POULSBO CITY COUNCIL AGENDA SUMMARY

BUSINESS AGENDA ITEM NO. 9.a

MEETING DATE: February 18, 2026

AGENDA ITEM	On-Call Consultant Contract for Commercial Plan Review and Inspection Services
EXHIBITS	4Leaf Professional Services Contract _for approval 4LEAF_On_Call_Consultant_Council_Presentation
STAFFED BY	Chappell
ESTIMATED TIME	5 mins

SUMMARY STATEMENT

The Building Department is requesting authorization to execute an on-call consultant contract with 4LEAF, Inc. to provide supplemental commercial plan review and inspection services as needed.

Over the past 13 months, the City has averaged approximately 38 permit applications per month. As current plats complete infrastructure and transition into vertical residential construction, permit and inspection activity is expected to increase. This contract provides supplemental capacity to help keep reviews and inspections moving during higher workloads or temporary staffing absences.

The contract is structured as on-call and as-needed. All work will be assigned and managed by the City.

Funding in the amount of $20,000 was approved as a New Program Request in the 2026 budget. No additional funding is requested as part of this action.

WORKSHOP DATE:	

IMPACTS

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

SAMPLE MOTION:

Move to approve the on-call consultant contract with 4LEAF, Inc. for commercial plan review and inspection services and authorize the Mayor to sign the contract on behalf of the City.