



Meeting Location:
City Hall, Council Chambers
216 Prospect Street
Port Orchard, WA 98366

Contact us:
Phone (360) 876-4407
Email cityhall@portorchardwa.gov
www.portorchardwa.gov

**City Council
Work Study Session
Tuesday, June 16, 2026
6:30 PM**

Pursuant to the Open Public Meetings Act, Chapter 42.30 RCW, the City Council is conducting its public meeting in a hybrid format with options for in-person attendance in the Council Chambers at City Hall or remote viewing and participation via Zoom (link below). The meeting is streamed live on the City's YouTube channel, click [here](#).

Remote Access

Link: <https://us02web.zoom.us/j/81994912407>

Zoom Meeting ID: 819 9491 2407

Zoom Call-In: 1 253 215 8782

1. Call to Order

- A.** Pledge of Allegiance

2. Executive Session

Pursuant to RCW 42.30.110(1)(i), the City Council is holding an executive session regarding legal risk and the session duration will be announced prior to the executive session.

3. Discussion Items

(No Action to Be Taken.)

- A.** Fundraising Consultant Contract
- B.** Special Events
- C.** Townhall Recap
- D.** Public Restrooms

4. Good of the Order

5. Adjournment

ADA Requirements

In compliance with the American with Disabilities Act, if you need accommodations to participate in this meeting, please contact the City Clerk's office at (360) 876-4407. Notification at least 48 hours in advance of meeting will enable the City to make arrangements to assure accessibility to this meeting.

Reminder: Please silence all electronic devices while City Council is in session.

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City of Port Orchard

216 Prospect Street, Port Orchard, WA 98366
(360) 876-4407 • FAX (360) 895-9029

Agenda Staff Report

Discussion Item: 3.A. Fundraising Consultant Contract

Meeting Date: June 16, 2026

Presenter: Nick Bond, Community Development Director

Summary and Background:

The City published and advertised a Request for Proposals for Fundraising Campaign Consulting Services on April 10, 2026, with proposals due on April 24, 2026. A total of eight proposals were received from qualified fundraising consulting firms.

All eight proposals were evaluated using the criteria outlined in the RFP. After the scoring process, the two highest-rated firms were invited to interview as finalists.

Following the interviews, Northwest Philanthropic Partners (NWP) emerged as the top-ranked firm. The City then entered into fee discussions with NWP. They provided a clear Phase 1 scope that prepares the City for a successful capital campaign. Phase 1 includes reviewing or conducting a feasibility study, identifying donor prospects, beginning early grant research, developing a campaign plan and gift table, and preparing a presentation to the City Council. The total cost for Phase 1, including the feasibility study, is \$80,000.

NWP also provided an outline of what a future Phase 2 would involve for Council awareness. Phase 2 would include full campaign implementation such as major donor cultivation and solicitation, foundation and grant applications, community outreach, campaign materials and communications, donor stewardship, and ongoing Council updates. Phase 2 is anticipated to be a longer-term effort, generally spanning 12 to 24 months.

At this time, the City is only proposing to move forward with Phase 1. Phase 2 would be considered separately once Phase 1 is completed and reviewed with the City Council.

The Funding source for this contract will come from the general fund and will require a budget amendment.

Relationship to Comprehensive Plan: N/A

Recommendation:

At this time, the City is only proposing to move forward with Phase 1. Phase 2 would be considered separately once Phase 1 is completed and reviewed with the City Council.

Motion for Consideration:

Has item been presented to Committee/Work Study? No

If so, which one:

Fiscal Impact:

Alternatives:

Attachments:

1. NWP_POCEC_Proposal_Phase1_Revised
2. NWP_POCEC_Proposal_Feasibility
3. NWP_POCEC_Summary
4. NWPhilantropic_POCEC_Proposal_signed

Phase 1 Campaign Planning — Revised Proposal

8 weeks | July 1 – August 26, 2026 | Fixed fee: \$45,000

Overview

The original Phase 1 estimate was based on the information provided through the RFP. Having met with the Selection Committee, Northwest Philanthropic Partners now believes a more comprehensive Phase 1 engagement is warranted to help ensure the success of this campaign. In essence, the revised Phase 1 proposal is required to account for the following challenging factors:

- The aggressive project timeline — to raise \$2–3M before April of 2027
- The lack of existing campaign cabinet prospects
- The lack of an existing donor database or leads
- The need for more in-depth collaboration with the Kitsap Regional Library
- The need for immediate research and outreach for grants to support the project
- The strong potential that the campaign may continue beyond one year into two years

Taken together, these factors require a Phase 1 that is fundamentally more expansive than the original RFP contemplated — extending Phase 1 from 6 to 8 weeks with a minimum commitment of 19 billable hours per week per person. Northwest Philanthropic Partners' intention is to serve not purely as consultants to the campaign, but as a full-service fundraising agency building the campaign infrastructure from the ground up. The additional two weeks ensure that the campaign plan can be more fully developed, the cabinet foundation laid, the prospect pipeline begun, the library coordination established, and the grant research underway before Phase 2 solicitation begins.

Recommended campaign goal — \$5,700,000

Based on our assessment of the project scope and the full cost of executing a professional capital campaign from the ground up, Northwest Philanthropic Partners recommends the City set a fundraising goal of \$5,700,000 rather than the \$5,000,000 referenced in the Donor Program Design Development document. The revised goal accounts for both the facility funding target and the full cost of campaign management and consulting services over the anticipated two-year engagement period.

The \$5.7M goal ensures that donor gifts cover not only the facility construction costs but also the full cost of running a professional capital campaign. This goal will be confirmed or adjusted following the fundraising feasibility study and Phase 1 campaign plan development.

Scope of work

Brad Thomas — Phase 1 Lead

- Recruiting and convening a campaign steering committee of community, business, and civic leaders — ideally chaired by Mayor Rob Putaansuu — through individual outreach, one-on-one cultivation meetings, and sustained engagement throughout all 8 weeks of Phase 1
- Beginning the cultivation of prospective major donors well before formal solicitation begins, establishing the personal relationships that will anchor the campaign's silent phase
- Conducting prospect identification and wealth screening using tools such as iWave to build a prioritized pipeline of Port Orchard residents, business owners, and regional funders

- Developing the gift acceptance and library campaign coordination strategy — including gifting pathways per Addendum Q8 and a donor overlap coordination plan with the Kitsap Regional Library
- Building upon the existing relationship with the Kitsap Community Foundation and other key regional philanthropic partners
- Developing a comprehensive campaign plan, gift table, and campaign schedule informed by community intelligence, wealth screening data, and the 2027 construction timeline
- Completing Phase 1 with a formal City Council presentation of all findings, the campaign plan, and the recommended Phase 2 scope and fee structure

Nathan Hersey, CFRE — Phase 1 Co-Practitioner

- Building the campaign's CRM infrastructure from the ground up — including platform selection, configuration, data import, and establishing data hygiene protocols before Phase 2 begins
- Conducting comprehensive donor and grant prospect research — including mass prospect identification, wealth screening support, foundation and corporate funder research, and initial outreach to establish key funder relationships before Phase 2 grant writing begins
- Developing a full communications and public relations strategy — including messaging architecture, brand voice, stewardship templates, communications calendar, and setup of all campaign platforms and tools
- Developing donor acquisition strategies for mid-level and community-level giving — including test gift campaigns, donor acquisition devices, and a segmented outreach approach
- Assisting with donor cultivation, and community relationship building alongside Brad throughout Phase 1 — including attending meetings with prospective cabinet members and major donors, and representing the campaign at community events
- Authoring the Phase 1 report — a comprehensive document summarizing the campaign plan, gift table, prospect prioritization, grant research, communications strategy, and Phase 2 scope recommendation for City Council review

TABLE 1 — PHASE 1 TASK BREAKDOWN (8 WEEKS, MINIMUM 19 BILLABLE HRS/WEEK EACH)

Task	Lead	Brad hrs	Nathan hrs	Total hrs	Est. fee
Campaign cabinet recruitment and initial stakeholder outreach	Brad	45	10	55	\$8,310
Donor prospect identification and wealth screening	Both	20	18	38	\$5,076
Grant research and foundation networking	Nathan	4	20	24	\$2,688
CRM selection, setup, and donor data organization	Nathan	5	26	31	\$3,462
Library campaign coordination and gift acceptance framework	Brad	16	10	26	\$3,612
Communications and PR planning, stewardship materials setup	Nathan	5	22	27	\$3,054
Campaign plan, gift table, and campaign schedule	Brad	36	12	48	\$7,056
Professional written Phase 1 report	Nathan	6	18	24	\$2,808
City Council presentation preparation and delivery	Both	10	10	20	\$2,640
Phase 2 scope and revised fee proposal	Brad	3	4	7	\$894

Task	Lead	Brad hrs	Nathan hrs	Total hrs	Est. fee
Consulting subtotal		150 hrs	150 hrs	300 hrs	\$39,600
Direct expenses	\$5,000				
Fixed fee not-to-exceed	\$45,000				

Both practitioners commit a minimum of 19 billable hours per week each over the 8-week Phase 1 period (150 hrs each, 300 hrs combined). The fixed fee structure provides the City with cost certainty regardless of actual hours worked. Phase 1 hours and fees are entirely separate from the feasibility study engagement, which runs concurrently under a separate contract beginning July 1, 2026.

TABLE 2 — PHASE 1 RATE DISCLOSURE

Consultant	Hourly rate	Min. billable hrs	Consulting fee	Type
Brad Thomas	\$162/hr	150 hrs	\$24,300	Principal
Nathan Hersey, CFRE	\$102/hr	150 hrs	\$15,300	Subcontractor
Consulting not-to-exceed		300 hrs combined	\$40,000	Fixed fee

*Nathan Hersey engaged as independent subcontractor. Fees paid by Northwest Philanthropic Partners from Phase 1 fixed fee. Phase 1 fixed fee of \$45,000 includes \$40,000 in consulting fees and \$5,000 in campaign expenses. Hourly rates are consistent with Phase 2 engagement rates. No feasibility study hours or fees are included in Phase 1 billing.

TABLE 3 — PHASE 1 CAMPAIGN EXPENSES BREAKDOWN

Expense category	Estimated amount
Grant research tools	\$1,500
Early community engagement and outreach	\$1,500
Initial campaign materials development	\$1,000
CRM platform setup and initial licensing	\$500
Communications platform setup	\$500
Total Phase 1 campaign expenses	\$5,000

Campaign expenses cover direct costs required to begin campaign operations during Phase 1. These are not consulting fees. Any additional expenses proposed or requested by the City beyond those itemized above must be discussed, agreed upon, and separately authorized in writing by both parties before being incurred.

TABLE 4 — PHASE 1 SCHEDULE (JULY 1 – AUGUST 26, 2026)

#	Activity / Deliverable	Dates	Lead	Week(s)
1	Contract execution and Notice to Proceed	June 2026	City / NWP	Pre-launch
2	Campaign cabinet recruitment and cultivation	July 1 – Aug 26	Brad	Weeks 1–8 (ongoing)
3	CRM platform selection, configuration, and initial data setup	July 1–21	Nathan	Weeks 1–3
4	Donor prospect identification and wealth screening	July 1–28	Both	Weeks 1–4

#	Activity / Deliverable	Dates	Lead	Week(s)
5	Grant research and foundation networking	July 1–28	Nathan	Weeks 1–4
6	Library coordination and gift acceptance framework	July 7–21	Brad	Weeks 2–3
7	Communications and PR strategy development	July 7–28	Nathan	Weeks 2–4
8	Major donor cultivation and community relationship building	July 1 – Aug 26	Both	Weeks 1–8 (ongoing)
9	Comprehensive campaign plan, gift table, and schedule	July 21 – Aug 18	Brad	Weeks 4–7
10	Donor identification and prospect prioritization memo	July 21 – Aug 11	Brad	Weeks 4–6
11	Professional written Phase 1 report	Aug 4–19	Nathan	Weeks 5–7
12	Report review and finalization	Aug 19–22	Both	Week 8
13	Formal City Council presentation	Aug 26, 2026	Both	Week 8
14	Phase 2 scope and revised fee proposal delivered	Aug 26, 2026	Brad	Week 8
Phase 1 total		8 weeks (July 1 – August 26, 2026)		

All dates are subject to adjustment based on City Council scheduling and Phase 1 findings. Northwest Philanthropic Partners is committed to completing all Phase 1 deliverables within the 8-week window. Phase 1 runs concurrently with the fundraising feasibility study, which is conducted under a separate contract and is not included in the Phase 1 deliverables or billing above.

Payment terms — Phase 1

Phase 1 is invoiced in two installments: 50% upon City issuance of a written Notice to Proceed, 50% upon delivery of the Phase 1 written report and City Council presentation. Campaign expenses are invoiced monthly in arrears based on actual costs incurred, with receipts provided. Time and expense records maintained and available to the City upon request.

Fundraising Feasibility Study Proposal

8 weeks | July 1 – August 21, 2026 | Fixed fee: \$35,000 | Separate contract

Overview

Northwest Philanthropic Partners proposes to conduct a formal fundraising feasibility study for the Port Orchard Community Events Center campaign as a separate engagement running concurrently with Phase 1 campaign planning. Both engagements begin July 1, 2026 and share the same calendar period, but are billed under separate contracts with no overlap in hours or deliverables. The feasibility study is a foundational prerequisite to a successful capital campaign — it provides the donor intelligence, community readiness assessment, and strategic guidance that the campaign plan must be built upon.

A comprehensive fundraising feasibility study involves confidential one-on-one interviews with 25-30 prospective major donors, community leaders, foundation representatives, and civic influencers. Participants are asked about their awareness of and enthusiasm for the project, their sense of the community's readiness to give, their own potential giving capacity and interest, and their recommendations for campaign leadership and strategy. The findings are synthesized into a written report that informs the campaign goal, gift table, timeline, cabinet recruitment strategy, and overall approach. We highly recommend that at the beginning of week 1, we gather all the current campaign leadership (Mayor Putaansuu, Tina O'Brien, Carol Kowalski, Sayre Thompson, Brad Thomas, Nathan Hersey) and any other community leaders involved to begin the process of identifying interviewees.

This study will include approximately 25 confidential stakeholder interviews conducted by Brad Thomas and Nathan Hersey, with the participation of Mayor Rob Putaansuu where appropriate. The study will run for 8 weeks beginning July 1, 2026, concluding with a written report delivered on August 21, 2026 — five days before the Phase 1 City Council presentation on August 26, 2026. This sequencing ensures that feasibility findings are fully integrated into the Phase 1 campaign plan before it is presented to the City.

Why this study is needed

The Donor Program Design Development document available on the City's Bids and Proposals page provides a valuable naming opportunity and gift tier framework. However, this document represents a donor recognition plan rather than a traditional fundraising feasibility study. A naming opportunity matrix tells you what donors could give — a feasibility study tells you whether they will, and at what level. The distinction is critical for setting a realistic campaign goal and building a solicitation strategy grounded in actual donor intelligence rather than aspiration.

Without a completed feasibility study, this campaign faces four specific risks:

- The \$5.7M goal may be set too high or too low relative to actual donor capacity in the Port Orchard community
- Cabinet recruitment will be conducted without knowing who the feasibility study identified as likely leaders and early supporters
- The gift table will be built on assumptions rather than verified donor intelligence
- The campaign may go public before the team knows whether the community is ready — risking a visible stall that damages donor confidence

Conducting the study before finalizing the campaign plan eliminates each of these risks and significantly increases the likelihood of reaching the campaign goal on schedule.

Environmental assessment

The feasibility study will include a dedicated environmental assessment as a core component of the written report. An environmental assessment evaluates the external conditions surrounding the campaign — factors beyond individual donor capacity that will shape how the campaign is received, when it should publicly launch, and what strategic adjustments are needed before solicitation begins. For the Port Orchard Community Events Center campaign, the following five environmental factors will be assessed:

- 1. Economic climate
- 2. Philanthropic landscape
- 3. Community sentiment
- 4. Organizational readiness
- 5. Timing and external factors

Scope of work

Brad Thomas — Feasibility Study Lead

- Developing the confidential interview guide, including questions tailored to the Port Orchard community, the POCEC project, and the specific donor segments being interviewed
- Convene a meeting of current campaign leadership at the start of week 1 to begin the process of identifying interviewees
- Leading all 25 confidential stakeholder interviews as primary interviewer — drawing on his 35+ years of campaign experience and community relationships to elicit candid, substantive feedback from each participant
- Analyzing interview findings, identifying patterns and themes, and synthesizing the data into actionable campaign recommendations including the environmental assessment
- Reviewing and approving the written feasibility study report before delivery to the City and the Phase 1 campaign planning team

Nathan Hersey, CFRE — Feasibility Study Co-Practitioner

- Supporting study design and identifying the 25 target interview candidates across major donor, community leader, foundation, corporate, and civic categories
- Managing all interview scheduling, confirmation, and logistics — ensuring 25 interviews are conducted within the 8-week interview window
- Serving as note-taker and documentation lead during all 25 interviews, capturing verbatim responses and key themes for analysis
- Supporting findings analysis and synthesis alongside Brad Thomas, with particular focus on the environmental assessment components
- Authoring the written fundraising feasibility study report — including the environmental assessment, donor readiness assessment, campaign goal recommendation, gift table implications, cabinet recruitment recommendations, and strategic guidance for Phase 1 and Phase 2

TABLE 5 — FEASIBILITY STUDY TASK BREAKDOWN (8 WEEKS, 100 BILLABLE HRS EACH)

Task	Lead	Brad hrs	Nathan hrs	Total hrs	Est. fee
Study design and interview guide development	Brad	12	5	17	\$2,454

Task	Lead	Brad hrs	Nathan hrs	Total hrs	Est. fee
Prospect identification and interview scheduling	Nathan	5	15	20	\$2,340
Conducting 25 confidential stakeholder interviews	Both	45	30	75	\$10,350
Interview analysis and findings synthesis	Brad	20	25	45	\$5,790
Written fundraising feasibility study report	Nathan	10	20	30	\$3,660
Findings presentation preparation and delivery	Both	8	5	13	\$1,806
Consulting subtotal		100 hrs	100 hrs	200 hrs	\$26,400
Direct expenses	\$8,600				
Fixed fee not-to-exceed	\$35,000				

Brad Thomas and Nathan Hersey each commit 100 billable hours to the feasibility study over the 8-week engagement period. Total consulting fees are \$26,400. Direct study expenses of \$8,600 bring the fixed fee to \$35,000. Feasibility study hours and fees are entirely separate from Phase 1 campaign planning billing. Both engagements run concurrently July 1 – August 21, 2026.

TABLE 6 — FEASIBILITY STUDY RATE DISCLOSURE

Consultant	Hourly rate	Min. billable hrs	Consulting fee	Type
Brad Thomas	\$162/hr	100 hrs	\$16,200	Principal
Nathan Hersey, CFRE	\$102/hr	100 hrs	\$10,200	Subcontractor
Consulting not-to-exceed		200 hrs combined	\$26,400	Fixed fee

*Nathan Hersey engaged as independent subcontractor. Fees paid by Northwest Philanthropic Partners from the feasibility study fixed fee. Hourly rates are consistent with Phase 1 and Phase 2 engagement rates.

TABLE 7 — FEASIBILITY STUDY DIRECT EXPENSE BREAKDOWN

Expense category	Estimated amount
Travel for stakeholder interviews — mileage and meals	\$2,500
Interview documentation and transcription tools (Plaud or Otter)	\$1,500
Prospect research and screening tools (iWave, DonorSearch, White Pages)	\$1,500
Feasibility study report and outreach materials	\$1,500
Communication and scheduling tools	\$600
Contingency	\$1,000
Total direct expenses	\$8,600

Direct expenses cover all costs required to conduct the feasibility study beyond consulting hours. These are not consulting fees. Actual expenses will be tracked and records made available to the City upon request.

TABLE 8 — FEASIBILITY STUDY SCHEDULE (JULY 1 – AUGUST 21, 2026)

#	Activity / Deliverable	Dates	Lead	Week(s)
1	Study design and interview guide development	July 1–7, 2026	Brad	Week 1
2	Prospect identification — 25 stakeholder candidates	July 1–7, 2026	Nathan	Week 1
3	Interview scheduling and confirmation outreach	July 1–14, 2026	Nathan	Weeks 1–2
4	Conducting 25 confidential stakeholder interviews	July 7 – Aug 14, 2026	Both	Weeks 2–6
5	Interview analysis and findings synthesis	July 28 – Aug 14, 2026	Brad	Weeks 4–7
6	Written feasibility study report authoring	Aug 4–18, 2026	Nathan	Weeks 5–8
7	Report review, finalization, and approval	Aug 18–21, 2026	Both	Week 8
8	Feasibility findings delivered to City and NWP Phase 1 team	Aug 21, 2026	Both	Week 8
Feasibility study total		8 weeks (July 1 – August 21, 2026)		

All dates are subject to adjustment based on stakeholder availability and scheduling logistics. Northwest Philanthropic Partners is committed to delivering the written feasibility study report by August 21, 2026 — five days before the Phase 1 City Council presentation on August 26, 2026.

Payment terms — Feasibility study

The feasibility study is billed as a separate engagement from the Phase 1 campaign planning contract. Payment terms: 50% upon execution of the feasibility study agreement, 50% upon delivery of the written report. Time and expense records maintained and available to the City upon request.

Phase 1 Campaign Planning and Fundraising Feasibility Study

Northwest Philanthropic Partners | Port Orchard Community Events Center | July – August 2026

This document presents two concurrent but separate engagements proposed by Northwest Philanthropic Partners beginning July 1, 2026. Part 1 covers the revised Phase 1 campaign planning scope, timeline, and fee. Part 2 covers the fundraising feasibility study, which runs concurrently under a separate contract. Both engagements share the same calendar period but are billed independently with no overlap in hours, deliverables, or fees. Combined, they represent the foundational investment required to launch a well-prepared, professionally executed capital campaign for the Port Orchard Community Events Center.

Engagement	Duration	Consulting hrs	Fee
Feasibility study (separate contract)	8 weeks	200 hrs	\$35,000
Phase 1 consulting	8 weeks	300 hrs	\$40,000
<i>Phase 1 campaign expenses</i>	—	—	<i>\$5,000</i>
Combined 8-week period total	\$80,000		

Combined 8-week period total of \$80,000 reflects two separate contracts. The feasibility study concludes August 21, 2026 — five days before the Phase 1 City Council presentation on August 26, 2026 — ensuring findings are fully integrated into the campaign plan before it is presented to the City.

Northwest Philanthropic Partners

Proposal for Fundraising Campaign Consulting Services

Port Orchard Community Events Center | Submitted May 1, 2026

Section 1: Introduction

Cover letter

Northwest Philanthropic Partners

Port Orchard, WA 98366

Primary contact: Brad Thomas

Phone: (425) 615-9585

Email: bradjaythomas@gmail.com

May 1, 2026

Nick Bond, Director

Department of Community
Development

City of Port Orchard

216 Prospect Street

Port Orchard, WA 98366

Dear Mr. Bond and Members of the Selection Committee,

The Northwest Philanthropic Partners team, Brad Thomas and Nathan Hersey, are excited to submit this proposal in response to the City of Port Orchard's Request for Proposals for Fundraising Campaign Consulting Services for the Port Orchard Community Events Center.

Brad and Nate are a newly established consulting team but tried and tested work collaborators with a track record of success exceeding expectations. They met and first worked together while serving together at Children of the Nations, a Kitsap-based international nonprofit serving in 5 developing countries. As the team lead, Brad Thomas is a senior capital campaign strategist and philanthropic director with more than 35 years of experience. Brad's expertise is complemented by Nathan Hersey, CFRE, a Certified Fundraising Executive and campaign manager who has worked alongside Brad since 2019. Nate's 12 years of hands-on community marketing experience and deep understanding of fundraising and community outreach will serve as the key support to Brad's skill set around capital campaign strategy, management, solicitation, and ultimate success.

Coming off an exceptionally successful capital campaign at Summit Pacific Medical Center, Brad and Nate have just completed \$4M of fundraising in collaboration with a campaign cabinet, Foundation Board members, Hospital Leadership, local Foundations, and an incredibly supportive community. The Saving Lives capital campaign at Summit marked Brad's third successful capital campaign across 3 different fundraising sectors.

As long-time northwest residents who call Port Orchard home, we are both deeply passionate about this project. We see this proposed Community Events Center as absolutely necessary for

the wellbeing of our youth and our community. According to the 2020 census, about 20% of Kitsap County residents are children under the age of 18. With the city of Port Orchard growing at 1.6% annually (according to Kitsap Economic Development Council), we are seeing hundreds of new families coming to call Port Orchard home. Community ties and youth spaces are a key factor in improving mental health outcomes across the region and this community center will be one of the most effective steps our city can take in prioritizing the wellbeing of our youth and families.

For us, this won't just be a community center; this project impacts the future of our own community, our friends, family, and loved ones. Brad's family ties to the city of Port Orchard are extensive. Brad's son-in-law and cousin together own Quality Coating. Brad's wife, Jenell and her family have lived in Port Orchard for 55 years while Jenell's sister and other relatives have worked at South Kitsap High School for many years. Brad has been involved in both Rotary and Lions clubs for the last 15 years and hopes to join both of these clubs in Port Orchard this summer. Nathan and his wife Alyssa purchased their first home in Port Orchard in 2023. Nathan, Alyssa, and their Kitsap Humane Society rescue cat Luna consider Port Orchard home for good. Their favorite walking spots are Manchester State Park, Banner Forest Park, and Anderson Point.

The Port Orchard Community Events Center is both a beautiful opportunity and a multi-layered challenge. As a mixed-use suburban-rural community, the fundraising work will require a unique approach. While the average household income is \$112,445, only 4.2% of households (812) have an income of \$200,000 or higher. This income mix in the community and the concurrent Kitsap Regional Library campaign will require a diversified fundraising approach with heavy community partnership, county-wide public outreach, and close work with organizations like the Kitsap Community Foundation. We have reviewed the Donor Program Design Development document available on the City's Bids and Proposals page, which provides a valuable naming opportunity and gift tier framework. However, this document would not typically be regarded as a feasibility study in a fundraising sense. A comprehensive feasibility study typically includes confidential interviews with 20–40 prospective major donors and community stakeholders to assess donor readiness, campaign perception, lead gift potential, and internal organizational readiness.

We are confident that Northwest Philanthropic Partners offers the City something no regional or national firm can match: senior-level campaign leadership, rooted in this community, with a demonstrated track record of success at comparable scale and heavily invested in the success of this project and this campaign as residents of Port Orchard who are passionate about the future of our city and our community.

Respectfully,

A handwritten signature in black ink, appearing to read "Brad Thomas", with a stylized, flowing script.

Brad Thomas

Principal, Northwest Philanthropic Partners
(425) 615-9585 | bradjaythomas@gmail.com

Nathan Hersey, CFRE

Campaign Specialist (Subcontractor), Northwest Philanthropic Partners
(360) 440-9566 | njhersey@gmail.com



Statement of firm philosophy

At Northwest Philanthropic Partners, we believe that all fundraising success is rooted in the passion and trust of the constituents we steward and the communities we serve. As fundraising professionals, we are gifted with the opportunity to bridge the gap between donors and the change they create in the world.

We also believe all fundraising requires community partnership. By establishing, cultivating, and stewarding long-term relationships with key community leaders, our goal is to foster transformation that will continue to thrive and benefit those we serve.

Understanding of the project and scope

As fundraising professionals with a wide breadth of experience across multiple nonprofit sectors and projects, we believe that our skills will ensure the success of the capital campaign for the Port Orchard Community Events Center.

We are excited to see this Community Events Center become a place that will serve our area's youth, seniors, families, and children and be a safe place to gather. This Community Events Center will be a 3rd space for art classes, recreational programs, clubs and service organizations to host meetings and events - an outstanding community asset that will benefit current and future generations and create a sense of belonging, hope and well-being every day.

Based on the Donor Program Design Development document available on the City's Bids and Proposals page, the private fundraising goal for this campaign is approximately \$5 million, structured across four tiers of named giving opportunities ranging from a building naming gift at the top to broad community participation through a donor recognition wall. While this document provides a useful gift structure framework, it represents a donor recognition plan rather than a traditional fundraising feasibility study. A comprehensive feasibility study - including confidential stakeholder interviews, donor readiness assessment, and organizational capacity review - does not appear to have been completed for this campaign. Northwest Philanthropic Partners recommends this be prioritized in Phase 1 as a foundational step before finalizing the campaign plan and gift table.

While the Kitsap Regional Library is conducting its own independent capital campaign and there will certainly be some overlap, we do not expect the overlap to be significant based on the

economic makeup of Kitsap County. Fundraising for the Port Orchard Community Events Center will need to be focused primarily on solicitation of the residents of Port Orchard itself. We anticipate the Kitsap Regional Library is likely to focus fundraising efforts more in the northern part of the county, areas such as Bainbridge Island, Chico, Poulsbo, Silverdale, Seabeck, and Kingston; most of which have access to larger, more modern branches of Kitsap Regional Library. In order to ensure the highest likelihood of success, we do recommend that potential overlap between the two campaigns be a focus factor should the City decide to conduct a feasibility study before the capital campaign for the Community Events Center begins.

Phase 1 calls for a 6-week campaign planning engagement that includes reviewing the completed fundraising feasibility study, developing a comprehensive campaign plan and gift table, and presenting findings to City Council. Phase 2 involves full campaign counsel and management through to campaign close. Construction is anticipated to begin in 2027, creating a very aggressive fundraising timeline.

Based on Brad Thomas's experience leading comparable capital campaigns and the current state of campaign infrastructure, Northwest Philanthropic Partners recommends the City plan for a 24-month active campaign phase. While community enthusiasm for this facility is real and significant, a fully realized \$5M campaign will require 18–24 months to succeed. A campaign that goes public before securing 60% of its goal in lead gifts risks a visible stall - which can erode donor confidence and make the remaining fundraising significantly harder. A detailed timeline recommendation, including phasing options for City Council consideration, will be a key deliverable of the Phase 1 campaign plan.

This estimate is based on Brad's long history of successful capital campaigns and the current lack of fundraising project infrastructure (such as the lack of a campaign cabinet, a comprehensive feasibility study, active donor base, etc.) to support the project needs.

Approach to the project

Brad Thomas and Nathan Hersey will need to complete the Phase 1 planning by the beginning of August to ensure the project is well positioned to continue building long-term relationships with all our major donors and host a campaign launch reception for these major donors including Foundation and business leaders.

A campaign consultant generally acts as a strategic guide to established campaign leadership, attending planning meetings, assisting with prospecting strategy, reporting on results, and overseeing high-level planning for donor solicitation amounts and methods.

It is very unusual for fundraising consultants to be deeply involved in donor solicitation, campaign cabinet formation, in-community networking, public relations and marketing material production, grant proposal writing, and CRM management. These types of "hands-on" tasks are not generally regarded as consulting work but would ordinarily require the support of an in-house development/marketing team or a full-scale fundraising agency with larger teams of dedicated support staff.

In this respect, our team of two is uniquely positioned to be the best fit for this project. Our experience, knowledge, passion, and executional expertise goes above and beyond strategic fundraising consulting. In this project, we will act as a hands-on agency, carrying out the actual work of the campaign (including the gift solicitation) itself rather than overseeing the work from a distance.

With that structure in mind, Brad Thomas will open Phase 1 by:

- Completing Phase 1 planning in the beginning of August to ensure we're prepared with a campaign schedule, including milestones tied to the 2027 construction start, a resource and budget plan, and a volunteer and leadership engagement strategy. Well positioned to continue building long term relationships with all our major donors and host a launch campaign reception for these major donors including Foundation and business leaders.
- Conducting a thorough review of all available campaign documentation including the Donor Program Design Development document, and recommending and initiating a formal fundraising feasibility study if one has not been completed, before building a campaign plan grounded in the realities of this community, the potential donor pool, and the timeline.
- Recruiting at least a dozen community, business and industry leaders to serve on the campaign steering committee, hopefully chaired by Mayor Rob Putaansuu.
- Working with city and community leaders to develop campaign gift tables aligned to the tiered naming structure already developed and then use a wealth screening tool like iWave to evaluate their actual giving capacity with a focus on residents who have a Port Orchard address.

Nathan Hersey will support Brad throughout Phase 1 on written deliverables, donor data organization, and communications preparation. Specifically, Nathan will be responsible for:

- Mass donor prospecting
- Creating donor acquisition devices and strategies (for "test gifts")
- Creating a Communications and Public Relations plan to ensure maximum engagement during Phase 2 and selecting and begin utilizing any and all communications tools and systems
- Foundation and grant research prospecting and outreach
- Establishing thanking and stewardship materials (such as quarterly reports)
- Establishing a CRM (customer relationship management) system to track donor interactions and gifts
- Support and assist Brad in direct donor outreach, cultivation, solicitation, community outreach, reporting, and all other essential duties

Brad and Nathan will lay the groundwork in Phase 1 to begin the "Silent Phase" of the campaign. During this stage final fundraising goal will not be publicly released, rather, the early cultivation and fundraising will begin with lead gifts being sought along with early donor feedback and key leadership advice. This practice helps leadership donors (\$100K or greater) to feel valued, special, and prioritized. Once 60% philanthropic gift commitments are obtained, the campaign will "go public", meaning that we will announce the current progress and make the

general public aware of our final goal through a coordinated communications and public relations outreach campaign.

We would also both recommend hosting 1-3 in-person events or receptions. These events will serve as introductory, cultivation, and celebration events at each successive stage of the campaign. These types of events play an essential role (especially in the early stage of the campaign) to give new, prospective donors the chance to meet-and-greet campaign leadership and learn about the potential of the project.

During Phase 2, Nathan takes on primary responsibility for campaign operations, including CRM management, grant proposals to foundations and institutions, multi-channel stewardship campaigns, and all written reporting to the City, while Brad leads major donor cultivation, solicitation, and City Council updates. This “wrap up” phase often requires printed and online solicitation for public support of the campaign, as well as “top off” gifts from donors who may have led the early stages of giving for the campaign. The Phase 2 push can result in looking further afield for final gifts, with the public relations aspect of the campaign becoming more important and enabling unexpected “surprise” donations from donors who are discovering the community need through our public-facing outreach.

Section 2: History and Experience

Firm profile

Northwest Philanthropic Partners is a purpose-built fundraising consulting practice founded and led by Brad Thomas, based in Port Orchard, Washington. Brad brings more than 35 years of experience leading capital campaigns, building donor programs, and guiding nonprofit and community organizations through periods of transformational growth. Campaign operations are supported by Nathan Hersey, CFRE, an experienced development and marketing professional and certified fundraising executive who serves as subcontractor on this engagement.

Firm name	Northwest Philanthropic Partners
Primary location	Port Orchard, Washington
Firm type	Single-member LLC (Brad Thomas, Principal) — formation in progress; business license and insurance acquisition underway
Years in operation	Newly established; principal experience 35+ years
Geographic coverage	Kitsap County, Puget Sound region, Pacific Northwest
Principal	Brad Thomas — Lead Consultant & Campaign Strategist
Support specialist	Nathan Hersey, CFRE — Campaign Operations (Subcontractor)
Team size	Two senior practitioners — all work performed directly by named personnel

Completed project references

The following three engagements represent Brad Thomas's most directly comparable capital campaign experience. References are available upon request and will be provided as a separate attachment.

Reference 1 of 3

Summit Pacific Medical Center Foundation Elma, WA	
Campaign type	Healthcare capital campaign — rural community hospital
Amount raised	\$4,000,000 raised (exceeded original \$3M goal by 33%)
Period	2024 to 2026
Brad's role	Foundation Executive Director and Community Development Director — led all campaign strategy, major donor cultivation, board engagement, and

	community outreach. Nathan Hersey served as Development Specialist supporting campaign execution.
Outcome	Successfully closed \$4M Saving Lives campaign.
Reference contact: Tricia Roscoe - trstrategic@outlook.com	

Reference 2 of 3

Edmonds College Foundation Edmonds, WA	
Campaign type	Higher education capital campaign — community college
Amount raised	\$3,100,000 raised in 16 months; annual revenue increased 114%
Period	2018 to 2020
Brad's role	Executive Director — led full advancement strategy, major gifts, board development, and corporate partnerships. Reported directly to College President.
Outcome	Raised \$3.1M in 16 months. Secured 43+ corporate and community partnerships. Increased annual fundraising revenue 114% through restructured development strategy.
Reference contact: Lisa Carrol - lmccarroll@gmail.com	

Reference 3 of 3

United Way of King County Seattle, WA	
Campaign type	Major gifts and planned giving — regional community fund
Amount raised	\$3,800,000 managed annually; planned giving program launched from zero
Period	2010 to 2013
Brad's role	Senior Relationship Manager and Planned Giving Lead — managed portfolio of 140+ major donors and built planned giving infrastructure.
Outcome	Generated \$3.8M annually through major donor portfolio. Launched planned giving program creating long-term revenue infrastructure.
Reference contact: JR Harris - jrharris@uwkc.org	

Section 3: Key Project Personnel

All work under this contract will be performed directly by the two practitioners listed below. Brad Thomas will lead all campaign strategy, major donor engagement, and City Council presentations. Nathan Hersey will support donor development, direct solicitation, grant writing, campaign communications and materials production, CRM management, and stewardship.

Brad Thomas

Principal, Lead Campaign Strategist

(425) 615-9585 | bradjaythomas@gmail.com | Port Orchard, WA

Proposed role: Lead campaign strategist — major donor relationships, campaign plan author, City Council liaison, Phase 1 and Phase 2 primary lead

Professional summary

Brad Thomas is a senior nonprofit executive and capital campaign strategist with more than 35 years of experience leading fundraising programs across healthcare, higher education, and community organizations throughout the Pacific Northwest. He has personally directed or overseen campaigns and development programs raising in excess of \$75 million in total. Brad has served as a Foundation Executive Director, Chief Development Officer, and Senior Relationship Manager at institutions ranging from rural community hospitals to regional United Ways.

For this engagement, Brad will serve as lead strategist and primary City contact, owning the feasibility study review, campaign plan, gift table, donor identification, major gift cultivation, and all presentations to City Council. He will be supported by Nathan Hersey on campaign operations and communications throughout both phases though both Brad and Nathan will share in all aspects of the work for this project.

Selected campaign accomplishments

★	Led \$4M Saving Lives capital campaign at Summit Pacific Medical Center Foundation, exceeding original \$3M goal by 33%
★	Raised \$3.1M in 16 months at Edmonds College Foundation to expand STEM and Nursing pathways
★	Increased annual fundraising revenue 114% at Edmonds College by restructuring development strategy
★	Managed \$3.8M annual major donor portfolio at United Way of King County serving 140+ major donors

★	Launched planned giving program at United Way of King County from zero
★	Increased revenue 71% in 2.5 years as Chief Development Officer at Columbia Memorial Hospital Foundation
★	Secured 43+ corporate and community partnerships at Edmonds College Foundation

Professional experience

Foundation Executive Director and Community Development Director | Summit Pacific Medical Center Foundation, Elma WA | June 2022 to Present

- Led \$4M Saving Lives capital campaign including major donor cultivation, board engagement, and community outreach
- Built and stewarded relationships with major donors, public agencies, and institutional partners
- Directed foundation operations, budgeting, financial reporting, and audit readiness

Executive Director | Edmonds College Foundation, Edmonds WA | January 2015 to January 2021

- Raised \$3.1M in 16 months to expand STEM and Nursing pathways for underrepresented students
- Increased annual fundraising revenue 114% through restructured development strategy
- Secured 43+ corporate and community partnerships strengthening workforce pathways
- Contributed to executive decision-making as part of the President's Leadership Team

Director of Philanthropy | Children of the Nations, Silverdale WA | February 2021 to April 2022

- Led global fundraising strategy across major gifts, corporate, and foundation partnerships

Senior Relationship Manager (Planned Giving Lead) | United Way of King County, Seattle WA | February 2010 to February 2013

- Managed portfolio of 140+ major donors generating \$3.8M annually
- Launched planned giving program building long-term revenue infrastructure

Chief Development Officer | Columbia Memorial Hospital Foundation, Astoria OR | January 1998 to January 2001

- Increased revenue 71% in 2.5 years by repositioning fundraising strategy

Additional prior roles: Foundation Director, Virginia Mason Hospital Foundation (2013-2014) | Nonprofit Management Consultant, Empower Leadership LLC (2004-2009) | Senior Corporate Relations Officer, Medical Teams International (2001-2004) | Senior Regional Development

Director, City of Hope National Medical Center (1994-1997) | Executive Director, American Cancer Society Seattle (1990-1994)

Education and community leadership

Education	Bachelor of Science, Recreation Management, University of Oregon
Community roles	Founding organizer, Rural Collaborative Foundation Leaders Group Board Member, Grays Harbor Young Life (2024-2026) Executive Committee, WA Advancement Foundation Leaders (2019-2021) Board Chair, The Identity Project (2010-2018) Co-Founder, Giving Globally (2004-2012)

Nathan Hersey, CFRE

Campaign Specialist (Subcontractor)

(360) 440-9566 | njhersey@gmail.com | Port Orchard, WA

Proposed role: Campaign execution, CRM and donor data, grant writing, stewardship communications, Phase 2 operations support

Credentials

CFRE (2026)	Raiser's Edge NXT Certified (2025)	Planned Giving Certificate (2025)	Grant Writing Certificate (2024)
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Professional summary

Nathan Hersey, CFRE, brings 12+ years of combined fundraising and marketing experience to this engagement, with particular strength in campaign execution, donor stewardship, CRM management, and multi-channel communications. As a Certified Fundraising Executive, Nathan holds one of the field's most rigorous professional credentials. He has direct experience working alongside Brad Thomas on the Summit Pacific Medical Center Foundation's \$4M capital campaign, meaning the two practitioners arrive with an established working relationship and no onboarding period required.

Nathan is a strong contributor to all campaign functions, bringing operational depth and execution expertise that matches Brad's strategic leadership. Both practitioners carry direct solicitation, community relationship, and reporting responsibilities throughout the engagement.

Selected accomplishments supporting Brad's campaign leadership

★	Supported \$4M capital campaign at Summit Pacific Medical Center Foundation in direct collaboration with Brad Thomas
★	Established Annual Giving Program, acquiring 100+ new donors in the first year
★	Won 9 grant requests totaling \$137,000 at Summit Pacific Medical Center Foundation and served in the review process for a \$400,000 grant
★	Managed full CRM transition to support capital campaign pledge tracking
★	Managed Annual Giving program exceeding \$700,000 in annual revenue at Children of the Nations



Managed Donor Fundraising galas which raised an excess \$1M annual at Children of the Nations

Areas of expertise

Campaign operations	Donor stewardship, pledge tracking, CRM management, solicitation planning, pipeline development
CRM and data systems	Raiser's Edge NXT (certified), Bonterra, FreeWill, Tatango, MailChimp, data integrity, campaign analytics
Writing and communications	Grant proposals, donor impact reports, newsletters, campaign materials, brand-consistent messaging
Multi-channel campaigns	Direct mail, digital, email, texting, giving days, audience segmentation, A/B testing

Professional experience

Development Specialist | Summit Pacific Medical Center Foundation, Elma WA (Hybrid) | November 2023 to Present

- Supporting \$4M capital campaign in collaboration with Brad Thomas across donor stewardship, CRM, and communications
- Managing multi-channel fundraising campaigns across direct mail, digital, email, and texting
- Writing grant proposals, impact reports, and donor-centered communications
- Coordinating planned giving outreach through FreeWill

Marketing Manager | Children of the Nations, Silverdale WA | June 2019 to November 2023

- Led multi-channel fundraising strategy across direct mail, digital, email, events, and print
- Managed Annual Giving program exceeding \$700,000 in annual revenue
- Directed event marketing for 3 annual galas raising over \$1M in total

Marketing Specialist | Living Passages, Coeur d'Alene ID | December 2016 to May 2019

- Created digital and print marketing materials including email, online ads, and social media campaigns
- Tracked campaign performance and optimized content through A/B testing

Why this team works

Brad Thomas and Nathan Hersey are equal contributors to this campaign. Brad brings senior campaign strategy, major donor leadership, and 35 years of proven experience. Nathan brings campaign execution, community marketing knowledge, and the operational depth to keep the campaign moving at full capacity. Their effective partnership has been proved across the Summit Pacific Medical Center Foundation's \$4M capital campaign, where both practitioners carried significant responsibility and delivered results that exceeded the original goal by 33%. The City of Port Orchard benefits from that established, tested partnership from day one.

Section 4: Proposed Deliverables

The following deliverables are proposed for Phase 1. Phase 2 deliverables will be defined in detail as part of the Phase 1 campaign plan, as scope and timing will be informed by the plan's findings.

#	Deliverable	Lead	Timing
1	Review/Initiate fundraising feasibility study and case statement with written summary of findings and implications for campaign strategy	Brad Thomas	Week 1-2
2	Comprehensive campaign plan including gift table aligned to named donor tiers, campaign schedule, resource requirements, staffing and volunteer structure, and campaign budget	Brad Thomas	Week 2-4
3	Donor identification and prospect prioritization memo based on feasibility study and Brad's community knowledge	Brad Thomas	Week 2-3
4	Gift acceptance and processing framework recommendation (per Addendum Q8) for City and charitable partner gifting pathways	Brad Thomas	Week 3-4
5	Coordination strategy for concurrent Kitsap Regional Library campaign, including donor sequencing and communications calendar recommendations	Brad Thomas	Week 3-4
6	Professional written Phase 1 report in electronic format summarizing all findings, recommendations, and campaign plan	Nathan Hersey	Week 5-6
7	Formal presentation of Phase 1 findings and campaign plan to City Council	Brad Thomas	Week 6
8	Phase 2 scope and fee proposal based on Phase 1 plan findings	Brad Thomas	Week 6

Additional proposed deliverables (Phase 1)

Items 3, 4, and 5 above are not explicitly listed in the RFP scope but are proposed as additional deliverables that we believe are critical to a successful campaign launch given the specific context of this project.

Phase 2 deliverables (summary)

Full Phase 2 deliverables will be defined in the Phase 1 campaign plan. At a high level, Phase 2 will include: ongoing major donor cultivation and solicitation led by Brad Thomas, foundation and institutional grant proposals managed by Nathan Hersey, campaign materials and branding recommendations, stewardship and donor recognition coordination, periodic City Council updates, campaign accounting and gift agreement oversight, and a final campaign outcomes report.

Section 5: Proposed Schedule

Northwest Philanthropic Partners proposes to begin Phase 1 on July 1, 2026, following contract execution and City issuance of a written Notice to Proceed. Phase 1 is proposed at a duration of 6 weeks, concluding with a City Council presentation in mid-August 2026. Phase 2 will commence immediately following Phase 1, with scope and milestones confirmed in the Phase 1 campaign plan.

Phase	Activity	Dates	Lead
Phase 1	Contract execution and Notice to Proceed	June 2026	City / NWP
Phase 1	Feasibility study review and community landscape assessment	July 1-14, 2026	Both
Phase 1	Donor prospect identification and prioritization	July 7-21, 2026	Both
Phase 1	Campaign plan development (gift table, schedule, resources, budget)	July 14-28, 2026	Brad Thomas
Phase 1	Gift acceptance framework and library campaign coordination strategy	July 21-28, 2026	Brad Thomas
Phase 1	Draft Phase 1 written report	July 28 - Aug 8, 2026	Nathan Hersey
Phase 1	Review and finalization of Phase 1 report	Aug 8-11, 2026	Nathan Hersey
Phase 1	City Council presentation	Mid-Aug 2026	Both
Phase 1	Phase 2 scope and fee proposal delivered	Mid-Aug 2026	Both
Phase 2	Campaign launch and major donor cultivation begins	Sept 2026	Both
Phase 2	Foundation and institutional grant proposals	Sept-Oct 2026	Nathan Hersey
Phase 2	Lead gift solicitations	Oct-Dec 2026	Brad Thomas
Phase 2	Public phase launch and community campaign	Early 2027	Both
Phase 2	Construction begins (anticipated)	2027	City

Phase	Activity	Dates	Lead
Phase 2	Campaign close and final outcomes report	TBD per plan	Both

All dates are subject to adjustment based on the feasibility study findings, City Council feedback, and the Phase 1 campaign plan. Northwest Philanthropic Partners is committed to completing all Phase 1 deliverables within the proposed 6-week window and will communicate proactively with the City if any circumstances arise that require timeline adjustment.

The schedule above reflects a 12-month Phase 2 framework provided for proposal purposes. Based on our assessment of the current campaign infrastructure (including the absence of an established donor base, completed feasibility study, and campaign cabinet) Northwest Philanthropic Partners anticipates the active campaign phase will require 18–24 months to reach goal. This is consistent with AFP best practices for capital campaigns of this scale and complexity launching without existing donor infrastructure. A detailed timeline recommendation (including phasing options and a realistic campaign close date) will be submitted to the City as a key deliverable of the Phase 1 campaign plan for City Council review and approval.

Section 6: Fee Proposal

Northwest Philanthropic Partners is not proposing a traditional advisory consulting model. This engagement has no existing donor base to activate, no campaign cabinet to lead solicitation, and no internal development or marketing staff on the City's side. Every donor relationship, every community connection, every grant proposal, and every piece of campaign communication will be built and produced from the ground up by Brad Thomas and Nathan Hersey.

Both practitioners will commit approximately 30 hours per week to this engagement throughout its duration, averaging 102 hours per month each in Phase 2, with equal total hours across the full project. This does not necessarily include all potential hours or work beyond the proposed fee scope. In fundraising projects of this kind, a large amount of work happens “behind the scenes” via social introductions, informal meetings, indirect inquiries, etc. The 30 hour per week proposal is meant to represent a billable average and create a limit to ensure that the final fee amount can stay aligned with this proposal regardless of the work that happens in an informal or indirect setting. We will bill the city monthly for campaign consulting and operational support services.

Please note that the \$50,000 proposed for direct campaign expenses is intended specifically for campaign support materials (such as marketing materials, operational systems, campaign workspace, etc.). These direct campaign expenses may not represent all total campaign expenses for the entire project, which will need to be determined during the Phase 1 planning. Any additional campaign expenses proposed or requested by the City beyond those itemized in this proposal must be discussed, agreed upon, and separately authorized in writing by both parties before being incurred. Northwest Philanthropic Partners will not be responsible for expenses outside the agreed budget without prior written City approval.

Brad Thomas leads as primary campaign strategist, senior relationship manager, and City Council liaison. Nathan Hersey, CFRE, serves as co-practitioner across all campaign functions including donor development, direct solicitation, community relationship building, grant writing, CRM management, campaign marketing/branding, and materials production.

The total proposed engagement fee of \$400,000 covers Phase 1 (6 weeks) and Phase 2 (12-month estimate), a combined engagement of approximately 14 months and also includes \$350,000 in consulting fees and \$50,000 in direct campaign expenses. To contextualize the consulting fee: replacing these two roles with equivalent internal staff - a senior Campaign Director and a CFRE-level Development and Communications Specialist - would cost the City an estimated \$320,000 per year in fully-loaded employment costs based on Washington state nonprofit salary benchmarks, before accounting for onboarding, equipment, or management overhead. Northwest Philanthropic Partners delivers both roles plus established campaign expertise and community relationships at a comparable cost, without the long-term employment commitment.

In accordance with Addendum No. 1 (Q2), consulting fees are presented as monthly flat rates with minimum hours disclosed and equivalent hourly rates provided for City comparability. Campaign expenses are itemized separately.

Please also note that these fees are based on an estimated final fundraising goal of \$5M, derived from the Donor Program Design Development document available on the City's Bids and Proposals page. Northwest Philanthropic Partners has assessed this document as a donor recognition framework rather than a traditional fundraising feasibility study, and recommends that a formal feasibility process be completed as part of Phase 1 planning. In the event the actual private fundraising goal differs materially from \$5M following that assessment, Northwest Philanthropic Partners will present a revised fee schedule for City review and approval as part of the Phase 1 campaign plan deliverables.

Phase 1 — Campaign planning (6 weeks, fixed project fee)

Phase 1 is billed as a single fixed project fee covering all planning tasks. Both practitioners contribute actively to every deliverable. Brad leads strategy, donor identification, and Council presentation. Nathan leads written report production, prospect research support, and co-presents to City Council. Campaign expenses in Phase 1 cover prospect research tools, early community engagement, and initial materials development.

Table 1 — Phase 1 task breakdown

Task	Lead	Brad hrs	Nathan hrs	Total hrs	Est. fee
Review feasibility study and case statement	Brad	24	16	40	\$6,000
Donor identification and prospect prioritization	Both	17	14	31	\$5,200
Develop campaign plan, gift table, and schedule	Both	15	12	27	\$5,000
Gift acceptance and library coordination strategy	Both	5	10	15	\$3,100
Community relationship building and outreach	Both	25	12	37	\$3,700
Draft Phase 1 written report	Nathan	6	20	26	\$3,000
City Council presentation prep and delivery	Both	12	10	22	\$3,500
Phase 1 consulting subtotal		104	94	198	\$29,500
Phase 1 campaign expenses					\$5,500
Phase 1 total not-to-exceed					\$35,000

Table 2 — Phase 1 rate disclosure

Consultant	Hourly rate equiv.	Phase 1 hrs	Phase 1 fee	Engagement type
Brad Thomas	\$162/hr	104 hrs	\$22,500	Principal
Nathan Hersey, CFRE	\$102/hr	94 hrs	\$7,000*	Subcontractor
Consulting not-to-exceed (Phase 1)**		198 hrs	\$29,500	Fixed fee

**Nathan Hersey engaged as independent subcontractor. Fees paid by Northwest Philanthropic Partners from Phase 1 fixed fee.*

***This estimate does not include a feasibility, which is highly recommended.*

Phase 2 — Full campaign operation (12-month estimate)

Phase 2 is structured as a monthly flat rate. Both practitioners commit approximately 102 hours per month (roughly 25 hours per week each) across all campaign functions. With no existing donor base or campaign cabinet, the early months of Phase 2 will be heavily weighted toward community relationship building, prospect cultivation, and donor identification before formal solicitation begins. Brad leads major donor strategy, primary solicitation, and all City and stakeholder relationships. Nathan leads community and mid-level donor development, all grant writing, communications production, and CRM management, while co-soliciting and co-presenting alongside Brad throughout. A revised Phase 2 fee schedule will be submitted for City approval as a Phase 1 deliverable.

Table 3 — Phase 2 monthly service breakdown

Service area	Brad hrs	Brad lead responsibilities	Nathan hrs	Nathan lead responsibilities	Total hrs	Monthly cost
Major donor cultivation and solicitation	24	Primary relationships, lead all major asks, prospect strategy	14	Co-solicit, donor briefings, pipeline tracking, follow-up	38	\$6,400
Community relationship building	18	Community events, civic outreach, cabinet recruitment	18	Community presence, relationship tracking, engagement follow-up	36	\$5,800
Mid-level and annual donor development	14	Portfolio strategy and key mid-level asks	16	Direct outreach, solicitation, stewardship of mid-level portfolio	30	\$4,900
Foundation and grant proposals	8	Funder strategy, review and approve all proposals	16	Research, write, and submit all foundation and grant proposals	24	\$3,900

Service area	Brad hrs	Brad lead responsibilities	Nathan hrs	Nathan lead responsibilities	Total hrs	Monthly cost
Campaign communications and materials	8	Messaging strategy, review and approve all materials	16	Write, design-direct, and produce all campaign materials	24	\$3,900
Donor stewardship and recognition	8	Major donor stewardship, personal relationship management	10	Stewardship campaigns, acknowledgments, recognition coordination	18	\$3,100
City Council updates and presentations	12	Lead all Council presentations, primary City liaison	6	Prepare materials, co-present, track action items	18	\$3,100
Campaign administration and CRM	10	Strategic oversight, prospect research, data direction	6	Full CRM management, data integrity, analytics, reporting	16	\$2,800
Monthly consulting total*	102	(Brad)	102	(Nathan)	204	\$33,900/mo
Monthly campaign expenses						\$3,708/mo
Monthly total (consulting + expenses)						\$37,608/mo
12-month not-to-exceed (consulting)						\$320,500
Phase 2 total not-to-exceed (consulting + expenses)						\$365,000

Table 4 — Phase 2 flat rate disclosure per year

Consultant	Monthly flat rate	Min. hrs/mo	Equiv. hourly	Annual consulting total	Type
Brad Thomas — Principal	\$16,042/mo	102 hrs	\$162/hr	\$192,500	Principal
Nathan Hersey, CFRE — Subcontractor	\$10,667/mo	102 hrs	\$105/hr	\$128,000	Subcontractor
Combined monthly consulting		204 hrs/mo	\$131/hr avg	\$320,500/yr	

Note: Hourly rates are equivalent rates derived from agreed monthly flat fees and minimum hours. Brad Thomas's rate reflects 35+ years of senior campaign leadership and primary major donor relationship responsibility. Nathan Hersey's rate reflects CFRE credentials, full co-solicitation responsibilities, and primary production of all grant proposals, communications, and campaign materials.

Campaign expenses detail (\$50,000 total)

Within the total engagement fee, campaign expenses are intended to cover all direct costs required to execute the campaign. These are direct outreach costs the City would otherwise budget separately and are not consulting fees. These are calculated over a one-year period with the possibility of campaign expenses requiring reevaluation should the campaign become a two-year project.

Examples of items not included would be the 3 recommended in-person donor events, a comprehensive feasibility study, regional travel, etc.

Table 5 — Campaign expenses breakdown

Expense category	Phase	Estimated amount
Prospect research tools and donor database access	Phase 1	\$2,500
Early community engagement and outreach costs	Phase 1	\$3,000
Initial materials development	Phase 1	\$1,500
Advertising	Phase 2	\$3,000
Campaign branding and design	Phase 2	\$5,000
Printed campaign materials (appeals, brochures, pledge forms)	Phase 2	\$10,000
Foundation and grant submission fees	Phase 2	\$2,000
Donor recognition materials	Phase 2	\$7,000
Postage and mailing	Phase 2	\$5,000
Travel within Kitsap County and greater region	Phase 2	\$6,500
Contingency	Phase 2	\$4,500
Total campaign expenses		\$50,000

Combined engagement fee summary

Table 6 — Phase summary

Component	Duration	Consulting fee	Expenses	Phase total
Phase 1 — Campaign planning	6 weeks	\$29,500	\$7,000	\$35,000
Phase 2 — Full campaign operation (12-month estimate)	12 months	\$320,500	\$43,000	\$365,000
Total engagement not-to-exceed		\$350,000	\$50,000	\$400,000

Table 7 — Individual consultant totals

Consultant	Phase 1 fee	Phase 2 annual	Total hrs	Equiv. hourly	Total engagement fee
Brad Thomas — Principal	\$22,500	\$192,500	1,328 hrs	\$162/hr	\$215,000
Nathan Hersey, CFRE — Subcontractor	\$7,000	\$128,000	1,318 hrs	\$102/hr	\$135,000
Combined consulting fees					\$350,000

Consultant fee totals are currently calculated based on a one-year period. Should the campaign require a second year of engagement, Northwest Philanthropic Partners proposes to continue Phase 2 services at the same monthly rates, subject to a mutual written agreement and City Council authorization, consistent with the extension provisions of the City's standard consultant agreement. Consultant fees not to exceed \$700,000 over a two-year period.

\$700,000 based on a two-year period reflects a full-service, cold-start capital campaign operation with no existing donor base, no campaign cabinet, and no internal City fundraising staff. At 14% of the estimated \$5 million private fundraising goal over a two-year period, this fee falls below the range typically charged by full-service campaign agencies for engagements of this scale and complexity, which often start at 15% or higher. This reflects the fact that Northwest Philanthropic Partners is not serving as advisors to an existing team - we are functioning as the City's complete campaign operation. Both practitioners commit approximately 1,300 hours annually each over the engagement, the equivalent of a full-time position for the duration of the campaign.

Payment terms: Phase 1 invoiced in two installments - 50% upon Notice to Proceed, 50% upon delivery of the Phase 1 report and Council presentation. Phase 2 invoiced monthly in arrears by the 5th of the following month, payable within 30 days per the City's standard consultant agreement terms. Time and expense records maintained and available to the City upon request.

**The monthly costs shown in the Phase 2 service breakdown table (Table 3) are illustrative allocations reflecting the estimated distribution of effort across campaign functions. They are provided for transparency and comparability purposes only. Actual billing is governed by the monthly flat rates identified in Table 4 — \$16,042 per month for Brad Thomas and \$10,667 per month for Nathan Hersey — which together total \$26,709 per month in consulting fees. Service area hour allocations will naturally shift throughout the campaign as donor relationships develop, solicitation activity intensifies, and campaign priorities evolve. The flat rate structure ensures the City pays a predictable, consistent monthly fee regardless of how hours are distributed across functions in any given month.*

Attachment A: Non-Collusion Declaration

I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.

2. That by signing the signature page of this proposal, I am deemed to have signed and agreed to the provisions of this declaration.

Brad J. Thomas

Authorized Signature

Principal

Title

01/05/2026

Date

Brad Thomas

Principal, Northwest Philanthropic Partners

Port Orchard, WA

May 1, 2026

Signature: Brad Thomas
Brad Thomas (May 1, 2026 11:11:12 PDT)

Email: brad.thomas@sp-mc.org

NWP_POCEC_Proposal_FINAL v2

Final Audit Report

2026-05-01

Created:	2026-05-01
By:	Nathan Hersey (nathan.hersey@sp-mc.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3mxKXt3_u-HILCdl5H2AHm5d_Q1c2CE0

"NWP_POCEC_Proposal_FINAL v2" History

-  Document created by Nathan Hersey (nathan.hersey@sp-mc.org)
2026-05-01 - 6:08:36 PM GMT
-  Document emailed to Brad Thomas (brad.thomas@sp-mc.org) for signature
2026-05-01 - 6:08:42 PM GMT
-  Email viewed by Brad Thomas (brad.thomas@sp-mc.org)
2026-05-01 - 6:09:30 PM GMT
-  Document e-signed by Brad Thomas (brad.thomas@sp-mc.org)
Signature Date: 2026-05-01 - 6:11:12 PM GMT - Time Source: server
-  Agreement completed.
2026-05-01 - 6:11:12 PM GMT

Special Events on City Rights-of-way

Name of Event	Organizer	Approx. Date	Number of Days	Approx. Length
Class of XX South Kitsap Graduation Car Cruise	SK Hype Squad	June 5th	3 hrs	6PM to 9PM
Cruisin Sunday	Christian Life Center	August 30th	8 hours	8AM to 4PM
Farmers Market	Port Orchard Farmers Market	April to October	1x a month for 7 months	9AM to 2PM
Fathoms 0' Fun Vendor Fair and Fireworks Display	Fathoms 0' Fun	July 3rd	7 hours	3PM to 10PM
Fathoms 0' Fun Grand Parade	Fathoms 0' Fun	June 27th	6 hrs	2PM to 8PM
Holiday on the Bay	City and POWA	December 5th	4 hrs	4PM to 8PM
McCormick Woods Communities Santa Trot	McCormick Communities, Community Life Committee	December 14th	2 hours	10AM to 12PM
Mosquito Fleet Festival	POWA	May 23rd and 24th	2 Days	9AM to 5PM
Mustangs on the Waterfront	The Mustang Club	July 26th	10 hours	7AM to 5PM
Port Orchard Night Market	POWA	June to September	4 Hrs 1x a month	6PM to 10PM
Run to Tahoma: The Unforgotten	Kitsap County Veterans Advisory Board	May 24th	2 hours	9AM to 11AM
The Cruz	the Saints Car Club	August 9th	9 hours	6AM to 3PM

Road Closures	Hwy Closures
Yes	Yes
Yes	No
No	No
No	No
Yes	Yes
Yes	Yes
No	No
No	No
Yes	No
No	No
Yes	No
Yes	Yes

Introduced by: City Clerk
Requested by: City Clerk
Drafted by: City Clerk
Introduced: May 26, 2009
Adopted:

RESOLUTION NO. 057-09

**A RESOLUTION OF THE CITY OF PORT ORCHARD,
WASHINGTON, ESTABLISHING EXEMPTIONS TO
THE REIMBURSEMENT RATES FOR CITY
PERSONNEL EXPENSES ON COMMUNITY EVENTS
AND ACTIVITIES OR PROJECTS ON PRIVATE
PROPERTY OR PUBLIC PROPERTY OWNED BY
OTHER GOVERNMENTAL ENTITIES.**

WHEREAS, the City of Port Orchard has a municipal work force with specific skills and responsibilities; and

WHEREAS, the City is prohibited from donating time, materials, and money for private purposes; and

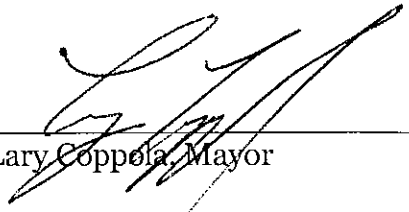
WHEREAS, there are community events which are deemed to have benefit to the City at large and support tourism into the City, and thus may be supported by City personnel; now, therefore

**THE CITY COUNCIL OF THE CITY OF PORT ORCHARD,
WASHINGTON, HEREBY RESOLVES AS FOLLOWS:**

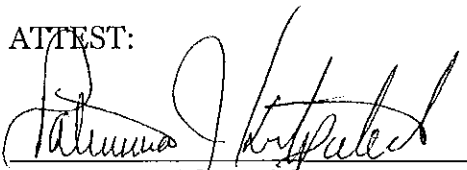
SECTION 1: That the following community events are deemed to have benefit to the City at large and support tourism into the City, and thus may be supported by City personnel, under the direction and control of the Mayor or his/her designated department director, without requiring reimbursement of expenses:

- (1) Fathoms O'Fun Parade
- (2) Fathoms O'Fun Summer Festival and Fireworks
- (3) Saints Car Club - *The Cruz*
- (4) Festival by the Bay
- (5) Concerts by the Bay
- (6) Festival of Chimes and Lights
- (7) Cedar Cove Days
- (8) Chamber of Commerce – Murder Mystery Weekend
- (9) Chamber of Commerce – Seagull Calling Festival and Wings Cook-off

PASSED by the City Council of the City of Port Orchard, SIGNED by the Mayor and attested by the Clerk in authentication of such passage this 26th day of May 2009.



Lary Coppola, Mayor

ATTEST:


Patricia J. Kirkpatrick, CMC, City Clerk



SPECIAL EVENT PERMIT APPLICATION

(PORT ORCHARD MUNICIPAL CODE 5.94 AND 5.96 and Resolution No. 022-25)

STANDARD PROCESSING FEE: \$100.00

Event Information

Event Name:
Type of Event: ☐ Festival ☐ Walk/Run ☐ Parade ☐ Vendor Fair ☐ Concert ☐ Block Party ☐ Other: _____
Event or Organization Website:
Description of event:

Event Date and Time

Event Dates: Indicate Dates/Times OPEN to attendees			Hours: Open until closing each day		Expected Daily Attendance:
Day 1	Day:	Date:	Start Time:	End Time:	
Day 2	Day:	Date:	Start Time:	End Time:	
Day 3	Day:	Date:	Start Time:	End Time:	
Day 4	Day:	Date:	Start Time:	End Time:	
Day 5	Day:	Date:	Start Time:	End Time:	
Event Setup Starts:			Event Take Down Complete:		Total Attendance: (add all rows and columns)
Start Day/Date:		Start Time:	End Day/Date:	End Time:	
Event Location:	Describe the location that your event will be located at. Include street names and/or parks. Attached required map.				

Applicant Information*

Sponsoring Organization Name:					
Do you have an active City Business License? ☐ Yes ☐ No What is your UBI number?					
Applicant Contact Name:					
Title:					
Physical Address:			Mailing Address: (if different from street address)		
City:	State:	Zip:	City:	State:	Zip:
Phone:	Alternate Phone:		Email:		

**Please note the applicant information provided may be shared for inquiries made on event details*

Admission Fees:

Does your event require a paid fee for participants and/or spectators? ☐ Yes ☐ No
Does your event require minimum or suggested donation for participants and/or spectators? ☐ Yes ☐ No
Admission/participation fee/ suggest donations amount(s):

Use of City Streets and/or State Highway

STATE HIGHWAY:

Will this event require closure of a State Highway (most common is Bay Street/SR166)? ☐ Yes ☐ No

If yes, which highway: ☐ Bay Street/SR 166 ☐ Sedgwick Road ☐ Mile Hill Drive

For State Highway Closures, the sponsoring organization must submit the application to the city at least 120 calendar days before the event date. Upon city approval of the event, the sponsoring organization shall seek permission from the Washington State Department of Transportation (WSDOT) by completing an online application. Once permission is granted from WSDOT, a copy of the Letter of Acknowledgment or an Agreement will need to be provided to the city 45 days prior to the event. WSDOT's online application is located at: <https://www.wsdot.wa.gov/contact/events/special-events>

CITY PROPERTY/STREETS (Right-of-way): Port Orchard Municipal Code 5.94.020(7) states "Right-of-way (ROW)" means any road, public parking lot, city street, highway, boulevard or place in the city open as a matter of right to public travel and shall include arterials, neighborhood streets, alleys, bicycle paths and pedestrian ways; including streets or portions thereof which are designated as portions of the state highway system."

Will this event require closure of any of the below public property/ right-of-way? ☐ Yes ☐ No

If yes, indicate what type of public property is requested to be closed and the location (select all that apply):

A. City Park(s):

- ☐ Van Zee Park ☐ McCormick Village Park ☐ Central Park ☐ Givens Park
☐ Paul Powers Park ☐ Etta Turner Park ☐ Rockwell Park

B. Parking Lot(s):

- ☐ Lot 2, which lies between Frederick Street and Sidney Avenue, north of Bay Street.
☐ Lot 5: all parking on City Hall property in front of the Police department
☐ Lot 8: employee parking lot east of City Hall adjacent to Prospect Alley which is between Kitsap Street and Prospect Street.

C. Sidewalk(s) describe the location of the sidewalk being closed:

D. Street(s): please fill out the "Details of Closure" section below and provide a traffic control plan of the area impacted.

1) Details of Closure(s):

Street Name:	Between (cross street):	And (cross street):	Start Date:	Start Time:	End Date:	End Time:
<i>Example Sidney Ave</i>	<i>Kitsap Street</i>	<i>Division Street</i>	<i>00/00/0000</i>	<i>00:00 am</i>	<i>00/00/0000</i>	<i>00:00 pm</i>

Additional details: (attach additional pages as needed for more streets and/or more details about use.)

2) Traffic Control Plan:

A traffic control plan is required for all street and highway closures and **must be submitted with this application**. See [example Site Plan](#). The following is required to be on the plan(s):

- ☐ **Detour route(s)** ☐ **Pedestrian and Bicycle routes** ☐ **Volunteers:** how many, where, how long, etc.
☐ **Signs/Barriers:** How many, what kind of signs, where will they be located, who is putting them up, who will be taking them down, etc.

☐ **Certified flaggers:** how many will there be, where will they be stationed, what time will they be there, what time will they be gone, etc.

Should your event require traffic control and certified flaggers to manage the road closures, provide the following information:

Name of the Traffic Control company:		
Point of Contact Name:		
Phone:	Alternate Phone:	Email:

Public Works and Police Services

Special events may require the use of public works and police officers for public safety. This may result in additional costs to the organizer. The organizer will be notified if coordination with the Public Works and Police is required.

The following are services that will be required to be charged to the organizer:

Public Works:

Setting up street closure signs
Setting up barricades

Police:

Setting up command center on event site
Officers providing security

Please provide who the invoice should be sent to:

Name company:		
Name:		
Address:		
Phone:	Alternate Phone:	Email:

Parking Impacts

Have parking impacts been coordinated with neighbors (residential/business)? ☐ **Yes** ☐ **No**

If yes, how will parking be provided for participants and visitors (including handicapped parking)? You may submit a map to show the available parking for this event in place of providing a written description below.

****The City of Port Orchard cannot grant permission for the use of private property for parking. It is the event sponsor's responsibility to contact property owner (business, residential, schools) if you want permission to park on their property.***

Neighborhood – Business Notification

The city clerk's office shall notify the public of each special event proposed to allow citizens to provide written comments regarding how allowing the special event will impact their property, business or quality of life. The city clerk will consider any information provided and may deny the special event permit application if a showing is made of severe financial impact or other undue hardship on a citizen's property, business or quality of life.

Alcohol Sales/Services

The sale, service and consumption of alcoholic beverages are subject to Washington State Liquor & Cannabis Board (WSLCB) regulations, licensing, and permit requirements. WSLCB Special Occasion and other Licenses and related fees for alcohol sales/service at events are not included in the City's Special Event Permit. Visit the WSLCB website, <https://lcb.wa.gov/> for additional information and to apply for the appropriate license / Permit.

Will alcohol be sold or consumed at your event? ☐ **Yes*** ☐ **No**

****If yes, you must contact the Washington State Liquor and Cannabis Board for a special liquor license.***

Food Sales/Service

You will need to reach out to the Kitsap Public Health District as they may require a temporary food establishment permit. Visit their website at https://kitsappublichealth.org/FoodSafety/food_vendors.php or call (360) 728-2235 for information.

Will your event have any food service and/or sales? ☐ **Yes** ☐ **No** If yes, how many: _____

Will your event have professional catering? ☐ **Yes** ☐ **No** If yes, how many: _____

Will your event have food truck(s)? ☐ **Yes** ☐ **No** If yes, how many: _____

Washington State Fire Code section 105.6.30 Mobile food preparation vehicles is defined as:

An operational permit is required for mobile food preparation vehicles equipped with appliances that produce smoke or grease-laden vapors or utilize LP-gas systems or CNG systems. Contact Community Development.

- [Food Truck Safety Handout](#)
- [Mobile Food Preparation Vehicle Permit Application](#)

Garbage and Recycling

Collection Stations: How many bins are you providing as collection containers at your event?

Recycle _____ Garbage _____

Will you manage your own recycling and garbage collection or will it be managed by a vendor?

Self-Haul: ☐Yes ☐No List vendor/company, if applicable: _____

Detail your plan for waste management within the event area and surrounding neighborhood:

Restrooms

Provide the number of restrooms that will be available to the public for your event: _____ Males _____ Females _____ Handicap

Below is an example of the estimated amounts needed per number of users recommended in the *FEMA Special Events Contingency Planning: Job Aids Manual March 2005 (updated May 2010)*.

Toilet facilities for events where alcohol is not available

	Males			Females	
Patrons	Toilets	Urinals	Sinks	Toilets	Sinks
<500	1	2	2	6	2
<1,000	2	4	4	9	4
<2,000	4	8	6	12	6
<3,000	6	15	10	18	10
<5,000	8	25	17	30	17

Toilet facilities for events where alcohol is available

	Males			Females	
Patrons	Toilets	Urinals	Sinks	Toilets	Sinks
<500	3	8	2	13	2
<1,000	5	10	4	16	4
<2,000	9	15	7	18	7
<3,000	10	20	14	22	14
<5,000	12	30	20	40	20

These figures may be reduced for shorter duration events as follows:

Duration of event	Quantity required
More than 8 hours	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

Master Multi-Vendor Event License

Will your event have vendors? ☐ Yes ☐ No

If so, how many anticipated exhibitors/vendors will be at your event? _____

If so, will they be selling merchandise and/ or food? ☐ Yes ☐ No – If you indicated Yes, please see the **Food** section on Page 4 of this application.

POMC 5.96, if your event has two or more vendors engaged in public property vending, you are required to have a Master Multi-Vendor Event License (MMVEL). The MMVEL fee is \$15.00 per day or \$200 per month. POMC 5.96.020(3)(a) states the sponsor of the master event shall provide a list of participating vendors, their business names, their addresses and their State Tax Revenue Identification Numbers to the city clerk within three working days after the first day of the operation.

- No public vending is allowed within twenty-five (25) feet of any municipal building, monument, or fountain, OR within ten (10) feet of intersection sidewalks.
- Vending devices must be removed from vending sites daily between the hours of 10:00 p.m. and 6:00 a.m.
- Vending devices and vending sites must always be clean and orderly. The vendor must furnish a suitable refuse container and is responsible for the daily disposal of refuse deposited therein. Refuse containers must be removed each day along with vending devices.
- Vendors may engage in public property vending only in the location specified in the public property license. The location shall be deemed the vending site.
- Utility service connections are not permitted, except electrical when provided with written permission from the adjacent property owner. Electrical lines are not allowed overhead or lying in the pedestrian portion of the sidewalk.
- No mechanical audio or noisemaking devices are allowed, and no hawking is allowed.
- A vinyl or canvas umbrella may be added to the vending device, but its open diameter may not exceed eight and one-half feet. Any part of the umbrella must have a minimum of seven feet of vertical clearance to the area on which the vending device stands.
- Individual vendor advertising signs may be placed only upon the vending device. Temporary master event advertising signs may be placed as approved by the city engineer; and
- No conduct shall be permitted which violates any other section of the Port Orchard Municipal Code.

Tents

Does your event include a tent or membrane structure? ☐ Yes ☐ No ☐ Not Applicable

If yes, what is the tent size: _____ Does the tent have sides? ☐ Yes ☐ No ☐ N/A

May be required to obtain a permit per POMC 20.200.016. Please contact Community Development (360) 874-5533.

Event Signage

Are you planning to put up temporary signs? ☐Yes ☐No

POMC 20.132.290 “Temporary sign” (which may include special event sign) means any sign that is used temporarily and is not permanently mounted, painted or otherwise affixed, excluding portable signs as defined by this chapter, including any poster, banner, placard, stake sign or sign not placed in the ground with concrete or other means to provide permanent support, stability and rot prevention. Temporary signs may only be made of nondurable materials including, but not limited to, paper, corrugated board, flexible, bendable or foldable plastics, foamcore board, vinyl canvas or vinyl mesh products of less than 20-ounce fabric, vinyl canvas and vinyl mesh products without polymeric plasticizers and signs painted or drawn with water soluble paints or chalks. Signs made of any other materials shall be considered permanent and are subject to the permanent sign regulations of this chapter. Please contact the Community Development Department at (360) 874-5533 if you have questions or if you need to apply for a sign permit.

Amplified Sound

Does your event have any amplified sound? ☐ Yes ☐ No

Indicate dates/time of any amplified sound below:			
Day:	Date:	Start Time:	End Time:
Day:	Date:	Start Time:	End Time:
Day:	Date:	Start Time:	End Time:
Describe what sound will be amplified, and at what hours (e.g., 7:00am announcements, 8:00am background music, etc.):			
Describe what equipment will be used for amplified sound, and at what locations (show in maps):			
Describe schematics and direction of amplified sound (show in maps, attach supporting documents as needed			

Noise levels generated shall not be in excess of allowable levels, consistent with POMC 9.24.050. For more information please contact the Port Orchard Police Department (360) 876-1700.

Site Map

A site map is **required** to be submitted to include the following when applicable:

- Vendors
- Beer Garden
- Signage
- Canopies/Tents
- Public entrances and exits
- Road closures and detours
- Traffic patterns with directional arrows/routes
- Fire Lanes

- Surrounding street names
- Garbage/Recycling
- Barricades
- Food trucks
- Generators
- Cooking areas
- First Aid
- Parking
- Restrooms
- Wash stations
- If event is a run/walk, list start and stop locations and water/rest stations:

Insurance

The sponsoring organization must submit proof of liability insurance naming the City of Port Orchard as an additional insured by endorsement. Coverage shall remain in force throughout the event. The policy shall have primary coverage limits of at least the following:

\$1,000,000 Liability and \$1,000,000 Bodily Injury

Additional insurance may be required where alcohol is being served. Special Event Insurance for events held at city-owned facilities can be purchased at eventinsure.hubinternational.com/.

Release

I certify that the event for which this permit is to be used will not be in violation of any City of Port Orchard ordinance.

By applying for this special event permit, the organization or entity obtaining such permit agrees to defend, indemnify, and hold harmless the City, its officers, officials, employees and volunteers from all claims, injuries, damages, losses, or suits, including attorney fees and costs, arising out of or in conjunction with the activities or operations performed by the applicant or on the applicant's behalf resulting from the issuance of this permit, except for injuries and damages caused by the sole negligence of the City.

The information on this form is considered a public record and is subject to public disclosure laws in Chapter 42.56 RCW.

I, as the President or Chair of my organization, agree to the terms and conditions listed above.

Signature of President/Chair of Organization

Print Name

Date

FOR CITY CLERK'S OFFICE USE ONLY

Date Special Event Fee Paid (\$100): _____

Receipt No.: _____

Insurance Certificate(s) Received: _____

Does event require a Master Multi-Vendor License: ☐ Yes ☐ No

If Yes: ☐ \$15/day fee ☐ \$200/monthly fee

Number of days: _____ Total Amount: _____ Date paid: _____ Receipt No.: _____

Department/Agency Routing:

☐ Police ☐ Public Works ☐ Finance ☐ Community Development ☐ Kitsap Transit ☐ Clerk's Office ☐ Health District

Public Notice Dates: _____

Council Action Date: _____



SPECIAL EVENT PERMIT APPLICATION INSTRUCTIONS

(PORT ORCHARD MUNICIPAL CODE 5.94 AND 5.96)

Thank you for your interest in holding a special event in the City of Port Orchard. This application contains information you need to apply for a special event permit. Included is a checklist designed to help you when submitting this application, and tips for a successful event.

What are the fees associated with a special event?

- There is a **\$50** non-refundable administrative fee to process each application.
- If two or more vendors are engaged in public property vending, you are required to have a master multi-vendor event license. The fee is **\$15** per event day.
- Closure of Lots 3 and 4 commonly known as waterfront parking, during a weekday and excluding federal holidays, the applicant shall compensate the city for lost revenue for use of the parking lots.

When should the special event application be submitted to the City?

- The application shall be filed with the city clerk's office no less than 90 calendar days, nor more than one calendar year, before the date when the proposed special event is to take place. A Special Event Reservation Form can be submitted by February 1st of each year to reserve your proposed special event, if the event was held on the same day and location as the previous year. Please note that it provides no guarantee that your event will be approved.
- **If your event requires any road closures, the application must be submitted at least 120 calendar days before the event date.**

What is a special event?

A special event is defined in the Port Orchard Municipal Code (POMC) as "any organized formation of an activity proposed to occur that affects the public's ordinary use of rights-of-way or public parks, including but not limited to runs, street dances, block parties and parades".

Can I hold a special event in a City owned park?

City parks are available on a first-come, first-served basis. The City does not reserve parks for events. However, POMC 9.60 'Park Rules' states in part that no person can solicit, or offer for sale any article or thing, or use any stand, cart or vehicle for the sale or display without authorization from the City Council. In addition, no animals are allowed in City parks other than dogs or cats.

What types of events are considered special events?

- Parades
- Runs/Walks
- Festivals
- Block Parties
- Car Shows
- Vendor Fairs
- Concerts
- Community awareness events
- Outdoor movies
- Street dances
- Other similar event



What if my event is outside Port Orchard City limits or on property not owned by the City?

If your event is outside Port Orchard city limits, you will need to contact Kitsap County at 360.337.5777. If your event is on private property, you will need to contact the property owner and Port Orchard Department of Community Development to learn if the event triggers permitting requirements under the adopted fire code. If your event is utilizing the property of the Port of Bremerton, you will need to contact the Port of Bremerton. If your event is utilizing both City property and property that is NOT owned/leased by the City, written approval is required by the owner/manager of the private property and must be included with your application.

Can I ask for road closures or detours for a 5K run/walk or similar event?

If the event is a parade or run, the following information and/or documentation are required:

- A traffic control plan.
- Provide evidence that the appropriate number of Certified flaggers described in the traffic control plan will be provided.

What is the special event application process?

- Submit to the City Clerk's office a Special Event Reservation form (if applicable).
- Submit the completed application to the City Clerk's office with required fee(s), 90 days before the event. If the application and/or additional documents are not completed or submitted, the application will not be accepted until fully completed.
- The City will forward the event application to other departments and agencies for review and comment.
 - If the event requires closure of City streets, the application is also required to be brought before the City Council during a regular City Council meeting. The applicant will be notified of the date of the meeting and the City Council's decision.
 - If the event requires closure of a State Highway, POMC 5.94.030(4) states a completed application shall be filed no less than 120 days before the proposed special event is to take place. POMC 5.94.040(13) states upon council approval, the applicant must provide to the City Clerk's office, no more than 45 days after submitting the application, at least one of the following three documents: (a) event agreement with WSDOT; (b) letter of acknowledgement from WSDOT; or (c) written proof that the event organizer has submitted the completed application to WSDOT.

- If the event requires closure of City streets, a traffic control plan may be required.
- If your event is utilizing the downtown parking lots (lots 3 and 4), commonly known as waterfront parking, for two or more consecutive days it will require council approval and the applicant shall compensate the city for lost revenue for use of the parking lots.
- If there are questions or concerns by the other departments or jurisdictions, the applicant will be contacted to address these concerns.
- Depending upon the event, other licenses or permits may be required.
- The City will notify the public of the event and ask if there are any concerns regarding impact to property, business, or quality of life.



Special Event Permit Application Checklist

Please use this list to ensure you have included all supporting documentation with your special event application.

- ☐ If your event coincides with another organizations event in the same location, please provide written approval from the event organizer that indicates their approval of your event.
- ☐ Reviewed Special Event Tool Kit
- ☐ Written approval from property owner if location is on non-City owned property (if applicable) (**Page 2**)
- ☐ Special Event Fee (Check, Cash, Credit Card) (**Page 3**)
- ☐ Insurance Certificate, with endorsement, provided at least 30 days prior to event date (Page 4)
- ☐ If there are road closures, have you attached a traffic control plan (Page 6)
- ☐ Special Liquor License (if applicable) (**Page 7**)
- ☐ Contact Department of Community Development for sign permit or food trucks (if applicable) (**Page 7 and 9**)
- ☐ Master Multi-Vendor Event License fee (if applicable) (**Page 8**)
- ☐ Contact Department of Community Development for tent permit (if applicable) (**Page 9**)
- ☐ Completed site map (**Page 10**)
- ☐ Special Event Application/Release is completed and signed by the President or Chair of organization (**Page 10**)

- ☐ Upon event approval, use of State Highway Letter of Acknowledgment or an Agreement that is received from the Department of Transportation if State Highway is requested to be closed (**Page 5**)

Tips for a successful event

- ❖ Contact the local media (Kitsap Sun, Port Orchard Independent, etc.).
- ❖ Post information on your social media site.
- ❖ Contact the Port Orchard Chamber of Commerce or Port Orchard Bay Street Association.
- ❖ Attend a City Council meeting to speak during citizen comments letting council and public know of your event.

CHAPTER 5.94 SPECIAL EVENTS

§ 5.94.010. Purpose and intent.

The intent of this chapter is to recognize the impact that special events have on the availability of city services and to provide procedures to allow the events, but to protect the public's health, safety, and welfare. This chapter is not to override any constitutional rights of the public to exercise their free speech or other rights under the United States Constitution.

(Ord. 041-16 § 1)

§ 5.94.020. Definitions.

For the purposes of this chapter, the words set forth in this section shall be defined as follows:

- (1) "Applicant" means the person, firm, company, nonprofit, or corporation managing, running, operating or conducting the special event and has the authority to do so.
- (2) "Block party" means an event that involves a one-block-long residential street closure, is not open to the public, requires no admission fee, and offers no food or beverages for sale.
- (3) "City property" means land the city owns that has the capacity and capability to hold an event.
- (4) "Parade" means any march or procession consisting of people, animals, bicycles, vehicles, or combination thereof, except funeral processions, upon any city street, state highway, or sidewalk which does not comply with normal and usual traffic regulations or controls.
- (5) "Parks" means any site owned by the city designed or developed for recreational use by the public.
- (6) "Permit" means a document issued by the city granting permission to engage in an activity not allowed without a permit.
- (7) "Right-of-way (ROW)" means any road, public parking lot, city street, highway, boulevard or place in the city open as a matter of right to public travel and shall include arterials, neighborhood streets, alleys, bicycle paths and pedestrian ways; including streets or portions thereof which are designated as portions of the state highway system.
- (8) "Run" means an organized procession to contend in a race consisting of people, bicycles, or other vehicular devices or combination thereof containing 50 or more persons upon a city street, state highway, or sidewalk.
- (9) "Special event" means any organized formation of an activity proposed to occur that affects the public's ordinary use of city property, public parks, and/or rights-of-

way, including but not limited to runs, street dances, block parties, and parades.

- (10) "Special event permit" means a required permit for an activity requiring a permit.
 - (11) "Street dance" means any organized formation of a dance on any public right-of-way.
 - (12) "Tourism" means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- (Ord. 041-16 § 1; Ord. 015-17 § 1)

§ 5.94.030. Permit – Required.

- (1) No person, firm, company, nonprofit, or corporation shall run, manage, operate, or conduct any special event without having applied for and received a special event permit in advance of such special event, as required by this chapter.
- (2) There shall be a nonrefundable administrative fee, as established by the city council in its fee resolution, to process each application submitted, which is to be paid to the finance department. The fee is due when the application is submitted to the city clerk's office. Each application shall be for only one event.
- (3) A complete application for a special event permit for an event that does not require the closure of any street or highway shall be filed with the city clerk's office no less than 90 calendar days, and no more than one calendar year, before the date when the proposed special event is to take place.
- (4) For an event that requires city street or a state highway closure, a complete application for a special permit shall be filed with the city clerk's office no less than 120 days, and no more than one calendar year, before the date when the proposed special event is to take place. All events requiring street or highway closure shall be submitted to the city council for approval. For an event that requires state highway closure, if the city council approves of the event the applicant shall proceed to seek permission from the Washington State Department of Transportation (WSDOT) to close the state highway, and the applicant shall provide proof of WSDOT permission to the city clerk upon receipt from WSDOT and in advance of the event as set out in POMC § 5.94.040.

(Ord. 041-16 § 1; Ord. 015-17 § 2; Ord. 053-21 § 1; Ord. 004-25 § 1)

§ 5.94.040. Application.

The special event permit application shall be submitted to the city clerk's office. Such application shall state and include the following:

- (1) Name, organization, phone number, and address of the applicant;
- (2) Name of the event and the location, date and time of the event;
- (3) Anticipated number of exhibitors/vendors and visitors, including estimated peak attendance;

- (4) Whether an admission fee will be charged for attendees or participants;
- (5) Whether there will be temporary structures, tents, and trucks;
- (6) Whether there will be cooking done on site, including evidence of Department of Public Health approval;
- (7) A certificate of insurance with minimum amounts of commercial general liability coverage and combined single limit auto liability for bodily injury required by the city's insurer. The applicant's insurance policy shall name, by endorsement, the city of Port Orchard as an additional insured;
- (8) A detailed map showing the location of event routes, tents, vendors, beer gardens, exits/entrances, fire lanes, garbage cans, and adequate restrooms/sani-can(s) and adequate handwashing stations, signage, barricades, first aid, traffic patterns, parking, requested road closures/detours, and other applicable event details;
- (9) If alcoholic beverages will be served on city property, a permit approved by the Washington State Liquor and Cannabis Board (note: you may be subject to additional insurance requirements of the city's insurance carrier); and
- (10) If an event will be using both public and private property, the applicant shall provide written documentation to the city that the private property owner(s) have granted permission to them to use the private property for the event; and
- (11) Written confirmation of procurement of adequate sanitation facilities for the event (recommended by FEMA); and
- (12) If the event is a parade or a run, the following additional information shall be required:
 - (a) The exact location of any marshaling or staging areas for the parade/run;
 - (b) The time at which units of the parade/run will begin to arrive at the staging areas and the times at which all such units will be dispersed therefrom;
 - (c) The exact route to be traveled, including the starting point and termination point;
 - (d) The approximate number of persons, animals, and vehicles which will constitute the parade/run, and the types of animals and descriptions of the vehicles, as applicable;
 - (e) A statement as to whether the parade/run will occupy all or only a portion of the width of the street, roadway, or sidewalks to be used;
- (13) If the event requires a state highway closure, upon city council approval of the event, the applicant must provide to the city clerk's office, no more than 45 days after submitting the application, at least one of the following three documents: (a) event agreement with WSDOT; (b) letter of acknowledgment from WSDOT; or (c) written proof that the event organizer has submitted the completed application to

WSDOT;

- (14) An acknowledgment that the police department, consistent with POMC § 5.94.080, will utilize the information provided by the applicant to develop a public safety plan for the event, which may require the applicant to contract with vendors to ensure FEMA-recommended standards pertaining to aid, emergency services, and security are met, based on estimated total attendance;
 - (15) As a condition to the issuance of any permit under this chapter, the applicant shall execute an acknowledgment agreeing to defend, at no cost to the city, and to indemnify and hold harmless the city, its officers, employees and agents, from any and all suits, claims or liabilities caused by or arising out of any work or use authorized by any such permit;
 - (16) Any other relevant information required by the city.
- (Ord. 041-16 § 1; Ord. 015-17 § 3; Ord. 053-21 § 2)

§ 5.94.050. Processing application.

Special event permits shall be processed as follows:

- (1) If a special event is proposed to be held in the same location and during the same time frame as the immediately previous year, that event's organizer will be given first priority over other special event permit applicants; provided, that this applicant submits a completed application to the clerk's office by February 1st of each year; otherwise, the special event location and time frame will be available on a first-come, first-served basis to other applicants. The remaining requirements of this chapter will still apply.
 - (2) The city clerk's office shall route the application to the city police, finance, public works and community development departments, as well as the local fire authority, Kitsap Transit, and any other applicable outside authorities to review. Each of the above-listed departments/authorities shall provide the city clerk a written recommendation of approval (conditional or otherwise) or denial of the application based on the considerations referenced in POMC § 5.94.060.
 - (3) The city clerk's office shall notify the public of each special event proposed to allow citizens to provide written comments regarding how allowing the special event will impact their property, business or quality of life. The city clerk will consider any information provided and may deny the special event permit application if a showing is made of severe financial impact or other undue hardship on a citizen's property, business or quality of life.
 - (4) The city clerk's office shall bring forth the application to the city council for approval when the event requires a city street or state highway closure.
- (Ord. 041-16 § 1; Ord. 015-17 § 4; Ord. 053-21 § 3)

§ 5.94.060. Standards of issuance.

The city clerk or designee shall issue (or approve with conditions) a special event permit

as provided herein upon certification from the departments/authorities listed in POMC § 5.94.050 who have been consulted, based on the following considerations:

- (1) The applicant has provided all of the required application materials and has provided any additional documents or information requested by the city.
- (2) The applicant has paid the administrative processing fee, as established by the city council in its fee resolution.
- (3) The proposed special event location is available because no other events are scheduled to take place at the location on that date and time or, if another event is scheduled to take place, that event organizer has provided written consent to the city clerk to allow a parallel event to take place at the same location, date, and time.
- (4) The applicant is holding an event using both public and private property and has provided written documentation that the private property owners allow them to use the private property for their event.
- (5) The applicant has received city council approval for a street or highway closure, and for a highway closure, the applicant has provided a copy of either an event agreement with WSDOT or a letter of acknowledgment from WSDOT, as needed.
- (6) The police department, fire authority, and public works department have determined the following:
 - (a) The proposed event will not endanger public safety or health, with necessary public safety and traffic control provisions;
 - (b) The proposed event will not seriously inconvenience or impair the general public's use of public property, services, or facilities;
 - (c) The location of the proposed event will not substantially interfere with any construction or maintenance work scheduled to take place upon or along public property or right-of-way, or a previously granted encroachment permit; and
 - (d) The proposed event is not scheduled to occur along a route or at a location adjacent to a school or class during a time when such school or class is in session, and the noise created by the activities of the event would substantially disrupt the educational activities of the school or class.
- (7) The city clerk received no written comments from the public demonstrating undue hardship or other substantial negative effects of the special event on their property, business or quality of life.

(Ord. 041-16 § 1; Ord. 015-17 § 5; Ord. 053-21 § 4; Ord. 004-25 § 2)

§ 5.94.070. Revocation of permit.

The police chief, fire chief, or public works director, or their designated representatives, shall have the authority to revoke a permit issued hereunder instantly upon violation of any one or more of the code ordinances or conditions or standards of issuance as herein

set forth.

(Ord. 041-16 § 1; Ord. 017-23 § 7 (Exh. A))

§ 5.94.080. City assistance.

The police chief, fire chief, and/or public works director may require necessary public safety and traffic control, including but not limited to requiring certified flagger(s), use of downtown parking lots, police protection and/or emergency medical services to be provided at the special event at the organizer's expense. Special events that have been exempted by the city council from personnel expenses in the form of a resolution shall not be subject to expenses for city support. The finance department shall notify all applicants of the actual expenses related to city support of the special event.

- (1) **Downtown Parking Lot Usage.** No special event may utilize the downtown parking lots, as described in POMC § 10.12.580 as Lots 3 and 4, commonly known as waterfront parking, for two or more consecutive days without city council approval. Should a special event request the use of all or a portion of the downtown parking lots, as described in POMC § 10.12.580 as Lots 3 and 4, during a weekday, excluding federal holidays, and the city grants the request, the applicant shall compensate the city for lost revenue for the use of the parking lots. The fee shall be set by resolution of the city council.
- (2) **Police Services Protection.** After obtaining as much information as the police chief reasonably deems necessary regarding a special event permit application, they shall determine whether and to what extent additional police protection reasonably will be required for the special event for purposes of crowd control, and security. In making this determination, the police chief shall consider those factors set out in POMC § 5.94.060. If additional police protection for the special event is deemed necessary by the police chief, they shall notify the applicant. The applicant then shall have the duty to secure police protection acceptable to the police chief at the sole expense of the applicant and shall prepay the expenses of such protection, as required. The fees are set by council resolution, which establishes the reimbursement rate for enhanced security expenses. The police chief shall consider what additional personnel, equipment and supplies are needed, as well as any other items or expenses which will be necessary.
- (3) **Fire Protection and Emergency Medical Services.**
 - (a) After receiving notification of the intended special event, the fire chief shall make a determination as to the need for on-site fire watch and/or emergency medical personnel. The fire chief shall consider such factors as the location, number of anticipated participants and spectators, and type of event, including the application of appropriate codes and ordinances. If fire watch and/or emergency medical personnel for the event are deemed necessary by the fire chief, they shall notify the applicant, and the applicant shall be responsible for securing fire watch/emergency medical personnel reasonably acceptable to the fire chief at the sole expense of the applicant and shall prepay the expenses of such protection. Only state-certified, licensed professional fire/emergency

medical personnel shall be used for this purpose, preferably South Kitsap Fire and Rescue employees and equipment.

- (b) The conduct of the special event shall not introduce hazards to fire protection and/or life safety in the immediate or adjacent areas.

(Ord. 041-16 § 1; Ord. 015-17 § 6; Ord. 026-18 § 1; Ord. 053-21 § 4; Ord. 017-23 §§ 1, 7 (Exh. A))

§ 5.94.090. Event signage.

Event signage must comply with POMC Title 20.

(Ord. 041-16 § 1; Ord. 019-17 § 17)

§ 5.94.100. Notice of rejection.

Should the application be denied, the city clerk shall notify the applicant by personal delivery or certified mail within seven working days of the denial. This notification shall include the reasons for the denial of the permit, and shall advise the applicant of the appeal procedure.

(Ord. 041-16 § 1)

§ 5.94.110. Appeal procedure.

Any applicant aggrieved shall have the right to appeal the denial of a permit, or revocation of a permit under POMC § 5.94.070, to the city council. The appeal shall be submitted by the applicant within five days after receipt of the notice of denial by filing a written notice of appeal with the city clerk. The city clerk shall place the appeal on the next available agenda for city council consideration.

(Ord. 041-16 § 1)

§ 5.94.120. Violation – Penalty.

A violation of any portion of this chapter shall constitute a class 2 civil infraction and be enforced under Chapter 7.80 RCW.

(Ord. 041-16 § 1)

Town Hall

Welcome

Port Orchard City Council and Mayor:

- Rob Putaansuu, Mayor
- John Morrissey, Mayor Pro Tem
- Shirah Dedman
- Scott Diener
- Heidi Fenton
- Mark Trenary
- Jay Rosapepe
- Eric Worden



Town Hall

City Council Roles

Shirah Dedman

How to find info and
communicate with Council



City Council Information

Regular Meeting: 2nd and 4th Tuesday at 6:30 p.m. at City Hall. (Public comment open.)

Study Session: 3rd Tuesday at 6:30 p.m. at City Hall. (No public comment.)

Council Contact Info

Mark Trenary	360-340-1108	mtrenary@portorchardwa.gov
John Morrissey	360-670-0311	jmorrissey@portorchardwa.gov
Scott Diener	360-874-0946	sdiener@portorchardwa.gov
Eric Worden	360-620-8862	eworden@portorchardwa.gov
Heidi Fenton	360-434-1389	hfenton@portorchardwa.gov
Shirah Dedman	360-358-2208	sdedman@portorchardwa.gov
Jay Rosapepe	360-621-3318	jrosapepe@portorchardwa.gov

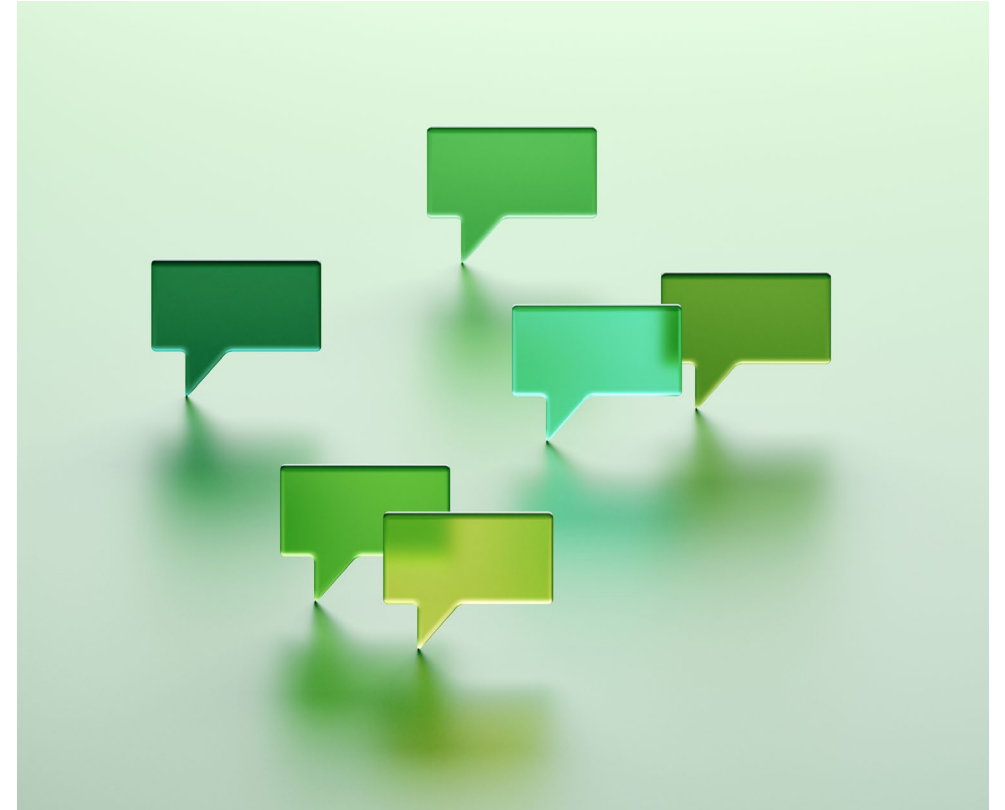
Connect with the whole council: councilmembers@portorchardwa.gov

Note: There are exceptions to schedule. See our website for changes. The Council enacts legislation, sets policies, adopts the budget, and regulates the fiscal affairs of the City. Each Councilmember represents the City as a whole, and Councilmembers are also assigned to committees to assist in research and recommendations to the full Council. Please note: Councilmembers do not maintain office hours at City Hall.

Town Hall

Communications

Eric Worden



Downtown Projects

John Morrissey

- Bay Street construction
- Bay Street Path
- Community Center
- Orchard Street Plaza
- Downtown Building Refacing Grant Program
- Marina Pump Station



Town Hall

Downtown Beautification & FIFA

Heidi Fenton



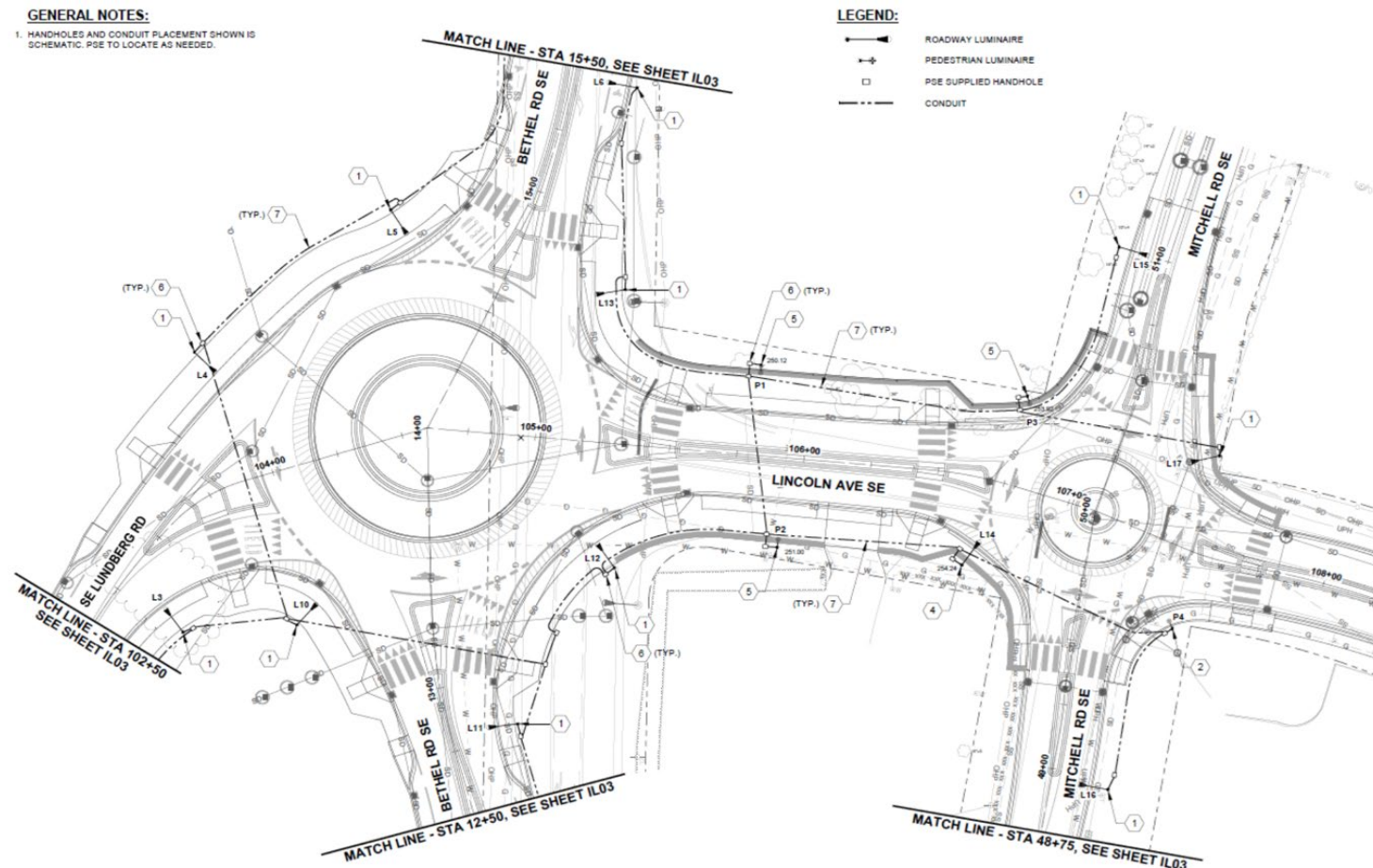
Road Projects

Scott Diener

- Bethel Phase 1
- Bethel Lund Roundabout
- Bethel/Lincoln Roundabout
- Sidney Nonmotorized Road Project

Town Hall

Bethel Lincoln Roundabout



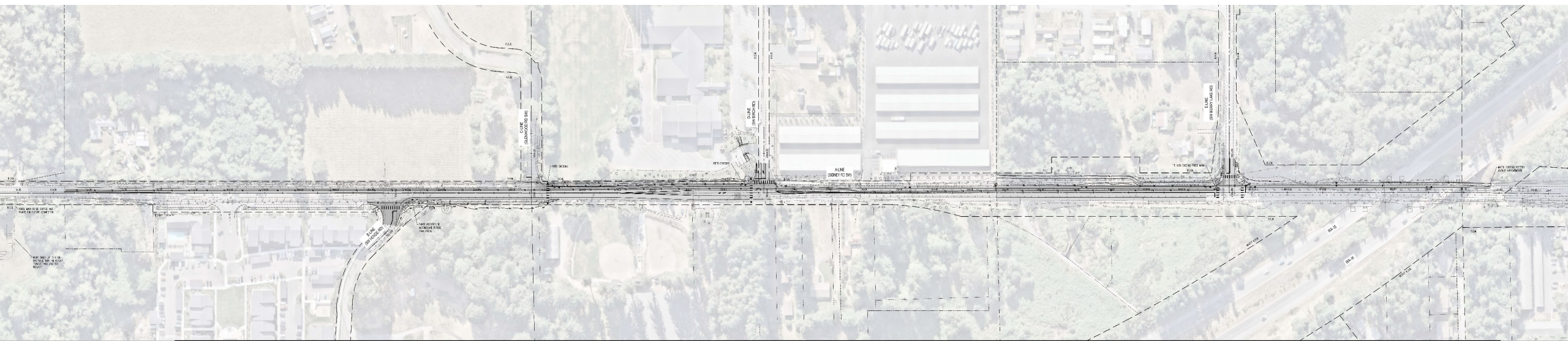
Town Hall

Bethel Phase 1



Town Hall

Sidney Nonmotorized Road Project



Comprehensive Plan & Parks and Recreation

Jay Rosapepe

Utilities Committee, Land Use Committee, Sewer Advisory Committee

360.621.3318

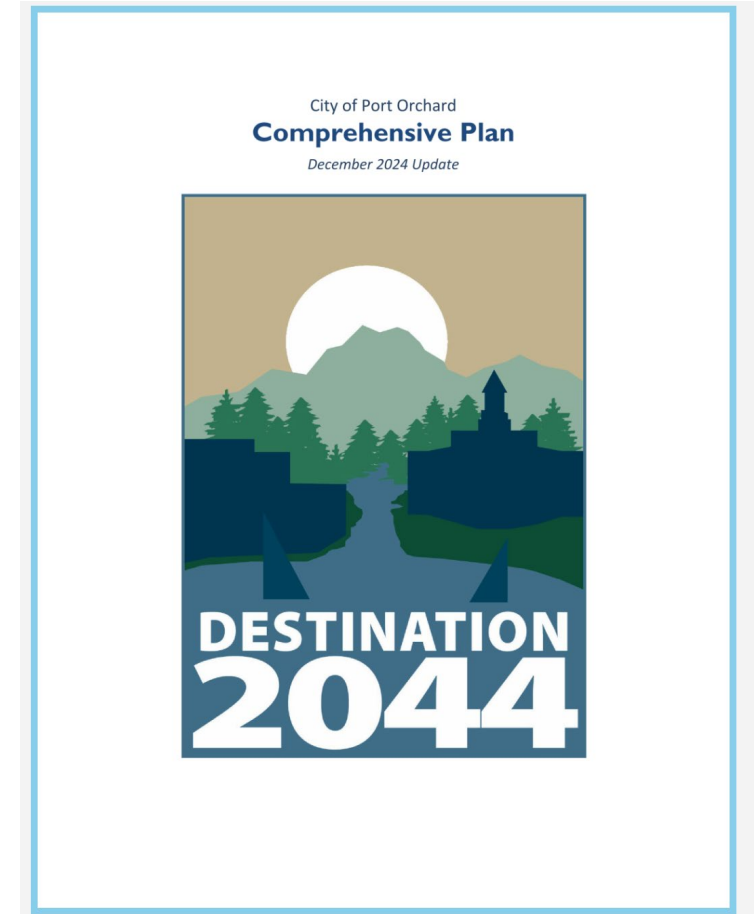
jrosapepe@portorchardwa.gov



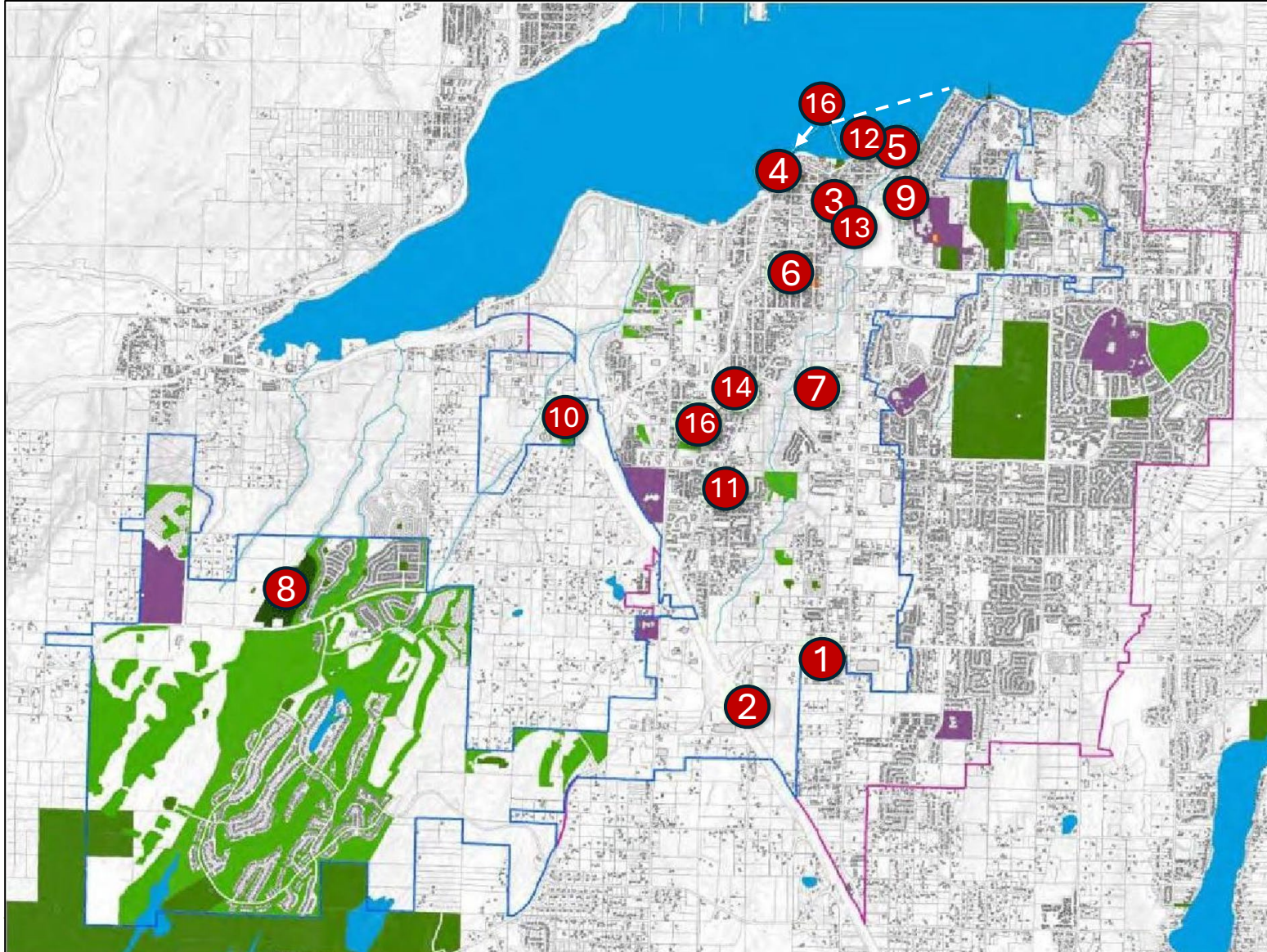
Town Hall

Comprehensive Plan Elements

1. Introduction
2. Land Use
3. Housing
4. Parks & Recreation
5. Natural Systems
6. Economic Development
7. Utilities
8. Transportation
9. Capital Facilities
10. Climate Change



Town Hall



Port Orchard Parks

1. Bethel South Property
2. Bravo Terrace Open Space
3. Central/Clayton Park
4. Dekalb Pier
5. Etta Turner Park
6. Givens Fields
7. Lundberg Park
8. McCormick Village Park
9. Mitchell Park
10. Old Clifton Wetlands
11. Paul Powers Park
12. Rockwell Park
13. Seattle Ave Open Space
14. Van Zee Park
15. Windfall Place Tot Lot
16. Bay Street Pedestrian Path

Upcoming Projects

- Sherman Stormwater Park
- Givens Park Masterplan
- Veterans Park
- Parks Levy

Financial Stability

Mark Trenary

- Financial Audits
- Traffic Data
- Police

Town Hall

Department of Community Development

Rob Putaansuu

- Making Improvements to Processes and Customer Experience
- New Permitting Software
- Training
- Staffing changes



Other Projects

- Ruby Creek Park & Ride
- Anderson Hill Roundabout
- Sedgwick & Hwy 16 Roundabouts
- Old Clifton Intertie/Water Rights

Questions?



Meeting Location:
Gathered by Josephine's
702 Bay Street
Port Orchard, WA 98366

Contact us:
Phone (360) 876-4407
Email cityhall@portorchardwa.gov
www.portorchardwa.gov

City Council Special Meeting Thursday, June 4, 2026 6:00 PM

1. Call to Order-Opening

Mayor Pro-Tem Morrissey will kick off with a brief welcome (2–5 minutes), including an overview of the evening's format and goals before transitioning into the program.

2. Breakout Conversations

Estimated Time: 15 Minutes Councilmembers and the Mayor are encouraged to spread out around the room. • Attendees can engage with you directly—whether to discuss a specific issue, or simply connect. • Please use this time as you see fit to engage meaningfully with the public.

3. Council Presentations

Each of the seven Councilmembers will have 5 minutes to speak on their assigned topics. Note: topics have been predetermined and include key areas such as infrastructure projects, planning and growth, financial stability, communications, and community investments.

4. Mayor Remarks

Estimated Time: 5 Minutes

5. Q&A Session

Estimated Time: 30 Minutes We will then transition into a facilitated Q&A with the audience. • Mayor Pro-tem Morrissey will manage this portion and direct questions as appropriate. • While not everyone may have the opportunity to answer, he will do his best to distribute participation across the group.

6. Breakout Conversations

To close the evening, we will move into a more informal breakout format: • Councilmembers and the Mayor are encouraged to spread out around the room. • Attendees can engage with you directly—whether to follow up on a topic, discuss a specific issue, or simply connect. • Please use this time as you see fit to engage meaningfully with the public.

7. Adjournment

ADA Requirements

In compliance with the American with Disabilities Act, if you need accommodations to participate in this meeting, please contact the City Clerk's office at (360) 876-4407. Notification at least 48 hours in advance of meeting will enable the City to make arrangements to assure accessibility to this meeting.

Reminder: Please silence all electronic devices while City Council is in session.

To subscribe to our general news & public notices click the link: <http://portorchardwa.gov/subscribe>.

For current City Council member and contact information, please visit <https://portorchardwa.gov/departments/city-council/>.

For Committee Membership please visit <https://portorchardwa.gov/city-council-advisory-committees/>.



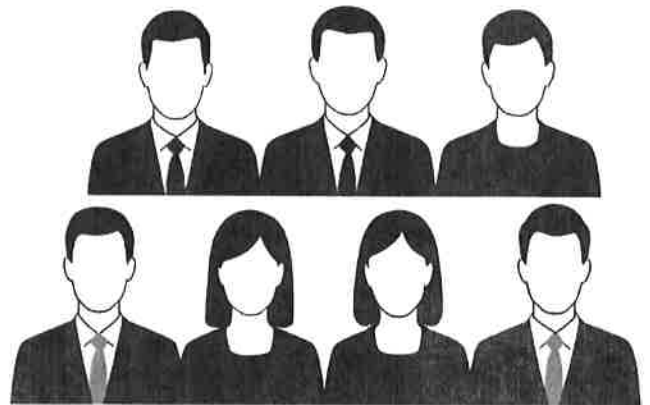
**Presentation by
Cm. Dedman**

City Council & Budget Oversight

The 7 elected council members hold key responsibility for approving the city budget and overseeing Port Orchard's financial decisions. They review, amend, and authorize all major spending to ensure taxpayer funds are managed responsibly.



City Council Members



As the legislative representative of the city, the Council speaks with one voice.

Sometimes the Council services as as Judge.



What is a Strong Mayor?

A strong mayor leads all city operations and holds key executive authority. Think of them as the CEO of city government — making day-to-day decisions, managing departments, and putting the community's plans into action.



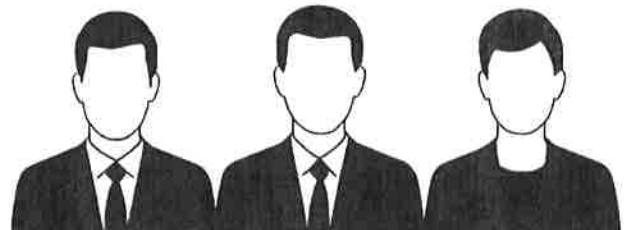
The Strong Mayor & City Departments

The strong mayor directly manages day-to-day city services through 7 department directors. These key leaders form the executive team, each overseeing a vital area of city operations — from public works to finance, police, and more.



Council Committees & the Agenda

Either the Mayor or a majority of Committee members advance topics onto the agenda for City Council meetings.



Citizen Engagement



Build Coalitions

Focus on convincing a majority of council members, not just one. Change requires 4 votes.



Engage Early

Get involved at the committee level that handles your issue before it reaches the full council.



Follow the Process

For quasi-judicial hearings, prepare clear, factual testimony based on law — not personal opinion.



Advocate Broadly

Bring your message to both the Council and the Mayor to secure both policy support and execution.

Thank You!



City of Port Orchard
216 Prospect Street, Port Orchard, WA 98366
(360) 876-4407 • FAX (360) 895-9029

Agenda Staff Report

Discussion Item: 3.D. Public Restrooms

Meeting Date: June 16, 2026

Presenter:

Summary and Background:

Relationship to Comprehensive Plan:

Recommendation:

Motion for Consideration:

Has item been presented to Committee/Work Study? No

If so, which one:

Fiscal Impact:

Alternatives:

Attachments:

None