

City of Poulsbo May e-Newsletter

Please visit our website for the latest information and resources related to COVID-19.

Visit our Website

We can do this Poulsbo!

A message from Mayor Erickson



A huge heartfelt thank you to our first responders, health care workers, and everyone who works in an essential job, including those employed at grocery stores, food services, transportation, and utility services. Another sincere thank you to those who have volunteered to help those in need as part of the [Poulsbo Cares](#) initiative by making home deliveries, working in the community kitchen, providing food bank and meal donations, and by making hundreds and hundreds of masks for those in need of protection. And finally, thank you to everyone who has stayed home during these unprecedented times. It makes a real difference!

Thank you, Poulsbo, for committing to keeping your family, friends, and co-workers safe and healthy during the Governor's Stay Home, Stay Healthy order.

We have all been faced with stressful changes in our lives. This has been a challenging time for everyone for many different reasons. I am in awe of how flexible, adaptable, and resilient we have been as a community.

I am hopeful we will see a phased approach of opening businesses start soon, and this opening should be done in smart and safe ways. We must continue to practice social distancing to keep the risk of contracting COVID-19 low. The success of the Governor's Stay Home, Stay Healthy order has been because of the cooperation of the public. We, at the city of Poulsbo, trust our citizens to follow the rules because we all understand the rules are designed to keep everyone safe.

Now, some good news. Testing availability in Kitsap County has significantly increased, and our local hospitals and clinics have more capacity. The requirements have lessened, and you no longer must be a first responder or essential worker to be tested (ask your doctor for details). We also have more ability, now, to track the path of infections. The [Kitsap County Public Health District website](#) is a great place to look for updated information.

I am so proud of you, Poulsbo! Stay home, stay healthy, stay safe.

-Mayor Erickson

City Hall Closures



To help stop the spread of the novel coronavirus, or COVID-19, the City of Poulsbo customer service counters in City Hall have been closed since March 23, 2020 until further notice. Exceptions may be made for City Council meetings on an as needed basis. The Public Works office, Parks & Recreation office, Police Administration office, and Municipal Court office counters are currently closed, as well as restrooms in City parks. City staff are still working, and available by email or phone. To learn more on how to reach us, [click here](#).

Poulsbo Cares



The City of Poulsbo, in partnership with Empact Northwest, Gateway Fellowship, and Poulsbo Fishline announced the launch of "Poulsbo Cares," an initiative to address some of the COVID-19 related needs of North Kitsap residents. The Poulsbo Cares initiative has three elements: (1) it helps Poulsbo residents unable to leave their homes to shop because of COVID-19 risk; (2) it provides free meals twice a day for anyone struggling financially in North Kitsap; and (3) it provides meals, showers, internet, and laundry for people who are homeless through the generous support of the Kitsap County Department of Human Services. "We're really concerned about isolated seniors, people without homes, and people who have taken a financial hit from the stay at home order," says Mayor Becky Erickson. "Poulsbo Cares is a community effort to help our friends and neighbors."

Over 70 people have signed up to volunteer with Poulsbo Cares, and have been busy over the past several weeks cooking community meals, making grocery deliveries, distributing food, and lawn mowing (the latter compensated with a homemade pie).

Poulsbo Cares involves local businesses as well as non-profits and volunteers. A local print shop designed a logo and t-shirts, a local real estate office organized a volunteer team, and another local business provided design services for posters and flyers. A local restaurant donated pizza for one of the community meals. "We are all pulling together to help each other," says Mayor Becky Erickson, "and this is going to be even more important in the coming weeks."

- Home-bound individuals who would like help with shopping or errands are encouraged to call the City's HELP line at 360-517-5037. The phone is staffed M-F 8:00 a.m. to 6:00 p.m. Requests can also be made online at <https://www.empactnorthwest.org/covid.html>.
- Community meals are available 7 days a week from 11:30 a.m. to noon and 2:30 p.m. to 3:00 p.m. at Gateway Fellowship (in front of the Gateway School).
- The Gateway Day Shelter is open 7 days a week from 11:00 a.m. to 3:00 p.m.

Please contact Kim Hendrickson at the City's Department of Housing, Health and Services if you have questions about Poulsbo Cares or would like to assist at kimberlyh@cityofpoulsbo.com.

Preventing Legionella in Building Water Systems and Facilities Shut Down During COVID-19 Outbreak

As businesses and buildings start to reopen the City of Poulsbo would like to remind people to take some precautions when it comes to the health and safety of their workers.

Please read the following [Department of Health Guidance Documents](#). This guidance is for recreation facilities: <https://www.doh.wa.gov/Portals/1/Documents/Pubs/333-247.pdf>

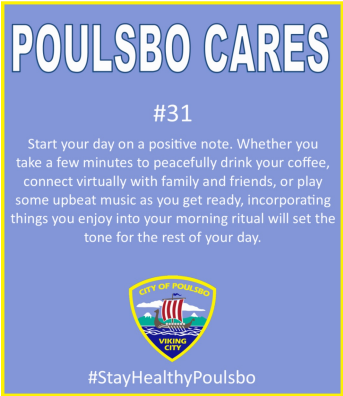
Seasonal Averaging

With more residents staying at home and an unusually warm spring thus far, please remember, for residential accounts, “seasonal averaging” of the sewer portion of your utility bill does not commence until your June billing cycle; your June bill consists of water usage beginning mid-May. Please keep in mind all usage prior to this will not be averaged and your sewer will be billed under the winter rate structure. For water saving tips visit the City website at www.cityofpoulsbo.com/public-works and select “Tips for Saving Water” under the Water section of the Quick Links.

City Clerks Office Update

The City Clerks Office is here to help you during the office closures. We are answering the main office phone number 360-779-3901 and are ready to answer many of your questions or transfer you to the right department for help. We are also supporting the Poulsbo Cares HELP phone line. Also, our department is supporting the Poulsbo Emergency Operations Center and the County's Joint Information Center.

We strive to keep our website and Facebook pages updated with the most current information regarding COVID-19 and the Poulsbo Cares daily tips. In addition, we helped implement a new way of holding council meetings and committee meetings virtually. Feel free to call or [email us](#), we are here to help! And make sure to follow our [Facebook](#) page for daily updates.



Engineering and Building Department Updates

Construction progress continues as the Engineering and Building Departments continue to review permits and move projects forward within the limits of the Government COVID 19 Stay Home, Stay Healthy Order. Staff are working remotely to service project needs and a skeleton crew is holding down the fort at City Hall. We encourage phone calls or email to connect remotely with staff as needed. We look forward to being “construction ready” when the “Stay Home, Stay Healthy” order is lifted.



Building Department

Recently completed projects include Kitsap Mental Health, Yoko Yoko Ramen on Front Street (in the old Fat Apple Bakery space), Westwood Crossing Development, Jersey Mike's Subs relocated to the SR305 building, and Woodcreek Apartments. The building department continues to review all projects, issue building permits for essential businesses, and perform inspections on essential businesses in accordance with the Governor's Order. Our goal is to be ready to issue all permits when the Governor's Order is lifted. Building staff can be reached at building@cityofpoulsbo.com.

Current Building Permit Statistics:

- There are currently 132 active permits issued with 15 being essential projects
- There are currently 25 permits submitted and under review
- More than 10 permits have been reviewed and will be ready to issue when full construction activities resume.
- There are 3 permits for essential projects that have been reviewed and are ready to issue

Engineering and Development Review

Engineering development review continues to receive multiple new site plans and preliminary plat applications. We are working in tandem with the Planning Department to review projects expeditiously and advance them towards being construction ready. More than 16 site applications are currently under review.

The Firestone project in the Olhava development is moving forward and will start construction in the coming weeks. As an automotive business, it falls in the essential business category established by the Governor's Order and further clarification on April 14, 2020. This determination allowed us to lift the stop work order and authorize resumption of construction, subject to the State's COVID-19 workplace safety requirements.

All other active grading permits have stopped construction and sites are stabilized as we await further clarification from the Governor's office.

City of Poulsbo Capital Projects

Liberty Bay Bioretention Project

The City and contractor Reed Trucking began working on the Liberty Bay Bioretention Project and completed the first of two project sites. The contractor replaced a grass-lined ditch with a bioretention swale to treat stormwater runoff going into Liberty Bay. In addition to improving water quality, the project improved the visual aesthetic along Fjord Drive near Lions Park. The two photos show the before and after conditions.

The second project site is at Poulsbo Middle School with goals to improve a storm line and add a water quality treatment vault before stormwater goes into Bjorgen Creek. The contractor is making better progress than anticipated due to the sunny weather. Both projects will improve stormwater quality going ultimately to Liberty Bay. This project is anticipated to complete in May 2020



Finn Hill Road

The City of Poulsbo, in partnership with Kitsap County, is moving ahead with the construction of a paved shared use path on the east side of NW Finn Hill Road and Rhododendron Lane between

Vinland Elementary School and Olhava Way. In addition to the shared use path, the project includes construction and installation of a storm drain system, curb and gutter, street-side landscaping, and a short-elevated boardwalk. As part of this project, the City worked with Puget Sound Energy to install streetlights on Finn Hill to improve safety.

They will begin clearing trees initially and allow utilities to be relocated as the first order of work. The traveling public will experience periodic slowdowns and Finn Hill will be limited to one lane of alternating two-way traffic during the majority of the project. No road closures will be permitted. All work in front of Vinland Elementary school will be completed prior to the start of school in September.

State Route 305 & Johnson Road Roundabout Construction moving forward



The City of Poulsbo, in collaboration with the Washington State Department of Transportation (WSDOT) and Kitsap County, is continuing momentum with the start of construction on improvements at the intersection of Johnson Way and SR305. The project was advertised and contractor bids will be open May 22, 2020. Construction could begin as early as this summer or at the latest March 2021. This project is the final result of extensive public involvement including the City’s 2008 Noll Road Corridor Study and the collaborative multi-jurisdictional efforts of the SR305 Corridor Study. The existing connection to SR305 via the Noll Road intersection causes traffic delays and is a safety concern for motor vehicles and non-motorized users. This project will provide safer access to SR305 with the construction of a roundabout at the new intersection of Johnson Road and a non-motorized tunnel crossing at SR305. Upgraded transit stops near the roundabout and Rectangular Rapid Flashing Beacons (RRFB’s) will be provided for safer access to transit. SR305 will continuously maintain two lanes of traffic; however, citizens should expect some delays during construction with occasional periods of flagged traffic control. The construction is expected to take up to a year and a half.



Finance Department Updates



In response to COVID-19, the City of Poulsbo's Finance Department has adjusted their operations to comply with the CDC's recommendations for social distancing while maintaining complete functionality of the department. These adjustments have included employees working remotely, variable in-office hours, and coverage of duties by other employees to minimize the amount of people in City Hall simultaneously. Every employee within the department is still working to complete essential functions.

One of the first steps taken by the Finance Department was to suspend the application of penalties and shut offs to utility accounts during this period. The City of Poulsbo recognizes the economic impact this crisis is having on our community and is taking every possible action available to alleviate stress on local businesses and residents. The Finance Department was also able to advise the Historical Downtown Poulsbo Association as to how quarterly dues could be waived during this period in recognition of many downtown businesses being temporarily closed or offering reduced services.

The Finance Department has been intensively training via webinars to prepare for requesting FEMA reimbursement to cover costs incurred by this event. Due to the nationwide scope of this disaster, FEMA has had to reevaluate their usual procedure for rendering financial aid. Despite the developing program, the Finance Department was able to quickly implement a means of tracking all COVID-related expenses to the City using the existing framework of FEMA's reimbursement process. As a result, the City is prepared to be one of the first entities to submit the request for funding once the program is finalized. In addition to preparing for reimbursement, there has been extensive education regarding amended procurement procedure during a declared disaster.

The Finance Department has stayed abreast of developing projections of economic impact to the City and surrounding community. They are presently working on mapping out various scenarios of revenue reductions, and they have worked with other departments to prioritize which projects are required to move forward leveraging grant funding and what can be reasonably delayed. During this time, the Finance Department serves as a critical part of the Emergency Operations Center and as a resource to other departments within the City.

Employees of the Finance Department can still be reached at 360-394-9881, and customers are encouraged to leave a message with return contact information if a representative is not available. Utility bills and statements are being mailed as usual. The preparation and publication of the Comprehensive Annual Financial Report and our annual audit will also proceed on schedule. The Finance Department sincerely appreciates the community's patience and support during this

Parks & Recreation Updates



adjust any program dates for May-August once we have more information. A few instructors have chosen to teach electronically (outlined in this newsletter). The Raab Park Community P-Patch gardeners to continue gardening, keeping the 6' social distancing. This was considered essential in the Governor's order, and protocols have been set up to protect gardeners, including a hand-washing station. We cancelled all facility rentals at the Recreation Center and have talked with everyone who rented the park picnic shelters in April.

Parks and Recreation staff are doing their jobs from home, preparing for the eventual re-start and future programs. There are still so many questions to be answered before we can offer programs, events and group use at the parks.

City parks and trails remain open. The restrooms at the parks are closed. Signs are posted at the parks that state, "Maintain 6 feet social distancing". Some people have questioned why we haven't closed the parks, but used appropriately, we feel that they are important public offerings during these stressful times. Because landscaping is not an essential service, maintenance of the parks is limited to a few things, such as garbage and vandalism removal.

The Parks and Recreation staff looks forward to hosting programs and events for our community in the future. There are a variety of ways to keep in touch with us:

- [City of Poulsbo Parks and Recreation website](#)
- [Peruse the program offerings on the website](#)
- [Register using this link:](#)

Questions about facility rentals can be sent to parksrec@cityofpoulsbo.com or by calling 360-779-9898.

Capital Park Projects Update

Centennial Park Arboretum

The Poulsbo Tree Board has completed the Centennial Park Arboretum by planting new trees, installing tree identification signage, and printing a handheld map of the trees. The maps are located in brochure racks - one on the pergola and one near the upper parking lot. This project received grant assistance from the Department of Natural Resources (DNR) Community and Urban Forestry Division, and WWU intern Payton, who helped put together the signage and educational information on the trees.



Poulsbo's Fish Park

Once it is allowed, the City will be moving forward this summer with improvements to Poulsbo's Fish Park. A renovated parking lot on Bond Road, a new boardwalk leading into the park, and a new sidewalk and trail to the waterfront parcel on the estuary will provide additional public access and enjoyment of our aquatic resources in the city.

Play for All at Raab Park

Play for All at Raab Park is a community effort to develop and build a fully inclusive playground in Poulsbo. The Poulsbo-North Kitsap Rotary Club is leading the effort in partnership with the City of Poulsbo, the Kitsap Community Foundation, special interest groups, and passionate citizens. Local professionals, including Susan Murray of Studio-Hansen Roberts Landscape Architects and Aaron Murphy of ADM Architecture, have lent their professional expertise to help develop the plan. Fundraising is ongoing, with a target build date of Summer 2021.

Poulsbo Events and Recreation Center (the PERC)

The City of Poulsbo recently entered into an interlocal agreement (ILA) with the Kitsap County Public Facilities District to assess the feasibility of constructing a 30,000 to 40,000 PERC square foot public event and recreation center on City-owned property near the Olympic College Campus at Poulsbo's College Market Place. The Poulsbo Events and Recreation Center will include an events space, indoor recreation facilities, and up to 4 acres of synthetic turf fields. The feasibility study will involve several elements, including:

- Supporting the City with their outreach to the community and key stakeholders
- Conducting a market analysis to assess and identify the demand for the PERC
- Preparing a preliminary management and marketing strategy for PERC operations
- Evaluating site conditions and developing a conceptual site plan for the PERC and ancillary facilities (parking, infrastructure, trails)
- A financial analysis of the development costs, community benefits (i.e. jobs, tax revenue), and operational commitments, including potential funding sources coordination with the Kitsap Public Facilities District, to ensure ILA commitments and milestones are being achieved

The City and a citizen committee are currently reviewing submittals for project management. The target date to starting this exciting phase of the project is June 1.

Rotary Morrow Community Park

Fischer-Bouma Partnership is leading the planning and design work needed to complete the construction documents for Rotary Morrow Community Park - phase 1. This park is located at the SE corner of Noll and Mesford Streets and will be home to trails and sitting areas during this first stage.

Municipal Court Updates

The Poulsbo Municipal Court has been diligently adapting and adjusting to a new court format in light of the COVID-19 Pandemic. On March 16, 2020, the Poulsbo Municipal Court adopted its first Emergency Order, 2020-01, addressing the changes the court would be making as a result of the pandemic. After entry of that order, the State Supreme Court issued another Emergency Rule, requiring our court to adopt a new Emergency Order, 2020-02. This order is consistent with the Supreme Court order, essentially suspending all civil, with exceptions for emergencies, and most criminal matters until May 1, 2020.

The court has continued to hold its regular Wednesday calendar, albeit it is generally only bench warrant quash hearings which are now heard telephonically, or other matters that can be heard telephonically, or via video from the jail, and which are consistent with those hearings permitted by the Emergency Order. The court has also continued to hold its daily video calendar, as necessary.

Despite the change in the number of hearings, the court has remained busy. We are continuing to monitor those offenders on probation and referring violators to the City Prosecutor. We have also continued to process several new criminal filings coming from the City Prosecutor's Office. In addition, we have taken this time to conduct several internal audits. Finally, the court has remained abreast of the ever-changing situation surrounding this pandemic and its impact on courts and court systems as a whole, while examining how, and what will be needed, to move forward in the future as we adapt to a new normal.

Planning & Economic Development Department is Here to Assist You

The Planning and Economic Development (PED) Department wants the Poulsbo community to know we remain operational and stand ready to assist you. While we are working from home per Governor Inslee's "Stay Home and Stay Healthy" order, the PED team is available to connect with you via email, phone, or virtual meetings. Applications are still being accepted and our team is available to assist with submission. Please contact us at 360-394-9748, planninginfo@cityofpoulsbo.com, or at <https://cityofpoulsbo.com/planning-economic-development/>. Please reach out with any questions you may have; a staff member will get back to you within 24 hours.

Police Department



There is no question the COVID-19 pandemic has affected the manner in which we interact as a community. It has been tough on everyone, but we must continue to take the appropriate precautions to ensure our community's safety. While you are taking the personal steps you need to take to keep your family and friends healthy, please know that the women and men of the Poulsbo Police Department are still on the job, every day and every night, working to make this community safe.

Our officers are equipped with the proper personal protective equipment necessary to keep everyone safe when responding to all calls for service. Some good news is that there has been a reduction in calls for service and traffic throughout the city, which has allowed us to focus on conducting frequent patrol checks of businesses that have remained closed during this crisis. We remain committed to public safety and providing the best possible service during this time.

Know that we are here for you. We ask that you stay the course, stay healthy, and stay safe. Please let us know how we can be of service.

Dan Schoonmaker, Chief of Police
Poulsbo Police Department

Prosecutor's Office Update

The Prosecutor's Office has been working diligently with the Poulsbo Municipal Court on the impacts of the COVID-19 pandemic on the provision of justice. This has resulted in adapting to new emergency rules of the Municipal Court, based upon the State Supreme Court's emergency rules, to address limiting persons in the courtroom, ensuring that people are able to stay home and stay healthy, yet still able to access the court and the Prosecutor if needed for emergencies.

We have continued to appear for our Wednesday court calendars, albeit a much different format with most hearings currently scheduled being for bench warrant quashes, which are now handled telephonically. We have also continued appearing for daily video criminal in-custody calendars as needed. In addition, the Prosecutor has continued to review and file any cases submitted by law enforcement or motions for probation revocation as needed. Finally, the Prosecutor has continued to provide legal advice to the Poulsbo Police Department, remaining on call 24/7, including when needed to present statements of probable cause to the court over the weekends.

Public Works Update

The City of Poulsbo's Public Work's Department is committed to ensuring the City's services and infrastructures run efficiently and safely year-round. You may have noticed a few changes in our practices to safeguard both our dedicated crews as well as our residents.



While we understand closing the public park restrooms during this time of year is not ideal for residents, we do so with everyone's best interest at heart. The upside of these closures is time allotted for maintenance, and hopefully you will see a positive difference in the park restroom's appearances.

Vegetation control along the street shoulders is aesthetically pleasing as well as an important safety practice to keep the roadways more visible for drivers and pedestrians alike. When you see our crews with their trusty weed whips, remember to give them space and a friendly wave as this task can often be thankless.

Our large vector trucks are committed to keeping wastewater running with annual cleaning of the City's wet wells. These practices keep the inner workings of Poulsbo moving smoothly, without incident and require our employees to work in closer proximity to each other than desirable during these socially distancing times. We take the safety of our crews seriously ensuring each of them have masks and gloves available to keep them protected. However, masks can be arguably unsafe to wear in some working situations and can, for example, muffle vital verbal communications, so you may not see them worn on every employee. Please understand our crews perform tasks that deal with sometimes unsavory matters and your support and kindness goes a long way. Be inclined to wave and smile, acknowledging their hard work when you see them.

The Governor's "Stay Home, Stay Safe" order has citizens creating more residential refuse than we typically see. We are happy to report customers are using our online alternative to purchasing pre-paid tags for extra bags of garbage needing removed. If you have excess refuse that does not fit in your can, please purchase a pre-paid tag by clicking this [link](#). Print your receipt and secure it to your extra bags, preferably with packaging tape. This way our driver can clearly see bags that need his extra attention.

Also, to ensure smooth operations and help us hamper transmittal of viruses, please remember to bag and tie off garbage, ensure the lids on your receptacle close, place cans on the sidewalk near edge of roadway and at least 2 feet apart, cans need to be at least 3 feet away from cars, trees and mailboxes with the lid opening toward the street.

At the City of Poulsbo, our staff is dedicated to each aspect of maintaining this beautiful City. We take our roles seriously and have pride in the positive impact we make each day. Please remember, we are all in this together.

Risk Management Updates

The Risk Management Department has been busy evaluating the new and ever-changing risks and potential liabilities to the City, staff, and visitors in light of the COVID-19 pandemic. This has meant keeping track of, reviewing and interpreting each of the Governor's Proclamations and Memos, new federal legislation and state agencies' new requirements, as well as local and national trends. We have drafted and assisted with creation of new policies and plans to address this ever-changing environment, working alongside other City departments. The Risk Management Department has also provided advice to departments as requested or needed related to COVID-19 impacts on the City's operations. In addition, the City's Risk Manager has served as the Safety Officer for the City's Emergency Operations Center (EOC) and has regularly been calling into the daily briefings of the County EOC. Finally, the Risk Management Department continues to handle its regular obligations of managing claims, litigation, and non-COVID-19 related risk management duties.

Employment Opportunities

The following positions are currently open and the City is seeking applications: Police Office - Lateral Officer Recruitment and Police Officer - Entry Level. [Click here for job postings.](#)



**RAAB PARK
COMMUNITY GARDEN
(the P-Patch)**

Interested in growing
your own food but don't
have the space? There are
still a few 10'x10',
8'x2'x4'H, or 8'x 4'
plots available. Organic
gardening practices must
be used.

For more information, call
360-779-9898.

Remote Learning Opportunities!

Parks and Recreation instructors are finding ways to offer remote learning even while our building is closed.

Piano lessons with Megan Hennings

French Conversation for Travel: Beginning, Continuing Beginners/ Intermediate, and Advanced

Spanish: Beginners, Intermediate Conversational

For more information or to register, call 360.779.9898.

Other instructors are working on this possibility, so check our catalog for updated information:
[CityofPoulsbo.com/Register](#).



Remote Learning Opportunities from your Parks & Recreation Department.

City of Poulsbo
Office of Mayor Rebecca Erickson



PROCLAMATION

WHEREAS the Children's Tumor Foundation is observing May 17, 2020 as World Neurofibromatosis (NF) Awareness Day to educate the public about this rare genetic disorder; and

WHEREAS although over 2 million people around the world are living with NF and 1 in every 3,000 births is diagnosed with NF, it is still relatively unknown to the public; and

WHEREAS NF affects all populations equally, regardless of race, ethnicity or gender; and

WHEREAS NF causes tumors to grow on nerves throughout the body and can also affect development of the brain, cardiovascular system, bones, and skin; and

WHEREAS the Children's Tumor Foundation leads efforts to promote and financially sponsor world-class medical research aimed at finding effective treatments and, ultimately, a cure for NF; and

WHEREAS the Children's Tumor Foundation is actively fostering collaborative partnerships in both science and industry to speed the drug research and development process through a number of consortia called Synapse; and

WHEREAS the Children's Tumor Foundation works to improve access to quality patient healthcare through its national NF Clinic Network; and

WHEREAS the Children's Tumor Foundation provides patient and family support through its information resources, youth programs, and local chapter activities; and

WHEREAS much work remains in raising public awareness of NF to promote early diagnosis, proper management and treatment, prevention of complications, and support for research, now, then;

I, **Rebecca Erickson, Mayor of the City of Poulsbo, Washington**, do hereby proclaim the 17th day May, 2020 as

WORLD NEUROFIBROMATOSIS (NF) AWARENESS DAY

In recognition of this important relative.

Dated this 5th day of February, 2020.


Rebecca Erickson, Mayor

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[Click here](#) to read Mayor Erickson's proclamation the World Neurofibromatosis Awareness Day Proclamation

