

**CITY OF CHELAN
CITY COUNCIL AGENDA**

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL
2. AGENDA CHANGES
3. CITIZEN COMMENTS
Items not on the agenda. Time limited per the Mayor.
4. CONSENT AGENDA
All items under the Consent Agenda are approved with one motion.
 - A. Approve April 14, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT' s (Councilmember Chitty)
 - B. Approve the March 10, 2026 Regular Council Meeting Minutes (Deputy City Clerk Couch)
 - C. Approve the March 24, 2026 Regular Council Meeting Minutes (Deputy City Clerk Couch)
 - D. Excuse Councilmember Collins from the March 24, 2026 City Council Regular Meeting (Mayor Pro Tem Hollingsworth)
 - E. Excuse Councilmember Sanders from the April 7, 2026 City Council Workshop Meeting (Mayor Pro Tem Hollingsworth)
 - F. City Administrator Job Description (HR/Communications Director Coltman)
 - G. City Clerk Job Description (HR/Communications Director Coltman)
 - H. Community Development Director Job Description (HR/Communications Director Coltman)
 - I. Finance Director Job Description (HR/Communications Director Coltman)
 - J. HR/Communications Director Job Description (HR/Communications Director Coltman)
 - K. Parks and Recreation Director Job Description (HR/Communications Director Coltman)
 - L. Public Works Director Job Description (HR/Communications Director Coltman)
 - M. PPC Solutions, Inc. dba Phoenix Protective Corp Professional Services Agreement for Security Services in City Parks (Parks and Recreation Director Cooper)
5. SPECIAL PRESENTATIONS, PROCLAMATIONS, AND AWARDS
 - A. Chelan Fire & Rescue Centennial Day Proclamation (Mayor Pro Tem

Hollingsworth)

B. Chelan Earth Day Proclamation (Mayor Pro Tem Hollingsworth)

6. PUBLIC HEARINGS

A. None

7. MOTION CONSIDERATIONS

A. Ardurra Group Task Order Authorization for the Anderson Road Sewer Mainline Installation Project (Public Works Director Youngren)

B. RH2 Engineering Inc. Task Authorization No. 17 for the Raw Water Pump Station Generator Project Design (Public Works Director Youngren)

8. ADMINISTRATIVE REPORTS

A. Ordinance No. 2026-16XX Budget Amendment No. 2 (Finance Director Evans)

B. Ordinance No. 2026-16XX Amendment to Chapter 3.84 & 3.86; Repeal Chapter 3.85 & Create 3.87 (Finance Director Evans)

C. Ordinance No. 2026-16XX Title 1. General Provisions of the Chelan Municipal Code (City Administrator McAloon)

9. INFORMATIONAL ITEMS

These items are for informational purposes only and are generally not discussed.

A. Tentative Advanced Agenda (City Administrator McAloon)

B. Council Committee Reports (Various Councilmembers)

C. Contract Intake Report (City Clerk Gallucci)

10. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

11. MAYOR AND COUNCIL COMMENTS

12. EXECUTIVE SESSION

A. None

13. ADJOURNMENT

Our Vision

Chelan is a rural lakeside community surrounded by pristine natural beauty where generations of visitors and residents enjoy an exceptional quality of life.

Our Guiding Principles & Outcomes

Visionary & Strategic - A city that is forward-thinking, collaborative, and fiscally responsible.

Thriving & Connected - A vibrant, well-planned city where residents have a sense of home.

Healthy & Sustainable - A flourishing city that supports an active community.

Accessible & Welcoming - A safe city where everyone can find community.

The next meeting will be a City Council Regular Meeting on April 28, 2015, beginning at 5:15 p.m. in Council Chambers, 135 E. Johnson Avenue, Chelan, Washington. A City Council meeting packet is available for review on the City's Website: [City of Chelan under Government - City Council Meetings & Agendas](#).



City of Chelan

**City Council Meeting
March 10, 2026**

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Mayor:

Erin McCardle

Councilmembers:

Augustin Benegas

Brad Chitty

Shane Collins

Jon Higgins

Tim Hollingsworth

Terry Sanders

Administrative Personnel:

City Administrator Laura McAloon

City Attorney Quentin Batjer

Deputy City Clerk Cailey Couch

Finance Director Heidi Evans

HR/Communication Director Chad Coltman

Parks & Recreation Director Audrey Cooper

Public Works Director Jake Youngren

Absent/To Be Excused:

Mark Ericks

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

The meeting was called to order at 5:15 p.m.

2. AGENDA CHANGES

Move Item 9B Interwest Communications Bid Award Professional Services Contract for Security Services City-Wide to a Motion Consideration as Item 9F.

Rename the title of Item 9F to Interwest Communications Bid Award and Contractors Agreement for Security Services City-Wide. Suggested Motions will read:

Suggested Motion No. 1.: I move to suspend the Council Action Matrix for the approval of the Interwest Communications Bid Award and Contractors Agreement for Security Services City-Wide.

Suggested Motion No. 2: I move to award the Security Services City-Wide project to Interwest Communications and authorize the Mayor to finalize and execute the contractor's agreement with Interwest Communications.

3. CITIZEN COMMENTS

Items not on the agenda. Time limited per the Mayor.

Kyle Burn, Resident of Chelan, thanked Councilmembers for the Lakeside Trail project. He expressed appreciation to City Administrator McAloon for her quick response regarding safety concerns at East Center Street and West Woodin Avenue. He then shared that while his wife was attempting to cross the street, using the crosswalk, at East Center Street and West Woodin Avenue, seven (7) cars passed without stopping, and she was nearly struck by a distracted driver once she entered the crosswalk with a green safety flag in hand. He emphasized the importance of making Chelan a safe place for families and urged the Council to prioritize pedestrian safety throughout the community.

Jolene Moore, Resident of Chelan, thanked the City Council and staff for their service to the community. She also raised awareness about the potential construction on the Butte and asked where she could find additional information regarding the proposed development.

Jan McMullen, Resident of Chelan, shared that a great city is built by great people and expressed her concerns regarding the Home Occupation Code.

4. MINUTES

- A. January 6, 2026 Workshop Council Meeting Minutes
- B. January 13, 2026 Regular Council Meeting Minutes
- C. January 27, 2026 Regular Council Meeting Minutes
- D. February 3, 2026 Workshop Council Meeting Minutes
- E. February 10, 2026 Regular Council Meeting Minutes
- F. February 24, 2026 Regular Council Meeting Minutes
- G. March 3, 2026 Workshop Council Meeting Minutes

MOTION:	I move to approve the Minutes.
MOVER:	Councilmember Jon Higgins
SECONDER:	Councilmember Brad Chitty
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

5. CONSENT AGENDA

All items under the Consent Agenda are approved with one motion.

- A. Excuse Councilmember Ericks from February 10, 2026 Regular City Council Meeting
- B. March 10, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT's

March 10, 2026 Accounts Payable Checks No. 212457 - 212542 and EFT's totaling \$1,010,243,28 & Payroll Check No. 103206 - 103217 and EFT's and Direct Deposits totaling \$401,047.83.

MOTION:	I move to approve the Consent Agenda.
MOVER:	Councilmember Augustin Benegas
SECONDER:	Councilmember Jon Higgins
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

6. SPECIAL PRESENTATIONS

- A. National Agricultural Week Proclamation

Mayor McCardle proclaimed March 15 - 21, 2026 as National Agriculture Week in Chelan.

7. PUBLIC HEARINGS

- A. None

8. MOTION CONSIDERATIONS

- A. Award Funding to the Community Benefit Grant Applicants

City Administrator McAloon reported Council had reached consensus on five (5) of the eight (8) grant award amounts through the scoring process. After further discussion, Council revised the remaining dollar amounts and awarded a total of \$120,000 in 2026 Community Benefit Grants to eight (8) community organizations.

MOTION:	Motion to award the 2026 Community Benefit Grants in the total amount of \$120,000 as follows: Thrive Chelan Valley - \$35,000 Only 7 Seconds - \$12,500 Special Olympics - \$5,000 Lake Chelan Food Bank - \$15,000 Chelan Valley Hope \$35,000 Chelan Valley Community Nurse - \$8,000 Chelan Valley Connect - \$500 Meals on Wheels (OCTN) - \$9,000
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Augustin Benegas
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

B. 2026 Chelan County Comprehensive Emergency Management Plan

This item was moved from Item 8B to Item 8A.

Sergeant Reinfeld of the Chelan County Sheriff’s Office provided a high-level overview of the 2026 Chelan County Comprehensive Emergency Management Plan, noting that the document is required by law and is continuously updated throughout the year.

MOTION:	Motion to authorize the Mayor to finalize and execute the 2026 Chelan County Comprehensive Emergency Management Plan.
MOVER:	Councilmember Jon Higgins
SECONDER:	Councilmember Brad Chitty
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

C. RH2 Engineering, Inc. Amendment No. 2 for the West Woodin Ave and Center Street Pedestrian Improvement Project Design

Public Works Director Youngren presented Amendment No. 2 for RH2 Engineering, Inc. (RH2) to complete field measurements, update the design geometry, and prepare a gravity retaining wall under four (4) feet in height. RH2 will also revise the construction cost estimate, quantity summary, front-end documents, and specifications, submit a revised Design Documentation Package to the Washington State Department of Transportation (WSDOT), and coordinate plan reviews with Link Transit at the 90 percent and bid-ready design stages.

MOTION:	Motion to suspend the Council Action Matrix for the approval of the RH2 Engineering, Inc. Amendment No. 2 for the West Woodin Avenue and Center Street Pedestrian Improvement Project Design.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Terry Sanders
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

MOTION:	I move to authorize the Mayor to finalize and execute the RH2 Engineering, Inc. Amendment No. 2 for the West Woodin Ave and Center Street Pedestrian Improvement Project Design.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Terry Sanders
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

D. Gaukroger, Wilson, and Wright Access and Utility Easement (Canyon Place Easement)

Public Works Director Youngren shared Pinnacle Surveying submitted two access and utility easements dated February 19, 2026, covering portions of Lots 39, 40, and 41 in Gaukroger’s Subdivision. Both easements follow a shared 30-footwide corridor extending from Golf Course Road to Canyon Place.

Easement #1 establishes a 30-foot access and utility corridor across two City-owned parcels (AFN 2556999 and 2557001) to serve Lots 39, 40, and the westerly portion of Lot 41

Easement #2 provides access and utility rights across the easterly portion of Lot 41, benefiting Lots 39 and 40

MOTION:	Motion to authorize the Mayor to finalize and execute the Access and Utility Easement documents dated February 19, 2026, for Lots 39, 40, and 41 of Gaukroger's Subdivision, and to direct staff to record the executed easements with the Chelan County Auditor's Office.
MOVER:	Councilmember Terry Sanders
SECONDER:	Councilmember Jon Higgins
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

E. Washington State Department of Transportation Supplemental Agreement No. 2 for the Sanders Street Pedestrian Improvement

Public Works Director Youngren explained the City’s agreement with RH2 Engineering, Inc. (RH2) included design, permitting, and construction support for the federally funded Sanders Street Pedestrian Improvement Project, with construction expected to conclude in summer of 2026 and project closeout in winter of 2027. He noted that because the project was fully grant funded and City construction staff were focused on higher-priority utility projects, the Supplemental Agreement No. 2 reassigned construction management responsibilities to RH2 and increased the contract by \$156,416.03 at no additional cost to the City.

MOTION:	Motion to suspend the Council Action Matrix to approve the Washington State Department of Transportation Supplemental Agreement No. 2 for the Sanders Street Pedestrian Improvement.
MOVER:	Councilmember Terry Sanders
SECONDER:	Councilmember Augustin Benegas

AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

MOTION:	I move to authorize the Mayor to finalize and execute the Washington State Department of Transportation Supplemental Agreement No. 2 with RH2 Engineering, Inc. for the Sanders Street Pedestrian Improvements project in the amount of \$156,416.03.
MOVER:	Councilmember Terry Sanders
SECONDER:	Councilmember Tim Hollingsworth
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

F. Interwest Communications Bid Award Professional Services Contract for Security Services City-Wide

This item was moved from an Administrative Report as Item 9B to a Motion Consideration as Item 8F.

Public Works Director Youngren presented the Interwest Communications contract for a city-wide security upgrade that included a new camera systems and access control installations across seven (7) City facilities and six (6) park locations. The project scope covers improvements at the Wastewater and Water Treatment Plants, Public Works, City Hall, the Marina, Don Morse Park, and the Parks Office, along with access control on (seventeen) 17 restroom doors at multiple park sites, all integrated into the City’s existing platform with remote-monitoring capability. The total project cost is \$214,515.06, inclusive of sales tax.

MOTION:	Motion to suspend the Council Action Matrix for the approval of the Interwest Communications Bid Award and Professional Services Contract for City-Wide Security Services.
MOVER:	Councilmember Terry Sanders
SECONDER:	Councilmember Brad Chitty
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

MOTION:	I move to authorize the Mayor to finalize and execute the Interwest Communications Bid Award and Professional Services Contract for City-Wide Security Services.
MOVER:	Councilmember Terry Sanders
SECONDER:	Councilmember Brad Chitty
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins
NAYS:	None
RESULT:	Passed

9. ADMINISTRATIVE REPORTS

A. Chelan Fire District No. 7 Amendment No. 1 to the Airport Lease Lot No. 2

City Administrator McAloon shared during a comprehensive review of the Lake Chelan Airport leases, it was identified that the existing agreement provided below-market rent to Chelan County Fire Protection District No. 7 in recognition of their on-site public safety and fire response services and that this justification was not clearly stated in the lease agreement. To align the document with the State Auditor's best practices, City Attorney Batjer prepared an amendment clarifying that reduced rent is granted in exchange for the services.

B. Federal Aviation Administration (FAA) Grant Application for the Design Phase of the Runway 2/20 Rehabilitation Project

City Administrator McAloon shared an overview of the Federal Aviation Administration (FAA) grant application for the design and bidding phase of the Lake Chelan Airport Runway 2/20 Rehabilitation Project. The design phase will prepare plans, specifications, and contract documents for future construction, which is expected to include milling and overlay/inlay of approximately 3,506 feet of runway pavement, crack sealing, localized patching, shoulder grading, and restriping to meet FAA standards. The rehabilitation work is anticipated to extend the runway's useful life by an estimated 10 to 15 years.

10. INFORMATIONAL ITEMS

These items are for informational purposes only and are generally not discussed.

- A. Tentative Advanced Agenda
- B. Council Liaison Committee Report
- C. Contract Intake Report

11. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

City Administrator McAloon

Reported City staff is creating a standardized system for policies within the City. In addition, the Chelan Municipal Code, Title 1 will be presented for the first look at a future meeting.

City Attorney Batjer

None.

Deputy City Clerk Couch

None.

Finance Director Evans

Reported the 2024 audit had been completed and that the exit interview is scheduled for March 18, 2026, at 9:30 a.m. Council was advised to notify the Office of the City Clerk if they wished to attend so that a public notice can be issued, if a quorum is to be expected. She noted there were no audit findings, only recommendations. She also reminded Council that the National Golf Foundation was completing its study of the Lake Chelan Municipal Golf Course and that staff continued work on financial policies.

HR/Communications Director Coltman

Shared the transition to the .gov domain had been completed. He recognized the following staff anniversaries: Gage Trovillo, Golf Maintenance – 2 years; and David Ferry, Nick Pittman, and Carl Puckett, Utility Crew – 3 years. He also announced upcoming events,

including the Earth Day and Chelan Fire Centennial Celebration on April 18, 2026, and the Comprehensive Plan Open House with City staff and Chelan County on April 21, 2026, beginning at 6:00 p.m.

Parks and Recreation Director Cooper

Shared the Lake Chelan Municipal Golf Course is scheduled to open on Friday, March 13, 2026. She reported that Parks and RV campsites had experienced increased usage and provided a brief recap of the Lakeside Park Renovations Project.

Public Works Director Youngren

Provided an update on the Markeson Street waterline project and reported that construction dates would soon be released for the Sanders Street Pedestrian Improvement Project and the State Route 150 Sewer Line Improvement Project.

12. MAYOR AND COUNCIL COMMENTS

Mayor McCardle

Provided a recap of the Chelan Douglas Regional Port Authority meeting, commending Public Works City Engineer Denham for his presentation on the waterline and Operations Manager Tim Ike of J-U-B Engineers for their update on the Environmental Assessment at the Lake Chelan Municipal Airport. She also shared that she will attend the Manson Community Council meeting next week and will be traveling to Washington, D.C. on Thursday to advocate for funding. Councilmembers were asked to RSVP to the Office of the City Clerk regarding the Council Retreat scheduled for Tuesday, June 30, 2026, beginning at 5:15 p.m.

Councilmember Benegas

Inquired about the purchase of a new garbage truck after noticing a related payment in the warrants this week and was informed of an upcoming Touch-a-Truck event to be held this spring by the Public Works Department.

Councilmember Chitty

Thanked the Public Works Department for their hard work on ongoing projects and thanked the residents who provided citizen comments during the meeting.

Councilmember Collins

Thanked the residents who provided citizen comments during the meeting regarding the issues in Lakeside and shared that he appreciated the agriculture proclamation.

Councilmember Higgins

Thanked the residents who provided citizen comments during the meeting regarding the issues in Lakeside and thanked City staff for their work.

Councilmember Hollingsworth

None.

Councilmember Sanders

Shared his appreciation for the citizen comments received this evening, affirmed the importance of pedestrian safety, thanked City Attorney Batjer for his assistance with complex motions, and acknowledged the local Fish and Wildlife Department for their response in trapping a cougar that had been spotted near Chelan High School.

13. EXECUTIVE SESSION

- A. RCW 42.30.110 (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency. Legal counsel will be present. No action will be taken.

At 6:36 p.m. Mayor McCardle stated there would be an Executive Session regarding RCW 42.30.110 (i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency for ten minutes. Legal counsel will be present and no action will be taken.

Council Chambers were cleared, and the Executive Session began at 6:32 p.m to 6:42 p.m. At 6:42 p.m. the Executive Session was extended by ten (10) minutes to 6:52 p.m. At 6:52 p.m., the Executive Session was extended by ten (10) minutes to 7:02 p.m. At 7:02 p.m. the Executive Session was extended by five (5) minutes to 7:07 p.m. At 7:07 p.m. the Executive Session was extended by three (3) minutes to 7:10 p.m. At 7:10 p.m. the Executive Session ended, and the City Council meeting resumed.

14. ADJOURNMENT

MOTION:	I move to Adjourn.
MOVER:	Councilmember Terry Sanders
SECONDER:	Councilmember Brad Chitty
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth, Councilmember Shane Collins

NAYS:	None
RESULT:	Passed

**The meeting was adjourned at 7:10
P.M.**

**Date
Approved:**

**Cailey Couch
Deputy City Clerk**

**Erin McCardle
Mayor**



City of Chelan

City Council Meeting
March 24, 2026

COUNCIL AND ADMINISTRATIVE PERSONNEL PRESENT

Mayor:

Erin McCardle

Councilmembers:

Augustin Benegas
Brad Chitty
Jon Higgins
Tim Hollingsworth
Terry Sanders

To Be Excused:

Shane Collins

Administrative Personnel:

City Administrator Laura McAloon
City Attorney Quentin Batjer
City Clerk Peri Gallucci
Deputy City Clerk Cailey Couch
Community Development Director John Ajax
Finance Director Heidi Evans
HR/Communication Director Chad Coltman
Parks & Recreation Director Audrey Cooper
Public Works Director Jake Youngren

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL

The meeting was called to order at 5:15 p.m.

2. AGENDA CHANGES

Moving Item 9B. SR150 Sewerline Noise Discussion to item 8G Motion Consideration
(Public Works Director Youngren)

3. CITIZEN COMMENTS

Items not on the agenda. Time limited per the Mayor.

None.

4. MINUTES

None.

5. CONSENT AGENDA

All items under the Consent Agenda are approved with one motion.

- A. Excuse Councilmember Ericks from March 10, 2026 Regular City Council Meeting

- B. Approve March 24, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT' s

March 24, 2026 Accounts Payable Checks No. 212543, 212549 - 212626 totaling \$860,246.23 and Payroll Checks No. 103218 - 103220 EFT's & Direct Deposit totaling \$308,933.48.

MOTION:	Motion to approve the Consent Agenda, as presented.
MOVER:	Councilmember Augustin Benegas
SECONDER:	Councilmember Tim Hollingsworth
AYES:	Mayor Erin McCardle, Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth
NAYS:	None
RESULT:	Passed

6. SPECIAL PRESENTATIONS

- A. Introduction to Public Works Staff Members

Public Works Director Youngren introduced new staff members, including Max Nelson, Residential Engineer; Drew Bolton, Operations Manager; and Casey Prey, Lube Technician.

- B. Community Development Week Proclamation

Mayor McCardle proclaimed April 6-10, 2026 as Community Development Week in Chelan.

7. PUBLIC HEARINGS

- A. None

8. MOTION CONSIDERATIONS

- A. Ordinance No. 2026-1654 2026 Budget Amendment No. 1 - General Fund & Transportation Capital Budget Authority

Finance Director Evans presented Budget Amendment No. 1, which included adjustments to the General Fund and Transportation Capital expenditures, as well as anticipated revenue into the Transportation Capital Fund that was not included during the regular budget cycle. Immediate budget authority is necessary to address anticipated expenditures related to the library rehabilitation project, the purchase of additional

microphones for the Council Chambers, and for the purchase of a new walk-in cooler at the Lake Chelan Municipal Golf Course. Additionally, transportation related projects are expected to move into the execution phase, and staff requested Council approval for the following projects that have historically had funds earmarked within the General Fund Capital Fund: the Food Bank Building Project (with funds originally awarded during the COVID-19 era and a recommendation for a final year of rollover funding in the remaining amount of \$12,102.51), the Chelan Butte Partnership (\$500,000), and the installation of artwork within the city limits (\$43,872).

MOTION:	Motion to suspend the Council Action Matrix for the review and approval process surrounding the 2026 Budget Amendment No 1. Proposal
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Terry Sanders
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth
NAYS:	None
RESULT:	Passed

MOTION:	Motion to adopt Ordinance No. 2026-1654.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Terry Sanders
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth
NAYS:	None
RESULT:	Passed

B. Ordinance No. 2026-1653 Home Occupation Code Amendments

Community Development Director Ajax presented Ordinance No. 2026-1653, which adopts text amendments to the City's Home Occupation Zoning Standards. These amendments streamline provisions by locating home occupation standards in a new

general provision section and by removing the permit requirement for home occupations that are permitted outright.

MOTION:	Motion to adopt Ordinance No. 2026-1653, amending the Chelan Municipal Code related to home occupations, with the vehicle trip threshold set at 16 vehicle trips per day (8 customer visits) under CMC 17.56.020(B)(2), and including the farm produce exemption under RCW 36.71.090.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Augustin Benegas
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth
NAYS:	None
RESULT:	Passed

C. Chelan County Fire Protection District No. 7 Lake Chelan Municipal Airport Amendment No.1 to Airport Lease (Lot 2)

City Administrator McAloon shared during a comprehensive review of the Lake Chelan Airport leases, it was identified that the existing agreement required below-market rent to Chelan County Fire Protection District No. 7 in recognition of their on-site public safety and fire response services and that the justification was not clearly stated in the lease agreement.

MOTION:	Motion to authorize the Mayor to finalize and execute the Chelan County Fire Protection District No. 7 Lake Chelan Municipal Airport Amendment No.1 to Airport Lease (Lot 2).
MOVER:	Councilmember Jon Higgins
SECONDER:	Councilmember Terry Sanders
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth
NAYS:	None
RESULT:	Passed

D. Federal Aviation Administration (FAA) Grant Application for the Design Phase of the Runway 2/20 Rehabilitation Project

City Administrator McAloon provided an overview of the Federal Aviation Administration (FAA) grant application for the design and bidding phase of the Lake Chelan Airport Runway 2/20 Rehabilitation Project. The design phase will prepare plans, specifications, and contract documents for future construction, which is expected to include milling and overlay/inlay of approximately 3,506 feet of runway pavement, crack sealing, localized patching, shoulder grading, and restriping to meet FAA standards. The rehabilitation work is anticipated to extend the runway's useful life by an estimated 10 to 15 years.

MOTION:	Motion to authorize the Mayor to finalize and execute the Federal Aviation Administration (FAA) Grant Application for the Design Phase of the Runway 2/20 Rehabilitation Project.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Jon Higgins
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth
NAYS:	None
RESULT:	Passed

E. Ardurra Group Construction Management Agreement for the SR150 Sewer Mainline Replacement Project

Public Works Director Youngren presented Amendment No. 3 to the Construction Management Agreement for technical engineering support during construction for the State Route 150 Sewer Main Replacement Project.

MOTION:	Motion to suspend the Council Action Matrix for the approval of the Ardurra Group Construction Management Agreement for the SR150 Sewer Mainline Replacement Project and to authorize the Mayor to finalize and execute Additional Services Addendum 3 with Ardurra Group, Inc. in the amount of \$148,594 for construction administration support services for the SR150 Sewer Main Replacement Project.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Terry Sanders

AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth
NAYS:	None
RESULT:	Passed

F. Washington State Department of Commerce Capital Agreement for the Connecting Housing to Infrastructure Project (CHIP)

HR/Communications Director Coltman shared the City was awarded a \$1,381,280 Connecting Housing to Infrastructure Program (CHIP) grant from the Washington State Department of Commerce to fund water and sewer infrastructure improvements supporting the Chelan River Heights affordable housing project. The contract formalizes acceptance of the grant and establishes reimbursement terms for utility infrastructure construction, waived system development charges, and related improvements.

MOTION:	Motion to authorize the Mayor to finalize and execute the Washington State Department of Commerce Capital Agreement for the Connecting Housing to Infrastructure Project (CHIP).
MOVER:	Councilmember Augustin Benegas
SECONDER:	Councilmember Jon Higgins
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth
NAYS:	None
RESULT:	Passed

B. SR150 Sewerline Noise Discussion

Public Works Director Youngren explained that Chelan Municipal Code Section 8.31.035(E) requires the City Council to determine nighttime construction is in the best interest of the public and that the public benefit outweighs the short-term impacts, in order to authorize a variance to the noise ordinance for the SR-150 Sewer Main Replacement Project.

MOTION:	Motion to suspend the matrix and to determine the public benefit of night-time construction outweighs the short-term impacts for the SR150 Sewer Main Replacement Project.
MOVER:	Councilmember Tim Hollingsworth

SECONDER:	Councilmember Terry Sanders
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Mark Ericks, Councilmember Tim Hollingsworth
NAYS:	None
RESULT:	Passed

9. ADMINISTRATIVE REPORTS

A. Phoenix Protective Corp/PPC Solutions Inc. Professional Services Agreement for Security Services in City Parks

Parks and Recreation Director Cooper shared a request for proposals was issued and Phoenix Protective Corporation was the sole respondent. Director Cooper noted that contract negotiations are still underway, and that the proposed Professional Services Agreement will be brought back to City Council for review and further discussion at a future meeting.

C. City Administrator Job Description

HR/Communications Director presented the proposed job descriptions to City Council for review, with adoption scheduled for April 14, 2026. Sharing a goal for the year is to review and update job descriptions throughout the organization, beginning with Directors and the City Clerk and continuing through the organizational chart. This effort is intended to align within the forthcoming Title 2 code update.

Agenda Bill No. 9C-I was discussed together as one item.

D. City Clerk Job Description

Agenda Bill No. 9C-I was discussed together as one item.

E. Community Development Director Job Description

Agenda Bill No. 9C-I was discussed together as one item.

F. Finance Director Job Description

Agenda Bill No. 9C-I was discussed together as one item.

G. HR/Communications Director Job Description

Agenda Bill No. 9C-I was discussed together as one item.

H. Parks and Recreation Director Job Description

Agenda Bill No. 9C-I was discussed together as one item.

I. Public Works Director Job Description

Agenda Bill No. 9C-I was discussed together as one item.

10. INFORMATIONAL ITEMS

These items are for informational purposes only and are generally not discussed.

A. Council Committee Reports

B. Contract Intake Report

11. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

City Administrator McAloon

She shared plans to bring forward a resolution to convert the Council Action Matrix from a policy to an administrative procedure, eliminating the need for duplicate motions. She also indicated that Chelan Municipal Code Chapters 3.84 and 3.86 related to the Housing Fund and Housing Grant Program are more restrictive than state law and will be discussed at the June workshop. In addition, she recapped a conversation with Washington Cities Insurance Authority (WCIA) confirming that shoreline wood debris will be removed, with time and materials tracked and submitted to insurance as part of the atmospheric river flood event.

City Attorney Batjer

None.

City Clerk Gallucci

None.

Community Development Director Ajax

Provided an update on the sign-code revisions his department and the Planning Commission has been working on and noted that staff are progressing toward the demolition of the Sikes property. He also congratulated Building Official Tjeerdsma on earning his Certified Building Official certification.

HR/Communications Director Coltman

In addition to the regular Friday updates on the City's website regarding public works projects, individuals have the option to subscribe to these notifications. The City will again implement the "Know Before You Go" campaign for a second year to educate park users on relevant rules and will partner with the Chelan and Douglas Counties on the "Skip the Spark" campaign associated with this year's Fourth of July fireworks.

Parks and Recreation Director Cooper

Shared the Lake Chelan Municipal Golf Course opened on March 18, 2026. The course is currently averaging 64 rounds per day. Staff is currently working on opening the public restrooms for the season through all City Parks. Congratulated Maintenance Foreman Simmons has earned his certification as a Certified Playground Safety Inspector (CPSI).

Public Works Director Youngren

Provide an updated on the following projects:

- The State Route 150 project is scheduled to begin March 29, 2026, with work occurring Sunday through Friday nights.
- Construction on Lift Station No. 3 began.
- The Lakeside Trail project is expected to resume in late April to complete remaining work.
- The Sander Street project is anticipated to kick off within the next two weeks and is currently in the pre-construction phase.

As a reminder, updates can be found on the City's website, with updates provided every Friday.

12. MAYOR AND COUNCIL COMMENTS

Mayor McCardle

Congratulated City Clerk Gallucci on being sworn in as President of the Washington Municipal Clerks Association and Congratulated Deputy City Clerk Couch on receiving the Trailblazer Award from the Washington Municipal Clerks Association. A letter was read aloud informing Councilmembers that Councilmember Ericks resigned from Council Position No. 5, effective March 17, 2026.

Councilmember Benegas

Clarification was requested during voucher review regarding the purchase of a compactor roller and multiple tables and grills.

Councilmember Chitty

Acknowledged the City Staff for their work.

Councilmember Higgins

Congratulated new staff members in the Public Works Department. Shared that the Chelan Valley Housing Trust appreciated the work completed on the Connecting Housing to Infrastructure Project (CHIP) grant. Noted, as a boater, the importance of placing an orange flag on a floating deadhead.

Councilmember Hollingsworth

Acknowledged this is a busy time of year for the Public Works Department and expressed appreciation for their hard work. Sought clarification regarding the marina camera displayed only a partial view rather than full coverage.

Councilmember Sanders

Verified that a public service announcement had been issued regarding the downtown sewer project, inquired about the timing of the National Golf Foundation presentation, and thanked the high school student for attending the City Council meeting.

13. EXECUTIVE SESSION

A. None

14. ADJOURNMENT

MOTION:	Motion to adjourn the meeting.
MOVER:	Councilmember Tim Hollingsworth
SECONDER:	Councilmember Terry Sanders
AYES:	Councilmember Terry Sanders, Councilmember Augustin Benegas, Councilmember Brad Chitty, Councilmember Jon Higgins, Councilmember Tim Hollingsworth
NAYS:	None
RESULT:	Passed

The meeting was adjourned at 6:32 P.M. Date

Approved:

Cailey Couch
Deputy City Clerk

Erin McCardle
Mayor



Subject/Title: City Administrator Job Description (HR/Communications Director Coltman)

Department: HR/Communications

Staff Contact: Chad Coltman

Guiding Principles: Visionary & Strategic

Initiatives: Modernize Resource

Reviewed By: City Administrator and Finance Director

Number of Looks: Look No. 2 of 2

PREVIOUS ACTION TAKEN

City Council approved the current City Administrator job description on July 08, 2025 and reviewed the proposed job description during the March 24, 2026 meeting.

OVERVIEW

The City is updating the job description for the City Administrator to reflect the high-level leadership and executive management required to oversee the City's daily operations and strategic initiatives. This draft update modernizes the position to align with current leadership standards and specifically supports a concurrent update to the Title 2 language approving the officers of the City and departmental duties. The previous update was on July 08, 2025.

The City Administrator, serving under the direction of the Mayor, is responsible for the overall administration of the City and the implementation of policies established by the Mayor and City Council. The updated job description highlights several core functions essential to the City's professional governance:

- **Executive Leadership and Management:** The position provides direct supervision and direction to all City departments, ensuring that departmental goals are aligned with the policy priorities of the Mayor and Council.
- **Policy Implementation and Advisory:** The Administrator acts as a primary advisor to the Mayor, translating legislative intent into operational reality and ensuring the efficient delivery of City services.
- **CLEAR Values Stewardship:** As the City's senior administrative leader, the incumbent is tasked with reinforcing and strengthening a workplace culture

grounded in Collaboration, **Listening**, Excellence, Accountability, and Respect (CLEAR).

- **Financial and Strategic Oversight:** The role involves high-level coordination of the City budget, long-range planning, and the management of cross-departmental initiatives, including public infrastructure and labor relations.
- **Intergovernmental Relations:** The update clarifies the Administrator's role in representing the City's interests with regional partners and ensuring compliance with Washington State municipal laws.

FINANCIAL IMPLICATIONS

None.

ATTACHMENTS

1. City Administrator Job Description 2025 OLD
2. City Administrator Job Description 2026 Update

SUGGESTED MOTION

I move to approve the job description for the City Administrator position.

City Administrator

Job Description



Job Details:

Department: Administration	Reports to: Mayor
Wage Grade: 39	Adopted Date: 7/8/2025
Supervises: Department Director, City Clerk, LCA Operations Manager, Building Services Supervisor, Senior Planner	
Status: Permanent, Full-Time	Type: Non-Represented, FLSA Exempt, Salaried

Purpose of the Position

The City Administrator, under the direction and authority of the Mayor, is responsible for the efficient and effective administration of the city's daily operations, the implementation of policies established by the Mayor and City Council, and the provision of leadership and support to all city departments. The City Administrator acts as a key advisor to the Mayor and works to ensure that the city's goals and objectives are met in alignment with Chelan's unique character and strategic priorities.'

Reporting Relationship

The City Administrator reports directly to the Mayor of the City of Chelan.

Supervisory Responsibilities

This position directly supervises the heads of all city departments, which may include:

- Community Development Director
- City Clerk
- Finance Director
- Parks & Recreation Director
- Public Works Director
- Airport Operations Manager
- Other department heads/employees as may be established by the City Council and Mayor

Essential Duties and Responsibilities

Leadership and Management:

- Provides leadership, direction, and supervision to all city departments to ensure effective and efficient operations in accordance with city policies and ordinances.
- Works with department directors to achieve the policy direction and priorities established by the Mayor and approved by City Council.
- Conducts regular performance evaluations of department directors to ensure goals are met and identify areas for improvement.
- Facilitates and encourages interdepartmental collaboration and cooperation to ensure seamless service delivery.
- Oversees the recruitment, training, evaluation, and professional development of city staff, fostering a culture of accountability and excellence in public service.
- Develops and enforces administrative policies, procedures, and practices city-wide.

Policy and Planning:

- Assists the Mayor in developing and implementing the City's short-term and long-term goals and objectives approved by the City Council.

- Develops strategic plans with department administrators to align project outcomes with city goals, including those outlined in the City's Strategic Plan.
- Advises and assists the City Council in the formulation and establishment of administrative, operational and legislative policies and the Mayor in the implementation of the policies approved by City Council.
- Ensures the enforcement of all city ordinances, resolutions, policies, and applicable federal, state, and local laws, codes, and regulations.

Budget and Finance:

- Directs the preparation of the annual budget in conjunction with the Finance Director and submits it to the Mayor and City Council for review and approval.
- Monitors budget compliance on a monthly basis and provides financial oversight and regular reporting on expense performance to the Mayor and City Council.
- Ensures fiscal responsibility and alignment of budgetary allocations with the city's strategic priorities.
- Monitors revenues, expenditures, and financial reporting to maintain a stable and transparent financial position.
- Negotiates contracts on behalf of the city as needed.
- Directs investment activities with the Director of Finance for city funds under the policies and procedures set by the City Council.

Communication and Intergovernmental Relations:

- Communicates regularly to the Mayor on the status of all assignments, duties, projects, and functions of all city offices, departments, commissions, and boards.
- Directs the preparation of the Council agenda, furnishing pertinent documents, reports, and briefings as needed.
- Represents the City in a variety of meetings and public functions involving other elected/appointed officials, civic and community service organizations, volunteer groups, and others.
- Builds and maintains relationships with federal, state, and regional agencies to advocate for city interests and support common goals.
- Monitors and responds to state legislative developments that may impact the city.
- Meets personally with or receives phone calls from citizens who desire information or have a complaint; investigates and ensures adequate responses.
- Facilitates public meetings, forums, and other events to maintain a strong connection with the community.

Lake Chelan Airport:

- Oversees all operations of the Lake Chelan Airport.
- Ensures safe airport operations and compliance with all applicable FAA regulations, in coordination with the Operations Manager.
- In collaboration with airport consultants and coordination with the Airport Board and City Council, leads long range and strategic planning for the airport.
- Directly supervises the Operations Manager and grounds maintenance staff.
- Collaborates with consultants to apply for and administer federal and state airport grants.

Other Duties:

- Oversees human resources functions, risk management, emergency management, procurement, public relations, and economic development.
- Approves event applications
- Administers zoning and subdivision ordinances as approved by City Council.
- Performs other duties as assigned by the Mayor and City Council.

Knowledge, Skills, and Abilities

- Extensive knowledge of the principles and practices of municipal administration, including budgeting, finance, personnel management, and strategic planning.
- Strong understanding of the Strong Mayor form of government and the roles and responsibilities of elected officials and administrative staff.
- Demonstrated ability to lead and manage diverse teams, fostering a collaborative and productive work environment.
- Excellent communication, interpersonal, and public presentation skills, with the ability to communicate effectively with a wide range of stakeholders.
- Proven ability to analyze complex issues, develop effective solutions, and make sound decisions.
- Strong understanding of federal, state, and local laws, regulations, and ordinances relevant to municipal government
- Experience in developing and implementing strategic plans and policies.
- Ability to establish and maintain effective working relationships with elected officials, city staff, community leaders, and the public.
- Proficiency in financial management and budget administration.
- Experience in project management and the ability to oversee multiple projects simultaneously.

Required Qualifications

- Bachelor of Arts Degree in Public Administration or related field with extensive work experience in City Administration or an equivalent combination of education and professional experience that provides the knowledge, skills, and abilities necessary to perform the duties of the position may be considered.
- Experience managing cross-departmental initiatives, public infrastructure projects, or labor relations.
- Experience with Washington State municipal laws, budgeting processes, and regional governance structures.
- Valid Washington State Driver's License with driving record free from serious or frequent violations.

Preferred Qualifications

- Membership in professional associations such as the International City/County Management Association (ICMA) or Washington City/County Management Association (WCMA).
- Strong understanding of municipal operations, public budgeting, and intergovernmental relations.
- Demonstrated leadership, communication, and problem-solving skills.
- ICMA Credentialed Manager (ICMA-CM) certification

The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

City Administrator

Job Description



Purpose of the Position:

The City Administrator, under the direction and authority of the Mayor, is responsible for the efficient and effective administration of the city's daily operations, the implementation of policies established by the Mayor and City Council, and the provision of leadership and support to all city departments. The City Administrator acts as a key advisor to the Mayor and works to ensure that the city's goals and objectives are met in alignment with Chelan's unique character and strategic priorities.

As a senior leader at the City of Chelan, this position plays a critical role in reinforcing and strengthening our CLEAR values by modeling them in daily actions, decision-making, and communication. The incumbent is expected to actively cultivate a workplace culture grounded in Collaboration, Listening, Excellence, Accountability, and Respect—setting clear expectations, fostering trust, and ensuring these values are reflected in team performance, service delivery, and interactions with colleagues and the community.

Essential Duties and Responsibilities:

Leadership and Management:

- Provides leadership, direction, and supervision to all city departments to ensure effective and efficient operations in accordance with city policies and ordinances.
- Works with department directors to achieve the policy direction and priorities established by the Mayor and approved by City Council.
- Conducts regular performance evaluations of department directors to ensure goals are met and identify areas for improvement.
- Facilitates and encourages interdepartmental collaboration and cooperation to ensure seamless service delivery.
- Oversees the recruitment, training, evaluation, and professional development of city staff, fostering a culture of accountability and excellence in public service.
- Develops and enforces administrative policies, procedures, and practices city-wide.

Policy and Planning:

- Assists the Mayor in developing and implementing the City's short-term and long-term goals and objectives approved by the City Council.
- Develops strategic plans with department administrators to align project outcomes with city goals, including those outlined in the City's Strategic Plan.
- Advises and assists the City Council in the formulation and establishment of administrative, operational and legislative policies and the Mayor in the implementation of the policies approved by City Council.
- Ensures the enforcement of all city ordinances, resolutions, policies, and applicable federal, state, and local laws, codes, and regulations.

Budget and Finance:

- Directs the preparation of the annual budget in conjunction with the Finance Director and submits it to the Mayor and City Council for review and approval.
- Monitors budget compliance on a monthly basis and provides financial oversight and regular reporting on expense performance to the Mayor and City Council.
- Ensures fiscal responsibility and alignment of budgetary allocations with the city's strategic priorities.
- Monitors revenues, expenditures, and financial reporting to maintain a stable and transparent financial position.
- Negotiates contracts on behalf of the city as needed.
- Directs investment activities with the Director of Finance for city funds under the policies and procedures set by the City Council.

Communication and Intergovernmental Relations:

- Communicates regularly to the Mayor on the status of all assignments, duties, projects, and functions of all city offices, departments, commissions, and boards.
- Directs the preparation of the Council agenda, furnishing pertinent documents, reports, and briefings as needed.
- Represents the City in a variety of meetings and public functions involving other elected/appointed officials, civic and community service organizations, volunteer groups, and others.
- Builds and maintains relationships with federal, state, and regional agencies to advocate for city interests and support common goals.
- Monitors and responds to state legislative developments that may impact the city.
- Meets personally with or receives phone calls from citizens who desire information or have a complaint; investigates and ensures adequate responses.
- Facilitates public meetings, forums, and other events to maintain a strong connection with the community.

Lake Chelan Airport:

- Oversees all operations of the Lake Chelan Airport.
- Ensures safe airport operations and compliance with all applicable FAA regulations, in coordination with the Operations Manager.
- In collaboration with airport consultants and coordination with the Airport Board and City Council, leads long range and strategic planning for the airport.
- Directly supervises the Operations Manager and grounds maintenance staff.
- Collaborates with consultants to apply for and administer federal and state airport grants.

Other Duties:

- Oversees human resources functions, risk management, emergency management, procurement, public relations, and economic development.
- Approves event applications
- Administers zoning and subdivision ordinances as approved by City Council.
- Performs other duties as assigned by the Mayor and City Council.

Working Conditions & Physical Requirements:

Work is performed primarily in a professional office environment and involves prolonged sitting, computer use, and regular communication in person, by telephone, and electronically. Duties require the operation of standard office equipment and sufficient manual dexterity and visual acuity to perform essential job functions. The position may require occasional standing, walking, bending, reaching, and lifting or moving materials up to 25 pounds.

Regular work hours are Monday through Friday during standard business hours; however, evening, weekend, or extended hours may be required to attend meetings or respond to urgent or emergency situations. Occasional travel to other City facilities or off-site locations may be necessary.

The City of Chelan provides reasonable accommodations in accordance with applicable federal and state law to enable qualified individuals with disabilities to perform the essential functions of the position.

Knowledge, Skills, and Abilities

- Extensive knowledge of the principles and practices of municipal administration, including budgeting, finance, personnel management, and strategic planning.
- Strong understanding of the Strong Mayor form of government and the roles and responsibilities of elected officials and administrative staff.
- Demonstrated ability to lead and manage diverse teams, fostering a collaborative and productive work environment.
- Excellent communication, interpersonal, and public presentation skills, with the ability to communicate effectively with a wide range of stakeholders.

- Proven ability to analyze complex issues, develop effective solutions, and make sound decisions.
- Strong understanding of federal, state, and local laws, regulations, and ordinances relevant to municipal government
- Experience in developing and implementing strategic plans and policies.
- Ability to establish and maintain effective working relationships with elected officials, city staff, community leaders, and the public.
- Proficiency in financial management and budget administration.
- Experience in project management and the ability to oversee multiple projects simultaneously.

Required Qualifications

- Bachelor of Arts Degree in Public Administration or related field with extensive work experience in City Administration or an equivalent combination of education and professional experience that provides the knowledge, skills, and abilities necessary to perform the duties of the position may be considered.
- Experience managing cross-departmental initiatives, public infrastructure projects, or labor relations.
- Experience with Washington State municipal laws, budgeting processes, and regional governance structures.
- Five years of senior public-sector management experience, such as a city manager or city administrator, deputy/assistant or department director in a city, county or other applicable public-sector agency of similar or greater complexity and size; or any equivalent combination of experience and education may be considered.

Preferred Qualifications

- Membership in professional associations such as the International City/County Management Association (ICMA) or Washington City/County Management Association (WCMA).
- Strong understanding of municipal operations, public budgeting, and intergovernmental relations.
- Demonstrated leadership, communication, and problem-solving skills.
- ICMA Credentialed Manager (ICMA-CM) certification

The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

Job Details:

Department: Administration	Reports to: Mayor
Supervises: Department Directors, City Clerk, LCA Operations Manager, Building Services Supervisor, Senior Planner	
Status: Permanent, Full-Time	Type: Non-Represented, FLSA Exempt, Salaried



Subject/Title: City Clerk Job Description (HR/Communications Director Coltman)
 Department: HR/Communications
 Staff Contact: Chad Coltman
 Guiding Principles: Visionary & Strategic
 Initiatives: Modernize Resource
 Reviewed By: City Administrator and Finance Director
 Number of Looks: Look No. 2 of 2

PREVIOUS ACTION TAKEN

City Council approved the City Clerk/ Administrative Assistant job description on April 10, 2008 and reviewed the proposed job description during the March 24, 2026 meeting.

OVERVIEW

The City of Chelan is updating the job description for the City Clerk/Public Records Officer to reflect the increasing complexity of municipal governance and records management. This update modernizes the position to align with current leadership standards and specifically supports a concurrent update to the Title 2 officer's description.

The City Clerk/Public Records Officer serves as a critical link between the City Council, staff, and the public. The updated job description clarifies the following core responsibilities:

- **Legislative & Council Services:** The Clerk remains responsible for the maintenance and preservation of City records, attending all Council meetings, and ensuring compliance with the Open Public Meetings Act (OPMA).
- **Public Records & Disclosure:** This version strengthens the language around the Public Records Act (PRA) compliance, tasking the position with developing and maintaining a comprehensive citywide records management program.
- **Risk Management:** The Clerk is formally designated as the agent to receive claims for damages and serves as the primary liaison for the Washington Cities Insurance Authority (WCIA).
- **CLEAR Values & Leadership:** As a leader within the organization, the Clerk is expected to cultivate a workplace culture grounded in Collaboration, Leadership,

Excellence, Accountability, and Respect (CLEAR).

- **Supervisory Oversight:** The description codifies the Clerk's responsibility for the direct supervision and professional development of the Deputy City Clerk and Records Manager.

Required qualifications have been updated to include Certified Municipal Clerk (CMC) and Certified Public Records Officer (CPRO) designations to ensure high professional standards.

FINANCIAL IMPLICATIONS

None.

ATTACHMENTS

1. City Clerk/Administrative Assistant Job Description 2008 OLD
2. City Clerk Job Description 2026 Update

SUGGESTED MOTION

I move to approve the job description for the City Clerk position.

RESOLUTION NO. 2008 - 1180

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, AMENDING THE CITY OF CHELAN SALARY/CLASSIFICATION STUDY ADOPTED JULY 13, 2000

WHEREAS, the City Administrator developed and proposed a Salary/Classification Study for the City; and

WHEREAS, the proposed Salary/Classification Study was reviewed, amended and adopted by the City Council on June 27, 1996; and

WHEREAS, the City Administrator subsequently developed an updated Salary/Classification Study that was reviewed, amended and adopted by City Council on July 13, 2000; and

WHEREAS, the City Council now desires to amend the Salary/Classification Study to change the salary grade of the City Clerk/Administrative Assistant position;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, HEREBY RESOLVE AS FOLLOWS:

Section 1. The City of Chelan Salary/Classification Study dated July 13, 2000 is hereby amended to change the salary for the City Clerk/Administrative Assistant position from Salary Grade 26 to Salary Grade 27 by adopting the job description attached hereto as Exhibit "A".

PASSED by the City Council of the City of Chelan, Washington on April 10, 2008.

APPROVED:



ROBERT R. GOEDDE, MAYOR

ATTEST/AUTHENTICATED:


LINDA ALLISON-LILES, CITY CLERK

FILED WITH THE CITY CLERK: 4/3/08
PASSED BY THE CITY COUNCIL: 4/10/08
RESOLUTION NO. : 2008-1180

CITY OF CHELAN JOB DESCRIPTION

TITLE: **CITY CLERK/ADMINISTRATIVE ASSISTANT**

DEPARTMENT: Administration

REPORTS TO: Mayor and City Administrator

SUPERVISES: None

ADOPTED/REVISED DATE: 4/10/08

SALARY GRADE: 27

POSITION PURPOSE/SUMMARY

This position is responsible for the maintenance and preservation of City and airport records as well as for all other statutory provisions governing the position of City Clerk. Also provides administrative support of a highly complex and responsible nature to Mayor and City Administrator. Exercises independent judgment to prepare correspondence, arrange meetings and appointments, process and prepare reports and other official material. Exercises considerable discretion in the protection and release of confidential information and in the interpretation and administration of policies and procedures.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Promotes positive public relations
- Responsible for developing, implementing and maintaining a records management process for ordinances, resolutions, policies, agreements and other related documents; involves work with other City employees to coordinate records storage and retrieval processes
- Ensures that all legal notices and bid openings are properly prepared and published according to related laws, regulations and policies
- Responsible for codification of ordinances
- Serves as registrar of voters for the City, keeper of the city seal, notary public
- Processes and maintains confidential information
- Assists in preparing agenda and information packet for City Council and Airport Board meetings; responsible for recording and transcribing official minutes of meetings, distributing notices of action, maintaining agenda bill records
- Serves as contact person for Washington Cities Insurance Authority; receives and processes all Claims for Damages and Summons and Complaints filed against the City; maintains related records; notifies WCIA when changes to property/vehicle physical damage coverage are required; represents City at WCIA board meetings as needed,
- Receives citizen complaints and concerns, refers them to proper department for investigation/resolution; monitors response; maintains related records
- Receives and distributes mail and telephone calls to Mayor and City Administrator; coordinates communication between Mayor/City Administrator and departments, Council, other agencies and the public; serves as Mayor's Office receptionist; prepares correspondence
- Advertises City job openings, receives and records applications, Maintains application file and record of recruitment/hiring process

- Conducts research and prepares reports
- Schedules appointments, coordinates meetings and makes travel arrangements as directed
- Assists Mayor and City Administrator in conducting their duties as needed
- Provides secretarial support for Councilmembers and Airport
- Performs other duties as needed

WORKING CONDITIONS

Work is generally performed while standing or sitting, in an office environment, with a computer, telephone and copy machine. Some lifting of forms, files and small equipment is required.

KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS

- Knowledge of municipal, state and federal laws
- Knowledge of office practices, procedures and equipment
- Knowledge of business English, composition, spelling, punctuation
- Ability to employ discretion and maintain confidentiality
- Ability to prioritize assignments and work independently
- Ability to accurately prepare correspondence, reports and statistical information and to maintain files
- Ability to operate the telephone in a clear, well-modulated voice using good diction
- Ability to understand and correctly execute verbal and written instructions
- Ability to operate office equipment including computers
- Ability to establish and maintain effective working relationships with co-workers, other organizations and the general public

QUALIFICATIONS REQUIRED

High school diploma or General Educational Development (GED), computer and experience necessary to successfully perform this job

Valid Washington State Drivers License with driving record free of serious or frequent violations

Notary Public License

The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

City Clerk/Public Records Officer

Job Description



Purpose of the Position:

Under the supervision of the City Administrator, the City Clerk/Public Records Officer is responsible for the maintenance and preservation of City records and for all other statutory provisions governing the position. This position also provides administrative support of a highly complex and responsible nature to the Mayor and City Administrator; exercises independent judgment in preparing reports and various official documents; and exercises considerable discretion in the protection and release of confidential information and in the interpretation and administration of policies and procedures.

As a leader at the City of Chelan, this position plays a critical role in reinforcing and strengthening our CLEAR values by modeling them in daily actions, decision-making, and communication. The incumbent is expected to actively cultivate a workplace culture grounded in Collaboration, Listening, Excellence, Accountability, and Respect—setting clear expectations, fostering trust, and ensuring these values are reflected in team performance, service delivery, and interactions with colleagues and the community.

Essential Duties and Responsibilities:

Legislative & Council Services

- Serve as Clerk to the City Council; attend all regular, special, and workshop meetings.
- Prepare, review, and post Council agendas in compliance with the Open Public Meetings Act (OPMA), coordinating with the Mayor, City Administrator, and department directors.
- Record proceedings; prepare, maintain, and publish official meeting minutes.
- Publish, attest to, and maintain ordinances, resolutions, proclamations, contracts, and other official actions.
- Maintain the official municipal code, legislative history, and agenda bill index.
- Coordinate public hearings, legal notices, and required publications in accordance with RCW and WAC requirements.
- Draft and review ordinances, resolutions, agreements, agenda bills, correspondence, and related legislative documents to ensure accuracy, clarity, and compliance.

Records Management & Public Disclosure

- Serve as the City's Public Records Officer and City Records Officer.
- Develop, implement, and maintain a comprehensive records management program in accordance with the Washington State Records Retention Schedule.
- Administer compliance with the Washington State Public Records Act (PRA), coordinating and documenting responses to public records requests.
- Oversee retention, archiving, retrieval, preservation, and lawful destruction of physical and electronic records.
- Maintain secure, organized, and accessible records systems citywide.
- Provide training and guidance to staff on records retention and public disclosure requirements.

Governance Compliance

- Administer oath of office ceremonies.
- Maintain official bonds and governance documentation.
- Monitor board and commission member terms; coordinate recruitment with Communications, maintain a volunteer "Talent Bank," and facilitate appointment processes.
- Ensure compliance with municipal governance statutes, statutory timelines, and publication requirements.
- Maintain custody of the official City seal and certify official documents.

Supervisory Responsibilities

- Directly supervise the Deputy Clerk and Records Manager, providing leadership, guidance, and performance oversight.
- Assign, prioritize, and monitor work to ensure timely completion of statutory, legislative, and records management responsibilities.
- Conduct performance evaluations; provide coaching, mentoring, and professional development opportunities. Establish clear performance standards and expectations consistent with City policies and the CLEAR values.
- Foster a collaborative, accountable, and service-oriented team environment focused on accuracy, transparency, and public trust.

Risk Management & Claims Administration

- Serve as designated agent to receive claims for damages pursuant to RCW 4.96.
- Act as primary contact for WCIA regarding liability, property, and legal claims; coordinate initial investigation and maintain related records.
- Coordinate the City's compliance with WCIA COMPACT requirements, update property and vehicle schedules, and serve as WCIA Training Coordinator and Alternate Delegate to the WCIA Full Board.

Administrative Leadership & Executive Support

- Exercise initiative and independent judgment to support and relieve the Mayor and City Administrator of administrative details.
- Provide administrative coordination between elected officials, City departments, outside agencies, and the public.
- Manage the Clerk's Office budget and related contracts; supervise assigned administrative staff as applicable.
- Receive, process, and distribute official correspondence and confidential information.
- Conduct research and prepare reports as requested by City leadership.
- Make travel and training arrangements and coordinate scheduling for Council and executive staff as needed.

Transparency, Public Relations & Customer Service

- Promote positive public relations through professional, courteous, and responsive communication.
- Serve as a primary point of contact for citizens regarding legislative processes and public records.
- Ensure accessibility and transparency of public documents, meeting materials, and City actions.
- Respond to requests for information from the public, outside agencies, staff, and elected officials in a timely and professional manner.
- Represent the City with integrity in communications and public interactions.

Other Duties

- Serve as Notary Public for official City business.
- Perform other related duties as assigned to support City operations and community needs.

Working Conditions & Physical Requirements:

Work is performed primarily in a professional office environment and involves prolonged sitting, computer use, and regular communication in person, by telephone, and electronically. Duties require the operation of standard office equipment and sufficient manual dexterity and visual acuity to perform essential job functions. The position may require occasional standing, walking, bending, reaching, and lifting or moving materials up to 25 pounds.

Regular work hours are Monday through Friday during standard business hours; however, evening, weekend, or extended hours may be required to attend meetings or respond to urgent or emergency situations. Occasional travel to other City facilities or off-site locations may be necessary.

The City of Chelan provides reasonable accommodations in accordance with applicable federal and state law to enable qualified individuals with disabilities to perform the essential functions of the position.

Knowledge, Abilities & Skills:

- Thorough knowledge of municipal government operations and applicable federal, state, and local laws, including the Open Public Meetings Act (OPMA), Public Records Act (PRA), and records retention requirements.
- Ability to exercise sound judgment, discretion, and diplomacy while handling sensitive and confidential information.
- Ability to manage multiple priorities, meet statutory deadlines, and work independently with minimal supervision.
- Ability to accurately prepare and review correspondence, minutes, reports, legal notices, ordinances, resolutions, and other official documents with a high level of attention to detail.
- Ability to interpret and correctly apply verbal and written instructions, policies, and legal requirements.
- Proficiency in Microsoft Office applications, including Word, Excel, and Outlook.
- Ability to operate standard office equipment and technology systems used in municipal administration.
- Strong organizational skills and ability to maintain complex record-keeping systems.
- Excellent interpersonal and customer service skills with the ability to establish and maintain effective working relationships with elected officials, staff, outside agencies, and the public.
- Ability to communicate clearly and professionally, both verbally and in writing, with diverse audiences.

Qualifications Required:

- Bachelor’s degree in Public Administration, Business Administration, Political Science, or a related field. Alternatively, an equivalent combination of education and progressively responsible experience in municipal government administration.
- Four years of senior public-sector management experience, such as a clerk or deputy clerk in a city, county, or similarly complex public-sector agency; or any equivalent combination of education and experience may be considered.
- Notary Public License.
- Ability to read, write and speak the English language.
- CMC required, MMC preferred.
- CPRO required.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

Job Details:

Department: Administration	Reports to: City Administrator
Supervises: Deputy City Clerk, Records Manager	
Status: Permanent, Full-Time	Type: Non-Represented, FLSA Exempt, Salaried



Subject/Title: Community Development Director Job Description
(HR/Communications Director Coltman)

Department: HR/Communications

Staff Contact: Chad Coltman

Guiding Principles: Visionary & Strategic

Initiatives: Modernize Resource

Reviewed By: City Administrator and Finance Director

Number of Looks: Look No. 2 of 2

PREVIOUS ACTION TAKEN

City Council approved the Planning & Community Development Director job description on February 09, 2006 and reviewed the proposed job description during the March 24, 2026 meeting.

OVERVIEW

The City of Chelan is updating the job description for the Community Development Director to reflect the critical role of planning and land use management in the City’s long-term growth and sustainability. This update modernizes the position to align with current leadership standards and specifically supports a concurrent update to the Title 2 officers’ description.

The Community Development Director provides strategic leadership and oversight of the City’s Planning and Building functions. The updated job description clarifies several core areas of responsibility necessary for navigating Chelan’s unique development landscape:

- **Strategic Planning & Policy Guidance:** The Director serves as a key advisor to elected officials, providing professional recommendations and technical expertise on land use, development regulations, and short- and long-range planning initiatives.
- **Regulatory & Code Compliance:** The role ensures the consistent application of City regulations through the oversight of development review, permitting, inspections, and code compliance activities.

- **Stakeholder Engagement:** A primary focus is placed on fostering collaboration with community stakeholders, ensuring that development projects support the City’s adopted plans and Council priorities.
- **Operational Excellence:** The position is tasked with ensuring exceptional customer service within the Planning and Building departments and managing the transition to modern, cloud-based permitting and reporting systems.
- **CLEAR Values Integration:** As a department head, the Director is responsible for cultivating a workplace culture grounded in Collaboration, **Listening**, Excellence, Accountability, and Respect (CLEAR).

Requirements have been modernized to include a minimum of five years of progressively responsible professional planning experience, with a preferred certification by the American Institute of Certified Planners (AICP).

FINANCIAL IMPLICATIONS

None.

ATTACHMENTS

1. Planning/Community Development Director Job Description 2006 OLD
2. Community Development Director Job Description 2026 Update

SUGGESTED MOTION

I move to approve the job description for the Community Development Director position.

RESOLUTION NO. 06- 1148

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, AMENDING THE CITY OF CHELAN SALARY/CLASSIFICATION STUDY ADOPTED JULY 13, 2000.

WHEREAS, the City Council of the City of Chelan directed the City Administrator to develop a Salary/Classification Study for the City; and

WHEREAS, the City Administrator developed and proposed a Salary/Classification Study for the City; and

WHEREAS, the proposed Salary/Classification Study was reviewed, amended and adopted by the City Council on June 27, 1996; and

WHEREAS, the City Administrator subsequently developed an updated Salary/Classification Study that was reviewed, amended and adopted by City Council on July 13, 2000; and

WHEREAS, the City Council now desires to amend the Salary/Classification Study to modify the Planning & Community Development Director job description;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, HEREBY RESOLVE AS FOLLOWS:

Section 1. The City of Chelan Salary/Classification Study dated July 13, 2000 is hereby amended to replace the existing job description for the Planning and Community Development Director with the modified job description attached hereto as Exhibit "A".

RESOLVED this 9TH day of February 2006.

APPROVED:


JAY WITHERBEE, MAYOR

ATTEST/AUTHENTICATED:


LINDA ALLISON LILES, CITY CLERK

FILED WITH THE CITY CLERK: 2/2/06
PASSED BY THE CITY COUNCIL: 2/9/06
RESOLUTION NO. : 06-1148

CITY OF CHELAN JOB DESCRIPTION

TITLE: **PLANNING & COMMUNITY DEVELOPMENT DIRECTOR**

DEPARTMENT: Planning and Community Development

REPORTS TO: City Administrator

SUPERVISES: Assistant Planner, Building Official, Building Inspector/Code Enforcement Officer and other department employees as appropriate.

ADOPTED/REVISED DATE: 2/9/06

SALARY GRADE: 30 (\$54,396 - \$66,108 per year)

POSITION PURPOSE/SUMMARY

Administers/provides all planning, zoning, land use, environmental, development, building, permitting, SEPA, shoreline, subdivision, annexation and street vacation review for the City. Manages contract planning and SEPA review services. Serves as the SEPA Responsible Official and Shoreline Administrator. Provides supervision for the Assistant Planner, Building Official and Building Inspector/Code Enforcement Officer. Investigates City Code violations and complaints. Provides grant writing and grant management support. Provides leadership and direction in the formulation of departmental goals and objectives. Provides staff support to the Planning Commission and other planning/community development committees as appropriate.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Promotes positive public relations
- Develops Comprehensive Plan and facilitates current planning
- Serves as State Environmental Policy Act (SEPA) Responsible Official and Shorelines Administrator
- Serves as staff liaison to Planning Commission, Hearing Examiner and various citizen groups on planning issues
- Conducts studies; compiles data; prepares written and oral reports for the legislative and appointed review bodies relating to land use planning, legislative amendments and the various permits processed by the City
- Accepts public input; attends public hearings; handles questions, complaints and inquiries and provides assistance to prospective applicants, developers and the general public
- Develops operational policies and procedures to promote the efficient processing of permits and operation of the Planning and Community Development Department
- Prepares the department's budget
- Performs other related duties as needed

WORKING CONDITIONS

Work is performed primarily in an office environment with occasional outside site visits.

KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS

- Ability to obtain, organize and analyze data from a variety of sources, including state and federal agencies, county offices and other quasi-governmental offices
- Working knowledge of local government ordinances and state statutes governing planning, land use regulations, public hearings and environmental decision making processes
- Ability to communicate, both orally and in writing, in a concise, understandable and articulate manner
- Ability to establish and maintain effective working relationships with coworkers, other agencies and the public

QUALIFICATIONS REQUIRED

Graduation from an accredited college or university with a bachelors degree in Urban/Regional Planning or related field plus extensive work experience necessary to perform this job

Certification by the American Planning Association (AICP) is desirable.

Valid Washington State Drivers License with driving record free from serious or frequent violation

The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

Community Development Director

Job Description



Purpose of the Position:

Under the supervision of the City Administrator, the Community Development Director provides strategic leadership and oversight of the City's Planning and Building functions, guiding responsible growth, regulatory compliance, and high-quality development within the community. The position directs short- and long-range planning initiatives, development review, permitting, inspections, and code compliance activities, ensuring consistent application of regulations and exceptional customer service.

The Director serves as a key advisor to Elected Officials, providing professional recommendations, policy guidance, and technical expertise on land use, development regulations, and long-term community planning matters. As a member of the City's leadership team, the Director fosters collaboration, engages stakeholders, and advances initiatives that support the City's adopted plans, Council priorities, and long-term community vision.

As a department director at the City of Chelan, this position plays a critical role in reinforcing and strengthening our CLEAR values by modeling them in daily actions, decision-making, and communication. The incumbent is expected to actively cultivate a workplace culture grounded in Collaboration, Listening, Excellence, Accountability, and Respect—setting clear expectations, fostering trust, and ensuring these values are reflected in team performance, service delivery, and interactions with colleagues and the community.

Essential Duties & Responsibilities:

Department Leadership and Administration

- Provide overall leadership and management of the Planning and Building Departments, including current and long-range planning, building inspection, plan review, permit issuance, and code compliance.
- Supervise, mentor, and evaluate department personnel; establish work priorities, performance standards, and professional development plans.
- Develop, review, and implement department policies, procedures, and service standards to improve efficiency, consistency, and legal compliance.
- Continuously evaluate service delivery methods and implement quality improvements aligned with City goals.
- Ensure departmental compliance with public records laws, records retention requirements, and coordination with the Office of the City Clerk for timely and accurate records production.

Planning, Land Use, and Regulatory Oversight

- Perform and oversee advanced professional planning work related to current development review and long-range planning initiatives.
- Administer and interpret land use regulations, shoreline master program provisions, building codes, subdivision standards, and related ordinances.
- Ensure regulatory and permit processes comply with local, state, and federal laws, including Growth Management Act (GMA) requirements.
- Serve as the City's SEPA Responsible Official, overseeing SEPA documentation, environmental review processes, and critical area mitigation plans.
- Provide formal code interpretations and written recommendations for development applications, programs, and regulations.
- Verify compliance of development proposals with applicable environmental, zoning, and building standards.

Comprehensive Planning and Capital Coordination

- Lead and manage updates to the City's Comprehensive Plan and associated long-range planning documents.

- Conduct and oversee complex planning studies and planning projects from concept through implementation.
- Review state and county land use proposals impacting the City and coordinate interdepartmental responses.

Governance Support and Policy Advisory Role

- Serve as the primary advisor to the Mayor, City Administrator, City Council, and Planning Commission on land use policy, planning procedures, Comprehensive Plan matters, and development regulations.
- Attend and present at Planning Commission, City Council, and committee meetings.
- Prepare staff reports, contracts, ordinances, resolutions, and policy recommendations for advisory bodies and Council consideration.
- Present major planning issues and recommend policy direction consistent with adopted City goals.
- Actively participate as a member of the City's Senior Management Team, contributing to strategic planning and organizational initiatives.

Community Engagement and Economic Development

- Serve as the department's primary point of contact for community committees and stakeholders on land use and development matters.
- Proactively engage in economic development efforts by providing planning guidance, demographic analysis, market insight, and regulatory process information.
- Respond to complex public inquiries and complaints, offering balanced solutions and alternative recommendations.
- Foster collaborative relationships with neighboring jurisdictions, regional agencies, and community partners.
- Represent the City in regional, state, and legislative matters related to land use and development.

Grants, Compliance, and Risk Management

- Prepare grant applications and manage awarded funds to support planning initiatives.
- Monitor changes in laws, regulations, and industry best practices affecting planning and building functions.
- Proactively identify and address sensitive or complex land use issues impacting the community and organization.

Other Duties

- Perform other related duties as assigned to support City operations and community needs.

Working Conditions & Schedule

Work is performed in a combination of professional office and field environments. Duties include prolonged sitting and computer use, as well as standing, walking, and site visits to development and construction locations. The position requires effective communication in person, by telephone, and electronically; operation of standard office equipment; and sufficient manual dexterity and visual acuity to perform essential job functions.

Field work may involve exposure to active construction sites, uneven terrain, noise, dust, and varying weather conditions. The position may require walking over rough surfaces, climbing stairs, bending, reaching, and occasionally lifting or moving materials weighing up to 25 pounds. Appropriate personal protective equipment may be required during site visits.

Regular work hours are generally Monday through Friday during standard business hours; however, evening or weekend hours may be required to attend public meetings, hearings, or respond to urgent matters. Travel to various City facilities, project sites, and off-site locations is required.

The City of Chelan provides reasonable accommodations in accordance with applicable federal and state law to enable qualified individuals with disabilities to perform the essential functions of the position.

Knowledge, Abilities & Skills:

- Utilize independent judgment and strategic foresight to develop innovative and effective solutions for complex challenges. Lead in the identification and resolution of critical issues, ensuring alignment with organizational objectives.
- Demonstrate a comprehensive understanding of technical documents such as site plans, construction details, and topographic maps. Lead in the analysis of complex design schematics, ensuring projects meet high-quality standards and specifications.
- Apply advanced mathematical and statistical principles to conduct critical analyses and projections. Lead in the preparation of detailed reports on urban development, population growth, housing trends, and employment changes, providing valuable insights for city planning and decision-making.
- Uphold the highest standards in maintaining the confidentiality of sensitive information. Implement robust data protection measures to safeguard organizational and stakeholder interests.
- Champion the utilization of advanced software and data applications in performing job duties. Drive the adoption of technological solutions to enhance efficiency and effectiveness in organizational operations.
- Demonstrate exceptional leadership in both independent and collaborative environments. Foster a culture of teamwork, innovation, and accountability, guiding teams towards achieving strategic objectives.
- Effectively use office equipment and computer systems, including cloud based permitting and reporting software.

Qualifications Required:

- A master's degree in urban and regional planning or a related field and a minimum of four years of progressively responsible experience providing professional planning services in a city or county, or as a contract planning consultant to a city or county government, OR a bachelor's degree in planning or a related field and a minimum of five years of progressively responsible professional planning experience.
- Four years of senior public-sector management experience such as a department director in a city, county, or similarly complex public-sector agency; or any equivalent combination of education and experience may be considered.
- Preferred certification by the American Institute of Certified Planners (AICP).
- Valid Washington State Driver's License with record free from serious or frequent violations

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

Job Details:

Department: Community Development	Reports to: City Administrator
Supervises: Building Official, Assistant Planner	
Status: Permanent, Full-Time	Type: Non-Represented, FLSA Exempt, Salaried



Subject/Title: Finance Director Job Description (HR/Communications Director Coltman)
Department: HR/Communications
Staff Contact: Chad Coltman
Guiding Principles: Visionary & Strategic
Initiatives: Modernize Resource
Reviewed By: City Administrator and Finance Director
Number of Looks: Look No. 2 of 2

PREVIOUS ACTION TAKEN

City Council approved the current Finance Director job description on November 22, 2005 and reviewed the proposed job description during the March 24, 2026 meeting.

OVERVIEW

The City of Chelan is updating the job description for the Director of Finance to reflect the increasingly complex financial landscape and regulatory requirements governing municipal operations. This update modernizes the position to align with current leadership standards and specifically supports a concurrent update to the Title 2 officer's description.

The Director of Finance provides strategic leadership and comprehensive oversight of the City's financial operations. The updated job description clarifies and expands upon several core areas of responsibility:

- **Strategic Financial Leadership:** The Director is responsible for long-term financial strategies, multi-year forecasting, and identifying funding sources for infrastructure needs. This includes specific oversight of the unique financial needs of the Lake Chelan Airport and Lake Chelan Sewer District.
- **Budgeting and Compliance:** The role oversees the annual budget process in collaboration with the Mayor and department staff. It also ensures strict adherence to the Washington State Auditor's Office (SAO) BARS manual and prepares the City for its annual audit.
- **Special District Reporting:** New language formalizes the Director's responsibility for providing financial analysis and reporting for the Transportation Benefit District (TBD) and the Tax Increment Finance District (TIF).

- **Operational Oversight:** The position manages comprehensive financial functions, including utility billing, accounts receivable, accounts payable, and payroll.
- **CLEAR Values Integration:** As a department director, the incumbent is expected to model and cultivate a workplace culture grounded in Collaboration, Listening, Excellence, Accountability, and Respect (CLEAR).

The updated requirements specify a minimum of five years of progressively responsible experience in municipal finance, with at least three years in a supervisory role. A Bachelor's degree in a related field is required, with a CPA license or Master's degree preferred.

FINANCIAL IMPLICATIONS

None.

ATTACHMENTS

1. Finance Director Job Description 2005 OLD
2. Finance Director Job Description 2026 Update

SUGGESTED MOTION

I move to approve the job description for the Finance Director position.

RESOLUTION NO. 05-1132B

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, AMENDING THE CITY OF CHELAN SALARY/CLASSIFICATION STUDY ADOPTED JULY 13, 2000.

WHEREAS, the City Council for the City of Chelan ("City") directed the City Administrator to develop a Salary/Classification Study for the City; and

WHEREAS, the City Administrator developed a proposed Salary/Classification Study for the City; and

WHEREAS, the Study was reviewed, amended and adopted by the City Council on June 27, 2000; and

WHEREAS, the City Administrator subsequently developed an updated Salary/Classification Study that was reviewed, amended and adopted by City Council on July 13, 2000; and

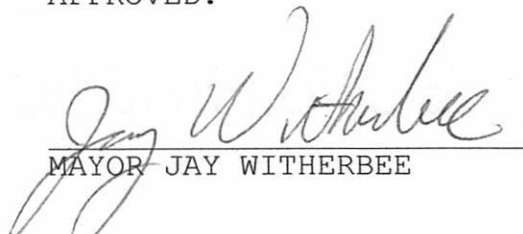
WHEREAS, the City Council desires to amend the Salary/Classification Study to modify the Finance Director job description;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, HEREBY RESOLVE AS FOLLOWS:

Section 1. The City of Chelan Salary/Classification Study adopted July 13, 2000 is hereby amended to adopted the modified Finance Director job description attached hereto as Exhibit "A".

RESOLVED this 22nd day of November 2005.

APPROVED:


MAYOR JAY WITHERBEE

ATTEST/AUTHENTICATED:


CITY CLERK LINDA ALLISON-LILES

FILED WITH THE CITY CLERK: 11/16/05
PASSED BY THE CITY COUNCIL: 11/22/05
RESOLUTION NO. 2005-1132

CITY OF CHELAN JOB DESCRIPTION

TITLE: **FINANCE DIRECTOR**

DEPARTMENT: Finance

REPORTS TO: City Administrator

SUPERVISES: Senior Accountant/Assistant Finance Director, Accounting Assistants (2), Custodian, Part Time Employees as assigned

ADOPTED/REVISED DATE: November 22, 2005 SALARY GRADE: 30 (\$54,396 - \$66,108)

POSITION PURPOSE/SUMMARY

This position supervises the overall financial operations of the city and airport including budget, accounts payable, accounts receivable, purchasing, payroll, utility billing, treasury management, computer and telephone systems and general accounting. This person is officially designated as City Treasurer.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Promotes positive public relations
- Manages the city's treasury including cash flow analysis, investments, annual Financial Report, repayment of loans and other debt
- Prepares annual budget and all other necessary financial reports in accordance with state statutes and GASB 34 requirements
- Monitors and oversees utility billing, payroll and all financial accounting
- Reviews and authorizes all claims for payment
- Prepares agenda and provides staff support for Council Finance Committee
- Evaluates and modifies accounting procedures to ensure appropriate internal controls
- Researches and recommends changes in financial policy
- Manages computer network, telephone system and other office equipment
- Performs other related duties as needed

WORKING CONDITIONS

Work is performed in an office environment without specific lifting requirements or exposure to chemicals.

KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS

- Knowledge of municipal, state and federal laws
- Knowledge of the State Budgeting/Accounting/Reporting System
- Knowledge of municipal organizations, structures and issues
- Knowledge of generally accepted accounting principles

- Knowledge of computer systems and operations
- Ability to communicate effectively both orally and in writing
- Ability to establish and maintain effective working relationships with co-workers, other agencies and the public

QUALIFICATIONS REQUIRED

Bachelor of Arts degree in Finance, Accounting or related field and/or extensive work experience as a City Finance Director, City Clerk, City Treasurer, Auditor or Accountant, including a working knowledge of GASB34 requirements.

Valid Washington State Drivers License with driving record free of serious or frequent violation.

The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not

Director of Finance

Job Description



Purpose of the Position:

Under the supervision of the City Administrator, the Finance Director for the City of Chelan provides strategic leadership and comprehensive oversight of the City's financial operations, including budget development, financial reporting, debt and investment management, and the management of public funds. This role is responsible for ensuring fiscal responsibility and regulatory compliance across all city departments, including unique financial management needs for the Lake Chelan Airport and Lake Chelan Sewer District. The Finance Director will support the city's vision and goals by implementing sound financial practices, providing accurate financial insights, and maintaining transparency with stakeholders.

As a department director at the City of Chelan, this position plays a critical role in reinforcing and strengthening our CLEAR values by modeling them in daily actions, decision-making, and communication. The incumbent is expected to actively cultivate a workplace culture grounded in Collaboration, Listening, Excellence, Accountability, and Respect—setting clear expectations, fostering trust, and ensuring these values are reflected in team performance, service delivery, and interactions with colleagues and the community.

Essential Duties and Responsibilities:

Financial Management and Strategy

- Serve as the City's Treasurer in accordance with RCW 35A.42.010, with responsibility for the custody, investment, and disbursement of all City funds; ensures strong financial controls, regulatory compliance, and the safeguarding of public resources.
- Oversee and administer the city's annual budget in collaboration with department staff and the Mayor, ensuring alignment with strategic objectives and fiscal sustainability.
- Develop and implement long-term financial strategies to support the City's sustainability and growth, including multi-year forecasting, capital planning, and identifying funding sources for future projects and infrastructure needs.
- Leverage technology and software to facilitate the annual budgeting process by gathering data, reviewing requests, and presenting a transparent and accurate proposed budget to the City Council in adherence to the WA State Auditor's Office BARS manual regarding budget compliance.
- Manage cash flow, debt service, and investment portfolios for city funds, ensuring proper allocation and risk mitigation.
- Provide financial responsibility and guidance for special funds and entities, including Lake Chelan Airport and Lake Chelan Sewer District.

Accounting and Compliance

- Ensure compliance with federal, state, and local laws and regulations, including the Washington State Auditor's Office guidelines, MRSC best practices, and IRS regulations.
- Oversee and coordinate the preparation for the City's annual audit with the Washington State Auditor's Office, ensuring timely submission of all required documentation, addressing audit findings, and implementing recommendations to maintain financial integrity
- Oversee and manage restricted use funds, ensuring compliance and responsible fund usage according to relevant legislation.

Financial Reporting

- Prepare, review, and present monthly, quarterly, and annual financial reports for the City Administrator, City Council, and other stakeholders.
- Ensure timely completion and submission of financial reports, complying with all state and federal requirements.

- Develop and present financial reports and analysis for the Transportation Benefit District (TBD), ensuring transparency, fiscal accountability, and alignment with district funding priorities.
- Develop and provide financial analysis and reporting for the Tax Increment Finance District (TIF) assessing their impact on city finances and infrastructure.
- Oversee grant reporting, as dictated by the award holder and in collaboration with the department that is receiving funding.

Supervision of Finance Department Staff

- Supervise, mentor, and evaluate Finance Department staff, fostering a collaborative, professional, and results-driven team.
- Oversee staff assignments, professional development, and training to ensure high standards of financial accuracy and service.

Account Receivable/Accounts Payable/Payroll/Utility Billing Management

- Oversee the City’s utility billing operations, ensuring accurate and timely billing for all utility accounts, including water, sewer, and other services.
- Oversee Accounts Receivable and related contractual agreements ensuring accurate and timely billing, payment remittance, and ensures contract renewals accordingly.
- Implement and maintain procedures for billing, payment processing, and customer service to ensure efficient and effective service delivery.
- Resolve complex billing issues and handle escalated customer inquiries with professionalism and clarity, fostering positive public relations.
- Collaborate with IT and Finance teams to update and optimize billing software and processes for improved accuracy, tracking, and reporting.
- Provide oversight and management of the Accounts Payable (AP) process to ensure timely, accurate, and compliant payment of obligations, while maintaining internal controls and minimizing errors.
- Oversee Payroll operations, ensuring accurate processing, compliance with federal and state labor laws, collective bargaining agreement(s) and the employee handbook, and ensuring timely payment of wages, benefits, and deductions.

Stakeholder Engagement and Collaboration

- Serve as a key advisor to the Mayor, City Administrator and City Council, providing financial insights, policy recommendations, and strategic guidance.
- Build and maintain relationships with state and federal agencies, community organizations, and professional networks.
- Maintain positive relationships with the public by providing courteous and responsive support, addressing concerns with professionalism, and upholding a strong image for the City of Chelan in all interactions.
- Represent the City with integrity in meetings, community events, and public communications, ensuring transparency and building trust through reliable IT services and clear, respectful communication.
- Collaborate with Historic Downtown Chelan Association and Chamber of Commerce on reimbursements for approved expenses.
- Ensure departmental compliance with public records laws, records retention requirements, and coordination with the Office of the City Clerk for timely and accurate records production.

Other Duties

- Perform other related duties as assigned to support City operations and community needs.

Working Conditions & Physical Requirements:

Work is performed primarily in a professional office environment and involves prolonged sitting, computer use, and regular communication in person, by telephone, and electronically. Duties require the operation of standard office equipment and sufficient manual dexterity and visual acuity to perform essential job functions. The position may require occasional standing, walking, bending, reaching, and lifting or moving materials up to 25 pounds.

Regular work hours are Monday through Friday during standard business hours; however, evening, weekend, or extended hours may be required to attend meetings or respond to urgent or emergency situations. Occasional travel to other City facilities or off-site locations may be necessary.

The City of Chelan provides reasonable accommodations in accordance with applicable federal and state law to enable qualified individuals with disabilities to perform the essential functions of the position.

Knowledge, Abilities & Skills:

- Extensive knowledge of municipal finance, budgeting, accounting principles, and public administration.
- In-depth understanding of Washington State law and regulatory guidelines, including the Washington State Auditor’s Office, MRSC standards, cash-basis accounting, fund-based accounting, and state audit requirements.
- Proficiency in state audit processes, public debt administration, and risk management.
- Strong financial analysis, strategic planning, and organizational skills.
- Excellent written and verbal communication skills, with the ability to present complex financial information to diverse audiences.
- High proficiency in financial software and advanced Microsoft Excel functions.
- Demonstrated ability to manage and mentor staff effectively, fostering an inclusive and motivated work environment.
- Ability to make data-driven decisions, solve complex financial challenges, and respond quickly to changing fiscal priorities.
- Capable of balancing multiple projects with attention to detail and a high standard of accuracy.

Qualifications Required:

- Bachelor’s degree in finance, Accounting, Public Administration, or a related field. Preferred: Master’s degree in finance, Business Administration, or a CPA license.
- Four years of senior public-sector management experience, such as a department director in a city, county, or similarly complex public-sector agency; or any equivalent combination of education and experience may be considered.
- Demonstrated experience in budgeting, public sector accounting, and fiscal policy.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

Job Details:

Department: Finance	Reports to: City Administrator
Supervises: Assistant Finance Director, Accounting Assistants, Receptionist	
Status: Permanent, Full-Time	Type: Non-Represented, FLSA Exempt, Salaried



Subject/Title: HR/Communications Director Job Description (HR/Communications Director Coltman)

Department: HR/Communications

Staff Contact: Chad Coltman

Guiding Principles: Visionary & Strategic

Initiatives: Modernize Resource

Reviewed By: City Administrator and Finance Director

Number of Looks: Look No. 2 of 2

PREVIOUS ACTION TAKEN

Council approved the creation of the HR/Communications position on March 26, 2024, however a formal job description was not approved. The proposed job description was reviewed again during the March 24, 2026 meeting.

OVERVIEW

The City of Chelan is formally establishing the job description for the Director of Human Resources (HR) & Communications. While these functions have been managed within the City’s administrative structure, this is the first time a formal, comprehensive job description for this specific director-level position is being submitted to the City Council for adoption. This update modernizes the position to align with current leadership standards and specifically supports a concurrent update to the Title 2 officers’ description.

The Director of HR & Communications is a department-head level position reporting directly to the City Administrator. The job description outlines three areas of responsibility designed to support organizational effectiveness and professionalize internal operations:

- **Human Resources & Talent Management:** The Director facilitates all HR operations, including recruitment, onboarding, benefit coordination, and labor relations. A key focus is placed on fostering a healthy workplace culture and assisting other Department Directors with leadership development and performance improvement plans.
- **Information Technology Strategy:** The role provides strategic oversight of the City’s technology infrastructure, managing hardware procurement, cybersecurity

practices, and vendor relationships with Managed Service Providers (MSP).

- **Strategic Communications:** The position leads the development of cohesive public messaging, managing the City’s website and social media presence, and serving as a lead responder during crisis situations to ensure clear and accurate communication with the community.
- **CLEAR Values Integration:** As with all director-level roles, this position is responsible for modeling and reinforcing the City’s core values: Collaboration, Listening, Excellence, Accountability, and Respect (CLEAR).

The qualifications for the position include a Bachelor’s degree in Human Resources or a related field and a minimum of four years of department head level experience in a public-sector agency.

FINANCIAL IMPLICATIONS

None.

ATTACHMENTS

1. HR/Communications Director Job Description 2026 Update

SUGGESTED MOTION

I move to approve the job description for the HR/Communications Director position.

Director of HR & Communications

Job Description



Purpose of the Position:

Under the supervision of the City Administrator, the Director of HR and Communications provides leadership and oversight of the City's Human Resources and Information Technology functions, supporting organizational effectiveness and employee success. The role is responsible for developing and implementing strategic initiatives that strengthen workforce recruitment and retention, employee engagement, operational efficiency, and the City's technology infrastructure.

The position oversees comprehensive human resources programs including recruitment, talent management, employee relations, benefits administration, and policy development, while also guiding IT operations, systems management, cybersecurity practices, and technology planning. In addition, the role leads the development and execution of effective communication strategies to ensure clear, consistent messaging with employees, residents, and key stakeholders.

As a department director at the City of Chelan, this position plays a critical role in reinforcing and strengthening our CLEAR values by modeling them in daily actions, decision-making, and communication. The incumbent is expected to actively cultivate a workplace culture grounded in Collaboration, Listening, Excellence, Accountability, and Respect—setting clear expectations, fostering trust, and ensuring these values are reflected in team performance, service delivery, and interactions with colleagues and the community.

Essential Duties and Responsibilities:

Human Resources:

- Facilitate and oversee the operations of the HR Department.
- Assist Directors with recruitment, onboarding, benefit coordination, annual evaluations and step increases, Union communication and grievances, and exit interviews.
- Maintain and administer current City employment policy and procedures. Develop policies, procedures and performance objectives as needed to ensure compliance and consistent HR operations.
- Promote and facilitate positive employee relations, serving as a trusted advisor to leadership and a supportive resource to employees. Works with employees and supervisors to productively resolve conflict and maintain healthy working relationships.
- Work cooperatively with City departments assisting Directors with training, employee management, leadership performance improvement plans, and professional development.
- Administer and monitor operating and capital budgets; prepares and maintains records and reports; and prepares cost estimates for HR and Communications projects.
- Recommend personnel actions such as hiring, termination, and reviews. Updates job descriptions and FSLA designation of positions.
- Administer and oversee the personnel records management process for compliance and maintaining the appropriate related items.
- Coordinate wellness activities with committee members and staff participation as the Wellness Committee Chairman. Plays a crucial role in promoting health and well-being within the organization.
- Ensure departmental compliance with public records laws, records retention requirements, and coordination with the Office of the City Clerk for timely and accurate records production.

Communications:

- Collaborate with Mayor, City Administrator and Directors to ensure a cohesive and positive public image is developed for the City.
- Craft and implement communication plans and materials for municipal initiatives, events, and announcements, ensuring they are engaging and easily comprehensible to the community.

- Ensure content on the City’s website and social media is accurate, maintained and regularly updated in coordination with City departments.
- Develop and deliver official statements and responses during crisis, ensuring clear accurate and timely communication with the media, public, and stakeholders.
- Other duties as assigned that are not part of the regular or core functions of the position but may be required occasionally or in special circumstances.

Information Technology

- Develop and implement the City’s technology strategy to support operational needs and long-term organizational goals.
- Lead procurement of computers, mobile devices, networking equipment, firewalls, servers, software, and related technology assets.
- Manage IT budgeting, purchasing, licensing, and vendor contracts to ensure cost-effective and reliable technology services.
- Serve as the City’s primary point of contact for the Managed Service Provider (MSP), Internet Service Provider (ISP), and other IT vendors and service providers, coordinating support, troubleshooting, upgrades, and issue resolution.
- Oversee installation, configuration, maintenance, and replacement of City hardware, software, network systems, telecommunications equipment, and security infrastructure.
- Maintain and monitor network connectivity, firewalls, and system security in coordination with third-party providers.
- Establish and maintain cybersecurity practices, including risk management, data protection, and incident response protocols.
- Ensure compliance with applicable data security, privacy, and public records requirements.
- Coordinate disaster recovery and business continuity planning for technology systems.
- Serve as a technology advisor to City leadership and departments, identifying system needs and recommending appropriate solutions.

Other Duties

- Perform other related duties as assigned to support City operations and community needs.

Working Conditions & Physical Requirements:

Work is performed primarily in a professional office environment and involves prolonged sitting, computer use, and regular communication in person, by telephone, and electronically. Duties require the operation of standard office equipment and sufficient manual dexterity and visual acuity to perform essential job functions. The position may require occasional standing, walking, bending, reaching, and lifting or moving materials up to 25 pounds.

Regular work hours are Monday through Friday during standard business hours; however, evening, weekend, or extended hours may be required to attend meetings or respond to urgent or emergency situations. Occasional travel to other City facilities or off-site locations may be necessary.

The City of Chelan provides reasonable accommodations in accordance with applicable federal and state law to enable qualified individuals with disabilities to perform the essential functions of the position.

Knowledge, Abilities & Skills:

- Working knowledge of all facets of Human Resources operations and laws.
- Knowledge of communication practices and materials.
- Knowledge of technology generally, and specifically software programs such as Microsoft Office, and other software utilized to facilitate work performed in Human Resources and Communications.
- Knowledge and ability to accurately prepare and manage budgets.

- Ability to establish and maintain professional and effective working relationships with co-workers, other agencies, media outlets, the public, and key stakeholders.
- Organized and detail-oriented, demonstrates a commitment to professionalism, consistently exhibits diligence, and upholds a high standard of integrity in their work.
- Ability to plan, organize, and oversee assigned work programs, including monitoring work schedules, legal and safety requirements, and progress reviews.
- Superior communication skills written, verbal and public speaking.

Qualifications Required:

- Bachelor’s degree in human resources or related field required.
- Four years of senior public-sector management experience, such as a department director in a city, county, or similarly complex public-sector agency; or any equivalent combination of education and experience may be considered.
- Graduation from an accredited college or university or possession of a combination of education and work experience necessary to successfully perform this job.
- Professional communication experience desired.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

Job Details:

Department: HR Communications	Reports to: City Administrator
Supervises: Office Administrative Assistant	
Status: Permanent, Full-Time	Type: Non-Represented, FLSA Exempt, Salaried

Subject/Title: Parks and Recreation Director Job Description (HR/Communications Director Coltman)

Department: HR/Communications

Staff Contact: Chad Coltman

Guiding Principles: Visionary & Strategic

Initiatives: Modernize Resource

Reviewed By: City Administrator and Finance Director

Number of Looks: Looks No. 2 of 2

PREVIOUS ACTION TAKEN

City Council approved the current job description on November 12, 2015 and reviewed the proposed job description during the March 24, 2026 meeting.

OVERVIEW

The current job description for the Parks and Recreation Director was last adopted on November 12, 2015. In the 10 years since that update, the operational demands of the department and the City's strategic priorities have evolved significantly. This update modernizes the position to reflect current duties and departmental structure, and further aligns with a concurrent update to Title 2 of the Chelan Municipal Code, specifically CMC 2.08.110 and Chapter 2.17 *Parks Advisory Board*.

The 2026 job description is designed to provide the operational detail required to fulfill the responsibilities outlined in the updated Title 2 language and reflect current services and facilities provided by the City. While the core purpose remains the management of the City's parks and leisure assets, the update introduces several critical refinements:

- **Strategic & Statutory Alignment:** The job description is paired with the updated Title 2 description, explicitly charging the Director with the administration and operation of waterfront amenities, recreational programs, and related facilities.
- **Capital Planning & Asset Stewardship:** In alignment with the new Title 2 language, the job description places primary responsibility on the Director for the oversight of the Parks & Recreation Department's projects included in the City's six-year Capital Improvement Plan (CIP) and long-term facility management.
- **Values-Based Leadership:** The job description now requires the Director to model the City's "CLEAR" values (Collaboration, Listening, Excellence, Accountability, and Respect) to strengthen workplace culture.

- **Tourism & Seasonal Operations:** New provisions address the management of service delivery models that respond to Chelan’s extreme seasonal population fluctuations and heavy visitor use.
- **Organizational Authority:** The update clarifies the Director’s authority, subject to appropriate delegations and authorizations, to negotiate contracts, interlocal agreements, and permits, ensuring they have the tools necessary to meet Title 2 obligations.

Requirements have been updated to include a Bachelor’s degree in relevant fields such as Public Administration or Landscape Architecture, with a preference for Certified Parks & Recreation Professional (CPRP) status.

FINANCIAL IMPLICATIONS

This update reflects current professional expectations and has no financial impacts. Wages are established separately through the annual budget process.

ATTACHMENTS

1. Parks & Recreation Job Description 2015 OLD
2. Parks and Recreation Director Job Description 2026 Update

SUGGESTED MOTION

I move to approve the job description for the Parks and Recreation Director position.

Notice of Action

Chelan City Council

Meeting Date: 12-Nov-15

Agenda Bill: 2015-051

Subject: Parks, Recreation, and Community Services Director Job Description

Originator: Schmidt

Action: Unanimous motion to approve the revised job description of Parks, Recreation, and Community Services Director.

AGENDA BILL NO. 2015-051

BUSINESS OF THE CITY COUNCIL
CHELAN, WASHINGTON

SUBJECT: Parks, Recreation, & Community
Services Director Job
Description

EXHIBITS
1. Proposed Job Description

FOR AGENDA OF: November 12, 2015

ORIGINATOR: Paul Schmidt
City Administrator

APPROVED:
City Administrator



Reviewed by Attorney: No

EXPENDITURE REQUIRED:	AMOUNT BUDGETED:	APPROPRIATION REQUIRED:	FINANCE DIRECTOR:
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AUTHORITY: RCW 35A.11.020 Powers vested in legislative bodies of noncharter and charter code cities. "...The legislative body of each code city shall have power to organize and regulate its internal affairs within the provisions of this title..."

***** SUMMARY STATEMENT/ISSUES *****

I have added some tasks and responsibilities to the original Parks and Recreation Director job description, which is now titled Parks, Recreation and Community Services Director. In doing so, I propose to place the position as lateral to our other Department Heads positons at the salary scale of 32.

The Community Services component includes management of Library Services (advisor to the Library Advisory Board), Senior Meal Services (contract management), Parking Enforcement (downtown enforcement as well as parking lots) and supervision of the Animal Control Agreement with the Humane Society.

I hope to begin recruitment to fill the position as soon as possible, with an offer of employment to be sometime in late January or February.

Public Hearing Legislative Matter Other: _____

Suggested Motion:

I move to approve the revised job description of Parks, Recreation and Community Services Director.

CITY OF CHELAN JOB DESCRIPTION

TITLE: PARKS, RECREATION AND COMMUNITY SERVICES DIRECTOR
(Department Head Status)

DEPARTMENT: Parks and Recreation

REPORTS TO: City Administrator

SUPERVISES: Recreation & Facilities Supervisor, Parks Maintenance Foreman, Golf Superintendent, Golf Professional and other full time and part time staff.

ADOPTED/REVISED DATE: 10/27/2015

SALARY GRADE: 32

POSITION PURPOSE/SUMMARY

This position is responsible for the planning, management and evaluation of all of the City parks and recreation programs and facilities including the golf course, marina, beaches, RV Park, downtown landscaping, contracted services/concession operations, public library services, animal control services and parking enforcement services. This includes the provision of executive level leadership and the requirement to successfully manage the department's strategic goals and business operations.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- X Manages and directs the day to day operations for all city parks, areas, facilities, programs and services
- X Personnel management/administration, including recruitment, hiring, evaluating, training, supervision, organization development, etc.
- X Prepares, monitors and evaluates the department's business plan to ensure revenue and expense goals.
- X Establishes and maintains performance measures for the department to ensure efficient and cost effective operations.
- X Develops, maintains and monitors the department's annual budget.
- X Establishes and implements work plan objectives in conformance with the City's strategic plan
- X Coordinates development of the Parks & Recreation Comprehensive Plan in conjunction with City Council, the Recreation Board, city staff and consultants.
- X Coordinates the activities of the Recreation Board.
- X Coordinate the activities of the Library Advisory Board.
- X Grant writing and administration.
- X Coordinates safety and risk management programs for department.
- X Manages public/media relations and marketing and promotional programs for department.
- X Coordinates acquisition and development for all park & recreation related projects.
- X Responsible for the administration of all applicable laws, rules, regulations and policies for the department.
- X Serves as a member of the City's Management Team assisting with a broad range of municipal service issues.
- X Performs other related duties as directed.

10-27-2015

Parks, Recreation and
Community Services Director

WORKING CONDITIONS

Work is performed in an office and outside environment with some exposure to chemicals, lifting, machinery and equipment.

KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS

- X Comprehensive knowledge of park, recreation, golf activities and library services together with extensive knowledge of programs, equipment, planning, budgeting and personnel administration.
- X Ability to communicate effectively both orally and in writing.
- X Knowledge of and skill to accomplish best business management practices, including revenue enhancement programs, business plan development, activity based costing and pricing of services and market opportunities assessment.
- X Ability to establish and maintain successful working relationships with coworkers, elected government officials, community members, customers and program/project partners.

QUALIFICATIONS REQUIRED

Bachelor's degree or graduate degree in Business Administration, Parks or Recreation Management, or related field with significant work experience necessary to perform this job.

Valid Washington State Drivers License with driving record free of serious or frequent violation.

The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

Parks & Recreation Director

Job Description



Purpose of the Position:

Under the supervision of the City Administrator, the Parks & Recreation Director for the City of Chelan provides strategic leadership, vision, and operational oversight for the City’s parks, waterfront amenities, recreation facilities, and leisure assets, ensuring high-quality public spaces that serve both a year-round community of residents and a peak seasonal population during the summer tourism season. This role is responsible for long-range planning, capital investment, asset stewardship, and interdepartmental coordination to support resident quality of life, visitor experience, and environmental sustainability.

As a department director at the City of Chelan, this position plays a critical role in reinforcing and strengthening our CLEAR values by modeling them in daily actions, decision-making, and communication. The incumbent is expected to actively cultivate a workplace culture grounded in Collaboration, Listening, Excellence, Accountability, and Respect—setting clear expectations, fostering trust, and ensuring these values are reflected in team performance, service delivery, and interactions with colleagues and the community.

Essential Duties & Responsibilities:

Parks and Facilities Leadership

- Provide overall leadership and direction for the City’s signature parks, lake access areas, trails, and recreation-related facilities.
- Establish service levels, operational standards, and performance measures that account for extreme seasonal population swings and heavy visitor use.
- Ensure parks and facilities are safe, welcoming, accessible, and well-maintained year-round, with particular focus on peak-season readiness and asset longevity.
- Coordinate with community partners for recreation programming delivery, with the City’s role focused on facilities, access, and infrastructure rather than direct program administration.

Capital Planning, Asset Stewardship, and Long-Range Strategy

- Serve as the City’s lead for parks and recreation capital planning, with primary responsibility for developing, maintaining, and implementing the City of Chelan Parks & Recreation Department’s six-year Capital Improvement Plan (CIP).
- Align parks capital priorities with the City’s Strategic Plan, Comprehensive Plan, Waterfront Master Planning efforts, and long-range financial forecasts.
- Evaluate existing assets and future needs to guide reinvestment, expansion, and lifecycle replacement of parks, waterfront amenities, trails, sports facilities, and leisure assets.
- Lead planning, design, and delivery of parks-related capital projects, coordinating closely with Public Works, Community Development, Finance, consultants, and regulatory agencies.
- Ensure capital projects are delivered in a fiscally responsible, transparent, and accountable manner, balancing community expectations with long-term sustainability.

Financial Management, Capital Funding, and Budgeting

- Develop and manage the Parks & Recreation Department operating and capital budgets in collaboration with the Mayor, City Administrator, and Finance Director, ensuring alignment with adopted service levels and capital priorities.
- Establish and maintain sustainable funding models for parks assets, including lifecycle cost planning, reserves, grants, partnerships, sponsorships, and user-based revenues where appropriate.
- Monitor revenues and expenditures, adjusting priorities and delivery models in response to seasonal demand, asset condition, and fiscal constraints.

- Identify, pursue, and administer grant funding and external resources to support capital investment and major maintenance initiatives.

Operations in a Tourism Driven Environment

- Plan and manage staffing, maintenance, and service delivery models that respond to Chelan’s significant seasonal population fluctuations.
- Balance resident quality of life with visitor use, addressing impacts such as crowding, wear on facilities, parking, and noise.
- Coordinate with City departments, law enforcement, and external partners to support peak season operations and special events.
- Develop policies and practices that protect public spaces while supporting Chelan’s tourism-based economy.

Regulatory Compliance, Policy Development, and Governance Support

- Ensure compliance with federal, state, and local regulations related to parks, environmental protection, public safety, and public facility operations.
- Oversee risk management practices, including safety programs, inspections, and incident response.
- Develop, implement, and maintain department policies, procedures, standards, and ordinances consistent with best practices and Washington State requirements.
- Prepare staff reports, presentations, and policy recommendations for the Mayor, City Administrator, City Council, and advisory boards.
- Support advisory boards as assigned, ensuring alignment with City goals and adopted policies.

Organizational Leadership and Workforce Development

- Provide executive-level leadership for the Parks & Recreation Department, fostering a culture that reflects the City’s CLEAR values.
- Lead, supervise, mentor, and evaluate full-time, part-time, and seasonal staff, emphasizing safety, professionalism, and service excellence.
- Collaborate with Human Resources to recruit, retain, and develop a skilled and adaptable workforce.

Stakeholder Engagement and Community Partnerships

- Serve as a key advisor to the Mayor, City Administrator, and City Council on parks, recreation, and community use of public spaces.
- Build and maintain strong relationships with community groups, user organizations, nonprofit partners, school districts, and regional agencies.
- Engage residents and stakeholders in planning processes, policy development, and major projects.
- Represent the City at public meetings, community events, and interagency forums with transparency, professionalism, and integrity.
- Ensure departmental compliance with public records laws, records retention requirements, and coordination with the Office of the City Clerk for timely and accurate records production.

Position Authority and Decision-Making

- Exercise independent judgment and decision-making authority within established City policies, ordinances, and adopted budgets.
- Make recommendations to the Mayor, City Administrator, and City Council on parks-related policies, capital investments, funding strategies, service levels, and long-term asset priorities.
- Authorize operational and capital expenditures within approved budget authority and in accordance with City procurement policies.
- Negotiate and manage contracts, interlocal agreements, permits, leases, and partnerships related to parks facilities and capital projects, subject to City approval requirements.

- Direct department operations, staffing models, and service delivery approaches to meet adopted performance standards and community expectations.
- Serve as the primary point of accountability for parks-related capital project outcomes, asset condition, and fiscal performance.
- Represent the City in negotiations, regulatory coordination, and partnerships related to parks and waterfront assets, consistent with delegated authority.

Other Duties

- Perform other related duties as assigned to support City operations and community needs.

Working Conditions & Schedule

Work is performed in a combination of professional office and outdoor environments. Duties include prolonged sitting and computer use, as well as regular standing, walking, and site visits to parks, facilities, and project locations. The position requires effective communication in person, by telephone, and electronically; operation of standard office equipment; and sufficient manual dexterity and visual acuity to perform essential job functions.

Field work may involve exposure to varying weather conditions, uneven terrain, construction sites, and park maintenance operations. The position may require bending, reaching, climbing, and lifting or moving materials weighing up to 25 pounds.

Regular work hours are generally Monday through Friday during standard business hours; however, evening, weekend, holiday, or extended hours may be required to attend meetings, support community events, or respond to urgent or emergency situations. Travel to various City facilities and off-site locations is required.

The City of Chelan provides reasonable accommodations in accordance with applicable federal and state law to enable qualified individuals with disabilities to perform the essential functions of the position.

Knowledge, Abilities & Skills:

- Capital project management skills working with vendors on design, planning and construction of parks or related projects providing equally relevant experience.
- Advanced MS Office skills and some project management software.
- Willingness to share ideas, opinions, and information that is challenging, contradictory, or different.
- Ability to foster collaboration in pursuit of shared goals.
- Ability to manage a variety of tasks, responsibilities, and projects while being organized and detail oriented; Excellent written, oral and visual communication skills.
- Resourcefulness and creative problem-solving skills.

Qualifications:

- Bachelor's degree with major course work in parks and recreation administration, public administration, business administration, planning, landscape architecture, or related. A master's degree is preferred.
- Four years of progressively responsible experience in local governmental parks agency is required, or a related field and extensive experience in the administration of a broad multi-faceted parks, recreation and/or cultural resources program or other local government program
- A valid driver's license with a driving record that meets an acceptable standard for safety at the point of hire and throughout employment in this position
- Certified Parks & Recreation Professional (CPRP) preferred

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an

all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload

Job Details:

Department: Parks & Recreation	Reports to: City Administrator
Supervises: Maintenance Foreman, Golf Professional, Golf Superintendent, Recreation Supervisor	
Status: Permanent, Full-Time	Type: Non-Represented, FLSA Exempt, Salaried



Subject/Title: Public Works Director Job Description (HR/Communications Director Coltman)

Department: HR/Communications

Staff Contact: Chad Coltman

Guiding Principles: Visionary & Strategic

Initiatives: Modernize Resource

Reviewed By: City Administrator and Finance Director

Number of Looks: Look No. 2 of 2

PREVIOUS ACTION TAKEN

City Council approved the current Public Works Director job description on September 11, 1997 and reviewed the proposed job description during the March 24, 2026 meeting.

OVERVIEW

The City of Chelan is updating the job description for the Public Works Director to reflect the essential role the department plays in maintaining the City's foundational infrastructure. This update modernizes the position to align with current leadership standards and specifically supports a concurrent update to the Title 2 officer's description.

The Public Works Director provides strategic leadership and oversight of the City's essential infrastructure and utility services. The updated job description clarifies several critical areas of responsibility to meet the City's long-term sustainability goals:

- **Comprehensive Infrastructure Management:** The Director is responsible for the strategic oversight of streets, water, sewer, sanitation, fleet, and recycling operations.
- **Capital Improvement Planning:** A primary focus is placed on long-range infrastructure planning and the development of the department's Capital Improvement Program (CIP) to support community growth.
- **Regulatory & Safety Compliance:** The role ensures all public facilities and utility services remain in strict compliance with federal, state, and local regulations.
- **Asset Stewardship:** The position is tasked with the lifecycle management and maintenance of public systems to ensure safe and reliable delivery of services to

residents and visitors.

- **CLEAR Values Integration:** As a department head, the Director is responsible for cultivating a workplace culture grounded in Collaboration, **Listening**, Excellence, Accountability, and Respect (CLEAR).

The requirements have been modernized to include a minimum of five years of progressively responsible experience in municipal public works or utilities management, with a preference for a Professional Engineer (PE) license or Certified Public Works Professional (CPWP) designation.

FINANCIAL IMPLICATIONS

None.

ATTACHMENTS

1. Public Works Director Job Description 1997 OLD
2. Public Works Director Job Description 2026 Update

SUGGESTED MOTION

I move to approve the job description for the Public Works Director position.

**NOTICE OF ACTION
CHELAN CITY COUNCIL**

MEETING: 9/11/97

LEAD: City Administrator Osterman

SUBJECT: Interim Public Works Director/City Engineer

AB#: 97-101


ACTION: Molengraft moved to confirm Randy Sackett's appointment as Interim Public Works Director/City Engineer and to authorize Administrator Osterman to sign an agreement with Sackett. Seconded by Harper, motion passed unanimously.

DATE SENT: 9/12/97

Distribution: Mayor, City Council, City Administrator & Attorney, Department Heads, other interested parties, file

AGENDA BILL NO. 97-101

BUSINESS OF THE CITY COUNCIL
CHELAN, WASHINGTON

SUBJECT: Interim Public Works Director/ : DATES AND EXHIBITS
 City Engineer Agreement - :
 Randy Sackett : 9/11
 : 1. CMC 2.08.010 & 2.08.040
 FOR AGENDA OF : 2. Letter of Agreement
 Regular Mtg.: September 11, 1997 : 3. Resume of Randy Sackett
 Regular Mtg.: :
 :
 :
 ORIGINATOR: City Administrator Osterman :
 :
 DATE SUBMITTED: September 4, 1997 :
 Revised: :
 Revised: :
 :
 APPROVED :
 City Administrator:  :

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED: \$60/hr.	BUDGETED: N/A	REQUIRED: -0-
Budget Line #:		

***** SUMMARY STATEMENT/ISSUES *****

9/11
 Adequate funding exists in the 1997 budget from Director of Public Works and City Engineer salary classifications. With all the current Public Works projects in process, we need to have an Interim Director appointed while we go through the recruiting process for a new Director/Engineer. Randy Sackett is recommended to serve in this interim position. With the critical need to have this position filled, administratively, with Mayor Sloan's permission and in good faith with Mr. Sackett, we started him on September 8th. This is a City Council confirmation position and City Council will participate in the interviews for finalist candidates. Mr. Sackett may or may not be a candidate for this position. He will be present at the 9/11 meeting to answer any questions that Mayor/Council may have.

- Council Consensus
- Council Discussion
- Council Request
- Information
- Option
- Staff Recommendation

9/11 City Council motion to confirm Randy Sackett as Interim Public Works Director/City Engineer and to authorize Jerry Osterman to sign the agreement.

2.08.160 Administrative assistant to the mayor.

2.08.170 Compensation.

2.08.010 Offices established. The following appointive officers and positions are established in the city:

- A. City administrator;
- B. City clerk;
- C. Finance director;
- D. Assistant finance director;
- E. Parks and recreation director;
- F. Planning and community development director;

→ G. Public works director;

H. Chief of police;

I. Municipal court judge; and

J. Administrative assistant to the mayor.
(Ord. 1025 § 4 (part), 1995).

2.08.020 Mayor – Appointment authority. The mayor shall have the power of appointment and removal for just cause of all of the officers identified in Section 2.08.010 with the exception of the municipal court judge, subject to any applicable law, rule, or regulation relating to the appointment and/or removal of such officers. (Ord. 1025 § 4 (part), 1995).

2.08.030 Basis of appointments and term. All appointments shall be made on the basis of ability and training or experience of the appointees in the duties they are to perform, from among persons having proper qualifications. Appointive offices shall be without definite term unless a term is established for such office by state law or city ordinance. (Ord. 1025 § 4 (part), 1995).

→ **2.08.040 Confirmation of appointments.** All appointments to the positions set out in Section 2.08.010 of the Chelan Municipal Code shall be subject to confirmation by the city council in accordance with RCW 35A.12.090 as presently enacted or hereafter amended. (Ord. 1025 § 4 (part), 1995).

2.08.050 Just cause defined. Just cause is a cause or reason, regulated by good faith on the part of the city, which is based on facts that are supported by substantial evidence, which the

city reasonably believes to be true, and which is not for any arbitrary, capricious, or illegal reason.

The following are nonexclusive examples constituting just cause which can support disciplinary action, including possible termination:

A. Conviction of a felony or other criminal misbehavior, abuse of public office, or other gross misconduct including, but not limited to, fraud, deceit, theft of funds or property, assault, or sexual, racial, or other work place harassment; or

B. Incompetency, inefficiency, inattention to, or dereliction of an appointed officer's duties; or

C. Dishonesty, insubordination, willful discourteous treatment of members of the public or a fellow employee, or other willful acts, omissions or failure on the part of an appointed official to properly perform his/her official duties; or

D. Continued or repeated willful violations of city policies, rules, laws, regulations, regulatory orders or directives, other than minor violations or violations of minor consequences to the city; or

E. A layoff, reduction in force or other action, including a budget decision made by the city council, which results in the elimination of the position held by an appointed officer.

This list is illustrative only and is not all inclusive. The city may discipline or terminate appointed officers for other reasons or causes which may not be stated above. (Ord. 1025 § 4 (part), 1995).

2.08.060 City administrator. The city administrator shall be responsible for the line management of city government, including accountability of performance under the direction and authority of the mayor. The city administrator shall have the following specific duties, powers and responsibilities, in addition to others subject to the direction, supervision and authority of the mayor, and shall have the following specific powers and duties:

A. Supervise, administer and coordinate the activities and functions of the various city officers and departments in carrying out the requirements of city ordinances and the policies

RANDY W. SACKETT, P.E.
CONSULTING ENGINEER

September 4, 1997

Jerald L. Osterman, Administrator
City of Chelan
P.O. Box 1669
Chelan, WA 98816

RE: City of Chelan
Interim Public Works Director/City Engineer
Proposal for Services

Dear Jerry,

Based upon recent conversations with you and the City of Chelan Public Works Department staff regarding the City's need for interim assistance with the above positions, I am pleased to submit the following proposal for services.

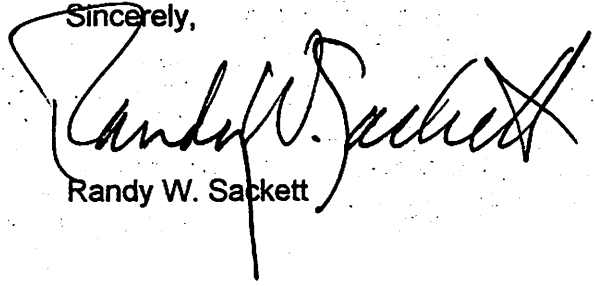
It is my understanding that the City desires to recruit an individual to permanently fill the voids in the Public Works Director and City Engineer positions. In order to allow the City adequate time to complete this process, the proposed services are intended to meet the City's staffing needs on an interim basis. The scope of work at this time includes the Examples of Duties and Responsibilities described in the attached Exhibit A, City of Chelan Job Description, Adopted/Revised 8/28/97. It is further understood that the scope of work includes working closely with the City's Public Works Operations Supervisor to further define these duties and responsibilities as the Supervisor's own duties and responsibilities are currently being expanded in his transition to Assistant Public Works Director in order to accommodate the proposed consolidation of the Public Works Director/City Engineer positions.

Services will be provided by Randy W. Sackett and will be charged at the rate of \$60.00 per hour, excluding travel time between this office and the City of Chelan. Invoices will be presented in time for payment by the City at its regular City Council meetings on the second and fourth Thursdays of each month. The weekly work schedule for these services includes being personally present and available at the City's public works facilities and throughout its jurisdiction on Monday, Wednesday and Friday from 8:00 a.m. to 5:00 p.m, and being available by phone at this office on Tuesdays and Thursdays. However, it is understood that, in general, a shorter work day (9:00 a.m. to 4:00 p.m.) will be required on Wednesdays and that additional scheduling flexibility may be required from time to time by either party. It is anticipated that the term of this agreement may extend to approximately December 1, 1997. Termination may occur, however, with two weeks' notice by either party.



I believe this covers the various points of the agreement for services which we have discussed. If this proposal meets with your approval, please authorize the work by signing below. Should you have any questions, please feel free to call me. I look forward to working with you.

Sincerely,



Randy W. Sackett

Authorization to Begin:

Jerald L. Osterman
Date: _____

CITY OF CHELAN JOB DESCRIPTION

TITLE: PUBLIC WORKS DIRECTOR/CITY ENGINEER

DEPARTMENT: PUBLIC WORKS

REPORTS TO: CITY ADMINISTRATOR

SUPERVISES: PUBLIC WORKS OPERATIONS SUPERVISOR, ADMINISTRATIVE ASSISTANT, RECORDS CLERK

ADOPTED/REVISED DATE: 8/28/97 **SALARY GRADE:** 29

POSITION PURPOSE/SUMMARY

This position has the primary responsibility for budget, personnel and operations of the Public Works Department which includes streets, water, sewer, sanitation and recycling activities. This person also serves as City Engineer.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Promotes positive public relations.
- Prepares and administers annual budgets for all activities.
- Responds to all inquiries and requests for service either personally or by delegation and assignment.
- Directs and coordinates all activities for efficient, productive and courteous service.
- Develops policies, procedures, standards and issues training and certifications.
- Coordinates and supervises capital projects and maintenance services.
- Coordinates inter and intra-governmental activities and issues.
- Performs engineering design and review of engineering on development plans.
- May perform survey or review survey and inspection of all development projects within the city
- Develops and manages funding packages for various capital projects.
- Participates in the selection of consultants.
- Coordinates and attends pre-design and preconstruction meetings.
- Performs reviews of projects including water, sewer, street, storm drainage, traffic signalization and channelization.
- Reviews and approves engineering, surveying and street/utility construction on short plats, boundary line adjustments and subdivisions and building site plan reviews.
- Performs other related duties as needed.

WORKING CONDITIONS

Work is performed in an inside and outside environment. Employees may be subject to hazards of equipment, construction and inspection operations. Some lifting may be required.

KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS

- Working knowledge of all facets and equipment and public works operations.
- Knowledge of hydrology, engineering, construction, practices and materials.
- Knowledge and ability to accurately prepare and manage budgets.
- Knowledge and ability to prepare and interpret complicated reports and standards.
- Knowledge of civil engineering principles and practices applicable to public works projects, including roadways, traffic signalization, transportation issues, hydraulics and structures, water and wastewater systems and applicable surveying techniques.
- Knowledge of local, state, federal statutes, rules, regulations, contract laws, grant funding, local improvement districts.
- Ability to correctly analyze engineering plans, reports and drawings.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, other agencies and the public.

QUALIFICATIONS REQUIRED

Graduation from an accredited college or university with a Bachelor Degree in Civil Engineering, construction management or related field or possess a combination of education and work experience necessary to successfully perform this job.

Registered Professional Engineer License in Washington State.

Valid Washington State Drivers License with driving record free from serious or frequent violation.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

**CITY OF CHELAN
MEMORANDUM**

TO: Mayor Sloan
Bill Greenway
Dwane VanEpps
Julie Merchant
Virginia Wyssen

FROM: Jerry Osterman

RE: Interim Public Works Director/City Engineer

DATE: August 27, 1997

Enclosed is a resume of Randy Sackett, who is proposed to be appointed as our Interim Public Works Director/City Engineer while we go through the recruiting process. Mr. Sackett is a consulting professional engineer out of Winthrop and does not have any current projects in Chelan. We hope to complete the recruiting process for appointment by December 1, 1997. A meeting has been scheduled for 4:00 p.m. on Thursday, August 28th at the City Shop to meet with Mr. Sackett.

JO/lal



attachment

c: City Councilmembers
Department Heads
Randy Sackett

RANDY W. SACKETT, P.E.
CONSULTING ENGINEER

281 Riverside Avenue, Suite 2
P.O. Box 383
Winthrop, WA 98862
Phone/FAX (509)996-3660

RANDY W. SACKETT, P.E.

EDUCATION

University of Colorado; Boulder, CO; B.S. in Mechanical Engineering
Universitaet Stuttgart, Stuttgart, Germany

REGISTRATION

Professional Engineer - State of Washington, Civil Engineering

EXPERIENCE

Mr. Sackett has lived in the Winthrop area since 1986, at which time he was employed as an associate engineer and planner with James D. King & Associates. He assisted with the development of the Town of Winthrop's General Sewer Plan in 1988. This plan involved identifying areas of future growth, locating possible sewer collection facilities from available maps and field checks, mapping of existing and future facilities, computer modeling of these systems, and analysis of the wastewater treatment facilities. The plan was approved by the Washington State Department of Ecology and the project required continuous correspondence with Ecology.

Later, Mr. Sackett was employed by Gray & Osborne of Yakima as resident engineer for the Sun Mountain Resort expansion project, which included improvements to the Town of Winthrop's wastewater treatment facilities. He was responsible for many of the preliminary investigations to determine sources of water, reservoir siting, wastewater disposal methods, and locations for the resort expansion. He also assisted with the predesign reports, cost estimates, permitting, design, construction staking, and inspection of the new facilities.

Since January 1992, Mr. Sackett has provided technical consulting services to municipalities and private organizations throughout the Methow Valley. He has been responsible for the planning, design, and inspection of small water, sewer, and storm drain systems as well as the administration of several public works improvement projects. He has recently assisted the Town of Winthrop in the completion of its updated Comprehensive Water System Plan and is currently serving as project manager on the Town's Water System Improvements design project. These and other recent projects are described below.

TOWN OF WINTHROP COMPREHENSIVE WATER SYSTEM PLAN

In 1994 the Town identified fire flow limitations and thus water system improvements as its number one economic development priority. As the first part of a multi-step strategy, an economic development team initiated the process for completing a new comprehensive water system plan. Mr. Sackett served as project manager for the development of this plan which required coordination with and approval by the Washington State Department of Health. The planning process included projections for growth and demand on the system, hydraulic modeling, operation and maintenance recommendations, a conservation program, and a summary of recommended improvements. As a result of its planning efforts, the Town received a grant for the engineering design of several of the water system improvements identified in the plan.

TOWN OF WINTHROP WATER SYSTEM IMPROVEMENTS

In a continuing effort to upgrade its water system, the Town secured funding through the U.S. Forest Service's Rural Community Assistance Program for the design and permitting of the most critical system improvements identified in its Comprehensive Water System Plan. This recently initiated project includes the addition of a 250,000 gallon reservoir on the east side of the Methow River and a new crossing of the river to provide additional hydraulic capacity and redundancy to that critical element of the water system. As project manager, Mr. Sackett is responsible for the preliminary site work and identification of the existing system requirements, as well as the design coordination for the new crossing of the Methow River.

ARROWLEAF PLANNED DESTINATION RESORT

The site for this current project near Mazama had been previously proposed as a large-scale destination resort to be served by an alpine ski area on adjacent forest service lands.

Following its acquisition of the land and subsequent involvement of the local community, the R.D. Merrill Co. abandoned these development plans in favor of a low-density, environmentally sensitive, and self-contained resort community. The project received preliminary approval from Okanogan County in August 1996. Since that time, Mr. Sackett has been responsible for the design and permitting of the new entry road which will provide access to the resort from State Route 20, as well as the design and permitting of a floodway system adjacent to this road. In addition, Mr. Sackett's office has prepared the technical reports and plans required for final approval of the first phase of development. The tasks associated with this work include drainage and utilities plans which have required close coordination with the on-going road design project.

WILSON RANCH PLANNED DEVELOPMENT

Prior to pursuing its plans for the Arrowleaf Planned Destination Resort, the R. D. Merrill Co. set aside a 74-acre parcel of land for permitting and development as a model for Arrowleaf.

Merrill contracted with Mr. Sackett for completion of a preliminary feasibility analysis for on-site utilities for a proposed recreational development known as Wilson Ranch. Completed work has since included the preparation of supporting technical and predesign reports for the project's expanded environmental checklist and permitting, as well as final design of the on-site utility systems. Mr. Sackett coordinated the design and construction of nearly one mile of paved roads which required approval by the Okanogan County Department of Public Works. In addition, the resort's access to State Route 20 required review and approval by Washington State Department of Transportation. The resort's lodge, the Freestone Inn, opened its doors to the public in July 1996.

TOWN OF WINTHROP WATER SERVICE METERING

The Town of Winthrop was forced to place a moratorium on all new building permits because of shortages in water storage for fire protection during peak periods of use. Since metering of water services has been shown to be an effective means of conservation, the Town was able to secure grants from the Washington State Departments of Ecology and Health that would allow for the installation of meters, thereby reducing its overall water use. As project engineer, Mr. Sackett provided assistance in negotiations with Ecology for the grant money, prepared the plans and specifications for both the meter equipment and the installation, and administered all aspects of the construction contracts. In addition, he prepared the Water Conservation Plan, which the Town was required to have approved by Ecology in order to receive the grant money.

TOWN OF TWISP AIRPORT IMPROVEMENTS

This municipal project consisted of redesigning and paving the 2,800-foot runway and taxiway and ramp areas. As resident inspector, Mr. Sackett was responsible for assuring that all construction staking, including horizontal and vertical alignment and cross slope staking, was completed in accordance with the plans and specifications. Additional responsibilities included inspection during construction and the administration of the contract and all force account work.

METHOW VALLEY COMMUNITY TRAIL SYSTEM

The Methow Valley Community Trail was recently surveyed as part of an agreement between Okanogan County and the Methow Institute Foundation. Mr. Sackett assisted in mapping this survey, using computer-aided design and drafting to digitize the field notes and assure closure of the survey. These maps are used along with the legal description to record the survey and secure rights of way for the trail.

In addition to his work experience, Mr. Sackett is a committee member of the Methow Valley Water Pilot Planning Project.

Public Works Director

Job Description



Purpose of the Position:

Under the supervision of the City Administrator, the Public Works Director provides strategic leadership, management, and oversight of the City's Public Works Department, including streets, water, sewer, sanitation, fleet, and recycling operations. The position is responsible for departmental budgeting, financial stewardship, capital planning, regulatory compliance, personnel management, and day-to-day operational performance.

The Director ensures the safe, reliable, and efficient delivery of essential public infrastructure and utility services while maintaining compliance with federal, state, and local regulations. This role oversees long-range infrastructure planning, capital improvement program development, asset management, and maintenance of public facilities and systems to support community growth and sustainability.

As a department director at the City of Chelan, this position plays a critical role in reinforcing and strengthening our CLEAR values by modeling them in daily actions, decision-making, and communication. The incumbent is expected to actively cultivate a workplace culture grounded in Collaboration, Listening, Excellence, Accountability, and Respect—setting clear expectations, fostering trust, and ensuring these values are reflected in team performance, service delivery, and interactions with colleagues and the community.

Essential Duties & Responsibilities:

Department Leadership and Administration

- Provide overall leadership, direction, and management of the Public Works Department, including streets, water, sewer, sanitation, equipment rental, stormwater, and recycling operations.
- Establish service levels, operational standards, and performance measures to ensure safe, efficient, and reliable infrastructure and utility services.
- Develop and implement department policies, procedures, safety programs, and operational standards consistent with City policies and Washington State requirements.
- Promote a culture of accountability, safety, collaboration, and high-quality customer service consistent with the City's CLEAR values.
- Supervise, mentor, and evaluate department staff; oversee workforce planning, recruitment, training, certification, and succession planning.

Budgeting, Financial Management, and Capital Planning

- Prepare, administer, and monitor annual operating and capital budgets for all Public Works divisions and enterprise funds.
- Develop long-range financial plans, utility rate strategies, and capital funding recommendations to ensure fiscal sustainability.
- Lead development and implementation of the City's six-year Capital Improvement Plan (CIP) for public infrastructure and utilities.
- Identify, pursue, and administer grant funding, loans, and other external funding sources.
- Ensure responsible stewardship of public funds, assets, and equipment.

Infrastructure Operations and Maintenance

- Direct and coordinate the operation, maintenance, repair, and replacement of streets, water distribution systems, wastewater collection systems, sanitation services, stormwater facilities, and related public infrastructure.
- Oversee equipment rental operations, fleet management, and maintenance of City-owned vehicles and heavy equipment.
- Ensure compliance with federal, state, and local regulations including Department of Ecology, Department of Health, and environmental permitting requirements.

- Coordinate emergency response activities related to infrastructure failures, severe weather events, and public safety incidents.

Intergovernmental and Community Relations

- Serve as a key advisor to the Mayor, City Administrator, and City Council on public works operations, infrastructure needs, utility rates, and capital investment priorities.
- Prepare staff reports, presentations, and policy recommendations for City Council and advisory boards as assigned.
- Coordinate and collaborate with federal, state, county, and regional agencies on infrastructure planning, regulatory compliance, and funding opportunities.
- Respond to public inquiries, service requests, and community concerns either directly or through delegation, ensuring professional and timely resolution.
- Represent the City in public meetings, regional committees, and intergovernmental forums.

Regulatory Compliance and Risk Management

- Ensure departmental compliance with public records laws, records retention requirements, and coordination with the Office of the City Clerk for timely and accurate records production.
- Oversee risk management, safety programs, and regulatory reporting for all Public Works operations.
- Maintain emergency preparedness, disaster response coordination, and continuity planning for critical infrastructure systems.

Other Duties

- Perform other related duties as assigned to support City operations and community needs.

Working Conditions & Schedule

Work is performed in a combination of professional office and field environments. Duties include prolonged sitting and computer use, as well as standing, walking, and site visits to development and construction locations. The position requires effective communication in person, by telephone, and electronically; operation of standard office equipment; and sufficient manual dexterity and visual acuity to perform essential job functions.

Field work may involve exposure to active construction sites, uneven terrain, noise, dust, and varying weather conditions. The position may require walking over rough surfaces, climbing stairs, bending, reaching, and occasionally lifting or moving materials weighing up to 25 pounds. Appropriate personal protective equipment may be required during site visits.

Regular work hours are generally Monday through Friday during standard business hours; however, evening or weekend hours may be required to attend public meetings, hearings, or respond to urgent matters. Travel to various City facilities, project sites, and off-site locations is required.

The City of Chelan provides reasonable accommodations in accordance with applicable federal and state law to enable qualified individuals with disabilities to perform the essential functions of the position.

Knowledge, Abilities & Skills:

- Extensive knowledge of public works administration, municipal infrastructure systems, and utility operations including streets, water distribution, wastewater collection, stormwater, sanitation, and fleet management.
- Thorough understanding of Washington State laws and regulatory requirements applicable to public works and utilities, including Department of Ecology (DOE), Department of Health (DOH), OSHA/WISHA, and environmental compliance standards.
- Knowledge of capital improvement planning, infrastructure asset management, utility rate structures, and long-range financial forecasting.

- Familiarity with public contracting requirements, bidding laws, interlocal agreements, and grant administration in Washington State.
- Strong leadership and personnel management skills with demonstrated ability to supervise, mentor, and develop professional and field staff.
- Ability to prepare and administer complex operating and capital budgets, analyze financial data, and make fiscally responsible recommendations.
- Strong project management skills, including coordinating consultants, contractors, and interdepartmental teams.
- Excellent written and verbal communication skills, including the ability to present technical information clearly to City Council, staff, and the public.
- Ability to respond effectively to emergencies and make sound decisions under pressure.
- Proficiency with public works management software, GIS systems, asset management systems, and Microsoft Office applications.

Qualifications Required:

- Bachelor’s degree in civil engineering, public administration, construction management, environmental science, or a closely related field. A Master’s degree in public administration, engineering, or related field is preferred.
- Four years of senior public-sector management experience, such as a department director in a city, county, or similarly complex public-sector agency; or any equivalent combination of education and experience may be considered.
- Valid Washington State driver’s license with a driving record that meets the City’s standards at the time of hire and throughout employment.
- Professional Engineer (PE) license, Certified Public Works Professional (CPWP), or equivalent professional certification is preferred but not required, unless otherwise specified by the City.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

Job Details:

Department: Public Works	Reports to: City Administrator
Supervises: Public Works Administrative Assistant, City Engineer, Public Works Operations Manager	
Status: Permanent, Full-Time	Type: Non-Represented, FLSA Exempt, Salaried



Subject/Title: PPC Solutions, Inc. dba Phoenix Protective Corp Professional Services Agreement for Security Services in City Parks (Parks and Recreation Director Cooper)

Department: Parks and Recreation

Staff Contact: Audrey Cooper

Guiding Principles: Accessible & Welcoming

Initiatives: Enhance Youth and Family Well-being

Reviewed By: City Administrator, Finance Director, City Attorney

Number of Looks: Look No. 3 of 3

PREVIOUS ACTION TAKEN

This item was previously discussed during the March 24 and April 7, 2026 Council meetings.

OVERVIEW

During the 2025 summer season, the City utilized contracted private security services to assist with communicating park regulations and supporting the enforcement of park rules during peak visitation periods. The City continues to use a multi-faceted approach to maintaining safe, clean, and family-friendly parks year-round. This approach includes improved park signage, effective parking enforcement staff, installation of new park grills, enhanced public communication through the “Know Before You Go” campaign, coordination with law enforcement, and the use of contracted security services.

To secure contracted security services for the 2026 and 2027 seasons, Parks staff issued a Request for Proposals (RFP) in February in accordance with the City’s procurement procedures. One proposal was received from PPC Solutions dba Phoenix Protective Corp. Phoenix Protective Corp. previously provided park security services for the City and is familiar with Chelan’s park system and operational needs. Their officers are trained in areas such as security-oriented customer service, de-escalation techniques, incident documentation, and First Aid/CPR/AED. These skills support their primary role of interacting with visitors, communicating park rules, and addressing issues before escalation.

The attached contract has been signed by Phoenix and includes language that strengthens the reporting and accountability components of the service. This includes a streamlined

reporting system that provides the City with clear and easily accessible daily activity reports, as well as an end-of-season summary presentation to City Council outlining trends, observations, and recommendations from the season.

FINANCIAL IMPLICATIONS

The proposed hourly rate for services is \$77.50 per hour, compared to \$75.00 per hour in 2025, representing a modest increase. Funding for parks security services is included in the General Parks Operating Budget. Scheduling will be prioritized based upon peak-use periods and available funding to remain within the budget.

ATTACHMENTS

1. PPC Solutions, Inc dba Phoenix Protective Corp Professional Services Agreement

SUGGESTED MOTION

I move to authorize the Mayor to finalize and execute the PPC Solutions, Inc. dba Phoenix Protective Corp Professional Services Agreement for Security Services in City Parks.

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT, is made in duplicate by and between the CITY OF CHELAN, a Washington municipal corporation (the "CITY") and PPC Solutions, Inc d/b/a Phoenix Protective Corp, a private security firm (the "SERVICE PROVIDER").

WHEREAS, the CITY desires to complete the park security services (the "Project") which requires specialized skills and other supportive capabilities which the CITY is not able to provide; and

WHEREAS, the SERVICE PROVIDER is qualified and possesses sufficient skills and the necessary capabilities, including technical and professional expertise to perform the services and/or tasks set forth in this Agreement for the Project.

NOW, THEREFORE, the parties agree as follows:

1. Scope of Services. The SERVICE PROVIDER shall perform such services and accomplish such tasks, including the furnishing of all materials and equipment necessary for full performance thereof (the "Services") as detailed in **Exhibit "A"**. All Services shall be provided according to the care and skill ordinarily used by members of the SERVICE PROVIDER'S profession practicing under the same or similar circumstances at the same time and in the same locality as the Services being performed.
2. Term. This Agreement is effective upon execution by the Mayor. The SERVICE PROVIDER shall begin and complete the provision of the Services, unless sooner terminated according to this Agreement, as follows:

Commencement Date:	<u>May 1, 2026</u>
Completion Date:	<u>September 30, 2027</u>

3. Compensation and Method of Payment.
 - 3.1 Compensation. The City shall pay the SERVICE PROVIDER on a Time and Expense basis. Time will be according to the rates shown in **Exhibit "B"**. Expenses are defined as costs incurred by the SERVICE PROVIDER, other than payroll costs, which are directly attributable to the performance of the Services and include mileage and related expenses, long-distance telephone, facsimile, postage and delivery, and other expenses incurred in the direct interest of the Services. Expenses shall also include technical or professional services obtained by the SERVICE PROVIDER upon prior approval of the City that are needed by the SERVICE PROVIDER to complete the Services. Such costs shall be the reimbursed by the City to the SERVICE PROVIDER, plus an additional amount for the SERVICE PROVIDER, as set out in **Exhibit "B"**, but no greater than 10%.

- 3.2 Billing and Payment. No payment shall be made for any Service rendered by the SERVICE PROVIDER except for Services and expenses identified in this Agreement. The SERVICE PROVIDER will transmit invoices to the City no more often than once each month, for the Services and expenses provided pursuant to this Agreement. All invoices shall list the actual time (days and/or hours) and dates during which the Services were performed and the compensation shall be determined using the rates set out in *Exhibit "B"*, and shall include a report generally describing the progress of the Services and the Project. Payment for the amount stated on the invoice shall be due thirty (30) days from the receipt of the invoice by the City, and amounts not paid when due shall accrue interest at the rate of one percent (1%) per month.
4. Information. The SERVICE PROVIDER shall furnish to the CITY within a reasonable time such statements, records, reports, data, and information as the CITY may request pertaining to the Services and the Project.
5. Independent Contractor Relationship.
- 5.1 The parties intend that an independent contractor relationship will be created by this Agreement. The CITY is interested primarily in the results to be achieved by the Services. The implementation of Services will lie solely with the discretion of the SERVICE PROVIDER. No agent, employee, servant or representative of the SERVICE PROVIDER shall be deemed to be an employee, agent, servant or representative of the CITY for any purpose, and the employees of the SERVICE PROVIDER are not entitled to any of the benefits the CITY provides for its employees. The SERVICE PROVIDER will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors or representatives during the performance of the Services.
- 5.2 In the performance of the Services the SERVICE PROVIDER is an independent contractor with the authority to control and direct the performance of the details of the Services, however, the results of the Services be approved by the CITY and shall be subject to the CITY'S general rights of inspection and review to secure the satisfactory performances of the Services. Notwithstanding, the CITY may at its sole discretion require the SERVICE PROVIDER to remove an employee(s), agent(s) or subcontractor(s) from providing Services or otherwise being involved with the Project.
6. Hold Harmless/Indemnification.
- 6.1 Service Provider 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 Service Provider in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

- 6.2 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 bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Service Provider and the City, its officers, officials, employees, and volunteers, the Service Provider's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Service Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Service Provider'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.
- 6.3 No liability shall attach to the CITY by reason of entering into this Agreement except as expressly provided herein.
7. Insurance. The SERVICE PROVIDER 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 Services by the SERVICE PROVIDER, its agents, representatives, or employees.
- 7.1 Minimum Scope of Insurance The SERVICE PROVIDER shall obtain insurance of the types and coverage described below:
- a. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
 - b. 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 Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the public entity using an addition insured endorsement at least as broad as ISO endorsement form CG 20 26.
 - c. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
 - d. Professional Liability insurance appropriate to the Consultant's profession.
- 7.2 Minimum Amounts of Insurance The SERVICE PROVIDER shall maintain the following insurance limits:
- a. Automobile Liability insurance with a minimum combined single limit for bodily injury

and property damage of \$1,000,000 per accident.

- b. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
- c. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

7.3 Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

- a. The SERVICE PROVIDER'S insurance coverage shall be primary insurance with respect to the CITY. Any insurance, self-insurance, or insurance pool coverage maintained by the CITY shall be excess of the SERVICE PROVIDER'S insurance and shall not contribute with it.
- b. The SERVICE PROVIDER'S insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the CITY.

7.4 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

7.5 Verification of Coverage. SERVICE PROVIDER 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 SERVICE PROVIDER before commencement of the Services.

8. Ownership of Property.

8.1 City's Property. All property furnished by the CITY for the use of the SERVICE PROVIDER shall remain the property of the CITY.

8.2 Instruments of Service. All documents, including drawings and specifications, prepared by the SERVICE PROVIDER pursuant to this Agreement are the instruments of service with respect to the Services and shall be owned by the City upon payment of the SERVICE PROVIDER fee by the City. The SERVICE PROVIDER shall provide the City with reproducible copies of all documents, drawings, specifications, and other work products constituting the instruments of service. The instruments of service are not intended nor represented by the SERVICE PROVIDER to be suitable for reuse by the City or others on extensions of the services provided for the Services, or any other project. Any reuse without written verification or adaptation by the City will be at the City's sole risk and without liability or legal exposure to the SERVICE PROVIDER, and the City

shall indemnify and hold the SERVICE PROVIDER harmless from all claims, damages; losses, and expenses including attorney's fees arising out of or resulting therefrom.

9. Compliance with Laws.

9.1 The SERVICE PROVIDER, in the performance of this Agreement, shall comply with all applicable federal, state or local laws and ordinances, including regulations for licensing, certification and operation of facilities, programs and accreditation, and licensing of individuals, and any other standards or criteria as described in this Agreement to assure quality of services.

9.2 The SERVICE PROVIDER specifically agrees to pay any applicable business and occupation (B&O) taxes that may be due on account of this Agreement.

10. Nondiscrimination. Because The CITY is an equal opportunity employer:

10.1 Nondiscrimination in Employment. In the performance of this Agreement, the SERVICE PROVIDER will not discriminate against any employee or applicant for employment on the grounds of race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability; provided that the prohibition against discrimination in employment because of disability, or the use of a trained dog guide or service animal by a person with a disability, shall not apply if the particular disability prevents the proper performance of the particular worker involved. The SERVICE PROVIDER shall ensure that applicants are employed, and that employees are treated during employment without discrimination because of their race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability. Such action shall include, but not be limited to: employment, upgrading, demotion or transfers, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and programs for training including apprenticeships. The SERVICE PROVIDER shall take such action with respect to this Agreement as may be required to ensure full compliance with local, state and federal laws prohibiting discrimination in employment.

10.2 Nondiscrimination in Services. The SERVICE PROVIDER will not discriminate against any recipient of any services or benefits provided for in this Agreement on the grounds of race, creed, color, national origin, sex, marital status, sexual orientation, age, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or the use of a trained guide dog or service animal by a person with a disability.

10.3 Assignment. If any assignment or subcontracting has been authorized by the CITY, the assignment or subcontract shall include appropriate safeguards against discrimination.

11. Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

11.1 By signing the agreement below, the SERVICE PROVIDER certifies to the best of its knowledge and belief, that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission or fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph 11.1(b) of this certification; and
- d. Have not within a three (3) year period preceding this Agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

11.2. Where the SERVICE PROVIDER is unable to certify to any of the statements in this certification, such SERVICE PROVIDER shall attach an explanation to this proposal.

12. Assignment/subcontracting.

12.1 The SERVICE PROVIDER shall not assign its performance of the Services or any portion of this Agreement without the City's prior written consent of not less than thirty (30) days. The CITY reserves the right to reject without cause any such assignment.

12.2 Any assignment shall be subject to each provision of this Agreement and proper bidding procedures where applicable as set forth in local, state and/or federal statutes, ordinances and guidelines.

12.3 Any technical/professional service subcontract not listed in this Agreement, must have express advance approval by the CITY.

13. Maintenance and Inspection of Records.

13.1 The SERVICE PROVIDER shall maintain books, records and documents, which sufficiently and properly reflect all direct and indirect costs related to the performance of this Agreement and shall maintain such accounting procedures and practices as may be necessary to assure proper accounting of all funds paid pursuant to this Agreement. These records shall be subject at all reasonable times to inspection, review, or audit, by the CITY, its authorized representative, the State Auditor, or other governmental officials authorized by law to monitor this Agreement.

13.2 The SERVICE PROVIDER shall retain all books, records, documents and other material relevant to this Agreement, for six (6) years after its expiration. The SERVICE PROVIDER agrees that the CITY or its designee shall have full access and right to examine any of said materials at all reasonable times during said period.

14. Termination.

14.1 Termination for Convenience. The CITY may terminate this Agreement, in whole or in part, at any time, by giving thirty (30) days' written notice to the SERVICE PROVIDER. Upon such termination for convenience, the CITY shall pay the SERVICE PROVIDER for all Services provided under this Agreement through the date of termination.

14.2 Termination for Cause. If the SERVICE PROVIDER fails to perform in the manner called for in this Agreement, or if the SERVICE PROVIDER fails to comply with any other provisions of the Agreement and fails to correct such failure or noncompliance within five (5) days' written notice thereof, the CITY may terminate this Agreement for cause. Termination shall be effected by serving a notice of termination on the SERVICE PROVIDER setting forth the manner in which the SERVICE PROVIDER is in default and the date of the termination. The SERVICE PROVIDER will only be paid for Services performed in accordance with this Agreement through the date of termination.

15. Notice. Notice provided for in this Agreement shall be sent by certified mail to the addresses designated for the parties on the last page of this Agreement.

16. Attorneys Fees and Costs. In any dispute arising from the terms or performance of this Agreement, whether a lawsuit is commences, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding, including an appeal.

17. Jurisdiction and Venue.

17.1 This Agreement has been and shall be construed as having been made and delivered within the State of Washington, and shall be governed by laws of the State of Washington, both as to interpretation and performance.

17.2 Any action of law, suit in equity, or judicial proceeding for the enforcement of this Agreement or any provisions thereof shall be instituted and maintained only in any of the courts of competent jurisdiction in Chelan County, Washington.

18. Severability. If any portion of this Agreement is held to be invalid or unenforceable for any reason, such holding shall not affect the validity or enforceability of the remaining portions of this Agreement.

19. Entire Agreement. This Agreement, including the Exhibits attached, is the complete and exclusion expression of the agreement between them and shall bind their successors and assigns. Any modification of this Agreement shall be in writing and signed by both parties. Failure to comply with any provision of this Agreement shall constitute a material breach of contract and be cause for termination. The parties recognize time is of the essence in the performance of this Agreement. The forgiveness or waiver of the nonperformance of any provision of this Agreement does not constitute a waiver of any subsequent nonperformance by a party.

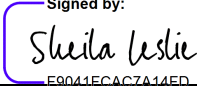
CITY:

SERVICE PROVIDER:

CITY OF CHELAN
PO Box 1669
Chelan, WA 98816

PPC Solutions, Inc
d/b/a Phoenix Protective Corp
18303 E Appleway Avenue
Spokane Valley, WA 99016

Erin McCardle, Mayor

Signed by:


Sheila Leslie, President

4/9/2026

Date

Date

Attest:

Peri Gallucci, City Clerk

Exhibit “A” – Scope of Services

Purpose

The primary objective is to ensure the safety and security of park visitors and property by patrolling the park, providing a security presence, and informing park visitors of park rules. Service provider shall be familiar with Chelan park rules and applicable municipal codes, found here: <https://rb.gy/909mii>, and able to respectfully inform park visitors of park rules. A particular emphasis is made on frequently violated park rules, such as the prohibition of alcohol, personal grills, dogs, and tents of large sizes in City Parks. Service provider shall be skilled in communication, customer service, and conflict resolution with the general public.

WHERE: Lakeside Park, located at 2230 Terrace Ave, Chelan, WA 98816

Don Morse Park, located at 619 W Manson HWY, Chelan WA 98816

WHEN: On requested Saturdays, Sundays, and holidays from Memorial Day weekend through Labor Day for the 2026 and 2027 summer seasons. Additional days may be requested depending on the day of the week the 4th of July holiday falls.

Scope of Work

1) Personnel:

- a. Service Provider shall schedule two staff at each location at all times during the scheduled service hours.
- b. Guards will be trained and equipped to interface with the public in a respectful manner.
- c. It is preferred to have the same personnel assigned to this work throughout the summer to ensure knowledge of park rules and build positive relationships with the community.

2) Patrol Duties:

- a. Service provider will conduct regular foot patrols of the entire park property, including but not limited to all public areas, facilities, shorelines, docks, and parking lots.
- b. Regular circulation of the property with attention paid to parking areas to inform visitors of park rules as they arrive.

3) Enforcement of Park Rules:

- a. Service provider will inform park visitors of park rules and city code if any violation is observed.
- b. Service provider will not have enforcement authority but will report to Chelan County Sheriff's Office if a police presence is required.

4) Communication:

- a. The Parks Department and the selected firm will establish primary and alternate points of contact.
- b. Service Provider shall submit daily reports for each park location covered under the agreement. Daily reports shall be prepared and submitted in a standardized format mutually agreed upon by the City and Service Provider and shall contain, at a minimum, the date, park location, office name(s), shift start and end times, summary of patrol

activity, observed rule violations, public contacts, incidents, law enforcement contacts, peak park usage photo(s), and any follow-up items requiring City attention

- c. Service provider will report any incidents in need of emergency response to Chelan County Sheriff Office/ 911
- d. The Service Provider shall provide one end-of-season virtual debrief presentation to City staff and/or City Council at a mutually agreeable date and time following the close of each season.

5) Additional Notes

- a. Some percentage of Bilingual officers (English & Spanish) will be in high demand for this work.
- b. Coordination with the Chelan Co. Sheriff's Office will be crucial for trespasses and/or criminal offenses.
- c. Regular communication and coordination with City staff liaison to make any necessary adjustments to scheduling, staffing levels, and patrol areas during the busy summer season will be necessary.
- d. Security company to ensure all scheduled officers are familiar with park rules and municipal codes and supply necessary equipment for patrol and communication.

6) City of Chelan Responsibilities:

- a. Provide parks rules, related municipal code, and key City contacts to Security firm primary point of contact.
- b. Provide parking permits for Service provider if necessary.
- c. Provide informational handouts to distribute on Park rules.
- d. Inform security personnel of any special events or areas requiring additional attention.
- e. Coordinate with security company for any updates or changes in service requirements.



Exhibit "B"

Josh Braun, Business Development
(509)319-4835 | josh.braun@phoenixprotectivecorp.com



Uniformed Security Officers

Prepared for:

City of Chelan Parks & Recreation





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**PHOENIX
PROTECTIVE
CORP**
PPC SOLUTIONS INC.

March 6, 2026

City of Chelan Parks & Recreation
Attn Aubrey Cooper
PO Box 1669
Chelan WA 98816
Phone: (509) 682-8039
Email: audreyc@cityofchelan.gov

RE: Chelan Parks Summer Security Services

Dear Ms. Cooper,

It gives us great pleasure for the opportunity to submit a quote for Uniform Security Officers for the City of Chelan Parks Department for 2026 services.

Our mission continues to be to operate as an innovative, responsive, and professional security provider delivering “the best in the industry” customer service while fostering a culture built on ownership, accountability, honesty, integrity, and loyalty. PPC remains committed to providing exceptional service through well-trained, highly motivated security professionals who understand the importance of public safety, community engagement, and proactive presence. Our goal is to be your trusted, long-term security partner.

Our management philosophy remains centered on providing twenty-four (24) hour supervision and emergency response across all regions we serve. Our managers and supervisors actively monitor, mentor, and support officers in the field to ensure consistent performance and adherence to client expectations. Officers receive ongoing guidance and are challenged regularly to maintain peak performance standards and remain knowledgeable in company policies, legal updates, and site-specific procedures.

Our 24-hour Control Center works in coordination with regional management to ensure all assignments are properly staffed, identify and correct shortfalls immediately, and respond promptly to client needs seven days a week. Our operational objective remains 100% client satisfaction through proactive communication, accountability, and rapid response capability.

Legal Name:

PPC Solutions, Inc

18303 E Appleway Avenue
Spokane Valley WA 99016

Office: (509) 448-4277, ext. 202; **Fax:** (509) 536-6033. **Email:**

CORPORATE HEADQUARTERS | PPC SOLUTIONS
18303 E. APPLEWAY SPOKANE VALLEY, WA 99016
WWW.PHOENIXPROTECTIVECORP.COM | (509) 448-4277



PHOENIX PROTECTIVE CORP

PPC SOLUTIONS INC.

Single Point of Contact: sheila@phoenixprotectivecorp.com

Legal status of the Firm is a **Corporation**.

Federal Employer Tax Identification Number: 20-0600724

Washington UBI #: 602-349-877

Locations from which PPC Solutions would primarily support this contract:

Branch Office: 1521 E Nob Hill Blvd, Suite 100, Yakima, WA 98901

Field Supervisor: 1521 E Nob Hill Blvd, Suite 100, Yakima, WA 98901

Our commitment to the City of Chelan Parks & Recreation Department is to provide uniform security officer services as described in your Notice of Request for Proposal while exceeding expectations in professionalism, visibility, training, and community-focused service delivery.

PPC acknowledges it has the operational capability, staffing depth, and supervisory infrastructure necessary to efficiently provide the stated security services throughout the City of Chelan and surrounding areas, supported by our Yakima office and regional leadership team.

As part of our continued growth and commitment to delivering exceptional service, Phoenix Protective Corporation has recently integrated with Allied Universal, one of the largest security providers in the world. This integration allows PPC to maintain the same local leadership, officers, and responsive service our clients rely on while expanding the resources available to support our customers. Through this partnership, clients benefit from enhanced technology solutions, expanded training capabilities, and a deeper pool of professional security personnel, while continuing to work with the same regional team that understands the unique needs of the communities we serve.

We appreciate the opportunity to submit this proposal and look forward to working with you. Please feel free to contact us with any questions or requests for additional information.

Sincerely,

Josh Braun
4835
Business Development Manager

Mobile: (509) 319-

Email: josh.braun@phoenixprotectivecorp.com

CORPORATE HEADQUARTERS | PPC SOLUTIONS
18303 E. APPLEWAY SPOKANE VALLEY, WA 99016
WWW.PHOENIXPROTECTIVECORP.COM | (509) 448-4277



January 14, 2026

Re: Phoenix Protective Corporation to integrate with Allied Universal

Dear Value Client -

We are pleased to announce that Phoenix Protective Corporation has been acquired by Allied Universal. As of **December 18th, 2025**, we have signed a definitive purchase agreement and are now operating as one unified organization.

Our top priority throughout this transition is to ensure seamless continuity of service. You will continue to receive the same high-quality support you expect provided by the same regional teams, without any disruption. We are fully committed to making this a smooth process for you and your organization.

By joining Allied Universal, we are able to offer you an enhanced level of service and support that is unmatched in the security industry. As our valued client, you will now benefit from the following:

- An improved ability to attract the highest-quality, best-trained security officers in the industry
- Deeper expertise across all vertical markets
- An enhanced technological offering, and a broader set of services and solutions
- Increased span and depth across markets, to have more local resources to support clients and employees
- Robust support systems and infrastructure to help meet clients' needs under both normal operations and states of emergency

We truly appreciate the relationships we have developed over the past twenty-four years and look forward to this next chapter in supporting your security needs. Please feel free to contact us with any questions or concerns.

Sincerely,

Sheila Leslie
President
509.448.4277 x202

Jagrut Shah
Vice President
509.448.4277 x205



Phoenix Protective’s approach to security enforcement is founded on the concept and principles of providing customer service with a firm but compassionate approach. The communities we service should know first and foremost that our mission is to serve. It begins with a qualified security service provider who understands the client, the community and their primary concerns.

Qualifications

PPC has over 600 team members company-wide supported by a management team with extensive experience in the security field. Our team members are trained for their primary assigned position while many are cross-trained to serve several clients as reserve forces in their region. Our patrol team in this region is continuously growing and providing coverage for numerous businesses across several industries.

PPC is licensed in Washington as a business and private security company.

All officers assigned to perform security duties are licensed under the WA Department of Licensing and meet or exceed all training requirements for unarmed and armed security professionals under RCW Chapter 18.170: RCW 9A, and WAC 308-18.

Headquartered in Spokane Valley, WA with branch offices throughout the Pacific Northwest, PPC has the capacity to serve our clients with involved management and onsite decision makers.

Branch Offices

- ▼ Anchorage, AK
- ▼ Spokane, WA
- ▼ Yakima, WA
- ▼ Auburn, WA
- ▼ Vancouver, WA

Field Offices

- ▼ Fairbanks, AK
- ▼ Everett, WA
- ▼ Kennewick, WA

This service will be managed by our operations team from our

Branch office located at:
1521 E Nob Hill Blvd, Yakima, WA 98901

Team Approach!

PPC uses a team approach to project management. Key members play a role in all phases from planning to execution. Many tasks are accomplished concurrently, and some of them “behind the scenes”. Initially, the client staff would primarily see our Corporate and Region Managers along with a District or Project Manager. We value communication and promote an atmosphere of teamwork in the creative process to adapt our services to your needs.

In this section we identify our key players, present our hiring process, introduce our training curriculum, and present a startup/transition plan that would be the vehicle to place this service in motion. If selected, as the incumbent, the transition plan would be used to refresh the current service to ensure PPC continues to evolve and meet your overall needs.

Key Personnel

President

Sheila Leslie's professional background includes over twenty-five (25) years within the private security industry as a Security Professional. Currently she is the President of PPC Solutions, Inc. which she founded in 2003 after establishing the sister company, Phoenix Protective Corporation in 2002. In her prior experience as well as with the current companies, Ms. Leslie has worked in all roles from the ground up. These include as a uniformed armed officer, dispatcher, and patrol officer. She maintains her field credentials while continuing to develop new business and programs.

Ms. Leslie specializes in financial, legal and contractual matters. She spearheads development, assesses growth strategies, and is instrumental in taking on new clients and projects with an emphasis in city, county, state, and federal contracting. Additionally, she oversees PPC's technology platforms for use both administratively and in operations.

Finally, Ms. Leslie establishes policy to support PPC's objectives ensuring that the corporations successfully continue a course aligned with the companies' mission.

Vice President and Corporate Risk Manager

Jagrut Shah's professional background includes over fifteen (15) years as a law enforcement officer, Reserve Sergeant with the Yakima County Sheriff's Department. He retains certifications in multiple states as a licensed security guard, training instructor, and firearms instructor.

Mr. Shah specializes in project implementation. Since the startup of the company, he has established several new clients including our District School Security Officer (DSSO) Program – 10 schools, 15 officers, Yakima County and City Court Houses, Tacoma Public Utilities, Seattle City Light, NOAA (federal), DSHS (state) and Hoopfest, a nationally recognized sporting event. These projects include developing post orders, recruiting and training qualified officers, eliciting client specification to ensure the security program meets client objectives. Mr. Shah's expertise has been demonstrated in security consultation and executive protection for Sunnyside Police Department, Microsoft, Nordstrom's, and UPS senior management, among others.

Corporate Master Trainer

Robert Read served twenty-two years in the US Army and deployed into foreign countries. His experience as a leader and trainer give him experience in fostering an environment that promotes learning.

Mr. Read has been with PPC for over ten years and currently oversees our training curriculum for 600 team members in multiple regions covering five states. He ensures team members are trained to National Standards, meet State requirements, and verifies all training materials are current. He develops curriculum based on client needs and current threat profiles. He ensures safety standards during training sessions are above reproach and is the primary Firearms Instructor for the Company. He conducts multiple firearms classes monthly with a 100% safety rating. Mr. Read maintains instructor certifications and standards, audits training records, oversees company Training Managers in multiple regions and states.

Mr. Read, along with Mr. Shah, was a key leader in the deployments for various operations to support national recovery efforts following natural disasters.

Corporate Operations Manager

Mr. Lance Drapeau is well versed in a variety of projects, systems, and software. His military background spans over 14 years as a Chief Master at Arms in the United States Navy. His experience includes Federal Law Enforcement Academy as well as several deployments overseas specializing in small team missions protecting High Value Assets, Executive Protection, along with performing Anti-Terrorism Force Protection criticality assessments. Additionally, he graduated with a Bachelor's Degree in Criminal Psychology and Human Services and an Associate's Degree in Human Resources. Mr. Drapeau works on new client projects to supplement local resources wherever assistance is needed, from riding with new officers, implementing electronic reporting and tracking, to meeting with stakeholders to establish requirements for project implementation. He maintains licensing as an Armed/Unarmed Security Officer in multiple states. His training and experience include access control at installation entry points, vehicle inspections and searches, commercial vehicle explosive screening, leading, training, and mentoring a security team in home station and deployed environments. His involvement ensures consistency throughout the company as well as ensuring continued communication and support to the client and its stakeholders, local law enforcement and the surrounding community.

Corporate Quality Assurance & Critical Events Manager

Mr. Noah Escobedo serves as the Corporate Quality Assurance & Critical Event Manager, bringing extensive leadership experience and a strong operational background to his role. With a focus on maintaining excellence across security operations, he ensures compliance, efficiency, and consistency throughout the company.

Before stepping into this role, Mr. Escobedo spent two years as the CWA Region Manager, overseeing regional security programs and new client integrations. Prior to his security career, he spent five years as a Project Manager in the telecommunications industry, managing large-

scale cell tower construction projects from inception to completion. His expertise in project execution, resource coordination, and stakeholder engagement has been instrumental in driving operational success.

In his current position, Mr. Escobedo plays a crucial role in quality assurance, ensuring that security protocols, compliance standards, and best practices are upheld across all company operations. He also leads critical event management efforts, providing rapid response coordination and strategic oversight during high-risk incidents. His hands-on approach includes everything from training new officers in the field and implementing TrackTik systems to engaging directly with stakeholders, ensuring seamless operational transitions and optimized security solutions.

Licensed as both an Armed and Unarmed Security Officer in multiple states, Mr. Escobedo remains actively involved in training initiatives, technology implementation, and crisis response strategies. His leadership helps bridge the gap between corporate oversight and frontline operations, reinforcing the company's commitment to excellence.

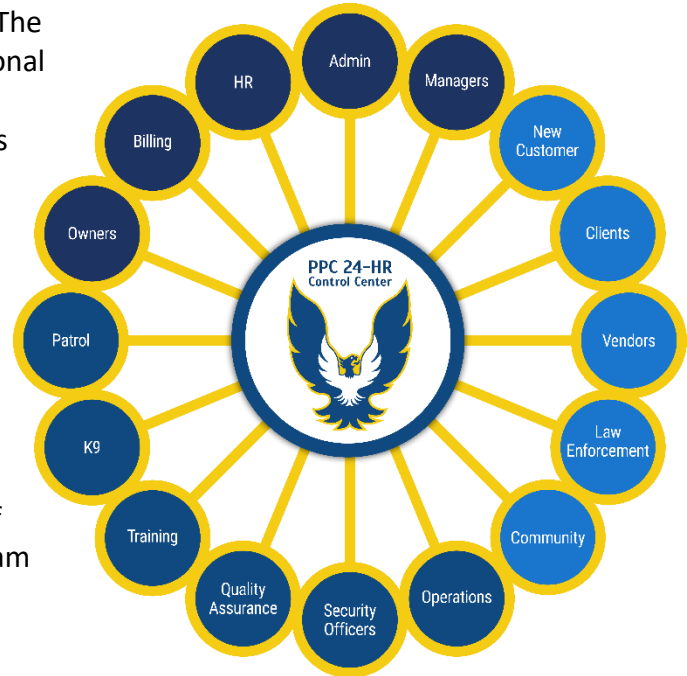
Officer Qualifications, General Skills and Abilities

All assigned officers are recruited, screened, trained, and licensed in accordance with state licensing requirements. The corporate team communicates and demonstrates the key elements of our values to our field ambassadors with a Top → Down focus and a Bottom → Up responsibility! Our mission is to place qualified security officers on client sites. We do this through a comprehensive process to recruit, hire, train and retain the best candidates in the industry.

24-Hour Control Center

The heart of PPC is its 24-hour control center! The dispatchers provide administrative and operational support to our clients, managers, and team members. The control center connects the dots in our organizational structure. It delivers around the clock availability, capability, flexibility, and opportunity!

Our dispatchers are the representatives to our external and internal customers. They coordinate the activities of the managers and team members in the field while also representing the company to our clients and prospective new customers. As a single point of contact, they connect managers and clients, team members and supervisors, while providing a communication link to our various offices and representatives.



Dispatchers receive alarm calls and dispatch patrols. Officer safety is a priority when it comes to addressing potential burglary events. The dispatchers monitor the response from the time they dispatch an officer into harm’s way until the officer safely clears the client site. The patrol officer completes his report and the dispatcher follows through with final notifications.

They receive client calls 24/7. The dispatchers can assist our clients connect with our supervisors and managers to resolve their concerns in a timely manner. Our clients have access to our uniform security officers and patrol services whenever needed. Clients and their designated representatives, tenants and residents can report suspicious activity any time. Clients can adjust their current services to address urgent concerns with an immediate response, or request new services based on changing needs.

Dispatchers provide team member support for administrative and operational matters. They can provide Post Orders and additional information to officers on site. They provide timely notifications during incidents. They review and approve all alarm and incident reports. Dispatchers can address simple personnel matters such as payroll concerns, HR issues, and direct the officers to the appropriate manager.

Dispatchers provide our managers with critical support. They communicate with managers daily on scheduling matters, client concerns and team member questions. They also prepare documentation for the managers when needed. After hours, dispatchers can enter schedule changes to ensure continuity of operations in the field which also supports billing and payroll.

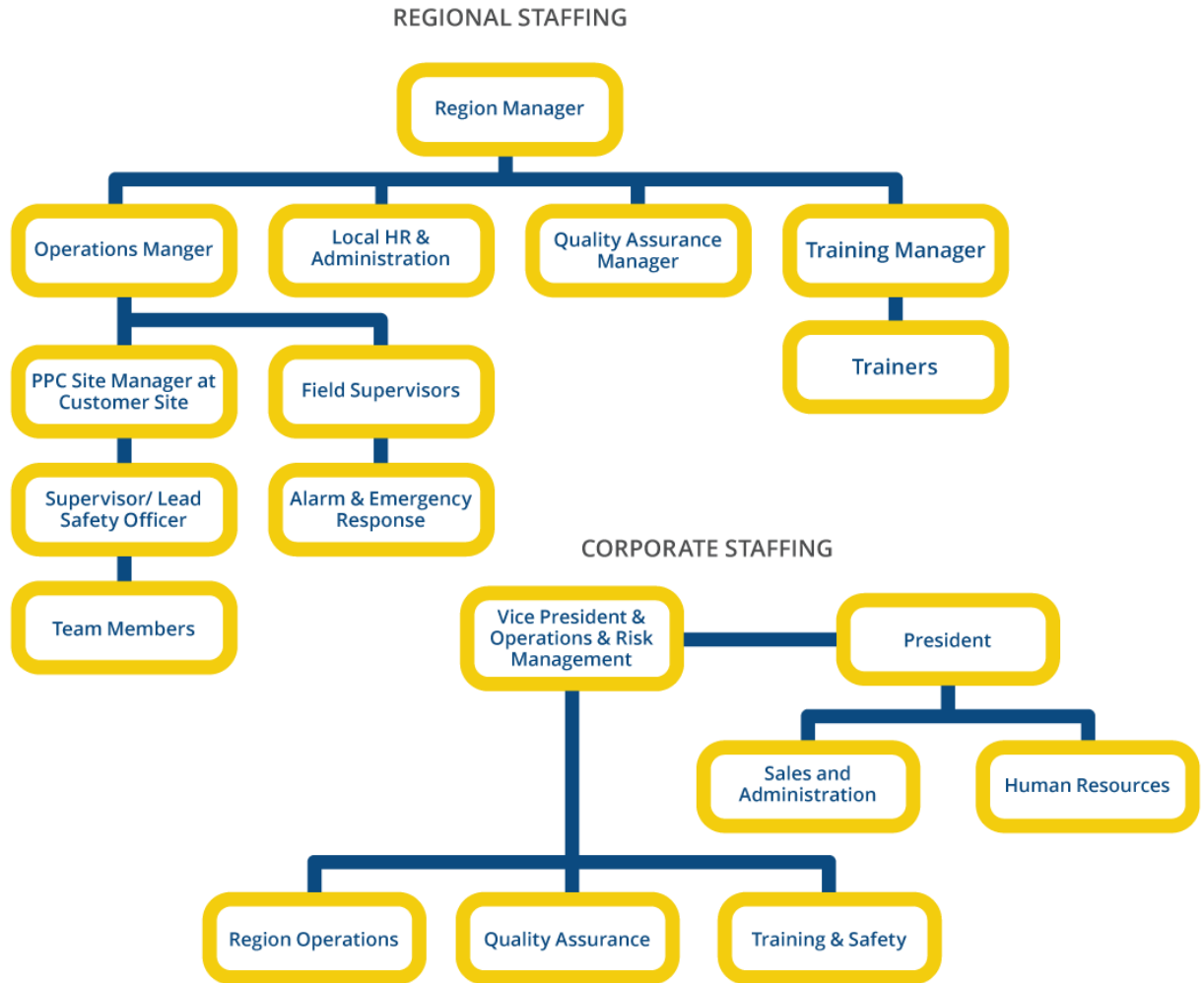
Post Watch. This process provides a reliable web-based platform for a “time clock” also used in our billing process. Dispatchers ensure every team member is on site, on time. They are alerted

when a team member does not sign-in to their shift. When needed, the dispatcher will locate a replacement for call-offs and no-shows and notify the responsible manager regarding unresolved assignments. From an officer safety perspective, the Post Watch provides alerts when officers do not sign-out from their shift. Dispatchers follow up to ensure the officer is safe, validate extended shifts and adjust assignments when necessary.

Notifications. A key element to a successful operation is the communication between PPC and its clients. The dispatchers ensure timely notifications to PPC managers and corporate executives when necessary. They also ensure clients receive additional reports are provided when requested and notifications are completed in accordance with established policies. Depending on the severity of an incident, this may include calls in the middle of the night.

Organization Chart.

Our collective experience and team effort applied in a “chain of command” defines the role of each key player throughout the company. This allows us to quickly to respond to client needs and the appropriate level and gain support where needed to complete the mission.



We use a Chain of Command style line of authority and communication. PPC proposes to use those tools for the successful implementation and sustaining this project. This line of communication provides clarity, continuity, and accountability in communicating with our Clients.

- ✓ Alert and proactive team members
- ✓ On site Supervision/Liaison
- ✓ Project Manager
- ✓ 24-Hour Control Center
- ✓ Access to Corporate Leadership

Recruiting & Hiring

In preparation for implementing our staffing plan, we would open recruitment for the positions to the incumbent employees. The incumbents as well as other applicants for the positions would then go through the PPC hiring process by applying online and interviewing with our management team in person.

For outside applicants, our process begins with a focus on attracting the most qualified candidates. PPC posts at employment offices, with veteran's representatives, military bases, colleges and universities and our own web site, www.phoenixprotectivecorp.com.

The candidate management system we utilize enables us to access and maintain all candidate information and communications in one place. We follow the candidate through every step of the hiring process, maintaining a log of activity, from resume review to the actual hiring.

Our efficient filtering process eliminates the need for manual tasks, time-consuming phone screens, and multiple candidate interviews.

Key benefits are that it enables us to:

- Automatically identify candidates that meet our minimum requirements
- Review all candidate information and search applications from one location
- Forward resumes to team members, send "No Thanks" letters, and email qualified candidates.
- Track applications to monitor for EEO compliance.
- Ensure no candidates fall through the cracks.
- Create a custom profile for site positions, thereby attracting the most interested and capable officers- for BOTH internal and external postings

Screening

Background screening is a critical strategic step toward putting the highest quality team in place. Easy to operate and 50% faster than the industry average, our comprehensive screening services are customized for our needs. Economical and work-efficient, our screening saves us thousands of dollars in lost productivity, workplace disruption, and customer dissatisfaction that can result from making an uninformed hire.

We evaluate:

- Social Security trace
- Enhanced nationwide criminal database search
- Reference verification/education verification
- Confirmation of criminal records
- Motor vehicle reports
- Drug and alcohol testing

Applicants are thoroughly screened through a proven vetting process which involves online applications, our acclaimed computer based Operational Attitudes Assessment screening tool, personal interviews with managers and peers, employment verification, reference checks, drug screening, and a *background check*. Following the initial interview and screening process candidates are hired and licensed according to state requirements.

Candidates who are brought into the company are introduced through a new hire process which provides them a general overview of our company and our requirements. Candidates are further assessed to ensure they are a good fit. We evaluate comprehension, retention of information, the ability to read and write the English language, and computer skills.

New team members typically begin work at established PPC client sites where they receive on-the-job, site specific training to re-enforce what they gained from the new hire process. They also become proficient in their daily tasks such as keeping logs, writing reports, interacting with the clients, guests, and the public. This process is monitored by the supervisors and managers to completely assess the new team member's "fit" for the company and our clients. This establishes a firm foundation for their success with PPC and ultimately, client satisfaction.

Retention

Based on position and region, PPC's retention rates vary. Once a team member has gained experience with PPC and finds stability in a long-term client, our retention increases on a year to year basis. Retention is also influenced by low unemployment rates and the team member's personal endeavors, typically to pursue a career in law enforcement.

We strive to maintain long term team members and as such offer competitive wages, full time hours, excellent training, a world of experience, and professional level benefits. As part of the transition plan, we map each officer's benefits with them to our benefits.

Benefits: PPC prides itself on providing accessible and affordable benefits to our team members. We offer a robust benefits package to our full-time team members to include:

- Medical and Vision eligibility at 90 days through which has excellent coverage throughout the state and for which PPC pays 75% of the premiums
- Dental through Delta Dental, PPC pays 50% of the premiums
- Company Life Insurance policy with a \$10,000 benefit. No cost to the member for the initial policy but they may increase the benefit at their own discretion.
- 401k plan. PPC matches 100% of the first 3%; 50% up to 5% of the team member's wages.
- Reimbursement for job-related Continuing Education programs.

Recognition Programs:

- Badges.
 - Basic Badge. Issued to new team members upon hiring.
 - Platinum Badge. Issued to team members who prove themselves loyal and reliable.
 - Two-tone Gold/Platinum Badge. Issued to Managers.
 - Gold Badge. Issued to Senior Managers who have excelled in all tasks.
- Team Member of the Month. Each Region recognizes outstanding performers and published in our semi-monthly newsletter.
- PPC Customized Tactical Handcuff Key. Issued to newer team members who have accomplished a training or on-duty challenge.
- Gift Cards (\$50). Issued to team members who provide excellent customer service or perform above expectation with letter of recognition.
- Credit for special equipment purchase (\$75) for team members who perform above expectations with letter of recognition.
- Hiring Referral Bonus. For team members who refer new applicants that are hired and stay with PPC for 90 days
- Client Referral Bonus. Team members who refer new clients that stay with PPC for a year.
- PPC Challenge Coin. Issued to team members who have accomplished a major task or challenge by a senior manager or company ownership.
- PPC Pendant. Issued to loyal team members who have been in good standing and been with PPC for at least five years.
- PPC Ring. Issued to dedicated team members
- Letterman Jackets. Gifted at key times such as holidays.

Training.

Phoenix builds on experience, to promote continuity, foster responsibility, and maintain accountability. PPC has established its own unique in-house training program which incorporates a variety of platforms and methods. *Phoenix Protective Certifications* provide the security officer with national and state recognized courses and certifications with additional training opportunities. Our program is adaptable to meeting client-specific needs.

Customer Service is the cornerstone of the security industry! PPC prides itself with having the Best in the Business customer service. Customer Service is at the core of each action an officer takes, for the benefit of our clients, their vendors, and guests. This allows us to provide a caring approach to real security needs. You will see that our program equips our team members with additional skill sets and tools effective for their role. The goal is to preemptively influence, gain compliance, de-escalate potentially adverse encounters in the most peaceful means possible, and mitigate the use of force without compromising their safety or that of our client.

Classroom and On-The-Job settings provide a personal interaction between our instructors and trainers. These methods are designed to use various methods of delivery to ensure the greatest opportunity for comprehension, knowledge retention and invaluable immediate feedback. Typically, this involves written material, video, computer-based, interactive role-playing scenarios and follow up testing to ensure training effectiveness.

Training is orchestrated on a continual schedule to provide maximum opportunity for attendance without interfering with site needs and to meet contract requirements. Various media are used to provide the team members with increased access to accommodate their schedule. Most of our courses are available on our computer-based learning and certification platform. This has been an invaluable resource to support ease of access and ensure we can maintain continuity of operations.

Our training program is customizable to incorporate client requirements. Our instructors quickly become subject matter experts and, if needed, obtain certifications to provide on-going training and a refresher course to sustain the requirements for long-term contracts.

All training materials are retained in our online system. Clients may be granted access as needed for verification. Additionally, each officer is provided a certification card they carry with their security license while on duty. The certification card is an inspectable item when the officer is visited in the field by a PPC Manager.

Company Policy, Professional Development & Accountability

Our comprehensive Policies & Procedures Manual is issued to each officer at the time they are hired by the company. All topics are discussed, emphasized, and acknowledged in writing by each team member. Each officer is responsible and accountable to have the manual available during each duty shift. This provides them with written guidance on key topics in the performance in their duties. This is just one component to demonstrate our commitment to professionalism, personal responsibility, and accountability.

Pre-Hire Processing: All team members must complete this session prior to assignment in the field. This session meets the requirements for state licensing and training. During our Pre Hire Processing, team members receive introduction to a wide range of topics which are presented and discussed in a classroom setting. An emphasis is placed on PPC's mission, goals, customer service, diversity, and cultural awareness. Key topics include the security officer's detainment authority, use of force and essential skills necessary for success in the security industry. This training is foundational for their career development, first step in the officer becoming an integral part of the PPC team, and a key element to client satisfaction!

All team members are asked to complete our basic training program within their first 90 days.

Security-Oriented Customer Service: The foundation of our training is the concept of security-oriented customer service. The purpose of this course is to empower team members by

establishing proficiencies, increasing their ability to anticipate and effectively respond to customer needs. Our instructors present this course in a classroom setting. By embracing a holistic approach that integrates robust security practices with a commitment to excellent customer service, we can create a positive and trustworthy environment for clients and their customers, leading to increased loyalty and success.



Report Writing: Report writing is an essential skill and a process. Report writing begins with solid observation techniques, taking good field notes, and conducting field interviews. This course covers the basics of writing a detailed, accurate, and objective narrative. Our certified instructors present this course in an interactive classroom setting.



First Aid/CPR/AED: PPC has instructors on staff who attain and maintain certification in accordance with American Safety and Health Institute (ASHI) standards. The course is presented using classroom training, written and visual aids, and practical exercises to certify team members. Initial certification is for a two-year period; team members re-certify prior to the expiration of their First Aid/CPR/AED card to ensure continuity of coverage. Additionally, if there are any changes to the curriculum between certification dates, our certified instructors ensure these updates are passed along through additional training and documented in the team member's records.

Defensive Tactics / Baton: This is a classroom, instructor-led course provided by our Corporate Trainer with the *goal of de-escalating* a confrontation before it becomes physical. Topics include the use of force, use of force spectrum/levels and discussion on force, defining force that is reasonable and necessary. Team members are provided interactive instruction and led through hands-on practical application of approved techniques using scenario-based drills. They are tested and evaluated in each phase of the training before being certified to carry any defensive tools while on-duty.



OCAT®: The OCAT® Oleoresin Capsicum Aerosol Training course is provided to our team members. This provides them with another option in the use of force. Our team members attend this training annually. This course, as all our training, is provided to our team members annually by our Corporate Trainer.



PATH®: The PATH® "Practical and Tactical Handcuffing" course is the most complete and innovative handcuffing course in the country. The techniques presented are practical and effective. Our team members learn the safest approach and positioning for handcuffing compliant as well as non-compliant subjects. Just as important, they learn how to remove the handcuffs without placing themselves in jeopardy. PPC has certified PATH® instructors on staff that present the material in an interactive classroom setting with hands-on practical exercises. Recertification is required annually.



TASER® Each team member must complete a minimum of 6 hours of instruction with a Certified Instructor. Coursework includes the current TASER User PowerPoint, updates, warnings, and release, with a discussion of items in the instructor notes, drills, and functional demonstrations. Each team member must pass written examinations with a score of 90% or greater and must pass all functional tests listed on the TASER End-User Certification Form. All training materials are provided by Taser International. PPC has certified TASER® instructors on staff. Recertification is required annually.



FIREARMS training conducted in compliance with the state requirements by our certified instructors. The training is required for initial and annual recertification. The training provides each team member with a solid foundation of skills and techniques needed to deploy a handgun effectively and safely when deemed reasonable and necessary. The course is instructor-led with demonstrations and practical exercises. Team members must pass an open book test with 100%. Annual requalification is closed book. Each team member must pass the range qualification course with a score of 80 % or better for initial and requalification. Recertification is required annually. PPC has certified POST certified instructors on staff. Topics covered in this course include, but not limited to the following:

- ✓ Choosing to Carry a Gun
- ✓ Use of Less Than Deadly Force
- ✓ Minimum Force Situations
- ✓ Use of Deadly Force
- ✓ Escalation of Force Continuum
- ✓ Totality of Circumstances
- ✓ Duty to Act
- ✓ Responsibilities After Using Force
- ✓ Unlawful Use of Force
- ✓ Civil Liability
- ✓ Safe Gun Handling
- ✓ Safety While Cleaning Your Gun
- ✓ Danger to Others
- ✓ Target Identification
- ✓ Weapon Retention Presentation
- ✓ Pistol Manipulations
- ✓ Loading and Unloading
- ✓ Malfunction Clearance
- ✓ Minimum Standard Response

PHOENIX PROTECTIVE CERTIFICATIONS & TRAINING PROGRAM			
Type	Topics	Frequency	Method
Pre-Hire Processing & New Hire Processing	<ul style="list-style-type: none"> • Policies & Procedures Manual • DOL Licensing Requirements • Customer Service • Information Security & Confidentiality • Sexual Harassment • Diversity & Cultural Awareness • Dealing With People • Security fundamentals • Security Officer Authority • Use of Force 	Upon Hire	Classroom Policy Letters P&P Manual
Pre-Assignment Training	<ul style="list-style-type: none"> • Security Oriented Customer Svc • Report Writing • CPR / First Aid /AED • Defensive Tactics / De-escalation • OC/Baton/Handcuffing • TASER 	Initial Annual	Classroom Online
Site Specific Training	<ul style="list-style-type: none"> • 8-40 hours (Client driven) • Client policies & requirements • Site Familiarization & Safety • <i>Client Directed Topics and Requirements</i> • Emergency response • Electronic Security Systems • Access Control / CCTV 	OJT. Prior to working alone in new position. Time depends on experience, position	One on One FTO Senior Officer
On-going	<ul style="list-style-type: none"> • P&P Manual Topics • Post Orders • Client / Site Policies 	Weekly to Monthly	Quizzes Scenario-based drills Supervisor & QA
Monthly (sample of available topics)	<ul style="list-style-type: none"> • Blood borne pathogens • Hazardous Materials • Dealing with Mentally Ill • Courthouse Screening • Active Shooter • Anti-Terrorism • Cyber Security • Combat First Aid • DHS / FEMA Training Courses 	Monthly	Classroom Web based
Firearms	<ul style="list-style-type: none"> • Use of Force & Deadly Force • Firearm Safety • Weapons Maintenance • Qualification/Shooting Course 	Annual OJT On-going	Classroom P&P Manual Firing Range

Why Phoenix? What Makes Us Different?

To highlight some of the points that truly allows Phoenix to rise above the rest:

- ✔ We recruit experience and demand excellence
- ✔ We have our own training program that promotes compliance and continuity
- ✔ Responsive management team
- ✔ 24-Hour access, dispatch, response
- ✔ Regional presence, hometown team
- ✔ Retain the best of the best through competitive wages and robust benefits
- ✔ Operating since 2002 and growing each year – *We are here to stay!*



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PAST EXPERIENCE AND REFERENCES

Our current customers include small business, public, private, and non-profit, as well as federal, state, local governments, and critical infrastructure sectors in industries ranging from residential, commercial, manufacturing, industrial, retail, school security and more.

Headquartered in Spokane Valley, WA with branch offices throughout the Pacific Northwest and Alaska, we have the capacity to serve our clients with involved management and local decision makers.

Branch Offices

- 👉 Yakima, WA
- 👉 Spokane, WA
- 👉 Auburn, WA
- 👉 Vancouver, WA
- 👉 Anchorage, AK

Field Offices

- 👉 Kennewick, WA
- 👉 Everett, WA
- 👉 Fairbanks, AK

Below we list some of our current and or past clients that demonstrate our ability to meet the requirements of this request for services whether in size, scope, and or complexity. Our 24-hour security patrol and response services allow us the flexibility and reliability to schedule this service efficiently and effectively.

<p><u>Metro Parks Tacoma (MPT)</u> 4702 S. 19th St. Tacoma WA 98405 Contact: Daniel Mero, danielm@tacomaparks.com Phone: (253) 404-3923</p>	<p>Contract Term: 12/2024 – 12/2026 2-Years; 2 1-year options Contract Value: \$275K annually</p>
<p>PPC provides two full-time mobile patrol armed officers for the Regional and Community Neighborhood Parks for daily park closures and routine patrol services: billable hours for this scope are estimated between 15,500 to 16,500 hours annually. Daily duties include closing park locations each night. Inspecting parks, restrooms, playgrounds, and facilities (community centers, headquarters building). We are able to flex shift patrols up or down depending on programming and event needs that coincide with seasonal and sunset hours. Parks and facilities must be secured as close to ½ hours after dusk as possible per the City of Tacoma Municipal Code 8.27.220, Opening and Closing Hours and in accordance with the weekly park gate closures. Officers interact with public persons, vehicles and pets, identify illegal activity and coordinate with law enforcement to mitigate liability for MPT. Our officers interact with Tacoma Police, Ruston Police, MPT staff, citizen patrols, and provide a proactive, basic assistance with unlawful activities. Mobile patrols respond to alarm calls 24/7/365. The patrols identify maintenance issues and provide detailed reports to MPT. Daily summaries and detailed incident reports are provided each morning. Supervisors attend bi-weekly meetings with the MPT staff to discuss trends, upcoming activities and strategize response.</p>	

<p><u>City of Seattle Parks and Recreation</u> Seattle Municipal Tower, 700 Fifth Ave Ste 4112, Seattle, WA 98104 Lisa Harrison, Security, Lisa.harrison@seattle.gov O: 206-684-4187 M: 206-423-0227</p>	<p>Contract Term: 2019 - Present Contract Value:</p>
<p>For the past seven years, PPC has provided security services to the City of Seattle Parks department. This has encompassed a variety of needs to include patrol services among the parks, ensuring they are secure and deterring vandalism as well as special services working with the unhoused community who are offered overnight comforts in the park community buildings during the winter. At the shelters we work closely with the Parks Department to apply Park Safety Policies, address difficult situations and diffuse confrontation.</p>	

<p><u>National Park Service Fort Vancouver National Historic Site</u> 612 E Reserve St, Vancouver WA 98661 Contact: Paul O'Dell, paul.Odell@nps.gov Phone: (360) 409-9524</p>	<p>Contract # 140P8323P0018 Contract Term: FY23 Base Year Contract Value: \$69K annual Current Extension: #2</p> <p>Previous Contract # 140P8320P0007 Contract Term: December 1, 2019, through November 30, 2020 base year Contract Value: \$20K annual</p>
<p>PC provides Unarmed Security Patrol Service. PPC is tasked with providing an Unarmed Security Patrol Service for park grounds, including a total of thirteen (13) buildings, of which East Barracks 987, 993, 704, 728, 722, 733, 752, and 754 are occupied, four (4) site gates, and five (5) parking lots. A minimum of four (4) inspections per evening, at no less than one (1) every three (3) hours, between the hours of 6:00 p.m. and 6:00 a.m. seven (7) days a week plus a minimum of one (1) added inspection between 11:00 a.m. and 2:00 p.m. each Saturday, Sunday, and Federal Holiday. Security Patrols will primarily be responsible for typical security concerns such as unauthorized entry onto park grounds and access or entry into buildings through exterior doors and particularly basement access doors, windows on ground and at basement level floors, fire escapes, fire escape ladders and second-floor windows and doors accessible by fire escapes. Additional areas of concern are areas under stairs, porches, crawlspaces, and other areas with obstructed views such as building perimeters with overgrown vegetation. Gate Access Service, including closing vehicle access gates if found open after hours Ensuring that vehicle access gates to the South Barracks and Park Road are closed and locked each evening by 8 p.m. Responding to, documenting, and reporting security related incidents effectively interacting with the public in providing information regarding park boundaries, accessible areas and limited or no access areas. An assurance system and or procedure for verifying completion and timing of patrols; such as keyed or touch sensors or a system requiring card swipes at various buildings to document that inspections were completed on schedule and at</p>	

proper locations as described. Daily summaries and detailed incident reports are provided to the client electronically via email.

We have provided a variety of services continuously for over 20 years, in various industries as demonstrated below in a list of past and current clients.

- Puget Sound Energy
- Seattle City Light
- Seattle Housing Authority
- National Park Service
- National Oceanic & Atmospheric Administration (NOAA)
- US Army Corps of Engineers
- West Valley School District
- Oregon Metro
- Municipality of Anchorage
- AK Dept of Health & Social Services
- WA Dept of Social & Health Services
- WA Dept of Children Youth & Families
- Kroger
- Spokane County Courthouses
- Grant County Courthouses
- Adams County Courthouses
- Jefferson County Courthouse
- Yakima City & County Courthouse
- Everett City Hall
- Tacoma City Hall
- Black Realty Management
- Kiemle Hagood Commercial Property
- Goodale & Barbieri Property Management
- Newport Hospital & Health Services



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REFERENCES

Metro Parks Tacoma (MPT)

Address: 4702 S. 19th St. Tacoma WA 98405

Contact: Daniel Mero

Phone: (253) 404-3923

Email: danielm@tacomaparks.com

City of Seattle Parks and Recreation

Address: 700 Fifth Ave Ste 4112, Seattle, WA 98104

Contact: Lisa Harrison

Phone Number: (206) 684-4187

Email: lisa.harrison@seattle.gov

National Park Service Fort Vancouver National Historical Site

Address: 612 E Reserve St, Vancouver, WA 98661

Contact: Paul O'Dell

Phone Number: (360) 409-9524

Email: paul_odell@nps.gov



MANAGEMENT PROCEDURES

Project Management

PPC uses a team approach to project management. The contract has been signed, the team has been recruited, vetted, and trained. The foundation for the service is established during the execution of the transition plan. These tasks include establishing the initial schedule, post orders and defining the invoicing process. These tasks are critical to the success of the daily operations and for the long-term advancement of the project. Our Region Manager and Operations Manager work closely to ensure PPC not only meets but exceeds your expectations for the startup and through each phase.

Project Understanding

PPC is prepared to provide licensed and trained unarmed private security officers for the City of Chelan Parks Department. The assigned officers will provide regular foot patrols of the entire park property, including all public areas, facilities, and parking lots, with a particular emphasis on new regulations that will be instituted for the first time including BBQ grills and tents being prohibited. The officers will utilize their customer service training to interface with the public in a respectful manner while also informing park visitors of park rules and city code prior to entering the park as well as if any violation is observed. The officers will not have enforcement authority but will report to the Chelan County Sheriff's Department, if an incident escalates or police presence is necessary.

Scheduling

Our managers use a block schedule technique to ensure each site is manned consistently with officers who are knowledgeable and familiar with the site. The managers are supported by an administrative staff to ensure prompt processing of all related administrative functions for the region. This includes entering the schedule into our web-based management program to ensure efficiency and accountability.

Below is a sample schedule to demonstrate PPC's understanding of the work required for this project with the capability to sustain this service at a rate of 8 hours per day, per officer with two (2) officers onsite during all assigned shift hours.



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AGENTS NAME	Sun 18th	Mon 19th	Tue 20th	Wed 21st	Thu 22nd	Fri 23rd	Sat 24th	
City of Chelan Parks-May 2025								
Clifton Smith	OFF	OFF	OFF	OFF	OFF	OFF	Chelan Parks 1500-2300	8
Martin Ibanez (bilingual)	OFF	OFF	OFF	OFF	OFF	OFF	Chelan Parks 1500-2300	8
AGENTS NAME	Sun 25th	Mon 26th	Tue 27th	Wed 28th	Thu 29th	Fri 30th	Sat 31st	
City of Chelan Parks-May 2025								
Clifton Smith	Chelan Parks 1500-2300	Chelan Parks 1500-2300	OFF	OFF	OFF	OFF	Chelan Parks 1500-2300	24
Martin Ibanez (bilingual)	Chelan Parks 1500-2300	Chelan Parks 1500-2300	OFF	OFF	OFF	OFF	Chelan Parks 1500-2300	24
AGENTS NAME	Sun 1st	Mon 2nd	Tue 3rd	Wed 4th	Thu 5th	Fri 6th	Sat 7th	
City of Chelan Parks-June 2025								
Clifton Smith	Chelan Parks 1500-2300	OFF	OFF	OFF	OFF	OFF	Chelan Parks 1500-2300	16
Martin Ibanez (bilingual)	Chelan Parks 1500-2300	OFF	OFF	OFF	OFF	OFF	Chelan Parks 1500-2300	16
AGENTS NAME	Sun 8th	Mon 9th	Tue 10th	Wed 11th	Thu 12th	Fri 13th	Sat 14th	
City of Chelan Parks-June 2025								
Clifton Smith	Chelan Parks 1500-2300	OFF	OFF	OFF	OFF	OFF	Chelan Parks 1500-2300	16
Martin Ibanez (bilingual)	Chelan Parks 1500-2300	OFF	OFF	OFF	OFF	OFF	Chelan Parks 1500-2300	16

Post Orders

Initially, post orders are developed during the transition. It is a critical part of any operation to ensure proper procedures are always followed, and timely notifications of all personnel in the chain of command. We would work closely with you to ensure that your expectations are met prior to the start of the coverage as well as our recommendations to cover all of your security needs. As the service progresses, site personnel will remain attentive to client requirements, changes in procedures, and potential changes in the security environment. PPC is committed to ensure the post order remains current to ensure continuity and accountability.

Quality Assurance

The basis of ensuring customer satisfaction as well as providing checks and balances on our internal systems is demonstrated in our quality assurance program.

PPC Quality Assurance Managers (QAM) report directly to our risk manager. They are tasked with conducting random unannounced inspections on our officers. The inspections include verifying the officers are carrying only authorized equipment, that their uniforms and appearance are appropriate, they have a current security license, and they are knowledgeable of their duties, site procedures and key client personnel. All officers are inspected randomly at least weekly and often more frequently.



Any deficiencies found during an inspection are immediately corrected. Quality Assurance reports are submitted to the Risk Management department who ensures we systematically address any ongoing deficiencies. Officers are often recognized for their commitment to exceed standards and rewarded appropriately.

Reports & Meetings

In addition to daily logs, TrackTik and incident reports, PPC acknowledges there may be times in which a Supervisor or Manager must meet with the client to address changes and concerns. Our team is committed to keeping open and constant communications to ensure fluidity, accountability, and provide intuitive recommendations. This information is presented by the PPC manager to the District and its representatives.

Uniforms

PPC uses a variety of uniform styles to distinguish and define the various roles our team members perform for our clients. The uniforms include company patches to easily identify our officers in the field as security professionals.

Our officers are expected to maintain multiple uniforms in good repair. PPC maintains a strict personal appearance policy that all team members agree to uphold. This policy is established in the Policies and Procedures Manual and expected to be retained at the work site for quick reference. PPC team members are always expected to maintain clean and serviceable uniforms to present a professional appearance.





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Additional Uniform Items



- Name tag
- Alternate shirt colors
- Black Hat (Baseball Style)
- Windbreakers
- Rain/Cold Weather Gear
- Level III Ballistic Vest

Equipment

When officers are permitted to wear/carry personal defense items, as demonstrated in our training description, our officers receive initial and annual training and certification prior to being authorized by PPC or the client. Below is a list of available defensive tools and other equipment we offer for the performance of assigned tasks and officer safety. Officers will also be required to wear *proper personal protective equipment (PPE)* as requested by the District regarding health concerns.

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> ✓ Expandable baton ✓ OC Spray ✓ Handcuffs ✓ Taser ✓ Firearms | <ul style="list-style-type: none"> ✓ Vehicles – AWD/4WD ✓ Radios ✓ Magnetometers ✓ Night Vision ✓ Mobile Command Center | <ul style="list-style-type: none"> ✓ Laptops ✓ Site Phones (Dedicated) ✓ Surveillance Systems ✓ Bicycles (Patrols) ✓ Golf Carts (Patrols) |
|--|--|--|

Vehicles

PPC standardly uses Toyota RAV4 and Jeep Cherokees for patrol services with Toyota Tacoma Pick Up trucks for rough terrain and extreme weather. Below are pictures of all models with our standard logos. The RAV4 Hybrid offers the best fuel efficiency combined with overall safety rating.





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COST PROPOSAL

For the *unarmed uniform security officers*, the officers will complete continuous foot patrols of all park properties including all public areas, facilities, and parking lots interacting with the public and ensure to provide a safe, secure, and welcoming environment for the public and visitors.

As the same as last years coverage with the City of Chelan Parks & Recreation, depending on availability and scheduling, PPC may provide bilingual officers for the coverage.

COST SUMMARY

- ▼ Senior Experienced (1+ years experience with PPC) Uniform Security Officers with 2 officers for 8 hours per day, each weekend based on the calendar that was included in the RFP.
 - Lodging and travel is included in the hourly rate.

Service	Rate	Unit	Quantity	Period	Period Cost	No. of Periods	Estimated Cost
Uniform Security Services	\$77.50	Hour	16	Day	\$1,240.00	31	\$38,440.00
Holiday Rate	\$97.50	Hour	16	Day	\$1,560.00	4	\$6,240.00
Estimated Total							\$44,680.00

REFERENCES

Leavenworth Oktoberfest

Services: Three weekends in Sep/October for the past 3 years. 14 officers Fridays and Saturdays.

Contact: Ernest Palmer
Director of Events and Entertainment
Leavenworth Chamber of Commerce

Address: PO Box 327
940 US Hwy 2, Suite B
Leavenworth, WA 98826

Email: events@leavenworth.org

Phone: 509-548-5807



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Lakeside Lodge

Services: 3 officers for roving security in the park and lodge property to monitor activity and keep peace and good order.

Contact: Tom Gormley

Lakeside Lodge & Suites

Address: 2312 W Woodin Avenue

Chelan WA 98816

Email: tjg426@gmail.com

Phone: (509) 860-4249

PROCLAMATION

Chelan Fire & Rescue Centennial

April 18, 2026

WHEREAS, Chelan County Fire Protection District 7 (“Chelan Fire & Rescue”) has served the people of the greater Chelan area for a century, standing ready 24 hours a day to respond to emergencies that threaten life, property, and our natural environment; and,

WHEREAS, since its establishment in 1926, Chelan Fire & Rescue’s career and volunteer firefighters, officers, emergency medical personnel, and support staff have exemplified courage, readiness, and public service, answering thousands of calls for fire suppression, emergency medical response, technical rescue, hazardous materials incidents, and wildland fire support; and,

WHEREAS, Chelan Fire & Rescue has advanced community safety through prevention and preparedness, conducting fire and life safety education, smoke alarm installations, defensible-space and wildfire risk reduction initiatives, business fire inspections, and school and community training events; and,

WHEREAS, Chelan Fire & Rescue maintains strong mutual aid partnerships with neighboring jurisdictions and state and federal agencies, reflecting the collaborative spirit required to protect our residents, visitors, and vital local industries; and,

WHEREAS, the City of Chelan recognizes the sacrifice and professionalism of Chelan Fire & Rescue members, past and present, and honors those who have been injured or lost in the line of duty, as well as the families who support them; and,

WHEREAS, April 18, 2026 marks the centennial celebration of Chelan Fire & Rescue, offering our community an opportunity to celebrate a legacy of service and to reaffirm our shared commitment to safety, resilience, and preparedness for the next 100 years;

NOW, THEREFORE BE IT RESOLVED, I, Erin McCardle, Mayor of the City of Chelan, Washington, do hereby proclaim April 18, 2026 as:

“CHELAN FIRE & RESCUE CENTENNIAL DAY”

in the City of Chelan, and I encourage all residents, businesses, and visitors to join in recognizing the extraordinary contributions of Chelan Fire & Rescue, to participate in centennial observances, and to express gratitude to those who protect our community.

Signed this 18th day of April, 2026



Erin McCardle, Mayor



Earth Day 2026 PROCLAMATION



WHEREAS, Gaylord Nelson, a U.S. Senator from Wisconsin, founded Earth Day with the goal of staging “a nationwide demonstration of concern for the environment so large that it would shake the political establishment out of its lethargy and, finally, force this issue permanently onto the national political agenda”; and

WHEREAS, twenty million people took part in the first Earth Day event on April 22, 1970, beginning a new era in environmental politics, an era that saw the creation of the United States Environmental Protection Agency and the passage of the Clean Water Act, the Clean Air Act, and the Endangered Species Act; and

WHEREAS, Earth Day has gone global, lifting environmental issues onto the world stage; and

WHEREAS, the 56th Anniversary of Earth Day will be April 22, 2026, and organizers are calling for government action to protect and preserve the environment; and

WHEREAS, Chelan’s Annual Earth Day Fair will take place on Saturday, April 18, 2026 in Riverwalk Park and promises to be a day filled with educational displays and activities, music and other entertainment, craft and flea market booths, food, fun for the whole family, and more; and

WHEREAS, the City of Chelan is committed to being Healthy & Sustainable by supporting a flourishing community, balancing environmental preservation with responsible growth, and fostering places, programs, partnerships, and practices that protect natural resources and promote active, healthy living; and

NOW THEREFORE IT BE RESOLVED, the City Council of the City of Chelan, Washington, hereby pledges this Earth Day, April 22, 2026, to support green economy initiatives in Chelan, Washington, and to encourage others to take similar actions; and

NOW, THEREFORE, I, Tim Hollingsworth, Mayor Pro Tem of Chelan, do confirm the City’s commitment to environmental sustainability and a green economy and proclaim April 22, 2026 to be Earth Day in Chelan, Washington.

Tim Hollingsworth, Mayor Pro Tem



Subject/Title: Ardurra Group Task Order Authorization for the Anderson Road Sewer Mainline Installation Project (Public Works Director Youngren)

Department: Public Works

Staff Contact: Jake Youngren

Guiding Principles: Accessible & Welcoming

Initiatives: Modernize Resource

Reviewed By: City Administrator and Finance Director

Number of Looks: Look No. 1 of 1

PREVIOUS ACTION TAKEN

None.

OVERVIEW

The City is seeking to advance the design and bidding process for approximately 1,300 feet of public gravity sewer extension located between Anderson Road and State Route 150. This project is essential for providing critical infrastructure to support planned developments in the Anderson Road area, specifically the Chelan River Heights affordable housing project by Chelan Valley Housing Trust (CVHT).

The proposed task order with Ardurra Group, Inc. (Consultant) provides a comprehensive scope of services to take the project from preliminary stages through 100% bid-ready construction documents. Key deliverables include:

- Engineering Design: Preparation of 30%, 60%, 90%, and final construction plans, including utility profiles and traffic control.
- Surveying: A full topographic survey and limited boundary survey to facilitate accurate construction mapping and easement identification.
- Environmental & Cultural Compliance: Preparation of a State Environmental Policy Act (SEPA) checklist and coordination with the Department of Archaeology and Historic Preservation (DAHP).

Bidding Support: Management of the online bidding platform, hosting a pre-bid conference, and providing award recommendations to the City.

This current task order follows the Professional Services Agreement dated May 28, 2024, and builds upon the preliminary design reports generated during the Memorandum of Understanding phase.

FINANCIAL IMPLICATIONS

The attached contract consists of a Not to Exceed amount of \$139,894.00. The City has requested sufficient budget to cover these expenses within Budget Amendment No. 2.

ATTACHMENTS

1. Ardurra Group Task Order Authorization for the Anderson Road Sewer Mainline Installation Project

SUGGESTED MOTION

I move to authorize the Mayor to finalize and execute the Ardurra Group Task Order Authorization for the Anderson Road Sewer Mainline Installation Project.



April 2, 2026

Travis Denham, P.E. / City of Chelan
50 Chelan Falls Hwy.
Chelan, WA 98816

E-MAIL DELIVERY WITH PDF ATTACHMENT

Tdenham@cityofchelan.us

RE: City of Chelan – Anderson Road Gravity Sewer Improvements

Dear Travis:

Ardurra Group, Inc. is pleased to provide the enclosed task Order for the referenced project. The Task Order is pursuant to our Professional Services Agreement dated *May 28, 2024*.

This Task order includes a proposal for services to advance the design for the Anderson Road Gravity Sewer Improvements project from preliminary through 30%, 60%, 90%, 100% bid documents and bid administration support. This proposal includes a full topographic survey and limited boundary survey to support the preparation of construction documents. Preparation of a SEPA checklist and DAHP cultural resource coordination are also included.

If agreeable, please sign the attached task Order and return the fully executed copy. We will commence the services described in the task order upon receipt of the fully executed copy. In the interim, please do not hesitate to call with questions.

Sincerely,

A handwritten signature in black ink that reads "Jake Bender".

Jake Bender, PE
Senior Project Manager



1717 South Rustle Street, Suite 201
Spokane, WA 99224
Ph: (509) 319-2580

Task Order Authorization
(Please expedite return of signed form.)

DATE: 4/02/26

Contract/Project No: 26-001 **Project Name:** City of Chelan- Anderson Road Gravity Sewer Improvements

Name of Client: City of Chelan

Address: 50 Chelan Falls Hwy

City/State: Chelan, WA **Zip Code:** 98816 **Telephone:** 877-755-9287

Description of Services to be Provided by Consultant: Gravity Sewer Improvements Design

Ardurra is pleased to submit this proposal for survey and civil engineering services for the Anderson Road Sewer Extension project Task Order. This Task Order is pursuant to our Professional Services Agreement dated May 28, 2024. If you find this proposal acceptable, please sign in the space at the end of this proposal and return as written authorization to proceed.

This proposal outlines Ardurra’s scope of services for the design of an approximately 1,300-foot public gravity sewer extension between Anderson Road and SR 150 in the city of Chelan, as defined in the scope below. The proposal is based on the Chelan River Heights: Anderson Rd Infrastructure Improvements preliminary design report and exhibit provided by the City of Chelan. The scope of work includes project management and coordination, completion of a topographic survey, preparation of a SEPA checklist, DAHP coordination, and verification of existing site and utility conditions. Ardurra will prepare 30%, 60%, and 90% design submittals that refine the alignment, incorporate client direction, and define project-specific requirements. Ardurra will also provide project bidding coordination, including assembling contract documents, hosting the online bidding platform, addressing contractor questions, conducting a pre-bid conference, and providing a recommendation for award.



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1. **Project Management:** Conduct daily management of the project and administrative tasks of a general nature as required over the duration of the project. Coordinate and correspond with the Client during project planning, formulation and design. This work is estimated to include bi-weekly virtual meetings, internal team coordination, and preparation of meeting minutes to document design progress. Consultant will provide monthly invoices detailing expenditures per task to date.
2. **Topographic Survey and limited Boundary Survey:** Ardurra will complete a limited Boundary Survey and a full Topographic Survey necessary for design along the proposed gravity sewer main extension. The full scope of this work is included as Attachment 2.
3. **Preliminary Planning and Study:** Review City GIS and confirm utility requirements. Conduct a preliminary site visit. Obtain and incorporate additional information as needed to confirm scope of work prior to beginning design including topographic survey and commercial property owner as-builts.
4. **SEPA Checklist Preparation:** Ardurra will prepare a State Environmental Policy Act (SEPA) checklist for the project. It is understood that the City of Chelan will act as the SEPA lead local agency.
5. **DAHP Coordination:** Ardurra will subcontract the services of Plateau CRM to support DAHP coordination in accordance with Executive Order 21-02. The full scope of this work is included as Attachment 3.
6. **30% Construction Plans:** Prepare preliminary construction plans to include utility plan and profiles. Prepare a preliminary cost estimate. The intent of the deliverable will be to identify schedule challenges and potential project scope increases, suggested additional investigative measures including potholing, and gas or electrical relocation if needed.
7. **60% Construction Plans:** Address client design decisions from 30% preliminary design and progress design deliverables to 60% preliminary construction documents. The traffic control plans, construction staging, and standard details will be developed during this stage of the design. Preliminary project specific special provisions for City concurrence will be included at 60%.
8. **90% Construction Plans:** Address client design decisions and stakeholder comments. Complete contract documents, including final project specific special provisions and final plans suitable for bid for client concurrence.
9. **Bidding Support:** Consultant will post Bid Set Contract Documents to on-line bid hosting platform; review bid comments, answer contractor questions, prepare addendum, and advise the City on bid inquiries; Conduct a meeting with the City and interested parties; prepare a Bid Summary and make recommendations for award. This effort is anticipated to include one (1) addendum, one (1) in person meeting, and one (1) virtual meeting.

Assumptions:

- Design will proceed following the preliminary layout and profile have been progressed by others in the scoping documents provided by the City.
- Topographic Survey and limited Boundary Survey will be completed by Ardurra per attached Contract Proposal and Scope of Work.
- The proposed design and construction documents will be prepared in accordance with City of Chelan Standards.
- Construction Bidding is expected to take place in the late Summer to early Fall of 2026 and Construction is expected to begin in Early 2027. This scope and estimate do not include construction administration. This service will be provided upon request.
- Coordination with private property owners and other stakeholders will be limited and will only be as directed by the City upon request.
- As-built drawings and O&M manuals are not included in this scope. This service will be provided upon request.
- Significant changes to surfacing, pavement, drainage, and site surface features are not included in this scope.
- Hardscape replacement along the proposed alignment will match the existing pavement type, thickness, and reinforcement. The City or property owner will provide Ardurra with available information on existing hardscape conditions. Pavement investigation or pavement design services are not included in this scope.
- Meetings to review design progress will be conducted virtually and occur regularly on schedule agreed upon by the City as needed to progress design.
- The City of Chelan will be the permitting agency for this project. Review and/pr approval by additional authorities are not anticipated.
- Agency submittal fees, review fees, or permit fees are not included.

The following services are specifically excluded from this agreement, but may be added by written authorization of the Client:



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- Gas and electrical design services.
- Structural or architectural services.
- Client inspired changes or unforeseen changes arising due to regulatory decisions.
- Any services, products or professional responsibility not specifically described above.

Project Schedule:

The project schedule will follow the general project schedule outlined below.

Item	Expected Completion
Signed Agreement	April 2026
Topographic Survey	April 2026
30% Design	June 2026
60% Design	August 2026
90% Design	September 2026
Final Bid Plans	October 2026
Bidding	October 2026
Construction	February 2027

Cost of Services

Services will be billed on a Time and Materials (T&M) basis. If approved in writing by the City, additional services, if required, will be billed on a time and materials basis. A breakdown of estimated fees by categories is included in the attached labor estimate.

Attachments:

- (1) Civil Services Labor Estimate
- (2) Survey Proposal
- (3) Cultural Resources Proposal

Ardurra Billing Reference Description: Task Order #26-001

\$107,740.00 Civil Services	
\$ 23,800.00 Surveying Services	<input checked="" type="checkbox"/> T & M (Estimate Only) <input type="checkbox"/> T & M (Not to Exceed)
\$ 8,354.00 Cultural Resources Services*	

Budget Estimate: \$139,894.00 Total

(Additional services are performed on a time and materials basis unless otherwise shown in writing)
 (*Subconsultant services include a 10% markup)

Service Requested By: Travis Denham, PE – City Engineer

Service Request Rec'd By: Jake Bender, PE via Verbal Written



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The Terms and Conditions of the original contract dated May 28, 2024, are incorporated, and are made a part of this Agreement.

Offered by Ardurra (Consultant):

Accepted by Client:

Jake Bender

4/2/2026

Signature

Date

Signature

Date

Jake Bender, PE / Senior PM
Printed Name/Title

Erin McCardle , Mayor
Printed Name/Title

City of Chelan
Name of Client

- Work will not proceed until authorization is signed by client.
- Work will proceed based on Client's verbal and or email authorization.



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Attachment 1. Civil Services Labor Estimate

Project Budget Estimate
City of Chelan
Anderson Road Gravity Sewer Improvemtns
Man-hour Estimate
April 2, 2026

ITEM NO.	DESCRIPTION OF WORK	Total Man-hours	Project Manager	Senior Engineer	Env Specialist	Staff Engineer	Admin.
1	Project Management						
	Project Management/Coordination/Admin	52	24	16			12
2	Preliminary Planning and Study						
	GIS review and regulatory framework	16		8		8	
	Preliminary Site Visit	24		12		12	
	Record Drawing; Utility Purveyor Coordination	12		8		4	
3	SEPA Checklist Preparation						
	Coordinate and Prepare SEPA documentation	36	4	8	24		
4	30% Construction Plans						
	Sewer - Plan & Profile	36		12		24	
	Wtr service relocation	24		8		16	
	Identify Potholing and preliminary pavement restoration	20		12		8	
	Preliminary Costing	16		12		4	
5	60% Construction Plans						
	Address City Comments	24		8		16	
	Develop Traffic Control, and Construction Staging	24		8		16	
	Develop Preliminary Project Specifications	28		16		12	
	Updated Cost Estimate	20		12		8	
6	90% Construction Plans						
	Address City Comments	38	2	12		24	
	Complete Project Specifications	22	2	12		8	
	Complete Contract Documents	20	4	12			4
	Update Cost Estimate	18	2	8		8	
7	Bidding Support						
	Compile and Post Contract Documents	28	4	8		16	
	Addenda	14	2	4		8	
	Pre-award Meeting	24	12	12			
	Bid Summary and Award recommendations	10	2	8			
	TOTAL OF HOURS	506	58	216	24	192	16

A. Summary Estimated Man-Hour Costs

Personnel	Man-hour	Rate	Extension
Project Manager	58	\$285.00	\$16,530.00
Environmental Specialist	24	\$235.00	\$5,640.00
Senior Engineer	216	\$240.00	\$51,840.00
Staff Engineer	192	\$165.00	\$31,680.00
Administrative	16	\$100.00	\$1,600.00
Total Labor Cost	506		\$107,290.00

B. Estimated Expenses

	No.	Rate	
Vehicles (mileage)	600	\$0.75	\$450.00
Total Estimated Expenses			\$450.00

C. Survey

Per Attachment 2 Estimate	\$23,800.00
Total Labor and Expenses Cost	\$23,800.00

D. Subconsultants

Plateua CRM		\$7,595.00
Markup	10%	\$759.00
Total Estimated Expenses		\$8,354.00

TOTAL **\$139,894.00**



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Attachment 2. Survey Proposal



Topographic Survey and limited Boundary Survey

**CONTRACT PROPOSAL AND SCOPE OF WORK
For
Anderson Road Sewer Project**

Presented To:
Travis Denham
Presented By: Brian McCluer



CONSULTING ENGINEERS, SURVEYORS AND PLANNERS
1717 S. Rustle St. Suite 201
Spokane, Washington 99201
509-319-2580 • FAX 509-319-2590

February 19, 2026

ARDURRA is pleased to have the opportunity to present this scope of work and fee schedule to you.

THIS AGREEMENT is between **The City of Chelan** hereinafter referred to as "**Client**" and **ARDURRA, Inc.**, hereinafter referred to as "**Consultant**". The Client and Consultant in consideration of their mutual covenants herein contract and agree as follows:

SCOPE OF WORK

Ardurra will complete a limited Boundary Survey and a full Topographic Survey consisting of a corridor 50 feet more or less each side of the centerline of the proposed new sewer line and in a manner necessary for design. Extending from 50 feet west of the westerly right of way of Anderson Road. Easterly to the centerline of State Route 150 for a length of approximately 1,200 feet. Most of the topographic survey will be within Chelan County Parcel number 272318440150 which is in the Northwest quarter of Section 20, Township 27 North, Range 23 East , Willamette Meridian. The Topographic Survey will also include locating and measuring the inverts of the upstream and downstream sewer manholes in which the new line will tie into.

The Boundary Survey will be limited to locating the necessary monuments to map the proposed sewer easement. Said easement documents shall be provided by the Client.

INCLUDED SERVICES

1. Coordination: Consultant will coordinate with the client to complete the project as required.
2. Research and Preparation: The consultant will research existing plats, records of surveys, and deeds to assist in determining the location of the sewer easement. The consultant will prepare coordinate search points for field crew assistance in boundary reconnaissance.
3. Utility Locates: Consultant will submit an 811 utility locates ticket for the topographic area as well as subcontract a private utility company to locate existing utility lines which will be mapped. This estimate assumes \$3,000 for private utility locating services. **(See Assumption #4)**
4. Boundary Survey Reconnaissance: Consultant will perform Reconnaissance of existing survey monumentation for sewer line easement mapping. Property lines and Road right of ways will not be surveyed.
5. Sewer Easement Analysis and Mapping: Consultant will analyze the data collected from the field survey to determine the boundaries of the Sewer Easement.
6. Control Setup: Consultant will set control based on the Washington Plane Coordinate System and NAVD 88.
7. Field Topographic Survey: Consultant will complete a Topographic Survey within the said corridor, consisting of all necessary features for the purposes of the project, and in a manner capable of creating 1 foot vertical contours.
8. Base Mapping: Consultant will draft a topographic survey within the bounds of said corridor and show the sewer line easement boundary lines.
9. Mapping Quality Control: Consultant will perform a quality control check on the topographic base map.
10. Deliverable: Consultant will submit an Autocad civil 3d model base map .dwg

Assumptions

1. The sewer easement language is written in a manner that allow for efficient and accurate mapping. Locating the necessary monuments to map the easement will not require time or effort beyond what is outlined in the estimator sheet.
2. Owners of the parcels we need to work on will be cooperative for entry onto their property as needed, and right of entry letters will not be required.
3. Access to the property is readily available. No locked gates are present.
4. It is assumed that existing underground utility lines will need to be mapped. In addition to submitting an 811 utility locate request, a private locating service will be required because most of the work occurs on private property and the project is for design purposes. The 811 service does not locate privately owned utility lines.
5. The existing sewer manholes needed for measurements are in an area where traffic control is not required and that the lids are removeable.
6. It is assumed the City of Chelan will provide the Legal description for the proposed sewer easement and if possible, provide the sewer easement linework in electronic format.

EXCLUSIONS AND/OR ADDITIONAL SERVICES

Services that are not included in the above scope of services and fee, but may be provided with an additional scope of services, are as follows:

1. Additional surveying due to missing or disturbed corner monuments of record.
2. Record of Survey and setting monuments for right of way or property corners.
3. Monument Preservation
4. Additional work required from denied access to adjacent properties.
5. Costs to resolve boundary disputes, multiple corner monuments purporting to be the same property corner or ambiguities in documents of record.
6. Court or deposition expert witness, testimony, or representation. Costs to assist in adjudication of boundary lines where required.
7. Providing copies of research documents or project information gathered.
8. Acquiring title reports.
9. Marking and posting of the property lines between corner monuments.
10. Anything not specifically listed in the survey procedure above.

Cost: (see estimator sheet for cost breakdown)

\$23,800



Estimated Project Budget
Anderson Road proposed sewer line topo
City of Chelan
Man-hour Estimate
Date

Task ITEM NO.	Description	Total Man-hour	Survey Manager	Project Surveyor	Staff Surveyor	Survey Tech/CADD	Survey Tech\Assist	Planning	Clerical	Estimated Task Fee
1	Coordination	5		3					2	\$805.00
2	research & Prep	8		8						\$1,560.00
3	locates	6		3			3			\$975.00
4	Boundary Reconnaissance	8			8					\$1,320.00
5	Boundary Analysis	10		10						\$1,950.00
6	Control Setup	4		2	2					\$720.00
7	Field Topographic Survey	20			20					\$3,300.00
8	Base Mapping	35		35						\$6,825.00
9	Map QC and Submittal	5		1		4				\$855.00
	Subtotal of Estimated Fees		\$0.00	\$12,090.00	\$4,950.00	\$660.00	\$390.00	\$0.00	\$220.00	\$18,310.00
	fees for per diem and hotel									\$555.00
	Estimated Fees for travel	8								\$1,560.00
	Estimated Fees for Equipment	15								\$375.00
	private locates fee									\$3,000.00
	Total Estimated Hours	101	0	62	30	4	3	0	2	\$23,800.00

A. Summary Estimated Man-Hour Fees

Personnel	Man-hour	Rate	Extension
Survey Manager	0	\$195.00	\$0.00
Project Surveyor	62	\$195.00	\$12,090.00
Staff Surveyor	30	\$165.00	\$4,950.00
Survey Tech/CADD	4	\$165.00	\$660.00
Survey Tech\Assist	3	\$130.00	\$390.00
Planning	0	\$130.00	\$0.00
Clerical	2	\$110.00	\$220.00
Total Labor Cost	101		\$18,310.00



1717 South Rustle Street, Suite 201
Spokane, WA 99224
Ph: (509) 319-2580

Attachment 3. Cultural Resources Proposal



April 01, 2026

Brook Emry
Ardurra
1717 South Rustle Street Suite 201
Spokane, Washington 99224

Dear Brook,

Thank you for requesting a proposal from Plateau CRM for cultural resource survey of the Chelan Anderson Road Gravity Sewer Extension Project in Chelan County. Attached is a confidential project price proposal that allows for 100% survey coverage and targeted subsurface probing of the Project Area.

Once this agreement is executed, we will start the background review and will prepare for fieldwork. If there will be any geotechnical work or utility potholing on this project, we would appreciate the opportunity to coordinate our schedule with that work.

Feel free to contact me if you have any additional questions.

Sincerely,

Samantha Fulgham

Samantha L. Fulgham

Enclosure: Project Price Proposal

PROJECT PRICE PROPOSAL

By
Plateau Archaeological Investigations, LLC
dba Plateau CRM
125 NW Olsen Street, Pullman, Washington 99163

To: Ardurra

Project: Chelan Anderson Road Gravity Sewer Extension Project Cultural
Resource Survey, Chelan County, Washington

Date: April 01, 2026

Price: \$7,595.00

Signatures:

Brook Emry
Ardurra

Date



David A. Harder, Vice President
Plateau CRM

April 01, 2026

Date

This price proposal is valid until July 01, 2026.

Chelan Anderson Road Gravity Sewer Extension Project
Cultural Resource Survey Price Proposal

The City of Chelan is looking to extend a portion of their gravity sewer main from Anderson Road to SR 150/Chelan Falls Road in Chelan County, Washington. The proposed extension will extend 0.25 mi between Anderson Road and SR150/Chelan Falls Road. The extension will predominantly fall within an industrial fruit packing area; however, numerous archaeological sites are located around the Project Area. Therefore, the area is considered Very High Risk for encountering cultural resources. The Project Area covers approximately 0.4 acres and lies in Sections 19 and 20 of Township 27 North, Range 23 East, Willamette Meridian. Please review the attached map to verify the project location.

If any cultural resources are identified through the study, Plateau CRM will utilize a risk management strategy in the field that will seek to determine the horizontal and vertical limits within the Project Area and identify any potential effects. Plateau CRM will then utilize the professional and timely identification of any known or previously unrecorded cultural resources and then recommend viable management strategies or actions, thus, satisfying regulatory oversight and helping reduce the impact and the risk of found artifacts upon a project's timeline and approval process.

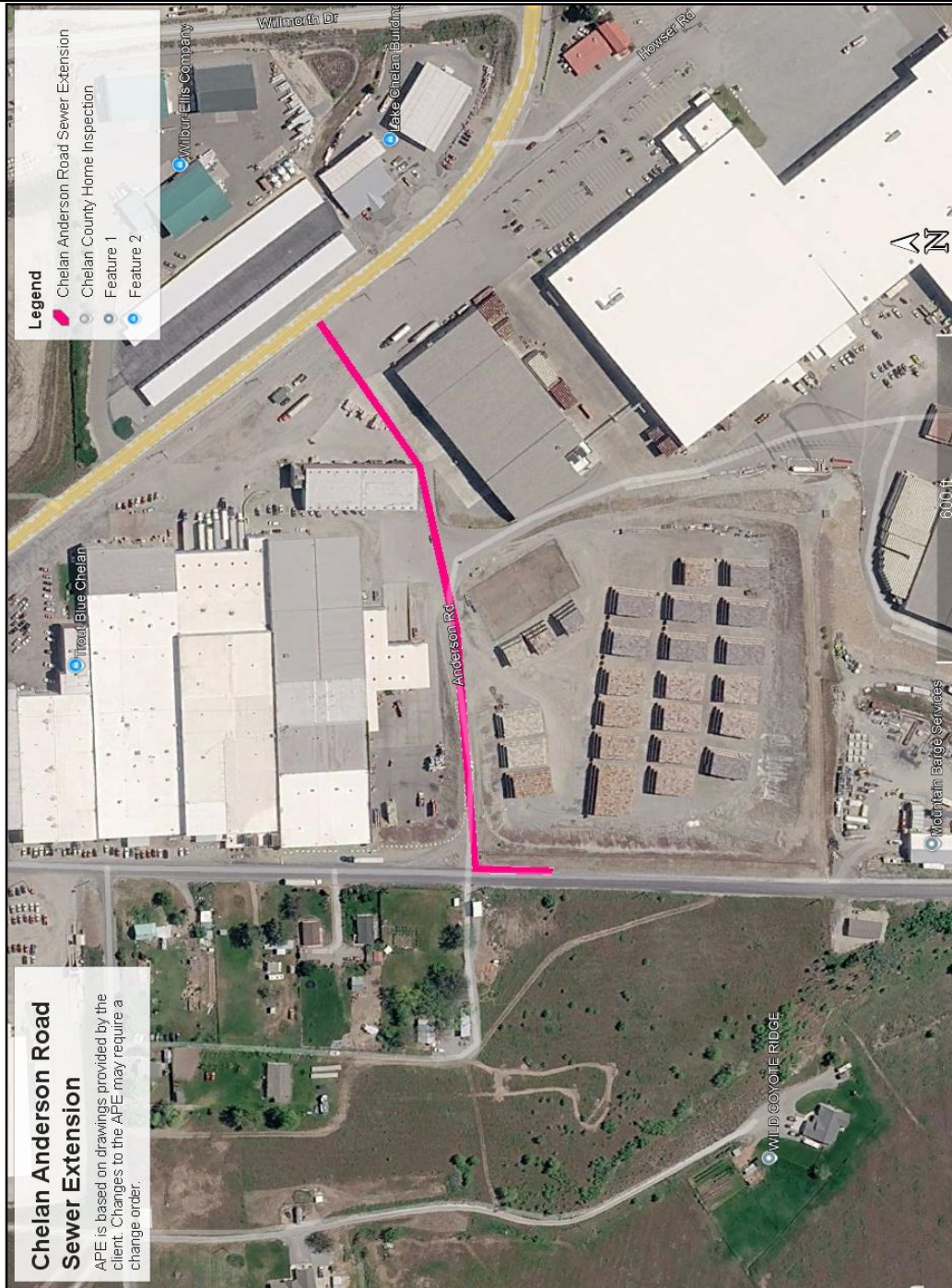
This cultural resource investigation will include a review of the Washington Information System for Architectural and Archaeological Records Data (WISAARD) database maintained by the Department of Archaeology and Historic Preservation (DAHP) in Olympia, a background literature review, informal contact with the interested tribe(s), a pedestrian ground survey, and the preparation of a report. The fieldwork will be completed in a manner consistent with RCW 27.53.030 and will include inspection techniques to identify both surface and subsurface archaeological resources. The proper field methods will be completed, at the archaeologist's discretion, depending upon information obtained during the background review and fieldwork. An unmanned aerial vehicle may be deployed for project mapping. Subsurface inspections could involve shovel excavations, or mechanical auger excavations, and screening of the fill to identify the nature and extent of any potential archaeological resources.

- 1 This agreement is for a cultural resource investigation of the areas to be impacted during the proposed Chelan Anderson Road Gravity Sewer Extension Project, Chelan County, Washington. The purpose of the investigation is to identify any cultural resources which may be adversely affected by the project.
 - 1.1 The area of potential effect to be investigated is the physical location of the proposed disturbances required by the project.
- 2 Plateau CRM will conduct the cultural resource survey.

Chelan Anderson Road Gravity Sewer Extension Project
Cultural Resource Survey Price Proposal

- 3 This project will consist of a background search, field investigation of the Project Area to identify any cultural resources, research of public documents to help identify potential traditional cultural properties, and preparation of a report.
 - 3.1 The report will include an inadvertent discovery plan to meet the requirements of the City of Chelan.
 - 3.2 This proposal does not include interviewing tribal elders to help identify possible Traditional Cultural Properties.
- 4 If cultural resources are located during this project, further work, investigation, or analysis may be required to evaluate whether the resource(s) is/are eligible for inclusion on the National Register of Historic Places; this survey could result in a recommendation for professional archaeological monitoring during excavation activities at project execution or other additional work; any such additional work, investigation, evaluation, or analysis is not included in this price proposal.
 - 4.1 This proposal does not include the inventory or formal National Register of Historic Places (NRHP) evaluation of any buildings, bridges, or other structures near the Project Area whose evaluation may be requested by interested or other parties.
- 5 An email describing the findings of the field investigation will be sent to Brook Emry of Ardurra within five working days of completion of the fieldwork. The correspondence will include preliminary recommendations regarding project monitoring or any other suggestions for additional work.
 - 5.1 An electronic draft copy of the report in Portable Document Format (PDF) will be provided to Ardurra within twenty working days of completion of the fieldwork.
 - 5.2 Any review and comment upon the draft report will be provided to Plateau CRM within thirty days of receiving the draft report.
 - 5.3 Plateau CRM will upload the final report to the DAHP's WISAARD portal and provide contact information to request a review of the documentation. Since the submittal process varies by funding and permitting agency, Plateau CRM will assist with submissions and verify that the reports are submitted with all appropriate cover sheets and/or exhibits.
- 6 Ardurra agrees to provide any of the following that are available or possible:
 - 6.1 All available correspondence related to cultural resources from or to the funding or permitting agency, DAHP, or any other interested parties.
 - 6.2 The most current set of project plans, preferably in an electronic format.
 - 6.3 Geographic Information System (GIS) data for the project.

Chelan Anderson Road Gravity Sewer Extension Project
Cultural Resource Survey Price Proposal



Aerial map showing the Chelan Anderson Road Gravity Sewer Extension Project.



Subject/Title: RH2 Engineering Inc. Task Authorization No. 17 for the Raw Water Pump Station Generator Project Design (Public Works Director Youngren)

Department: Public Works

Staff Contact: Jake Youngren

Guiding Principles: Accessible & Welcoming

Initiatives: Modernize Resource

Reviewed By: City Administrator and Finance Director

Number of Looks: Look No. 1 of 1

PREVIOUS ACTION TAKEN

None.

OVERVIEW

The City is seeking authorization for Task Authorization (TA) No. 17 under the General Engineering Services agreement with RH2 Engineering, Inc. (dated December 8, 2025). This task authorization focuses on providing design and bidding services for the installation of a stationary standby generator at the City’s Raw Water Pump Station (RWPS).

The RWPS is a critical facility for the City’s water supply. To ensure continuous operation during power outages and emergencies, the City has requested the design of a generator system that will be installed partially over the existing pumping station structure.

Key scope items include:

- **Project Management:** Coordination with City staff and subconsultants (Control Systems NW LLC).
- **Engineering Design:** Preparation of 90% and 100% construction plans, including structural modifications to the existing station to support the generator, mechanical exhaust/fuel systems, and electrical integration.
- **Bidding Services:** Assistance with advertisement, conducting a pre-bid meeting, responding to bidder inquiries, and providing a recommendation for contract award.

The RWPS currently lacks a permanent backup power source. A stationary generator is essential to maintaining water service levels and fire protection capabilities during utility power failures. Because the station has limited space, the design involves a complex structural solution to mount the generator partially over the existing building. This TA moves the project from conceptual need into a "bid-ready" status. Services during the construction phase are not included in this authorization and will be handled via a future addendum.

FINANCIAL IMPLICATIONS

The attached contract consists of a Not to Exceed amount of \$98,790.00. Budget authority for 406-000-000-594-34-64-04 has been requested from council within budget amendment no. 2, in the amount of \$441,000 for the total anticipated 2026 expenses related to this project.

ATTACHMENTS

- 1. RH2 Engineering Inc. Task Authorization No. 17 for the Raw Water Pump Station Generator Project Design

SUGGESTED MOTION

I move to authorize the Mayor to finalize and execute the RH2 Engineering Inc. Task Authorization No. 17 for the Raw Water Pump Station Generator Project Design.

Task Authorization No. 17
City of Chelan
General Engineering Services
Raw Water Pump Station Generator

April 2026
RH2 Project No. CHE 0260007.17

In accordance with our Professional Services Agreement for General Engineering Services, dated December 8, 2025, this Task Authorization outlines the Scope of Work for the Raw Water Pump Station Generator. The work will be performed and invoiced in compliance with the terms and conditions listed in the governing Agreement and any issued Contract Amendments.

Background

The City of Chelan (City) requested that RH2 Engineering, Inc., (RH2) provide design services including development of plans and specifications, and services during bidding for the installation of a proposed stationary generator for the City’s Raw Water Pump Station (RWPS). The generator is to be installed partially over the existing pumping station structure.

Services during construction are not included as part of this Scope of Work and will be addressed in a future addendum.

Assumptions

- *This Task Authorization will be supported by RH2’s subsidiary, Control Systems NW LLC (CSNW), via subconsultant services agreement.*
- *RH2 will rely upon the accuracy and completeness of information, data, and materials generated or produced by the City or others in relation to this Task Authorization.*
- *Deliverables will be submitted in electronic format (PDF) unless otherwise noted.*

Task 1 – Project Management and Administration

Objective: Manage and coordinate RH2 staff, schedule, and budget, and provide related services required for the project.

Approach:

- 1.1 Manage RH2 Project Team and Submit Monthly Invoices – Manage the RH2 project team to track work elements accomplished, work items planned for the next period, labor hours, scope changes, time, and budget needed to perform the Scope of Work. Submit a monthly invoice summarizing costs and remaining budget by task.

RH2 Deliverables:

- Monthly invoices, issued electronically.

Task 2 – Site Investigation, Data Collection, and Record Research

Objective: Complete a site investigation and data review to assist the City in determining alternatives for installing the standby generator at the RWPS.

Approach:

- 2.1 Attend Kick-Off Meeting and Site Visit – Prepare for and attend one (1) kick-off meeting with City staff, which shall include a site visit to the RWPS. Take inventory of existing electrical loads, review the existing electrical distribution equipment, and identify possible locations for the generator, conduits, and fuel storage system at the site visit. Prepare meeting agenda and minutes.
- 2.2 Perform Electrical Load Study and Generator Size Confirmation – Perform generator load and sizing calculations based on the existing electrical load and planned future load to determine the generator sizing. Perform an electrical load study to determine the electrical demand load based on the maximum simultaneous running load. Review utility bills from the electrical power provider to gather information regarding average power consumption. Determine generator sizing calculations with manufacturer sizing software. Coordinate with generator manufacturers to determine the physical size of the generator, obtain equipment pricing information, and obtain fuel storage system information.

Assumptions:

- *The installation location was chosen through predesign efforts in 2025.*
- *CSNW will design and support the change of the existing manual transfer switch to an automatic transfer switch prior to generator installation.*

Provided by City:

- Attendance at kick-off meeting and site visit.
- Copies of utility power bills for the previous twelve (12) months.
- Identification of critical and future electrical loads that will require emergency power.
- As-built records for the RWPS.

RH2 Deliverables:

- Attendance at kick-off meeting and site visit.
- Kick-off meeting agenda and minutes.
- Generator sizing reports.

Task 3 – Permitting Assistance

Objective: Support the City in obtaining permit approvals for the project.

Approach:

- 3.1 Perform Background Review and Agency Coordination – Review site and environmental background information, City code and permit requirements, etc. Coordinate with the City's Community Development Department and project staff to confirm permit requirements and submittal needs.
- 3.2 Prepare and Submit State Environmental Policy Act (SEPA) Checklist – Prepare a SEPA Checklist addressing proposed RWPS generator improvements. Provide draft Checklist to the

City for review and comment, refine, and submit to the City for determination and public comment.

- 3.3 Prepare and Submit Shoreline Substantial Development Permit (SSDP) – Prepare SSDP application package, including a Joint Aquatic Resources Permit Application (JARPA), Code criteria narrative, and shoreline site plan. Provide draft SSDP application package to the City for review, refine, and submit to the City for processing.
- 3.4 Prepare and Submit Commercial Building Permit – Prepare Commercial Building Permit application using the City’s permit portal. Include design plans and information to support application. *Structural calculations or other design related information to support this permit application will be prepared under Task 4.*
- 3.5 Clean Air Agency Coordination – Coordinate with the local clean air agency to determine if permit approvals are required for the size of emergency standby generator determined in Task 2. Support the City to apply for and obtain air approvals, if required.

Assumptions:

- *The City will be the applicant for permit applications and RH2 will be the agent for permit submittals.*
- *Permits included in this Scope of Work are based on internal coordination between City departments. No other approvals are anticipated to be required.*
- *The need for and associated effort required to obtain air quality approvals is not well defined presently; therefore, RH2 has included up to fourteen (14) hours of effort for this subtask. Additional effort, if needed, may require an amendment to this Scope of Work.*

Provided by City:

- Review and comment on draft permit application packages, as desired.

RH2 Deliverables:

- Records of agency correspondence, telephone calls, etc.
- Draft and final SEPA Checklist.
- Draft and final SSDP application package.
- Commercial Building Permit prepared and submitted via the City’s permit portal.
- Clean Air Approval coordination records and/or permit application, if warranted.

Task 4 – 90-Percent Design Submittal

Objective: Prepare 90-percent design plans, technical specifications, and opinion of probable construction cost (OPCC) for the proposed site, structural, and electrical work required for installing an emergency generator at the facility. Submit to the City for review. Meet with City staff to review the 90-percent design submittal comments.

Approach:

- 4.1 Prepare Electrical Design Plans – Develop electrical plans for the power distribution system improvements and installation of a new outdoor generator to include a one-line diagram, power distribution and signal plan, electrical site plan, generator installation details, electrical schedules, and electrical details. Prepare generator and fuel storage system installation details.
- 4.2 Prepare Structural Design Plans – Develop structural plans for the extension of the existing concrete pad to accommodate the addition of the stationary generator.
- 4.3 Prepare Technical Specifications – Prepare technical specifications using RH2’s modified Construction Specifications Institute format.
- 4.4 Prepare OPCC – Prepare 90-percent OPCC for the installation of the backup generator system.
- 4.5 Prepare Front-End Bid Documents – Prepare non-technical (front-end) specifications. Provide the advertisement to bid, instructions to bidders, general conditions, construction contract, insurance provisions, and other typical forms used for the bidding and engagement of public works contracts. *It is assumed that the front-end documents will be based on RH2’s standard bid and construction contracting documents.*
- 4.6 Attend 90-Percent Design Virtual Review Meeting – Attend one (1) virtual meeting with City staff to review the City’s comments on the 90-percent design submittal.

Provided by City:

- 90-percent design review comments and attendance at virtual review meeting.

RH2 Deliverables:

- 90-percent design plans, technical specifications, front-end bid documents, and OPCC.
- Attendance at virtual review meeting with City staff.

Task 5 – Prepare Bid-Ready Design Submittal

Objective: Prepare bid-ready design plans, specifications, and OPCC for the proposed site, structural, and electrical work required for installing the generator at the facility. Incorporate the City’s 90-percent design review comments into the bid-ready design.

Approach:

- 5.1 Incorporate 90-Percent Design Submittal Comments – Incorporate the City’s 90-percent design review comments into the bid-ready design plans.
- 5.2 Prepare Bid-Ready Documents – Prepare bid-ready design plans, technical specifications, and front-end documents. Provide quality assurance and quality control (QA/QC) services to include a formal, internal QA/QC process and review of the constructability of the project design and final deliverables.
- 5.3 Prepare Final OPCC – Prepare a final OPCC for the installation of the stationary generator.

RH2 Deliverables:

- Bid-ready design plans, including one (1) full-size stamped and signed hard copy set and electronic PDF.
- Bid-ready front-end documents and technical specifications, including one (1) stamped and signed hard copy and electronic PDF.
- Final OPCC in electronic PDF.

Task 6 – Services During Bidding

Objective: Provide technical assistance to the City during project bidding.

Approach:

- 6.1 Respond to Bidder Questions – Respond to bidders’ technical questions, as requested, during the bidding process. *It is assumed that the City will respond to procedural questions. RH2 will not coordinate directly with bidders; RH2 will receive bidder questions from the City and respond via the City.*
- 6.2 Prepare Project Bid Addenda – Prepare up to two (2) addenda for the City to distribute to the plan holders.

Assumptions:

- *The City will publish the bid advertisement, post the bid documents with an online plan center, and pay any fees directly.*
- *The City will receive all bidder questions and record them for forwarding to RH2 at the City’s discretion.*
- *The City will conduct a pre-bid meeting. It is assumed that RH2 will not attend.*
- *The City will conduct the bid opening. It is assumed that RH2 will not attend.*
- *The City will review all elements of the bid proposals, as it deems appropriate.*
- *The City will be responsible for bid award and construction contract execution.*

Provided by City:

- Advertisement for bid, posting of bid documents to an online plan center, and payment of fees.
- Receive and record questions from bidders.
- Conduct a pre-bid meeting and bid opening.
- Construction contract award and execution.

RH2 Deliverables:

- Responses to bidder questions transmitted by the City in electronic format.
- Up to two (2) addenda.

Project Schedule

RH2 will begin work upon notice to proceed. The design will be prepared in the spring of 2026, with construction anticipated in fall/winter of 2026.

Fee for Services

The fee for services shall be on a time and expense basis and shall not exceed \$98,790 as shown on the attached **Exhibit A, Fee Estimate** without prior written authorization of the City.

RH2 Engineering, Inc.
300 Simon Street SE, East Wenatchee, WA 98802

City of Chelan
PO Box 1669, Chelan, WA 98816

 4/8/26

SIGNATURE

DATE

Erik R. Howe, Director

PRINT NAME & TITLE

SIGNATURE

DATE

PRINT NAME & TITLE

EXHIBIT A

Fee Estimate

Task Authorization No. 17

City of Chelan

General Engineering Services

Raw Water Pump Station Generator

Apr-26

Description		Total Hours	Total RH2 Labor	Total Hours	Total CSNW Labor	Total ALL Hours	Total ALL Labor	Total Subconsultant	Total RH2 Expense	Total CSNW Expense	Total Expense	Total Cost
Task 1	Project Management and Administration	14	\$ 3,542	6	\$ 1,165	20	\$ 4,707	\$ -	\$ 89	\$ 29	\$ 118	\$ 4,825
1.1	Manage RH2 Project Team and Submit Monthly Invoices	14	\$ 3,542	6	\$ 1,165	20	\$ 4,707	\$ -	\$ 89	\$ 29	\$ 118	\$ 4,825
Task 2	Site Investigation, Data Collection, and Record Research	10	\$ 2,170	6	\$ 1,494	16	\$ 3,664	\$ -	\$ 663	\$ 205	\$ 868	\$ 4,532
2.1	Attend Kick-Off Meeting and Site Visit	6	\$ 1,302	6	\$ 1,494	12	\$ 2,796	\$ -	\$ 614	\$ 205	\$ 819	\$ 3,615
2.2	Perform Electrical Load Study and Generator Size Confirmation	4	\$ 868	-	\$ -	4	\$ 868	\$ -	\$ 49	\$ -	\$ 49	\$ 917
Task 3	Permitting Assistance	114	\$ 22,775	-	\$ -	114	\$ 22,775	\$ -	\$ 1,245	\$ -	\$ 1,245	\$ 24,020
3.1	Perform Background Review and Agency Coordination	6	\$ 1,207	-	\$ -	6	\$ 1,207	\$ -	\$ 60	\$ -	\$ 60	\$ 1,267
3.2	Prepare and Submit SEPA Checklist	24	\$ 4,712	-	\$ -	24	\$ 4,712	\$ -	\$ 155	\$ -	\$ 155	\$ 4,867
3.3	Prepare and Submit Shoreline Substantial Development Permit	40	\$ 7,944	-	\$ -	40	\$ 7,944	\$ -	\$ 401	\$ -	\$ 401	\$ 8,345
3.4	Prepare and Submit Commercial Building Permit	30	\$ 6,054	-	\$ -	30	\$ 6,054	\$ -	\$ 447	\$ -	\$ 447	\$ 6,501
3.5	Clean Air Agency Coordination	14	\$ 2,858	-	\$ -	14	\$ 2,858	\$ -	\$ 181	\$ -	\$ 181	\$ 3,039
Task 4	90-Percent Design Submittal	167	\$ 32,519	23	\$ 5,352	190	\$ 37,871	\$ -	\$ 3,343	\$ 601	\$ 3,944	\$ 41,815
4.1	Prepare Electrical Design Plans	120	\$ 23,988	18	\$ 4,132	138	\$ 28,120	\$ -	\$ 2,690	\$ 488	\$ 3,178	\$ 31,298
4.2	Prepare Structural Design Plans	4	\$ 868	-	\$ -	4	\$ 868	\$ -	\$ 132	\$ -	\$ 132	\$ 1,000
4.3	Prepare Technical Specifications	13	\$ 2,366	-	\$ -	13	\$ 2,366	\$ -	\$ 197	\$ -	\$ 197	\$ 2,563
4.4	Prepare OPCC	8	\$ 1,717	3	\$ 722	11	\$ 2,439	\$ -	\$ 153	\$ 73	\$ 226	\$ 2,665
4.5	Prepare Front-End Bid Documents	20	\$ 3,146	-	\$ -	20	\$ 3,146	\$ -	\$ 134	\$ -	\$ 134	\$ 3,280
4.6	Attend 90-Percent Design Virtual Review Meeting	2	\$ 434	2	\$ 498	4	\$ 932	\$ -	\$ 38	\$ 40	\$ 78	\$ 1,010
Task 5	Prepare Bid-Ready Design Submittal	90	\$ 18,254	2	\$ 498	92	\$ 18,752	\$ -	\$ 1,789	\$ 40	\$ 1,829	\$ 20,581
5.1	Incorporate 90-Percent Design Submittal Comments	66	\$ 13,562	-	\$ -	66	\$ 13,562	\$ -	\$ 1,384	\$ -	\$ 1,384	\$ 14,946
5.2	Prepare Bid-Ready Documents	20	\$ 3,862	-	\$ -	20	\$ 3,862	\$ -	\$ 330	\$ -	\$ 330	\$ 4,192
5.3	Prepare Final OPCC	4	\$ 830	2	\$ 498	6	\$ 1,328	\$ -	\$ 76	\$ 40	\$ 116	\$ 1,444
Task 6	Services During Bidding	14	\$ 2,782	-	\$ -	14	\$ 2,782	\$ -	\$ 235	\$ -	\$ 235	\$ 3,017
6.1	Respond to Bidder Questions	6	\$ 1,283	-	\$ -	6	\$ 1,283	\$ -	\$ 115	\$ -	\$ 115	\$ 1,398
6.2	Prepare Project Bid Addenda	8	\$ 1,499	-	\$ -	8	\$ 1,499	\$ -	\$ 120	\$ -	\$ 120	\$ 1,619
PROJECT TOTAL		409	\$ 82,042	37	\$ 8,509	446	\$ 90,551	\$ -	\$ 7,363	\$ 875	\$ 8,239	\$ 98,790

EXHIBIT B
RH2 ENGINEERING, INC.
2026 SCHEDULE OF RATES AND CHARGES

RATE LIST	RATE	UNIT
Professional I	\$179	\$/hr
Professional II	\$196	\$/hr
Professional III	\$217	\$/hr
Professional IV	\$240	\$/hr
Professional V	\$256	\$/hr
Professional VI	\$274	\$/hr
Professional VII	\$298	\$/hr
Professional VIII	\$324	\$/hr
Professional IX	\$328	\$/hr
Technician I	\$138	\$/hr
Technician II	\$152	\$/hr
Technician III	\$172	\$/hr
Technician IV	\$186	\$/hr
Technician V	\$205	\$/hr
Technician VI	\$224	\$/hr
Technician VII	\$243	\$/hr
Technician VIII	\$254	\$/hr
Control Specialist I	\$179	\$/hr
Control Specialist II	\$196	\$/hr
Control Specialist III	\$217	\$/hr
Control Specialist IV	\$240	\$/hr
Control Specialist V	\$256	\$/hr
Control Specialist VI	\$274	\$/hr
Control Specialist VII	\$298	\$/hr
Control Specialist VIII	\$324	\$/hr
Control Specialist IX	\$328	\$/hr
Control Technician I	\$138	\$/hr
Control Technician II	\$152	\$/hr
Control Technician III	\$172	\$/hr
Control Technician IV	\$186	\$/hr
Control Technician V	\$205	\$/hr
Control Technician VI	\$224	\$/hr
Control Technician VII	\$243	\$/hr
Control Technician VIII	\$254	\$/hr
Administrative I	\$93	\$/hr
Administrative II	\$108	\$/hr
Administrative III	\$127	\$/hr
Administrative IV	\$151	\$/hr
Administrative V	\$178	\$/hr
CAD/GIS System	\$27.50	\$/hr
CAD Plots - Half Size	\$2.50	price per plot
CAD Plots - Full Size	\$10.00	price per plot
CAD Plots - Large	\$25.00	price per plot
Copies (bw) 8.5" X 11"	\$0.09	price per copy
Copies (bw) 8.5" X 14"	\$0.14	price per copy
Copies (bw) 11" X 17"	\$0.20	price per copy
Copies (color) 8.5" X 11"	\$0.90	price per copy
Copies (color) 8.5" X 14"	\$1.20	price per copy
Copies (color) 11" X 17"	\$2.00	price per copy
Technology Charge	2.50%	% of Direct Labor
Night Work	10.00%	% of Direct Labor
Mileage	\$0.7250	price per mile (or Current IRS Rate)
Subconsultants	15%	Cost +
Outside Services	at cost	

Rates listed are adjusted annually.



Subject/Title: Ordinance No. 2026-16XX Budget Amendment No. 2 (Finance Director Evans)
Department: Finance
Staff Contact: Heidi Evans
Guiding Principles: Healthy & Sustainable
Initiatives: Modernize Resource
Reviewed By: City Administrator and Finance Director
Number of Looks: Look No. 2 of 3

PREVIOUS ACTION TAKEN

The 2026 budget was adopted by Ordinance No. 2025-1649 on December 9, 2025. Budget Amendment No. 1 was adopted by City Council on March 24, 2026 by Ordinance No. 2026-1654. Budget Amendment No. 2 was discussed during the April 7, 2026 Workshop as Look No. 1 of 3.

OVERVIEW

The proposed Budget Amendment No. 2 will establish beginning fund balances, provide spending authority on capital projects, update applicable operating expenditures, and add expected/additional revenue for capital projects that was not previously accounted for during the 2026 budget adoption process.

FINANCIAL IMPLICATIONS

Amendment has financial implications across numerous funds. To better understand those, please view on supplied spreadsheet.

ATTACHMENTS

1. Exhibit A - Budget at a Glance
2. Exhibit B - Detailed Amendment Proposal

SUGGESTED MOTION

None.

Exhibit "A"
City of Chelan
2026 Budget - Proposed Amendment No. 2 Overall Impacts

Fund No.	Description	2026 Estimated Beginning Fund Balance	2025 YE Balance / 2026 Beginning Balance	2026 Transfers Out Due to Policy	2026 INCOMING			2026 OUTGOING			2026 Estimated End Fund Balance
					2026 Adopted Budget	Budget Amendment No. 1 Completed	Budget Amendment No. 2 Proposed	2026 Adopted Budget	Budget Amendment No. 1 Completed	Budget Amendment No. 2 Proposed	
001	General Fund	3,727,262.45	4,278,477.58	(2,394,346.42)	5,521,517.79			5,389,784.01		55,000.00	1,960,864.95
101	Transportation Operating	1,049,008.65	983,189.72	(615,656.29)	1,845,432.72			1,740,398.27			472,567.88
102	Lake Chelan Airport		15,493.36	-	441,100.00			441,100.00			15,493.36
103	Tourism Impact (2%)	3,078,592.32	6,323,106.11	(3,161,553.06)	745,000.00			1,300,443.14		11,000.00	2,595,109.92
104	Destination Development (3%)	3,078,592.32		3,161,553.06	800,000.00			812,500.00			3,149,053.06
105	Affordable Housing	129,049.27	132,027.76		13,457.58			-			145,485.34
110	Parks Operating	1,193,517.36	1,951,132.69	(700,739.36)	1,415,521.11			2,197,803.34		11,291.95	456,819.15
111	Golf Operating	424,489.80		424,489.80	2,469,133.98			2,400,437.11		7,990.13	485,196.54
112	Marina Operating	27,724.15		27,724.15	208,272.42			203,466.84			32,529.73
113	RV Park Operating	212,271.62		212,271.62	1,664,662.00			1,623,325.31		(15,196.04)	268,804.35
114	Putting Course Operating	36,253.79		36,253.79	350,175.38			303,996.89			82,432.28
120	Retainage Deposits	-	79,756.20		-			-			79,756.20
133	Refundable Deposits	880,435.68	867,771.68		-			-			867,771.68
201	Debt Service	4,640.39	4,640.39		526,794.06			526,793.06			4,641.39
301	General Fund Capital	2,296,709.14	2,249,898.23	2,394,346.42	444,345.05			430,391.20	723,974.51		3,934,223.99
302	Transportation Capital	672,065.67	(121,802.45)	615,656.29	942,218.64	2,507,295.46	3,085,271.50	6,236.55	3,170,462.54	1,280,000.00	2,571,940.35
303	Transportation Benefit District	703,486.47	657,500.02		719,219.70			900,000.00			476,719.72
306	Lake Chelan Airport Capital		-		318,562.40			318,562.40			-
310	Parks Capital	1,056,535.62	1,579,999.52	(289,585.92)	-		438,090.65	53,017.06		1,564,832.37	110,654.82
311	Golf Capital	78,500.00		78,500.00	-			75,500.00			3,000.00
312	Marina Capital	8,035.10		8,035.10	-			8,035.10			-
313	RV Park Capital	503,050.82		203,050.82	-			50,600.00		9,200.00	143,250.82
314	Putting Course Capital	-			-			-			-
400	Sewer Operating	1,581,738.89	1,500,537.59		3,552,514.08			3,658,992.94			1,394,058.73
401	Water Operating	1,456,012.81	1,368,001.68		4,233,985.32			4,500,575.05			1,101,411.95
402	Water & Sewer Bond	896.02	896.02		739,110.39			739,110.25			896.16
403	Sanitation Operating	1,801,254.47	1,683,215.40		2,102,832.98			2,449,599.64			1,336,448.74
406	Water Capital	7,467,712.33	7,323,685.62		1,438,882.00		11,083,332.00	2,835,225.64		15,221,352.66	1,789,321.32
407	Sewer Capital	4,446,409.48	4,111,762.24		1,126,773.00		5,331,689.10	3,819,529.27		4,555,247.30	2,195,447.77
502	Public Works Shop	2,104,244.27	2,081,475.46		1,648,783.56			1,921,852.95			1,808,406.07
631	Lake Chelan Sewer District	922,455.71	959,190.18		378,341.64			362,325.14			975,206.68
650	External Taxes	53,279.09	56,750.85		381,000.00			381,000.00			56,750.85
GRAND TOTALS		38,994,223.69	38,086,705.85	0.00	34,027,635.80	2,507,295.46	19,938,383.25	39,450,601.16	3,894,437.05	22,700,718.37	28,514,263.78

Exhibit "B"
City of Chelan
2026 Budget Amendment No. 2 Proposal - Detail

Account Number	Title	Current Budget	Proposed Amendment	Proposed New Budget	Notes
REVENUE					
302-000-000-333-20-20-01	Transportation Capital Apple Blossom CDTC Grant	\$ 20,000.00	\$ 180,000.00	\$ 200,000.00	Total anticipated revenue
302-000-000-334-03-10-00	Transportation Capital ECY-Stormwater Mngmt Plan Grant	\$ -	\$ 243,541.88	\$ 243,541.88	2025 Carryover of anticipated revenue
302-000-000-334-03-60-23	Transportation Capital WADOT Grant-Lakeside Trail	\$ -	\$ 1,992,110.98	\$ 1,992,110.98	2025 Carryover of anticipated revenue
302-000-000-334-03-80-24	Transportation Capital TIB-Lakeside Trail Grant	\$ -	\$ 372,765.64	\$ 372,765.64	2025 Carryover of anticipated revenue
302 - NEW	Transportation Capital LINK - Lakeside Trail Contribution	\$ -	\$ 296,853.00	\$ 296,853.00	2025 Carryover of anticipated revenue
		<u>\$ 20,000.00</u>	<u>\$ 3,085,271.50</u>	<u>\$ 3,105,271.50</u>	
310-000-000-334-02-70-26	Parks Capital RCO -Lakeside Park	\$ -	\$ 438,090.65	\$ 438,090.65	Rollover of anticipated grant revenue
		<u>\$ -</u>	<u>\$ 438,090.65</u>	<u>\$ 438,090.65</u>	
406-000-000-333-66-46-16	Water Capital Ind Fed Grnt -Airport Water Line	\$ -	\$ 6,500,000.00	\$ 6,500,000.00	
406-000-000-337-00-25-01	Water Capital Chelan County Airport Waterline	\$ -	\$ 666,666.00	\$ 666,666.00	
406-000-000-337-00-25-02	Water Capital Regional Port Airport Waterline	\$ -	\$ 666,666.00	\$ 666,666.00	
406-000-000-337-00-25-03	Water Capital - Local Gov Grant	\$ -	\$ 300,000.00	\$ 300,000.00	
406-New**	Water Capital - East Chelan Reservoir	\$ -	\$ 2,950,000.00	\$ 2,950,000.00	
		<u>\$ -</u>	<u>\$ 11,083,332.00</u>	<u>\$ 11,083,332.00</u>	
407-000-000-334-03-10-29	Sewer Capital DOE Grant - Lift Station No 1.	\$ -	\$ 232,189.10	\$ 232,189.10	2025 Carryover of anticipated revenue
407-New**	Sewer Capital DOE Loan - Downtown Sewer	\$ -	\$ 5,099,500.00	\$ 5,099,500.00	
		<u>\$ -</u>	<u>\$ 5,331,689.10</u>	<u>\$ 5,331,689.10</u>	
			\$ 19,938,383.25	TOTAL PROPOSED CHANGE IN BUDGETED REVENUE	

EXPENDITURES					
001-000-000-554-30-41-01	Chelan Valley Feral Cat Project	\$ -	\$ 5,000.00	\$ 5,000.00	As per contractual agreement 2025-2027
001-000-000-558-50-41-04	Comm Dev B-Nuisance Abatement	\$ 15,000.00	\$ 50,000.00	\$ 65,000.00	Anticipated costs expected for house demolition - expected to be recouped
		<u>\$ 15,000.00</u>	<u>\$ 55,000.00</u>	<u>\$ 70,000.00</u>	
103- New*	Tourism Impact (2%) No Wake Buoys	\$ -	\$ 11,000.00	\$ 11,000.00	
		<u>\$ -</u>	<u>\$ 11,000.00</u>	<u>\$ 11,000.00</u>	
110-000-100-576-80-49-00	Parks Dues/Subscrip/Reg/Renewals	\$55,750.00	\$5,500.00	\$ 61,250.00	Subscription for Flow Meter for DM Irrigation Per DOE (1,500); Licensing & cellular service for cameras/door locks (\$4,000)
110-000-100-576-80-48-00	Parks Repairs & Maintenance	\$20,000.00	\$10,000.00	\$ 30,000.00	Unplanned installation of Flow Meter for DM irrigation per Ecology
110-000-100-576-80-46-00	Parks Insurance	\$141,522.13	(\$9,771.32)	\$ 131,750.81	Adjustments post budget
110-000-100-576-80-46-01	Parks Vehicle Insurance	\$1,797.03	\$5,563.27	\$ 7,360.30	Adjustments post budget
		<u>\$219,069.16</u>	<u>\$11,291.95</u>	<u>\$230,361.11</u>	
111-000-700-576-60-12-00	Golf Pro OT Wages	\$ 18,000.00	\$ (2,000.00)	\$ 16,000.00	Aligned with 2025 actuals
111-000-700-576-60-14-00	Golf Pro PT OT Wages	\$ 7,500.00	\$ (1,000.00)	\$ 6,500.00	Aligned with 2025 actuals
111-000-700-576-60-45-14	Golf Pro Cart Fleet Rentals	\$ 80,000.00	\$ 18,000.00	\$ 98,000.00	Transition to new carts, buying out old lease
111-000-700-576-60-46-00	Golf Pro Insurance	\$ 67,932.37	\$ 3,461.71	\$ 71,394.08	Adjustments post budget

111-000-700-576-60-46-01	Golf pro Vehicle Insurance	\$	19.10	\$	(7.22)	\$	11.88	Adjustments post budget
111-000-800-576-60-46-00	Golf Maint Insurance	\$	117,054.88	\$	(9,637.00)	\$	107,417.88	Adjustments post budget
111-000-800-576-60-46-01	Golf Maint Vehicle Insurance	\$	481.39	\$	1,172.64	\$	1,654.03	Adjustments post budget
111-000-800-576-60-31-02	Golf Main Equipment Parts	\$	20,000.00	\$	(5,000.00)	\$	15,000.00	Repairs to carts no longer needed with new cart fleet
		\$	285,487.74	\$	7,990.13	\$	293,477.87	
113-000-200-576-30-49-00	RV Park Dues/Subscrp/Reg/Renewals	\$	128,000.00	\$	4,500.00	\$	132,500.00	Door lock & security camera access licensing
113-000-200-576-30-46-00	RV Park Insurance	\$	107,396.40	\$	(22,417.95)	\$	84,978.45	Adjustments post budget
113-000-200-576-30-46-01	RV Park Vehicle Insurance	\$	324.88	\$	1,139.24	\$	1,464.12	Adjustments post budget
113-000-200-576-30-41-21	RV Park IT Support	\$	-	\$	1,582.67	\$	1,582.67	
		\$	235,721.28	\$	(15,196.04)	\$	220,525.24	
302-000-000-594-31-30-24	Transportation Capital Storm Water Plan	\$	-	\$	275,000.00	\$	275,000.00	Anticipated grant revenue of \$243,541.88
302-000-000-594-42-41-25	Transportation Capital Comp Plan Transportation Element	\$	-	\$	150,000.00	\$	150,000.00	Rollover from 2025
302-New*	Transportation Capital Lakeside Park Access & Pakring	\$	-	\$	100,000.00	\$	100,000.00	
302-New*	Transportation Capital Neighborhood Sidewalk Expansion	\$	-	\$	100,000.00	\$	100,000.00	
302-New*	Transportation Capital Regional Transportation Plan	\$	-	\$	50,000.00	\$	50,000.00	
302-000-000-595-61-63-22	Transportation Capital Other Imp-Bradley St Ped Imp	\$	-	\$	10,000.00	\$	10,000.00	Rollover from 2025
302-000-000-595-62-63-23	Transportation Capital-Lakeside Trail Woodin to Water & 15	\$	-	\$	555,000.00	\$	555,000.00	Rollover from 2025 of design & construction monies
302-000-000-595-69-41-24	Transportation Capital Downtown Revitalization-Design	\$	-	\$	40,000.00	\$	40,000.00	
		\$	-	\$	1,280,000.00	\$	1,280,000.00	
310-000-100-594-58-41-20	Parks Capital Land Imp-Shoreline Access Dev	\$	-	\$	367,527.00	\$	367,527.00	Rollover from 2025 for future Shoreline projects
310-000-100-594-76-41-13	Parks Cap Road End Parks-Design	\$	-	\$	11,588.00	\$	11,588.00	Rollover from 2025 for future Shoreline projects
310-000-100-594-76-41-21	Parks Cap Parks Branding/Signage	\$	-	\$	47,051.92	\$	47,051.92	Rollover from 2025 - on-going signage projects
310-000-100-594-76-61-19	Parks Capital- Lakeside Park Grant Match	\$	-	\$	1,033,392.95	\$	1,033,392.95	Rollover from 2025 with adjustments for approved change orders
310-000-100-594-76-63-12	Parks Capital-Asphalt Crack & Seal Coating	\$	-	\$	4,127.50	\$	4,127.50	Rollover from 2025 - Ongoing park renovation proejct
310-000-100-594-76-64-22	Parks Capital-Vehicle Rplcmt	\$	-	\$	53,145.00	\$	53,145.00	Rollover from 2025 - earmarked for future equipment replacement needs
310-000-100-594-76-62-14	Parks Capital - Door Locks	\$	9,400.00	\$	33,000.00	\$	42,400.00	Quotes came in over budget - council was made aware of this overrun during Interwest contract review
310-000-100-594-76-64-03	Parks Capital March/equip - Security Camers	\$	20,617.06	\$	15,000.00	\$	35,617.06	Quotes came in over budget - council was made aware of this overrun during Interwest contract review
		\$	30,017.06	\$	1,564,832.37	\$	1,594,849.43	
313-000-200-594-76-62-26	RV Park Door Locks	\$	10,600.00	\$	9,200.00	\$	19,800.00	Quotes came in overbudget
		\$	10,600.00	\$	9,200.00	\$	19,800.00	
406-000-000-594-34-41-12	Water Capital- Rate Study	\$	-	\$	30,656.64	\$	30,656.64	Rollover from 2025
406-000-000-594-34-41-13	Water Capital Replace 8" Submarine Line-Design	\$	-	\$	223,669.69	\$	223,669.69	Rollover from 2025
406-000-000-594-34-41-17	Water Capital Eng/Des Airport Waterline	\$	-	\$	525,375.65	\$	525,375.65	Rollover from 2025
406-000-000-594-34-41-38	Water Capital High St BPS Imp	\$	-	\$	39,375.00	\$	39,375.00	Rollover from 2025
406-000-000-594-34-41-01	Water Capital Water System Plan	\$	202,584.00	\$	(187,584.00)	\$	15,000.00	Reduction in anticipated expenditures
406-000-000-594-34-41-02	Water Capital Pipe Replacement	\$	66,853.00	\$	933,147.00	\$	1,000,000.00	Expedition of project originally planned for 2027
406-New*	Water Capital Rights Support	\$	-	\$	50,000.00	\$	50,000.00	
406-New*	Water Capital East Chelan Reservoir Design	\$	-	\$	2,950,000.00	\$	2,950,000.00	Grant revenue to cover entirety of this expense
406-000-000-594-34-62-16	Water Capital- Bldg/Struct WA St BPS Improvements	\$	-	\$	736,519.63	\$	736,519.63	Rollover from 2025
406-000-000-594-34-62-30	Water Capital- Boyd Rd & Pinnacle BPs and PRV Upgrd	\$	-	\$	414,855.05	\$	414,855.05	Rollover from 2025
406-000-000-594-34-63-01	Water Capital Const-Airport Waterline	\$	-	\$	8,611,775.00	\$	8,611,775.00	Rollover from 2025
406-000-000-594-34-63-07	Water Capital Const-Main Zone Cap Imp PH 2	\$	-	\$	200,000.00	\$	200,000.00	Reduction & rollover from 2025

406-000-000-594-34-64-03	Water Capital Mach/equip-Portable Generator	\$	-	\$	152,563.00	\$	152,563.00	Rollover from 2025
406-000-000-594-34-64-04	Water Capital Mach/equip-Raw WPS Generator	\$	-	\$	441,000.00	\$	441,000.00	Rollover from 2025
406-000-000-594-34-64-05	Water Capital Mach/Equip-High St BPS Imp	\$	-	\$	100,000.00	\$	100,000.00	Rollover from 2025

\$	269,437.00	\$	15,221,352.66	\$	15,490,789.66
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407-000-000-594-35-41-03	Sewer Capital SR150 Sewer Mainline Replacement	\$	-	\$	243,434.75	\$	243,434.75	Rollover from 2025
407-000-000-594-35-41-08	Sewer Capital-Rate Study	\$	-	\$	21,881.25	\$	21,881.25	Rollover from 2025
407-000-000-594-35-41-13	Sewer Capital SR 150 Mainline Rplcmt/Chelan Fruit	\$	1,996,903.00	\$	1,203,097.00	\$	3,200,000.00	
407-000-000-594-35-41-29	Sewer Capital Lift ST #1 Design	\$	-	\$	161,419.33	\$	161,419.33	Rollover from 2025
407-000-000-594-35-62-06	Sewer Capital Const-Lift St #1	\$	-	\$	1,997,025.66	\$	1,997,025.66	Rollover from 2025
407-000-000-594-35-62-15	Sewer Capital Const-Misc WWTP Improvements	\$	-	\$	70,000.00	\$	70,000.00	Rollover plus additional funds for 2026
407-000-000-594-35-62-25	Sewer Capital Const-Anderson Rd Utilities	\$	-	\$	198,723.25	\$	198,723.25	Rollover from 2025
407-000-000-594-35-62-27	Sewer Capital Const-Lift St #4 Elect/Controls Relocation	\$	-	\$	117,159.56	\$	117,159.56	Rollover from 2025
407-000-000-594-35-62-38	Sewer Capital Const- Lift Station #3 Improvements	\$	-	\$	404,818.50	\$	404,818.50	Rollover from 2025
407-000-000-594-35-64-02	Sewer Cap Mach/equip-Portable Generator	\$	-	\$	137,688.00	\$	137,688.00	Rollover from 2025

\$	1,996,903.00	\$	4,555,247.30	\$	6,552,150.30
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\$ 22,645,718.37 TOTAL PROPOSED CHANGE IN BUDGETED EXPENDITURES

Transfers

001-000-000-597-00-00-11	CE Tran Out to # 301 Cap Improve	\$	-	\$	2,394,346.42
301-000-000-397-01-00-12	CE Trans In from #001	\$	-	\$	2,394,346.42
101-000-000-597-40-00-00	Transportation Trans Out #302	\$	-	\$	615,656.29
302-000-000-397-40-00-00	Trans In FR #101 Transportation Operating	\$	-	\$	615,656.29
103 - New Expenditure*	Tourism Impact (2%) Tran Out to #104 Destination Developi	\$	-	\$	3,161,553.06
104 - New Revenue*	Destination Development - Trans In from #103	\$	-	\$	3,161,553.06
110 - New Expenditure*	Parks Tran Out to #111 Golf Operating	\$	-	\$	700,739.36
111 - New Revenue*	Golf Trans In from #110 Parks Operating	\$	-	\$	424,489.80
112 - New Revenue*	Marina Trans In from #110 Parks Operating	\$	-	\$	27,724.15
113 - New Revenue*	RV Park Trans in From #110 Parks Operating	\$	-	\$	212,271.62
114 - New Revenue*	Putting Course Trans in From #110 Parks Operating	\$	-	\$	36,253.79
310 - New Expenditure*	Parks Capital Tran Out to #311 Golf Capital	\$	-	\$	289,585.92
311 - New Revenue*	Golf Capital Tran In from #310 Parks Capital	\$	-	\$	78,500.00
312 - New Revenue*	Marina Tran In from #310 Parks Capital	\$	-	\$	8,035.10
313 - New Revenue*	RV Park Tran In from #310 Parks Capital	\$	-	\$	203,050.82



Subject/Title: Ordinance No. 2026-16XX Amendment to Chapter 3.84 & 3.86;
 Repeal Chapter 3.85 & Create 3.87 (Finance Director Evans)

Department: Administration

Staff Contact: Heidi Evans

Guiding Principles: Accessible & Welcoming

Initiatives: Diversify Housing Options
 Enhance Youth and Family Well-being
 Manage Growth

Reviewed By: City Administrator, Finance Director, and City Attorney

Number of Looks: Look No. 2 of 3

PREVIOUS ACTION TAKEN

This was previously discussed during the March 3rd, 2026 Workshop, with the Community Benefit Grant Application discussion.

OVERVIEW

The proposed amendment to Chapter 3.84 - Housing Fund 105 as well as Chapter 3.86 - Sales of Use Tax for Affordable Housing seek to bring Chelan Municipal Code consistent with the current Revised Code of Washington.

The repeal of Chapter 3.85 - Donations to the City & the creation of Chapter 3.87 seek to move section 3.84 & 3.86 together as they are both applicable to affordable housing, and then moves the language for accepting donations to after all language pertaining to affordable housing.

FINANCIAL IMPLICATIONS

None.

ATTACHMENTS

1. CMC 3.84 Fund 105 Amendment
2. CMC 3.85 Donation Recodify
3. CMC 3.86 Amendment (1)

SUGGESTED MOTION

None.

ORDINANCE NO. 2026-XXXX

AN ORDINANCE OF THE CITY OF CHELAN, WASHINGTON, RELATING TO HOUSING FUND NO. 105; AMENDING CHELAN MUNICIPAL CODE SECTION 3.84.010 TO UPDATE REFERENCES TO STATE DOCUMENT RECORDING SURCHARGE LAW, CLARIFY RESTRICTIONS APPLICABLE TO FUNDS DEPOSITED INTO HOUSING FUND NO. 105, AND PROVIDING FOR SEVERABILITY, CORRECTIONS, AND AN EFFECTIVE DATE.

WHEREAS, Chelan Municipal Code Chapter 3.84 establishes Housing Fund No. 105; and

WHEREAS, CMC 3.84.010 currently refers to RCW 36.22.178, a statute that has been repealed and replaced as part of the Legislature’s consolidation of document recording surcharge laws; and

WHEREAS, the City Council finds it appropriate to amend CMC 3.84.010 to reference current state law, preserve the restricted status of funds deposited into Housing Fund No. 105, and clarify that different revenues deposited into the fund may be subject to different restrictions.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Amendment of CMC 3.84.010. Chelan Municipal Code Section 3.84.010, titled “Housing Fund No. 105 created—Expenditures—Carryover,” is hereby amended to read as follows:

3.84.010 - Housing Fund No. 105 created—Expenditures—Carryover.

A. There is created and established a special fund to be known as the “Housing Fund No. 105,” into which all monies and proceeds from the surcharge created by RCW 36.22.178 RCW 36.22.250, as now existing or hereafter amended, and allocated to the city pursuant to its “Interlocal Cooperation Agreement Chelan County” dated March 11, 2003, or any successor or amended interlocal agreement, and which shall be used for no purpose other than as established by RCW 36.22.178 and the said interlocal cooperation agreement shall be used only for the purposes authorized by RCW 36.22.250, other applicable state law, and the applicable interlocal agreement. In addition to monies and proceeds described above, the city may deposit in Housing Fund No. 105 additional monies and proceeds from donations, grants, direct council appropriations, developer contributions, and other resources that may become available from time to time.

B. Restricted funds deposited per RCW 36.22.178 RCW 36.22.250, grant conditions, donor

restrictions, developer agreements, interlocal agreement, or other applicable law and remaining in Housing Fund No. 105 at the end of any budget year shall not be transferred to General Fund No. 001 or otherwise lapse, but shall be carried forward from year to year until expended for the purposes set forth in this chapter or for their otherwise applicable restricted purposes.

C. Any other monies not otherwise restricted by ~~RCW 36.22.178, grant provisions, or agreement~~ RCW 36.22.250, grant conditions, donor restrictions, developer agreements, interlocal agreement, or other applicable law, may be transferred out of Housing Fund No. 105 and into General Fund No. 001 upon completion of affordable housing projects or at a time council deems appropriate, through the budgetary process..

Section 2. Ratification of Prior Acts. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and affirmed.

Section 3. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 4. Corrections by City Clerk. Upon approval of the City Attorney, the City Clerk is authorized to make necessary technical corrections to this ordinance, including the correction of clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or section and subsection numbering.

Section 5. Effective Date. This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force thirty (30) days after passage, as provided by law.

PASSED by the City Council of the City of Chelan, Washington, this ___ day of April, 2026.

CITY OF CHELAN

Erin McCardle, Mayor

ATTEST/AUTHENTICATED:

Peri Gallucci, City Clerk

APPROVED AS TO FORM:

ORDINANCE No. 2026-XXXX

Quentin Batjer, City Attorney

ORDINANCE NO. 2026-XXXX

AN ORDINANCE OF THE CITY OF CHELAN, WASHINGTON, RELATING TO THE CHELAN MUNICIPAL CODE; REPEALING CHAPTER 3.85 CMC, DONATIONS TO CITY; REENACTING SAID CHAPTER AS CHAPTER 3.87 CMC; PROVIDING FOR CODIFICATION, CORRECTIONS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, Chapter 3.85 of the Chelan Municipal Code currently governs donations to the City; and

WHEREAS, the City Council finds it appropriate as a matter of code organization to relocate Chapter 3.85 to a new Chapter 3.87, while making no substantive change to the City’s existing donations provisions; and

WHEREAS, the City Council intends this ordinance to be a nonsubstantive recodification and renumbering only.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Repeal of Chapter 3.85 CMC. Chapter 3.85 CMC, titled “Donations to City,” is hereby repealed in its entirety.

Section 2. New Chapter 3.87 CMC Adopted. A new Chapter 3.87 CMC, titled “Donations to City,” is hereby adopted to read as follows:

Chapter 3.87 Donations to City

3.87.010 Definitions. As used in this chapter, the term “donation” refers to any money or property, real or personal, donated, devised or bequeathed, with or without restriction, to the City of Chelan.

3.87.020 Administration. The city administrator or designee shall have the responsibility for the financial administration of all donations of the city, shall maintain records and accounts thereof in accordance with state and city laws and policies and is authorized to determine the appropriateness, usefulness and value to the city of all nonmonetary donations and to recommend to the city council the retention, improvement, return to donor, transfer, trade, sale, donation to other agency or other disposition.

3.87.030 Acceptance.

A. The city has the discretion to accept or decline any proposed donation, whether conditioned or not.

B. All monetary and nonmonetary donations with a current value of up to \$5,000.00 may be approved and accepted for the city by the city administrator. All donations with a value greater than \$5,000.00 must be accepted by resolution of the city council. The city administrator shall estimate the value of any nonmonetary donation not supported by an appraisal, for the purpose of compliance with this section.

C. All donations of real property, whether conditioned or unconditioned, must first be approved by resolution of the city council.

3.87.040 Use. In the event a donor has indicated the donation is for a specific intended use by the city, such donation shall, to the extent reasonably feasible, be used consistent with the donor’s desired use. If a donor has not specified a particular desired use, the donation may be used for any municipal purpose.

Section 3. Codification; Construction. This ordinance is intended to recodify former Chapter 3.85 CMC as Chapter 3.88 CMC without substantive change. Any reference in the Chelan Municipal Code, City resolutions, policies, procedures, forms, agreements, or other City documents to Chapter 3.85 CMC or to sections 3.85.010 through 3.85.040 shall be construed to refer to Chapter 3.88 CMC and sections 3.88.010 through 3.88.040, respectively, unless the context clearly indicates otherwise.

Section 4. Corrections by City Clerk. Upon approval of the City Attorney, the City Clerk is authorized to make necessary technical corrections to this ordinance, including correction of clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; and section or subsection numbering.

Section 5. Severability. If any section, sentence, clause, or phrase of this ordinance should be held invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 6. Effective Date. This ordinance shall be published in the official newspaper of the City and shall take effect and be in full force thirty (30) days after passage, as provided by law.

PASSED by the City Council of the City of Chelan, Washington, this ___ day of April 2026.

CITY OF CHELAN

Erin McCardle, Mayor

ATTEST/AUTHENTICATED:

Peri Gallucci, City Clerk

APPROVED AS TO FORM:

Quentin Batjer, City Attorney

ORDINANCE NO. 2026-XXXX

AN ORDINANCE OF THE CITY OF CHELAN, WASHINGTON, RELATING TO THE SALES AND USE TAX FOR AFFORDABLE HOUSING; AMENDING CHELAN MUNICIPAL CODE SECTIONS 3.86.010 AND 3.86.040 TO ALIGN THE CODE WITH RCW 82.14.540; AND PROVIDING FOR SEVERABILITY, CORRECTIONS, AND AN EFFECTIVE DATE.

WHEREAS, the City of Chelan adopted Ordinance No. 1580 in 2020, codified at Chapter 3.86 CMC, authorizing the sales and use tax for affordable housing under RCW 82.14.540; and

WHEREAS, RCW 82.14.540 has since been amended; and

WHEREAS, the City Council finds that Chapter 3.86 CMC should be amended so the City may use the tax revenues to the full extent authorized by RCW 82.14.540, as now existing or hereafter amended.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Amendment of CMC 3.86.010. Chelan Municipal Code Section 3.86.010, entitled “Credit against state's share of tax—Sales or use tax for affordable housing—Imposition,” is amended to read as follows:

3.86.010 Credit against state's share of tax—Sales or use tax for affordable housing—Imposition.

There is hereby imposed an additional sales or use tax, as the case may be, separate and apart from the tax referred to in chapter 3.32, as authorized by RCW 82.14.540, upon every taxable event, as defined in RCW 82.14.020, occurring within the City of Chelan, Chelan County, Washington. The tax shall be imposed upon and collected from those persons from whom the state sales tax or use tax is collected pursuant to chapters 82.08 and 82.12 RCW but will be credited against the state's share of the tax. Moneys collected under this section must be used solely, as required by RCW 82.14.540, ~~and any subsequent amendments, for the purpose of acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services under RCW 71.24.385, or funding the operation and maintenance of new units of affordable housing or supportive housing or for providing rental assistance to tenants~~ as now existing or hereafter amended.

Section 2. Amendment of CMC 3.86.040. Chelan Municipal Code Section 3.86.040, entitled “Use of sales and use tax revenue,” is amended to read as follows:

3.86.040 Use of sales and use tax revenue.

Any revenue received from the sales and use tax must be used ~~on projects that serve persons whose income is at or below 60 percent of the city's median income in accordance with RCW 82.14.540 or as amended by the state~~ solely for the purposes authorized by RCW 82.14.540, as now existing or hereafter amended.

The housing and services funded pursuant to this chapter may be provided only to persons whose income is at or below the applicable median income limit established by RCW 82.14.540, as now existing or hereafter amended, including persons whose income is at or below sixty percent of the median income of the city or, if supporting the development of affordable housing intended for owner occupancy, persons whose income is at or below eighty percent of the median income of the city, to the extent authorized by state law.

Section 3. Severability. If any section, sentence, clause, or phrase of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 4. Corrections by City Clerk. Upon approval of the City Attorney, the City Clerk is authorized to make necessary technical corrections to this ordinance, including correction of clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or section and subsection numbering.

Section 5. Effective Date. This ordinance shall be published in the official newspaper of the City as provided by law and shall take effect thirty (30) days after final passage, as provided by law.

PASSED by the City Council of the City of Chelan, Washington, this ___ day of April, 2026.

APPROVED:

By: _____
Erin McCardle, Mayor

AUTHENTICATED:

By: _____
Peri Gallucci, City Clerk

APPROVED AS TO FORM:

By: _____
Quentin Batjer, City Attorney



Subject/Title: Ordinance No. 2026-16XX Title 1. General Provisions of the Chelan Municipal Code (City Administrator McAloon)

Department: Administration

Staff Contact: Laura McAloon

Guiding Principles: Thriving & Connected

Initiatives: Modernize Resource

Reviewed By: City Administrator and City Attorney

Number of Looks: Look No. 1 of 3

PREVIOUS ACTION TAKEN

None.

OVERVIEW

Title 1 of the Chelan Municipal Code was last updated in the mid 1970s when the City transitioned its form of government from a Town to a non-charter Code City operating under the Optional Municipal Code of Chapter 35A of the Revised Code of Washington (RCW). The updates being prepared include gender neutral language, removal of previously rescinded governance references, such as the historical ward representation system for elections of City Councilmembers, and revisions to bring code language into conformance with state law.

FINANCIAL IMPLICATIONS

None.

ATTACHMENTS

1. Title 1 GENERAL PROVISIONS Combined qbrev

SUGGESTED MOTION

None.

Title 1 GENERAL PROVISIONS

Chapter 1.01 CODE ADOPTION

1.01.010 Adoption.

Notwithstanding anything Pursuant to the provisions of sections 35A. of the Revised Code of Washington, there is adopted the Chelan Municipal Code, with all the applicable rights, powers, privileges, duties and obligations set forth in title 35A of said Revised Code of Washington as the same now exists, including, but not by way of limitation, those set forth in Chapter 35A of said title, and further including any and all supplements, amendments or other modifications of said title hereafter at any time enacted.

Commented [QB1]: This does not make sense. Maybe something like:

Pursuant to RCW 35.21.500 through 35.21.570, the Chelan Municipal Code is hereby adopted as the official code of the City of Chelan.

1.01.020 Title—Citation—Reference.

This code shall be known as the "Chelan Municipal Code" and it shall be sufficient to refer to said code as the "Chelan Municipal Code" in any prosecution for the violation of any provision thereof or in any proceeding at law or equity. It shall be sufficient to designate any ordinance adding to, amending, correcting or repealing all or any part or portion thereof as an addition to, amendment to, correction or repeal of the Chelan Municipal Code. Further reference may be had to the titles, chapters, sections and subsections of the Chelan Municipal Code and such references shall apply to that numbered title, chapter, section or subsection as it appears in the code.

1.01.030 Codification authority.

This code consists of all the regulatory and penal ordinances and certain of the administrative ordinances of the City codified pursuant to the provisions of sections 3535A of the Revised Code of Washington.

Commented [QB2]: Consider revising to:

This code consists of the regulatory and penal ordinances and certain administrative ordinances of the City of Chelan, as codified and compiled pursuant to applicable provisions of Washington law.

1.01.040 Ordinances passed prior to adoption of the code.

The last ordinance included in the initial code is ordinance 499, passed April 1, 1975.

1.01.050 Reference applies to all amendments.

Whenever a reference is made to this code as the "Chelan Municipal Code" or to any portion thereof, or to any ordinance of the City, the reference shall apply to all amendments, corrections and additions heretofore, now or hereafter made.

(Ord. 512 § 5, 1975)

1.01.060 Title, chapter and section headings.

Title, chapter and section headings contained herein shall not be deemed to govern, limit, modify or in any manner affect this scope, meaning or intent of the provisions of any title, chapter or section hereof.

(Ord. 512 § 6, 1975)

1.01.070 Reference to specific ordinances.

The provisions of this code shall not in any manner affect matters of record which refer to, or are otherwise connected with ordinances which are therein specifically designated by number or otherwise and which are included within the code, but such reference shall be construed to apply to the corresponding provisions contained within this code.

(Ord. 512 § 7, 1975)

1.01.080 Effect of code on past actions and obligations.

Neither the adoption of this code nor the repeal or amendment hereby of the ordinance or part or portion of any ordinance of the city shall in any manner affect the prosecution for violations of ordinances, which violations were committed prior to the effective date hereof, nor be construed as a waiver of any license, fee, or penalty at the effective date due and unpaid under such ordinances, nor be construed as affecting any of the provisions of such ordinances relating to the collection of any such license, fee, or penalty, or the penal provisions applicable to any violation thereof, nor to affect the validity of any bond or cash deposit in lieu thereof, required to be posted, filed or deposited pursuant to any ordinance and all rights and obligations thereunder appertaining shall continue in full force and effect.

(Ord. 512 § 8, 1975)

1.01.090 Effective date.

This code shall become effective on the date the ordinance adopting this code as the "Chelan Municipal Code" becomes effective.

(Ord. 512 § 9, 1975)

1.01.100 Constitutionality.

If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code. The council declares that it would have passed this code, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases had been declared invalid or unconstitutional, and if for any reason this code should be declared invalid or unconstitutional, then the original ordinance or ordinances shall be in full force and effect.

(Ord. 512 § 10, 1975)

Chapter 1.04 GENERAL PROVISIONS

1.04.010 Definitions.

The following words and phrases whenever used in the ordinances of the City of Chelan shall be construed as defined in this section unless from the context a different meaning is intended or unless a different meaning is specifically defined and more particularly directed to the use of such words or phrases:

Commented [PG4R3]: We don't have any prosecutorial authority

Commented [QB5R3]: I would keep. It does more than preserve criminal prosecutions, it also acts as a savings clause. I think something more along the lines of a general savings clause:

Neither the adoption of this code nor the repeal or amendment of any prior ordinance shall affect any violation committed, penalty incurred, fee due, bond or deposit posted, or right or obligation accrued before the effective date of this code. Such matters may be enforced and collected as if this code had not been adopted, repealed, or amended.

Commented [PG3]: Do we need to keep this section?

-
- A. *Alley* means a strip of land dedicated to public use providing vehicular and pedestrian access to the rear side of properties which abut and are served by a public street.
 - B. *City* means the City of Chelan, Washington or the area within the territorial limits of the City of Chelan, Washington, and such territory outside of the ~~city~~City over which the ~~city~~City has jurisdiction or control by virtue of any constitutional or statutory ~~provision~~.
 - C. *Computation of time* means the time within which an act is to be done. It shall be computed by excluding the first day and including the last day; and if the last day be Sunday or a legal holiday, that day shall be excluded.
 - D. *Council* means the city council of the City of Chelan, Washington. "All its members" or "all council" mean the total number of councilmembers provided by the general laws of the state of Washington.
 - E. *County* means the County of Chelan, Washington.
 - F. *Cul-de-sac* means a street closed at one end by an area of sufficient size for turning vehicles around.
 - G. *Law* denotes applicable federal law, the constitution and statutes of the state of Washington, the ordinances of the City of Chelan and, when appropriate, any and all rules and regulations which may be promulgated thereunder.
 - H. *May* is permissive.
 - I. *Month* means a calendar month.
 - J. *Must* and *shall*. Each is mandatory.
 - K. *Oath* shall be construed to include an affirmation or declaration in all cases in which, by law, an affirmation may be substituted for an oath and in such cases the words "swear" and "sworn" shall be equivalent to the words "affirm" and "affirmed."
 - L. *Ordinance* means a law of the City of Chelan; provided, that a temporary or special law, administrative action, order or directive may be in the form of a resolution.
 - M. *Owner* applied to a building or land includes any part owner, joint owner, tenant in common, joint tenant or tenant by the entirety, of the whole or a part of such building or land.
 - N. *Person* means natural person, joint venture, joint stock company, partnership, association, club, company, corporation, business, trust, organization, or the manager, lessee, agent, servant, officer or employee of any of them.
 - O. *Personal property* includes money, goods, chattels, things in action, and evidences of ~~debt~~.
 - P. *Preceding* and *following* mean next before and next after, respectively.
 - Q. *Private road* means a right-of-way which has not been dedicated for public use, and is maintained solely by private individuals. Private roads may have public utilities located within them if the owner(s) of the private road have provided the appropriate public entity written easement(s) for installation, expansion, repair and maintenance of the utilities and a written hold harmless agreement for damage which may occur during the public entity's installation, expansion, repair and/or maintenance of such utilities. Private roads shall be posted with a sign meeting the requirements of the sign code as set forth in Chapter 17.58 of this code as now exists or is hereafter amended. Private roads shall be governed by standards of dimension and construction adopted by the ~~C~~city as now exist or as may be hereafter amended, which shall include but are not limited to fire service and access provisions.
 - R. *Property* includes real and personal property.
 - S. *Real property* includes lands, tenements and hereditaments.

Commented [CC6]: Can we remove 'City of Chelan' through out the document since it is listed here, section B.

Commented [QB7R6]: Not necessary. I would keep. The full name may be clearer in specific contexts. Also, where it refers back to the defined term, it should be capitalized.

Commented [CC8]: Clarification on O., Please.

Commented [QB9R8]: Added comma. The definition is archaic but comprehensive.

- T. ~~Record means a record as defined by RCW 42.56.010, as now existing or hereafter amended, is defined in RCW 42.56.010(3) as any writing that is prepared, owned, used, or retained by any state or local government agency, and which contains information that relates to the conduct of government, or the performance of any governmental or proprietary function.~~
- U. *Road* shall be synonymous with the term "street" (see "Street").
- V. *Sidewalk* means that portion of a street between the curb line and the adjacent property line intended for the use of pedestrians.
- W. *State* means the state of Washington.
- ~~W.~~ *Street* includes all streets, roads, highways, avenues, lanes, alleys, courts, cul-de-sacs, places, squares, sidewalks, curbs, or other public ways in this ~~city~~City which have been or may hereafter be dedicated and open to public use, or such other public property so designated in any law of this state. The terms "street" and "road" shall be interchangeable. A street may also serve as a location of public utilities, pedestrian walkways, public open space and recreation areas, cut and fill slopes and drainage improvements.
- Y. *Tenant* and *occupant*, applied to a building or land, includes any person who occupies whole or a part of such building or land, whether alone or with others.
- Z. *Title of office*. Use of the title of any officer, employee, board or commission means that officer, employee, department, board or commission of the City of Chelan.
- AA. ~~Writing or Written includes traditional written records and electronic records to the extent recognized by applicable law, includes include not only traditional written records, but also photos, maps, videos, voicemails, webpages, emails, text messages, and social media content (RCW 42.56.010(4)).~~
- AA. *Signature* ~~includes a manual or electronic signature to the extent recognized by applicable law includes ink or electronic format (RCW 1.80.060).~~
- BB. *Year* means a calendar year.
- CC. All words and phrases shall be construed and understood according to the common and approved usage of the language; but technical words and phrases and such others as may have acquired a peculiar and appropriate meaning in the law shall be construed and understood according to such peculiar and appropriate meaning.
- DD. When an act is required by an ordinance, the same being such that it may be done as well by an agent as by the principal, such requirement shall be construed as to include all such acts performed by an authorized agent.

(Ord. 1061 § 1, 1997; Ord. 479 § 1, 1974)

1.04.020 Grammatical interpretation.

The following grammatical rules shall apply in the ordinances of the City of Chelan:

- A. *Gender*. ~~They/them includes all gender types~~Words importing one gender include all genders.
- B. *Singular and Plural*. The singular number includes the plural and the plural includes the singular.
- C. *Tenses*. Words used in the present tense include the past and the future tenses and vice versa, unless manifestly inapplicable.
- D. *Use of words and phrases*. Words and phrases not specifically defined shall be construed according to the context and approved usage of the language.

Commented [QB10]: Should be renumbered to "X"?
And there are two AAs.

Commented [CC11]: Electronic/docuSign - there should be language in RCWs or WACs on how to update this

Commented [GU12]: Electronic/docuSign - there should be language in RCWs or WACs on how to update this

(Ord. 479 § 2, 1974)

1.04.030 Prohibited acts include causing, permitting etc.

Whenever in the ordinances of the City of Chelan, any act or omission is made unlawful, it shall include causing, allowing, permitting, aiding, abetting, suffering, or concealing the fact of such act or omission.

(Ord. 479 § 3, 1974)

1.04.040 Construction.

The provisions of the ordinances of the City of Chelan, and all proceedings under them are to be construed with a view to effect their objects and to promote justice.

(Ord. 479 § 4, 1974)

1.04.050 Repeal shall not revive any ordinances.

The repeal of an ordinance shall not repeal the repealing clause of such ordinance or revive any ordinance which has been repealed thereby.

(Ord. 479 § 5, 1974)

Chapter 1.08 CLASSIFICATION OF CITY¹

1.08.010 Adoption.

Notwithstanding anything contained in the existing ordinances of the -City of Chelan to the contrary, the City of Chelan, ~~Washington~~, hereby adopts the classification of a noncharter code city, ~~endowed with all the applicable rights, powers, privileges, duties and obligations of noncharter code cities as set forth in Title 35A of said Revised Code of Washington RCW, as the same now existings or hereafter amended, including, but not by way of limitation, those set forth in Chapter 35A.11 of said title, and further including any and all supplements, amendments or other modifications of said title hereafter at any time enacted.~~

(Ord. 429 § 1, 1971)

1.08.020 ~~Government.~~

~~The current plan of government of the town of Chelan being mayor-council, under the applicable statutes relating to towns, shall be retained as the plan of government after the reclassification to that of a noncharter code city.~~

~~(Ord. 429 § 2, 1971)~~

Commented [CC13]: Do we need this section 1.08.020 - 1.08.040?

Commented [QB14R13]: .020-.040 are not needed anymore. They refer to one-time acts which were completed long ago.

¹State law reference(s)—For statutory provisions authorizing the adoption of a noncharter code city classification and delineating the powers, rights and privileges of same, see RCW Ch. 35A.11 and RCW 35A.21.160.

1.08.030 Filing with State Secretary.

The clerk of the town shall, upon September 8, 1971, file with the office of the Secretary of the state of Washington, a certified copy of the ordinance codified in this chapter.
(Ord. 429 § 3, 1971)

1.08.040 Classification designated.

Upon the filing of a certified copy of the ordinance codified in this chapter as is set forth above, this town shall be classified as a noncharter code city, and the name of this town shall henceforth be the City of Chelan.
(Ord. 429 § 5, 1971)

Chapter 1.12 ORDINANCES: PROCEDURES, PUBLICATION²

1.12.010 Passage of ordinances.

All ordinances hereafter adopted by the Council of the City of Chelan shall be passed in the following manner: Any proposed ordinance shall be first handed to the City Clerk. It shall be placed upon the agenda for a future meeting of the Council. The Mayor shall then call for discussion thereon and the matter shall be put to a vote upon motion to adopt the proposed ordinance. The passage of an ordinance shall require the affirmative vote of a majority of the whole membership of the Council.
(Ord. 480 § 1, 1974; Ord. 59 § 1, 1912)

Commented [CC15]: Can this be removed and placed in CROP, as a procedure?

Commented [QB16R15]: A better alternative is to reference workflow/process elements to the CROP. Something along the lines of:

Ordinances shall be introduced, considered, and adopted by the city council in the manner provided by applicable law and rules of procedure adopted by the council. Passage of an ordinance shall require the affirmative vote required by state law

1.12.020 Signature—Records.

Ordinances shall be signed by the mayor and attested to by the City Clerk. The City Clerk shall authenticate by their signature all ordinances and resolutions adopted by the Council and shall record in full all ordinances and resolutions adopted by the council. The clerk shall keep a record in a digital format located on the City's website of all ordinances and resolutions, as adopted maintain the City's official record of such ordinances and resolutions in accordance with applicable law and City practice. The City Clerk may maintain copies in digital format on the City's website for public access
(Ord. 480 § 2, 1974; Ord. 59 § 2, 1912)

1.12.030 Reserved.

1.12.040 Validation Mayor approval or veto.

Every ordinance passed by the Council shall be presented to the Mayor. If the Mayor approves the ordinance, the Mayor shall sign it. If the Mayor disapproves it, the Mayor shall return it to the Council with written objections, and the Council shall enter the objections in the record and reconsider the ordinance. If, upon

Commented [QB17]: This tracks RCW 35A.12.

²State law reference(s)—For statutory provisions relating to the passage, publication and recording of ordinances under a mayor-council plan of government, see RCW 35A.12.130, 35A.12.150, 35A. 12. 160.

~~reconsideration, the vote required by state law is cast in favor of passage, the ordinance shall become effective notwithstanding the veto. If the Mayor neither approves nor vetoes the ordinance within the time allowed by law, the ordinance shall take effect without the Mayor's signature. Every ordinance which passes the council must be presented to the mayor. If they approve it, they shall sign it, but if not, they shall return it with their written objections to the council and the council shall cause their objections to be raised during the open public meeting and proceed to a reconsideration thereof. If upon reconsideration a majority, plus one, of the whole membership of the council, voting upon a call of ayes and nays, favor its passage, the ordinance shall become valid notwithstanding the mayor's veto. If the mayor fails for ten days to either approve or veto an ordinance, it shall become valid without his approval.~~

(Ord. 480 § 4, 1974)

Chapter 1.20 RIGHT OF ENTRY

1.20.010 Right of entry for inspection.

~~Whenever necessary to inspect for compliance with any ordinance or resolution, or whenever there is reasonable cause to believe that a violation exists in any building or on any premises within the jurisdiction of the City, any authorized City official may, upon presentation of proper credentials, enter the building or premises at reasonable times to inspect or perform duties imposed by ordinance. Whenever necessary to make an inspection to enforce any ordinance or resolution, or whenever there is reasonable cause to believe there exists an ordinance or resolution violation in any building or upon any premises within the jurisdiction of the city any authorized official of the City of Chelan, may, upon presentation of proper credentials, enter such building or premises at all reasonable times to inspect the same or to perform any duty imposed upon him by ordinance; provided, that except in emergency situations or when consent of the owner and/or occupant to the inspection has been otherwise obtained, he shall give the owner and/or occupant, if they can be located after reasonable effort, 24 hours written notice of the authorized official's intention to inspect. The notice transmitted to the owner and/or occupant shall state that the property owner has the right to refuse entry and that in the event such entry is refused, inspection may be made only upon issuance of a search warrant by a duly authorized magistrate. In the event the owner and/or occupant refuses entry after such request has been made, the official is empowered to seek assistance from any court of competent jurisdiction in obtaining such entry.~~

(Ord. 495 § 1, 1975)

Chapter 1.24 GENERAL PENALTY³

1.24.010 General penalty.

Unless otherwise specified, any person violating any of the provisions or failing to comply with any of the mandatory requirements of the ordinances of the City of Chelan, shall be guilty of a misdemeanor. Except in cases where a different penalty is prescribed by any ordinance of the cityCity, any person convicted of a misdemeanor under the ordinances of the City of Chelan shall be punished by a fine of not more than \$1,000.00, or by

Commented [QB19R18]: It's fine for misdemeanors. For gross misdemeanors, its 1 year/\$5,000.

Commented [PG18]: Quentin - please confirm days and fine.

³State law reference(s)—For statutory provisions authorizing non-charter code cities to impose penalties of fine not exceeding \$5,000.00 or imprisonment for any term not exceeding one year or both for the violations of ordinances, constituting a misdemeanor or gross misdemeanor, see RCW 35A.11.020.

(Supp. No. 10)

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imprisonment in jail for a term not to exceed 90 days, or by both such fine and imprisonment. It shall be a separate offense for each and every day any violation of any provision of the ordinances of the City of Chelan is committed, continued or permitted by any individual. In the event an ordinance of the cityCity addresses conduct which is also a crime as set forth in the Revised Code of Washington (~~"RCW"~~), the penalty provision set forth in the RCW shall be controlling if the corresponding ordinance provides for a penalty which is different from the RCW, as mandated by RCW 35.21.163, as it now exists or is hereafter amended.

(Ord. 992 § 1, 1994: Ord. 966 § 1, 1993: Ord. 497 § 1, 1975)

Chapter 1.30 COPIES, CERTIFICATIONS AND TRANSCRIPTIONS OF CITY RECORDS

1.30.005 Maintenance of cityCity-wide index.

The City Council finds that it is unduly burdensome to maintain a cityCity-wide index of public records and that to attempt to maintain such an index would be disruptive to the cityCity's operations.

(Ord. 1394 § 2, 2009)

1.30.010 Form for request.

~~All persons~~Any person except for cityCity elected officials and cityCity appointed officers or employees desiring to inspect or receive a copy of any public record of the cityCity must make their request to the City Clerk/Public Records Officer through the electronic public records portal or a written ~~s~~ form specified by the City Clerk/Public Records Officer. However, if the request is not ~~prusuant~~ pursuant to the duties of the elected official, City appointed officers and employees, then the Public Records Act including the charging of the fees will apply. The City Clerk/Public Records Officer may waive this requirement for governmental agencies requesting courtesy copies of City records for purposes that are nonadversarial to the City.

(Ord. 1180 § 1 (part), 2000)

1.30.020 Response or denial of request.

Responses to requests for public records shall be made promptly and pursuant to guidelines established in Chapter 42.56 RCW as the same exists now or may hereafter be amended. Within five business days of receiving a written public record request, the cityCity must respond by either:

- A. Providing the record;
- B. Acknowledging that the cityCity has received the request and providing a reasonable estimate of the time the cityCity will require to respond to the request; or
- C. Denying the public record request. Denials must be accompanied by a written statement of specific reasons therefor.

Additional time required to respond to a request may be based on the need to clarify the intent of the request, to locate and assemble the information requested, to notify third persons or agencies affected by the request, or to determine whether any of the information requested is exempt and that a denial should be made as to all or part of the request. The cityCity may ask the requestor to clarify what information the requestor is seeking. ~~If the requestor fails to clarify the request within thirty days, the City need not respond further to the unclear portion of the request.~~If the requestor fails to clarify the request within thirty days the city need not respond to it.

(Supp. No. 10)

Created: 2026-02-04 15:40:43 [EST]

Commented [QB20]: This is unclear. Revised:

Any person requesting to inspect or obtain copies of public records of the City shall submit the request to the City Clerk or Public Records Officer through the City's electronic public records portal or in another written form approved by the City Clerk or Public Records Officer.

This section does not apply to records requests made by City elected officials, appointed officers, or employees in the course of their official duties. If such a request is outside the scope of official duties, the Public Records Act and applicable fees shall apply. The City Clerk or Public Records Officer may waive the form requirement for governmental agencies requesting courtesy copies for nonadversarial governmental purposes.

(Ord. 1394 § 3, 2009; Ord. 1180 § 1 (part), 2000)

1.30.030 Certain records exempt.

The ~~city~~City adopts all exemptions to the disclosure of public records set out in Chapter 42.56 RCW and including any ~~additional-other~~ exemptions ~~in other statutes~~provided by applicable law, as the same exists now or may be hereafter amended.

(Ord. 1394 § 4, 2009; Ord. 1180 § 1 (part), 2000)

1.30.040 Copying fees.

No fee shall be charged for the inspection of public records. Any person who requests a copy of any public record from the ~~C~~city ~~C~~clerk shall pay to the ~~C~~city ~~C~~clerk/~~P~~public ~~R~~records ~~O~~fficer or a designee ~~o~~the statutory defaults photocopying charges. Copying fees are governed by RCW 42.56.120 as it now exists or is hereafter amended. Copying fees shall not be charged to elected officials, appointed officers or employees of the city or for reasonable amounts of courtesy copies for other governmental agencies for purposes that are nonadversarial to the ~~C~~city.

(Ord. 1180 § 1 (part), 2000)

1.30.050 Transcriptions.

|

(Ord. 1180 § 1 (part), 2000)

1.30.060 Certification fees.

The ~~C~~city ~~C~~clerk/~~P~~public ~~R~~records ~~O~~fficer shall establish fees for the certification of public records and such fees shall be effective upon approval by resolution of the city council. The ~~C~~city ~~C~~clerk shall determine the manner in which, as consistent with applicable law, records and groups of records are to be certified.

(Ord. 1180 § 1 (part), 2000)

1.30.070 Modifications to fees and charges.

All fees and charges identified in this chapter may be modified ~~by the city clerk/public records officer as approved~~ by resolution of the ~~C~~city ~~C~~council or as ~~statutorily required~~otherwise authorized by applicable law. All fees and charges established pursuant to this chapter shall reflect the actual costs of the services provided.

(Ord. 1180 § 1 (part), 2000)

Commented [QB21]: Should be updated ("photocopying" is too narrow) and cleaned up to track RCW 42.56.120. Consider rewriting thusly:

No fee shall be charged for the inspection of public records. Charges for copies of public records shall be governed by RCW 42.56.120, as now existing or hereafter amended, and by any fee schedule adopted by the city consistent with that statute. The city may waive copying charges as permitted by law. Copying fees shall not be charged to city elected officials, appointed officers, or employees for requests made in the course of official duties, or for reasonable courtesy copies provided to other governmental agencies for nonadversarial governmental purposes.

Commented [QB22]: What's going on here? Should be repealed or should have text. Reviewing the existing .050 language, it appears fine but could be simplified:

Charges for transcription services, if any, shall be established in accordance with applicable law and city resolution.



City of Chelan

DRAFT

TENTATIVE ADVANCED AGENDA

For Planning Discussion Purposes Only - this is a work in progress; items are tentative and subject to change.

April 7, 2026

April 21, 2026 Comprehensive Plan Preview Open House – Chelan Community Center at 6:30 p.m.

1.

April 28, 2026 City Council Meeting

1. Consent Agenda - Chitty
 - A. Vouchers / Minutes
 - b. Ordinance No. 2026-16XX Budget Amendment No. 2 – Capital Budget (Evans) (L3-3)
 - c. Resolution No. 2026-14XX Delegated Authority Policy (McAloon)
2. Special Presentations, Proclamations, and Awards
 - a. Chelan County Sheriff's Office Annual Report (McCardle)
 - b. Our Valley Our Future Presentation (Rachel Evey/McCardle)
3. Public Hearings
 - a.
4. Motion Considerations
 - a. Ordinance No. 2026-16XX Amend Chapter 3.85 and Chapter 3.86 (McAloon) (3-3)
 - b. Resolution No. 2026-14XX Authorized Signors on Financial Accounts (Evans) (L1-1)
5. Administrative Reports
 - a. Q1 Financial Report Presentation (Evans)
 - b. Ordinance No. 2026-16XX Title 1 General Provisions (McAloon) (L2-3)
6. Informational Items
 - a. Tentative Advanced Agenda (McAloon)
 - b. Council Committee Reports (Various Councilmembers)
 - c. Contract Intake Report (Gallucci)

May 5, 2026 City Council Workshop

1. National Golf Foundation Presentation of Findings (Cooper)
 - a. Parks and Recreation Advisory Board - Invited
2. Rate Cost Recovery, City Fees and Licenses (Special Events) (McAloon)
3. Public Works Project Status Quarterly Update (Youngren)
 - a. Website Presentation
4. Professional Municipal Clerks Week – May 3 – 9, 2026 (McCardle)

May 12, 2026 City Council Meeting

1. Call to Order and Pledge of Allegiance
2. Councilmember Applicants Interviews
3. Executive Session – Action
4. Roll Call
5. Consent Agenda - Collins
 - a. Voucher / Minutes
6. Special Presentations, Proclamations, and Awards
 - a. National Public Works Week – May 17 – 23, 2026
7. Public Hearings
 - a.

8. Motion Considerations
 - a. Ordinance No. 2026-16XX Title 1 General Provisions (McAloon) (L3-3)
9. Administrative Reports
 - a. Resolution No. 2026-14XX Council Rules of Procedure (Gallucci) (L1-2)
 - b. Ordinance No. 2026-16XX Procurement Procedure (Evans) (L1-2)
10. Informational Items
 - a. Tentative Advanced Agenda (McAloon)
 - b. Council Committee Reports (Various Councilmembers)
 - c. Lake Chelan Chamber of Commerce Financial Report (Evans)
 - d. Contract Intake Log (Gallucci)

May 26, 2026 City Council Meeting

1. Consent Agenda - Collins
 - a. Voucher / Minutes
2. Special Presentations, Proclamations, and Awards
 - a.
3. Public Hearings
 - a.
4. Motion Considerations
 - a. Resolution No. 2026-14XX Council Rules of Procedure (Gallucci) (L2-2)
 - b. Ordinance No. 2026-16XX Procurement Procedure (Evans) (L2-2)
5. Administrative Reports
 - a.
6. Informational Items
 - a. Tentative Advanced Agenda (McAloon)
 - b. Council Committee Reports (Various Councilmembers)
 - c. Lake Chelan Chamber of Commerce Financial Report (Evans)
 - d. Contract Intake Log (Gallucci)

June 02, 2026 City Council Workshop

1. Policy Level Discussion and Housing Grant Funding (McAloon/Evans)

June 09, 2026 City Council Meeting

1. Consent Agenda
 - a. Voucher / Minutes
2. Special Presentations, Proclamations, and Awards
 - a. Retirement of Outgoing Finance Director Tupling Proclamation (McCardle)
 - b. Boys & Girls Club Seasonal Update (Chavez/McCardle) - CONFIRMED
 - c. Main Street Week – June 7-14 (Tentative) (McCardle)
3. Public Hearings
 - a.
4. Motion Considerations
 - a.
5. Administrative Reports
 - a.
6. Informational Items

- a. Tentative Advanced Agenda (McAloon)
- b. Council Committee Reports (Various Councilmembers)
- c. Lake Chelan Chamber of Commerce Financial Report (Evans)
- d. Contract Intake Log (Gallucci)

June 23, 2026 City Council Meeting - CANCELLED

June 30, 2026 Council Strategic Retreat

1.

Upcoming Topics:

1. Chelan Fire Protection District No. 7 Interlocal Agreement for Fire Protection (McAloon)
2. Public Works Project Status Update – July, October (Youngren)
3. Lake Chelan Airport Quarterly Reports (Evans)
- Q2 – July, Q3 – October, Q4 – January 27
4. Chelan Valley Feral Cat Project (Evans)
– July 2026
5. Lake Chelan Chamber of Commerce Quarterly Update (Steele / McAloon)
- Confirmed Scheduled Date: August 4, December 1
6. CDRPA / City Joint Meeting (McAloon)
– September 2026
7. Boys & Girls Club of Snohomish County (Evans) (CONFIRMED Months)
- September (Recap of Summer), November (Recap of Fall and into Winter)
8. Potential Parking Update

Proclamations:

Parks & Recreation Professionals Day – July
Finance & Accounting Week – September
Arbor Day – Spring or Fall
Breast Cancer Awareness Week - October

Liaison Committee Report

Name of Meeting: *

HDCA Quarterly report

Date of Meeting: *

2026-03-26

Key Meeting Notes: *

Meeting notes should consist of key agenda items that had significant discussion. Each item can be briefly summarized in 2 - 4 sentences.

HDCA will be giving reports quarterly now

You can look at attached documents for details

Upload applicable meeting documents here if available:

Max upload is 25MB per file

HDCA Recap.eml

49.53KB

Submitted By

Signature *

Brad Chitty

Signature Date *

2026-03-26

HDCA Recap

From Cailey Couch <caileyc@cityofchelan.gov>

Date Thu 3/26/2026 3:23 PM

To Brad Chitty <bradc@cityofchelan.gov>

BOARD ACTION ITEMS from content below:

1. Help identify and secure final MSTCIP donor pledges before March 31st | All Board Members | Urgent |
2. Connect with Aimee immediately to begin Transformation Plan / RFP work: Mary, Kari & Josh | Urgent |
3. Activate your committee and begin meeting: All Board Members | High |
4. Help identify a Flower Fund match donor (\$500-\$1,000): All Board Members | High |
5. Attend the All Valley Board Retreat — March 26th at 4:30 PM, 309 E. Johnson: All Board Members | Immediate |
6. Work with Design Committee on Mural (was in Promotions): Alysha | Upcoming |
7. Attend Lighting Committee meetings to support effort: Kelli + interested members | Ongoing |
8. Encourage downtown merchants to attend Merchant Meetings: Kim, Molly, Kelli, | Ongoing |
9. Express interest in joining the Top Dog Parade 2027 planning committee: Any interested members | When ready |
10. Share interest in a Mother's Day promotion for next year: Any interested members | Low |

Below you will find your quarterly director's report, organized by the four points of the Main Street Approach. This report takes the place of our monthly meetings until we meet again in April.

DESIGN

Construction Plans & Downtown Revitalization

Beckwith Consulting has delivered 100% construction plans* for our downtown revitalization project. Aimee will be meeting with Jake Youngren from Public Works to review the plans page by page before returning any requested modifications to Beckwith. This is a significant milestone and we're excited to see this work moving forward. The big hurdle is funding, and we will actively support the City's efforts for grant funding.

Big Belly Trash Units

Our new Big Belly smart trash units arrived March 23rd! Aimee and Drake were on hand to assist with "unboxing" and to help determine optimal placement locations downtown. We'll be capturing plenty of photos and video content to celebrate and promote this win* for our Historic Downtown— stay tuned for that content across our channels.

Flower Baskets — America250 Theme

We've been in touch with Pacific Growers regarding this season's flower baskets, and we're excited to share they were able to plant them in red, white, and blue in honor of America250. The target

installation date is Mother's Day weekend, but it's all dependent on schedules for the Parks crew, and the grower.

Interactive Mural — Lake Life Building

An exciting placemaking project is in the planning stages! An interactive mural is being designed for the Emerson Street side of the Lake Life building. The mural is intended to draw people to that corner of downtown and serve as a perfect Instagram-worthy moment* for both residents and visitors — the kind of spot that generates organic social sharing and buzz for our district.

Artist Vada Morrison has provided a quote for the project, and we're pleased to share that the Lake Chelan Arts Council has already granted HDCA \$500 toward the mural. We also have a \$13,000 grant request pending with AARP, and if that funding request is successful, work on the mural would begin in May with a target completion date of Memorial Day weekend. We have requested an MOU with the building owner for a 5-year commitment to keeping the mural up. We'll keep you posted as we hear back on that grant!

Wayfinding Signs

Our temporary wayfinding signs* will go up on April 18th, timed to coincide with the Earth Day Festival and Chelan Fire Department's 100th Anniversary Celebration when we expect there to be a very large number of people downtown. The annual Garage-a-Rama sidewalk sale is that weekend as well.

Alley Activation

Our alley activation* project has hit some unexpected obstacles. Both design costs and overall project costs have increased significantly, so we are working closely with the Public Works team to identify a solution that still brings activation to the alley, though potentially in a more scaled-back form than originally envisioned. We had planned to apply to T-Mobile's Hometown Grant for additional funding, which would have allowed us to do more with the space beyond our current \$100K in funding. We will continue to explore that grant opportunity and keep you updated as plans evolve.

Riverwalk Park Tree Lighting — Community-Led Effort

A group of Chelan residents has formed a Lighting Committee with the goal of illuminating the trees in Riverwalk Park during the winter season. The current contractor estimate is \$500K for year one, with approximately \$100K annually thereafter. Funding is a significant challenge, and the PUD has also outlined requirements for the group — including neighbor outreach and consensus-building with residents surrounding the park.

HDCA is supportive of this community-led effort and is participating in meetings, with Aimee representing staff and Kelli Rynd representing the board. However, we have been clear that HDCA cannot take this on as an organizational project, as doing so would strain our capacity and disrupt our existing programs and priorities.

Bridge String Lights — Summer Removal

Aimee will be coordinating with Lars Strandberg to take down the string lights on the bridge for the summer season, which helps deter bridge jumping. This has become an annual operating expense in our budget and is planned accordingly.

Riverwalk Park Improvements

Aimee has been in contact with the City regarding a broader proposal to improve and activate Riverwalk Park*. Ideas on the table include terracing the lawn, adding shade trees, improving restroom facilities, and upgrading power access for events. We will share more as those conversations develop.

ECONOMIC VITALITY

Economic Resilience & Disaster Readiness Task Force

Our Economic Resilience and Disaster Readiness Task Force has been meeting every other week to develop a proactive response plan* in the event that wildfire smoke impacts tourism this season. The plan takes a two-pronged approach:

1. E-Commerce, Loyalty Programs & Marketing: Helping downtown merchants strengthen their online sales presence and customer retention tools so they have revenue channels that aren't solely dependent on foot traffic.
2. "Love Where You Live" Campaign: Activating local residents to shop and support downtown businesses, keeping dollars circulating in our community even when tourist traffic dips.

We have applied for \$15,000 in funding from the Port to support this initiative, and the board has already approved an additional \$5,000 from reserves to supplement that. If funding is received, HDCA plans to hire two separate consultants to work directly with merchants — providing hands-on, step-by-step guidance so businesses can deploy these strategies quickly and effectively when needed.

The Task Force is actively working on surveys, two scopes of work, indoor market pop up, and more. Please consider joining this group to give input, listen to discussion or actively participate in writing this plan.

Frontdoor Back — Follow-Up & Impact Reporting

Drake and Elena have been diligently following up with merchants who participated in the Frontdoor Back consultation program* last year. They are collecting details and photos from businesses that received grants through the program and assessing how HDCA can continue to support merchants in implementing the recommendations they received. This follow-up work is important both for documenting the impact of the program and for identifying where additional assistance or resources might help merchants take their next steps.

Downtown Ambassador Program

Beginning after Memorial Day, Drake will resume Downtown Ambassador* duties on peak days and times as needed throughout the summer season. The Ambassador program puts a friendly, knowledgeable face in the district to welcome visitors, support merchants, and help ensure our busiest days reflect the best of what downtown Chelan has to offer.

PROMOTION

Annual Promotions Plan

This year we introduced a streamlined way for merchants to sign up for downtown promotions for the year all at once, offering a payment plan* and a 15% discount for merchants who sign up for both the spring and fall promotions. The response has been encouraging and we're excited to see more businesses planning ahead and committing early.

This year's promotions:

Spring Into Downtown — April 17 through May 2

Rather than a later summer promotion, this year we are focusing our spring energy on Spring Into Downtown, running from April 17 through May 2. Here's what's packed into those two weeks:

Garage-a-Rama — April 17-19: Kicking off the promotion with a fun, community-wide sidewalk sale style event. Note that April 18th is Earth Day, and also marks the 100th anniversary celebration of the Chelan Fire Department, complete with a parade and activities — a great backdrop for a busy downtown weekend!

April 25th is Girlie's Getaway Weekend (put on by Rotten Apple): The weekend will bring approximately 400 enthusiastic women to town for this popular event. Many downtown businesses are already working directly with Rotten Apple, and we are also providing suggestions and resources to help businesses make the most of having this energetic crowd in town.

Spring Wine Walk — May 2nd: We have partnered with the Lake Chelan Wine Valley for the grand finale of the promotion with a Spring Wine Walk.

Music on Main: Every Saturday throughout the promotion.

Fall Into Downtown — October

We will once again bring back Fall Into Downtown throughout October with a full lineup:

Fall Sidewalk Sale — October 2-4: The sidewalk sale will run as a full weekend, with October 4th being Brews on the Bridge (A Chamber event that brings about 800 people downtown).

October 10th will be the Fall Arts Market on Emerson Planning and execution will be done in partnership with the Artists Alliance and Arts Council.

In-Store Pop-Ups — October 17th

Adult Trick or Treat & Fall Wine Walk — October 24th

Music on Main: Every Saturday throughout October.

Halloween/Family Trick or Treat — October 31st: Halloween falls on a Saturday this year, which is a special opportunity. We are exploring ways to do more for Family Trick or Treat and make it an even bigger downtown moment.

Small Town Holidays, Elf Day & Shop Small

We will once again collaborate with the Lake Chelan Chamber on Small Town Holidays in November and December. Friday, November 27th is Plaid Friday and the Tree Lighting. On the Saturday after Thanksgiving (Nov 28th), we will host Elf Day and use the occasion to cross-promote Shop Small Saturday and GiveNCW — maximizing the community giving energy of that weekend.

2027-2031 Transformation Plan — Action Needed Now

Looking ahead, HDCA needs to begin laying the groundwork this year for our next Transformational Strategy (2027-2031). Main Street America requires community engagement to determine local priorities, and we need to develop a scope of work and RFP for a consultant who will guide us through that process and facilitate our board retreat. We are already behind on this, and need to get moving.

This work will be led by our Org Committee, which needs to activate immediately. The committee currently has three board members, Mary, Josh, and Kari, and we need to recruit non board members

who want to contribute meaningfully.

Grants

Aimee has applied for \$28,000 in grants for specific programs — the Disaster Readiness Plan and the Interactive Mural. These were not budgeted line items, so if received, the funding will cover those program costs directly. Aimee will also be applying for the T-Mobile Hometown Grant for the alley activation project, supplementing the \$100,000 from reserves the board approved two years ago.

Submission Date	Submitter	City Point of Contact	Company Name	Project Name, Project Number and Document Name if applicable	Term Start Date	Term End Date	Select a Contract Term:	This Contract Has Been Reviewed and Approved by the City Attorney.	Dollar Value
4/10/2026 8:28:41 AM	Espy Lopez	Thomas Tupling	Western Surety Company	Western Surety Company- Utility installation	2026-03-24	2026-03-24	On-Going	No	\$37,000
4/7/2026 2:09:03 PM	Audrey Cooper	Audrey Cooper	National Golf Foundation Lake Chelan Community Center - Seven Acres	Lake Chelan Golf Course Study	2026-01-23	2026-05-31	Extended End Date	Yes	0.00
3/24/2026 9:45:28 AM	Chad Coltman	Chad Coltman	Foundation Washington State Transportation Improvement Board	room rental for Comp Plan Open House	2026-04-21	2026-04-21	Original End Date	Yes	\$675.00
3/23/2026 4:20:20 PM	Travis Denham	Travis Denham		TIB Updated Cost Estimate for the Sanders St. Pedestrian Improvement Project Approved by council on 3/10 Woodin & Center Pedestrian Improvements	2026-03-23	2026-12-31	Original End Date	No	0.00
3/19/2026 9:38:14 AM	Rox Hoskins	Rox Hoskins	RH2	Contract A2 Woodin Center Signed RH2	2026-03-10	2026-10-30	Extended End Date	No	\$59,821.00