



**August 19, 2025**

## **City of Port Angeles Council Meeting Agenda**

This meeting will be conducted as a hybrid meeting. In hybrid meetings, members of the public, Council members, and City staff have the option to attend the meeting in person, in Council chambers at City Hall located at 321 East 5<sup>th</sup> Street, Port Angeles, or remotely via telephone or video link.

*The Mayor may determine the order of business for a particular City Council meeting. The agenda should be arranged to best serve the needs and/or convenience of the Council and the public. The Mayor will determine time of break. Hearing devices are available for those needing assistance. The items of business for regular Council meetings may include the following:*

**A. Call to Order – Special Meeting at 5:00 p.m.** – *An Executive Session under RCW 42.30.110(1)(i) to discuss potential litigation with legal counsel*

**Call to Order – Regular Meeting at 6:00 p.m.**

**B. Roll Call, Pledge of Allegiance**

**Ceremonial Matters, Proclamations & Employee Recognitions**

1. Proclamation in Recognition of Overdose Awareness Month
2. Recognition of Detective Corporal Erik Smith and Presentation of the Distinguished Service Award

**C. Public Comment**

The City Council desires to allow the opportunity for Public Comment. However, the business of the City must proceed in an orderly and timely manner. Visit <https://www.cityofpa.us/Live-Virtual-Meetings> to learn how to participate during public comment and or watch the meeting live. Written public comments can be submitted to: [council@cityofpa.us](mailto:council@cityofpa.us), comments will not be read aloud.

**Audio only:** 1-844-992-4726

**Access code:** 2558 734 6141

**Webinar password:** TsiAXJak325 (87429525 when dialing from a phone or video system)

Once connected, press \*3 to raise your virtual hand if you wish to make a comment or public testimony. You will be notified when it is your turn to speak. This access code is good for the August 19, 2025 meeting only.

**Webex link:** <https://cityofpa.webex.com/cityofpa/j.php?MTID=me7a0de2adf5e4f4f0fc535d0f1b18473>

To make a public comment, please use the “raise your hand” feature in Webex. You will be notified when it is your turn to speak.

Members of the public may address the City Council at the beginning and end of any Regular Meeting under "Public Comment." During the "Public Comment" portion of the meeting, individuals may speak to agenda items, except those scheduled for a Public Hearing. The City Council desires to allow the opportunity for Public Comment. However, the business of the City must proceed in an orderly, timely manner. At any time, the presiding officer, in the presiding officer's sole discretion, may set such reasonable limits as are necessary to prevent disruption of other necessary business. At its most restrictive, Public Comment shall be limited to a total of 15 minutes for the first Public Comment period and shall be concluded not later than 9:45 for the second Public Comment period. Individuals may speak for three (3) minutes or less, depending on the number of people wishing to speak. If more than 20 people are signed up to speak each speaker may be allocated two (2) minutes.

Individuals who are residents of the City or own businesses within the City will be called to speak first, with preference given to those who wish to speak to an item on the meeting's agenda. If time remains, the presiding officer will call other individuals wishing to speak, generally in the order in which they have signed in. If time is available, the presiding officer may call for additional unsigned speakers.

Persons speaking shall state their name, whether they reside within the City limits, whether they have any other pertinent connection to the City, and whether they are appearing as the representative of an organization. *Excerpts: Council Rules of Procedure Section 12*

**D. Late Items**

To be placed on this or future agendas, including any executive session needed during or at the end of the meeting.

**E. Consent Agenda | Approve**

- 1. City Council Minutes of July 15 and July 22, 2025 / Approve .....E-1
- 2. Expenditure Report: From July 5, 2025 to August 9, 2025 in the amount of \$6,080,363.97 / Approve .....E-9
- 3. City of Port Angeles Decant Facility, CON-2024-06 (SW0112)– Final Acceptance / 1) Accept the City of Port Angeles Decant Facility Project No. SW0112 (Contract No. CON-2024-06) as complete, and 2) authorize staff to proceed with project closeout, and release the retainage, upon receipt of all required clearances. ....E-38
- 4. Material Purchase: Electrical Underground Cables – 2025 purchase / 1) Award a purchase contract to WESCO Distribution, Inc., through the Sourcewell cooperative purchasing agreement, in the amount of \$36,345.38, including applicable taxes, for the purchase of 7,500 feet of electrical underground cable; 2) and authorize the City Manager to sign all contract-related documents, to administer the contract, and to make minor modifications, as necessary. ....E-41
- 5. Fire Department Labor & Industries - Grant and Equipment Purchase / 1) Authorize the City Manager to sign the L&I Firefighter Injury and Illness Reduction grant agreement and 2) make minor modifications to the agreement, if necessary, to ensure compliance with the grant requirements. ....E-44
- 6. Public Safety Generator Maintenance Contract 2025-30 / 1) Award a contract to Legacy Power Systems, of Gig Harbor, WA, in the amount not to exceed \$31,744.35, plus applicable sales tax, through August 31, 2027, for the Public Safety Generator Maintenance CON-2025-30; and 2) authorize the City Manager to sign all documents necessary to execute and administer the contract and to make minor modifications as necessary. ....E-49
- 7. Equipment Repair – Wastewater Treatment Plant Trickling Filter Pump #2 / 1) Award a service contract to Northwest Pumps of Portland, OR for the repair of Wastewater Treatment Plant Trickling Filter Lift Pump #2 in the amount of \$41,040.00 including taxes, and 2) authorize the City Manager to sign all contract-related documents, to administer the contract, and to make minor modifications as necessary. ....E-51

**F. Public Hearings | 6:30 p.m. or Soon Thereafter .....None**

**G. Ordinances Not Requiring Council Public Hearings**

- 1. Second Amendment to the 2025 Budget / Conduct Second Reading / Adopt Ordinance and Salary Schedule .....G-1
- 2. Utility Base Rate – Voluntary Shutoff of Service Ordinance Update / Conduct First Reading / Continue to September 2, 2025 .....G-12

**H. Resolutions Not Requiring Council Public Hearings**

- 1. Resolution Ratifying a Declaration of Emergency – Petro-Card Indian Creek Spill 2025/ Pass Resolution .....H-1

**I. Other Considerations**

- 1. City Council Application Review Process / Select Finalists and Questions .....I-1
- 2. Water Shortage Declaration Pre-Authorize / Approve .....I-100
- 3. Madrona Law Group Agreement / Authorize and Approve .....I-102

**J. Contracts & Purchasing**

- 1. Amendment No. 1 to the Inter-Local Agreement Between City of Port Angeles and Lower Elwha Klallam Tribe for 2024 – 2026, Ennis Creek Fish Barrier Removal – Professional Services Agreement (PSA-2025-21) /Approve, Award and Execute .....J-1
- 2. Harbor Cleanup Process – Remedial Design Consultant Contract / Authorize and Approve .....J-69
- 3. North Olympic Peninsula Recompete Coalition Memorandum of Understanding / Authorize and Approve .....J-71
- 4. CON-2022-49 Electrical Dock Crew, Contract Extension / Ratify and Authorize .....J-85

**K. Council Reports**

**L. Information**

City Manager Reports:

- 1. Public Works & Utilities Grant Report Update / *For Information Only* .....L-1
- 2. July 2025 Building Report – Community and Economic Development / *For Information Only* .....L-21
- 3. July 2025 Affordable Housing Report – Community and Economic Development / *For Information Only* .....L-22
- 4. Past Due Utility Report for July / *For Information Only*.....L-23
- 5. 2<sup>nd</sup> Quarter Budget Status Report for 2025 / *For Information Only* .....L-24

**M. Second Public Comment**

*Follow the instructions from the first public comment period.*

**Adjournment**

**PUBLIC HEARINGS**

Public hearings are set by the City Council in order to meet legal requirements. City Council may set a public hearing in order to receive public input prior to making decisions which impact citizens. City Council may choose to seek public opinion through the public hearing process.

**CITY OF PORT ANGELES  
CITY COUNCIL**

Port Angeles, Washington

July 15, 2025

*This meeting was conducted as a hybrid meeting.*

**CALL TO ORDER-REGULAR MEETING**

Mayor Dexter called the regular meeting of the Port Angeles City Council to order at 6:00 p.m.

**ROLL CALL**

Members Present: Mayor Dexter, Deputy Mayor Carr, Council Members Schromen-Wawrin (attending virtually) and Schwab.

Members Absent: Council members Miller and Suggs, and one vacancy.

Staff Present: Deputy City Manager Goings, Attorney Bloor, Clerk Martinez-Bailey, C. Delikat, J. Viada, S. Carrizosa, D. Sharp, S. Curtin, A. Fountain, M. Young, S. Cartmel and C. Bornsworth.

**It was moved by Carr and seconded by Schwab to:**

Excuse Council members Miller and Suggs from the meeting.

**Motion carried 4-0.**

**PLEDGE OF ALLEGIANCE**

Mayor Dexter led the Pledge of Allegiance to the Flag.

**PUBLIC COMMENT**

Sam Grello, Executive Director of the Port Angeles Waterfront District, spoke in support of the *Washington State Main Street Program Letter of Support* for the Port Angeles Waterfront District agenda item.

Roxanne Greeson, city resident, speaking on behalf of the Port Angeles Arts Council, spoke in support of the *Washington State Main Street Program Letter of Support* for the Port Angeles Waterfront District agenda item.

Marolee Smith, city resident, spoke in opposition of a vehicle purchase on the Consent Agenda.

Caleb McMahon, city resident, on behalf of the Port Angeles Waterfront District, spoke in support of the *Washington State Main Street Program Letter of Support* for the Port Angeles Waterfront District agenda item.

John Ralston, city resident, spoke about a vehicle purchase on the Consent Agenda and *10th Street Bike Boulevard – Professional Services Agreement PSA-2025-14 (TR0318)*.

James Taylor, city resident, spoke in opposition of City spending.

Steve Brown, city resident, spoke in opposition of yard waste user fees and a permit charges.

Christina Parker, city resident, spoke in support of the *Washington State Main Street Program Letter of Support* for the Port Angeles Waterfront District agenda item.

Steve Pelayo, Port Angeles business owner, spoke in support of the *Washington State Main Street Program Letter of Support* for the Port Angeles Waterfront District agenda item.

Susie Blake, city resident, spoke in opposition of budget related proposals in the Council packet.

Jon Hamilton, city resident, spoke to a number of matters before Council.

**CONSENT AGENDA**

At the request of Councilmember Schwab, Mayor Dexter pulled E-4 *Equipment Purchase – Replacement of Parks Department Equipment #5330* from the Consent Agenda.

At the request of Council member Carr, and after hearing no objection, the Mayor added I-3 *Washington State Main Street Program Letter of Support for the Port Angeles Waterfront District*, I-4 *Recognition of the Sister-City Pact Between the Cities of Mutsu and Port Angeles* and J-1 *10<sup>th</sup> Street Bike Boulevard – Professional Services Agreement PSA-2025-14 (TR0318)* to the Consent Agenda.

**It was moved by Carr and seconded by Schwab to approve the Consent Agenda to include:**

1. City Council Minutes of July 1, 2025 / *Approve*
2. Expenditure Report: From June 21, 2025 to July 4, 2025 in the amount of \$3,870,448.36 / *Approve*
3. L Street Pavement Repair CON-2025-24 - Final Acceptance / 1) *Accept the L Street Pavement Repair Project No. CON 2025-24 as complete, and 2) authorize staff to proceed with project closeout and release the retainage bond upon receipt of all required clearances.*
4. **ITEM PULLED FROM CONSENT - ADDED TO CONTRACTS AND PURCHASING** / Equipment Purchase – Replacement of Parks Department Equipment #5330
5. Airport Electrical Conduit Boring, Final Acceptance CON-2025-02 / 1) *Accept the Airport Electrical Conduit Boring Project No. CON 2025-02 as complete, and 2) authorize staff to proceed with project closeout and release the retainage funds upon receipt of all required clearances.*
6. Pollution Prevention Program Interagency Agreement Acceptance 2025-2027 / 1) *Approve the 2025-2027 biennial Interagency Agreement with the Washington State Department of Ecology, compensating the City up to \$245,416.13 for continuing the Pollution Prevention Assistance Program over the next two years, and 2) authorize the City Manager to sign all Agreement-related documents, to administer the Agreement and to make minor modifications as necessary.*
7. **ADDED TO CONSENT AGENDA** / Washington State Main Street Program Letter of Support for the Port Angeles Waterfront District / *Authorize the Mayor to sign a letter of support for the Port Angeles Waterfront District application to the Washington State Main Street Program, and 2) authorize staff to make minor modifications as necessary.*
8. **ADDED TO CONSENT AGENDA** / Recognition of the Sister-City Pact Between the Cities of Mutsu and Port Angeles / 1) *Authorize the Mayor to sign a letter recognizing the 30-year relationship with Mutsu City, Japan, and 2) authorize staff to make minor modifications as necessary.*
9. **ADDED TO CONSENT AGENDA** / 10<sup>th</sup> Street Bike Boulevard – Professional Services Agreement PSA-2025-14 (TR0318) / *Award a Professional Services Agreement to Transpo Group USA of Kirkland, WA, in the not to exceed amount of \$199,800.00 including applicable taxes, and 2) authorize the City Manager to execute all contract-related documents, to administer the contract, and to make minor modifications as necessary.*

Council comments followed.

**Motion carried 4-0.**

**ORDINANCES NOT REQUIRING COUNCIL PUBLIC HEARINGS**

**1. 2025 Budget Amendment #2 Ordinance**

Finance Director Sarina Carrizosa presented the agenda item and stated the amendment primarily consisted of items that had been previously approved by City Council, which were adjustments to the 2025 budget that occurred during the adoption of the 2026-2031 Capital Facilities and Transportation Improvement Plan, as well as enhancements to the permitting staff.

Mayor Dexter conducted a first reading of the ordinance by title, entitled,

**ORDINANCE NO. \_\_\_\_\_**

AN ORDINANCE of the City of Port Angeles, Washington, amending the City’s 2025 budget for the second time.

The Mayor continued the matter to the August 19, 2025 meeting.

**OTHER CONSIDERATIONS**

**1. National Night Out Presentation**

Deputy Chief Jason Viada spoke about the upcoming event and its purpose.

**A Point of Order was made by Schromen-Wawrin, who noted a schedule conflict with the Elwha Canoe journey event.**

Staff provided context that this is a national event.

**2. City Shade Street Trees Presentation**

Natural Resources & Grant Administrator Courtney Bornsworth presented a brief presentation on the City Shade Street Tree Program and shared updates for the 2025 program. Staff answered questions and Council comments followed.

**5. Continued Discussion of Council 2026 Budget Goals**

Mayor Dexter turned the meeting over to Director Carrizosa, who stated the slides to be presented were based on Council discussions during the July 1 meeting. Council discussed the process of gathering an understanding of which items presented had a majority of Council in favor of moving forward for final consideration in the 2026 preliminary budget. Hearing no objection from Council, Director Carrizosa first presented the budget presentation in whole, and Council then went through the items listed, one-by-one. Following the presentation, at 7:05 p.m., the Mayor paused the meeting for a brief break. The meeting reconvened for Council discussion at 7:12 p.m.

**Traffic Cameras**

Council discussion followed.

**It was moved by Schromen-Wawrin and seconded by Schwab to:**

Traffic cameras are not to be used as revenue generators and are used only as planned in TR 0919 for traffic safety.

**It was moved by Schromen-Wawrin and seconded by Carr to:**

Table the main motion until a meeting is had with Chief Smith and Jonathan Boehme in attendance to answer questions about the current status of the project and in particular whether the City has a contract in place with the traffic camera firm and the nature of that contract.

**Point of Order by Schwab, stating that the motion on the table was not debatable as a reaction to Council starting to debate the motion on the table.**

**Motion fails for a tie 2-2 with Carr and Schromen-Wawrin in favor.**

The Mayor returned to the main motion.

**Main motion failed for a tie 2-2 with Dexter and Schwab in favor.**

Council discussion followed with no formal Council action taken.

**Ballfield Partnerships and Cruise Ship Fees**

Council discussion followed.

**It was moved by Carr and seconded by Schwab to:**

Include ballfield partnerships and cruise ship fees as presented as a part of the 2026 budget revenue sources.

**Motion carried 4-0.**

**Tax Increment Financing**

Council discussion followed.

**It was moved by Carr and seconded by Schwab to:**

Explore Tax Increment Financing at a later date.

**Motion carried 4-0.**

**Regional Fire Authority**

Council discussion followed.

**It was moved by Schwab and seconded by Carr to:**

Direct staff to continue discussing a regional fire authority with other districts for future Council consideration.

**Motion carried 4-0.**

**Economies of Scale and Lease Revenue**

Council discussion followed.

**It was moved by Carr and seconded by Schwab to:**

Direct staff to analyze programs of Economies of Scale and Lease Revenues and continue as planned.

**Motion carried 4-0.**

**Park Revenue and Vacant Property**

Council discussion followed.

**It was moved by Carr and seconded by Schwab to:**

Explore options for park revenue and vacant property registries at a later date.

**Motion carried 4-0.**

**Items listed for no further action:**

Payments in Lieu of Taxes or a National Park fee

Advocate to the State for a higher sales tax percentage

Tourism Impact Fees

Additional Lodging Tax percentage

Council discussion followed, during which staff provided clarification. No formal Council action taken.

**Capacity for Police Department**

At 8:02 p.m., the meeting paused briefly to allow Council member Schromen-Wawrin to reconnect to the meeting. Seeing Council member Schromen-Wawrin was not able to re-join the meeting immediately, the Mayor recessed the meeting for a break at 8:04 p.m. The meeting reconvened at 8:11 p.m.

At 8:11 p.m., the Mayor confirmed Schromen-Wawrin was reconnected and could participate in the discussion.

Council discussion continued.

**It was moved by Schromen-Wawrin and seconded by Carr to:**

Direct staff to include and prioritize calls for service analysis and developing 24-hour crisis response team capacity through the HB2015 grant application.

**It was moved by Carr and seconded by Schwab to strike “developing” and replace with “explore”.**

**Motion to amend carried 3-1 with Schromen-Wawrin opposed.**

**After the motion was made and amended, the following amended main motion was considered:**

Direct staff to include and prioritize calls for service analysis and explore a 24-hour crisis response team capacity through the HB2015 grant application.

**Motion carried 4-0.**

**Capacity for the Fire Department**

Council discussion followed, during which staff provided clarification.

**It was moved by Carr and seconded by Schwab to:**

Continue staff conversations with fire agencies about a regional district and to continue to pursue grant opportunities to increase capacity.

**Motion carried 4-0.**

**Phase 2 Business Licensing**

Council discussion followed, during which staff provided clarification.

**It was moved by Schromen-Wawrin and seconded by Carr to:**

Postpone indefinitely the three new positions on the Phase 2 business licensing slide.

**Motion failed 2-2, with Carr and Schromen-Wawrin in favor.**

**It was moved by Carr and seconded by Schromen-Wawrin to:**

Direct staff to create a line item for the anticipated phase two revenue and preserve the discussion as to how the revenue would be allotted as part of the Council 2026 budget work session.

**Motion carried 3-1 with Schwab opposed.**

**General Government Project Manager**

Council discussion followed, during which staff provided clarification.

**It was moved by Carr and seconded by Schwab:**

Direct staff to include the general government project manager position in the budget if grant funding is identified and to prioritize finding grant funding for the position.

**Motion carried 4-0.**

The Mayor recessed the meeting for a break at 9:15 p.m. The meeting reconvened at 9:22 p.m.

**CONTRACTS & PURCHASING**

**1. PULLED FROM THE CONSENT AGENDA Equipment Purchase – Replacement of Parks Department Equipment #5330**

Public Works and Utilities Director Scott Curtin and Parks and Recreation Director Corey Delikat spoke to the agenda item. Council discussion followed. Staff provided additional clarification.

**It was moved by Schwab and seconded by Carr to:**

Approve the purchase of a new Parks Department piece of equipment, 2025 Kubota L4060HST Tractor, that is the functional equivalent of existing equipment #5330 from Jennings Equipment of Puyallup, WA, for an amount not to exceed \$49,633.93, including tax and accessories, and authorize the City Manager to approve and execute the final purchase documents, to complete the purchase, and to make minor modifications as necessary, and authorize the City Manager to surplus equipment #5330, and to dispose of that equipment in a commercially reasonable manner, upon addition of the equipment.

**Because the number of Council members in attendance, the motion failed 3-1 with Carr, Dexter and Schwab in favor. In order to pass, this motion required 4 affirmative votes.**

**INFORMATION**

Deputy City Manager Goings reminded Council of the upcoming City-sponsored Rayonier Mill Site Cleanup Forum would be held during their July 22<sup>nd</sup> work session from 5:00 p.m. to 7:30 p.m. in the Council Chambers, stated applications were being accepted for the vacant Council #7 position and information on how to apply could be found on the City’s website or by contacting the City Clerk’s office, and the Parks and Recreation’s Day of Play was scheduled for July 26.

**SECOND PUBLIC COMMENT**

John Ralston, city resident, spoke about traffic studies, provided updates on his personal building projects, and downtown light synchronization.

Donna Peterson, city resident, spoke about a report submitted by Getta Rogers.

Marolee Smith, city resident, spoke about surplus vehicles and vehicle operation hours.

Justin Williamson, city resident, spoke about City vehicles.

**ADJOURNMENT**

There being no further business to come before the Council, the Mayor adjourned the meeting at 9:58 p.m.

\_\_\_\_\_  
Kate Dexter, Mayor

\_\_\_\_\_  
Kari Martinez-Bailey, City Clerk

Minutes were approved on:

**CITY OF PORT ANGELES**  
**CITY COUNCIL**  
**Special Meeting**

Port Angeles, Washington

July 22, 2025

*This meeting was conducted as a hybrid meeting.*

**CALL TO ORDER SPECIAL MEETING**

Mayor Dexter called the special meeting of the Port Angeles City Council to order at 5:00 p.m.

Members Present: Mayor Dexter, Deputy Mayor Carr, Council Members Schromen-Wawrin (attending virtually), Schwab, and Suggs.

Members Absent: Council member Miller and one vacancy.

Staff Present: City Manager West, Deputy City Manager Goings, Attorney Bloor, Clerk Martinez-Bailey, S. Curtin, M. Young, S. Cartmel, B. Braudrick, and C. Bornsworth.

Lower Elwha S'Klallam Tribe Chairwoman Frances Charles read a statement regarding the Rayonier issue, spoke about the upcoming canoe journey and welcomed all to participate in the celebration.

Manager West recognized participants, reminded Council this would be the final opportunity for Council to provide Council-approved comments to the Department of Ecology related to the interim cleanup action plan. Manager West reminded Council of the August 12 comment deadline and stated it was critically important that the City provide feedback that best respects the needs and outcomes desired by our local community. Manager West reviewed the meeting agenda and stated the meeting would provide an opportunity to hear a variety of views from local stakeholders, experts, and community members. Manager West stated that as a city, we have long wanted to see a permanent solution that provides complete cleanup to the highest standard and that it has been repeatedly communicated that we expect a timely cleanup. He added that the meeting would be recorded and that interested persons could attend virtually or watch on Webex or YouTube. He stated that presentations would follow, and then there would be time for questions and answers.

Council member Schromen-Wawrin made a Point of Personal Privilege, spoke to a conflict that would affect his attendance during a portion of the meeting, and added he would return later when action was planned to take place. Council member Schromen-Wawrin then logged out of the meeting.

**C. Rayonier Community Forum**

1. Natural Resources & Grant Administrator Courtney Bornsworth provided a presentation on the 2025 Comprehensive Plan Periodic Update, specifically on the results of the community survey regarding the Rayonier Mill site. Question and answers followed.

2. Olympic Environmental Council Member Darlene Schanfald provided a presentation on their involvement in the cleanup over the years.

3. Robbie Mantooth, a member of Friends of Ennis Creek, provided a presentation on the importance of Ennis Creek to the community.

4. Integral Consulting Consultant Nicole Ott presented findings on the 2025 Rayonier Interim Action Report Volume IV: Action Plan.

Following the presentation, Manager West shared staff's recommendation that the Council direct staff to submit comments to the Department of Ecology requesting a complete, timely and high-quality cleanup of the Rayonier site, including a request that Ecology select disproportionate cost analysis alternative five.

**Hearing this recommendation, Carr moved the recommendation and Suggs seconded the motion to:** Direct staff to submit comments to Department of Ecology requesting a complete, timely and high-quality cleanup of the Rayonier site, including a request that Ecology select disproportionate cost analysis alternative 5.  
**Point of Order by Schwab. The Mayor recognized that there were members in the audience and online prepared to ask questions and provide comments.**

**It was moved by Suggs and seconded by Carr to:**

Postpone the vote until the completion of public comment, but no later than 7:30 p.m.

**Motion carried 4-0. Schromen-Wawrin was not in attendance at the time of the vote.**

The Mayor recessed the meeting for a break at 6:16 p.m. The meeting reconvened at 6:21 p.m.

#### **D. Community Q&A**

The Mayor spoke to the public comment and question period.

Jim Sherman, residing outside the city, stated he was in support of option 5.

John (last name unclear), residing outside the city, provided comments in support of the cleanup action.

Sue (last name unclear), city resident, asked a question.

Sam Grello, city resident, stated he was in support of option 5.

Georgia (last name unclear), stated she was in support of option 5.

Linda Nutter, city resident, spoke about the options.

Timothy (last name unclear), made suggestions on a new option not presented that evening.

Noah Brady, city resident, stated he was in support of option 5.

Paul Gottlieb, city resident, asked questions about the options.

Ellen Menshew, residing outside the city and on behalf of the Clallam County Democrats, stated she was in support of option 5.

Cherie Kidd, city resident, stated she was in support of option 5.

Ralph Davisson, city resident, stated he was in support of option 5.

Kelly Johnson, city resident, stated she was in support of option 5.

Becky Winn, city resident, stated she was in support of option 5.

Recognizing there were no other members of the public online or in the room who wished to speak, the Mayor turned the meeting over to Manager West to address questions asked by the public.

Manager West addressed questions asked by members in the audience.

Council member Schromen-Wawrin rejoined the meeting at 6:54 p.m.

**E. Council Discussion / Potential Action**

Council comments and discussion followed. Council returned to the motion postponed earlier in the meeting that was made by Carr and seconded by Suggs to:

Direct staff to submit comments to the Department of Ecology requesting a complete, timely and high-quality cleanup of the Rayonier site, including a request that Ecology select disproportionate cost analysis alternative 5.

**The motion carried 5-0.**

**F. Adjournment**

Seeing that all items on the Special Meeting agenda had been addressed, the Mayor adjourned the meeting at 7:18 p.m.

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Kate Dexter, Mayor

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Kari Martinez-Bailey, City Clerk

Minutes were approved on:

DRAFT



**City of Port Angeles**  
**City Council Expenditure Report**  
**Between Jul 5, 2025 and Aug 9, 2025**

Vendor	Description	Account Number	Amount
AK ATHLETIC EQUIPMENT	SUPPLIES	001-0000-237.00-00	(58.85)
DEPARTMENT OF REVENUE	EXCISE TAX REFUND-JUNE	001-0000-237.00-00	178.71
	EXCISE TAX REFUND-JUNE	001-0000-237.30-00	509.22
	QUARTERLY TAX RETURNS	001-0000-237.50-00	2,078.69
US BANK CORPORATE PAYMENT SYSTEM	CITY CREDIT CARD PMT	001-0000-213.10-95	33,469.20
<b>Division Total:</b>			<b>\$36,176.97</b>
<b>Department Total:</b>			<b>\$36,176.97</b>
MISC TRAVEL	A SCHWAB-AWC SUMMER CONF	001-1160-511.43-10	515.60
	N CARR-AWC SUMMER CONF	001-1160-511.43-10	236.50
PACIFICA LAW GROUP, LLP	CONSULTING SERVICES	001-1160-511.41-50	3,010.50
<b>Mayor &amp; Council Division Total:</b>			<b>\$3,762.60</b>
<b>Legislative Department Total:</b>			<b>\$3,762.60</b>
NATIONAL LEAGUE OF CITIES	MEMBERSHIPS	001-1210-513.49-01	1,752.00
PACIFICA LAW GROUP, LLP	CONSULTING SERVICES	001-1210-513.41-50	579.50
<b>City Manager Division Total:</b>			<b>\$2,331.50</b>
SOUND PUBLISHING INC	COMMUNICATIONS/MEDIA SERV	001-1230-514.44-10	524.25
	COMMUNICATIONS/MEDIA SERV	001-1230-514.44-10	524.25
<b>City Clerk Division Total:</b>			<b>\$1,048.50</b>
<b>City Manager Department Total:</b>			<b>\$3,380.00</b>
DEBTBOOK	DATA PROC SERV &SOFTWARE	001-2023-514.41-50	14,157.00
DEPARTMENT OF REVENUE	EXCISE TAX REFUND-JUNE	001-2023-514.44-50	19.47
OLYMPIC PRINTERS INC	PAPER (OFFICE,PRINT SHOP)	001-2023-514.31-01	804.81
OLYMPIC STATIONERS INC	OFFICE SUPPLIES, GENERAL	001-2023-514.31-01	60.00
	OFFICE SUPPLIES, GENERAL	001-2023-514.31-01	60.00
	OFFICE SUPPLIES, GENERAL	001-2023-514.31-01	(60.00)
PACIFIC OFFICE EQUIPMENT INC	COMPUTER ACCESSORIES&SUPP	001-2023-514.31-01	287.15
	OFFICE SUPPLIES, GENERAL	001-2023-514.31-01	60.19
WASHINGTON (AUDITOR), STATE OF	FINANCIAL SERVICES	001-2023-514.41-50	26,846.30
<b>Accounting Division Total:</b>			<b>\$42,234.92</b>
EQUIFAX	FINANCIAL SERVICES	001-2025-514.41-50	85.63
	FINANCIAL SERVICES	001-2025-514.41-50	357.19
LEXISNEXIS	FINANCIAL SERVICES	001-2025-514.41-50	217.80
PAYMENTUS GROUP INC	TRANSACTION FEES	001-2025-514.41-50	2,328.13



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Vendor	Description	Account Number	Amount
PAYMENTUS GROUP INC	TRANSACTION FEES	001-2025-514.41-50	15,890.39
<b>Customer Service Division Total:</b>			<b>\$18,879.14</b>
OLYMPIC PRINTERS INC	ENVELOPES, PLAIN, PRINTED	001-2070-518.31-01	291.85
PACIFIC OFFICE EQUIPMENT INC	PAPER (OFFICE,PRINT SHOP)	001-2070-518.31-01	839.07
<b>Reprographics Division Total:</b>			<b>\$1,130.92</b>
<b>Finance Department Total:</b>			<b>\$62,244.98</b>
CLALLAM CNTY COMMISSIONER'S OFFICE	SUPPLIES	001-3012-598.51-23	94,104.25
<b>Jail Contributions Division Total:</b>			<b>\$94,104.25</b>
LEXISNEXIS	SUPPLIES	001-3030-515.49-01	457.38
	SUPPLIES	001-3030-515.49-01	457.38
	SUPPLIES	001-3030-515.49-01	457.38
<b>City Attorney Division Total:</b>			<b>\$1,372.14</b>
<b>City Attorney Department Total:</b>			<b>\$95,476.39</b>
GOVOS	CONSULTING SERVICES	001-4050-558.41-50	26,039.10
<b>Building Division Total:</b>			<b>\$26,039.10</b>
MAKERS ARCHITECTURE & URBAN DESIGN	CONSULTING SERVICES	001-4060-558.41-50	21,146.78
MISC BUILDING PERMIT REFUNDS	REFUND FOR 25-0691	001-4060-322.10-22	252.24
SEATTLE TIMES, THE	COMMUNICATIONS/MEDIA SERV	001-4060-558.41-15	3,000.00
<b>Planning Division Total:</b>			<b>\$24,399.02</b>
LAMINAR LAW PLLC	MISC PROFESSIONAL SERVICE	001-4071-558.41-50	825.00
MISC TRAVEL	S CARTMEL-BUILDING OFFICI	001-4071-558.43-10	644.00
SOUND PUBLISHING INC	COMMUNICATIONS/MEDIA SERV	001-4071-558.44-10	85.32
	COMMUNICATIONS/MEDIA SERV	001-4071-558.44-10	87.98
	COMMUNICATIONS/MEDIA SERV	001-4071-558.44-10	39.60
<b>Economic Development Division Total:</b>			<b>\$1,681.90</b>
<b>Community Development Department Total:</b>			<b>\$52,120.02</b>
LEXISNEXIS	LIBRARY SERVICES(EXCL 908	001-5010-521.49-01	54.45
QUILL CORPORATION	RADIO & TELECOMMUNICATION	001-5010-521.31-01	119.66
<b>Police Administration Division Total:</b>			<b>\$174.11</b>
CRIMINAL JUSTICE TRAINING COMM	HUMAN SERVICES	001-5022-521.43-10	7,395.00
CURTIS & SONS INC, L N	CLOTHING & APPAREL	001-5022-521.31-11	55.71
	CLOTHING & APPAREL	001-5022-521.31-11	234.61
	CLOTHING & APPAREL	001-5022-521.31-11	(112.15)



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Vendor	Description	Account Number	Amount
FIRST RESPONDER OUTFITTERS INC	CLOTHING & APPAREL	001-5022-521.31-11	576.63
	CLOTHING & APPAREL	001-5022-521.31-11	598.41
KITSAP COUNTY SHERIFF'S OFFICE	HUMAN SERVICES	001-5022-521.43-10	123.06
LINCOLN STREET STATION	SHIPPING AND HANDLING	001-5022-521.42-10	68.13
	SHIPPING AND HANDLING	001-5022-521.42-10	124.65
	SHIPPING AND HANDLING	001-5022-521.42-10	137.20
	SHIPPING AND HANDLING	001-5022-521.42-10	137.82
	SHIPPING AND HANDLING	001-5022-521.42-10	51.23
	SHIPPING AND HANDLING	001-5022-521.42-10	17.72
	SHIPPING AND HANDLING	001-5022-521.42-10	16.69
	SHIPPING AND HANDLING	001-5022-521.42-10	51.34
MISC EMPLOYEE EXPENSE REIMBURSEMENT	REIMBURSEMENT K9 MED COP	001-5022-521.49-80	78.38
OLYMPIC MEDICAL CENTER	HEALTH RELATED SERVICES	001-5022-521.49-90	126.00
OLYMPIC PRINTERS INC	PRINTING,SILK SCR,TYPSET	001-5022-521.31-01	278.78
OLYMPIC STATIONERS INC	OFFICE SUPPLIES, GENERAL	001-5022-521.31-01	34.55
	OFFICE SUPPLIES, GENERAL	001-5022-521.31-01	34.55
	OFFICE SUPPLIES, GENERAL	001-5022-521.31-01	(34.55)
PACIFIC OFFICE EQUIPMENT INC	SCHOOL EQUIP& SUPPLIES	001-5022-521.31-01	565.04
PROFORCE LAW ENFORCEMENT	POLICE EQUIPMENT & SUPPLY	001-5022-521.35-01	2,469.10
PUBLIC SAFETY TESTING INC	HUMAN SERVICES	001-5022-521.41-50	469.00
SYMBOLARTS, LLC	POLICE EQUIPMENT & SUPPLY	001-5022-521.31-11	176.96
VELOCITY SYSTEMS LLC	CLOTHING & APPAREL	001-5022-521.35-01	3,388.92
	SHIPPING AND HANDLING	001-5022-521.35-01	63.73
VIKING SEW & VAC	MISCELLANEOUS SERVICES	001-5022-521.31-11	39.17
	MISCELLANEOUS SERVICES	001-5022-521.31-11	95.74
	MISCELLANEOUS SERVICES	001-5022-521.31-11	13.06
<b>Patrol Division Total:</b>			<b>\$17,274.48</b>
HID GLOBAL CORPORATION	CONSULTING SERVICES	001-5029-521.48-02	1,182.10
	DATA PROC SERV &SOFTWARE	001-5029-521.48-02	360.47
<b>Records Division Total:</b>			<b>\$1,542.57</b>
<b>Police Department Total:</b>			<b>\$18,991.16</b>
LEMAY MOBILE SHREDDING	OFFICE MACHINES & ACCESS	001-6010-522.41-50	75.00
MISC EMPLOYEE EXPENSE REIMBURSEMENT	SHARP TUITION REIMB ECOL	001-6010-522.43-10	723.50



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Vendor	Description	Account Number	Amount
<b>Fire Administration Division Total:</b>			<b>\$798.50</b>
CONWAY SHIELD	CLOTHING & APPAREL	001-6020-522.31-11	240.59
CURTIS & SONS INC, L N	CLOTHING & APPAREL	001-6020-522.31-01	295.23
	HAND TOOLS ,POW&NON POWER	001-6020-522.35-01	520.66
DAY WIRELESS SYSTEMS	AUTO & TRUCK ACCESSORIES	001-6020-522.35-01	1,814.27
	AUTO & TRUCK ACCESSORIES	001-6020-522.35-01	1,814.27
LINCOLN STREET STATION		001-6020-522.42-10	9.02
	EXTERNAL LABOR	001-6020-522.31-01	67.79
MISC EMPLOYEE EXPENSE REIMBURSEMENT	MONTANA REIMB HARBOR FREI	001-6020-522.35-01	105.82
PORT ANGELES POWER EQUIPMENT	HAND TOOLS ,POW&NON POWER	001-6020-522.35-01	149.74
	AUTO & TRUCK MAINT. ITEMS	001-6020-522.35-01	184.89
SHIELD ASSESSMENTS	HEALTH RELATED SERVICES	001-6020-522.41-50	930.00
SWAIN'S GENERAL STORE INC	MACHINERY & HEAVY HRDWARE	001-6020-522.31-01	34.56
	HARDWARE,AND ALLIED ITEMS	001-6020-522.31-01	3.23
WALTER E NELSON CO	SUPPLIES	001-6020-522.31-01	535.22
<b>Fire Suppression Division Total:</b>			<b>\$6,705.29</b>
TOWNZEN & ASSOCIATES INC	ENGINEERING SERVICES	001-6030-522.49-90	3,779.00
<b>Fire Prevention Division Total:</b>			<b>\$3,779.00</b>
A-1 PERFORMANCE, INC	BUILDING MAINT&REPAIR SER	001-6050-522.41-50	426.56
	BUILDING MAINT&REPAIR SER	001-6050-522.41-50	426.56
LEGACY TELECOMMUNICATIONS, INC	ELECTRICAL EQUIP & SUPPLY	001-6050-522.41-50	6,888.14
M & P GARAGE DOORS	EQUIP MAINT & REPAIR SERV	001-6050-522.31-20	1,666.17
PUGET SOUND HARDWARE, INC	EQUIP MAINT & REPAIR SERV	001-6050-522.48-10	403.12
	FARE COLLECTION EQUIP&SUP	001-6050-522.48-10	429.72
WALTER E NELSON CO	SUPPLIES	001-6050-522.31-01	180.93
<b>Facilities Maintenance Division Total:</b>			<b>\$10,421.20</b>
<b>Fire Department Total:</b>			<b>\$21,703.99</b>
AMAZON CAPITAL SERVICES	OFFICE SUPPLIES, GENERAL	001-7010-532.31-01	98.06
	PAPER (OFFICE,PRINT SHOP)	001-7010-532.31-01	154.33
	WATER&SEWER TREATING CHEM	001-7010-532.31-01	168.60
ANGELES MILLWORK & LUMBER	SMALL FIELD TOOL - TAPE M	001-7010-532.35-01	13.51
GEOGRAPHIC TECHNOLOGIES GROUP	COMPUTER HARDWARE&PERIPHE	001-7010-532.48-02	1,376.00
MISC TRAVEL	J JENKINS-ESRI 2025 CONF	001-7010-532.43-10	516.22



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Vendor	Description	Account Number	Amount
<b>Public Works Admin. Division Total:</b>			<b>\$2,326.72</b>
<b>Public Works &amp; Utilities Department Total:</b>			<b>\$2,326.72</b>
MISC EMPLOYEE EXPENSE REIMBURSEMENT	DROZ, CARTER. SPRING 25'	001-8010-574.43-10	2,118.74
WA5 APPAREL COMPANY	PRINTING,SILK SCR,TYPSET	001-8010-574.49-60	990.99
<b>Parks Administration Division Total:</b>			<b>\$3,109.73</b>
ANGELES MILLWORK & LUMBER	SUPPLIES	001-8050-536.31-20	42.26
	SUPPLIES	001-8050-536.31-20	4.21
	EQUIP MAINT & REPAIR SERV	001-8050-536.31-20	30.58
DEPARTMENT OF REVENUE	EXCISE TAX REFUND-JUNE	001-8050-536.44-50	115.74
QUIRING MONUMENTS INC	MARKERS, PLAQUES,SIGNS	001-8050-536.34-01	820.00
SOUND PUBLISHING INC	COMMUNICATIONS/MEDIA SERV	001-8050-536.41-15	422.00
<b>Ocean View Cemetery Division Total:</b>			<b>\$1,434.79</b>
AK ATHLETIC EQUIPMENT	SUPPLIES	001-8080-576.31-20	720.11
AMAZON CAPITAL SERVICES	SHIPPING AND HANDLING	001-8080-576.31-20	7.61
	SUPPLIES	001-8080-576.31-20	22.43
ANGELES CONCRETE PRODUCTS	SUPPLIES	001-8080-576.31-20	383.09
ANGELES MILLWORK & LUMBER	SUPPLIES	001-8080-576.31-20	135.19
	SUPPLIES	001-8080-576.31-20	17.99
	SUPPLIES	001-8080-576.31-20	13.83
	SUPPLIES	001-8080-576.31-20	33.15
	PAINT/SUPPLIES	001-8080-576.31-20	89.67
	SUPPLIES	001-8080-576.31-20	21.67
	SUPPLIES	001-8080-576.31-20	88.39
	SUPPLIES	001-8080-576.31-20	15.49
	SUPPLIES	001-8080-576.31-20	13.39
	SUPPLIES	001-8080-576.31-20	63.23
	SUPPLIES	001-8080-576.31-20	110.35
	SUPPLIES	001-8080-576.31-20	190.36
ANGELES PLUMBING INC	BUILDING MAINT&REPAIR SER	001-8080-576.31-20	335.03
BAILEY SIGNS & GRAPHICS	SIGNS, SIGN MATERIAL	001-8080-576.31-20	87.12
CED/CONSOLIDATED ELEC DIST	METALS,BARS,PLATES,RODS	001-8080-576.31-20	29.84
FAMILY SHOE STORE	SHOES AND BOOTS	001-8080-576.31-01	250.42
FERGUSON ENTERPRISES INC	EQUIP MAINT & REPAIR SERV	001-8080-576.31-20	2,848.82
FERRELLGAS INC	RENTAL OR LEASE SERVICES	001-8080-576.45-30	86.03



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Vendor	Description	Account Number	Amount
HARTNAGEL BUILDING SUPPLY INC	SUPPLIES	001-8080-576.31-20	111.91
HAULAWAY STORAGE	REAL PROPERTY,RENT/LEASE	001-8080-576.45-30	202.10
PLATT ELECTRIC SUPPLY INC	SUPPLIES	001-8080-576.31-20	598.91
PORT ANGELES POWER EQUIPMENT	SUPPLIES	001-8080-576.31-20	280.17
PORT OF PORT ANGELES	REAL PROPERTY,RENT/LEASE	001-8080-576.45-30	6,899.53
SPORTSENGINE	EQUIP MAINT & REPAIR SERV	001-8080-576.31-01	35.00
SWAIN'S GENERAL STORE INC	SUPPLIES	001-8080-576.31-20	25.01
	SUPPLIES	001-8080-576.31-20	6.07
	SUPPLIES	001-8080-576.31-20	105.37
	SUPPLIES	001-8080-576.31-20	10.28
	SUPPLIES	001-8080-576.31-20	25.87
	SUPPLIES	001-8080-576.31-20	17.29
	PAINTS,COATINGS,WALLPAPER	001-8080-576.31-20	21.71
	SUPPLIES	001-8080-576.31-20	30.55
	SUPPLIES	001-8080-576.31-20	76.72
	BUILDING MAINT&REPAIR SER	001-8080-576.31-20	44.96
	HARDWARE,AND ALLIED ITEMS	001-8080-576.31-20	47.85
	METALS,BARS,PLATES,RODS	001-8080-576.31-20	9.70
	SUPPLIES	001-8080-576.31-20	36.00
	SUPPLIES	001-8080-576.31-20	18.67
	HARDWARE,AND ALLIED ITEMS	001-8080-576.31-20	21.65
	THURMAN SUPPLY	SUPPLIES	001-8080-576.31-20
SUPPLIES		001-8080-576.31-20	92.68
SUPPLIES		001-8080-576.31-20	4.64
ULINE, INC	TAPE(NOT DP,SOUND,VIDEO)	001-8080-576.31-20	1,458.61
<b>Parks Facilities Division Total:</b>			<b>\$15,834.09</b>
<b>Parks &amp; Recreation Department Total:</b>			<b>\$20,378.61</b>
AMAZON CAPITAL SERVICES	ELECTRICAL EQUIP & SUPPLY	001-8112-555.31-20	11.97
	OFFICE SUPPLIES, GENERAL	001-8112-555.31-20	22.90
	OFFICE SUPPLY,INKS,LEADS	001-8112-555.31-20	12.95
CALL LUKE! LLC	ANIMALS, LIVE	001-8112-555.48-10	196.02
COMMERCIAL REPAIR	EQUIP MAINT & REPAIR SERV	001-8112-555.48-10	333.07
HEARTLINE	ROADSIDE,GRNDS,REC, PARK	001-8112-555.31-20	87.12



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Vendor	Description	Account Number	Amount
NATURALIST CARPET & AIR DUCT CLEAN	MISCELLANEOUS SERVICES	001-8112-555.48-10	598.95
ROGERS, GETTA L	CONSULTING SERVICES	001-8112-555.48-10	2,186.25
SWAIN'S GENERAL STORE INC	SUPPLIES	001-8112-555.31-20	14.75
	SUPPLIES	001-8112-555.31-20	103.36
	HARDWARE,AND ALLIED ITEMS	001-8112-555.31-20	87.09
<b>Senior Center Facilities Division Total:</b>			<b>\$3,654.43</b>
BAILEY SIGNS & GRAPHICS	SIGNS, SIGN MATERIAL	001-8131-518.31-20	245.03
CALL LUKE! LLC	ANIMALS, LIVE	001-8131-518.48-10	6.53
CED/CONSOLIDATED ELEC DIST	ELECTRICAL EQUIP & SUPPLY	001-8131-518.31-20	86.74
FIRE CHIEF EQUIPMENT CO, INC	FIRE PROTECTION EQUIP/SUP	001-8131-518.48-10	439.63
HD SUPPLY FKA HOME DEPOT PRO	AIR CONDITIONING & HEATNG	001-8131-518.31-20	903.87
OTIS ELEVATOR COMPANY INC	BUILDING MAINT&REPAIR SER	001-8131-518.31-20	1,484.79
SWAIN'S GENERAL STORE INC	BUILDING MAINT&REPAIR SER	001-8131-518.31-20	45.67
	SUPPLIES	001-8131-518.31-20	54.32
	ELECTRICAL EQUIP & SUPPLY	001-8131-518.31-20	24.26
	SUPPLIES	001-8131-518.31-20	26.72
THYSSENKRUPP ELEVATOR CORP	BUILDING MAINT&REPAIR SER	001-8131-518.48-10	1,659.14
<b>Central Svcs Facilities Division Total:</b>			<b>\$4,976.70</b>
MISC ONE-TIME VENDORS	REIMBURSEMENT FOR 2025 DA	001-8155-575.41-50	230.00
	REIMBURSEMENT FOR 2025 DA	001-8155-575.41-50	400.00
<b>Facility Rentals Division Total:</b>			<b>\$630.00</b>
<b>Facilities Maintenance Department Total:</b>			<b>\$9,261.13</b>
<b>General Fund Fund Total:</b>			<b>\$325,822.57</b>
OLYMPIC PENINSULA VISITOR BUREAU	MISC PROFESSIONAL SERVICE	101-1430-557.41-50	1,036.16
PORT ANGELES CHAMBER OF COMM	MISC PROFESSIONAL SERVICE	101-1430-557.41-50	10,415.80
PORT ANGELES FINE ARTS CENTER FNDTN	MISC PROFESSIONAL SERVICE	101-1430-557.41-50	6,000.00
<b>Lodging Excise Tax Division Total:</b>			<b>\$17,451.96</b>
<b>Lodging Excise Tax Department Total:</b>			<b>\$17,451.96</b>
<b>Lodging Excise Tax Fund Total:</b>			<b>\$17,451.96</b>
DEPARTMENT OF REVENUE	QUARTERLY TAX RETURNS	102-0000-237.10-00	20.91
<b>Division Total:</b>			<b>\$20.91</b>
<b>Department Total:</b>			<b>\$20.91</b>



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A-1 PERFORMANCE, INC	BUILDING MAINT&REPAIR SER	102-7230-542.41-50	145.95
AMAZON CAPITAL SERVICES	AUTO BODIES & ACCESSORIES	102-7230-542.31-01	217.75
ANGELES MILLWORK & LUMBER	PAINTS,COATINGS,WALLPAPER	102-7230-542.31-25	405.31
	ROAD/HWY MAT NONASPHALTIC	102-7230-542.31-20	194.31
ARAMSCO	PW CONSTRUCTION & RELATED	102-7230-542.31-25	2,406.86
BAXTER AUTO PARTS #15	FIRST AID & SAFETY EQUIP.	102-7230-542.31-01	30.84
FAMILY SHOE STORE	SHOES AND BOOTS	102-7230-542.31-01	(293.97)
	SHOES AND BOOTS	102-7230-542.31-01	293.97
	SHOES AND BOOTS	102-7230-542.31-01	293.97
HERMANN BROS LOGGING & CONST	AGRICULTURAL EQUIP&IMPLEM	102-7230-542.31-20	61.20
JJC RESOURCES, LLC	ROAD/HWY MAT NONASPHALTIC	102-7230-542.31-20	768.01
LAKESIDE INDUSTRIES INC	ROAD/HWY MATERIALS ASPHLT	102-7230-542.31-20	1,029.49
	ROAD/HWY MATERIALS ASPHLT	102-7230-542.31-20	348.48
MISC EMPLOYEE EXPENSE REIMBURSEMENT	8" MAIN BREAK 06/14/25	102-7230-542.31-01	74.00
	8" MAIN BREAK 06/14/25	102-7230-542.31-01	74.00
	BOOT REIMBURSEMENT - 06/3	102-7230-542.31-01	296.21
	SPILL EVENT WO# 326560-7,	102-7230-542.31-01	37.00
	SPILL EVENT WO# 326560-7,	102-7230-542.31-01	74.00
	SPILL EVENT WO# 326560-7,	102-7230-542.31-01	74.00
	SPILL EVENT WO# 326560-7,	102-7230-542.31-01	74.00
	SPILL EVENT WO# 326560-7,	102-7230-542.31-01	74.00
NAPA AUTO PARTS	AUTO & TRUCK MAINT. ITEMS	102-7230-542.35-01	130.67
NEWMAN TRAFFIC SIGNS	EQUIP MAINT & REPAIR SERV	102-7230-542.31-25	16,321.55
PORT ANGELES POWER EQUIPMENT	MACHINERY & HEAVY HRDWARE	102-7230-542.31-01	639.64
	HAND TOOLS ,POW&NON POWER	102-7230-542.35-01	294.29
PUD #1 OF CLALLAM COUNTY	MISC PROFESSIONAL SERVICE	102-7230-542.47-10	21.96
	MISC PROFESSIONAL SERVICE	102-7230-542.47-10	15.09
	MISC PROFESSIONAL SERVICE	102-7230-542.47-10	23.20
SWAIN'S GENERAL STORE INC	WELDING EQUIPMENT/SUPPLY	102-7230-542.35-01	76.20
	SHOES AND BOOTS	102-7230-542.31-01	161.06
	FIRST AID & SAFETY EQUIP.	102-7230-542.31-01	23.82
	ROAD/HWY MATERIALS ASPHLT	102-7230-542.31-25	76.16
TRAFFIC SAFETY SUPPLY CO	EQUIP MAINT & REPAIR SERV	102-7230-542.31-25	2,623.78
	MARKERS, PLAQUES,SIGNS	102-7230-542.31-25	1,465.83



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Vendor	Description	Account Number	Amount
WALTER E NELSON CO	JANITORIAL SUPPLIES	102-7230-542.31-01	10.89
<b>Street Division Total:</b>			<b>\$28,563.52</b>
<b>Public Works-Street Department Total:</b>			<b>\$28,563.52</b>
<b>Street Fund Total:</b>			<b>\$28,584.43</b>
CAPTAIN T'S	CLOTHING & APPAREL	107-5160-528.31-11	130.42
CENTURYLINK	07-06 A/C 300539444	107-5160-528.42-11	73.01
CENTURYLINK-QWEST	07-03 A/C 333809527	107-5160-528.42-11	251.12
ESCHAT	COMMUNICATIONS/MEDIA SERV	107-5160-528.49-01	543.83
LINCOLN STREET STATION	SHIPPING AND HANDLING	107-5160-528.42-10	45.95
MCFALL, BARBARA	MISC PROFESSIONAL SERVICE	107-5160-528.41-50	450.00
MISC EMPLOYEE EXPENSE REIMBURSEMENT	REIMBURSEMENT FOR HEADSET	107-5160-528.31-14	63.94
	REIMBURSE FOOD WATER EMER	107-5160-528.31-01	163.57
MISC TRAVEL	S CRAIG-WA ST PUBLIC EDU	107-5160-528.43-11	521.90
	K HATTON-APCO INTL CONF	107-5160-528.43-11	1,089.45
MOETIVATIONS INC	RENTAL OR LEASE SERVICES	107-5160-528.41-50	18,719.62
OLYMPIC PRINTERS INC	PRINTING,SILK SCR,TYPSET	107-5160-528.31-01	69.70
PUBLIC SAFETY TESTING INC	HUMAN SERVICES	107-5160-528.41-50	199.00
	HUMAN SERVICES	107-5160-528.41-50	603.38
QUILL CORPORATION	RADIO & TELECOMMUNICATION	107-5160-528.31-01	26.13
	OFFICE SUPPLIES, GENERAL	107-5160-528.31-01	26.33
	OFFICE SUPPLIES, GENERAL	107-5160-528.31-01	36.25
REINHOLD, BEVERLY	SECURITY,FIRE,SAFETY SERV	107-5160-528.41-50	250.00
SHIELD ASSESSMENTS	HEALTH RELATED SERVICES	107-5160-528.41-50	930.00
VOIANCE LANGUAGE SERVICES, LLC	MISC PROFESSIONAL SERVICE	107-5160-528.42-11	24.15
ZETRON	HUMAN SERVICES	107-5160-528.43-10	1,598.00
<b>Pencom Division Total:</b>			<b>\$25,815.75</b>
<b>Pencom Department Total:</b>			<b>\$25,815.75</b>
<b>Pencom Fund Total:</b>			<b>\$25,815.75</b>
A/R MISCELLANEOUS REFUNDS	REFUND OF PBIA DUES	165-0000-213.10-90	100.00
<b>Division Total:</b>			<b>\$100.00</b>
<b>Department Total:</b>			<b>\$100.00</b>
<b>Business Improvement Area Fund Total:</b>			<b>\$100.00</b>
CURTIS & SONS INC, L N	CLOTHING & APPAREL	175-5260-524.31-11	452.08
	CLOTHING & APPAREL	175-5260-524.31-11	327.80



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Vendor	Description	Account Number	Amount
GOODMAN SANITATION	EQUIP MAINT & REPAIR SERV	175-5260-524.47-10	125.89
<b>Code Enforcement Division Total:</b>			<b>\$905.77</b>
<b>Criminal Justice Department Total:</b>			<b>\$905.77</b>
<b>Code Compliance Enforcmt Fund Total:</b>			<b>\$905.77</b>
US BANK-DEBT SVC WIRES	FINANCIAL SERVICES	217-2448-591.71-10	227,000.00
	FINANCIAL SERVICES	217-2448-592.83-10	2,939.65
<b>2015 LTGO Refunding Division Total:</b>			<b>\$229,939.65</b>
<b>Debt Service Department Total:</b>			<b>\$229,939.65</b>
<b>2015 LTGO Refunding Fund Total:</b>			<b>\$229,939.65</b>
CLALLAM CNTY SHERIFF'S DEPT	ARCHITECTURAL&ENGINEERING	310-5950-594.65-10	103,975.96
<b>Homeland Security Division Total:</b>			<b>\$103,975.96</b>
<b>Public Safety Projects Department Total:</b>			<b>\$103,975.96</b>
OLYMPIC PENINSULA TITLE CO	FINANCIAL SERVICES	310-7919-594.65-10	326.70
<b>GF-Pub Wks Projects Division Total:</b>			<b>\$326.70</b>
<b>Capital Projects-Pub Wks Department Total:</b>			<b>\$326.70</b>
TRANE US INC	EQUIPMENT MAINTENANCE,REC	310-8985-594.65-10	25,365.51
	EQUIPMENT MAINTENANCE,REC	310-8985-594.65-10	120,466.50
<b>Misc Parks Projects Division Total:</b>			<b>\$145,832.01</b>
<b>Capital Proj-Parks &amp; Rec Department Total:</b>			<b>\$145,832.01</b>
<b>Capital Improvement Fund Total:</b>			<b>\$250,134.67</b>
APPLIED RESEARCH ASSOCIATES	CONSULTING SERVICES	312-7930-595.65-10	47,275.00
PARAMETRIX INC	CONSULTING SERVICES	312-7930-595.65-10	238.01
	CONSULTING SERVICES	312-7930-595.65-10	3,493.13
	CONSULTING SERVICES	312-7930-595.65-10	1,789.68
TITAN EARTHWORK	CONSTRUCTION SERVICES,HEA	312-7930-595.65-10	780,020.25
	CONSTRUCTION SERVICES,HEA	312-7930-595.65-10	112,005.25
TRANSPO GROUP	CONSULTING SERVICES	312-7930-595.65-10	3,075.00
WASHINGTON (DOT), STATE OF	TESTING APP/NOT ELECTRIC	312-7930-595.65-10	430.59
WESTERN SYSTEMS, INC	MARKERS, PLAQUES,SIGNS	312-7930-595.65-10	14,070.17
<b>GF-Street Projects Division Total:</b>			<b>\$962,397.08</b>
<b>Capital Projects-Pub Wks Department Total:</b>			<b>\$962,397.08</b>
<b>Transportation Benefit Fund Total:</b>			<b>\$962,397.08</b>
A/R MISCELLANEOUS REFUNDS	DIFF OF EST VS ACT	401-0000-213.10-90	1,981.29
	PROJECT NOT COMPLETED	401-0000-213.10-90	2,648.05
ANIXTER	LUMBER& RELATED PRODUCTS	401-0000-141.43-00	20,697.24



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Vendor	Description	Account Number	Amount
ANIXTER	ELECTRICAL EQUIP & SUPPLY	401-0000-141.42-00	33,637.03
	LUMBER& RELATED PRODUCTS	401-0000-141.43-00	16,088.67
	ELECTRICAL EQUIP & SUPPLY	401-0000-141.44-00	9,899.01
BORDER STATES INDUSTRIES INC	ELECTRICAL EQUIP & SUPPLY	401-0000-141.41-00	269.39
	ELECTRICAL EQUIP & SUPPLY	401-0000-141.41-00	884.01
	FASTENERS, FASTENING DEVS	401-0000-141.41-00	183.20
	FASTENERS, FASTENING DEVS	401-0000-141.41-00	1,069.27
	ELECTRICAL EQUIP & SUPPLY	401-0000-141.41-00	3,449.70
	ELECTRICAL EQUIP & SUPPLY	401-0000-141.42-00	2,527.82
	ELECTRICAL EQUIP & SUPPLY	401-0000-141.41-00	3,573.38
	ELECTRICAL EQUIP & SUPPLY	401-0000-141.42-00	3,356.83
	ELECTRICAL EQUIP & SUPPLY	401-0000-141.42-00	5,038.75
	ELECTRICAL EQUIP & SUPPLY	401-0000-141.41-00	569.37
	ELECTRICAL EQUIP & SUPPLY	401-0000-141.42-00	2,047.91
CED/CONSOLIDATED ELEC DIST	ELECTRICAL EQUIP & SUPPLY	401-0000-141.42-00	578.24
	ELECTRICAL EQUIP & SUPPLY	401-0000-141.41-00	6,844.37
MISC UTILITY DEPOSIT REFUNDS	REFUND-D FENNEN MISAPP PY	401-0000-245.10-01	163.07
	DEPOSIT REFUND	401-0000-122.10-99	125.00
	FINAL BILL REFUND	401-0000-122.10-99	6.36
	FINAL BILL REFUND	401-0000-122.10-99	187.41
SERENITY HOUSE	REFUND-BLD PERMIT 25-370	401-0000-245.10-01	1,639.48
<b>Division Total:</b>			<b>\$117,464.85</b>
<b>Department Total:</b>			<b>\$117,464.85</b>
BPA-POWER WIRES	ELECTRICAL EQUIP & SUPPLY	401-7120-533.33-10	698,260.00
EES CONSULTING INC	CONSULTING SERVICES	401-7120-533.49-01	189.03
MARSH MUNDORF PRATT SULLIVAN	MISC PROFESSIONAL SERVICE	401-7120-533.49-01	390.00
<b>Power Systems Division Total:</b>			<b>\$698,839.03</b>
A-1 PERFORMANCE, INC	BUILDING MAINT&REPAIR SER	401-7180-533.41-50	482.02
AMAZON CAPITAL SERVICES	FOODS: PERISHABLE	401-7180-533.31-01	172.77
	ELECTRICAL EQUIP & SUPPLY	401-7180-533.35-01	23.87
	ELECTRICAL EQUIP & SUPPLY	401-7180-533.35-01	298.39
ANGELES MILLWORK & LUMBER	ELECTRICAL EQUIP & SUPPLY	401-7180-533.34-02	30.93
	ELECTRICAL EQUIP & SUPPLY	401-7180-533.35-01	148.77
	ELECTRICAL EQUIP & SUPPLY	401-7180-533.34-02	45.28



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ANGELES MILLWORK & LUMBER	ELECTRICAL EQUIP & SUPPLY	401-7180-533.34-02	17.14
	ELECTRICAL EQUIP & SUPPLY	401-7180-533.34-02	7.27
	ELECTRICAL EQUIP & SUPPLY	401-7180-533.35-01	44.71
ANIXTER	ELECTRICAL EQUIP & SUPPLY	401-7180-533.31-01	498.67
BORDER STATES INDUSTRIES INC	ELECTRICAL EQUIP & SUPPLY	401-7180-533.34-02	253.31
CED/CONSOLIDATED ELEC DIST	ELECTRICAL EQUIP & SUPPLY	401-7180-533.34-02	211.75
	ELECTRICAL EQUIP & SUPPLY	401-7180-533.34-02	12.11
	ELECTRICAL EQUIP & SUPPLY	401-7180-533.35-01	212.36
	ELECTRICAL EQUIP & SUPPLY	401-7180-533.34-02	35.56
	ELECTRICAL EQUIP & SUPPLY	401-7180-533.34-02	21.65
	ELECTRICAL EQUIP & SUPPLY	401-7180-533.34-02	435.60
	ELECTRICAL EQUIP & SUPPLY	401-7180-533.34-02	55.22
	ELECTRICAL EQUIP & SUPPLY	401-7180-533.34-02	789.53
	ELECTRICAL EQUIP & SUPPLY	401-7180-533.34-02	287.50
	ELECTRICAL EQUIP & SUPPLY	401-7180-533.31-20	16.90
	ELECTRICAL EQUIP & SUPPLY	401-7180-533.34-02	163.35
	ELECTRICAL EQUIP & SUPPLY	401-7180-533.34-02	627.26
CHARGEPOINT INC	DATA PROC SERV & SOFTWARE	401-7180-533.48-02	12,381.93
CINTAS CORPORATION NO. 2	FIRST AID & SAFETY EQUIP.	401-7180-533.31-01	103.00
DEPARTMENT OF REVENUE	EXCISE TAX REFUND-JUNE	401-7180-533.44-50	50,274.24
DR. PANZA LLC	HEALTH RELATED SERVICES	401-7180-533.49-90	210.00
KENNEDY, STEPHEN H.	BLANKET PURCHASE ORDER	401-7180-533.45-30	8,500.00
LUTZCO, INC.	FIRE PROTECTION EQUIP/SUP	401-7180-533.31-01	492.45
MATT'S TOOLS USA, LLC	ELECTRICAL EQUIP & SUPPLY	401-7180-533.35-01	165.45
	JANITORIAL SUPPLIES	401-7180-533.31-01	39.45
OLYMPIC SYNTHETIC PRODUCTS	ELECTRICAL EQUIP & SUPPLY	401-7180-533.35-01	251.08
PACIFIC OFFICE EQUIPMENT INC	OFFICE SUPPLIES, GENERAL	401-7180-533.31-01	2.44
PLATT ELECTRIC SUPPLY INC	FASTENERS, FASTENING DEVS	401-7180-533.34-02	28.39
	ELECTRICAL EQUIP & SUPPLY	401-7180-533.34-02	27.27
	ELECTRICAL EQUIP & SUPPLY	401-7180-533.34-02	976.29
	ELECTRICAL EQUIP & SUPPLY	401-7180-533.34-02	170.06
	ELECTRICAL EQUIP & SUPPLY	401-7180-533.34-02	44.75
PORT ANGELES POWER EQUIPMENT	ELECTRICAL EQUIP & SUPPLY	401-7180-533.35-01	357.28
PROCOM	HUMAN SERVICES	401-7180-533.49-90	78.00



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Vendor	Description	Account Number	Amount
ROHLINGER ENTERPRISES INC	TESTING&CALIBRATION SERVI	401-7180-533.48-10	25.05
SECURITY SERVICES NW, INC	COMMUNICATIONS/MEDIA SERV	401-7180-533.41-50	107.81
SWAIN'S GENERAL STORE INC	FASTENERS, FASTENING DEVS	401-7180-533.34-02	8.00
THURMAN SUPPLY	ELECTRICAL EQUIP & SUPPLY	401-7180-533.34-02	65.14
<b>Electric Operations Division Total:</b>			<b>\$79,200.00</b>
<b>Public Works-Electric Department Total:</b>			<b>\$778,039.03</b>
<b>Electric Utility Fund Total:</b>			<b>\$895,503.88</b>
FERGUSON ENTERPRISES INC	PIPE FITTINGS	402-0000-141.40-00	11,559.30
FLEXASEAL ENGINEERED SEALS & SYSTEM	STEAM & HOT WATER FITTING	402-0000-237.00-00	(222.41)
	PIPE FITTINGS	402-0000-237.00-00	(19.86)
<b>Division Total:</b>			<b>\$11,317.03</b>
<b>Department Total:</b>			<b>\$11,317.03</b>
AMAZON CAPITAL SERVICES	WATER&SEWER TREATING CHEM	402-7380-534.31-05	77.96
	WATER&SEWER TREATING CHEM	402-7380-534.31-05	81.28
	WATER&SEWER TREATING CHEM	402-7380-534.31-05	201.74
	SHOES AND BOOTS	402-7380-534.31-01	155.39
	AUTO BODIES & ACCESSORIES	402-7380-534.31-01	796.07
	JANITORIAL SUPPLIES	402-7380-534.31-01	51.96
	FIRST AID & SAFETY EQUIP.	402-7380-534.31-01	212.50
ANGELES MILLWORK & LUMBER	LUMBER& RELATED PRODUCTS	402-7380-534.31-20	86.09
	JANITORIAL SUPPLIES	402-7380-534.31-01	49.91
	AUTO & TRUCK MAINT. ITEMS	402-7380-534.31-20	88.99
C & J EXCAVATING INC	CONSTRUCTION SERVICES,HEA	402-7380-534.48-10	32,132.64
DAILY JOURNAL OF COMMERCE	COMMUNICATIONS/MEDIA SERV	402-7380-534.41-15	314.15
DEPARTMENT OF REVENUE	EXCISE TAX REFUND-JUNE	402-7380-534.44-50	30,114.05
E&M ELECTRIC & MACHINERY	DATA PROC SERV &SOFTWARE	402-7380-534.48-02	1,274.13
EUROFINS ENVIRONMENTAL TESTING NW	MISC PROFESSIONAL SERVICE	402-7380-534.41-50	688.00
	MISC PROFESSIONAL SERVICE	402-7380-534.41-50	474.00
	MISC PROFESSIONAL SERVICE	402-7380-534.41-50	325.00
	MISC PROFESSIONAL SERVICE	402-7380-534.41-50	624.92
	MISC PROFESSIONAL SERVICE	402-7380-534.41-50	792.00
FEDERAL EXPRESS CORP	SHIPPING CHARGES	402-7380-534.42-10	35.56
	SHIPPING CHARGES	402-7380-534.42-10	36.94
	SHIPPING CHARGES	402-7380-534.42-10	83.28
	SHIPPING CHARGES	402-7380-534.42-10	38.89



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Vendor	Description	Account Number	Amount
FEDERAL EXPRESS CORP	SHIPPING CHARGES	402-7380-534.42-10	52.64
FERGUSON ENTERPRISES INC	PIPE FITTINGS	402-7380-534.31-20	90.23
FLEXASEAL ENGINEERED SEALS & SYSTEM	STEAM & HOT WATER FITTING	402-7380-534.31-20	2,721.41
	PIPE FITTINGS	402-7380-534.31-20	243.04
GRAINGER	AIR CONDITIONING & HEATNG	402-7380-534.31-20	522.04
	ELECTRICAL EQUIP & SUPPLY	402-7380-534.31-20	167.76
HEARTLINE	HARDWARE,AND ALLIED ITEMS	402-7380-534.31-01	94.58
JJC RESOURCES, LLC	ROAD/HWY MAT NONASPHALTIC	402-7380-534.31-20	2,288.57
MISC BUILDING PERMIT REFUNDS		402-7380-343.40-25	2,500.00
MISC EMPLOYEE EXPENSE REIMBURSEMENT	2" MAIN BREAK 07/08/25	402-7380-534.31-01	37.00
	2" MAIN BREAK 07/08/25	402-7380-534.31-01	37.00
	2" MAIN BREAK 07/08/25	402-7380-534.31-01	37.00
	8" MAIN BREAK 06/14/25	402-7380-534.31-01	74.00
	8" MAIN BREAK 06/14/25	402-7380-534.31-01	74.00
	8" MAIN BREAK OT ON 06/14	402-7380-534.31-01	74.00
	LANDFILL FIRE CLEANUP 07/	402-7380-534.31-01	37.00
	LANDFILL FIRE CLEANUP 07/	402-7380-534.31-01	37.00
	MEAL REIMBURSENT - 8" MAI	402-7380-534.31-01	37.00
	MEAL REIMBURSENT - 8" MAI	402-7380-534.31-01	37.00
	MEAL REIMBURSENT - 8" MAI	402-7380-534.31-01	37.00
	MEAL REIMBURSENT - 8" MAI	402-7380-534.31-01	37.00
	MEAL REIMBURSENT - 8" MAI	402-7380-534.31-01	37.00
	MEAL REIMBURSENT - 8" MAI	402-7380-534.31-01	37.00
PLATT ELECTRIC SUPPLY INC	PRODUCTION&MANUFACTURING	402-7380-594.64-10	91.26
	PRODUCTION&MANUFACTURING	402-7380-594.64-10	149.39
	ELECTRICAL EQUIP & SUPPLY	402-7380-534.31-20	3.08
	ELECTRICAL EQUIP & SUPPLY	402-7380-534.31-20	48.91
	PARTS FOR PAWTP NEW GENER	402-7380-594.64-10	2.42
	PRODUCTION&MANUFACTURING	402-7380-594.64-10	38.92
	ELECTRICAL EQUIP & SUPPLY	402-7380-534.31-20	137.27
	ELECTRICAL EQUIP & SUPPLY	402-7380-534.31-20	50.14
	ELECTRICAL EQUIP & SUPPLY	402-7380-534.31-20	259.56
	ELECTRONIC COMPONENTS	402-7380-534.31-20	728.68
	ELECTRONIC COMPONENTS	402-7380-534.31-20	931.26
	ELECTRICAL EQUIP & SUPPLY	402-7380-534.31-20	459.69



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PUD #1 OF CLALLAM COUNTY	MISC PROFESSIONAL SERVICE	402-7380-534.47-10	53.56
	MISC PROFESSIONAL SERVICE	402-7380-534.47-10	79.29
RH2 ENGINEERING	ENGINEERING SERVICES	402-7380-534.41-50	6,294.16
SOUND PUBLISHING INC	COMMUNICATIONS/MEDIA SERV	402-7380-534.41-15	102.92
SPECTRA LABORATORIES-KITSAP	TESTING&CALIBRATION SERVI	402-7380-534.41-50	333.00
	TESTING&CALIBRATION SERVI	402-7380-534.41-50	269.00
SWAIN'S GENERAL STORE INC	JANITORIAL SUPPLIES	402-7380-534.31-01	26.66
	JANITORIAL SUPPLIES	402-7380-534.31-01	14.93
	CUTLERY,DISHES GLASS ETC	402-7380-534.31-01	48.86
	SHOES AND BOOTS	402-7380-534.31-01	146.87
	AUTO SHOP EQUIPMENT & SUP	402-7380-534.31-01	18.45
THURMAN SUPPLY	PIPE FITTINGS	402-7380-534.31-20	31.52
	PIPE FITTINGS	402-7380-534.31-20	21.65
	PIPE AND TUBING	402-7380-534.31-20	115.22
	HAND TOOLS ,POW&NON POWER	402-7380-534.31-20	180.07
WALTER E NELSON CO	PAPER & PLASTIC-DISPOSABL	402-7380-534.31-01	88.64
<b>Water Division Total:</b>			<b>\$88,733.10</b>
OLYMPIC PENINSULA TITLE CO	CONSULTING SERVICES	402-7382-534.41-50	653.40
PUD #1 OF CLALLAM COUNTY	MISC PROFESSIONAL SERVICE	402-7382-534.47-10	56.25
<b>Industrial Water Treatmnt Division Total:</b>			<b>\$709.65</b>
<b>Public Works-Water Department Total:</b>			<b>\$89,442.75</b>
<b>Water Utility Fund Total:</b>			<b>\$100,759.78</b>
DEPARTMENT OF REVENUE	EXCISE TAX REFUND-JUNE	403-0000-237.00-00	542.56
NCL NORTH CENTRAL LABORATORIES	CHEMICAL LAB EQUIP & SUPP	403-0000-237.00-00	(24.52)
	CHEMICAL LAB EQUIP & SUPP	403-0000-237.00-00	(27.05)
<b>Division Total:</b>			<b>\$490.99</b>
<b>Department Total:</b>			<b>\$490.99</b>
AMAZON CAPITAL SERVICES	HAND TOOLS ,POW&NON POWER	403-7480-535.35-01	140.68
ANGELES MILLWORK & LUMBER	LUMBER& RELATED PRODUCTS	403-7480-535.31-20	164.56
	PIPE FITTINGS	403-7480-535.31-20	3.59
	PIPE FITTINGS	403-7480-535.31-20	7.19
CED/CONSOLIDATED ELEC DIST	ELECTRICAL EQUIP & SUPPLY	403-7480-535.31-20	28.31
CLALLAM CNTY DEPT OF HEALTH	BEARD	403-7480-535.49-90	115.00
CLALLAM COOPERATIVE ASSN INC	POISONS:AGRICUL & INDUSTR	403-7480-535.31-05	442.98
DEPARTMENT OF LABOR &	INSURANCE, ALL TYPES	403-7480-535.48-10	222.60



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INDUSTRIES			
DEPARTMENT OF REVENUE	EXCISE TAX REFUND-JUNE	403-7480-535.44-50	21,887.27
EUROFINS ENVIRONMENTAL TESTING NW	MISC PROFESSIONAL SERVICE	403-7480-535.41-50	84.83
	MISC PROFESSIONAL SERVICE	403-7480-535.41-50	63.00
	MISC PROFESSIONAL SERVICE	403-7480-535.41-50	63.00
	MISC PROFESSIONAL SERVICE	403-7480-535.41-50	1,184.65
EVOQUA WATER TECHNOLOGIES	WATER&SEWER TREATING CHEM	403-7480-535.31-05	6,565.61
FEDERAL EXPRESS CORP	SHIPPING CHARGES	403-7480-535.42-10	38.48
	SHIPPING CHARGES	403-7480-535.42-10	17.61
	SHIPPING CHARGES	403-7480-535.42-10	84.10
	SHIPPING CHARGES	403-7480-535.42-10	38.48
	SHIPPING CHARGES	403-7480-535.42-10	37.54
	SHIPPING CHARGES	403-7480-535.42-10	39.40
	SHIPPING CHARGES	403-7480-535.42-10	35.34
FERGUSON ENTERPRISES INC	STEAM & HOT WATER FITTING	403-7480-535.31-20	300.88
	PIPE FITTINGS	403-7480-535.31-20	139.22
	PIPE AND TUBING	403-7480-535.31-20	882.96
	PIPE AND TUBING	403-7480-535.31-20	1,439.22
GRAINGER	PLUMBING EQUIP FIXT,SUPP	403-7480-535.31-20	2,036.99
	EQUIPMENT MAINTENANCE,REC	403-7480-535.31-20	737.62
	EQUIPMENT MAINTENANCE,REC	403-7480-535.31-20	1,026.40
GROVES CRANE CO	RENTAL/LEASE EQUIPMENT	403-7480-535.48-10	1,020.94
HUBER TECHNOLOGY, INC.	FASTENERS, FASTENING DEVS	403-7480-535.31-20	37.41
MCMASTER-CARR SUPPLY CO	FASTENERS, FASTENING DEVS	403-7480-535.31-20	162.01
MISC EMPLOYEE EXPENSE REIMBURSEMENT	8" MAIN BREAK 06/14/2025	403-7480-535.31-01	92.50
	8" MAIN BREAK 06/14/25	403-7480-535.31-01	74.00
NAPA AUTO PARTS	BELTS AND BELTING	403-7480-535.31-20	67.41
	HOSES, ALL KINDS	403-7480-535.31-20	16.71
NCL NORTH CENTRAL LABORATORIES	CHEMICAL LAB EQUIP & SUPP	403-7480-535.31-01	300.06
	CHEMICAL LAB EQUIP & SUPP	403-7480-535.31-01	331.07
O'REILLY AUTO PARTS	HOSES, ALL KINDS	403-7480-535.31-01	12.51
OLYMPIC PRINTERS INC	PRINTING,SILK SCR,TYPSET	403-7480-535.31-01	528.17
OLYMPIC STATIONERS INC	PRINTING,SILK SCR,TYPSET	403-7480-535.31-01	(528.17)
	PRINTING,SILK SCR,TYPSET	403-7480-535.31-01	528.17



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Vendor	Description	Account Number	Amount
OLYMPIC STATIONERS INC	PRINTING,SILK SCR,TYPSET	403-7480-535.31-01	528.17
	PRINTING,SILK SCR,TYPSET	403-7480-535.31-01	(528.17)
PACIFIC OFFICE EQUIPMENT INC	COMPUTERS,DP & WORD PROC.	403-7480-535.31-01	324.45
PETROCARD, INC	FUEL,OIL,GREASE, & LUBES	403-7480-535.32-11	1,524.07
	FUEL,OIL,GREASE, & LUBES	403-7480-535.32-11	2,195.73
	FUEL,OIL,GREASE, & LUBES	403-7480-535.32-11	2,092.44
PLATT ELECTRIC SUPPLY INC	AUTO & TRUCK MAINT. ITEMS	403-7480-535.31-20	416.18
	OFFICE SUPPLIES, GENERAL	403-7480-535.31-20	84.66
POLYDYNE INC	WATER&SEWER TREATING CHEM	403-7480-535.31-05	3,986.74
PUD #1 OF CLALLAM COUNTY	MISC PROFESSIONAL SERVICE	403-7480-535.47-10	314.27
SWAIN'S GENERAL STORE INC	BRUSHES (NOT CLASSIFIED)	403-7480-535.31-01	28.05
	PAINTS,COATINGS,WALLPAPER	403-7480-535.31-01	117.44
	FOODS: PERISHABLE	403-7480-535.31-20	249.88
	CLOTHING & APPAREL	403-7480-535.31-01	98.29
	CLOTHING & APPAREL	403-7480-535.31-01	108.62
	LEATHER& RELATED SUP,ACC	403-7480-535.31-01	37.97
	HARDWARE,AND ALLIED ITEMS	403-7480-535.31-01	71.71
TENELCO	MISCELLANEOUS SERVICES	403-7480-535.47-10	4,341.11
	MISCELLANEOUS SERVICES	403-7480-535.47-10	4,708.22
	MISCELLANEOUS SERVICES	403-7480-535.47-10	3,433.59
	MISCELLANEOUS SERVICES	403-7480-535.47-10	3,481.35
	MISCELLANEOUS SERVICES	403-7480-535.47-10	3,634.20
THURMAN SUPPLY	PIPE FITTINGS	403-7480-535.31-20	2.92
	PIPE FITTINGS	403-7480-535.31-20	488.75
	PIPE FITTINGS	403-7480-535.31-20	42.58
TMG SERVICES INC	PUMPS & ACCESSORIES	403-7480-535.31-20	702.47
WALTER E NELSON CO	HOSP SURG ACCES & SUNDRIS	403-7480-535.31-01	286.32
<b>Wastewater Division Total:</b>			<b>\$73,242.31</b>
<b>Public Works-Wastewater Department Total:</b>			<b>\$73,242.31</b>
<b>Wastewater Utility Fund Total:</b>			<b>\$73,733.30</b>
DEPARTMENT OF REVENUE	EXCISE TAX REFUND-JUNE	404-0000-237.00-00	131.21
SNIFFER ROBOTICS	ENVIRONMENTAL&ECOLOGICAL	404-0000-237.00-00	(356.00)
<b>Division Total:</b>			<b>(\$224.79)</b>
<b>Department Total:</b>			<b>(\$224.79)</b>
AMAZON CAPITAL SERVICES	FIRST AID & SAFETY EQUIP.	404-7538-537.31-01	(45.88)



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Vendor	Description	Account Number	Amount
AMAZON CAPITAL SERVICES	FIRST AID & SAFETY EQUIP.	404-7538-537.31-01	117.86
	FEED,BEDDING,VIT-ANIMALS	404-7538-537.31-01	81.58
ANGELES MILLWORK & LUMBER	JANITORIAL SUPPLIES	404-7538-537.31-01	13.04
ANGELES PLUMBING INC	BUILDING MAINT&REPAIR SER	404-7538-537.48-10	112.61
	CONSTRUCTION SERVICES,TRA	404-7538-537.48-10	1,154.88
	PLUMBING EQUIP FIXT,SUPP	404-7538-537.48-10	614.65
DEPARTMENT OF REVENUE	EXCISE TAX REFUND-JUNE	404-7538-537.44-50	34,828.09
EMERALD SERVICES	PW CONSTRUCTION & RELATED	404-7538-537.41-50	157.67
	PW CONSTRUCTION & RELATED	404-7538-537.41-50	322.26
	PW CONSTRUCTION & RELATED	404-7538-537.41-50	228.75
	PW CONSTRUCTION & RELATED	404-7538-537.41-50	197.17
	PW CONSTRUCTION & RELATED	404-7538-537.41-50	450.06
	PW CONSTRUCTION & RELATED	404-7538-537.41-50	118.95
HI-TECH SECURITY	COMMUNICATIONS/MEDIA SERV	404-7538-537.41-50	849.42
LIBERTY TIRE SERVICES	SALE SURPLUS/OBSOLETE	404-7538-537.41-51	1,424.81
MISC EMPLOYEE EXPENSE REIMBURSEMENT	JUNE 1-30 MILEAGE REIMBUR	404-7538-537.31-01	204.82
	JUNE 1-30, 25 MILEAGE REI	404-7538-537.31-01	59.50
	JUNE MILEAGE REIMBURSEMEN	404-7538-537.31-01	69.30
	LANDFILL FIRE OVERTIME 07	404-7538-537.31-01	37.00
	LANDFILL FIRE OVERTIME ON	404-7538-537.31-01	18.50
	SPILL EVENT CALL IN #326	404-7538-537.31-01	55.50
	MEAL TICKET FOR 07/19/25	404-7538-537.31-01	37.00
PUD #1 OF CLALLAM COUNTY	MISC PROFESSIONAL SERVICE	404-7538-537.47-10	83.13
PUGET SOUND HARDWARE, INC	FARE COLLECTION EQUIP&SUP	404-7538-537.35-01	429.72
RABANCO, LTD	MISCELLANEOUS SERVICES	404-7538-537.41-51	(22,187.04)
	MISCELLANEOUS SERVICES	404-7538-537.41-51	62,121.23
REGIONAL DISPOSAL	BUILDING MAINT&REPAIR SER	404-7538-537.41-51	19,000.30
	BUILDING MAINT&REPAIR SER	404-7538-537.41-51	421,542.17
SNIFFER ROBOTICS	ENVIRONMENTAL&ECOLOGICAL	404-7538-537.41-50	4,356.00
SWAIN'S GENERAL STORE INC	FIRST AID & SAFETY EQUIP.	404-7538-537.31-01	217.97
	HAND TOOLS ,POW&NON POWER	404-7538-537.35-01	43.49
	JANITORIAL SUPPLIES	404-7538-537.31-01	76.00
WA STATE DEPARTMENT OF ECOLOGY	ENVIRONMENTAL&ECOLOGICAL	404-7538-537.49-90	67.00
WALTER E NELSON CO	PAPER & PLASTIC-DISPOSABL	404-7538-537.31-01	177.31



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Vendor	Description	Account Number	Amount
<b>SW - Transfer Station Division Total:</b>			<b>\$527,034.82</b>
A-1 PERFORMANCE, INC	BUILDING MAINT&REPAIR SER	404-7580-537.41-50	145.96
ANGELES MILLWORK & LUMBER	TWINE	404-7580-537.31-01	12.99
DEPARTMENT OF REVENUE	EXCISE TAX REFUND-JUNE	404-7580-537.44-50	20,939.61
DR. PANZA LLC	HEALTH RELATED SERVICES	404-7580-537.49-90	210.00
FEDERAL EXPRESS CORP	SHIPPING CHARGES	404-7580-537.10-01	34.45
	SHIPPING CHARGES	404-7580-537.10-01	38.89
MISC EMPLOYEE EXPENSE REIMBURSEMENT	WORKED LATE OVERTIME 07/1	404-7580-537.31-01	37.00
	CDL REIMBURSEMENT 07/12/2	404-7580-537.49-90	136.00
SOUND PUBLISHING INC	LIBRARY SERVICES(EXCL 908	404-7580-537.49-01	166.40
SWAIN'S GENERAL STORE INC	BOOT DISCOUNT	404-7580-537.31-01	(39.55)
<b>Solid Waste-Collections Division Total:</b>			<b>\$21,681.75</b>
EUROFINS ENVIRONMENTAL TESTING NW	MISC PROFESSIONAL SERVICE	404-7585-537.41-50	273.00
GEOTECH ENVIRONMENTAL EQUIP.	OPTICAL EQUIP ACESS& SUPP	404-7585-537.48-10	0.11
	TESTING APP/NOT ELECTRIC	404-7585-537.48-10	4,946.63
<b>Solid Waste-Landfill Division Total:</b>			<b>\$5,219.74</b>
<b>Public Works-Solid Waste Department Total:</b>			<b>\$553,936.31</b>
<b>Solid Waste Utility Fund Total:</b>			<b>\$553,711.52</b>
ANGELES MILLWORK & LUMBER	HOSES, ALL KINDS	406-7412-538.31-01	55.10
	ENGINEERING EQUIPMENT	406-7412-538.35-01	75.88
	HARDWARE,AND ALLIED ITEMS	406-7412-538.35-01	94.98
	FUEL,OIL,GREASE, & LUBES	406-7412-538.31-01	29.37
	HAND TOOLS ,POW&NON POWER	406-7412-538.31-01	50.92
	HAND TOOLS ,POW&NON POWER	406-7412-538.35-01	145.57
CLALLAM CNTY DEPT OF HEALTH	LAB EQUIP,BIO,CHEM,ENVIR	406-7412-538.41-50	833.00
DAREN'S POINT S	AUTO & TRUCK MAINT. ITEMS	406-7412-538.31-01	37.02
DEPARTMENT OF REVENUE	EXCISE TAX REFUND-JUNE	406-7412-538.49-50	4,633.12
HARTNAGEL BUILDING SUPPLY INC	MACHINERY & HEAVY HRDWARE	406-7412-538.35-01	217.19
JJC RESOURCES, LLC	ROAD/HWY MAT NONASPHALTIC	406-7412-538.31-20	950.03
KITSAP COUNTY PUBLIC WORKS	EDUCATIONAL SERVICES	406-7412-538.41-50	613.99
SWAIN'S GENERAL STORE INC	HAND TOOLS ,POW&NON POWER	406-7412-538.31-20	80.42
	CLOTHING ACCESSORIES(SEE	406-7412-538.31-01	26.62
THURMAN SUPPLY	PIPE FITTINGS	406-7412-538.31-01	30.81
<b>Stormwater Division Total:</b>			<b>\$7,874.02</b>



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Vendor	Description	Account Number	Amount
<b>Public Works-Wastewater Department Total:</b>			<b>\$7,874.02</b>
<b>Stormwater Utility Fund Total:</b>			<b>\$7,874.02</b>
A/R MISCELLANEOUS REFUNDS	JOYCE MACDONALD	409-0000-213.10-90	121.95
	PATIENT DONALD ANDERSON	409-0000-213.10-90	120.57
DEPARTMENT OF REVENUE	EXCISE TAX REFUND-JUNE	409-0000-237.00-00	16.97
<b>Division Total:</b>			<b>\$259.49</b>
<b>Department Total:</b>			<b>\$259.49</b>
BOUND TREE MEDICAL, LLC	SALE SURPLUS/OBSOLETE	409-6025-526.31-13	111.26
	SALE SURPLUS/OBSOLETE	409-6025-526.31-13	565.04
	SALE SURPLUS/OBSOLETE	409-6025-526.31-01	867.68
	SALE SURPLUS/OBSOLETE	409-6025-526.31-01	548.42
EMSCONNECT	MEMBERSHIPS	409-6025-526.43-10	280.00
ESO SOLUTIONS	MEMBERSHIPS	409-6025-526.41-50	475.51
JIFFY CLEANERS	CLOTHING & APPAREL	409-6025-526.31-01	10.89
	CLOTHING & APPAREL	409-6025-526.31-01	17.97
	CLOTHING & APPAREL	409-6025-526.31-01	22.32
	CLOTHING & APPAREL	409-6025-526.31-01	82.22
LIFE ASSIST	SALE SURPLUS/OBSOLETE	409-6025-526.31-13	109.70
	SALE SURPLUS/OBSOLETE	409-6025-526.31-01	340.72
	SALE SURPLUS/OBSOLETE	409-6025-526.31-01	308.27
	SALE SURPLUS/OBSOLETE	409-6025-526.31-01	287.21
	SALE SURPLUS/OBSOLETE	409-6025-526.31-13	32.99
	SALE SURPLUS/OBSOLETE	409-6025-526.31-13	32.99
	SALE SURPLUS/OBSOLETE	409-6025-526.31-01	1,634.95
	SALE SURPLUS/OBSOLETE	409-6025-526.31-01	398.57
LINCOLN STREET STATION	EXTERNAL LABOR	409-6025-526.31-01	7.27
OLYMPIC AMBULANCE INC	HUMAN SERVICES	409-6025-526.41-50	21,137.53
OLYMPIC MEDICAL CENTER	HEALTH RELATED SERVICES	409-6025-526.41-50	390.00
RADIA INC PS	HEALTH RELATED SERVICES	409-6025-526.41-50	35.00
SIGTRONICS, CORP.	HEADSET REPAIR	409-6025-526.48-10	571.09
SPORTSENGINE	EQUIP MAINT & REPAIR SERV	409-6025-526.41-50	35.00
SYSTEMS DESIGN WEST, LLC	CONSULTING SERVICES	409-6025-526.41-50	3,863.85
ZOLL MEDICAL CORPORATION	SALE SURPLUS/OBSOLETE	409-6025-526.31-01	82.33
<b>Medic I Division Total:</b>			<b>\$32,248.78</b>
MISC ONE-TIME VENDORS	CRAVEN TESTING - HYLDAHL	409-6027-526.31-01	400.00



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Vendor	Description	Account Number	Amount
OLYMPIC PENINSULA COMMUNITY CLINIC	HOSP SURG ACCES & SUNDRIS	409-6027-526.41-50	8,159.67
<b>Community Paramedicine Division Total:</b>			<b>\$8,559.67</b>
<b>Fire Department Total:</b>			<b>\$40,808.45</b>
<b>Medic I Utility Fund Total:</b>			<b>\$41,067.94</b>
AEE-ASSOC OF ENERGY ENGINEERS	103461-CURRIE	421-7121-533.49-01	195.00
ALL WEATHER HEATING AND COOLING	AIR CONDITIONING & HEATNG	421-7121-533.49-86	6,000.00
	AIR CONDITIONING & HEATNG	421-7121-533.49-86	6,000.00
DAVE'S HEATING & COOLING SVC	AIR CONDITIONING & HEATNG	421-7121-533.49-86	2,000.00
	AIR CONDITIONING & HEATNG	421-7121-533.49-86	5,945.94
OLYMPIC MEDICAL CENTER	CONSTRUCTION SERVICES,GEN	421-7121-533.49-86	4,800.00
<b>Conservation Division Total:</b>			<b>\$24,940.94</b>
<b>Public Works-Electric Department Total:</b>			<b>\$24,940.94</b>
<b>Conservation Fund Total:</b>			<b>\$24,940.94</b>
MAGNUM POWER, LLC	CONSTRUCTION SERVICES	451-0000-223.40-00	3,905.00
<b>Division Total:</b>			<b>\$3,905.00</b>
<b>Department Total:</b>			<b>\$3,905.00</b>
MAGNUM POWER, LLC	CONSTRUCTION SERVICES,TRA	451-7188-594.65-10	74,814.30
	CONSTRUCTION SERVICES,TRA	451-7188-594.65-10	85,050.90
MT VIEW LOCATING SERVICES	MISCELLANEOUS SERVICES	451-7188-594.65-10	930.00
<b>Electric Projects Division Total:</b>			<b>\$160,795.20</b>
<b>Public Works-Electric Department Total:</b>			<b>\$160,795.20</b>
<b>Electric Utility CIP Fund Total:</b>			<b>\$164,700.20</b>
TMG SERVICES INC	WATER SEWAGE TREATMENT EQ	452-7388-594.65-10	27,900.18
<b>Water Projects Division Total:</b>			<b>\$27,900.18</b>
<b>Public Works-Water Department Total:</b>			<b>\$27,900.18</b>
<b>Water Utility CIP Fund Total:</b>			<b>\$27,900.18</b>
SARGENT ENGINEERING, INC	CONSULTING SERVICES	453-7488-594.65-10	6,746.41
<b>Wastewater Projects Division Total:</b>			<b>\$6,746.41</b>
<b>Public Works-Wastewater Department Total:</b>			<b>\$6,746.41</b>
<b>WasteWater Utility CIP Fund Total:</b>			<b>\$6,746.41</b>
PARAMETRIX INC	CONSULTING SERVICES	456-7688-594.65-10	7,896.81
<b>Stormwater Util CIP Projs Division Total:</b>			<b>\$7,896.81</b>
<b>Public Works Department Total:</b>			<b>\$7,896.81</b>



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Vendor	Description	Account Number	Amount
<b>Stormwtr Util Projects Fund Total:</b>			<b>\$7,896.81</b>
AMAZON CAPITAL SERVICES	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	168.37
	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	207.48
	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	60.98
	RADIO & TELECOMMUNICATION	501-0000-141.40-00	35.94
BAXTER AUTO PARTS #15	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	20.67
	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	26.09
BRAUN NORTHWEST	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	97.00
	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	222.16
DAREN'S POINT S	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	1,085.68
DON SMALL & SONS OIL DIST CO.	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	915.36
MOTION INDUSTRIES, INC	POWER TRANSMISSION EQUIPM	501-0000-141.40-00	400.95
	BELTS AND BELTING	501-0000-141.40-00	419.49
	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	452.89
	HOSES, ALL KINDS	501-0000-141.40-00	176.76
N C MACHINERY CO	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	249.74
NAPA AUTO PARTS	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	87.59
	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	57.06
O'REILLY AUTO PARTS	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	(130.14)
OWEN EQUIPMENT	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	109.64
PAPE-KENWORTH NORTHWEST, INC	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	956.03
	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	613.08
	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	233.72
PETROCARD, INC	FUEL,OIL,GREASE, & LUBES	501-0000-141.20-00	1,388.71
	FUEL,OIL,GREASE, & LUBES	501-0000-141.20-00	907.38
	FUEL,OIL,GREASE, & LUBES	501-0000-141.20-00	19,552.23
	FUEL,OIL,GREASE, & LUBES	501-0000-141.20-00	16,610.98
PRICE FORD LINCOLN	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	776.49
	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	96.61
	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	16.25
SIRENNET.COM	AUTO & TRUCK ACCESSORIES	501-0000-141.40-00	316.20
SIX ROBBLEES' INC	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	41.60
TOWN & COUNTRY TRACTOR, INC	AUTO & TRUCK ACCESSORIES	501-0000-141.40-00	91.10
	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	35.13
WESTERN EQUIPMENT DISTRIB	AUTO & TRUCK MAINT. ITEMS	501-0000-141.40-00	679.43



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Vendor	Description	Account Number	Amount
INC			
<b>Division Total:</b>			<b>\$46,978.65</b>
<b>Department Total:</b>			<b>\$46,978.65</b>
A-1 PERFORMANCE, INC	BUILDING MAINT&REPAIR SER	501-7630-548.41-50	181.46
AMAZON CAPITAL SERVICES	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	121.70
	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	47.53
	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	431.24
	AUTO & TRUCK MAINT. ITEMS	501-7630-548.35-01	260.90
ANGELES COLLISION REPAIR	EXTERNAL LABOR SERVICES	501-7630-548.34-02	216.11
ANGELES MILLWORK & LUMBER	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	13.06
	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	15.16
AUTOZONE STORES, INC	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	66.83
BAXTER AUTO PARTS #15	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	76.21
COPY CAT GRAPHICS & SIGNS	AUTO & TRUCK ACCESSORIES	501-7630-548.34-02	321.26
	AUTO & TRUCK ACCESSORIES	501-7630-548.34-02	321.26
	AUTO & TRUCK ACCESSORIES	501-7630-548.34-02	321.26
	AUTO & TRUCK ACCESSORIES	501-7630-548.34-02	321.26
DAREN'S POINT S	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	85.49
	EXTERNAL LABOR SERVICES	501-7630-548.34-02	32.67
DOBBS PETERBILT INC	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	78.80
EVERGREEN TOWING	EXTERNAL LABOR SERVICES	501-7630-548.34-02	1,012.77
	EXTERNAL LABOR SERVICES	501-7630-548.34-02	239.58
HUGHES FIRE EQUIPMENT INC	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	221.71
	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	1,357.94
LES SCHWAB TIRE CENTER	EXTERNAL LABOR SERVICES	501-7630-548.34-02	60.16
	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	2,285.48
	EXTERNAL LABOR SERVICES	501-7630-548.34-02	182.86
	EXTERNAL LABOR SERVICES	501-7630-548.34-02	182.86
MATT'S TOOLS USA, LLC	AUTO & TRUCK MAINT. ITEMS	501-7630-548.31-01	242.83
	AUTO & TRUCK MAINT. ITEMS	501-7630-548.35-01	277.04
	AUTO & TRUCK MAINT. ITEMS	501-7630-548.35-01	1,063.30
	AUTO & TRUCK MAINT. ITEMS	501-7630-548.35-01	177.63
NAPA AUTO PARTS	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	61.20
	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	80.67
	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	37.23



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NORTH PACIFIC DESIGN	EXTERNAL LABOR SERVICES	501-7630-548.34-02	282.36
O'REILLY AUTO PARTS	AUTO & TRUCK ACCESSORIES	501-7630-548.34-02	352.16
OWEN EQUIPMENT	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	523.49
	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	845.62
PORT ANGELES AUTO GLASS	EXTERNAL LABOR SERVICES	501-7630-548.34-02	434.51
PRICE FORD LINCOLN	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	165.18
	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	195.68
	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	375.82
	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	154.08
	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	201.27
	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	17.31
	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	311.27
RUDELLE AUTO MALL	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	193.75
RWC GROUP	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	1,231.57
SAFETY-KLEEN SYSTEMS	AUTO & TRUCK MAINT. ITEMS	501-7630-548.49-90	361.82
SEALMASTER PORTLAND	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	237.67
SNAP-ON TOOLS - SARGENT TOOLS LLC	AUTO & TRUCK MAINT. ITEMS	501-7630-548.35-01	688.63
SYSTEMS FOR PUBLIC SAFETY, INC	AUTO & TRUCK MAINT. ITEMS	501-7630-594.64-10	27.52
	AUTO & TRUCK MAINT. ITEMS	501-7630-594.64-10	20,294.70
	AUTO & TRUCK MAINT. ITEMS	501-7630-594.64-10	25,545.50
	AUTO & TRUCK MAINT. ITEMS	501-7630-594.64-10	29,474.46
	EXTERNAL LABOR SERVICES	501-7630-594.64-10	7,482.40
	EXTERNAL LABOR SERVICES	501-7630-594.64-10	9,242.63
	EXTERNAL LABOR SERVICES	501-7630-594.64-10	9,472.30
	FUEL,OIL,GREASE, & LUBES	501-7630-594.64-10	93.43
	FUEL,OIL,GREASE, & LUBES	501-7630-594.64-10	107.24
	FUEL,OIL,GREASE, & LUBES	501-7630-594.64-10	107.71
TACOMA DODGE CHRYSLER JEEP	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	210.23
	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	255.90
TOWN & COUNTRY TRACTOR, INC	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	6.69
VESTIS SERVICES	LAUNDRY/DRY CLEANING SERV	501-7630-548.49-90	16.34
	LAUNDRY/DRY CLEANING SERV	501-7630-548.49-90	16.34
	LAUNDRY/DRY CLEANING SERV	501-7630-548.49-90	57.11
	LAUNDRY/DRY CLEANING SERV	501-7630-548.49-90	17.44



**City of Port Angeles  
City Council Expenditure Report  
Between Jul 5, 2025 and Aug 9, 2025**

Vendor	Description	Account Number	Amount
VESTIS SERVICES	LAUNDRY/DRY CLEANING SERV	501-7630-548.49-90	17.44
WEST COAST WIRE, ROPE & RIGGING	AUTO & TRUCK MAINT. ITEMS	501-7630-548.34-02	556.73
WORLD KINECT ENERGY SVCS	FUEL,OIL,GREASE, & LUBES	501-7630-548.32-13	133.55
	FUEL,OIL,GREASE, & LUBES	501-7630-548.32-13	101.12
	FUEL,OIL,GREASE, & LUBES	501-7630-548.32-13	321.83
	FUEL,OIL,GREASE, & LUBES	501-7630-548.32-13	120.52
<b>Equipment Services Division Total:</b>			<b>\$120,646.78</b>
<b>Public Works Department Total:</b>			<b>\$120,646.78</b>
<b>Equipment Services Fund Total:</b>			<b>\$167,625.43</b>
ASTOUND BROADBAND	COMMUNICATIONS/MEDIA SERV	502-2081-518.42-12	9,551.94
	DATA PROC SERV &SOFTWARE	502-2081-518.42-12	8,431.23
CANON USA, INC	BLANKET PURCHASE ORDER	502-2081-518.45-31	4,131.99
CAPTAIN T'S	CUST EMBROIDERY ITD NAME	502-2081-518.31-01	76.16
CENTURYLINK-QWEST	07-06 A/C 334046758	502-2081-518.42-10	3,119.75
LIVETILES CORP	DATA PROC SERV &SOFTWARE	502-2081-518.48-02	7,961.00
MISC EMPLOYEE EXPENSE REIMBURSEMENT	COUNCIL MTG COVERAGE 7/15	502-2081-518.31-01	37.00
PACIFIC OFFICE EQUIPMENT INC	OFFICE MACHINES & ACCESS	502-2081-518.45-31	3,090.81
PUD #1 OF CLALLAM COUNTY	RADIO & TELECOMMUNICATION	502-2081-518.47-10	60.35
SHI INTERNATIONAL CORP	COMPUTERS,DP & WORD PROC.	502-2081-518.48-02	2,294.74
VERIZON WIRELESS	07-15 A/C 842160242-00001	502-2081-518.42-10	2,613.95
	07-15 A/C 842160242-00003	502-2081-518.42-10	1,189.50
	07-15 A/C 842160242-0004	502-2081-518.42-10	4,796.55
<b>Information Technologies Division Total:</b>			<b>\$47,354.97</b>
DIGITAL BUYER	FURNITURE, OFFICE	502-2082-594.65-10	14,912.77
SECURITY SOLUTIONS NORTHWEST	CAMERAS	502-2082-594.65-10	2,413.12
SHI INTERNATIONAL CORP	COMPUTER HARDWARE&PERIPHE	502-2082-594.65-10	15,514.17
	COMPUTER HARDWARE&PERIPHE	502-2082-594.65-10	153,386.78
	DATA PROC SERV &SOFTWARE	502-2082-594.65-10	50,915.14
<b>IT Capital Projects Division Total:</b>			<b>\$237,141.98</b>
<b>Finance Department Total:</b>			<b>\$284,496.95</b>
<b>Information Technology Fund Total:</b>			<b>\$284,496.95</b>
HSA BANK	SERVICE FEES	503-1631-517.41-50	36.00
	SERVICE FEES	503-1631-517.41-50	189.00



**City of Port Angeles  
City Council Expenditure Report  
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Vendor	Description	Account Number	Amount
HSA BANK	EMPLOYER CONTRIBUTIONS	503-1631-517.46-30	3,300.00
MISC EMPLOYEE EXPENSE REIMBURSEMENT	WELLNESS REIMBURSEMENT	503-1631-517.41-51	325.64
NW ADMIN TRANSFER ACCT	INSURANCE, ALL TYPES	503-1631-517.46-33	106,728.95
	INSURANCE, ALL TYPES	503-1631-517.46-34	7,559.10
REDACTED	DISABILITY BOARD-JUNE	503-1631-517.46-35	15.39
	DISABILITY BOARD-JUNE	503-1631-517.46-35	44.16
	DISABILITY BOARD-JUNE	503-1631-517.46-35	1,679.97
	REIMBURSE MEDICARE-JULY	503-1631-517.46-35	108.00
	REIMBURSE MEDICARE-JULY	503-1631-517.46-35	160.00
	REIMBURSE MEDICARE-JULY	503-1631-517.46-35	174.70
	REIMBURSE MEDICARE-JULY	503-1631-517.46-35	181.00
	REIMBURSE MEDICARE-JULY	503-1631-517.46-35	183.00
	REIMBURSE MEDICARE-JULY	503-1631-517.46-35	185.00
	REIMBURSE MEDICARE-JULY	503-1631-517.46-35	185.00
	REIMBURSE MEDICARE-JULY	503-1631-517.46-35	185.00
	REIMBURSE MEDICARE-JULY	503-1631-517.46-35	185.00
	REIMBURSE MEDICARE-JULY	503-1631-517.46-35	185.00
	REIMBURSE MEDICARE-JULY	503-1631-517.46-35	185.00
	REIMBURSE MEDICARE-JULY	503-1631-517.46-35	185.00
	REIMBURSE MEDICARE-JULY	503-1631-517.46-35	185.00
	REIMBURSE MEDICARE-JULY	503-1631-517.46-35	470.00
	REDQUOTE, INC.	HRA REIMBURSEMENT	503-1631-517.46-30
HRA REIMBURSEMENT		503-1631-517.46-30	1,381.93
HRA REIMBURSEMENT		503-1631-517.46-30	3,540.50
HRA REIMBURSEMENT		503-1631-517.46-30	1,570.91
HRA REIMBURSEMENT		503-1631-517.46-30	5,174.15
<b>Other Insurance Programs Division Total:</b>			<b>\$133,105.47</b>
DEPARTMENT OF LABOR & INDUSTRIES	2ND QUARTER L&I REPORT	503-1661-517.49-50	179,856.00
DEPT OF LABOR & INDUSTRIES	2ND QTR L&I SELF INSURED	503-1661-517.49-50	1,244.67
<b>Worker's Compensation Division Total:</b>			<b>\$181,100.67</b>
KEATING BUCKLIN & MCCORMACK INC	LEGAL SERVICES	503-1671-517.41-50	487.50
	LEGAL SERVICES	503-1671-517.41-50	585.00



**City of Port Angeles**  
**City Council Expenditure Report**  
**Between Jul 5, 2025 and Aug 9, 2025**

Vendor	Description	Account Number	Amount
<b>Comp Liability Division Total:</b>			<b>\$1,072.50</b>
<b>Self Insurance Department Total:</b>			<b>\$315,278.64</b>
<b>Self-Insurance Fund Total:</b>			<b>\$315,278.64</b>
AFLAC	AFLAC MONTHLY PREMIUMS	920-0000-231.53-10	858.98
	AFLAC MONTHLY PREMIUMS	920-0000-231.53-10	(858.98)
	AFLAC MONTHLY PREMIUMS	920-0000-231.53-10	858.98
AFSCME LOCAL 1619	PAYROLL SUMMARY	920-0000-231.54-40	620.00
BROWN & BROWN OF WASHINGTON	PAYROLL SUMMARY	920-0000-231.53-40	2,646.14
CHAPTER 13 TRUSTEE	CASE #125-11570	920-0000-231.56-90	1,384.62
	CASE #125-11570	920-0000-231.56-90	1,384.62
EMPLOYEES ASSOCIATION	PAYROLL SUMMARY	920-0000-231.55-30	1,240.00
EMPLOYMENT SECURITY DEPT	PFML 2ND QTR 2025	920-0000-231.53-50	78,051.71
EMPLOYMENT SECURITY-WA CARES FUND	WA LONG TERM CARE 2ND QTR	920-0000-231.53-51	39,232.73
EMPOWER-P/R WIRE	PAYROLL SUMMARY	920-0000-231.52-10	628.08
	PAYROLL SUMMARY	920-0000-231.52-20	32,131.19
	PAYROLL SUMMARY	920-0000-231.52-10	628.08
	PAYROLL SUMMARY	920-0000-231.52-20	32,471.82
	PAYROLL SUMMARY	920-0000-231.52-10	628.08
	PAYROLL SUMMARY	920-0000-231.52-20	31,082.15
FEDERAL PAYROLL TAX	PAYROLL SUMMARY	920-0000-231.50-10	34.81
	PAYROLL SUMMARY	920-0000-231.50-10	120,454.76
	PAYROLL SUMMARY	920-0000-231.50-10	118,309.50
	PENSIONER'S P/R TAX	920-0000-231.50-10	100.00
	PAYROLL SUMMARY	920-0000-231.50-10	123,027.57
FICA/MEDICARE PAYROLL TAX	PAYROLL SUMMARY	920-0000-231.50-20	141,621.44
	PAYROLL SUMMARY	920-0000-231.50-20	16.96
	PAYROLL SUMMARY	920-0000-231.50-20	140,782.72
	PAYROLL SUMMARY	920-0000-231.50-20	28.68
	PAYROLL SUMMARY	920-0000-231.50-20	143,930.72
FIREFIGHTER'S LOCAL 656	PAYROLL SUMMARY	920-0000-231.54-30	3,423.95
	REISSUE CK 213334	920-0000-231.54-30	3,313.50
HAWAII DEPARTMENT OF TAXATION	PAYROLL SUMMARY	920-0000-231.50-30	277.92
	PAYROLL SUMMARY	920-0000-231.50-30	277.92



**City of Port Angeles**  
**City Council Expenditure Report**  
**Between Jul 5, 2025 and Aug 9, 2025**

Vendor	Description	Account Number	Amount
HAWAII DEPARTMENT OF TAXATION	PAYROLL SUMMARY	920-0000-231.50-30	206.04
	PAYROLL SUMMARY	920-0000-231.50-30	206.04
	PAYROLL SUMMARY	920-0000-231.50-30	277.92
	PAYROLL SUMMARY	920-0000-231.50-30	206.04
	PAYROLL SUMMARY	920-0000-231.50-30	206.04
HRA VEBA PLAN	PAYROLL SUMMARY	920-0000-231.52-60	5,000.00
	PAYROLL SUMMARY	920-0000-231.52-60	84,115.31
HSA BANK	PAYROLL SUMMARY	920-0000-231.53-11	593.27
	PAYROLL SUMMARY	920-0000-231.53-12	236.38
	EMPLOYEE CONTRIBUTIONS	920-0000-231.52-40	4,780.65
	PAYROLL SUMMARY	920-0000-231.53-11	593.27
	PAYROLL SUMMARY	920-0000-231.53-12	236.38
	EMPLOYEE CONTRIBUTIONS	920-0000-231.52-40	4,980.65
	PAYROLL SUMMARY	920-0000-231.53-11	593.27
	PAYROLL SUMMARY	920-0000-231.53-12	236.38
IBEW LOCAL 997	PAYROLL SUMMARY	920-0000-231.54-20	2,613.91
JOHN HANCOCK LIFE INSURANCE CO	PAYROLL SUMMARY	920-0000-231.52-25	1,667.45
	PAYROLL SUMMARY	920-0000-231.52-25	1,667.45
	PAYROLL SUMMARY	920-0000-231.52-25	1,667.45
LEOFF	PAYROLL SUMMARY	920-0000-231.51-21	46,047.79
	PAYROLL SUMMARY	920-0000-231.51-21	47,055.21
MISSION SQUARE-P/R WIRES	PAYROLL SUMMARY	920-0000-231.52-10	35,592.81
	PAYROLL SUMMARY	920-0000-231.52-10	38,707.74
	PAYROLL SUMMARY	920-0000-231.52-10	37,516.94
OFFICE OF SUPPORT ENFORCEMENT	PAYROLL SUMMARY	920-0000-231.56-20	1,812.78
	PAYROLL SUMMARY	920-0000-231.56-20	1,454.94
PERS	PAYROLL SUMMARY	920-0000-231.51-10	654.44
	PAYROLL SUMMARY	920-0000-231.51-11	12,509.15
	PAYROLL SUMMARY	920-0000-231.51-12	74,396.95
	PAYROLL SUMMARY	920-0000-231.51-22	6,237.60
	PAYROLL SUMMARY	920-0000-231.51-10	698.62
	PAYROLL SUMMARY	920-0000-231.51-11	14,931.17
	PAYROLL SUMMARY	920-0000-231.51-12	94,126.93
	PAYROLL SUMMARY	920-0000-231.51-22	6,482.91



**City of Port Angeles**  
**City Council Expenditure Report**  
**Between Jul 5, 2025 and Aug 9, 2025**

<b>Vendor</b>	<b>Description</b>	<b>Account Number</b>	<b>Amount</b>
POLICE ASSOCIATION	PAYROLL SUMMARY	920-0000-231.55-10	413.00
TEAMSTERS LOCAL 589	PAYROLL SUMMARY	920-0000-231.54-10	2,415.00
	PAYROLL SUMMARY	920-0000-231.54-10	2,321.00
UNITED WAY (PAYROLL)	PAYROLL SUMMARY	920-0000-231.56-10	195.00
	PAYROLL SUMMARY	920-0000-231.56-10	195.00
WSCCCE AFSCME AFL-CIO	PAYROLL SUMMARY	920-0000-231.54-40	7,738.56
WSCFF/EMPLOYEE BENEFIT TRUST	PAYROLL SUMMARY	920-0000-231.53-20	6,800.00
<b>Division Total:</b>			<b>\$1,566,976.09</b>
<b>Department Total:</b>			<b>\$1,566,976.09</b>
<b>Payroll Clearing Fund Total:</b>			<b>\$1,566,976.09</b>
<b>Total for Checks Dated Between Jul 5, 2025 and Aug 9, 2025</b>			<b>\$6,080,363.97</b>



**Date:** August 19, 2025

**To:** City Council

**From:** Scott Curtin, *Director of Public Works & Utilities*

**Subject:** City of Port Angeles Decant Facility, CON-2024-06 (SW0112)– Final Acceptance

**Summary:** Staff is seeking City Council final acceptance for the work performed on the City of Port Angeles Decant Facility project by Delhur Industries, Inc. of Port Angeles, WA. The work has been inspected, confirmed to be complete, and is ready for acceptance by City Council with the final project costs amounting to \$3,676,196.36, including taxes. A 5% retainage is held for the project.

**Strategic Plan:** This project directly aligns with Strategic Focus Area #4 – Infrastructure Development, Maintenance, and Connectivity.

**Funding:** Funding is available in the approved 2026-2031 Capital Facility Plan (CFP) in the total amount of \$3,800,000. This project received a portion of the total approved funding for construction from the Washington State Department of Ecology Grant in the amount of \$380,800.00.

**Recommendation:** 1) Accept the City of Port Angeles Decant Facility Project No. SW0112 (Contract No. CON-2024-06) as complete, and 2) authorize staff to proceed with project closeout, and release the retainage, upon receipt of all required clearances.

**Relationship to Strategic Plan:**

The 2025-2026 Strategic Plan (Resolution 10-24) was approved by the City Council on October 1, 2024. This project directly aligns with Strategic Focus Area #4 – Infrastructure Development, Maintenance, and Connectivity and furthers the City’s approved 2026-2031 Capital Facilities Plan through projects SW0112, WT0419, WW0519, DR0120, and CL1124.

**Background / Analysis:**

Recognizing the City’s existing decant facility was at the end of its service life and unable to meet current standards, the City applied for and accepted a Washington State Department of Ecology Water Quality Financial Assistance Grant (WQC-2016-PoAnPW-00368) in the amount of \$474,300.00 for design and construction of a new decant facility in 2018.

The City worked with KPFF Consulting Engineers, Inc. to complete the design in 2023. At the end of design, \$380,800.00 remained in the grant agreement for application towards construction costs.

On April 16, 2024, City Council awarded a construction contract to Delhur Industries, Inc. of Port Angeles, WA in the amount of \$3,459,875.15, including applicable taxes. Two change orders were approved through this project. Change Order No. 01 in the amount of \$111,845.75 was approved for the removal of unsuitable material repurposed at the Gun Range berm. Change Order No. 02 in the amount of \$136,318.34 was approved to add perimeter fencing to the project scope. The project was inspected by City staff and deemed physically complete as of June 26, 2025. The Decant facility was built to accommodate the soil decanting needs of all City utilities.

City staff recommends City Council accept the City of Port Angeles Decant Facility, Project No. CON—

2024-06 as complete, and authorize staff to proceed with project close-out and release the retainage upon receipt of the required clearances.

**Funding Overview:**

	<b>Budget</b>	<b>Account</b>
Solid Waste Utility capital projects (SW0112)	\$327,600	454-7588-594-6510
Water Utility capital projects (WT0419)	\$855,700	452-7588-594-6510
Wastewater Utility capital projects (WW0519)	\$845,700	453-7488-594-6510
Stormwater Utility capital projects (DR0120)	\$1,190,200	456-7688-594-6510
Electrical Utility capital projects (CL1124)	\$200,000	451-7188-594-6510
Ecology Grant (eligible Stormwater expenditures)	\$380,800	WQC-2016-PoAnPW-00368
<b>Total Funding</b>	<b>\$3,800,000</b>	Approved by City Council

Funding is available in the approved 2026-2031 CFP in the total amount of \$3,800,000. This project received a portion of the total approved funding for construction from the Washington State Department of Ecology Grant in the amount of \$380,800.00.

A summary of the overall project construction costs is provided in the table below:

<b>Project Cost Summary</b>								
Original Contract Amount	Approved Change Orders		Adjusted Contract Amount	Final Payment Amount			Unit Quantity Variations	Project Cost Variance
\$3,459,875.15	CO 1 =	\$111,845.75	\$3,708,039.24	City Portion =	\$3,295,393.36	89.6%	-\$31,845.88	6.2%
	CO 2 =	\$136,318.34		ECY Portion =	\$380,800.00	10.4%		
	Total =	\$248,164.09		Total =	\$3,676,193.36	100.0%		

**Attachment:** Photo Report

# Decant Facility

CON-2024-06

Before



After



The Decant Facility is effectively a large gradually sloping concrete slab. Water slowly drains across the slab settling out solid particles, after which the water is collected in settling bays and conveyed to the wastewater collection system.

Original Contract Amount:  
\$3,459,875.15

Final Contract Amount:  
\$3,676,193.36



CITY OF PORT ANGELES  
PUBLIC WORKS AND  
UTILITIES



**Date:** August 19, 2025  
**To:** City Council  
**From:** Scott Curtin, *Director of Public Works & Utilities*  
**Subject:** Material Purchase: Electrical Underground Cables – 2025 purchase

**Summary:** Staff is seeking City Council approval to purchase three (3) reels of 4/0 primary voltage electrical underground cable to replenish the Light Operation Utility’s electrical underground cable inventory. Each reel is 2,500 feet of cable, for a total of 7,500 feet of cable. Through the City’s membership with Sourcewell cooperative purchasing, participating distributor of general electrical supplies WESCO/Anixter of Portland, OR was selected from the cooperative vendor list, Contract No. 0914422-WES for underground electrical cable purchase.

**Strategic Plan:** This purchase directly aligns with Strategic Focus Area #4 – Infrastructure Development, Maintenance, and Connectivity.

**Funding:** Funds in the amount of \$36,345.87, including applicable taxes, are available in the 2025 Electric Utility Operational budget as material inventory (401-7180-533.34-02).

**Recommendation:** 1) Award a purchase contract to WESCO Distribution, Inc., through the Sourcewell cooperative purchasing agreement, in the amount of \$36,345.38, including applicable taxes, for the purchase of 7,500 feet of electrical underground cable; 2) and authorize the City Manager to sign all contract-related documents, to administer the contract, and to make minor modifications, as necessary.

**Relationship to Strategic Plan:**

The 2025-2026 Strategic Plan (Resolution 10-24) was approved by the City Council on October 1, 2024. This purchase directly aligns with Strategic Focus Area #4 – Infrastructure Development, Maintenance, and Connectivity.

**Background / Analysis:** This procurement is to replenish the Light Operations Division’s 4/0 primary voltage electrical underground cable. The electrical cable will be used in ongoing work activities, including new installation, system expansion and upgrades, and replacement of aged infrastructure as needed throughout the City. This purchase is expected to arrive in 2025 to replenish the inventory from 2024 usage. As a participating member of the cooperative purchasing group, the City can piggyback on contracts awarded by Sourcewell to save time, obtain better prices, and better contract terms.

Material costs and lead times for this Sourcewell contract are in line with our last purchase in November 2023. Prices since our last purchase have gone down approximately \$1.21 per foot.

Pricing from the Sourcewell Cooperative Purchasing contract is summarized below:

Vendor	Description	Qty	Unit Price	Total Price
WESCO Distribution, Inc.	4/0 AL 15KV 220M EPR	7,500 ft	\$4.45/ft	\$33,375.00
			TAX	\$2,970.38
			TOTAL	\$36,345.38

**Funding Overview:** Funds in the amount of \$36,345.38 are available in the 2025 Electric Utility Operational budget as material inventory (401-7180-533.34-02).

**Attachment:** WESCO Sourcewell 091442-WES Quote: U00784778



19545 NE RIVERSIDE PARKWAY  
PORTLAND, OR 97230

Sourcewell 091422-WES

www.anixterpowersolutions.com

Phone: 503.653.8619  
Fax: 503.653.2279

Quotation: U00784778.00

To: **CITY OF PORT ANGELES FINANCE**  
**1734 WEST HIGHWAY 101**  
**PORT ANGELES, WA 98363**

Issued Date:  
Expiration Date: **Aug 09, 2025**

Attn: **TIM AMIOT**  
Phone:  
Fax: **360-417-4609**

Sales Contact: **Vladimir Osokin**  
**(P)**  
**(F)**  
**vosokins@anixter.com**

Item	CustLine	Product and Description	Quantity	Price	Unit	Extended
1	162-23-3081	WIRE 4/0 AL 19STR 15KV 220M EPR 1/3 NEUT URD STD PKG: 2500 DEL: stock	7500	4.450	FT	33,375.00

**SECTION TOTAL:** \$33,375.00

**QUOTE TOTAL:** \$33,375.00

### Special Notes

- 1) All items are In Stock unless otherwise noted.
- 2) All item pricing on this quote is valid for thirty days unless otherwise specified.
- 3) All applicable taxes apply.

BY ACCEPTING THIS QUOTE, YOU AGREE THE WESCO TERMS CONDITIONS PUBLISHED AT WWW.WESCO.COM/TERMSOFSALE ARE EXPRESSLY INCORPORATED INTO AND GOVERN THIS TRANSACTION. Storage transport fees may apply if delivery isn't accepted w/in 90 days of availability. Price subject to change based on duties, freight, tariffs, or supplier increases.

**Anixter Power Solutions offers the industry's most extensive and dynamic portfolio of products, services and solutions for the Public Power, Investor-owned Utilities, Construction and Industrial markets.**



**Date:** August 19, 2025

**To:** City Council

**From:** Derrell Sharp, *Fire Chief*

**Subject:** Fire Department Labor & Industries - Grant and Equipment Purchase

**Summary:** The Port Angeles Fire Department has been awarded a \$25,000 grant from the Department of Labor and Industries (L&I) through the Firefighter Injury and Illness Reduction program (FIIRE). The funding will be used to purchase particulate blocking hoods and a battery-powered stair chair. This grant supports the Fire Department’s ongoing risk reduction efforts to minimize carcinogen exposure and reduce the risk of musculoskeletal injuries.

**Strategic Plan:** The acceptance of this grant aligns with the 2025-2026 Strategic Focus Areas #1—Community Resilience and #2—Citywide Resource Optimization.

**Funding:** The Port Angeles Fire Department has been awarded \$25,000 in grant funding from the L&I Firefighter Injury and Illness Reduction (FIIRE) program to purchase particulate-blocking personal protective hoods and a battery-powered stair chair for patient transfers. The grant period extends through June 30, 2026, and there is no matching fund requirement. This one-time funding will be used exclusively for firefighter personal protective equipment and a battery-powered stair chair.

**Recommendation:** 1) Authorize the City Manager to sign the L&I Firefighter Injury and Illness Reduction grant agreement and 2) make minor modifications to the agreement, if necessary, to ensure compliance with the grant requirements.

**Relationship to Strategic Plan:**

This grant funding directly supports the City’s 2025–2026 Strategic Plan Focus Areas #1 Community Resilience and #2 Citywide Resource Optimization. The investment in protective gear and a battery-powered patient transfer device will enhance department efforts to reduce carcinogen exposure during firefighting operations and lower the risk of musculoskeletal injury during patient transfers.

**Background / Analysis:**

Since 2022, the Port Angeles Fire Department has participated in the L&I FIIRE program. Guided by a departmental Vulnerability Assessment and Safety Improvement Plan (SIP), the department is committed to reducing occupational risks associated with firefighting and emergency medical services.

Providing firefighters with particulate blocking hoods is recognized as an industry best practice for minimizing carcinogen exposure. Likewise, the use of battery-powered stair chairs for patient movement, particularly down stairways to an awaiting ambulance, has been shown to significantly reduce musculoskeletal injuries related to lifting and transporting patients.

The department applied for and received a \$25,000 FIIRE grant from L&I to implement these proven safety measures. The funding will be used to purchase particulate blocking personal protective hoods and a battery-powered stair chair, directly supporting the department's SIP and risk reduction strategies.

**Funding Overview:**

The Port Angeles Fire Department has been awarded \$25,000 in grant funding from the L&I Firefighter Injury and Illness Reduction program to implement risk reduction strategies that minimize carcinogen exposure and musculoskeletal injury risks.

**Attachment(s):**

Attachment A: Memorandum of Agreement – FIIRE Grant Program Funding

**MEMORANDUM OF AGREEMENT  
The Department of Labor & Industries**

**AND**

**The City of Port Angeles and the Port Angeles Fire Department**

**(Workers' Compensation Account #618,340-00)**

**FIREFIGHTER INJURY AND ILLNESS REDUCTION (FIIRE) PROGRAM**

**Year Four Program January 2025 – December 2025**

The FIIRE Grant Program, provides funding to FIIRE Program participants to purchase approved equipment or gear to help them implement their SIP; and safety training or assessments. The funds can be used to purchase approved equipment or gear used to mitigate exposure to carcinogens or work-related musculoskeletal disorders; and participate in assessments or training related to safety culture or other safety intervention activities.

The Department of Labor & Industries ("L&I") and the City of Port Angeles and the Port Angeles Fire Department (the "employer") have entered into this Memorandum of Agreement for FIIRE Grant Program Funding.

**A. Funding**

The Employer has applied for and L&I has approved, grant funding for the Employer in the amount of \$25,000 under the FIIRE Grant Program authorized by RCW 51.04.180 to purchase equipment/gear or safety training approved in this grant.

The Employer agrees that it will contribute funds of \$0.00 towards the purchase of the equipment approved in this grant.

Grant funding will be issued to the employer upon verification of receipt of the approved equipment, gear, or safety training. The verification will be a document showing description of item, date of receipt, signature of individual receiving the item or a copy of the invoice with date of receipt and signed.

The verification for training will be a document showing description of the training, date(s) of training, number of participants, and a copy of the invoice for payment.

**B. Use of Funding**

The Employer will use fund amount awarded under this Agreement to pay vendor for equipment, gear or safety training in accordance with the Employer's approved grant application.

Delivery of goods and services must occur on or before June 30, 2026. If delivery does not occur by then, the grant will be cancelled and L&I's obligation to disburse funds will be cancelled. It is the Employer's responsibility to let the vendor know if item(s) are not received by June 30, 2026, or the order will be voided.

The Employer agrees to reimburse L&I any grant funds spent on ineligible goods, services, or activities not authorized under this grant agreement.

**C. Records**

The Employer agrees to remit, at L&I's direction, itemized receipts, invoices, and all other documentation as may be reasonably required by L&I evidencing receipt of equipment or gear. The Employer understands that L&I may request such documentation for up to 6 years following the receipt of grant funding.

**D. FIIRE Program Safety Improvement Plan**

The Employer is a participant in the 2025 FIIRE Program. A key requirement of the FIIRE Program is the development and implementation of a Safety Improvement Plan (SIP). The Employer agrees that the SIP will include: how the equipment and gear will be implemented as part of the SIP solution, other implementation steps such as training on equipment and gear use if applicable, and evaluate the effectiveness of the equipment or gear as part of the solution.

**E. Equipment or Gear Ownership**

The Washington State Department of Labor and Industries (L&I) will issue funds upon proof of receipt for the purchase of equipment, gear, or safety training as requested and approved on this application and supporting documentation (quote, invoice, etc.). The department named on this application will receive the equipment or gear from the vendor and maintain ownership. The department named on this application will be responsible for:

1. Providing L&I with receipt of the equipment or gear;
2. For any installation not included in the quote;
3. For any warranty coverage not included in the quote;
4. For working with the vendor if received defective equipment and exchanging like for like (may not receive a credit in any form);
5. For any training on how to use the equipment or gear not included in the quote;

L&I will have no ownership, obligations, liability, or responsibility, for the equipment, gear, or safety training purchased by the employer with grant funding noted on this MOA.

**Authorized Representative from the Employer**

The undersigned certifies that:

The signer is authorized to submit the agreement on behalf of the employer and the fire department/the employer (if Fire District) and authorized to enter into legally binding agreements for the employer.

Type or Print Name:

Position:

\_\_\_\_\_

\_\_\_\_\_

Signature

Date:

\_\_\_\_\_

\_\_\_\_\_

**Department of Labor & Industries**

Linda Dickinson, L&I STLS Operations Manager

Signature

Date:

\_\_\_\_\_

\_\_\_\_\_



**Date:** August 19, 2025  
**To:** City Council  
**From:** Brian S. Smith, *Police Chief*  
Derrell Sharp, *Fire Chief*  
Corey Delikat, *Parks and Facilities Director*  
**Subject:** Public Safety Generator Maintenance Contract 2025-30

**Summary:** The City has generators in four locations that allow critical City functions to continue to operate during periods of power loss. The generators require regular service, maintenance, and testing to be response ready. City staff does not have the internal expertise or capacity to meet this need. A specialized contract with a qualified vendor is the most efficient way to ensure our generators will be in strong working order and the City will maintain critical services during times of power loss. The City has solicited bids from qualified vendors, and two responsive bids were received. Staff is recommending signing a 3-year contract with Legacy Power Systems for these services.

**Strategic Plan:** This contract supports the Strategic Plan in areas that include Strategic Focus Area (SFA) #1, C – “Improve public safety and peace of mind in our community while promoting policies that create efficient practices,” and SFA #2, D – “Promote efficient practices.”

**Funding:** Funding is available annually in the Police, Fire and Parks Departments budgets.

**Recommendation:** 1) Award a contract to Legacy Power Systems, of Gig Harbor, WA, in the amount not to exceed \$31,744.35, plus applicable sales tax, through August 31, 2027, for the Public Safety Generator Maintenance CON-2025-30; and 2) authorize the City Manager to sign all documents necessary to execute and administer the contract and to make minor modifications as necessary.

**Relationship to Strategic Plan:**

This agreement supports the 2025-2026 Strategic that includes Strategic Focus Area (SFA) #1, Goal C – “Improve public safety and peace of mind in our community while promoting policies that create efficient practices,” and SFA #2, Goal D – “Promote efficient practices.”

**Background / Analysis:**

The City has generators in four locations that allow critical City functions to continue to operate during periods of power loss. Two generators are at City Hall, one for the Police Department and PenCom, and a larger generator for the main City Hall. There is also a generator at the Port Angeles Fire Department Station 11, and another generator at the radio repeater site located at 11<sup>th</sup> and E Streets. Backup power generators are a critical part of the infrastructure at City Hall, the Police Department, Fire Department, and at the radio repeater facility at 11<sup>th</sup> and E Streets. During times of electricity disruption, the power generators allow the facilities to operate in a safe and efficient manner. In the past, the City has contracted for regular generator maintenance and load bank testing at these locations. The proposed contract is a renewal of that effort.

In this instance, the most efficient approach to the maintenance and load testing of our power generators is to utilize a company that specializes in the types of equipment being utilized. It is important that our generators be maintained and tested in a timely and consistent manner and by personnel who have

specialized training and experience. We believe that this approach provides for the resulting improvements in the overall public safety and peace of mind in our community.

The City does not have the internal staff resources available to adequately maintain and test the power generators to industry standards. Assigning staff to regular generator maintenance and testing would delay other critical work and is not efficient. The City solicited bids for these services with Legacy Power Systems as the lowest responsive bidder.

**Funding:** The Police Department, the Fire Department, and the Parks Department will share the contract costs from their annual Council-approved budgets.

**Attachment(s):** The bid tabulation is below.

**FINAL BID TABULATION  
PROJECT NO. CON-2025-30  
Public Safety Generator Maintenance**

NAME ADDRESS	BID AMOUNT			RANKING
Legacy Power Systems Gig Harbor, WA .	<b>Bid Item 1</b> 2025 - \$ 10,046.03 2026 - \$ 10,574.19 2027 - \$ 11,124.14	<b>Bid Item 2</b> Electricians: \$ 195.00 Technicians: \$180.00	<b>Bid Item 3</b> Electricians: \$ 370.00 Technicians: \$ 340.00	1
Sign x Addenda x BE x CCWPS x			<b>Total: \$31,744.35</b>	
Pacific Power Group, LLC Kent, WA	<b>Bid Item 1</b> 2025 - \$ 15,571.61 2026 - \$ 15,571.61 2027 - \$ 15,802.48	<b>Bid Item 2</b> Electricians: \$ Technicians: \$270.00	<b>Bid Item 3</b> Electricians: \$ Technicians: \$ 405.00	2
			<b>Total: \$46,945.70</b>	



**Date:** August 19, 2025  
**To:** City Council  
**From:** Scott Curtain, *Director of Public Works & Utilities*  
**Subject:** Equipment Repair – Wastewater Treatment Plant Trickling Filter Pump #2

**Summary:** Staff is seeking City Council approval to award a contract to Northwest Pumps of Portland, OR, in the amount of \$41,040.00, including applicable taxes, to repair the Wastewater Treatment Plant Trickling Filter Lift Pump #2. This Trickling Filter Pump is one of four pumps that convey plant flow to the secondary treatment process. It is over 30 years old and due for repair and refurbishment. Due to the specialized nature of the equipment, the pump rebuild must be performed by a qualified Fairbanks Morse service shop. Rebuilding the pump will restore it to like-new condition for continued reliable service moving forward.

**Strategic Plan:** This purchase directly aligns with Strategic Focus Area #4 – Infrastructure Development, Maintenance, and Connectivity.

**Funding:** Funding in the amount of \$55,000 is available in the 2025 Wastewater Treatment Plant Repairs and Maintenance budget (403-7480-535-4801) for motor and pump rebuilds.

**Recommendation:** 1) Award a service contract to Northwest Pumps of Portland, OR for the repair of Wastewater Treatment Plant Trickling Filter Lift Pump #2 in the amount of \$41,040.00 including taxes, and 2) authorize the City Manager to sign all contract-related documents, to administer the contract, and to make minor modifications as necessary.

**Relationship to Strategic Plan:**

The 2025-2026 Strategic Plan (Resolution 10-24) was approved by the City Council on October 1, 2024. This purchase directly aligns with Strategic Focus Area #4 – Infrastructure Development, Maintenance, and Connectivity.

**Background / Analysis:**

Trickling Filter Pumps are a critical component of the wastewater treatment process. All sewer flow through the Wastewater Treatment Plant must be conveyed by these pumps to the secondary treatment process, which is necessary to meet environmental compliance. While this Trickling Filter Pump is being repaired, current pumping facilities can maintain secondary treatment, barring any unanticipated failure of one of the other pumps.

Pumps of this size and complexity must be rebuilt in a shop qualified to work on Fairbanks Morse Vertical Turbine pumps. Earlier this year, the pump was shipped to Northwest Pumps of Portland, OR. After inspection of the pump machinery, the City received a repair quote for \$41,040, including applicable taxes. This pump has been in service since 1992; a rebuild will cost approximately one-fifth the cost of a new pump and will return it to normal operation to ensure reliable plant flow pumping.

Due to the specialized nature of the pump components, there is a 7- to 8-week lead time on the needed repair parts and 10- to 12-week total lead time for completion.

**Funding Overview:** Funding in the amount of \$55,000 is available in the 2025 Wastewater Treatment Plant Repairs and Maintenance budget (403-7480-535-4801) for motor and pump rebuilds.

**Attachment(s):**

- Quote for Repairs S10599
- Evaluation Report S9498



# Northwest Pump

PETROLEUM & INDUSTRIAL

2800 NW 31<sup>st</sup> Avenue • Portland, OR 97210 • tel 503.227.7867 • fax 503.227.4006

City Of Port Angeles

8/8/25

**Project:** Fairbanks Morse VTSH-AFW Turbine pump repair  
**Quote #:** S10599

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Northwest Pump is pleased to offer you a bid/proposal to repair your pump:

**Work Scope:**

- Teardown and Inspect
- Replace shaft couplings
- Replace teflon throat bushing
- Replace head shaft
- Replace intermediate shaft
- Replace oil tube bearing (4)
- Replace cutlass bearing
- Replace oil tube
- Replace upper oil tube
- Replace motor bearings
- Replace 3/8" packing
- Replace gaskets
- Replace jump bearing
- Repair and braze stuffing box
- Machine and ring impeller eye
- Machine and bore bowl bushing
- Machine out column insert
- Sandblast and coat pump with ARC coating
- Transport pump x2
- Reassemble pump and paint (as needed)

**Total for repair ..... \$ 41,040.00**

*\* Lead time for parts is 10-11 weeks.*

*\* Taxes and freight included*

Sincerely,

*Brianna Oke*

Brianna Oke  
Industrial Service Coordinator  
503-205-2183  
[Brianna.oke@nwpump.com](mailto:Brianna.oke@nwpump.com)

Portland, OR • Federal Way, WA • San Diego, CA • Fresno, CA • W. Sacramento, CA • Fremont, CA • Glendale, CA • Spokane, WA  
Phoenix, AZ • Anaheim, CA • Anchorage, AK • Honolulu, HI • Pasco, WA • Tucson, AZ • Boise, ID • Billings, MT  
Everett, WA • Bakersfield, CA • Arlington, WA

**August 19, 2025**

[www.nwpump.com](http://www.nwpump.com)

**E - 53**

# Port Angeles 9894

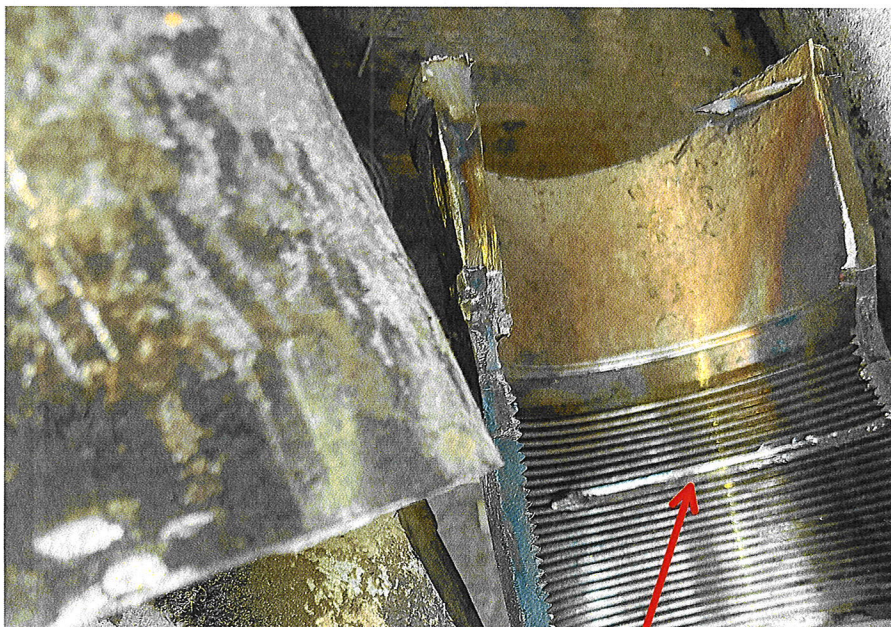
Wednesday, June 25, 2025 11:00 AM

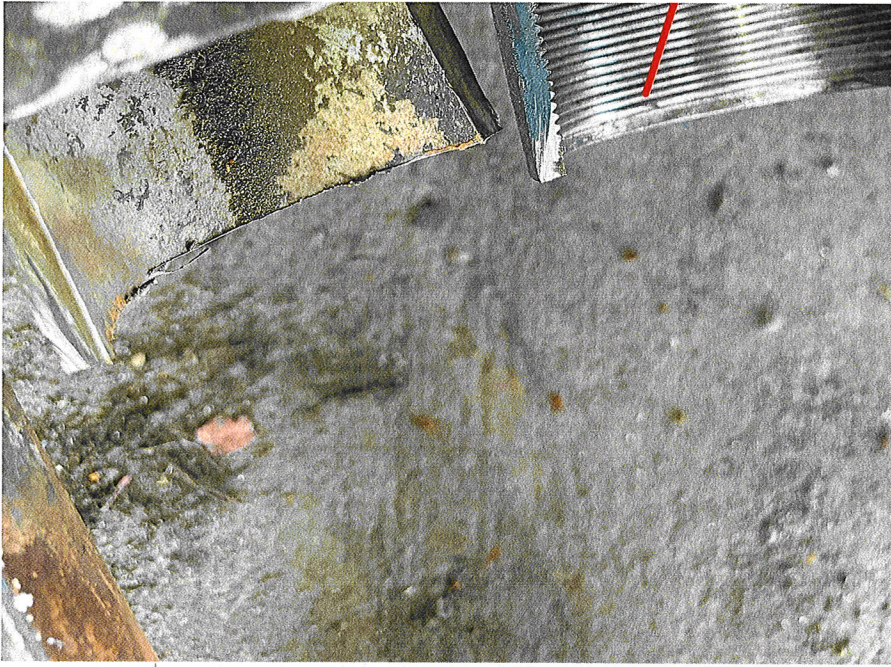


Shaft sleeve, where packing rides. Sleeve was cracked and rusted to shaft. Had to cut it to remove it from shaft. Will need a new sleeve.

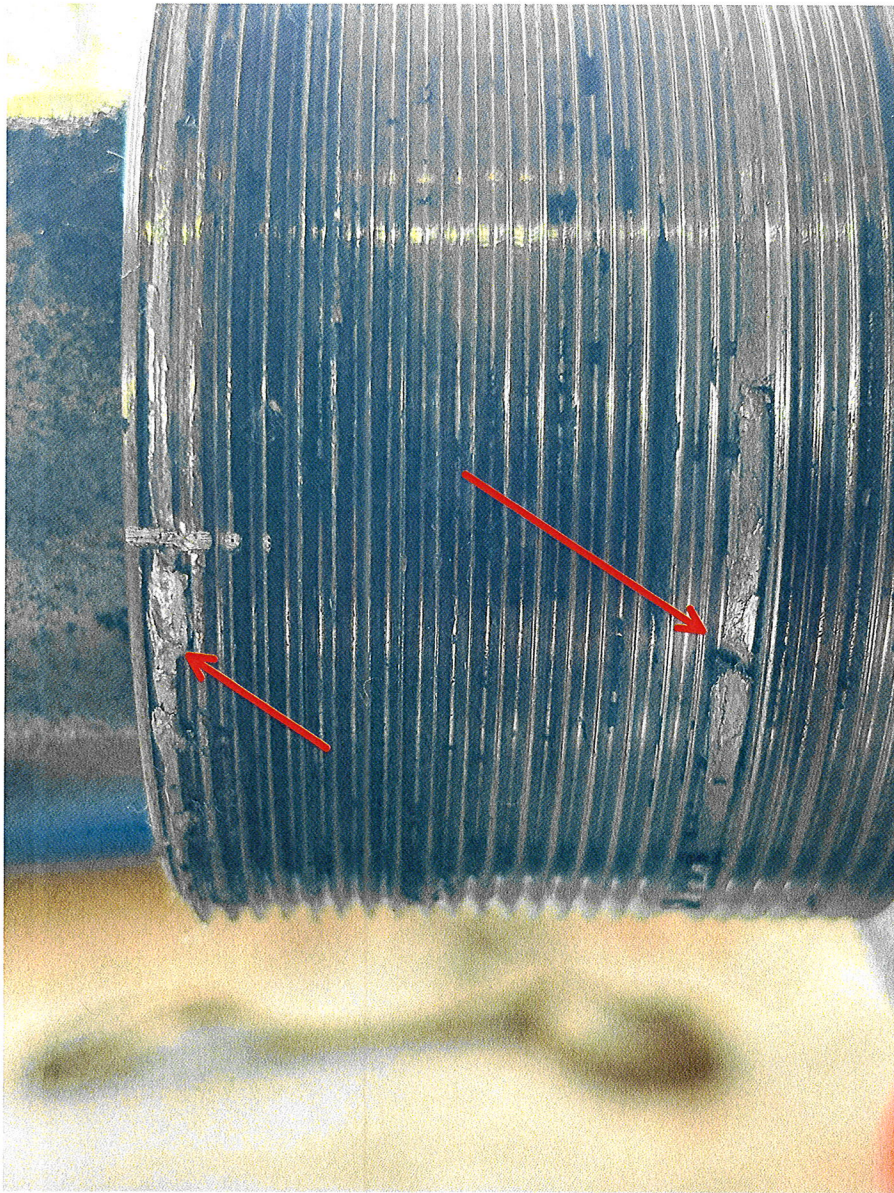


Upper oil tube. This is where I had to use the plasma cutter to cut through the stainless steel to release the stuffing box. Oil tube and stuffing box would not unthread from each other. Will need a new oil tube.





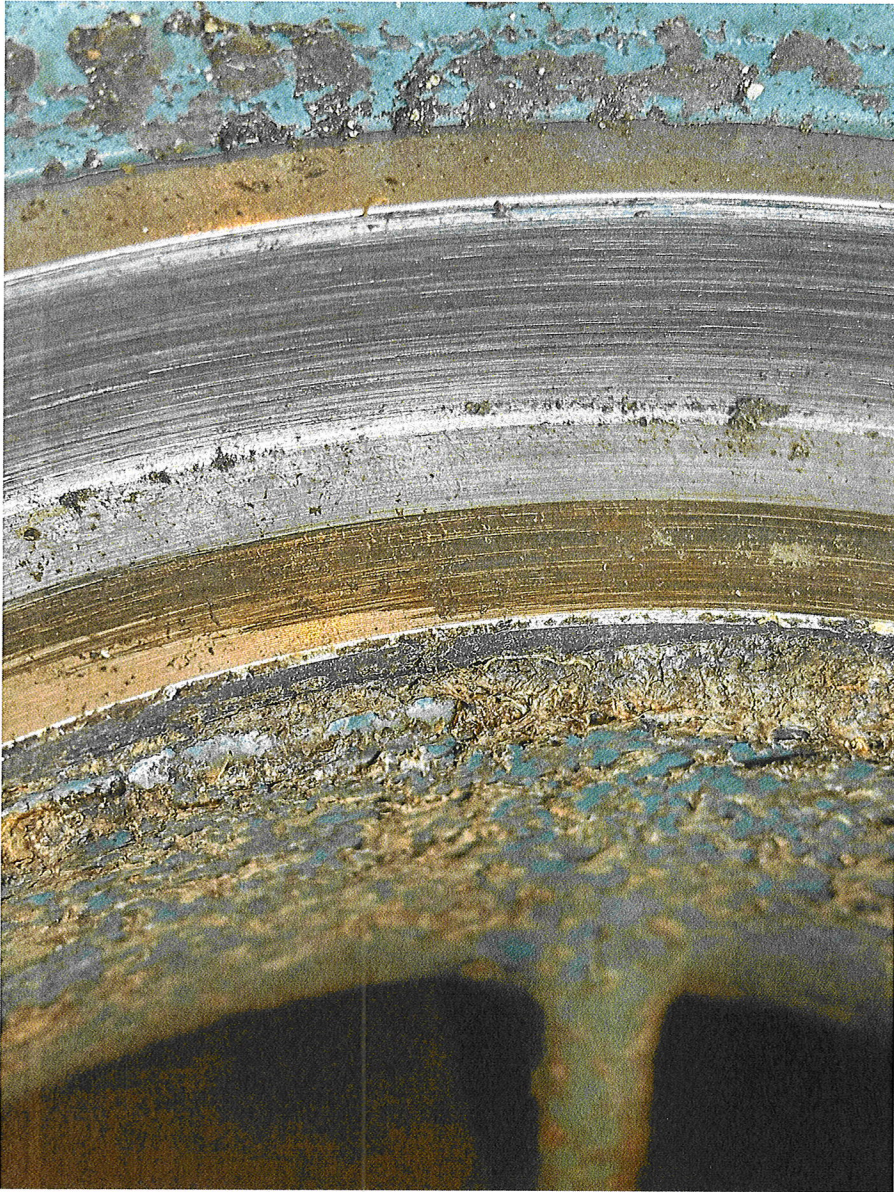
This is the lower oil tube that had to be cut. Can see where the thread had galled at some point and I was unable to get the bushing and oil tube to unthread from each other due to the damage to the threads. Will need a new oil tube.



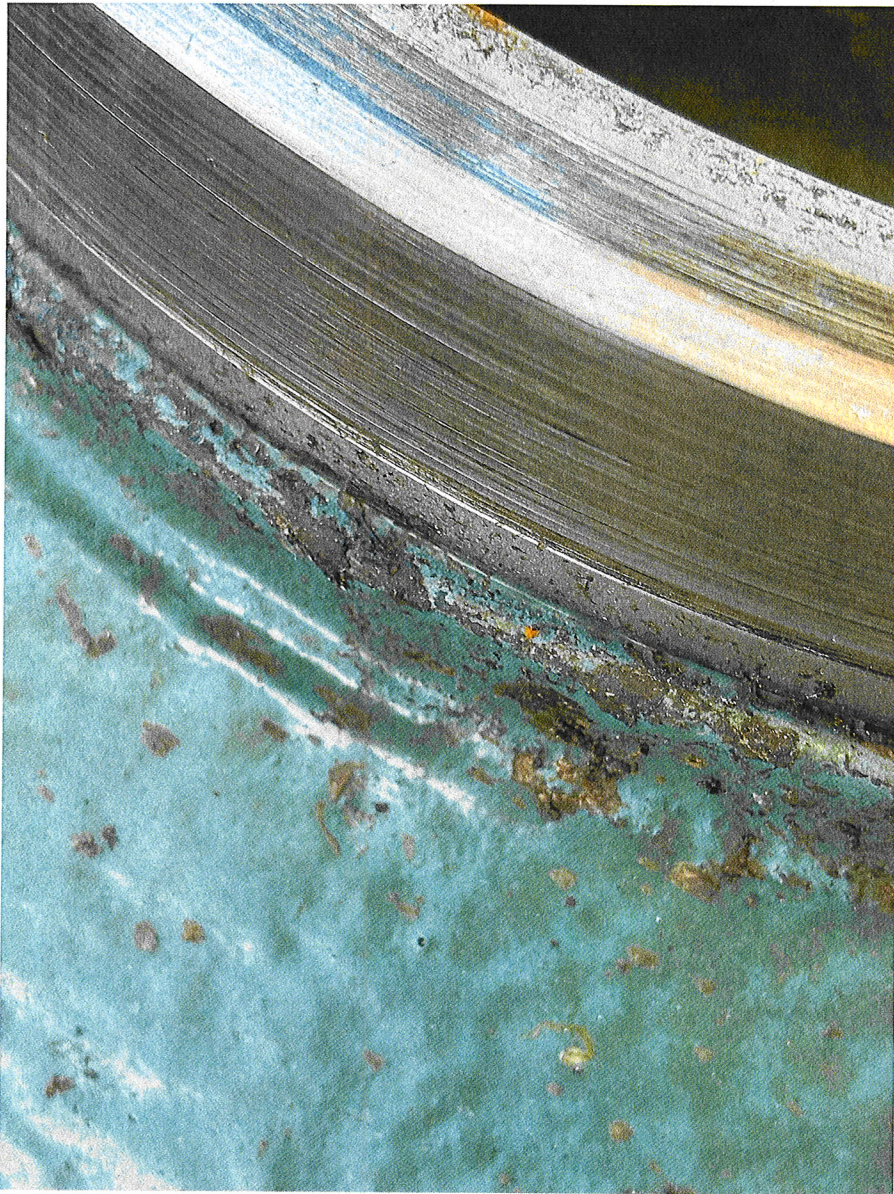
Bushing that the lower oil tube threaded into. Can see the galling that did not allow the two to be separated. Will need a new bushing here.



Intermediate shaft. Both head and intermediate shaft had wear on the them where the bearing rides. Not only were these areas out of spec, but also they were both not concentric. Recommend replacing both head shaft and intermediate shaft.



Suction end, where the eye of the impeller seats. This is pretty worn here. Measuring it and the eye they were out clearance spec. Recommend machining this back to flat and ringing the eye so that the clearances are correct again.



Impeller eye. Surface has deep grooving, and is out of clearance spec relative to the seating area of the suction end. Recommend machining surface back to flat and ringing eye to bring back into clearance spec



**Date:** August 19, 2025

**To:** City Council

**From:** Nathan A. West, *City Manager*  
Sarina Carrizosa, *Finance Director*

**Subject:** Second Amendment to the 2025 Budget

**Summary:** The 2025 Budget is being amended for the second time to reflect changes in revenues and expenditures that have occurred during the second quarter of 2025. This budget amendment primarily includes capital adjustments resulting from the adoption of the 2026-2031 Capital Facilities Plan to ensure consistency with the Budget. This is the second reading of the ordinance.

As this budget amendment includes new revenues as well as an authorization to use funds from reserves, the ordinance must be approved by a super-majority of the entire Council, or at least five (5) affirmative votes.

**Strategic Plan:** The budget amendment generally aligns with Strategic Focus Area #2 – Citywide Resource Optimization goal to maintain fiscal health.

**Funding:** Please see the detailed summary attached to this memo.

**Recommendation:** 1) Conduct the second reading of the 2025 Budget Amendment #2 ordinance; 2) adopt the Ordinance, and 3) Adopt the updated AFSCME salary schedule that includes the addition of a Community Development Technician II and III progression.

**Relationship to Strategic Plan:**

Amending the budget aligns with Strategic Focus Area #2 - Citywide Resource Optimization goal to maintain fiscal health by maintaining fund balance requirements and maximizing available resources to sustainably balance the budget.

**Background / Analysis:**

The 2025 Budget is being amended for the second time, primarily to bring the budget into alignment with the recently adopted 2026-2031 Capital Facilities Plan (CFP), as well as adjust revenues and expenditures that have been approved by Council at previous meetings in the first half of the year, or that require minor accounting corrections.

Additionally, included in this amendment is funding received from an influx in higher-than-expected building permit fees that are expected to continue for at least the next five years. This funding is being recommended to offset the Community Development Technician position that is temporarily funded in the 2025 Budget. The approval of this Budget amendment includes adopting this position permanently in the City’s budget, offset by the expected revenue received in the building department. Building permit fees are restricted funds and must be reinvested in permitting-related services. This position has been

highly effective in enhancing permitting services, including our move in the direction of additional over-the-counter permits through the “Super Tuesdays” program.

Additionally, Staff is recommending an update to the Community Development Technician position to include a progression to a Community Development Technician II and III once certain qualifications are met. It is recommended that the CD Technician II be included in range A18 and the CD Technician III be included in range A20. The suggested updates to the AFSCME salary table have been attached to this memo for Council consideration and approval. The inclusion of this change will allow Staff to fill the position as appropriate based on the candidates experience and qualifications.

Attached is a detailed list of proposed budget changes, the budget amendment ordinance, including the Exhibit A, which lists total revenues and expenditures by fund for the 2025 Budget Amendment #1 and proposed Amendment #2 for comparison.

Since many of the individual actions require funding to come from reserves (money unspent at the end of the fiscal year automatically rolls into reserves/fund balance), approval of the ordinance will require a super majority of the entire Council, or five (5) affirmative votes. This is the second reading of the budget amendment ordinance.

#### **Funding Overview:**

Please see the “Detailed list of proposed budget changes” attachment to this memo for a full listing of all funding changes.

#### **Attachments:**

- Detailed list of proposed budget changes
- 2025 Budget Ordinance – Amendment #2
- Exhibit A
- Updated 2025 AFSCME Salary Schedule

**Detailed List of Proposed Budget Changes - 2025 Budget Amendment #2**

<b>BUDGET AMENDMENT ITEM</b>	<b>Revenues</b>	<b>Expenditure</b>	<b>Account</b>	<b>Notes</b>
<i>PD0116-Mobile Data Terminal Replacements</i>	-	4,000	001-5012-597.59-91	Reprioritized in CFP Adopted 6/17/2025
<i>PD0223- Police Body Worn Cameras</i>	-	6,100	001-5012-597.59-91	Reprioritized in CFP Adopted 6/17/2025
<i>TR0220-Traffic Circle Program</i>	-	(20,000)	001-7012-597.59-91	Reprioritized in CFP Adopted 6/17/2025
<i>TR0224-Tumwater Bridge Repair</i>	-	(50,000)	001-7012-597.59-91	Reprioritized in CFP Adopted 6/17/2025
<i>TR0321-Speed Feedback Sign Program</i>	-	(30,000)	001-7012-597.59-91	Reprioritized in CFP Adopted 6/17/2025
<i>Laserfische ArcGIS Integration</i>	-	13,700	001-4060-558.41-50	
<i>Additional building permit revenue</i>	169,000	-	001-4050-322.10-17	
<i>Laserfische Consulting Services - EPL Implementation</i>	-	19,000	001-4050-558.41-50	
<b>TOTAL GENERAL FUND</b>	<b>169,000</b>	<b>(57,200)</b>		
<i>TR0224-Tumwater Bridge Repair</i>	-	50,000	105-7840-597.59-91	Reprioritized in CFP Adopted 6/17/2025
<i>PD0121 - EOC/911 Dispatch (PenCom Center)</i>	-	380,000	105-7840-597.59-91	Reprioritized in CFP Adopted 6/17/2025
<b>TOTAL REET I FUND</b>	<b>-</b>	<b>430,000</b>		
<i>GovWorx CommsCoach</i>	-	22,500	107-5160-528.42-11	
<i>State SECO Grant</i>	20,000	-	107-5160-334.01-82	Grant Funding
<b>TOTAL PENCOM FUND</b>	<b>20,000</b>	<b>22,500</b>		
<i>TR0416-1st/2nd/Valley/Oak Green Alley</i>	-	(100,300)	160-7841-597.59-91	Reprioritized in CFP Adopted 6/17/2025
<i>TR0421-Valley Street Culvert Crossing</i>	-	(50,000)	160-7841-597.59-91	Reprioritized in CFP Adopted 6/17/2025
<i>TR0618-Stevens Middle School Walking Routes</i>	-	(60,000)	160-7841-597.59-91	Reprioritized in CFP Adopted 6/17/2025
<i>TR1416-Hamilton School Walking Routes</i>	-	(110,000)	160-7841-597.59-91	Reprioritized in CFP Adopted 6/17/2025
<b>TOTAL REET II FUND</b>	<b>-</b>	<b>(320,300)</b>		
<i>NPS Reserves for Industrial Facility</i>	-	275,000	402-9998-597.58-81	Reprioritized in CFP Adopted 6/17/2025
<i>CAPWT - General Water Equipment</i>	-	187,400	402-7380-594.64-10	Reprioritized in CFP Adopted 6/17/2025
<b>TOTAL WATER FUND</b>	<b>-</b>	<b>462,400</b>		
<i>CAPWW - General Wastewater Equipment</i>	-	32,000	403-7480-594.64-10	Reprioritized in CFP Adopted 6/17/2025
<b>TOTAL WASTEWATER FUND</b>	<b>-</b>	<b>32,000</b>		
<i>GG0119 - Ennis Creek Fish Barrier Removal grant funding</i>	255,000	-	310-8985-334.02-70	Reprioritized in CFP Adopted 6/17/2025
<i>PD0223 - Police Body Worn Cameras grant funding</i>	(10,100)	-	310-5950-333.97-06	Reprioritized in CFP Adopted 6/17/2025
<i>GG0121 - Broadband Improvement Feasibility Study</i>	-	34,000	310-5950-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>FD0415 - Fire Department Turn-Out Gear</i>	-	116,000	310-5950-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>FD0615 - Fire Hoses</i>	-	7,400	310-5950-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>PD0307 - Police Regional Training &amp; Gun Range Facility</i>	-	(15,700)	310-5950-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>PD0116 - Mobile Data Terminal Replacements</i>	-	27,200	310-5950-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>PD0122 - Police Radio Replacement</i>	-	100	310-5950-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>PD0223 - Police Body Worn Cameras</i>	-	(10,100)	310-5950-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>PD0120 - Police Taser Replacements</i>	-	5,000	310-5950-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>FD0315 - Fire Station Garage Door Replacement</i>	-	(50,000)	310-5950-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>GG0303 - NICE Funds</i>	-	(426,000)	310-7910-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>GG0119 - Ennis Creek Fish Barrier Removal</i>	-	210,000	310-7910-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>GG1113 - Facility Security Projects</i>	-	293,500	310-8985-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>PK0216 - Facility Improvement Revolving Fund</i>	-	65,300	310-8985-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>PK0418 - Civic Field Upgrades</i>	-	268,800	310-8985-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>PK0223 - Aluminum Bleacher Upgrades</i>	-	(5,200)	310-8985-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>PK0719 - Parks Maintenance Building</i>	-	293,500	310-8985-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>PK0316 - Locomotive #4 Refurbishment</i>	-	111,200	310-8985-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>PK0320 - HVAC Upgrades at City Facilities</i>	-	1,688,400	310-8985-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>PK0122 - Erickson Tennis Court Repainting</i>	-	(370,000)	310-8985-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>PD0116-Mobile Data Terminal Replacements</i>	4,000	-	310-5950-397.10-91	Reprioritized in CFP Adopted 6/17/2025
<i>PD0223- Police Body Worn Cameras</i>	6,100	-	310-5950-397.10-91	Reprioritized in CFP Adopted 6/17/2025
<i>PD0121 - EOC/911 Dispatch (PenCom Center) transfer from REET I</i>	380,000	-	310-5950-397.10-91	Reprioritized in CFP Adopted 6/17/2025
<i>PK0320 - HVAC Upgrades at City Facilities grant funding</i>	1,310,000	-	310-8985-334.02-70	Reprioritized in CFP Adopted 6/17/2025
<i>PK0418 - Civic Field Upgrades grant funding carryover</i>	148,800	-	310-8985-334.02-70	Reprioritized in CFP Adopted 6/17/2025
<i>PK0418 - Civic Field Upgrades transfer from LTAX</i>	120,000	-	310-8985-397.10-91	Reprioritized in CFP Adopted 6/17/2025
<b>TOTAL GOVERNMENT CAPITAL FUND</b>	<b>2,213,800</b>	<b>2,243,400</b>		

BUDGET AMENDMENT ITEM	Revenues	Expenditure	Account	Notes
TR0716 - ADA Peabody St. grant funding	291,000	-	312-7930-331.20-20	Reprioritized in CFP Adopted 6/17/2025
TR0324 - Marine Dr. Paving (Hill to Mill St) grant funding	532,000	-	312-7930-331.20-20	Reprioritized in CFP Adopted 6/17/2025
TR0619 - Race Street Complete Design and Construction Phase II grant	100,000	-	312-7930-331.20-20	Reprioritized in CFP Adopted 6/17/2025
TR0621 - Waterfront Trail Repairs grant funding	94,500	-	312-7930-331.20-20	Reprioritized in CFP Adopted 6/17/2025
TR0209 - Race Street Complete Design and Construction Phase I grant f	255,200	-	312-7930-331.20-20	Reprioritized in CFP Adopted 6/17/2025
TR0120 - Signal Controller Upgrade grant funding	678,400	-	312-7930-331.20-20	Reprioritized in CFP Adopted 6/17/2025
TR0222 - 1st/Front Pedestrian Enhancements grant funding	(635,600)	-	312-7930-331.20-20	Reprioritized in CFP Adopted 6/17/2025
TR0124 - N Street Reconstruction grant funding	(250,000)	-	312-7930-331.20-20	Reprioritized in CFP Adopted 6/17/2025
TR1799 - Truck Route at Hwy 101 grant funding	(355,300)	-	312-7930-331.20-20	Reprioritized in CFP Adopted 6/17/2025
TR0721 - Gales Addition Olympic Discovery Trail grant funding	(600,000)	-	312-7930-331.20-20	Reprioritized in CFP Adopted 6/17/2025
TR0220 - Traffic Circle Program grant funding	(180,000)	-	312-7930-331.20-20	Reprioritized in CFP Adopted 6/17/2025
TR0618 - Stevens Middle School Walking Routes grant funding	(55,000)	-	312-7930-331.20-20	Reprioritized in CFP Adopted 6/17/2025
TR0119 - 8th St. Paving (Lincoln to A St) grant funding	1,684,400	-	312-7930-334.03-80	Reprioritized in CFP Adopted 6/17/2025
TR0318 - 8th/10th St. Bike Lanes grant funding	(1,417,200)	-	312-7930-331.20-20	Reprioritized in CFP Adopted 6/17/2025
TR0416 - 1st/2nd/Valley/Oak Green Alley grant funding	(38,000)	-	312-7930-334.03-10	Reprioritized in CFP Adopted 6/17/2025
TR0909 - Wayfinding & ODT Signage	-	(159,400)	312-4160-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0121 - Pavement Management Plan	-	200,000	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0119 - 8th Street Paving (Lincoln to A Streets) *	-	2,351,700	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0716 - ADA - Peabody Street *	-	331,000	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0324 - Marine Drive Paving Hill Street to Mill Bridge*	-	732,000	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0420 - 2023 Pavement Preservation	-	93,800	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0124 - N Street Construction*	-	(250,000)	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR1109 - Marine Drive Bulkhead Repairs	-	(50,000)	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0117 - Liberty Street Reconstruction	-	(15,000)	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0619 - Race Street Complete Construction Phase II *	-	100,000	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR1416 - Hamilton School Walking Routes	-	(220,000)	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR1799 - Truck Route at Hwy 101 Intersection *	-	(246,700)	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0621 - Waterfront Trail Repairs	-	164,000	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0321 - Speed Feedback Sign Program	-	30,000	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0209 - Race Street Complete Design & Construction Phase I *	-	55,200	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0101 - Laurel Street Stairs Replacement *	-	(345,200)	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0120 - Signal Controller Upgrades 1st/Front *	-	678,400	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0222 - First/Front Pedestrian Enhancements *	-	(609,500)	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0414 - Peabody Creek/Lincoln Street Culvert Repair *	-	(440,000)	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR1399 - Traffic Signal Interconnect/Preemption	-	99,700	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0318 - 8th/10th Street Bike Lanes *	-	(1,788,100)	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR1116 - School Area Speed Signs (Near Franklin)	-	26,700	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0416 - 1st/2nd/Valley/Oak Green Alley *	-	(220,000)	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0715 - 16th Street Stormwater Retrofit (C to E Streets) *	-	67,000	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0618 - Stevens Middle School Walking Routes *	-	(130,000)	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0220 - Traffic Circle Program *	-	(200,000)	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR1324 - Klallam Language Street Signs	-	(30,000)	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0721 - Gales Addition Connector Planning *	-	(600,000)	312-7930-594.65-10	Reprioritized in CFP Adopted 6/17/2025
TR0220 - Traffic Circle Program	(20,000)	-	312-7930-397.10-91	Reprioritized in CFP Adopted 6/17/2025
TR0416-1st/2nd/Valley/Oak Green Alley	(100,300)	-	312-7930-397.10-91	Reprioritized in CFP Adopted 6/17/2025
TR0618-Stevens Middle School Walking Routes	(60,000)	-	312-7930-397.10-91	Reprioritized in CFP Adopted 6/17/2025
TR1416-Hamilton School Walking Routes From GF	(110,000)	-	312-7930-397.10-91	Reprioritized in CFP Adopted 6/17/2025
<b>TOTAL TBD CAPITAL FUND</b>	<b>(185,900)</b>	<b>(374,400)</b>		
CL0322 - Electric Vehicle Charging Stations grant funding	683,000	-	451-7188-334.03-10	Reprioritized in CFP Adopted 6/17/2025
CL0325 - Vandalism Repairs	-	100,000	451-7188-594.65-10	Reprioritized in CFP Adopted 6/17/2025
CL0414 - Construct New Light Operations Building	-	(658,900)	451-7188-594.65-10	Reprioritized in CFP Adopted 6/17/2025
CL0216 - City/PUD Service Area Capital Needs	-	200,000	451-7188-594.65-10	Reprioritized in CFP Adopted 6/17/2025
CL0322 - Electric Vehicle Charging Station	-	904,000	451-7188-594.65-10	Reprioritized in CFP Adopted 6/17/2025
CL0222 - Advanced Metering & Outage Management	-	100,000	451-7188-594.65-10	Reprioritized in CFP Adopted 6/17/2025
CL0624 - Traffic Signal LED Conversion	-	93,000	451-7188-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<b>TOTAL ELECTRIC UTILITY CAPITAL FUND</b>	<b>683,000</b>	<b>738,100</b>		

BUDGET AMENDMENT ITEM	Revenues	Expenditure	Account	Notes
<i>Other Funds -NPS Reserves for Industrial Facility</i>	275,000	-	452-9998-397.10-81	Reprioritized in CFP Adopted 6/17/2025
<i>WT0419 - Decant Facility at Transfer Station - Water Soils Decant Bays</i>	-	224,100	452-7388-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>WT0218 - Reservoir Instrumentation Upgrades</i>	-	129,700	452-7388-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>WT0420 - Ennis Creek Water Main Relocate</i>	-	171,300	452-7388-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>WT0519 - Water Treatment Plant Repairs</i>	-	182,900	452-7388-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>WT0124 - Transmission Main Replacement WTP to D Street</i>	-	100,000	452-7388-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>WT0421 - Race Street Water Main Replacement North</i>	-	(200,000)	452-7388-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>WT0219 - Peabody Heights Floating Cover Replacement</i>	-	(200,000)	452-7388-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>WT0619 - Peabody Reservoir Inlet Pipe Replacement</i>	-	(90,000)	452-7388-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>WT0325 - Elwha Surface Water Intake Hydraulics</i>	-	325,000	452-7388-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>WT0424 - Elwha - River Ranney Reach Habitat Restoration</i>	-	250,000	452-7388-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>WT0122 - Elwha - Fish Screen Facility Improvements</i>	-	(549,000)	452-7388-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>WT0624 - Analysis of the Industrial Water Line Site</i>	-	(50,000)	452-7388-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<b>TOTAL WATER CAPITAL FUND</b>	<b>275,000</b>	<b>294,000</b>		
<i>WW0217 - Ennis Creek Force Main Removal grant funding</i>	12,800	-	453-7488-369.90-00	Reprioritized in CFP Adopted 6/17/2025
<i>WW0519 - Decant Facility at Transfer Station-Wastewater Soils Decant</i>	-	210,100	453-7488-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>WW0520 - Sanitary Force Main Relocate (Lees Creek)</i>	-	156,300	453-7488-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>WW0122 - Anaerobic Digester Roof Improvements</i>	-	(58,800)	453-7488-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>WW0523 - WWTP UST Tank Replacement</i>	-	50,000	453-7488-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>WW0419 - WWTP HVAC Replacement</i>	-	(188,900)	453-7488-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>WW0124 - WWTP Gas Flare System Replacement</i>	-	(300,000)	453-7488-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>WW0217 - Ennis Creek Force Main Removal</i>	-	15,000	453-7488-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>WW0316 - CSO 6 and 7 Reconstruction</i>	-	(15,000)	453-7488-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<b>TOTAL WASTEWATER UTILITY FUND</b>	<b>12,800</b>	<b>(131,300)</b>		
<i>SW0112 - Decant Facility at the Transfer Station grant funding</i>	82,900	-	454-7588-334.03-10	Reprioritized in CFP Adopted 6/17/2025
<i>SW0112 - Decant Facility at Transfer Station</i>	-	82,900	454-7588-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<b>TOTAL SOLID WASTE UTILITY FUND</b>	<b>82,900</b>	<b>82,900</b>		
<i>DR0123 - Land Acquisition Program for Water Quality</i>	-	(50,000)	456-7688-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>DR0213 - H Street Stormwater Outfall</i>	-	(32,000)	456-7688-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>DR0120 - Decant Facility at Transfer Station-Stormwater Soils Decant B</i>	-	341,800	456-7688-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>DR0804 - Lincoln Park/Big Boy Pond Study</i>	-	47,500	456-7688-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>DR0215 - Francis Street Outfall Repair</i>	-	(112,500)	456-7688-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>DR0404 - Stormwater at Canyon Edge &amp; Ahlvers</i>	-	(89,100)	456-7688-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>DR0324 - Valley Creek Stormwater Park</i>	-	(100,000)	456-7688-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<b>TOTAL STORMWATER UTILITY FUND</b>	<b>-</b>	<b>5,700</b>		
<i>#140 -2001 AIR TEC TRAILER</i>	-	(35,400)	501-7630-594.64-10	Reprioritized in CFP Adopted 6/17/2025
<i>#158 -2000 VERMEER CHIPPER</i>	-	(62,300)	501-7630-594.64-10	Reprioritized in CFP Adopted 6/17/2025
<i>#1569 CATEPILLAR WHL LOADER- EQUIP SVC</i>	-	(30,000)	501-7630-594.64-10	Reprioritized in CFP Adopted 6/17/2025
<i>#181 -1985 TRIST TRAILER</i>	-	(3,900)	501-7630-594.64-10	Reprioritized in CFP Adopted 6/17/2025
<i>#182 -1980 SHERWOOD TRAILER</i>	-	(5,400)	501-7630-594.64-10	Reprioritized in CFP Adopted 6/17/2025
<i>4901 - 2024 Hyster H120FT (Propane)</i>	-	68,200	501-7630-594.64-10	Reprioritized in CFP Adopted 6/17/2025
<i>2250 - Hyster F60FT Forklift (Propane)</i>	-	79,800	501-7630-594.64-10	Reprioritized in CFP Adopted 6/17/2025
<i>NEW - 2025 Ford Transit Hybrid Van</i>	-	75,300	501-7630-594.64-10	Reprioritized in CFP Adopted 6/17/2025
<i>2494 - 2025 Toyota Camry HEV</i>	-	36,100	501-7630-594.64-10	Reprioritized in CFP Adopted 6/17/2025
<i>2422 - 2025 Ford 4x4 HEV Pickup</i>	-	76,100	501-7630-594.64-10	Reprioritized in CFP Adopted 6/17/2025
<i>#1248- LINCOLN WELDER- EQUIP SVC</i>	-	(30,000)	501-7630-594.64-10	Reprioritized in CFP Adopted 6/17/2025
<i>1081 - 2024 Peterbilt Garbage Truck</i>	-	405,800	501-7630-594.64-10	Reprioritized in CFP Adopted 6/17/2025
<i>1790 - 2024 Freightliner Dump Truck</i>	-	68,600	501-7630-594.64-10	Reprioritized in CFP Adopted 6/17/2025
<i>2443 - 2024 Ford F550 4x4 Dump Truck</i>	-	110,600	501-7630-594.64-10	Reprioritized in CFP Adopted 6/17/2025
<b>TOTAL EQUIPMENT SERVICES FUND</b>	<b>-</b>	<b>753,500</b>		
<i>IT0618 - Virtual Server Replacements</i>	-	123,500	502-2082-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>IT0214 - Records Management System</i>	-	43,100	502-2082-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>IT0716 - ERP Road Map &amp; Replacement</i>	-	1,389,300	502-2082-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<i>IT0123 - Intrusion Detection and Prevention</i>	-	128,500	502-2082-594.65-10	Reprioritized in CFP Adopted 6/17/2025
<b>TOTAL IT FUND</b>	<b>-</b>	<b>1,684,400</b>		

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE of the City of Port Angeles, Washington, amending the City's 2025 budget for the second time.

WHEREAS, the Annual Budget of the City of Port Angeles for the year 2025, was adopted, approved and confirmed on December 3, 2024, in Ordinance No. 3741; and

WHEREAS on May 20, 2025, the first 2025 budget amendment was adopted, approved and confirmed by Ordinance No. 3749; and

WHEREAS, now there exists an emergency that could not reasonably have been foreseen when the 2025 budget or the first amendment to it were adopted.

NOW, THEREFORE, the City Council of the City of Port Angeles, Washington, do ordain as follows:

Section 1. The Council finds and declares:

- A. There exists an emergency that could not reasonably have been foreseen when the 2025 budget or the first amendment to it were adopted. The facts constituting the emergency include, but are not limited to:
1. Unanticipated additional revenue; and
  2. Unanticipated reduced revenue; and
  3. Unanticipated additional and reduced expenditures primarily for changes in planned capital expenditures as previously authorized by Council.
- B. These facts require amendments to the adopted budget in order to meet the expenses of government of the City for the fiscal year ending December 31, 2025.

Section 2. On the basis of the foregoing findings, pursuant to RCW 35A.33.090, the City Council declares that an emergency exists.

Section 3. To respond to the budget emergency, the 2025 budget appropriation for each separate fund as set forth in Ordinance No.3749, is amended as shown in the attached Exhibit A.

Section 4. The City Clerk and the codifiers of this ordinance are authorized to correct scrivener’s errors, references, ordinance numbering, section and subsection numbers and any references thereto.

Section 5. This Ordinance exercises authority granted exclusively to the City Council and is not subject to referendum. It shall be in force and take effect 5 (five) days after publication according to law.

PASSED by the City Council of the City of Port Angeles by a vote of one more than the majority of all members of the legislative body at a regular meeting of said Council on the 19<sup>th</sup> day of August, 2025.

\_\_\_\_\_  
Kate Dexter, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Kari Martinez-Bailey, City Clerk

\_\_\_\_\_  
William E. Bloor, City Attorney

PUBLISHED: \_\_\_\_\_  
By Summary

**CITY of PORT ANGELES**  
**2025 Budget Amendment #2 Ordinance -**  
**Exhibit A**

Funds		
Fund	Div.	Name / Description

2025 Budget Amendment #1			
Beginning	Revenue	Expenditures	Ending
Balance - Est.			Balance - Est.

2025 Budget Amendment #2			
Beginning	Revenue	Expenditures	Ending
Balance - Est.			Balance - Est.

**GENERAL FUND** (Note: Divisional totals for reference only)

Fund Balance:		
001.	1160	City Council
001.	1210	City Manager
001.	1211	Customer Commitment
001.	1220	Human Resources
001.	1230	City Clerk
001.	2001	Finance - Revenue
001.	2020	Finance Administration
001.	2023	Accounting
001.	2025	Customer Service
001.	2070	Reprographics
001.	3030	City Attorney
001.	3012	Jail Contributions
001.	4060	Planning
001.	4050	Building
001.	4071	Economic Development
001.	5010	Police Administration
001.	5012	PenCom/Capital Transfers
001.	5021	Police Investigation
001.	5022	Police Patrol
001.	5026	Police Reserves & Volunteers
001.	5029	Police Records
001.	5050	Police Facilities Maintenance
001.	6010	Fire Administration
001.	6012	PenCom/Medic I Support
001.	6020	Fire Suppression
001.	6030	Fire Prevention
001.	6045	Fire Training
001.	6050	Fire Facilities Maintenance
001.	7010	Public Works Administration
001.	7012	Public Works CIP
001.	7032	Public Works Telecommunications
001.	8010	Parks Administration
001.	8012	Senior Center
001.	8050	Ocean View Cemetery
001.	8080	Park Facilities
001.	8112	Senior Center Facilities
001.	8131	Central Services Facilities
001.	8155	Facility Rentals
001.	8221	Sports Programs
001.	9029	General Unspecified
001	<b>TOTAL General Fund</b>	

6,295,810			6,008,410
	80,900	98,500	
	363,100	715,400	
	-	2,500	
	182,900	434,800	
	163,000	354,300	
	16,643,700	-	
	218,800	1,193,900	
	837,500	1,196,600	
	1,510,900	1,474,000	
	40,200	49,500	
	199,700	665,600	
	-	1,127,100	
	823,600	1,049,900	
	733,200	587,500	
	-	71,900	
	1,000	926,100	
	458,700	669,300	
	-	1,310,100	
	979,500	4,378,700	
	-	11,000	
	15,500	529,500	
	16,100	9,200	
	74,100	319,200	
	-	418,100	
	-	1,788,500	
	235,000	189,600	
	-	117,300	
	-	70,300	
	2,473,600	2,994,800	
	-	130,000	
	32,800	32,800	
	-	486,800	
	34,000	174,100	
	250,000	203,600	
	-	2,177,600	
	-	63,000	
	632,700	655,800	
	80,500	94,000	
	-	-	
	-	597,500	
<b>6,295,810</b>	<b>27,081,000</b>	<b>27,368,400</b>	<b>6,008,410</b>

6,295,810			6,234,610
	80,900	98,500	
	363,100	715,400	
	-	2,500	
	182,900	434,800	
	163,000	354,300	
	16,643,700	-	
	218,800	1,193,900	
	837,500	1,196,600	
	1,510,900	1,474,000	
	40,200	49,500	
	199,700	665,600	
	-	1,127,100	
	823,600	1,063,600	
	902,200	606,500	
	-	71,900	
	1,000	926,100	
	458,700	679,400	
	-	1,310,100	
	979,500	4,378,700	
	-	11,000	
	15,500	529,500	
	16,100	9,200	
	74,100	319,200	
	-	418,100	
	-	1,788,500	
	235,000	189,600	
	-	117,300	
	-	70,300	
	2,473,600	2,994,800	
	-	30,000	
	32,800	32,800	
	-	486,800	
	34,000	174,100	
	250,000	203,600	
	-	2,177,600	
	-	63,000	
	632,700	655,800	
	80,500	94,000	
	-	-	
	-	597,500	
<b>6,295,810</b>	<b>27,250,000</b>	<b>27,311,200</b>	<b>6,234,610</b>

**SPECIAL REVENUE FUNDS**

101	Lodging Excise Tax Fund	
102	Street Fund	
105	Real Estate Excise Tax-1 (REET-1) Fund	
107	PenCom Fund	
160	Real Estate Excise Tax-2 (REET-2) Fund	
165	Business Improvement Area	
172	Port Angeles Housing Rehab. Fund	
175	Code Compliance Fund	
<b>TOTAL Special Revenue Funds</b>		

1,583,649	1,060,500	1,438,000	1,206,149
773,327	2,145,300	2,206,600	712,027
263,182	337,300	150,000	450,482
1,579,106	3,985,100	4,290,100	1,274,106
307,561	329,500	444,100	192,961
107,597	33,700	121,400	19,897
2,846,227	638,400	355,700	3,128,927
58,438	257,100	257,100	58,438
<b>7,519,087</b>	<b>8,786,900</b>	<b>9,263,000</b>	<b>7,042,987</b>

1,583,649	1,060,500	1,438,000	1,206,149
773,327	2,145,300	2,206,600	712,027
263,182	337,300	580,000	20,482
1,579,106	4,005,100	4,312,600	1,271,606
307,561	329,500	123,800	513,261
107,597	33,700	121,400	19,897
2,846,227	638,400	355,700	3,128,927
58,438	257,100	257,100	58,438
<b>7,519,087</b>	<b>8,806,900</b>	<b>9,395,200</b>	<b>6,930,787</b>

**CITY of PORT ANGELES**  
**2025 Budget Amendment #2 Ordinance -**  
**Exhibit A**

Funds			2025 Budget Amendment #1				2025 Budget Amendment #2			
Fund	Div.	Name / Description	Beginning	Revenue	Expenditures	Ending	Beginning	Revenue	Expenditures	Ending
			Balance - Est.			Balance - Est.	Balance - Est.			Balance - Est.
<b>DEBT SERVICE FUNDS</b>										
217		2015 LTGO Bond - Refunding (W.U.G.A.)	19,510	235,000	232,900	21,610	19,510	235,000	232,900	21,610
TOTAL Debt Service Funds			19,510	235,000	232,900	21,610	19,510	235,000	232,900	21,610
<b>ENTERPRISE / UTILITY FUNDS</b>										
401		Electric Utility Fund	16,278,291	23,464,700	23,907,200	15,835,791	16,278,291	23,464,700	23,907,200	15,835,791
402		Water Utility Fund	9,183,742	9,720,900	10,427,000	8,477,642	9,183,742	9,720,900	10,889,400	8,015,242
403		Wastewater Utility Fund	1,925,553	9,031,300	9,203,200	1,753,653	1,925,553	9,031,300	9,235,200	1,721,653
404		Solid Waste Utility Fund	(1,354,826)	16,200,700	17,430,500	(2,584,626)	(1,354,826)	16,200,700	17,430,500	(2,584,626)
406		Stormwater Utility Fund	1,860,386	3,512,100	3,673,200	1,699,286	1,860,386	3,512,100	3,673,200	1,699,286
409		Medic 1 Utility Fund	1,566,969	4,618,300	4,655,900	1,529,369	1,566,969	4,618,300	4,655,900	1,529,369
413		Harbor Clean-up Fund	116,633	2,050,600	2,050,600	116,633	116,633	2,050,600	2,050,600	116,633
421		Conservation Fund	132,552	539,300	539,300	132,552	132,552	539,300	539,300	132,552
TOTAL Enterprise / Utility Funds			29,709,300	69,137,900	71,886,900	26,960,300	29,709,300	69,137,900	72,381,300	26,465,900
<b>INTERNAL SERVICE FUNDS</b>										
501		Equipment Services	4,876,633	3,296,300	5,886,300	2,286,633	4,876,633	3,296,300	6,639,800	1,533,133
502		Information Technology	2,465,238	3,016,700	3,315,600	2,166,338	2,465,238	3,016,700	5,000,000	481,938
503		Self-Insurance	1,122,484	8,676,400	8,667,100	1,131,784	1,122,484	8,676,400	8,667,100	1,131,784
TOTAL Internal Service Funds			8,464,355	14,989,400	17,869,000	5,584,755	8,464,355	14,989,400	20,306,900	3,146,855
<b>FIDUCIARY FUNDS</b>										
602		Firemen's Pension Fund	196,493	200	42,500	154,193	196,493	200	42,500	154,193
TOTAL Fiduciary Funds			196,493	200	42,500	154,193	196,493	200	42,500	154,193
<b>PERMANENT FUNDS</b>										
601		Cemetery Endowment Fund	423,870	4,900	-	428,770	423,870	4,900	-	428,770
TOTAL Permanent Funds			423,870	4,900	-	428,770	423,870	4,900	-	428,770
<b>CAPITAL FUNDS</b>										
310		Governmental Capital Improvement Fund	3,701,032	756,900	3,070,600	1,387,332	3,701,032	2,970,700	5,314,000	1,357,732
312		Transportation Capital	9,091,261	8,473,300	11,701,700	5,862,861	9,091,261	8,287,400	11,327,300	6,051,361
316		Governmental Park Improvement Fund	375,612	12,500	-	388,112	375,612	12,500	-	388,112
451		Electric Capital Fund	17,086,957	1,221,000	6,411,000	11,896,957	17,086,957	1,904,000	7,149,100	11,841,857
452		Water Capital Fund	7,428,172	1,150,000	2,505,000	6,073,172	7,428,172	1,425,000	2,799,000	6,054,172
453		Wastewater Capital Fund	4,229,893	3,730,800	4,414,700	3,545,993	4,229,893	3,743,600	4,283,400	3,690,093
454		Solid Waste Capital Fund	2,549,776	1,799,600	1,194,400	3,154,976	2,549,776	1,882,500	1,277,300	3,154,976
456		Stormwater Capital Fund	3,398,001	626,000	953,100	3,070,901	3,398,001	626,000	958,800	3,065,201
TOTAL Capital Funds			47,860,704	17,770,100	30,250,500	35,380,304	47,860,704	20,851,700	33,108,900	35,603,504
<b>SUB-TOTAL ALL FUNDS</b>			100,489,129	138,005,400	156,913,200	81,581,329	100,489,129	141,276,000	162,778,900	78,986,229
Reserves - Designated					1,279,800				1,298,200	
Reserves Used				20,187,600				22,801,100		
<b>TOTAL CITYWIDE ALL FUNDS</b>			100,489,129	158,193,000	158,193,000	81,581,329	100,489,129	164,077,100	164,077,100	78,986,229

**CITY of PORT ANGELES**  
**Salary Classification Schedule -- AFSCME #1619**

**City of Port Angeles -- AFSCME Local #1619 Collective Bargaining Agreement**  
**Salary & Classification Schedule effective January 1, 2025 3.0% COLA**

Salary Range	Step	Hourly Rate based on 2,080 work hours	Bi-weekly Salary Amount	MONTHLY SALARY	Annual Salary
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	1	\$34.377	\$2,750.16	\$5,958.68	\$71,504.16
<b>RANGE 21</b>	2	\$35.415	\$2,833.20	\$6,138.60	\$73,663.20
Assistant Planner	3	\$36.474	\$2,917.92	\$6,322.16	\$75,865.92
Capital Projects Inspector II	4	\$37.567	\$3,005.36	\$6,511.61	\$78,139.36
Engineering Technician II	5	\$38.693	\$3,095.44	\$6,706.79	\$80,481.44
Facilities Operations Specialist	6	\$39.859	\$3,188.72	\$6,908.89	\$82,906.72
Information Support Specialist	7	\$41.061	\$3,284.88	\$7,117.24	\$85,406.88
Parks Operations Specialist					

	1	\$33.382	\$2,670.56	\$5,786.21	\$69,434.56
<b>RANGE 20</b>	2	\$34.377	\$2,750.16	\$5,958.68	\$71,504.16
Contract Specialist I	3	\$35.415	\$2,833.20	\$6,138.60	\$73,663.20
Information Support Specialist	4	\$36.474	\$2,917.92	\$6,322.16	\$75,865.92
Lead Scale Attendant	5	\$37.567	\$3,005.36	\$6,511.61	\$78,139.36
Source Control Pollution Prevention Specialist	6	\$38.693	\$3,095.44	\$6,706.79	\$80,481.44
PW&U Leadworker	7	\$39.859	\$3,188.72	\$6,908.89	\$82,906.72
CD Technician III					

	1	\$32.405	\$2,592.40	\$5,616.87	\$67,402.40
<b>RANGE 19</b>	2	\$33.382	\$2,670.56	\$5,786.21	\$69,434.56
Customer Service Lead	3	\$34.377	\$2,750.16	\$5,958.68	\$71,504.16
GIS Technician	4	\$35.415	\$2,833.20	\$6,138.60	\$73,663.20
	5	\$36.474	\$2,917.92	\$6,322.16	\$75,865.92
	6	\$37.567	\$3,005.36	\$6,511.61	\$78,139.36
	7	\$38.693	\$3,095.44	\$6,706.79	\$80,481.44

	1	\$31.467	\$2,517.36	\$5,454.28	\$65,451.36
<b>RANGE 18</b>	2	\$32.405	\$2,592.40	\$5,616.87	\$67,402.40
Grant Speciliast I	3	\$33.382	\$2,670.56	\$5,786.21	\$69,434.56
Industrial WTP Operator	4	\$34.377	\$2,750.16	\$5,958.68	\$71,504.16
Parks Facility Caretaker II	5	\$35.415	\$2,833.20	\$6,138.60	\$73,663.20
Solid Waste Collections Driver	6	\$36.474	\$2,917.92	\$6,322.16	\$75,865.92
Street Sweeper	7	\$37.567	\$3,005.36	\$6,511.61	\$78,139.36
Utility Services Coordinator					
Utility Worker II					
WTP Operator I/OIT					
WWTP Operator I/OIT					
CD Technician II					

**CITY of PORT ANGELES**  
**Salary Classification Schedule -- AFSCME #1619**

**City of Port Angeles -- AFSCME Local #1619 Collective Bargaining Agreement**  
**Salary & Classification Schedule effective January 1, 2025 3.0% COLA**

Salary Range	Step	Hourly Rate based on 2,080 work hours	Bi-weekly Salary Amount	MONTHLY SALARY	Annual Salary
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	1	\$30.546	\$2,443.68	\$5,294.64	\$63,535.68
<b>RANGE 17</b>	2	\$31.467	\$2,517.36	\$5,454.28	\$65,451.36
Capital Projects Inspector I	3	\$32.405	\$2,592.40	\$5,616.87	\$67,402.40
Engineering Technician I	4	\$33.382	\$2,670.56	\$5,786.21	\$69,434.56
Utility Billing Specialist	5	\$34.377	\$2,750.16	\$5,958.68	\$71,504.16
	6	\$35.415	\$2,833.20	\$6,138.60	\$73,663.20
	7	\$36.474	\$2,917.92	\$6,322.16	\$75,865.92

	1	\$29.654	\$2,372.32	\$5,140.03	\$61,680.32
<b>RANGE 16</b>	2	\$30.546	\$2,443.68	\$5,294.64	\$63,535.68
CD Technician I	3	\$31.467	\$2,517.36	\$5,454.28	\$65,451.36
Meter Reader III	4	\$32.405	\$2,592.40	\$5,616.87	\$67,402.40
Planning Technician	5	\$33.382	\$2,670.56	\$5,786.21	\$69,434.56
Traffic Control Maintenance Spec I	6	\$34.377	\$2,750.16	\$5,958.68	\$71,504.16
	7	\$35.415	\$2,833.20	\$6,138.60	\$73,663.20

	1	\$28.793	\$2,303.44	\$4,990.79	\$59,889.44
<b>RANGE 15</b>	2	\$29.654	\$2,372.32	\$5,140.03	\$61,680.32
Accounting Technician II	3	\$30.546	\$2,443.68	\$5,294.64	\$63,535.68
Facility Rental Coordinator	4	\$31.467	\$2,517.36	\$5,454.28	\$65,451.36
Parks Facility Caretaker I	5	\$32.405	\$2,592.40	\$5,616.87	\$67,402.40
Utility Worker I	6	\$33.382	\$2,670.60	\$5,786.30	\$69,435.56
	7	\$34.377	\$2,750.16	\$5,958.68	\$71,504.16

	1	\$27.958	\$2,236.64	\$4,846.05	\$58,152.64
<b>RANGE 14</b>	2	\$28.793	\$2,303.44	\$4,990.79	\$59,889.44
Administrative Specialist II	3	\$29.654	\$2,372.32	\$5,140.03	\$61,680.32
Facility Rental Coordinator	4	\$30.546	\$2,443.68	\$5,294.64	\$63,535.68
Meter Reader II	5	\$31.467	\$2,517.36	\$5,454.28	\$65,451.36
Public Works Coordinator II	6	\$32.406	\$2,592.48	\$5,617.04	\$67,404.48
	7	\$33.382	\$2,670.56	\$5,786.21	\$69,434.56



**Date:** August 19, 2025  
**To:** City Council  
**From:** Nathan A. West, *City Manager*  
Sarina Carrizosa, *Finance Director*  
William Bloor, *City Attorney*  
**Subject:** Utility Base Rate – Voluntary Shutoff of Service Ordinance Update

**Summary:** City Council prioritized charging a base rate to all vacant properties as well as to customers that had voluntary disconnection from the system in the 2025 - 2026 Strategic Plan. On December 19, Council adopted Ordinance 3744 that amended section 13.16.010, allowing Staff to implement the changes to charge base rates to these properties. Staff is recommending the Council adopt several clarifying updates to the ordinance to assist with the implementation of the changes to the PAMC.

**Strategic Plan:** The changes to the PAMC generally align with Strategic Focus Area #2 – Citywide Resource Optimization and the goal to maintain fiscal health and Strategic Focus Area #3 – Housing.

**Funding:** The recommended updates to the ordinance are not expected to change the funding expectations since the original ordinance was adopted.

**Recommendation:** 1) Conduct the first reading of the ordinance amending section 13.16.010 of the Port Angeles Municipal Code relating to Utility Base Rates, and 2) continue this item to the September 2 meeting.

**Relationship to Strategic Plan:**

Updating the ordinance that amends PAMC 13.16.010 aligns with Strategic Focus Area #2 - Citywide Resource Optimization and the goal to maintain fiscal health by maximizing available resources to support the operation and maintenance of the City’s utilities. The proposed legislation also supports Strategic Focus Area #3 – Housing, specific to the goal to incentivize development and vacant land conversion and the corresponding measure to implement a vacant housing base rate into the COSA.

**Background / Analysis:**

At the December 19 meeting, Council adopted Ordinance 3744 that amended section 13.16.010 to charge customers who had voluntarily disconnected from the City’s utility system and vacant properties base rates that are serviceable by available utilities. This change was implemented in two phases. The first phase included applying charges to voluntary disconnections. The second phase includes the remaining vacant properties that are not currently connected to City utilities, but that are inside of the City’s service area. On January 1, City Staff began charging base rates to all accounts that had voluntarily been disconnected. The second phase is significantly more time-intensive and will require the assessment of all vacant property within the City and will be implemented at a future date.

Soon after section 13.16.010 was adopted, questions arose about its scope and intent. To better clarify the intent of the changes to the Port Angeles Municipal Code (PAMC) section 13.16.010, staff are recommending an update to the ordinance that better defines the changes.

The City is required to plan to ensure that utility services are available to City customers regardless of the quantity of service consumed. The maintenance and preservation of functioning utility infrastructure is costly to the City and its rate payers. The change to require all customers to pay base rates, even in cases when no utility services are currently being consumed, allows these costs to be shared equitably by all who benefit from having those services available.

This is the first reading of recommended updates to the ordinance amending section 13.16.010 of the Port Angeles Municipal Code relating to Utility Account Fees.

**Funding:** The recommended updates to the ordinance are not expected to change the funding expectations since the original ordinance was adopted.

**Attachments:** Utility Base Rate Ordinance amending Chapter 13.16

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE of the City of Port Angeles, Washington regarding maintenance of utility infrastructure amending Chapter 13.16, Utility Accounts, of the Port Angeles Municipal Code.

THE CITY COUNCIL OF THE CITY OF PORT ANGELES DO HEREBY ORDAIN  
AS FOLLOWS:

**Section 1.** Chapter 13.16 of the Port Angeles Municipal Code relating to utility accounts is hereby amended by adding the following new section:

13.16.005. Findings.

The City Council for the City of Port Angeles makes the following findings:

- A. The maintenance of the City's utility infrastructure benefits all persons who own residential and commercial property located within the City's limits.
- B. The cost of maintaining and repairing the utility infrastructure is currently being borne solely by those property owners that are connected to and registered with the utility. Utility rates in the City are composed of two parts. One part is the base rate, which is a charge used to pay a portion of the costs of maintaining the utility system. The second part is the consumption rate, which is the charge that pays for the amount or quantity of utility service consumed by a customer in a given period.
- C. Currently, property owners in the City who do not consume utility services, do not pay the base rate even though the owners' property is benefited by connection to a functioning utility service system.
- D. Owners of property located within the City who do not currently consume utility services nonetheless benefit by being connected to the City's utility systems and having the ability to begin consuming utility services at any time they choose.
- E. Base rate funds will be used solely for the payment of the cost of operating and maintaining the City's utility infrastructure.
- F. The funds collected pursuant to the base rate for each utility will be deposited into a fund limited to that utility.

- G. A Cost-of-Service Analysis (COSA) has been performed for each utility to determine the fees to be charged for base rates and for consumption rates.
- H. The fees charged pursuant to the COSA will not generate any excess revenues but represent the minimum amounts collectable from rates to maintain the utility infrastructure for that utility.

**Section 2.** **This ordinance applies only to the** electric, water, sewer, and Medic I utilities

**Section 3.** Ordinance 2055 as amended, and Section 13.16.010 of the Port Angeles Municipal Code relating to utility accounts are hereby amended to read as follows:

....

13.16.010 - Utility accounts - Fees.

A. The City Manager will keep separate accounts for each of the City’s utilities. The amounts paid by every utility account within the City shall be deposited into the respective account for each utility.

B. All rates, charges, and fees for each City utility service are set forth in a resolution authorized by Chapter 1.25 PAMC, see Appendix B for rates, charges and fees.

~~C. — Every property in the City that has utility service available to it shall pay the base rate, as approved in the Utility Master Rate Schedule, for each available utility without regard to whether utility service is being consumed at that property.~~

C. Every property located within the City’s limits that has a residential and commercial electric meter, water meter, or connection to the sewer, shall pay the base rate, as approved in the Utility Master Rate Schedule, for each available utility and for the Medic I utility without regard to whether service is being utilized at that property

D. The base rate fees will be deposited into the separate fund for each utility, and those funds may only be used for the purposes of maintaining and operating that particular utility.

**Section 4 - Severability.** If any provisions of this Ordinance or its applications to any person or circumstances is held to be invalid, the remainder of the Ordinance or application of the provisions of the Ordinance to other persons or circumstances is not affected.

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

**Section 6 - Effective Date.** This Ordinance, being an exercise of a power specifically delegated to the City legislative body, is not subject to referendum. This ordinance shall take effect five (5) days after passage and publication of an approved summary thereof consisting of the title.

PASSED by the City Council of the City of Port Angeles at a regular meeting of said Council held on the \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Kate Dexter, Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
William E. Bloor, City Attorney

ATTEST:

\_\_\_\_\_  
Kari Martinez-Bailey, City Clerk

PUBLISHED: \_\_\_\_\_, 2025  
By Summary



**Date:** August 19, 2025  
**To:** City Council  
**From:** Nathan A. West, *City Manager*  
**Subject:** Resolution Ratifying a Declaration of Emergency – Petro-Card Indian Creek Spill 2025

**Summary:** On July 18, 2025, a fuel tanker accident occurred on Highway 101 at Indian Creek, located west of Port Angeles city limits. The Indian Creek Basin feeds into the Elwha River, the City’s main potable water source. Due to possible contamination of the City’s water system, the City temporarily shut down all water treatment processing operations. The City stopped pumping water into its treatment plant, transferring water into its reservoirs, and requested customers to conserve water to essential needs only. As a result of the incident, the City Manager issued a Declaration of Emergency on July 19, 2025.

**Strategic Plan:** This Resolution directly aligns with Strategic Focus Area #1 – Community Resilience and Strategic Area #4 – Infrastructure Development, Maintenance, and Connectivity.

**Funding:** All expenses incurred due to the Petro-Card Indian Creek Spill 2025 will be a claim submitted to Petro-Card for reimbursement.

**Recommendation:** Pass the attached resolution, affirming and ratifying the Declaration of Emergency issued by the City Manager on July 19, 2025.

**Relationship to Strategic Plan:**

The 2025-2026 Strategic Plan (Resolution 10-24) was approved by the City Council on October 1, 2024. This Resolution directly aligns with Strategic Focus Area #1 – Community Resilience and Strategic Focus Area #4 – Infrastructure Development, Maintenance, and Connectivity. While this was not a planned event, it highlighted many of the current limitations within our current system.

**Background / Analysis:**

On July 18, 2025, the City was notified of a fuel tanker accident on Highway 101 at Indian Creek, which feeds into the Elwha River, the City’s main potable water source. Out of an abundance of caution, the City stopped pumping water into its treatment plant and transferring water into its reservoirs. The City also requested that water utility customers conserve water to essential needs to include drinking, cooking, and basic hygiene, to allow resources time to assess and mobilize to the size of the impacts. At the time the City stopped pumping water, the City reservoirs were approximately 85% full.

On July 19, 2025, the City Manager issued a Declaration of Emergency. State and local resources were actively responding and supporting Emergency Operations. A mobile lab was set up, and water sampling began. Later in the day, it was discovered that the mobile lab was not fully capable of completing all of the required Drinking Water lab work, which resulted in samples being taken to an offsite testing location. Throughout this day, staff continued to monitor reservoir levels, communicating with Department of Health and Department of Ecology officials.

On the morning of July 20, 2025 a Drinking Water Emergency Restriction was issued. The City's reservoirs were at critical levels and water production needed to resume to avoid larger impacts to the community, including citywide boil water notices and ongoing bacteria testing over multiple days.

City staff organized water distribution locations for residents to receive bottled water until satisfactory test results were obtained affirming the City's water was not contaminated and customers could resume normal activities.

On the evening of July 20, sufficient test results were received and successfully reviewed by the Department of Health and the Department of Ecology Quality Assurance Quality Control staff, which indicated the water was safe for use. The "do not drink" tap water restrictions were lifted that evening after a tremendous logistical effort made by numerous staff and vendors having successfully distributed water to hundreds of residents at multiple locations.

Staff continue with ongoing water testing and sampling. Expenses are being reviewed and submitted to Finance for coordination with Petro-Card for reimbursement. The Declaration will remain open until emergency expenses related to this incident are no longer incurred.

**Funding Overview:** All expenses incurred due to the Petro-Card Indian Creek Spill 2025 will be a claim submitted to Petro-Card for reimbursement.

**Attachment:** Resolution – Petro-card Indian Creek Spill 2025

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION of the City Council of the City of Port Angeles, Washington, affirming and ratifying the Declaration of Emergency issued by the City Manager on July 19, 2025.

WHEREAS, a Declaration of Emergency was issued by the City Manager on July 19, 2025, a complete copy of which is attached; and

WHEREAS, the Council has reviewed the facts and circumstances that prompted the Declaration of Emergency; and

WHEREAS, the Council hereby finds that the facts recited in the Declaration are true and correct.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Port Angeles:

1. The Council finds and declares that the Petro-Card Indian Creek Spill 2025, constituted an emergency in the City of Port Angeles; and
2. The City Council affirms and ratifies (1) the Declaration of Emergency issued by the City Manager on July 19, 2025, and (2) all actions taken and contracts made under the authority of that Declaration.

PASSED by the City Council of the City of Port Angeles at a regular meeting of said Council held on the 19th day of August, 2025.

\_\_\_\_\_  
Kate Dexter, Mayor

ATTEST:

\_\_\_\_\_  
Kari Martinez-Bailey, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
William E. Bloor, City Attorney

**CITY OF PORT ANGELES  
DECLARATION OF EMERGENCY  
City Water System**

Nathan A. West, City Manager of the City of Port Angeles, finds that the following facts exist:

1. On July 18, 2025, a fuel tanker accident occurred on Highway 101 at Indian Creek, located west of Port Angeles city limits. Indian Creek Basin feeds into the Elwha River, the City's main potable water source. Due to possible contamination of the City's water system, the City has temporarily shut down all water treatment processing operations.
2. After learning of the accident, the City stopped pumping water into its treatment plant and transferring water into its reservoirs. At that time, the City's reservoirs had sufficient water supply for at least 18 hours without interruption to normal service.
3. The City also requested that water utility customers conserve water to essential needs only until further notice. Essential needs are limited to drinking, cooking, and basic hygiene. All other uses are restricted.
4. Customers have conserved water, and those conservation efforts extended the period of time during which the City has been able to provide safe water from its reservoirs.
5. The City has requested assistance and guidance from the Washington State Departments of Ecology and Health.
6. Despite the conservation efforts, the reservoirs have a finite capacity, and the water levels are dropping. At this time, it is expected that the levels will reach critical levels that will require the City to begin pumping water by 8:00 AM tomorrow.
7. We do not at this time have definite tests or other evidence to be certain that water drawn from the City's Ranney well on the Elwha River is safe for drinking and cooking. At this time, Ecology and Health cannot tell us with certainty when we will know that the water is safe for cooking and drinking.
8. While all these facts and circumstances require numerous actions to notify customers, to arrange for the provision of safe water for cooking and drinking, and to communicate with affected business, schools, hospitals, care facilities, and other entities that will be significantly affected by the lack of water for cooking and drinking.
9. These facts make it essential that the City enter an order that water customers not use water for cooking or drinking until further notice. It is also essential that the City declare an emergency and ask other governmental agencies for assistance and resources for dealing with a city-wide lack of water for cooking and drinking purposes.

FINDINGS:

1. These facts create a situation that, for protection of public safety and health, the City must declare a an emergency.
2. The City's response will require resources, assets, and manpower beyond that available in the City's inventories.
3. The inability to readily access safe water for cooking and drinking is a significant and costly disruption to this community. To prevent substantial economic loss, to protect public safety, to prevent property damage, it is essential that safe and secure access to water be restored as soon as possible.
4. The lack of safe water for cooking and drinking will create a significant impact on the City's economy and necessitates utilization of emergency powers granted pursuant to RCW 35.33.081 and RCW 38.52.070(2).

DECLARATION

Now, therefore, by the authority granted to me under State law and by the City Council, I hereby declare that an emergency exists in Port Angeles due to the lack of safe water for cooking and drinking and that the City is authorized to do the following:

1. Activate the City's EOC as necessary; and
2. Enter into contracts, incur obligations, and take all other actions necessary to provide safe water for cooking and drinking; and
3. Authorize and implement all measures and acts, direct staff actions as needed, and take all other actions and measures as may be necessary deemed prudent to protect the health and safety of persons; and
4. Request assistance from other governmental entities and agencies as deemed appropriate to respond to this water emergency.
5. Each City Department is authorized to exercise the powers authorized and vested under this Declaration resolution in light of the emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements).
6. This Declaration shall be presented to the City Council at its regular meeting on August 19, 2025, for consultation and ratification.

DATED this 19th day of July 2025 at 11:34pm PM.

Signed by:

*Nathan A. West*

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Nathan A. West, City Manager



**Date:** August 19, 2025

**To:** City Council

**From:** Nathan A. West, *City Manager*

**Subject:** City Council Application Review Process

**Summary:** On June 3, 2025, Council member Meyer announced they were resigning their Council position, effective June 30. Following Council direction given on July 1, the City began advertising the vacancy. The Port Angeles City Council is required to fill vacant seats on the City Council within 90 days. The Council has until September 28, 2025, to fill vacant position #7.

**Strategic Plan:** This process aligns with Strategic Focus Area # 1 – Community Resilience, and specifically furthers Goal F and Measure 2, to improve community health and wellness or community resilience.

**Funding:** N/A

**Recommendation:** 1) Council utilize a process, such as rank choice voting, to identify three candidates to be interviewed and direct staff to invite those finalists to an interview at the September 2, 2025, City Council meeting and 2) Council confirm or edit the proposed candidate questions.

**Relationship to Strategic Plan:**

The 2025-2026 Strategic Plan (Resolution 10-24) was approved by the City Council on October 1, 2024. The appointment process aligns with Strategic Focus Area # 1 – Community Resilience, and specifically furthers Goal F and Measure 2, to improve community health and wellness.

**Background / Analysis:**

The Port Angeles City Council is required to fill vacant seats on the City Council within 90 days of the vacancy. The Council has until September 28, 2025, to fill vacant position #7. During the July 1 meeting, Council voted to direct staff to initiate the public notice portion of Section 15 of the Council Rules of Procedure announcing the vacancy on the Port Angeles City Council and to ask interested and qualified citizens to submit a digital City Council application and letter of interest by August 4, 2025. In addition, the Council approved the application process to include the following:

- Applications Due: August 4, 2025
- Selection of finalists and selection of interview questions: August 19, 2025
- Interviews and appointment: September 2, 2025

Port Angeles City Council Rules of Procedure Section 15 stipulates that the vacancy must be published twice in the City’s Official Newspaper. State statutes dictate that a vacancy “shall be filled as provided in Chapter 42.12 RCW.” RCW 42.12.070(1) states that “the remaining members of the governing body shall appoint a qualified person to fill the vacant position.” Staff announced the vacancy on the City’s website on July 2, and advertised the vacancy notice in the Peninsula Daily News on July 11, 19, 25 and 30. The notice included instructions on how to apply.

Eligibility requirements listed in the application were as follows, in accordance with state statutes:

- The person appointed must have the same qualifications for the Council position at the time of appointment as would a person elected to the position.
- He or she must be a registered voter and a city or town resident, and in code cities, the person must be a resident of the city for a period of at least one year preceding his or her appointment.

The City stated in the application packet:

- Applications must be received no later than 4:00 p.m. on August 4, 2025. Applications received after 4:00 p.m. or incomplete application submissions without a letter of interest and resume will not be accepted.

The application packet was presented in draft form to Council on July 1.

A total of 9 applications were submitted.

The Open Public Meetings Act requires that the Council conduct interviews with candidates in an open session. The Council may, if it wishes to do so, evaluate the qualifications of candidates in an executive session. The vote to fill the vacancy must be in open session.

Staff recommends Council be prepared to name their top three candidates at the August 19 meeting. Then, individual Council members will name their top three choices and utilize ranked choice voting to identify which three selected candidates, selected by the majority of Council, will be interviewed during the September 2<sup>nd</sup> meeting. Council followed this same process during their meeting on January 17, 2023, when eight possible candidates were presented. Using rank choice voting, the Council identified the top three candidates and those three were invited back for interviews held during a Special Meeting on January 24, 2023.

Finally, staff recommends that Council confirm or revise the draft candidate questions attached to this memo for use on September 2, 2025. Staff recommend Council be prepared to discuss the list of questions, and if so desired, edit the list of questions and provide direction to staff on the final set of questions. Once approved by Council, the Clerk will circulate the final list of questions to all Councilmembers and make them a part of the final Council packet after the meeting.

**Funding Overview:** N/A

**Attachments:**

- Candidate Application Packets
- Draft Candidate Questions
- Peninsula Daily News Advertisement

## Application for Appointment to Port Angeles City Council

*Thank you for your interest in serving the community as a member of the Port Angeles City Council.*

The Port Angeles City Council is seeking qualified applicants to fill a vacancy in the office of City of Port Angeles, Council Position No. 7. The person appointed to the position will take office immediately and serve until the results of the November 2027 General Election are certified.

According to the Port Angeles City Council Rules of Procedure, the selection process for filling City Council vacancies shall be as follows, provided, however, that the Council may by majority vote to revise the process:

Notice of the vacancy and the procedure for filling the vacancy shall be published twice in the City's official newspaper. The Council will open a filing period of no less than 10 days for the vacancy and request each candidate to complete an application form and submit a letter of intent with resume. Candidates will then be interviewed during a public Council meeting. The Council may deliberate on the qualifications of the candidates in a closed session and then vote on the appointment in an open meeting. In all other respects, the procedure for filling a Council vacancy shall be provided in State law.

Applicants are required to do their own due diligence relative to determining eligibility requirements in accordance with State Law.

The timeline for filling Council Position No. 7 is as follows:

**July 2, 2025:** Announcement and application posted

**August 4, 2025:** Applications due to the City Clerk by 4:00 p.m.

Time is being held on September 2, 2025 City Council meeting for interviews.

**To Apply:** To be considered, please complete and submit this application, provide answers to all supplemental questions, and submit a letter of intent with resume.

A kiosk is available at City Hall for online application submission; please contact the City Clerk at (360) 417-4634 or [cityclerk@cityofpa.us](mailto:cityclerk@cityofpa.us) if this service is needed, or stop by City Hall located at 321 East 5th Street between the hours of 8:00 a.m. and 4:00 p.m.

**Applications must be received no later than 4:00 p.m. August 4, 2025.** Applications received after 4:00 p.m. will not be accepted.

## Eligibility Requirements and Public Disclosure

[Eligibility requirements can be found in Section 2 of the Port Angeles Municipal Code.](#)

### Eligibility Requirements

- Must be a registered voter of the City of Port Angeles;
- Continuously reside within the Port Angeles city limits for a minimum of one (1) year prior to appointment;
- Hold no other public office or employment under the city government except as authorized by RCW 42.23.

### Public Disclosure

- Once a Council member application is filed with the City, it is a public record subject to disclosure;
- Applications received from all candidates who meet the minimum requirements of state law will be posted on the City of Port Angeles website as part of the Council's meeting packet;
- Interviews are conducted in an open public meeting, however Council deliberations concerning the qualifications of candidates are in closed session;
- Selection of an appointee(s) is performed during an open public meeting;

- If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission. ([www.pdc.wa.gov](http://www.pdc.wa.gov)).

I have read the eligibility requirements.

- Yes

## Salary and Fringe Benefits

The salary for Council members is established by ordinance adopted by the Council. No Council member may vote himself/herself an increase in salary for the term being served. Therefore, increases for Council members are effective only after a Council member has been re-elected for another term of office.

### The current salaries are as follows:

City Council member: \$1,100.00 per month

If selected to serve as Mayor: \$1,300.00 per month

If selected to serve as Deputy Mayor: \$1,200.00 per month

### Fringe Benefits include:

- Reimbursement of certain expenditures generally associated with travel and conference expenses when applicable, as approved by the City Council;
- Worker's Compensation Insurance coverage in the event of injury on the job;
- Professional liability indemnification covering Council members in their official capacity (WCIA);
- Payment by the City of its portion of Social Security payroll tax.

## City Council Duties

The Port Angeles City Council is the legislative authority of the City of Port Angeles. The City operates under a Council-Manager form of government, which means the Council adopts policy and appoints a City Manager to implement policy. The seven-member City Council is primarily responsible for adopting laws, determining the services to be provided and funding levels for those services through adoption of an annual budget. City Council positions are non-partisan.

The duties of a City Council member will likely involve an average minimum commitment of 20-25 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Council member duties also include, but are not limited to:

- Attendance at regular City Council meetings, unless prior notice is provided of unavailability. Regular City Council meetings are held on the first and third Tuesdays of each month. Regular meetings begin at 6:00 p.m. Work sessions, if necessary, begin at 5:00 p.m. and are typically held on the fourth Tuesday of each month. From time to time, the City Council or Mayor may call special City Council meetings;
- Representation on Council subcommittees, advisory boards, committees and commissions, and at various community functions. These various meetings and functions occur normally during the evening but may also occur on weekends or weekdays;
- Travel locally, regionally, and/or within the State of Washington when allowable under public health restrictions. Council members may also, at their discretion, travel and attend training, education sessions and/or participate in other organizations at the local, regional, state or in some instances on the national level. Travel, education and training expenses for local, regional, state and national activities are reimbursed in accordance with City policy applicable to all employees and City officials, subject to the budgetary limit set for each Council member and for the City Council as a whole.

### Key Responsibilities

- Participate in setting policy that is in the best interest of the community;
- Follow the rule of law in the conduct of government;
- Perform duties in a participatory, transparent, accountable manner;
- Oversee the activities of the City Manager;
- Develop annual budgets and provide continuous oversight of City finances;
- Collaborate with City staff in setting priorities for governance.

### Necessary Skills

- Ability to understand and analyze complex data and information;
- Communicate effectively within a group to represent broad citizen interests;
- Learn and maintain a knowledge of laws and other legal procedures;
- Represent the City always, and demonstrate adherence to high ethical standards;
- Commit to the betterment of the City of Port Angeles.

[View Port Angeles City Council Rules of Procedure.](#)

I have read the Council Rules of Procedure. • Yes

## Applicant Information

First Name Jonathan

Middle Name Joshua

Last Name Arakawa

Mailing Address

City Port Angeles

State WA

ZIP Code 98362

Phone Number

Email Address

## Work or Professional Experience

List most recent experience first.

Employer: Lower Elwha Klallam Tribe

Brief Job Description: Klallam Language Teacher – Middle School Language & Culture Department

- Co-developed and co-taught the inaugural Klallam language course at the middle school level, engaging students in foundational Indigenous language learning.
- Delivered cultural and language instruction in accordance with a formal Memorandum of Understanding, promoting awareness of Klallam heritage in public school classrooms.
- Designed and implemented the first middle school curriculum on local tribal history, aligning with Washington State and Since Time Immemorial (STI) standards to ensure culturally relevant, standards-based education.

- Co-facilitated an after-school program for Native American students, integrating academic tutoring with daily Klallam language and cultural activities to support student achievement and cultural identity.

**Employer:** Peninsula College

**Brief Job Description:** Adjunct Faculty – Klallam Language

- Designed and developed a comprehensive college-level Klallam language curriculum, strengthening the foundation for advanced Indigenous language instruction.

- Co-instructed Klallam language courses at the 100 and 200 levels, delivering instruction in foundational and intermediate language skills and fostering student engagement and retention.

- Provided academic support as a Teaching Assistant and Tutor, assisting students in language acquisition and supporting their overall academic success.

- Advised faculty and students on curriculum development and instructional strategies, contributing to enhanced teaching practices and improved student learning outcomes in Indigenous language education.

**Would you like to add more work history?** No

## Education

**Institution/Location:** Port Angeles High School  
Port Angeles, WA

**Degree Earned/Major Area of Study:** Diploma

**Graduated?** Yes

**Institution/Location:** The Evergreen State College  
Olympia, WA

**Degree Earned/Major Area of Study:** Tribal Governance

**Graduated?** Currently enrolled

**Would you like to add more education background information?** No

## Charitable, Social and Civic Activities and Memberships

List major activities you have participated in during the last five years:

**Organization/Location:** United National Indian Tribal Youth, Inc.  
Mesa, AZ

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**Group's Purpose/Objective:** Served 3 terms on the Executive Committee - one term as President  
Served 1 year on the Council of Trustees

UNITY's Mission is to foster the spiritual, mental, physical, and social development of American Indian, Native Hawaiian, and Alaska Native youth, and to help build a strong, unified, and self-reliant Native America through greater youth involvement.

UNITY Defined: UNITY is a national network organization promoting personal development, citizenship, and leadership among Native American youth. UNITY has a long (40+ years) and impressive track record of empowering and serving American Indian and Alaska Native youth. UNITY is well regarded among the nation's Native American organizations, tribal leaders, and government officials.

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**Organization/Location:** National Congress of American Indians  
Washington, DC

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**Group's Purpose/Objective:** Served 2 terms on the Youth Commission  
2 years as Vice President  
2 years as an Ex-Officio - providing mentorship and guidance

Since 1944, NCAI has served as the unified voice for American Indian and Alaska Native Issues.

Founded in 1944, the National Congress of American Indians (NCAI) is the oldest, largest, and most representative American Indian and Alaska Native organization serving the broad interests of tribal governments and communities.

NCAI, a non-profit organization, advocates for a bright future for generations to come by taking the lead to gain consensus on a constructive and promising vision for Indian Country. The organization's policy issues and initiatives are driven by the consensus of our diverse membership, which consists of American Indian and Alaska Native tribal governments, tribal citizens, individuals, and Native and non-Native organizations.

For over eight decades since its founding, NCAI has remained true to the original purpose of the organization: to be the unified voice of tribal nations. As outlined in the NCAI Constitution, our purpose is to serve as a forum for unified policy development among tribal governments in order to: (1) protect and advance tribal governance and treaty rights; (2) promote the economic development and health and welfare in Indian and Alaska Native communities; and (3) educate the public toward a better understanding of Indian and Alaska Native tribes.

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**Would you like to add more organizational history?** No

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**Would you like to add additional information?** No

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## Supplemental Questions

**1. Why are you interested in serving on the Port Angeles City Council?**

I am pursuing a position on the Port Angeles City Council out of a strong commitment to public service, civic responsibility, and the protection and advancement of community welfare. My background in leadership at the local, regional, and national levels—particularly within Indian Country—has equipped me with extensive experience in governance, intergovernmental collaboration, and statutory advocacy. I seek to bring this experience to the municipal level to support a local government that is responsive, transparent, and inclusive.

Having served in elected leadership positions with the National Congress of

American Indians (NCAI) and United National Indian Tribal Youth, Inc. (UNITY), I have been actively involved in developing policy recommendations, adopting resolutions, negotiating formal agreements, and facilitating interjurisdictional cooperation. These roles required adherence to procedural rules, bylaws, and fiduciary responsibilities while maintaining a strong ethical framework grounded in community-centered leadership.

My interest in City Council service is driven by a legal and moral obligation to ensure that decision-making processes reflect equitable representation and that all residents—including tribal citizens and underserved populations—have access to municipal services, resources, and participatory governance. My work in education, language revitalization, and institutional partnership-building, especially through Peninsula College, has reinforced my commitment to removing systemic barriers, upholding cultural sovereignty, and promoting educational equity—all of which align with the City Council's duty to promote the general welfare under its municipal charter.

As a civic leader, I understand the importance of complying with open meeting laws, fiscal oversight obligations, and code enforcement mandates. I am well-prepared to review, analyze, and apply municipal codes, ordinances, policy frameworks, and budgetary documents to make informed decisions on behalf of the City of Port Angeles. I am also committed to pursuing policy development and community initiatives that are legally sound, ethically principled, and grounded in the long-term interests of the city and its residents.

Serving on the Port Angeles City Council is not merely a position—it is a public trust. I approach this opportunity with the highest level of integrity, informed judgment, and a culturally grounded perspective. I am dedicated to advancing policies that support intergovernmental cooperation, youth development, economic vitality, environmental stewardship, and the protection of tribal treaty rights and cultural heritage.

With this candidacy, I affirm my readiness to uphold the duties and responsibilities of public office in accordance with local, state, and federal law, and to serve the people of Port Angeles with diligence, fairness, and a profound sense of duty.

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**2. What of your background or experience do you think would help you in serving on the City Council?**

My background in public service, national leadership, and Indigenous advocacy equips me with the practical experience, policy knowledge, and cultural fluency to serve effectively on the Port Angeles City Council. I have spent the past several years working across local, regional, and national arenas to strengthen youth development, promote tribal-municipal collaboration, and advance equitable, community-driven initiatives. These experiences have prepared me to contribute to the Council with professionalism, diligence, and a commitment to inclusive governance.

As a former Male Co-President of United National Indian Tribal Youth, Inc. (UNITY), I represented over 2,300 Native youth nationwide and served on the UNITY Council of Trustees. In this fiduciary role, I helped monitor internal financial controls, reviewed organizational compliance, and supported the implementation of strategic partnerships with major national Native organizations such as the National Congress of American Indians (NCAI), National Indian Education Association, Affiliated Tribes of Northwest Indians, and others. This oversight experience directly translates to the fiscal and ethical responsibilities required of municipal officeholders.

Throughout my tenure on UNITY's National Executive Committee—as Male Co-President, Northwest Representative, and Secretary—I co-authored nationally adopted resolutions, organized regional and national youth summits, and facilitated healing circles and community asset mapping sessions across Indian Country. These efforts included working directly with tribal governments, youth councils, and community organizations to implement culturally grounded projects focused on wellness, education, mental health, and leadership. The ability to coordinate multi-stakeholder initiatives, draft policy proposals, and lead inclusive discussions is a critical asset I will bring to Council service.

In addition, I currently serve as an Ex-Officio Officer of the NCAI Youth Commission, providing advisory support to the 2022–2024 cohort of elected youth leaders. Previously, I held the position of Youth Commission Co-Vice President, where I co-facilitated national youth leadership summits, addressed general assemblies, and played a key role in formalizing a Memorandum of Agreement between UNITY and NCAI—strengthening interorganizational collaboration in support of Native youth. This work has deepened my understanding of legislative advocacy, resolution processes, and coalition-building—all of which are vital to developing sound public policy at the city level.

1. Collectively, these experiences demonstrate my capacity to:
2. Analyze and address systemic issues affecting youth, families, and underrepresented communities;
3. Navigate governance structures and legal frameworks with professionalism and cultural awareness;
4. Exercise sound fiscal stewardship, policy development, and ethical decision-making;
5. Collaborate effectively with local, tribal, state, and national partners to promote shared goals.

My service has always been rooted in cultural teachings, community accountability, and the belief that local leadership can be a powerful force for positive, generational change. I am confident that this background, combined with my dedication to equity and public service, positions me to contribute meaningfully to the work of the Port Angeles City Council.

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### 3. What is your understanding of the responsibilities of the City Council?

I understand that the Port Angeles City Council functions as the legislative and policy-making body of the City, operating under a Council-Manager form of government as established under Washington State law. The Council is composed of seven at-large members who are elected to four-year terms by citywide vote. These Councilmembers do not represent individual districts but rather serve the City of Port Angeles as a whole. The Council selects a Mayor and Deputy Mayor from among its members every two years.

As a Councilmember, one is responsible for enacting ordinances, adopting resolutions, approving contracts, and providing policy direction for the City's governance. This includes reviewing and adopting the City's annual municipal budget—prepared by the City Manager—and determining how best to allocate public funds and resources in a fiscally responsible and equitable manner. Councilmembers also evaluate proposals and initiatives to address public needs in areas such as infrastructure, housing, economic development, public safety, and cultural preservation.

I understand that the City Manager, appointed by the Council, serves as the chief administrative officer and is responsible for implementing Council policy, enforcing ordinances, managing City operations, and providing regular reports to the Council and public. The Council's role is not to manage day-to-day operations, but to provide oversight, set strategic goals, and ensure that City policies are implemented effectively and in accordance with the law.

Councilmembers must also comply with the City Council Rules of Procedure, adopted under RCW 35A.13.170, which govern the conduct of Council meetings, maintenance of order, and legislative processes. Meetings are held regularly on the first and third Tuesdays of each month, and additional work sessions or special meetings may be called as needed. Councilmembers are expected to review meeting materials in advance, including staff reports and agenda items, to ensure informed decision-making.

Beyond legislative functions, Councilmembers also serve in key liaison roles with approximately 25 local and regional boards, commissions, and advisory bodies. This requires active participation, collaboration, and engagement with partner

agencies and community stakeholders. Councilmembers also represent the City at events, community functions, ceremonial gatherings, and may participate in state-level or regional policy meetings and trainings. The time commitment is estimated at 30–40 hours per month, and may include significant preparation, research, and constituent engagement.

I am also aware that public officials must comply with state and municipal disclosure laws, including timely submission of a Financial Affairs Statement to the Public Disclosure Commission, in accordance with PAMC 2.78.050I. Transparency, accountability, and adherence to high ethical standards are essential components of public service. Councilmembers must avoid conflicts of interest, both actual and perceived, and comply with the Appearance of Fairness Doctrine and the prohibitions against personal financial benefit from City decisions or contracts.

Ultimately, I understand that serving on the Port Angeles City Council is a role of public trust, guided by legal obligations, ethical conduct, and a commitment to equitable governance. Councilmembers are expected to exercise sound judgment, respect diverse perspectives, and act always in the best interests of the community. I am prepared to fulfill these responsibilities with integrity, professionalism, and a deep respect for the public I would be honored to serve.

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#### 4. What skill set and knowledge will you bring to the Council?

I bring to the Port Angeles City Council a proven track record of leadership, a commitment to public service, and a deep understanding of the intersection between policy, culture, and community well-being. My professional, academic, and lived experiences have prepared me to contribute meaningfully to the Council's work in shaping a vibrant, inclusive, and forward-looking future for Port Angeles.

##### Leadership and Governance Experience:

Having served in elected leadership positions within nationally recognized Native organizations—including United National Indian Tribal Youth, Inc. (UNITY) and the National Congress of American Indians (NCAI)—I have extensive experience in governance, strategic planning, legislative drafting, and community engagement. I have co-authored nationally adopted resolutions, collaborated with multi-agency stakeholders, and facilitated healing and planning sessions that center community voices. I understand how to navigate complex systems, build consensus, and drive policy initiatives from vision to implementation.

##### Policy, Budget, and Procedural Knowledge:

My service on national boards and executive committees has required close attention to procedural rules, fiduciary oversight, and compliance with governing laws and bylaws. I bring a working knowledge of municipal budgeting, public meeting procedures, and policy-making processes. I have monitored internal financial controls, evaluated programmatic outcomes, and helped implement initiatives with measurable community impact. These are core competencies that align directly with the responsibilities of a City Councilmember—particularly in reviewing budgets, adopting ordinances, and making decisions in the public interest.

##### Cultural and Community-Based Expertise:

As a Klallam person deeply involved in Indigenous language revitalization and education, I offer cultural fluency, a relational leadership style, and a strong understanding of the unique needs of tribal citizens and historically underrepresented populations. I have worked directly with youth, elders, and community members to build bridges between institutions and Indigenous communities—ensuring equitable access, representation, and culturally relevant services. I will bring this same approach to Council: inclusive, responsive, and grounded in respect.

##### Communication and Collaboration:

I am a skilled communicator with experience facilitating public forums, moderating discussions, and representing organizations in local, regional, and national settings. Whether speaking at a conference, convening a strategic planning session, or engaging with constituents one-on-one, I lead with empathy, integrity,

and clarity. I understand the value of listening deeply, incorporating feedback, and building coalitions to achieve shared goals.

**Vision for Equity and Future Generations:**

At the core of my public service is a commitment to generational sustainability. I understand the long-term impact of today's decisions—on the economy, environment, public health, education, and culture. I am committed to advancing policies that are inclusive, data-informed, and guided by both local wisdom and best practices. I believe good governance centers people, promotes transparency, and leads with purpose.

In summary, I bring to the Port Angeles City Council:

- Deep experience in public service, strategic governance, and community advocacy
- Knowledge of public policy, municipal budgeting, and procedural law
- A culturally grounded approach to leadership and relationship-building
- Strong communication skills and a collaborative mindset
- A commitment to equity, youth development, and intergovernmental cooperation

With these skills and experiences, I am ready to serve with integrity, listen with humility, and lead with a vision for a stronger, more inclusive Port Angeles.

**5. Please feel free to add any additional comments you wish to make regarding your application.**

I bring to the Port Angeles City Council not only the qualifications traditionally expected of a public servant—such as experience in governance, policy, and budgeting—but also a lived perspective that reflects the cultural richness, resilience, and innovation within our community. My background combines national leadership, intergovernmental collaboration, and grassroots community-building, uniquely positioning me to help guide Port Angeles through both its challenges and opportunities.

**A Voice Rooted in Community and Culture:**

As a proud member of the Klallam people, I understand the importance of place, identity, and stewardship. My work in Indigenous language revitalization, youth development, and cultural preservation is not only about heritage—it is about sustainability, civic engagement, and justice. I believe that governance must be inclusive of all lived experiences, and that our policies must reflect the diverse needs of all who call Port Angeles home. I offer a perspective that is often missing from municipal leadership, yet urgently needed.

**Proven Experience with High-Level Governance and Real-World Impact:**

Few applicants bring experience serving as an elected representative on the national stage. In my roles with UNITY and NCAI, I've co-authored policy resolutions that have shaped programming across Indian Country. I've helped establish inter-organizational partnerships, stewarded funding initiatives, and advised on governance reform. These are not hypothetical credentials—they reflect real, measurable impact. The knowledge and insight gained through this work will directly inform how I contribute to local governance with professionalism, transparency, and integrity.

**Collaborative by Nature, Strategic by Design:**

Public service requires more than passion—it requires process. I have demonstrated my ability to analyze complex data, draft meaningful policy, engage diverse constituencies, and steward collaborative solutions. Whether bringing together tribal elders and college administrators to eliminate barriers to education, or moderating policy sessions with national leaders, I lead with humility and focus on outcomes that matter.

**A Fresh Perspective with Long-Term Commitment:**

I am not running for City Council simply to fill a seat—I am stepping forward with a long-view commitment to serve future generations. My vision is informed by the

elders who taught me, the youth who inspire me, and the communities I've worked alongside. As someone who has already spent years serving others on a national scale, I am now focused on home—on Port Angeles. This is the place where I want to apply my knowledge, invest my energy, and help lead.

#### Why Now?

Port Angeles is growing, changing, and reimagining its role in a rapidly evolving region. We are at a pivotal point in determining what kind of city we want to be. I believe my background, my integrity, and my leadership style are aligned with the needs of this moment—and the aspirations of our community. My candidacy offers the Council a rare combination: national experience, cultural grounding, and local accountability.

#### In Summary

I bring:

- Experience leading and legislating in high-level policy environments
- A track record of working across sectors, cultures, and governments
- A deep-rooted commitment to community-centered service and equity
- Strong analytical, communication, and decision-making skills
- A powerful vision grounded in youth, cultural continuity, and civic responsibility

I believe public service is not about status—it is about stewardship. With great respect for the responsibilities of this role, I humbly offer my skills, my voice, and my full commitment to the people of Port Angeles.

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City Council members may ask additional questions, or follow-up questions, at their discretion. These questions will not be provided to applicants prior to the interview.

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## Cover Letter and Resume

Please submit this completed application with a letter of interest and resume. Incomplete or late submissions will not be accepted. Applications must be submitted for receipt no later than 4:00 p.m. on August 4, 2025.

#### Letter of Interest

 ArakawaJ\_Letter\_Of\_Interest\_PA\_City\_Council.pdf

#### Resume

 ArakawaJ\_Resume\_20240520 (3).pdf

#### How did you hear about the vacancy?

City Website

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In compliance with the Americans with Disabilities Act, if you need special accommodations because of a physical limitation, please contact the City Manager's Office at 360-417-4500 so appropriate arrangements can be made.

This application will become a public record in addition to all information attached to this application and information may be distributed to members of the City Council for appointment consideration. Additionally, portions may become a part of a City Council packet.

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**I understand an oath of office may be required to be taken prior to my appointment to the City Council.** Yes

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I hereby certify, under penalty of perjury in the state of Washington, that this application contains no willful misrepresentation

and that the information given is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such is representation or falsification, my application may be rejected, and my name may be removed from consideration.

By affixing your signature in the box below, you agree that such signature will be the electronic representation of your signature to be valid and binding upon you for all purposes when you (or your agent) affix below, including on legally binding contracts, just the same as a hand-written signature.

### Signature Agreement

Signature

A handwritten signature in black ink, consisting of a large, stylized 'Q' followed by a horizontal line and a vertical line that forms a triangle on the right side.

Please select "Save Signature," before submitting your application.

Thank you for providing this information. After clicking 'Submit' you will receive a Submission ID number that can be retained for future reference.

You will be updated by our staff, if necessary, as your submission is processed.

## Jonathan J. Arakawa



July 15, 2025

The Honorable Port Angeles City Council  
321 E 5th Street  
Port Angeles, WA 98362

Dear City Council Members,

I am writing to express my sincere interest in filling the current vacancy on the Port Angeles City Council. With deep roots in this community, a passion for public service, and years of experience in local and national leadership, I am ready to bring a collaborative spirit, strategic thinking, and culturally grounded perspective to the important work of municipal governance.

As a proud member of the Lower Elwha Klallam Tribe and lifelong resident of this region, my commitment to this community is not abstract—it is personal. I have spent my professional life working to strengthen the voices of youth, tribal citizens, and underserved populations, both locally and across Indian Country. From co-leading national policy initiatives as Male Co-President of United National Indian Tribal Youth (UNITY), to mentoring Indigenous leaders through the National Congress of American Indians (NCAI), I have cultivated a deep understanding of government operations, budgetary oversight, public engagement, and policy development.

This experience has not only sharpened my ability to analyze complex systems and make informed decisions, but has also taught me the importance of listening deeply, showing up consistently, and serving with humility. I have helped build intergovernmental partnerships, facilitated strategic planning processes, and co-authored resolutions adopted on national platforms—all of which have prepared me to address the real, everyday concerns of the people of Port Angeles.

I understand that serving on the City Council is both a legal responsibility and a profound public trust. I am prepared to support the review and adoption of municipal budgets, ordinances, and resolutions; to engage thoughtfully in discussions on housing, infrastructure, and economic development; and to serve as a visible and accountable leader at public meetings, regional boards, and community events. I am also committed to the ethical standards of public office, including transparency, impartiality, and full compliance with all financial disclosure and conflict-of-interest regulations.

Port Angeles is a city with remarkable potential—a place of natural beauty, cultural depth, and generational resilience. At a time when many municipalities are navigating questions of identity,

growth, and equity, I believe Port Angeles has an opportunity to lead. If selected to serve on the Council, I would work to ensure that our policy decisions reflect the voices of all residents, particularly those who have historically been underrepresented.

I bring a unique blend of national leadership experience, cultural knowledge, and local investment to this role. My leadership philosophy is guided by the teachings of my ancestors: to lead with respect, to act with purpose, and to serve with courage. I am confident that I can make a meaningful contribution to the Council's work, and I would be honored to bring my skills, vision, and commitment to the service of our city.

Therefore, I welcome the opportunity to speak further with you about my qualifications and readiness to serve the City of Port Angeles. Thank you for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jonathan J. Arakawa', with a long horizontal line extending to the right.

Jonathan J. Arakawa

# JONATHAN ARAKAWA

LEADER | EDUCATOR | ADVOCATE

## CONTACT



<https://www.linkedin.com/in/jonathan-arakawa-6260401b2/>

## EDUCATION

2015 - 2019

PORT ANGELES HIGH SCHOOL

- Diploma of Graduation

2020 - 2026

THE EVERGREEN STATE COLLEGE

- Bachelor of Arts

## SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

## NON-PROFIT EXPERIENCE

- Co-Vice President, NCAI Youth Commission (2020-2022)
- Secretary/Northwest Representative, UNITY Executive Committee (2021-2023)
- Co-President, UNITY Executive Committee/Council of Trustees (2023-2024)

## PROFILE

Jonathan Arakawa is an enrolled member of the Lower Elwha Klallam Tribe. He works as a certified Klallam language teacher, teaching students at the middle school, high school and college level. He has served in various elected and appointed positions in non-profit organizations, tribal governments, educational institutions, and state agencies throughout the United States.

## WORK EXPERIENCE

- **Peninsula College** 2020 - PRESENT  
Adjunct Faculty
  - Developed language curriculum for the college level.
  - Served as a Teaching Assistant/Tutor, supporting students taking Klallam language courses.
  - Co-instructed Klallam language classes in the 100 and 200 levels.
  - Served as an Advisor to language instructors and students, providing support in areas of language curriculum development and learning.
- **Lower Elwha Klallam Tribe** 2021 - PRESENT  
Middle School Klallam Language Teacher
  - Co-taught Klallam language in a first-ever middle school class.
  - Provided cultural and language outreach in middle school classrooms in accordance with a Memorandum of Understanding.
  - Developed an inaugural middle school local tribal history curriculum to meet Washington State and STI standards, implemented in a first-ever cross-curricular effort.
- **Port Angeles School District** 2020 - 2021  
AmeriCorps Program Native American Specialist
  - Served Native student population in Port Angeles School District.
  - Provided outreach to at-risk Native American youth suffering with drug and alcohol usage, failing in classes, and who needed peer-mentoring.
  - Served during the COVID-19 Pandemic, providing meals and Wi-Fi services to students on the Elwha Reservation.

## REFERENCES

**R. Michell Gentry**

Port Angeles School District



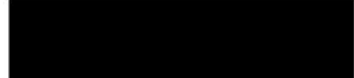
**Cheryl Crane**

Executive Director, Peninsula College Foundation



**Dr. Timothy Montler**

Retired Linguist/Professor



## Application for Appointment to Port Angeles City Council

*Thank you for your interest in serving the community as a member of the Port Angeles City Council.*

The Port Angeles City Council is seeking qualified applicants to fill a vacancy in the office of City of Port Angeles, Council Position No. 7. The person appointed to the position will take office immediately and serve until the results of the November 2027 General Election are certified.

According to the Port Angeles City Council Rules of Procedure, the selection process for filling City Council vacancies shall be as follows, provided, however, that the Council may by majority vote to revise the process:

Notice of the vacancy and the procedure for filling the vacancy shall be published twice in the City's official newspaper. The Council will open a filing period of no less than 10 days for the vacancy and request each candidate to complete an application form and submit a letter of intent with resume. Candidates will then be interviewed during a public Council meeting. The Council may deliberate on the qualifications of the candidates in a closed session and then vote on the appointment in an open meeting. In all other respects, the procedure for filling a Council vacancy shall be provided in State law.

Applicants are required to do their own due diligence relative to determining eligibility requirements in accordance with State Law.

The timeline for filling Council Position No. 7 is as follows:

**July 2, 2025:** Announcement and application posted

**August 4, 2025:** Applications due to the City Clerk by 4:00 p.m.

Time is being held on September 2, 2025 City Council meeting for interviews.

**To Apply:** To be considered, please complete and submit this application, provide answers to all supplemental questions, and submit a letter of intent with resume.

A kiosk is available at City Hall for online application submission; please contact the City Clerk at (360) 417-4634 or [cityclerk@cityofpa.us](mailto:cityclerk@cityofpa.us) if this service is needed, or stop by City Hall located at 321 East 5th Street between the hours of 8:00 a.m. and 4:00 p.m.

**Applications must be received no later than 4:00 p.m. August 4, 2025.** Applications received after 4:00 p.m. will not be accepted.

## Eligibility Requirements and Public Disclosure

[Eligibility requirements can be found in Section 2 of the Port Angeles Municipal Code.](#)

### Eligibility Requirements

- Must be a registered voter of the City of Port Angeles;
- Continuously reside within the Port Angeles city limits for a minimum of one (1) year prior to appointment;
- Hold no other public office or employment under the city government except as authorized by RCW 42.23.

### Public Disclosure

- Once a Council member application is filed with the City, it is a public record subject to disclosure;
- Applications received from all candidates who meet the minimum requirements of state law will be posted on the City of Port Angeles website as part of the Council's meeting packet;
- Interviews are conducted in an open public meeting, however Council deliberations concerning the qualifications of candidates are in closed session;
- Selection of an appointee(s) is performed during an open public meeting;

- If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission. ([www.pdc.wa.gov](http://www.pdc.wa.gov)).

I have read the eligibility requirements.

- Yes

## Salary and Fringe Benefits

The salary for Council members is established by ordinance adopted by the Council. No Council member may vote himself/herself an increase in salary for the term being served. Therefore, increases for Council members are effective only after a Council member has been re-elected for another term of office.

### The current salaries are as follows:

City Council member: \$1,100.00 per month

If selected to serve as Mayor: \$1,300.00 per month

If selected to serve as Deputy Mayor: \$1,200.00 per month

### Fringe Benefits include:

- Reimbursement of certain expenditures generally associated with travel and conference expenses when applicable, as approved by the City Council;
- Worker's Compensation Insurance coverage in the event of injury on the job;
- Professional liability indemnification covering Council members in their official capacity (WCIA);
- Payment by the City of its portion of Social Security payroll tax.

## City Council Duties

The Port Angeles City Council is the legislative authority of the City of Port Angeles. The City operates under a Council-Manager form of government, which means the Council adopts policy and appoints a City Manager to implement policy. The seven-member City Council is primarily responsible for adopting laws, determining the services to be provided and funding levels for those services through adoption of an annual budget. City Council positions are non-partisan.

The duties of a City Council member will likely involve an average minimum commitment of 20-25 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Council member duties also include, but are not limited to:

- Attendance at regular City Council meetings, unless prior notice is provided of unavailability. Regular City Council meetings are held on the first and third Tuesdays of each month. Regular meetings begin at 6:00 p.m. Work sessions, if necessary, begin at 5:00 p.m. and are typically held on the fourth Tuesday of each month. From time to time, the City Council or Mayor may call special City Council meetings;
- Representation on Council subcommittees, advisory boards, committees and commissions, and at various community functions. These various meetings and functions occur normally during the evening but may also occur on weekends or weekdays;
- Travel locally, regionally, and/or within the State of Washington when allowable under public health restrictions. Council members may also, at their discretion, travel and attend training, education sessions and/or participate in other organizations at the local, regional, state or in some instances on the national level. Travel, education and training expenses for local, regional, state and national activities are reimbursed in accordance with City policy applicable to all employees and City officials, subject to the budgetary limit set for each Council member and for the City Council as a whole.

### Key Responsibilities

- Participate in setting policy that is in the best interest of the community;
- Follow the rule of law in the conduct of government;
- Perform duties in a participatory, transparent, accountable manner;
- Oversee the activities of the City Manager;
- Develop annual budgets and provide continuous oversight of City finances;
- Collaborate with City staff in setting priorities for governance.

**Necessary Skills**

- Ability to understand and analyze complex data and information;
- Communicate effectively within a group to represent broad citizen interests;
- Learn and maintain a knowledge of laws and other legal procedures;
- Represent the City always, and demonstrate adherence to high ethical standards;
- Commit to the betterment of the City of Port Angeles.

[View Port Angeles City Council Rules of Procedure.](#)

I have read the Council Rules of Procedure. • Yes

**Applicant Information**

First Name	Noah
Middle Name	Abraham
Last Name	Brady
Mailing Address	[REDACTED]
City	Port Angeles
State	WA
ZIP Code	98362
Phone Number	[REDACTED]
Email Address	[REDACTED]

**Work or Professional Experience**

List most recent experience first.

Employer:	BAART Programs – Port Angeles, WA
Brief Job Description:	Lead Counselor  Deliver client-centered counseling and therapeutic services to individuals navigating substance use disorder. Lead treatment planning, facilitate group and individual sessions, and coordinate interdisciplinary care to improve recovery outcomes and clinic efficiency.
Employer:	ABHS – Clallam Bay Correctional Center
Brief Job Description:	Providing evidenced based substance use recovery support within a correctional facility. Facilitated structured group and one-on-one counseling, fostering rehabilitation and behavioral change for incarcerated individuals with complex clinical needs.

Would you like to add more work history? No

## Education

Institution/Location: Peninsula College – Port Angeles, WA

Degree Earned/Major Area of Study: Associate of Arts (AA) in Addiction Studies

Graduated? Yes

Institution/Location: Peninsula College – Port Angeles, WA

Degree Earned/Major Area of Study: Bachelor of Arts (B.A.) in Behavioral Healthcare

Graduated? Currently enrolled

Would you like to add more education background information? No

## Charitable, Social and Civic Activities and Memberships

List major activities you have participated in during the last five years:

Organization/Location: Lower Elwha Head Start Policy Council – Port Angeles, WA

Group's Purpose/Objective: Guide early childhood education policy, represent family voice, and advocate for equitable childhood resources within the tribal and local community.

Organization/Location: AmeriCorps – Port Angeles, WA

Group's Purpose/Objective: Support K–6 education through tutoring, community projects, and service leadership focused on youth development and academic equity.

Would you like to add more organizational history? No

Would you like to add additional information? No

## Supplemental Questions

1. Why are you interested in serving on the Port Angeles City Council?

I'm drawn to City Council service because I believe it's time for the next generation of leaders to step up—not with ego, but with humility, courage, and discernment. My passion lies in shaping a Port Angeles that is safe, opportunity-rich, and responsive to all, especially our youth and working families. Local

government is where real, meaningful change happens, and I'm committed to doing the hard, patient work of helping this city thrive.

**2. What of your background or experience do you think would help you in serving on the City Council?**

My background blends frontline behavioral health work with grassroots leadership. I serve as a counselor for individuals with substance use disorders, where I address public health, systems navigation, and generational trauma. I also serve as Treasurer of the Lower Elwha Head Start Policy Council, advocating for early childhood resources and guiding family-centered policy. Since the age of thirteen, I've volunteered in food banks, youth programs, and tribal events—building a deep understanding of the challenges and strengths within our community. These experiences have taught me to listen deeply, lead collaboratively, and turn obstacles into opportunities for real people.

**3. What is your understanding of the responsibilities of the City Council?**

City Council members are stewards of the city's future. Their responsibilities include shaping ordinances, overseeing the city's budget and strategic direction, and representing the voices of their constituents with integrity. Councilmembers must balance the immediate needs of the community with long-term goals—engaging in thoughtful dialogue, making data-informed decisions, and holding both themselves and the city accountable to its people.

**4. What skill set and knowledge will you bring to the Council?**

I bring a practical, evidence-based approach rooted in behavioral health, systems leadership, and community advocacy. My work is grounded in data, measurable outcomes, and proven methods—whether in counseling individuals with substance use disorders or supporting early childhood education. I've managed programs, facilitated recovery groups, led public workshops, and worked directly with families and underserved populations. I'm committed to using research-informed strategies to guide city policy, and I value transparency, accountability, and long-term thinking over short-term gain. Above all, I lead with both clarity and conviction—balancing data with empathy, and vision with restraint.

**5. Please feel free to add any additional comments you wish to make regarding your application.**

My commitment to Port Angeles is personal. I've worked, volunteered, and worshipped alongside this community for years. I know its resilience—and I see its untapped potential. I'm not interested in political theater; I'm interested in effective, principled leadership that puts people first. If chosen, I will show up ready to listen, to learn, and to lead in a way that honors both tradition and innovation.

City Council members may ask additional questions, or follow-up questions, at their discretion. These questions will not be provided to applicants prior to the interview.

## Cover Letter and Resume

Please submit this completed application with a letter of interest and resume. Incomplete or late submissions will not be accepted. Applications must be submitted for receipt no later than 4:00 p.m. on August 4, 2025.

**Letter of Interest**



Letter of Interest.pdf

**Resume**



Resume.pdf

**How did you hear about the vacancy?**

Other

**Other**

At the city council regular meeting.

In compliance with the Americans with Disabilities Act, if you need special accommodations because of a physical limitation, please contact the City Manager's Office at 360-417-4500 so appropriate arrangements can be made.

This application will become a public record in addition to all information attached to this application and information may be distributed to members of the City Council for appointment consideration. Additionally, portions may become a part of a City Council packet.

I understand an oath of office may be required to be taken prior to my appointment to the City Council. Yes

I hereby certify, under penalty of perjury in the state of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such is representation or falsification, my application may be rejected, and my name may be removed from consideration.

By affixing your signature in the box below, you agree that such signature will be the electronic representation of your signature to be valid and binding upon you for all purposes when you (or your agent) affix below, including on legally binding contracts, just the same as a hand-written signature.

Signature Agreement

Signature



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Thank you for providing this information. After clicking 'Submit' you will receive a Submission ID number that can be retained for future reference.

You will be updated by our staff, if necessary, as your submission is processed.

Port Angeles, WA 98362

**July 2, 2025**

City Clerk  
City of Port Angeles  
321 East 5th Street  
Port Angeles, WA 98362

**RE: Letter of Intent – City Council Position No. 7**

Dear Members of the Port Angeles City Council,

My name is Noah Brady, and I am submitting this letter of intent for your consideration regarding the vacant Position No. 7 on the Port Angeles City Council. I have come to believe that leadership is not a matter of status but of responsibility—measured not by how many follow you, but by how faithfully you serve those entrusted to your care.

I currently serve as a Counselor Lead at BAART Programs in Port Angeles, where I work with individuals navigating substance use disorder. My responsibilities include therapeutic intervention, case management, and staff support through training and policy education. In this role, I witness both the challenges and the resilience of our neighbors. It has given me a deep appreciation for the complexity of public health and the importance of local governance that is responsive, informed, and compassionate. My time working at Clallam Bay Prison as a counselor also enriches these skills as well.

My service in the community extends beyond my workplace. I am the Treasurer for the Lower Elwha Head Start Policy Council, where I help guide policy and represent families who rely on early childhood resources. I did serve on two DEI committees as a employee/patient representative and as a vice chair. Since the age of thirteen, I have volunteered consistently—first in food banks, soup kitchens, youth programs, schools and churches, then in city and tribal events, and as a past AmeriCorps member for the Port Angeles School District. These experiences have not only deepened my knowledge of local systems but have shaped my view of leadership: relational, accountable, and grounded in truth.

What draws me to the Council at this time is the conviction that young leaders should step into places where important decisions are made—not with ego, with discernment for complexity and humility to hear the concerns of others. I'm comfortable with tension, careful with data, and committed to decisions that reflect long-term responsibility rather than short-term popularity. I believe in gathering the voices of those often overlooked, and in leading with both courage and restraint.

Thank you for your consideration. I would be honored to serve the city I call home.

**Noah A. Brady**

**August 19, 2025**

**I - 23**

## **Noah Brady – City Council Candidate Profile**

[REDACTED] | Port Angeles, WA 98362  
[REDACTED]

### **Professional Objective:**

To contribute my experience in behavioral health, public service, and community leadership to the Port Angeles City Council, with a focus on policies that foster youth development, community resilience, and evidence-based support systems.

### **Core Competencies:**

- Substance Use Disorder Counseling (SUDP-T)
- Trauma-Informed Care & Crisis Intervention
- Policy Engagement & Advocacy
- Community Outreach & Volunteer Leadership
- Behavioral Support for Developmental Disabilities
- Program Planning & Case Management

### **Professional Experience:**

#### **BAART Programs – Port Angeles, WA**

Counselor / Case Manager | Fiscal Clerk (Front End)

- Provide counseling, therapy, and case management for individuals with substance use disorders.
- Lead individual and group sessions, develop treatment plans, and manage clinic operations.

#### **ABHS – Clallam Bay Correctional Center**

Substance Use Disorder Counselor

- Delivered recovery support in a correctional facility; facilitated group and individual counseling.

#### **Discovery Behavior Solutions – Port Angeles, WA**

Registered Behavior Technician (RBT)

- Supported children with autism and other developmental disabilities using ABA methods.

#### **Lower Elwha Head Start – Port Angeles, WA**

Teacher's Aide

- Assisted in lesson planning and class facilitation for early childhood education.

#### **AmeriCorps – Port Angeles, WA**

Tutor

- Tutored K–6 students, including those with special needs.
- Supported city-wide community service projects.

**Tribal TANF – Port Angeles, WA**

Youth Advocate

- Supported youth and family services, organized outreach events and food bank initiatives.

**Community Leadership & Volunteer Work:**

- 2 years Serving as a policy council member (elected twice - 1 school year terms)
- 12-Step Recovery Program Leader (4 years) – Organized weekly meetings, taught lessons, led groups.
- Salvation Army (2013–2018) – Food bank, soup kitchen, shelter operations. Working at their summer camps serving low income areas.

**Education:**

**Peninsula College** – AA in Addiction Studies; Honors Society; Dean’s List; pursuing B.A. in Behavioral Healthcare

**Port Angeles High School** – JROTC Silver Medal of Service

**Lincoln High School** – Student of the Year Award (2018)

**Certifications & Training:**

- SUDP-T Certification
- Registered Behavior Technician (RBT)
- Mental Health First Aid
- Motivational Interviewing
- Crisis Prevention & Intervention
- MOAB (Managing Offensive and Aggressive Behaviors) Training

**Public Policy Priorities:**

- Expand youth programs and community development
- Enhance mental health and substance use resources
- Strengthen policies that reflect the relationship between human behavior and community systems
- Promote civic engagement through volunteerism and collaboration
- Promoting sustainable, honoring, and conservative economic policy

**References:**

Available upon request

## Application for Appointment to Port Angeles City Council

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- If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission. ([www.pdc.wa.gov](http://www.pdc.wa.gov)).

I have read the eligibility requirements.

- Yes

## Salary and Fringe Benefits

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### Key Responsibilities

- Participate in setting policy that is in the best interest of the community;
- Follow the rule of law in the conduct of government;
- Perform duties in a participatory, transparent, accountable manner;
- Oversee the activities of the City Manager;
- Develop annual budgets and provide continuous oversight of City finances;
- Collaborate with City staff in setting priorities for governance.

### Necessary Skills

- Ability to understand and analyze complex data and information;
- Communicate effectively within a group to represent broad citizen interests;
- Learn and maintain a knowledge of laws and other legal procedures;
- Represent the City always, and demonstrate adherence to high ethical standards;
- Commit to the betterment of the City of Port Angeles.

[View Port Angeles City Council Rules of Procedure.](#)

I have read the Council Rules of Procedure. • Yes

## Applicant Information

First Name Laurel

Last Name Cripe

Mailing Address [REDACTED]

City Port Angeles

State WA

ZIP Code 98362

Phone Number [REDACTED]

Email Address [REDACTED]

## Work or Professional Experience

List most recent experience first.

**Employer:** Vanport Marine, Inc. Portland OR. Marine Topside Repair company. Feb 2017 to Retirement Dec 2021.

**Brief Job Description:** Position: Controller. As Controller I was responsible for all accounting functions, computer systems, benefits management and HR management for the 30+ employee company. I worked in Portland from February 2017 to May 2020, and then worked remotely from Port Angeles from June 2020 to my retirement in Dec 2021.

**Employer:** Microsoft Corporation - Redmond WA, 1991 - 1998

**Brief Job Description:** Position: Software Test Engineer and Project Lead. As a Software Test Engineer, I worked on teams designing and building Microsoft Office products. I collaborated on feature design and wrote test scripts and verified the functionality of products. As a Quality Assurance Team Lead I supervised & managed 6 to 9 member teams testing Microsoft Project and other Microsoft products.

Would you like to add more work Yes

history?

**Employer:** Please see my attached resume for a full chronological work history.

**Brief Job Description:** Position: Bookkeeper. Between 2003 and 2006 I worked as a bookkeeper for various small businesses locally - Cornerstone Builders, Port Angeles Boat Haven, and North Peninsula Building Association. From 2011 to 2017 I worked for several companies in Vancouver WA and Portland OR as a full-charge bookkeeper.  
Position: Tennis Instructor. From 2002 to 2009 I was the Tennis Coordinator for the City of Port Angeles, and created and ran new youth and adult tennis programs. From 2007 to 2011 I worked as a tennis Instructor at indoor tennis clubs in Bainbridge WA & Vancouver WA.

## Education

**Institution/Location:** Montana State University, Bozeman Montana.

**Degree Earned/Major Area of Study:** Bachelor of Science in Applied Mathematics and Computer Programming. Graduated with Highest Honors and named "Outstanding Senior in Applied Mathematics".

**Graduated?** Yes

**Institution/Location:** Peninsula College, Port Angeles WA

**Degree Earned/Major Area of Study:** Accounting Courses

**Graduated?** No, but credits earned

**Would you like to add more education background information?** No

## Charitable, Social and Civic Activities and Memberships

List major activities you have participated in during the last five years:

**Organization/Location:** Port Angeles Parks, Recreation & Beautification Commission - Commissioner for 3 year term from 2021 to 2024.

**Group's Purpose/Objective:** Advise city council on policy concerning parks, recreation, & beautification in the city of Port Angeles. Commissioners also bring community concerns to city parks staff at monthly commission meetings. As a commissioner, I received annual training in the Open Public Meetings Act and the Public Records Act.

**Organization/Location:** Peninsula Tennis Club, Port Angeles WA. President from 2006 to 2010 and again in 2023. Treasurer from 2024 to present.

**Group's Purpose/Objective:** Peninsula Tennis Club is a non-profit Community Tennis Association which promotes tennis play in Clallam County, both by providing volunteer facility maintenance and by organizing programs and events open to the community.

From 2004 to 2006 as a volunteer with Peninsula Tennis Club, I organized fundraising and wrote applications for grants from the United States Tennis Association for funds to rebuild the Port Angeles tennis courts at Erickson Playfield. In 2006 those efforts resulted in the City of Port Angeles receiving from Peninsula Tennis Club \$46,400 in grants, and \$27,100 raised locally for the Erickson Courts, which completed city funding for the 2007 rebuild of the Erickson courts into the currently existing facility. In 2006 I was awarded "Pacific Northwest Community Volunteer of the Year" by the United States Tennis Association, and the Peninsula Tennis Club received the USTA "Pacific Northwest President's Award" for the Erickson Park project.

Would you like to add more organizational history?

Yes

Organization/Location:

Strong Towns Port Angeles, Local Conversation Administrator

Group's Purpose/Objective:

Strong Towns Port Angeles formed in 2023 to bring together community members to advocate for change in the City of Port Angeles in alignment with Strong Towns principles. Strong Towns is a national organization promoting financially strong and resilient development, which results in cities that are safe, livable and inviting.

Would you like to add additional information?

No

## Supplemental Questions

1. Why are you interested in serving on the Port Angeles City Council?

I'm interested in serving on City Council because I care deeply about our community and the future of Port Angeles. This is my home, and I want to contribute to decision-making that helps our city thrive—not just now, but for the next generation. I believe that local government has a large impact on our daily lives, and that our quality of life depends on its transparency and accountability. I believe in listening closely to residents and working respectfully with staff to help guide the city through both its challenges and its opportunities, always working towards long-term community sustainability.

2. What of your background or experience do you think would help you in serving on the City Council?

Personally, as a senior and retiree, I bring perspective from a member of a large group of residents not currently represented on the City Council. Seniors typically have a strong dependency on city resources, while many also face economic challenges. Professionally, my background in accounting gives me a strong foundation in budgets, data-driven decision-making, and financial stewardship—skills that are essential for good governance. My experience serving on the Parks Commission has taught me how city process works between council, commission, staff, and the public, and how ideas move into action. Through my experience organizing the Erickson Tennis Court rebuilding project I saw how the city can partner with community groups to provide services and amenities neither could provide on their own. I've also been active in organizing conversations around smart growth through our local Strong Towns chapter, which has helped me think holistically about land use, infrastructure, and community resilience.

3. What is your understanding of the responsibilities of the City Council?

City Council is responsible for setting a sustainable direction for the city through policy, budget decisions, and oversight. I believe that it is Council's responsibility to represent all segments of the community and to make decisions that enhance the quality of life for the entire community. I believe the council must always consider the effects of their decisions on the community members who may not engage directly in community decision-making. While council members are not involved in day-to-day operations of the city, they are responsible for listening to the community, working with staff to shape priorities, and making decisions that reflect the long-term interests of Port Angeles. Council members also need to have an understanding of our broader setting, as they represent the city's interests through membership on various local and regional committees. I believe

that council members always have a primary responsibility to the community for transparency and accountability, and that it's not always about choosing what's popular in the moment, but what's wise and sustainable for the future.

**4. What skill set and knowledge will you bring to the Council?**

I have a proven skill set in accounting, financial decision making, project and personnel management, policy research, group collaboration, and community organization. In addition, I have participated in many community planning sessions and open houses hosted by city staff, and understand the city planning process. I have also attended many city council meetings, both in-person and online, and understand how city council sessions operate, the Open Public Meetings Act, Public Records Act, and how the council works together in session to guide city policy. Through attendance at council meetings, I also understand the budgetary and operational constraints the city faces, and will bring realistic expectations to the council.

**5. Please feel free to add any additional comments you wish to make regarding your application.**

I originally moved to Port Angeles in 1998, and immediately became involved in the community. I started new groups and programs for personal interests I didn't find already existing here as well as joining other active local groups. I am energized by the opportunity that an individual has in Port Angeles to make a difference on the issues they care about. In 2010 I moved to the Portland area to be closer to family, but because I always intended to return to Port Angeles, I kept my house as a long-term rental. I returned in 2020, as soon as life circumstances allowed, and I am very happy to be back in Port Angeles permanently. I understand the time and energy commitment required for council members to fulfill their responsibilities to the city and the community, and am prepared to make that commitment.

City Council members may ask additional questions, or follow-up questions, at their discretion. These questions will not be provided to applicants prior to the interview.

## Cover Letter and Resume

Please submit this completed application with a letter of interest and resume. Incomplete or late submissions will not be accepted. Applications must be submitted for receipt no later than 4:00 p.m. on August 4, 2025.

**Letter of Interest**

 Port Angeles Council 7\_Letter of Intent\_Cripe.pdf

**Resume**

 Laurel Cripe Resume PA Council.pdf

**How did you hear about the vacancy?**

Other

**Other**

Brendan Meyer resignation announcement at City Council meeting.

In compliance with the Americans with Disabilities Act, if you need special accommodations because of a physical limitation, please contact the City Manager's Office at 360-417-4500 so appropriate arrangements can be made.

This application will become a public record in addition to all information attached to this application and information may be distributed to members of the City Council for appointment consideration. Additionally, portions may become a part of a City Council packet.

**I understand an oath of office may be required to be taken prior to my appointment to the City Council.** Yes

I hereby certify, under penalty of perjury in the state of Washington, that this application contains no willful misrepresentation

and that the information given is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such is representation or falsification, my application may be rejected, and my name may be removed from consideration.

By affixing your signature in the box below, you agree that such signature will be the electronic representation of your signature to be valid and binding upon you for all purposes when you (or your agent) affix below, including on legally binding contracts, just the same as a hand-written signature.

### Signature Agreement

Signature

A handwritten signature in black ink, appearing to read "Joanna C. [unclear]". The signature is written in a cursive style with a long horizontal line extending from the first part.

Please select "Save Signature," before submitting your application.

Thank you for providing this information. After clicking 'Submit' you will receive a Submission ID number that can be retained for future reference.

You will be updated by our staff, if necessary, as your submission is processed.

Laurel Cripe

Port Angeles, WA 98362

July 12, 2025

Port Angeles City Council  
321 East 5th Street  
Port Angeles, WA 98362

Dear Mayor and Members of the Port Angeles City Council,

I am writing to express my intent to be considered for appointment to the vacant Position #7 on the Port Angeles City Council. As a 17-year resident of Port Angeles and an engaged member of our community, I am eager to contribute my skills, experience, and dedication to the community to help shape the future of our city. As I discussed on the application form, I believe my professional background and my community experience uniquely position me to help the City of Port Angeles to fulfill its potential for an inclusive, vibrant and sustainable future.

If appointed to Position #7, I will prioritize transparency, collaboration, and community engagement while always focusing on the long-term interests of the city.

Thank you for your time and thoughtful consideration of my application. I welcome the opportunity to discuss my qualifications further and look forward to the possibility of serving our city in this important role.

Thank you,

*Laurel Cripe*

# LAUREL CRIFE

## OBJECTIVE

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Port Angeles City Council – Position 7 appointment.

## EMPLOYMENT HISTORY

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Retired		2022
Vanport Marine Inc., Portland OR	Controller	2017 - 21
Cassell Consulting, Vancouver WA	Construction Accounting/Consulting	2014 - 17
Radar Engineers, Portland OR	Manufacturing Bookkeeping/IT	2012 - 14
Images Properties, Clackamas OR	Property Management Accounting	2011 - 12
Bainbridge & Vancouver WA	Tennis Teaching Professional	2007 - 11
City of Port Angeles WA	Tennis Coordinator & Instructor	2002 - 09
Various Port Angeles, WA	Full-Charge Bookkeeper	2003 - 06
Microsoft Corp Redmond WA	Software Test Engineer	1991 – 98

## COMMUNITY ORGANIZATIONS

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Port Angeles Parks, Recreation, & Beautification Commission: 2021 – 2024  
Peninsula Tennis Club: President 2006 – 2010, 2023; Treasurer 2024 – 2025  
Strong Towns Port Angeles Local Conversation Administrator 2023 – Present  
Vancouver, WA Bicycle & Pedestrian Advisory Stakeholders Group: 2008 – 2010

## EDUCATION

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BS Applied Mathematics and Computer Programming, Montana State University, Bozeman MT.  
Accounting courses, Peninsula College, Port Angeles, WA

## AWARDS

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1991 Montana State University- “Outstanding Senior in Applied Mathematics”. Graduated with highest honors.  
2006 United States Tennis Association- “Pacific Northwest Community Volunteer of the Year” for City of Port Angeles Erickson Playfield tennis court fundraising project.

## PROFESSIONAL SKILLS & EXPERIENCE

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- Computer Skills: Excel & database, Microsoft Office
- Benefits & HR Management – 30 employee company
- Manager: 6 to 9 member Microsoft product development teams
- Certified Consultant: Viewpoint Vista Construction Accounting Software (ERP)
- Full Charge Bookkeeping – Construction & Service Industries; WA & OR
- Payroll including Fed, OR, & WA Prevailing Wage & Worker’s Comp
- Multiple Accounting Software: Vista, Sage, Project First, Quickbooks

## PROFESSIONAL WORK STRENGTHS

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- Proven research & problem-solving skills.
- Learn new procedures & information quickly.
- Accurate & efficient work. Reliably meet time critical deadlines.
- Direct & clear verbal & written communication skills

# Application for Appointment to Port Angeles City Council

07/02/2025 11:27 PM (PDT)

## Application for Appointment to Port Angeles City Council

*Thank you for your interest in serving the community as a member of the Port Angeles City Council.*

The Port Angeles City Council is seeking qualified applicants to fill a vacancy in the office of City of Port Angeles, Council Position No. 7. The person appointed to the position will take office immediately and serve until the results of the November 2027 General Election are certified.

According to the Port Angeles City Council Rules of Procedure, the selection process for filling City Council vacancies shall be as follows, provided, however, that the Council may by majority vote to revise the process:

Notice of the vacancy and the procedure for filling the vacancy shall be published twice in the City's official newspaper. The Council will open a filing period of no less than 10 days for the vacancy and request each candidate to complete an application form and submit a letter of intent with resume. Candidates will then be interviewed during a public Council meeting. The Council may deliberate on the qualifications of the candidates in a closed session and then vote on the appointment in an open meeting. In all other respects, the procedure for filling a Council vacancy shall be provided in State law.

Applicants are required to do their own due diligence relative to determining eligibility requirements in accordance with State Law.

The timeline for filling Council Position No. 7 is as follows:

**July 2, 2025:** Announcement and application posted

**August 4, 2025:** Applications due to the City Clerk by 4:00 p.m.

Time is being held on September 2, 2025 City Council meeting for interviews.

**To Apply:** To be considered, please complete and submit this application, provide answers to all supplemental questions, and submit a letter of intent with resume.

A kiosk is available at City Hall for online application submission; please contact the City Clerk at (360) 417-4634 or [cityclerk@cityofpa.us](mailto:cityclerk@cityofpa.us) if this service is needed, or stop by City Hall located at 321 East 5th Street between the hours of 8:00 a.m. and 4:00 p.m.

**Applications must be received no later than 4:00 p.m. August 4, 2025.** Applications received after 4:00 p.m. will not be accepted.

## Eligibility Requirements and Public Disclosure

[Eligibility requirements can be found in Section 2 of the Port Angeles Municipal Code.](#)

### Eligibility Requirements

- Must be a registered voter of the City of Port Angeles;
- Continuously reside within the Port Angeles city limits for a minimum of one (1) year prior to appointment;
- Hold no other public office or employment under the city government except as authorized by RCW 42.23.

### Public Disclosure

- Once a Council member application is filed with the City, it is a public record subject to disclosure;
- Applications received from all candidates who meet the minimum requirements of state law will be posted on the City of Port Angeles website as part of the Council's meeting packet;
- Interviews are conducted in an open public meeting, however Council deliberations concerning the qualifications of candidates are in closed session;
- Selection of an appointee(s) is performed during an open public meeting;

- If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission. ([www.pdc.wa.gov](http://www.pdc.wa.gov)).

I have read the eligibility requirements.

- Yes

## Salary and Fringe Benefits

The salary for Council members is established by ordinance adopted by the Council. No Council member may vote himself/herself an increase in salary for the term being served. Therefore, increases for Council members are effective only after a Council member has been re-elected for another term of office.

### The current salaries are as follows:

City Council member: \$1,100.00 per month

If selected to serve as Mayor: \$1,300.00 per month

If selected to serve as Deputy Mayor: \$1,200.00 per month

### Fringe Benefits include:

- Reimbursement of certain expenditures generally associated with travel and conference expenses when applicable, as approved by the City Council;
- Worker's Compensation Insurance coverage in the event of injury on the job;
- Professional liability indemnification covering Council members in their official capacity (WCIA);
- Payment by the City of its portion of Social Security payroll tax.

## City Council Duties

The Port Angeles City Council is the legislative authority of the City of Port Angeles. The City operates under a Council-Manager form of government, which means the Council adopts policy and appoints a City Manager to implement policy. The seven-member City Council is primarily responsible for adopting laws, determining the services to be provided and funding levels for those services through adoption of an annual budget. City Council positions are non-partisan.

The duties of a City Council member will likely involve an average minimum commitment of 20-25 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Council member duties also include, but are not limited to:

- Attendance at regular City Council meetings, unless prior notice is provided of unavailability. Regular City Council meetings are held on the first and third Tuesdays of each month. Regular meetings begin at 6:00 p.m. Work sessions, if necessary, begin at 5:00 p.m. and are typically held on the fourth Tuesday of each month. From time to time, the City Council or Mayor may call special City Council meetings;
- Representation on Council subcommittees, advisory boards, committees and commissions, and at various community functions. These various meetings and functions occur normally during the evening but may also occur on weekends or weekdays;
- Travel locally, regionally, and/or within the State of Washington when allowable under public health restrictions. Council members may also, at their discretion, travel and attend training, education sessions and/or participate in other organizations at the local, regional, state or in some instances on the national level. Travel, education and training expenses for local, regional, state and national activities are reimbursed in accordance with City policy applicable to all employees and City officials, subject to the budgetary limit set for each Council member and for the City Council as a whole.

### Key Responsibilities

- Participate in setting policy that is in the best interest of the community;
- Follow the rule of law in the conduct of government;
- Perform duties in a participatory, transparent, accountable manner;
- Oversee the activities of the City Manager;
- Develop annual budgets and provide continuous oversight of City finances;
- Collaborate with City staff in setting priorities for governance.

## Necessary Skills

- Ability to understand and analyze complex data and information;
- Communicate effectively within a group to represent broad citizen interests;
- Learn and maintain a knowledge of laws and other legal procedures;
- Represent the City always, and demonstrate adherence to high ethical standards;
- Commit to the betterment of the City of Port Angeles.

[View Port Angeles City Council Rules of Procedure.](#)

I have read the Council Rules of Procedure. • Yes

## Applicant Information

First Name Jon

Last Name Hamilton

Mailing Address [REDACTED]

City Port Angeles

State WA

ZIP Code 98362

Phone Number [REDACTED]

Email Address [REDACTED]

## Work or Professional Experience

List most recent experience first.

Employer: Port Angeles School District

**Brief Job Description:** As a high school mathematics teacher, I design and deliver instruction in Algebra 2 and Trigonometry to diverse groups of students, focusing on problem-solving, real-world application, and academic growth. I collaborate with colleagues to align curriculum, support student success, and participate in school-wide initiatives. I also serve as a building leader, supporting student engagement, fostering equity, and maintaining strong communication with families.

Would you like to add more work history? No

## Education

Institution/Location: Centralia College - Centralia, WA

<b>Degree Earned/Major Area of Study:</b>	Associates Degree
<b>Graduated?</b>	Yes
<b>Institution/Location:</b>	Central Washington University - Ellensburg, WA
<b>Degree Earned/Major Area of Study:</b>	Bachelor of Arts - Secondary Mathematics Education
<b>Graduated?</b>	Yes
<b>Would you like to add more education background information?</b>	Yes
<b>Institution/Location:</b>	Western Governors University - Salt Lake City, UT
<b>Degree Earned/Major Area of Study:</b>	Master of Arts in Science Education with an emphasis on Secondary Physics
<b>Graduated?</b>	Yes

## Charitable, Social and Civic Activities and Memberships

List major activities you have participated in during the last five years:

<b>Organization/Location:</b>	Port Angeles Education Association (PAEA) Port Angeles, WA
<b>Group's Purpose/Objective:</b>	Represents and advocates for certificated educators in the Port Angeles School District. Promotes strong public schools, collective bargaining rights, and equitable learning conditions for all students.
<b>Organization/Location:</b>	Clallam County Democratic Party Port Angeles, WA
<b>Group's Purpose/Objective:</b>	Supports democratic participation, local candidate recruitment, voter education, and progressive policymaking in Clallam County. Promotes transparency, equity, and civic engagement
<b>Would you like to add more organizational history?</b>	Yes
<b>Organization/Location:</b>	Washington Education Association – Olympic Representative Council Poulsbo, WA  Washington Education Association – Representative Assembly Spokane, WA
<b>Group's Purpose/Objective:</b>	Representative Council: Regional advisory body supporting educator advocacy and public education policy. Facilitates local-union engagement with state legislators and regional organizing.  Representative Assembly: Statewide governance body where elected delegates

debate and vote on union priorities, education policy, and equity-focused resolutions impacting public schools.

Would you like to add additional information?

Yes

### Additional Information

In addition to the organizations listed above, I have also been actively involved in the following community and service-oriented activities:

Served as a delegate to the National Education Association Representative Assembly (2025) in Portland, Oregon, representing the Port Angeles Education Association in national education policy discussions.

Provided ongoing volunteer support to the Lower Elwha Klallam Tribe, including tutoring students and assisting with community and cultural events.

Advised the Port Angeles High School Key Club (2017–2019), helping coordinate student-led service projects such as food drives, park cleanups, and Habitat for Humanity support.

Coached Port Angeles Youth Soccer teams in multiple seasons, fostering sportsmanship, teamwork, and youth development.

These experiences reflect my ongoing commitment to public service, education, and community connection.

## Supplemental Questions

1. Why are you interested in serving on the Port Angeles City Council?

I am interested in serving on the Port Angeles City Council because I believe our city is at a pivotal point—one that requires thoughtful, community-centered leadership. As a long-time public educator, union leader, and civic advocate, I have seen firsthand how local policy decisions impact families, workers, and students. I want to bring that perspective to the council, especially during a time when housing, infrastructure, and trust in public institutions are front and center.

My professional experience in education and finance, combined with my deep involvement in community organizing and public policy, gives me the tools to serve effectively. I am committed to transparency, equity, and working collaboratively with others—whether that's community members, Tribal partners, city staff, or fellow councilmembers.

I love this city, and I want to be part of shaping a future that reflects the voices of all residents, not just those who are already at the table.

2. What of your background or experience do you think would help you in serving on the City Council?

My background as a public high school teacher, union vice president, and treasurer of the Clallam County Democrats has given me deep experience in advocacy, public service, and collaborative problem-solving. I've spent over a decade building relationships across the education system, analyzing budgets, organizing for policy change, and representing the interests of working families.

As Vice President of the Port Angeles Education Association, I've engaged in high-level discussions around school funding, labor contracts, and community priorities. I've participated in district budget reviews, collaborated with other unions, and regularly advocate at the state level for legislation that affects our city. I have also engaged directly with our elected representatives in Olympia and Washington, D.C. to raise awareness about local impacts and to build partnerships that support Port Angeles in the long term.

My work as treasurer for both PAEA and the Clallam County Democrats has strengthened my understanding of transparent, ethical financial oversight and legal compliance. In every one of these roles, I've built trust by listening first,

asking the right questions, and following through. These are the same values I would bring to the City Council—along with a deep commitment to equity, accountability, and practical, people-focused solutions.

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**3. What is your understanding of the responsibilities of the City Council?**

The Port Angeles City Council serves as the legislative and policy-making body of the city. Councilmembers are responsible for adopting ordinances, approving the city's annual budget, authorizing contracts, and setting the vision and priorities for city operations and services. Councilmembers help shape public policy to meet the needs of the community and ensure the city is financially equipped to carry out those priorities. They also make appointments to boards and commissions and represent the city in collaboration with other regional and state agencies.

Port Angeles operates under a Council-Manager form of government, which means that while the Council sets policy and provides oversight, the City Manager is the chief administrative officer and is responsible for the day-to-day operations of the city and for implementing the Council's directives. Councilmembers are also expected to review detailed agenda materials, attend regular meetings (typically twice a month), participate in work sessions, and serve on assigned local and regional boards.

Councilmembers must uphold strong ethical standards, avoid conflicts of interest, and comply with state and local disclosure requirements. Additionally, they are expected to be responsive to the public, represent all constituents (since positions are at-large), and dedicate approximately 30–40 hours per month to council-related responsibilities, including public meetings, board work, events, and community engagement.

Above all, the role demands transparency, accountability, collaboration, and a sincere commitment to the long-term wellbeing of Port Angeles.

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**4. What skill set and knowledge will you bring to the Council?**

I bring a deep understanding of public education, policy advocacy, budgeting, and community coalition-building. As a high school mathematics teacher for the past 15 years, I've developed strong communication skills, a data-informed mindset, and the ability to listen and lead with empathy. I know how to work with diverse groups of people and help them navigate complex systems.

As Vice President of the Port Angeles Education Association and Treasurer for the Clallam County Democrats, I've developed extensive experience with contract negotiations, public finance, and legal compliance—skills directly transferable to city budgeting and policy oversight. I've reviewed district budgets, analyzed local and state legislation, and helped guide our members through major structural decisions impacting students and staff.

In addition, I've built relationships with state and federal elected officials, submitted testimony on critical legislation, and led efforts to engage the public in important ballot measures—like the successful 2024 EP&O levy and capital bond. I understand how government works at multiple levels, and I've demonstrated that I can help shape it through advocacy, accountability, and transparency.

Just as importantly, I bring humility, curiosity, and a commitment to lifelong learning. I'm not afraid to ask hard questions, and I'm always willing to listen to those most affected by the decisions we make.

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**5. Please feel free to add any additional comments you wish to make regarding your application.**

Thank you for considering my application to serve on the Port Angeles City Council. I'm deeply connected to this community through my work as a public educator, union leader, and parent of four students in the district. I've heard both the Council and community members express the importance of appointing someone who understands the lived realities of working families and who can collaborate—not just vote.

As Vice President of the Port Angeles Education Association, I've worked directly with public employees, district leadership, and elected officials to navigate complex challenges and build solutions that center equity, transparency, and public service. I bring experience not only in policy analysis and budgeting, but

also in leading with empathy and listening to community voices.

I would be honored to contribute that perspective to the Council's work. I believe I can help bridge conversations, build public trust, and serve with the integrity and responsiveness that this position demands.

City Council members may ask additional questions, or follow-up questions, at their discretion. These questions will not be provided to applicants prior to the interview.

## Cover Letter and Resume

Please submit this completed application with a letter of interest and resume. Incomplete or late submissions will not be accepted. Applications must be submitted for receipt no later than 4:00 p.m. on August 4, 2025.

### Letter of Interest

 Application Letter of Interest.pdf

### Resume

 City Council Resume.pdf

### How did you hear about the vacancy?

Newspaper / News Source

In compliance with the Americans with Disabilities Act, if you need special accommodations because of a physical limitation, please contact the City Manager's Office at 360-417-4500 so appropriate arrangements can be made.

This application will become a public record in addition to all information attached to this application and information may be distributed to members of the City Council for appointment consideration. Additionally, portions may become a part of a City Council packet.

I understand an oath of office may be required to be taken prior to my appointment to the City Council. Yes

I hereby certify, under penalty of perjury in the state of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such is representation or falsification, my application may be rejected, and my name may be removed from consideration.

By affixing your signature in the box below, you agree that such signature will be the electronic representation of your signature to be valid and binding upon you for all purposes when you (or your agent) affix below, including on legally binding contracts, just the same as a hand-written signature.

## Signature Agreement

Signature



Please select "Save Signature," before submitting your application.

Thank you for providing this information. After clicking 'Submit' you will receive a Submission ID number that can be retained for future reference.

You will be updated by our staff, if necessary, as your submission is processed.

---

Jon Hamilton

[REDACTED]  
Port Angeles, WA 98362  
[REDACTED]

July 2, 2025

Kari Martinez-Bailey  
City Clerk  
City of Port Angeles  
321 East Fifth Street  
Port Angeles, WA 98362

Dear Ms. Martinez-Bailey,

I am writing to express my interest in being considered for appointment to Position 7 on the Port Angeles City Council. As a long-time resident, educator, parent, and active civic leader, I am deeply invested in the wellbeing of our community and believe I can offer collaborative, transparent, and service-driven leadership during this important moment for our city.

I have lived and worked in Port Angeles since 2010. I currently serve as Vice President of the Port Angeles Education Association, where I represent over 175 educators in collective bargaining, contract oversight, and policy advocacy. I also serve as Treasurer of the Clallam County Democrats, where I manage both exempt and non-exempt accounts in full compliance with state law. These roles have sharpened my skills in budget oversight, intergovernmental collaboration, public communication, and community organizing.

I am also a parent of four young children, two of whom are currently enrolled in Port Angeles schools. I have helped lead successful local initiatives—such as the passage of the 2024 EP&O levy and capital bond—and have engaged directly with elected officials in Olympia and Washington, D.C. to advocate for working families and public education. I understand the pressures facing everyday residents, and I know how policy decisions at the city level impact them directly.

At the most recent Council meeting, I heard both Councilmembers and community members express their desire for someone who can collaborate and lead, and who understands the real-world challenges facing working families. I believe I reflect those values. If appointed, I will bring a strong work ethic, an equity-driven lens, and a deep commitment to respectful public service.

Thank you for your time and consideration. I would be honored to serve the people of Port Angeles in this capacity, and I am happy to provide any additional information you may need.

Sincerely,  
Jon Hamilton

## Jon Hamilton

### Objective

To serve on the Port Angeles City Council with a focus on equity, transparency, and forward-thinking policies that improve the lives of working families, students, and seniors across our community.

### Professional Experience

High School Mathematics Teacher

Port Angeles High School

2010 – Present

- 15 years of experience teaching Algebra and Geometry to diverse student populations
- Develop and implement standards-based curriculum tailored to meet individual learning needs
- Actively support student academic growth and postsecondary readiness through inclusive and collaborative instruction
- Engage families, colleagues, and administration to support equitable outcomes and continuous improvement

Vice President

Port Angeles Education Association (PAEA)

2023 – Present

- Represent 200+ educators in contract negotiations, political action, and advocacy for improved teaching and learning conditions
- Successfully led support efforts for recent school levy and capital bond, ensuring critical investments in programs and infrastructure without raising tax rates
- Expanded membership leadership through targeted recruitment of building representatives

Treasurer

Port Angeles Education Association

2021 – 2022

- Managed financial records, budgets, and compliance for the Association
- Ensured transparent reporting and alignment with member-approved spending priorities

Key Club Advisor

Port Angeles High School

2017 – 2019

- Advised student-led service projects in partnership with Port Angeles Kiwanis
- Coordinated food drives, community beautification, and youth civic engagement activities

### Education

M.A. in Science Education (Physics Emphasis)

Western Governors University

B.A. in Secondary Mathematics Education

Central Washington University

## Civic & Political Engagement

Treasurer

Clallam County Democratic Party

January 2025 – Present

- Maintain accurate records and reporting for both exempt and non-exempt political accounts
- Ensure Public Disclosure Commission (PDC) compliance and timely financial filings
- Support grassroots operations, candidate fundraising, and electoral readiness

Precinct Committee Officer (PCO)

Clallam County Democrats

2023 – Present

- Promote voter engagement and outreach at the precinct level
- Assist in party organizing, canvassing, and volunteer coordination

Legislative Advocate

Washington Education Association

- Submitted written testimony in support of equitable education funding and labor protections
- Collaborated directly with elected officials including Rep. Adam Bernbaum, Sen. Mike Chapman, and AG Nick Brown

School Board Campaign Organizer

2025 – Present

- Supporting a local candidate advocating for parent voice, tribal representation, and transparency
- Coordinate campaign planning, community outreach, and calendar management

## Key Qualifications

- 15-year Port Angeles High School teacher with deep community ties
- Experienced treasurer, union leader, and civic organizer
- Trusted collaborator with students, families, civic groups, and elected officials
- Committed to equity, sustainability, and smart local investment

## Application for Appointment to Port Angeles City Council

*Thank you for your interest in serving the community as a member of the Port Angeles City Council.*

The Port Angeles City Council is seeking qualified applicants to fill a vacancy in the office of City of Port Angeles, Council Position No. 7. The person appointed to the position will take office immediately and serve until the results of the November 2027 General Election are certified.

According to the Port Angeles City Council Rules of Procedure, the selection process for filling City Council vacancies shall be as follows, provided, however, that the Council may by majority vote to revise the process:

Notice of the vacancy and the procedure for filling the vacancy shall be published twice in the City's official newspaper. The Council will open a filing period of no less than 10 days for the vacancy and request each candidate to complete an application form and submit a letter of intent with resume. Candidates will then be interviewed during a public Council meeting. The Council may deliberate on the qualifications of the candidates in a closed session and then vote on the appointment in an open meeting. In all other respects, the procedure for filling a Council vacancy shall be provided in State law.

Applicants are required to do their own due diligence relative to determining eligibility requirements in accordance with State Law.

The timeline for filling Council Position No. 7 is as follows:

**July 2, 2025:** Announcement and application posted

**August 4, 2025:** Applications due to the City Clerk by 4:00 p.m.

Time is being held on September 2, 2025 City Council meeting for interviews.

**To Apply:** To be considered, please complete and submit this application, provide answers to all supplemental questions, and submit a letter of intent with resume.

A kiosk is available at City Hall for online application submission; please contact the City Clerk at (360) 417-4634 or [cityclerk@cityofpa.us](mailto:cityclerk@cityofpa.us) if this service is needed, or stop by City Hall located at 321 East 5th Street between the hours of 8:00 a.m. and 4:00 p.m.

**Applications must be received no later than 4:00 p.m. August 4, 2025.** Applications received after 4:00 p.m. will not be accepted.

## Eligibility Requirements and Public Disclosure

[Eligibility requirements can be found in Section 2 of the Port Angeles Municipal Code.](#)

### Eligibility Requirements

- Must be a registered voter of the City of Port Angeles;
- Continuously reside within the Port Angeles city limits for a minimum of one (1) year prior to appointment;
- Hold no other public office or employment under the city government except as authorized by RCW 42.23.

### Public Disclosure

- Once a Council member application is filed with the City, it is a public record subject to disclosure;
- Applications received from all candidates who meet the minimum requirements of state law will be posted on the City of Port Angeles website as part of the Council's meeting packet;
- Interviews are conducted in an open public meeting, however Council deliberations concerning the qualifications of candidates are in closed session;
- Selection of an appointee(s) is performed during an open public meeting;

- If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission. ([www.pdc.wa.gov](http://www.pdc.wa.gov)).

I have read the eligibility requirements.

- Yes

## Salary and Fringe Benefits

The salary for Council members is established by ordinance adopted by the Council. No Council member may vote himself/herself an increase in salary for the term being served. Therefore, increases for Council members are effective only after a Council member has been re-elected for another term of office.

### The current salaries are as follows:

City Council member: \$1,100.00 per month

If selected to serve as Mayor: \$1,300.00 per month

If selected to serve as Deputy Mayor: \$1,200.00 per month

### Fringe Benefits include:

- Reimbursement of certain expenditures generally associated with travel and conference expenses when applicable, as approved by the City Council;
- Worker's Compensation Insurance coverage in the event of injury on the job;
- Professional liability indemnification covering Council members in their official capacity (WCIA);
- Payment by the City of its portion of Social Security payroll tax.

## City Council Duties

The Port Angeles City Council is the legislative authority of the City of Port Angeles. The City operates under a Council-Manager form of government, which means the Council adopts policy and appoints a City Manager to implement policy. The seven-member City Council is primarily responsible for adopting laws, determining the services to be provided and funding levels for those services through adoption of an annual budget. City Council positions are non-partisan.

The duties of a City Council member will likely involve an average minimum commitment of 20-25 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Council member duties also include, but are not limited to:

- Attendance at regular City Council meetings, unless prior notice is provided of unavailability. Regular City Council meetings are held on the first and third Tuesdays of each month. Regular meetings begin at 6:00 p.m. Work sessions, if necessary, begin at 5:00 p.m. and are typically held on the fourth Tuesday of each month. From time to time, the City Council or Mayor may call special City Council meetings;
- Representation on Council subcommittees, advisory boards, committees and commissions, and at various community functions. These various meetings and functions occur normally during the evening but may also occur on weekends or weekdays;
- Travel locally, regionally, and/or within the State of Washington when allowable under public health restrictions. Council members may also, at their discretion, travel and attend training, education sessions and/or participate in other organizations at the local, regional, state or in some instances on the national level. Travel, education and training expenses for local, regional, state and national activities are reimbursed in accordance with City policy applicable to all employees and City officials, subject to the budgetary limit set for each Council member and for the City Council as a whole.

### Key Responsibilities

- Participate in setting policy that is in the best interest of the community;
- Follow the rule of law in the conduct of government;
- Perform duties in a participatory, transparent, accountable manner;
- Oversee the activities of the City Manager;
- Develop annual budgets and provide continuous oversight of City finances;
- Collaborate with City staff in setting priorities for governance.

**Necessary Skills**

- Ability to understand and analyze complex data and information;
- Communicate effectively within a group to represent broad citizen interests;
- Learn and maintain a knowledge of laws and other legal procedures;
- Represent the City always, and demonstrate adherence to high ethical standards;
- Commit to the betterment of the City of Port Angeles.

[View Port Angeles City Council Rules of Procedure.](#)

I have read the Council Rules of Procedure. • Yes

**Applicant Information**

First Name	Shaun
Last Name	Henson
Mailing Address	[REDACTED]
City	Port Angeles
State	WA
ZIP Code	98363
Phone Number	[REDACTED]
Email Address	[REDACTED]

**Work or Professional Experience**

List most recent experience first.

Employer:	Cascade Natural Gas Corporation
Employer:	Clallam County Public Health
Would you like to add more work history?	Yes
Employer:	Olympic Community Action Partnership

**Education**

Institution/Location:	Longwood University, Farmville, VA
Degree Earned/Major Area of Study:	Masters of Business Administration

Graduated?	Yes
Institution/Location:	Longwood University, Farmville, VA
Degree Earned/Major Area of Study:	Bachelor of Arts, Political Science
Graduated?	Yes
Would you like to add more education background information?	No

## Charitable, Social and Civic Activities and Memberships

List major activities you have participated in during the last five years:

Would you like to add additional information?	No
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## Supplemental Questions

1. Why are you interested in serving on the Port Angeles City Council?	I'm interested in serving on the council because I'm a nearly six year resident of Port Angeles and I've always been interested in public service and government. My wife and I started our family here and live with our two year old on the west side of PA. I'd like to contribute to the community more now that he's getting older and more independent.
2. What of your background or experience do you think would help you in serving on the City Council?	I have experience working for both state and local government, the non profit sector, and the private sector as well. I currently work primarily in local government affairs and am familiar with city councils generally in Washington.
3. What is your understanding of the responsibilities of the City Council?	Serve as the legislative body in a council-city manager system. The city manager handles day to day operations while the council focuses on policy making. Provide community oversight and listen to the concerns of citizens and other stakeholders. Conduct regular meetings, work sessions and public hearings.
4. What skill set and knowledge will you bring to the Council?	I bring a varied skillset with public relations, government and community affairs, program management, communications, and some policy background and ongoing monitoring of the state legislature and agencies.
5. Please feel free to add any additional comments you wish to make regarding your application.	N/A

City Council members may ask additional questions, or follow-up questions, at their discretion. These questions will not be provided to applicants prior to the interview.

## Cover Letter and Resume

Please submit this completed application with a letter of interest and resume. Incomplete or late submissions will not be accepted. Applications must be submitted for receipt no later than 4:00 p.m. on August 4, 2025.

**Letter of Interest**

 Shaun Henson - Letter of Intent.pdf

**Resume**

 Shaun Henson - Resume.pdf

**How did you hear about the vacancy?**

Facebook

In compliance with the Americans with Disabilities Act, if you need special accommodations because of a physical limitation, please contact the City Manager's Office at 360-417-4500 so appropriate arrangements can be made.

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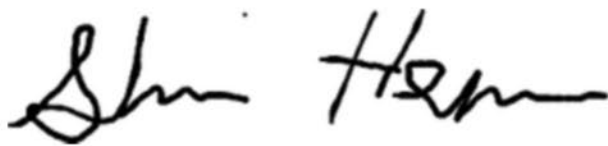
**I understand an oath of office may be required to be taken prior to my appointment to the City Council.** Yes

I hereby certify, under penalty of perjury in the state of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such is representation or falsification, my application may be rejected, and my name may be removed from consideration.

By affixing your signature in the box below, you agree that such signature will be the electronic representation of your signature to be valid and binding upon you for all purposes when you (or your agent) affix below, including on legally binding contracts, just the same as a hand-written signature.

**Signature Agreement**

**Signature**



Please select "Save Signature," before submitting your application.

Thank you for providing this information. After clicking 'Submit' you will receive a Submission ID number that can be retained for future reference.

You will be updated by our staff, if necessary, as your submission is processed.

# Letter of Intent - Shaun Henson

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Dear Members of the Port Angeles City Council,

I am writing to express my interest in the vacant City Council Member position. As a committed resident of Port Angeles with a strong background in public affairs, community relations, and stakeholder engagement, I am eager to bring my experience and dedication to serving our city.

In my current role as Community Affairs Representative at Cascade Natural Gas Corporation, I have collaborated closely with local officials, community organizations, and residents. I have represented Cascade in legislative discussions, participated in regional forums on energy policy, and advanced community initiatives to support vulnerable populations. These experiences have provided me with practical insight into local government operations, legislative processes, and effective community outreach-all of which will serve me well in contributing to the work of the council.

My previous experience leading public health campaigns and voter outreach programs has honed my ability to manage complex projects, communicate with diverse groups, and deliver results that make a difference. Additionally, my volunteer service with the Port Angeles Food Bank demonstrates my commitment to hands-on community service and addressing the immediate needs of our residents.

As a city council member, I will prioritize transparency, open communication, and inclusive decision-making to ensure that the voices of all residents are heard. I am passionate about working collaboratively to strengthen Port Angeles and maintain it as a thriving, welcoming community.

Thank you for considering my application. I would appreciate the opportunity to further discuss how my skills and experience can contribute to the council's important work.

Sincerely,

Shaun Henson  
Port Angeles, WA



# SHAUN HENSON

City Council

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## PROFILE

Experienced public affairs and community relations professional with a demonstrated ability to effectively manage stakeholder relationships, navigate complex governmental processes, and execute strategic communication initiatives. Proven track record in facilitating meaningful community engagement, developing collaborative partnerships, and promoting programs that positively impact local communities. Dedicated leader with strong analytical skills, committed to transparency, pragmatism, and delivering tangible outcomes through innovative problem-solving and thoughtful analysis.

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## EMPLOYMENT HISTORY

- ❖ **Community Affairs Representative, Cascade Natural Gas Corporation** ..... 2023 — Present  
Port Angeles
  - Serve as a liaison to local elected officials, stakeholders, and community organizations across our 67 communities in Washington.
  - Represented organization at legislative days, communicating strategic goals.
  - Collaborated with lobbyists on legislative advocacy and policy initiatives.
  - Served as a panelist on state chamber forums discussing energy reliability and emissions targets.
  - Promoted bill assistance programs through community sponsorship initiatives.
  - Monitored municipal meetings, alerting stakeholders of relevant policy developments.
  
- ❖ **Public Health Support Specialist, Clallam County Public Health** ..... 2022 — 2023  
Port Angeles
  - Administered community health programs including vaccination clinics.
  - Managed public inquiries and coordinated volunteer and administrative activities.
  - Provided customer service to residents, including birth and death certificates, vaccination records, and other information.
  
- ❖ **COVID Vaccine Campaign Consultant, Colorado Department of Public Health and Environment** ..... 2021 — 2022  
Denver
  - Led statewide vaccine grassroots outreach, supervised large teams, and coordinated grassroots person to person communications.
  - Developed and delivered effective communication strategies promoting vaccine acceptance.
  - Designed and implemented a large training program for employees reach out to the public directly.
  
- ❖ **Vice President, Zero Week Solutions** ..... 2015 — 2021  
Los Angeles
  - Directed extensive community outreach campaigns, managed teams, and cultivated stakeholder relationships.
  - Designed and implemented marketing strategies and comprehensive communication initiatives.
  - Oversaw program activities, including vendor management, compliance, fundraising, outreach communications, database maintenance, and data analysis to optimize outcomes.

## EDUCATION

❖ Longwood University ..... Jan 2022 — Dec 2023  
*Masters of Business Administration* Farmville, Virginia

Phi Kappa Phi Honor Society

❖ Longwood University ..... Aug 2006 — May 2010  
*Bachelor of Arts in Political Science* Farmville, Virginia

## SKILLS

Stakeholder Management & ..... *Experienced*  
Community Relations

Program Management ..... *Expert*

Legislative & Policy Analysis ..... *Experienced*

Strategic Communications & Public ..... *Experienced*  
Speaking

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### Necessary Skills

- Ability to understand and analyze complex data and information;
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- Represent the City always, and demonstrate adherence to high ethical standards;
- Commit to the betterment of the City of Port Angeles.

[View Port Angeles City Council Rules of Procedure.](#)

I have read the Council Rules of Procedure. • Yes

## Applicant Information

First Name	Christy
Middle Name	Lynn
Last Name	Holy
Mailing Address	[REDACTED]
City	Port Angeles
State	WA
ZIP Code	98363
Phone Number	[REDACTED]
Email Address	[REDACTED]

## Work or Professional Experience

List most recent experience first.

Employer:	Better Call Christy - Port Angeles, WA - Self-employed
Brief Job Description:	Provide friendly, personal assistance to seniors, including organizing, computer tasks, companion sitting, and running errands. Licensed, bonded, and insured.
Employer:	KB Home, Los Angeles, CA - Sr. Tax Coordinator
Brief Job Description:	As the executive assistant to the Sr. VP of Tax, I facilitated the filing of tax returns for the CPA's in the tax department at the corporate headquarters of homebuilder, KB Home. I supervised the calls, calendar, correspondence, and travel for the Sr. VP. I filed annual reports for all entities. I also managed, created, and tracked all department invoices, check requests, and expense reports. *Please see additional work history on resume.
Would you like to add more work	No

## Education

**Institution/Location:** The University of Portland/ Portland, OR

**Degree Earned/Major Area of Study:** Master of Fine Arts in Directing

**Graduated?** Yes

**Institution/Location:** Angelo State University/ San Angelo, TX

**Degree Earned/Major Area of Study:** Bachelor of Arts/ Theatre

**Graduated?** Yes

**Would you like to add more education background information?** No

## Charitable, Social and Civic Activities and Memberships

List major activities you have participated in during the last five years:

**Organization/Location:** Clallam County Charter Review Commission/ Port Angeles, WA

**Group's Purpose/Objective:** As an elected Commissioner on the Charter Review Commission, I participate in meetings twice a month with fourteen other Commissioners to review the County Charter and agree on changes/improvements that will be put on the ballot for the general election.

**Organization/Location:** Clallam County Democrats- Recording Secretary - Port Angeles, WA  
24th Legislative District Democrat - Vice Chair - Clallam County, WA

**Group's Purpose/Objective:** As recording secretary for CCD, I take minutes for this organization that enrolls constituents in the local Democratic Party. As Vice Chair of LD24, I support the Chair to represent the 24th Legislative District Democrats (Clallam County, Jefferson County, and part of Grays Harbor County) at state meetings with other legislative districts under the WA Democrats. The goals are to shape the platform and engage the community in local politics.

**Would you like to add more organizational history?** Yes

**Organization/Location:** Soroptimists International of Sequim/ Sequim, WA

**Group's Purpose/Objective:** As secretary of the organization, I take minutes of meetings and manage correspondence for this global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment.

Would you like to add additional information? Yes

Additional Information If appointed, I understand that serving on City Council is a non-partisan commitment.

## Supplemental Questions

**1. Why are you interested in serving on the Port Angeles City Council?** I am interested in serving on the Port Angeles City Council, because I want to take an active part in discovering and responding to the needs of this community in an effective way. I moved to Port Angeles nine years ago, and I have developed a great interest in local issues. I believe that my work ethic, desire to solve problems, and practical experience has prepared me to act as a strong voice to represent the desires of this community.

**2. What of your background or experience do you think would help you in serving on the City Council?** I am currently serving on the fifteen-member Charter Review Commission. This has given me first-hand knowledge of how an elected body can operate. I have gained experience with Robert's Rules, working on committees, and facilitating town halls. Also, I have been actively involved in the local Democratic Party, creating public programs, engaging with the community, acting as local recording secretary, and taking on a leadership role as Vice Chair of the 24th Legislative District. In addition, my resume reflects a variety of jobs that have given me exposure to the world of immigration law, healthcare, homebuilding, and entertainment. This experience has educated me in diverse pockets of society.

**3. What is your understanding of the responsibilities of the City Council?** It is my understanding that the City Council acts as the legislating body for the city of Port Angeles. The council shapes policy and creates ordinances and resolutions. Members are expected to meet two Tuesdays per month plus attend any specially called meetings. They are expected to serve on other boards and commissions as needed. The City Council also hires the City Manager and approves the annual budget.

**4. What skill set and knowledge will you bring to the Council?** I was a theatre major and got my Masters in Directing. This training has made me an active listener, a keen observer, and an effective collaborator with many groups of people. I bring knowledge of both corporate and non-profit organizations, due to my work history, so I can easily see both sides of most issues and feel comfortable exploring compromise while problem-solving. I value hard work, research, and details.

**5. Please feel free to add any additional comments you wish to make regarding your application.** Serving on the Charter Review Commission this year has taught me that I enjoy working with others to try to find solutions to complex problems. If appointed, I will see it as my job to listen to all the voices of this community and bring an open mind to the work of the Council.

City Council members may ask additional questions, or follow-up questions, at their discretion. These questions will not be provided to applicants prior to the interview.

## Cover Letter and Resume

Please submit this completed application with a letter of interest and resume. Incomplete or late submissions will not be accepted. Applications must be submitted for receipt no later than 4:00 p.m. on August 4, 2025.

Letter of Interest



Christy Holy - City Council Letter of Intent.pdf

**How did you hear about the vacancy?**

Word of Mouth

In compliance with the Americans with Disabilities Act, if you need special accommodations because of a physical limitation, please contact the City Manager's Office at 360-417-4500 so appropriate arrangements can be made.

This application will become a public record in addition to all information attached to this application and information may be distributed to members of the City Council for appointment consideration. Additionally, portions may become a part of a City Council packet.

**I understand an oath of office may be required to be taken prior to my appointment to the City Council.** Yes

I hereby certify, under penalty of perjury in the state of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such is representation or falsification, my application may be rejected, and my name may be removed from consideration.

By affixing your signature in the box below, you agree that such signature will be the electronic representation of your signature to be valid and binding upon you for all purposes when you (or your agent) affix below, including on legally binding contracts, just the same as a hand-written signature.

**Signature Agreement**

**Signature**



Please select "Save Signature," before submitting your application.

Thank you for providing this information. After clicking 'Submit' you will receive a Submission ID number that can be retained for future reference.

You will be updated by our staff, if necessary, as your submission is processed.

Christy Holy

Port Angeles, WA 98363

Kari Martinez-Bailey  
City Clerk  
City Hall  
321 East 5<sup>th</sup> Street  
Port Angeles, WA 98362

August 1, 2025

Dear Ms. Martinez-Bailey,

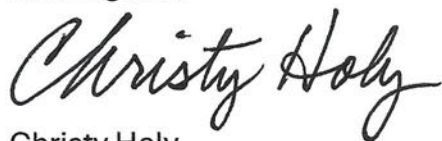
My name is Christy Holy, and I am applying for the vacancy on the Port Angeles City Council, Position Number 7. Please forward this letter of intent and attached resume to the current members of the City Council for their review.

I am interested in this position, because I want to take an active part in serving the needs of this community. A native Texan, I relocated to Port Angeles from Los Angeles, CA nine years ago. I love Port Angeles and the strong community in this beautiful town, and I want to take part in maintaining it.

Port Angeles is on the precipice of change, as more and more people are expected to move to this part of the world over the coming years. This will require planning and problem solving as the City Council balances housing, business, development, climate change, healthcare, and other community needs. As outlined in my resume and responses on the application, I bring the experience and interest necessary to confront these coming challenges with creativity, practicality, and reason.

Thank you for the opportunity to apply for this position, and I look forward to getting the opportunity to answer any questions you may have.

Best regards,



Christy Holy

# **Christy Holy** – [REDACTED]

[REDACTED] Port Angeles, WA 98363

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## **Relevant Experience**

June 2023- Present

**Better Call Christy, Port Angeles, WA** – *Owner/Personal Assistant for Seniors*

- Friendly, personal assistance for seniors (Licensed, bonded, insured)
- Filing, organizing, computer tasks, companion sitting, running errands

2008 – 2014

**KB Home, Los Angeles, CA** – *Sr. Tax Coordinator*

- Executive Assistant to Sr. VP, Tax – Facilitated filing of tax returns for entire department
- Managed, created, and tracked all dept. invoices, check requests, and expense reports
- Supervised calls, calendar, correspondence, agendas, and travel arrangements

2004-2008

**Kelly Services, Woodland Hills, CA** – *Administrative Assistant for Healthcare Providers*

- Wellpoint – Assisted medical directors in both the Medical Review Unit and Network Development Departments
- Healthnet – Communicated with Medicare recipients about their policies.

2003 – 2016

**The Party Staff, Los Angeles, CA** – *Event Captain and Office Staff*

- Managed staff and provided food service, catering, and party-planning to high-end clients, including studios, colleges, awards venues, and private homes
- Ran background checks and assisted accounting manager for staffing company

2000 – 2002

**Fragomen, Del Rey, Bernsen, and Loewy – Santa Clara, CA** – *Sr. Legal Assistant*

- Prepared visa and work applications for foreign nationals to assist attorneys at a corporate immigration law firm

## **Education**

**University of Portland, Portland, OR** – *MFA, Directing, 1999*

**Angelo State University, San Angelo, TX** – *BA, Theatre, 1996*

## **Volunteer Participation**

Charter Review Commissioner, Secretary - Soroptimists International of Sequim, Director – Olympic Theatre Arts, Vice Chair – 24<sup>th</sup> Legislative District Democrats, Recording Secretary – Clallam County Democrats

## **Related Skills**

Strong writer, detail-oriented, good listener, quick learner, problem-solver

## Application for Appointment to Port Angeles City Council

*Thank you for your interest in serving the community as a member of the Port Angeles City Council.*

The Port Angeles City Council is seeking qualified applicants to fill a vacancy in the office of City of Port Angeles, Council Position No. 7. The person appointed to the position will take office immediately and serve until the results of the November 2027 General Election are certified.

According to the Port Angeles City Council Rules of Procedure, the selection process for filling City Council vacancies shall be as follows, provided, however, that the Council may by majority vote to revise the process:

Notice of the vacancy and the procedure for filling the vacancy shall be published twice in the City's official newspaper. The Council will open a filing period of no less than 10 days for the vacancy and request each candidate to complete an application form and submit a letter of intent with resume. Candidates will then be interviewed during a public Council meeting. The Council may deliberate on the qualifications of the candidates in a closed session and then vote on the appointment in an open meeting. In all other respects, the procedure for filling a Council vacancy shall be provided in State law.

Applicants are required to do their own due diligence relative to determining eligibility requirements in accordance with State Law.

The timeline for filling Council Position No. 7 is as follows:

**July 2, 2025:** Announcement and application posted

**August 4, 2025:** Applications due to the City Clerk by 4:00 p.m.

Time is being held on September 2, 2025 City Council meeting for interviews.

**To Apply:** To be considered, please complete and submit this application, provide answers to all supplemental questions, and submit a letter of intent with resume.

A kiosk is available at City Hall for online application submission; please contact the City Clerk at (360) 417-4634 or [cityclerk@cityofpa.us](mailto:cityclerk@cityofpa.us) if this service is needed, or stop by City Hall located at 321 East 5th Street between the hours of 8:00 a.m. and 4:00 p.m.

**Applications must be received no later than 4:00 p.m. August 4, 2025.** Applications received after 4:00 p.m. will not be accepted.

## Eligibility Requirements and Public Disclosure

[Eligibility requirements can be found in Section 2 of the Port Angeles Municipal Code.](#)

### Eligibility Requirements

- Must be a registered voter of the City of Port Angeles;
- Continuously reside within the Port Angeles city limits for a minimum of one (1) year prior to appointment;
- Hold no other public office or employment under the city government except as authorized by RCW 42.23.

### Public Disclosure

- Once a Council member application is filed with the City, it is a public record subject to disclosure;
- Applications received from all candidates who meet the minimum requirements of state law will be posted on the City of Port Angeles website as part of the Council's meeting packet;
- Interviews are conducted in an open public meeting, however Council deliberations concerning the qualifications of candidates are in closed session;
- Selection of an appointee(s) is performed during an open public meeting;

- If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission. ([www.pdc.wa.gov](http://www.pdc.wa.gov)).

I have read the eligibility requirements.

- Yes

## Salary and Fringe Benefits

The salary for Council members is established by ordinance adopted by the Council. No Council member may vote himself/herself an increase in salary for the term being served. Therefore, increases for Council members are effective only after a Council member has been re-elected for another term of office.

### The current salaries are as follows:

City Council member: \$1,100.00 per month

If selected to serve as Mayor: \$1,300.00 per month

If selected to serve as Deputy Mayor: \$1,200.00 per month

### Fringe Benefits include:

- Reimbursement of certain expenditures generally associated with travel and conference expenses when applicable, as approved by the City Council;
- Worker's Compensation Insurance coverage in the event of injury on the job;
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## City Council Duties

The Port Angeles City Council is the legislative authority of the City of Port Angeles. The City operates under a Council-Manager form of government, which means the Council adopts policy and appoints a City Manager to implement policy. The seven-member City Council is primarily responsible for adopting laws, determining the services to be provided and funding levels for those services through adoption of an annual budget. City Council positions are non-partisan.

The duties of a City Council member will likely involve an average minimum commitment of 20-25 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Council member duties also include, but are not limited to:

- Attendance at regular City Council meetings, unless prior notice is provided of unavailability. Regular City Council meetings are held on the first and third Tuesdays of each month. Regular meetings begin at 6:00 p.m. Work sessions, if necessary, begin at 5:00 p.m. and are typically held on the fourth Tuesday of each month. From time to time, the City Council or Mayor may call special City Council meetings;
- Representation on Council subcommittees, advisory boards, committees and commissions, and at various community functions. These various meetings and functions occur normally during the evening but may also occur on weekends or weekdays;
- Travel locally, regionally, and/or within the State of Washington when allowable under public health restrictions. Council members may also, at their discretion, travel and attend training, education sessions and/or participate in other organizations at the local, regional, state or in some instances on the national level. Travel, education and training expenses for local, regional, state and national activities are reimbursed in accordance with City policy applicable to all employees and City officials, subject to the budgetary limit set for each Council member and for the City Council as a whole.

### Key Responsibilities

- Participate in setting policy that is in the best interest of the community;
- Follow the rule of law in the conduct of government;
- Perform duties in a participatory, transparent, accountable manner;
- Oversee the activities of the City Manager;
- Develop annual budgets and provide continuous oversight of City finances;
- Collaborate with City staff in setting priorities for governance.

### Necessary Skills

- Ability to understand and analyze complex data and information;
- Communicate effectively within a group to represent broad citizen interests;
- Learn and maintain a knowledge of laws and other legal procedures;
- Represent the City always, and demonstrate adherence to high ethical standards;
- Commit to the betterment of the City of Port Angeles.

[View Port Angeles City Council Rules of Procedure.](#)

I have read the Council Rules of Procedure. • Yes

## Applicant Information

First Name Marolee "Mimi"

Last Name Smith Dvorak

Mailing Address

City Port Angeles

State WA

ZIP Code 98362

Phone Number

Email Address

## Work or Professional Experience

List most recent experience first.

**Employer:** self employed: Co-owner of a dog boarding kennel, co-owner of a publishing company, owner of a podcast studio, book writer and researcher

**Brief Job Description:** I do bookkeeping, accounting and legal matters of the businesses. I occasionally ghost write book,, and do research for hire. I am a published author. I do long range financial forecasting, compile tax information, and file tax forms. I read and negotiate contracts, as well as research legal topics. I defend trademarks. I have a clear grasp of what it takes to start, continue, promote and grow an entrepreneurial business, and stay tax and report compliant

I have been involved (SELF EMPLOYED) for much of my work life. I have done a great deal of consulting -- marketing, and management for many companies, as well as undertaken forensic accounting for many individuals (taking them from non-IRS compliant for many years, to filed and completed).

I have a great deal of valuable experience.

Would you like to add more work history? No

## Education

**Institution/Location:** I am a few units short of an AA in Administration of Justice from Merritt College/Peralta Colleges in Oakland California  
I was a graduate of Victor Business School, where I learned typing, keypunch, and office machines.

**Graduated?** No, but credits earned

**Graduated?** No, but credits earned

**Would you like to add more education background information?** No

## Charitable, Social and Civic Activities and Memberships

List major activities you have participated in during the last five years:

**Organization/Location:** I do not join social or civic clubs. I do charitable work, on my own, in many ways.

**Would you like to add more organizational history?** No

**Would you like to add additional information?** Yes

**Additional Information** I was on the Port Angeles Planning Commission for 5 years. I have followed the workings of city municipal government for more than 50 years. In my youth I was a citizen lobbyist and worked to pass both consumer protection laws and helped to get the Brown Act (Sunshine Laws, aka: OPMA) in place. I have worked on a great many campaigns and drives that were all for the betterment of my community.  
I write, well, and often on a wide variety of topics. I am an independent thinking, and listen to the people. .

## Supplemental Questions

**1. Why are you interested in serving on the Port Angeles City Council?** I am running for City Council because I strongly believe the council has strayed from it's path. I believe I can be of great value to the community.

**2. What of your background or experience do you think would help you in serving on the City Council?** I have done bookkeeping/accounting, and forensic accounting for individuals and companies making more than 6-figures a year. I have read everything in the City of Port Angeles archives dating back to the founding of the town. I have a very good memory and retention of what is in the archives. I have spent hours looking at our Open Books/Open Checkbook/Open Payroll and see that we are not anywhere near as fiscally conservative as we should be to remain flexible in an uncertain future.

I know we are NOT serving the micro-, small-, and medium-businesses adequately. The neglect of key issues is costing our city economically, and robbing our town of needed living-wage jobs. I am certain that the city staff doesn't have a clear vision of what an entrepreneurial business needs, and these things cannot be handed off to some "non profit". We need to own our community economic development to grow a vibrant entrepreneurial crop. This cannot be done unless you've DONE IT.  
I am displeased with the lax transparency I have witnessed and the complete disconnect with the citizens. I want to see our town grow it's community involvement. This isn't done with the things currently engaged in. The pivot did not happen after COVID.

**3. What is your understanding of the responsibilities of the City Council?**

The city council has the fiduciary responsibility to act in the best interests of the constituents. The council is the corporate board for the shareholders (i.e. the people). The City Council has: 1.) Duty of Care to exercise sound judgement in decision-making; 2.) Duty of Loyalty to prioritize the public's interest over their personal interests; 3.) Duty of Impartiality to represent all constituents fairly and avoid bias; 4.) Duty of Accountability in transparency and information related to their actions; 5.) Duty to Preserve Public Trust through ethical conduct. Free Speech of the citizens should never be curtailed (not by 'agenda only') and all correspondence should be: published with the final meeting minutes in the archive, and should be answered by one, or more of the council. No messages by the city should be ignored. A City Council should be pro-active, not re-active to problems arising from complaints, and/or suggestions. We should have an ethics procedure, so that violation of OPMA (including "back door meetings", "serial meetings" or other nefarious agreements of a quorum of members) can be exposed and curtailed. It isn't enough to trust, we need to trust with consequences.  
The City Council's responsibility is to question, to make demands upon the staff, and require a full disclosure of all questionable line items, demand accountability from the staff, and ask for changes to benefit the community. The staff is running the council, and not being responsive. In fact, I do not see that the council has a clear grasp of their true purpose is.

**4. What skill set and knowledge will you bring to the Council?**

I am too old to play games. I am highly moral. I believe strongly in the Open Public Meetings Act and transparency. I want to create a community, for the growth and prosperity of all.

**5. Please feel free to add any additional comments you wish to make regarding your application.**

I can either continue to run in the election, or be appointed. It doesn't matter which. However, seems that it would be in the best interests of the current Mayor to appoint me, and remove me from being an opponent in the election. I believe serving together would be beneficial for all.

City Council members may ask additional questions, or follow-up questions, at their discretion. These questions will not be provided to applicants prior to the interview.

**Cover Letter and Resume**

Please submit this completed application with a letter of interest and resume. Incomplete or late submissions will not be accepted. Applications must be submitted for receipt no later than 4:00 p.m. on August 4, 2025.

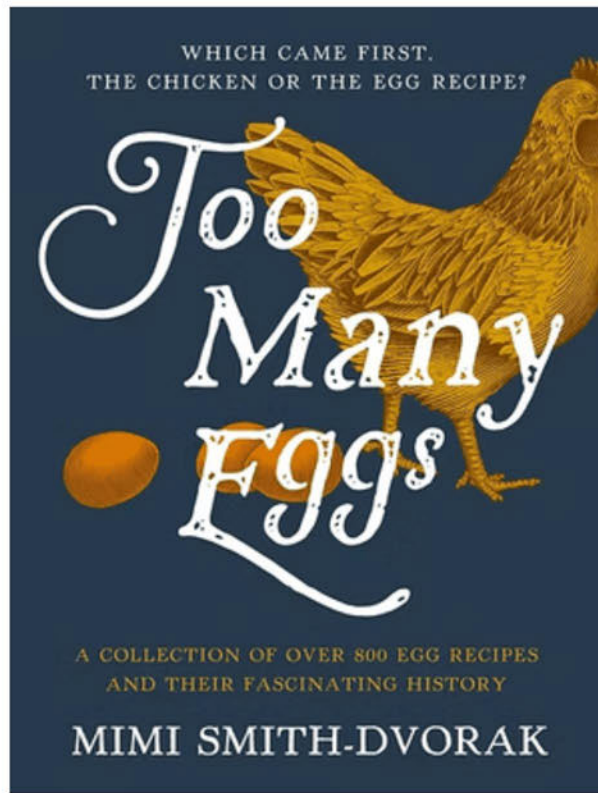
**Letter of Interest**

 letter of interest.docx

**Resume**

 my resume 7 2 2025.doc

Additional Attachments (Optional)



How did you hear about the vacancy?

City Website

In compliance with the Americans with Disabilities Act, if you need special accommodations because of a physical limitation, please contact the City Manager's Office at 360-417-4500 so appropriate arrangements can be made.

This application will become a public record in addition to all information attached to this application and information may be distributed to members of the City Council for appointment consideration. Additionally, portions may become a part of a City Council packet.

I understand an oath of office may be required to be taken prior to my appointment to the City Council. Yes

I hereby certify, under penalty of perjury in the state of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such is representation or falsification, my application may be rejected, and my name may be removed from consideration.

By affixing your signature in the box below, you agree that such signature will be the electronic representation of your signature to be valid and binding upon you for all purposes when you (or your agent) affix below, including on legally binding contracts, just the same as a hand-written signature.

Signature Agreement

Signature

Please select "Save Signature," before submitting your application.

Thank you for providing this information. After clicking 'Submit' you will receive a Submission ID number that can be retained for future reference.

You will be updated by our staff, if necessary, as your submission is processed.

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City of Port Angeles

To Whom It May Concern

July 2, 2025

I am applying for the open position vacated by Brendan Meyer.

I would like to be considered for this position, as I have relevant experience, I have run for council before (and received 1,673 votes against Michael Merideth in 2015).

I have a strong understanding of the history of the City of Port Angeles, and past councils. I have attended approximately 200 council meetings since 2004, and about 150 in the decade prior. I'm certain I have watched more city council meetings than most anyone in town (aside from John Ralston).

I have been to City Council meetings for my entire adult life, and even before (starting in high school).

I have never been anything other than nonpartisan. I have always been registered as an independent voter. I have a good grasp of the position, our city's strengths and it's follies.

This is my letter of interest.

Marolee (Mimi) Smith-Dvorak

# Resume

Marolee (Mimi) Smith-Dvorak

Port Angeles, WA 98326

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## **Self-Employed Author, Publisher**

I have written, ghosted, co-written, or coordinated and edited over a dozen books. My most recent book *Too Many Eggs* (Gateview Publishing), is a 750-page single subject cookbook. The book received a 2023 Gourmand Award in the category of *First Cookbook*, an Independent Press Award (2024) as a “*Distinguished Favorite*”, It was considered for a James Beard Award (2024). I am currently working on two books “*Dvorak Family Cookbook*” and the “*Hyper-Local Podcasts: HOW TO*”.

As publisher I am working as an acquisition’s editor, for several books to add to our roster, in 2025.

## **Port Angeles Community Market** (2010) Transit Lanes, Port Angeles

This was a summer-time community market on Sunday (although we had also permitted for Wednesday nights, which we never used) where we created events such as “kids’ day” “pet parade” and specific themes (art cars, motorcycles and classic cars). One of the most memorable was a sheep herding demonstration as part of a fiber arts day. It was an excellent idea, but at a time of flux downtown. We just never could get enough traction to justify the time involvement.

## **Spicer’s Deli** (2007-2009) 222 N. Lincoln Street #104 Port Angeles

As a side hobby I began a delicatessen serving sandwiches, and selling more than 200 spices, flavored powders, teas, salts, and varietal chili powders. At our busiest we had five employees. Unfortunately, the problems with the build of the Gateway Center, and issues with street closures impacted our business, followed by the 2009 Hood Canal Bridge closure, and then significant global economic downturn, and collapse of the US housing market. An interesting lesson in economics.

## **John C. Dvorak Company/No Agenda Show** (1980’s to present)

In my capacity as “back office” I have promoted the books, and the writings of Mr. Dvorak, as well as arranged speaking engagements, travel, author events, arranged radio, magazine, newspaper and television interviews. I review all contracts and

documents. I handle the AR/AP and all necessary business, including taxes and defending trademarks. The other part of my position is to do the same for the 17-year-long-running podcast *No Agenda Show*, which has more than 2m supportive listeners.

### 1980's

#### **CONSULTANT**

I continue to consult with a variety of businesses and individuals on a regular basis. I have aided in the creation of business reports, manuals, brochures, ad copy, website content, as well as written a variety of materials (from comedy to strategic disaster management). I have also authored several one-person plays. I have written keynote speeches for CEOs of major companies, including Bill Gates.

#### **Gates Distribution**

I was the first employee of a software distribution company which grew from start-up to more than \$50m in assets while I was involved. In this capacity I oversaw everything related to a start-up. I created accounting and inventory systems, did in-store demos, troubleshooting, training, shipping, receiving, AR/AP, debt collection, taxes, hiring, creating employee and procedure manuals, designing office space, creating a co-op advertising program (and designed the first ads, some which were re-purposed by Microsoft Corporation, as their own ads), dealt with vendors, merchants, shipping agencies, and arranged financing for growth. I left when there were 45 employees.

### 1970's

#### **SSProductions**

My first entrepreneurial venture. I started a stand-up comedy production company with a partner. I took numerous classes with Bay Area Lawyers for the Arts, to learn about entertainment contracts. Which was valuable, as we contracted with various bars, colleges, schools, and event planners to promote shows with stand-up comics. We produced regular weekly shows, and major events. I did all the marketing, and wrote all our ad copy for radio, newspaper and radio advertising, as well as all the bookkeeping, and other issues (of which there were many). Comedians featured include Dana Carvey, Robin Williams, Paula Poundstone, Will Durst, Bobby Slayton, Jeremy Kramer, Bobcat Goldthwait, Ellen DeGeneres, and Larry "Bubbles" Brown. It was an offshoot of my personal friendships with comics that I had developed over many years. SSProduction events were out of the San Francisco Bay Area, in mostly in the San Joaquin Valley, to avoid conflicts with existing producers. It was a fun time.

#### **Crocker National Bank**

I worked in several positions within the computer operations area of the bank. I was the supervisor of the online/help desk (7 days a week, 20 hours a day, a total of 4 shifts), manager of the help desk, network analyst, and then research assistant to the

vice president in charge of the computer operations/online room. I chaired and produced documents for many large and complicated meetings, wrote reports, surveyed branch operations, evaluated new machinery (ATM's and POS devices), wrote procedure manuals, and created report forms. I gave tours for visiting bank CEOs (European, Asian and American). I managed my department's budget and payroll. I did employee reviews and hires. I also ran large meetings in both San Francisco and our El Segundo Center (backup data center) and was assigned four IBM employees to assist me. (We were one of two BETA test sites for new IBM machines). I developed a preventative maintenance program, based on some error log data trends which I saw. This demonstratable saved the company substantial sums. I regularly consulted for other IBM clients within my position as Telecom Analyst. I left when the company was sold to Wells Fargo. My last position held was Telecommunications Analyst/AVP of Online Computer Services.

(I worked there when Dilbert creator, Scott Adams, was one of my regular contributors to my weekly Vice President's newsletter. A publication I wrote, to translate "computer gunk" to English and was very well received.)

#### **Western States Bankcard Association (Mastercard/Mastercharge)**

I worked in the security/theft/fraud department. I took lost card reports from customers and coordinated the arrest of persons using stolen cards, as well as instructing merchants to confiscate cards that were over-limit. It was fast paced, hectic, and required intense attention to detail.

#### **Acme/Western Ambulance**

I was (pre-EMT, before that was even a thing) as trained emergency technician. I was the first woman hired, in the affirmative action push, right before the government began to levy fines. I was a deadline hire. My acceptance by the other workers was exceedingly tough, given that I was very resented, "just a kid" and the oddity of being female. I took more than a fair share of unadulterated crap and did it with a smile. As a team we assisted injured people, dying and dead people, picked up errant body parts, and found creative ways to keep humans partially contained in their skin -- transported them from accident scenes, or their homes, to hospitals. We transferred the ill from hospital-to-hospital. We waited on the coroner to arrive, often. Our territory included the highways around the city of Oakland, as well as the city streets. The shifts were 12 hours, 4 days a week. The wage was 10cents over minimum wage. The job was exceedingly demanding emotionally and physically. I witnessed a great deal of carnage and death. This was an emotional and difficult position for anyone, especially with the added pressures an unwelcome hire.

#### **Fugate Models San Francisco**

I was a fashion and fitting model. I worked in fashion shows, on runways, and special events (usually non-profit charity events) that needed a pair of shapely legs prancing around smiling at the older men. My agency required that I be involved with multiple beauty contests and pageants. It was a shallow and vapid existence, although I did quite well financially.

WHICH CAME FIRST,  
THE CHICKEN OR THE EGG RECIPE?



# Too Many Eggs

A COLLECTION OF OVER 800 EGG RECIPES  
AND THEIR FASCINATING HISTORY

MIMI SMITH-DVORAK

August 19, 2025

I-73

## Application for Appointment to Port Angeles City Council

*Thank you for your interest in serving the community as a member of the Port Angeles City Council.*

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- If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission. ([www.pdc.wa.gov](http://www.pdc.wa.gov)).

I have read the eligibility requirements.

- Yes

## Salary and Fringe Benefits

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### Key Responsibilities

- Participate in setting policy that is in the best interest of the community;
- Follow the rule of law in the conduct of government;
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- Commit to the betterment of the City of Port Angeles.

[View Port Angeles City Council Rules of Procedure.](#)

I have read the Council Rules of Procedure. • Yes

## Applicant Information

First Name	Daniel
Middle Name	James
Last Name	Steiger
Mailing Address	[REDACTED]
City	Port Angeles
State	WA
ZIP Code	98362
Phone Number	[REDACTED]
Email Address	[REDACTED]

## Work or Professional Experience

List most recent experience first.

<b>Employer:</b>	Lumber Traders, Inc. Hartnagel Building Supply Angeles Millwork & Lumber Co. Angeles Rentals - Equipment & Supply
<b>Brief Job Description:</b>	Chief Executive Officer Responsible for the leadership and strategic direction of Lumber Traders, Inc., an employee-owned (ESOP) building supply company and parent of Hartnagel Building Supply, Angeles Millwork & Lumber Co., and Angeles Rentals – Equipment & Supply. Oversee all aspects of operations, including budgeting, executive hiring, management team development, and long-term planning. Lead initiatives focused on sustainable growth, workforce development, and community-focused service in the construction and retail sectors.
<b>Employer:</b>	Everwarm Hearth & Home
<b>Brief Job Description:</b>	Cabinetry Design & Remodel Specialist Provided custom design and estimates for

cabinetry and small-scale kitchen and bath remodels, working directly with homeowners and contractors. Managed projects from concept to completion, including coordinating installers and subcontractors across all phases—demolition, cabinetry, tile, plumbing, and electrical—to ensure high-quality, on-time delivery.

Would you like to add more work history? No

## Education

Institution/Location: Trinity Western University, Langley, BC

Degree Earned/Major Area of Study: Communication & Business

Graduated? No, but credits earned

Would you like to add more education background information? No

## Charitable, Social and Civic Activities and Memberships

List major activities you have participated in during the last five years:

Organization/Location: Habitat for Humanity Clallam County - Board Vice President

Group's Purpose/Objective: Habitat for Humanity of Clallam County brings people together to build homes, communities, and hope. As a nonprofit housing organization, its objective is to create affordable homeownership opportunities for low-income families through volunteer labor, donated materials, and community partnerships. The organization advocates for housing equity and works to strengthen neighborhoods through stability, self-reliance, and shelter.

Organization/Location: City of Port Angeles Planning Commission - Vice Chair

Group's Purpose/Objective: The Port Angeles Planning Commission advises the City Council on land use policy, zoning, and long-range planning to guide the responsible development of the city. The Commission's objective is to ensure that growth aligns with the community's goals for livability, economic vitality, housing availability, and environmental stewardship, in accordance with the Comprehensive Plan and applicable regulations.

Would you like to add more organizational history? Yes

Organization/Location: Clallam County Solutions - Founder and Author

Group's Purpose/Objective: Clallam County Solutions is a community platform dedicated to highlighting practical, hopeful, and community-driven solutions to local challenges in Clallam County. It aims to replace polarization and cynicism with constructive dialogue, shared understanding, and collaborative action. The platform fosters a more connected, compassionate, and solution-oriented community by elevating the

voices of local "helpers," encouraging respectful dialogue, and promoting transparency and integrity in local conversations.

Would you like to add additional information?

Yes

Additional Information

North Peninsula Builders Association - Board Director  
Olympic Workforce Development Council - Board Director  
Western Building Materials Association - Board Director

## Supplemental Questions

1. Why are you interested in serving on the Port Angeles City Council?

I'm interested in serving on the City Council to be an active, constructive force in shaping the future of Port Angeles. We live in an extraordinary place—but like many communities, we face serious challenges: affordable housing for working families, homelessness, economic transition, and the need to grow while protecting our natural environment.

I believe progress requires not only good ideas but also the ability to listen, build trust, and find thoughtful, balanced solutions that reflect a range of perspectives. I've had the privilege to be deeply involved in our community—as a business leader, a nonprofit board member, and a public planning commissioner—and I want to bring that experience to bear in service of pragmatic, forward-looking leadership.

Years ago, I made a commitment not to complain about problems I wasn't willing to help solve. Serving on the City Council would be an extension of that principle—and an honor.

2. What of your background or experience do you think would help you in serving on the City Council?

My professional and civic experiences have provided me with a comprehensive understanding of Port Angeles's challenges and opportunities.

As CEO of Lumber Traders, Inc., an employee-owned company operating Angeles Millwork & Lumber Co., Hartnagel Building Supply, and Angeles Rentals, I've led initiatives that revitalized local infrastructure, such as transforming the former Sears building into a thriving business hub. This endeavor not only created jobs but also invigorated a key area of our city.

In my role as Vice Chair of the Port Angeles Planning Commission, I've engaged deeply with land use policies and zoning regulations, ensuring that development aligns with our community's values and environmental considerations.

Serving as Vice President of the Board for Habitat for Humanity of Clallam County has furthered my commitment to addressing housing affordability. Through this role, I've collaborated on projects that provide sustainable housing solutions for low-income families.

Additionally, my participation in the Clallam County Housing Solutions Committee has involved me in broader discussions on housing policy and community development.

These experiences, combined with my dedication to community engagement and sustainable growth, equip me to contribute effectively to the City Council's mission of serving and enhancing Port Angeles.

3. What is your understanding of the responsibilities of the City Council?

The City Council serves as the legislative body for the City of Port Angeles, responsible for setting policy, adopting the budget, enacting ordinances, and providing overall direction for the city's operations. Councilmembers work closely with city staff and the community to ensure that public resources are used

responsibly, services are delivered effectively, and long-term planning reflects the values and needs of residents.

**4. What skill set and knowledge will you bring to the Council?**

I understand the importance of balancing visionary leadership with practical governance. My service on the Planning Commission has given me direct experience with the policies and land use decisions the Council oversees. As a business leader and nonprofit board member, I've developed budgets, led strategic planning efforts, and worked to build consensus among diverse stakeholders—skills that align directly with the Council's responsibilities. Ultimately, the Council's role is to represent the community's best interests, and I'm committed to doing that thoughtfully and collaboratively.

**5. Please feel free to add any additional comments you wish to make regarding your application.**

I was honored—and deeply humbled—to be named Citizen of the Year by the Port Angeles Chamber of Commerce in recognition of my service and volunteer efforts in the community. That recognition prompted serious reflection—not only on the work I've done, but on how I can continue to grow, contribute, and truly be worthy of such an honor.

Since then, I've not only encouraged others to get involved, but also challenged myself to find new and deeper ways to serve. Seeking a position on the City Council is a natural extension of that commitment. It reflects my belief that meaningful change comes from showing up, listening well, and working together to solve real problems in our community.

City Council members may ask additional questions, or follow-up questions, at their discretion. These questions will not be provided to applicants prior to the interview.

## Cover Letter and Resume

Please submit this completed application with a letter of interest and resume. Incomplete or late submissions will not be accepted. Applications must be submitted for receipt no later than 4:00 p.m. on August 4, 2025.

**Letter of Interest**

 Letter of Intent PA City Council 07-02-25.pdf

**Resume**

 Danny Steiger - Resume - City Council.pdf

**How did you hear about the vacancy?**

Other

**Other**

City Council

In compliance with the Americans with Disabilities Act, if you need special accommodations because of a physical limitation, please contact the City Manager's Office at 360-417-4500 so appropriate arrangements can be made.

This application will become a public record in addition to all information attached to this application and information may be distributed to members of the City Council for appointment consideration. Additionally, portions may become a part of a City Council packet.

**I understand an oath of office may be required to be taken prior to my appointment to the City Council.** Yes

I hereby certify, under penalty of perjury in the state of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such is representation or falsification, my application may be rejected, and my name may be removed from consideration.

---

By affixing your signature in the box below, you agree that such signature will be the electronic representation of your signature to be valid and binding upon you for all purposes when you (or your agent) affix below, including on legally binding contracts, just the same as a hand-written signature.

---

Signature Agreement

Signature

Two handwritten signatures in black ink are displayed. The first signature is a stylized 'P' followed by a horizontal line. The second signature is a stylized 'S' followed by a horizontal line.

---

Please select "Save Signature," before submitting your application.

Thank you for providing this information. After clicking 'Submit' you will receive a Submission ID number that can be retained for future reference.

You will be updated by our staff, if necessary, as your submission is processed.

---

Danny Steiger

July 2, 2025

██████████  
Port Angeles, WA 98362

Port Angeles City Council  
321 E 5th Street  
Port Angeles, WA 98362

**RE: Letter of Interest for Port Angeles City Council Vacancy**

Dear Mayor and Members of the Port Angeles City Council,

I am writing to express my sincere interest in serving on the Port Angeles City Council. I believe strongly in the value of civic engagement, and I am ready to bring my leadership experience, community involvement, and collaborative mindset to the important work of representing and supporting our city.

As the CEO of Lumber Traders, Inc.—the employee-owned parent company of Angeles Millwork & Lumber Co., Hartnagel Building Supply, and Angeles Rentals—I have worked to revitalize and invest in our local economy. Projects such as the redevelopment of the former Sears building have shown me what is possible when business, community, and public planning align around a shared vision.

My service as Vice Chair of the Port Angeles Planning Commission has deepened my understanding of city code, land use policy, and long-range planning. It has also taught me the importance of balancing growth, sustainability, and community input. In addition, I serve as Vice President of the Board of Directors for Habitat for Humanity of Clallam County, where I work to advance affordable housing solutions through partnerships and practical strategies.

In 2023, I was honored to be named Citizen of the Year by the Port Angeles Chamber of Commerce. That recognition inspired me to not only continue encouraging others to get involved, but also to challenge myself to find deeper and more impactful ways to serve. Seeking this Council position is part of that ongoing commitment. I believe that real progress requires thoughtful compromise, respect for diverse perspectives, and a willingness to lead with humility and resolve.

I also value the dynamic that exists within a council—where people bring different viewpoints, experiences, and ideas to the table. I enjoy thoughtful discussion and collaborative problem-solving. Sometimes that means working through differing opinions, but I believe that respectful debate, grounded in shared goals, leads us to better, more lasting solutions. I am committed to representing my own perspective while also listening carefully to others and contributing to a Council culture rooted in professionalism, mutual respect, and unity of purpose.

Through my work with Clallam County Solutions—a platform I founded to promote constructive local dialogue—I’ve advocated for hopeful, community-driven approaches to complex issues like housing, economic transition, and civic division. I am committed to fostering collaboration and trust, and to helping Port Angeles move forward together with clarity and purpose.

It would be a privilege to serve our community as a member of the City Council. I welcome the opportunity to contribute my experience and perspective to the challenges and opportunities ahead, and I thank you for considering my application.

Respectfully,



Danny Steiger

**August 19, 2025**

**Danny Steiger**  
Port Angeles, WA

[linkedin.com/in/dannysteiger/](https://www.linkedin.com/in/dannysteiger/)

## **Objective**

Dedicated community leader with a robust background in business management, civic engagement, and strategic planning. Committed to fostering collaborative solutions, enhancing community development, and promoting transparent governance. Seeking to leverage my experience and passion for public service as a member of the Port Angeles City Council.

## **Professional Experience**

### **Chief Executive Officer**

*Lumber Traders, Inc. – Port Angeles, WA*

*January 2017 – Present*

- Lead an employee-owned (ESOP) building supply company, overseeing operations of Hartnagel Building Supply, Angeles Millwork & Lumber Co., and Angeles Rentals – Equipment & Supply.
- Spearheaded the redevelopment of the former Sears building, revitalizing a key commercial space and contributing to local economic growth.
- Manage budgeting, strategic planning, and mentorship of the management team, fostering a culture of accountability and continuous improvement.
- Engage with community stakeholders to align business initiatives with local development goals.

### **Cabinetry Design & Remodel Specialist**

*Everwarm Hearth and Home – Port Angeles, WA*

*March 2013 – December 2016*

- Collaborated with clients and contractors to design and estimate cabinetry projects and small-scale kitchen and bath remodels.
- Coordinated with installers and subcontractors to ensure timely and quality completion of projects, from demolition to final touches.
- Navigated permitting processes and adhered to local building codes, ensuring compliance and customer satisfaction.

## **Civic Engagement**

### **Vice Chair**

*Port Angeles Planning Commission*

*January 2024 – Present*

- Advise the City Council on land use policy, zoning, and long-range planning to guide responsible city development.
- Facilitate public hearings and community meetings, ensuring diverse perspectives are considered in planning decisions.
- Collaborate with fellow commissioners to balance growth with environmental stewardship and community values.

### **Vice President, Board of Directors**

*Habitat for Humanity of Clallam County*

*June 2023 – Present*

- Support the organization's mission to create affordable homeownership opportunities through volunteer labor and community partnerships.
- Participate in strategic planning and fundraising efforts to expand the organization's impact on housing equity.

### **Founder & Author**

*Clallam County Solutions*

*January 2025 – Present*

- Established a community platform dedicated to highlighting practical, hopeful, and community-driven solutions to local challenges.
- Produce content that fosters constructive dialogue, shared understanding, and collaborative action within Clallam County.

### **Community Involvement**

- Citizen of the Year, Port Angeles Chamber of Commerce (2025)
- Active participant in local government meetings, including the Housing Solutions Committee and City Council sessions.
- Advocate for civic engagement, encouraging community members to participate in local governance and problem-solving initiatives.

### **Education**

#### **Focus on Communication & Business**

*Trinity Western University*

### **Skills**

- Strategic Planning & Execution
- Community Engagement & Outreach
- Budget Management & Fiscal Responsibility
- Collaborative Leadership & Team Building
- Policy Analysis & Development
- Public Speaking & Communication
- Project Management & Coordination
- Conflict Resolution & Negotiation

### **References**

Available upon request.

# Application for Appointment to Port Angeles City Council

07/15/2025 1:25 PM (PDT)

## Application for Appointment to Port Angeles City Council

*Thank you for your interest in serving the community as a member of the Port Angeles City Council.*

The Port Angeles City Council is seeking qualified applicants to fill a vacancy in the office of City of Port Angeles, Council Position No. 7. The person appointed to the position will take office immediately and serve until the results of the November 2027 General Election are certified.

According to the Port Angeles City Council Rules of Procedure, the selection process for filling City Council vacancies shall be as follows, provided, however, that the Council may by majority vote to revise the process:

Notice of the vacancy and the procedure for filling the vacancy shall be published twice in the City's official newspaper. The Council will open a filing period of no less than 10 days for the vacancy and request each candidate to complete an application form and submit a letter of intent with resume. Candidates will then be interviewed during a public Council meeting. The Council may deliberate on the qualifications of the candidates in a closed session and then vote on the appointment in an open meeting. In all other respects, the procedure for filling a Council vacancy shall be provided in State law.

Applicants are required to do their own due diligence relative to determining eligibility requirements in accordance with State Law.

The timeline for filling Council Position No. 7 is as follows:

**July 2, 2025:** Announcement and application posted

**August 4, 2025:** Applications due to the City Clerk by 4:00 p.m.

Time is being held on September 2, 2025 City Council meeting for interviews.

**To Apply:** To be considered, please complete and submit this application, provide answers to all supplemental questions, and submit a letter of intent with resume.

A kiosk is available at City Hall for online application submission; please contact the City Clerk at (360) 417-4634 or [cityclerk@cityofpa.us](mailto:cityclerk@cityofpa.us) if this service is needed, or stop by City Hall located at 321 East 5th Street between the hours of 8:00 a.m. and 4:00 p.m.

**Applications must be received no later than 4:00 p.m. August 4, 2025.** Applications received after 4:00 p.m. will not be accepted.

## Eligibility Requirements and Public Disclosure

[Eligibility requirements can be found in Section 2 of the Port Angeles Municipal Code.](#)

### Eligibility Requirements

- Must be a registered voter of the City of Port Angeles;
- Continuously reside within the Port Angeles city limits for a minimum of one (1) year prior to appointment;
- Hold no other public office or employment under the city government except as authorized by RCW 42.23.

### Public Disclosure

- Once a Council member application is filed with the City, it is a public record subject to disclosure;
- Applications received from all candidates who meet the minimum requirements of state law will be posted on the City of Port Angeles website as part of the Council's meeting packet;
- Interviews are conducted in an open public meeting, however Council deliberations concerning the qualifications of candidates are in closed session;
- Selection of an appointee(s) is performed during an open public meeting;

- If appointed, you will be required by state law to file financial disclosure statements with the Washington Public Disclosure Commission. ([www.pdc.wa.gov](http://www.pdc.wa.gov)).

I have read the eligibility requirements.

- Yes

## Salary and Fringe Benefits

The salary for Council members is established by ordinance adopted by the Council. No Council member may vote himself/herself an increase in salary for the term being served. Therefore, increases for Council members are effective only after a Council member has been re-elected for another term of office.

### The current salaries are as follows:

City Council member: \$1,100.00 per month

If selected to serve as Mayor: \$1,300.00 per month

If selected to serve as Deputy Mayor: \$1,200.00 per month

### Fringe Benefits include:

- Reimbursement of certain expenditures generally associated with travel and conference expenses when applicable, as approved by the City Council;
- Worker's Compensation Insurance coverage in the event of injury on the job;
- Professional liability indemnification covering Council members in their official capacity (WCIA);
- Payment by the City of its portion of Social Security payroll tax.

## City Council Duties

The Port Angeles City Council is the legislative authority of the City of Port Angeles. The City operates under a Council-Manager form of government, which means the Council adopts policy and appoints a City Manager to implement policy. The seven-member City Council is primarily responsible for adopting laws, determining the services to be provided and funding levels for those services through adoption of an annual budget. City Council positions are non-partisan.

The duties of a City Council member will likely involve an average minimum commitment of 20-25 hours per month for preparation, participation, and attendance at various meetings and community activities. Beyond the broad duties previously mentioned, Council member duties also include, but are not limited to:

- Attendance at regular City Council meetings, unless prior notice is provided of unavailability. Regular City Council meetings are held on the first and third Tuesdays of each month. Regular meetings begin at 6:00 p.m. Work sessions, if necessary, begin at 5:00 p.m. and are typically held on the fourth Tuesday of each month. From time to time, the City Council or Mayor may call special City Council meetings;
- Representation on Council subcommittees, advisory boards, committees and commissions, and at various community functions. These various meetings and functions occur normally during the evening but may also occur on weekends or weekdays;
- Travel locally, regionally, and/or within the State of Washington when allowable under public health restrictions. Council members may also, at their discretion, travel and attend training, education sessions and/or participate in other organizations at the local, regional, state or in some instances on the national level. Travel, education and training expenses for local, regional, state and national activities are reimbursed in accordance with City policy applicable to all employees and City officials, subject to the budgetary limit set for each Council member and for the City Council as a whole.

### Key Responsibilities

- Participate in setting policy that is in the best interest of the community;
- Follow the rule of law in the conduct of government;
- Perform duties in a participatory, transparent, accountable manner;
- Oversee the activities of the City Manager;
- Develop annual budgets and provide continuous oversight of City finances;
- Collaborate with City staff in setting priorities for governance.

### Necessary Skills

- Ability to understand and analyze complex data and information;
- Communicate effectively within a group to represent broad citizen interests;
- Learn and maintain a knowledge of laws and other legal procedures;
- Represent the City always, and demonstrate adherence to high ethical standards;
- Commit to the betterment of the City of Port Angeles.

[View Port Angeles City Council Rules of Procedure.](#)

I have read the Council Rules of Procedure. • Yes

## Applicant Information

First Name	James
Last Name	TAYLOR
Mailing Address	[REDACTED]
City	Port Angeles
State	WA
ZIP Code	98362
Phone Number	[REDACTED]
Email Address	[REDACTED]

## Work or Professional Experience

List most recent experience first.

Employer:	McKinley Paper
Brief Job Description:	Process Controls Engineer
Employer:	Jacobs
Brief Job Description:	Sr Controls Engineer. P&IDs, Specify PLCs, Valves & instruments, Network Diagrams.
Would you like to add more work history?	No

## Education

Institution/Location:	Oregon State University
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Degree Earned/Major Area of Study:	BS
Graduated?	Yes

## Charitable, Social and Civic Activities and Memberships

List major activities you have participated in during the last five years:

Organization/Location:	Master Gardeners
Group's Purpose/Objective:	Learn to garden, teach others to garden, yearly plant sale, yearly home show
Organization/Location:	Planning Commission
Group's Purpose/Objective:	he Planning Commission acts as the City Council's hearing body and forwards recommendations to the City Council on land development actions
Would you like to add more organizational history?	Yes
Organization/Location:	Rotary
Group's Purpose/Objective:	Raise money, do good deeds
Would you like to add additional information?	Yes
Additional Information	Port Angeles Business Association - PABA Vice President

## Supplemental Questions

1. Why are you interested in serving on the Port Angeles City Council?	01. Fiscal Responsibility Serves the residents first—cutting waste, resisting unnecessary tax hikes, and asking the tough questions before signing off on spending.
	02. Smart, Transparent Growth Thoughtful development that respects our neighborhoods, protects natural resources, and keeps the public informed and involved every step of the way.
	03. Community-First Leadership Put people before politics. Listen for real voices, respond to public concerns, and ensure city decisions reflect the values of everyone who lives here.
2. What of your background or experience do you think would help you in serving on the City Council?	I have extensive experience in solving industrial puzzles. I have worked on billion dollar projects and seen many run well and some run poorly. The key is developing a solid plan before starting and they executing that plan.
3. What is your understanding of the responsibilities of the City Council?	A city councilperson is an elected public official whose role is that of a board of directors for a multi-million-dollar public corporation, the shareholders are the people who live here. They are not ceremonial greeters.

✔ Their job is to:

Review all laws and policies for the city (ordinances, budgets, zoning rules, etc.).

Facilitate working boards—like public safety, planning, parks, lodging and utilities.

Approve or reject city spending, development projects, and contracts.

Hold the city accountable to serve the public openly, fairly and efficiently.

Represent the interests of all residents.

✘ They are not supposed to:

Rubber-stamp every proposal city staff puts in front of them.

Ignore public concerns in favor of political convenience.

Capitulate when the city wants to overspend or misallocate funds.

Agree to every fee or tax raise.

So when the city wants to go over budget?

A responsible councilperson asks hard questions:

Why is the budget increasing?

What are the alternatives?

How will this affect residents?

Can we afford this without raising fees or taxes?

In short:

A good city councilperson is a watchdog, not a lapdog.

They are our representative, not the city's cheerleader.

They're expected to Lead, not follow along for convenience.

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**4. What skill set and knowledge will you bring to the Council?**

I am good at managing numbers, I understand that health of the community comes first. I don't understand how we can manage a city without solid accounting numbers, once a month at least.

---

**5. Please feel free to add any additional comments you wish to make regarding your application.**

Do we need it, can it be done locally?

---

City Council members may ask additional questions, or follow-up questions, at their discretion. These questions will not be provided to applicants prior to the interview.

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## Cover Letter and Resume

Please submit this completed application with a letter of interest and resume. Incomplete or late submissions will not be accepted. Applications must be submitted for receipt no later than 4:00 p.m. on August 4, 2025.

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**Letter of Interest**



James Taylor City Council Letter of Interest.pdf

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**Resume**



J TAYLOR RESUME.pdf

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Additional Attachments (Optional)



Improving City Council Meetings.pdf

How did you hear about the vacancy?

Other

In compliance with the Americans with Disabilities Act, if you need special accommodations because of a physical limitation, please contact the City Manager's Office at 360-417-4500 so appropriate arrangements can be made.

This application will become a public record in addition to all information attached to this application and information may be distributed to members of the City Council for appointment consideration. Additionally, portions may become a part of a City Council packet.

I understand an oath of office may be required to be taken prior to my appointment to the City Council. Yes

I hereby certify, under penalty of perjury in the state of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such is representation or falsification, my application may be rejected, and my name may be removed from consideration.

By affixing your signature in the box below, you agree that such signature will be the electronic representation of your signature to be valid and binding upon you for all purposes when you (or your agent) affix below, including on legally binding contracts, just the same as a hand-written signature.

Signature Agreement

Signature

Please select "Save Signature," before submitting your application.

Thank you for providing this information. After clicking 'Submit' you will receive a Submission ID number that can be retained for future reference.

You will be updated by our staff, if necessary, as your submission is processed.

**Dear City of Port Angeles and Members of the City Council,**

I am writing to express my interest in being appointed to City Council Position 7.

Over the past several years, I've listened to many members of our community voice concerns and frustrations about city government. While some of these concerns may simply be expressions of dissatisfaction, I believe others reflect deeper issues that deserve thoughtful attention. Rather than just talk about these problems, I've decided to step forward and offer to be part of the solution.

I believe there is room for improvement in both how the City Council operates and how city affairs are managed more broadly. At the same time, I want to emphasize that I am fully committed to working collaboratively, respectfully, and with a willingness to compromise when needed. My intent is always to help move the city forward in a constructive way.

I recognize that my passion on certain issues may have sometimes come across as overly direct or forceful, especially when speaking at the podium without knowing if my concerns were truly heard. Please know that my intent is not to be confrontational, but to advocate for more responsive, citizen-centered leadership.

One concern I've heard from residents, and personally observed, is that while Councilmembers often say they read all constituent emails, they rarely respond. I believe we owe it to the public to engage more directly, and if appointed, I would make it a priority to respond to as many inquiries and concerns as possible.

I understand that intentions can be high at the start of a council term, and that over time, the demands of the role can become overwhelming. Still, I believe we can do better — in listening, in responding, and in representing the full range of voices in our community.

Thank you for considering my application. I look forward to the opportunity to serve.

Sincerely,

**James Taylor**



## **James Taylor**

Port Angeles, WA 98362

### **Summary of Experience.**

30 years of experience designing, programming and commissioning control systems across a wide variety of platforms and industries. My expertise includes writing process descriptions, P&ID development, client interface and group leader, developing procedures involving multiple disciplines. I have experience in instrumentation and valve specification with a strong understanding of cGMP standards involving high temperature and chemical applications. My responsibilities have included planning, engineering, design and procurement in project execution and commissioning phases, including design reviews and detailed work plans with the preparation of construction drawings and specifications.

### **Project Experience**

**Instrument and Controls Lead** - FFOE - Hillsboro, OR  
2010-2018

Provide I&C leadership for 3-to-8 person group, supplying programming, design and SDC support, sequence of operations, P&IDs, PLC Point management, installation details and instrument data sheets. Designed I&C database which utilized MSAccess to manage data sheets and PLC point management. Added QA module to track project status. Designed and programmed scope of work database for identifying and tracking project scopes.

**System Integrator** - On-Semi - Czech Republic  
2013

Provided system integration services for start-up of polish blending system

### **PetroChemical Experience**

**Senior Systems Analyst** - Mine Point Oil Gathering Facility - North Slope, Alaska  
1994 - 1998

Numerous systems for an oil gathering facility during MPX1 capital expansion project. Work included oil gathering, water, and gas handling, fire and gas safety systems. Direct duties consisted of network and control system architecture design, logic design and implementation, P&ID's, instrument data sheets, electrical schematics, loop sheets and control panel design. Participated in the design and installation of numerous Intellution DMAPS systems.

**Systems Engineer** – Conoco - Milne Point North Slope, Alaska  
1991-1994

PLC/HMI systems for six oil gathering well pads for an oil gathering facility. Well pads consisted of pump and valve controls, water and gas re-injection, and leak detection. Systems included fire and gas monitoring, oil testing, trending, reporting, and data archiving. Designed and programmed main data acquisition system which utilized an Allen Bradley PLC-5 to poll remote well pads using Esteem radio modems.

**Systems Engineer** – Unical - Gulf of Alaska

1993

Designed and programmed mothballed platform status monitoring system which utilized an Allen Bradley PLC5 to poll platforms using Esteem radio modems.

**Industrial Experience**

**Polysilicon** – Multiple Projects

2008 - 2010

I&C lead for multiple polysilicon purification projects installed in China, Korea, and Japan. Managed P&IDs, process control narratives along with instrument & valve selection. Commissioned factory in Xining, China.

**Electronics Experience**

**Senior Technical Specialist** - CH2M - SEH America - Vancouver, Washington

2004

Expanded PLC control system for DI water system. System utilized Intellution iFix and Allen- Bradley PLC-5.

**I&C Lead** – CH2M - Pigment Manufacturing Facility - Beijing China

2000-2001

Instrumentation drawings for fabrication and installation of PLC and VFD control panels, conduit layouts and instrument locations. Assisted in the design of the plant SCADA, fire and gas monitoring and safety systems. System required both intrinsically safe and explosion proof elements.

**Senior Systems Analyst** – TECO – AsiMI - Moses Lake, Washington

2008

HMI and PLC control system for a filter wash station at a high purity silicon manufacturing facility. System utilized Intellution DMAPCS HMI and Modicon Quantum PLC. HMI included troubleshooting and recipe monitoring screens. Contributed to the design of an instrument index. Authored modifications to the index to generate HMI and PLC database tags. Programmed Access database to configure recipe steps. Each step was displayed superimposed on the P&ID, showing equipment status, alarms and shutdowns, plus transitions relevant to each step.

**Senior Technical Specialist** – CH2M- IMFT - Lehi, Utah  
2005

SCADA system for flash memory fab. Lead team of 3 programmers and 3 HMI developers utilizing Allen-Bradley Control Logix and RSView. Activities included logic design, system integration & testing. Systems involved included UPW, HVAC, compressed air, scrubbers and waste.

**Senior Technical Specialist** – CH2M - Confidential Client – Multiple Projects  
2000 – 2008

Executed numerous projects for confidential client involving Cimplicity HMI software and Allen Bradley PLC5 and Control Logix. Activities ranged from I&C design, instrument database, systems integration & commissioning. The systems involved included UPW, HVAC, water, scrubbers and waste.

### **Titanium Dioxide**

2017

I&C lead for titanium dioxide purification project. Design was completed but never built. Managed P&IDs, process control narratives along with instrument & valve selection.

### **Additional Experience**

**Technical Specialist** - Clackamas County Water District - Milwaukie, OR 1990-1994

**Junior Programmer** - Optimal Control Systems - Albany, OR – 1998-1990

### **Education**

Bachelor of Science in Mathematics  
Oregon State University, Corvallis, Oregon 1989

## **Improving the City Council Meeting Agenda.**

The City of Port Angeles Council Meeting Agenda won't be fixed in a day, but a few simple tweaks to the meeting agenda would really improve appearances regarding transparency and hidden agendas. Let's jump straight into it. I'm taking Snippets from the May 6th Agenda which can be found here <https://www.cityofpa.us/DocumentCenter/View/16854/05062025-CC-Agenda>. The agenda is divided into 13 parts, identified A to M of which I will comment on a few of them.

### **C. Late Items**

Abuse of the agenda process occasionally occurs in Port Angeles. Late items, which do not appear on the published agenda, are unavailable for the public to review in advance, limiting transparency and public participation. In one instance, a councilmember attempted to push through an international partisan resolution, seeking to use the city's name for political endorsement. National and international issues fall outside the scope of city council responsibilities, as does any form of partisan politics. The city council should remain focused on local governance and community needs.

Unless there is an emergency—such as a forest fire or tsunami—there should never be late additions to the agenda.

### **D. Public Comment**

As currently implemented, the first public comment period is restricted to agenda items only. This limitation presents a significant shortcoming: important topics that deserve city council attention—but are not included on the agenda—cannot be raised by the public. As a result, pressing community concerns may go unheard and unaddressed, weakening the council's connection to the citizens it serves.

Public comment should not be confined solely to the agenda. Residents should have the opportunity to voice concerns on any matter relevant to city governance. Open dialogue fosters transparency, responsiveness, and trust in local government. Furthermore, those who take the time to speak should be acknowledged for their participation. A simple thank you or recognition from the council not only shows respect but also encourages continued civic engagement.

Public input is not a formality—it is a cornerstone of democratic governance. Expanding the scope of public comment and acknowledging contributors would help ensure that all voices in the community have a chance to be heard.

### **E. Consent Agenda**

“Let’s not discuss it, let’s just move on” has become an all-too-common approach—and it’s a misuse of the public process. This tool is being abused. Important items that deserve open discussion are being pushed aside, even when all members of the City Council may ultimately agree. Skipping discussion denies the public the opportunity to hear reasoning, understand differing viewpoints, and hold their representatives accountable.

These matters should simply be placed on the agenda, where they can be properly addressed with transparency and input. Public meetings are not just about efficiency—they’re about trust, deliberation, and inclusion.

Additionally, all votes should be conducted by roll call. It is often too difficult for the public to track how individual councilmembers vote, especially in a virtual or fast-moving setting. Roll call voting ensures clarity and accountability, allowing constituents to know where their elected officials stand on each issue. It’s a basic standard that strengthens democratic process and reinforces the responsibility of public service.

#### G. Ordinances Not Requiring Council Public Hearings

1. Ordinance Revising the Definition of Type I Short-Term Rental and Adding the New Definition of Structure Envelope / Conduct the first reading of the Ordinance revising the definition of Type I short-term rental and adding the new definition of structure envelope, waive the second reading of the Ordinance, and adopt the Ordinance.

The May 6th City Council meeting took an interesting turn when the discussion turned to the modification of the Short-Term Rental (STR) ordinance. The change, which impacted only six properties, was categorized as not requiring public comment. This approach raised serious concerns about transparency and public process.

Despite it being the first time the ordinance appeared before the public, it was pushed forward without allowing for community input or a full second reading. There was minimal discussion among council members, and those in favor of the ordinance provided no explanation for their votes. This lack of dialogue left the public in the dark and gave the impression that the decision was predetermined.

Ordinance changes—no matter how limited in scope—should be subject to public comment and a full, open discussion. When elected officials skip these steps, it erodes public trust and diminishes the democratic process. The community deserves a council that values transparency, takes the time to explain its decisions, and provides opportunities for residents to engage on matters that affect them.

#### M. Second Public Comment

This format leaves residents unsure whether their concerns are heard, as council members typically offer no response before immediately adjourning. Public comment should be more than a formality—it deserves acknowledgment. A brief response or commitment to follow up would show that input is valued and help build trust in the process.

## Draft Council Candidate Questions

1. What unique qualifications and background would you bring to the City Council? How would those special skills help the Council address what you consider to be the 2-3 most critical issues facing the City over the next two years.
2. How do you volunteer/serve in the community?
3. If you are involved in a strategic plan process, what items would you bring forward?
4. What is your definition of Economic Development? How would you implement that definition?
5. What should the City be doing that it is not currently doing, why do you think we are not doing that, and what are the barriers to doing so?
6. What policies would you propose or support to eliminate homelessness in Port Angeles, and why do you believe those policies would be effective in reaching that goal?
7. What do you see as the relationship between ecological protection and economic growth in Port Angeles?
8. How would you voice your ideas and engage the public?
9. What's something (an issue, a decision, a principle, etc.) on which you've changed your mind? Can you describe that process or circumstance?
10. What is the most interesting/compelling policy idea/practice that you have read or heard about in the last year?

# Classified Proof

Client	PDN4900481 - CITY OF PORT ANGELES/LEGALS	Phone	(360) 417-4613		
Address	321 E. Fifth Street	E-Mail	Kmbailey@cityofpa.us		
	PORT ANGELES, WA, 98362	Fax			
Order#	1016296	Requested By	KARI MARTINEZ-BAILEY	Order Price	\$208.56
Classification	9932 - City of Port Angeles Legals	PO #	COUNCIL VACANCY	Tax 1	\$0.00
Start Date	07/11/2025	Created By	1209	Tax 2	\$0.00
End Date	07/30/2025	Creation Date	07/03/2025, 02:57:56 pm	Total Net	\$208.56
Run Dates	4			Payment	\$0.00
Publication(s)	Peninsula Daily News				
Sales Rep	1209 - Clenard, Linda	Phone	(360) 683-3311		
		E-Mail	linda.clenard@soundpublishing.com		
		Fax			

## City Council Vacancy

The Port Angeles City Council is seeking qualified applicants to fill a vacancy in the office of City of Port Angeles, Council Position No. 7. The person appointed to the position will take office immediately and serve until the results of the November 2027 General Election are certified.

**To Apply:** To be considered, please complete and submit this application, provide answers to all supplemental questions, and submit a letter of intent with resume.

**Apply Online:** <https://cityofpa.form.transform.civicplus.com/30224>.

A kiosk located at City Hall is available to those who do not have access to the online application. Applications, along with any attachments, must be submitted and received by the City Clerk by 4:00 p.m. on Monday, August 4th.

Applicants must be a registered voter and have been a resident of the City for at least one year.

City Council meetings are on the first and third Tuesday of each month at 6:00 p.m. During the year, extra meetings or work sessions may be called in order to review the additional issues. Council members do not represent any particular district or area of the City and can expect to spend at least 20-25 hours per month on Council-related work. For more information, please visit <https://www.cityofpa.us/1421/Current-Vacancy-on-the-City-Council>.

Kari Martinez-Bailey, City Clerk  
PDN.: July 11, 19, 25, 30, 2025  
Legal No. 1016296



**Date:** August 19, 2025  
**To:** City Council  
**From:** Scott Curtin, *Director of Public Works & Utilities*  
**Subject:** Water Shortage Declaration Pre-Authorization

**Summary:** Staff continues to monitor flows on the Elwha River, our primary source of drinking water. A warm summer and minimal precipitation over the last couple months has resulted in lower river flows. Staff issued an internal Stage I Water Shortage on August 5, 2025. While conditions have not progressed to Stage II as of the publishing of this memo, we anticipate those conditions may exist within the next seven to ten days. There is also potential that a Stage III Water Shortage condition may be encountered prior to the September 2 Council Meeting. This memo is intended to provide the City Manager the authority to declare a Stage III Water Shortage if and when those conditions arise.

**Strategic Plan:** This proposal directly aligns with Strategic Focus Area #1 – Community Resilience.

**Funding:** N/A

**Recommendation:** 1) Grant the City Manager the authority to Declare a Stage III Water Shortage and 2) authorize the Public Works & Utilities Department to implement the limited outdoor restrictions on the use of water as detailed in its Water Shortage Response Plan if and when conditions warrant the declaration.

**Relationship to Strategic Plan:**

The 2025-2026 Strategic Plan (Resolution 10-24) was approved by the City Council on October 1, 2024. This proposal directly aligns with Strategic Focus Area #1 – Community Resilience.

**Background / Analysis:**

The City’s potable water source is derived from the Ranney Well, which is under the direct influence of the Elwha River. The water is pumped to the City from this well, which is located adjacent to the river. For historical context, the City has issued the following declarations over the last two years:

2024	2023
Stage II Declared – 8/9/24	Stage II Declared – 8/21/23
Stage III Declared – 9/9/24	Stage III Declared – 9/11/23
Stage III Rescinded – 11/18/24	Stage III Rescinded – 11/17/23

For these reasons, it is recommended that the City Council grant the City Manager the authority to declare a Stage III Water Shortage – Outdoor Restrictions, when applicable. Stage III of the City’s Water Shortage Response Plan is a coordinated effort among City Departments to respond to water supply problems. The Director of Public Works & Utilities will take the lead in declaring the restrictions needed to protect the available supply for in-stream and out-of-stream users and proceed with the necessary public notifications as detailed in the Plan.

The City’s Water Shortage Response Ordinance, as set out in PAMC 13.46 has five stages, which are summarized below:

<b>Stage</b>	<b>Water Shortage Condition</b>	<b>Action</b>	<b>Declaration by</b>
I	Anticipated	Internal Preparations	City Manager
II	Serious	Voluntary Conservation	City Manager
III	Critical	Limited Outdoor Restrictions	City Council
IV	Emergency	Mandatory Outdoor Restrictions and Indoor Conservation	City Council
V	Regional Disaster or Infrastructure Failure	Water Rationing	City Council

Water conservation measures will be posted on the City website and Facebook as we progress through the above Stages.

**Funding Overview:** N/A

**Attachment:** None



**Date:** August 19, 2025  
**To:** City Council  
**From:** William Bloor, *City Attorney*  
**Subject:** Madrona Law Group Agreement

**Summary:** The City is facing a temporary gap in legal services due to the departure of the Senior Assistant City Attorney. Until the position can be permanently filled, it is recommended by Staff that contracted legal services be utilized. After reviewing proposals from three different firms, staff recommend Madrona Law Group to fill this need.

**Strategic Plan:** This item meets the Strategic Focus Area (SFA) #2, Citywide resource optimization to maintain staff capacity.

**Funding:** Funding will initially be utilized from the General Fund with charges allocated to other divisions as appropriate.

**Recommendation:** 1) Approve and authorize the City Manager to execute an agreement with Madrona Law Group to provide temporary, limited legal services for a period not to exceed six months, and 2) make minor modifications to the agreement as necessary.

**Relationship to Strategic Plan:**

This item meets the Strategic Focus Area (SFA) #2, Citywide resource optimization to grow staff capacity by preventing the reduction of Staff capacity and services provided to further other City programs and operational needs.

**Background / Analysis:**

The City’s Senior Assistant City Attorney will be leaving City employment at the end of August. The City will then experience a temporary gap in legal services. The situation is further complicated by the planned retirement of the City Attorney in March 2026. Staff is recommending that, in this circumstance, the best course of action would be to allow the incoming City Attorney to select a new Assistant City Attorney. The City is actively recruiting a City Attorney and plans to have the position filled by the end of the 2025 or early in 2026. Until that time, Staff recommends that the City retain the temporary services of an established municipal law firm to ensure critical legal service levels are met. City staff sent requests for proposals to multiple well-known and respected municipal law firms and conducted an in-depth selection process to interview firms that responded. The firms that were interviewed by Staff are listed below:

Law Firm	Hourly Rate
Madrona Law Group	Rates up to \$350
Lighthouse Law Group	Rates up to \$405
Kenyon Disend	Rates up to \$500

Staff unanimously recommend Madrona Law Group to provide temporary legal services. The Madrona proposal was selected because Madrona currently has an existing contractual relationship with the City for certain legal services and it was the most affordable response.

To maintain fiscal discipline and efficiency over the expenses incurred, Madrona Law Group services will be limited and for a period not to exceed six months.

**Funding Overview:** Funding will initially be utilized from the General Fund, with charges allocated to other divisions as appropriate.

**Attachment(s)** None



**Date:** August 19, 2025

**To:** City Council

**From:** Scott Curtin, *Director of Public Works & Utilities*

**Subject:** Amendment No. 1 to the Inter-Local Agreement Between City of Port Angeles and Lower Elwha Klallam Tribe for 2024 – 2026, Ennis Creek Fish Barrier Removal – Professional Services Agreement (PSA-2025-21)

**Summary:** The City and Lower Elwha Klallam Tribe (Tribe) have been working toward the correction of fish barrier culverts located at the intersection of Ennis Creek and East Ennis Creek Road through an Inter-Local Agreement (ILA) initiated in 2024 which defines responsibilities for each party to ensure a successful design project. The Engineering Division seeks City Council approval to:

1. Amend the ILA to shift project management responsibilities from the Tribe to the City for remainder of the design work; and
2. Execute a Professional Services Agreement (PSA) with the existing consultant, Environmental Science Associates (ESA).

**Strategic Plan:** This proposal directly aligns with Strategic Focus Area #4 - Infrastructure Development, Maintenance, and Connectivity.

**Funding:** The Washington State Recreation and Conservation Office (RCO) has recently awarded the City a \$300,000 Brian Abbott Fish Barrier Removal Board (BAFBRB) grant for two barrier removal projects along Ennis Creek, one of which is the barrier culverts identified in this memo as Worksite 1. A 15% (\$45,000) City match is required, which has been allocated from the general fund.

**Recommendation:** 1) Approve and authorize the City Manager to Execute Amendment No. 1 to the Inter-Local Agreement Between City of Port Angeles and Lower Elwha Klallam Tribe for 2024 – 2026; and 2) Award a Professional Services Agreement with Environmental Science Associates in the not to exceed amount of \$150,909; and 3) Execute all contract-related documents, to administer the contract, and to make minor modifications, as necessary.

**Relationship to Strategic Plan:**

The 2025-2026 Strategic Plan (Resolution 10-24) was approved by the City Council on October 1, 2024. This proposal directly aligns with Strategic Focus Area #4 - Infrastructure Development, Maintenance, and Connectivity.

**Background / Analysis:**

In 2024, the City and Tribe entered into an ILA to assign responsibilities regarding the development of designs to replace a pair of fish barrier culverts on East Ennis Road, just south of the City Wastewater Treatment Plan. In the agreement, the City agreed to provide engineering review throughout the design process to ensure the selected replacement structure meets the City’s long-term needs and to provide up to \$45,000 in funding on a reimbursable basis. The agreement has a termination date of December 31, 2026, and can only be modified by a written agreement of amendment by the designated representatives of both parties.

The project began in Spring 2024 and has achieved 60% design, but has exhausted the Tribe’s U.S. Fish and Wildlife Service (USFWS) grant funds. On February 4, 2025, Council approved the acceptance of a \$300,000 design grant from Washington State Recreation and Conservation Office (RCO) Brian Abbott Fish Barrier Removal Board (BAFBRB) for two barrier removal projects along Ennis Creek, where Worksite 1 is the replacement of the fish barrier culverts on East Ennis Road and Worksite 2 is the removal of an abandoned force main just north of the Olympic Discovery Trail. Through discussions with the Tribe, City staff recommend that the City enter into a new Professional Service Agreement with the existing design consultant, Environmental Science Associates (ESA), and manage the completion of the remaining design work. The City and Tribe will continue to work cooperatively on the project and meet deliverables for USFWS and BAFBRB grants. Additionally, the BAFBRB grant will allow the City to reimburse the Tribe for an additional \$10,000 in eligible grant costs incurred prior to this shift in responsibilities.

ESA was the original design firm selected for the project by the Tribe, with input from the City and after an MRSC consultant selection process, was again selected to complete the remaining design due to their expertise and familiarity with the project.

**Funding Overview:** Funds for this project are in the proposed 2026-2031 General Governmental Capital Facilities Budget GG0119 (310-7910-594-6510) in the amount of \$255,000 for the year 2025. The Washington Department of Recreation and Conservation will reimburse the City for qualified expenses up to \$255,000 incurred between January 15, 2025 and December 31, 2026; The City match has been met through reimbursable payments to the Tribe during the initial design phase.

The agreement with Environmental Science Associates will include engineering and design services through December 2026 and will accomplish the following tasks for Worksite 1:

<b>Task</b>	<b>Budget</b>
Project Management	\$13,365
90% Stream Restoration Design	\$45,022
100% Stream Restoration Design	\$16,032
Subconsultant Services	\$60,561
Permitting Support	\$14,929
Directed Services	\$1,000
<b>Total</b>	<b>\$150,909</b>

The remaining project budget is to be reserved for anticipated right-of-way consultant costs, permitting costs, reimbursable funds dedicated to the Tribe, and costs associated with Worksite 2.

**Attachment(s):**

- 1) 2024 – 2026 ILA Between COPA and LEKT
- 2) 2024 – 2026 ILA Between COPA and LEKT AMENDMENT 1
- 3) Amendment 1 Exhibit A: RCO Ennis Creek Fish Passage Design Agreement
- 4) Amendment 1 Exhibit B: USFWS Ennis Creek Correction Project Agreement
- 5) Agreement for Professional Services between COPA and Environmental Science Associates  
PSA-2025-21

**INTER-LOCAL AGREEMENT  
BETWEEN  
CITY OF PORT ANGELES  
AND  
LOWER ELWHA KLALLAM TRIBE  
FOR  
2024 – 2026**

This Inter-Local Agreement is made between the City of Port Angeles (herein after referred to as “the City”) and the Lower Elwha Klallam Tribe, a federally-recognized Indian Tribe (hereinafter “Tribe”) for the purpose of cooperatively pursuing design services relating to the removal of fish passage barriers within Ennis Creek.

**WHEREAS**, the Inter-Local Cooperation Act, RCW 39.34, provides that the City as a political subdivision of the State of Washington and the Tribe as an Indian Tribe recognized as such by the federal government may enter into an agreement for cooperative or joint exercise of governmental powers; and

**WHEREAS**, the City desires to improve infrastructure and fish passage by replacing undersized culverts on Ennis Creek at Ennis Creek Road; and

**WHEREAS**, the Tribe also seeks to improve fish passage conditions at Ennis Creek.

**NOW, THEREFORE**, in consideration of the foregoing recitals, which are incorporated herein by reference, and the terms and conditions set forth below, it is mutually agreed that:

- A. The Tribe’s Responsibilities:** The Tribe will conduct a Request for Proposals (RFP) to hire a qualified engineering firm to do the necessary assessment to develop designs to replace barrier culverts on East Ennis Road. The Tribe will manage the consultant design agreement and provide regular design updates to the City.
  
- B. The City’s Responsibilities:** The City will allow access to City property along Ennis Creek and provide engineering review throughout the design process to ensure the selected structure meets the City’s long-term needs. As a match to the design grant the Tribe has received from USFWS National Fish Passage Program, the City will provide up to \$45,000, on a reimbursable basis, to contribute to the design services.
  
- C. General Conditions:**
  - 1. Duration: Unless terminated by either party, this agreement shall commence on the date of execution, and shall remain in effect through (December 31, 2026).
  
  - 2. Modification: This Agreement may be amended or altered only by written agreement of the designated representatives of both the City and the Tribe upon the signature of such

representatives. The amendment shall explicitly state that it is an amendment to this Agreement.

3. Termination: This Agreement may be terminated by either party sixty (60) days after receipt of written notice of intent to terminate; PROVIDED that either party may immediately terminate this Agreement for public convenience or in the event of a financial emergency.
4. Property: The parties do not intend to purchase or acquire any real or personal property in performance of this Agreement, other than the supplies necessary to perform this Agreement. Property purchased or acquired in performance of this Agreement will remain with the purchasing party upon termination or expiration of this Agreement.
5. Ownership of Items Produced: All writing, programs, data, public records or other materials prepared by the Tribe and/or its consultants, subcontractors, or volunteers, in connection with performance of this Agreement will be delivered to the City. The parties recognize and acknowledge that all such information is available to the public, unless exempted by state or federal law.
6. Non-Discrimination: The Tribe shall not discriminate against any person on the basis of race, creed, political ideology, color, national origin, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical handicap.
7. Defense, Indemnity, Hold Harmless: The Tribe shall defend, indemnify, and hold the City harmless from and against any liability for any/all injuries to person or property arising from the sole negligent act or omission of the Tribe or its elected officials, department heads, agents, or employees in performance of this Agreement.

The City shall defend, indemnify, and hold the Tribe harmless from and against any liability for any/all injuries to person or property arising from the sole negligent act or omission of the City or its elected officials, department heads, agents, or employees in performance of this agreement.

8. Limited Waiver of Sovereign Immunity: This limited waiver of the sovereign immunity of the Tribe from suit or action is adopted pursuant to the terms of the Constitution and Bylaws of the Lower Elwha Tribal Community, approved by the Secretary of the Interior on April 29, 1968, as amended, and shall be strictly construed and limited to its special terms and the special waiver granted. The Tribe hereby specifically waives its sovereign immunity against suit for the limited purpose of entering, enforcing, and performing under this Agreement. This limited waiver of immunity is limited to only the provisions of this Agreement and with the exception of the obligations that survive closing shall terminate consistent with the termination or expiration of this Agreement. The Tribe understands and agrees that such limited waiver shall permit the City to take all actions allowable under this Agreement or any applicable law to enforce the terms of this Agreement, secure the benefits thereof, and ensure the Tribe's performance thereunder, with venue for any such action only in the Superior Court of Clallam County, Washington. This waiver is not intended to be and shall not be construed as a general waiver of the Tribe's sovereign immunity. This Agreement does not create any enforceable rights in any person or entity not a party hereto. Nothing in this

Agreement shall be construed to authorize any suit, execution, attachment, or judicial process against the persons or property of the Tribe or any of its officers, agents, or employees, or against the Tribe's Governing Body or any member thereof, other than as specifically set forth above.

- 9. Administration: The Tribe's contact is: Mike McHenry, Habitat Manager, Natural Resources Department, 760 Stratton Road, Port Angeles, WA 98363, (360-457-4012 ext. 7492), mike.mchenry@elwha.org.

The City's contact is: Vince McIntyre, City of Port Angeles, 321 E. 5<sup>th</sup> Street, Port Angeles, WA 98362, (360) 417-4701, Vmcintyr@cityofpa.us.

**IN WITNESS HEREOF**, this Agreement is executed by Clallam County and by the City of Port Angeles, Washington.

CITY OF PORT ANGELES

LOWER ELWHA KLALLAM TRIBE

DocuSigned by:  
*Nathan West*  
0E7345E35344417  
\_\_\_\_\_  
Nathan West, City Manager

*Frances Charles*  
\_\_\_\_\_  
Frances Charles, Chair

Dated: 1/11/2024  
\_\_\_\_\_

Dated: 02.16.2024

Attest:

Attest:

DocuSigned by:  
*Kari Martinez-Bailey*  
5C32803CA9974C4...  
\_\_\_\_\_  
Kari Martinez-Bailey, City Clerk

\_\_\_\_\_

Approved as To Form:

DocuSigned by:  
*William Bloor*  
55FC5FBD4113427...  
\_\_\_\_\_  
William E. Bloor, City Attorney



**AMENDMENT NO. 1  
TO THE INTER-LOCAL AGREEMENT  
BETWEEN  
CITY OF PORT ANGELES  
AND  
LOWER ELWHA KLALLAM TRIBE  
FOR  
2024 – 2026**

This AMENDMENT NO. 1 is made between THE CITY OF PORT ANGELES, a non-charter code city and municipal corporation of the State of Washington, (hereinafter called the “City”) and the LOWER ELWHA KLALLAM TRIBE, a federally recognized Indian Tribe (hereinafter called the “Tribe”).

In consideration of the representations and the terms, conditions, covenants, and agreements set forth in the original AGREEMENT and this AMENDMENT NO. 1, the parties hereto agree as follows:

**SECTION A**

U.S. Fish and Wildlife Services (USFWS) grant funds awarded to the Tribe were insufficient for a complete design of replacement barrier culverts on East Ennis Creek Road and have been expended with 60 percent of the design complete. Therefore, Section A of the AGREEMENT is amended in its entirety to read:

**A. The Tribe’s Responsibilities:**

- 1) The Tribe will conduct a Request for Proposal (RFP) to hire a qualified engineering firm to do the necessary assessment to develop a 60 percent design to replace barrier culverts on East Ennis Creek Road.
- 2) The Tribe will manage the 60 percent design consultant agreement and provide regular design updates to the City.
- 3) Following completion of the 60 percent design process, the Tribe will provide review throughout the remaining design process and ensure USFWS grant deliverables are being met.

**SECTION B**

The City will manage the remaining design through a new Professional Service Agreement (PSA) which will be funded through the Washington Recreation and Conservation Office (RCO) Brian Abbot Fish Barrier Removal Board (BAFBRB) awarded to the City. The City will contribute toward reimbursable project management and design costs incurred by the Tribe. Therefore, Section B of the AGREEMENT is amended in its entirety to read:

**B. The City’s Responsibilities:**

- 1) The City will allow access to City property along Ennis Creek and provide engineering review throughout the design process to ensure the selected structure meets the City’s long-term needs.
- 2) As a match to the design grant the Tribe has received from USFWS National Fish Passage Program, the City will provide up to \$45,000, on a reimbursable basis, to contribute to the 60 percent design services.
- 3) In addition to the \$45,000 provided under Section 2, the City will contribute up to \$10,000 in additional funds to the Tribe for grant-eligible project management and design services on a reimbursable basis from the Brian Abbot Fish Barrier Removal Board grant and consistent with grant deliverables (see attached “Exhibit A: RCO Ennis Creek Fish Passage Design Draft Agreement”).
- 4) The City’s total contributions to the Tribe for this project shall not exceed \$55,000.
- 5) The City will execute a contract with a qualified engineering firm to develop design plans from 60 percent to final to replace barrier culverts on East Ennis Creek Road.
- 6) The City will manage the 60 percent to final consultant design agreement and provide regular design updates and USFWS deliverables (see highlighted details in the attached Exhibit B: USFWS Ennis Creek Correction Project Agreement) to the Tribe.

**SECTION C**

No change

**EXHIBITS AND SIGNATURES**

- Exhibit A: RCO Ennis Creek Fish Passage Design Agreement
- Exhibit B: USFWS Ennis Creek Correction Project Agreement

This AMENDMENT NO. 1 together with the original AGREEMENT, including its exhibits, constitutes the entire Agreement, supersedes all prior written or oral understandings, and may only be changed by written amendment executed by both parties.

**In WITNESS WHEREOF**, the parties hereto have executed this AMMENDMENT NO. 1 to the AGREEMENT as of the date and year of the last signature affixed below.

**CITY OF PORT ANGELES**

**LOWER ELWHA KLALLAM TRIBE**

By: \_\_\_\_\_  
Nathan West, City Manager

By: \_\_\_\_\_  
Frances Charles, Tribal Chairwoman

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

DRAFT

**EXHIBIT A: RCO Ennis Creek Fish Passage Design Agreement**

DRAFT

**EXHIBIT B: USFWS Ennis Creek Correction Project Agreement**

DRAFT

**Project Sponsor:** City of Port Angeles  
**Project Title:** Ennis Creek Fish Passage Design

**Project Number:** 21-1501P  
**Approval Date:** 01/15/2025

## **PARTIES OF THE AGREEMENT**

This Recreation and Conservation Office Grant Agreement (Agreement) is entered into between the State of Washington by and through the Department of Fish and Wildlife (WDFW or Funding Entity) acting through the Recreation and Conservation Office (RCO), P.O. Box 40917, Olympia, Washington 98504-0917 and City of Port Angeles (Sponsor, and primary Sponsor), 321 E 5th St, Port Angeles, WA 98362, and shall be binding on the agents and all persons acting by or through the parties.

All Sponsors are equally and independently subject to all the conditions of this Agreement except those conditions that expressly apply only to the primary Sponsor.

Prior to and during the Period of Performance, per the Applicant Resolution/Authorizations submitted by all Sponsors (and on file with the RCO), the identified Authorized Representative(s)/Agent(s) have full authority to legally bind the Sponsor(s) regarding all matters related to the project identified above, including but not limited to, full authority to: (1) sign a grant application for grant assistance, (2) enter into this Agreement on behalf of the Sponsor(s), including indemnification, as provided therein, (3) enter any amendments thereto on behalf of Sponsor(s), and (4) make any decisions and submissions required with respect to the project. Agreements and amendments must be signed by the Authorized Representative/Agent(s) of all Sponsors, unless otherwise allowed in the AMENDMENTS TO AGREEMENT Section.

- A. During the Period of Performance, in order for a Sponsor to change its Authorized Representative/Agent as identified on the original signed Applicant Resolution/Authorization the Sponsor must provide the RCO a new Applicant Resolution/Authorization signed by its governing body or a written delegation of authority to sign in lieu of originally authorized Representative/Agency(s). Unless a new Applicant Resolution/Authorization has been provided, the RCO shall proceed on the basis that the person who is listed as the Authorized Representative in the last Resolution/Authorization that RCO has received is the person with authority to bind the Sponsor to the Agreement (including any amendments thereto) and decisions related to implementation of the Agreement.
- B. Amendments After the Period of Performance. RCO reserves the right to request and Sponsor has the obligation to provide, authorizations and documents that demonstrate any signatory to an amendment has the authority to legally bind the Sponsor as described in the above Sections.

For the purposes of this Agreement, as well as for grant management purposes with RCO, only the primary Sponsor may act as a fiscal agent to obtain reimbursements (See PROJECT REIMBURSEMENTS Section).

## **PURPOSE OF AGREEMENT**

This Agreement sets out the terms and conditions by which a grant is made from the State Bldg Const and/or Natural Climate Solns Acct of the State of Washington. The grant is administered by the Recreation and Conservation Office (RCO).

## **DESCRIPTION OF PROJECT**

This project will create final designs to remove the two most downstream fish passage barriers on Ennis Creek in Clallam County, WA. The first is a double concrete culvert on Ennis Creek, which is a well-documented fish passage barrier (WDFW site ID # 992658). Located where Ennis Creek Road crosses Ennis Creek, the design will look at options for replacing these two culverts. The second project site includes complete removal of an abandoned sewer main which is a fish passage barrier (WDFW site ID # 931825). The barrier is a surface water drop created by a sewer main installed across the creek in 1969 that was encased in concrete that is now exposed across the width of Ennis Creek in this location. This project will enable access to high quality, upstream habitat for multiple salmon species including Endangered Species Act-listed Puget Sound steelhead and bull trout, Puget Sound coho and cutthroat trout.

## **PERIOD OF PERFORMANCE**

The period of performance begins on January 15, 2025 (project start date) and ends on December 31, 2026 (project end date). No allowable cost incurred before or after this period is eligible for reimbursement unless specifically provided for by written amendment or addendum to this Agreement, or specifically provided for by applicable RCWs, WACs, and any applicable RCO manuals as of the effective date of this Agreement.

The RCO reserves the right to summarily dismiss any request to amend this Agreement if not made at least 60 days before the project end date.

**STANDARD TERMS AND CONDITIONS INCORPORATED**

The Standard Terms and Conditions of the Recreation and Conservation Office attached hereto are incorporated by reference as part of this Agreement.

**LONG-TERM OBLIGATIONS**

For this planning project, the sponsor’s on-going obligation shall be the same as the period of performance identified in the Period of Performance section.

**PROJECT FUNDING**

The total grant award provided for this project shall not exceed \$255,000.00. The RCO shall not pay any amount beyond that approved for grant funding of the project and within the percentage as identified below. The Sponsor shall be responsible for all total project costs that exceed this amount. The minimum matching share provided by the Sponsor shall be as indicated below:

	Percentage	Dollar Amount	Source of Funding
<b>Office - BA Fish Barrier Removal Board</b>	85.00%	\$255,000.00	State
<b>Project Sponsor</b>	15.00%	\$45,000.00	
<b>Total Project Cost</b>	100.00%	\$300,000.00	

**CLIMATE COMMITMENT ACT FUNDING**

Where this section conflicts with other provisions of this Agreement, the requirements of this section shall prevail.

Project Funding, Laws, and Rules

This project is funded through the Climate Commitment Act (Chapter 316, Laws of the State of Washington, 2021 (“CCA” or “the Act”). Funds provided here in is from one or more of the following accounts in the state treasury: Carbon Emissions Reduction Account (CERA), Climate Investment Account (CIA), Climate Commitment Account (CCA), Natural Climate Solutions Account (NCSA), and Air Quality and Health Disparities Improvement Account (AQHDIA). Sponsor shall comply with the requirements of the Act and specific requirements for each account that funds the project. Sponsors shall also follow all applicable Agencies’ (see below) WAC’s and policies established pursuant to the Act.

Geographic Scope of Work

Funding through the Act’s accounts (listed above) for this Agreement shall only be spent on the project and within the state of Washington.

Reporting

Sponsor shall assist RCO with its reporting requirements per the Act, and any applicable WAC’s including but not limited to WAC 173-446B.

At the direction of RCO, Sponsor shall report project information to Washington State Department of Ecology (“ECY”), Washington State Department of Commerce, Washington State Department of Natural Resources, the Washington State Department of Health (DOH), the Office of the Governor, the Washington State Legislature (“LEG”) to include the Joint Legislative Audit and Review Committee, the Environmental Justice Council (ECY, DOH), and the Office of Financial Management (“Agencies”), through 2045. Sponsor must provide RCO any requested project information needed to complete its Environmental Justice Assessment and Review and plans and assessments required by Act through 2045.

At the direction of RCO, Sponsor shall use reporting tools provided by the RCO or the Agencies to complete Sponsor and RCO’s reporting requirements per this Agreement and the Act, and any WAC’s or policies established by the Agencies pursuant to the Act.

Outreach

At the request of RCO, Sponsor shall provide a copy of all Sponsor project education and outreach materials via email to RCO for review prior to distribution.

Funding Source Acknowledgement and Branding

To strengthen public awareness of how CCA funding is used, Sponsor shall ensure consistent branding and funding acknowledgments are used in all communications and included in funding agreements, contracts, press releases and project related publications, media, and at the project site in the form of signs during all phases of the project to include pre-construction, pre-renovation, pre-rehabilitation, and for completed projects at the project site. Sponsor shall also ensure its contractors, subcontractors, service providers and others who assist Sponsor in implementing the project include recognition

of CCA project funding on their website and other promotional or informational materials. Capital equipment costing more than \$5,000 shall also be branded with a CCA logo.

Sponsor shall request RCO provide the format for acknowledgement and branding language and logo in the language and font, and logo color, font, and format, consistent with CCA funding requirements as set for in this subsection. For logos, Sponsor shall contact RCO to request approved logo templates.

- Language: “The Ennis Creek Fish Passage Design is supported with funding from Washington’s Climate Commitment Act. The CCA supports Washington’s climate action efforts by putting cap-and- invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at [www.climate.wa.gov](http://www.climate.wa.gov).”
- Logo: Sponsor shall request RCO send it logo templates approved by the state. The RCO provided logos should always be used in its entirety, with the wordmark and symbols together. The logo should not be altered in any way, including changing the colors, proportions or fonts. The logo should be displayed on a white background. If a white background isn’t possible, use the primary logo with the border or one of the approved white logos. The primary color palette is the shades of green, but it can also be used in black and white and/or gray scale as required. The logo can be used in a variety of applications, including websites, social media, print materials, and signage. When using the logo in digital applications or printing for signage, it is important to use a high-resolution version of the logo.

## **RIGHTS AND OBLIGATIONS INTERPRETED IN LIGHT OF RELATED DOCUMENTS**

All rights and obligations of the parties under this Agreement are further specified in and shall be interpreted in light of the Sponsor’s application and the project summary and eligible scope activities under which the Agreement has been approved and/or amended as well as documents produced in the course of administering the Agreement, including the eligible scope activities, the milestones report, progress reports, and the final report. Provided, to the extent that information contained in such documents is irreconcilably in conflict with the Agreement, such information shall not be used to vary the terms of the Agreement, unless the terms in the Agreement are shown to be subject to an unintended error or omission. “Agreement” as used here and elsewhere in this document, unless otherwise specifically stated, has the meaning set forth in the definitions of the Standard Terms and Conditions.

## **AMENDMENTS TO AGREEMENT**

Except as provided herein, no amendment (including without limitation, deletions) of this Agreement will be effective unless set forth in writing signed by all parties. Exception: extensions of the Period of Performance and minor scope adjustments need only be signed by RCO’s director or designee and consented to in writing (including email) by the Sponsor’s Authorized Representative/Agent or Sponsor’s designated point of contact for the implementation of the Agreement (who may be a person other than the Authorized Agent/Representative), unless otherwise provided for in an amendment. This exception does not apply to a federal government Sponsor or a Sponsor that requests and enters into a formal amendment for extensions or minor scope adjustments.

It is the responsibility of a Sponsor to ensure that any person who signs an amendment on its behalf is duly authorized to do so.

Unless otherwise expressly stated in an amendment, any amendment to this Agreement shall be deemed to include all current federal, state, and local government laws and rules, and policies applicable and active and published in the applicable RCO manuals or on the RCO website in effect as of the effective date of the amendment, without limitation to the subject matter of the amendment. Provided, any update in law, rule, policy or a manual that is incorporated as a result of an amendment shall apply only prospectively and shall not require that an act previously done in compliance with existing requirements be redone. However, any such amendment, unless expressly stated, shall not extend or reduce the long-term obligation term.

## **COMPLIANCE WITH APPLICABLE STATUTES, RULES, AND POLICIES**

This Agreement is governed by, and the sponsor shall comply with, all applicable state and federal laws and regulations, applicable RCO manuals as identified below, Exhibits, and any applicable federal program and accounting rules effective as of the date of this Agreement or as of the effective date of an amendment, unless otherwise provided in the amendment. Provided, any update in law, rule, policy or a manual that is incorporated as a result of an amendment shall apply only prospectively and shall not require that an act previously done in compliance with existing requirements be redone unless otherwise expressly stated in the amendment.

For the purpose of this Agreement, the following RCO manuals are deemed applicable and shall apply as terms of this Agreement:

- Brian Abbott Fish Barrier Removal Board -Manual 22
- Reimbursements - Manual 8
- Restoration Projects - Manual 5

Provided, where a manual refers to a funding board's responsibility and/or authority but the funding board is not involved with the grant or successor to an entity that was involved, the RCO director shall have that responsibility and/or authority if such responsibilities and/or authority falls within the RCO's statutory responsibilities and/or authority or within a lawful delegation by the board to the RCO.

### **SPECIAL CONDITIONS**

#### **WDFW TECHNICAL REVIEW AND APPROVAL FOR DESIGN**

This project is conditioned for review and approval at each of the three planning stages identified in Manual 22, Appendix C, by the BAFBRB Technical Review Team. This includes the alternatives analysis prior to advancing to preliminary design on any given alternative, both feasibility and alternatives analysis deliverables and preliminary design and design report before the sponsor submits permits and advances to final design, and lastly for final design and all supporting technical documents per Manual 22 Appendix C prior to RCO releasing funds for construction. The BAFBRB Technical Review process typically takes between 30 to 90 days. Please account for this review timing in your project delivery schedule.

### **SPECIAL CONDITIONS - CULTURAL RESOURCES**

CONDITION APPLIES TO THE FOLLOWING AREA(S): Worksite #1, Worksite #2, Worksite #2 Sewer Main & Concrete Encasement

**State - RCO Lead: DAHP excavation permit required:** This agreement requires compliance with Executive Order 21-02. RCO has completed the initial consultation for this project and a cultural resources survey is required to facilitate archaeological site avoidance, a DAHP excavation permit may also be required. The cultural resources survey must include documentation of any above or below ground archaeological resources as well as any possible historic structures or buildings that may be affected by the project. The Sponsor must submit final reports for any investigations or monitoring to RCO and receive a notice of cultural resources completion. Project actions started without approval will be considered a breach of contract. If archaeological or historic materials are discovered while conducting project actions, work in the immediate vicinity must stop and the Sponsor must ensure compliance with the provisions found in this agreement. All cultural resources work must meet reporting guidelines outlined by the Department of Archaeology and Historic Preservation.

### **AGREEMENT CONTACTS**

The parties will provide all written communications and notices under this Agreement to either or both the mail address and/or the email address listed below:

#### **Sponsor Project Contact**

Matthew Moore  
Civil/Utility Engineer I  
321 E 5th St  
Port Angeles, WA 98362  
mmoore@cityofpa.us

#### **RCO Contact**

Alice Rubin  
Senior Grants Manager  
PO Box 40917  
Olympia, WA 98504-0917  
alice.rubin@rco.wa.gov

These addresses and contacts shall be effective until receipt by one party from the other of a written notice of any change. Unless otherwise provided for in this Agreement, decisions relating to the Agreement must be made by the Authorized Representative/Agent, who may or may not be the Project Contact for purposes of notices and communications.

### **ENTIRE AGREEMENT**

This Agreement, with all amendments and attachments, constitutes the entire Agreement of the parties. No other understandings, oral or otherwise, regarding this Agreement shall exist or bind any of the parties.

**EFFECTIVE DATE**

Unless otherwise provided for in this Agreement, this Agreement, for Project 21-1501, shall become effective and binding on the date signed by both the sponsor and the RCO's authorized representative, whichever is later (Effective Date). Reimbursements for eligible and allowable costs incurred within the period of performance identified in the PERIOD OF PERFORMANCE Section are allowed only when this Agreement is fully executed and an original is received by RCO.

The Sponsor has read, fully understands, and agrees to be bound by all terms and conditions as set forth in this Agreement and the STANDARD TERMS AND CONDITIONS OF THE RCO GRANT AGREEMENT. The signatories listed below represent and warrant their authority to bind the parties to this Agreement.

**City of Port Angeles**

By: *Nathan West*  
Nathan West (May 29, 2025 07:32 PDT)

Date: 05/29/2025

Name (printed): Nathan West

Title: City Manager

**State of Washington Recreation and Conservation Office**

By: *Christy Rains*  
Christy Rains (May 29, 2025 10:41 PDT)

Date: 05/29/2025

Megan Duffy  
For: Director  
Recreation and Conservation Office

Pre-approved as to form:

By: *David B. Mandant*  
Assistant Attorney General

Date: 01/31/2025

**Project Sponsor:** City of Port Angeles  
**Project Title:** Ennis Creek Fish Passage Design

**Project Number:** 21-1501P  
**Approval Date:** 01/15/2025

## Eligible Scope Activities

### ELIGIBLE SCOPE ACTIVITIES

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#### Planning Metrics

##### Worksite #1, Ennis Creek Double Concrete Pipe Replacement

Targeted salmonid ESU/DPS (A.23):

Coho Salmon-Puget Sound/Strait of Georgia  
ESU, Steelhead-Puget Sound DPS

Targeted species (non-ESU species):

Bull Trout, Cutthroat

##### Design for Fish Passage

Final design and permitting for fish passage

##### Cultural Resources

Cultural resources

##### Worksite #2, Ennis Creek Sewer Main&Concrete Encasement Removal

Targeted salmonid ESU/DPS (A.23):

Coho Salmon-Puget Sound/Strait of Georgia  
ESU, Steelhead-Puget Sound DPS

Targeted species (non-ESU species):

Bull Trout, Cutthroat

##### Design for Fish Passage

Final design and permitting for fish passage

##### Cultural Resources

Cultural resources

**Project Sponsor:** City of Port Angeles  
**Project Title:** Ennis Creek Fish Passage Design

**Project Number:** 21-1501P  
**Approval Date:** 01/15/2025

## Project Milestones

### PROJECT MILESTONE REPORT

Complete	Milestone	Target Date	Comments/Description
X	RFP Complete/Consultant Hired	03/22/2024	Worksite 1
X	Data Gathering Started	03/27/2024	Worksite 1
X	Other	04/25/2024	Worksite 1 data gathering complete
X	Project Start	01/15/2025	
	Preliminary Design to RCO	02/07/2025	Worksite 1 Preliminary designs submitted to RCO
	Special Conditions Met	03/15/2025	Worksite 1 WDFW TRT preliminary design review complete. Designs must meet requirements of Manual 22.
	Applied for Permits	05/30/2025	Worksite 1 NOAA to apply for NEPA, ESA, and DAHP S106. US ACE S404, ECY S401 and WDFW HPA to follow
	Annual Project Billing Due	06/30/2025	
	Final Design to RCO	06/30/2025	
	Other	07/31/2025	Worksite 1 Federal right of way temporary permit
	Progress Report Due	07/31/2025	
	Special Conditions Met	08/30/2025	Worksite 1 WDFW TRT final design review complete. Designs must meet requirements in Manual 22.
	RFP Complete/Consultant Hired	09/30/2025	Worksite 2
	Data Gathering Started	10/01/2025	Worksite 2
	Other	11/28/2025	Worksite 2 data gathering complete
	Special Conditions Met	01/01/2026	Worksite 2 WDFW TRT alternatives analysis review complete. Designs must meet requirements of Manual 22.
	Progress Report Due	01/31/2026	
	Cultural Resources Complete	01/31/2026	Worksite 1 - Section 106
	Preliminary Design to RCO	02/28/2026	
	Special Conditions Met	04/01/2026	Worksite 2 WDFW TRT preliminary design review complete. Designs must meet requirements of Manual 22.
	Other	04/30/2026	Worksite 2 Federal right of way temporary permit
	Applied for Permits	05/30/2026	Worksite 2
	Cultural Resources	06/30/2026	Cultural resources survey required. DAHP excavation permit may be required. Allow RCO at least 60 days to complete EO 21-02 consultation.
	Progress Report Due	07/31/2026	
	Cultural Resources Complete	08/28/2026	
	Final Design to RCO	08/31/2026	
	Special Conditions Met	10/31/2026	Worksite 2 WDFW TRT final design review complete. Designs must meet requirements in Manual 22.
	Agreement End Date	12/31/2026	
	Final Billing Due	01/29/2027	
	Final Report Due	03/31/2027	

**Project Sponsor:** City of Port Angeles  
**Project Title:** Ennis Creek Fish Passage Design

**Project Number:** 21-1501P  
**Approval Date:** 01/15/2025

## Standard Terms and Conditions of the Recreation and Conservation Office

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## STANDARD TERMS AND CONDITIONS EFFECTIVE DATE

This document sets forth the Standard Terms and Conditions of the Recreation and Conservation Office as of 02/05/2025.

## CITATIONS, HEADINGS AND DEFINITIONS

- A. Any citations referencing specific documents refer to the current version on the effective date of this Agreement or the effective date of any amendment thereto.
- B. Headings used in this Agreement are for reference purposes only and shall not be considered a substantive part of this Agreement.
- C. Definitions. As used throughout this Agreement, the following terms shall have the meaning set forth below:

**Agreement, terms of the Agreement, or project agreement** – The document entitled “RCO GRANT AGREEMENT” accepted by all parties to the present project and transaction, including without limitation the Standard Terms and Conditions of the RCO Grant Agreement, all exhibits, attachments, addendums, amendments, and applicable manuals, and any intergovernmental agreements, and/or other documents that are incorporated into the Agreement subject to any limitations on their effect under this Agreement.

**applicable manual(s), manual** – A manual designated in this Agreement to apply as terms of this Agreement, subject (if applicable) to substitution of the “RCO director” for the term “board” in those manuals where the project is not approved by or funded by the referenced board, or a predecessor to the board.

**applicable WAC(s)** – Designated chapters or provisions of the Washington Administrative Code that apply by their terms to the type of grant in question or are deemed under this Agreement to apply as terms of the Agreement, subject to substitution of the “RCO director” for the term “board” or “agency” in those cases where the RCO has contracted to or been delegated to administer the grant program in question.

**applicant** – Any party, prior to becoming a Sponsor, who meets the qualifying standards/eligibility requirements for the grant application or request for funds in question.

**application** – The documents and other materials that an applicant submits to the RCO to support the applicant's request for grant funds; this includes materials required for the “Application” in the RCO's automated project information system, and other documents as noted on the application checklist including but not limited to legal opinions, maps, plans, evaluation presentations and scripts.

**Authorized Representative/Agent** – A Sponsor's agent (employee, political appointee, elected person, etc.) authorized to be the signatory of this Agreement and any amendments requiring a Sponsor's signature. This person has the signature authority to bind the Sponsor to this Agreement, grant, and project.

**C.F.R.** – Code of Federal Regulations

**completed project or project completion** – The status of a project when all of the following have occurred:

- The grant funded project has been inspected by the RCO and the RCO has determined that all scopes of work to implement the project have been completed satisfactorily.
- A final project report is submitted to and accepted by RCO.
- Any needed amendments to the Agreement have been entered by the Sponsor and RCO and have been delivered to the RCO.
- A final reimbursement request has been delivered to and paid by RCO.
- Documents affecting property rights (including RCO's as may apply) and any applicable notice of grant, have been recorded (as may apply).

**contractor** – An entity that receives a contract from a Sponsor related to performance of work or another obligation under this Agreement.

**Cultural Resources** – Archaeological or historic archaeological sites, historic buildings/structures, and cultural or sacred places.

**director** – The chief executive officer of the Recreation and Conservation Office or that person's designee.

**effective date** – The date when the signatures of all parties to this agreement are present in the agreement.

**equipment** – Tangible personal property (including information technology systems) having a useful service life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level

established by the Sponsor or \$5,000 (2 C.F.R. Part 200 (as updated)).

**Funding Entity** – the entity that approves the project that is the subject to this Agreement.

**grant program** – The source of the grant funds received. May be an account in the state treasury, or a grant category within a larger grant program, or a federal source.

**long-term obligations** – Sponsor's obligations after the project end date, as specified in the Agreement and manuals and other exhibits as may apply.

**landowner agreement** – An agreement that is required between a Sponsor and landowner for projects located on land not owned, or otherwise controlled, by the Sponsor.

**match or matching share** – The portion of the total project cost provided by the Sponsor.

**milestone** – An important event with a defined date to track an activity related to implementation of a funded project and monitor significant stages of project accomplishment.

**Office** – Means the Recreation and Conservation Office or RCO.

**pass-through entity** – A non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program (2 CFR 200 (as updated)). If this Agreement is a federal subaward, RCO is the pass-through entity.

**period of performance** – The period beginning on the project start date and ending on the project end date.

**planning project** - A project that results in one or more of the following: 1) a study, a plan, assessment, project design, inventory, construction plans and specifications, and permits; or 2) a project that provides money to facilitate the work of an organization engaged in planning and coordination, or resource stewardship.

**pre-agreement cost** – A project cost incurred before the period of performance.

**primary Sponsor** – The Sponsor who is not a secondary Sponsor and who is specifically identified in the Agreement as the entity to which RCO grants funds to and authorizes and requires to administer the grant. Administration includes but is not limited to acting as the fiscal agent for the grant (e.g. requesting and accepting reimbursements, submitting reports). Primary Sponsor includes its officers, employees, agents and successors.

**project** – The undertaking that is funded by this Agreement either in whole or in part with funds administered by RCO.

**project area** – The area consistent with the geographic limits of the scope of work of the project and subject to project agreement requirements. For restoration projects, the project area must include the physical limits of the project's final site plans or final design plans. For acquisition projects, the project area must include the area described by the legal description of the properties acquired for or committed to the project.

**project completion or completed project** – The status of a project when all of the following have occurred:

- The grant funded project has been inspected by the RCO and the RCO has determined that all scopes of work to implement the project have been completed satisfactorily.
- A final project report is submitted to and accepted by RCO.
- Any needed amendments to the Agreement have been entered by the Sponsor and RCO and have been delivered to the RCO.
- A final reimbursement request has been delivered to and paid by RCO.
- Documents affecting property rights (including RCO's as may apply) and any applicable notice of grant, have been recorded (as may apply).

**project cost** – The total allowable costs incurred under this Agreement and all required match share and voluntary committed matching share, including third-party contributions (see also 2 C.F.R. Part 200 (as updated)) for federally funded projects).

**project end date** – The specific date identified in the Agreement on which the period of performance ends, as may be changed by amendment. This date is not the end date for any long-term obligations.

**project start date** – The specific date identified in the Agreement on which the period of performance starts.

**RCO** – Recreation and Conservation Office – The state agency that administers the grant that is the subject of this Agreement. RCO includes the director and staff.

**RCW** – Revised Code of Washington

**reimbursement** – RCO's payment of funds from eligible and allowable costs that have already been paid by the Sponsor per the terms of the Agreement.

**renovation project** – A project intended to improve an existing site or structure in order to increase its useful service life beyond current expectations or functions. This does not include maintenance activities to maintain the facility for its originally expected useful service life.

**secondary Sponsor** – One of two or more Sponsors who is not a primary Sponsor. Only the primary Sponsor may be the fiscal agent for the project.

**Sponsor** – A Sponsor is an organization that is listed in and has signed this Agreement.

**Sponsor Authorized Representative/Agent** – A Sponsor's agent (employee, political appointee, elected person, etc.) authorized to be the signatory of this Agreement and any amendments requiring a Sponsor signature. This person has the signature authority to bind the Sponsor to this Agreement, grant, and project.

**subaward** – Funds allocated to the RCO from another organization, for which RCO makes available to or assigns to another organization via this Agreement. Also, a subaward may be an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of any award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal or other program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract. Also see 2 C.F.R. Part 200 (as updated). For federal subawards, a subaward is for the purpose of carrying out a portion of a Federal award and creates a federal assistance relationship with the subrecipient (2 C.F.R. Part 200 (as updated)). If this Agreement is a federal subaward, the subaward amount is the grant program amount in the Project Funding Section.

**subrecipient** – Subrecipient means an entity that receives a subaward. For non-federal entities receiving federal funds, a subrecipient is an entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency (2 C.F.R. Part 200 (as updated)). If this Agreement is a federal subaward, the Sponsor is the subrecipient.

**tribal consultation** – Outreach, and consultation with one or more federally recognized tribes (or a partnership or coalition or consortium of such tribes, or a private tribal enterprise) whose rights will or may be significantly affected by the proposed project. This includes sharing with potentially-affected tribes the scope of work in the grant and potential impacts to natural areas, natural resources, and the built environment by the project. It also includes responding to any tribal request from such tribes and considering tribal recommendations for project implementation which may include not proceeding with parts of the project, altering the project concept and design, or relocating the project or not implementing the project, all of which RCO shall have the final approval of.

**useful service life** – Period during which a built asset, equipment, or fixture is expected to be useable for the purpose it was acquired, installed, developed, and/or renovated, or restored per this Agreement.

**WAC** – Washington Administrative Code.

## **PERFORMANCE BY THE SPONSOR**

The Sponsor shall undertake the project as described in this Agreement, and in accordance with the Sponsor's proposed goals and objectives described in the application or documents submitted with the application, all as finally approved by the RCO (to include any RCO approved changes or amendments thereto). All submitted documents are incorporated by this reference as if fully set forth herein.

Timely completion of the project and submission of required documents, including progress and final reports, is important. Failure to meet critical milestones or complete the project, as set out in this Agreement, is a material breach of the Agreement.

## **ASSIGNMENT**

Neither this Agreement, nor any claim arising under this Agreement, shall be transferred or assigned by the Sponsor without prior written approval of the RCO. Sponsor shall not sell, give, or otherwise assign to another party any property right, or alter a conveyance (see below) for the project area acquired with this grant without prior approval of the RCO.

## **RESPONSIBILITY FOR PROJECT**

Although RCO administers the grant that is the subject of this Agreement, the project itself remains the sole responsibility of the Sponsor. The RCO and Funding Entity (if different from the RCO) undertakes no responsibilities to the Sponsor, or to any

third party, other than as is expressly set out in this Agreement.

The responsibility for the implementation of the project is solely that of the Sponsor, as is the responsibility for any claim or suit of any nature by any third party related in any way to the project. When a project has more than one Sponsor, any and all Sponsors are equally responsible for the project and all post-completion stewardship responsibilities and long-term obligations unless otherwise stated in this Agreement.

The RCO, its employees, assigns, consultants and contractors, and members of any funding board or advisory committee or other RCO grant review individual or body, have no responsibility for reviewing, approving, overseeing or supervising design, construction, or safety of the project and leaves such review, approval, oversight and supervision exclusively to the Sponsor and others with expertise or authority. In this respect, the RCO, its employees, assigns, consultants and contractors, and any funding board or advisory committee or other RCO grant review individual or body will act only to confirm at a general, lay person, and nontechnical level, solely for the purpose of project eligibility and payment and not for safety or suitability, that the project apparently is proceeding or has been completed as per the Agreement.

## **INDEMNIFICATION**

The Sponsor shall defend, indemnify, and hold the State and its officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the actual or alleged acts, errors, omissions or negligence in connection with this Agreement (including without limitation all work or activities thereunder), or the breach of any obligation under this Agreement by the Sponsor or the Sponsor's agents, employees, contractors, subcontractors, or vendors, of any tier, or any other persons for whom the Sponsor may be legally liable.

Provided that nothing herein shall require a Sponsor to defend or indemnify the State against and hold harmless the State from claims, demands or suits based solely upon the negligence of the State, its employees and/or agents for whom the State is vicariously liable.

Provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the Sponsor or the Sponsor's agents or employees, and (b) the State, or its employees or agents the indemnity obligation shall be valid and enforceable only to the extent of the Sponsor's negligence or its agents, or employees.

As part of its obligations provided above, the Sponsor specifically assumes potential liability for actions brought by the Sponsor's own employees or its agents against the State and, solely for the purpose of this indemnification and defense, the Sponsor specifically waives any immunity under the state industrial insurance law, RCW Title 51. Sponsor's waiver of immunity under this provision extends only to claims against Sponsor by Indemnitee RCO, and does not include, or extend to, any claims by Sponsor's employees directly against Sponsor.

Sponsor shall ensure that any agreement relating to this project involving any contractors, subcontractors and/or vendors of any tier shall require that the contracting entity indemnify, defend, waive RCW 51 immunity, and otherwise protect the State as provided herein as if it were the Sponsor. This shall not apply to a contractor or subcontractor is solely donating its services to the project without compensation or other substantial consideration.

The Sponsor shall also defend, indemnify, and hold the State and its officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions by the Sponsor or the Sponsor's agents, employees, contractors, subcontractors or vendors, of any tier, or any other persons for whom the Sponsor may be legally liable, in performance of the work under this Agreement or arising out of any use in connection with the Agreement of methods, processes, designs, information or other items furnished or communicated to the State, its agents, officers and employees pursuant to the Agreement. Provided, this indemnity shall not apply to any alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions resulting from the State's, its agents', officers' and employees' failure to comply with specific written instructions regarding use provided to the State, its agents, officers and employees by the Sponsor, its agents, employees, contractors, subcontractors or vendors, of any tier, or any other persons for whom the Sponsor may be legally liable.

The funding board and RCO are included within the term State, as are all other agencies, departments, boards, councils, committees, divisions, bureaus, offices, societies, or other entities of state government.

## **INDEPENDENT CAPACITY OF THE SPONSOR**

The Sponsor and its employees or agents performing under this Agreement are not officers, employees or agents of the RCO or Funding Entity. The Sponsor will not hold itself out as nor claim to be an officer, employee or agent of the RCO or the Funding Entity, or of the state of Washington, nor will the Sponsor make any claim of right, privilege or benefit which would accrue to an employee under RCW 41.06.

The Sponsor is responsible for withholding and/or paying employment taxes, insurance, or deductions of any kind required by federal, state, and/or local laws.

## CONFLICT OF INTEREST

Notwithstanding any determination by the Executive Ethics Board or other tribunal, RCO may, in its sole discretion, by written notice to the Sponsor terminate this Agreement if it is found after due notice and examination by RCO that there is a violation of the Ethics in Public Service Act, RCW 42.52; or any similar statute involving the Sponsor in the procurement of, or performance under, this Agreement.

In the event this Agreement is terminated as provided herein, RCO shall be entitled to pursue the same remedies against the Sponsor as it could pursue in the event of a breach of the Agreement by the Sponsor. The rights and remedies of RCO provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or this Agreement.

## COMPLIANCE WITH APPLICABLE LAW

In implementing the Agreement, the Sponsor shall comply with all applicable federal, state, and local laws (including without limitation all applicable ordinances, codes, rules, and regulations). Such compliance includes, without any limitation as to other applicable laws, the following laws:

- A. **Nondiscrimination Laws.** The Sponsor shall comply with all applicable federal, state, and local nondiscrimination laws and/or policies, including but not limited to: the Americans with Disabilities Act; Civil Rights Act; and the Age Discrimination Employment Act (if applicable). In the event of the Sponsor's noncompliance or refusal to comply with any nondiscrimination law or policy, the Agreement may be rescinded, cancelled, or terminated in whole or in part, and the Sponsor may be declared ineligible for further grant awards from the RCO or Funding Entity. The Sponsor is responsible for any and all costs or liability arising from the Sponsor's failure to so comply with applicable law. Except where a nondiscrimination clause required by a federal funding agency is used, the Sponsor shall insert the following nondiscrimination clause in each contract for construction of this project: "During the performance of this contract, the contractor agrees to comply with all federal and state nondiscrimination laws, regulations and policies."
- B. **Secular Use of Funds.** No funds awarded under this grant may be used to pay for any religious activities, worship, or instruction, or for lands and facilities for religious activities, worship, or instruction. Religious activities, worship, or instruction may be a minor use of the grant supported recreation and conservation land or facility.
- C. **Wages and Job Safety.** The Sponsor agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington or other jurisdiction which affect wages and job safety. The Sponsor agrees when state prevailing wage laws (RCW 39.12) are applicable, to comply with such laws, to pay the prevailing rate of wage to all workers, laborers, or mechanics employed in the performance of any part of this contract, and to file a statement of intent to pay prevailing wage with the Washington State Department of Labor and Industries as required by RCW 39.12.40. The Sponsor also agrees to comply with the provisions of the rules and regulations of the Washington State Department of Labor and Industries.
  - 1) Pursuant to RCW 39.12.040(1)(a), all contractors and subcontractors shall submit to Sponsor a statement of intent to pay prevailing wages if the need to pay prevailing wages is required by law. If a contractor or subcontractor intends to pay other than prevailing wages, it must provide the Sponsor with an affirmative statement of the contractor's or subcontractor's intent. Unless required by law, the Sponsor is not required to investigate a statement regarding prevailing wage provided by a contractor or subcontractor.
- D. **Restrictions on Grant Use.** No part of any funds provided under this grant shall be used, other than for normal and recognized executive-legislative relationships, for publicity or propaganda purposes, or for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or video presentation designed to support or defeat legislation pending before the U.S. Congress or any state legislature. No part of any funds provided under this grant shall be used to pay the salary or expenses of any Sponsor, or agent acting for such Sponsor, related to any activity designed to influence legislation or appropriations pending before the U.S. Congress or any state legislature.
- E. **Debarment and Certification.** By signing the Agreement with RCO, the Sponsor certifies that neither it nor its principals nor any other lower tier participant are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by Washington State Labor and Industries. Further, the Sponsor agrees not to enter into any arrangements or contracts related to this Agreement with any party that is on Washington State Department of Labor and Industries' "Debarred Contractor List."

## ARCHAEOLOGICAL AND CULTURAL RESOURCES

- A. **Project Review.** RCO facilitates the review of projects for potential impacts to archaeology and cultural resources, except as those listed below. The Sponsor shall follow RCO guidance and directives to assist it with such review as may apply.
  - 1) **Projects occurring on State/Federal Lands:** Archaeological and cultural resources compliance for projects occurring on State or Federal Agency owned or managed lands, will be the responsibility of the respective agency, regardless of sponsoring entity type. Prior to ground disturbing work or alteration of a potentially

historic or culturally significant structure, or release of final payments on an acquisition, the Sponsor must provide RCO all documentation acknowledging and demonstrating that the applicable archaeological and cultural resources responsibilities of such state or federal landowner or manager has been conducted.

- B. Termination. RCO retains the right to terminate a project due to anticipated or actual impacts to archaeology and cultural resources.
- C. Notice To Proceed. No work shall commence in the project area until RCO has provided a notice of cultural resources completion. RCO may require on-site monitoring for impacts to archaeology and cultural resources during any demolition, construction, land clearing, restoration, or repair work, and may direct that work stop to minimize, mitigate, or avoid impacts to archaeology and cultural resource impacts or concerns. All cultural resources requirements for non ground disturbing projects (such as acquisition or planning projects) must be met prior to final reimbursement.
- D. Compliance and Indemnification. At all times, the Sponsor shall take reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic resources in the project area, and comply with any RCO direction for such minimization and mitigation. All federal or state cultural resources requirements under Governor's Executive Order 21-02 and the National Historic Preservation Act, and the State Environmental Policy Act and the National Environmental Policy Act, and any local laws that may apply, must be completed prior to the start of any work on the project site. The Sponsor must agree to indemnify and hold harmless the State of Washington in relation to any claim related to historical or cultural artifacts discovered, disturbed, or damaged due to the project funded under this Agreement. Sponsor shall comply with RCW 27.53, RCW 27.44.055, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting cultural resources and human remains.
- E. Costs associated with project review and evaluation of archeology and cultural resources are eligible for reimbursement under this agreement. Costs that exceed the budget grant amount shall be the responsibility of the Sponsor.
- F. Inadvertent Discovery Plan. The Sponsor shall request, review, and be bound by the RCO Inadvertent Discovery Plan, and:
  - 1) Keep the IDP at the project site.
  - 2) Make the IDP readily available to anyone working at the project site.
  - 3) Discuss the IDP with staff and contractors working at the project site.
  - 4) Implement the IDP when cultural resources or human remains are found at the project site.
- G. Inadvertent Discovery
  - 1) If any archaeological or historic resources are found while conducting work under this Agreement, the Sponsor shall immediately stop work and notify RCO, the Department of Archaeology and Historic Preservation at (360) 586-3064, and any affected Tribe, and stop any activity that may cause further disturbance to the archeological or historic resources.
  - 2) If any human remains are found while conducting work under this Agreement, Sponsor shall immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, and then RCO, all in the most expeditious manner, and stop any activity that may cause disturbance to the remains. Sponsor shall secure the area of the find will and protect the remains from further disturbance until the State provides a new notice to proceed.
    - a) Any human remains discovered shall not be touched, moved, or further disturbed unless directed by the Department of Archaeology and Historic Preservation (DAHP).
    - b) The county medical examiner/coroner will assume jurisdiction over the human skeletal remains and make a determination of whether those remains are forensic or non-forensic. If the county medical examiner/coroner determines the remains are non-forensic, then they will report that finding to the Department of Archaeology and Historic Preservation (DAHP) who will then take jurisdiction over the remains. The DAHP will notify any appropriate cemeteries and all affected tribes of the find. The State Physical Anthropologist will make a determination of whether the remains are Indian or Non-Indian and report that finding to any appropriate cemeteries and the affected tribes. The DAHP will then handle all consultation with the affected parties as to the future preservation, excavation, and disposition of the remains.

## RECORDS

- A. **Digital Records.** If requested by RCO, the Sponsor must provide a digital file(s) of the project property and funded project site in a format specified by the RCO.

- B. **Maintenance and Retention.** The Sponsor shall maintain books, records, documents, data and other records relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. Sponsor shall retain such records for a period of nine years from the date RCO deems the project complete, as defined in the PROJECT REIMBURSEMENTS Section. If any litigation, claim or audit is started before the expiration of the nine (9) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.
- C. **Access to Records and Data.** At no additional cost, the records relating to the Agreement, including materials generated under the Agreement, shall be subject at all reasonable times to inspection, review or audit by RCO, personnel duly authorized by RCO, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement. This includes access to all information that supports the costs submitted for payment under the grant and all findings, conclusions, and recommendations of the Sponsor's reports, including computer models and methodology for those models.
- D. **Public Records.** Sponsor acknowledges that the RCO is subject to RCW 42.56 and that this Agreement and any records Sponsor submits or has submitted to the State shall be a public record as defined in RCW 42.56. RCO administers public records requests per WAC 286-06 and 420-04 (which ever applies). Additionally, the Sponsor agrees to disclose any information in regards to the expenditure of that funding as if the project sponsor were subject to the requirements of chapter 42.56 RCW. By submitting any record to the State, Sponsor understands that the State may be requested to disclose or copy that record under the state public records law, currently codified at RCW 42.56. The Sponsor warrants that it possesses such legal rights as are necessary to permit the State to disclose and copy such record to respond to a request under state public records laws. The Sponsor hereby agrees to release the State from any claims arising out of allowing such review or copying pursuant to a public records act request, and to indemnify against any claims arising from allowing such review or copying and pay the reasonable cost of state's defense of such claims.

#### PROJECT FUNDING

- A. **Authority.** This Agreement and funding is made available to Sponsor through the RCO.
- B. **Additional Amounts.** The RCO or Funding Entity shall not be obligated to pay any amount beyond the dollar amount as identified in this Agreement, unless an additional amount has been approved in advance by the RCO director and incorporated by written amendment into this Agreement.
- C. **Before the Agreement.** No expenditure made, or obligation incurred, by the Sponsor before the project start date shall be eligible for grant funds, in whole or in part, unless specifically provided for by the RCO director, such as a waiver of retroactivity or program specific eligible pre-Agreement costs. For reimbursements of such costs, this Agreement must be fully executed and an original received by RCO. The dollar amounts identified in this Agreement may be reduced as necessary to exclude any such expenditure from reimbursement.
- D. **After the Period of Performance.** No expenditure made, or obligation incurred, following the period of performance shall be eligible, in whole or in part, for grant funds hereunder. In addition to any remedy the RCO or Funding Entity may have under this Agreement, the grant amounts identified in this Agreement shall be reduced to exclude any such expenditure from participation.

#### PROJECT REIMBURSEMENTS

- A. **Reimbursement Basis.** This Agreement is administered on a reimbursement basis per WAC 286-13 and/or 420-12, whichever has been designated to apply. Only the primary Sponsor may request reimbursement for eligible and allowable costs incurred during the period of performance. The primary Sponsor may request reimbursement only after (1) this Agreement has been fully executed and (2) the Sponsor has remitted payment to its vendors. RCO will authorize disbursement of project funds only on a reimbursable basis at the percentage as defined in the PROJECT FUNDING Section. Reimbursement shall not be approved for any expenditure not incurred by the Sponsor, or for a donation used as part of its matching share. RCO does not reimburse for donations. All reimbursement requests must include proper documentation of expenditures as required by RCO.
- B. **Reimbursement Request Frequency.** The primary Sponsor is required to submit a reimbursement request to RCO, at a minimum for each project at least once a year for reimbursable activities occurring between July 1 and June 30 or as identified in the milestones. Sponsors must refer to the most recent applicable RCO manuals and this Agreement regarding reimbursement requirements.
- C. **Compliance and Payment.** The obligation of RCO to pay any amount(s) under this Agreement is expressly conditioned on strict compliance with the terms of this Agreement and other agreements between RCO and the Sponsor.

D. **Conditions for Payment of Retainage.** RCO reserves the right to withhold disbursement of the total amount of the grant to the Sponsor until the following has occurred:

- 1) RCO has accepted the project as a completed project, which acceptance shall not be unreasonably withheld.
- 2) On-site signs are in place (if applicable); Any other required documents and media are complete and submitted to RCO; Grant related fiscal transactions are complete, and

#### **ADVANCE PAYMENTS**

Advance payments of or in anticipation of goods or services are not allowed unless approved by the RCO director and are consistent with legal requirements and Manual 8: Reimbursements.

#### **RECOVERY OF PAYMENTS**

- A. **Recovery for Noncompliance.** In the event that the Sponsor fails to expend funds under this Agreement in accordance with state and federal laws, and/or the provisions of the Agreement, fails to meet its percentage of the project total, and/or fails to comply with any of the terms and conditions of the Agreement, RCO reserves the right to recover grant award funds in the amount equivalent to the extent of noncompliance in addition to any other remedies available at law or in equity.
- B. **Return of Overpayments.** The Sponsor shall reimburse RCO for any overpayment or erroneous payments made under the Agreement. Repayment by the Sponsor of such funds under this recovery provision shall occur within 30 days of demand by RCO. Interest shall accrue at the rate of twelve percent (12%) per annum from the time the Sponsor received such overpayment. Unless the overpayment is due to an error of RCO, the payment shall be due and owing on the date that the Sponsor receives the overpayment from the RCO. If the payment is due to an error of RCO, it shall be due and owing 30 days after demand by RCO for refund.

#### **COVENANT AGAINST CONTINGENT FEES**

The Sponsor warrants that no person or selling agent has been employed or retained to solicit or secure this Agreement on an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established agents maintained by the Sponsor for the purpose of securing business. RCO shall have the right, in the event of breach of this clause by the Sponsor, to terminate this Agreement and to be reimbursed by Sponsor for any grant funds paid to Sponsor (even if such funds have been subsequently paid to an agent), without liability to RCO or, in RCO's discretion, to deduct from the Agreement grant amount or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fee.

#### **INCOME (AND FEES) AND USE OF INCOME**

- A. **Compatible source.** The source of any income generated in a funded project or project area must be compatible with the funding source and the Agreement and any applicable manuals, RCWs, and WACs.
- B. **Use of Income.** Subject to any limitations contained in applicable state or federal law, any needed approvals of RCO, and applicable rules and policies, income or fees generated at a project work site (including entrance, utility corridor permit, cattle grazing, timber harvesting, farming, rent, franchise fees, ecosystem services, carbon offsets sequestration, etc.) during or after the reimbursement period cited in the Agreement, must be used to offset:
  - 1) The Sponsor's matching resources;
  - 2) The project's total cost;
  - 3) The expense of operation, maintenance, stewardship, monitoring, and/or repair of the facility or program assisted by the grant funding;
  - 4) The expense of operation, maintenance, stewardship, monitoring, and/or repair of other similar units in the Sponsor's system;
  - 5) Capital expenses for similar acquisition and/or development and renovation; and/or
  - 6) Other purposes explicitly approved by RCO or otherwise provided for in this agreement.

#### **PROCUREMENT REQUIREMENTS**

- A. **Procurement Requirements.** If the Sponsor has, or is required to have, a procurement process that follows applicable state and/or federal law or procurement rules and principles, it must be followed, documented, and

retained. If no such process exists, the Sponsor must follow these minimum procedures:

- 1) Publish a notice to the public requesting bids/proposals for the project;
- 2) Specify in the notice the date for submittal of bids/proposals;
- 3) Specify in the notice the general procedure and criteria for selection; and
- 4) Sponsor must contract or hire from within its bid pool. If bids are unacceptable the process needs to be repeated until a suitable bid is selected.
- 5) Comply with the same legal standards regarding unlawful discrimination based upon race, gender, ethnicity, sex, or sex-orientation that are applicable to state agencies in selecting a bidder or proposer.

Alternatively, Sponsor may choose a bid from a bidding cooperative if authorized to do so.

This procedure creates no rights for the benefit of third parties, including any proposers, and may not be enforced or subject to review of any kind or manner by any entity other than the RCO. Sponsors may be required to certify to the RCO that they have followed any applicable state and/or federal procedures or the above minimum procedure where state or federal procedures do not apply.

### **RIGHT OF INSPECTION**

The Sponsor shall provide right of access to the project to RCO, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government, at all reasonable times, in order to monitor and evaluate performance, long-term obligations, compliance, and/or quality assurance under this Agreement. If a landowner agreement or other form of control and tenure limits access to the project area, it must include (or be amended to include) the RCO's right to inspect and access lands acquired or developed with this funding assistance.

### **STEWARDSHIP AND MONITORING**

Sponsor agrees to perform monitoring and stewardship functions as stated in the applicable WACs and manuals, this Agreement, or as otherwise directed by RCO consistent with the existing laws and applicable manuals. Sponsor further agrees to utilize, where applicable and financially feasible, any monitoring protocols recommended by the RCO; provided that RCO does not represent that any monitoring it may recommend will be adequate to reasonably assure project performance or safety. It is the sole responsibility of the Sponsor to perform such additional monitoring as may be adequate for such purposes.

### **ORDER OF PRECEDENCE**

This Agreement is entered into, pursuant to, and under the authority granted by applicable federal and state laws. The provisions of the Agreement shall be construed to conform to those laws. In the event of a direct and irreconcilable conflict between the terms of this Agreement and any applicable statute, rule, or policy or procedure, the conflict shall be resolved by giving precedence in the following order:

- A. Federal law and binding executive orders;
- B. Code of federal regulations;
- C. Terms and conditions of a grant award to the state from the federal government;
- D. Federal grant program policies and procedures adopted by a federal agency that are required to be applied by federal law;
- E. State Constitution, RCW, and WAC;
- F. Agreement Terms and Conditions and Applicable Manuals;
- G. Applicable deed restrictions, and/or governing documents.

### **LIMITATION OF AUTHORITY**

Only RCO's Director or RCO's delegate authorized in writing (delegation to be made prior to action) shall have the authority to alter, amend, modify, or waive any clause or condition of this Agreement; provided that any such alteration, amendment, modification, or waiver of any clause or condition of this Agreement is not effective or binding unless made as a written amendment to this Agreement and signed by the RCO Director or delegate.

## **WAIVER OF DEFAULT**

Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver or breach of any provision of the Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement unless stated to be such in writing, signed by the director, or the director's designee, and attached as an amendment to the original Agreement.

## **APPLICATION REPRESENTATIONS – MISREPRESENTATIONS OR INACCURACY OR BREACH**

The Funding Entity (if different from RCO) and RCO rely on the Sponsor's application in making its determinations as to eligibility for, selection for, and scope of, funding grants. Any misrepresentation, error or inaccuracy in any part of the application may be deemed a breach of this Agreement.

## **SPECIFIC PERFORMANCE**

RCO may, at its discretion, enforce this Agreement by the remedy of specific performance, which means Sponsors' completion of the project and/or its completion of long-term obligations as described in this Agreement. However, the remedy of specific performance shall not be the sole or exclusive remedy available to RCO. No remedy available to the RCO shall be deemed exclusive. The RCO may elect to exercise any, a combination of, or all of the remedies available to it under this Agreement, or under any provision of law, common law, or equity, including but not limited to seeking full or partial repayment of the grant amount paid and damages.

## **TERMINATION AND SUSPENSION**

The RCO requires strict compliance by the Sponsor with all the terms of this Agreement including, but not limited to, the requirements of the applicable statutes, rules, and RCO policies, and with the representations of the Sponsor in its application for a grant as finally approved by RCO. For federal awards, notification of termination will comply with 2 C.F.R. § 200 (as updated).

### **A. For Cause.**

- 1) The RCO director may suspend or terminate the obligation to provide funding to the Sponsor under this Agreement:
  - a) If the Sponsor breaches any of the Sponsor's obligations under this Agreement;
  - b) If the Sponsor fails to make progress satisfactory to the RCO director toward completion of the project by the completion date set out in this Agreement. Included in progress is adherence to milestones and other defined deadlines; or
  - c) If the primary and secondary Sponsor(s) cannot mutually agree on the process and actions needed to implement the project;
- 2) Prior to termination, the RCO shall notify the Sponsor in writing of the opportunity to cure. If corrective action is not taken within 30 days or such other time period that the director approves in writing, the Agreement may be terminated. In the event of termination, the Sponsor shall be liable for damages or other relief as authorized by law and/or this Agreement.
- 3) RCO reserves the right to suspend all or part of the Agreement, withhold further payments, or prohibit the Sponsor from incurring additional obligations of funds during the investigation of any alleged breach and pending corrective action by the Sponsor, or a decision by the RCO to terminate the Contract.

### **B. For Convenience.** Except as otherwise provided in this Agreement, RCO may, by ten (10) days written notice, beginning on the second day after the mailing, terminate this Agreement, in whole or in part when it is in the best interest of the state. If this Agreement is so terminated, RCO shall be liable only for payment required under the terms of this Agreement prior to the effective date of termination. A claimed termination for cause shall be deemed to be a "Termination for Convenience" if it is determined that:

- 1) The Sponsor was not in default; or
- 2) Failure to perform was outside Sponsor's control, fault or negligence.

### **C. Rights and Remedies of the RCO.**

- 1) The rights and remedies of RCO provided in this Agreement are not exclusive and are in addition to any other rights and remedies provided by law.

- 2) In the event this Agreement is terminated by the director, after any portion of the grant amount has been paid to the Sponsor under this Agreement due to Sponsor's breach of the Agreement or other violation of law, the director may require that any amount paid be repaid to RCO for redeposit into the account from which the funds were derived. However, any repayment shall be limited to the extent repayment would be inequitable and represent a manifest injustice in circumstances where the project will fulfill its fundamental purpose for substantially the entire period of performance and of long-term obligation.
- D. **Non Availability of Funds.** The obligation of the RCO to make payments is contingent on the availability of state and federal funds through legislative appropriation and state allotment. If amounts sufficient to fund the grant made under this Agreement are not appropriated to RCO for expenditure for this Agreement in any biennial fiscal period, RCO shall not be obligated to pay any remaining unpaid portion of this grant unless and until the necessary action by the Legislature or the Office of Financial Management occurs. If RCO participation is suspended under this section for a continuous period of one year, RCO's obligation to provide any future funding under this Agreement shall terminate. Termination of the Agreement under this section is not subject to appeal by the Sponsor.
- 1) **Suspension:** The obligation of the RCO to manage contract terms and make payments is contingent upon the state appropriating state and federal funding each biennium. In the event the state is unable to appropriate such funds by the first day of each new biennium RCO reserves the right to suspend the Agreement, with ten (10) days written notice, until such time funds are appropriated. Suspension will mean all work related to the contract must cease until such time funds are obligated to RCO and the RCO provides notice to continue work.
  - 2) **No Waiver.** The failure or neglect of RCO to require strict compliance with any term of this Agreement or to pursue a remedy provided by this Agreement or by law shall not act as or be construed as a waiver of any right to fully enforce all rights and obligations set forth in this Agreement and in applicable state or federal law and regulations.

#### **DISPUTE HEARING**

Except as may otherwise be provided in this Agreement, when a dispute arises between the Sponsor and the RCO, which cannot be resolved, either party may request a dispute hearing according to the process set out in this section. Either party's request for a dispute hearing must be in writing and clearly state:

- A. The disputed issues;
- B. The relative positions of the parties;
- C. The Sponsor's name, address, project title, and the assigned project number.

In order for this section to apply to the resolution of any specific dispute or disputes, the other party must agree in writing that the procedure under this section shall be used to resolve those specific issues. The dispute shall be heard by a panel of three persons consisting of one person chosen by the Sponsor, one person chosen by the director, and a third person chosen by the two persons initially appointed. If a third person cannot be agreed on, the persons chosen by the Sponsor and director shall be dismissed and an alternate person chosen by the Sponsor, and one by the director shall be appointed and they shall agree on a third person. This process shall be repeated until a three person panel is established.

Any hearing under this section shall be informal, with the specific processes to be determined by the disputes panel according to the nature and complexity of the issues involved. The process may be solely based on written material if the parties so agree. The disputes panel shall be governed by the provisions of this Agreement in deciding the disputes.

The parties shall be bound by the majority decision of the dispute panelists, unless the remedy directed by that panel is beyond the authority of either or both parties to perform, as necessary, or is otherwise unlawful.

Request for a disputes hearing under this section by either party shall be delivered or mailed to the other party. The request shall be delivered or mailed within thirty (30) days of the date the requesting party has received notice of the action or position of the other party which it wishes to dispute. The written agreement to use the process under this section for resolution of those issues shall be delivered or mailed by the receiving party to the requesting party within thirty (30) days of receipt by the receiving party of the request.

All costs associated with the implementation of this process shall be shared equally by the parties.

#### **ATTORNEYS' FEES**

In the event of litigation or other action brought to enforce contract terms, each party agrees to bear its own costs and attorneys' fees.

**GOVERNING LAW/VENUE**

This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington. In the event of a lawsuit involving this Agreement, venue shall be in Thurston County Superior Court if legally proper; otherwise venue shall be in the Superior Court of a county where the project is situated, if venue there is legally proper, and if not, in a county where venue is legally proper. The Sponsor, by execution of this Agreement acknowledges the jurisdiction of the courts of the State of Washington and agrees to venue as set forth above.

**SEVERABILITY**

The provisions of this Agreement are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the Agreement.

**END OF STANDARD TERMS AND CONDITIONS**

This is the end of the Standard Terms and Conditions of the Agreement.

# 21-1501 Agreement - Ennis Creek Fish Passage Design

Final Audit Report

2025-05-29

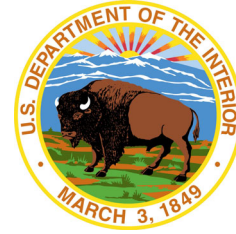
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By:	Mollie Lavelle (mollie.lavelle@rco.wa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA7-YrJm0mcVyiP30WpnJNxvGSGW6NC7ex

## "21-1501 Agreement - Ennis Creek Fish Passage Design" History

-  Document created by Mollie Lavelle (mollie.lavelle@rco.wa.gov)  
2025-04-22 - 2:54:39 PM PDT - IP address: 198.238.202.135
-  Document emailed to Nathan West (nwest@cityofpa.us) for signature  
2025-04-22 - 2:55:01 PM PDT
-  Email viewed by Nathan West (nwest@cityofpa.us)  
2025-05-29 - 7:31:25 AM PDT - IP address: 76.191.127.50
-  Document e-signed by Nathan West (nwest@cityofpa.us)  
Signature Date: 2025-05-29 - 7:32:04 AM PDT - Time Source: server- IP address: 76.191.127.50
-  Document emailed to Christy Rains (christy.rains@rco.wa.gov) for signature  
2025-05-29 - 7:32:06 AM PDT
-  Email viewed by Christy Rains (christy.rains@rco.wa.gov)  
2025-05-29 - 10:41:36 AM PDT - IP address: 104.47.64.254
-  Document e-signed by Christy Rains (christy.rains@rco.wa.gov)  
Signature Date: 2025-05-29 - 10:41:47 AM PDT - Time Source: server- IP address: 198.238.202.135
-  Agreement completed.  
2025-05-29 - 10:41:47 AM PDT

**20-583 ENNIS CREEK CORRECTION PROJECT**

**NOTICE OF AWARD**



AUTHORIZATION (Legislation/Regulations)

Fish and Wildlife Coordination Act—Cooperation of agencies (16 U.S.C. §661)

1. DATE ISSUED MM/DD/YYYY 07/31/2023		1a. SUPERSEDES AWARD NOTICE dated except that any additions or restrictions previously imposed remain in effect unless specifically rescinded	
2. CFDA NO. 15.685 - National Fish Passage			
3. ASSISTANCE TYPE Cooperative Agreement			
4. GRANT NO. F23AC02384-00 Originating MCA #		5. TYPE OF AWARD Other	
4a. FAIN F23AC02384		5a. ACTION TYPE New	
6. PROJECT PERIOD MM/DD/YYYY From 09/01/2023		Through MM/DD/YYYY 09/01/2025	
7. BUDGET PERIOD MM/DD/YYYY From 09/01/2023		Through MM/DD/YYYY 09/01/2025	

8. TITLE OF PROJECT (OR PROGRAM)  
Ennis Creek Barrier (East Ennis Road) Correction Project

9a. GRANTEE NAME AND ADDRESS  
LOWER ELWHA TRIBAL COMMUNITY COUNCIL  
2851 Lower Elwha Rd  
Port Angeles, WA, 98363-8409

9b. GRANTEE PROJECT DIRECTOR  
Mike McHenry  
2851 Lower Elwha Rd  
Port Angeles, WA, 98363-8409  
Phone: 360-457-4012 X 7452

10a. GRANTEE AUTHORIZING OFFICIAL  
Arlene Wheeler  
2851 Lower Elwha Road  
Port Angeles, WA, 98363  
Phone: 3604528471x7437

10b. FEDERAL PROJECT OFFICER  
Ms. Miranda Plumb  
510 Desmond Dr SE  
Lacey, WA, 98503-1263  
Phone: 360-753-9560

**ALL AMOUNTS ARE SHOWN IN USD**

11. APPROVED BUDGET (Excludes Direct Assistance)		II	
I Financial Assistance from the Federal Awarding Agency Only			
II Total project costs including grant funds and all other financial participation			
a. Salaries and Wages	\$ 0.00		
b. Fringe Benefits	\$ 0.00		
c. Total Personnel Costs	\$ 0.00		
d. Equipment	\$ 0.00		
e. Supplies	\$ 0.00		
f. Travel	\$ 0.00		
g. Construction	\$ 0.00		
h. Other	\$ 0.00		
i. Contractual	\$ 200,000.00		
<b>j. TOTAL DIRECT COSTS</b>	<b>\$ 200,000.00</b>		
k. INDIRECT COSTS	\$ 0.00		
<b>l. TOTAL APPROVED BUDGET</b>	<b>\$ 200,000.00</b>		
m. Federal Share	\$ 200,000.00		
n. Non-Federal Share	\$ 0.00		

12. AWARD COMPUTATION	
a. Amount of Federal Financial Assistance (from item 11m)	\$ 200,000.00
b. Less Unobligated Balance From Prior Budget Periods	\$ 0.00
c. Less Cumulative Prior Award(s) This Budget Period	\$ 0.00
<b>d. AMOUNT OF FINANCIAL ASSISTANCE THIS ACTION</b>	<b>\$ 200,000.00</b>
<b>13. Total Federal Funds Awarded to Date for Project Period</b>	<b>\$ 200,000.00</b>

14. RECOMMENDED FUTURE SUPPORT (Subject to the availability of funds and satisfactory progress of the project):			
YEAR	TOTAL DIRECT COSTS	YEAR	TOTAL DIRECT COSTS
a. 2	\$	d. 5	\$
b. 3	\$	e. 6	\$
c. 4	\$	f. 7	\$

15. PROGRAM INCOME SHALL BE USED IN ACCORD WITH ONE OF THE FOLLOWING ALTERNATIVES:

- a. DEDUCTION
- b. ADDITIONAL COSTS
- c. MATCHING
- d. OTHER RESEARCH (Add / Deduct Option)
- e. OTHER (See REMARKS)

e

16. THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE FEDERAL AWARDING AGENCY ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:

- a. The grant program legislation
- b. The grant program regulations.
- c. This award notice including terms and conditions, if any, noted below under REMARKS.
- d. Federal administrative requirements, cost principles and audit requirements applicable to this grant.

In the event there are conflicting or otherwise inconsistent policies applicable to the grant, the above order of precedence shall prevail. Acceptance of the grant terms and conditions is acknowledged by the grantee when funds are drawn or otherwise obtained from the grant payment system.

REMARKS (Other Terms and Conditions Attached -  Yes  No)  
No program income.

**GRANTS MANAGEMENT OFFICIAL:**

Ariel Anaya, Grants Management Specialist  
5275 Leesburg Pike  
Falls Church, VA, 22041  
Phone: (503) 936-9963

17. VENDOR CODE 0070300452		18a. UEI TZX8FVYKGNT3		18b. DUNS 097252902		19. CONG. DIST. 06	
LINE#	FINANCIAL ACCT	AMT OF FIN ASST	START DATE	END DATE	TAS ACCT	PO LINE DESCRIPTION	
1	0051037997-00010	\$200,000.00	09/01/2023	09/01/2025	1611	F23AS00249 National Fish Passage Program	

**August 19, 2025**

**J - 32**

# NOTICE OF AWARD (Continuation Sheet)

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## SCOPE OF WORK

### 1. Project Description

The Service hereby incorporates the recipient's application submitted to and approved by the Service into these award terms and conditions.

This project will improve habitat for salmon and steelhead in the Ennis Creek watershed in Clallam County, Washington, by designing for the correction of a barrier culvert on East Ennis Road to restore access to 6 miles of historic habitat and assess the feasibility of correcting multiple barriers on White Creek, an Ennis tributary. An engineering consultant will produce a design and cost estimate to replace an existing fish barrier culvert with a bridge on lower Ennis Creek. The recipient perform landowner outreach and field surveys to assess feasibility of correcting multiple privately owned fish passage barriers upstream of the Highway 101 crossing on White Creek, a tributary of Ennis Creek. Expected deliverables will be: Engineering Designs and Construction Cost Estimate for Ennis Culvert Barrier Correction. Permits will be secured to get the Ennis barrier correction shovel ready for construction funding opportunities. A feasibility report of opportunities to correct multiple private barriers on the White Creek tributary to Ennis Creek will also be completed.

Under a cooperative agreement, there is a participatory relationship between the Service and the recipient during the award, with shared performance responsibilities.

Substantial Service involvement includes:

Participate and collaborate jointly with the recipient in carrying out the scope of work.

Review and approve one stage of work before the next stage can begin. Service personnel review project designs.

Reserve the right to immediately halt an activity if detailed performance specifications are not met.

Limit recipient discretion with respect to scope of work coupled with close monitoring or operational involvement during performance under the award.

## PAYMENTS

### 1. Domestic Recipients Enrolled in Treasury's ASAP System

The recipient will request payments under this award in the [U.S. Treasury's Automated Standard Application for Payment \(ASAP\)](#) system. When requesting payment in ASAP, your Payment Requestor will be required to enter an Account ID. The number assigned to this award is the partial Account ID in ASAP. When entering the Account ID in ASAP, the Payment Requestor should enter the award number identified in the notice of award, followed by a percent sign (%). Refer to the ASAP.gov Help menu for detailed instructions on requesting payments in ASAP.

## REPORT

### 1. Interim Financial Reports

The recipient is required to submit interim financial reports on an annual basis directly in GrantSolutions. The recipient must follow the financial reporting period end dates and due dates provided in GrantSolutions. The interim reporting due dates are available by signing in to GrantSolutions and selecting the menu for Reports>Federal Financial Report. The GrantSolutions financial report data entry fields are the same as those on the SF-425, "[Federal Financial Report](#)" form. See also our instructional video on "[Completing the Federal Financial Report \(SF-425\)](#)".

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### 2. Interim Performance Reports

The recipient is required to submit interim performance reports on an annual basis directly in GrantSolutions. The recipient must follow the performance reporting period end dates and due dates provided in GrantSolutions. The interim reporting due dates are available by signing in to GrantSolutions and selecting the menu for Reports>FPR.

### 3. Final Reports

The recipient must liquidate all obligations incurred under the award and submit a *final* financial report in GrantSolutions no later than 120 calendar days after the award period of performance end date. The GrantSolutions financial report data entry fields are the same as those on the SF-425, Federal Financial Report form, <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>. See also our instructional video on “Completing the Federal Financial Report (SF425) [https://fawiki.fws.gov/display/VLSV#VirtualLearningSeriesVideosHome-CompletingtheFederalFinancialReport\(SF-425\)](https://fawiki.fws.gov/display/VLSV#VirtualLearningSeriesVideosHome-CompletingtheFederalFinancialReport(SF-425))

The recipient must submit a *final* performance report no later than 120 calendar days after the award period of performance end date. Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results. Please include the Service award number on all reports.

The recipient must follow the final Federal Financial Report and the final Performance Report reporting period end dates and due dates provided in GrantSolutions. The final reporting due dates are available by signing in to GrantSolutions and selecting the menu for Reports>Federal Financial Report or Reports>FPR.

### 4. Reporting Due Date Extensions

Reporting due dates may be extended for an award upon request to the Service Project Officer identified in the notice of award. The request should be sent by selecting the award in GrantSolutions and selecting send message. The message must include the type of report to be extended, the requested revised due date, and a justification for the extension. The Service may approve an additional extension if justified by a catastrophe that significantly impairs the award Recipient’s operations. The recipient must submit reporting due date extension requests through GrantSolutions to the Service Project Officer identified in their notice of award before the original due date. The Service Project Officer will respond to the recipient after approval or denial of the extension request.

### 5. Significant Developments Reports

See [2 CFR §200.329\(e\)](#). Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, recipients are required to notify the Service in writing as soon as the recipient becomes aware of any problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation. The recipient should also notify the Service in writing of any favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

## SPECIAL TERMS AND REQUIREMENTS

### 1. Individuals Issuing Subawards

In accordance with [2 CFR 180](#), before issuing any subaward of any amount the Recipient must confirm that the subrecipient and principals or the contractor are/is not suspended or debarred from receiving Federal funds. The Recipient does this by: 1) checking SAM Exclusions, 2) collecting a certification from the subrecipient; or 3) adding a clause or condition to the subaward.

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To check SAM Exclusions, go to [www.SAM.gov](http://www.SAM.gov). Search for entities by their UEI number. Search for principal participants by their names. Search for contractors by their business names. If an exclusion is found that prohibits the entity from receiving Federal award funds, the Recipient is prohibited from entering into a subaward with that entity.

### STAFF CONTACTS

1. Program Officer Name: Miranda Plumb

Program Officer Email Address: [miranda\\_plumb@fws.gov](mailto:miranda_plumb@fws.gov)

Program Officer Phone Number: 360-742-4990

### Terms and Conditions

#### 1. U.S. Fish and Wildlife Service

##### General Award Terms and Conditions

Recipients of U.S. Fish and Wildlife Service (Service) grant and cooperative agreement awards (hereafter referred to as ‘awards’) are subject to the terms and conditions incorporated into their Notice of Award either by direct citation or by reference to Federal regulations; program legislation or regulation; and special award terms and conditions. Award terms and conditions are applicable unless and until the USFWS removes or revises them in written notice to the recipient. The Service will make such changes by issuing a written notice that describes the change and provides the effective date.

Recipients indicate their acceptance of an award by starting work, drawing down funds, or accepting the award via electronic means. Recipient acceptance of an award carries with it the responsibility to be aware of and comply with all terms and conditions applicable to the award. Recipients are responsible for ensuring that their subrecipients and contractors are aware of and comply with applicable award statutes, regulations, and terms and conditions. Recipient failure to comply with award terms and conditions can result in the Service taking one or more of the remedies and actions described in Title 2 of the Code of Federal Regulations (CFR) §§200.339—343.

A PDF of these terms and conditions with embedded links to all regulations is available on the Service’s website at: <https://www.fws.gov/media/fws-financial-assistance-award-terms-and-conditions-2020-12-31>. See also the Department of the Interior’s General Award Terms and Conditions on their website at: <https://www.doi.gov/grants/doi-standard-terms-and-conditions>.

##### Administrative Requirements, Cost Principles, and Audit Requirements

These requirements and cost principles are applicable to all awards except those to individuals receiving the award separate from any business or organization they may own or operate. Foreign public entities and foreign organizations must comply with special considerations and requirements specific to their entity type, unless otherwise stated in this section. Foreign public entities must comply with those for states.

##### 2 CFR Part 200, Subparts A—D, as supplemented by 2 CFR Part 1402

Foreign public entities must follow payment procedures in 2 CFR §200.305(b). For foreign public entities and foreign organizations, the requirements in 2 CFR §§200.321—323 do not apply.

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## **Appendix XII to 2 CFR Part 200—Recipient Integrity and Performance Matters**

Applicable to awards with a total Federal share of more than \$500,000 except for awards of any amount to foreign public entities.

## **2 CFR Part 200, Subpart E—Cost Principles**

Applicable to all domestic and foreign non-Federal entities except non-profit organizations identified in Appendix VIII to 2 CFR Part 200.

## **48 CFR Subpart 31.2—Contracts with Commercial Organizations**

Applicable to non-profit organizations identified in Appendix VIII to 2 CFR Part 200 and for-profit organizations.

## **Indirect Cost Proposals**

Requirements for development and submission of indirect cost rate proposals are contained in Appendix III (Institutions of Higher Education), Appendix IV (Nonprofit organizations), and Appendix VII (States, local government agencies, and Indian tribes) to 2 CFR Part 200. See also the DOI negotiated indirect cost rate deviation policies at 2 CFR §1402.414. For-profit entities should contact the DOI National Business Center, Office of Indirect Cost Rate Services at: <https://ibc.doi.gov/ICS/icma>.

## **2 CFR Part 200, Subpart F—Audit Requirements**

Applicable to U.S. states, local governments, Indian tribes, institutions of higher education, and nonprofit organizations. Not applicable to foreign public entities, foreign organizations, or for-profit entities.

## **Statutory and National Policy Requirements**

These requirements are applicable to all awards, including those to individuals, for-profits, foreign public entities, and foreign organizations, unless otherwise stated in this section.

## **Appendix A to 2 CFR Part 25—Universal Identifier and System for Award Management**

Not applicable to individuals or any entity exempted by the awarding bureau or office prior to award per 2 CFR §25.110(c)(2) and bureau or office policy.

## **Appendix A to 2 CFR Part 170—Award term for reporting subaward and executive compensation**

Not applicable to individuals. See 2 CFR 170 for other exceptions.

## **2 CFR §175.15—Award Term for Trafficking in Persons**

Applicable to private entities as defined in 2 CFR §175.25(d), states, local governments, and Indian tribes. Applicable to foreign public entities if funding could be provided to a private entity as a subrecipient under the award.

## **2 CFR Part 1400—Nonprocurement Debarment and Suspension**

All recipients must ensure they do not enter into any covered transaction with an excluded or disqualified participant or principal. See also 2 CFR Part 180—OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement). 2 CFR §180.215 defines nonprocurement transactions that are not covered transactions.

## **2 CFR Part 1401—Requirements for Drug-Free Workplace (Financial Assistance)**

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Not applicable to foreign public entities or foreign organizations.

### 43 CFR Part 18—New Restrictions on Lobbying

Recipients are prohibited from using any federally appropriated funds (annually appropriated or continuing appropriations) or matching funds under a Federal award to pay any person for lobbying in connection with the award. Lobbying is influencing or attempting to influence an officer or employee of any U.S. agency, a Member of the U.S. Congress, or an officer or employee of a Member of the U.S. Congress in connection with the award.

### 41 U.S.C. §4712—Whistleblower Protection for Contractor and Grantee Employees

### 41 U.S.C. §6306—Prohibition on Members of Congress Making contracts with Federal Government

### Mandatory Disclosures

Failure to make required disclosures may result in any of the remedies for noncompliance described in 2 CFR §200.339, including suspension or debarment (see also 2 CFR Part 180).

**Conflicts of interest:** Per 2 CFR §1402.112, non-Federal entities and their employees must take appropriate steps to avoid conflicts of interest in their responsibilities under or with respect to Federal financial assistance agreements. In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the provisions in 2 CFR §200.318 apply. Non-Federal entities, including applicants for financial assistance awards, must disclose in writing any conflict of interest to the DOI awarding agency or pass-through entity in accordance with 2 CFR §200.112. Recipients must establish internal controls that include, at a minimum, procedures to identify, disclose, and mitigate or eliminate identified conflicts of interest. The recipient is responsible for notifying the Service Project Officer identified in their notice of award in writing of any conflicts of interest that may arise during the life of the award, including those that reported by subrecipients. The Service will examine each disclosure to determine whether a significant potential conflict exists and, if it does, work with the applicant or recipient to develop an appropriate resolution. Failure to resolve conflicts of interest in a manner that satisfies the government may be cause for termination of the award.

**Lobbying:** If the Federal share of the award is more than \$100,000, recipients must disclose making or agreeing to make any payment using non-appropriated funds for lobbying in connection with the award. To make such disclosures, recipients must complete and submit the SF-LLL, “Disclosure of Lobbying Activities” form to the USFWS. This form is available at: <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>. For more information on when additional submission of this form is required, see 43 CFR, Subpart 18.100. These restrictions are not applicable to such expenditures by Indian tribe, tribal organization, or any other Indian organization that is specifically permitted by other Federal law.

**Other Mandatory Disclosures:** Recipients and subrecipients must disclose, in a timely manner, in writing to the Service Project Officer identified in their notice of award or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities subject to the 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM.

### National Policy Encouragements

### Executive Order 13043—Increasing Seat Belt Use in the United States

Non-Federal entities are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles. Individuals are encouraged to use seat belts while driving in

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connection with award activities.

### **E. O. 13513—Federal Leadership on Reducing Text Messaging While Driving**

Non-Federal entities are encouraged to adopt and enforce policies that ban text messaging while driving, including conducting initiatives of the type described in section 3(a) of the order. Individuals are encouraged to not text message while driving in connection with award activities.

## **2. Buy America Provision**

### **Required Use of American Iron, Steel, Manufactured Products, and Construction Materials for Infrastructure**

As required by Section 70914 of the Infrastructure Investment and Jobs Act (Pub. L. 117-58), on or after May 14, 2022, none of the funds under a federal award that are part of a Federal financial assistance program for infrastructure may be obligated for a project unless all the iron, steel, manufactured products, and construction materials used in the project are produced in the United States, unless subject to an approved waiver. Recipients must include the requirements in this section all subawards, including all contracts and purchase orders for work or products under this program.

None of the funds provided under this award may be used for a project for infrastructure unless:

1. All iron and steel used in the project are produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States,
2. All manufactured products used in the project are produced in the United States. This means the manufactured product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation, and
3. all construction materials are manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States.

This Buy America preference only applies to articles, materials, and supplies consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

For more information, visit the Department's Buy America site at [www.doi.gov/grants/BuyAmerica](http://www.doi.gov/grants/BuyAmerica) and the Office of Management and Budget's site at [www.whitehouse.gov/omb/management/made-in-america/](http://www.whitehouse.gov/omb/management/made-in-america/).

### **Waivers**

There may be instances where an award qualifies, in whole or in part, for an existing DOI general applicability waiver as described at [www.doi.gov/grants/BuyAmerica/GeneralApplicabilityWaivers](http://www.doi.gov/grants/BuyAmerica/GeneralApplicabilityWaivers). If the specific financial assistance agreement, infrastructure project, or non-domestic materials meets the criteria of an existing general applicability waiver within the limitations defined within the waiver, the Recipient does not need to request a separate waiver for non-domestic materials.

When necessary, recipients may apply for, and the Department of the Interior (DOI) may grant, a waiver from these requirements, subject to review by the Made in America Office. The DOI may waive the application of the domestic content procurement preference in any case in which it is determined that one of the below circumstances applies:

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1. Non-availability Waiver: the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality,
2. Unreasonable Cost Waiver: the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent, or
3. Public Interest Waiver: applying the domestic content procurement preference would be inconsistent with the public interest.

If a general applicability waiver does not already apply, and the Recipient believes that one of the above circumstances applies to an award, the Recipient may submit a request to waive the application of the domestic content procurement preference.

### Waiver Submission Instructions

Recipients must submit all waiver requests to the Service in writing. Email all waiver requests to [fwfqfasupport@fws.gov](mailto:fwfqfasupport@fws.gov). Please use the subject line: "Buy America Waiver Request". Include the following information with each waiver request:

1. Type of waiver requested (non-availability, unreasonable cost, or public interest)
2. Requesting entity name and Unique Entity Identifier (UEI)
3. Awarding bureau: U.S. Fish and Wildlife Service
4. Awarding program Assistance Listing number and title (Notice of Award, Block 2)
5. Project title (Notice of Award, Block 8)
6. Federal Award Identification Number (Notice of Award, Block 4)
7. Federal award amount (Notice of Award, Block 11)
8. Total infrastructure costs, to the extent known (federal and non-federal funds)
9. Infrastructure project description and location, to the extent known
10. List of iron or steel item(s), manufactured goods, and construction material(s) the recipient seeks to waive from Buy America requirements. Include the name, cost, countries of origin, if known, and relevant PSC or NAICS code for each (see <https://psctool.us/> and <https://www.census.gov/naics/>).
11. A certification that the Recipient made a good faith effort to solicit bids for domestic products supported by terms included in requests for proposals, contracts, and nonproprietary communications with the prime contractor.
12. A statement of waiver justification, including a description of the Recipient's efforts (e.g., market research, industry outreach) to avoid the need for a waiver. Such a justification may cite, if applicable, the absence of any Buy America-compliant bids received in response to a solicitation.
13. Anticipated impact if no waiver is issued.

Do not include any Privacy Act information, sensitive data, or proprietary information with the waiver request.

### Waiver Review Process

The Department will post waiver requests to [www.doi.gov/grants/buyamerica](http://www.doi.gov/grants/buyamerica) for the required 15-day public comment period. The

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Made in America Office will also review all waiver requests. The Department will post approved waivers at [www.doi.gov/grants/BuyAmerica/ApprovedWaivers](http://www.doi.gov/grants/BuyAmerica/ApprovedWaivers). The Service will notify Recipients of their waiver request determination by email.

**Definitions**

*Construction materials* includes an article, material, or supply that is or consists primarily of:

- non-ferrous metals,
- plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables),
- glass (including optic glass),
- lumber, or
- drywall.

*Construction materials* does **not** include cement and cementitious materials, aggregates such as stone, sand, or gravel, or aggregate binding agents or additives.

*Domestic content procurement preference* means all iron and steel used in the project are produced in the United States; the manufactured products used in the project are produced in the United States; or the construction materials used in the project are produced in the United States.

*Infrastructure* includes, at a minimum, the structures, facilities, and equipment for, in the United States, roads, highways, and bridges; public transportation; dams, ports, harbors, and other maritime facilities; intercity passenger and freight railroads; freight and intermodal facilities; airports; water systems, including drinking water and wastewater systems; electrical transmission facilities and systems; utilities; broadband infrastructure; and buildings and real property. Infrastructure includes facilities that generate, transport, and distribute energy.

*Project* means the construction, alteration, maintenance, or repair of infrastructure in the United States.

# AWARD ATTACHMENTS

LOWER ELWHA TRIBAL COMMUNITY COUNCIL

F23AC02384-00

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1. Final Project Narrative
2. Final Budget Narrative

## Project Narrative

### Statement of Need

Ennis Creek is the smallest snowmelt watershed on the Olympic Peninsula with a total area of 12 square miles. It drains off Klahane Ridge in Olympic National Park and flows north to its terminus in Port Angeles Harbor. While the headwaters are protected, low and middle elevation portions of Ennis Creek have been negatively affected by forestry, urbanization, channelization and barrier road crossings. The Lower Elwha Klallam Tribe has developed a restoration plan (Ennis Creek Technical Team 2010) for the Ennis Creek watershed, and has completed initial restoration work within the watershed. Correction of barrier culverts within Ennis Creek are a high priority and planning is underway to replace a partial barrier on the Highway 101 fishway in 2024. One-half mile downstream of the 101 fishway, East Ennis Road crosses Ennis Creek and its double concrete culverts are also considered a barrier. The city of Port Angeles owns this structure but does not have the monetary resources to replace it. The Tribe and the North Olympic Lead Entity Group (NOPLE) have nominated this barrier for design monies in previous years but have not been successful to date. With the award from USFWS we will conduct an engineering design and cost estimate to replace an existing fish barrier culvert with a bridge on lower Ennis Creek. As match, the Tribe will assess multiple privately owned barriers upstream of the Highway 101 crossing on White Creek, a tributary of Ennis Creek. This assessment would explore possible solutions in consultation with city, county and private landowners in the sub-basin prior to the planned replacement of the Washington Department of Transportation (WDOT) barrier culvert on Highway 101 at White Creek scheduled prior to 2030.

### Project Goals and Objectives

Conduct an engineering analysis using a qualified engineering firm that results in design plans and cost estimates to replace the culverts on East Ennis Road with a bridge. Design will include geotechnical, hydrologic, bridge design, construction methods and traffic control necessary to support bid documents for construction in the future.

### Project Activities, Methods and Timetable

With project partners, city of Port Angeles, NOPLE, and the Friends of Ennis Creek, the Tribe will publish a Request for Proposals (RFP) to qualified engineering firms to complete a design to replace the impassible culverts through East Ennis Road with a bridge. Proposals will be evaluated for technical merit, qualifications and cost. A winning bid will be selected by the project partners and that firm will be contracted by the Tribe to do the analysis and design. The bridge must be large enough to accommodate peak flows and not impeded the passage of alluvium and wood under the road. The bridge must also meet the needs of the city of Port Angeles who owns the crossing. Partial designs will be submitted to the oversight team for review and comment. Final design and stamped plans will be completed within two years of grant award (Table 1). Because this is a design project, we have not addressed cultural resources or federally listed species at this time. Those issues will be addressed later when construction dollars are secured to implement the project.

Table 1. Anticipated timetable to complete the East Ennis barrier correction project.

Task	Estimated Completion Date
Grant Awarded to Tribe	August 30, 2023
Pre-project Coordination with Partners	September 15, 2023
Develop RFP for Project	October 15, 2023
Advertise RFP	November 1, 2023
Select Contractor & Complete Contract with Tribe	December 31, 2023
1st Partial Design Completed & Reviewed	May 15, 2024
2 <sup>Nd</sup> Partial Design Completed & Reviewed	December 31, 2024
Final Design and Bid Documents Completed	August 30, 2025
White Creek Landowner Outreach/Barrier Analysis Completed	August 30, 2025

### Stakeholder Coordination/Involvement

The city of Port Angeles is the owner of the existing culvert and have dedicated a cash match of \$45,000 toward the project. The Lower Elwha Klallam Tribe is also offering a cash match of \$40,500 which includes staff time for participation in the East Ennis engineering design (RFP development, contractor selection, review) and conducting an analysis of the 8 known barriers in White Creek upstream of the Highway 101 crossing. The Friends of Ennis Creek support the project and would assist with project outreach through their newsletter.

### Project Monitoring and Evaluation

Salmon monitoring occurs on Ennis Creek and includes spawning ground surveys for coho and steelhead as well as smolt outmigration. No additional monitoring is anticipated during the engineering design phase of the project.

### Description of Entities Undertaking the Project

The Lower Elwha Klallam Tribe, a federally recognized Indian Tribe will coordinate and manage the overall project. Staff from their Natural Resources Department, will be project leads managing the day to day activities of the project including Jamie Michel ([jamie.michel@elwha.org](mailto:jamie.michel@elwha.org)) and Mike McHenry ([mike.mchenry@elwha.org](mailto:mike.mchenry@elwha.org)), Habitat Biologists. A key partner is the city of Port Angeles, who owns East Ennis Road and the existing barrier culverts. Thomas Boehm ([Thomas.boehm@cityofportangeles.org](mailto:Thomas.boehm@cityofportangeles.org)), is the city engineer and will be a key technical contact. Thomas will assist with RFP development, contractor selection, and review of designs. Cheryl Bauman ([cbauman@clallamcounty.org](mailto:cbauman@clallamcounty.org)) is the director of NOPL and will assist with contractor selection, and project outreach. The Friends of Ennis Creek will also conduct project outreach. Their director is Robbie Mantooth ([ennis@olyphen.com](mailto:ennis@olyphen.com)).

### Sustainability

This project is the first phase of what will be a two phase project. Phase one is to complete design and cost-estimates to correct the fish passage barrier on East Ennis Road. The information generated from this project will then be used to implement the preferred design. That effort is expected to be initiated by project partners targeting future grant sources.

### Literature Cited

Ennis Creek Technical Team. 2010. Conceptual restoration plan for the Rayonier Mill Site and Ennis Creek watershed. Rayonier Corporation and Lower Elwha Klallam Tribe.

**Map of Project Area**

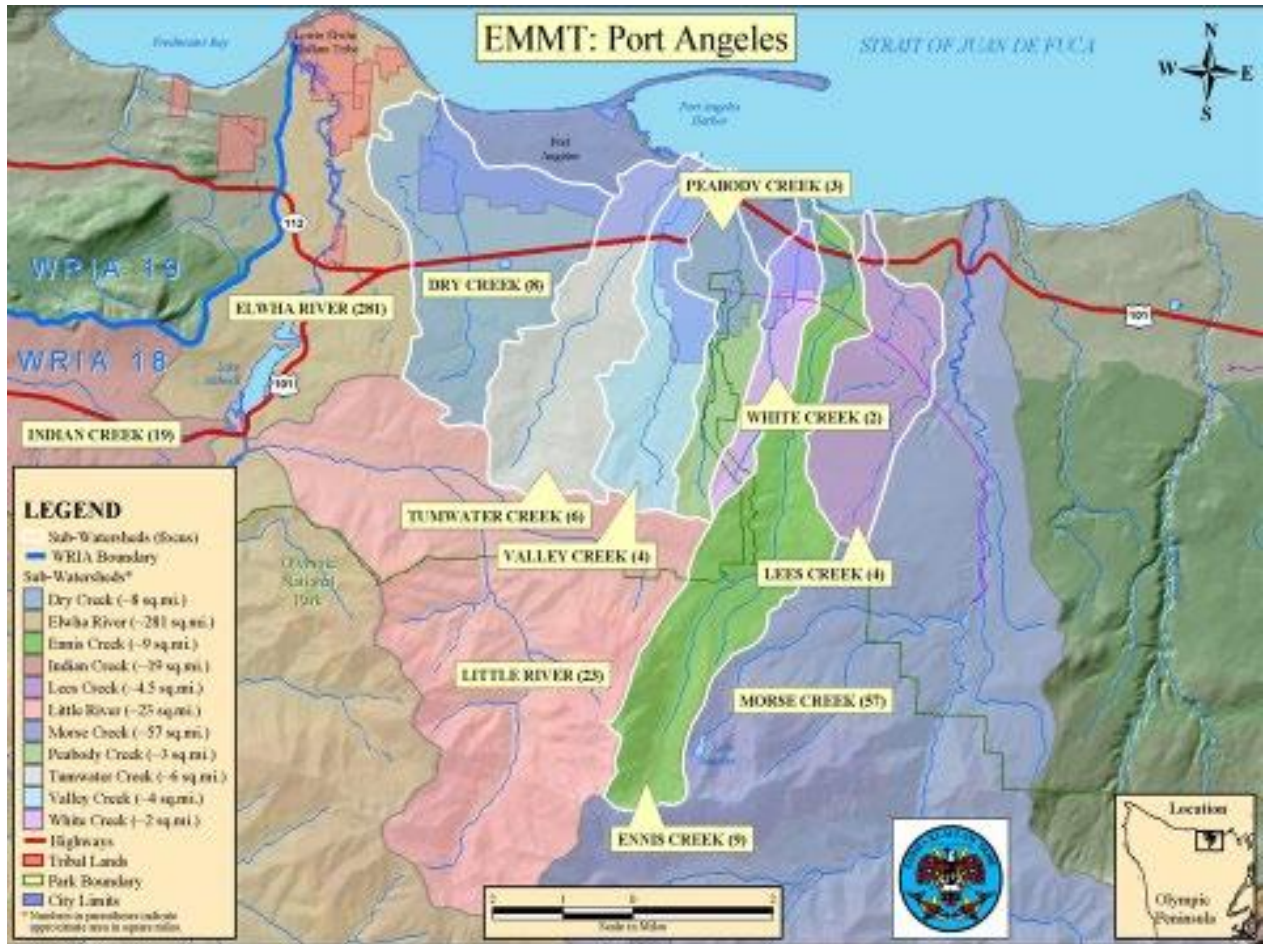


Figure 1. Ennis Creek and White Creek watersheds.

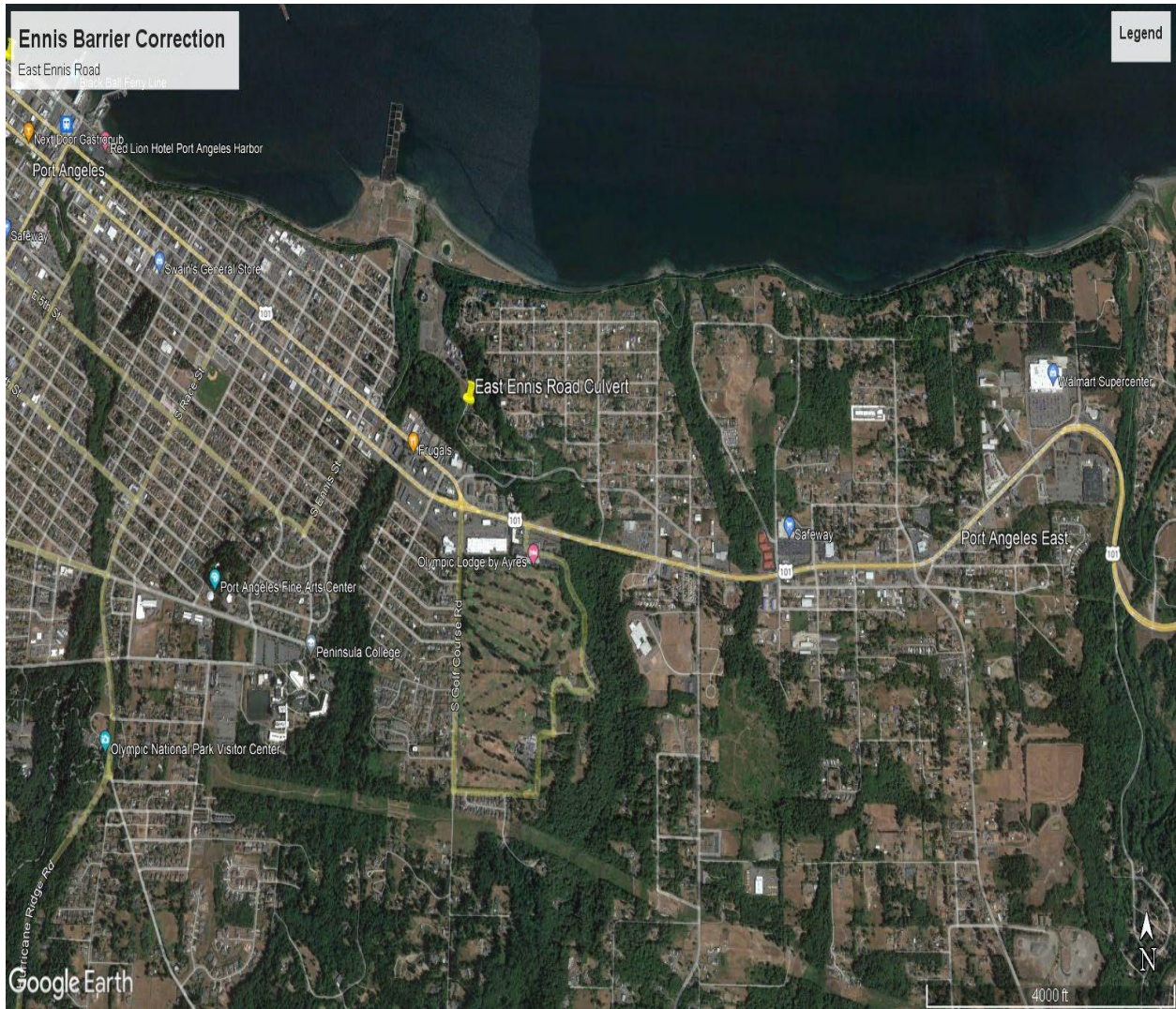


Figure 2. Location of East Ennis Road.

## Barrier Culverts – RM 0.3

- East Ennis Road
- City of Port Angeles
- Twin 7' x 50' concrete pipes (smooth bottom)
- Gradient 6.8%
- 5.5 miles of habitat >
- PI Score of 26.95
- High priority for correction



*Figure 3. East Ennis Road Barrier Correction Summary.*



# LOWER ELWHA KLALLAM TRIBE

ᑭᑭᑭᑭᑭᑭ ᑭᑭᑭᑭᑭᑭ “Strong People”

2851 Lower Elwha Road  
Port Angeles, WA 98363

Phone: 360.452.8471  
Fax: 360.452.3428

## Budget Narrative

### **Personnel: \$30,000 Cost-Share**

Lower Elwha Klallam Tribe will provide 375 hours of staff time to coordinate the grant, hire engineering design consultant for Ennis Cr, prepare permits for Ennis Barrier Correction, and conduct feasibility assessment for White Cr.

### **Fringe: \$10,500 Cost Share**

Calculated at 35% of staff time and includes paid leave, insurance and retirement.

### **Contracting: \$245,000 (\$200,000 USFWS Funds and \$45,000 cash match.**

\$200,000 of grant funds and \$45,000 cash match (provided by project partner City of Port Angeles) will be used to pay for engineering services to develop 30%, 60%, and final designs for the construction of the East Ennis Rd barrier correction. Services include production of engineering designs, geotechnical and hydrological field assessments to determine appropriate design for correction.



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

## Indian Organization Indirect Cost Negotiation Agreement

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EIN: 91-0838085

Date: 02/08/2023

**Organization:**

Lower Elwha Tribal Community  
2851 Lower Elwha Road  
Port Angeles, WA 98363

Report Number: 2022-0805

**Filing Ref.:**

Last Negotiation Agreement  
dated: 05/16/2022

The indirect cost rate contained herein is for use on grants, contracts, and other agreements with the Federal Government to which Public Law 93-638 and 2 CFR Part 200 apply subject to the limitations contained in 25 CFR 900 and Section II.A. of this agreement. The rate was negotiated by the U.S. Department of the Interior, Interior Business Center, and the subject organization in accordance with the authority contained in applicable regulations.

### Section I: Rate

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Start Date	End Date	Rate Type	Name	Rate	Base	Location	Applicable To
10/01/2022	09/30/2023	Fixed Carryforward	Indirect	30.16 %	(A)	All	All Programs

**(A) Base:** Total direct costs, less capital expenditures and passthrough funds. Passthrough funds are normally defined as payments to participants, stipends to eligible recipients, or subawards, all of which normally require minimal administrative effort.

**Treatment of fringe benefits:** Fringe benefits applicable to direct salaries and wages are treated as direct costs; fringe benefits applicable to indirect salaries and wages are treated as indirect costs.

## Section II: General

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- A. **Limitations:** Use of the rate(s) contained in this agreement is subject to any applicable statutory limitations. Acceptance of the rate(s) agreed to herein is predicated upon these conditions: (1) no costs other than those incurred by the subject organization were included in its indirect cost rate proposal, (2) all such costs are the legal obligations of the grantee/contractor, (3) similar types of costs have been accorded consistent treatment, and (4) the same costs that have been treated as indirect costs have not been claimed as direct costs (for example, supplies can be charged directly to a program or activity as long as these costs are not part of the supply costs included in the indirect cost pool for central administration).
- B. **Audit:** All costs (direct and indirect, federal and non-federal) are subject to audit. Adjustments to amounts resulting from audit of the cost allocation plan or indirect cost rate proposal upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation.
- C. **Changes:** The rate(s) contained in this agreement are based on the accounting system in effect at the time the proposal was submitted. Changes in the method of accounting for costs which affect the amount of reimbursement resulting from use of the rate(s) in this agreement may require the prior approval of the cognizant agency. Failure to obtain such approval may result in subsequent audit disallowance.
- D. **Rate Type:**
1. **Fixed Carryforward Rate:** The fixed carryforward rate is based on an estimate of the costs that will be incurred during the period for which the rate applies. When the actual costs for such period have been determined, an adjustment will be made to the rate for a future period, if necessary, to compensate for the difference between the costs used to establish the fixed rate and the actual costs.
  2. **Provisional/Final Rate:** Within six (6) months after year end, a final indirect cost rate proposal must be submitted based on actual costs. Billings and charges to contracts and grants must be adjusted if the final rate varies from the provisional rate. If the final rate is greater than the provisional rate and there are no funds available to cover the additional indirect costs, the organization may not recover all indirect costs. Conversely, if the final rate is less than the provisional rate, the organization will be required to pay back the difference to the funding agency.
  3. **Predetermined Rate:** A predetermined rate is an indirect cost rate applicable to a specified current or future period, usually the organization's fiscal year. The rate is based on an estimate of the costs to be incurred during the period. A predetermined rate is not subject to adjustment.
- E. **Rate Extension:** Only final and predetermined rates may be eligible for consideration of rate extensions. Requests for rate extensions of a current rate will be reviewed on a case-by-case basis. If an extension is granted, the non-Federal entity may not request a rate review until the extension period ends. In the last year of a rate extension period, the non-Federal entity must submit a new rate proposal for the next fiscal period.
- F. **Agency Notification:** Copies of this document may be provided to other federal offices as a means of notifying them of the agreement contained herein.
-

**AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN  
CITY OF PORT ANGELES  
AND  
ENVIRONMENTAL SCIENCE ASSOCIATES  
PSA-2025-21**

**RELATING TO: ENNIS CREEK FISH BARRIER REMOVAL**

THIS AGREEMENT is made and entered into, by and between THE CITY OF PORT ANGELES, a non-charter code city and municipal corporation of the State of Washington, (hereinafter called the "CITY") and ENVIRONMENTAL SCIENCE ASSOCIATES, a California corporation authorized to do business in the state of Washington (hereinafter called the "CONSULTANT").

WHEREAS, the CITY desires engineering, and consulting assistance related to the completion of the design for the removal of double barrel culverts and replacement with bridge crossing at the intersection of Ennis Creek and East Ennis Creek Road including the review of City 60% design comments, 90% design, and final design for a complete basis of design report and plans, specifications, and estimate.

WHEREAS, the CITY desires to engage the professional services and assistance of a qualified engineering firm to perform the Scope of Services as detailed in Exhibit A; and

WHEREAS, the CONSULTANT represents that it is in full compliance with the statutes of the State of Washington for professional registration and/or other applicable requirements; and

WHEREAS, the CONSULTANT represents that it has the background, experience, and ability to perform the work requested by the CITY in accordance with the standards of the profession; and

WHEREAS, the CONSULTANT represents that it will provide qualified personnel and appropriate facilities necessary to accomplish the work;

NOW, THEREFORE, in consideration of the above representations and the terms, conditions, covenants, and agreements set forth below, the parties hereto agree as follows:

**I SCOPE OF SERVICES**

General Scope

The CONSULTANT will perform the work as described in scope of services attached in Exhibit A.

The CITY may review the CONSULTANT'S services, and if they do not meet the Professional Standard of Care the CONSULTANT shall make such changes as may be required by the CITY. Such changes shall not constitute "Extra Work" as related in Section XII of this Agreement. Any changes made necessary due to causes outside the CONSULTANT'S reasonable control shall be provided as an extra work herein.

The CONSULTANT agrees that all services performed under this Agreement shall be in

accordance with the care and skill ordinarily provided by engineering professionals providing similar services on similar projects of like size and nature ("Standard of Care") and in compliance with applicable federal, state and local laws existing at the time the services are performed.

The Scope of Services may be amended upon written approval of both parties.

## **II OWNERSHIP OF DOCUMENTS**

Upon completion of the work, all written and electronic documents, exhibits, CAD files, project plans, engineering reports, or other presentations of the work directed by the CITY in Exhibit A with the exception of those standard details and specifications regularly used by the CONSULTANT in its normal course of business shall upon payment of all amounts rightfully owed by the CITY to the CONSULTANT herein become the property of the CITY for use without restriction and without representation as to suitability for reuse by any other party unless specifically verified or adapted by the CONSULTANT. However, any alteration of the documents, or re-use for another project, by the CITY or by others acting through or on behalf of the CITY, will be at the CITY's sole risk.

## **III DESIGNATION OF REPRESENTATIVES**

Each party shall designate its representatives in writing. The CONSULTANT'S representative shall be subject to the approval of the CITY.

## **IV TIME OF PERFORMANCE**

The CONSULTANT may begin work upon execution of this Agreement by both parties and written direction to proceed from CITY and the duration of the Agreement shall extend through December 31<sup>st</sup>, 2026.

## **V PAYMENT**

The CITY shall pay the CONSULTANT as set forth in this section of the Agreement. Such payment shall be full compensation for work performed, services rendered, and all labor, materials, supplies, equipment and incidentals necessary to complete the work.

- A. Payment shall be on the basis of the CONSULTANT'S cost for actual labor, overhead and profit plus CONSULTANT'S direct non-salary reimbursable costs as set forth in the attached Exhibit B.
- B. The CONSULTANT shall submit invoices to the CITY on a monthly basis. Invoices shall detail the work, hours, employee name, and hourly rate; shall itemize with receipts and invoices the non-salary direct costs; shall indicate the specific task or activity in the Scope of Service to which the costs are related; and shall indicate the cumulative total for each task.
- C. The CITY shall review the invoices and make payment for the percentage of the project that has been completed less the amounts previously paid.

- D. The CONSULTANT invoices are due and payable within 30 days of receipt. In the event of a disputed billing, only the disputed portion will be withheld from payment.
- E. Final payment for the balance due to the CONSULTANT will be made after the completion of the work and acceptance by the CITY.
- F. Payment for "Extra Work" performed under Section XII of this Agreement shall be as agreed to by the parties in writing.

## **VI MAXIMUM COMPENSATION**

Unless otherwise agreed to in writing by both parties, the CONSULTANT'S total compensation and reimbursement under this Agreement, including labor, direct non-salary reimbursable costs and outside services, shall not exceed the maximum sum of \$149,909. The budget for each task is as set forth in the attached Exhibit B. Budgets for task(s) may be modified upon mutual agreement between the two parties, but in any event, the total payment to CONSULTANT shall not exceed \$149,909.

## **VII INDEPENDENT CONTRACTOR STATUS**

The relation created by this Agreement is that of owner-independent contractor. The CONSULTANT is not an employee of the CITY and is not entitled to the benefits provided by the CITY to its employees. The CONSULTANT, as an independent contractor, has the authority to control and direct the performance within the Scope of Service. The CONSULTANT shall assume full responsibility for payment of all Federal, State, and local taxes or contributions imposed or required, including, but not limited to, unemployment insurance, Social Security, and income tax.

## **VIII EMPLOYMENT**

Employees of the CONSULTANT, while engaged in the performance of any work or services under this Agreement, shall be considered employees of the CONSULTANT only and not of the CITY, and claims that may arise under the Workman's Compensation Act on behalf of said employees while so engaged, and any and all claims made by a third party as a consequence of any negligent act or omission on the part of the CONSULTANT'S employees while so engaged, on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT.

In performing this Agreement, the CONSULTANT shall not employ or contract with any CITY employee without the CITY's written consent.

Consultant shall not accept any employment or perform any services where there is, or reasonably could arise, a conflict between the interests of the City and the interests of any of CONSULTANT'S other clients.

## **IX NONDISCRIMINATION**

The CONSULTANT shall conduct its business in a manner, which assures fair, equal and non-discriminatory treatment of all persons, without respect to race, creed or national origin, or other legally protected classification and, in particular:

- A. The CONSULTANT shall maintain open hiring and employment practices and will welcome applications for employment in all positions, from qualified individuals who are members of minorities protected by federal equal opportunity/affirmative action requirements; and,
- B. The CONSULTANT shall comply with all requirements of applicable federal, state or local laws or regulations issued pursuant thereto, relating to the establishment of nondiscriminatory requirements in hiring and employment practices and assuring the service of all persons without discrimination as to any person's race, color, religion, sex, Vietnam era veteran status, disabled veteran condition, physical or mental handicap, or national origin.

#### **X SUBCONTRACTS**

- A. The CONSULTANT shall not sublet or assign any of the work covered by this Agreement without the written consent of the CITY.
- B. In all solicitation either by competitive bidding or negotiation made by the CONSULTANT for work to be performed pursuant to a subcontract, including procurement of materials and equipment, each potential sub-consultant or supplier shall be notified by the CONSULTANT of CONSULTANT's obligations under this Agreement, including the nondiscrimination requirements.

#### **XI CHANGES IN WORK**

Other than changes directed by the CITY as set forth in Section I above, either party may request changes in the Scope of Services. Such changes shall not become part of this Agreement unless and until mutually agreed upon and incorporated herein by written amendments to this Agreement executed by both parties.

#### **XII EXTRA WORK**

The CITY may desire to have the CONSULTANT perform work or render services in connection with this Agreement, in addition to the Scope of Services set forth in Exhibit A and minor revisions to satisfactorily completed work. Such work shall be considered as "Extra Work" and shall be addressed in a written supplement to this Agreement. The CITY shall not be responsible for paying for such extra work unless and until the written supplement is executed by both parties.

#### **XIII TERMINATION OF AGREEMENT**

- A. The CITY may terminate this Agreement at any time upon not less than ten (10) days written notice to the CONSULTANT. Written notice will be by certified mail sent to the CONSULTANT's designated representative at the address provided by the CONSULTANT. As a condition precedent to termination for cause the CONSULTANT shall be given the notice period to cure such cause and shall have failed to so cure.
- B. In the event this Agreement is terminated prior to the completion of the work, a final payment shall be made to the CONSULTANT, which, when added to any payments previously made, shall compensate the CONSULTANT for the work completed.

- C. In the event this Agreement is terminated prior to completion of the work, documents that are the property of the CITY pursuant to Section II above, shall be delivered to and received by the CITY prior to transmittal of final payment to the CONSULTANT.

#### **XIV FORCE MAJEURE**

- A. Definition. For the purposes of this Agreement, "Force Majeure" means an event which is beyond the reasonable control of a Party including, but not limited to (1) strikes, lockouts, work slowdowns or stoppages, or accidents, (2) acts of God, (3) and delay caused by an act or omission of the other Party, and which makes a Party's performance of its obligations under the Agreement impossible or so impractical as to be considered impossible under the circumstances
- B. No Breach of Agreement. The failure of a Party to fulfill any of its obligations under the Agreement shall not be considered to be a breach of, or default under, this Agreement insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Agreement, and has informed the other Party as soon as possible about the occurrence of such an event.
- C. Extension of Time. Any period within which a Party shall, pursuant to this Agreement, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

#### **XV INDEMNIFICATION/HOLD HARMLESS**

CONSULTANT shall defend, indemnify and hold the CITY, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the CONSULTANT in performance of this Agreement, except for injuries and damages caused by the sole negligence of the CITY.

However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of the services or out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the CONSULTANT, the CITY, and the officers, officials, employees, and volunteers of either, the CONSULTANT'S liability hereunder shall be only to the extent of the CONSULTANT'S negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the CONSULTANT'S waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

#### **XVI INSURANCE**

The CONSULTANT shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in

connection with the performance of the work hereunder by the CONSULTANT, its agents, representatives or employees.

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

#### A. MINIMUM SCOPE OF INSURANCE

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 .
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent contractors and personal injury and advertising injury. The CITY shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the CITY using as additional insured endorsement at least as broad as ISO endorsement CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

#### B. MINIMUM AMOUNTS OF INSURANCE

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

#### C. OTHER INSURANCE PROVISION

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

#### D. ACCEPTABILITY OF INSURERS

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

#### E. VERIFICATION OF COVERAGE

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

#### F. NOTICE OF CANCELLATION

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

#### G. FAILURE TO MAINTAIN INSURANCE

Failure on the part of the CONSULTANT to maintain the insurance as required shall constitute a material breach of contract, upon which the CITY may, after giving five business days' notice to the CONSULTANT to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the CITY on demand, or at the sole discretion of the CITY, offset against funds due the CONSULTANT from the CITY.

#### H. CITY FULL AVAILABILITY OF CONSULTANT LIMITS

If the CONSULTANT maintains higher insurance limits than the minimums shown above, the CITY shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the CONSULTANT, irrespective of whether such limits maintained by the CONSULTANT are greater than those required by this Agreement or whether any certificate of insurance furnished to the CITY evidences limits of liability lower than those maintained by the CONSULTANT.

### **XVII APPLICABLE LAW**

This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington, and in the event of dispute the venue of any litigation brought hereunder shall be Clallam County.

### **XVIII CONFLICTS**

In the event there is any conflict between the terms and conditions contained in this AGREEMENT and the terms and conditions contained in Exhibit A or in any other document that is incorporated into or made a part of the contract between the CONSULTANT and the CITY, the terms and conditions of this AGREEMENT shall control.

### **XIX SUBMITTALS AND DOCUMENT CONTROL**

The City reserves the right to utilize an online cloud-based project management system. Virtual Project Manager (VPM) allows for paperless documentation and project administration. For more information, go to <https://www.virtual-pm.com/>.

### **XX EXHIBITS AND SIGNATURES**

This Agreement, including its exhibits, constitutes the entire Agreement, supersedes all prior written or oral understandings, and may only be changed by a written amendment executed by both parties. The following exhibits are hereby made a part of this Agreement:

Exhibit A – Scope of Services

**XXI ADDITIONAL PROVISIONS**

**A. HAZARDOUS SUBSTANCES**

CONSULTANT shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at any Project site, PROVIDED, CONSULTANT immediately notifies the City upon the discovery of such hazardous materials or toxic substances.

**B. NO THIRD PARTIES.**

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either CONSULTANT or the CITY.

**C. SITE SAFETY**

CONSULTANT and its subconsultants shall take reasonably necessary safety precautions pertaining to their performance of the Services, including, but not limited to, providing appropriate training and safety equipment for its on-site personnel. CONSULTANT shall have no responsibility for safety precautions or the means, methods, techniques, sequences, or procedures required to perform the work or services by any other contractors or consultants with whom the City has contracted for work on the Project.

**D. CITY’S RESPONSIBILITIES**

The CITY shall furnish or make available to CONSULTANT all information and technical data that is reasonably required by CONSULTANT to perform the Scope of Services under this Agreement.

This Agreement is effective and binding as of the date for the last signature affixed below.

**ENVIRONMENTAL SCIENCE ASSOCIATES**

**CITY OF PORT ANGELES**

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

APPROVED AS TO FORM:

BY: \_\_\_\_\_  
CITY ATTORNEY

ATTEST:

BY: \_\_\_\_\_  
CITY CLERK

DRAFT

# EXHIBIT A

## SCOPE OF SERVICES



819 SE Morrison Street  
Suite 310  
Portland, OR 97214  
503.274.2010 phone  
503.274.2024 fax

[esassoc.com](http://esassoc.com)

# East Ennis Creek Road Barrier Replacement Scope of Work

date August 8, 2025  
to Matthew Moore- City of Port Angeles  
from Chad McKinney, PE, CFM, Brandon Werner, EIT, Sky Miller, PE (ESA)  
subject East Ennis Creek Road Barrier Correction Project

This scope and fee shall be used as part of a new contract with the City of Port Angeles (City) to complete work previously contracted with the Lower Elwha Klallam Tribe (LEKT) for the delivery of a Bid-Ready Plans, Specifications, and Estimate (PS&E) Package to replace a fish barrier on Ennis Creek at East Ennis Creek Road.

Project goals include a fish passage project per WDFW Stream Crossing Guidelines (2013) with a new bridge designed to updated City of Port Angeles standards. Project objectives are to provide 90% and 100% Engineering Drawings, Specifications and Engineer's Estimate of Probable Costs. These design objectives will meet the requirements of City of Port Angeles Urban Services Standards & Guidelines and technical expectations outlined in the Brian Abbot Fish Barrier Removal Board Grant Program Manual 22, Appendix C.

The scope of work for the contract is outlined in the subsequent sections.

### Task 1- Project Management

ESA will continue to oversee the project, including managing subconsultant assignments and internal staff assignments; tracking and adhering to contract items and project schedule; managing the schedule; coordinating with the City; meeting project safety requirements; and overseeing quality assurance and quality control (QA/QC). ESA will prepare monthly invoices for the City to document progress and expenditures to date. ESA's Project Manager will maintain contact with the City via phone, email, etc. ESA will coordinate the efforts of the design team, subconsultants, and project partners to deliver project in a timely and efficient manner.

#### Assumptions:

- ESA will submit a draft schedule for City review, followed by a final schedule incorporating City review comments
- ESA will facilitate up to 16 1-hour check-in meetings with up to two ESA representatives and the City to discuss project status and schedule

- ESA will submit monthly invoices when applicable to the City with a brief summary of work completed and attached project schedule
- ESA will provide internal QA/QC forms with all deliverables

## Task 2- 90% Stream Restoration Design

ESA will develop at 90% PS&E Package and Basis-of-Design Report (BOD) for the City. This package will incorporate comments and feedback of the previously delivered 60% Plans, Specification picklist, Engineer’s Estimate, and BOD from the City and Stakeholders. This deliverable will be submitted as a Final 90% package and will go through one round of reviews by project partners and grant reviewers, after which comments will be addressed in the 100% Design Package.

### Deliverables:

- Final 90% Design Construction Plans (PDF and AutoCAD eTransmit .zip), including:
  - Cover Sheet with Vicinity Map and Index 1 sheet
  - General Notes, Legend and Abbreviations 1 sheet
  - Roadway Notes (Roadway Subconsultant) 1 sheet
  - Site Access and Traffic Detour Plan 1 sheet
  - Existing Conditions and Survey Control 1 sheet
  - Roadway clearing and Demolition Plan (Roadway Subconsultant) 1 sheet
  - Stream Restoration Sheets 10-12 sheets
  - TESC Sheets 4 sheets
  - Roadway Design Sheets (Roadway Subconsultant) 6-8 sheets
  - Retaining Wall (Geotechnical Subconsultant) 3 sheets
- Final 90% Specifications (PDF and Clean Word Document)
- Final Class II Engineer’s Estimate of Probable Construction Cost (PDF and Clean Excel Document)
- Final 90% BOD (PDF and Clean Word Document) – 70-90 pages excluding appendices
- Final Hydraulic Model (Aquaveo SMS Package .zip)
- QA/QC Documentation (PDF) for all deliverables above

### Assumptions:

- No changes in major design assumptions from 60% submittal, such as type, size, and location of crossing structure, proposed roadway alignment and geometry, stormwater management approach, restoration design.
- The City will provide one (1) cohesive set of comments from all project partners. Assumes comments will be provided within native documents and compiled in a comment response spreadsheet.
- ESA will attend one (1) comment review and resolution meeting with the City prior to work on Final 90% PS&E Package.
- Assumes use of WSDOT standard specifications supplemented by Special Provisions developed by ESA and Bridge Technical Specifications provided by the Bridge Manufacturer. Assumes City will provide Div 0 and Div 1 specs.

## Task 3- 100% Stream Restoration Design

ESA will develop at 100% PS&E Package and Basis-of-Design Report (BOD) for the City. This package will incorporate comments and feedback of the previously delivered 90% Plans, Specifications, Engineer’s Estimate, and BOD from the City and Stakeholders. This deliverable will be submitted as a Final 100% Bid-ready PS&E Package delivered to the City. Also, as part of this deliverable, ESA will provide a no-rise memorandum to document that the project meets Clallam County Code Section 27.12.515(3)(a) for work within FEMA mapped floodplains.

## Deliverables:

- Final 100% Design Construction Plans (PDF and AutoCAD eTransmit .zip), including:
  - Cover Sheet with Vicinity Map and Index 1 sheet
  - General Notes, Legend and Abbreviations 1 sheet
  - Roadway Notes (Roadway Subconsultant) 1 sheet
  - Site Access and Traffic Detour Plan 1 sheet
  - Existing Conditions and Survey Control 1 sheet
  - Roadway clearing and Demolition Plan (Roadway Subconsultant) 1 sheet
  - Stream Restoration Sheets 10-12 sheets
  - TESC Sheets 4 sheets
  - Roadway Design Sheets (Roadway Subconsultant) 6-8 sheets
  - Retaining Wall (Geotechnical Subconsultant) 3 sheets
- Final 100% Specifications (PDF)
- Special Provisions and Bridge Technical Specifications
- Final Class I Engineer's Estimate of Probable Construction Cost (PDF)
- Final 100% BOD (PDF) – 70-90 pages excluding appendices
- Hydraulic Modeling Memorandum (PDF) – 15-20 pages excluding appendices
- QA/QC Documentation (PDF) for all deliverables above 29-33 total sheets

## Assumptions:

- No changes in major design assumptions from 90% submittal, such as type, size, and location of crossing structure, proposed roadway alignment and geometry, stormwater management approach, restoration design.
- Assumes use of WSDOT standard specifications supplemented by Special Provisions developed by ESA and Bridge Technical Specifications provided by the Bridge Manufacturer. Assumes City will provide Div 0 and Div 1 specs.
- The City will provide one (1) cohesive set of comments from all project partners to be incorporated into Final 100% PS&E package and BOD; assuming comments will be provided within native documents and compiled in a comment response spreadsheet.
- Bidding Assistance and Construction-Phase services, if required, will be contracted under a future amendment, see Task 6.

## Task 4- Subconsultant Services

### Task 4.1- Roadway 90% Design and 100% Design / Ready for Bid (by others, Civil Engineering Subconsultant)

#### Project Management

Project management for Civil Engineering Subconsultant will include project setup, progress reports, invoicing, and general project management coordination with the project team, and attending a kickoff meeting.

#### 90% Design and 100% Design / Ready for Bid

Design documents produced by Entitlement and Engineering Solutions will be updated to a 90% level. 90% Design will include refinement of the details for the utility, stormwater, and roadway facilities. 90% Design will include developing the utility, stormwater, and roadway sections of the Basis of Design Report, final specifications, and a 90% cost estimate.

90% Design documents will be submitted to the City and reviewed by appropriate agencies. Agency review comments of the 90% submittal will be provided by the City and a comment resolution meeting will be held. Documents will be updated as necessary to produce the 100% Design/Ready for Bid

submittal. 100% Design documents will be submitted to the City as a “Ready for Bid” set.

**Description of Task Breakdown:**

- Coordination meetings will be held with the project team
- The utility relocation of any impacted poles or guy anchors will be coordinated
- 90% design of widened road and associated grading. Finetune plan, profile, and detail drawings for proposed 24-ft width roadway. Coordination with the bridge manufacturer and incorporate tie in features needed to connect roadway with bridge.
- 90% design details for guardrails along the roadway and their tie in with bridge barrier rails.
- 90% design details of improvements needed for the residential driveway impacted by the road replacement.
- 90% design details of stormwater control facilities necessary to mitigate for the road and grading redevelopment
- Update roadway, stormwater, and utility sections in the Basis of Design Report
- Stormwater Technical Information Report
- 90% Specifications for roadway and stormwater improvements (Specs pick list provided at 60%).
- 90% Cost Estimate for roadway and stormwater improvements
- QC check of the 90% package: engineering drawings, Basis of Design report (utility, roadway, and stormwater sections), specifications, estimate, and Stormwater Technical Information Report will be included. Incorporation of QC comments
- 90% Final submittal of drawings and documents to the City and ESA
- 1 comment resolution meetings to be held with City and ESA after receipt of 90% review comments
- Prepare 100% Design / Ready for Bid Package drawings and documents
- QC check of the 100% package: engineering drawings, Basis of Design report (utility, roadway, and stormwater sections), specifications, estimate, and Stormwater Technical Information Report will be included. Incorporation of QC comments
- 100% Final submittal of drawings and documents to the City and Tribe

**Assumptions and Services Not Included:**

- The scope of this proposal includes:
  - handling utility support requiring assessment, coordination, and design responsibilities
  - roadway design coordination, and design responsibilities
- stormwater design coordination and design responsibilities and is limited to the tasks specified herein. Items not listed, even if required by any jurisdiction, agency, district, etc., are excluded, but may be added into this contract as additional scope. Meetings with utility providers and the City can be participated in virtually. Any meetings that must be attended in person are not included in this fee proposal amount
- The City and ESA will provide to [Civil Engineering Subconsultant](#) all existing approved documents, both in paper and electronic media (AutoCAD 2000 or later), created by previous consultants (if available) on this project prior to Task 4.1 – 90% Design and 100% Design / Ready for Bid ([Civil Engineering Subconsultant](#))
- Construction Stormwater Pollution Prevention Plan would be triggered for small projects and would be completed by the City
- No outside of project limits / off-site civil design will be necessary, including but not limited to, street design, dry or wet utility design, or retaining walls. Any street design improvements, utility extensions beyond the limits of the project limits boundaries are not included in this fee proposal amount

**Excluded Services:**

- Any services not specifically provided on the above scope will be considered additional services

- Additional services that Civil Engineering Subconsultant can either provide or coordinate with subconsultants to provide include, but are not limited to, the following:
  - Wet utilities design including water, sewer, and septic
  - Transferring design to utility district design drawing templates for permitting
  - Utility District/Other Jurisdictional Fees
  - Structural Reports or Design
  - Retaining Wall Design/Calculations (to be performed by Geotechnical Subconsultant)
  - Foundation drains, Retaining Wall drains, or other structural element drainage system (to be performed by ESA and/or Bridge/Structural Subconsultant)
  - Construction Administration or Management
  - Signage plans or applications
  - Any Jurisdictional Permits
  - Fees to review jurisdictions or agencies, or as part of permitting/development will be paid by the City

#### **Task 4.2- Final Geotechnical Report (by others, Geotechnical Subconsultant)**

##### **Document Review**

Geotechnical Subconsultant, will review previous report generated by PanGEO and current design documents to gain an understanding of the current design approach.

##### **Engineering and Geotechnical Report**

Geotechnical Subconsultant will perform engineering analysis to develop geotechnical design parameters for the bridge foundation, selection of retaining wall types, and design parameters for retaining walls. Prepare a draft geotechnical report for review. The report will be finalized once we receive review comments from the project team. In general, the report will include:

- A site plan indicating the approximate location of subsurface explorations, summary boring logs, and a subsurface profile;
- Description of surface and subsurface conditions (soil and groundwater) encountered at our test borings;
- Seismic engineering considerations, particularly the potential for soil liquefaction and its impacts to the foundation supporting the proposed bridge;
- Capacity charts (i.e., axial capacities versus tip elevations) for the drilled shaft foundation;
- Soil parameters for LPile analysis, for static and seismic conditions;
- Selection of retaining wall types, and geotechnical design parameters for concrete walls, soldier piles, and reinforced earth wall. Concrete walls and soldier piles, if used, will be designed by a structural engineer; and reinforced earth walls will be designed by the vendor(s).
- Provide a design of a gravity block wall, if this option is selected, and includes providing typical block wall sections based on various heights, drafting not included.
- Earthwork construction considerations, including selection and placement of new fill for the roadway widening and raising of the roadway grade, and pavement layer thickness for conventional asphalt pavement.

##### **Post-report Consultation/Meetings**

Geotechnical Subconsultant will provide post-report consultation on an as-needed basis.

#### **Task 4.3- Bridge/Structural 90% and 100% Design (by others, Bridge/Structural Subconsultant)**

Bridge/Structural Subconsultant will provide plans and specifications to ESA for bridge and structural aspects of the creek crossing. This package will incorporate comments and feedback of the delivered 90% Design Construction Plans from the City and Stakeholders.

**Deliverables:**

- Final 90% and 100% Design Construction Plans (PDF and AutoCAD eTransmit .zip), including:
    - Existing Conditions 1 sheet
    - General Notes 1 sheet
    - Plan and Layout 1 sheet
    - Typical Sections 1 sheet
    - Profile and Elevations 1 sheet
    - Structural Details and Sections 4-6 sheets
    - Special Details 1-2 sheets
    - Quantity Summaries 1 sheet
    - Installation Instructions 1 sheet
- 22-30 total sheets (90/100%)

**Task 5- Permit Support**

ESA will provide support to the City for the development and submittal of permit applications. Work may include providing technical information, drawings, figures, and written descriptions for permit applications.

**Deliverables:**

- *Up to four (4) figures (PDF) to support permitting efforts*
- *One project description (Word Document) to support permitting efforts*
- *Hydraulic Modeling Memorandum (PDF) – 15-20 pages excluding appendices*
- *Clallam County Floodplain Permit Application (with HEC-RAS Model Package)*
- *Attend up to two (2) 1-hour coordination meetings with up to two (2) ESA representatives and the City*

**Assumptions:**

- *Assumes the City will lead the development of permit applications*
- *Assumes one (1) round of comments and updates to figures and description*

**Task 6 – Bidding Assistance and Construction-Phase Services (Unfunded Task)**

ESA will provide support to the City during the Bidding and Award process for the project; work may include assistance in reviewing bid package, providing technical information to support addendums, and reviewing contractor bids. Post-award, ESA will provide Construction Phase services to the City to support the construction of the ESA provided design. Work may include attending preconstruction conference, weekly construction meetings, review of submittals, Requests for Approval of Materials (RAMs), or shop drawings, review and respond to Request for Information (RFIs), and perform supplements site visits to assist the City with construction observation.

**Deliverables:**

- *Provide Review of up to five (5) project submittals (RAMs, shop drawings, etc)*
- *Provide Responses for up to five (5) RFIs (PDF)*
- *Provide Construction Observation Reports for each site visit (PDF)*

**Assumptions:**

- *Assumes attendance of on-site preconstruction conference, up to two (2) hours with two (2) project representatives from ESA*
- *Assumes attendance of up to five (5) 1-hour virtual construction meetings*
- *Assumes attendance of up to two (2), up to 8-hour on-site visits during construction with up to two (2) project representatives from ESA*
- *Assumes each site visit includes round-trip travel (6 hours total) and overnight lodging.*

## Task 7 – Directed Services

- ESA and/or their subconsultants may be tasked with unforeseen support services not covered by Tasks 1 through 6, but necessary to accomplish the final design goal. A scope and estimated fee, including any expenses, shall be prepared and approved by the City in advance of any work.

## Draft Milestone Project Schedule

### Deliverables in Orange

1. **(August 2025)** Receive final review comments on the 60% planset and cost estimate
2. **(September 2025)** Kickoff meeting to review compiled 60% comments and how they will be addressed in the 90% design
  - Assumes no Final 60% Deliverable milestone
3. **(September /October 2025)** Permitting activities: City to lead permitting (Section 404, 401, USACE, HPA) with final submittal by City. NOAA will lead the permitting for Section 106 NEPA SEPA
4. **(November 2025)** **Submit 90% Final PS&E package and BOD**
  - Assumes no Draft 90% Deliverable, to keep project on schedule for early bidding.
5. **(January 2025)** Receive review comments on 90% final design, Cost Estimate, and BOD
  - Assumes 3 weeks for the City's Review and 30 working days for grant review: comments to be incorporated into Final 100% Deliverable.
6. **(February 2025)** **Submit 100% ready for bid PS&E package and BOD**
  - Assumes no Draft 100% Deliverable. Assuming RCO review of Final 90% Design is sufficient, and review not required of 100%.
7. **(February /March 2026)** Solicitate bid package for implementation in 2026
8. **Summer 2026-** Construction (up-to 16-week lead time for the bridge)
9. **Dec 2026** – NOAA construction grant funding expires

END OF EXHIBIT

EXHIBIT B -- BUDGET

CONSULTANT will perform the scope of work in Exhibit A on an hourly basis per Exhibit B.

DRAFT



Project Name Here		S Miller	C McKinney	B Werner	S Wu	K Sundin	TOTAL ESA LABOR COST & FEES				Total ESA Labor Cost	TOTAL SUBCONSULTANT & EXPENSE			TOTAL PROJECT COST
		Principal Consultant 5	Principal Consultant 4	Associate Consultant 5	Associate Consultant 4	Project Technician 4	ESA Total Hours	ESA Labor Subtotal (\$)	Technology & Data Management Fee	Total Labor Fee		EES	PanGeo	Total Subconsultant (\$ Amount)	
Task #	Task Name/Description	\$305	\$276	\$203	\$189	\$146						Total (\$) Amount	Total (\$) Amount	Total (\$) Amount	
1.1	Bi-Weekly Check-in	4	16				20.00	\$ 5,636	\$ 169	\$ 169	\$ 5,805	\$ -	\$ -	\$ -	\$ 5,805
1.2	Monthly Invoicing		3				9.00	\$ 1,704	\$ 51	\$ 51	\$ 1,755	\$ -	\$ -	\$ -	\$ 1,755
1.3	Project Coordination	4	16				20.00	\$ 5,636	\$ 169	\$ 169	\$ 5,805	\$ -	\$ -	\$ -	\$ 5,805
<b>1</b>	<b>Task 1 - Project Management</b>	<b>8</b>	<b>35</b>				<b>49.00</b>	<b>\$ 12,976</b>	<b>\$ 389</b>	<b>\$ 389</b>	<b>\$ 13,365</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,365</b>
2.1	Comment Resolution Meeting	2	4	2			8.00	\$ 2,120	\$ 64	\$ 64	\$ 2,184	\$ -	\$ -	\$ -	\$ 2,184
2.2	90% Hydraulic Modeling			2	4		6.00	\$ 1,162	\$ 35	\$ 35	\$ 1,197	\$ -	\$ -	\$ -	\$ 1,197
2.3	Final 90% Basis of Design Report	2	4	16	24		46.00	\$ 9,498	\$ 285	\$ 285	\$ 9,783	\$ -	\$ -	\$ -	\$ 9,783
2.4	Final 90% Plans	2	4	20	72		98.00	\$ 19,382	\$ 581	\$ 581	\$ 19,963	\$ -	\$ -	\$ -	\$ 19,963
2.5	Final 90% Specifications	2	4	28			34.00	\$ 7,398	\$ 222	\$ 222	\$ 7,620	\$ -	\$ -	\$ -	\$ 7,620
2.6	Final 90% Engineer's Estimate	2	4	12			18.00	\$ 4,150	\$ 125	\$ 125	\$ 4,275	\$ -	\$ -	\$ -	\$ 4,275
<b>2</b>	<b>Task 2 - 90% Stream Restoration Design</b>	<b>10</b>	<b>20</b>	<b>80</b>	<b>100</b>		<b>210.00</b>	<b>\$ 43,710</b>	<b>\$ 1,311</b>	<b>\$ 1,311</b>	<b>\$ 45,021</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 45,021</b>
3.1	Final 100% Basis of Design Report	1	2	8	16		27.00	\$ 5,505	\$ 165	\$ 165	\$ 5,670	\$ -	\$ -	\$ -	\$ 5,670
3.2	Final 100% Plans	1	2	8	16		27.00	\$ 5,505	\$ 165	\$ 165	\$ 5,670	\$ -	\$ -	\$ -	\$ 5,670
3.3	Final 100% Specifications	1	2	8			11.00	\$ 2,481	\$ 74	\$ 74	\$ 2,555	\$ -	\$ -	\$ -	\$ 2,555
3.4	Final 100% Engineer's Estimate	1	2	6			9.00	\$ 2,075	\$ 62	\$ 62	\$ 2,137	\$ -	\$ -	\$ -	\$ 2,137
<b>3</b>	<b>Task 3 - 100% Stream Restoration Design</b>	<b>4</b>	<b>8</b>	<b>30</b>	<b>32</b>		<b>74.00</b>	<b>\$ 15,566</b>	<b>\$ 467</b>	<b>\$ 467</b>	<b>\$ 16,033</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,033</b>
4.1	90% / 100% Final Roadway Design Package (EES)	2	6				8.00	\$ 2,266	\$ 68	\$ 68	\$ 2,334	\$ 43,972.55	\$ -	\$ 43,973	\$ 46,307
4.2	Final Geotechnical Report (PanGeo)	2	4				6.00	\$ 1,714	\$ 51	\$ 51	\$ 1,765	\$ -	\$ 12,489.00	\$ 12,489	\$ 14,254
<b>4</b>	<b>Task 4 - Subconsultant Services</b>	<b>4</b>	<b>10</b>				<b>14.00</b>	<b>\$ 3,980</b>	<b>\$ 119</b>	<b>\$ 119</b>	<b>\$ 4,099</b>	<b>\$ 43,973</b>	<b>\$ 12,489</b>	<b>\$ 56,462</b>	<b>\$ 60,561</b>
5.1	Permit Applications	1	4	8	16		29.00	\$ 6,057	\$ 182	\$ 182	\$ 6,239	\$ -	\$ -	\$ -	\$ 6,239
5.2	Clallam County Floodplain Permit	1	4	16	20		41.00	\$ 8,437	\$ 253	\$ 253	\$ 8,690	\$ -	\$ -	\$ -	\$ 8,690
<b>5</b>	<b>Task 5 - Permitting Support</b>	<b>2</b>	<b>8</b>	<b>24</b>	<b>36</b>		<b>70.00</b>	<b>\$ 14,494</b>	<b>\$ 435</b>	<b>\$ 435</b>	<b>\$ 14,929</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,929</b>
	<b>Total Hours</b>	<b>28</b>	<b>81</b>	<b>134</b>	<b>168</b>	<b>6</b>	<b>417.00</b>	<b>\$ 90,726</b>	<b>\$ 2,722</b>	<b>\$ 2,722</b>	<b>\$ 93,448</b>	<b>\$ 43,973</b>	<b>\$ 12,489</b>	<b>\$ 56,462</b>	<b>\$ 149,909</b>
	<b>Total (\$) Amount</b>	<b>\$8,540</b>	<b>\$22,356</b>	<b>\$27,202</b>	<b>\$31,752</b>	<b>\$876</b>									

Tasks to be added prior to signature:  
 - Task 6 - Bidding Assistance and Construction-Phase Services - \$0 (unfunded)  
 - Task 7 - Directed Services - \$1,000

PROJECT COST ESTIMATE SUMMARY TABLE				
ESA Labor	\$	90,726		\$90,726
Annual Rate Escalation Allowance	\$	-		
Contingency	\$	-		
Technology and Data Management Fee	3%	\$ 2,722		\$2,722
<b>ESA Labor Amount</b>	<b>\$</b>	<b>93,448</b>		<b>\$93,448</b>
<b>ESA Non-Labor Expenses</b>				
Reimbursable Expenses (see Attachment A for detail)	\$	-		
ESA Equipment Usage (see Attachment A for detail)	\$	-		
<b>Subtotal ESA Non-Labor Expenses</b>	<b>\$</b>	<b>-</b>		
<b>Subconsultant Costs</b>	<b>\$</b>	<b>56,462</b>		<b>\$56,462</b>
<b>PROJECT TOTAL</b>	<b>\$</b>	<b><del>149,909</del> 150,909</b>		<b><del>\$149,909</del> \$150,909</b>

END OF EXHIBIT

DRAFT



**Date:** August 19, 2025  
**To:** City Council  
**From:** Nathan A. West *City Manager*  
William E. Bloor, *City Attorney*  
**Subject:** Harbor Cleanup Process – Remedial Design Consultant Contract

**Summary:** In 2013, the City entered into a Participation Agreement with other Potentially Liable Parties (PLPs) to jointly share expenses to determine the scope and extent of cleanup needed to remediate contaminated sediments at the Western Port Angeles Harbor (WPAH) Site. That work has been done.

As the next step in the process, the PLPs have selected a remediation consultant. That consultant will guide the PLPs through the actual work of cleaning up the harbor – engineering design, cost estimating, project management, permitting, bidding and construction support for the sediment cleanup at the WPAH Site. After conducting a selection process, the PLPs chose Tetra Tech, a multinational consulting firm, to be the remediation consultant. The PLPs now need to enter into a contract with Tetra Tech for the first phase of the cleanup, which focuses on remedial design (RD) and permitting.

**Strategic Plan:** This proposal aligns with Strategic Focus Area #1 – Community Resilience, and specifically furthers Goal B.

**Funding:** The City, along with the other five parties, have agreed to pay an equal share (16.67%) of the expenses and fees of consultants and contractors to design and construct the remedy at the WPAH Site. This share is provisional and without prejudice to a reallocation of past and future remedial action costs. The City will seek reallocation of costs, either through a future alternative dispute resolution process (ADR) or litigation. We anticipate that the expenses incurred under the Agreement will be fully reimbursed by insurance, at least for the next several years, by which time the City intends to have obtained a reallocation of costs. The amounts paid to outside attorneys will be partially reimbursed by insurance, as has been true for the duration of the cleanup to date.

**Recommendation:** 1) Authorize the City Manager to approve, execute, and administer on behalf of the City a contract with Tetra Tech to serve as remediation design consultant for the next phase of the harbor cleanup; and 2) approve and execute modifications and amendments to the Agreement as needed over time.

**Relationship to Strategic Plan:**

The 2025-2026 Strategic Plan (Resolution 10-24) was approved by the City Council on October 1, 2024. This proposal aligns with Strategic Focus Area #1 – Community Resilience, and furthers Goal B by maintaining and encouraging environmental stewardship.

**Background / Analysis:**

In 2012, Ecology informed the City that it is one of several PLPs under the State’s Model Toxics Control Act (MTCA) for contamination in the WPAH Site. Six PLPs have been engaged in the regulatory process to investigate and develop a suitable remedial plan for the WPAH Site. They have shared in the costs of

that work. In 2013, the City and other entities named as PLPs entered into a Participation Agreement. The remedial plan has been completed.

In June of this year, the PLPs approved a Consent Decree (CD) with Ecology that will govern the details of cleaning up the WPAH Site, and a cost-sharing agreement to pay for the work and administer their rights and obligations under the CD, including processes for funding and decision-making. The CD obligates the PLPs to fund and perform the RD and cleanup work for the Site. To lead this work, the PLPs have selected a consultant, Tetra Tech, to perform preliminary and final engineering design, regulatory support and negotiation, cost estimating, project management, permitting, bidding support and construction support for the sediment cleanup at the WPAH Site.

*Summary of Anticipated Schedule:*

- August 2025 – August 2026: Remedial Design Work Plan (12 months)
- August 2026 – April 2027: Implementation of Remedial Design Work Plan (9 months total; 7 working months 2 non-working months outside of the work-window)
- April 2027 - November 2027: SMA 2 Pre-Remedial Design Evaluation Memo (8 months)
- November 2027 – June 2029: Engineering Design and Plans and Specifications (20 months)
- June 2029 – November 2029: Pre-construction (6 months)
- November 2029: Construction Begins

All six of the PLPs need to sign the contract with Tetra Tech.

**Funding:**

The Cost Sharing Agreement requires the City, along with the other five parties, to pay an equal share (16.67%) of the expenses and fees of consultants and contractors to design and construct the remedy at the WPAH Site. This share is provisional and without prejudice to a reallocation of past and future remedial action costs. The City will seek to obtain a reallocation of costs, either through future ADR or litigation. We anticipate that the expenses incurred under the Agreement will be fully reimbursed by insurance, at least for the next several years, by which time the City intends to have obtained a reallocation of costs. The amounts paid to outside attorneys will be partially reimbursed by insurance, as has been true for the duration of the cleanup to date.

**Attachments:** None



**Date:** August 19, 2025  
**To:** City Council  
**From:** Calvin W. Goings, *Deputy City Manager*  
**Subject:** North Olympic Peninsula Recompete Coalition Memorandum of Understanding

**Summary:** The Distressed Area Recompete Pilot Program (Recompete Pilot Program) was created to invest in distressed communities to create and connect people in those communities to good jobs, using the Prime-Age Employment Gap as an indicator of economic distress, which accounts for prime-age workers who have stopped looking for jobs and left the labor force as well as those who are currently unemployed. In 2023, Clallam and Jefferson Counties created a partnership called the North Olympic Peninsula Recompete Coalition to apply for the Recompete Pilot Program, and were subsequently awarded \$35.6 million to invest in distressed communities on the North Olympic Peninsula to create and connect people in those communities to good jobs.

**Strategic Plan:** This process aligns with Strategic Focus Area # 1 – Community Resilience, and specifically furthers Goal F and Measure 2, to improve community health and wellness or community resilience.

**Funding:** N/A

**Recommendation:** 1) Authorize the City Manager to sign the Memorandum of Understanding and 2) appoint an alternate to serve on the Committee.

### **Relationship to Strategic Plan:**

The 2025-2026 Strategic Plan (Resolution 10-24) was approved by the City Council on October 1, 2024. The appointment process aligns with Strategic Focus Area # 1 – Community Resilience, and specifically furthers Goal F and Measure 2, to improve community health and wellness.

### **Background / Analysis:**

Congress approved the RECOMPETE Act, which aims to provide flexible, multi-year grants to help economically distressed communities create new jobs and implement programs that will increase participation in the workforce by prime-age employees aged 25-51. This is a multi-year pilot program to revitalize economic activity in distressed communities. In order for applications to be competitive, they needed to include a broad set of stakeholders from a region, not just one city or county. Jefferson and Clallam County Commissioners had a strategy for advancing one regional application, and during a joint work session held on July 17, 2023, between the Board of Clallam County Commissioners and the Board of Jefferson County Commissioners, they agreed to collaborate.

This Memorandum of Understanding proposes a shared intention to continue and expand the public-private partnership administered by the North Olympic Peninsula Recompete Coalition formed in the Summer 2023 with intent to apply for the Economic Development Administration Recompete Pilot Program, and since awarded in October 2024, to manage the program through the lifetime of the grant, as further described in the attached memorandum.

City Council appointed Council member Schwab to serve as the City's representative. At the time of appointment, an alternate was not required. Per the memorandum, the City should identify an alternate to serve on the committee. Upon the resignation of a committee member, it shall be filled with another representative of the organization.

**Funding:** N/A

**Attachment(s):**

- North Olympic Peninsula Recompete Coalition Memorandum of Understanding



## Memorandum of Understanding

This Memorandum of Understanding (“MOU”) is being executed by the undersigned for the purpose of articulating a shared intention to continue and expand the public-private partnership administered by the North Olympic Peninsula Recompete Coalition (NOPRC) formed in the Summer 2023 with intent to apply for the Economic Development Administration (EDA) Recompete Pilot Program, and since awarded in October 2024, to manage the program through the lifetime of the grant, as further described below.

### RECITALS

Whereas, the Distressed Area Recompete Pilot Program (Recompete Pilot Program) was created to invest in distressed communities to create and connect people in those communities to good jobs, using the Prime-Age Employment Gap (PAEG) as an indicator of economic distress, which accounts for prime-age workers who have stopped looking for jobs and left the labor force as well as those who are currently unemployed; and

Whereas, in 2023, Clallam and Jefferson Counties created a partnership called the North Olympic Peninsula Recompete Coalition to apply for the Recompete Pilot Program, and was subsequently awarded \$35.6 Million to invest in distressed communities on the North Olympic Peninsula to create and connect people in those communities to good jobs; and

Whereas, the purpose of NOPRC is to revitalize key industries while enhancing workforce development and social support services in order to reduce the PAEG in Clallam and Jefferson Counties; and

Whereas, NOPRC and its partners share a vision of leveraging local assets and addressing geographic challenges by strengthening the marine interface to create prosperity across our region, develop a local supply chain, and support value-added manufacturing in the natural resources and ship building and repair industries, in the hope that Recompete investments will ignite synergies between our communities and the maritime and natural resources industries to **“Connect People and Resources on Land and Sea;”** and



Whereas, NOPRC via the EDA Recompete Grant, has allocated \$35.6 million to 4 main strategic areas through a series of investments showing that public and private sector collaboration can provide the opportunity to address the needs of those seeking living wage jobs, in new and creative ways; and

Whereas, data from 2023 shows 2600 individuals in Clallam and Jefferson Counties, between the ages of 25 and 54 are in need of living wage jobs, but lack the skills or ability to overcome barriers; and

Whereas, NOPRC, along with regional organizations, have identified promising practices through partner organizations that can be implemented in the next five years, which will result in significant increases in our skilled workforce; and

Whereas, NOPRC seeks to expand opportunities for living wage jobs, by providing upskilling and removing barriers, which will help end joblessness in the future while serving individuals who are experiencing joblessness right now; and

Whereas, all the strategies and investments programmed by NOPRC were outlined in detail in our Recompete Plan, which serves as a Strategic Economic Development Plan for the North Olympic Peninsula, and is available on the Clallam County Recompete website.

Now therefore, the undersigned agree to the following:

## **GOALS**

The undersigned partners agree to pursue the following goals:

- 1) Enrolling 900 participants in the Recompete programs over the five-year grant period.
- 2) Ensuring 675 participants will report increased income to our anticipated \$26/hour wage, from participation in the Recompete program.
- 3) Exploring funding opportunities via public or private funders, to enhance programs within Recompete or leverage Recompete investments.



- 4) Working to increase the regional labor force participation rate (LFPR) by successfully recruiting members of the PAEG, connecting them to our programs and resources, and tracking job placement and job retention rates of our participants and programs.
- 5) Designing and coordinating an agreed upon workflow mechanism for use between Component Projects, which will clearly define parameters of data collection needed for the EDA Qualtrics Survey; creating procedures outlining how participants and employers will be connected between Component Projects within Recompete; and sharing additional agreed upon data and information which would be used to facilitate additional programming or extending the Recompete project beyond the end date set for September 2029.

## **AGREEMENT**

Now, therefore, in consideration of the respective agreements (Scopes of Work and Outcomes and Outputs Plans) set forth with EDA, the receipt and sufficiency of which is hereby acknowledged, the Recompete Coalition agree as follows:

### **SECTION 1: AREA OF INTEREST**

All areas covered with this MOU are within Clallam and Jefferson Counties, including Cities of Port Townsend, Port Angeles, Sequim, Forks; both the Port of Port Angeles and the Port of Port Townsend; regional tribal nations – Hoh, Makah, Quileute, Jamestown S’Klallam, Lower Elwha Klallam; Peninsula College; and other Distressed Rural and Remote Communities.

### **SECTION 2 – ROLES & RESPONSIBILTIES**

#### **2.1 Governance (Clallam County)**

Clallam County serves as the funded component project lead for the NOPRC Governance project. As such, the County is responsible for performing the following functions for the Coalition:



- a. Executing their Outcomes and Outputs Plan (OOP) and Scope of Work (SOW) to the best of their ability during the life of the grant, and if any changes are needed, communicating such changes with both EDA and the NOPRC Leadership Committee.
- b. Employing the Recompete Plan Coordinator and administrative staff to perform governance project functions.
- c. Coordinating efforts with Recompete component project leads to define and create systems to get participants into and through the Recompete program.
- d. Employing the Media and Communications specialist to coordinate the media and outreach for the overall Recompete program.
- e. Coordinating data sharing between Governance and other Project Leads for the purpose of the collection and sharing of relevant data for the EDA Recompete Qualtrics Survey and implementing long range planning around workforce development and living wage jobs.
- f. Coordinating a system to track employer data, open positions available, job placements and retentions.
- g. Report EDA Qualtrics survey results semi-annually on program outcomes including: The number of workers trained, recruited, placed in jobs, and retained; the types of jobs and range of compensation; the number and types of business that are served; and any other tangible benefits realized by the port, the workers, businesses, and the public.
- h. Creating a Recompete website with information for the public, links to component projects to direct participants into relevant services, and information for employers on how to participate and use Recompete programs to recruit and train employees.
- i. Planning and facilitation of Coalition and committee meetings.
- j. Planning and facilitation of public meetings and other outreach events.
- k. Sharing quarterly progress updates during Coalition meetings.
- l. Establishing work groups for collaboration to achieve specific goals or tasks necessary to the success of the grant.
- m. Finding additional funding sources to complement and leverage Recompete investments, determining the best entity within the coalition to apply for funding, and assisting in grant writing efforts when needed.

## **2.2 Component Project Leads**

The NOPRC Recompete funded project leads include the following entities: Olympic Community of Health (OCH), Peninsula College (PC), Port of Port Angeles (PoPA), Composite Recycling Technology Center (CRTC), North Olympic Peninsula Resource



Conservation and Development Council (NODC), and Jamestown S'Klallam Tribal Capital, Inc. (JST). Each Component Project Lead is responsible for performing the following functions for the Coalition:

- a. Executing their Outcomes and Outputs Plan (OOP) and Scope of Work (SOW) to the best of their ability during the life of the grant, and if any significant program changes are needed, communicating such changes with both EDA, Governance and the Leadership Committee.
- b. Providing a representative to participate in the Coalition meetings, the Leadership Committee, and work groups as appropriate.
- c. Coordinating efforts with Governance and other Project Leads to define and create systems to get participants into and through the Recompete program.
- d. Participating in continued collaborative efforts to make improvements throughout the Recompete grant period of performance.
- e. Participating in the coordination of a data collection system between Governance and other Project Leads for the purpose of sharing relevant data for the EDA Recompete Qualtrics Survey and implementing long range planning around workforce development and living wage jobs.
- f. Providing Governance copies of the finalized Scopes of Work and Outputs and Outcomes Plan and providing updated copies of these documents if they are revised.
- g. Providing periodic updates on project progress, successes, and/or issues that need to be addressed by the Coalition, Governance, or the Leadership Committee.
- h. Reporting to Governance relevant metrics on projects for the EDA Recompete Qualtrics Survey and program outcomes including: The number of workers trained, recruited, placed in jobs, and retained; the types of jobs and range of compensation; the number and types of businesses that are served; and any other tangible benefits realized by the port, the workers, businesses, and the public. Reporting will be due to Governance by the 20<sup>th</sup> of October and April each year to meet the Qualtrics deadline of October 31<sup>st</sup> and April 30<sup>th</sup>.
- i. Engaging with and contributing to community understanding and knowledge to support the efforts laid out within the NOPRC Recompete Plan.

### **2.3 Coalition Members**

NOPRC Coalition members are Component Project Leads, Sub-Awardees, and additional regional stakeholders who wish to participate and whose input and collaboration is



necessary to the success of the overall Recompete effort. Coalition members' purpose is to unite efforts to reduce the prime age employment gap, enhance workforce development, and improve the overall economy in Clallam and Jefferson counties. Coalition members are encouraged to:

- a. Participate in Coalition meetings.
- b. Add Recompete strategies and initiatives to their organization's strategic planning documents.
- c. Engage with and contribute to community understanding and knowledge to support the efforts laid out within the NOPRC Recompete Plan.

### **SECTION 3: COMMITTEES**

#### **3.1 Leadership Committee**

The Leadership Committee will include Governance (Clallam County), Component Project Leads (as listed in 2.2) and may include representatives as listed below:

- 1 Jefferson County
- 2 Port of Port Townsend
- 3 Clallam EDC & EDC Team Jefferson
- 4 Cities of Sequim, Port Townsend, Forks, and Port Angeles
- 5 Tribes: Jamestown S'Klallam, Makah, Lower Elwha Klallam, Quileute, Hoh
- 6 Sub-Awardees that have been awarded \$1MM or more
  1. Olympic Peninsula YMCA
  2. Northwest School of Wooden Boat Building
  3. Jefferson County Public Hospital District No. 2
  4. First Step Family Support Center

Members of the Leadership Committee must sign this MOU. Each organization shall designate one representative and an alternate to serve on the committee. Upon resignation of a committee member, it shall be filled with another representative of the organization.

#### **Leadership Committee Role and Responsibilities**



The Leadership Committee is intended to provide input and direction for Recompete initiatives including the following:

- a. Making improvements and/or resolve issues that affect the overall Recompete effort.
- b. Reviewing and approving major changes to programs that affect the overall Recompete effort.

The Leadership Committee shall meet quarterly to discuss updates and relevant topics. The Leadership Committee shall appoint an Executive Committee from among its members, as described in Section 3.2.

### **3.2 Executive Committee**

The Executive Committee will be composed of four members from the Leadership Committee: Chair, Vice-Chair, and two additional members. The Recompete Plan Coordinator (RPC) shall be an ex-officio non-voting member.

Executive Committee members are elected by the Leadership Committee for a two-year term and shall be eligible for re-election. The RPC shall email all Leadership Committee members and request suggested nominations for each office prior to the last quarterly Leadership Committee meeting of the year. A slate of nominees of each position will be presented to the Leadership Committee at the last quarterly meeting of the year. The RPC shall create and distribute ballots at the last meeting of the year or send them electronically prior to the meeting. The ballots shall list all candidate nominations for each position. Election results will be announced by the end of the year. Officers will take office at the start of the calendar year.

Upon resignation of an executive committee member, the RPC will call for a special election with nominations from the Leadership Committee. Ballots will be sent electronically, and election results will be announced upon tabulation.

### **Executive Committees Roles and Responsibilities**

The Executive Committee will meet monthly (or as needed, determined by the Executive Committee) to provide the following to support the Recompete Coalition:



- a. Providing direction, guidance, priorities, and goals to the Recompete Plan Coordinator.
- b. Responding to issues, complaints, and other matters brought forth to the Executive Committee to be resolved.
- c. Hearing updates from Work Groups and if needed, making recommendations to the Leadership Committee.
- d. Assisting the RCP in setting agendas for Leadership Committee meetings and public meetings.

### **3.3 Work Groups**

Work groups will be created by the RPC and/or Leadership Committee as needed to collaboratively address specific tasks or projects.

Work groups will vary in size and duration depending on need. Participation in work groups shall be determined based on the subject matter, relevant programs, and other skills sets necessary.

## **SECTION 4: TERMS**

### **4.1 Duration and Termination**

This MOU will become effective upon execution by all Parties, indicated by the signatures and date on the signature page of this MOU, and shall remain in effect until January 31, 2030, or until the final grant closeout documentation has been completed.

If, however, the Coalition agrees to continue the Recompete Program beyond the initial 5-year program, this agreement may be amended to extend through the amendment process.

Any party hereto may terminate its own participation upon thirty days written notice to the Executive Committee. Component Project Leads will be responsible for communicating their withdrawal from the MOU to their EDA Program Manager.

### **4.2 Amendments**

No amendment or modification to the Agreement will be effective without the prior written consent of the authorized representatives of the parties.



### **4.3 Funding, Costs, and Liabilities**

Each public agency or other parties to this Agreement shall fund its own participation. No ownership of property will result from this MOU. Nothing in this MOU relieves any public agency or other parties of any obligation or responsibility imposed upon it by law.

Component Project Leads have direct agreements with the EDA for funding. All costs and expenditures accrued under these agreements are the sole responsibility of Component Project Leads. Nothing in this MOU replaces, relieves, or transfers any responsibilities and/or performance liabilities imposed in those agreements to any third party by their participation in this MOU.

### **4.4 Rights, Jurisdiction, Sovereign Immunity and Applicable Laws**

This MOU is for the sole benefit of the Parties hereto and confers no rights to third parties, and is not intended to modify, impair, or waive: (1) the jurisdiction of either government; (2) the sovereign immunity of the Tribes or its treaty rights; or (3) the applications of the applicable federal, tribal or state laws.

### **4.5 Non-Discrimination**

The parties to this MOU shall not discriminate against any person on the basis of race, creed, political ideology, color, national origin, sex, marital status, sexual orientation, age, or the presence of any sensory, mental or physical handicap.

### **4.6 Severability**

In the event that one or more provisions of this MOU shall be determined to be invalid by any court of competent jurisdiction or agency having jurisdiction thereof, the remainder of the Agreement shall remain in full force and effect, and the invalid provisions shall be deemed deleted.

### **4.7 Authority**

Each party signing below warrants to the other parties, that they have the full power and authority to execute this Agreement on behalf of the party for whom they sign.



Additional Leadership Committee members may be added to the MOU if they meet the requirements of Section 3.1 of this agreement.

IN WITNESS WHEREOF, the undersigned have signed and made effective this MOU on this \_\_\_\_\_ 2025.

Clallam County

Approved as to Form:

Mike French, Chair  
Clallam County Commissioners

Jay Reno, Civil Deputy  
Clallam County Prosecutor's Office

Peninsula College

Olympic Community of Health

North Olympic Peninsula Resource  
Conservation and Development Council

Port of Port Angeles

Composite Recycling Technology Center

Jamestown S'Klallam Tribal Capital, Inc.



Jefferson County

Port of Port Townsend

Clallam Economic Development Council

EDC Team Jefferson

City of Port Townsend

City of Sequim

City of Port Angeles

City of Forks

Jamestown S’Klallam Tribe

Lower Elwha Klallam Tribe

Makah Tribe

Quileute Tribe



Hoh Nation Tribe

Olympic Peninsula YMCA

Northwest School of Wooden Boat  
Building

Jefferson County Public Hospital District  
No 2 (DBA Jefferson Healthcare)

First Step Family Support Center



**Date:** August 19, 2025

**To:** City Council

**From:** Scott Curtin, *Director of Public Works & Utilities*

**Subject:** CON-2022-49 Electrical Dock Crew, Contract Extension

**Summary:** Staff is seeking City Council approval for the City Manager to ratify previous contract time extensions for the Dock Crew contract CON-2022-49 with Olympic Electric Company of Port Angeles, WA.

**Strategic Plan:** This contract directly aligns with Strategic Focus Area #4 – Infrastructure Development, Maintenance, and Connectivity and Strategic Focus Area #2 – Citywide Resource Optimization.

**Funding:** This contract is funded through Electric Utility operational funds, approved Capital Facilities Plan projects, and customer paid work.

**Recommendation:** 1) Ratify all previous time extensions to the contract with Olympic Electric Company of Port Angeles, WA, CON-2022-49 and 2) authorize the City Manager to execute all contract-related documents including time extensions, to administer the contract, and to make minor modifications to the contract if necessary; and 3) authorize payment for all work completed by Olympic Electric.

**Relationship to Strategic Plan:**

The 2025-2026 Strategic Plan (Resolution 10-24) was approved by the City Council on October 1, 2024. This contract directly aligns with Strategic Focus Area #4 – Infrastructure Development, Maintenance, and Connectivity to proceed with projects that have been backlogged resulting from Staffing vacancies as well as Strategic Focus Area #2 – Citywide Resource Optimization to maintain staffing and reduce the burden on Staff to complete projects approved in the Capital Facilities Plan timely.

**Background / Analysis:**

In 2022, City Council authorized the execution of a Dock Crew contract with Olympic Electric Company of Port Angeles, WA, to assist the City’s electrical workforce in maintenance and repair, operations resources during peak workloads, emergency storm restoration, and other electrical-related services as needed for the City’s electric utility. This contract provides emergency coverage, backup and relief for existing staff, and on-call contract work for all work typically assigned to the Light Operations division.

This contract allowed for up to three one-year extensions. Of which, City Staff have exercised two extensions for continued services due to staffing needs. While the Light Operations division has been fully staffed since the fall of 2024, they continue to experience a need to move forward with capital projects timely manner that have been backlogged due to staffing vacancies, which resulted in the extension of the contract to complete these projects. Extending the contract allowed the Dock Crew to perform work for other City departments, which would otherwise have been performed by the City’s electric crew, to alleviate the burden on the Light Operations Crew for project completion in a timely manner and meet the original scope of work within the contract. Staff is recommending that City Council ratify the extensions to the contract with Olympic Electric Company for these services.

**Funding Overview:** This contract is funded through Electric Utility operations budget, approved Capital Facilities Plan projects, and customer paid work.

**Attachments:**

1. View CON-2022-49 Council Memo, Contract and Scope of Work from September 6, 2022 starting on page 68/J-1, follow this link to view:  
<https://weblink.cityofpa.us/WebLink/DocView.aspx?id=487292&dbid=0&repo=COPA>
2. Letters of Extension

CITY OF



# PORT ANGELES

WASHINGTON, U.S.A.

Public Works & Utilities Department

August 2, 2023

Olympic Electric Co., Inc.  
Attn: Ken Fredrickson, President  
4230 Tumwater Truck RTE  
Port Angeles, WA 98363

Dear Mr. Fredrickson,

RE: CON-2022-49, Electrical Dock Crew – Renewal Option 1 of 4 – 2024

By this letter, the City of Port Angeles is exercising its option to renew the existing Electrical Dock Crew Contract. The performance period for the renewal will take effect on September 9, 2023 through September 9, 2024. The total contract amount is not increased at this time and shall not exceed \$1,900,000. There may be up to 3 remaining annual renewals.

If you have any questions concerning this notice, please contact me by email at [contracts@cityofpa.us](mailto:contracts@cityofpa.us).

Sincerely,

DocuSigned by:

7E086123F30F4CC...

Mike Healy  
Director of Public Works and Utilities

Acknowledgement:

DocuSigned by:

CA40B9217110434...

Ken Fredrickson  
President  
Olympic Electric Co., Inc.

8/7/2023

Date

Cc:

Jonathan Boehme – Deputy Director of Public Works/City Engineer  
Ken Haman – Deputy Director of Light Operations  
Jack Nieborsky – Electrical Engineer

CITY OF



# PORT ANGELES

WASHINGTON, U.S.A.

Public Works & Utilities Department

September 23, 2024

Olympic Electric Co., Inc.  
Attn: Ken Fredrickson, President  
4230 Tumwater Truck RTE  
Port Angeles, WA 98363

Dear Mr. Fredrickson,

RE: CON-2022-49, Electrical Dock Crew – Renewal Option 2 of 4 – 2025

By this letter, the City of Port Angeles is exercising its option to renew the existing Electrical Dock Crew Contract. The performance period for the renewal will take effect on September 9, 2024 through September 9, 2025. The total contract amount is not increased at this time and shall not exceed \$1,900,000. There may be up to 2 remaining annual renewals.

If you have any questions concerning this notice, please contact me by email at [contracts@cityofpa.us](mailto:contracts@cityofpa.us).

Sincerely,

Signed by:

7E086123F30F4CC...

Mike Healy

Director of Public Works and Utilities

Acknowledgement:

DocuSigned by:

CA40B9217116434

Ken Fredrickson

President

Olympic Electric Co., Inc.

9/23/2024

Date

Cc:

Jonathan Boehme – Deputy Director of Public Works/City Engineer

Ken Haman – Deputy Director of Light Operations

Jack Nieborsky – Electrical Engineer

**August 19, 2025**

**J-88**



PORT ANGELES  
WASHINGTON, U.S.

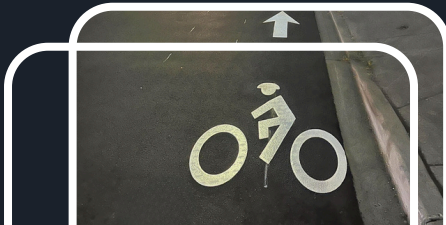
PUBLIC WORKS AND UTILITIES

# GRANT & LOAN STATUS REPORT JUNE 2024-AUGUST 2025



Respectfully Submitted:  
Scott Curtin, Public Works and Utilities Director  
Jonathan Boehme, City Engineer

August 19, 2025



L-1

# GRANT FUNDS

PUBLIC WORKS STAFF ARE CURRENTLY  
MANAGING 29 ACTIVE GRANTS.  
TOTAL SECURED GRANT FUNDS:  
**\$40,605,749**

PUBLIC WORKS STAFF HAVE APPLIED FOR 12  
ADDITIONAL GRANTS.  
TOTAL FUNDS APPLIED FOR:  
**\$20,552,918**

TOTAL GRANT FUNDS AVAILABLE FOR CITY  
LABOR REIMBURSEMENT:  
**\$3,510,982**

PUBLIC WORKS STAFF HAVE CLOSED  
OUT FIVE GRANTS.  
TOTAL FUNDS:  
**\$3,100,506**

PUBLIC WORKS STAFF HAVE APPLIED  
FOR SIX GRANTS THAT WERE DENIED.  
TOTAL FUNDS:  
**\$25,329,313**

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# List of Acronyms:

**AIP: Arterial Improvement Program**

**BPA: Bonneville Power Administration**

**BRAC: Bridge Replacement Advisory Committee**

**DOE: Department of Ecology**

**DWSRF or SRF: Drinking Water State Revolving Fund or State Revolving Fund**

**FEMA: Federal Emergency Management Agency**

**FHWA: Federal Highway Administration**

**HSIP: Highway Safety Improvement Program**

**NOANet: Northwest Open Access Network**

**NOSC: North Olympic Salmon Coalition**

**PASD: Port Angeles School District**

**PBS: Pedestrian and Bicycle Safety**

**PSP: Puget Sound Partnership**

**PSMP: Pedestrian Safety and Mobility Program**

**PWTF: Public Works Trust Fund**

**RCO: Recreation and Conservation Office**

**RAISE: Rebuilding American Infrastructure with Sustainability and Equity**

**RCO WWRP - Trails: Recreation Conservation Office Washington Wildlife and Recreation Program - Trails**

**STBG: Surface Transportation Block Grant Program**

**SRF: Salmon Recovery Funding**

**TIB: State of Washington Transportation Improvement Board**

**TBD: To Be Determined**

**USDOT: United States Department of Transportation**

**WSDOT: Washington State Department of Transportation**

**WFL: Western Federal Lands**

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# Grant & Loan Update

## STORMWATER

### 1 Decant Facility

### Status

**Total Grant Funds: \$558,000**

Grant Source & ID: DOE #WQC-2016-PoAnPW-00368

Amount Grant Match/Loan Data: \$558,000 from Stormwater Finance Assistance Program; \$83,700 minimum City match required

Project Cost: \$4,125,283 (including grant funded design)

Award Listing: July 1, 2015

**City Labor Reimbursement: \$60,000**

Grant acceptance approved by City Council February 2016; Grant awarded February 2018. Agreement in place. Responding to DOE design report comments. 90% design in progress.

Construction Contract Awarded April 2024.

Construction underway Summer 2024.

Construction to be complete Summer 2025.

Grant Close-out underway.

### 2 16th Street LID Retrofit

### Status

**Total Grant Funds: \$1,667,250**

Grant Source & ID: DOE #WQC-2024-PoPAnPW-00217

Amount Grant Match/Loan Data: \$1,667,250 from Stormwater Financial Assistance Program/5% City match required

Project Cost: \$1,755,000 (Construction)

Award Listing: July 2023

**City Labor Reimbursement: \$82,000**

Grant acceptance approved by City Council January 2024. Construction to begin 2025.

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# Grant & Loan Update

## WASTEWATER

### 3 Puget Sound Nutrient General Permit

#### Status

**Total Grant Funds: \$158,407**

Grant Source & ID: DOE WQPSNR-2021-PoAnPW-00035

Amount Grant Match/Loan Data: \$158,407 from Water Quality Puget Sound Nutrient Reduction-DOE; No City match required

Project Cost: \$158,407

Award Listing: July 2022

**City Labor Reimbursement: \$15,000**

Grant acceptance approval by City Council October 2022. Work underway.

### 4 A Street Basin Improvements

#### Status

**Total Grant Funds: \$1,393,167**

Grant Source & ID: Clallam County Opportunity Fund

Amount Grant Match/Loan Data:

Project Cost: \$5,292,492

Award Listing: December 2024

Grant acceptance approval by City Council May 2025. Grant Agreement in place. Design underway.

---

# Grant & Loan Update

## TRANSPORTATION

### 5 Race Street Complete Phase 1 - 8th Street to Olympic Park (construction only)

#### Status

**Total Grant Funds: \$2,000,000**  
Grant Source & ID: FHWA #TBD  
Amount Grant Match/Loan Data: \$2,000,000 from WA Federal Lands Access Program; 13.5% minimum City match  
Project Cost: \$3,973,000  
Award Listing: June 2018

Grant Agreement signed. This grant will be used to construct phase I and will run from 2021-2023. Project Complete, waiting on plant establishment to close out.

### 6 Race Street Complete Phase 1 - 8th Street to Olympic Park

#### Status

**Total Grant Funds: \$681,348**  
Grant Source & ID: FHWA/WSDOT  
Amount Grant Match/Loan Data: \$113,348 HIP, \$568,000 STP; 13.5% minimum City match  
Project Cost: \$3,973,000  
Award Listing: April 2019

Grant acceptance approval by City Council May 2019. Funds transferred to WFL under agreement above. Project Complete, waiting on plant establishment to close out.

### 7 Race Street Complete Phase 1 - 8th Street to Olympic Park

#### Status

**Total Grant Funds: \$487,240**  
Grant/Loan Source & ID: FHWA/RTPO  
Amount Grant Match/Loan Data: \$487,240 TA; 13.5% minimum City match  
Project Cost: \$3,973,000  
Award Listing: June 2020

Project Selected for TA Grant. Funds transferred to WFL under agreement above. Project Complete, waiting on plant establishment to close out.

### 8 Race Street Complete Phase 1 - 8th Street to Olympic Park

#### Status

**Total Grant Funds: \$500,000**  
Grant Source & ID: FHWA/WSDOT  
Amount Grant Match/Loan Data: \$500,000 STBG; 13.5% minimum City match  
Project Cost: \$3,973,000  
Award Listing: August 2020

Project selected for 2021 Surface Transportation Block Grant. Funds transferred to WFL under agreement above. Project Complete, waiting on plant establishment to close out.

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# Grant & Loan Update

## TRANSPORTATION

### 9 Race Street Complete Phase 1 - 8th Street to Olympic Park

#### Status

**Total Grant Funds: \$550,000**  
Grant Source & ID: FHWA/WSDOT  
Amount Grant Match/Loan Data: \$550,000 STBG; 13.5%  
minimum City match  
Project Cost: \$3,973,000  
Award Listing: April 2021

Project selected for 2021 Surface Transportation Block Grant. Funds transferred to WFL under agreement above. Project Complete, waiting on plant establishment to close out.

### 10 Race Street Complete Phase 2- 8th Street to Front Street

#### Status

**Total Grant Funds: \$1,000,000**  
Grant Source & ID: FHWA/WSDOT  
Amount Grant Match/Loan Data: \$1,000,000  
STBG; 13.5% minimum City match  
Project Cost: \$6,000,000 (construction)  
Award Listing: May 2023  
**City Labor Reimbursement: \$500,000**

Project selected for 2023 Surface Transportation Block Grant.

### 11 Race Street Complete Street Phase 2- Construction

#### Status

**Total Grant Funds: \$500,000**  
Grant Source & ID: Peninsula RTPo Transportation  
Alternative Funding  
Amount Grant Match/Loan Data: \$500,000  
Project Cost: \$6,000,000  
Award Listing: July 2024

Project selected for Transportation Alternatives funding for the construction phase.

### 12 Race Street Complete Street Phase 2- Construction

#### Status

**Total Grant Funds: \$2,000,000**  
Grant Source & ID: FHWA Federal Lands  
Amount Grant Match/Loan Data: \$2,000,000  
Project Cost: \$6,000,000  
Award Listing: June 2024

Project selected for FY2027 Funding

---

# Grant & Loan Update

## TRANSPORTATION

### 13 Race Street Complete Phase 2- Construction

#### Status

**Total Grant Funds: \$1,500,000**  
Grant Source & ID: RCO WWTP  
Amount Grant Match/Loan Data: \$300,000  
minimum City match  
Project Cost: \$6,000,000  
Award: July 2025  
**City Labor Reimbursement: \$TBD**

Grant negotiations underway

### 14 First/Front Pedestrian Safety Enhancements

#### Status

**Total Grant Funds: \$1,280,000**  
Grant Source & ID: WSDOT/FHWA  
Amount Grant Match/Loan Data: HSIP: \$241,000  
(Design); \$100,000 (RW); \$939,000  
(Construction)  
Project Cost: \$1,280,000  
Award Listing: September 2022  
**City Labor Reimbursement: \$75,370**

Grant acceptance approval by City Council  
January 2023. Grant agreement in place;  
Design phase to be completed 2025.  
Construction phase to begin 2026.  
Public outreach complete.

### 15 8th Street Paving

#### Status

**Total Grant Funds: \$1,684,019**  
Grant Source & ID: TIB 8-2-150(010)-1  
Amount Grant Match/Loan Data: \$1,684,019 TIB;  
\$680,000 City match  
Project Cost: \$2,364,019  
Award Listing: December 2022  
**City Labor Reimbursement: \$23,069**

Grant acceptance approval by City Council  
January 2023. Agreement in place. In-House  
design phase complete. Project advertised  
for bid in May 2024. All bids were rejected in  
June 2024. Project was readvertised in  
November 2024 and awarded in December  
2024. Construction began Spring 2025,  
project on-going.

### 16 RAISE PS2P Grant (Design Only)

#### Status

**Total Grant Funds: \$3,400,000**  
Grant Source & ID: FHWA/USDOT  
Amount Grant Match/Loan Data: \$3,400,000  
Project Cost: \$3,400,000  
Award Listing: June 2023  
**City Labor Reimbursement: \$1,600,000**

Grant acceptance approved by City Council  
August 2024. Agreement in place. Design to  
begin 2025. Individual component funding  
obligation awaiting FHWA approval.

---

# Grant & Loan Update

## TRANSPORTATION

### 17 Signal Controller Upgrades

#### Status

**Total Grant Funds: \$5,654,520**

Grant/Loan Source & ID: WSDOT/FHWA #LA-10265

Amount Grant Match/Loan Data: HSIP: \$665,000 (Design), \$10,000 (RW), \$4,979,520 (Construction)

Project Cost: \$5,654,520

Award Listing: December 2020

**City Labor Reimbursement: \$132,000**

Grant acceptance approval by City Council December 2021. Agreement in place. Design Complete. Additional grant funds awarded: \$3,992,361  
Construction contract awarded February 2024. Construction completed Spring 2025. Project closeout underway.

### 18 First Front Paving Project

#### Status

**Total Grant Funds: \$2,483,000**

Grant Source & ID: NHS AMP

Amount Grant Match/Loan Data: \$2,483,000; \$600,000 minimum City match

Project Cost: \$2,483,292

Award: January 2024

**City Labor Reimbursement: \$385,685**

Grant acceptance approved by City Council January 2025. Project design is planned to be completed in 2025 followed by construction in 2026.

### Marine Drive Paving

### 19 (Hill to Mill Bridge)

#### Status

**Total Grant Funds: \$531,248**

Grant Source & ID: TIB APP

Amount Grant Match/Loan Data: \$531,248; \$177,082 minimum City match

Project Cost: \$708,330

Award: November 2024

**City Labor Reimbursement: \$48,296**

Grant acceptance approved by City Council December 2024. Project design complete. Construction to begin summer 2025.

### 20 ADA Peabody Street

#### Status

**Total Grant Funds: \$590,439**

Grant Source & ID: TIB

Amount Grant Match/Loan Data: \$590,439; \$104,195 minimum City match

Project Cost: \$694,634

Award: November 2024

**City Labor Reimbursement: \$7,847**

Grant Acceptance approved by City Council December 2024. Survey complete with design to be in-house. Construction anticipated to begin 2026.

---

# Grant & Loan Update

## TRANSPORTATION

### 21 One-Block-Off Arterial

#### Status

**Total Grant Funds: \$2,175,000**  
Grant Source & ID: HSIP  
Amount Grant Match/Loan Data: \$2,175,000  
Project Cost: \$2,175,000  
Award Listing: October 2024  
**City Labor Reimbursement: \$176,715**

Grant acceptance approved by City Council January 2025. Design phase to be completed in 2026 and followed by construction in 2027.

### 22 Truck Route at US101 Intersection (Design)

#### Status

**Total Grant Funds: \$3,125,000**  
Grant Source & ID: FMSIB  
Amount Grant Match/Loan Data:  
Project Cost: \$14,275,000  
Award: July 2025  
**City Labor Reimbursement: \$TBD**

Grant acceptance to be presented to City Council for consideration September 2025.

### 23 10th Street Bike Boulevard & 8th

#### Status

**Total Grant Funds: \$1,959,000**  
Grant Source & ID: DOT  
Amount Grant Match/Loan Data: \$1,959,000  
Project Cost: \$1,959,000  
Award Listing: June 2023  
**City Labor Reimbursement: \$145,000**

Grant acceptance approved by City Council March 2024. Design phase to begin 2025; Construction phase to begin 2026.

---

# Grant & Loan Update

## LIGHT-OPS

### 24 DOT EV Charging Stations

#### Status

**Total Grant Funds: \$2,103,611**  
Grant Source & ID: DOT  
Amount Grant Match/Loan Data: DOT  
\$2,103,611.20; \$500,000 minimum City  
match  
Project Cost: \$2,629,514.00  
Awarded: January 2024  
**City Labor Reimbursement: \$240,000**

Grant acceptance approved by City Council  
September 2024. Construction anticipated to  
begin 2026. NEPA complete and submitted.

### 25 EV Charging Stations

#### Status

**Total Grant Funds: \$22,500**  
Grant Source & ID: WADOC  
Amount Grant Match/Loan Data:  
\$22,500/No City Match  
Project Cost: \$TBD  
Awarded: January 2024

Grant acceptance approved by City Council  
September 2024. Construction anticipated to  
begin 2025.

---

# Grant & Loan Update

## SOLIDWASTE

### **26 UAS Methane Monitoring**

### **Status**

**Total Grant Funds: \$47,000**  
Grant Source & ID: Ecology  
Amount Grant Match/Loan Data: \$47,000  
Project Cost: \$64,000  
Awarded: December 2024

Grant acceptance approved by City Council  
December 2024. Work is on-going.

---

# Grant & Loan Update

## GENERAL

### Ennis Creek Fish Barrier Removal

#### 27 (Design)

#### Status

**Total Grant Funds: \$255,000**  
Grant Source & ID: RCO FBRB  
Amount Grant Match/Loan Data: \$255,000;  
\$45,000 minimum City match  
Project Cost: \$300,000  
Award: January 2025  
**City Labor Reimbursement: \$20,000**

Grant acceptance approved by City Council February 2025. Grant agreement in place.

#### 28 Winter Storm 2024 Recovery

#### Status

**Total Grant Funds: \$2,000,000**  
Grant Source & ID: FEMA  
Amount Grant Match/Loan Data: \$2,000,000

Grant Negotiations Underway

### Ennis Creek Fish Barrier Removal

#### 29 (Construction)

#### Status

**Total Grant Funds: \$300,000**  
Grant Source & ID: PSC  
Amount Grant Match/Loan Data:  
City match \$0  
Project Cost: \$2,983,891  
Applied: November 2024

Grant acceptance to be presented to City Council for consideration September 2025.

---

# Grant Pending/Planned Applications

ALL

## 1 Ennis Creek Fish Barrier Removal

### Status

**Total Grant Funds: \$1,326,495**

Under Review

Grant Source & ID: NOAA Restoring Fish Passage

Amount Grant Match/Loan Data: \$TBD

City match \$TBD

Project Cost: \$2,728,891

Applied: February 2025

## 2 Ranney Reach Phase B

### Status

**Total Grant Funds: \$7,710,000**

Under Review

Grant Source & ID: NOAA Habitat/Coastal

Amount Grant Match/Loan Data: \$TBD

City match: \$TBD

Project Cost: \$7,835,000

Applied: April 2025

## 3 Laurel Street Stairs

### Status

**Total Grant Funds: \$4,093,861.00**

Under Review

Grant Source & ID: HMGP

Amount Grant Match/Loan Data: \$TBD

City match \$TBD

Project Cost: \$TBD

Applied: October 2024

## 4 Stormwater Capacity (2025-2027)

### Status

**Total Grant Funds: \$120,000**

Under Review

Grant Source & ID: Ecology Stormwater Capacity

Amount Grant Match/Loan Data: \$TBD

City match \$TBD

Project Cost: N/A

Applied: July 2025

---

# Grant Pending/Planned Applications

ALL

## 5 Laurel Street Stairs

### Status

**Total Grant Funds: \$2,000,000**

Under Review

Grant Source & ID: Department of Commerce  
Block Grant

Amount Grant Match/Loan Data: \$TBD

City match \$TBD

Project Cost: \$TBD

Applied: July 2025

## 6 N Street Reconstruction

### Status

**Total Grant Funds: \$2,000,000**

Under Review

Grant Source & ID: TIB - Urban Arterial

Amount Grant Match/Loan Data: \$TBD

City match: \$TBD

Project Cost: \$TBD

Applied: August 2025

## 7 C Street and 18<sup>th</sup> Street Chip Seal

### Status

**Total Grant Funds: \$500,000**

Under Review

Grant Source & ID: TIB - Arterial Preservation

Amount Grant Match/Loan Data: \$TBD

City match \$TBD

Project Cost: \$TBD

Applied: August 2025

## 8 Ennis Creek Fish Barrier Removal

### Status

**Total Grant Funds: \$240,000**

Under Review

Grant Source & ID: PSC - Southern Fund

Amount Grant Match/Loan Data: \$TBD

City match \$TBD

Project Cost: \$TBD

Applied: August 2025

---

# Grant Pending/Planned Applications

ALL

## 9 1st, 2<sup>nd</sup>, Valley & Oak Green Alley LID

### Status

**Total Grant Funds: \$212,562**

Grant Source & ID: Ecology - Water Quality

Combined Funding

Amount Grant Match/Loan Data: \$TBD

City match \$TBD

Project Cost: \$TBD

Applied:

Staff to submit application in September 2025

## 10 Root Blower & Flgyt Mechanical Mixers Installation

### Status

**Total Grant Funds: \$250,000**

Grant Source & ID: Ecology Water Quality

Combined Funding

Amount Grant Match/Loan Data: \$TBD

City match: \$TBD

Project Cost: \$TBD

Applied:

Staff to submit application in September 2025

## 11 Land Acquisition for Valley Creek Restoration

### Status

**Total Grant Funds: \$500,000**

Grant Source & ID: Ecology Water Quality

Combined Funding

Amount Grant Match/Loan Data: \$TBD

City match \$TBD

Project Cost: \$TBD

Applied:

Staff to submit application in September 2025

## 12 A Street Wastewater Capacity Improvements

### Status

**Total Grant Funds: \$1,600,000**

Grant Source & ID: Department of Commerce

Community Development Block Grant

Amount Grant Match/Loan Data: \$TBD

City match \$TBD

Project Cost: \$TBD

Applied:

Staff to submit application in Fall 2025

---

# Grant Closeout

ALL

## 1 East City Hall Parking Lot LID Retrofit

### Status

**Total Grant Funds: \$1,382,120**  
Grant Source & ID: DOE #WQC-2023-PoPAnPW-00153  
Amount Grant Match/Loan Data: \$1,382,120 from Stormwater Financial Assistance Program/15% City match required  
Project Cost: \$1,498,367.30  
Award Listing: July 2022  
**City Labor Reimbursement: \$15,000**

Grant Acceptance approved by Council October 2022. City received 100% PS&E review and acceptance May 2023. Initial bids rejected. DOE awarded additional funds in the amount of \$376,694 with no additional City match required. Project readvertised and awarded in February 2024. Construction completed September 2024. Grant Closeout Complete.

## 2 Enhanced Source Control Program Development

### Status

**Total Grant Funds: \$173,245**  
Grant Source & ID: DOE #WQC-2022-PoAnPW-00169  
Amount Grant Match/Loan Data: \$173,245 from Stormwater Financial Assistance Program; 15% City match required  
Project Cost: \$173,245  
Award Listing: July 2021  
**City Labor Reimbursement: \$26,583.65**

Grant Acceptance approved by City Council June 2022. Grant Agreement in place. Work underway. Grant active into summer 2024. Grant Closeout Complete.

## 3 Capacity Grant

### Status

**Total Grant Funds: \$130,000**  
Grant Source & ID: WQSWCAP-2325-PoAnPW-00067  
Amount Grant Match/Loan Data: \$130,000; No City match required  
Project Cost: \$130,000  
Award Listing: July 2023  
**City Labor Reimbursement: \$130,000**

Grant Acceptance approved by City Council March 2024. Grant Closeout Complete.

## 4 Marine Drive Paving Project (Tumwater to Hill)

### Status

**Total Grant Funds: \$740,149**  
Grant Source & ID: TIB  
Amount Grant Match/Loan Data: TIB \$740,149; \$400,000 City funds  
Project Cost: \$1,140,149  
Award listing: December 2023  
**City Labor Reimbursement: \$95,012.46**

Accepted by City Council December 19, 2023. Agreement in place. Construction completed August 2024. Grant Closeout Complete.

---

# Grant Closeout

ALL

## 5 City Pier Observation Tower Repair

### Status

**Total Funds: \$674,992**

Funding Source: Lodging Tax

Amount Grant Match/Loan Data: Lodging

Tax \$574,992; \$30,000 minimum City match

Project Cost: \$704,992

Awarded: February 2024

Contracts signed March 2024. City Council approved additional funding in the amount of \$100,000 to complete the construction underway.

Construction completed August 2024.

---

# Grants Not Awarded

ALL

## 1 Steven's Middle School SRTS

### Status

**Total Grant Funds: \$1,930,159**

Denied Funding. Staff will reapply in 2026.

Grant Source & ID: WSDOT Safe Routes to School (SRTS)

Amount Grant Match/Loan Data: City match \$150,000

Project Cost: \$2,080,159

Applied: June 2024

## 2 Lincoln Street Safety (8th to Lauridsen)

### Status

**Total Grant Funds: \$2,709,029**

Denied Funding. Staff will reapply in 2026.

Grant Source & ID: WSDOT Pedestrian & Bicycle Safety Program

Amount Grant Match/Loan Data: City match \$50,000

Project Cost: \$2,759,029

Applied: May 2024

## 3 Lincoln Street Safety: Roundabout

### Status

**Total Grant Funds: \$2,613,000**

Denied Funding. Staff will reapply in 2026.

Grant Source & ID: WSDOT City Safety Program

Amount Grant Match/Loan Data: \$50,000

Project Cost: \$2,653,000

Applied: February 2024

## 4 Enhanced Maintenance Plan

### Status

**Total Grant Funds: \$22,800**

Denied Funding

Grant Source & ID: WA State Department of Ecology

Amount Grant Match/Loan Data:

City Match: \$TBD

Project Cost: \$TBD

Applied: October 2024

---

# Grants Not Awarded

ALL

## 5 A Street Basin Improvements

### Status

**Total Grant Funds: \$3,779,325**

Program Terminated.

Grant Source & ID: Federal Community Fund/Randall CPF

Amount Grant Match/Loan Data:

Project Cost: \$5,172,492

## 6 Port Angeles Mobility Planning

### Status

**Total Grant Funds: \$14,275,000**

Denied Funding.

Grant Source & ID: RAISE R2

Amount Grant Match/Loan Data: \$TBD

City match: \$225,000

Project Cost: \$14,500,000

Applied: February 2025

## CED Building Report - July 2025

		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2025 YTD	2024 YTD
<b>Comm</b>	New Construction	0	0	1	0	2	0	1	0	0	0	0	0	4	2
		\$0.00	\$0.00	\$700,000.00	\$0.00	\$368,722.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,070,222.00
	Repair and Alteration	4	5	3	9	8	9	8	0	0	0	0	0	46	64
		\$352,600.00	\$100,636.00	\$71,652.00	\$193,541.00	\$295,571.00	\$566,877.00	\$141,293.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,722,170.00	\$3,754,179.00
<b>Ind</b>	New Construction	0	0	0	0	0	0	0	0	0	0	0	0	0	2
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,298,130.00
	Repair and Alteration	1	0	0	1	0	0	0	0	0	0	0	0	2	0
		\$2,632,599.00	\$0.00	\$0.00	\$69,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,702,099.00	\$0.00
<b>Public</b>	New Construction	0	0	0	0	1	0	0	0	0	0	0	0	1	1
		\$0.00	\$0.00	\$0.00	\$0.00	\$56,000,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$56,000,000.00	\$65,000.00
	Repair and Alteration	0	0	0	2	2	0	0	0	0	0	0	0	4	4
		\$0.00	\$0.00	\$0.00	\$295,000.00	\$726,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,021,000.00	\$937,000.00
<b>Res</b>	New Multi Family	2	0	0	0	0	0	3	0	0	0	0	0	5	9
		\$800,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$484,827.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,284,827.00	\$1,845,524.00
	New Manufactured Home	1	0	1	1	2	0	1	0	0	0	0	0	6	3
		\$250,000.00	\$0.00	\$282,354.00	\$240,000.00	\$85,000.00	\$0.00	\$26,680.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$884,034.00	\$554,520.00
	New Single Family	2	0	1	2	0	2	2	0	0	0	0	0	9	6
		\$718,694.00	\$0.00	\$120,000.00	\$570,860.00	\$0.00	\$463,742.00	\$625,525.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,498,821.00	\$2,251,690.00
	New Accessory Structure	0	0	3	0	1	1	2	0	0	0	0	0	7	14
		\$0.00	\$0.00	\$282,659.00	\$0.00	\$94,565.00	\$60,000.00	\$108,098.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$545,322.00	\$1,108,154.00
	Repair and Alteration	18	27	35	27	29	28	33	0	0	0	0	0	197	154
		\$332,185.00	\$318,083.00	\$742,902.00	\$416,350.00	\$265,008.00	\$897,274.00	\$386,169.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,357,971.00	\$2,642,611.00
<b>Comm Res</b>	Demolition and Moving	2	0	0	1	0	3	0	0	0	0	0	0	6	9
		\$16,500.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$54,380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$85,880.00	\$76,205.00
<b>Total Permits Issued</b>		30	32	44	43	45	43	50	0	0	0	0	0	287	268
<b>Total Construction Valuation</b>		\$5,102,578.00	\$418,719.00	\$2,199,567.00	\$1,800,251.00	\$57,834,866.00	\$2,042,273.00	\$1,774,092.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,172,346.00	\$18,824,513.00
<b>Certificate of Occupancy</b>		3	0	4	4	4	1	3	0	0	0	0	0	19	9
<b>Permit Fees Paid</b>		\$67,450.71	\$32,495.68	\$59,192.12	\$49,188.64	\$512,626.80	\$49,407.87	\$40,688.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$811,050.36	\$413,909.49
Dwelling Units - ADU		0	0	1	0	1	1	0	0	0	0	0	0	3	4*
Dwelling Units - Duplex		4	0	0	0	0	0	6	0	0	0	0	0	10	8*
Dwelling Units - Single Family		2	0	1	2	0	2	2	0	0	0	0	0	9	5*
Dwelling Units-Manufactured Home		1	0	1	1	2	0	1	0	0	0	0	0	6	1*
Dwelling Units - Multi Family (3+)		0	0	0	0	0	0	0	0	0	0	0	0	0	0*
<b>Total Dwelling Units</b>		7	0	3	3	3	3	9	0	0	0	0	0	28	18*
<b>Transitional Housing Units</b>		0	0	0	0	0	0	0	0	0	0	0	0	0	0

\*The pending units are in various stages of staff review. Additionally, not all applicants have submitted a complete application at this time. While we expect the majority to advance through the review process, it is possible that some may experience the need for additional review.

**CED Affordable Housing Report - July 2025**

Type	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2025 YTD	2024 YTD
SUT - HB 1406	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00
SUT - HB 1590	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$14,999.00
FWP	\$39,666.66	\$0.00	\$17,444.82	\$0.00	\$6,676.43	\$24,153.35	\$25,750.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$113,691.80	\$144,704.67
NICE- Small Scale	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,810.39
NICE - Medium Scale	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NICE - Large Scale	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,750.00	\$0.00
<b>TOTAL CITY INVESTMENTS</b>	\$39,666.66	\$50,000.00	\$17,444.82	\$0.00	\$6,676.43	\$70,903.35	\$25,750.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$210,441.80	\$205,514.06
PRP	3	1	0	0	3	2	0	0	0	0	0	0	9*	10
MFTE	0	0	0	0	0	4	0	0	0	0	0	0	4*	12

**Key**

SUT- HB 1406	Sales and Use Tax - HB 1406. Grants are shown in the month that the contract was fully executed between the developer and the City.
SUT- HB 1590	Sales and Use Tax - HB 1590. Grants are shown in the month that the contract was fully executed between the developer and the City.
FWP	Fee Waiver Program. The costs of 25 permit types are waived by the City for all infill and multifamily housing projects.
NICE - Small Scale	New Improvements for Community Enhancement of Neighborhoods Projects (≤ \$14,999). Grants are shown in the month that the contract was fully executed between the developer and the City.
NICE - Medium Scale	New Improvements for Community Enhancement of Neighborhoods Projects (\$15,000-\$24,999). Grants are shown in the month that the contract was fully executed between the developer and the City.
NICE - Large Scale	New Improvements for Community Enhancement of Neighborhoods Projects (≥ \$25,000). Grants are shown in the month that the contract was fully executed between the developer and the City.
PRP	Permit Ready Plans. Plans are shown in the month they were shared with prospective developer, minimum number of estimated new dwelling units listed. Final dwelling unit counts will be determined at permitting/approval phase, and will be detailed on the monthly Building Report.*
MFTE	Multi Family Tax Exemption. Contracts are shown in the month they were executed between developer and City, minimum number of estimated new dwelling units listed. Final dwelling unit counts will be determined at permitting/approval phase, and will be detailed on the monthly Building Report.*

Please Note: City staff invest considerable time to proactively engage with prospective housing developers in order to amplify these critical City programs. This report only includes one stage of this important process.



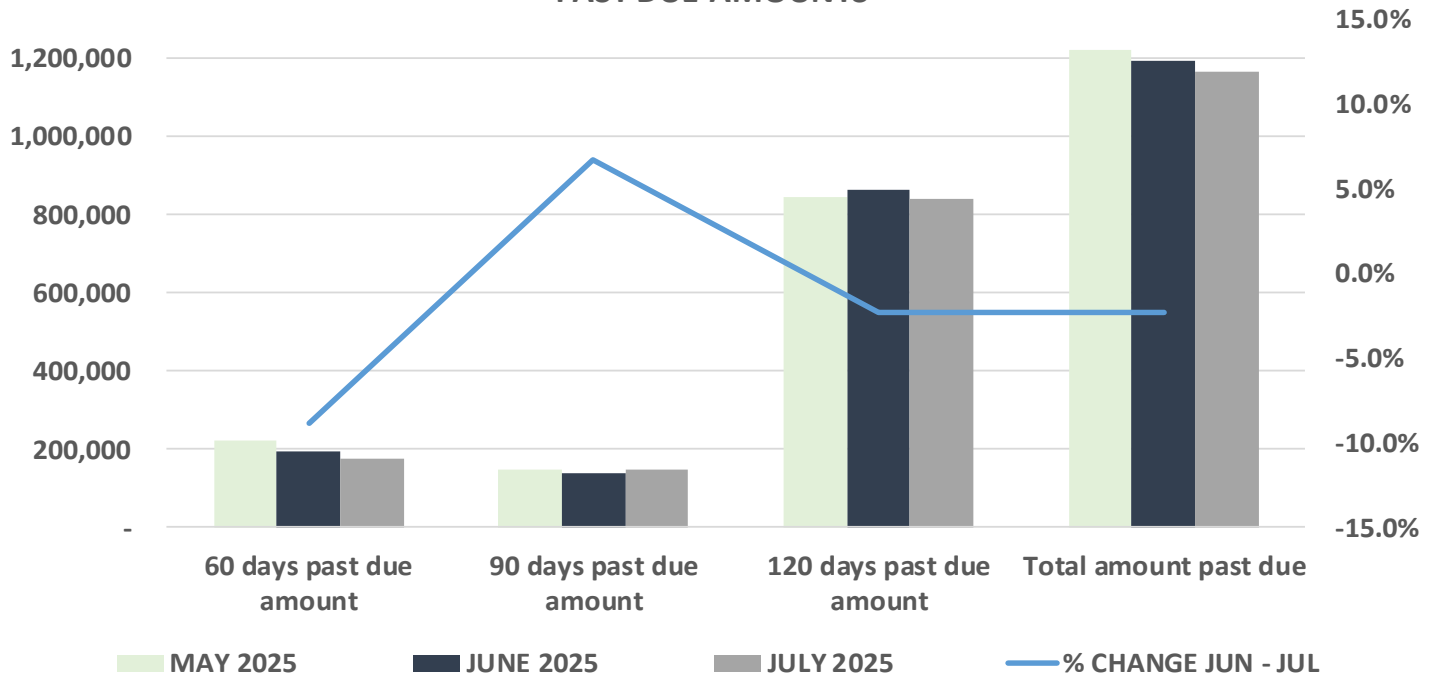
**Date:** August 19, 2025  
**To:** City Council  
**From:** Sarina Carrizosa, *Finance Director*  
**Subject:** Monthly Update on Past Due Utility Accounts – July

**CITY OF PORT ANGELES  
 MONTHLY REPORT ON PAST DUE ACCOUNTS  
 JUNE - JULY 2025**

	MAY 2025	JUNE 2025	JULY 2025	AMOUNT CHANGE	% CHANGE JUN - JUL
<b>Number of Customers Past Due</b>	1,556	1,556	1,573	17	1.09%
<b>Number of Disconnections for Non-payment</b>	9	9	6	(3)	-33.3%
<b>60 days past due amount</b>	224,429.58	195,049.09	177,903.99	(17,145.10)	-8.79%
<b>90 days past due amount</b>	150,064.85	138,762.20	148,106.46	9,344.26	6.73%
<b>120 days past due amount</b>	846,533.50	861,365.91	841,753.43	(19,612.48)	-2.28%
<b>Total amount past due</b>	<b>1,221,027.93</b>	<b>1,195,177.20</b>	<b>1,167,763.88</b>	<b>(27,413.32)</b>	<b>-2.29%</b>

<b>Total Payment Plan Agreements</b>	<b>45</b>	<b>38</b>	<b>50</b>	<b>12</b>	<b>31.58%</b>
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**JUNE - JULY 2025  
 PAST DUE AMOUNTS**





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**Date:** August 19, 2025  
**To:** City Council  
**From:** Sarina Carrizosa, *Finance Director*  
**Subject:** 2025 Mid-Year Budget Status Report

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This report includes the mid-year financial information for the 2025 Budget, along with comparatives to previous years' data. High level information will be included in this report, with specific financial reports provided as a supplemental attachment for your reference when reviewing this report. Additionally, specific information on spending and revenue information can also be found on the Open Budget portal of the City's website here: <http://openbudget.cityofpa.us/#!/year/default>, or by clicking on the "Open Data and Public Records" icon on the City's website and following the link for "Open Budget."

### **Citywide Funds:**

Overall, Citywide revenues are largely on track for this point in the year. Tax revenue received has a two-month lag from the time of collection and therefore, it is typical to see the collection around or slightly below 50% for the mid-year mark. While overall tax revenue has declined through the second quarter as compared to the same period in 2024, all tax revenue is on track with budget estimates projected in 2025. This conservative approach to the budget has allowed the City to remain in a firm economic position despite the impacts of inflation and changing economic conditions that have been seen Citywide in the last year. Additionally, all utility revenue is experiencing collection that is on track to meet budget expectations and fully cover the cost of services and capital projects. State shared revenues and grant funding continue to be received by the City; however, in many instances grant revenue collection has been delayed as of the second quarter as this funding corresponds to capital projects that are seasonal in nature, but are still expected to meet end of year budget projections. However, if grant spending has not occurred by year-end it will carry into the 2026 Budget, if allowed, or the spending connected to this funding will not occur. Overall, the collection of significant revenue sources citywide are expected to meet budget projections by the end of the fiscal year.

Expenses are currently under budget citywide due to timing for debt payments that will occur in the third quarter and capital project spending that is seasonal in nature and not fully expended. At mid-year, staffing levels have significantly increased as compared to previous years and are in line with budget expectations for the year. As always, City funds will be closely monitored throughout the remaining year to ensure the City's budget remains fiscally sound to meet the needs and expectations of the Port Angeles community.

### **General Fund:**

**Revenues** – General Fund revenues at mid-year are 4.3% below expectations overall primarily as a result of grant funding that has not yet been received. Lag time between when tax collection occurs to when it is received by the City is also a factor when looking at the mid-year revenue collection, because tax revenue received as of the end of the second quarter includes four months, rather than six. However, when comparing the month-by-month revenue budget to the actual collection tax revenue is currently meeting budget expectations and therefore the collection falling lower than 50% for the year is not concerning as it is expected that if trends from earlier in the year continue tax collection will end the year in line with budget projections.

**Property taxes** – Property tax collections are about 3.5% above anticipated collection for

the year thus far. This is a good indicator that new construction estimates are aligned with anticipations for the year.

**Sales Taxes** – City sales tax collection for the first half of the year are running 5.7% above budget estimates at the mid-year point. Due to the two-month lag associated with receiving this tax there have only been four months of tax collection as of the second quarter. As in previous years tax collection of online sales, food services and construction categories are continuing to see strong collection in 2025.

**Utility Taxes** – This tax is directly connected to usage/consumption in the corresponding utility and is indicative of revenue collection in these funds. If there is a change in the amount of consumption the tax associated will also be affected. Utility taxes collected in the Electric, Water, Wastewater, Solid Waste Transfer Station and Collections, and Stormwater utilities are largely either on track with budget estimates or are above budget expectations for this point in the year.

**Charges for Goods and Services** – In the General Fund, allocations make up the majority of charges for goods and services. As these allocations are transferred monthly and reconciled at year-end this revenue is very consistent and is meeting budget expectations.

**Building Permits and Fees** – Revenue collection for permits and fees is 88.9% above budget expectations for this time of the year as several large permits were received in the first half of the year. General fee collections in other areas of the General Fund are currently meeting expectations in the budget at mid-year.

#### **Expenditures**

- Total expenditures for the General Fund are less than 1.0% below budget expectations for this point of the year. This is due to timing of the transfer for capital projects that are approved in the Capital Facilities Plan as well as grant spending that has not yet occurred in the first half of the year.
- The General Fund expenditures at this time are expected to meet budget estimates.

#### **Special Revenue Funds:**

**Lodging Tax Fund #101** – Collection in the lodging tax fund to date is 4.9% over the budgeted projections at this point of the year when considering the two-month lag in revenue received. However, lodging tax revenue is down approximately 17.1% as compared to the prior year. Spending in this fund is also below expectations due to event grant and operational payments that have not yet occurred.

**Street Fund #102** - The majority of revenue collection in the Street fund is the result of Gas Tax, which has seen lower than anticipated collection for the last several years, and 0.10% collection of Transportation Benefit District (TBD) tax. TBD tax collection has remained high, currently exceeding budget expectations at the end of the second quarter of 2025 an estimated 3.2%. Expenses are currently below budget (8.3%) primarily due to timing in ordering supplies and completing maintenance. Revenues are expected to offset expenses in this fund at year end.

**Real Estate Excise Tax #1 & #2 (REET #1 & REET #2)** – Revenues in both REET funds combined are currently exceeding budget expectations for this point in the year. Due to the two-month lag from the time this tax is collected and when it is received, the revenue collection is typically below 50% at mid-year. REET revenue is expected to exceed budget expectations however collection in 2025 has slowed noticeably as compared to the last several years of collection. Expenditures consist of transfers for debt and capital that occur in the third quarter of the year and as a result there are no concerns in these funds at this time.

**PenCom #107** – PenCom revenues consist of user fees collected as well as sales tax and E911 tax collection and at this point in the year these revenues are 8.6% above budget, due to timing in payments received from the countywide sales tax collection from year-end. Expenditures are 21.7%

over budget due to unanticipated additional costs that resulting from collective bargaining and contracted services to cover staffing vacancies. This fund will be closely monitored for the remainder of the year to determine if a budget amendment is needed in fourth quarter to ensure the fund does not end the year over-budget.

**Business Improvement Fund #165** – This fund is used to collect revenues monthly from downtown businesses for parking and downtown improvements. Revenue collection in this fund is tracking above budget (15.9%) at mid-year, and is expected to exceed expectations at year end. Expenses are the result of the agreement between the City and the Port Angeles Waterfront District for downtown improvements and included a large payment in January which resulted in this fund being over budget at mid-year. This is expected to balance by the end of the year with the fund remaining within budget expectations.

**Port Angeles Housing Fund #172** – This fund is used to finance housing rehabilitation and building for low-income residents in the City limits. Revenue collection includes a 0.10% sales tax collection for Affordable Housing as well as the sales tax credit authorized by HB1406 for use on affordable housing. Both the sales tax credit and the tax collection in this fund are exceeding the budget for the mid-year, with 3.5% higher tax receipts as compared to the budget. Expenditures to-date are 14.3% higher than budget expectations due to the purchase of property for affordable housing purposes. Expenses are expected to balance at the end of the year.

**Code Compliance Enforcement Fund #175** – This fund accounts for actions taken by the city regarding blighted properties and code enforcement efforts. In 2025 the revenue budget consists of investment interest earned and a General Fund transfer to offset Code Enforcement costs and as a result is expected to meet budget projections. Expenses are expected to end the year slightly below budget based on mid-year trends.

#### **Debt Service Funds:**

**LTGO Bond Fund #217** – This refunding bond provided funding to extend service into the Western Urban Growth Area (WUGA). Approximately 82% of the total debt service is paid by Electric, Water, and Wastewater utilities. With the remaining 18% coming from the General Fund. As revenues consist of transfers in and expenditures only consist of principal and interest payments this fund is meeting budget expectations. The principal payments for this debt occur in July of each year and will fully expend budget projections at this time. This bond will mature in 2025.

#### **General Government Capital Projects Funds:**

**Capital Improvement Fund #310** – Due to changing priorities capital projects do not follow a spending pattern from year to year. In this fund revenues are currently falling short of budgeted amounts due to grants that have not yet been fully utilized as well as capital transfers that will occur in the third quarter of the year. Capital spending is often seasonal and as a result the expenditures are typically below the budget at this time of the year.

**Transportation Benefit District #312** – Tax collection in the Transportation Benefit District is currently exceeding expectations at mid-year. This tax collection is 3.2% higher than budget projections as of June 30. Collection for expected grants and capital transfers are driving the reduction in revenues to date but should balance by year end or carry into the 2026 Budget for completion. Spending is also below budget expectations due to projects that are seasonal in nature.

**Parks Capital Fund #316** – Revenues received in this fund are from the rental of facilities, donations and investment interest earned. At mid-year, this revenue is above budget expectations as facility rental revenue collection has been higher than projected in the Budget.

**Utilities and Enterprise Funds:**

**Electric Fund #401** – Revenues in the Electric fund are trending 5.4% above budget at mid-year. This revenue increase is largely due to increased demand by the City’s residential customers, higher than anticipated consumption by the City’s industrial customers, interdepartmental charges to other funds for services rendered as well as increased construction contributions. Expenditures are slightly lower than budget (4.6%) at this point in the year due to less power purchased from BPA than originally planned in the budget thus far and lower spending on repairs and maintenance than anticipated in the first half of the year.

**Water Fund #402** – Revenues in the Water fund at mid-year are falling below budget expectations due to lower usage than expected across all customer types and timing of loan payments from the Solid Waste utility but are expected to meet expectations by year-end. Spending is below budget (14.3%) in the water fund as a result of timing in debt payments, repairs and maintenance and spending for professional services at the industrial treatment plant.

**Wastewater Fund #403** – Revenue collection in the Wastewater fund follow similar patterns as the Water fund due to charges for services being linked to Water usage, and as a result the revenue in this utility is also not meeting budget estimates at the mid-year point. Expenditures are tracking below budget expectations (10.9%) due to timing of debt service payments, repairs and maintenance and transfers for capital projects that will occur in the third quarter.

**Solid Waste Fund #404** – The Solid Waste fund revenues are tracking slightly below budget (0.7%) at mid-year due to lower than anticipated collection at the Transfer Station, however, it is anticipated that overall revenue will meet expectations by year end. Expenditures are also falling below anticipated budget amounts (8.7%) for this time of the year as a result of the timing of the water loan repayment as well as timing of professional service payments for transport fees.

**Stormwater Fund #406** –The revenues in the Stormwater fund are 9.1% over budget to date. This is attributed to grant revenue received and new construction. Expenses are below budget (11.4%) at mid-year due to capital transfers that have not yet occurred.

**Medic 1 Fund #409** – Revenues in the Medic 1 fund are slightly under collected as of June 30 (4.6%) as a result of timing of receipt of grant revenue and Ground Emergency Medical Transport revenue. However, this fund is also experiencing higher than anticipated transport collection. Expenditures are 6.4% below budget expectations largely due to staffing vacancies and timing of pass-through payments for the Alternative Response Team grant as well as grant spending for the community paramedic program.

**Harbor Clean -Up Fund #413** –This fund includes insurance coverage for the majority of costs associated with the Harbor Remedial Investigation/Feasibility Study. Expenses are paid with insurance reimbursement following, resulting in timing differences. Revenues and expenditures are well below budget at mid-year indicating invoices and reimbursements for this project are behind.

**Conservation Fund #421** – Contract payments from Bonneville Power Association for conservation activities make up nearly 100% of the revenue for this fund. This revenue is tied to the amount of power purchased. At mid-year revenues are 16.2% lower than budget due to timing of payments received for conservation incentives and expenditures are also under budget (11.5%) as a result of lower conservation program rebates processed than expected to-date.

**Utilities Capital Funds:****All Capital Utility funds –**

- Revenues in the Electric, Water and Stormwater capital funds are the result of a funding transfer from each of the pertaining utilities. Solid Waste and Wastewater capital funds also receive a surcharge to pay for debt service in addition to a transfer from the

corresponding utility. Transfers are made in each budget year regardless of spending to keep rates stable and predictable and as a result typically meet budget expectations. It is not uncommon for revenues to stay in reserves until a project is fully funded and ready for implementation. Revenue transfers will occur in the third quarter of the year and are resulting in the actual collection falling significantly below budget expectations for the year. Once the transfers occur, the budget in most utility capital funds will be fully collected.

- All projects included in the budget are approved in the Capital Facilities Plan.
- Capital spending traditionally follows a seasonal spending pattern and as a result it is not uncommon for spending to be low at mid-year.
- Surcharge revenue collection for debt related to past capital expenditures are on track in the Solid Waste and Wastewater funds and are expected to meet budget and debt expectations.

### Internal Service Funds:

**Equipment Service Fund #501** – Revenues are tracking just below expectations in this fund to-date due to a lower amount of service needs charged than expected at this time of the year. These services are charged to individual departments as repairs occur. Expenditures are tracking significantly below budget (26.8%) for this time of the year largely due to delays in obtaining vehicle replacements.

**Information Technology Fund #502** – The IT fund charges other departments for the expenditures incurred while operating and maintaining the City's IT infrastructure. Revenue is transferred according to City allocation calculations during the budget and as a result is on track at mid-year. Expenses are approximately 5.7% underbudget at this point of the year due to delays in capital project spending primarily for the ERP replacement. This is a phased project and as a result spending is expected later in the year on this project.

**Self-Insurance Fund #503** – This fund accounts for property/casualty insurance, workers compensation, and health insurance coverage. Revenues are transferred into this fund from other City funds as usage occurs for claims and health insurance, with property/casualty insurance transferred monthly from corresponding funds. Revenue collection for mid-year is slightly above budget expectations and is attributed to filling vacant positions. Property insurance is paid in full at the beginning of each year coupled with increased personnel benefit payments due to filling positions are causing the expenditures to appear overspent as compared to revenues for mid-year, however this should flatten out over the remainder of the year.

### Permanent & Trust Funds:

**Cemetery Endowment Fund #601** – A portion of the purchase price for gravesites and related items is collected and placed in this fund for the maintenance of the cemetery after it is at capacity. Capacity is not expected to be reached for many years. Revenues are currently falling below budget expectations for the mid-year, with 42.1% of expected revenues collected to date.

**Firemen's Pension Fund #602** – This fund pays for retired pre-LEOFF employee medical and salary costs based on existing agreements. This fund currently includes one former employee and one surviving spouse covered by this plan. At mid-year there are no concerns in this fund, with spending falling significantly lower than original budget projections and revenue collection exceeding expectations.

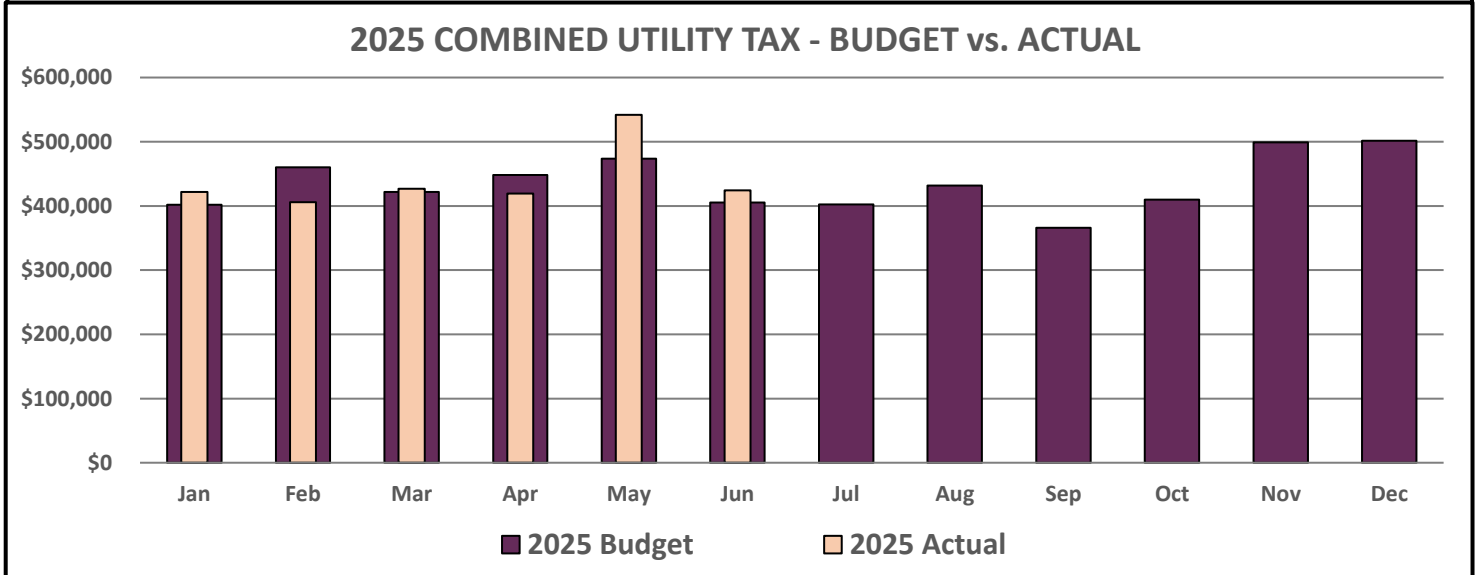
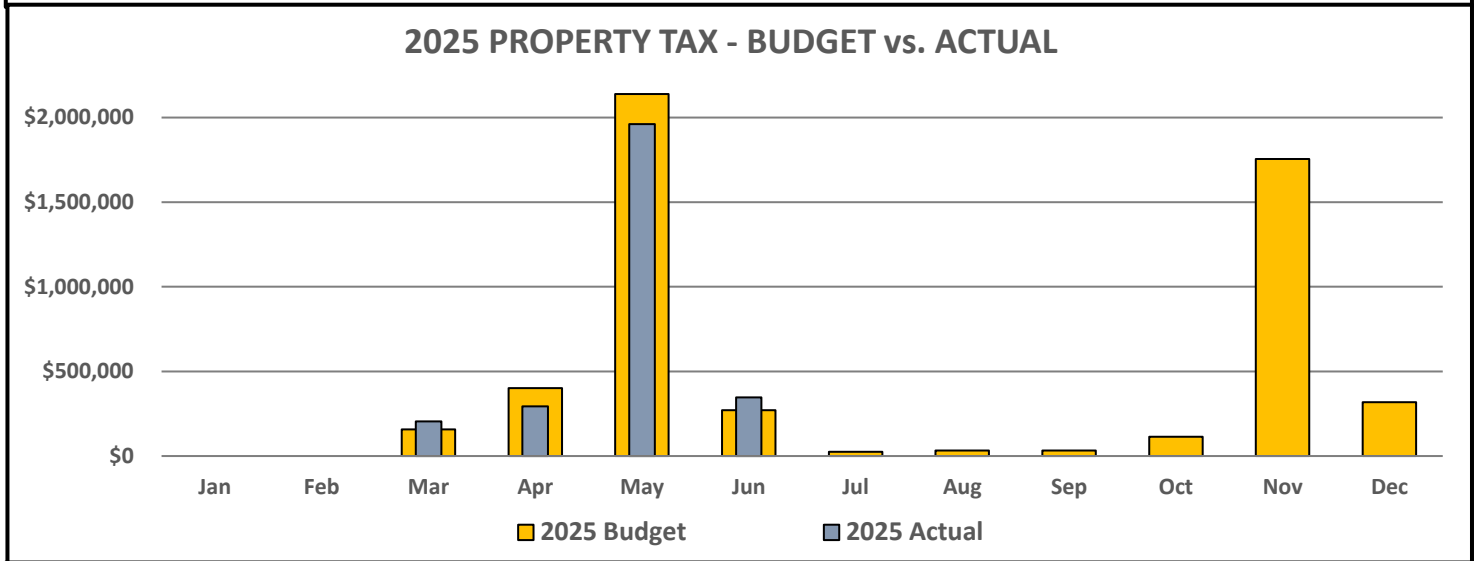
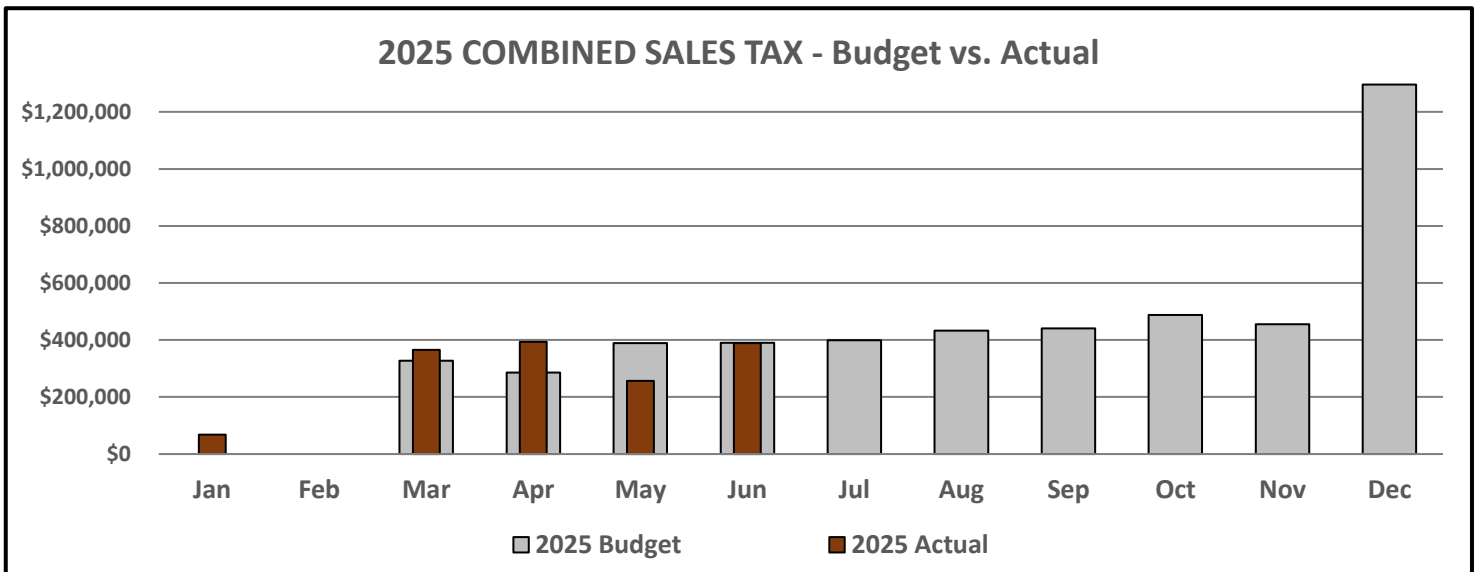
**CITY of PORT ANGELES**  
**Q2-2025 Budget Status Report - Data & Graph Attachment**

	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	Budget	Budget
<b>GENERAL FUND REVENUE</b>	Actual YTD	Actual YTD	Actual YTD	Amend #1	Actual YTD	Remain. \$	Remain. %
Taxes	6,948,205	7,205,268	7,424,834	16,365,900	7,230,549	9,135,351	55.82%
Licenses & Permits	290,515	257,485	386,675	950,700	910,547	40,153	4.22%
Intergovernmental Rev.	372,225	947,022	494,582	1,632,400	338,603	1,293,797	79.26%
Charges for Goods/Svcs.	2,627,705	2,831,469	3,049,761	7,188,300	3,486,090	3,702,210	51.50%
Fines & Penalties	65	540	697	1,500	1,125	375	25.00%
Miscellaneous Revenue	97,685	141,858	622,433	737,300	318,218	419,082	56.84%
Other Financing Sources	18,998	8,003	55,350	204,900	83,250	121,650	59.37%
<b>TOTAL General Fund Revenue</b>	<b>\$10,355,398</b>	<b>\$11,391,645</b>	<b>\$12,034,332</b>	<b>\$27,081,000</b>	<b>\$12,368,382</b>	<b>\$14,712,618</b>	<b>54.33%</b>
<i>Variance from Prior Yr. - \$</i>	<i>\$406,707</i>	<i>\$1,036,247</i>	<i>\$642,687</i>		<i>\$334,050</i>		
<i>Variance from Prior Yr. - %</i>	<i>4.09%</i>	<i>10.01%</i>	<i>5.64%</i>		<i>2.78%</i>		

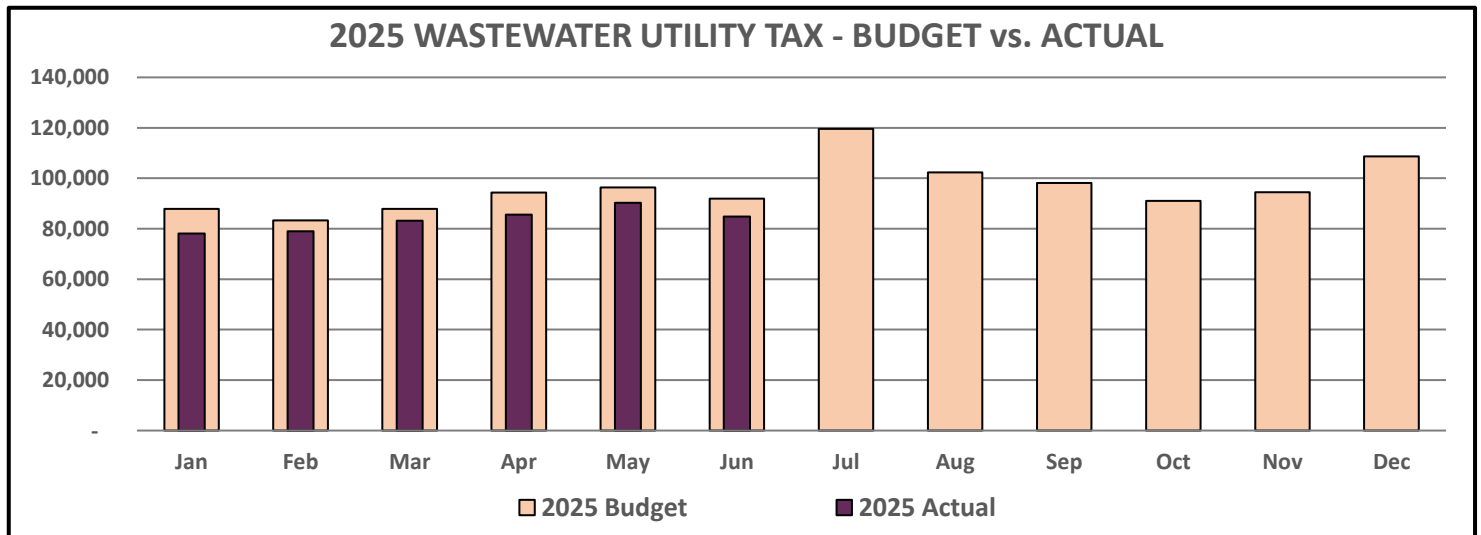
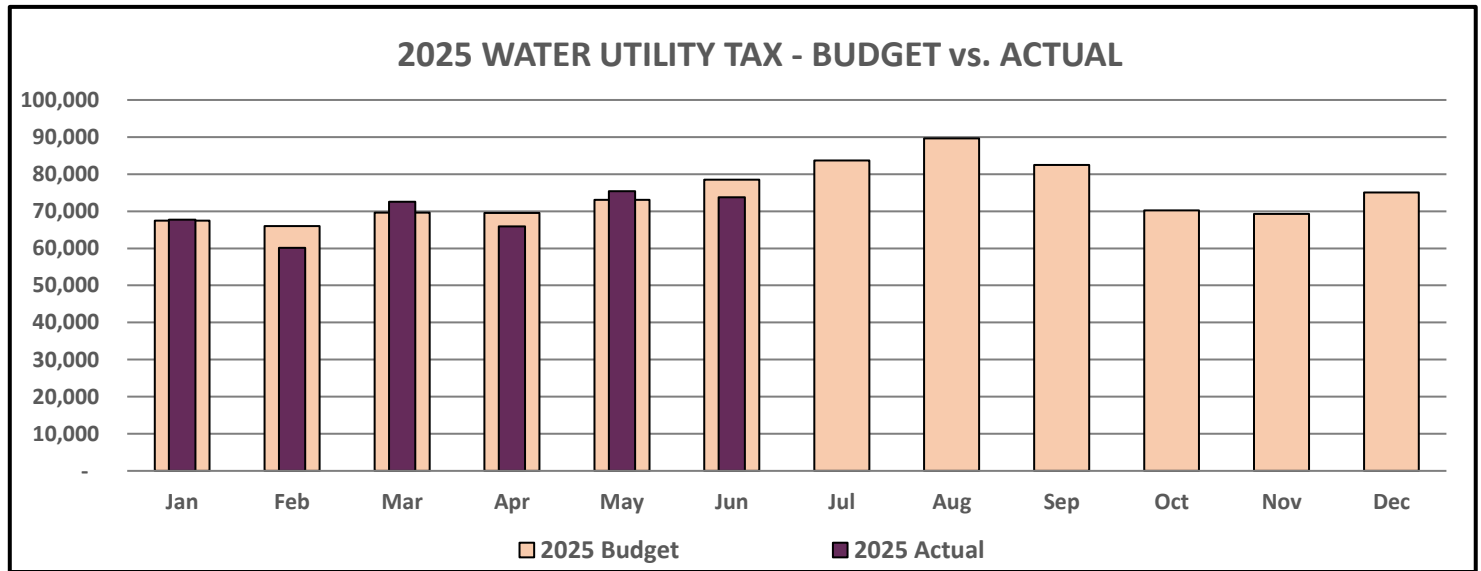
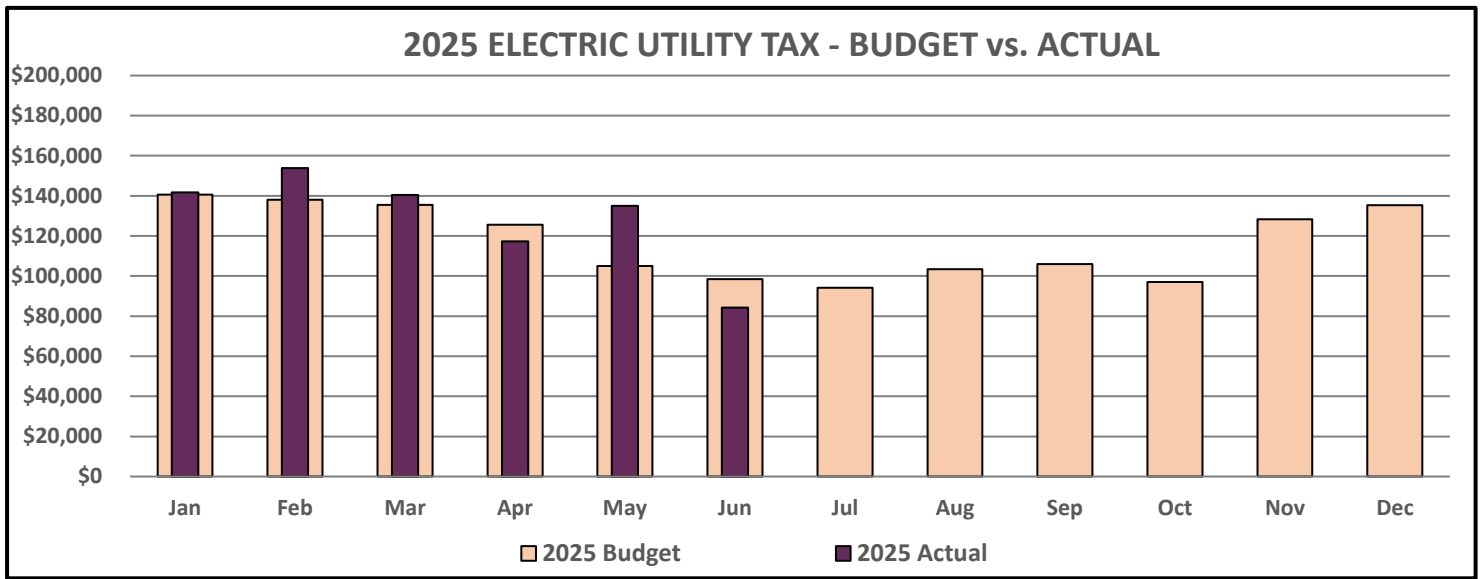
	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	Budget	Budget
<b>GENERAL FUND REVENUE -- Detail</b>	Actual YTD	Actual YTD	Actual YTD	Amend #1	Actual YTD	Remain. \$	Remain. %
Property Tax	2,807,566	2,879,666	2,872,725	5,245,500	2,807,903	2,437,597	46.47%
Sales Tax--CoPA Regular	1,402,013	1,529,629	1,447,344	4,664,400	1,342,748	3,321,652	71.21%
Sales Tax-- EUGA Shared	113,585	117,599	106,773	239,200	128,999	110,201	46.07%
Electric Utility Tax	974,677	891,665	920,091	1,407,600	772,469	635,131	45.12%
Water Utility Tax	289,803	358,808	377,690	894,600	415,561	479,039	53.55%
Wastewater Utility Tax	439,366	487,009	498,113	1,156,000	500,996	655,004	56.66%
Solid Waste-Collect. Tax	149,457	174,940	269,213	541,400	286,226	255,174	47.13%
Solid Waste-Trans. Sta. Tax	376,519	360,187	477,325	940,100	494,925	445,175	47.35%
Stormwater Utility Tax	122,400	137,947	159,386	281,700	169,153	112,547	39.95%
Parking Tax	5,127	10,069	10,716	36,800	9,015	27,785	75.50%
Telephone Tax	71,400	53,264	74,983	264,700	98,897	165,803	62.64%
Leasehold Excise Tax	46,474	50,954	47,265	188,400	56,892	131,508	69.80%
Cable TV Franchise Fee	76,437	69,277	63,909	135,400	27,761	107,639	79.50%
Liquor Excise Tax/Liquor Profits	116,008	114,775	113,099	284,300	102,741	181,559	63.86%
Other General Fund Revenue	3,364,566	4,155,856	4,595,700	10,800,900	5,154,096	5,646,804	52.28%
<b>TOTAL--General Fund</b>	<b>\$10,355,398</b>	<b>\$11,391,645</b>	<b>\$12,034,332</b>	<b>\$27,081,000</b>	<b>\$12,368,382</b>	<b>\$14,712,618</b>	<b>54.33%</b>
<i>Variance from Prior Yr. - \$</i>	<i>\$406,707</i>	<i>\$1,036,247</i>	<i>\$642,687</i>		<i>\$334,050</i>		
<i>Variance from Prior Yr. - %</i>	<i>4.09%</i>	<i>10.01%</i>	<i>5.64%</i>		<i>2.78%</i>		

	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	Budget	Budget
<b>GENERAL FUND EXPENDITURES</b>	Actual YTD	Actual YTD	Actual YTD	Amend #1	Actual YTD	Remain. \$	Remain. %
Salaries & Wages	5,061,525	5,225,043	5,960,866	13,470,400	6,729,017	6,741,383	50.05%
Personnel Benefits	2,106,122	2,101,022	2,214,532	4,800,300	2,428,753	2,371,547	49.40%
Supplies	472,841	388,858	450,274	920,200	451,763	468,437	50.91%
Services	2,083,466	3,015,625	2,948,251	5,222,400	2,554,530	2,667,870	51.09%
Intergov'tl. Svcs./Pmts.	1,079,023	2,208,485	1,242,017	2,955,100	1,363,770	1,591,330	53.85%
Other Financing Sources	6,101	5,170	7,465	0	13,088	(13,088)	-100.00%
<b>TOTAL General Fund Expenditures</b>	<b>\$10,809,078</b>	<b>\$12,944,203</b>	<b>\$12,823,405</b>	<b>\$27,368,400</b>	<b>\$13,540,921</b>	<b>\$13,827,479</b>	<b>50.52%</b>
<i>Variance from Prior Yr. - \$</i>	<i>\$656,228</i>	<i>\$2,135,125</i>	<i>(\$120,798)</i>		<i>\$717,516</i>		
<i>Variance from Prior Yr. - %</i>	<i>6.46%</i>	<i>19.75%</i>	<i>-0.93%</i>		<i>5.60%</i>		

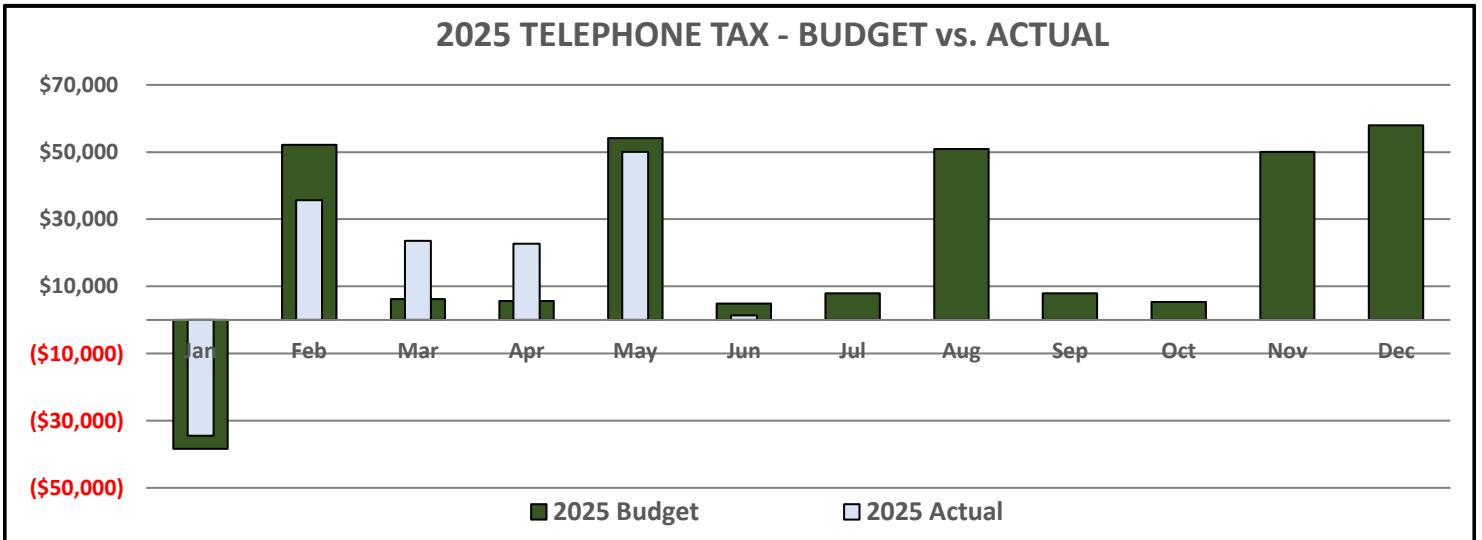
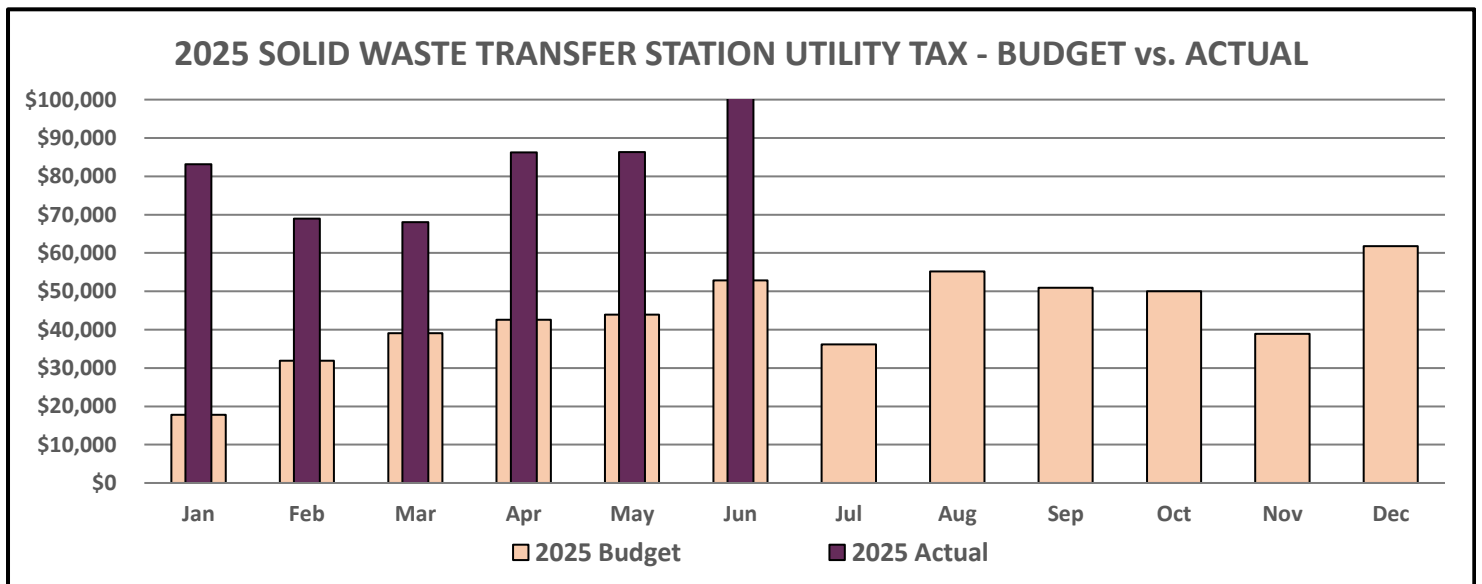
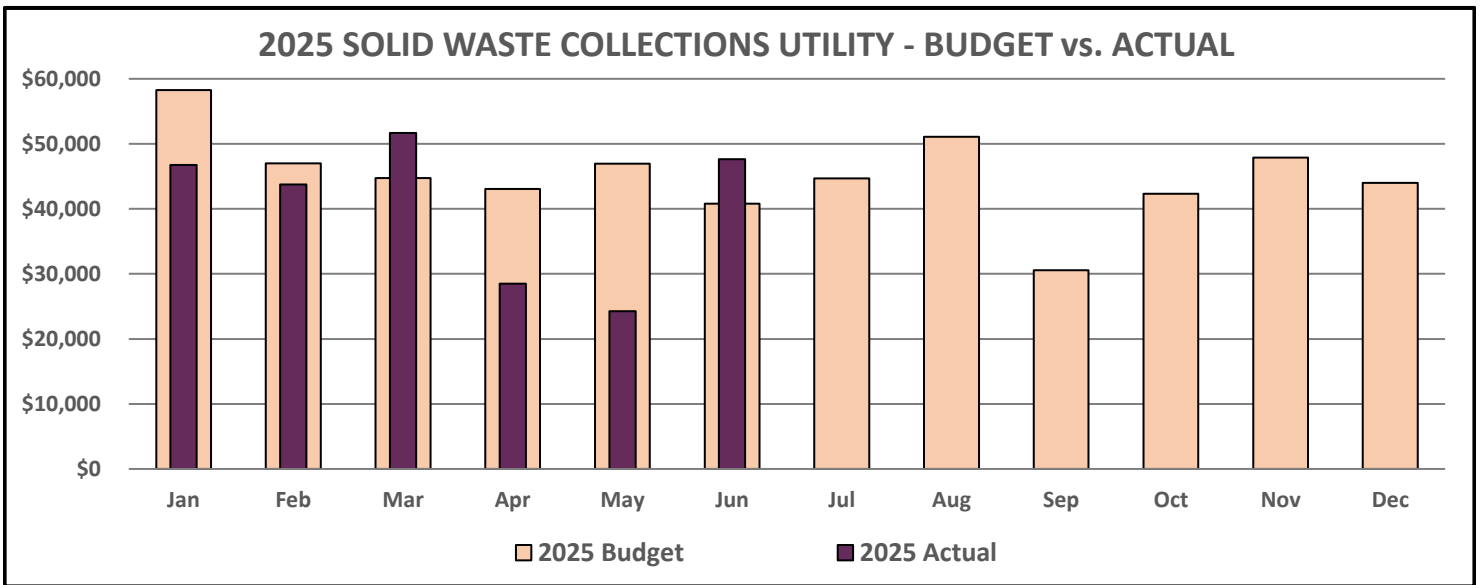
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**Q2-2025 Budget Status Report - Data & Graph Attachment**



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**GENERAL FUND REVENUES AND EXPENDITURES YEAR TO DATE 6/30/2025**

Council & City Manager Dept.	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	272,534	309,900	310,298	789,900	366,854	423,046	53.56%
Expenditure	494,915	586,069	687,837	1,605,500	811,132	794,368	49.48%
Net--Revenue less Expend.	(222,381)	(276,169)	(377,539)	(815,600)	(444,278)		
Variance from Prior Yr. - \$	(\$52,866)	(\$53,788)	(\$101,370)		(\$66,739)		
Variance from Prior Yr. - %	31.19%	24.19%	36.71%		17.68%		

Finance Department	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	8,192,701	8,546,546	9,342,602	19,251,100	8,650,190	10,600,910	55.07%
Expenditure	1,622,796	1,608,890	1,847,856	3,914,000	1,935,002	1,978,998	50.56%
Net--Revenue less Expend.	6,569,905	6,937,656	7,494,746	15,337,100	6,715,188		
Variance from Prior Yr. - \$	\$208,638	\$367,751	\$557,090		(\$779,558)		
Variance from Prior Yr. - %	3.28%	5.60%	8.03%		-10.40%		

Legal Department	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	86,250	117,613	115,563	199,700	105,557	94,143	47.14%
Expenditure	759,895	881,616	943,423	1,792,700	985,938	806,762	45.00%
Net--Revenue less Expend.	(673,645)	(764,003)	(827,860)	(1,593,000)	(880,381)		
Variance from Prior Yr. - \$	(\$66,631)	(\$90,358)	(\$63,857)		(\$52,521)		
Variance from Prior Yr. - %	10.98%	13.41%	8.36%		6.34%		

Community & Economic Devel.	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	404,471	393,874	591,039	1,556,800	1,229,198	327,602	21.04%
Expenditure	340,662	660,970	629,526	1,709,300	819,332	889,968	52.07%
Net--Revenue less Expend.	63,809	(267,096)	(38,487)	(152,500)	409,866		
Variance from Prior Yr. - \$	\$114,043	(\$330,905)	\$228,609		\$448,353		
Variance from Prior Yr. - %	-227.02%	-518.59%	-85.59%		-1164.95%		

Police Department	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	347,617	594,961	564,273	1,470,800	481,729	989,071	67.25%
Expenditure	3,288,286	3,663,853	3,767,821	7,833,900	4,041,466	3,792,434	48.41%
Net--Revenue less Expend.	(2,940,669)	(3,068,892)	(3,203,548)	(6,363,100)	(3,559,737)		
Variance from Prior Yr. - \$	(\$100,558)	(\$128,223)	(\$134,656)		(\$356,189)		
Variance from Prior Yr. - %	3.54%	4.36%	4.39%		11.12%		

Fire Department	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	63,061	58,715	67,204	309,100	183,390	125,710	40.67%
Expenditure	1,201,165	1,239,072	1,258,716	2,903,000	1,437,834	1,465,166	50.47%
Net--Revenue less Expend.	(1,138,104)	(1,180,357)	(1,191,512)	(2,593,900)	(1,254,444)		
Variance from Prior Yr. - \$	(\$101,806)	(\$42,253)	(\$11,155)		(\$62,932)		
Variance from Prior Yr. - %	9.82%	3.71%	0.95%		5.28%		

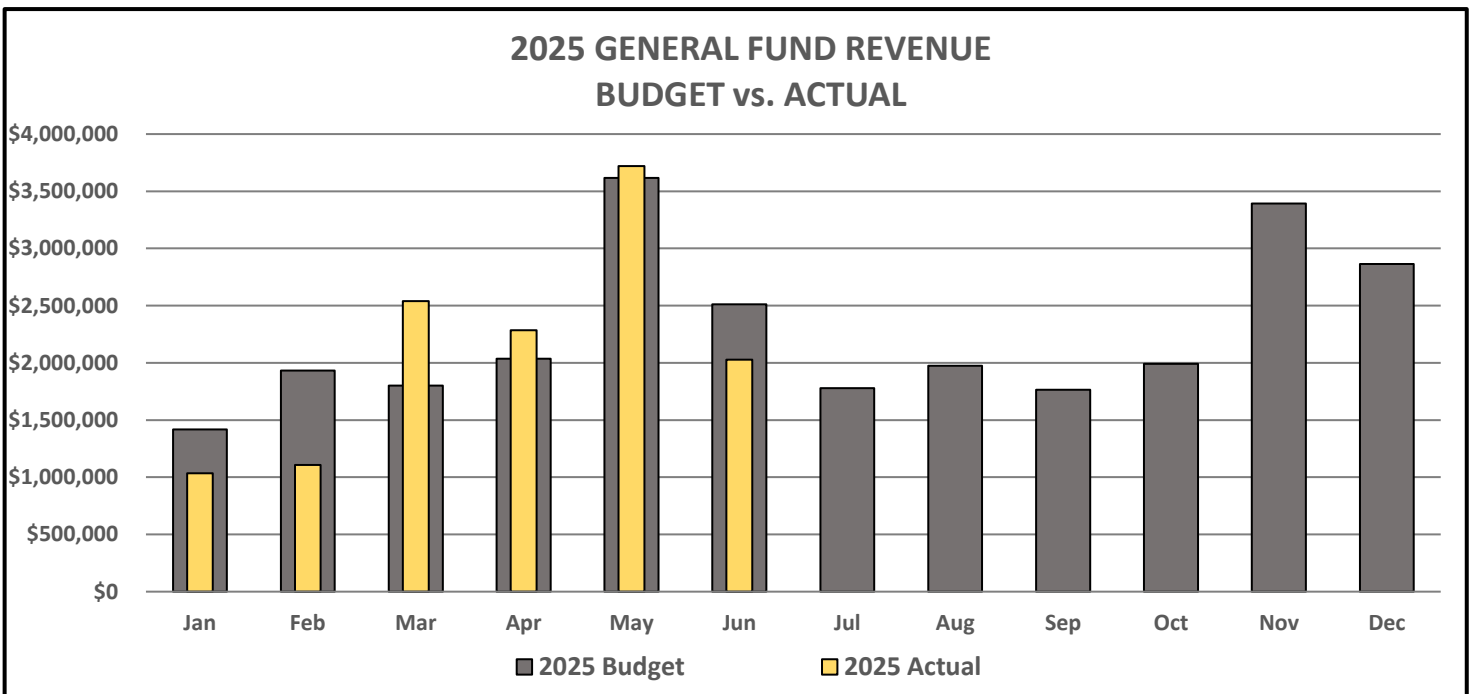
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<b>Public Works &amp; Utilities</b>	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	642,502	632,108	667,893	2,506,400	937,816	1,568,584	62.58%
Expenditure	967,490	1,420,682	1,172,169	3,157,600	1,311,871	1,845,729	58.45%
<b>Net--Revenue less Expend.</b>	<b>(324,988)</b>	<b>(788,574)</b>	<b>(504,276)</b>	<b>(651,200)</b>	<b>(374,055)</b>		
Variance from Prior Yr. - \$	\$129,506	(\$463,586)	\$284,298		\$130,221		
Variance from Prior Yr. - %	-28.49%	142.65%	-36.05%		-25.82%		

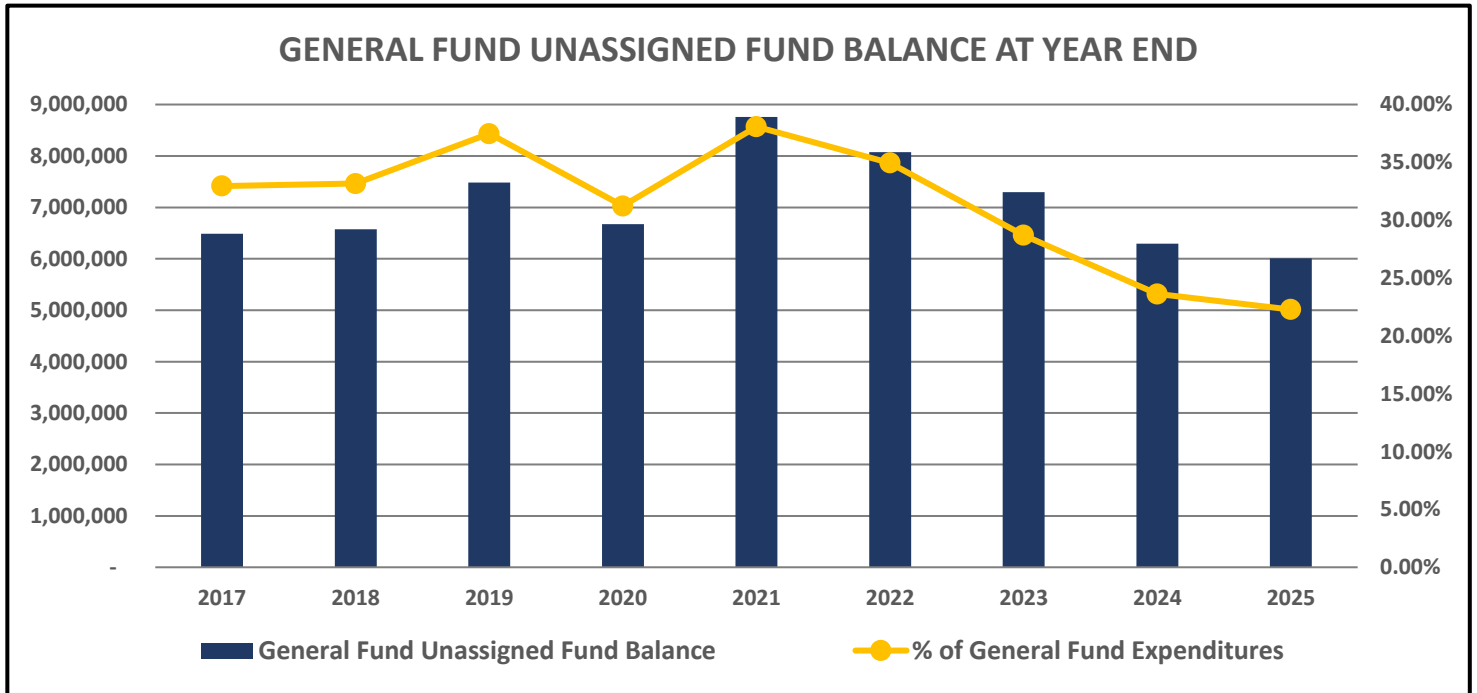
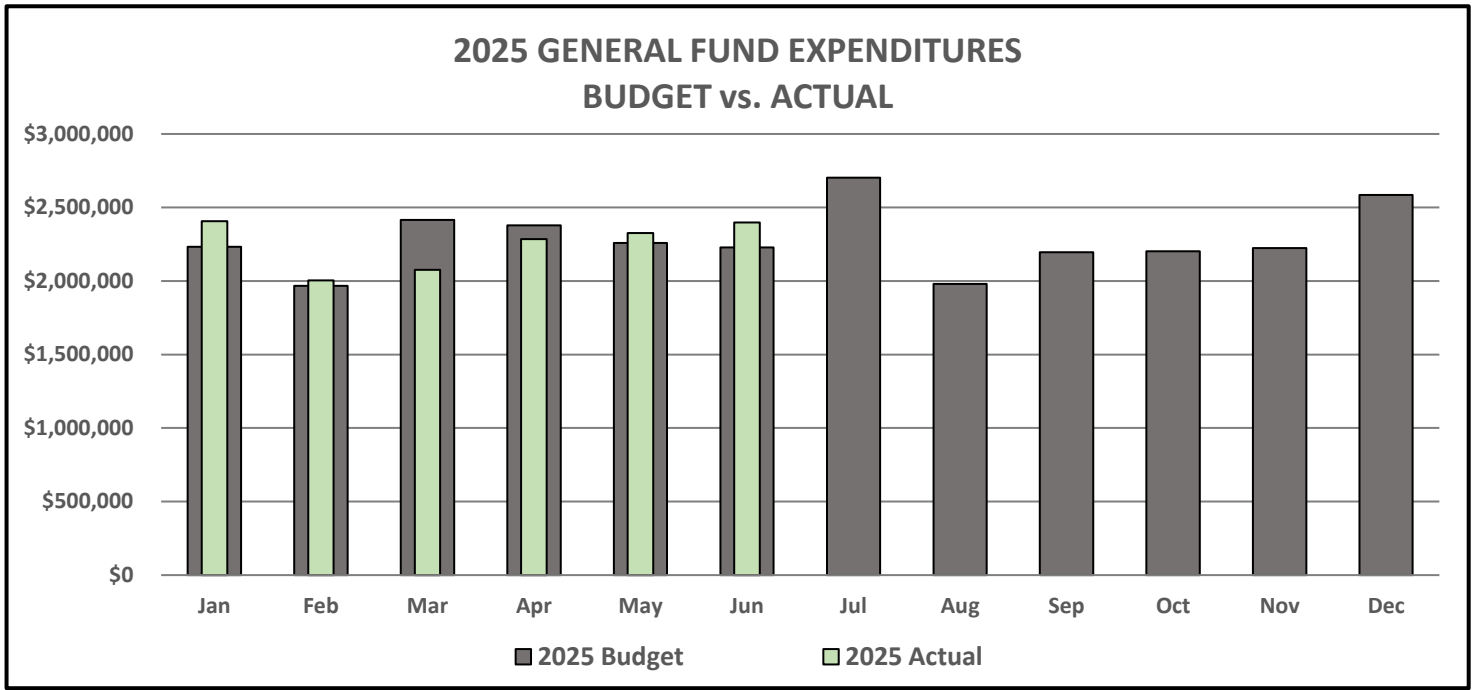
<b>Parks &amp; Recreation</b>	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	346,262	331,153	375,460	997,200	413,648	583,552	58.52%
Expenditure	1,633,022	2,161,769	1,743,424	3,854,900	1,850,956	2,003,944	51.98%
<b>Net--Revenue less Expend.</b>	<b>(1,286,760)</b>	<b>(1,830,616)</b>	<b>(1,367,964)</b>	<b>(2,857,700)</b>	<b>(1,437,308)</b>		
Variance from Prior Yr. - \$	(\$97,498)	(\$543,856)	\$462,652		(\$69,344)		
Variance from Prior Yr. - %	8.20%	42.27%	-25.27%		5.07%		

<b>Non-Departmental</b>	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	-	406,775	-	-	-	-	N/A
Expenditure	500,847	721,279	772,482	597,500	347,390	250,110	41.86%
<b>Net--Revenue less Expend.</b>	<b>(500,847)</b>	<b>(314,504)</b>	<b>(772,482)</b>	<b>(597,500)</b>	<b>(347,390)</b>		
Variance from Prior Yr. - \$	(\$282,349)	\$186,343	(\$457,978)		\$425,092		
Variance from Prior Yr. - %	129.22%	-37.21%	145.62%		-55.03%		

<b>TOTAL -- General Fund</b>	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	10,355,398	11,391,645	12,034,332	27,081,000	12,368,382	14,712,618	54.33%
Expenditure	10,809,078	12,944,203	12,823,405	27,368,400	13,540,921	13,827,479	50.52%
<b>Net--Revenue less Expend.</b>	<b>(453,680)</b>	<b>(1,552,558)</b>	<b>(789,073)</b>	<b>(287,400)</b>	<b>(1,172,539)</b>		
Variance from Prior Yr. - \$	(\$249,521)	(\$1,098,878)	\$763,485		(\$383,466)		
Variance from Prior Yr. - %	122.22%	242.21%	-49.18%		48.60%		



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**SPECIAL REVENUE FUNDS**

Lodging Tax Fund #101	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	235,319	278,353	308,692	1,060,500	251,363	809,137	76.30%
Expenditure	179,969	178,664	388,776	1,438,000	520,058	917,942	63.83%
Net--Revenue less Expend.	55,350	99,689	(80,084)	(377,500)	(268,695)		
Variance from Prior Yr. - \$	\$70,433	\$44,339	(\$179,773)		(\$188,611)		
Variance from Prior Yr. - %	-466.97%	80.11%	-180.33%		235.52%		

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Street Fund #102	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	773,899	882,784	761,504	2,145,300	862,823	1,282,477	59.78%
Expenditure	771,711	858,083	941,066	2,206,600	921,258	1,285,342	58.25%
Net--Revenue less Expend.	2,188	24,701	(179,562)	(61,300)	(58,435)		
Variance from Prior Yr. - \$	(\$13,899)	\$22,513	(\$204,263)		\$121,127		
Variance from Prior Yr. - %	-86.40%	1028.93%	-826.94%		-67.46%		

R.E.E.T I Fund #105	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	167,520	124,221	140,815	337,300	119,419	217,881	64.60%
Expenditure	8,850	891,798	8,752	150,000	0	150,000	100.00%
Net--Revenue less Expend.	158,670	(767,577)	132,063	187,300	119,419		
Variance from Prior Yr. - \$	\$30,677	(\$926,247)	\$899,640		(\$12,644)		
Variance from Prior Yr. - %	23.97%	-583.76%	-117.21%		-9.57%		

PenCom Fund #107	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	1,089,400	1,521,373	1,523,516	3,985,100	1,550,333	2,434,767	61.10%
Expenditure	1,959,233	2,555,978	1,912,617	4,290,100	3,074,962	1,215,138	28.32%
Net--Revenue less Expend.	(869,833)	(1,034,605)	(389,101)	(305,000)	(1,524,629)		
Variance from Prior Yr. - \$	(\$593,441)	(\$164,772)	\$645,504		(\$1,135,528)		
Variance from Prior Yr. - %	214.71%	18.94%	-62.39%		291.83%		

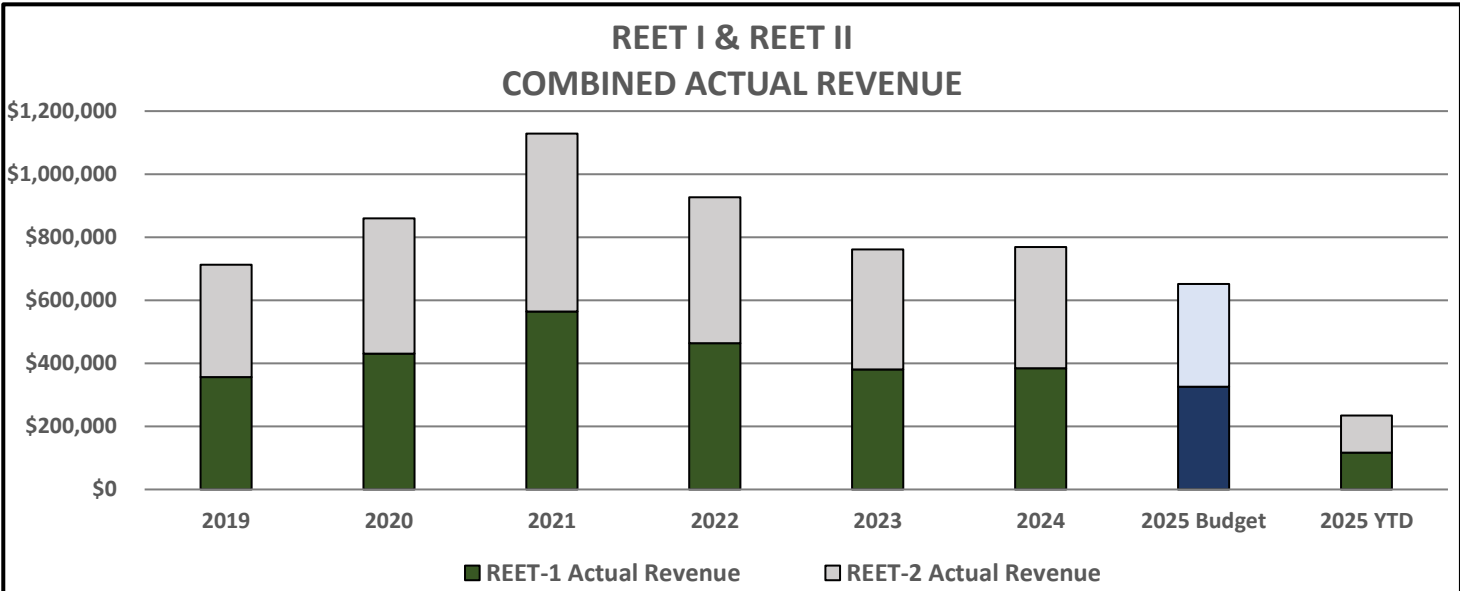
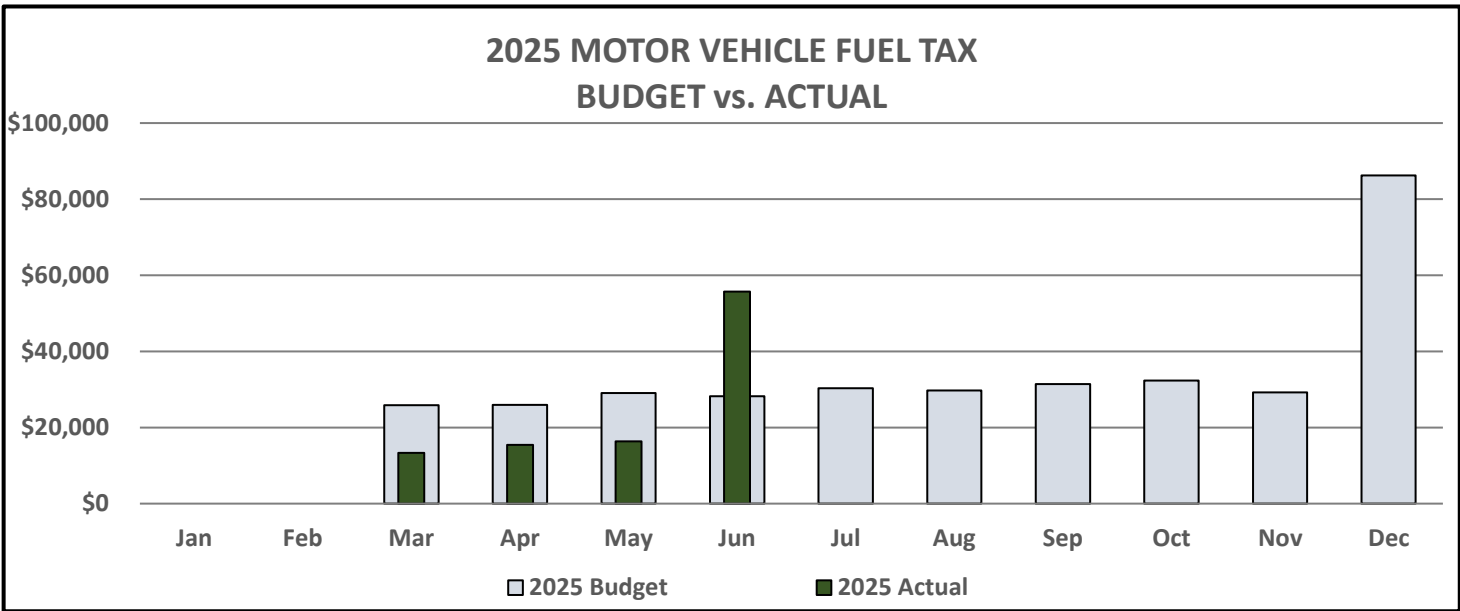
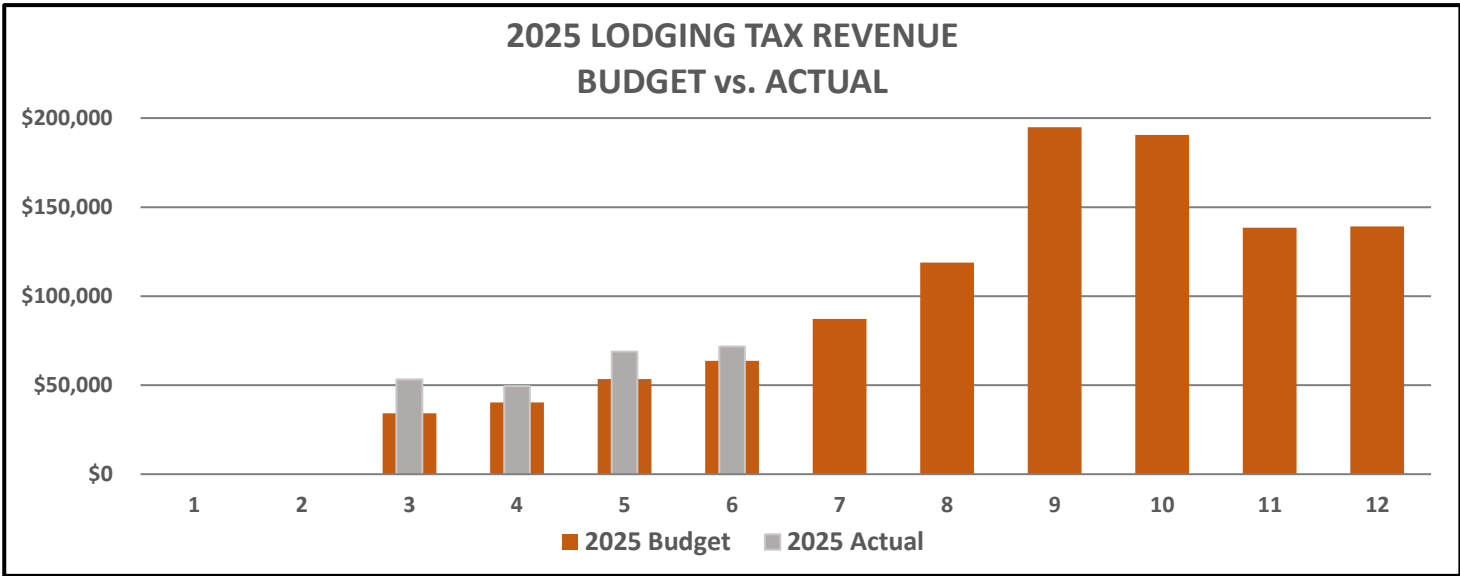
R.E.E.T. II Fund #160	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	166,798	121,806	136,911	329,500	119,705	209,795	63.67%
Expenditure	0	1,076,300	0	444,100	0	444,100	100.00%
Net--Revenue less Expend.	166,798	(954,494)	136,911	(114,600)	119,705		
Variance from Prior Yr. - \$	\$29,241	(\$1,121,292)	\$1,091,405		(\$17,206)		
Variance from Prior Yr. - %	21.26%	-672.25%	-114.34%		-12.57%		

Business Improvement District	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	16,358	15,598	15,951	33,700	22,217	11,483	34.07%
Expenditure	0	0	0	121,400	72,100	49,300	40.61%
Net--Revenue less Expend.	16,358	15,598	15,951	(87,700)	(49,883)		
Variance from Prior Yr. - \$	\$15,858	(\$760)	\$353		(\$65,834)		
Variance from Prior Yr. - %	3171.60%	-4.65%	2.26%		-412.73%		

P.A. Housing Fund #172	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	572,902	202,872	193,740	638,400	198,858	439,542	68.85%
Expenditure	0	544,657	36,352	355,700	228,864	126,836	35.66%
Net--Revenue less Expend.	572,902	(341,785)	157,388	282,700	(30,006)		
Variance from Prior Yr. - \$	\$392,350	(\$914,687)	\$499,173		(\$187,394)		
Variance from Prior Yr. - %	217.31%	-159.66%	-146.05%		-119.06%		

Code Compliance Fund #175	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	27,766	141	155	257,100	128,931	128,169	49.85%
Expenditure	52,058	96,308	95,596	257,100	114,958	142,142	55.29%
Net--Revenue less Expend.	(24,292)	(96,167)	(95,441)	0	13,973		
Variance from Prior Yr. - \$	(\$24,477)	(\$71,875)	\$726		\$109,414		
Variance from Prior Yr. - %	-13230.81%	295.88%	-0.75%		-114.64%		

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**DEBT SERVICE FUNDS**

<b>2015 LTGO - Refunding</b>	<b>6/30/2022</b>	<b>6/30/2023</b>	<b>6/30/2024</b>	<b>2025 Budget</b>	<b>6/30/2025</b>	<b>\$ Remaining</b>	<b>% Remaining</b>
Revenue	63,133	116,757	117,538	235,000	117,455	117,545	50.02%
Expenditure	11,305	8,599	5,815	232,900	2,940	229,960	98.74%
<b>Net--Revenue less Expend.</b>	<b>51,828</b>	<b>108,158</b>	<b>111,723</b>	<b>2,100</b>	<b>114,515</b>		
Variance from Prior Yr. - \$	(\$52,152)	\$56,330	\$3,565		\$2,792		
Variance from Prior Yr. - %	-50.16%	108.69%	3.30%		2.50%		

**GOVERNMENTAL CAPITAL PROJECT FUNDS**

<b>Governmental Capital Fund</b>	<b>6/30/2022</b>	<b>6/30/2023</b>	<b>6/30/2024</b>	<b>2025 Budget</b>	<b>6/30/2025</b>	<b>\$ Remaining</b>	<b>% Remaining</b>
Revenue	172,349	1,839,241	20,444	756,900	14,242	742,658	98.12%
Expenditure	566,914	633,961	813,270	3,070,600	639,305	2,431,295	79.18%
<b>Net--Revenue less Expend.</b>	<b>(394,565)</b>	<b>1,205,280</b>	<b>(792,826)</b>	<b>(2,313,700)</b>	<b>(625,063)</b>		
Variance from Prior Yr. - \$	(\$211,306)	\$1,599,845	(\$1,998,106)		\$167,763		
Variance from Prior Yr. - %	115.30%	-405.47%	-165.78%		-21.16%		

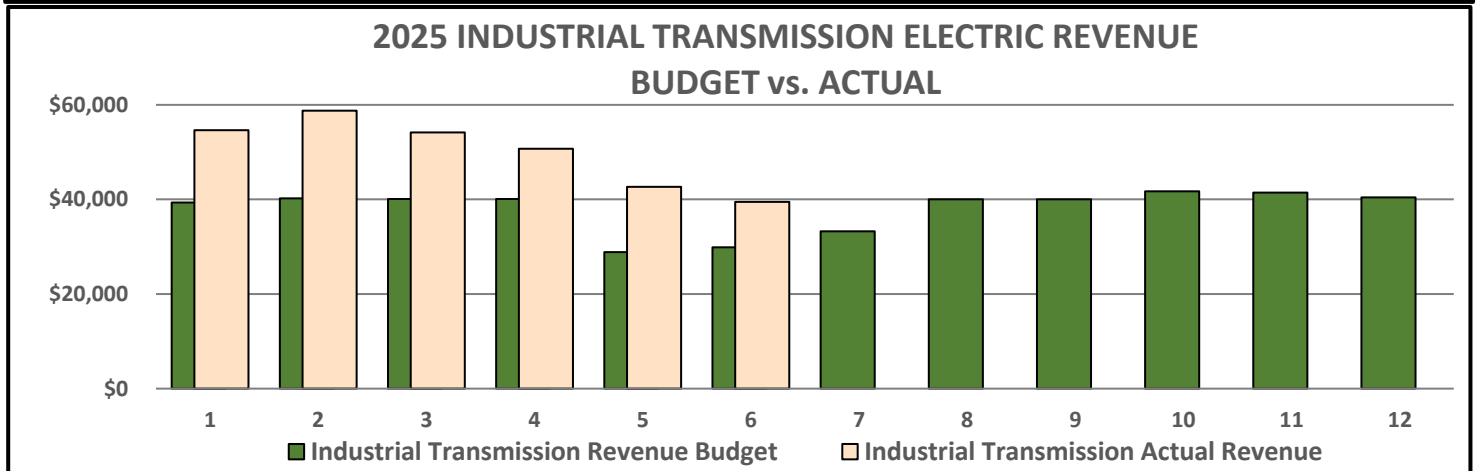
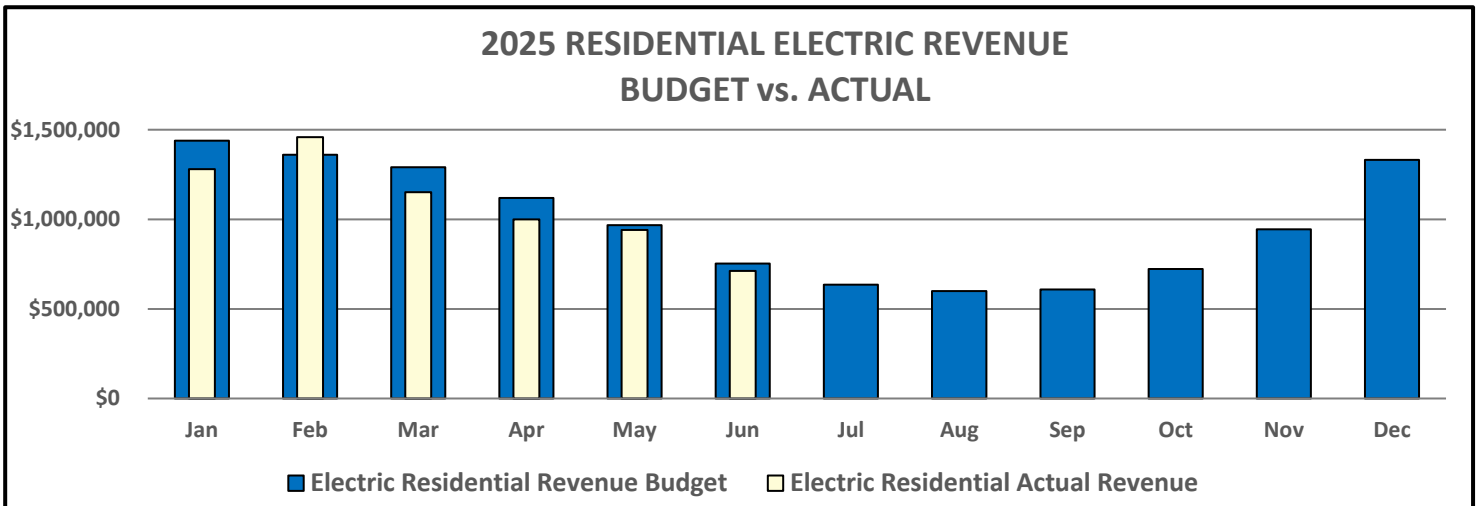
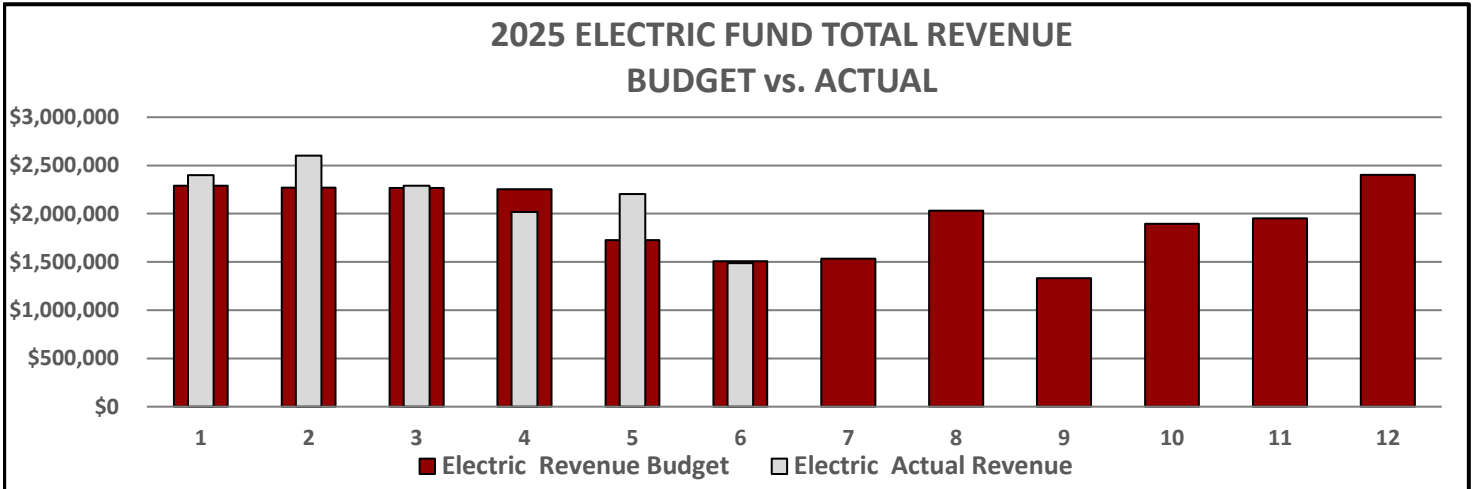
<b>Transportation Benefit District</b>	<b>6/30/2022</b>	<b>6/30/2023</b>	<b>6/30/2024</b>	<b>2025 Budget</b>	<b>6/30/2025</b>	<b>\$ Remaining</b>	<b>% Remaining</b>
Revenue	386,203	2,280,294	565,037	8,473,300	979,063	7,494,237	88.45%
Expenditure	922,346	1,449,823	1,744,958	11,701,700	1,316,752	10,384,948	88.75%
<b>Net--Revenue less Expend.</b>	<b>(536,143)</b>	<b>830,471</b>	<b>(1,179,921)</b>	<b>(3,228,400)</b>	<b>(337,689)</b>		
Variance from Prior Yr. - \$	(\$600,970)	\$1,366,614	(\$2,010,392)		\$842,232		
Variance from Prior Yr. - %	-927.04%	-254.90%	-242.08%		-71.38%		

<b>Parks Capital Fund</b>	<b>6/30/2022</b>	<b>6/30/2023</b>	<b>6/30/2024</b>	<b>2025 Budget</b>	<b>6/30/2025</b>	<b>\$ Remaining</b>	<b>% Remaining</b>
Revenue	4,970	6,151	7,711	12,500	8,218	4,282	34.26%
Expenditure	0	8,869	0	0	49,430	(49,430)	100.00%
<b>Net--Revenue less Expend.</b>	<b>4,970</b>	<b>(2,718)</b>	<b>7,711</b>	<b>12,500</b>	<b>(41,212)</b>		
Variance from Prior Yr. - \$	\$1,311	(\$7,688)	\$10,429		(\$48,923)		
Variance from Prior Yr. - %	35.83%	-154.69%	-383.70%		-634.46%		

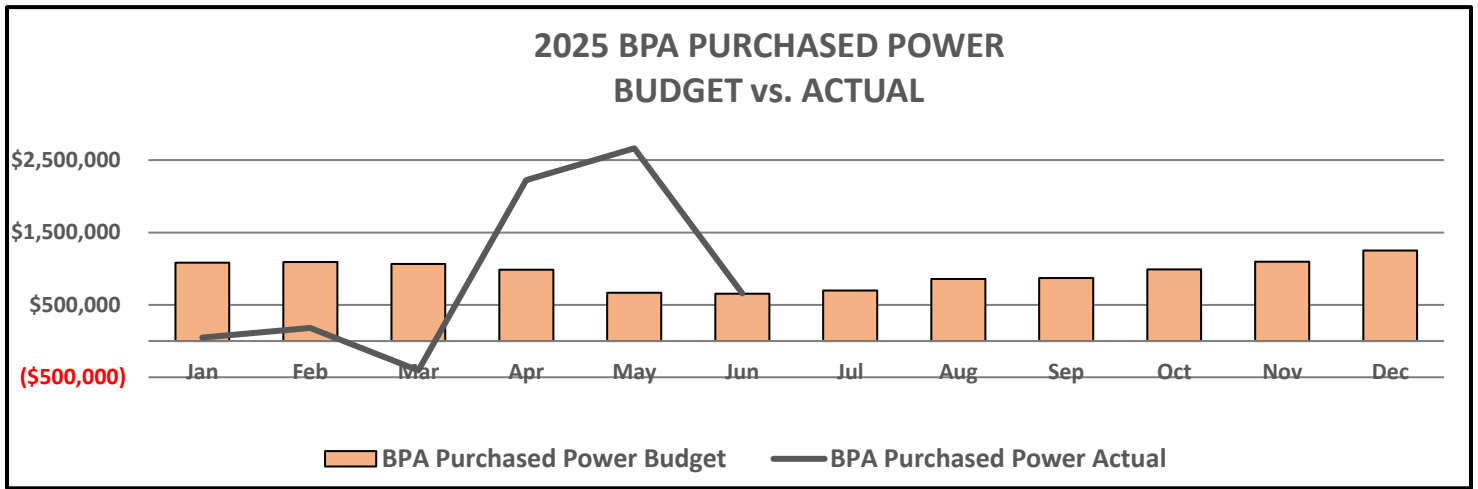
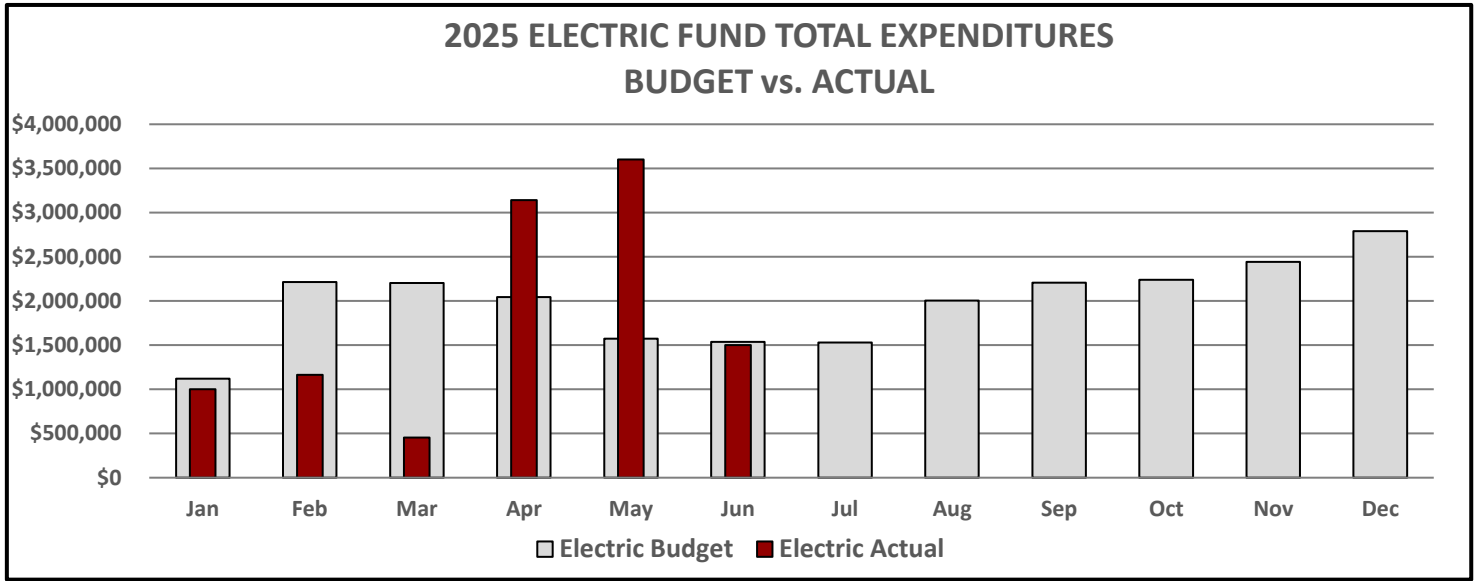
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**ENTERPRISE FUNDS (UTILITY FUNDS)**

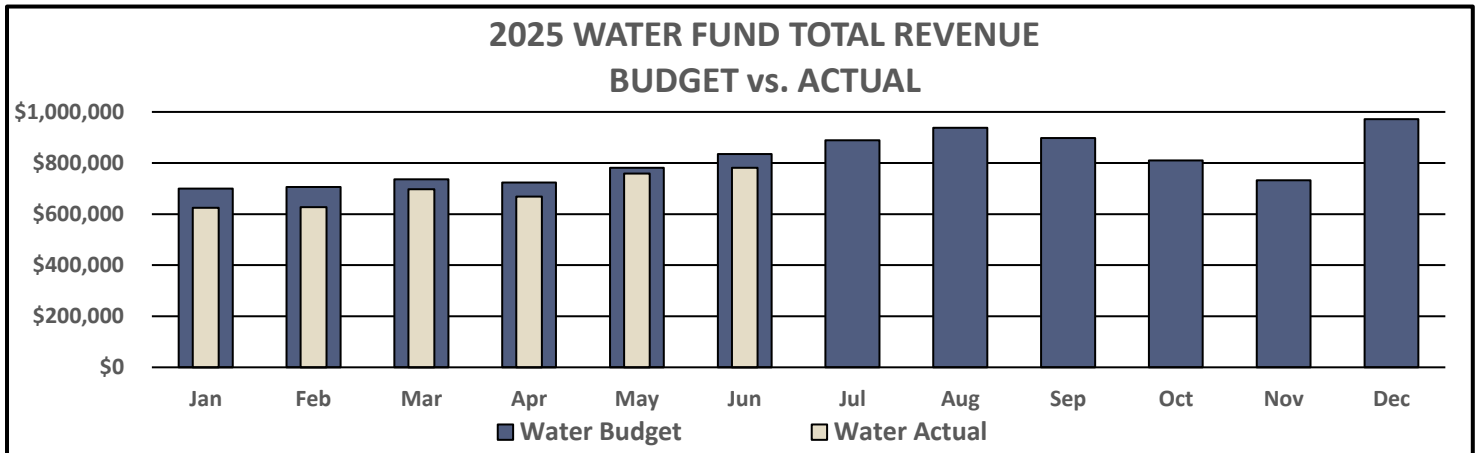
<b>Electric Utility Fund #401</b>	<b>6/30/2022</b>	<b>6/30/2023</b>	<b>6/30/2024</b>	<b>2025 Budget</b>	<b>6/30/2025</b>	<b>\$ Remaining</b>	<b>% Remaining</b>
Revenue	16,366,286	15,531,911	15,383,519	23,464,700	13,000,259	10,464,441	44.60%
Expenditure	13,611,127	11,460,904	13,499,389	23,907,200	10,863,755	13,043,445	54.56%
Net--Revenue less Expend.	2,755,159	4,071,007	1,884,130	(442,500)	2,136,504		
Variance from Prior Yr. - \$	(\$118,824)	\$1,315,848	(\$2,186,877)		\$252,374		
Variance from Prior Yr. - %	-4.13%	47.76%	-53.72%		13.39%		



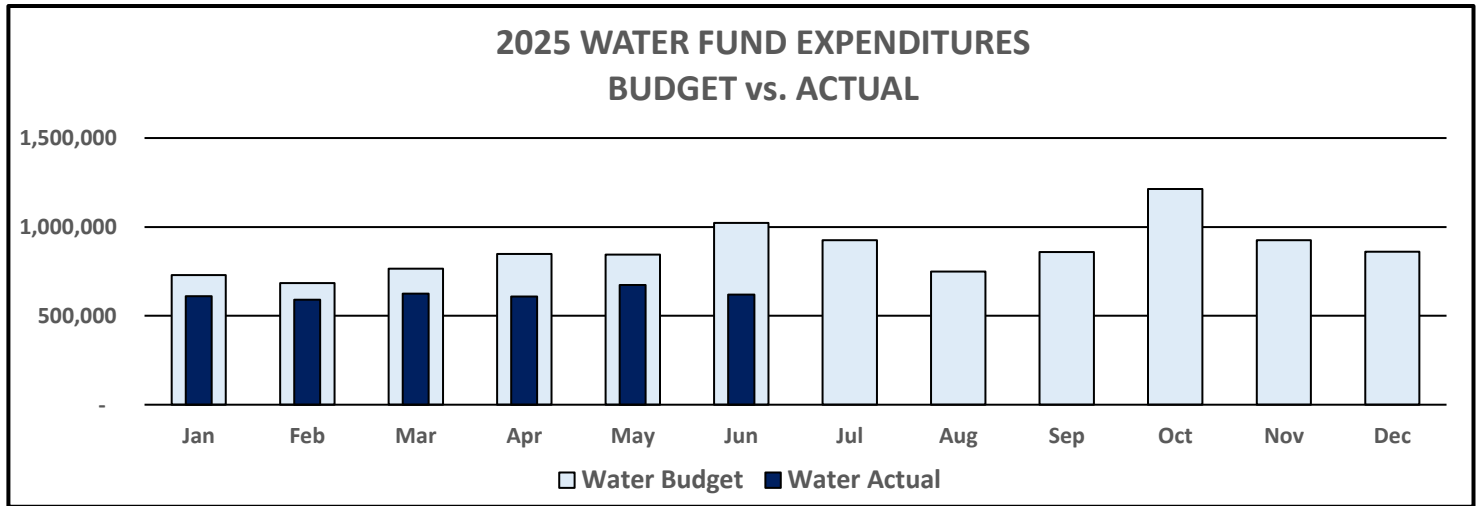
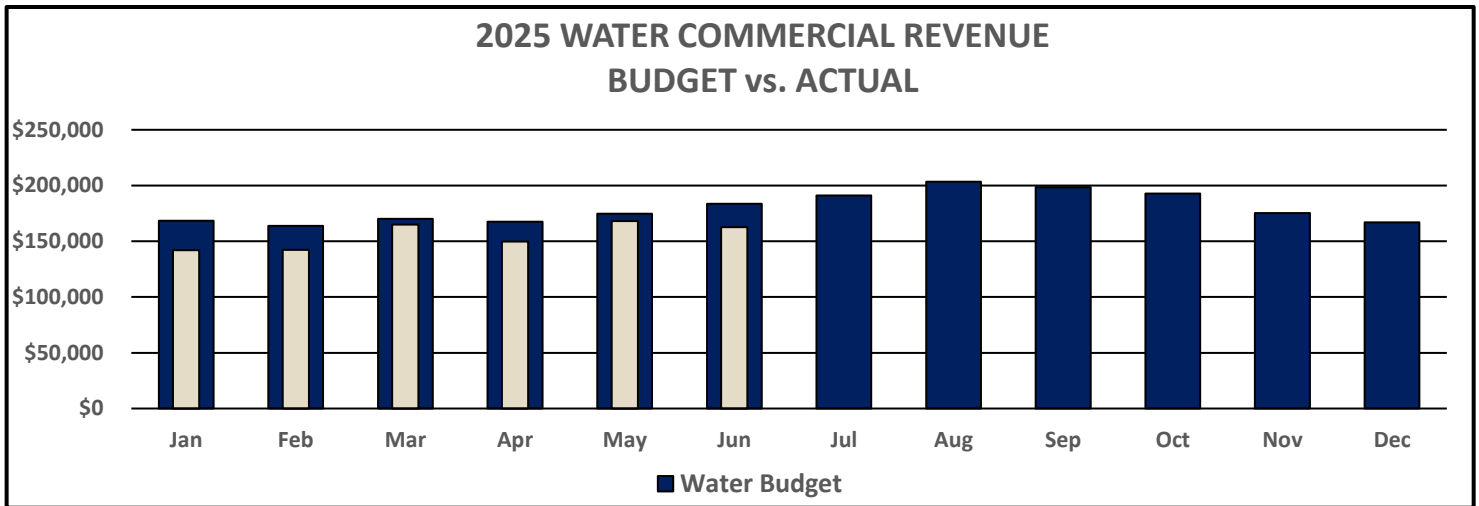
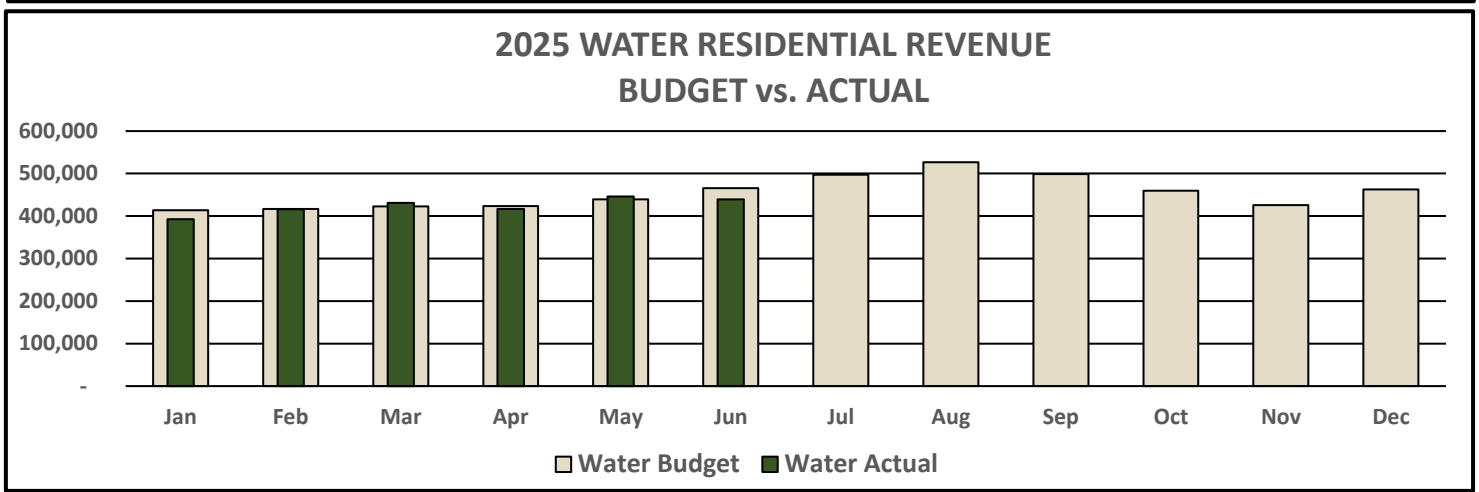
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Water Utility Fund #402	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	3,269,411	3,637,935	3,780,175	9,720,900	4,157,594	5,563,306	57.23%
Expenditure	4,650,901	4,493,068	3,485,870	10,427,000	3,726,218	6,700,782	64.26%
Net--Revenue less Expend.	(1,381,490)	(855,133)	294,305	(706,100)	431,376		
Variance from Prior Yr. - \$	(\$1,991,554)	\$526,357	\$1,149,438		\$137,071		
Variance from Prior Yr. - %	-326.45%	-38.10%	-134.42%		46.57%		



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Wastewater Utility Fund #403	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	3,425,357	3,722,014	3,790,331	9,031,300	3,890,905	5,140,395	56.92%
Expenditure	2,774,108	4,209,287	3,266,973	9,203,200	3,601,642	5,601,558	60.87%
Net--Revenue less Expend.	651,249	(487,273)	523,358	(171,900)	289,263		
Variance from Prior Yr. - \$	(\$198,862)	(\$1,138,522)	\$1,010,631		(\$234,095)		
Variance from Prior Yr. - %	-23.39%	-174.82%	-207.41%		-44.73%		

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<b>Solid Waste Utility Fund #404</b>	<b>6/30/2022</b>	<b>6/30/2023</b>	<b>6/30/2024</b>	<b>2025 Budget</b>	<b>6/30/2025</b>	<b>\$ Remaining</b>	<b>% Remaining</b>
Revenue	8,453,941	6,310,126	7,841,104	16,200,700	7,992,553	8,208,147	50.67%
Expenditure	8,898,554	6,361,790	7,322,673	17,430,500	7,203,767	10,226,733	58.67%
Net--Revenue less Expend.	(444,613)	(51,664)	518,431	(1,229,800)	788,786		
Variance from Prior Yr. - \$	(\$1,151,309)	\$392,949	\$570,095		\$270,355		
Variance from Prior Yr. - %	-162.91%	-88.38%	-1103.47%		52.15%		

<b>Stormwater Utility Fund #406</b>	<b>6/30/2022</b>	<b>6/30/2023</b>	<b>6/30/2024</b>	<b>2025 Budget</b>	<b>6/30/2025</b>	<b>\$ Remaining</b>	<b>% Remaining</b>
Revenue	1,600,202	1,693,865	1,972,012	3,512,100	2,076,541	1,435,559	40.87%
Expenditure	1,059,849	1,825,002	1,458,183	3,673,200	1,419,644	2,253,556	61.35%
Net--Revenue less Expend.	540,353	(131,137)	513,829	(161,100)	656,897		
Variance from Prior Yr. - \$	(\$74,202)	(\$671,490)	\$644,966		\$143,068		
Variance from Prior Yr. - %	-12.07%	-124.27%	-491.83%		27.84%		

<b>Medic 1 Utility Fund #409</b>	<b>6/30/2022</b>	<b>6/30/2023</b>	<b>6/30/2024</b>	<b>2025 Budget</b>	<b>6/30/2025</b>	<b>\$ Remaining</b>	<b>% Remaining</b>
Revenue	1,788,090	1,819,842	2,072,363	4,618,300	2,097,547	2,520,753	54.58%
Expenditure	1,628,448	1,634,992	1,745,843	4,655,900	2,029,728	2,626,172	56.41%
Net--Revenue less Expend.	159,642	184,850	326,520	(37,600)	67,819		
Variance from Prior Yr. - \$	\$43,706	\$25,208	\$141,670		(\$258,701)		
Variance from Prior Yr. - %	37.70%	15.79%	76.64%		-79.23%		

<b>Harbor Clean-up Fund #413</b>	<b>6/30/2022</b>	<b>6/30/2023</b>	<b>6/30/2024</b>	<b>2025 Budget</b>	<b>6/30/2025</b>	<b>\$ Remaining</b>	<b>% Remaining</b>
Revenue	31,411	29,419	59,197	2,050,600	6,771	2,043,829	99.67%
Expenditure	98,572	41,672	48,607	2,050,600	32	2,050,568	100.00%
Net--Revenue less Expend.	(67,161)	(12,253)	10,590	0	6,739		
Variance from Prior Yr. - \$	(\$71,538)	\$54,908	\$22,843		(\$3,851)		
Variance from Prior Yr. - %	-1634.41%	-81.76%	-186.43%		-36.36%		

<b>Conservation Utility Fund #421</b>	<b>6/30/2022</b>	<b>6/30/2023</b>	<b>6/30/2024</b>	<b>2025 Budget</b>	<b>6/30/2025</b>	<b>\$ Remaining</b>	<b>% Remaining</b>
Revenue	67,286	69,798	67,717	539,300	182,502	356,798	66.16%
Expenditure	197,626	229,411	174,378	539,300	207,873	331,427	61.46%
Net--Revenue less Expend.	(130,340)	(159,613)	(106,661)	0	(25,371)		
Variance from Prior Yr. - \$	(\$82,656)	(\$29,273)	\$52,952		\$81,290		
Variance from Prior Yr. - %	173.34%	22.46%	-33.18%		-76.21%		

**UTILITY CAPITAL FUNDS (Includes transfers from Utility Funds)**

<b>Electric Capital Fund #451</b>	<b>6/30/2022</b>	<b>6/30/2023</b>	<b>6/30/2024</b>	<b>2025 Budget</b>	<b>6/30/2025</b>	<b>\$ Remaining</b>	<b>% Remaining</b>
Revenue	19,249	800,000	800,000	1,221,000	0	1,221,000	100.00%
Expenditure	38,717	147,186	64,661	6,411,000	80,172	6,330,828	98.75%
Net--Revenue less Expend.	(19,468)	652,814	735,339	(5,190,000)	(80,172)		
Variance from Prior Yr. - \$	\$295,958	\$672,282	\$82,525		(\$815,511)		
Variance from Prior Yr. - %	-93.83%	-3453.27%	12.64%		-110.90%		

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Water Capital Fund #452	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	0	765,000	0	1,150,000	0	1,150,000	100.00%
Expenditure	127,989	70,720	268,791	2,505,000	249,420	2,255,580	90.04%
Net--Revenue less Expend.	(127,989)	694,280	(268,791)	(1,355,000)	(249,420)		
Variance from Prior Yr. - \$	(\$124,120)	\$822,269	(\$963,071)		\$19,371		
Variance from Prior Yr. - %	3208.06%	-642.45%	-138.72%		-7.21%		

Wastewater Capital Fund #453	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	0	978,500	978,500	2,530,800	1,141,761	1,389,039	54.89%
Expenditure	120,804	2,316,537	38,456	5,614,700	1,149,734	4,464,966	79.52%
Net--Revenue less Expend.	(120,804)	(1,338,037)	940,044	(3,083,900)	(7,973)		
Variance from Prior Yr. - \$	\$163,856	(\$1,217,233)	\$2,278,081		(\$948,017)		
Variance from Prior Yr. - %	-57.56%	1007.61%	-170.26%		-100.85%		

Solid Waste Capital Fund #454	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	675,542	647,383	926,380	1,799,600	997,079	802,521	44.59%
Expenditure	807,318	476,406	648,736	1,194,400	218,259	976,141	81.73%
Net--Revenue less Expend.	(131,776)	170,977	277,644	605,200	778,820		
Variance from Prior Yr. - \$	(\$344,269)	\$302,753	\$106,667		\$501,176		
Variance from Prior Yr. - %	-162.01%	-229.75%	62.39%		180.51%		

Stormwater Capital Fund #456	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	0	443,000	0	626,000	0	626,000	100.00%
Expenditure	5,493	0	60,557	953,100	238,705	714,395	74.95%
Net--Revenue less Expend.	(5,493)	443,000	(60,557)	(327,100)	(238,705)		
Variance from Prior Yr. - \$	\$26,612	\$448,493	(\$503,557)		(\$178,148)		
Variance from Prior Yr. - %	-82.89%	-8164.81%	-113.67%		294.18%		

**INTERNAL SERVICE FUNDS**

Equipment Services Fund #501	6/30/2022	6/30/2023	6/30/2024	2025 Budget	6/30/2025	\$ Remaining	% Remaining
Revenue	946,130	1,744,110	1,434,928	3,296,300	1,533,448	1,762,852	53.48%
Expenditure	1,817,014	1,293,213	1,219,173	5,886,300	1,368,104	4,518,196	76.76%
Net--Revenue less Expend.	(870,884)	450,897	215,755	(2,590,000)	165,344		
Variance from Prior Yr. - \$	(\$1,285,673)	\$1,321,781	(\$235,142)		(\$50,411)		
Variance from Prior Yr. - %	-309.96%	-151.77%	-52.15%		-23.36%		

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<b>Information Technology Fund #502</b>	<b>6/30/2022</b>	<b>6/30/2023</b>	<b>6/30/2024</b>	<b>2025 Budget</b>	<b>6/30/2025</b>	<b>\$ Remaining</b>	<b>% Remaining</b>
Revenue	1,301,172	1,140,879	1,291,712	3,016,700	1,494,076	1,522,624	50.47%
Expenditure	1,141,218	1,436,190	1,413,960	3,315,600	1,467,412	1,848,188	55.74%
Net--Revenue less Expend.	159,954	(295,311)	(122,248)	(298,900)	26,664		
Variance from Prior Yr. - \$	\$261,082	(\$455,265)	\$173,063		\$148,912		
Variance from Prior Yr. - %	-258.17%	-284.62%	-58.60%		-121.81%		

<b>Self-Insurance Fund #503</b>	<b>6/30/2022</b>	<b>6/30/2023</b>	<b>6/30/2024</b>	<b>2025 Budget</b>	<b>6/30/2025</b>	<b>\$ Remaining</b>	<b>% Remaining</b>
Revenue	2,898,430	3,573,206	4,209,696	8,676,400	4,417,756	4,258,644	49.08%
Expenditure	3,218,712	4,376,532	4,980,866	8,667,100	5,205,517	3,461,583	39.94%
Net--Revenue less Expend.	(320,282)	(803,326)	(771,170)	9,300	(787,761)		
Variance from Prior Yr. - \$	(\$43,793)	(\$483,044)	\$32,156		(\$16,591)		
Variance from Prior Yr. - %	15.84%	150.82%	-4.00%		2.15%		

**PERMANENT AND TRUST FUNDS**

<b>Cemetery Endowment Fund #601</b>	<b>6/30/2022</b>	<b>6/30/2023</b>	<b>6/30/2024</b>	<b>2025 Budget</b>	<b>6/30/2025</b>	<b>\$ Remaining</b>	<b>% Remaining</b>
Revenue	1,466	2,377	2,441	4,900	2,061	2,839	57.94%
Expenditure	-	-	-	-	-	-	N/A
Net--Revenue less Expend.	1,466	2,377	2,441	4,900	2,061		
Variance from Prior Yr. - \$	(\$27)	\$911	\$64		(\$380)		
Variance from Prior Yr. - %	-1.81%	62.14%	2.69%		-15.57%		

<b>Firemen's Pension Fund #602</b>	<b>6/30/2022</b>	<b>6/30/2023</b>	<b>6/30/2024</b>	<b>2025 Budget</b>	<b>6/30/2025</b>	<b>\$ Remaining</b>	<b>% Remaining</b>
Revenue	(86,903)	22,902	19,349	200	511	(311)	-155.50%
Expenditure	12,057	12,115	9,454	42,500	14,817	27,683	65.14%
Net--Revenue less Expend.	(98,960)	10,787	9,895	(42,300)	(14,306)		
Variance from Prior Yr. - \$	(\$115,610)	\$109,747	(\$892)		(\$24,201)		
Variance from Prior Yr. - %	-694.35%	-110.90%	-8.27%		-244.58%		