

**CITY OF POULSBO
2020 LODGING TAX GRANT APPLICATION**

Applicant/Organization Information			
<input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/> Non Profit <input type="checkbox"/> Private			
Name			
Address			
City	State	Zip	Email
Organization Purpose or Mission:			
Contact Person			
Name			
Title			Phone
Email			

Geographic area served by this project			Number of people served by this project:
Date of project (Start to finish): 1/1/2020-12/31/2020			
2020 Project	Funding Request from the City of Poulsbo: \$ 65,000	Organization Match: \$ 5,000 (city/port)	Total Project Cost:

Title and Brief Description of Project; *please be specific on which events will receive Lodging Tax funding.*

FUNDING SOURCES FOR THIS PROJECT

List all firm commitments to date to fund this project:

Source	Amount

List any other sources of funding you have applied for:

Source	Amount	Status

Specifically how will this grant be used? What kinds of advertising will be used? How will you distribute the information? How do you document your successes and results?

Identify the specific tourism audience/market located more than 50 miles from Poulsbo that your organization will target with these funds.

How will this project be financed in the future?

State law RCW 67.28.1816(2) requires organizations to provide estimates of potential economic impact. In addition, *the City requires you to provide a brief description of how you calculated the estimates.* The estimates are specifically for the event, activity or facility for which you are requesting funding.

All recipients must submit a report to the municipality describing the actual number of people traveling for business or pleasure on a trip:

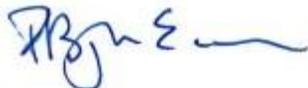
	<i>Projected</i>	<i>Actual</i>	<i>Methodology (Indirect count? Direct count? Did the hotels supply counts?)</i>	
Overall Attendance				
Attendees who traveled 50 miles or more to attend:				
Total:				
Of total, attendees who traveled from another state or country:				
Attendees who stayed overnight:				
Paid accommodations:				
Unpaid accommodations:				
Paid lodging nights:				

1. Is there any other information you wish to add:

Application Certification

I attest and affirm I am an authorized agent of the organization/agency applying for funding and the information I have provided in this application is true, complete and accurate. I understand and agree to the following:

- The Lodging Tax Funds, for which the organization/agency is applying, can only be used in accordance with the purposes outlined in RCW 67.28.
- If awarded, the applicant organization/agency will enter into a Tourism Promotion Services Agreement with the City.
- If awarded, the City of Poulsbo will only reimburse those costs actually incurred by the organization/agency and only after the service is rendered, or paid for if provided by a third party, and a signed City of Poulsbo payment form (or other form acceptable to the City) has been submitted to the City, including copies of invoices and payment documentation.
- The agency will be required to submit a mid-year and end-of-the-year report documenting economic impact results in a format determined by the City.

Signatures	
	Date
	7/29/2019
	7/30/2019

City of Poulsbo/Port of Poulsbo

JOB TITLE: Poulsbo Event and Tourism Coordinator

REPORTS TO: Mayor

DEPARTMENT: Administrative Services

DATE: July 2019

GENERAL FUNCTION

In coordination with the Port of Poulsbo, this position performs a variety of professional and administrative work in planning, developing, coordinating, directing, implementing and evaluating a year-round events and tourism promotion program in the City.

JOB DUTIES AND RESPONSIBILITIES

Strategic Tourism Plan – In cooperation with City staff, hoteliers, regional marketing organizations and members of the community, develop a strategic tourism plan that can be reviewed and updated annually.

Tourism Event Management – Support and work directly with city staff, volunteers and outside organizations to process permits, secure sponsors, develop marketing materials, advertise, promote and oversee special events in the City of Poulsbo.

Website – Manage the city's tourism website to promote local businesses and events to residents, businesses and tourists. Create and maintain a master calendar of all Poulsbo events that can be listed on the website.

Social Media – Maintain existing Facebook site and add additional social media outlets to the tourism marketing effort.

Publications – Design, print and distribute posters, rack cards, and advertising in cooperation with other local/regional marketing efforts that will attract residents and visitors to special events. Attend trade shows as warranted.

Branding/Advertising – Utilize print, online and radio to target travelers; place events on travel portals such as the WA State Tourism Alliance and local news outlets. Submit regular news releases to local media regarding events in Poulsbo. Work with businesses to use branding and innovative marketing publications.

Securing Sponsors – Create sponsorship packages to bring value to businesses supporting special events.

Evaluation – Research and calculate the number of visitors to each event; track advertising success rates, and submit quarterly reports to the Economic Development Committee and City Council.

Budget – Create advertising, marketing and event budgets for special events and promotional activities; and secure, manage and track sponsorships and paid advertising for city events.

WORKING CONDITIONS

This position must be flexible, with some work time in the office environment but more time doing outreach and working at events.

PHYSICAL ACTIVITIES

This position require lifting of items such as tables, boxes and supplies of up to 50 pounds on a regular basis.

RECRUITING REQUIREMENTS

BA or MA degree in Special Event Planning or related human services field

Five years of progressively increasing responsibility

A current State of Wa Driver's License

Extensive knowledge of planning, coordination, implementation and evaluation of events

Ability to be flexible with work hours, including weekends

Ability to work independently

cooperate with other organizations, community groups, committees and the general public

Ability to recruit, train, supervise and work with volunteers

Ability to communicate effectively, both orally and in writing

STATEMENT OF NET POSITION
DECEMBER 31, 2018

	Primary Government		Total
	Governmental Activities	Business-Type Activities	
Assets			
Cash and Cash Equivalents	\$ 161,276	\$ 81,733	\$ 243,010
Investments	12,078,176	16,045,779	28,123,955
<i>Receivables: Net of Uncollectibles</i>			
Taxes	1,255,866	-	1,255,866
Customer Accounts	228,500	891,058	1,119,558
Special Assessments	20,380	-	20,380
Other Receivables	-	-	-
Due from Other Governments	268,526	15,851	284,377
Inventories	7,132	44,944	52,076
Prepaid Items	-	1,500	1,500
Restricted Assets:			
Investments	91,016	-	91,016
Note Receivable	143,311	-	143,311
Capital Asset not being depreciated:			
Land & Right of Ways	32,541,073	3,922,069	36,463,142
Construction in Progress	2,349,589	1,411,404	3,760,993
Capital Assets (net of accumulated depreciation):			
Buildings and Structures	11,907,698	2,597,252	14,504,950
Other Improvements	30,090,055	46,277,863	76,367,917
Machinery and Equipment	1,240,048	2,523,462	3,763,510
Intangibles	91,357	14,327,288	14,418,645
Pension Asset	1,204,125	-	1,204,125
Total Assets	93,678,128	88,140,202	181,818,330
Deferred Outflows of Resources			
Deferred Amount of Refunding	605,929	-	605,929
Pension	591,190	152,366	743,556
Total Deferred Outflows of Resources	1,197,119	152,366	1,349,485
Liabilities			
Current Payables:			
Accounts/Claims	632,513	265,506	898,019
Employee Wages	457,334	89,039	546,372
Interest	29,191	23,867	53,057
Unearned Revenues	84,670	3,052	87,722
Customer Deposits	301,789	26,413	328,202
Long-Term Liabilities:			
Due within one year	1,068,290	307,019	1,375,310
Due in more than one year	10,495,481	7,670,950	18,166,431
Pension Obligation	3,218,103	657,592	3,875,694
Total Liabilities	16,287,369	9,043,439	25,330,808
Deferred Inflows of Resources			
Pension	1,230,222	258,207	1,488,428
Total Deferred Inflows of Resources	1,230,222	258,207	1,488,428
Net Position			
Net Investment in Capital Assets	69,608,469	63,613,785	133,222,255
Restricted for:			
Public, Educational, Governmental Cable	-	-	-
Substance Abuse Program	54,714	-	54,714
Capital Purpose	3,674,979	-	3,674,979
Drug Enforcement	46,998	-	46,998
Criminal Justice	115,506	-	115,506
Promoting Downtown Businesses	47,511	-	47,511
Promoting Tourism	93,744	-	93,744
City Beautification-Expendable	3,922	-	3,922
City Beautification-Nonexpendable	91,016	-	91,016
Debt Service	16,338	-	16,338
Unrestricted	3,604,459	15,377,138	18,981,597
Total Net Position	77,357,656	78,990,924	156,348,579

The notes to the financial statements are an integral part of this statement.

**STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2018**

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	Program Revenues			
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental activities:				
General government	\$ 2,810,801	\$ 357,834	\$ 142,961	\$ -
Judicial	434,608	74,442	3,692	-
Security of Persons & Property	4,280,502	142,503	163,322	-
Utilities & Environment	210,947	6,400	-	93
Transportation	2,797,834	166,074	243,502	2,882,492
Economic Environment	1,189,609	773,100	-	-
Mental & Physical Health	344,875	-	340,060	-
Culture & Recreation	1,811,980	600,286	82,196	472,286
Interest on Long-Term Debt	251,599	-	-	-
Total Governmental Activities	14,132,756	2,120,640	975,732	3,354,870
Business-Type Activities:				
Water	1,982,786	2,089,015	-	787,115
Sewer	3,024,655	3,947,885	-	4,575,214
Solid Waste	2,331,314	2,391,489	-	-
Storm Drain	1,750,631	1,744,877	-	1,036,049
Total Business-Type Activities	9,089,387	10,173,266	-	6,398,378
Total Primary Government	\$ 23,222,143	\$ 12,293,905	\$ 975,732	\$ 9,753,248

General Revenues:
 Property Taxes
 Retail Sales & Use Taxes
 Business and Occupation Taxes
 Excise Taxes
 Unrestricted Interest & Investment Earnings
 Gain (loss) on disposal of capital assets
Total General Revenues
 Change in Net Position
 Net Position Beginning of Year-Restated
 Change in Accounting Practice
 Prior Period Adjustments
Net Position End of Year

The notes to the financial statements are an integral part of this statement.

STATEMENT OF ACTIVITIES (continued)
FOR THE YEAR ENDED DECEMBER 31, 2018

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Net (Expenses) Revenue and Changes in Net Position		
Primary Government		
Governmental Activities	Business-Type Activities	Total
\$ (2,310,006)	\$ -	\$ (2,310,006)
(356,474)	-	(356,474)
(3,974,677)	-	(3,974,677)
(204,455)	-	(204,455)
494,233	-	494,233
(416,509)	-	(416,509)
(4,815)	-	(4,815)
(657,212)	-	(657,212)
(251,599)	-	(251,599)
(7,681,515)	-	(7,681,515)
-	893,344	893,344
-	5,498,444	5,498,444
-	60,174	60,174
-	1,030,295	1,030,295
-	7,482,257	7,482,257
\$ (7,681,515)	\$ 7,482,257	\$ (199,257)
2,505,945	-	2,505,945
4,516,544	-	4,516,544
1,782,092	-	1,782,092
956,626	-	956,626
274,289	195,444	469,734
(181,869)	(5,347)	(187,216)
9,853,627	190,097	10,043,724
2,172,112	7,672,354	9,844,467
75,746,769	71,266,130	147,012,899
(775,274)	-	(775,274)
214,049	52,439	266,488
\$ 77,357,656	\$ 78,990,924	\$ 156,348,579

**BALANCE SHEET-GOVERNMENTAL FUNDS
DECEMBER 31, 2018**

	General Fund	City Street Fund	Non-Major Governmental Funds	Total Governmental Funds
Assets				
Cash and Cash Equivalents	\$ 77,435	\$ 3,219	\$ 80,623	\$ 161,276
Investments	4,706,519	205,973	7,165,684	12,078,176
Receivables:				
Taxes	1,168,917	33,521	86,949	1,289,387
Accounts	32,915	-	-	32,915
Special Assessments	-	-	20,380	20,380
Other Receivables	-	-	-	-
Due from Other Governments	51,931	-	216,595	268,526
Inventories	7,132	-	-	7,132
Investments-Restricted	-	-	91,016	91,016
Total Assets	6,044,849	242,713	7,661,246	13,948,807
Deferred Outflows of Resources				
	-	-	-	-
Total Assets and Deferred Outflows of Resources	6,044,849	242,713	7,661,246	13,948,807
Liabilities				
Accounts Payable	232,254	6,439	393,820	632,513
Payroll Payable	437,201	13,021	7,112	457,334
Due to Other Governments	-	-	-	-
Unearned Revenues	72,457	-	12,212	84,670
Custodial Accounts	298,915	-	2,874	301,789
Total Liabilities	1,040,827	19,459	416,019	1,476,305
Deferred Inflows of Resources				
Unavailable Revenue - Property Taxes	46,381	-	-	46,381
Total Deferred Inflows of Resources	46,381	-	-	46,381
Fund Balances				
Nonspendable Fund Balance	8,782	-	91,016	99,798
Restricted Fund Balance	60,505	-	3,998,998	4,059,503
Assigned Fund Balance	3,770,848	223,253	3,155,214	7,149,315
Unassigned Fund Balance	1,117,506	-	-	1,117,506
Total Fund Balances	4,957,641	223,253	7,245,228	12,426,122
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 6,044,849	\$ 242,713	\$ 7,661,246	\$ 13,948,807

The notes to the financial statements are an integral part of this statement.

ANNUAL REPORT CERTIFICATION

Port of Poulsbo

(Official Name of Government)

1732

MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office

For the Fiscal Year Ended 12/31/2018

GOVERNMENT INFORMATION:

Official Mailing Address PO Box 732
Poulsbo, WA 98370

Official Website Address portofpoulsbo.com

Official E-mail Address carol.tripp@portofpoulsbo.com

Official Phone Number (360) 779-9905

AUDIT CONTACT or PREPARER INFORMATION and CERTIFICATION:

Audit Contact or Preparer Name and Title Port OfPoulsbo Port Auditor

Contact Phone Number (360) 779-9905

Contact E-mail Address carol.tripp@portofpoulsbo.com

I certify 15th day of May, 2019, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Signatures

Port OfPoulsbo (carol.tripp@portofpoulsbo.com)

**Port of Poulsbo
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2018**

Beginning Cash and Investments

30810	Reserved	-
30880	Unreserved	2,489,234
388 / 588	Prior Period Adjustments, Net	-

Revenues

310	Taxes	297,638
320	Licenses and Permits	-
330	Intergovernmental Revenues	-
340	Charges for Goods and Services	1,498,174
350	Fines and Penalties	-
360	Miscellaneous Revenues	29,318
Total Revenues:		1,825,130

Expenditures

540	Transportation	1,637,621
Total Expenditures:		1,637,621
Excess (Deficiency) Revenues over Expenditures:		187,509

Other Increases in Fund Resources

391-393, 596	Debt Proceeds	-
385	Special or Extraordinary Items	36,144
386 / 389	Custodial Activities	100,070
381, 395, 398	Other Resources	-
Total Other Increases in Fund Resources:		136,214

Other Decreases in Fund Resources

594-595	Capital Expenditures	20,200
591-593, 599	Debt Service	-
585	Special or Extraordinary Items	3,175
586 / 589	Custodial Activities	149,980
Total Other Decreases in Fund Resources:		173,355

Increase (Decrease) in Cash and Investments: 150,368

Ending Cash and Investments

5081000	Reserved	-
5088000	Unreserved	2,639,602
Total Ending Cash and Investments		2,639,602

The accompanying notes are an integral part of this statement.

NOTES TO FINANCIAL STATEMENTS
PORT OF POULSBO
For the Year Ending December 31, 2018
MCAG NO. 1732

Note 1 Summary of Significant Accounting Policies

The Port of Poulsbo was incorporated on 1951 and operates under the laws of the state of Washington applicable to a Port district. The Port's Board of Commissioners is composed of three members which are elected at large, who each serve a six year term. The Port of Poulsbo is a special purpose government district and provides marina services to the general public and is supported primarily through user charges. The Port of Poulsbo uses double-entry, cash basis accounting which is a departure from generally accepted accounting principles (GAAP).

The Port of Poulsbo reports financial activity using the revenue and expenditure classifications, statements, and schedules contained in the *Cash Basis Budgeting, Accounting and Reporting System* (BARS) manual. This basis of accounting and reporting is an *Other Comprehensive Basis of Accounting* (OCBOA) that is prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The Schedule of Liabilities is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using the classifications defined in GAAP.

A. Fund Accounting

The accounts of the Port of Poulsbo are organized on the basis of funds. For reporting purposes, the activities of all the Port of Poulsbo's funds are combined. Each fund is accounted for with a separate set of double-entry accounts that comprises its cash, investments, revenues and expenditures, as appropriate. The Port of Poulsbo's resources are allocated to and accounted for in individual funds depending on their intended purpose. The following are the fund types used by the Port:

GOVERNMENTAL FUND TYPES:

General (Current Expense) Fund

This fund is the primary operating fund of the Port. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Special Revenue Funds

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the Port.

Capital Projects Funds

These funds account for financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

B. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Revenues are recognized only when cash is received and expenditures are recognized when paid, including those properly chargeable against the report year(s) budget appropriations as required by state law.

Purchases of capital assets are expensed during the year of acquisition. There is no capitalization of capital assets, nor allocation of depreciation expense. Inventory is expensed when purchased.

The basis of accounting described above represents an *Other Comprehensive Basis of Accounting* rather than accounting principles generally accepted in the United States of America.

C. Cash

It is the Port's policy to invest all temporary cash surpluses. The amount is included in the cash and investments shown on the Statements of Fund Resources and Uses Arising from Cash Transactions. The Port's deposits are covered by the Federal Deposit Insurance Corporation and/or the Washington Public Deposit Protection Commission.

As required by State law, all deposits and investments of the Port's funds are obligations of the U.S. Government, the State Treasurer's Investment Pool, Banker's acceptance, or deposits with Washington State banks and savings and loan institutions. At December 31, 2018, Timberland Bank, U.S. Bank, ProEquities and the Kitsap County Treasurer were holding \$2,639,603.49 in short-term and long-term residual investments of surplus cash.

The Port's deposits are entirely covered by federal depository insurance (FDIC and FSLIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

D. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of 3 years. The capital assets of the Port of Poulsbo are recorded as expenditures when purchased.

E. Compensated Absences

The Port of Poulsbo signed a 3 year Collective Bargaining Agreement with the Teamsters Local Union No. 589 of The International Brotherhood of Teamsters on March 17, 2016. All Compensated Absences are now combined into a 'Pooled Paid Time Off.' Pooled Paid Time Off (PTO) combines vacation, sick leave and bereavement into a single leave pool. PTO time off is based on length of employment with the Port of Poulsbo.

The maximum amount of PTO that can be carried over to the following year is fifty (50) hours. Upon separation from employment, employees shall be paid 50% for all unused accumulated

PTO.

Note 2 – Budget

The Port of Poulsbo adopts annual appropriated budgets. These budgets are appropriated at the fund level [except the general (current expense) fund, where budget is adopted at the department level]. The budget constitutes the legal authority for expenditures at that level. Annual appropriations for these funds lapse at the fiscal year end.

Annual appropriated budgets are adopted on the same basis of accounting as used for financial reporting.

Budgeted amounts are authorized to be transferred between departments within any fund/object classes within departments; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the Port of Poulsbo's legislative body.

Note 3 Property Tax

The county treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are distributed at the end of each month.

Property tax revenues are recognized when cash is received by the Port of Poulsbo. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The Port's regular levy for the year 2018 was \$0.243291 per \$1,000 on an assessed valuation of \$1,250,167,718 for a total regular levy of \$304,155.

Note 4 - Contingencies and Litigation

In the opinion of management, the insurance policies are adequate to pay all known or pending claims.

The Port has executed a management agreement with the State of Washington Department of Natural Resources effective for 1996 and thereafter for the Port – Liberty Bay Harbor area. The Port formerly leased this area from the Department of Natural Resources. The management agreement will be in lieu of a lease. Part of the harbor area is not covered by this agreement and the lease amount for this area is \$15,325.57 a year. The Port could have liability under this agreement for toxic material cleanup within the area covered; however, the Port believes any possible liability to be of minimal amount.

Note 5 - Pension Plans

Substantially all of the Port's full-time and qualifying part-time employees participate in the SIMPLE IRA plan administered by Edward Jones. Contributions are made to the plan by both the employee and employer and are based upon gross wages. For each calendar year, the Port contributes a matching contribution to each eligible employee's SIMPLE IRA plan equal to the employee's salary reduction contributions up to a limit of 3% of the employee's compensation for the calendar year.

The Port makes the salary reduction contributions for each eligible employee to the SIMPLE IRA plan established at the financial institution selected by the employee no later than 30 days after the end of the month in which the money is withheld from the employee's pay. The Port will make no contribution to the SIMPLE IRA plan other than salary reduction contributions and the matching contribution described above.

All contributions made under this SIMPLE IRA plan are fully vested and nonforfeitable.

Note 6 – Risk Management

Port of Poulsbo is a member of Enduris. Chapter 48.62 RCW provides the exclusive source of local government entity authority to individually or jointly self-insure risks, jointly purchase insurance or reinsurance, and to contract for risk management, claims, and administrative services. Enduris was formed July 10, 1987 pursuant to the provisions of Chapter 48.62 RCW, Chapter 200-100 WAC, and Chapter 39.34 RCW. Two (2) counties and two (2) cities in the State of Washington joined together by signing an interlocal governmental agreement to fund their self-insured losses and jointly purchase insurance and administrative services. As of August 31, 2018, there are 549 Enduris members representing a broad array of special purpose districts throughout the state. Enduris provides property and liability coverage as well as risk management services and other related administrative services.

Members make an annual contribution to fund Enduris and share in the self-insured retention of the jointly purchased excess and/or reinsurance coverage. The self-insured retention is:

- \$1,000,000 self-insured retention on liability loss - the member is responsible for the first \$1,000 of the amount of each claim, while Enduris is responsible for the remaining \$999,000 on a liability loss.
- \$250,000 self-insured retention on property loss - the member is responsible for the first \$1,000 of the amount of each claim, while Enduris is responsible for the remaining \$249,000 on a property loss. For property losses related to boiler and machinery Enduris is responsible for the first \$4,000 of the claim.

Enduris acquires reinsurance from unrelated insurance companies on a “per occurrence” basis to cover all losses over the self-insured retentions as shown on the policy maximum limits. Liability coverage is for all lines of liability coverage including Public Official’s Liability. The Property coverage is written on an “all risk”, blanket basis using current Statement of Values. The Property coverage includes but is not limited to mobile equipment, boiler and machinery, electronic data processing equipment, business interruption, course of construction and additions, property in transit, fine arts, cyber and automobile physical damage to insured vehicles. Liability coverage limit is \$20 million per occurrence and property coverage limit is \$1 billion per occurrence. Enduris offers crime coverage up to a limit of \$1 million per occurrence.

Since Enduris is a cooperative program, there is a joint liability among the participating members.

The contract requires members to continue membership for a period of not less than one (1) year and must give notice 60 days before terminating participation. The Master Agreement (Intergovernmental Contract) is automatically renewed after the initial one (1) full fiscal year commitment. Even after termination, a member is still responsible for contribution to Enduris for any unresolved, unreported and in-process claims for the period they were a signatory to the Master Agreement.

Enduris is fully funded by its member participants. Claims are filed by members with Enduris and are administered in house.

A Board of Directors consisting of seven (7) board members governs Enduris. The Pool’s members elect the Board and the positions are filled on a rotating basis. The Board meets quarterly and is responsible for conducting the business affairs of Enduris.

Enduris did not have any claim settlements that exceeded limits in the last three years.

Port of Poulso

Schedule 01

For the year ended December 31, 2018

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
1732	401	Operations	3081000	Reserved Cash and Investments - Beginning	\$0
1732	401	Operations	3088000	Unreserved Cash and Investments - Beginning	\$2,489,234
1732	401	Operations	3111000	Property Tax	\$297,638
1732	401	Operations	3446000	Airports and Ports Services	\$1,498,174
1732	401	Operations	3611000	Investment Earnings	\$23,206
1732	401	Operations	3620000	Rents and Leases	\$6,112
1732	401	Operations	5460010	Airports and Ports	\$443,911
1732	401	Operations	5460020	Airports and Ports	\$124,673
1732	401	Operations	5460030	Airports and Ports	\$854,236
1732	401	Operations	5460040	Airports and Ports	\$214,801
1732	401	Operations	5081000	Reserved Cash and Investments - Ending	\$0
1732	401	Operations	5088000	Unreserved Cash and Investments - Ending	\$2,639,602
1732	401	Operations	3850000	Special or Extraordinary Items	\$36,144
1732	401	Operations	3891000	Refundable Deposits	\$24,647
1732	401	Operations	3893000	Agency Type Collections	\$75,423
1732	401	Operations	58500	Special or Extraordinary Items	\$3,175
1732	401	Operations	58910	Refund of Deposits	\$24,423
1732	401	Operations	58930	Agency Type Remittances	\$125,557
1732	401	Operations	59146	Debt Repayment - Airports and Ports	\$0
1732	401	Operations	59446	Capital Expenditures/Expenses - Airports and Ports	\$20,200

**Port of Poulso
Schedule of Liabilities
For the Year Ended December 31, 2018**

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
Revenue and Other (non G.O.) Debt/Liabilities						
259.12	Compensated Absences		4,919	33,963	32,016	6,866
	Total Revenue and Other (non G.O.) Debt/Liabilities:		4,919	33,963	32,016	6,866
	Total Liabilities:		4,919	33,963	32,016	6,866

Labor Relations Consultant(s)
For the Year Ended December 31, 20__

Has your government engaged labor relations consultants? ___ Yes X No

If yes, please provide the following information for each consultant:

Name of firm:
Name of consultant:
Business address:
Amount paid to consultant during fiscal year:
Terms and conditions, as applicable, including: Rates (e.g., hourly, etc.): Maximum compensation allowed: Duration of services: Services provided:

**LOCAL GOVERNMENT RISK-ASSUMPTION
For the Year Ended December 31, 20__**

1. no Does the entity self-insure for any class of risk, including liability, property, health and welfare, unemployment compensation, workers' compensation? (yes/no)

If NO, STOP, you do not need to complete the rest of this Schedule.

If YES, continue below.

- a. Which class of risk does the entity self-insure? Check all that apply.
- i. Liability
 - ii. Property
 - iii. Health and Welfare (medical, vision, dental, prescription)
 - iv. Unemployment Compensation
 - v. Workers' Compensation
 - vi. Other - please describe: _____
- b. Does the entity self-insure as an individual program? (yes/no)
- i. If answered YES, does the entity allow another separate legal entity into its self-insurance program(s)? (yes/no) For example, employees of a different organization participate in a health and welfare program of a city.

If so, list the entity or entities: _____
- c. Does the entity self-insure as a joint program? (yes/no)

 If answered YES, list the other member(s): _____

2. ____ Does the entity administer its own claims? (yes/no)
3. ____ Does the entity contract with a third party administrator for claims administration? (yes/no)
4. ____ Did the entity receive a claims audit in the last three years, regardless of who administered the claims? (yes/no)
5. ____ Were the program's revenues sufficient to cover the program's expenses? (yes/no)
6. ____ Did the program use an actuary to determine its liabilities? (yes/no)

EXAMPLE

Description of Risk Type	Number of claims received during the period	Number of claims paid during the period	Total amount of claims paid during the period
Liability (automobile)	354	279	\$104,366

Description of Risk Type	Number of claims received during the period	Number of claims paid during the period	Total amount of claims paid during the period

Economic Impact of Boaters Visiting the Port of Poulsbo Marina

Number of Boat Nights in 2011	5377
Average Travel Party	3.5
Expenditure per Travel Party per Day *	\$214.00
Average Daily Guest Moorage Fees **	\$37.86
Average Daily Fuel Purchase	\$173.66
Total Daily Expenditure per Boat Night	<u>\$425.52</u>
2011 Direct Economic Impact to Poulsbo	<u><u>\$2,288,021.04</u></u>

Source: Port of Poulsbo

Source: Washington Economic Development

Source: Washington Economic Development

Source: Port of Poulsbo

Source: Port of Poulsbo

*-Food, gifts, supplies, etc. No Lodging

**-Includes Reservation and Miscellaneous Fees

Washington Economic Development statistics from 2011 Study conducted by
Dean Runyan Associates, January 2012 Page 20

http://deanrunyan.com/doc_library/WAStImp.pdf

Economic Impact of Boaters Visiting the Port of Poulsbo Marina

Number of Boat Nights in 2013	5623	Source: Port of Poulsbo
Average Travel Party	3.5	Source: Washington Economic Development
Expenditure per Travel Party per Day *	\$214.00	Source: Washington Economic Development
Average Daily Guest Moorage Fees **	\$38.28	Source: Port of Poulsbo
Average Daily Fuel Purchase	\$186.02	Source: Port of Poulsbo
Total Daily Expenditure per Boat Night	<u>\$438.30</u>	
2013 Direct Economic Impact to Poulsbo	<u>\$2,464,549.65</u>	

*-Food, gifts, supplies, etc. No Lodging

**-Includes Reservation and Miscellaneous Fees

Washington Economic Development statistics from 2011 Study conducted by
Dean Runyan Associates, January 2012 Page 20

Note - No new study has been conducted due to WA State budget constrictions

http://deanrunyan.com/doc_library/WAStImp.pdf

Economic Impact of Boaters Visiting the Port of Poulsbo Marina

Number of Boat Nights in 2015	5800	Source: Port of Poulsbo
Average Travel Party	3.5	Source: Washington Economic Development
Expenditure per Travel Party per Day *	\$214.00	Source: Washington Economic Development
Average Daily Guest Moorage Fees **	\$38.14	Source: Port of Poulsbo
Average Daily Fuel Purchase	\$216.83	Source: Port of Poulsbo
Total Daily Expenditure per Boat Night	<u>\$468.97</u>	
2015 Direct Economic Impact to Poulsbo	<u><u>\$2,720,026.00</u></u>	

*-Food, gifts, supplies, etc. No Lodging

**-Includes Reservation and Miscellaneous Fees

Washington Economic Development statistics from 2011 Study conducted by
Dean Runyan Associates, January 2012 Page 20

Note - No new study has been conducted due to WA State budget constrictions

http://deanrunyan.com/doc_library/WAStImp.pdf

Economic Impact of Boaters Visiting the Port of Poulsbo Marina

Number of Boat Nights in 2017	6027
Average Travel Party	2.8
Expenditure per Travel Party per Day *	\$157.00
Average Daily Guest Moorage Fees **	\$41.46
Average Daily Fuel Purchase	\$186.96
Total Daily Expenditure per Boat Night	<u>\$385.42</u>
2017 Direct Economic Impact to Poulsbo	<u><u>\$2,322,926.34</u></u>

Source: Port of Poulsbo

Source: Washington Economic Development

Source: Washington Economic Development

Source: Port of Poulsbo

Source: Port of Poulsbo

*-Food, gifts, supplies, etc. No Lodging

**-Includes Reservation and Miscellaneous Fees

Washington Economic Development statistics from Study conducted by
Dean Runyan Associates, May 2018 Page 12

http://deanrunyan.com/doc_library/WASStImp.pdf

Economic Impact of Boaters Visiting the Port of Poulsbo Marina

Number of Boat Nights in 2018	5546
Average Travel Party	2.8
Expenditure per Travel Party per Day *	\$157.00
Average Daily Guest Moorage Fees **	\$50.13
Average Daily Fuel Purchase	\$259.33
Total Daily Expenditure per Boat Night	<u>\$466.46</u>
2018 Direct Economic Impact to Poulsbo	<u><u>\$2,586,987.16</u></u>

Source: Port of Poulsbo

Source: Washington Economic Development

Source: Washington Economic Development

Source: Port of Poulsbo

Source: Port of Poulsbo

*-Food, gifts, supplies, etc. No Lodging

**-Includes Reservation and Miscellaneous Fees

Washington Economic Development statistics from Study conducted by
Dean Runyan Associates, May 2018 Page 12

http://deanrunyan.com/doc_library/WASStImp.pdf