulsbo Fire Department. As a special-purpose district organized under Chapter 52 of the Revised Code of Washington, the Fire District does not have independent authority to impose impact fees. Authority to impose impact fees rests with the City as the jurisdiction responsible for land use regulation and building permitting.

Accordingly, this rate study has been prepared to support the adoption of fire impact fees by the City of Poulsbo on behalf of the Fire District. Implementation of fire impact fees will require:

- Adoption of amendments to the Poulsbo Municipal Code
- Execution of an interlocal agreement between the City and the Fire District
- Establishment of administrative procedures governing fee collection and expenditure

This study establishes:

- The legal and policy basis for fire impact fees;
- The methodology used to determine the proportionate share of costs attributable to new development;
- The identification of growth-related capital facilities required to maintain fire protection service levels;
- The allocation of capital costs among development types; and
- Recommended fire impact fee rates for residential and commercial development.

The resulting fee structure allocates growth-related capital costs proportionately among residential and commercial development types based on historical emergency response demand and projected growth patterns. Residential fees are further adjusted based on unit size in order to improve proportionality between development impacts and fee assessments.

The study also identifies policy considerations related to exemptions, fee reductions, and deferral options that may be adopted by the City to support housing affordability and other public policy objectives.

Purpose of Impact Fees

Impact fees are one-time charges imposed on new development to recover a proportionate share of the cost of public facilities required to serve that development. RCW 82.02.090 defines impact fees as one-time charges imposed by a jurisdiction on new development to pay for system improvements needed to serve that development.

Under Washington law, impact fees may be imposed by jurisdictions planning under the Growth Management Act to fund system improvements needed to serve new development. System improvements are capital facilities that increase the capacity of public infrastructure to accommodate growth.

The primary purpose of impact fees is to ensure that new development contributes fairly toward the cost of expanding public facilities required to support population and employment growth. These fees are used to help offset the cost of expanding public services such as fire protection services, parks and recreation, schools, and transportation systems, ensuring that these services have sufficient capacity to accommodate the growth associated with the development. By collecting impact fees, jurisdictions support the "growth pays for growth" approach.

Impact fees help communities:

- Generate revenue to fund capital facilities required to serve growth.
- Ensure that new development pays a proportionate share of infrastructure costs associated with that growth.
- Avoid shifting the financial burden of growth-related infrastructure entirely onto existing taxpayers.
- Ensure that adequate public facilities are provided in a timely manner as needed to accommodate planned growth.

Limitation of Impact Fees

Washington law establishes several important limitations on the use of impact fees. Fire impact fees are intended to function as one component of a broader fire protection funding strategy, alongside other revenue sources including property taxes, levies, bonds, grants, and reserve funds.

Impact fees must:

- Be used only for system improvements reasonably related to the impacts of new development.
- Not exceed the proportionate share of costs attributable to new development.
- Not be used to correct existing deficiencies in public facilities.
- Be based on a balance of public and private funding sources.
- Provide appropriate credits to avoid double-charging development for the same facilities.

Authority for Impact Fees

Impact fees in Washington State are authorized under the Growth Management Act and may be imposed by jurisdictions that are required to, or choose to, plan under RCW 36.70A.040.

The City of Poulsbo is authorized to impose impact fees pursuant to RCW 82.02.050–82.02.110. These fees may be imposed on new developments to fund a proportionate share of the cost of public facilities needed to serve growth.

The City may adopt fire impact fees to support fire protection services provided by Kitsap County Fire District No. 18 through an interlocal agreement defining the roles and responsibilities of each jurisdiction.

To comply with state law, fire impact fees must meet the following requirements:

- Fees may only fund system improvements that increase capacity.
- Fees must be reasonably related to the impacts of new development.
- Fees may not exceed the proportionate share of system improvement costs attributable to new development.
- Fees may not be used to correct existing deficiencies in fire protection infrastructure.
- Fees must account for other public funding sources supporting capital facilities.

This Fire Impact Fee Rate Study has been prepared to satisfy these statutory requirements and provide the technical basis for the City's fire impact fee program.

The study relies on the Fire District's adopted Capital Facilities Plan and the growth projections contained in the comprehensive plans of the City of Poulsbo and Kitsap County.

RCW and WAC Compliance

This Fire Impact Fee Rate Study has been prepared consistent with RCW 82.02.060 and the administrative guidance contained in WAC 365-196-850.

The methodology used in this study incorporates the following statutory principles:

- Identification of the cost of fire protection system improvements needed to provide capacity for new development.
- Consideration of anticipated public funding sources that will contribute to capital facility development.
- Allocation of capital facility costs between existing development and new development.
- Recognition of existing fire district facilities and apparatus used to serve the community.
- Ensuring that new development is not charged more than its proportionate share of growth-related capital costs.

The impact fee program is intended to support the long-term sustainability of fire protection services while maintaining fairness between existing residents and future development. The program also reflects several policy objectives adopted by the Fire District and the City, including:

- Supporting housing affordability through exemptions or reductions for qualifying low-income housing developments.
- Encouraging voluntary installation of residential fire sprinkler systems to improve public safety.
- Supporting missing-middle housing and accessory dwelling unit development through reduced fees.
- Allowing administrative deferral of impact fee payments until issuance of a certificate of occupancy.

Implementation of these policies will occur through the City's adopting ordinance and associated administrative procedures.

Service Area

For purposes of this rate study, the service area for fire impact fee calculations is the service area of Kitsap County Fire District No. 18.

The Fire District provides fire protection and emergency medical services to:

- the City of Poulsbo; and
- portions of unincorporated Kitsap County.

Emergency response resources operate as an integrated system across the fire district, with units dispatched based on proximity and availability rather than by emergency service zones (ESZ) or jurisdictional boundaries. Fire stations and apparatus located both inside and outside the City respond to incidents throughout the service area. The chart below provides details on each response units' emergency response utilization within the City of Poulsbo as compared to the Unincorporated areas of the Fire District.

Unit	Location	Responses City ESZs	Responses County ESZs	Percentage City ESZs	Percentage County ESZs
Battalion 71	City	140	74	65.4%	34.6%
Engine 71	City	1219	277	81.5	18.5%
Medic 71	City	1149	284	80.2%	19.8%
M77	County	421	528	46.1%	53.9%
E77	County	310	462	40.2%	59.8%
M72/A72/E72	County	162	324	33.3%	66.7%
M76/E76	City	44	23	65.7%	34.3%

Because fire protection infrastructure serves the entire system, capital facilities benefit development across the fire district rather than specific jurisdictions. Accordingly, a service area–wide approach is used for determining growth-related capital costs.

Existing Level of Service

Fire protection services rely on a combination of strategically located fire stations, emergency response apparatus, and trained personnel to provide effective emergency response.

Response time is a critical component of emergency service delivery. For life-threatening incidents, response time benchmarks are closely linked to medical and fire science.

Two commonly recognized benchmarks are:

- Brain injury risk in cardiac arrest patients without oxygen supply, which begins approximately four to six minutes after respiratory arrest.
- Flashover in structure fires, which can occur approximately seven to twelve minutes after ignition.

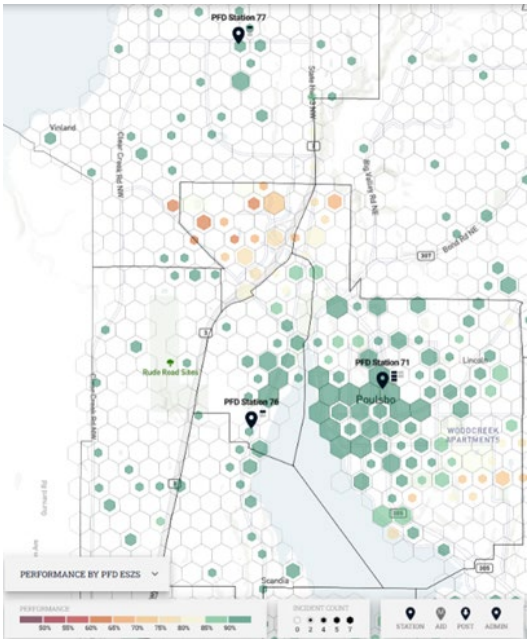
These time thresholds establish the importance of rapid emergency response.

The Fire District has established service level objectives designed to ensure effective emergency response capabilities throughout the community.

Pursuant to Chapter 52.33 of the Revised Code of Washington, substantially career fire departments must adopt service level objectives and report performance annually.

The Poulsbo Fire Department measures service delivery using four key response criteria:

1. First Arriving Unit
2. Effective Response Force – EMS (minimum two units / four personnel)
3. Advanced Life Support response
4. Full Alarm Structure Fire response (minimum fourteen personnel)



For each response type, performance metrics are tracked for both average response time and the 90th percentile response time, which measures the reliability of the response system.

The Fire District's adopted service level objectives for the City of Poulsbo are summarized below.

Total Response Time Level of Service Goals – City of Poulsbo		
Response Type	Average	90th Percentile
First Arriving Unit	6:00	8:00
ERF – 2nd Arriving Unit	6:00	8:00
Advanced Life Support	6:00	8:00
Full-Alarm Structure Fire	12:00	16:00

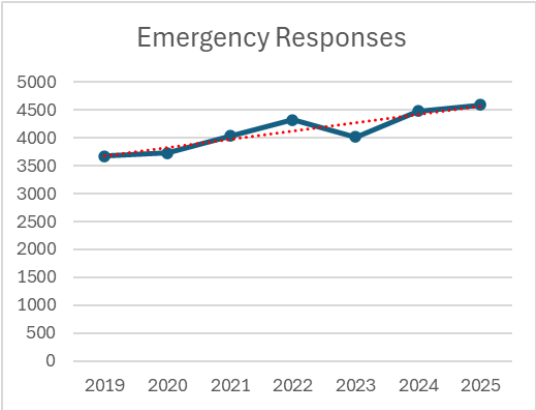
Achieving these service levels depends on several factors, including:

- station distribution
- travel distance and road network
- apparatus availability
- staffing levels
- incident concurrency

The Fire District continually monitors response performance and adjusts deployment strategies to maintain effective coverage throughout the service area. The Fire District publishes an annual service level objective report. The existing level of service for 1st and 2nd unit arrival is:

Area	1st Unit Average	1st Unit 90th %	Priority 1&2 Responses
City of Poulsbo	5:16	8:11	1642
Unincorporated	8:03	12:47	744
Fire District	**6:14**	**10:11**	**2510**
	2nd Unit Average	2nd Unit 90th %	Priority 1&2 Responses
City of Poulsbo	06:59	10:45	1460
Unincorporated	10:36	15:40	785
Fire District	**08:15**	**13:31**	**2245**

The Fire District has seen a steady increase in emergency response demand, which correlates to the population growth within both the City of Poulsbo and the entire Fire District. Continued residential and commercial development will require continued growth in emergency response capacity to maintain service levels.



Emergency Response Demand by Occupancy Type

To evaluate how different forms of development affect demand for fire protection services, the Fire District analyzed historical emergency incident data by occupancy type. Emergency responses were categorized according to the primary land use associated with the incident location, including single-family residential, multi-family residential, and commercial occupancies.

Analysis of historical incident data demonstrates that different types of development generate different levels of demand for emergency response services. This variation reflects differences in population density, building characteristics, occupancy patterns, and potential risk factors associated with each type of development.

For the purpose of this impact fee rate study, the proportion of historical incidents associated with each occupancy type is used as a proxy for estimating the relative demand each development category places on the fire protection system. This approach is commonly used in fire impact fee studies to allocate growth-related capital costs proportionately among development types.

Based on the analysis of incident data, the distribution of emergency responses by occupancy type is summarized below:

	Single Family Residences	Multi-Family Residences	Commercial
Incidents Related to Occupancy	1646	240	731
Occupanices	8700	3167	885
Incidents Per Occupancy	**0.19**	**0.08**	**0.83**

To determine the percentage of growth-related capital costs for each occupancy type, the number of Incidents directly related to each type of occupancy is divided by the total number of emergency incidents that directly related to an occupancy.

	Single Family Residences	Multi-Family Residences	Commercial
Incidents Relate to Occupancy Type	1646	240	731
Incidents Related to All Occupancies	÷ 2617	÷ 2617	÷ 2617
Occupancy Type % of Incidents	**63%**	**9%**	**28%**

These percentages are used to allocate growth-related capital facility costs proportionately among the three primary development categories addressed in this study.

Growth Projections

Population and employment growth projections provide the basis for estimating future demand for fire protection services and identifying the capital facilities needed to maintain adopted service levels.

Growth projections used in this study are derived from the comprehensive plans adopted by the City of Poulsbo and Kitsap County. These plans establish long-term population, housing, and employment growth forecasts consistent with the requirements of the Washington Growth Management Act.

City of Poulsbo Growth Projections

The City of Poulsbo has experienced significant population and development growth over the past decade. Since 2010, the City's population has increased by approximately 23 percent, representing an average annual growth rate of approximately two percent.

During this same period, the number of emergency incidents responded to by the Fire District increased from 3,067 to 4,669 annually, representing an increase of approximately 52 percent. This trend illustrates the strong correlation between community growth and increased demand for fire protection and emergency medical services.

Under the City's 2024–2044 Comprehensive Plan, the City is expected to experience continued population and employment growth. The plan anticipates the addition of approximately 4,339 new residents within the City limits during the planning period, along with an additional 1,065 residents within the surrounding Urban Growth Area.

To accommodate this growth, the City projects construction of approximately 1,977 new housing units within the Urban Growth Area, including approximately 1,680 units within the incorporated City.

Projected residential development includes:

Housing Type	Units	Average Household Size	Population
Single-Family Residential	560	2.41	1,405
Multi-Family Residential	1,417	2.07	2,933

In addition to residential growth, the City projects significant employment expansion. Total employment within the City is expected to increase by approximately 4,000 jobs by 2044, a 61% increase from the current estimate of 6,500.

Kitsap County – Unincorporated Area

The service area of Kitsap County Fire District No. 18 includes the City of Poulsbo as well as portions of unincorporated Kitsap County, including rural communities and designated Rural Development Centers.

Based on the Kitsap County Comprehensive Plan, the Fire District service area is projected to grow by approximately 9,797 additional residents between 2024 and 2044, resulting in a total population of approximately 45,529 residents.

Fire District Growth

Based on the single family residential growth projections provided by the City of Poulsbo for Commercial and Multi-Family development and the projections provided by Kitsap County for single-family residential growth across the entire Fire District, the Fire Impact Fees rates will utilize the following growth projections:

- 3,134 new single-family residential units
- 1,417 new multi-family residential units
- 4,000 new jobs

Based on Transportation Analysis Zone (TAZ) allocations used by Kitsap County, the Fire District estimates that total population growth within the service area will represent approximately 27.4 percent of the total growth considered in this study.

This projected growth provides the basis for determining the proportionate share of capital facility costs attributable to new development.

Capital Needs Assessment

Fire protection capital facilities include fire stations, emergency response apparatus, and other infrastructure necessary to maintain the Fire District's emergency response capabilities.

The Fire District has adopted a Capital Facilities Plan identifying long-term capital investment needs required to maintain current service levels and support anticipated growth within the service area.

Capital facility planning distinguishes between two types of investments:

> Replacement Facilities: Replacement facilities maintain existing service capacity by replacing aging buildings or apparatus at the end of their useful life.
>
> Growth-Related Facilities: Growth-related facilities expand the capacity of the fire protection system to accommodate increased demand associated with new development.

Under Washington impact fee law, only growth-related system improvements that increase capacity may be funded through impact fees. Replacement facilities that serve existing development are not eligible for impact fee funding.

The Fire District's Capital Facilities Plan identifies approximately $46.1 million in total capital investment needs over a twenty-year planning horizon.

These investments include:

- $23.4 million for replacement and maintenance of existing facilities and apparatus
- $22.7 million for capital improvements associated with system expansion and growth

Capital Building Plan

		2024 Cost	2024	2025	2027	2028
Station 76 - Construction	Growth Impact	$7,875,000	$7,875,000			
Station 71- Living Quarters Remodel		$420,000		$420,000		
Station 71 - Fleet Support Building	Growth Impact	$2,625,000			$2,625,000	
Station 77 Roof and Drill Tower Update		$420,000				$420,000
Station 77 Apparatus Bay Extension	Growth Impact	$630,000				$630,000
Solar / EV Transition		$2,000,000				
Station 72 - Relocation / Re-Build		$7,875,000				
Station 7X - Eastern UGA	Growth Impact	$7,875,000				
Station 71 - 50 year Renovation		$6,000,000				
	Annual Investment		$7,875,000	$420,000	$2,625,000	$1,050,000
					Six-Year Investment (through 2029)	$ 11,970,000

Capital Fleet Plan

		2024	2024	2026	2027	2028	2029	2030	2031
Engine - Basic		$958,650						$958,650	
Engine - Aerial	Growth Impact	$1,680,000	$1,680,000						
Engine - Rescue		$1,155,000			$1,155,000				
Tender		$472,500			$472,500	$472,500			
Wildland Urban Interface	Growth Impact	$297,413							
Medic Unit		$288,750	$288,750	$288,750	$288,750		$288,750		$288,750
Annual Investment		*$1,968,750*	*$288,750*	*$1,916,250*	*$472,500*	*$288,750*	*$958,650*	*$288,750*	
					Six-Year	Investment	$4,935,000		

Capital Building Plan

		2024 Cost	2030	2033	2039	2041
Station 76 - Construction	Growth Impact	$7,875,000				
Station 71- Living Quarters Remodel		$420,000				
Station 71 - Fleet Support Building	Growth Impact	$2,625,000				
Station 77 Roof and Drill Tower Update		$420,000				
Station 77 Apparatus Bay Extension	Growth Impact	$630,000				
Solar / EV Transition		$2,000,000	$2,000,000			
Station 72 - Relocation / Re-Build		$7,875,000		$7,875,000		
Station 7X - Eastern UGA	Growth Impact	$7,875,000			$7,875,000	
Station 71 - 50 year Renovation		$6,000,000				$6,000,000
	Annual Investment		$2,000,000	$7,875,000	$7,875,000	$6,000,000
					20-Year Investment (through 2044)	$ 35,720,000

Capital Fleet Plan

		2033	2034	2035	2037	2038	2039	2040	2041	2043
Engine - Basic			$958,650					$958,650		
Engine - Aerial	Growth Impact				$1,680,000					
Engine - Rescue						$1,155,000				
Tender										
Wildland Urban Interface	Growth Impact						$297,413			
Medic Unit		$288,750		$288,750	$288,750		$288,750		$288,750	$288,750
Annual Investment		*$288,750*	*$958,650*	*$288,750*	*$1,968,750*	*$1,155,000*	*$586,163*	*$958,650*	*$288,750*	*$288,750*
							20-Year Investment (through 2044)			$12,964,613

For purposes of this impact fee study, only growth-related capital improvements are included in the fee calculation.

Growth-Related Capital Facilities

Within the Capital Facilities Plan, the Fire District has identified several capital projects that are directly related to anticipated community growth and necessary to maintain adopted service levels.

For purposes of calculating fire impact fees, this study includes only growth-related projects scheduled within the six-year planning period. Limiting the analysis to projects that are reasonably certain to occur within the near-term planning horizon helps ensure compliance with Washington law governing impact fee programs. The Growth-Related Building Projects and Emergency Response Apparatus included in this rate study are:

Growth-Related Capital Projects – Six-Year Planning Period.				
Project	Cost	Year	Location	Growth Nexus
Station 76 Construction	$7,875,000	2025	Viking Ave	SFR and MFR on Finn Hill / Viking
Fleet Support Building	$2,625,000	2027	10th Ave NE / St.71	Increase in Fleet and Apparatus Size
Station 77 Bay Extension	$630,000	2028	Pioneer Hill Rd/St.77	Increase in Fleet and Apparatus Size
Quint (Engine/Aerial)	$1,680,000	2026	St.71	Building Height Increase to 55’
Total	**$12,720,000**			

Combined growth-related capital investment for the six-year planning period totals **$12,720,000**.

Allocation of Growth Costs to New Development

Not all growth-related capital investment costs are attributable to new development. A portion of system expansion benefits existing development through improved response capacity and system redundancy.

Based on growth projections within the Fire District service area, approximately **27.4 percent** of growth-related capital costs are attributable to new development. Applying this allocation factor to the six-year capital program results in the following calculation:

Growth-Related Capital Costs		
Projected Growth-Related Capital Costs	$	12,720,000.00
Population Growth Percentage	✖	27.4%
Growth-Related Capital Costs	$	3,485,280.00

This amount represents the total capital costs eligible for recovery through fire impact fees.

Allocation of Impact Fee Costs by Development Type

Using the historical distribution of emergency responses by occupancy type, the growth-related capital costs attributable to new development are allocated among development categories as follows:

	Single Family Residences	Multi-Family Residences	Commercial
Incidents Relate to Occupancy Type	1646	240	731
Incidents Related to All Occupancies	÷ 2617	÷ 2617	÷ 2617
Occupancy Type % of Incidents	**63%**	**9%**	**28%**
Growth-Related Capital Costs	× $3,485,280.00	× $3,485,280.00	× $3,485,280.00
Proportion of Growth-Related Capital Costs	**$2,192,117.26**	**$319,628.28**	**$973,534.46**

These allocated costs are then divided by projected development quantities to determine fire impact fee rates. The quantities are based on the comprehensive plan projections from the City of Poulsbo and Kitsap County.

	Single Family Residences	Multi-Family Residences	Commercial
Proportionate Growth Related Costs	$ 2,192,117.26	$ 319,628.28	$ 973,534.46
Units of New Development	÷ 3134	÷ 1417	÷ 4000
Per Unit Base Cost	**$ 699.46**	**$ 225.57**	**$ 243.38**

Proportionate Residential Fee Methodology

Recent legislative direction and evolving best practices in Washington emphasize improving proportionality in residential impact fee programs. Larger homes generally accommodate more residents and therefore generate greater demand for public services.

To meet the requirement for proportionality, the fire impact fee structure adjusts residential fees based on dwelling unit size. Average residential unit sizes were derived from building permit data issued by the City between 2021 and 2025:

Housing Type	Average Unit Size
Single-Family Residential	2,490 sq ft
Multi-Family Residential	970 sq ft

The base rates correspond to the average unit sizes listed above. The final fee applied to each dwelling unit is adjusted based on the square footage to provide for the required proportionality. This approach improves proportionality while maintaining administrative simplicity.

Rate Calculation - Single Family Residence		
Growth Realted Capital Costs	$	3,485,280.00
Single Family Residence - % of Emergency Incidents	×	**63%**
Single Family Residence - Share of Growth Related Capital Costs	$	2,192,117.26
Expected Number of New Single Family Residence	÷	3134
Growth Related Capital Costs per Single Family Residence (Base)	$	699.46
Proportionality - Average Square Footage - Single Family Residence	÷	2490
Single Family Residence-Fire Impact Fee(Cost Per Square Foot)	**$**	**0.28**
Rate Calculation - Multi-Family Residence		
Growth-Related Capital Costs	$	3,485,280
Multi-Family Residence - % of Emergency Incidents	×	9%
Multi-Family Residence - Share of Growth Related Capital Costs	$	319,628
Expected Number of new Multi-Family Dwelling Units	÷	1417
Growth Related Capital Costs per Multi-Family Residence (Base)	$	225.57
Proportionality - Average Square Footage - Multi-Family Residence	÷	970
Multi-Family Residence-Fire Impact Fee(Cost Per Square Foot)	**$**	**0.23**

For purposes of this rate study, all residential development other than detached single-family homes—including duplexes, cottage housing, and multiplex developments—is categorized as multi-family residential. The Impact Fee will be calculated as the building size in square feet multiplied by the Impact Fee (Cost per Square Foot), plus Administrative Fees.

Accessory Dwelling Units

To support housing affordability and infill housing development, accessory dwelling units (ADUs) are exempted from the fire impact fee.

Commercial Fee Methodology

Fire impact fees for commercial development are calculated based on projected employment growth within the City. The comprehensive plan anticipates approximately 4,000 additional jobs during the 2024–2044 planning period.

To convert employment projections into development square footage, the study uses an average commercial space utilization factor of **323 square feet per employee**, based on standards published by the Washington State Office of Financial Management. Using this factor allows commercial fire impact fees to be assessed on a **per-square-foot basis**, providing proportionality across different commercial building types.

Rate Calculation - Commercial		
Growth-Related Capital Costs	$	3,485,280
Commercial Occupancies - % of Emergency Incidents	×	28%
Commercial - Share of Growth Related Capital Costs	$	973,534
Expected Number of New Employees	÷	4000
Growth Related Capital Costs per new Employee (Base)	$	243.38
Proportionality - Average Square Footage per Employee	÷	400
Commercial - Fire Impact Fee (Cost Per Square Foot)	**$**	**0.61**

The rate calculation for mixed-use occupancies, or multi-family developments with common areas, will treat any area not included in a residential calculation as commercial development. The Impact Fee will be calculated as the building size in square feet multiplied by the Impact Fee (Cost per Square Foot), plus Administrative Fees.

Impact Fee Adjustments and Exemptions

The City may adopt several policy adjustments to support community goals while maintaining the integrity of the impact fee program.

Low-Income Housing

Permanent low-income housing developments may be exempt from fire impact fees, subject to criteria established in the City's adopting ordinance, considering that large tax-exempt multi-family developments may exceed the capacity of the fire district's emergency response capacity and will require a certificate of concurrency from the fire district.

Fire Sprinkler Incentive

To encourage voluntary installation of fire sprinkler systems in residential development, impact fees may be reduced for buildings equipped with fire sprinklers where they are not otherwise required by code.

The proposed reduction is **29 percent**, corresponding to the proportion of emergency incidents historically related to fire suppression activities.

Public Safety Facilities

Commercial developments that significantly enhance public safety infrastructure may be eligible for exemption from fire impact fees, subject to mutual approval by the City Council and Board of Fire Commissioners.

Payment Deferral

All Fire Impact Fees will be deferred during construction and will be due prior to the issuance of a certificate of occupancy, consistent with procedures established by the City's impact fee ordinance.

Future Fee Adjustments

Fire impact fees should be periodically reviewed and updated to reflect changes in:

- capital facility costs
- construction inflation
- growth projections
- development patterns
- emergency service demand

The Fire District may update the fire impact fee rate study through periodic updates to the Capital Facilities Plan and recommend corresponding amendments to the impact fee ordinance.

Regular updates help ensure that impact fees remain consistent with statutory requirements and continue to reflect the proportionate cost of providing fire protection infrastructure necessary to serve new development.

Impact Fee Calculation Summary

The fire impact fee rates are calculated using a proportionate share methodology consistent with the requirements of RCW 82.02.050–110 and WAC 365-196-850. The methodology is designed to ensure that new development contributes fairly to the cost of capital facilities required to maintain fire protection and emergency medical service (EMS) level.

The total capital investment identified in the Fire District's Capital Facilities Plan is approximately **$46.1 million** over a 20-year period. Impact fees are limited to growth-related projects within the six-year planning period, totaling **$12,720,000**. Based on projected growth, **27.4%** of these costs are attributable to new development, resulting in **$3,485,280** eligible for recovery through fire impact fees.

Impact fee costs are allocated by occupancy type based on historical emergency response demand and divided by projected development to determine proportionate rates. Based on historical metrics single-family residences account for **63%** of emergency response, multi-family residences **9%,** and commercial occupancies **28%**. Based on the proportion of emergency responses **$2,192,117** is attributed to single-family residential growth, **$319,628** is attributed to multi-family residential growth, and **$973,534** is attributed to commercial growth.

The growth-related capital costs for each type of occupancy are then divided by the expected number of new occupancies. For **residential development**, projected growth includes **3,134 single-family units** and **1,417 multi-family units**. This provides a base fee calculated per unit which is then adjusted for proportionality based on average unit size (**2,490 sq ft for single-family** and **970 sq ft for multi-family**), resulting in the following rates:

- **Single-Family Residential (SFR):** ~$0.28 per square foot
- **Multi-Family Residential (MFR):** ~$0.23 per square foot

For **commercial development**, impact fees are based on projected growth of approximately **4,000 new employees**, converted to building area using **323 square feet per employee**, resulting in a rate of:

- **Commercial:** ~$0.75 per square foot

A **29% reduction** in impact fees may be applied to developments that voluntarily install fire sprinkler systems where not otherwise required by code.

Impact fees will be collected prior to issuance of a **certificate of occupancy**. Revenues will be held in a **segregated account** and used solely for growth-related capital facilities. Exemptions or reductions may be applied for qualifying low-income housing, and certain developments may be subject to **concurrency review** to ensure adequate fire protection capacity.

	Single Family Residences	Multi-Family Residences	Commercial
Incidents Relate to Occupancy Type	1646	240	731
Incidents Related to All Occupancies	÷ 2617	÷ 2617	÷ 2617
Occupancy Type % of Incidents	**63%**	**9%**	**28%**
Growth-Related Capital Costs	× $3,485,280.00	× $3,485,280.00	× $3,485,280.00
Proportion of Growth-Related Capital Costs	**$2,192,117.26**	**$319,628.28**	**$973,534.46**

Growth-Related Capital Costs		
Projected Growth-Related Capital Costs	$	12,720,000.00
Population Growth Percentage	×	27.4%
Growth-Related Capital Costs	**$**	**3,485,280.00**
Rate Calculation - Single Family Residence		
Growth Realted Capital Costs	$	3,485,280.00
Single Family Residence - % of Emergency Incidents	×	63%
Single Family Residence - Share of Growth Related Capital Costs	$	2,192,117.26
Expected Number of New Single Family Residence	÷	3134
Growth Related Capital Costs per Single Family Residence (Base)	$	699.46
Proportionality - Average Square Footage - Single Family Residence	÷	2490
Single Family Residence-Fire Impact Fee(Cost Per Square Foot)	**$**	**0.28**
Rate Calculation - Multi-Family Residence		
Growth-Related Capital Costs	$	3,485,280
Multi-Family Residence - % of Emergency Incidents	×	9%
Multi-Family Residence - Share of Growth Related Capital Costs	$	319,628
Expected Number of new Multi-Family Dwelling Units	÷	1417
Growth Related Capital Costs per Multi-Family Residence (Base)	$	225.57
Proportionality - Average Square Footage - Multi-Family Residence	÷	970
Multi-Family Residence-Fire Impact Fee(Cost Per Square Foot)	**$**	**0.23**
Rate Calculation - Commercial		
Growth-Related Capital Costs	$	3,485,280
Commercial Occupancies - % of Emergency Incidents	×	28%
Commercial - Share of Growth Related Capital Costs	$	973,534
Expected Number of New Employees	÷	4000
Growth Related Capital Costs per new Employee (Base)	$	243.38
Proportionality - Average Square Footage per Employee	÷	400
Commercial - Fire Impact Fee (Cost Per Square Foot)	**$**	**0.61**

POULSBO CITY COUNCIL AGENDA SUMMARY

BUSINESS AGENDA ITEM NO. 9.e

MEETING DATE: June 17, 2026

AGENDA ITEM	Ordinance No. 2026-08 - Parks Impact Fee Update
EXHIBITS	Ordinance No. 2026-08 Park Impact Fee Update Ordinance No. 2026-08 - Exhibit A FINAL Parks Impact Fee Rate Study - June 2026
STAFFED BY	Coleman/Ozimek
ESTIMATED TIME	10 mins

SUMMARY STATEMENT

This agenda item follows three previous Council workshops held on April 15, 2026, May 13, 2026, and June 3, 2026, as part of the City's 2026 Impact Fee Update process. These workshops provided an overview of impact fee requirements, reviewed the draft rate studies and methodologies, and discussed implementation and policy considerations associated with the proposed updates.

This agenda item focuses on the Park Impact Fee Program and consideration of the adopting ordinance and associated amendments to PMC Chapter 3.84. The update is intended to ensure consistency with the recently adopted Comprehensive Plan, the City's Parks, Recreation and Open Space Plan, updated facility and cost assumptions, current growth projections, and applicable state law requirements. The proposed changes are intended to ensure that new development contributes its proportionate share toward park improvements needed to serve future growth while supporting the City's long-term parks planning efforts.

WORKSHOP DATE:	June 3, 2026

IMPACTS

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

SAMPLE MOTION:

Move to Approve Ordinance No. 2026 - 08, An ordinance of the City of Poulsbo, Washington, amending chapter 3.84 of the Poulsbo Municipal Code to update the park impact fee amount; providing clarification based upon square footage; and providing for severability and establishing an effective date.

ORDINANCE NO. 2026-08

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, AMENDING CHAPTER 3.84 OF THE POULSBO MUNICIPAL CODE TO UPDATE THE PARK IMPACT FEE AMOUNT; PROVIDING CLARIFICATION BASED UPON SQUARE FOOTAGE; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Poulsbo has adopted park impact fees in Chapter 3.84 of the Poulsbo Municipal Code; and

WHEREAS, pursuant to the Growth Management Act of the State of Washington and Chapter 36.70A RCW, the City of Poulsbo adopted a periodic update to its Comprehensive Plan (*Adopted June 18, 2025, by Ordinance 2025-09*), which includes provisions for park facilities as part of its Capital Facilities Plan; and

WHEREAS, RCW 82.02.050 authorizes cities to impose impact fees on development activity as part of the financing for public facilities, including park facilities; and

WHEREAS, so that new parks and recreation facilities are available when needed, the Poulsbo City Council has determined that the cost of the parks and recreation facilities must be shared by the public and the private sectors, and that a proportionate share of the expense of new parks and recreation facilities necessitated by new development should be borne by developers through the City's imposition of park impact fees, and

WHEREAS, such park impact fees shall be calculated, imposed and collected by the City pursuant to procedures and criteria set forth in this ordinance, and

WHEREAS, the City's park impact fees are based upon adopted park level of service standards established in the City's Parks, Recreation and Open Space ("PROS") Plan and Capital Facilities Plan; and

WHEREAS, the level of service standards underlying the current park impact fee methodology have been in place for many years and are substantially based on planning assumptions developed during prior comprehensive planning efforts; and

WHEREAS, the City's current PROS Plan covers the period of 2021 through 2027, and the City intends to update the PROS Plan for adoption by 2028; and

WHEREAS, at a City Council workshop held on May 12, 2026, City staff presented an updated park impact fee methodology and calculated fee schedule, including a single-family residential park impact fee of $9,578 based on the adopted methodology and current level of service standards; and

WHEREAS, due to the substantial increase represented by the calculated fee, City staff proposed a phased implementation schedule extending over five years, culminating in full implementation of the calculated fee in 2031; and

WHEREAS, following initial City Council discussion and feedback regarding the magnitude of the proposed increase, staff presented a revised phased approach to the City Council on June 3, 2026, recommending adoption of only the first two phases of the increase, consisting of a single-family residential park impact fee of $2,596 effective in 2027 and $4,611 effective in 2028; and

WHEREAS, the City Council finds that the full calculated park impact fee increase represents a substantial adjustment to existing fees and desires to implement only the initial phase of the increase at this time; and

WHEREAS, as part of the 2028 PROS Plan update, the City Council intends to re-evaluate park level of service standards, park facility needs, and the corresponding park impact fee methodology and rates; and

WHEREAS, the Poulsbo Parks and Recreation Commission reviewed the proposed Park Impact Fee Update during meetings held on March 24, 2026, April 28, 2026, and May 26, 2026, and

voted to recommend approval of the update, expressing support for a phased implementation approach and emphasizing the importance of conducting the upcoming PROS Plan update to re-evaluate park level of service standards and future park facility needs; and

WHEREAS, the City Council therefore adopts only the 2027 and 2028 park impact fee increases set forth below, with any future fee adjustments to be considered following completion of the updated PROS Plan;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Findings Adopted. The Poulsbo City Council adopts the foregoing recitals as findings in support of the adoption of this Ordinance.

Section 2. Chapter 3.84 PMC Amended. PMC chapter 3.84 is hereby amended as set forth in Exhibit A to this ordinance and incorporated herein.

Section 3. Park Impact Fee Schedule. The park impact fee to be paid by new development shall be as set forth below per new residential lot or residential unit for which a building permit application has been made. The methodology by which the park impact fee was derived is set forth in the Park Impact Fee Technical Document, dated June 2026.

PARK IMPACT FEE BY RESIDENTIAL TYPE AND SQUARE FOOTAGE	
Single-Family Detached Residential	
Unit Size	***Park Impact Fee***
999 square feet or less	$ 3,130
1,000-1,499 square feet or less	$ 4,360
1,500–1,999 square feet	$ 6,090
2,000–2,499 square feet	$ 7,840
2,500 – 2,999 square feet	$ 9,578
3,000 square feet or more	$ 11,320
Multi-Family Residential	
Unit Size	***Park Impact Fee***
499 square feet or less	$ 1,400
500–999 square feet	$ 2,620

1,000–1,499 square feet	$ 4,360
1,500–1,999 square feet	$ 6,100
2.000-2,499 square feet	$ 7,850
2,500 square feet or more	$ 9,590
*Note**S**: Accessory dwelling units (ADUs) associated with single-family **OR** multi-family **UNITS** are assessed at 50% of the impact fee applicable to the principal dwelling unit.*	

Section 4. **Park Impact Fee Phasing.** The City Council finds that implementation of the updated park impact fee schedule through a phased approach is appropriate in order to reduce potential rate shock, provide predictability for development projects currently in the development pipeline, allow the housing and development market time to adjust to revised impact fee amounts, and continue progress toward full recovery of the proportionate costs of park system improvements attributable to new development.

The City Council hereby adopts a phased implementation schedule for park impact fees as supported by the Park Impact Fee Technical Document, dated June 2026. During the phase-in period, the proportional relationships among residential unit size categories shall remain unchanged, and the impact fee applicable to each unit size category shall be calculated based upon the applicable phased base rate in effect at the time the impact fee becomes due.

The phased implementation schedule shall be as follows:

Phased Implementation Schedule for Base Park Impact Fees (January 2027–2031)					
	2027	*2028*	*2029*	*2030*	*2031*
Single-Family Base Park Impact Fee	$ 2,596	$ 4,611	$ 6,267	$ 7,922	$ 9,578
Multi-Family Base Park Impact Fee	$ 1,912	$ 2,524	$ 3,136	$ 3,748	$ 4,360

Section 5. **Applicability.** The provisions of this ordinance apply to development approvals occurring after the effective date of its adoption.

Section 6. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 7. **Corrections**. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section8 Effective Date. This ordinance shall become effective January 1, 2027. Park impact fees shall be assessed and collected pursuant to the fee schedule and phased implementation provisions adopted herein.

APPROVED:

_____
MAYOR, EDWARD R. STERN

ATTEST/AUTHENTICATED:

_____
CITY CLERK, RHIANNON FERNANDEZ

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

BY _____
EMILY ROMANENKO

FILED WITH THE CITY CLERK: 06/10/2026
PASSED BY THE CITY COUNCIL: 06/17/2026
PUBLISHED: 06/22/2026

SUMMARY OF ORDINANCE NO. 2026-08
of the City of Poulsbo, Washington

On the 17th day of June, 2026, the City Council of the City of Poulsbo, passed Ordinance No. 2026-08. A summary of the content of said ordinance, consisting of the title, provides as follows:

> AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, AMENDING CHAPTER 3.84 OF THE POULSBO MUNICIPAL CODE TO UPDATE THE PARK IMPACT FEE AMOUNT; PROVIDING CLARIFICATION BASED UPON SQUARE FOOTAGE; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

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

DATED this 17th day of June, 2026.

_____
CITY CLERK, RHIANNON FERNANDEZ

3.84.010. Short title.

This chapter shall be known and may be cited as the "Poulsbo Park Impact Fee Ordinance."

3.84.020. Findings and authority.

The Poulsbo city council hereby finds and declares that:

A. In order to maintain park standards and continue to promote and protect the public health, safety and welfare in the face of a growing population, the city of Poulsbo must expand its park and recreation system.

B. The demand for parks and recreation facilities is proportionate to the size of a user population.

C. Impact fees are intended to ensure that new growth and development contributes a proportionate share of the costs of system improvements required to serve that growth. ~~The imposition of impact fees is the preferred method of ensuring that (1) adequate parks and recreation facilities are available to serve new growth and development, and (2) such new growth and development should be required to pay a proportionate share of the costs of new facilities necessary to serve such increased growth.~~

D. Each type of land development described in this chapter will create demand for the acquisition or expansion of parks and the construction of recreational facilities and other park improvements.

E. The fees established in Section 3.84.090 are derived from and supported by the City's Park Impact Fee Technical Study and are based upon, and do not exceed, the costs of providing park system improvements necessitated by new development., ~~based upon, and do not exceed the costs of providing additional park land and park improvements necessitated by the new land developments for which the fees are levied.~~

F. This chapter is enacted under the authority of the Washington State Growth Management Act, codified at Chapter 36.70A RCW and at RCW 82.02.050 through 82.02.110 ~~100~~, as currently enacted or hereafter amended.

G. Pursuant to the requirements of RCW 82.02.060, the city has reasonably adjusted the park impact fee amount for taxes and other revenue sources that are anticipated to be available to fund the park land and facility improvements, as identified in the city's capital facilities plan, and as outlined in the park impact fee technical document.

H. The park system improvements funded through this chapter are identified within the City's adopted Comprehensive Plan, Capital Facilities Plan, and applicable parks and recreation planning documents and are necessary to maintain the City's adopted level of service as growth occurs.

I. Impact fees imposed pursuant to this chapter shall be used only for system improvements reasonably related to new development and shall not be used to remedy existing deficiencies in park facilities or levels of service.

3.84.030. Purpose.

A. The purpose of this chapter is to implement the capital facilities element of the Poulsbo comprehensive plan and the Growth Management Act by:

1. Ensuring that adequate park, open space and recreation facilities are available to serve new development;
2. Maintaining the high quality of life in Poulsbo by ensuring that growth pays for growth and that existing service levels for existing residents and businesses are not adversely impacted by growth and new development activity; and
3. Establishing standards and procedures whereby new development pays its proportionate share of the cost of park, open space and recreation facilities that are reasonably related to the new

development, and whereby park, open space and recreation facilities are jointly financed by public and private interests.

B. The provisions of this chapter shall be liberally construed to effectively carry out its purpose in the interest of the public health, safety and welfare.

C. This chapter shall be interpreted and administered consistent with RCW Chapter 82.02, the Growth Management Act, and the City's adopted Comprehensive Plan and Capital Facilities Plan.

3.84.040. Definitions.

As used in this chapter, the following terms have the meanings set forth below:

"Building permit" means a permit issued by the Poulsbo building official and which authorizes the construction, alteration, enlargement, conversion, reconstruction, remodeling, rehabilitation, erection, demolition, moving or repair of a building or structure. As the term relates to park impact fees, "building permit" includes a permit issued for the siting or location of a mobile home.

"Capital facilities plan (CFP)" means the capital facilities plan element of the Poulsbo comprehensive plan, as the same now exists or may be hereafter amended.

"Developer" means an individual, group of individuals, partnership, corporation, association, municipal corporation, state agency, or other person undertaking development activity within the city.

"Development activity," as the term relates to park impact fees, means any construction or expansion of a building, structure, or use, any change in use of a building or structure, or any change in the use of land, that creates additional demand and need for public park, open space or recreation facilities.

"Development approval" means any written authorization from the city that authorizes commencement of a development activity, including but not limited to final plat approval, short plat approval, binding site plan approval, planned residential development approval, planned mixed use development approval, site plan approval, conditional use permit approval, and building permit approval. As the term relates to park impact fees, "development approval" includes a permit issued for the siting or location of a mobile home.

"Dwelling" or "dwelling unit" means a single unit providing a complete independent living space for one or more persons, including permanent facilities for living, sleeping, eating, cooking and sanitation.

"Encumbered," as the term relates to park impact fees, means to reserve, set aside, or otherwise earmark the impact fees in order to pay for commitments, contractual obligations, or other liabilities incurred for park, open space or recreation capital facilities. Impact fees shall be considered encumbered on a first in, first out basis.

"Existing development," as the term relates to park impact fees, means that development which physically exists or for which the developer holds a valid building permit as of the effective date of the first ordinance establishing this chapter.

"Fair market value" means the amount in cash which a well-informed buyer, willing but not obligated to buy the property, would pay, and which a well-informed seller, willing but not obligated to sell it, would accept, taking into consideration all uses to which the property is adapted and might in reason be applied.

"Level of service (LOS)" means the ratio of park and recreation land (acres) to the number of persons in the population (expressed in units per one thousand persons).

"New development," as the term relates to park impact fees, means any and all development for which a development approval ~~permit~~ is issued after the effective date of the first ordinance establishing this chapter.

"Owner" means the owner of record of real property; provided, that when real property is being purchased under a real estate contract, the purchaser shall be considered to be the owner of the real property if the contract is recorded.

"Park capital facilities" means those park, open space and recreation facilities or improvements addressed in the capital facilities element of the Poulsbo comprehensive plan, as the same now exists or may be hereafter amended.

"Park impact fee" means a payment of money imposed upon new growth or development as a condition of development approval in order to pay for park, open space or recreation facilities needed to serve such new growth or development. "Impact fee" does not include any permit or application fee.

"Park service area" means a geographic area defined by the city or, in the case of facilities providing service to areas outside the city, by interlocal agreement, as being that area in which a defined set of park, open space and recreation facilities provide service to development within the area.

"Park system improvements" means park, open space and recreation facilities that are included in the capital facilities plan and are designed to provide service to service areas within the community at large, in contrast to project improvements.

"Poulsbo park, recreation and open space plan" means the planning document prepared on a six-year cycle, that includes park and recreation inventory, facility demand, policy and guidance on development of city-wide park and recreation facilities.

"Project improvements," as the term relates to park impact fees, means site improvements and facilities that are designed to provide service for a particular development project and that are necessary for the use and convenience of the occupants or users of the project and are not system improvements. No park, open space or recreation improvement or facility included in the capital facilities plan shall be considered a project improvement.

"Proportionate share," as the term relates to park impact fees, means that portion of the cost of park, open space and recreation improvements that are reasonably related to the service demands and needs of new development.

"Residential" or "residential development" means all types of construction intended for human habitation. This shall include, but is not limited to, single-family, duplex, triplex, other multifamily development, mobile homes, and manufactured homes.

3.84.050. Applicability.

The requirements of this chapter apply to all new residential development, as defined in Section 3.84.040.

3.84.060. Geographic scope.

The boundaries within which impact fees shall be charged and collected by the city are coextensive with the corporate city limits and shall include all unincorporated areas annexed to the city on and after the effective date of the first ordinance establishing this chapter.

3.84.070. Service area and level of service.

A. The park service area for the existing and proposed park, open space and recreation facilities of the city of Poulsbo is hereby defined as that area which is coextensive with the corporate boundaries of the city, as they now exist or as they may be amended through annexation or other means from time to time.

B. The City's level of service standard shall be as established within the adopted Capital Facilities Plan and Parks, Recreation and Open Space Plan, as amended. ~~As provided in the comprehensive plan's capital facilities plan, the city's overall park system level of service standard is 13.73 acres of park, open space and recreation land per one thousand residents.~~

C. The City's adopted level of service standard is intended to be maintained as growth occurs. Increased demand associated with growth and new development will require the acquisition, development, expansion, or improvement of park, open space, and recreation system improvements in order to maintain adopted service levels and continue to provide adequate facilities for existing and future residents. ~~The level of service standard set forth in subsection B of this section is met for existing development and~~

~~increased demand and need associated with growth and new development will require acquisition and development of additional park, open space and recreation land and facilities to maintain this level of service.~~

3.84.080. Imposition of park impact fees.

A. Park impact fees shall be required as a condition of development approval for all new residential development within the city to which this chapter applies.

B. The ~~park~~ impact fee to be paid shall be that which is in effect at the time the park impact fee becomes due. The planning director and building official are authorized to impose park impact fees on any and all new development and to condition, withhold or revoke approval of any such development unless the park impact fees are paid when due.

C. Impact fees shall become due and payable to the City at the time of issuance of a certificate of occupancy. If a certificate of occupancy is not required, the impact fee shall become due at the time of final inspection or, if no final inspection is required, at the time of development approval. ~~Except as provided in Section 3.84.135, park impact fees shall become due and payable to the city at the time of building permit issuance. If a building permit is not required, then the park impact fees are due at the time of development approval.~~

D. For a change in use of an existing building or dwelling unit, the impact fee shall be the applicable impact fee, less any impact fee previously paid for the prior use.

E. For an accessory dwelling unit (ADU) ~~building permit~~, the impact fee shall be reduced to fifty percent of the fee that would be calculated for the associated primary unit.

F. The building official shall not issue a certificate of occupancy, or final approval where a certificate of occupancy is not required, unless and until the impact fee has been paid. ~~The building official shall not issue any building permit, or certificate of occupancy if no building permit is required, unless and until the impact fee has been paid.~~

3.84.090. Calculation of park impact fee amount.

A. The impact fee schedule shall be established by City Council ordinance and supported by a Park Impact Fee Technical Rate Study. The methodology shall reflect the proportionate impacts of different development types and residential unit characteristics consistent with state law. ~~The park impact fee to be paid by new development shall be one thousand one hundred seventy-four dollars per new residential lot or residential unit for which a building permit application has been made. The methodology by which the park impact fee was derived is set forth in the Park Impact Fee Technical Document, dated April 2017, a copy of which is on file with the city clerk and which is incorporated herein by this reference as if set forth in full.~~

B. No ~~park~~ impact fee shall be collected if the park improvements are incapable of being reasonably accomplished because of lack of public funds.

C. The impact fees imposed by this section should be reviewed whenever the capital facilities plan has been amended as to park level of service standard, whenever the city's projected new population assumption is updated, whenever the Poulsbo park, recreation and open space plan is updated, but no less than every ten ~~eight~~ years as part of the Poulsbo comprehensive plan periodic update cycle.

D. Failure of the city to review or amend the fee schedule shall not be a prerequisite to the continued imposition of fees under this chapter.

E. ~~Cost Indexing.~~ At the end of any twelve-month period in which the city's capital facilities plan listing system improvements that are the basis for park impact fees is not updated, the city parks director may adjust the park impact fee amount by the same percentage change of the CPI-U (Seattle), for the most recent twelve-month period prior to the date of the adjustment.

3.84.100. Exemptions.

The following are exempt from the payment of impact fees under this chapter:

A. New nonresidential development. For mixed use developments, only the residential units associated will be subject to the park impact fee.

B. Development for which land has been dedicated, improvements constructed, or impact fees paid under SEPA and which land, improvements, or fees the city has previously determined to be sufficient to mitigate the transportation impacts of the development.

C. Development for which a~~n~~ park impact fee has already been paid under this chapter.

D. Development for which a voluntary agreement (developer's agreement) has been entered into pursuant to RCW 82.02.020 and which agreement calls for the dedication of land, construction of improvements, or payment of transportation impact fees in a specified amount at a date subsequent to execution of the agreement.

E. Alteration, expansion, remodeling, reconstruction, or replacement of existing single-family or multifamily dwelling units that does not result in the creation of additional dwelling units.

F. Construction of a non-dwelling unit accessory residential structures that are secondary and associated with a primary single-family or multifamily structure, such as sheds, greenhouses or similar structures.

G. Demolition of or moving an existing residential structure within the city from one site to another.

3.84.110. Credits.

A. Pursuant to RCW 82.02.060(5~~3~~), a reasonable credit shall be allowed for the dedication of land for, improvements to, or new construction of any park system improvements provided by a developer, to park, open space or recreation facilities identified in the capital facilities plan of the comprehensive plan and that are the subject of impact fees to be paid by the developer under this chapter. Any request for a credit against impact fees shall be made no later than the time of the application triggering the imposition of impact fees.

B. All land proposed to be conveyed to the city in exchange for a credit against impact fees shall meet all of the following requirements:

1. The land must have a minimum site area of two acres.
2. The land must be conveyed free and clear of all liens and encumbrances.
3. The land must be readily accessible to the general public.
4. The land must have a site, size, and location consistent with a park system improvement generally described in the comprehensive plan's parks chapter and capital facilities plan.
5. The land must be improved with and contain three or more facilities recommended in the comprehensive plan or Poulsbo park, recreation and open space plan for the appropriate population density the land and improvements are intended to serve.
6. The land must be suitable for the proposed park uses and for inclusion in the city's park system, as determined by the parks and recreation director.
7. The city may decide to accept land which does not meet all of these standards in unusual circumstances where the land to be conveyed provides a unique benefit, such as where the land has waterfront access, or provides significant open space or trail corridor.

C. The amount of the credit shall be the value of the land and improvements conveyed to the city; provided, that in no case shall the amount of the credit exceed the amount of the impact fee imposed on the development activity. If the value of the land and improvements exceeds the total park impact fees to be

paid by the development, no impact fees shall be due. If the value of the land and improvements is less than the impact fees due, the developer will be required to pay the difference.

D. The value of the land and improvements for which a credit is sought shall be measured as follows:

1. The value of the land will be based upon the assessed value of the land to be conveyed, as shown in the most recent records of the county assessor, unless the developer provides an appraisal of the fair market value of the land completed by a ~~qualified~~ certified real estate appraiser, in which case the value of the land will be based upon the said fair market value if the ~~planning director and~~ parks and recreation director determine that the appraisal is satisfactory.

2. The value of the improvements will be based upon construction cost estimates for the proposed park and recreation improvements, including any directly related site work, as approved by the ~~planning director and~~ parks and recreation director.

E. Credits shall not be transferable from one property, project, or development activity to another.

3.84.120. Adjustments.

The ~~planning director and~~ parks and recreation director are authorized to adjust the impact fees to be calculated under this chapter where the developer demonstrates that unusual circumstances make the standard impact fee applied to such development unfair or unjust. The circumstances that form the basis for the adjustment shall not be circumstances that are generally applicable to similar land uses or to all development activity in the vicinity. Unusual circumstances may include that the development activity will have substantially less impact on the system improvements than other development activities in the same land use category. Any request for an adjustment shall be made no later than the time of the application triggering imposition of impact fees. Adjustments granted under this section shall not be transferable from one property, project or development activity to another.

3.84.130. Calculation of impact fees based upon independent study.

Fees shall be calculated in accordance with Section 3.84.090 unless:

A. A developer submits to the ~~planning director and~~ parks and recreation director studies and data in accordance with RCW 82.02.060(5) that support a claim for adjustment in the amount of the fee. The studies and data submitted shall clearly show the basis upon which the independent fee calculation was made.

1. The study shall follow accepted impact fee assessment practices and methodologies.

2. The study shall use acceptable data sources and the land uses from which the data was compiled, and shall be comparable to the uses and intensities of the proposed development activity. Unusual circumstances that clearly demonstrate that the proposed development will have substantially less impact on the park system than other development activities may be presented in the study.

3. The study shall comply with applicable state laws governing imposition of impact fees.

4. The study, including any data collection and analysis, shall be prepared and documented by professionals qualified in the park and planning fields.

5. The study shall clearly show the basis upon which the independent fee calculation was made.

B. The ~~planning director and~~ parks and recreation director shall consider the study and any other documentation submitted by the developer, but are not required to accept the study if they decide that the study is not accurate or reliable. The planning director and parks and recreation director may, in the alternative, require that the developer submit additional or different studies, documents, or information for consideration. If the ~~planning director and~~ parks and recreation director determine that outside expertise is needed to review the study, the city may obtain the services of outside experts and the developer will be required to pay the costs of such services.

C. If the study is not acceptable, the developer shall be required to pay the impact fees based upon Section 3.84.090. If the study is acceptable, the planning director and parks and recreation director may adjust the fee to that amount which is appropriate to the particular development activity.

D. The city council may establish a fee for staff review of the independent studies authorized by this section. If such a fee is established, the fee shall be paid at the time the study is submitted.

~~**3.84.135. Deferral of single-family residential impact fees.**~~

~~A. An applicant for a building permit for a single-family detached or attached residence may request a deferral of the full impact fee payment until the date of final inspection or eighteen months from the date of building permit issuance, whichever occurs first. Deferral of impact fees shall be granted under the conditions set forth in this section.~~

~~B. An applicant for deferral must request the deferral no later than the time of issuance of a building permit. Any request not so made shall be deemed waived.~~

~~C. To receive a deferral, an applicant must:~~

~~1. Submit a separate application for deferral for each single-family detached or attached residence for which the applicant wishes to defer payment of the impact fees. Each application must be accompanied by the nonrefundable administrative fee established by resolution of the city council in order to reimburse the city for all costs associated with the deferral.~~

~~2. Grant and record a deferred impact fee lien against the property in favor of the city in the amount of the deferred impact fee. The deferred impact fee lien must:~~

~~a. Be in a form approved by the city;~~

~~b. Signed by all owners of the property, with all signatures acknowledged as required for a deed;~~

~~c. Include the legal description, tax account number, and address of the property;~~

~~d. Be recorded in Kitsap County;~~

~~e. Be binding on all successors in title after the recordation; and~~

~~f. Be junior and subordinate to one mortgage for the purpose of construction granted by the person who applied for the deferral of impact fees.~~

~~D. The amount of the impact fees deferred shall be determined by the fees in effect at the time the applicant applies for a deferral.~~

~~E. The city shall withhold final inspection until the impact fees have been paid in full. Upon receipt of final payment of impact fees deferred under this subsection, the city shall execute a release of the deferred impact fee lien for each single-family detached or attached residence for which the impact fees have been received. The applicant, or the property owner at the time of the release, shall be responsible for recording the lien release at his or her expense.~~

~~F. The extinguishing of a deferred impact fee lien by the foreclosure of a lien having priority does not affect the obligation of the applicant or the property owner to pay the impact fees as a condition of final inspection.~~

~~G. If impact fees are not paid in accordance with the deferral and in accordance with the terms and conditions provided in this section, the city may institute foreclosure proceedings in accordance with Chapter 61.12 RCW.~~

~~H. Each applicant for a single-family detached or attached residential construction permit, in accordance with his or her contractor registration number or other unique identification number, shall be entitled to receive annually deferrals for the first twenty single-family residential construction building permits. For purposes~~

~~of this subsection, an "applicant" includes an entity that controls the applicant, is controlled by the applicant, or is under common control with the applicant.~~

3.84.135 ~~140~~. Payments under protest.

Impact fees may be paid under protest in order to obtain a ~~final plat recording or building permit~~ certificate of occupancy, or development approval if no certificate of occupancy is required.

3.84.140 ~~150~~. Appeals.

Any decision made by the ~~planning director and~~ parks and recreation director under this chapter may be appealed in accord with the procedures for appealing the underlying permit or development approval and shall not be subject to a separate appeal process. All appeals shall follow the procedures set forth in Title 19. The impact fee may be modified upon a determination that it is proper to do so based on principles of fairness.

3.84.150 ~~160~~. Impact fee accounts and expenditures.

A. A park impact fee account is hereby established for the purpose of depositing and maintaining the funds received under this chapter and any previously collected park impact fees paid pursuant to SEPA or other authority. The city finance department shall earmark all funds collected under this chapter and under such previous collections as to the person paying, the date paid, and the development or property for which paid. The account shall be separate from all other accounts of the city and shall be interest-bearing. All interest shall be retained in the account and expended for the purposes for which the impact fee was imposed.

B. Impact fees shall only be expended for park, open space and recreation facilities described in and in conformance with the capital facilities plan. Impact fees may be expended for facility planning, land acquisition, site improvements, application fees, necessary off-site improvements, required mitigation, construction, engineering, architectural, permitting, financing, and administrative expenses, relocatable facilities, capital equipment, repayment of system improvement costs previously incurred to the extent that new growth and development will be served by such system improvements, and any other expenses which could be capitalized and which are consistent with the capital facilities element.

C. In the event that bonds or similar debt instruments are issued for the advanced provision of system improvements for which impact fees may be expended and where consistent with provisions of the bond covenants, impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities are consistent with the requirements of this section.

D. Impact fees imposed under this chapter shall be expended or encumbered for a permissible use within ten years of the date they are received by the city, unless the city council finds that there exists an extraordinary and compelling reason for the fees to be held longer than ten years. Such a finding shall be made in writing.

E. Impact fees collected under the authority of SEPA and the voluntary agreement provisions of RCW 82.02.020 shall be expended or encumbered for a permissible use within five years of the date they are received by the city.

F. As part of the city's budget cycle, the parks and recreation director shall present a proposed capital improvement program (CIP) for parks, assigning funds to specific park acquisition or improvement projects and related expenses. Moneys not assigned in any fiscal period shall be retained in the park impact fee special revenue fund until the next fiscal period, except as provided by the refund provisions of this chapter.

G. Funds may be used to provide refunds as described in Section 3.84.160 ~~170~~.

H. The city may establish a fee for staff administration of impact fees authorized by this chapter. If such a fee is established, the fee shall be identified in the city's fee schedule.

3.84.160 ~~170~~. Impact fee refunds.

A. The current owner of property on which impact fees have been paid may receive a refund of such fees, or any portion thereof, if the city has failed to expend or encumber the impact fees, or any applicable portion, within the time periods specified in Section 3.84.160.

B. The city shall notify potential claimants for impact fee refunds by first class mail deposited with the United States Postal Service at the last known address of the said claimants.

C. A request for a refund must be submitted to the city council in writing within one year of the date that the right to claim the refund arises or the date that the notice is given, whichever is later. Any impact fees that are not expended or encumbered and for which no application for refund has been made within the one-year period shall be retained and expended on the indicated capital facilities. Refunds under this subsection shall include interest earned on the impact fees; provided, that if the city's failure to expend or encumber the fee within the time periods set forth in Section 3.84.160 is due to delay attributable to the developer of the project for which the fee was collected, the refund shall be without interest.

D. If the city should terminate the impact fee requirements of this chapter, all unexpended or unencumbered funds, including interest earned, shall be refunded pursuant to this section. Upon a determination to terminate such impact fee requirements, the city shall publish a notice of such termination and the availability of refunds in the city's official newspaper at least two times and shall notify all potential claimants by first class mail at the last known address of claimants. A request for a refund must be submitted to the city council in writing within one year of the date that the notice is given. Any impact fees for which no application for refund has been made within the one-year period shall be retained and expended on the indicated capital facilities. No notice shall be required if there are no unexpended or unencumbered balances within the account at the time of termination.

E. A developer may request and shall receive a refund, including interest earned on the impact fees, when the developer does not proceed with the development activity and no impact has resulted.

F. When providing a refund, the city shall include the interest earned by the city on the impact fee while it was deposited into the required special interest bearing account.

3.84.170 ~~180~~. Annual impact fee report.

The city finance department, in conjunction with the planning director and parks and recreation director, shall prepare an annual report to the city council showing the source and amount of all moneys collected, earned, or received and the park, open space and recreation system improvements that were financed in whole or in part by impact fees imposed under this chapter. The report may be part of an existing annual report or may be a separate report.

Parks and Recreation Impact Fee Update

June 2026

Introduction

This Parks and Recreation Impact Fee Rate Study has been prepared to update the City of Poulsbo's park impact fee methodology for park and recreation facilities in accordance with RCW 82.02.050–.090 and applicable Growth Management Act requirements. The purpose of the study is to calculate the proportionate share of park system improvement costs attributable to new development and to provide the technical basis for establishing an impact fee schedule that is legally defensible, proportionate, and consistent with adopted City policy.

The study relies on the City's adopted Comprehensive Plan and Capital Facilities Plan, including the planned level of service (PLOS) for park facilities. The analysis applies the adopted level of service and does not evaluate, modify, or correct existing deficiencies in the park system, consistent with statutory limitations on the use of impact fees.

This study describes the methodology and formula used to calculate the park impact fee, including the assumptions, variables, and data sources used in the analysis. The methodology identifies future park facility needs associated with projected population growth, applies appropriate adjustments for park facilities and capacity provided through other mechanisms, estimates the cost of land acquisition and park development, and accounts for anticipated public funding contributions to ensure that impact fees represent only a portion of total capital costs and do not exceed the proportionate share attributable to new development.

The resulting fee structure allocates costs proportionately based on development type and unit size in order to reflect differences in anticipated impacts. The study also identifies policy considerations associated with accessory dwelling units and potential exemptions. Final impact fee rates, exemptions, credits, phase-in schedules, and effective dates are legislative policy decisions subject to City Council adoption.

This Rate Study is prepared to support an update to the City's Park Impact Fee ordinance, as codified in Poulsbo Municipal Code (PMC) Chapter 3.84. Proposed amendments to PMC 3.84 are included as Attachment A to this Study.

Impact Fees versus other Developer Contributions

Impact fees are charges paid by new developments to reimburse local governments for a portion of the capital cost of public facilities that are needed to serve new development and the people who occupy or otherwise use that development. Throughout this study, the term "developer" is used as a shorthand expression to describe any party obligated to pay impact fees, including builders, property owners, or developers.

Local governments impose impact fees for several purposes:

1. To generate revenue to help fund a portion of the capital cost of new public facilities required to serve growth;
2. To implement the public policy that new development should pay its proportionate share of the cost of facilities needed to serve that development, rather than shifting those costs entirely to existing residents and taxpayers; and
3. To help ensure that adequate public facilities are provided in a timely manner to support planned growth.

Impact fees authorized under RCW 82.02 are limited to funding system improvements that are reasonably related to and necessitated by new development. Impact fees may not be used to address existing deficiencies, to fund operations or maintenance, or to replace other public funding sources.

The impact fees described in this study are distinct from, and do not include, replace, or duplicate, other forms of developer contributions or exactions that may be required or authorized under separate legal authority. Such contributions may include, but are not limited to, mitigation or voluntary payments authorized under the State Environmental Policy Act (SEPA) (RCW 43.21C); system development charges or connection fees for water and sewer utilities authorized under RCW 35.92, RCW 56.16, or RCW 57.08; local improvement districts or other special assessment districts; linkage fees; voluntary development agreements; or land donations or fees paid in lieu of land.

Consistent with recent legislative direction and evolving practice in Washington, park impact fees are structured to improve proportionality by recognizing differences in development type and unit scale. Impact fees are intended to function as one component of a broader park funding strategy, alongside public revenues such as taxes, grants, and other funding sources, to ensure that new development is not charged more than its proportionate share of total park system costs.

Developer Options

A developer who is responsible for paying park impact fees has several options regarding the calculation, payment, and administration of impact fees, as provided in the City of Poulsbo Park Impact Fee Ordinance (PMC Chapter 3.84):

- Payment *of Impact Fees.* Pay the applicable park impact fee in accordance with the fee schedule and timing provisions set forth in PMC 3.84.080 and 090.
- Independent *Fee Calculation or Adjustment Request.* Submit data, studies, or other technical information demonstrating that the impacts of the proposed development on park facilities are less than those assumed in the City's adopted fee schedule, pursuant to PMC 3.84.130. Any such request must be supported by credible analysis sufficient to demonstrate a reduced impact on park system capacity.
- Appeal *of Impact Fee Determination.* Appeal the City's impact fee calculation or administrative determination in accordance with the appeal procedures and timelines set forth in PMC 3.84.150.
- Refund *for Non-Construction or Project Cancellation.* Request a refund of paid impact fees if the development does not proceed and no impacts are created, consistent with the refund provisions of PMC 3.84.170.
- Refund *for Failure to Expend Fees.* Request a refund if the City fails to expend collected impact fees within the timeframe required by PMC 3.84.170 and RCW 82.02, provided that the statutory criteria for a refund are met.

Authority for Impact Fees

The City of Poulsbo is authorized to impose impact fees pursuant to RCW 82.02.050–.090. Impact fees may be imposed on new development to fund a proportionate share of the cost of public facilities needed to serve growth, provided that such fees:

- Are used only for system improvements reasonably related to new development;
- Do not exceed the cost of the system improvements attributable to new development;
- Do not fund existing deficiencies;
- Are based on a balance of public and private funding sources; and
- Provide appropriate credits to avoid double-charging.

This Parks and Recreation Impact Fee Rate Study has been prepared to satisfy these statutory requirements and to provide the technical basis for the City's park impact fee program. The study applies the City's adopted plans and service standards, identifies capital facilities needed to serve new growth, and allocates costs in a manner intended to ensure that impact fees are proportionate, defensible, and consistent with state law.

RCW and WAC Compliance

This Parks and Recreation Impact Fee Rate Study has been prepared consistent with RCW 82.02.060 and WAC 365-196-850. The impact fee methodology explicitly incorporates the following statutory and regulatory requirements:

a) Identification of the cost of park system improvements needed to provide capacity to serve new development;
b) Adjustments for anticipated public funding sources, including taxes, grants, and other revenues that contribute to park acquisition and development;
c) Consideration of credits, adjustments, or alternative calculations to ensure that development is not charged more than its proportionate share of system improvement costs;

d) Recognition of existing park facilities and capacity serving the community; and
e) Acknowledgement that existing park facilities and capacity were financed through public revenues rather than impact fees.

The resulting impact fees are intended to be proportionate to the impacts of new development and are structured so that they do not exceed the cost of providing park system capacity necessary to serve growth, consistent with the requirements of RCW 82.02 and applicable Growth Management Act provisions.

Planned Level of Service (PLOS)

The PLOS for parks of 13.73 acres of parkland per 1,000 population is an adopted policy of the City of Poulsbo Comprehensive Plan and is documented in the City's Capital Facilities Plan (CFP). The CFP translates the adopted level of service into projected park acreage needs associated with anticipated population growth over the planning period and identifies park system improvements necessary to maintain the adopted service standard as growth occurs

This Parks and Recreation Impact Fee Rate Study applies the adopted PLOS as established by the Comprehensive Plan and CFP. The study does not evaluate the adequacy of the adopted level of service, propose changes to park service standards, or modify the City's park policies. Rather, the adopted PLOS is used as the basis for determining the park system capacity required to serve new development.

Impact fees calculated under this study are intended solely to fund park system improvements needed to provide capacity for new development consistent with the adopted level of service. The impact fee methodology does not address, correct, or fund existing park deficiencies, and existing park facilities are assumed to have been provided through prior public investment, consistent with the limitations of RCW 82.02.

Park Impact Fee Factors and Formula

The City's Park Impact Fee is calculated using a step-by-step methodology that applies the City's adopted PLOS and allocates the cost of park system improvements needed to serve projected growth in a proportionate manner. The calculation is based on the following factors:

- *2044 Park Need*: The total acreage of parkland required to serve projected population growth through 2044, based on the adopted PLOS.
- *2044 Park Need Costs*: The total cost of acquiring and developing the parkland necessary to meet the 2044 Park Need, calculated using average parkland acquisition and development costs.
- *2044 Park Need Costs to Be Paid by New Development*: The portion of total park need costs attributable to new development, after accounting for anticipated City and other public funding sources.
- *Base Park Impact Fee by Housing Type*: The portion of park system costs are attributable to new development divided by the number of expected new single-family and multi-family dwelling units, resulting in a base park impact fee by housing type.
- *Park Impact Fee by Unit Size*: Adjustment of the base park impact fee by square footage to reflect differences in unit size and proportional impacts.

Based on these factors, the park impact fee is calculated using the following formula:

1. 2044 Park Need × Cost of Parkland Acquisition and Development Cost = Total Park Need Costs
2. 2044 Total Park Need Costs – Anticipated City and Other Revenue Sources = 2044 Park Need Costs Attributable to New Development
3. 2044 Park Need Costs Attributable to New Development ÷ Number of Expected New Dwelling Units = Base Park Impact Fee
4. Base Park Impact Fee Adjusted by Unit Size = Final Park Impact Fee

This methodology ensures that park impact fees are proportionate to the impacts of new development, consistent with the City's adopted plans, and compliant with RCW 82.02.

2044 Park Need

The 2044 Park Need is based on the number of housing units allocated to the City of Poulsbo by the Washington State Department of Commerce as part of the City's 2024 Comprehensive Plan Update. These allocations establish the City's assumed residential growth over the planning horizon and provide the basis for projecting future population growth.

The Housing Needs Assessment included in Appendix A.1 of the Comprehensive Plan (Tables 46 and 47) identifies Poulsbo's allocated housing growth through 2044 as 560 single-family dwelling units and 1,417 multi-family dwelling units.

Projected population growth associated with these housing units is calculated using the average household sizes adopted for the City of Poulsbo:

Single-Family: 560 units × 2.41 persons per household = 1,350 persons

Multi-Family: 1,417 units × 2.07 persons per household = 2,933 persons

The total projected population growth associated with allocated housing units is therefore 4,283 persons.

The gross park acreage needed to serve this population growth is calculated by applying the City's adopted PLOS of 13.73 acres of parkland per 1,000 population, as documented in the Comprehensive Plan and Capital Facilities Plan (Exhibit CFP-18):

(4,283 × 13.73)/1,000 = 58.80 acres

The gross park acreage need is then adjusted to account for park and open space capacity provided through other mechanisms identified in the Capital Facilities Plan, including NKSD field availability and State Route 305 wetland mitigation open space acreage (Exhibit CFP-20). These facilities provide usable park or open space capacity and are therefore credited against the total park acreage need to avoid double-counting.

After applying these adjustments totaling 30.98 acres, the net adjusted 2044 Park Need attributable to new development is 27.82 acres.

Adjustment for Private Neighborhood Parks and Open Space

In evaluating future park land needs, the City considered the role of privately owned neighborhood parks and open space areas that are developed as part of residential projects. While these facilities are not open to the general public and do not function as part of the City's public park system, they do provide recreational opportunities and open space amenities that directly serve residents within the immediate development.

Because these private facilities help meet a portion of localized neighborhood park and open space demand, the City applied a 15% reduction to the projected acreage need for Neighborhood Parks and Open Space categories. This adjustment reflects the contribution these private amenities make toward serving growth at the neighborhood level, while recognizing that they do not replace the need for publicly accessible community-wide facilities such as Community or Regional Parks.

Following application of the 15% reduction to these two categories, total projected park land need was recalculated to reflect this adjusted demand. This approach ensures that the impact fee analysis accounts for the functional contribution of private recreational areas without overstating the City's future public park land acquisition obligations.

After applying these adjustments, the net adjusted 2044 Park Need attributable to new development is 25.96 acres.

2044 Park Need Costs

The cost of meeting the 2044 Park Need reflects the capital costs required to acquire and develop park facilities necessary to maintain the City's adopted PLOS as growth occurs. Consistent with standard impact fee practice in Washington, total park need costs are comprised of two components: parkland acquisition and parkland development.

Cost of Parkland Acquisition

The average cost of parkland acquisition per acre is based on the 2025 average assessed value of vacant or potentially available land within the City of Poulsbo. Parcels were selected using Kitsap County Assessor data and screened to reflect the types of properties reasonably expected to be acquired for future park use, consistent with the City's Capital Facilities Plan and 20-year park acquisition planning assumptions.

Parcels included in the analysis met the following criteria:

- Vacant and undeveloped parcels between 1 and 3 acres in size; and
- Vacant or largely undeveloped parcels 3 acres or larger containing no more than one single-family residence.

Parcels were excluded from the analysis if they:

- Are classified under a current use tax exemption;
- Have an approved or pending preliminary subdivision, planned residential development, site plan review, or binding site plan approval; or
- Are located in non-residential zoning districts, as the City's planned park acquisition areas identified in the Capital Facilities Plan are primarily located within residential zones.

City staff utilized GIS to identify parcels meeting these criteria, calculate total acreage, and determine the combined assessed value of eligible parcels. The resulting analysis produced an average 2025 assessed value of $139,107 per acre for parkland acquisition within the City limits of Poulsbo.

This approach reflects a reasonable and locally grounded estimate of land acquisition costs and is consistent with methodologies used in other recently adopted Washington park impact fee studies.

Cost of Parkland Development

The cost of parkland development varies depending on park type, size, location, and amenities. To estimate development costs in a manner appropriate for impact fee purposes, the City calculated average development costs per acre for the primary park types and facilities identified in the Comprehensive Plan and Capital Facilities Plan.

Development cost estimates are based on:

- The City's most recent park construction projects;
- Typical amenities associated with each park type;
- Site preparation and infrastructure needs; and
- Informal benchmarking with other Washington jurisdictions.

Average development costs per acre by park type are summarized below:

- Neighborhood Parks: $882,000 per acre (23.3% of need)
  (playground, picnic areas, lawn/sitting areas, barbeques, trails, viewing areas)
- Community Parks: $1,500,000 per acre (35.2% of need)
  (playgrounds, athletic fields, picnic shelters, trails/paths, dog runs, community gardens, viewing areas)
- Regional Parks: $2,030,697 per acre (6.9% of need)
  (multi-purpose fields, playgrounds, picnic shelters, trails, lawn/sitting areas, viewing areas)
- Open Space Parks: $100,000 per acre (21.4% of need)
  (trails, viewing areas, viewing platforms, arboretum features)
- Trails: $35,000 per acre (13.2% of need)
  (grading and gravel path development)

To reflect the City's projected mix of future park needs, a blended average cost per acre was calculated using each park type's share of total projected acreage need. Under this method, the cost per acre for each park category was

multiplied by its corresponding percentage of total need. The resulting values were then summed to produce a single blended cost per acre.

This approach ensures that park types representing a larger share of future demand, such as Community Parks, have a proportionately greater influence on the overall average cost, while park types with smaller projected needs contribute proportionally less. The resulting blended cost per acre reflects the anticipated distribution of future park development and provides a proportionate basis for calculating park impact fees.

	Cost Per Ace	*Share of Total Park Need*	*Weighted Cost*
Neighborhood Park	*$882,000*	*0.23*	*$205,885*
Community Park	*$1,500,000*	*0.35*	*$527,664*
Regional Park	*$2,030,697*	*0.07*	*$140,992*
Open Space Park	*$100,000*	*0.21*	*$21,361*
Trails - Acreage	*$35,000*	*0.13*	*$4,611*
Total			*$900,512*

Total Park Need Cost

The average cost to acquire and develop parkland is calculated by combining the average land acquisition cost and the average parkland development cost:

- Average Land Acquisition Cost: $139,107 per acre
- Average Parkland Development Cost: $900,512 per acre

Total Average Cost per Acre: $1,046,196

This average per-acre cost is applied to the net adjusted 2044 Park Need of 25.96 acres to determine the total cost of park system improvements needed to serve projected growth:

- Parkland Acquisition: $139,107 × 25.96 acres = $3,611,064
- Parkland Development: $909,512 × 25.96 acres = $23,376,303

Total Park Need Cost to Meet 2044 Park Demand: $26,987,367

These costs represent the total capital investment required to provide park system capacity for new development and form the basis for calculating the proportionate share attributable to growth.

2044 Park Need Costs to be Paid by New Development

The total 2044 Park Need Cost of $26,987,367 represents the full capital cost required to acquire and develop park facilities necessary to maintain the City's adopted planned level of service as growth occurs. Consistent with RCW 82.02, this cost must be shared between new development and the broader community, as impact fees may fund only a proportionate share of system improvement costs attributable to growth and may not serve as the sole funding source for park capital improvements.

To ensure compliance with statutory requirements and to avoid charging new development more than its proportionate share, the City applies an adjustment factor to reflect anticipated public funding contributions toward future park acquisition and development. This adjustment is based on the City's evaluation of historically available and reasonably anticipated funding sources over the 2044 planning horizon.

Predicted Public Funding Sources

The City anticipates contributing approximately $8.5 million in public funding toward park capital improvements between 2025 and 2044. These funds are expected to be derived from a combination of general revenues, grants, and community contributions, as summarized below:

- City General Fund Allocation: $5.5 million (approximately $275,000 per year over 20 years)
- Estimated State and Federal Grants: $2.0 million
- Community Donations of Labor and Supplies: $1.0 million

Total Estimated Public Funding (2025–2044): $8.5 million

2044 Park Need Cost - Total Estimated Public Funding: $18,487,367

These funding sources represent contributions from the broader community and are appropriately credited to reduce the share of park system costs attributable to new development.

Adjustment Factor and Cost Attributable to New Development

Based on anticipated public funding of $8.5 million, the City expects to fund approximately 31.5% of the total 2044 Park Need Cost through non–impact fee sources. The remaining $18,487,367 represents the portion of park system costs attributable to new development and eligible for recovery through park impact fees.

Allocation to New Residential Development

The cost attributable to new development is allocated across the projected number of new residential units anticipated to be constructed between 2025 and 2044:

- Single-Family Units: 560
- Multi-Family Units: 1,417

Total New Residential Units: 1,977

Dividing the park system costs attributable to new development by the expected number of new residential units results in a base park impact fee of $9,578 ($18,487,367/1,977) per dwelling unit prior to adjustment by housing type and unit size.

Determine Average Square Footage per Housing Type

Recent legislative changes and evolving practice in Washington emphasize the importance of ensuring that impact fees are proportionate to the impacts of development. In response, the City adjusts the park impact fee based on residential unit size, recognizing that smaller dwelling units generally accommodate fewer residents and generate proportionally lower demand for park facilities than larger units.

To implement this proportionality principle, the City establishes a base park impact fee using average unit sizes for new residential construction, and then adjusts the fee upward or downward based on the square footage of the proposed dwelling unit. This approach allows the impact fee structure to better reflect differences in anticipated park usage while remaining consistent with RCW 82.02 requirements.

Average square footage assumptions for new residential development were derived from a review of City of Poulsbo residential building permits issued between 2021 and 2025 for new single-family and multi-family construction. The resulting averages are as follows:

- *Average Square Footage – New Single-Family Units: 2,490 square feet*
- *Average Square Footage – New Multi-Family Units: 970 square feet*

These average unit sizes serve as the baseline for calculating the base park impact fee by housing type. The final park impact fee is then adjusted proportionately to account for variations in unit size, ensuring that smaller units are assessed a lower fee and larger units are assessed as a higher fee relative to the base amount.

Park Impact Fee Calculation by Housing Type, by Square Footage

The base park impact fee rates are established using representative unit sizes derived from recent residential construction activity in the City of Poulsbo. These base rates serve as the midpoint from which park impact fees are adjusted upward or downward based on residential unit size to improve proportionality.

The base park impact fee for single-family detached residential development is $9,578, which corresponds to a 2,500 square foot dwelling unit.

The base park impact fee for multi-family residential development is $4,360, which corresponds to a 1,000 square foot dwelling unit. This base multi-family fee reflects the smaller average unit size and proportionate scale of multi-family units relative to single-family units.

From these respective base rates, park impact fees are adjusted by square footage to reflect the proportional increase or decrease in anticipated park impacts associated with unit size.

Table 1: Single-Family Detached Residential	
Unit Size	***Park Impact Fee***
999 square feet or less	$ 3,130
1,000-1,499 square feet or less	$ 4,360
1,500–1,999 square feet	$ 6,090
2,000–2,499 square feet	$ 7,840
2,500 – 2,999 square feet	$ 9,578
3,000 square feet or more	$ 11,320
Note: Accessory dwelling units (ADUs) associated with single-family detached units are assessed at 50% of the impact fee applicable to the principal dwelling unit.	
Multi-Family Residential	
Unit Size	***Park Impact Fee***
499 square feet or less	$ 1,400
500–999 square feet	$ 2,620
1,000–1,499 square feet	$ 4,360
1,500–1,999 square feet	$ 6,100
2.000-2,499 square feet	$ 7,850
2,500 square feet or more	$ 9,590
Note: Accessory dwelling units (ADUs) associated with multi-family residential development are assessed at 50% of the impact fee applicable to the principal dwelling unit.	

Park impact fees are calculated proportionately based on the square footage of the residential unit relative to the applicable base unit size, ensuring that smaller units are assessed a lower fee and larger units are assessed a higher fee in a manner consistent with RCW 82.02.

Phased Approach

The park impact fee schedules shown in Table 1 establish the full, proportionate cost of providing park system capacity needed to serve new residential development, with fees scaled by unit size for both single-family detached and multi-family residential development. These tables reflect the maximum impact fee amounts supported by the technical analysis in this rate study.

While the fee schedules represent the full calculated cost, staff is recommending a phased implementation approach, as shown in Table 2, Phased Implementation Schedule for Base Park Impact Fees (2027–2031). Under this approach, the City would begin implementation in January of 2027 at a lower base rate and incrementally increase the base impact fee each year until the full calculated rates are reached in 2031. As illustrated in Table 2, the base park impact fee for single-family detached residential development would begin at $2,596 in 2027 and increase annually to $9,578 by 2031, while the base park impact fee for multi-family residential development would begin at $1,912 in 2027 and increase annually to $4,360 by 2031.

Table 2: Phased Implementation Schedule for Base Park Impact Fees (January 2027–2031)					
	2027	*2028*	*2029*	*2030*	*2031*
Single-Family Base Park Impact Fee	$ 2,596	$ 4,611	$ 6,267	$ 7,922	$ 9,578 + CPI
Multi-Family Base Park Impact Fee	$ 1,912	$ 2,524	$ 3,136	$ 3,748	$ 4,360 + CPI

As the base park impact fee increases annually pursuant to the phased implementation schedule, the unit-size-based fees shown in these tables will be recalculated each year to reflect the updated base rate in effect at the time of

permit issuance. The proportional relationships among unit size categories will remain the same, but the dollar amounts will adjust upward as the base park impact fee increases.

Table 3 illustrates the structure and proportional scaling of the park impact fees by unit size, using 2026 as the reference year. Future-year park impact fees will follow the same structure, with fees adjusted annually to correspond to the applicable base park impact fee adopted by the City Council.

The square-footage-based fee schedules shown in Table 3 would continue to apply throughout the phase-in period, with the applicable unit-size adjustments calculated from the phased base rates in effect for each year. Accessory dwelling units (ADUs) will continue to be assessed at 50% of the impact fee applicable to the principal dwelling unit, regardless of the year in which the permit is issued.

Table 3: Single-Family Detached Residential – January 2027	
Unit Size	***Park Impact Fee***
999 square feet or less	$ 850
1,000-1,499 square feet or less	$ 1,180
1,500–1,999 square feet	$ 1,650
2,000–2,499 square feet	$ 2,120
2,500 – 2,999 square feet	$ 2,596
3,000 square feet or more	$ 3,070
Note: Accessory dwelling units (ADUs) associated with single-family detached units are assessed at 50% of the impact fee applicable to the principal dwelling unit.	
Multi-Family Residential – January 2027	
Unit Size	***Park Impact Fee***
499 square feet or less	$ 610
500–999 square feet	$ 1,150
1,000–1,499 square feet	$ 1,912
1,500–1,999 square feet	$ 2,680
2.000-2,499 square feet	$ 3,440
2,500 square feet or more	$ 4,210
Note: Accessory dwelling units (ADUs) associated with multi-family residential development are assessed at 50% of the impact fee applicable to the principal dwelling unit.	

Staff recommend this phased approach to reduce rate shock, provide predictability for development projects currently in the pipeline, and allow the housing and development market time to adjust to the updated fee structure. Phasing also helps mitigate the potential impact of sudden fee increases on smaller projects, infill development, and missing-middle housing types, while still ensuring that the City moves toward full cost recovery over time.

The phased implementation schedule shown in Table 2 is a policy decision and does not modify the underlying impact fee methodology, planned level of service, or proportionality analysis described elsewhere in this study. By 2031, the full park impact fee amounts shown in Table 1 would be in effect.

Annual Fee Adjustment and Indexing

To preserve the proportionality and effectiveness of the City of Poulsbo's park impact fee program over time, the City may provide for an annual administrative adjustment to park impact fee rates to account for inflation and changes in park land acquisition and development costs. Without periodic adjustments, the real value of impact fees can erode, shifting a greater share of park system costs to existing residents and reducing the City's ability to maintain its adopted planned level of service as growth occurs. An annual adjustment, if authorized by the City Council, would be based on a recognized inflationary index, such as the Consumer Price Index, and would be applied administratively without modifying the underlying methodology, planned level of service, or policy framework established by this study. More substantive changes to park impact fees would continue to require a future rate study update and legislative action by the City Council.

POULSBO CITY COUNCIL AGENDA SUMMARY

BUSINESS AGENDA ITEM NO. 9.f
MEETING DATE: June 17, 2026

AGENDA ITEM	2026 Pavement Preservation Construction Contract Award
EXHIBITS	Pavement Preserv-Scrub Seal Project Official Bid Tabs Sierra Santa Fe_2026 Pavement Preservation Contract 2026 PAVEMENT PRESERVATION CONTRACT AWARD
STAFFED BY	Lund
ESTIMATED TIME	5 mins

SUMMARY STATEMENT

The City will share the results of the 2026 Pavement Preservation project bid opening.

There were two responsive bidders and Sierra Santa Fe was the low bidder with a bid of $414,351.18.

The project consists of completing a scrub seal treatment and finishing with a fog seal on 32 neighborhood roads totaling 3.65 miles. The Estimate for this project was $900K - $1.1M.

The lowest bid is within the Neighborhood Streets budget for this project.

The project is scheduled for work to take place between July 15, 2026 and September 30, 2026.

WORKSHOP DATE:	

IMPACTS

Expenditure Required? Yes	Included in Budget? Yes Amount: $414,351.18

SAMPLE MOTION:

Move to award construction contract for the 2026 Pavement Preservation Project to Sierra Santa Fe in the amount of $414,351.18, authorize the Mayor to sign the contract on behalf of the City and authorize the Mayor to sign change orders up to 10% of the contract value.

City of Poulsbo
2026 Pavement Preservation - Scrub Seal Project CN2026-10

2026 Pavement Preservation - Scrub Seal				ENGINEER EST.		Sierra Santa Fe		Doolittle Construction			
Item	Description	Unit	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization, Demobilization & Clean Up	LS	1	$50,000.00	$ 50,000.00	$ 42,236.00	$ 42,236.00	$ 26,100.00	$ 26,100.00		$ -
2	SPCC Plan	LS	1	$1,500.00	$ 1,500.00	$ 333.00	$ 333.00	$ 900.00	$ 900.00		$ -
3	Project Temporary Traffic Control	LS	1	$35,000.00	$ 35,000.00	$ 27,668.59	$ 27,668.59	$ 38,000.00	$ 38,000.00		$ -
4	Scrub Seal Coat Single Chip	SY	37,621	$11.50	$ 432,641.50	$ 3.86	$ 145,217.06	$ 5.44	$ 204,658.24		$ -
5	Scrub Seal Coat Double Chip	SY	15,141	$15.50	$ 234,685.50	$ 7.97	$ 120,673.77	$ 10.00	$ 151,410.00		$ -
6	Fog Seal Coat	SY	71,764	$5.50	$ 394,702.00	$ 1.09	$ 78,222.76	$ 0.78	$ 55,975.92		$ -
				SUBTOTAL	$1,148,529.00	SubTotal	$ 414,351.18	SubTotal	$477,044.16	SubTotal	$0.00
				Sales Tax Included In Bid Items	$0.00	Sales Tax Included in E	$0.00	Sales Tax Included in Bid	$0.00	Sales Tax Included in Bid	
				SUBTOTAL CONSTRUCTION COSTS	$1,148,529.00	Subtotal	$414,351.18	Subtotal	$477,044.16	Subtotal	$0.00
				TOTAL CONSTRUCTION COSTS	$1,148,529.00	TOTAL	$414,351.18	TOTAL	$477,044.16	TOTAL	

Prepared By: _____

Verified By: _____

Certified By: _____

CONTRACT
CITY OF POULSBO
2026 PAVEMENT PRESERVATION – SCRUB SEAL PROJECT
PUBLIC WORKS CONTRACT NO. CN2026-10

THIS AGREEMENT made and entered into this June month 17 day, 2026, by and between the City of Poulsbo, a municipality incorporated and existing under the laws of the State of Washington, by its City Council and Mayor, hereinafter called the "City," and Sierra Santa Fe Corporation, hereinafter called the "Contractor."

WITNESSETH:

That the Contractor, in consideration of the covenants, agreements and payments to be performed and made by the City, hereby covenants and agrees to furnish all labor, tools, materials, equipment and supplies required for, and to execute, construct and finish in full compliance with the Contract Documents, 2026 Pavement Preservation – Scrub Seal project. The Contractor further agrees to perform all such work for the Contract Price stated in the Contractor's Bid Proposal dated 6/9/2026, attached hereto and incorporated herein by this reference as if set forth in full.

The Contract Documents, duly identified, together with the Instructions to Bidders, a confirmed copy of the Proposal made by the Contractor on June 9, 2026 and the 2025 WSDOT Standard Specifications for Road, Bridge, and Municipal Construction, as modified by Amendments and Special Provisions, are hereby made a part of this Contract and are mutually cooperative therewith. Time is of the essence of this Contract. It is agreed that the work covered by this Contract shall start within 14 calendar days after Notice to Proceed is issued and that all construction shall be complete between July 15, 2026 & September 30, 2026 after the Notice to Proceed Date.

It is further agreed that the City will suffer damage and be put to additional expense in the event that the Contractor shall not have the specified portions of the work completed in all its parts in the time specified, and as it may be difficult to accurately compute the amount of such damage, the Contractor expressly convents and agrees to pay to the City liquidated damages, the sum as calculated by the equation shown in Section 1-08.9 of the WSDOT specifications (as modified by the Local Agency GSPs), for each and every working day said work is not complete beyond the time shown in the Proposal.

With this Contract, Contractor is furnishing a Corporate Surety Bond in the amount of Four Hundred Fourteen Thousand Three Hundred Fifty-One Dollars and Eighteen Cents ($414,351.18) with _____ as Surety, to insure full compliance, execution and performance of this Contract by the Contractor in accordance with all its terms and provisions.

In the event of litigation, venue shall be within Kitsap County, Washington.

IN WITNESS WHEREOF the parties hereto have caused these presents to be duly executed.

CITY OF POULSBO

By: _____
EDWARD R.STERN
Mayor

CONTRACTOR

By: _____

Title: _____

Address: _____

_____

ATTEST:

_____
Rhiannon Fernandez
City Clerk

APPROVED AS TO FORM:

_____
EMILY F. ROMANENKO
City Attorney

SCHEDULE OF CONTRACT PRICES
CITY OF POULSBO
2026 PAVEMENT PRESERVATION – SCRUB SEAL PROJECT
PUBLIC WORKS CONTRACT NO. CN2026-10

NOTES:

(1) If a discrepancy between the unit price and the total for each bid item is found the unit price shall prevail.

Item No.	Estimated Quantity	SP/STD	Description of Item	Unit Price	Amount
1.	LS	STD	Mobilization, Demobilization & Clean Up (1-09) Per Lump Sum	$ 42,236.00	$ 42,236.00
2.	LS	STD	SPCC Plan (1-07) Per Lump Sum	$ 333.00	$ 333.00
3.	LS	SP	Project Temporary Traffic Control (1-10) Per Lump Sum	$ 27,668.59	$ 27,668.59
4.	37,621 SY	SP	Scrub Seal Coat Single Chip (Project area A) (5-02) Per Square Yard	$ 3.86	$ 145,217.06
5.	15,141 SY	SP	Scrub Seal Coat Double Chip (Project area B) (5-02) Per Square Yard	$ 7.97	$ 120,673.77
6.	71,764 SY	SP	Fog Seal Coat (Project area A,B,C) (5-02) Per Square Yard	$ 1.09	$ 78,222.76

~~$ 414,378.18~~

SUBTOTAL (Sales Tax included in unit bid prices) $414,351.18

TOTAL CONSTRUCTION COSTS (INCL. WA STATE SALES TAX): ~~$ 414,378.18~~

$414,351.18

Provided to Builders Exchange of WA, Inc. For usage Conditions Agreement see www.bxwa.com - Always Verify Scal



2026 PAVEMENT PRESERVATION SCRUB SEAL PROJECT AWARD

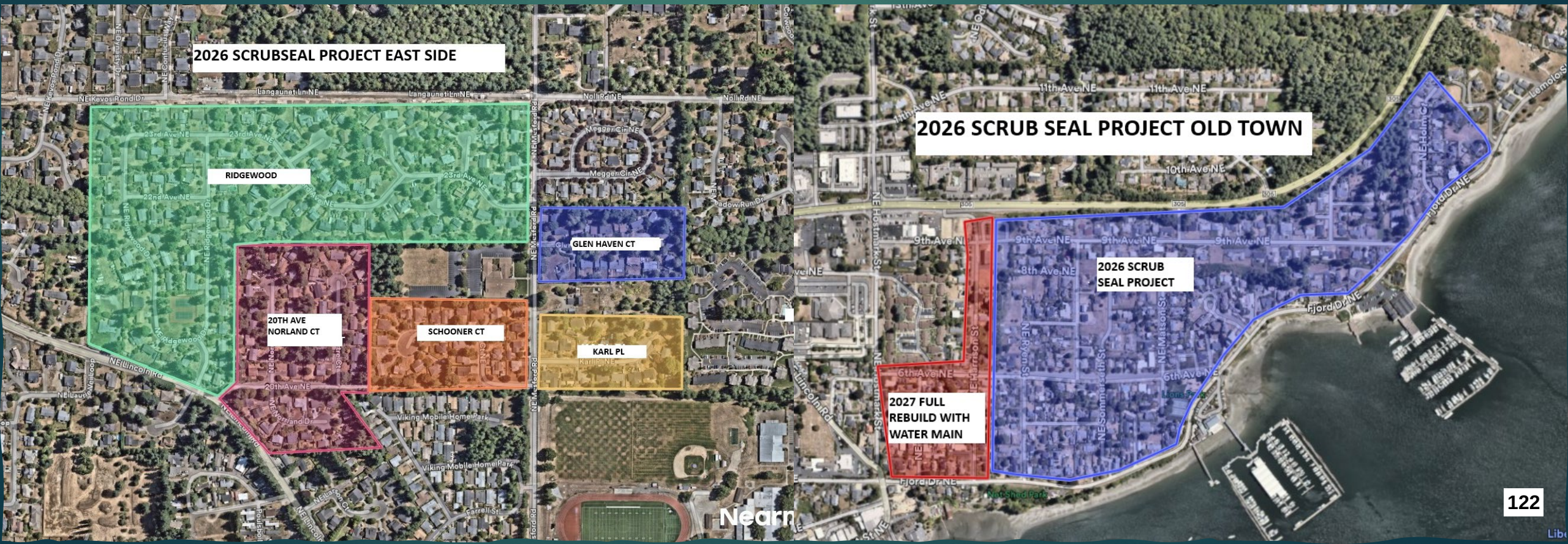
JUNE 17, 2026
CITY COUNCIL





THE SCRUB SEAL PROCESS

THE PROJECT LOCATIONS
32 NEIGHBORHOOD ROADS
3.65 MILES



ADVERTISE AND BID RESULTS

WE ADVERTISED ON MAY 15, 2026

ENGINEERS ESTIMATE WAS $900,000

OPENED BIDS ON JUNE 9, 2026

WE RECEIVED 2 BIDS

SIERRA SANTA FE
- $414,351.18

DOOLITTLE CONSTRUCTION
$477,044.06

QUESTIONS



SAMPLE MOTION

Move to award construction contract for the 2026 Pavement Preservation Project to Sierra Santa Fe in the amount of $414,351.18, authorize the Mayor to sign the contract on behalf of the City and authorize the Mayor to sign change orders up to 10% of the contract value.

POULSBO CITY COUNCIL AGENDA SUMMARY

BUSINESS AGENDA ITEM NO. 9.g

MEETING DATE: June 17, 2026

AGENDA ITEM	Front Street Speed Bumps
EXHIBITS	
STAFFED BY	Ranes
ESTIMATED TIME	5 mins

SUMMARY STATEMENT

Decision regarding speed bumps on Front Street and the ongoing coordination between the City and the Poulsbo Fire Department concerning Front Street and traffic calming.

WORKSHOP DATE:	June 3, 2026

IMPACTS

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

SAMPLE MOTION:

Move to approve the removal of downtown speed bumps in accordance with the recommendation of the City Engineer.

POULSBO CITY COUNCIL AGENDA SUMMARY

BUSINESS AGENDA ITEM NO. 9.h
MEETING DATE: June 17, 2026

AGENDA ITEM	Noll Road Improvements Middle Segment Right Of Way Acquisitions
EXHIBITS	Ableman Voucher Halstead Voucher Keller Voucher Noll North ROW Acquisition_6.17.2026
STAFFED BY	Ranes
ESTIMATED TIME	10 mins

SUMMARY STATEMENT

Engineering is presenting 3 acquisitions for the Noll Road Improvements Project - Middle segment - where property owners have accepted and signed their offers.

*Ableman $2,900.00
*Keller $1,500.00
*Halstead $2,900.00

The City is working with RES Group Northwest to assist with the acquisitions for this project. The approved Right of Way procedures have been followed for these acquisitions.

The accepted offers are presented for approval.

WORKSHOP DATE:	

IMPACTS

Expenditure Required? Yes	Included in Budget? Yes Amount: 7,300.00

SAMPLE MOTION:

Move to approve the ROW accepted offers for the Ableman, Keller and Halstead acquisitions and authorize the Mayor to sign the vouchers on behalf of the City.

REAL PROPERTY VOUCHER

AGENCY NAME		I hereby certify under penalty of perjury that the items and amounts listed herein are proper charges against the Agency, that the same or any part thereof has not been paid, and that I am authorized to sign for the claimant.	
City of Poulsbo 200 NE Moe St. Poulsbo, WA 98370		SIGNATURE (IN INK) FOR EACH CLAIMANT	DATED
GRANTOR OR CLAIMANT (NAME, ADDRESS) Andrew & Alexandria Ableman 19080 Megger Circle NE Poulsbo, WA 98370	TIN/SSN:	X Leif Ableman	5/6/26
PROJECT NO. AND TITLE **Noll Road Shared Use Path - Middle Segment**		X	
FEDERAL AID NO. **STPUS-6691(001)**	PARCEL NO. 5445-000-008-0004		

In full, complete and final payment and settlement for the title or interest conveyed or released, as fully set forth in:	DATED	$ AMOUNT
LAND (Temporary Easement): 203 SF +		**$487.00**
IMPROVEMENTS: Fencing +		**$2,400.00**
DAMAGES:		
Cost to Cure +		
Proximity +		
Other +		
SPECIAL BENEFITS		
JC (Just Compensation) Amount (Rounded)		**$2,900.00**
REMAINDER:		
Uneconomic Remnant +		
Excess Acquisition +		
DEDUCTIONS:		
Amount Previously Paid		
Performance Bond		
Salvage Amount		
Pre Paid Rent		
Other		
ADMINISTRATIVE SETTLEMENT +		
STATUTORY EVALUATION ALLOWANCE +		
ESCROW FEE +		
REAL ESTATE EXCISE TAX +		
OTHER: +		

ACQUISITION AGENT	DATE	Voucher No.	TOTAL AMOUNT PAID
	5/6/2026		**$2,900.00**
AUTHORIZED AGENT FOR AGENCY	DATE		

LPA-321 10/2014

REAL PROPERTY VOUCHER

AGENCY NAME **City of Poulsbo** 200 NE Moe St. Poulsbo, WA 98370		I hereby certify under penalty of perjury that the items and amounts listed herein are proper charges against the Agency, that the same or any part thereof has not been paid, and that I am authorized to sign for the claimant.	
		SIGNATURE (IN INK) FOR EACH CLAIMANT	DATED
GRANTOR OR CLAIMANT (NAME, ADDRESS) Sean and Liriel Halstead 19100 Megger Circle NE Poulsbo, WA 98370	TIN/SSN:	X Liriel Halstead	6/2/26
PROJECT NO. AND TITLE **Noll Road Shared Use Path - Middle Segment**		X Sean Halstead	6/2/26
FEDERAL AID NO. **STPUS-6691(001)**	PARCEL NO. 5445-000-007-0005		

In full, complete and final payment and settlement for the title or interest conveyed or released, as fully set forth in:	DATED	$ AMOUNT
LAND (Temporary Easement): 203 SF +		**$487.00**
IMPROVEMENTS: Fencing +		**$2,400.00**
DAMAGES:		
Cost to Cure +		
Proximity +		
Other +		
SPECIAL BENEFITS		
JC (Just Compensation) Amount (Rounded)		**$2,900.00**
REMAINDER:		
Uneconomic Remnant +		
Excess Acquisition +		
DEDUCTIONS:		
Amount Previously Paid		
Performance Bond		
Salvage Amount		
Pre Paid Rent		
Other		
ADMINISTRATIVE SETTLEMENT +		
STATUTORY EVALUATION ALLOWANCE +		
ESCROW FEE +		
REAL ESTATE EXCISE TAX +		
OTHER: +		

ACQUISITION AGENT	DATE	Voucher No.	TOTAL AMOUNT PAID
	6/2/2026		**$2,900.00**
AUTHORIZED AGENT FOR AGENCY	DATE		

LPA-321 10/2014

REAL PROPERTY VOUCHER

AGENCY NAME **City of Poulsbo** 200 NE Moe St. Poulsbo, WA 98370		I hereby certify under penalty of perjury that the items and amounts listed herein are proper charges against the Agency, that the same or any part thereof has not been paid, and that I am authorized to sign for the claimant.	
		SIGNATURE (IN INK) FOR EACH CLAIMANT	DATED
GRANTOR OR CLAIMANT (NAME, ADDRESS) Matthew and Karleen Keller 18892 Noll Road NE Poulsbo, WA 98370	TIN/SSN:	x Matthew D. Keller	6/2/26
PROJECT NO. AND TITLE **Noll Road Shared Use Path - Middle Segment**		X	
FEDERAL AID NO. **STPUS-6691(001)**	PARCEL NO. 242601-1-012-2001		

In full, complete and final payment and settlement for the title or interest conveyed or released, as fully set forth in:	DATED	$ AMOUNT
LAND (Temporary Easement): 660 SF +		**$1,426.00**
IMPROVEMENTS: +		
DAMAGES:		
Cost to Cure +		
Proximity +		
Other +		
SPECIAL BENEFITS		
JC (Just Compensation) Amount		**$1,500.00**
REMAINDER:		
Uneconomic Remnant +		
Excess Acquisition +		
DEDUCTIONS:		
Amount Previously Paid		
Performance Bond		
Salvage Amount		
Pre Paid Rent		
Other		
ADMINISTRATIVE SETTLEMENT +		
STATUTORY EVALUATION ALLOWANCE +		
ESCROW FEE +		
REAL ESTATE EXCISE TAX +		
OTHER: +		

ACQUISITION AGENT	DATE	Voucher No.	TOTAL AMOUNT PAID
	06/02/26		**$1,500.00**
AUTHORIZED AGENT FOR AGENCY	DATE		

LPA-321 10/2014

Noll Road Project – Middle Segment
Right-of-Way Acquisition

City Council
June 17, 2026

AGENDA

- RIGHT OF WAY ACQUISITION PROCESS
- ACQUISITION STATUS
- NEXT STEPS

Noll Road Improvements Project – Middle Segment

RIGHT OF WAY ACQUISITION

Federal / WSDOT Process

ROW Acquisition Framework

Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) / 49 CFR Part 24

WSDOT Local Agency Guidelines Manual (Section 25 – Right of Way Procedures)

City follows approved Right of Way Acquisition Procedures

RCW 8.25 (State Law) – Relocation Assistance / Real Property Acquisition

WAC 468-100 (Regulations) – Uniform Relocation Assistance and Real Property Acquisition

Required Elements

The following elements are required to obtain Authorization to use Federal Funds for ROW Acquisition.

✓City must have WSDOT approved ROW Procedures
Approved August 2025

✓Complete ROW Plans to WSDOT
Approved February 2026

✓Complete Right of Way Funding Estimate (ROWFE) to WSDOT
Approved February 2026

THEN:

✓Waiver Valuations – Personal and Real Property Determinations
✓Offer Packages and Negotiations
✓Settlements
✓Right of Way Certification through WSDOT



WSDOT Approved Procedures

Before requesting authority to acquire property on a federally funded project, the City must have WSDOT approved Right of Way Acquisition Procedures.

- Shows the Agency will acquire ROW per State and Federal Guidelines.
- Identifies staff who will complete certain functions (Program Administration; Appraisal; Appraisal Review; Acquisition; Relocation; Property Management).
- Indicates approval to use the Appraisal Waiver Process
- Identifies the City's Administrative Settlement Policy

KEY ROLEs for ROW Process

Local Agency Coordinator (WSDOT – Julie Brown and Greg Snelson) – Right of Way Certification

Program Administration (City - Diane Lenius & April Zieman)

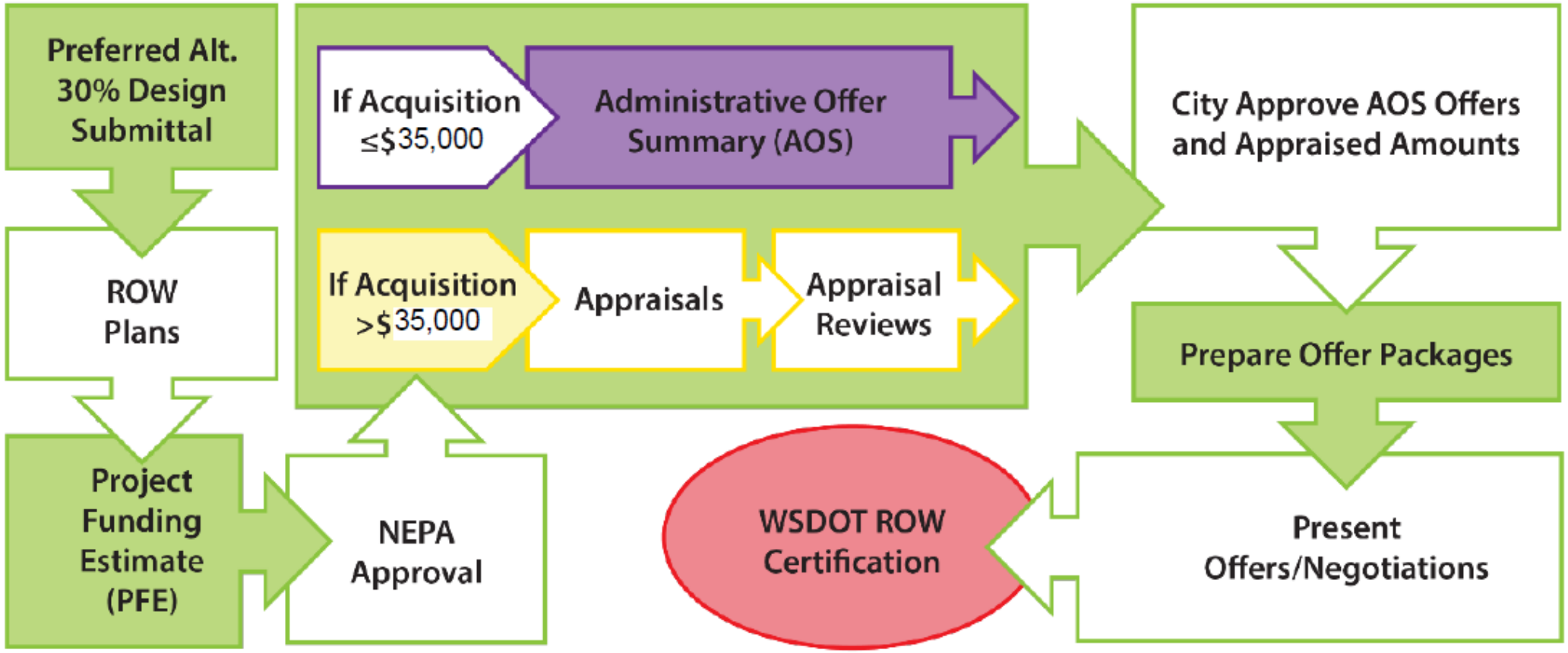
Engineering & ROW Plans (City – Josh Ranes, Parametrix – Mallory Wilde)

Negotiation & Acquisition (RES Group Northwest – Sonja Davis)

Waiver Valuations (SOVA– Matthew Sloan)

City Council – Regular updates from Staff and final approval of payment

ROW Process


Preferred Alt. 30% Design Submittal
ROW Plans
Project Funding Estimate (PFE)
NEPA Approval
If Acquisition ≤$35,000
Administrative Offer Summary (AOS)
If Acquisition >$35,000
Appraisals
Appraisal Reviews
City Approve AOS Offers and Appraised Amounts
Prepare Offer Packages
Present Offers/Negotiations
WSDOT ROW Certification

Real Property Valuation



Coordinate Valuation Method with Agency



Appraisal Waiver Worksheet

Prepare in-lieu of Appraisal

Estimate of Just Compensation from ROWFE must be less than approved appraisal waiver limit & acquisition uncomplicated



Appraisal & Appraisal Review

Use WSDOT Approved & State Certified Appraisers



The City provides written approval authorizing the amount of just compensation offered to the property owner.

Present Offers / Commence Negotiations

Upon written approval of Just Compensation from the City –

ROW Agent RES Group will:

- ❑ Cross check legal descriptions, ROW plans, and valuation documents for accuracy and consistency
- ❑ Prepare offer package (offer letter, deed, easement, etc.)
- ❑ Promptly present offers (in person preferred)
- ❑ Negotiate in good faith / no coercion
- ❑ Maintain Acquisition Logs / Diaries
- ❑ Reach Negotiated Settlement
- ❑ Close transactions in-house or escrow firm

Negotiations Impasse / Now What?

Tools available to help advance negotiations

- Consult with team – design alternatives
- Administrative Settlements
- Request a Voluntary Possession & Use Agreement
- Schedule Mediation
- As a last resort, Condemnation may be necessary, even to secure clear title.
- **City Attorney will be consulted throughout the process if necessary**

Diaries / Negotiators Log



All acquisitions, even the simple ones, require a diary.

A diary is:

"...the only document in a file that explains how a difficult or complex real property transaction proceeded."

Furthermore,

"...a well-written diary may be the most important document protecting the acquiring agency's interests."

"All persons who participate in negotiations with a property owner ... shall maintain an appropriate diary."

"A collection of e-mails pertaining to the acquisition of a parcel does not constitute a diary."

"If it isn't written down, it didn't happen".

Right of Way Certification

- Upon completion of in-house reviews, transmit parcel files to WSDOT's Local Agency Coordinator (LAC) for full compliance review.
- Correct any deficiencies found by WSDOT's LAC.
- Prepare the appropriate certification document and submit to WSDOT's LAC for final processing.
- CONGRATULATIONS! The City will soon receive an approved Right of Way Certification document.

Now we can build our project!

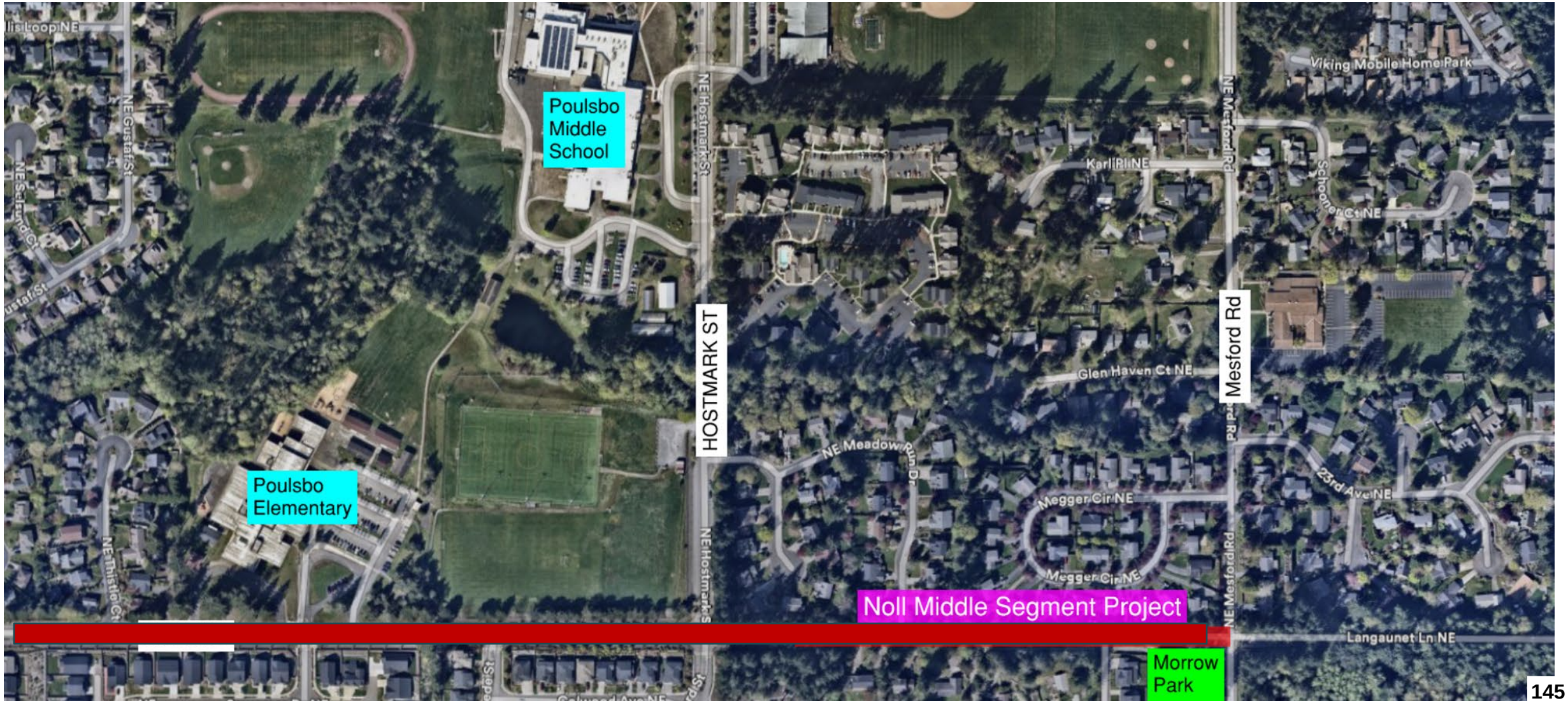


Noll Road Improvements Project – Middle Segment

RIGHT OF WAY ACQUISITION

Status

NOLL MIDDLE SEGMENT



MIDDLE SEGMENT Right-of-Way Needs

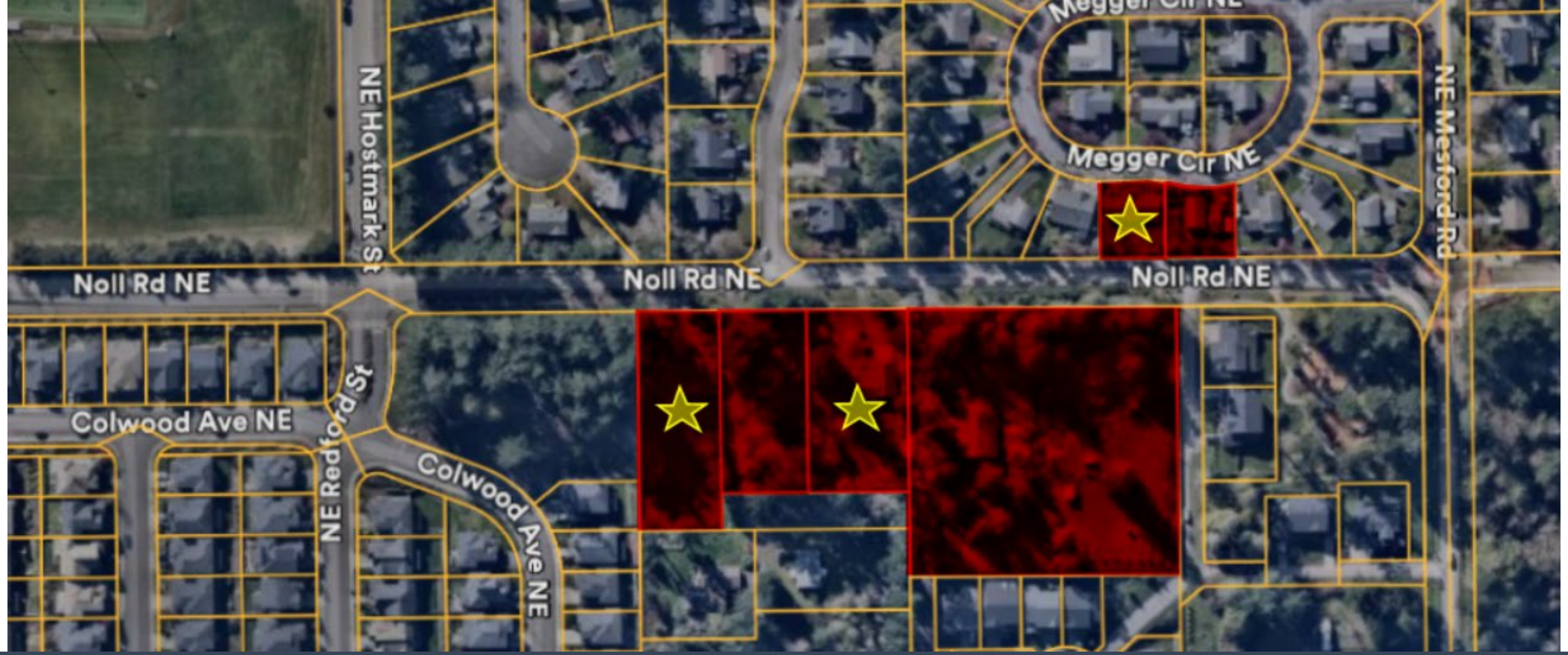
6 Property Owners

6 Temporary Construction Easements

Typically, a 5-to-10-foot width easement at the edge of the property adjoining the roadway

Areas ranging from 100 sq. ft. To 1,296 sq. ft.

No simple fee (takes), complete parcels or relocations needed



IMPACTED PROPERTIES

Negotiated Offers

3 Parcels have been negotiated and offers signed by property owners:

- Ableman - $2,900
- Keller - $1,500
- Halstead - $2,900

- Within the City's Noll Road Project's Right of Way Budget

Next Steps:

Approve negotiated temporary construction easements for recording and payment

Continue Negotiations on remaining temporary construction easements

Close remaining parcels

QUESTIONS?

Sample Motion:

Move to approve the ROW accepted offers for the Ableman, Keller and Halstead acquisitions and authorize the Mayor to sign the vouchers on behalf of the City.

POULSBO CITY COUNCIL AGENDA SUMMARY

WORKSHOP AGENDA ITEM NO. 10.a

MEETING DATE: June 17, 2026

AGENDA ITEM	Special Event Review
EXHIBITS	August 2026 Combined and Redacted Special Event Packets
STAFFED BY	Hasche / Ozimek
ESTIMATED TIME	10 mins

SUMMARY STATEMENT

Staff to review the upcoming Special Event applications for August 2026:
- 07.04.26: Summer Concert Series - 4th of July Celebration - Picnic Plan Updates
- 08.02.26: Kitsap Invitational Summer Scrimmage (Oyster Plant Park)
- 08.04.26: National Night Out (Anderson Parkway / MIWP)
- 08.14.26-08/16.26: Poulsbo Arts Festival (Anderson Parkway)
- 08.22.26: Poulsbo Pride Festival (Raab Park)

WORKSHOP DATE:	

IMPACTS

Expenditure Required? No	Included in Budget? No Amount: 0.00

SAMPLE MOTION:

Seeking any public comment on the special events presented

Rachel B Cornette

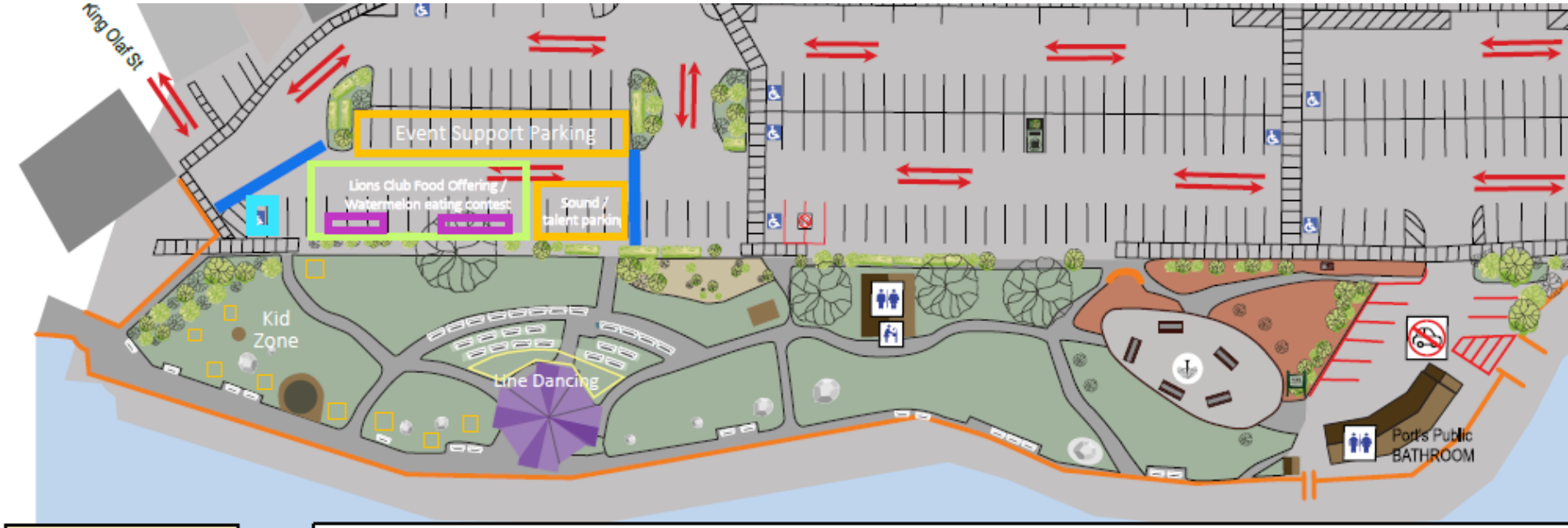
rcornette@poulsbo.gov

Submission Date	Apr 7, 2026 8:42 AM
Event Name:	Summer Nights at the Bay Series
Is the event location fully or partially held at a city park?	Yes
Select what Poulsbo Park(s)	Austin-Kvelstad Pavilion at Muriel Iverson Williams Waterfront Park
Event Location:	Muriel Iverson Williams Waterfront Park
Event Website:	https://cityofpoulsbo.com/parks-recreation/summer-nights-at-the-bay/
Event Description:	*Adding July 4th to the series this year from 2-6:30pm* A summertime staple in the community for over 20 years, tens of thousands of families have enjoyed our free concerts at Muriel Iverson WIlliams Waterfront Park. With a gorgeous backdrop with scenic views of Liberty Bay, families often bring picnics to enjoy, get their dance on, and mingle with neighbors. Concerts often have a variety of other fun activities, such as free raffles, games, and prizes for all ages.
Hosted by Organization/Business:	City of Poulsbo, Parks and Recreation
Full Name:	Rachel B Cornette
Title:	Parks Coordinator
Phone:	(360) 394-9772
Cell:	(360) 994-8639
Email:	rcornette@poulsbo.gov
Mailing Address: the Special Event Permit will be sent to this address)	200 NE Moe Street, Poulsbo WA 98370 Poulsbo, WA, 98370

Public Contact: this will be published on the Special Events Website Calendar	Same as Event Organizer/Main Contact
On-Site Contact: s/he is available and at the event	Same as Event Organizer/Main Contact
Set Up Start Date:	Jul 4, 2026
Set Up Start Time:	02:00 PM
Take Down Completed Date:	Aug 11, 2026
Take Down Completed Time:	09:00 PM
How many days is your event?	4 or more Days
Provide the Start Time and End Time open to the public for each day of your event	*Adding 4th of July Family Picnic to the series in 2026 from 2-6pm* Concerts run from 6-8 PM on 7/7,7/14,7/21,7/28, 8/4, 8/11
# of Participants:	3-6
# of Spectators:	300-800
# of Staff/Volunteers:	2-5
Additional operational details and timelines	Sound starts set up by 2,
My event features:	Amplified Sound (Speakers / PA System) Tents
1) Describe the type of amplified sound 2) outline the dates/times of amplified sound:	Professional Sound Reinforcement provided by contracted technician
There will be tents or canopies under 400 square feet?	No
There will be tents or canopies over 400 square feet? (permit required)	No
How will you dispose of all solid waste from your event?	Rent Dumpster from City of Poulsbo Public Work Department (click link above for renting) City EVENT, Public Works supported

Check all that apply:	Using facilities available (i.e. park/public restrooms) Adding portable toilets to existing facilities.
How many portable toilets are you using?	2-4 on July 4th
Upload site map of where portable toliets and/or handwashing stations are located	4th_of_July_Picnic_Map_%28Zoomed%29.pdf _8.5_x11_Summer_Nights_2026_%29_PRI....pdf 4th_of_July_Picnic_2026_Poulsbo-Water....pdf
Will you be using signage?	Yes
Describe the signage and the placement:	2 A frames at Pedestrian entrances, banner on fence, banners on pavilion ALL temporary, removed after each show and replaced for the next one.
My event features:	Informational Tables/Booths
Attach Vendor Form and Site Map	Summer Concerts Map 2025 (8.5.25).pdf
How many Information Tables? (maximum/minimum)	3-8 Depends on show
Is anyone selling a product?	No
Select what Poulsbo Park(s) your event is fully or partially held at	Austin-Kvelstad Pavilion at Muriel Iverson Williams Waterfront Park Muriel Iverson Williams Waterfront Park (entire park use) Partial closure of Anderson Parkway on 7/4/26
Park Reservation was made prior to submital of Special Event Application	Yes

Attach the Municipal Park Use Form and Site Map:	SNAB Park Use.pdf
Will event provide a shuttle service?	No
Does any portion of event take place on or in a body of water?	No
Will a State Highway be used for any portion of your event?	No
Does event require any Poulsbo sidewalk, parking lane(s), traffic lane(s) or street closure(s)?	No
Security is provided by	Not using security
Certificate of Insurance Policy Effective Dates	WCIA - See CLERKS office/Risk Management
The Certificate of Insurance with the additional insured endorsement, meets the above-mentioned minimum City requirements?	Yes
Applicant understands and agrees to the conditions of the Special Events Permitting Indemnification/Hold Harmless Agreement?	Yes
Name (Signature)	Rachel Cornette
Title	Parks Coordinator
Date	Apr 7, 2026



KEY

Water Fountain

Restrooms

Handicap

Restricted Parking

Safety zone established in the north end of Anderson Parkway by partial closure (shown by blue bars)
- dunk tank (shown in blue box)
- food distribution by local organizations
- closure will allow for pedestrian safety while queues for food and dunk tank occur

Parking zone for full day event support - equipment loading and unloading expected from 10am - 7pm

*Goal is to leave a majority of the park open for community picnicking, event enjoyment and concert viewing

Kid Zone / Activities focused north of the pavilion near the fire pit

Sponsor tables / booths set up near the pavilion

Line dancing zone established near the pavilion for instructional access

Edward Jones®

Presents

Summer Nights at the Bay

FREE Family Concerts

America's 250th - July 4th Celebration

Muriel Iverson Williams Waterfront Park
Saturday 2:00 - 6:00 pm

2:00 pm	Opening Ceremony	
2:30 pm	Morgan Smith & Company	*Country & Bluegrass*
3:45 pm	One More Time Dance Co.	*Line Dancing*
4:45 pm	High Voltage Honey	*Rock 'n Roll*

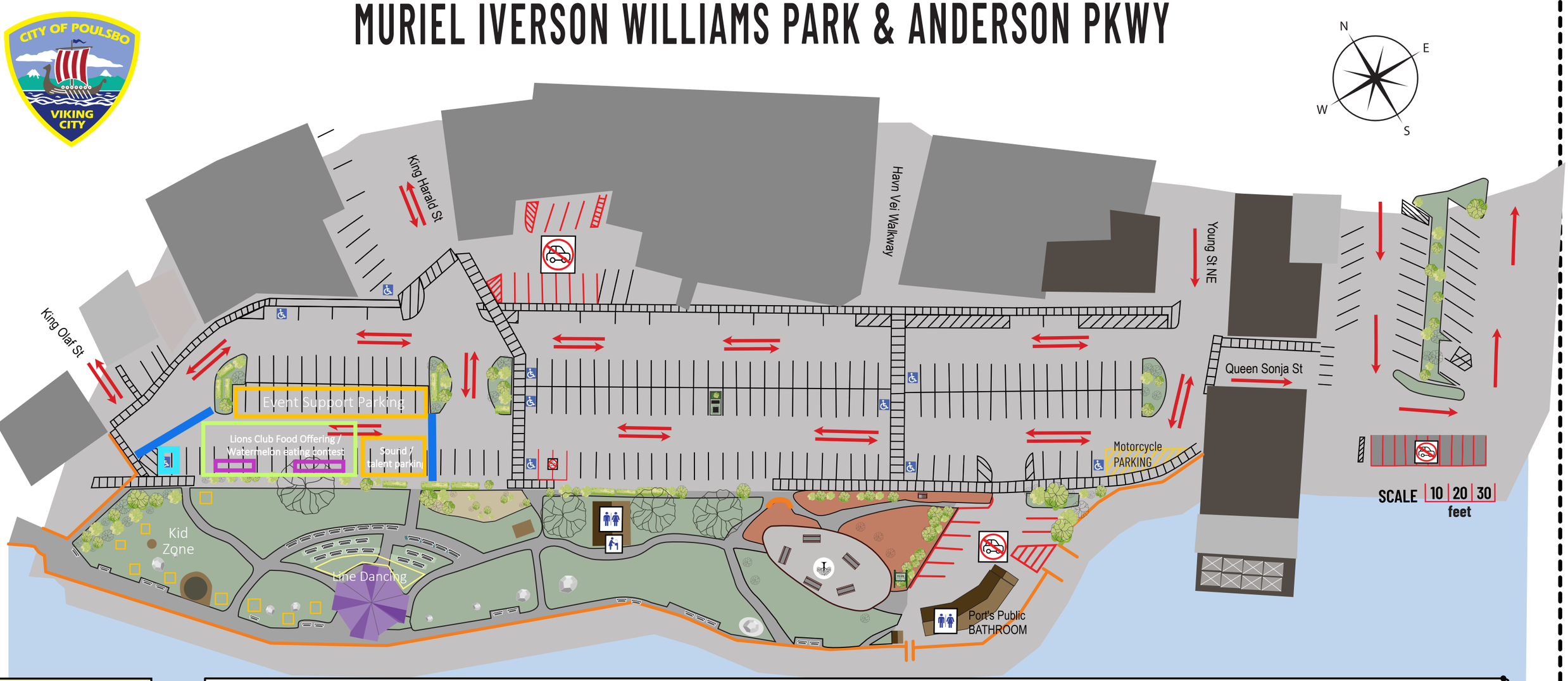
POULSBO 4TH OF JULY CELEBRATION LITTLE NORWAY

The July 4th Celebration is made possible with generous donations from:

CITY OF POULSBO VIKING CITY

Walmart
Poulsbo Historical Society
Poulsbo Rotary Club
Viking Fest Corporation
Navy Federal Credit Union

MURIEL IVERSON WILLIAMS PARK & ANDERSON PKWY



KEY

- Water Fountain
- Restrooms
- Handicap
- Restricted Parking

Safety zone established in the north end of Anderson Parkway by partial closure (shown by blue bars)
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Kid Zone / Activities focused north of the pavilion near the fire pit

Sponsor tables / booths set up near the pavilion

Line dancing zone established near the pavilion for instructional access

1.26.26

CITY OF POULSBO
SPECIAL EVENT PERMIT PACKET SUBMISSION

On January 22, 2020 the Poulsbo City Council adopted a new ordinance creating section 5.30 Special Event Permits to the Poulsbo Municipal Code.

A Special Event is defined as: Any activity on public property and or public right-of-way; or any event held on private property which would have a direct significant impact to city services (ex. police, streets, etc.) that involves an open invitation to the public or attendance is by private invitation that exceeds our public space capacity.

Click to review these FAQs

Once the special event is approved by the City, of Poulsbo A Special Event Permit will be sent to the Event Organizer that must be retained on-site at the event.

REQUIRED PROCESSING TIME:

- Applications need to be submitted 90 calendar days in advance of event.
  - No Applications that require special arrangements for road closures, barricades, traffic control or public safety will be accepted for events within 90 days of the event date.
- If an Application contains no road closures and is submitted within 90 days prior to the event, a $50 expedite fee will apply.
- No Applications will be accepted for events within 45 days of the event date.
- A pre-application meeting is encouraged for new events; optional for returning events. Schedule a chat with Special Event Coordinator
- An Application will not be accepted prior to one year of the event date.

While occasional exceptions can be made, the consequences of a late submission may include any or all the following:

- Permit may be denied due to insufficient processing time.
- An expedited fee of $50 fee.

Special Event Required Forms:

1. This Application
2. Organization Certificate of Insurance: City of Poulsbo Insurance Requirements with Examples
3. Site Map: Example Site Maps - to be discussed with the Poulsbo Police department
4. Special Event Site and Safety Review Worksheet - to be recieved 4 business days prior event date

Special Event Additional Forms (based on what your event includes):

- Municipal Park Use Application - as operated with the Poulsbo Parks and Recreation department
- Burning Permit - as operated with the Poulsbo Fire department
- Anderson Parkway Parking Lot Map Template Fillable
- Vendor list
- Non-city owned property use form
- Rent a City Dumpster - as operated with the Poulsbo Fire department
- Community Signboard Application - as operated with the Poulsbo Parks and Recreation department --Signbboard requirements

If you have any questions for your event, please reach out to:

Lin Hino – Special Events Coordinator

- Email: lhino@cityofpoulsbo.com | Phone Direct: 360-394-9771 | Phone Office: 360-779-9898
- Adress at Poulsbo Parks and Recreation: 19540 Front Street NE, Mon-Fri 8:00 AM to 7:00 PM and Sat from 9:30am-1:30pm

City of Poulsbo Public Works: https://cityofpoulsbo.com/public-works/

- Email: publicworks@cityofpoulsbo.com | Phone Office: (360) 779-4078

CITY OF POULSBO
SPECIAL EVENT PAPERWORK

1. Event Overview:

Hosted by Organization/Business: Kitsap Rowing Associatoin

Event Name: Kitsap Invitational Summer Scrimmage

Event Location: Oyster Plant Park (temp load and unload from rowing shell trailers from parking lane of Fjord Dr NE)

Event Description:

Launching of rowing shells from beaches N & S of Oyster Plant Park to race approximately 4.5K on Liberty Bay. Followed by picnic on OPP Wharf with participants from approximately 7 regional clubs.

2. Event Contact Information:

Event Organizer/Main Contact

Full Name: Mark Spillman

Title: Mr.

Organization: Kitsap Rowing Association

Phone: [redacted]

Email: [redacted]

Mailing Address: the Special Event Permit will be sent to this address) [redacted]

Public Contact: this will be published on the Special Events Website Calendar Same as Event Organizer/Main Contact

On-Site Contact: s/he is available and at the event Same as Event Organizer/Main Contact

3. Event Date(s), Times(s) and Attendees

How many days is your event? 1 Day

Set Up Start Date: Sunday, August 2, 2026

Set Up Start Time: 06:00 AM

Take Down Completed Date:	Sunday, August 2, 2026
Take Down Completed Time:	02:00 PM
1 Day Event: Start Date	Sunday, August 2, 2026
1 Day Event: Start Time	08:00 AM
1 Day Event: End Time	12:30 PM
# of Participants:	~70
# of Spectators:	~50
# of Staff/Volunteers:	~30

Additional operational details and timelines

Featuring ~15 rowing shells of various lengths launching from Oyster Plant Park and racing in Liberty Bay.

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4. Event Equipment and Set Up

Overall Features

My event may feature the following, which might require additional permits:

- Amplified Sound
- Generators
- Power Plugin
- Staging/Scaffolding
- Tents
- Other

My event features: Tents

Amplified Sound

- PMC 9.80.120 Public disturbance noises
- There is a 10pm curfew for all noise within the City limits.
  - Any variance to the noise ordinance will require approval by the City Council at one of their regular meetings.
- For more information, see Section O: Amplified Sound.
- If renting a sound system, you will need to ensure they have a Poulsbo Buinsess License (temporary one $20) and add them to the Vendor Form

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Tents

- For more information see Section K: Tents/Stage/Signs
- FAQ: 10x10 tents that are assembled next to each other *do not* require this permit

- Your site map will need to outline where the the tents are located
- Tents need to be weighted and not staked. Do Not drive stakes into the lawn area as it may damage

the irrigation system. If the irrigation system is damaged from this event labor and materials for the repair will be billed to the event organizer.

There will be tents or canopies under 400 square feet? Yes

There will be tents or canopies over 400 square feet? (permit required) No

Describe tent setup and use

The tents will be setup to the right side of the OPP wharf entrance. They will be used to provide shelter for race check-in, water, and snacks.

Garbage

Event Organizers are responsible for managing and removing all Solid Waste (Garbage) within the area of the event. Should there be extra cleanup incured post event, overtime chrages may be incurred by the City.

- You can Rent a Dumpster from City of Poulsbo Public Work Department
  - Collection station locations must be identified on a Site Map.
- See Section P: Solid Waste Disposal / Recycling.

How will you dispose of all solid waste from your event? Self-haul all waste at conclusion of event

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Restrooms

- Restroom facilities are often limited or not available at special event sites.
- Event Organizers must supply adequate and accessible restroom facilities, including ADA compliant portable restrooms and handwashing stations.
- The recommendation for provision of toilets is one for every 100 attendees and minimum of one ADA compliant restroom.
- For more information see Section Q: Portable Toilets.
- Here is a map of the public faciltiies available:

Check all that apply: Using facilities available (i.e. park/public restrooms)

Adding portable toilets to existing facilities.

Signage

- Signs are encouraged to ensure that the community understand impacts and that attendees are aware of directions. Signage considerations include: road closures? cones? arrows?
- Signs are expected to be removed withhin 24 hours.
- The City has two 11.5 wide x 8.5 tall Community Signs that you can rent through Poulsbo Parks and Recreation and will need to do so seperately: http://www.cityofpoulsbo.com/hwy305
- For more information see PMC 18.170: Signage.
  - Any additional questions about signage, contact the City's Planning and Economic Development Department for more information at (360) 394-9748.

Will you be using signage? Yes

Describe the signage and the placement:

A few 8.5" x 11" signs will be used to indicate locations for various things such as race check-in, water, snacks, etc. They will likely be placed on or near the tents at the entrance of the wharf.

---

5. Event Vendors and Services

My event may feature that vendors that may require additional permits:

- Food service and/or sales
- Alcohol service and/or sales
- Fireworks / Pyrotechnics
- Amusement Rides / Inflatables / Carnival Games
- Use of Non-City Owned Property
- Informational Tables/Booths
- None of these
- Other

My event features: None of these

Informational Table/Booths

Vendor List will be needed. We will need this at least 45 days prior the event date. Show all vendors/services on your attached Site Map.

Event Organizer will provide City the Vendor List within 90 days of the event with finalized list by 45 days prior the event.

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6. City of Poulsbo Rentals and Maps: Public / Park Use

Select what Poulsbo Park(s) your event is fully or partially held at Oyster Plant Park

Attach the Municipal Park Use Form and Site Map: 20260304_KRA 2026 KISS Municipal-... .pdf

Event Organizer will provide the City the Park Use application and payment within 90 days of the event with site map. Permit may be denied if insufficient processing time is given.

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7. Street Use / Services / Safety

- There is no guarantee that City services can be provided for a special event.
- Any arrangements for street closures, barricades, traffic control and/or public safety will be made directly with the Police/Public Works departments.
  - City Public Works:(360) 779-4078
    710 NE Iverson St, Poulsbo, WA 98370

City Police Department:(360) 779-3113
    - 200 NE Moe St, Poulsbo, WA 98370 Floor 1
- **The City reserves the right to charge any Applicant/Organization of a special event direct costs incurred by the City as the result of the event.**
    - For weekend events an off-duty officer charge will be incurred per officer at $100 per hour per officer with 3 hour minimum by the City of Poulsbo Police.
    - For weekend events for a city worker to assist in your event, a charge will be incurred per worker at $75 per hour with 2 hour minimum by the City of Poulsbo Public Works.
- *Based on the event details it is at the City's digression in requiring City staff support.*
- Check if your event is considered higher risk and make sure your insurnace coverage fits your event, see City Insurance Worksheet with Examples
- If a State Highway is used for any portion of the event the applicant must submit a Letter of Agreement within 90 days prior to the event from WSDOT: https://wsdot.wa.gov/about/contacts/plan-event-state-highway
- Events that include blockage or closure of any sidewalk, traffic lane, parking, street, or affect any right of event way, are required to provide detailed map

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Site and Safety Review Worksheet

Click to download worksheet: City of Poulsbo: Special Event Site and Safety Review Worksheet

Event organizers can choose to conduct (or waive) a site safety inspection the week before their event. This is an optional inspection that utilized the City's "Site and Safety Review Worksheet" to document any safety concerns that may need attention. The worksheet must be returned 4 business days before the event is to be held in order to allow the City time to follow up on any areas of potential concern. Organizers who do not return the worksheet four business days prior to their event will be considered to have waived their inspection and accepted the site "as is."

The "City of Poulsbo Special Event Site and Safety Review Worksheet" will be provided to the city 4 business days before the event date and if it is not organizers will be considered to have waived their inspection and accepted the site "as is."

Street Use and Closures

Will event provide a shuttle service?	No
Does any portion of event take place on or in a body of water?	Yes
Will a State Highway be used for any portion of your event?	No
Does event require any Poulsbo sidewalk, parking lane(s), traffic lane(s) or street closure(s)?	Yes
Security is provided by	Assigning Volunteers

Even with what you are selecting, once this application is reviewed it is the City's disgresion in requiring City Department support.

---

8. City of Poulsbo Insurance Requirements

- The City will need to recieve the required insurance coverage within 90 days of the event. The Application will not be accepted if it is less than 45 days away. Check the your dates here: https://www.timeanddate.com/date/duration.html
- 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, vendors or those attending the event.
- The Applicant must provide a certificate of liability insurance prior to the event in the minimum amount of **$2 Million Per Occurrence / $2 Million General Aggregate**, and $1 Million Products-Completed Operations (*this is a 2025 required update*).
- The Applicant must name the City of Poulsbo as an Additional Insured using an additional insured endorsement at least as broad as ISO form CG 20 12 or CG 20 26.
- **A special event permit cannot be issued until we receive an acceptable COI has been issued within 30 days of the event** and/or received once renewed. If insurance renews within 30 days of your listed event date, you will need to ensure your insurance agent send over a document expressing their intent to renew to the requirements outlined by the City (ie: insurance levels, occurrence based, etc). *A special event permit cannot be issued until we receive an acceptable COI once renewed.*
- Higher risk activities (such as beer gardens, carnivals/amusement rides/inflatables, fireworks, large gatherings, events on/over water, etc. require additional amounts of insuance as outlined in the of insurance: Insurance Worksheet with Example
- Here is a resource that shows a list of previously used insurance companies for past social events. This is intended to be used as an informational reference and does not signify any recommendations by the City. Note that this is not comprehensive: Poulsbo Insurance Companies use for Special Events

Certificate of Insurance Policy Effective Dates 12/31/2025 - 12/31/2026

The Certificate of Insurance with the additional insured endorsement, meets the above-mentioned minimum City requirements?

Yes

Attach The Certificate of Insurance

PDF 20260308_2026 KRA KISS COI for City….pdf

A special event permit cannot be issued until we receive an acceptable COI has been *issued* within 30 days of the event and/or received once renewed.
Event Organizer will provide the City the Certificate of Insurance within 90 days of the event and/or a statement with the expected date. Permit may be denied if insufficient processing time is given.

---

9. Condition of Approval

City of Poulsbo Indemnification/Hold Harmless Agreement: I, Applicant, certify that I am authorized to enter into this Special Event Permit Application on behalf of Organization, that the event for which this permit is to be used will not be in violation of any City of Poulsbo ordinance and the statements made on this Application are true and correct to the best of my knowledge. I, as the Event Applicant/Organizer on behalf of Organization, agree to the terms and conditions of this permit.

The Applicant/Organization, shall defend, indemnify and hold harmless the City of Poulsbo, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Organization, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Organization, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

Applicant understands and agrees to the conditions of the Special Events Permitting Indemnification/Hold Harmless Agreement?

Yes

Name (Signature)	Mark Spillman
Title	Mr.
Date	Tuesday, March 10, 2026

Event Organizer will provide the required documents outlined in red. and any updates or changes need to be submitted by 45 days prior the event or the Special Event Permit may be denied due to insufficient processing time.

TO BE COMPLETED BY CITY

City Reviewed By:

CITY USE	Date Paid	Receipt Number
$200 Application Fee (code 770)		
$200 Expedited Fee (code 780)		
$50 Park Use Fee (code 7771)		

Contacts & FAQ

A pre-application meeting is encouraged for new events; optional for returning events.

If you have any questions please reach out to:

Emily Hasche, Special Events Coordinator

- Email: ehasche@poulsbo.gov
- Phone Office: 360-779-9898
- Address at Poulsbo Parks and Recreation: 19540 Front Street NE, Poulsbo, WA 98370, Monday-Friday 8:00 AM to 7:00 PM and Saturday from 9:30am-1:30pm; closed for lunch from 12:30 pm-1:30pm

City of Poulsbo Public Works:

- Email: publicworks@cityofpoulsbo.com
- Phone Office: (360) 779-4078
- Website: https://cityofpoulsbo.com/police-department/
- Addresss at Public Works Office: 22097 Viking Ave NW, Monday-Friday 8:00 AM to 4:30 PM

City of Poulsbo Police Department:

- Email: Police-Admin@cityofpoulsbo.com
- Phone Office: 360-779-3113
- Website https://cityofpoulsbo.com/police-department/
- Address at City Hall Police Department (located on 1st floor): 200 NE Moe Street, Monday-Friday 8:00 AM to 4:30 PM; closed for lunch from 12:15-1:15pm

Frequently Asked Questions

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 03/08/2026

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 have ADDITIONAL INSURED provisions or 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 Willis Towers Watson Southeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: WTW Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@wtwco.com
INSURED United States Rowing Association 1 S. Post Road Princeton Junction, NJ 08550	INSURER(S) AFFORDING COVERAGE / NAIC # INSURER A: Texas Insurance Company 16543 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** W44712539 **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. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. ***Not Applicable in WY**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE OCCUR X Watercraft Liability X Sexual Abuse: $1M/$2M GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC OTHER:			[redacted]	12/31/2025	12/31/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) EACH OCCURRENCE AGGREGATE PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ 1,000,000 $ Excluded $ 1,000,000 $ 2,000,000 $ $ $ $ $ $ 2,000,000 $ $ $ $ $ $
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			[redacted]		12/31/2026		
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $			[redacted]				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A						
	Accident Medical Expense			[redacted]			Limit	$25,000

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

This Voids and Replaces Previously Issued Certificate Dated 03/05/2026 WITH ID: W44699598.

Member club: Kitsap Rowing Association
The Certificate Holder is included as Additional Insured under the Liability. Coverage is provided under this policy only for the sponsored/supervised Rowing activities of the named insureds for which a premium has been paid. This certificate is issued on behalf of Kitsap Rowing Association.

CERTIFICATE HOLDER

City of Poulsbo
200 Moe St NE
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

John Bean

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SR ID: 29533588 BATCH:

AGENCY CUSTOMER ID: _____

LOC #: _____

ADDITIONAL REMARKS SCHEDULE

AGENCY Willis Towers Watson Southeast, Inc.	NAMED INSURED United States Rowing Association 1 S. Post Road Princeton Junction, NJ 08550
POLICY NUMBER See Page 1	
CARRIER See Page 1 / NAIC CODE See Page 1	EFFECTIVE DATE: See Page 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

City of Poulsbo is included as an Additional Insured as respects to General Liability

This certificate supports the Kitsap Invitational Summer Scrimmage event on 2 August 2026 at Oyster Plant Park where there will be ~150 participants.

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SR ID: 29533588 BATCH: 4353877 CERT: W44712539

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):
City of Poulsbo 200 Moe St. NE Poulsbo, WA 98370
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

 © Insurance Services Office, Inc., 2012

2 Aug 2026 Kitsap Invitation Summer Scrimmage at Oyster Plant Park



City of Poulsbo
200 NE Moe St
Poulsbo, WA 98370
www.cityofpoulsbo.com

City Clerks Department
Special Events Coordinator
Phone: 360-394-9880
cityclerks@cityofpoulsbo.com

Special Events Permitting
Non- City Owned Property Use

EVENT INFORMATION

EVENT NAME: Kitsap Invitational Summer Scrimmage

EVENT DATE(S): 2 August 2026

PROPERTY INFORMATION

NAME OF PROPERTY OWNER: George and Judee Daniels

PROPERTY ADDRESS: Parcel adjacent to Oyster Plant Park; [redacted] WA 98370

CONTACT TELEPHONE NUMBER: _____

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

The beach will be used to stage rowing shells for wet launching and landing before and after the regatta.

Does your organization grant permission for this event on the date(s) specified, for the purpose and activities described in this application? (●) ***YES*** ( ) ***NO***

Are there any limitations or restrictions on the use of your property? (●) ***YES*** ( ) ***NO***

If YES, please describe in detail.

To be used only for the purposes outline above.

Do you require the event sponsor to 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.

"Kitsap Rowing Association" coverage of $2M (general aggregate), $1M (property), and $1M (personal injury).

Today's Date: June 8, 2026

Authorizing Authority Signature: Judee Ann Daniels

Print Name: Judee Ann Daniels

Title: Property Owner

Hadley Worland

Hworland@cityofpoulsbo.com

Submission Date	Mar 20, 2026 9:36 AM
Event Name:	National Night Out
Is the event location fully or partially held at a city park?	No
Event Location:	Anderson Parkway
Event Website:	N/A
Event Description:	National Night Out (NNO) is an annual community building campaign that promotes police-community partnerships and community camaraderie. On the first Tuesday of every August, police departments from around the country host large “block party” style events that allow community members of all ages to network and make our neighborhoods safer, more caring places to live.
Hosted by Organization/Business:	Poulsbo Police Dept
Full Name:	Hadley Worland
Title:	Police Admin Specialist
Phone:	(360) 394-9787
Cell:	(360) 994-0867
Email:	Hworland@cityofpoulsbo.com
Mailing Address: the Special Event Permit will be sent to this address)	200 NE Moe St, 1st floor (Police Department) POULSBO, WA, 98370
Public Contact: this will be published on the Special Events Website Calendar	Same as Event Organizer/Main Contact

On-Site Contact: s/he is available and at the event	Same as Event Organizer/Main Contact
Set Up Start Date:	Aug 4, 2026
Set Up Start Time:	08:00 AM
Take Down Completed Date:	Aug 4, 2026
Take Down Completed Time:	08:00 PM
How many days is your event?	1 Day
1 Day Event: Start Date	Aug 4, 2026
1 Day Event: Start Time	05:00 PM
1 Day Event: End Time	07:00 PM
# of Participants:	300
# of Spectators:	500
# of Staff/Volunteers:	100
Additional operational details and timelines	We anticipate closing down the parkway at 6am to allow ample time to remove vehicles prior to vendors setting up. We plan for vendors to arrive as early as 11am to begin setting up their booths.
My event features:	Amplified Sound (Speakers / PA System), Generators, Power Plugin, Staging/Scaffolding, Tents
1) Describe the type of amplified sound 2) outline the dates/times of amplified sound:	Not ours but it will be from the music in the gazebo
Describe generator model, number of generators you are using, and what it is powering	Unknown vendors would provide their own if needed
Access to power is needed	Yes

Describe temporary power needed:	No temp power. We will use the outlets available
Are you providing your own power box(s) (also known as spider box(es)	No
Have you obtained an L&I permit for temporary power supply?	No
Dimensions and material of stage:	n/a
Renting from company?	No
There will be tents or canopies under 400 square feet?	Yes
There will be tents or canopies over 400 square feet? (permit required)	No
Describe tent setup and use	Each vendor will bring their own tents approximately 10x10s
How will you dispose of all solid waste from your event?	Self-haul all waste at conclusion of event
Check all that apply:	Using facilities available (i.e. park/public restrooms)
Will you be using signage?	Yes
Describe the signage and the placement:	Special event event banners will be hung in the following locations: State Hwy 305 & Olhava; Olhava & Finn Hill; In front of City Hall. We require road barricades in the parkway for the day of the event. We also require parking lot closure signs throughout Anderson Parkway. We ask that these be posted in the parkway no later than 10am on Wednesday July 29th indicating that the northern end of the parkway will be closed on 08/04/2026 from 6am-8pm.
My event features:	Animals Informational Tables/Booths Food service and/or sales will give specifics once vendor list is created
Provisions are made for feeding, clean up, and other animal needs.	Yes
Describe the following: how many animals, the type of animals, and how attendeees will be interacting with the animal(s) for this event:	Attendees will be petting/watching them perform their official job duties. unknown type/# of animals until closer to event

How many Information Tables? (maximum/minimum)	Unknown at this time - will update once vendor list is done
Is anyone selling a product?	Yes
Professional catering?	No
Food booths or food vendors?	Yes
How many food vendors?	Unknown at this time - will update closer to event
Food Trucks?	Yes
How many Food trucks	Unknown at this time - will update closer to event
What type of food service are you providing?	Unknown at this time - will update closer to event
The owner/manager of the property has completed the Non-City Owned Property Use Form.	No
Will event provide a shuttle service?	No
Does any portion of event take place on or in a body of water?	No
Will a State Highway be used for any portion of your event?	No
Does event require any Poulsbo sidewalk, parking lane(s), traffic lane(s) or street closure(s)?	Yes
Any street closure must allow for an unobstructed emergency lane (fire lane) of at least 20 feet in width. Closure area includes:	Entire Street
Outline Street Closure: Be as detailed as possible and provide: Street Names, Start Date & Time, End Date & Time	Will be updated by Sgt Ziemann as he handles all street closures and planning of this
Will traffic control be used for any portion of the event?	No
Security is provided by	Police Department will handle all security

How many people providing safety?	Police department will handle
Outline 1) Date(s) and time(s) security is enforced 2) What is the safety and security doing?	Aug 4th 6am-8pm Police Department will handle all safety and security
Applicant understands and agrees to the conditions of the Special Events Permitting Indemnification/Hold Harmless Agreement?	Yes
Name (Signature)	Hadley Worland
Title	Police Admin Specialist
Date	Mar 20, 2026

ANDERSON PARKWAY

Tuesday August 4th, 2026 | 5-7pm

POLICE • COMMUNITY PARTNERSHIPS

Road closure Activities / Games Food vendor (power/generator)

Vendor (group , business, organization)



1 - Poulsbo PD
2 - NK RRC
3 - Kitsap 911
4 - TBD
5 - Taste Da Boot
6 - TBD
7 - TBD
8 - TBD
9 - TBD
10 - Poulsbo Fire
11 - TBD
12- Kitsap Humane Society
13 - TBD
14 - TBD
15 - TBD
16 - TBD
17 - TBD
18 - TBD
19 - TBD
20 - TBD
21 - TBD
22- TBD
23 - GCU
24 - Walmart
25 - Public Works
26 - City Planning
27 - TBD
28 - TBD
29 - TBD
30 - TBD
31 - TBD
32- TBD

SPECIAL EVENT PERMIT APPLICATION

Instructions and Checklist

1. Complete the Special Event Permit Application and submit it along with the Application fee of $75 in person to the City Clerk's Department at least 90* days prior to the event date. An expedited fee of $50 will be applied to Applications submitted within 90 day but before 45 days prior to event, if no road closures are required. No Applications will be accepted for events within 45 days of the event date.
2. The Applicant/Organization of the event is responsible for submitting the following items:
    a. A Certificate of Insurance evidencing the required amounts and types of insurance and an additional insured endorsement at least as broad as either Insurance Services Office (ISO) endorsement forms CG 20 12 or CG 20 26, naming the City of Poulsbo as an additional insured. For any activity or feature of the event of substantial risk that cannot be covered directly under the Applicant's/Organization's insurance, a certificate of insurance and endorsement will be required from the participating vendor.
    b. A list of all participating vendors selling a product, advertising or generally engaging in business including vendor's name, business mailing address, telephone number, and nature of business. All food vendors must be permitted by the Kitsap Health District.
    c. A Detailed Site Map (required) and Route Map with route highlighted (if applicable), including directional arrows if appropriate and/or setup plan showing the location of all tents, vendors, kids' rides, beer gardens, exits/entrance, etc.
    d. If the Special Event will require street closures or use of street lanes, the Street Closure Map must be submitted for each closure and included with your Application.
    e. If the Special Event will take place on City park property, a Municipal Park Use Application form must be submitted to the Parks and Recreation Department. Additional fees will apply. Include a copy of the completed Municipal Park Use Application form with your event Application.
3. Any special arrangements for street closures, barricades, traffic control or public safety will be billed directly to the Applicant following the Special Event.
4. The Application fee(s) must be paid at the time of the submittal.
5. If in need of assistance or questions, please contact the City Clerk's Department at (360) 394-9880 or cityclerks@cityofpoulsbo.com.

REQUIRED TO BE SUMITTED WITH APPLICATION			
	Application of Special Event		Municipal Park Use Application (if applicable)
	Special Event Permit Fee - $75.00		Route or Street Map (if applicable)
	Site Map		Vendor List (if applicable)
	Certificate of Insurance and Additional Insured Endorsement		Non-City Owned Property Use Form (if applicable)
	Burning Permit (if applicable)		

OFFICE USE ONLY
(Date Stamp)

Application for Special Event Permit

City Clerks Department
200 NE Moe Street, 3rd Floor – Poulsbo, WA 98370
(360) 394-9880

Please answer all questions completely. Additional pages may be attached. Completing this Application will provide City staff with the information necessary to address public safety and compliance with local policies, regulations and laws. Submittal of this Application to the City Clerk's Department does not indicate or guarantee approval of the Application or the dates requested. Additional information may be requested by City personnel prior to submittal for final consideration. All Applications need to be submitted 90 calendar days in advance of event. If an application contains no road closures and is submitted within 45 to 90 days prior to event, a $50 expedite fee will apply. No applications will be processed for events falling within 45 calendar days of the event. Application will not be accepted prior to one year of the event date.

A meeting with City personnel may also be required prior to event approval.

1. Event Overview	
Event Name:	Poulsbo Arts Festival 2026
Event Date(s):	Aug. 14th - 16th
Event Location:	*Describe event location, address, and neighborhoods:* MIW Waterfront Part
Event Description:	*Please give a general overview of event, including purpose:* Arts & Crafts show
Event Features:	☐ Alcohol Sales / Beer Garden (see Section E, additional insurance required) ☑ Amplified Sound (see Section O) ☐ Amusement Ride: Inflatable (see Section F, additional insurance required) ☐ Amusement Rides with Fee Collected (see Section G, Admission Tax) ☐ Animals: Domestic or Farm (see Section N) ☑ Booths / Vendors (see Section I, vendor list required) ☐ Car Show ☐ Cooking Food Service (see Section J, fire extinguisher required) ☐ Fireworks / Pyrotechnics (see Section H, additional documentation & insurance required) ☐ Generator ☐ Outdoor Fire (see Section M, Burning Permit Required) ☐ Parade ☐ Run: 1k / 5k / 10k / Half Marathon / Full Marathon (circle one) ☐ Signs (see Section K, additional permits might be required ☐ Stage: Height in inches_____. (see Section K, additional permit might apply) ☑ Tents / Canopies (see Section K, additional permits might apply if structure is greater than 400 square feet) ☐ Walk: 1k / 5k / 10k (circle one) ☐ Other: (please specify) _____

2. Contact Information

Applicant/Event Organizer:

Event Applicant/Organizer/Main Contact: (must match signature on Application)	Name: Greg Enright		
	Title: President	Organization: Cultural Arts Foundation NW	
	Phone: [redacted]	Cell: [redacted]	
	[redacted]		
	[redacted]		
	City: Poulsbo	State: WA	Zip: 98370
Public Contact: (will be published on Special Events website calendar)	Name: Greg Enright		
	Title: See Above	Organization:	
	Phone:	Cell:	
	Email:		
	Street Address:		
	City:	State:	Zip:
On-Site Contact: (available at event site on event days)	Name: Greg Enright		
	Title: See Above	Organization:	
	Phone:	Cell:	
	Email:		
	Street Address:		
	City:	State:	Zip:

3. Event Details

Set Up Starts:		Take Down Complete:		
Start Date: Aug. 14th 2025	Start Time: 8 AM	End Date: Aug 16th 2025	End Time: 8 PM	

Event Dates / Times: Indicate Dates / Times OPEN to attendees				Expected Daily Attendance: Participants	Spectators	Staff/Volunteer
Day: Friday	Date: 8/14/2026	Start Time: 12 PM	End Time: 6 PM	40 booths	3,000	8
Day: Sat.	Date: 8/15/2026	Start Time: 10 AM	End Time: 6PM		over	8
Day: `Sun.	Date: 8/16/2026	Start Time: 11Am	End Time: 5 PM		3 days	8

Additional details: (Attach additional pages as needed for additional days or details)

Additional Equipment / Set Up:

Service, consumption and/or sale of alcohol, use of fireworks/pyrotechnics, inflatables, carnivals, certain animals, among other higher risk or specialty activities, may require additional insurance coverage. See Section A – Insurance Requirements.

Select all that apply. Show all equipment on your attached Site Map and describe in detail in supplemental documents.

- ☐ Staging/Scaffolding
- ☑ Speakers / PA System
- ☐ Fireworks
- ☐ Portable Restrooms
- ☐ Tents larger than 400 square feet
- ☐ Other Equipment (Describe):

_____

- ☐ Generators
- ☐ Animals
- ☐ Inflatables / Bouncy Toys
- ☐ Handwashing Stations

All Applicants that require temporary power box(s) (known as a Spider Box) and cables must obtain an L&I permit per L&I code for temporary power supply. It is also the requirement and responsibility of the Applicant to have L&I inspect the temporary power supply (Spider Box) and cables prior to the event. Inspection requests may take up to 48 hours. Scheduling the inspection with L&I (360) 415-4000 at least 72 hours prior to the event is required.

Have you obtained an L&I permit for temporary power supply? ☐ YES ☑ NO

Restroom facilities are often limited or not available at special event sites. Event Organizers must supply adequate and accessible restroom facilities, including ADA compliant portable restrooms and handwashing stations. The recommendation for provision of toilets is one for every 100 attendees and minimum of one ADA compliant restroom. For more information see ***Section Q***: Portable Toilets.

Check all that apply:

- ☑ Using facilities available (i.e. park/public restrooms)
- ☑ Adding portable toilets to existing facilities. If so, number of portable toilets 3
- ☐ Solely using portable toilets. If so, number of portable toilets _____
- ☐ Handwashing Stations. If so, how many _____

Event Organizers are responsible for managing and removing all Solid Waste (Garbage) within the area of the event. Collection station locations must be identified on the Site Map. See ***Section P***: Solid Waste Disposal / Recycling.

Solid Waste:

- ☑ Self-haul all waste at conclusion of event
- ☐ Dumpster being rented from City of Poulsbo Public Work Department
- ☐ Other: (please specify plan)

_____

Amplified Sound

There is a 10pm curfew for all noise within the City limits. Any variance to the noise ordinance will require approval by the City Council at one of their regular meetings. For more information, see ***Section O***: Amplified Sound.

Will there be amplified sound? ☑ YES ☐ NO

Indicate dates/times of any amplified sound below:		
Date: 8/14/2025	Start Time: 11 AM	End Time: 6 PM
Date: 8/15/2025	Start Time: 10 AM	End Time: 6PM
Date: 8/16/2025	Start Time: 11AM	End Time: 5 PM

Tents

Tents/ Canopies larger than 20'x20' (400 square feet) require additional permits from the City of Poulsbo's Planning & Economic Development Department. See ***Section K***: Tents/Stage/Signs.

Will there be tents or canopies under 400 square feet? ☑ YES ☐ NO
Will there be tents or canopies over 400 square feet? ☐ YES ☑ NO

Signs

Some signs do require a sign permit. For additional regulations, see ***Section K***: Tents/Stages/Signs.

Will there be signs? ☐ YES ☑ NO

Stages

Any stage above 30" from the ground or one that contains stairs, will need approval by the City of Poulsbo Building Department. See ***Section K***: Tents/Stages/Signs.

Will there be a stage? ☐ YES ☑ NO If yes, height in inches: _____

Food Sales

Kitsap Public Health District Temporary Food Permits must be applied for 14 days prior to the event by contacting Kitsap Public Health. Additional insurance requirements may be required. For additional information on applying for the Temporary Food Permit, see ***Section J***: Food Sales/Consumption.

Does your event include:			How Many?
Any food service and/or sales?	☐ YES	☑ NO	
Professional catering?	☐ YES	☑ NO	
Food Trucks?	☐ YES	☑ NO	
Food booths or food vendors?	☐ YES	☑ NO	

Alcohol Sales

The sale, service, and consumption of alcoholic beverages are subject to Washington State Liquor and Cannabis Board (WSLCB) regulations, licensing, and requirements. Special Occasion and other liquor licensing need to be applied for at least 45 days in advance of event date. Additional Insurance will be required. For more information, see ***Section E***: Alcohol Sales/Consumption.

Will alcohol be sold or consumed at event?	☐ YES	☑ NO	
Will alcohol service be sponsored by a non-profit entity? Name of non-profit: _____	☐ YES	☑ NO	Submit copy of Special Occasions License
Will alcohol be provided by an already licensed business establishment as an off-site sale?	☐ YES	☑ NO	Submit Letter of WSLCB Approval
WSLCB requires Applicants to submit a site map which shows fencing, entrances, exits, dimensions, and maximum capacity. This map will also need to be submitted with this Application packet.			
Is WSLCB approval document and Site Map attached?	☐ YES	☑ NO	

Fireworks

If event includes Fireworks/Pyrotechnics, additional documentation is required. For more information on the additional documentation that is required, see ***Section H***: Fireworks/Pyrotechnics Displays.

Will event include Fireworks/Pyrotechnics?	☐ YES	☑ NO

If YES, Additional Documentation Required:

- ☐ Public Fireworks Display Permit
- ☐ Copy of General Display Fireworks License
- ☐ Copy of Pyrotechnic Operator License
- ☐ Map of the Safety Zone (must include GPS Coordinates)
- ☐ List of quantities and sizes of fireworks being discharged
- ☐ Fireworks Vendor's Certificate of Liability Insurance and Add'l Insured Endorsement

Does the Fireworks Display Company have a current City of Poulsbo Business License? If no, a Temporary Business License must be applied for.	☐ YES	☐ NO

Amusement Rides / Inflatables / Carnivals

If event will contain an amusement ride, additional documentation is required. For additional information, see ***Section F***: Amusement Rides/Inflatable/Carnivals.

Will event contain Amusement Rides, Inflatables, or a Carnival?	☐ YES	☑ NO

If YES, Additional Documentation Required:

- ☐ Department of Labor and Industries Inflatable/Amusement Ride Inspection Report for rides being used (see Section F for guidelines of list requirements)
- ☐ A copy of the Department of Labor and Industries Electrical Inspection Permit Request
- ☐ Amusement Vendor's Certificate of Liability Insurance and Additional Insured Endorsement

Admission Taxes are required to be collected on any person operating a carnival with amusement rides in which a fee is collected for admission. The Sponsoring Organization is required to have a City of Poulsbo Business License as well. For More information, see ***Section G***: Admission Tax.

Will a fee be collected to use any amusement rides?	☐ YES	☑ NO
If YES, please contact the Finance Department for the Admission Tax Filing Form.		
Has a City of Poulsbo Business License been obtained?	☐ YES	☑ NO
If NO, please contact the City Clerks Department to obtain a city business license.		

Use of Non-City Owned Property

Will property not owned or managed by the City of Poulsbo be used for event?	☐ YES	☑ NO

If YES, the owner/manager of the subject property must complete Non-City Owned Property Use Form. See **Section U**: Non-City Owned Property Use.

Towing

If event requires vehicles to be towed, Organization must accept responsibility and indemnify the City of Poulsbo and other authorizing property owner(s) by agreeing to pay any tow/storage charges or damage claims., 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:

4. Parks

Events held in a City of Poulsbo Park require completion of the Municipal Park Use Application. Additional fees apply. **A Site Map is required to be submitted**, see ***Section C***: Street Closure/Site Map/Route Map. For regulations, see ***Section D***: Municipal Park Use.

Will event be fully or partially held in a City of Poulsbo Park? ***If YES***, Name of Park: MIW Waterfront Park	☑ YES	☐ NO
Was a park reservation was made prior to submittal of Special Event Application? (Please attached a copy of the Municipal Park Use Application)	☑ YES	☐ NO

5. Street Use and Police Services

Any arrangements for street closures, barricades, traffic control or public safety will be made directly with the Police/Public Works departments who will contact Applicant after the Application has been submitted. The City reserves the right to charge any Applicant/Organization of a special event direct costs incurred by the City as the result of the event.

Events that include blockage or closure of any sidewalk, traffic lane, parking, street, or affect any right of way, are required to provide detailed maps. For map types and requirements, see ***Section C***: Street Closure/Site/Route Maps.

Any street closure must allow for an unobstructed emergency lane (fire lane) of at least 20 feet in width.

Special Event activity may require Poulsbo Police Officers for public safety and or/or traffic control. Police officer staffing, locations, and times are determined by the Poulsbo Police Department based on the time, place, and manner of the event. If you select yes to any questions requesting police safety/security, the Poulsbo Police Department will contact you to make arrangements for off-duty officers. A separate fee will be billed to the Applicant/Organizer for off-duty officer services. If more than 3 officers are needed at an event, a sergeant will also be required. (Police services are billed at a minimum of 3 hours).

Street Use

Does event require any sidewalk, traffic lane or street closures? (***If yes, Street Closure Map required to be submitted***)	☐ YES	☑ NO

Closure Area:

☐ Entire Street ☐ Parking Lane only ☐ Partial Street ☐ Sidewalk only

Street Closure Details:

Street Name	***Between*** *(cross street)*	***And*** *(cross street)*	***Start Date***	***Start Time***	***End Date***	***End Time***
Example: *Front Street*	*Fjord Dr*	*Sunset St*	*01/01/2019*	*9am*	*01/01/2019*	*6pm*

Additional details: (such as alternative parking arrangements)

	Will event provide a shuttle service? ***If YES***, name of shuttle provider:	☐ YES	☑ NO
	Will a State Highway be used for any portion of your event? ***If YES***, Applicant must submit a Letter of Agreement from WSDOT. For the application and information on this process, See ***Section T***: Washington State Highway Usage.	☐ YES	☑ NO
Traffic Control	Are Police Officers required for traffic control for any portion of event?	☐ YES	☑ NO

List dates/times Police Officers are needed for traffic control:

Date	***Start Time***	***End Time***	***# of Officers***	***Purpose***
Example: *01/01/2019*	*9:00 am*	*6:00 pm*	*2*	*Traffic control at Front Street and Jensen Way*

Additional details regarding traffic control need: (Attach additional sheets as necessary)

Safety & Security	Are Police Officers required for safety/security for any portion of event?	☐ YES	☑ NO
	Does any portion of event take place on or in a body of water?	☐ YES	☑ NO

List dates/times Police Officers are needed for safety/security:

Date	***Start Time***	***End Time***	***# of Officers***	***Purpose***
Example: *01/01/2019*	*9:00 am*	*6:00 pm*	*2*	*Provide security at carnival entrance*

Describe safety and security needs that require Police Officers:

Is Applicant/Organization hiring professional security personnel and/or assigning volunteers to security rolls? ***If YES***, how many? 2 nights ***If YES***, describe roll: 2nights for security of tents using a professional company	☑ YES	☐ NO

6. 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, vendors or those attending the event. The Applicant **must** provide a certificate of liability insurance prior to the event in the minimum amount of $1,000,000 per occurrence, $2,000,000 general aggregate, and $1,000,000 Products-Completed Operations, naming the City of Poulsbo as an Additional Insured using an additional insured endorsement at least as broad as ISO form CG 20 12 or CG 20 26.

Higher risk activities (such as beer gardens, carnivals/amusement rides/inflatables, fireworks, large gatherings, events on/over water, etc.) may require additional amounts and/or types of insurance.

Are the Certificate of Insurance and additional insured endorsement, that meet the above-mentioned minimum requirements, included?	☑ YES	☐ NO

7. Condition of Approval

Applicant has read and understands the conditions of the Special Events Permitting Indemnification/Hold Harmless Agreement, listed below?	☑ YES	☐ NO

I, Applicant, certify that I am authorized to enter into this Special Event Permit Application on behalf of Organization, that the event for which this permit is to be used will not be in violation of any City of Poulsbo ordinance and the statements made on this Application are true and correct to the best of my knowledge. I, as the Event Applicant/Organizer on behalf of Organization, agree to the terms and conditions of this permit.

The Applicant/Organization, shall defend, indemnify and hold harmless the City of Poulsbo, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Applicant/Organization, its employees, volunteers, representatives or vendors, or from any activity, work or thing done, permitted, or suffered by Applicant/Organization, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City.

	President
Signature	**Title**
Gregory Enright	8/14/2026
Printed Name	**Date**

For City Use	DATE PAID	RECEIPT NUMBER
$75 Application Fee (code 770)		
$50 Expedited Fee (code 780)		
$50 Park Use Fee (code 7771)		
☐ Application for Information		

Docusign Envelope ID: A0BAF7B2-8113-4050-B75C-EDF35CDB1F49

7. Condition of Approval

Applicant has read and understands the conditions of the Special Events Permitting Indemnification/Hold Harmless Agreement, listed below?	☐ YES	☐ NO

I, Applicant, certify that I am authorized to enter into this Special Event Permit Application on behalf of Organization, that the event for which this permit is to be used will not be in violation of any City of Poulsbo ordinance and the statements made on this Application are true and correct to the best of my knowledge. I, as the Event Applicant/Organizer on behalf of Organization, agree to the terms and conditions of this permit.

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Signed by: Greg Enright 864A07CC83ED47E...	
Signature	**Title**
Greg Enright	11/30/2025
Printed Name	**Date**

For City Use	DATE PAID	RECEIPT NUMBER
$75 Application Fee (code 770)		
$50 Expedited Fee (code 780)		
$50 Park Use Fee (code 7771)		
☐ Application for Information		

Docusign Envelope ID: A0BAF7B2-8113-4050-B75C-EDF35CDB1F49

7. Condition of Approval

Applicant has read and understands the conditions of the Special Events Permitting Indemnification/Hold Harmless Agreement, listed below?	☐ YES	☐ NO

I, Applicant, certify that I am authorized to enter into this Special Event Permit Application on behalf of Organization, that the event for which this permit is to be used will not be in violation of any City of Poulsbo ordinance and the statements made on this Application are true and correct to the best of my knowledge. I, as the Event Applicant/Organizer on behalf of Organization, agree to the terms and conditions of this permit.

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Signed by: Greg Enright 984A07CC83ED47E...	
Signature	**Title**
Greg Enright	11/30/2025
Printed Name	**Date**

For City Use	DATE PAID	RECEIPT NUMBER
$75 Application Fee (code 770)		
$50 Expedited Fee (code 780)		
$50 Park Use Fee (code 7771)		
☐	Application for Information	

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 02/25/2026

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 have ADDITIONAL INSURED provisions or 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

Gaslamp Insurance Services
DBA Event Helper Insurance Services
PO Box 1549
Grass Valley CA 95945

CONTACT NAME: Event Helper Customer Service
PHONE (A/C, No, Ext): (855) 493-8368 FAX (A/C, No):
E-MAIL ADDRESS: info@theeventhelper.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Evanston Insurance Company	35378
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Cultural Arts Foundation NW
[redacted]
[redacted] WA 98370

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	☑ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☑ OCCUR Host Liquor Liability Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: ☑ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:	Y		[redacted]	08/14/2026 12:01 AM	08/17/2026 12:01 AM	EACH OCCURRENCE	$ 2,000,000
							DAMAGE TO RENTED PREMISES (other than fire)	$ 2,000,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 2,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
							Deductible	$ 1,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					☐ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$
							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)

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19. Attendance: 3000, Event Type: Craft Show.

CERTIFICATE HOLDER

City of Poulsbo
200 Moe St NE
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

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MARKEL®

EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):
City of Poulsbo 200 Moe St NE Poulsbo WA 98370

A. Section **II** – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph **1.** or **2.** of Section **II** – Who Is An Insured:

1. In the performance of your ongoing operations; or

2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

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B. With respect to the insurance afforded to these additional insureds, the following is added to Section **III** – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

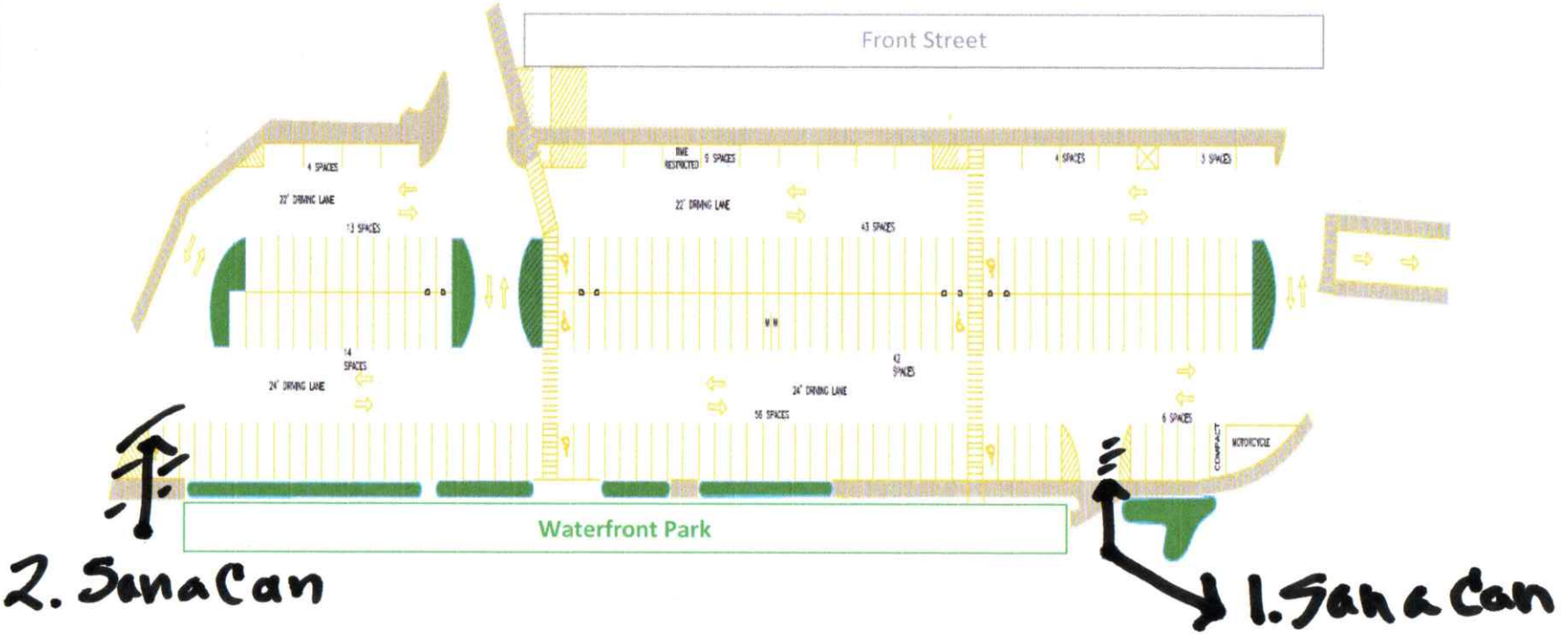
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.

Includes copyrighted material of Insurance Services Office, Inc., with its permission.

Anderson Parkway Parking Lot



EVENT NAME: Poulsbo Art Festival

EVENT DATE: Aug. 15th -17th

NOTES: No parking space will be used for vendor or San a Cans. That is if the company puts them in the correct locations . One at the Port / City parking (left side of map) in the strip area of no parking. 2 located at the Sons of Norway fencing, again were there is no parking painted strips. We request that vendors park off site, but some because of physical abilities may park in the lot.

Augustine Lujan

[redacted]

Submission Date	May 22, 2026 8:45 PM
Event Name:	Poulsbo Pride In The Park
Is the event location fully or partially held at a city park?	Yes
Select what Poulsbo Park(s)	Raab Park Picnic Shelter
Event Location:	Raab Park
Event Description:	Poulsbo Pride presents “Poulsbo Pride in the Park” as a family-friendly community celebration focused on visibility, inclusion, support, and connection for the LGBTQ+ community and allies throughout Kitsap County and surrounding areas. The event is designed to create a safe, welcoming, and affirming space where people of all ages, backgrounds, and identities can come together to celebrate authenticity, community pride, and equality. The purpose of the event is to strengthen community connections, increase visibility for LGBTQ+ individuals and families, support local organizations and businesses, and promote a message of acceptance, respect, and belonging. The event will feature community vendors, local organizations, food vendors, entertainment, activities, and opportunities for education, outreach, and engagement. Poulsbo Pride in the Park also serves as an opportunity to highlight the importance of unity, mental health support, advocacy, and creating spaces where individuals feel seen, valued, and supported. Through positive community engagement and celebration, the event aims to foster a stronger, more connected, and more inclusive Kitsap community for everyone.
Hosted by Organization/Business:	North Kitsap Pride
Full Name:	Augustine Lujan
Title:	President
Organization:	North Kitsap Pride

Cell:	[redacted]
Email:	[redacted]
Mailing Address: the Special Event Permit will be sent to this address)	[redacted]
Public Contact: this will be published on the Special Events Website Calendar	Same as Event Organizer/Main Contact
On-Site Contact: s/he is available and at the event	Same as Event Organizer/Main Contact
Set Up Start Date:	Aug 22, 2026
Set Up Start Time:	08:00 AM
Take Down Completed Date:	Aug 22, 2026
Take Down Completed Time:	09:00 PM
How many days is your event?	1 Day
1 Day Event: Start Date	Aug 22, 2026
1 Day Event: Start Time	11:00 AM
1 Day Event: End Time	06:30 PM
# of Participants:	40
# of Spectators:	440
# of Staff/Volunteers:	20
My event features:	Amplified Sound (Speakers / PA System), Generators, Power Plugin, Tents
1) Describe the type of amplified sound 2) outline the dates/times of amplified sound:	1) Describe the Type of Amplified Sound: Amplified sound will consist of a live DJ providing recorded music, announcements, and event-related entertainment through a standard

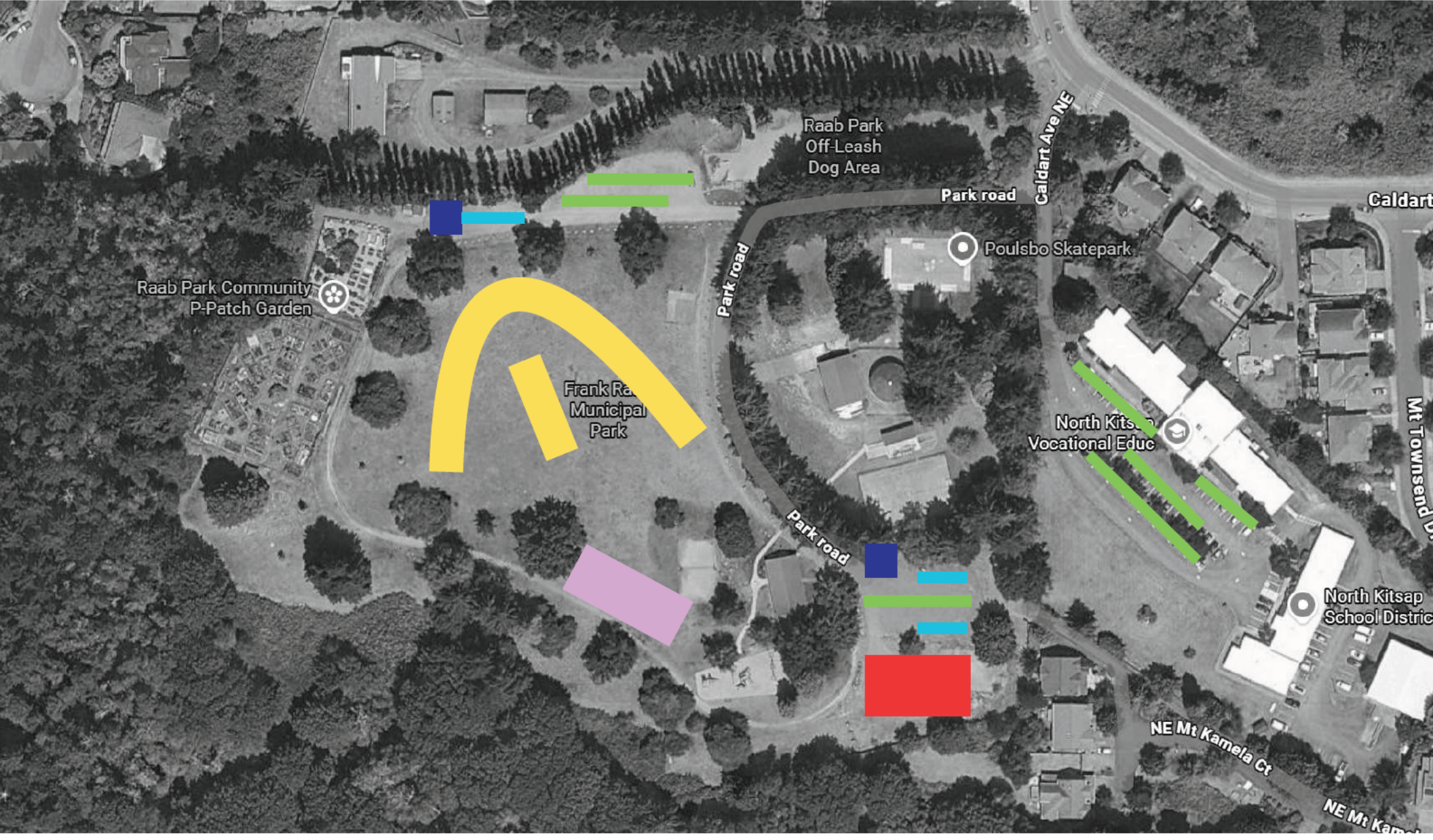
	portable speaker and microphone sound system appropriate for a community park event. 2) Outline the Dates/Times of Amplified Sound: Amplified sound is requested for the duration of the event on August 22, 2026, from approximately 11:00 AM to 6:30 PM. Music and announcements will remain at reasonable community event volume levels throughout the event.
Describe generator model, number of generators you are using, and what it is powering	Generators, if used, will be limited to portable generators brought and operated by individual food vendors/food trucks as needed for vendor-specific operations. No centralized event generators are planned at this time. The exact generator models and quantities are unknown at this time, as they will vary by participating food vendor. Generators would typically be used to power vendor equipment such as refrigeration, cooking equipment, lighting, point-of-sale systems, and small appliances associated with food service operations. All generators will be vendor-supplied and operated in accordance with applicable fire safety and event requirements.
Access to power is needed	Yes
Describe temporary power needed:	Temporary power is requested solely to support the event DJ equipment, including speakers, microphone equipment, and associated audio components used for music and event announcements throughout the event. No additional temporary power needs are anticipated outside of the DJ setup.
Are you providing your own power box(s) (also known as spider box(es)	No
Have you obtained an L&I permit for temporary power supply?	No
There will be tents or canopies under 400 square feet?	Yes
There will be tents or canopies over 400 square feet? (permit required)	No
Describe tent setup and use	Pop-up canopy tents will be used throughout the event for vendors, community organizations, informational booths, and event support areas. Tents will be properly secured using approved weighted anchoring systems. No staking into the ground will take place. Tent layouts will maintain clear pedestrian access and emergency access pathways throughout the event area.
How will you dispose of all solid waste from your event?	Rent Dumpster from City of Poulsbo Public Work Department (click link above for renting)
Check all that apply:	Using facilities available (i.e. park/public restrooms) Adding portable toilets to existing facilities.
How many portable toilets are you using?	2

Provide Date(s), Location(s), Time(s) of scheduled delivery, use, and pickup.	Locations are located in attachment, and they will be dropped off at 8am on the 22nd and picked up 8am the 24th.
Upload site map of where portable toliets and/or handwashing stations are located	PDF Poulsbo Pride 2026 Map.pdf
Will you be using signage?	Yes
Describe the signage and the placement:	Event signage will be limited to temporary sandwich board signs, directional arrows, and traffic cones used to assist with event navigation, pedestrian flow, parking guidance, and attendee awareness. Signage will be placed in a manner that supports public safety and minimizes disruption to surrounding areas.
My event features:	Informational Tables/Booths; Food service and/or sales
Attach Vendor Form and Site Map	PDF Poulsbo Pride 2026 Map_2738.pdf
How many Information Tables? (maximum/minimum)	Maximum 50 Vendors
Is anyone selling a product?	Yes
Professional catering?	No
Food booths or food vendors?	Yes
How many food vendors?	5
Food Trucks?	Yes
How many Food trucks	2
What type of food service are you providing?	Food Vendors
Select what Poulsbo Park(s) your event is fully or partially held at	Raab Park Picnic Shelter
Park Reservation was made prior to submital of Special	Yes

Event Application

Attach the Municipal Park Use Form and Site Map:	Poulsbo Pride 2026 Map_4642.pdf Municipal-Poulsbo-Park-Use-Application... .pdf
Will event provide a shuttle service?	No
Does any portion of event take place on or in a body of water?	No
Will a State Highway be used for any portion of your event?	No
Does event require any Poulsbo sidewalk, parking lane(s), traffic lane(s) or street closure(s)?	No
Security is provided by	Assigning Volunteers
How many people providing safety?	6
Outline 1) Date(s) and time(s) security is enforced 2) What is the safety and security doing?	1) Date(s) and Time(s) Security is Enforced: Volunteer event monitoring and parking assistance will be provided during event setup, event operations, and teardown on August 22, 2026, approximately from 9:00 AM through 7:30 PM. 2) What is Safety and Security Doing: Event volunteers will be walking throughout the event area to help monitor general safety, assist attendees as needed, support parking flow and parking enforcement, help maintain clear access routes, and report any concerns or emergencies to event organizers or emergency services if necessary. Volunteers will also assist with general crowd awareness and event coordination throughout the duration of the event.
Certificate of Insurance Policy Effective Dates	8/22/2026-8/22/2026
The Certificate of Insurance with the additional insured endorsement, meets the above-mentioned minimum City requirements?	Yes
Attach The Certificate of Insurance	3DS5477-M4495050 City of Poulsbo Cer... .pdf

Applicant understands and agrees to the conditions of the Special Events Permitting Indemnification/Hold Harmless Agreement?	Yes
Name (Signature)	Augustine Lujan
Title	President
Date	May 22, 2026



Bathrooms

Vendor Space

Handicap Accessible Parking

Kids Space

Food Vendors

Event Parking

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/15/2026

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PRODUCER

Gaslamp Insurance Services
DBA Event Helper Insurance Services
PO Box 1549
Grass Valley CA 95945

CONTACT NAME: Event Helper Customer Service
PHONE (A/C, No, Ext): (530) 477-6521 FAX (A/C, No):
E-MAIL ADDRESS: info@eventhelper.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Evanston Insurance Company	35378
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

North Kitsap Pride
[redacted]
[redacted] WA 98383

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	☑ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☑ OCCUR ☑ Host Liquor Liability ☐ Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: ☑ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:	Y		[redacted]	08/22/2026 12:01 AM	08/23/2026 12:01 AM	EACH OCCURRENCE	$ 2,000,000
							DAMAGE TO RENTED PREMISES (other than fire)	$ 2,000,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 2,000,000
							GENERAL AGGREGATE	$ 2,000,000
							PRODUCTS - COMP/OP AGG	$ 2,000,000
							Deductible	$ 500
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	$
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					☐ PER STATUTE ☐ OTH-ER	
							E.L. EACH ACCIDENT	$
							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)

Certificate holder listed below is named as additional insured per attached MEGL 2217 01 19. Coverage Date(s): 08/22/2026. Attendance: 500, Event Type: Festival & Cultural Event - Indoor and/or Outdoor.

CERTIFICATE HOLDER

City of Poulsbo
200 Moe St NE
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

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EVANSTON INSURANCE COMPANY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:
COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

A. Section **II** – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph **1.** or **2.** of Section **II** – Who Is An Insured:

1. In the performance of your ongoing operations; or

2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

Includes copyrighted material of Insurance Services Office, Inc., with its permission.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section **III** – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.

Includes copyrighted material of Insurance Services Office, Inc., with its permission.

POULSBO CITY COUNCIL AGENDA SUMMARY

WORKSHOP AGENDA ITEM NO. 10.b

MEETING DATE: June 17, 2026

AGENDA ITEM	Health Care Authority Contract Amendment for 2026-2027 Cafe and Center Services
EXHIBITS	K7764-03-City of Poulsbo 2026-2027 Agreement
STAFFED BY	Hendrickson
ESTIMATED TIME	10 mins

SUMMARY STATEMENT

The Health Care Authority financially supported the Recovery Cafe and Recovery Center in 2024, 2025, and 2026. City Council is being asked to consider a contract amendment that extends support through June 2027. The contract is for $242,837, $100,000 of which is the result of a legislative proviso supported by Representative Tarra Simmons.

H3 proposes using $110,000 of this funding in 2026 for salaries and benefits. $95,000 is already included in the 2026 H3 budget. The remaining $132,837 will be included in the 2027 H3 budget and used in the first 6 months of the new year.

The budget amendment associated with this contract amendment will be considered as a separate agenda item.

WORKSHOP DATE:	

IMPACTS

Expenditure Required? Yes	Included in Budget? No Amount: 15,000

SAMPLE MOTION:

Move Health Care Authority Contract Amendment for 2026-2027 Café and Center Services to July 1 Consent Agenda.

Washington State Health Care Authority	**CONTRACT AMENDMENT For Recovery Services**	HCA Contract No.: K7764 Amendment No.: 03

THIS AMENDMENT TO THE CONTRACT is between the Washington State Health Care Authority and the party whose name appears below, and is effective as of the date set forth below.

CONTRACTOR NAME	**CONTRACTOR doing business as (DBA)**
City of Poulsbo	North Kitsap Recovery Center
CONTRACTOR ADDRESS 200 NE Moe Street Poulsbo WA, 98370	**CONTRACTOR CONTRACT MANAGER** Name: Kimberly Hendrickson Email: kimberlyh@cityofpoulsbo.com

AMENDMENT START DATE	**AMENDMENT END DATE**	**CONTRACT END DATE**
July 1, 2026	June 30, 2027	June 30, 2027
Prior Maximum Contract Amount	**Amount of Increase**	**Total Maximum Compensation**
$490,999.66	$242,837.00	$733,836.66

WHEREAS, HCA and Contractor previously entered into a Contract to provide funding and a framework for the expansion of Clubhouses/Peer Run Organizations, and;

WHEREAS, HCA and Contractor wish to amend the Contract pursuant to Section 4.4, Amendments, to extend term date, add additional funding, and to update the Statement of Work;

NOW THEREFORE, the parties agree the Contract is amended as follows:

1. Section 3.2, Term, is amended to extend the Contract end date to June 30, 2027.
2. Section 3.3, Compensation, is amended to increase the Total Maximum Compensation by $242,837.00 from $490,999.66 to $733,836.66.
3. Attachment 1-B: Statement of Work, is added hereto and incorporated herein.
4. This Amendment will be effective July 1, 2026 (“Effective Date”).
5. All capitalized terms not otherwise defined herein have the meaning ascribed to them in the Contract.
6. All other terms and conditions of the Contract remain unchanged and in full force and effect.

The parties signing below warrant that they have read and understand this Amendment and have authority to execute the Amendment. This Amendment will be binding on HCA only upon signature by both parties.

CONTRACTOR SIGNATURE	PRINTED NAME AND TITLE	DATE SIGNED
HCA SIGNATURE	PRINTED NAME AND TITLE	DATE SIGNED

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ATTACHMENT 1-B: STATEMENT OF WORK

July 1, 2026 – June 30, 2027

1. Purpose

The Contractor will continue to maintain existing Peer-Run Organizations serving individuals with substance use disorders and/or co-occurring.

2. Definitions

"Alternative Promising Practices" means a best practice addressing mental health and/or substance use recovery programming that are specific to the community being served. This is to support multicultural approaches to recovery in underrepresented and underserviced communities.

"Division of Behavioral Health and Recovery" or "**DBHR"** means a division within the Washington State Health Care Authority, authorized to administer state and federally funded mental health programs.

"Evidence-Based Practice" means approaches to prevention or treatment that are validated by some form of documented scientific evidence. This includes findings established through controlled clinical studies, but other methods of establishing evidence are valid as well.

"Peer-run Organizations" means a program or organization in which a majority of persons who oversee the organization's operation and are in positions of control have received mental health services. Peers must constitute a majority of the board or advisory group, and the director and a majority of staff, including volunteers, must identify as peers.

"Project Plan" means a document that outlines the activities and services to be provided in this Contract and strategies to address any potential challenges, and that will serve as the baseline for how work is to be done, and success is to be measured.

"Promising Practice" means programs that include measurable results and report successful outcomes, however, there is not yet enough research evidence to prove that this program or process will be effective across a wide range of settings and people. A number of positive support practices may be considered Promising Practices.

"Recovery Café" means an organization committed to serving people suffering from homelessness, addiction and other mental health challenges using the Recovery Café model**.**

"**Recovery Community Organizations" (RCOs)** are independent, non-profit organizations led by local recovery allies. Allies may be people in long-term recovery, their families and friends, recovery-focused professionals or simply concerned citizens with an interest in providing support.

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3. Work Expectations

3.1 The Contractor will develop the Project Plan and submit the plan for review and approval by HCA Contract Manager, carrying out and completing the activities set forth to satisfactorily achieve the required deliverables.

3.1.1 Efforts to establish fidelity for Peer Support Evidence-Based or Promising Practice models. This include, but is not limited to**:**

3.1.1.1 Recovery Café model;

3.1.1.2 RCO model; or

3.1.1.3 Alternative Promising Practices.

3.1.2 Evaluation components;

3.1.3 Assessing community needs;

3.1.4 Business planning;

3.1.5 Obtaining certifications;

3.1.6 Licensing/credentialing;

3.1.7 Outreach to community partners;

3.1.8 Efforts towards establishing fidelity for evidence-based or Promising Practices;

3.1.9 Pursuit of foundations/grants;

3.1.10 Sustainability plan;

3.1.11 Advisory board development;

3.1.12 Initial service activities; and

3.1.13 Management and direct staffing services.

3.1.14 Staffing

3.1.14.1 HCA will require staff providing direct peer support services to be Washington State Certified Peer Support Specialist (CPSS) and/or Certified Recovery Coach (CCAR).

a. If staff do not have credentials, contractor will include in the Project Plan timeline for meeting this requirement; and

b. Contractors will provide copy of certifications upon request.

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3.1.15 Goals toward establishing employment and education support services within the organizations, including, but not limited to, the following:

3.1.15.1 Monthly tracking and reporting of general enrollments;

3.1.15.2 Employment; and

3.1.15.3 Education outcomes.

3.1.16 Additional service outcomes shall be discussed with each individual agencies to the HCA Contract Manager. The Contractor shall submit for review and approval, with Project Plans, and quarterly status reports to the HCA Contract Manager.

3.1.17 An outline of Peer-run Organization goals, objectives, strategies, and methods for achieving the goals of this Contract by the end of the Contract's period of performance.

3.1.18 Programming that meets the needs of individuals seeking services that shall also offer non-faith-based services as an option for individuals that may not have the same spiritual path as the organization.

3.1.19 Additional service outcomes shall be discussed with each individual contractor and submitted to the HCA Contract Manager for review and approval with Project Plans.

3.1.20 Participation in learning collaboratives as an approach to process improvement through sharing best practices. Best practices shall be related to operationalizing peer support services, to meet the needs of individuals and their communities.

3.1.21 The HCA Contract Manager shall support with Project Plan revisions and approvals, as needed.

3.2 Reporting

3.2.1 The Contractor will provide reports to the HCA Contractor, in alignment with the following, and, where applicable, in accordance with the rates and due dates in Section 4, Deliverables Table. Where applicable, the HCA Contract Manager will provide report templates in advance.

3.2.2 Reports list:

3.2.2.1 Project Plan;

3.2.2.2 Budget (Budget Summary, Six Month Budget Report, and Final Report)

3.2.2.3 Quarterly Status Reports; and

3.2.2.4 Service Delivery Outcomes and Demographics.

3.2.2.5 Quarterly Success Stories.

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3.2.3 Project Plan summary

3.2.3.1 An outline of the Peer-run Organization goals, objectives, strategies, and methods for achieving the end goals.

3.2.3.2 Project Plan goals established by the organization needed to support the Contract's Statement of Work (SOW).

3.2.3.3 Goals established for each quarter shall be met for invoice payments to be processed as this is a performance-based Contract.

3.2.3.4 HCA Clubhouse Peer-run Program, Project Plan, budget reports, quarterly status report, and demographics shall be reported on an Excel spreadsheet template provided by HCA Contract Manager.

3.2.4 Budget

3.2.4.1 Annual - identify the expenses of HCA Clubhouse Peer-run Program funding; and submit with Project Plan.

3.2.4.2 Six (6) Month – report on expenses for the Contract period to date; and submit with Q2 status report.

3.2.4.3 Final – report on expenses for the Contract for the Contract year; and submit with Q4 status report.

3.2.5 Quarterly status reports will include, but not limited to, the following:

3.2.5.1 Date ranges for each quarter are as follows:

Quarter	Date Range
Q1	July – September
Q2	October – December
Q3	January – March
Q4	April - June

3.2.5.2 Goals established in the SOW and Project Plan, and referenced in Section 3.6.2, Reports that were completed during each quarter.

3.2.5.3 Goals established by the Contractor shall support the Contract's (SOW) in order for invoice payments to be processed, as this is a performance-based Contract.

3.2.5.4 Identify ways to improve delivery of services and program outcomes, including revisions to the Project Plan to ensure that goals established by the providers are met on a quarterly basis to justify invoicing.

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3.2.6 Monthly service delivery outcomes and demographic data reporting, will include, but not limited to, the following:

3.2.6.1 Monthly service delivery outcome data, including, but not limited to, the following:

a. Enrollments;

b. Basic needs assistance;

c. Employment support services;

d. Education support services; and

e. Average daily attendance.

3.2.6.2 Demographic data, including, but not limited to:

a. Housing;

b. Employment;

c. Age;

d. Race/ethnicity;

e. Gender identity;

f. Sexual orientation; and

g. Military service.

3.3 Site Review Monitoring

3.3.1 The HCA Contract Manager may request onsite or virtual desk review monitoring of HCA Clubhouse Peer-run Contractors.

3.3.2 The Contractor will work with the HCA Contract Manager to help facilitate the fulfillment of such requests.

3.3.3 The HCA Contract Manager will provide thirty (30) day notice prior to the site monitoring visit.

3.3.4 Components:

3.3.4.1 Preliminary deskside review of requested documentation; and

3.3.4.2 Onsite monitoring at the organization's site location.

3.3.5 The Contractor will work with the HCA Contract Manager to review and implement recommendations identified in the final report resulting from site monitoring activities.

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4. Deliverables Table

#	Description	Performance Measure	Due Date	Rate	Payment
1	Project Plan & annual budget summary	Completed Project Plan & annual budget approved by HCA Contract Manager	July 15, 2026	One (1) Project Plan/Budget Summary x $18,837	$18,837
2	Monthly service outcomes & demographic data	Receipt of monthly service outcomes and demographic data	July-May: the 15th of each month following each month of service June: with final invoice	Twelve (12) Service Outcome/Demographic Reports x $14,000	$168,000
3	Quarterly status reports and, where applicable, budget reports	Receipt of status reports and approvals by HCA Contract Manager	Q1, Q2, Q3: the 15th of the month after the end of each quarter Q1: October 15, 2026 Q2 & 6-month budget report: January 15, 2027 Q3: April 15, 2027 Q4 & final budget report: with final invoice	Four (4) x $14,000	$56,000
Total Maximum Compensation for deliverables completed through June 30, 2027					**$242,837**

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POULSBO CITY COUNCIL AGENDA SUMMARY

WORKSHOP AGENDA ITEM NO. 10.c

MEETING DATE: June 17, 2026

AGENDA ITEM	Questions and Concerns of the Council / Future Agenda Items
EXHIBITS	Future Agenda Items
STAFFED BY	City Council
ESTIMATED TIME	5 mins

SUMMARY STATEMENT
This is an opportunity for the Council to provide any questions or concerns for discussion.

WORKSHOP DATE:	

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

SAMPLE MOTION:
N/A

CITY COUNCIL MEETING FUTURE AGENDA ITEMS

As of 6/11/2026. The agenda and format listed below are tentative and may change.

July 1, 2026

5:00 PM City Council Meeting
Absent: Newell +1 Vacancy
Land Acknowledgment - Livdahl

- Consent:
  - Health Care Authority Contract – 2026-2027 Café and Center Services – 1 min (Hendrickson)
- Business:
  - Chinook/Aktiv Road Closure Request – 5 mins (Leddon)
- Workshop:
  - Blue Ribbon Commission Update – 15 mins (Wright)
  - Naming Policy Discussion – 30 mins (Ozimek)?
  - KHS MOU – 10 mins (Ozimek)?

July 8, 2026

5:00 PM City Council Meeting
Absent:
Land Acknowledgment - Newell

- Workshop:
  - KEDA Presentation – 20 mins (Morrison)
  - WWU SBDC – 20 mins (Seitz)
  - Front Street Traffic Discussion – 60 mins (?)
  - Solid Waste Discussion – 60 mins (Lenius)

July 15, 2026

5:00 PM City Council Meeting
Absent:
Land Acknowledgment - Taber

- Consent:
  -
- Business:
  -
- Workshop:
  - 8th Avenue Realignment Consultant Contract Agreement – 7 mins (Ranes)
  - Quarterly Financial Update – 40 mins (Booher)
  - Future Status of Accounting – 30 mins (Booher)

August 5, 2026

5:00 PM City Council Meeting
Absent:
Land Acknowledgment - Crowe

- Consent:
  - 8th Avenue Realignment Consultant Contract Agreement – 1 min (Ranes)
- Business:
  -

- Workshop:
    -

August 12, 2026 5:00 PM City Council Meeting

Absent:

Land Acknowledgment - Eckert

- Workshop:
    - City of Poulsbo Homelessness to Housing Action Plan – 15 mins (Hendrickson)
    - Notice of Funding Opportunity for Affordable Housing Purposes – 15 mins (Hendrickson)

August 19, 2026 5:00 PM City Council Meeting

Absent:

Land Acknowledgment - Fitzpatrick

- Mayor's Reports
    - Women's Equality Day Proclamation – 5 mins (Stern)
- Consent:
    -
- Business:
    -
- Workshop:

FUTURE ITEMS:

- ***Workshops:***
    - July: Front Street Discussion (connecting Front with 3rd Avenue work, review of 1-way couplet analysis). Include discussion about how to reduce vehicle traffic downtown, what investments are needed, etc.
    - Fall of 2026: Viking/HWY 305 Corridor/Subarea discussion

- ***Proclamations***:
    - Hispanic Heritage Month – 9/9 Agenda
    - Disability Employment Awareness Month – 9/16 Agenda
    - American Indian Heritage Month – 10/21 Agenda

- ***Requested By Staff/Mayor***:
    - KEDA Quarterly Updates (Morrison)
    - WWU Kitsap Small Business Development Center (Stern)
    - Special Event Ordinance Update - 20 mins (Ozimek)

- ***Requested By Council***:
    - Brief Council on how the speed camera process is working/discussion on using the revenue (Newell)
    - Broader discussion about affordability and the City's role with what is going on in Western WA (Newell)
    - Code Enforcement Officer Discussion (Eckert)