

**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. Suggested Motion: I move to approve the Consent Agenda.
 - A. Approve April 28, 2026 Accounts Payable Checks and EFT's & Payroll Checks and EFT' s (Councilmember Collins)
 - B. Resolution No. 2026-1480 Delegated Authority Policy (City Administrator McAloon)
 - C. Ordinance No. 2026-1655 Budget Amendment No. 2 (Finance Director Evans)
5. SPECIAL PRESENTATIONS, PROCLAMATIONS, AND AWARDS
 - A. Chelan County Sheriff's Office Annual Report (Mayor McCardle)
 - B. Our Valley Our Future Presentation (Rachel Evey/Mayor McCardle)
6. PUBLIC HEARINGS
 - A. None
7. MOTION CONSIDERATIONS
 - A. Ordinance No. 2026-1656 Amendment to Chapter 3.84 (Finance Director Evans)
 - B. Ordinance No. 2026-1657 Repeal Chapter 3.85 & Create 3.87 (Finance Director Evans)
 - C. Ordinance No. 2026-1658 Amendment to Chapter 3.86 (Finance Director Evans)
 - D. Resolution No. 2026-1481 Authorized Signers on Financial Accounts (Finance Director Evans)
 - E. Washington State Council of County and City Employees (WSCCCE) Memorandum of Understanding for the Standby Radius (HR/Communications Director Coltman)
 - F. RH2 Engineering, Inc. Task Authorization No. 18 General Water Rights Assistance(Public Works Director Youngren)
 - G. RH2 Engineering, Inc. Amendment No. 1 to Task Authorization No. 27 Airport

Transmission Main Bid Ready Design (Public Works Director Youngren)

- H. Varela Engineering & Management Task Order No. 2 East Chelan Reservoir Water Improvements Easements and Surveying Services (Public Works Director Youngren)

8. ADMINISTRATIVE REPORTS

- A. First Quarter Financial Report Presentation (Finance Director Evans)
- B. 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 Council Members)
- C. Contract Intake Report (City Clerk Gallucci)

10. CITY ADMINISTRATOR AND DEPARTMENT REPORTS

11. MAYOR AND COUNCIL COMMENTS

12. EXECUTIVE SESSION

- A. RCW 42.30.110 (1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price. No Action is anticipated. (City Attorney Batjer)

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 Workshop Meeting on May 5, 2026, 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.

Subject/Title: Resolution No. 2026-1480 Delegated Authority Policy (City Administrator McAloon)

Department: Administration

Staff Contact: Laura McAloon

Guiding Principles: Visionary & Strategic

Initiatives: Modernize Resource

Reviewed By: City Administrator, Finance Director, and City Attorney

Number of Looks: Look No. 2 of 2

PREVIOUS ACTION TAKEN

The resolution was previously approved on December 9, 2026 and created the City's first Delegated Authority Policy, which authorizes the Mayor or City Administrator to execute contracts and related documents with a cost of \$50,000 or less, provided the expense is currently approved in the adopted Budget. In addition, an exhibit titled Council Action Matrix was added to the resolution. The Matrix outlines the number of times City staff plan to bring action items to City Council for information and discussion prior to presenting an action item in the form of a motion, resolution or ordinance. This was also the first effort of staff to implement such a Matrix.

At the March 24, 2026 meeting, City Administrator McAloon discussed with Council the need to remove the Matrix from the adopted Delegated Authority Policy because it had the unintended effect of making the estimated number of times Council would consider potential types of action a mandatory number of times potential actions must be placed on the Council agenda. This resulted in Council having to take additional action at meetings to waive the Matrix 'requirement' in order to consider routine or emergency matters that normally would not require two or three reviews by the Council.

OVERVIEW

The proposed resolution amends the Delegated Authority Policy to remove Exhibit A, "Council Action Matrix" from the adopted Policy. City staff will continue to follow the Matrix as a best practice guideline, but it will not be mandatory based on the type of action to be taken (motion, resolution, ordinance). This update provides staff with the flexibility to use their professional judgment to determine the number of times an item must be placed on a Council agenda based on the substance of the topic and action requested and the recommended best administration practice in the Matrix. At any time, Council may move

to defer a proposed action item for further consideration at a subsequent meeting should it believe the topic warrants additional discussion and consideration prior to action.

FINANCIAL IMPLICATIONS

None.

ATTACHMENTS

1. Resolution No. 2026-1480
2. 2026-14XX Delegate Authority - redlined

SUGGESTED MOTION

I move to adopt Resolution No. 2026-1480.

RESOLUTION NO. 2026-1480

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, ESTABLISHING DELEGATED AUTHORITY FOR CERTAIN TYPES OF CONTRACTS AND CHANGE ORDERS, ESTABLISHING REPORTING REQUIREMENTS, AMENDING RESOLUTION NO. 2025-1471, ADOPTED ON DECEMBER 9, 2025, AND RESOLUTION NO. 2025-1464, ADOPTED AUGUST 12, 2025 ,

WHEREAS, the City Council of the City of Chelan recognizes the importance of efficient and streamlined City operations; and

WHEREAS, it has been identified that routine and low-risk contractual items, specifically those under \$50,000 annually and already approved within the adopted budget, currently require City Council approval, leading to administrative delays and occupying valuable agenda time; and

WHEREAS, RCW 35A.11.010 grants legislative bodies in optional municipal code cities broad power to make contracts, and the legislative body also has the authority to delegate such authority while establishing appropriate oversight and disclosure conditions; and

WHEREAS, to enhance operational efficiency and enable the City Council to concentrate on higher-level policy and strategic matters, the City Council desires to delegate authority for the approval and signing of certain contracts and routine change orders to the Mayor or, in his or her absence, the City Administrator.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Chelan, Washington, as follows:

Section 1. **Incorporation of Recitals.** The above recitals are incorporated herein by reference.

Section 2. **Purpose, Intent, and Effective Term.** The purpose of this Resolution is to establish a clear policy for the delegation of administrative authority to the Mayor for the approval and execution of specific types of contracts and change orders, thereby improving the overall efficiency of City government.

Section 3. **Delegated Authority for Contracts.** Authority is hereby delegated to the Mayor to approve and sign contracts, Memoranda of Understanding (MOUs), and other agreements, subject to the following conditions:

- a) **Small Value Contracts (Under \$50,000 Annual Total):** The Mayor and his/her designee is authorized to approve and sign contracts where the total annual value is less than \$50,000, provided that the expenditure for such contract is explicitly approved within the adopted annual budget of the City of Chelan. This delegation applies to routine operational

contracts for goods, services, and minor public works that are within the scope of services discussed in the budget document or deliberations.

- b) **Routine Change Orders (Total Remains Under \$50,000):** The Mayor and his/her designee is authorized to approve change orders to existing contracts, provided that the new total annual value of the contract, including the change order, does not exceed \$50,000.
- c) **Exclusions:** This delegated authority does not extend to contracts or agreements that establish new City policy, commit the City to significant new resources outside of adopted budget parameters, any grants or are otherwise deemed by the City Council to require direct Council approval, regardless of monetary value. This specifically includes, but is not limited to, large value contracts (those in excess of \$50,000.00), MOUs that are policy-setting or involve significant resource commitment, and task authorizations outside of the budget

Section 4. **Reporting Requirements.** The City Clerk shall report all contracts and change orders executed under this delegated authority to the City Council at the next council meeting following the executed instrument, providing sufficient detail to ensure appropriate oversight.

Section 5. **Absence of the Mayor.** In addition to any other authority expressly delegated herein, in the absence of the Mayor, the City Administrator shall have all of the authority set forth in this Resolution. When relying on this Section 5, the City Administrator shall notify the Council as soon as reasonably possible of the exercise of any delegated authority.

Section 6. **Council Retained Authority.** Except as specifically set forth by the Council in the preceding portion of this Resolution, or unless specifically authorized by other action of the Council, the Council shall retain the following authority:

- a) To approve leases, contracts, purchases, change orders, and other agreements exceeding the delegation set forth above;
- b) To borrow funds;
- c) To establish levy rates;
- d) To establish levels of compensation and adjustments, including benefits, for the Mayor;
- e) To approve check registers, budgets, and amendments thereto (including line-item adjustments);
- f) To determine and establish the direction, goals, and policies of the City, unless specific direction for the determination or implementation has been given to the Mayor or to others;
- g) To change the duties and responsibilities of the Mayor at any time by the specific action of the -Council, including amendment or modification to this Resolution; and
- h) To delegate specific authority, whether or not described herein, to a Councilmember or another employee of the City, by motion made and approved at an open public meeting (e.g. delegating authority to a Councilmember to approve any changes made to an agreement that has been approved by the -Council; delegating signature authority to a City employee overseeing a particular project).

Section 7. Review and Oversight. The City Council shall periodically review the effectiveness and implementation of this delegated authority to ensure it meets the goals of efficiency while maintaining accountability and proper oversight of City finances and operations.

Section 8. Authority to Sign Progress Payment Requests. The City Council hereby authorizes and delegates to the Public Works Director or his/her designee the authority to execute and certify progress payment requests, payment estimates, and related documents required by funding agencies, including but not limited to the Washington State Department of Transportation (WSDOT), for public works projects awarded and approved by the City. This delegated authority is limited to certifying that the work has been completed in accordance with contract documents and to requesting payment consistent with the terms of the applicable funding agreement and City-approved contract. This delegation does not include authority to execute change orders or amendments unless otherwise authorized by the City Council or under separate delegation.

Section 9. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this Resolution is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution.

Section 10. Effective Date. This Resolution shall take effect immediately upon its passage and signing.

ADOPTED by the City Council of the City of Chelan and approved by its Mayor this 28th day of April, 2026.

APPROVED:

By: _____
Erin McCardle, Mayor

AUTHENTICATED:

By: _____
Peri Gallucci, City Clerk

APPROVED AS TO FORM:

By: _____
Quentin Batjer, City Attorney

RESOLUTION NO. ~~2026-14XX5-1471~~

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, ESTABLISHING DELEGATED AUTHORITY FOR CERTAIN TYPES OF CONTRACTS AND CHANGE ORDERS, ESTABLISHING REPORTING REQUIREMENTS, AMENDING ~~RESOLUTION NO. 2025-1471, ADOPTED ON DECEMBER 9, 2025, AND RESOLUTION NO. 2025-1464, ADOPTED AUGUST 12, 2025, AND SPECIFYING THE EFFECTIVE TERM OF THE DELEGATION.~~

WHEREAS, the City Council of the City of Chelan recognizes the importance of efficient and streamlined City operations; and

~~WHEREAS, the City Council and Staff have developed a "Council Action Matrix" to clearly define which items require Council action and the level of review they receive. A copy of the "Council Action Matrix" is attached hereto as Exhibit A; and~~

WHEREAS, it has been identified that routine and low-risk contractual items, specifically those under \$50,000 annually and already approved within the adopted budget, currently require City Council approval, leading to administrative delays and occupying valuable agenda time; and

WHEREAS, RCW 35A.11.010 grants legislative bodies in optional municipal code cities broad power to make contracts, and the legislative body also has the authority to delegate such authority while establishing appropriate oversight and disclosure conditions; and

WHEREAS, to enhance operational efficiency and enable the City Council to concentrate on higher-level policy and strategic matters, the City Council desires to delegate authority for the approval and signing of certain contracts and routine change orders to the Mayor ~~or, in his or her absence, the City Administrator.~~

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Chelan, Washington, as follows:

Section 1. Incorporation of Recitals. The above recitals are incorporated herein by reference.

Section 2. Purpose, Intent, and Effective Term. The purpose of this Resolution is to establish a clear policy for the delegation of administrative authority to the Mayor for the approval and execution of specific types of contracts and change orders, thereby improving the overall efficiency of City government.

Section 3. Delegated Authority for Contracts. Authority is hereby delegated to the Mayor to approve and sign contracts, ~~Memoranda of Understanding (MOUs), and other agreements, subject to the following conditions:~~

Commented [CC1]: I removed the bottom line because in resolution 2025-1471 we established an effective term and in 2026-14XX it is already in effect.

Commented [CC2]: Can this say "Mayor or, his/her designee"?

Commented [CC3R2]: Is this necessary? As the whole purpose is to give CA authority to sign for Mayor AND in the absence of the Mayor

Commented [CC4]: Should MOU be removed? No where else does it state MOUs, and 'other agreements'

I believe it would say "sign contracts and change orders" to be consistent.

Commented [CC5R4]: In the summary and throughout it refers to DELEGATED AUTHORITY FOR CERTAIN TYPES OF CONTRACTS AND CHANGE ORDERS,

- a) **Small Value Contracts (Under \$50,000 Annual Total):** The Mayor and his/her designee is authorized to approve and sign contracts where the total annual value is less than \$50,000, provided that the expenditure for such contract is explicitly approved within the adopted annual budget of the City of Chelan. This delegation applies to routine operational contracts for goods, services, and minor public works that are within the scope of services discussed in the budget document or deliberations.
- b) **Routine Change Orders (Total Remains Under \$50,000):** The Mayor and his/her designee is authorized to approve change orders to existing contracts, provided that the new total annual value of the contract, including the change order, does not exceed \$50,000.
- c) **Exclusions:** This delegated authority does not extend to contracts or agreements that establish new City policy, commit the City to significant new resources outside of adopted budget parameters, any grants or are otherwise deemed by the City Council to require direct Council approval, regardless of monetary value. This specifically includes, but is not limited to, large value contracts (those in excess of \$50,000.00), MOUs that are policy-setting or involve significant resource commitment, and task authorizations outside of the budget, as outlined in the Council Action Matrix.

Commented [CC6]: Minor public works.... Agreements, and change orders?

Why are we calling out Public Works, when I am sure Parks runs into this problem as well.

Section 4. Reporting Requirements. The Mayor-City Clerk shall report all contracts and change orders executed under this delegated authority to the City Council. ~~Such reports shall be included in the City Administrator's regular report to the Council~~ at the next council meeting following the executed instrument, providing sufficient detail to ensure appropriate oversight.

Section 5. Absence of the Mayor. In addition to any other authority expressly delegated herein, in the absence of the Mayor, the City Administrator shall have all of the authority set forth in this Resolution. When relying on this Section 5, the City Administrator shall notify the Council as soon as reasonably possible of the exercise of any delegated authority.

Commented [CC7]: If we note who signed the agreement, do we need to have section 5? Since this resolution is giving the Mayor and or his/her designee permission to sign.

Section 6. Council Retained Authority. Except as specifically ~~set forth by the Council in the preceding portion of this Resolution, or unless specifically~~ set forth by the Council in the preceding portion of this Resolution, or unless specifically authorized by other action of the Council, the Council shall retain the following authority:

- a) To approve leases, contracts, purchases, change orders, and other agreements exceeding the delegation set forth above;
- b) To borrow funds;
- c) To establish levy rates;
- d) To establish levels of compensation and adjustments, including benefits, for the Mayor;
- e) To approve check registers, budgets, and amendments thereto (including line-item adjustments);
- f) To determine and establish the direction, goals, and policies of the City, unless specific direction for the determination or implementation has been given to the Mayor or to others;
- g) To change the duties and responsibilities of the Mayor at any time by the specific action of the Board-Council, including amendment or modification to this Resolution; and

Commented [CC8]: Should we add and his/her designee?

Commented [CC9]: Remove goals?

Commented [CC10]: Add his/her designee?

h) To delegate specific authority, whether or not described herein, to a Councilmember or another employee of the City, by motion made and approved at an open public meeting (e.g. delegating authority to a Councilmember to approve any changes made to an agreement that has been approved by the ~~Board-Council~~; delegating signature authority to a City employee overseeing a particular project).

Section 7. Review and Oversight. The City Council shall periodically review the effectiveness and implementation of this delegated authority to ensure it meets the goals of efficiency while maintaining accountability and proper oversight of City finances and operations.

Section 8. Authority to Sign Progress Payment Requests. The City Council hereby authorizes and delegates to the Public Works Director or his/her designee the authority to execute and certify progress payment requests, payment estimates, and related documents required by funding agencies, including but not limited to the Washington State Department of Transportation (WSDOT), for public works projects awarded and approved by the City. This delegated authority is limited to certifying that the work has been completed in accordance with contract documents and to requesting payment consistent with the terms of the applicable funding agreement and City-approved contract. This delegation does not include authority to execute change orders or amendments unless otherwise authorized by the City Council or under separate delegation.

Section 9. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this Resolution is declared unconstitutional or invalid for any reason by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution.

Section 10. Effective Date. This Resolution shall take effect immediately upon its passage and signing.

ADOPTED by the City Council of the City of Chelan and approved by its Mayor this ___ day of _____, 202~~5~~6.

APPROVED:

By: _____
Erin McCardle, Mayor

AUTHENTICATED:

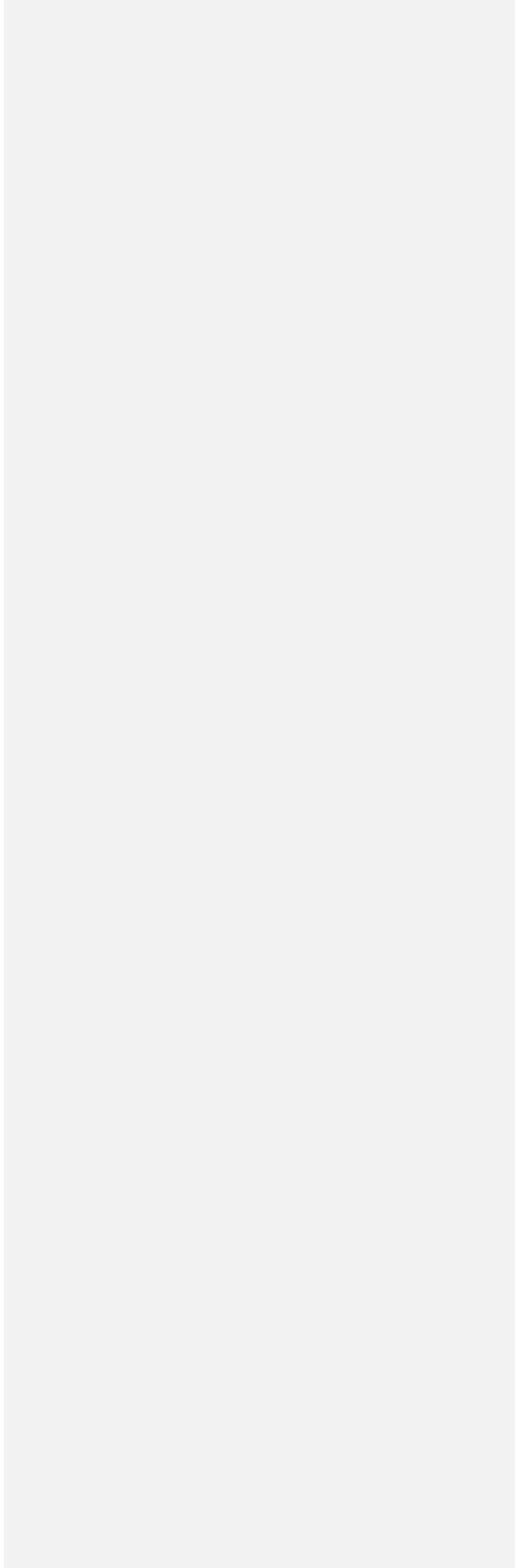
By: _____
Peri Gallucci, City Clerk

APPROVED AS TO FORM:

RESOLUTION NO. ~~2025-1471~~2026-14XX

Commented [CC11]: Should we add Parks department to this?
Commented [CC12R11]: I don't think this are being recorded for Council to view with the reporting in Section 4.

By: _____
Quentin Batjer, City Attorney



| RESOLUTION NO. ~~2025-1471~~2026-14XX



Subject/Title: Ordinance No. 2026-1655 Budget Amendment No. 2 (Finance Director Evans)
Department: Finance
Staff Contact: Heidi Evans
Guiding Principles: Healthy & Sustainable
Initiatives: Modernize Resource
Reviewed By: City Administrator, Finance Director, and City Attorney
Number of Looks: Look No. 3 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 and April 14, 2026 Regular Meeting.

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. Ordinance No. 2026-1655 Budget Amendment No 2

SUGGESTED MOTION

I move to adopt Ordinance No. 2026-1655.

ORDINANCE NO. 2026-1655

AN ORDINANCE OF THE CITY OF CHELAN, WASHINGTON, AMENDING THE 2026 CITY BUDGET ADOPTED ON DECEMBER 9, 2025 BY ORDINANCE NO. 2025-1649, AMENDED BY ORDINANCE NO. 2026-1654, TO PROVIDE BUDGET AUTHORITY FOR CAPITAL REVENUE & EXPENDITURES, COMMEMORATE BEGINNING FUND BALANCES, AND PROVIDE AUTHORIZATION FOR 2026 TRANSFERS OUT PER POLICIES OR COUNCIL DIRECTIVE.

WHEREAS, since the adoption of the 2026 budget and passage of Ordinance No. 2025-1649 and adoption of budget amendment two and passage of Ordinance No. 2026-1654, it has become necessary to designate monies for capital revenue and expenditures. as well as other operational needs not previously budgeted for.

WHEREAS, updating beginning fund balances with actual figures as what was previously reported during the budget planning processes were estimates.

WHEREAS, beginning fund balance transfers are necessary as outlined by Fund Reserve policy to ensure sufficient operational reserves and transfers of excess to appropriate capital account for general fund and transportation accounts.

WHEREAS, proposed transfers out for Tourism Impact/Destination Development, Parks Operating, and Parks Capital accounts were redistributed as per council directive during 2026 budget planning cycle and in consideration of available funding.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. The attached "Exhibit A" archives 2026 beginning fund balances.

Section 2. The attached "Exhibit B" reflects the increases and decreases to specified established and new accounts proposed. All other accounts outlined in Ordinance No. 2025-1649 remain unchanged as adopted except as amended in budget amendment two as outlined in Ordinance No. 2026-1654.

Section 2. This Ordinance, being an Ordinance appropriating money, is exempt from the requirements of RCW 35A.11.090 and shall take effect five (5) days after passage.

ADOPTED by the City Council of the City of Chelan, Washington, at a regular meeting held on 28th Day of April 2026.

APPROVED:

By: _____

Erin McCardle, Mayor

1

AUTHENTICATED:

By: _____
Peri Gallucci, Clerk

APPROVED AS TO FORM:

By: _____
Quentin Batjer, City Attorney

**FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: 2026-1655**

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
		<u>\$ 285,487.74</u>	<u>\$ 7,990.13</u>	<u>\$ 293,477.87</u>	
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	
		<u>\$ 235,721.28</u>	<u>\$ (15,196.04)</u>	<u>\$ 220,525.24</u>	
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	
		<u>\$ -</u>	<u>\$ 1,280,000.00</u>	<u>\$ 1,280,000.00</u>	
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
		<u>\$ 30,017.06</u>	<u>\$ 1,564,832.37</u>	<u>\$ 1,594,849.43</u>	
313-000-200-594-76-62-26	RV Park Door Locks	\$ 10,600.00	\$ 9,200.00	\$ 19,800.00	Quotes came in overbudget
		<u>\$ 10,600.00</u>	<u>\$ 9,200.00</u>	<u>\$ 19,800.00</u>	
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



City of Chelan

WHO WE ARE

Empowering people and organizations
to co-create and achieve our
region's shared vision.

WHAT WE DO

01

Lead **community visioning** every 5 years, ensuring all voices are heard

02

Create an **Action Plan** shaped by thousands of residents

03

Support partners with coordination, data, and communication

04

Keep our region **focused** on both today and the future

01. COMMUNITY VISIONING



Online & Paper Survey



Stakeholder Interviews

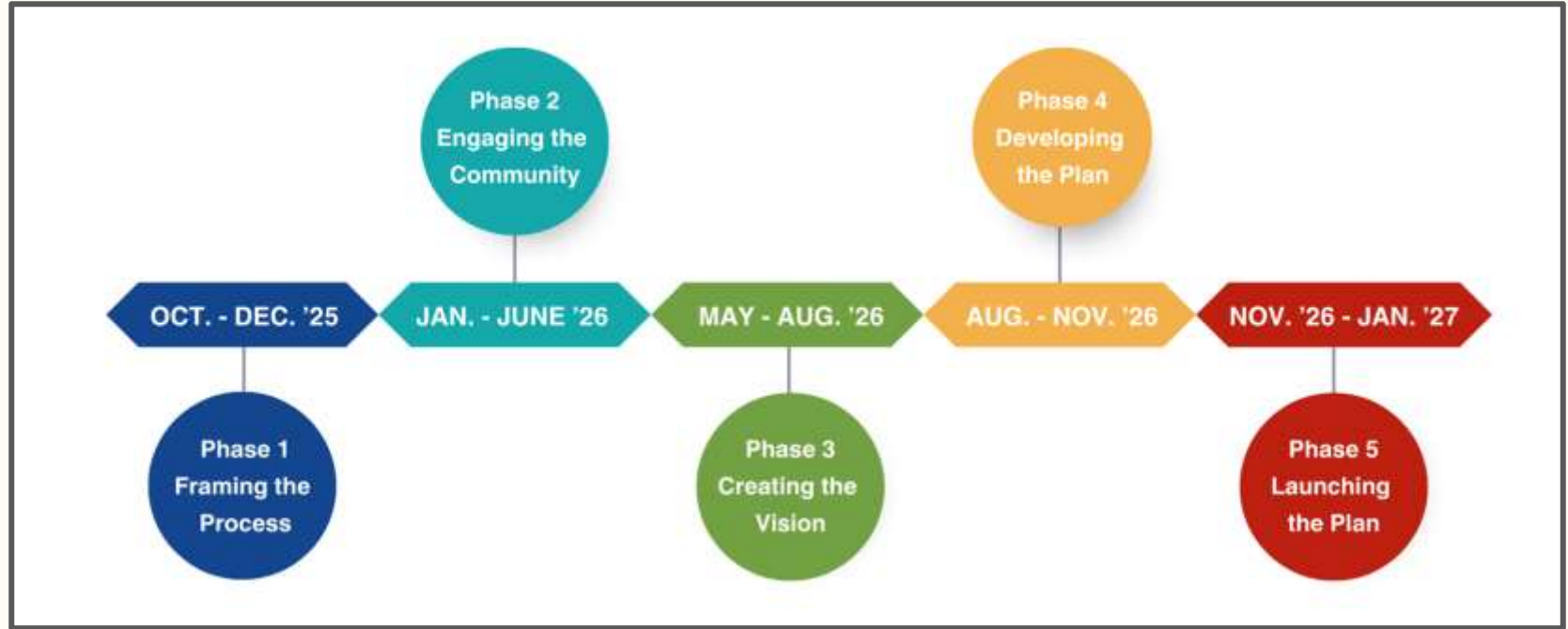


Listening Sessions




“Action Teams”

01. COMMUNITY VISIONING



“WHOLE OF COMMUNITY”

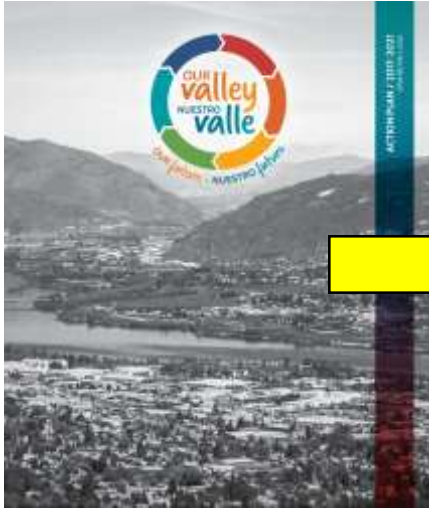


Grasstops: institutional knowledge, expertise, and resources

Grassroots: identifying community values, challenges, and “vision ideas”

02. ACTION PLAN

Making our shared vision a reality.



COMING SOON
ACTION PLAN
2027-31

03. SUPPORT PARTNERS



LETTERS OF SUPPORT



03. SUPPORT PARTNERS

Greenhouse Gas Emissions (2025)

Government Reductions Impact (2025)

Broadband & Digital Equity (2023)

Regional Housing (2022)

Regional Thinking (2021)

Pandemic Impact (2021)

04. KEEP FOCUSED



Quarterly Symposium Series



Facilitated Working Groups

2026 Symposiums

Connect, learn, and build momentum together.



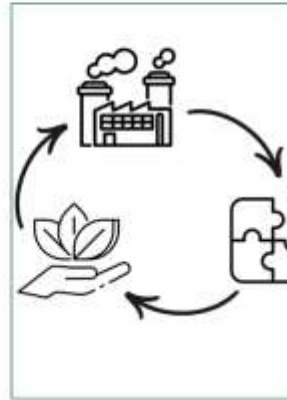
MARCH 19

Early Learning
Wenatchee Valley College



JUNE 11

Housing Solutions
Leavenworth Festhalle



SEPT. 17

Industrial Symbiosis
Wenatchee Valley College



DEC. 10

Wildfire
Wenatchee Valley College

Housing Solutions



This group began in 2017 to address the Regional Housing Approach Game Changer. Focused on ensuring adequate supply of housing that meets the needs of Our Valley residents, this group meets **monthly** to address issues and identify solutions.

The group is made up of industry experts including Community Development Directors, County Leads, lenders, builders, architects, real estate agents and non profits.

The group is planning our **Housing Summit** on **June 11th** at the Leavenworth Festhalle

Wildfire

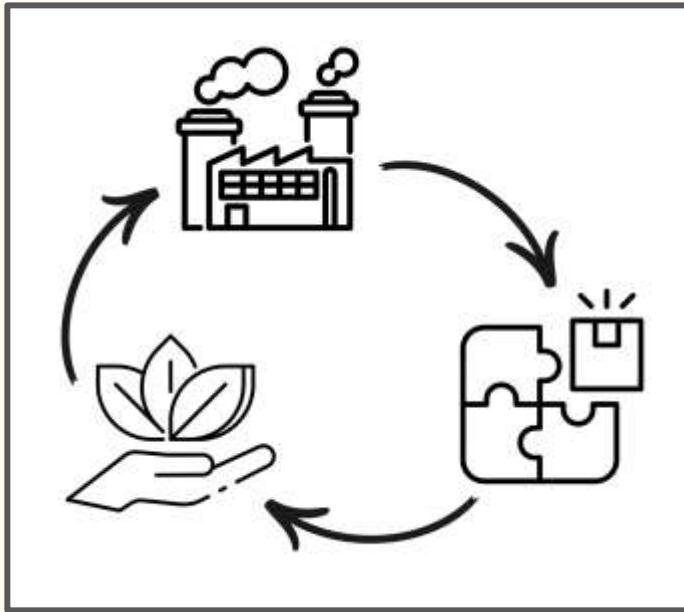


This group is focused on our regional wildfire prevention, preparedness and recovery Game Changer. The focus is to make Our Valley more fire safe for current and future generations.

This group meets **bi-monthly** and is currently focused on launching WildfireNCW.org and FuegoNCW.org - bi-lingual centralized website with resources for prevention, preparation and recovery for Chelan & Douglas County.

Lead Partners include Cascadia Conservation District, Chelan County PUD, CAFE and more than 12 other partners.

Post-Carbon Economy



This group is focused on our Post-Carbon Economy Game Changer which is working to transform Our Valley to become a model for a **carbon-free regional economy**.

In partnership with Chelan County, the City of Wenatchee and Sustainable NCW, this group helped publish 2 reports in 2025 on carbon emissions.

With funding from the Regional Port Authority & City of Wenatchee the group is now focused on efforts to build a **circular economy through Industrial Symbiosis** in three areas: Local CO₂ Supply, Heat & Power, and Resource Recovery.

Early Care & Education



Building off of the Early Care & Education Programs Game Changer, OVOF helps support the existing **North Central Early Learning Coalition** with facilitation.

The Coalition has been active for over 15 years, focused on increasing connection and collaboration across early learning pathways, building public awareness, and legislative advocacy.

With **bi-monthly** hybrid member meetings, this team is dedicated to serving families and providers across the region.

Health Literacy



Focused on the Health Literacy & Outcomes Game Changer this group works to **educate and encourage** residents toward a **healthier lifestyle and greater well-being**.

This group facilitates the Chelan Douglas Community Health Initiative and Community Services Coalition. The Central Washington Area Health Education Center at Wenatchee Valley College is a major partner.

The working group initiated the Symposium series and will be updating its focus based on the outcomes of the new Action Plan.



TEN YEARS

OF SUCCESS & LESSONS

SUCCESSSES

- More than 100 actions and game changers have met their objectives.
- 68 letters of support, helping lead partners land more than \$100 million in funding.

SUCCESSSES



SUCCESSSES



METHOW PARK

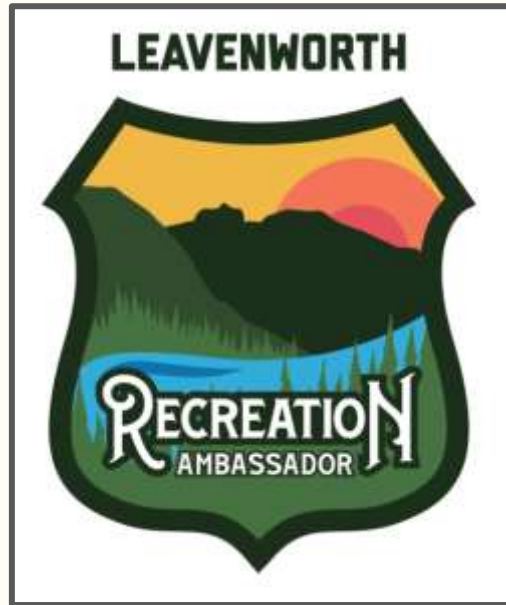


**DOUGLAS PUD
GREEN HYDROGEN**



TRADES DISTRICT

SUCCESSSES



Leadership Institute of NCW
Instituto de Liderazgo del área NCW

SUCCESSSES



**COMMON
GROUND**



sustainable
NCW



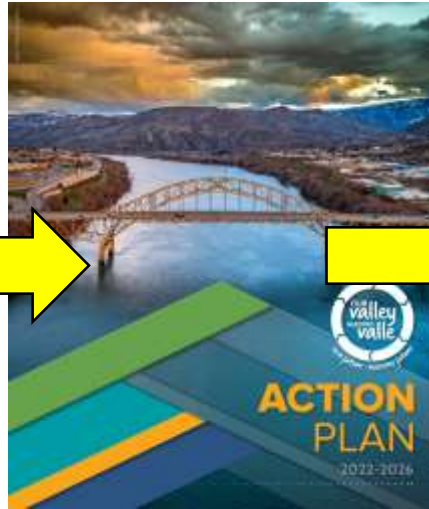
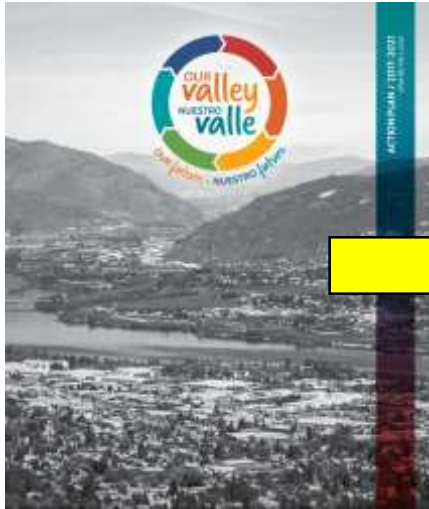
LESSONS LEARNED

- More fully support lead partner organizations through working groups, sharing data, and communicating successes and opportunities
- Quarterly symposiums to spotlight lead partners and their work on regional challenges



WHAT'S NEXT?

Making our shared vision a reality.



COMING SOON
ACTION PLAN
2027-31

GET INVOLVED

01

Participate in the
Community Visioning
process in 2026

02

Attend a symposium or
summit

03

Serve on a game changer
working group

04

Subscribe to our
e-newsletter and follow our
social media
[@OurValleyNCW](#)

Community Survey



bit.ly/surveyovof

Open thru April 30th

Share your voice & guide
the future of Our Valley

Listening Sessions

- 12 Place-Based Listening Sessions
 - In partnership with NCW Libraries
 - Small group discussions with trained facilitator to explore questions specific to their location
- 10+ Communities of Interest
 - Invitation only in partnership with trusted organizations
 - Includes communities such as healthcare workers, veterans, high school students, and more.

GET INVOLVED

01

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Community Visioning
process in 2026

02

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working group

04

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[@OurValleyNCW](#)



THANK YOU

ourvalleyourfuture.org



Subject/Title: Ordinance No. 2026-1656 Amendment to Chapter 3.84 (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 and Finance Director

Number of Looks: Look No. 2 of 2

PREVIOUS ACTION TAKEN

This was previously discussed during the March 3rd, 2026 Workshop, with the Community Benefit Grant Application discussion and at the April 14, 2026 Council Meeting.

OVERVIEW

The proposed amendments to Chapter 3.84 - Housing Fund 105 as well as Chapter 3.86 - Sales or Use Tax for Affordable Housing seek to bring Chelan Municipal Code consistent with the current Revised Code of Washington.

FINANCIAL IMPLICATIONS

None.

ATTACHMENTS

1. Ordinance No. 2026-1656 Amendment to Chapter 3.84 Fund 105

SUGGESTED MOTION

I move to adopt Ordinance No. 2026-1656.

ORDINANCE NO. 2026-1656

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 36.22.250, 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, 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 36.22.250, 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 36.22.250, 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 28th day of April, 2026.

CITY OF CHELAN

Erin McCardle, Mayor

ATTEST/AUTHENTICATED:

Peri Gallucci, City Clerk

APPROVED AS TO FORM:

ORDINANCE No. 2026-1656

Quentin Batjer, City Attorney

FILED WITH THE CITY CLERK: April 22, 2026
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: 2026-1656



Subject/Title: Ordinance No. 2026-1657 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 2

PREVIOUS ACTION TAKEN

This was previously discussed during the March 3rd, 2026 Workshop, with the Community Benefit Grant Application discussion and at the April 14, 2026 Council Meeting.

OVERVIEW

This ordinance renumbers Chapter 3.85 (Donations) to Chapter 3.87 with no changes to the text of the Chapter. The renumbering of Chapter 3.85 allows the grouping of Chapters 3.84 & 3.86 together as they are both applicable to affordable housing and are used together to govern the use of the restricted affordable housing tax revenue.

FINANCIAL IMPLICATIONS

None.

ATTACHMENTS

1. Ordinance 2026-1657 Repeal 3.85 Donation Recodify 3.87 Donations

SUGGESTED MOTION

I move to adopt Ordinance No. 2026-1657.

ORDINANCE NO. 2026-1657

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 28th day of April 2026.

CITY OF CHELAN

Erin McCardle, Mayor

ATTEST/AUTHENTICATED:

Peri Gallucci, City Clerk

APPROVED AS TO FORM:

Quentin Batjer, City Attorney

FILED WITH THE CITY CLERK: April 22, 2026

PASSED BY THE CITY COUNCIL:

PUBLISHED:

EFFECTIVE DATE:

ORDINANCE NO.: 2026-1657



Subject/Title: Ordinance No. 2026-1658 Amendment to Chapter 3.86 (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 2

PREVIOUS ACTION TAKEN

This was previously discussed during the March 3rd, 2026 Workshop, with the Community Benefit Grant Application discussion and at the April 14, 2026 Council Meeting.

OVERVIEW

The proposed amendments to Chapter 3.86 Sales and Use Tax for Affordable Housing and Chapter 3.84 - Housing Fund 105 revise Chelan Municipal Code to be consistent with the current Revised Code of Washington.

FINANCIAL IMPLICATIONS

None.

ATTACHMENTS

1. Ordinance No. 2026-1658 Amendment to Chapter 3.86

SUGGESTED MOTION

I move to adopt Ordinance No. 2026-1658.

ORDINANCE NO. 2026-1658

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, 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 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 28th day of April, 2026.

APPROVED:

By: _____
Erin McCardle, Mayor

AUTHENTICATED:

By: _____
Peri Gallucci, City Clerk

APPROVED AS TO FORM:

By: _____
Quentin Batjer, City Attorney

FILED WITH THE CITY CLERK: April 22, 2026

PASSED BY THE CITY COUNCIL:

PUBLISHED:

EFFECTIVE DATE:

ORDINANCE NO.: 2026-1658



CITY COUNCIL

April 28, 2026

Subject/Title: Resolution No. 2026-1481 Authorized Signers on Financial Accounts (Finance Director Evans)

Department: Finance

Staff Contact: Heidi Evans

Guiding Principles: Visionary & Strategic

Initiatives: Modernize Resource
Strengthen Strategic Partnership

Reviewed By: City Administrator, Finance Director, and City Attorney

Number of Looks: Look No. 1 of 1

PREVIOUS ACTION TAKEN

None.

OVERVIEW

This resolution seeks to update the account signers on financial accounts held by the City of Chelan to effectively remove Jackie Tupling, due to her impending retirement, and retains Mayor Erin McCardle, Finance Director Heidi Evans, and Assistant Finance Director Steven Hildebrand as the three (3) authorized account signers. If approved, it would also allow the financial institution to release necessary account information to City Administrator, Laura McAloon, however, she will not have signature authority.

FINANCIAL IMPLICATIONS

None.

ATTACHMENTS

1. Resolution No. 2026-1481 Authorized Account Signers

SUGGESTED MOTION

I move to adopt Resolution No. 2026-1481.

RESOLUTION NO. 2026-1481

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, OUTLINING AUTHORIZED ACCOUNT SIGNERS & PROVIDING AUTHORIZATION TO RELEASE ACCOUNT INFORMATION TO CITY ADMINISTRATOR

WHEREAS, the impending retirement of Outgoing Finance Director, Jackie Tupling requires an update to the financial institutions to remove her as an authorized signer.

WHEREAS, Finance Director, Heidi Evans, has been previously added as a signer to financial institutions and should retain signature authority.

WHEREAS, Assistance Finance Director, Steven Hildebrand, has been previously added as a signer to the financial institutions and should retain signature authority.

WHEREAS, Mayor Erin McCardle, has been previously added as a signer to the financial institutions and should retain signature authority.

WHEREAS, City Administrator, Laura McAloon, is to be made into an authorized user (non-signer) on all financial accounts.

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

Section A – Wheatland Bank

Authorized Signers should be: Mayor Erin McCardle, Finance Director, Heidi Evans, and Assistant Finance Director, Steven Hildebrand.

Authorized person to release account information to: Laura McAloon

- Business Checking #3876
- Accounts Payable # 6086
- Payroll #6128
- Golf Pro #9531
- Parking Kiosks #9671
- RV Park #9795
- Invoice Cloud #9833
- Money Market #7565

Section B – Local Government Investment Pool

Authorized Signers should be: Mayor Erin McCardle, Finance Director, Heidi Evans, and Assistant Finance Director, Steven Hildebrand.

Authorized person to release account information to: Laura McAloon

- Airport LGIP ending in 47
- City LGIP ending in 40

ADOPTED by the City Council of the City of Chelan, Washington, this 28th 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: Washington State Council of County and City Employees (WSCCCE) Memorandum of Understanding for the Standby Radius (HR/Communications Director Coltman)

Department: HR/Communications

Staff Contact: Chad Coltman

Guiding Principles: Visionary & Strategic

Initiatives: Modernize Resource

Reviewed By: City Administrator, Finance Director, and City Attorney

Number of Looks: Look No. 1 of 1

PREVIOUS ACTION TAKEN

City Council approved the 2024-2026 Washington State Council of County and City Employees Local Union 846-CC Collective Bargaining Agreement on December 12, 2023.

OVERVIEW

The proposed Memorandum of Agreement (MOA) between the City of Chelan and AFSCME Local 846-CC establishes a temporary pilot modification to standby duty requirements outlined in Section 6.4 of the current Collective Bargaining Agreement (CBA). This agreement has been reviewed and mutually approved by the City Administration and the Union.

Under the existing CBA, employees assigned to standby duty must reside within 45 minutes of the City. This MOA allows for a revised standard, requiring employees on standby to be able to physically report to their assigned City facility within 75 minutes of being contacted for a callout, effective April 15, 2026 through December 31, 2026.

The purpose of this change is to evaluate the operational impacts, flexibility, and overall effectiveness of an expanded response radius. The agreement is explicitly structured as a non-precedential pilot program, allowing both parties to assess outcomes without establishing a permanent change to the CBA.

All other provisions related to standby duty—including compensation, use of City vehicles, and communication requirements—remain unchanged. The MOA will expire at the end of the current CBA term unless both parties agree to extend or modify it or include the

provisions in the next CBA. The current CBA expires on December 31, 2026 and the parties anticipate bringing a new CBA to the City Council prior to its expiration.

This agreement reflects a collaborative effort between the City and the Union to explore operational efficiencies while maintaining service levels and responsiveness.

FINANCIAL IMPLICATIONS

No financial implications.

ATTACHMENTS

1. WSCCCE Memorandum of Understanding – Standby Radius

SUGGESTED MOTION

I move to authorize the Mayor to finalize and execute the Washington State Council of County and City Employees (WSCCCE) Memorandum of Understanding – Standby Radius.

MEMORANDUM OF AGREEMENT

City of Chelan and
The Washington State Council of County and City Employees
Council 2, AFSCME, Local 846-CC



This Memorandum of Agreement (“MOA”) is entered into by and between the City of Chelan (“City”) and the Washington State Council of County and City Employees, Council 2, AFSCME, Local 846-CC (“Union”).

WHEREAS, the City and the Union are parties to a Collective Bargaining Agreement (CBA) effective January 1, 2024 through December 31, 2026; and

WHEREAS, Section 6.4 of the CBA currently requires that employees on standby duty must reside within 45 minutes of the City of Chelan; and

WHEREAS, the City desires to evaluate the operational impact and efficacy of an expanded radius for employees assigned to standby duty; and

WHEREAS, the parties desire to implement this change on a non-precedential pilot basis for the remainder of the current CBA term;

NOW, THEREFORE, the parties agree as follows:

1. **Limited-Term Amendment to Section 6.4:** Effective April 15, 2026, and continuing through December 31, 2026, the final sentence of Section 6.4 of the CBA is amended and replaced as follows:

“While on standby duty, employees must be able to physically report to the assigned City facility within 75 minutes of being contacted for callout and shall maintain an active City-issued telephone.”

2. **Pilot Basis Only:** The parties agree this change is implemented solely on a trial basis to evaluate the feasibility and operational impact of the revised standby reporting requirement during the remainder of the current CBA term.
3. **No Precedent:** The parties agree that this pilot program constitutes a unique, mutually agreed-upon arrangement for testing purposes and does not establish a permanent change to the CBA or a precedent for future negotiations regarding standby requirements.
4. **Retention of Other Terms:** All other provisions of Section 6.4, including compensation rates (Sections 6.4.1 through 6.4.3), the provision of City vehicles, and the requirement to maintain an active City-issued telephone, remain in full force and effect.
5. **Expiration:** This MOA shall expire on December 31, 2026, unless the parties mutually agree in writing to extend it or modify it earlier.

IN WITNESS WHEREOF, the parties indicate their agreement to abide by the terms and conditions set forth above by their signatures below.

FOR THE EMPLOYER:

Erin McCardle, Mayor

Date: _____

FOR THE UNION:

Eric Gocke, President Local 846-CC

Date: _____

Tom Cash, Council 2 Staff Representative

Date: _____



Subject/Title: RH2 Engineering, Inc. Task Authorization No. 18 General Water Rights Assistance(Public Works Director Youngren)

Department: Public Works

Staff Contact: Jake Youngren

Guiding Principles: Healthy & Sustainable

Initiatives: Manage Growth

Reviewed By: City Administrator and Finance Director

Number of Looks: Look No. 1 of 1

PREVIOUS ACTION TAKEN

None.

OVERVIEW

In 2022, RH2 Engineering, Inc. (RH2) conducted a comprehensive audit of the City of Chelan's water rights portfolio and identified a series of deficiencies in the City's existing water rights. The Washington State Department of Ecology (Ecology) subsequently raised related concerns during its review of the City's Water System Plan Amendment, reinforcing the need to address these deficiencies.

Task Authorization No. 18 (TA 18) authorizes RH2 to perform general water rights assistance services on behalf of the City. Work includes reviewing and updating the City's water use data, preparing administrative division applications for two surface water rights held in conjunction with the Chelan River Irrigation District, filing multiple applications for extension of full beneficial use, performing a Certified Water Rights Examiner process for the wastewater treatment plant, and submitting point-of-diversion change requests to the Chelan County Water Conservancy Board.

Due to the complexity of water rights processing and variable timelines associated with Ecology coordination, this work is anticipated to require multiple years and additional task authorizations to fully complete. TA 18 establishes the initial annual budget and scope for 2026.

FINANCIAL IMPLICATIONS

The fee for services shall be on a time and expense basis and shall not exceed \$50,000.00 without prior written authorization of the City. Adequate funds are available in the Water Capital Fund to cover this authorization. Application fees paid directly to Ecology or the Chelan County Water Conservancy Board are separate from the RH2 service fee, with minimum conservancy board processing fees of \$1,500 per application. Services will be performed through December 31, 2026, with subsequent task authorizations anticipated in future budget years.

ATTACHMENTS

- 1. RH2 Engineering, Inc. Task Authorization No. 18 General Water Rights Assistance

SUGGESTED MOTION

I move to authorize the Mayor to finalize and execute the RH2 Engineering, Inc. Task Authorization No. 18 General Water Rights Assistance.

Task Authorization No. 18
City of Chelan
General Engineering Services
General Water Right Assistance
February 2026
RH2 Project No. CHE 0260007.18

In accordance with our Professional Services Agreement for General Engineering Services, dated November 14, 2025, this Task Authorization outlines the Scope of Work for General Water Right Assistance. 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

In 2022, RH2 Engineering, Inc., (RH2) compiled and summarized the City of Chelan's (City) water right portfolio and identified a list of deficiencies within the City's existing water rights. Considering recent comments by the Washington State Department of Ecology (Ecology) during its review of the City's Water System Plan Amendment, the City would like to correct these deficiencies. However, due to the complexity of water right processing, the variable timelines associated with Ecology coordination and review, and project budget constraints, services to process water right changes and related documentation will be limited to an annual budget of \$50,000. This Task Authorization is limited to services outlined herein and will only be performed to the limit of the annual budget.

Task 1 – Water Right Assistance

Objective: Perform general water right assistance support.

Approach:

- 1.1 Review and update the City's water use to facilitate water right changes. Prepare a technical memorandum summarizing the findings.
- 1.2 Prepare the application for the administrative division with Chelan River Irrigation District on S4-25651C for the amounts agreed to in 2007: 1.0 cubic feet per second (cfs) and 46 acre-feet (af) (71 af non-additive).
- 1.3 Prepare the application for the administrative division with Chelan River Irrigation District on S4-*01838C (Surface Water Certificate [SWC] 2447) for the amounts agreed to in 2007: 0.5 cfs and 71 af.
- 1.4 Prepare and file an application for extension of the full beneficial use for S4-30166P.
- 1.5 Prepare and file an application for extension of the full beneficial use for S4-30167P.
- 1.6 Prepare and file an application for extension of the full beneficial use for S4-08093P.
- 1.7 Prepare and file an application for extension of the full beneficial use for S4-SWC710.
- 1.8 Prepare and file an application for extension of the full beneficial use for S4-SWC458(A).
- 1.9 Prepare and file an application for extension of the full beneficial use for S4-SWC5043(A).

- 1.10 Perform the Certified Water Right Examiner process for G4-29044P. *The water use at the wastewater treatment plant is assumed to match the following requested quantities: 50 gallons per minute, 15.8 af for 4.5 acres of irrigation, and 2.3 af for domestic.*
- 1.11 Prepare and submit a Request for Change application to the Chelan County Water Conservancy Board to change the point of diversion for S4-30361P.
- 1.12 Prepare and submit a Request for Change application to Chelan County Water Conservancy Board to change the point of diversion for S4-*08530C (SWC 4018).
- 1.13 Prepare and submit a Request for Change application to Chelan County Water Conservancy Board to change the point of diversion for S4-*20080C (SWC 10891).
- 1.14 Prepare and submit a Request for Change application to Chelan County Water Conservancy Board to change the point of diversion for S4-*01838C (SWC 2447).
- 1.15 Prepare and submit a Request for Conservancy Board Processing for S4-SWC4511@1. Process a change request for S4-SWC4511@1.
- 1.16 Prepare and submit a Request for Conservancy Board Processing for S4-SWC5043@1. Process a change request for S4-SWC5043@1.
- 1.17 Provide other assistance as requested by the City related to water rights.

Assumptions:

- *The list above was generated as part of a water right audit conducted by RH2 in 2022. It is assumed that it will take several years and additional funds to fully complete this effort. Additional task authorizations will be executed in each subsequent year as the City's budget allows.*
- *Approval of quantities as submitted to Ecology is not guaranteed and is beyond the control of RH2 and the City. Should Ecology-approved reductions occur, the City may choose to pursue legal action against Ecology separate from this effort. RH2 assistance for that effort will be captured in a subsequent Task Authorization.*
- *Applications will list the City as the applicant and primary contact. RH2 will prepare and submit applications as the City's agent. All application fees will be paid by the City. Minimum fees for Chelan County Water Conservancy Board Processing are \$1,500.*
- *RH2 will use as is and rely on the accuracy and completeness of data, materials, and information generated or produced by the City or others in the performance of this Task Authorization.*

Provided by City:

- Recent water demands, as needed.

RH2 Deliverables:

- Technical memorandum summarizing updated demand in electronic format (PDF).
- Applications outlined in subtasks 1.2 through 1.16 submitted via USPS to Ecology and hand-delivered to the conservancy board.

Project Schedule

RH2 is prepared to commence services in support of the work listed in this Task Authorization upon written authorization. Services will be performed up to the budgeted amount through December 31, 2026. RH2 and the City will work together to update as many water rights as possible, however services requested to support these water right changes are anticipated to require more effort than the initial budget allows and the City should anticipate a multi-year schedule for full completion. Changes to project budget and schedule shall be mutually determined by the City and RH2 as the project progresses.

Fee for Services

The fee for services shall be on a time and expense basis and shall not exceed \$50,000.00 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

 2/24/2026

SIGNATURE

DATE

SIGNATURE

DATE

Erik R. Howe, Director

PRINT NAME & TITLE

PRINT NAME & TITLE

Subject/Title: RH2 Engineering, Inc. Amendment No. 1 to Task Authorization No. 27 Airport Transmission Main Bid Ready Design (Public Works Director Youngren)

Department: Public Works

Staff Contact: Jake Youngren

Guiding Principles: Healthy & Sustainable

Initiatives: Modernize Resource

Reviewed By: City Administrator and Finance Director

Number of Looks: Look No. 1 of 1

PREVIOUS ACTION TAKEN

RH2 Engineering, Inc. for the Airport Transmission Main Design Task Authorization No. 14 was approved by Council on May 10, 2022. RH2 Engineering, Inc. Pre-Design Services of the Airport Transmissions Project Task Authorization. No. 27 was approved by Council on August 12, 2023.

OVERVIEW

The City of Chelan has been planning a new 16-inch water main to the Chelan Airport, building on preliminary design work completed under the original Task Authorization No. 27 and further defined in the City's 2025 Water System Plan Amendment, Amendment No. 1 authorizes RH2 Engineering, Inc. (RH2) to advance that work through bid-ready design documents. The bid-ready design will include a parallel small diameter recirculation line and a small pump station at the Airport to circulate water back to the City system to maintain water quality in the new main.

Work under this amendment is organized into six (6) tasks:

Task 1 - Project Management (\$18,994): RH2 will provide direction and oversight of the project team, coordinate with the City and the East Chelan Reservoir design team through up to three virtual meetings, maintain the project design schedule, and prepare monthly invoices and budget status summaries throughout the design phase.

Task 2 - Supplemental Permitting Assistance (\$51,051): Initial permitting was completed under the original task authorization. This task covers obtaining finalized permits, including

preparation of a WSDOT utility accommodation variance package for open cutting, longitudinal uncased pipe installation, and shallow depth pipe installation within the highway right of way. RH2 will also coordinate with Chelan County on the utility franchise application, road restoration details, and traffic control plan proposals. Required permits include a WSDOT Utility Accommodation, County Utility Franchise, and associated variance approvals. The City will submit permit applications and pay all associated fees directly.

Task 3 - 60-Percent Design (\$66,735): RH2 will advance the preliminary design plans from 30-percent to 60-percent, incorporating City, WSDOT, and internal QA/QC comments. Work includes coordination with adjacent utilities for relocation or encasement requirements, preliminary recirculation pump selection, hydraulic analyses and calculations for pump sizing, and preparation of 60-percent mechanical and electrical design. RH2 will submit 60-percent plans and OPCC to the City and WSDOT for review and attend one design review meeting.

Task 4 - 90-Percent Design (\$115,978): RH2 will advance plans from 60-percent to 90-percent, finalize recirculation pump selection, complete mechanical and electrical design, prepare Special Provisions in WSDOT format, prepare front-end bidding documents, and prepare a 90-percent OPCC. Internal QA/QC review will be performed prior to submittal. RH2 will submit 90-percent documents to the City and WSDOT for review and attend one design review meeting. This is the largest single task in the scope, reflecting the complexity of the pump station design and specification preparation.

Task 5 - Bid-Ready Design (\$65,283): RH2 will incorporate final City, WSDOT, and QA/QC comments to advance documents from 90-percent to bid-ready, prepare final Special Provisions and front-end bidding documents, prepare a bid-ready OPCC, and perform a final internal QA/QC review prior to transmittal to the City.

Task 6 - Services During Bidding (\$22,580): RH2 will prepare the advertisement for bids, respond to contractor questions during the bidding period, issue up to two addenda if needed, prepare the bid tabulation from results provided by the City, review the lowest bidder's qualifications and references, provide a recommendation of award letter, and produce five half-size hard copy sets of plans and specifications for use during construction. The project will be electronically bid through QuestCDN. The City will be responsible for construction contract execution.

Total project hours for this amendment are estimated at 1,320, with a total labor cost of \$320,274 and expenses of \$20,347, for a combined fee not to exceed \$340,621. This amendment increases the total authorization for Task Authorization No. 27 to \$552,871. Design and permitting work is anticipated to begin spring 2026, with bid-ready documents targeted for Q3 or Q4 2026, pending regulatory and permitting approvals.

FINANCIAL IMPLICATIONS

The fee for services under Amendment No. 1 shall be on a time and expense basis and shall not exceed \$340,621 without prior written authorization of the City, bringing the total authorization for Task Authorization No. 27 to \$552,871. The amendment fee is distributed across six tasks as follows: Task 1 Project Management (\$18,994), Task 2 Supplemental Permitting Assistance (\$51,051), Task 3 60-Percent Design (\$66,735), Task 4 90-Percent Design (\$115,978), Task 5 Bid-Ready Design (\$65,283), and Task 6 Services During Bidding (\$22,580). Total estimated hours for this amendment are 1,320. Adequate funds are available in the Water Capital Fund to cover this authorization. Permitting application fees, advertising costs, and bidding fees are the responsibility of the City and are separate from the RH2 service fee.

ATTACHMENTS

1. RH2 Engineering, Inc. Amendment No. 1 to Task Authorization No. 27 Airport Transmission Main Bid Ready Design

SUGGESTED MOTION

I move to authorize the Mayor to finalize and execute RH2 Engineering, Inc. Amendment No. 1 to Task Authorization No. 27 Airport Transmission Main Bid Ready Design, in an amount not to exceed \$340,621.

Amendment No. 1
Task Authorization No. 27
City of Chelan
General Engineering Services
Airport Transmission Main Bid-Ready Design

April 2026
RH2 Project No. CHE 230001.27

In accordance with our Professional Services Agreement for the 2022 General Engineering Services, dated January 1, 2023, this Task Authorization Amendment outlines the Scope of Work for the Airport Transmission Main Bid-Ready Design. The work will be performed and invoiced in compliance with the terms and conditions listed in the governing Agreement and any issued Contract Amendments.

Scope of Work

The City of Chelan (City) has requested that RH2 Engineering, Inc., (RH2) provide a Scope of Work and Fee Estimate for the bid-ready design of a new 16-inch water main to the Chelan Airport (Airport). This project builds on the preliminary design included in Task Authorization No. 27 and is further defined in the City's 2025 *Water System Plan Amendment*. The bid-ready design will include a parallel small diameter line and a small pump station at the Airport to circulate water back to the City to maintain water quality.

General Assumptions

The following assumptions were made when preparing this Scope of Work:

- *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 Scope of Work.*
- *Deliverables will be submitted in electronic format (PDF) unless otherwise noted.*

Task 1 – Project Management

Objective: Manage RH2's project team and maintain regular client communications. Maintain project schedules and prepare monthly invoices and budget status summaries.

Approach:

- 1.1 Provide direction, coordination, and oversight to the RH2 project team. Organize, manage, and coordinate technical disciplines as described herein.
- 1.2 Coordinate with the City and the City's East Chelan Reservoir design team, including participation in up to three (3) virtual meetings, as well as email and phone communication as needed, to maintain consistency among the East Chelan Reservoir, the Airport Transmission Main, and the City's master planning efforts.
- 1.3 Document and retain information generated during the execution of the project.
- 1.4 Prepare monthly invoices and budget status summaries.

- 1.5 Create, maintain, and update a project design schedule. Monitor, modify, and update the project schedule throughout the design phase to determine potential impacts of proposed changes and revisions made to this Scope of Work.

RH2 Deliverables:

- Attendance at up to three (3) virtual meetings with City and East Chelan Reservoir design team.
- Monthly invoices and budget status summaries.
- Project schedule updates.

Task 2 – Supplemental Permitting Assistance

Objective: Assist the City with permitting requirements for construction of the project. Initial permitting assistance and coordination was included in the original task authorization. The intent of this Task is to assist the City with obtaining finalized permits for the project.

Approach:

- 2.1 Prepare a the Washington State Department of Transportation (WSDOT) utility accommodation variance package for open cutting, installing longitudinal uncased pipe, and installing shallow depth pipe. Coordinate with WSDOT, respond to questions, and update the variance application, franchise agreement, and traffic control plan proposals as requested.
- 2.2 Coordinate with Chelan County (County), respond to questions, and update the County Utility Franchise application, road restoration details, and traffic control plan proposals as requested.

Assumptions:

- *The permits and approvals needed for this project include State Environmental Policy Act (SEPA) determination, WSDOT Utility Accommodation, County Utility Franchise, and a Construction Stormwater General Permit (CSWGP). SEPA and CSWGP were prepared under the original task authorization.*
- *A WSDOT utility accommodation variance will be required for locations where the water main is installed within 5 feet of the pavement.*
- *Federal funds will not be used on this project. Therefore, it is assumed that the Section 106 review process will not be required.*
- *The City will submit permits and pay application and public notice fees directly.*
- *Services are limited to those described herein and will be performed to the level of effort identified in the attached Fee Estimate. If additional effort is needed, that extra work will be mutually determined by the City and RH2.*
- *No date is warranted or implied for agency approval or response to the submitted permits and applications.*

- *The hours associated with the water main design assume the variance request will be granted by WSDOT. If major changes to the preliminary design are required, additional design effort may be needed.*

Provided by City:

- Application submittals and payment of any permitting fees.

RH2 Deliverables:

- WSDOT correspondence and updated Utility Accommodation package information as requested.
- County correspondence and updated Utility Franchise package information as requested.

Task 3 – 60-Percent Design

Objective: Prepare 60-percent design plans, traffic control plans, surface restoration details, and an Engineer’s opinion of probable construction cost (OPCC). Provide plans and OPCC to the City at the 60-percent milestone for review.

Approach:

- 3.1 Revise preliminary design plans from 30-percent to 60-percent based on City, WSDOT, and internal QA/QC comments.
- 3.2 Coordinate with adjacent utilities for relocation or encasement requirements.
- 3.3 Perform preliminary recirculation pump selection from available manufacturer pump catalog information and prepare 60-percent mechanical and electrical design. Perform hydraulic analyses and calculations for pump sizing.
- 3.4 Perform internal QA/QC review of the 60-percent design plan set.
- 3.5 Prepare 60-percent design OPCC.
- 3.6 Transmit 60-percent design plans and OPCC to the City and WSDOT for review. Attend one (1) review meeting via Teams to review the design progress and City comments. Prepare meeting agenda and minutes.

Provided by City:

- Consolidated review comments on the 60-percent design plans and attendance at one (1) design review meeting.

RH2 Deliverables:

- 60-percent design plans and OPCC.
- Attendance at one (1) 60-percent design review meeting. Meeting agenda and minutes.

Task 4 – 90-Percent Design

Objective: Prepare 90-percent design plans, traffic control plans, surface restoration details, specifications, and OPCC. Provide plans, specifications, and OPCC to the City at the 90-percent milestone for review.

Approach:

- 4.1 Revise design plans from 60-percent to 90-percent based on City, WSDOT, and internal QA/QC comments.
- 4.2 Select recirculation pump and prepare 90-percent mechanical and electrical design.
- 4.3 Prepare Special Provisions in WSDOT format and front-end bidding documents.
- 4.4 Prepare 90-percent design OPCC.
- 4.5 Perform internal QA/QC review of the 90-percent design documents.
- 4.6 Transmit 90-percent design plans, specifications, and OPCC to the City and WSDOT for review. Attend one (1) review meeting via Teams to review the design progress and City comments. Prepare meeting agenda and minutes.

Provided by City:

- Consolidated review comments on the 90-percent design plans, specifications, and OPCC, and attendance at one (1) design review meeting.

RH2 Deliverables:

- 90-percent design plans, specifications, and OPCC.
- Attendance at one (1) 90-percent design review meeting. Meeting agenda and minutes.

Task 5 – Bid-Ready Design

Objective: Prepare bid-ready design plans, traffic control plans, surface restoration details, specifications, and OPCC. Submit bid-ready plans, specifications, and OPCC to the City.

Approach:

- 5.1 Revise design plans from 90-percent to bid-ready based on City, WSDOT, and internal QA/QC comments.
- 5.2 Prepare bid-ready Special Provisions and front-end bidding documents.
- 5.3 Prepare bid-ready OPCC.
- 5.4 Perform internal QA/QC review of the bid-ready design documents.
- 5.5 Transmit bid-ready design plans, specifications, and OPCC to the City for review.

RH2 Deliverables:

- Bid-ready design plans, specifications, and OPCC.

Task 6 – Services During Bidding

Objective: Assist the City during the bidding and construction contracting phase. *It is assumed that the City will be the main point of contact for bidders.*

Approach:

- 6.1 Prepare the advertisement for bids. *The City will submit the advertisement to the appropriate publications.*
- 6.2 Respond to contractor questions during the bidding period.
- 6.3 Issue up to two (2) addenda, if necessary, to clarify, revise, or change construction plans or specifications.
- 6.4 Prepare the bid tabulation. *RH2 will not attend the bid opening; the City will provide the bid results to RH2 to prepare the bid tabulation.*
- 6.5 Review the lowest bidder information, contact up to five (5) references, and provide a recommendation of award letter to the City.
- 6.6 Produce five (5) half-size hard copies of plans and specifications for use during construction.

Assumptions:

- *The project will be electronically bid through QuestCDN.*
- *The City will pay any applicable fees for advertising and bidding.*
- *The City will be responsible for construction contract execution.*

Provided by City:

- Advertising of project and payment of advertising and bidding fees.

RH2 Deliverables:

- Advertisement for bid.
- Responses to contractor questions via telephone or email.
- Up to two (2) addenda.
- Bid tabulation.
- Recommendation of award letter.
- Five (5) half-size hard copies of plans and specifications.

Future Tasks

RH2 can provide an amendment to this Task Authorization for services during construction after the project has been advertised for bidding.

Project Schedule

RH2 can begin work upon notice to proceed. The design and permitting tasks in this Scope of Work are anticipated to begin in the spring of 2026, with bid-ready documents anticipated in Q3 or Q4 of 2026, pending regulatory and permitting approvals.

Fee for Services

The fee for services shall be on a time and expense basis and shall not exceed \$340,621 as shown on the attached **Exhibit A, Fee Estimate** without prior written authorization of the City of Chelan. The total authorization for Task Authorization No. 27 is increased to \$552,871.

RH2 Engineering, Inc.

22722 29th Drive SE, Suite 210, Bothell, WA 98021



Signature

Erik Howe, Director

Print Name/Title

April 3, 2026

Date

City of Chelan

PO Box 1669, Chelan, WA 98816

Signature

Print Name/Title

Date

EXHIBIT A

Fee Estimate

Amendment No. 1 to Task Authorization No. 27

City of Chelan

General Engineering Services

Airport Transmission Main Bid-Ready Design

Apr-26

Description		Total Hours	Total RH2 Labor	Total Expense	Total Cost
Task 1	Project Management	70	\$ 18,531	\$ 463	\$ 18,994
1.1	Provide direction, coordination, and oversight to RH2 team	21	\$ 5,558	\$ 139	\$ 5,697
1.2	Coordinate with City and East Chelan Reservoir team	18	\$ 5,220	\$ 131	\$ 5,351
1.3	Document and retain information	8	\$ 1,946	\$ 49	\$ 1,995
1.4	Prepare monthly invoices and budget status summaries	15	\$ 3,861	\$ 97	\$ 3,958
1.5	Create, maintain, and update project schedule	8	\$ 1,946	\$ 49	\$ 1,995
Task 2	Supplemental Permitting Assistance	200	\$ 47,552	\$ 3,499	\$ 51,051
2.1	Prepare variance package and coordinate with WSDOT	124	\$ 29,212	\$ 2,270	\$ 31,482
2.2	Coordinate with County and update Utility Franchise	76	\$ 18,340	\$ 1,229	\$ 19,569
Task 3	60-Percent Design	253	\$ 62,532	\$ 4,203	\$ 66,735
3.1	Revise preliminary design plans to 60-percent design	106	\$ 26,008	\$ 1,805	\$ 27,813
3.2	Coordinate with adjacent utilities	70	\$ 17,140	\$ 1,199	\$ 18,339
3.3	Perform preliminary pump selection and prepare mechanical design	44	\$ 10,784	\$ 737	\$ 11,521
3.4	Perform internal QA/QC review	8	\$ 2,288	\$ 57	\$ 2,345
3.5	Prepare 60-percent design OPCC	12	\$ 2,832	\$ 236	\$ 3,068
3.6	Transmit 60-percent design and meet with City	13	\$ 3,480	\$ 170	\$ 3,650
Task 4	90-Percent Design	457	\$ 109,098	\$ 6,880	\$ 115,978
4.1	Revise design plans to 90-percent design	136	\$ 32,518	\$ 2,545	\$ 35,063
4.2	Select recirculation pump and prepare mechanical and electrical design	180	\$ 41,380	\$ 2,630	\$ 44,010
4.3	Prepare Special Provisions and front-end documents	100	\$ 24,860	\$ 1,172	\$ 26,032
4.4	Prepare 90-percent design OPCC	20	\$ 4,572	\$ 307	\$ 4,879
4.5	Perform internal QA/QC review	8	\$ 2,288	\$ 57	\$ 2,345
4.6	Transmit 90-percent design and meet with City	13	\$ 3,480	\$ 170	\$ 3,650
Task 5	Bid-Ready Design	254	\$ 61,732	\$ 3,551	\$ 65,283
5.1	Review design plans to bid-ready	146	\$ 34,064	\$ 2,282	\$ 36,346
5.2	Prepare bid-ready Special Provisions and front-end documents	64	\$ 16,260	\$ 709	\$ 16,969
5.3	Prepare bid-ready OPCC	20	\$ 4,572	\$ 307	\$ 4,879
5.4	Perform internal QA/QC review	12	\$ 3,680	\$ 92	\$ 3,772
5.5	Transmit bid-ready plans, specifications, and OPCC to City	12	\$ 3,156	\$ 161	\$ 3,317
Task 6	Services During Bidding	86	\$ 20,829	\$ 1,751	\$ 22,580
6.1	Prepare advertisement for bids	8	\$ 1,770	\$ 44	\$ 1,814
6.2	Respond to contractor questions	38	\$ 9,560	\$ 542	\$ 10,102
6.3	Issue up to two (2) addenda	20	\$ 5,120	\$ 293	\$ 5,413
6.4	Prepare bid tabulation	6	\$ 1,416	\$ 118	\$ 1,534
6.5	Review bidder information and provide award letter	8	\$ 1,964	\$ 132	\$ 2,096
6.6	Produce hard copies of plans and specifications	6	\$ 999	\$ 622	\$ 1,621
PROJECT TOTAL		1320	\$ 320,274	\$ 20,347	\$ 340,621

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
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: Varela Engineering & Management Task Order No. 2 East Chelan Reservoir Water Improvements Easements and Surveying Services (Public Works Director Youngren)

Department: Public Works

Staff Contact: Jake Youngren

Guiding Principles: Healthy & Sustainable

Initiatives: Modernize Resource

Reviewed By: City Administrator and Finance Director

Number of Looks: Look No. 1 of 1

PREVIOUS ACTION TAKEN

The East Chelan Reservoir has had previous Council action. Council discussed the Varela Engineering & Management Professional Services Agreement for the East Chelan Reservoir Engineering Services for the first time during the January 13, 2026 meeting. Council approved the Varela Engineering & Management Professional Services Agreement for the East Chelan Reservoir Engineering & Construction Management Services at the January 27, 2026 meeting.

OVERVIEW

The City of Chelan is implementing a series of improvements to its water system to increase redundancy, reliability, efficiency, and fire protection capacity. The major components of this project include a booster station, reservoir, transmission main, and several pressure reducing valves (PRVs). Task Order No. 2 authorizes Varela Engineering & Management (Varela) to perform easement acquisition assistance and surveying services necessary to secure property rights along the transmission main route and for the reservoir, overflow pond, and access road sites.

This work involves coordination across up to 25 parcels and is structured to comply with Federal agency documentation requirements, as construction funding for the project is anticipated to come from Federal sources. City Staff will take the lead in making initial contact with property owners, with Varela and its subconsultants providing technical, legal, and valuation support throughout the process.

Work under this task order is organized into two primary tasks:

Task 2-8 - ROW/Easements Acquisitions Assistance (\$141,880): Varela, in coordination with subconsultant Contract Land Staff (CLS), will provide comprehensive right-of-way acquisition support. This includes ordering four additional title reports and preparing a parcel title summary memo, preparing templates for property owner introduction letters and appraisal waiver documents, developing a project funding estimate for initial easement valuations, and preparing waiver valuations for easements valued under \$35,000 in lieu of a full appraisal process. CLS will also provide landowner coordination support for up to 25 parcels and assist the City in evaluating the reasonableness of property owner compensation requests. Additionally, this task includes an allowance for pursuing use of an existing US Bureau of Reclamation (USBR) utility easement that runs along approximately 4,600 linear feet of the transmission main alignment, which may benefit the City by reducing the number of new easements required. Varela will also prepare final easement documents using the City's existing utility easement template or language provided by the City Attorney for execution by landowners. The City will transmit final documents to property owners for signature.

Task 2-9 - Surveying and Exhibits for Easements Acquisitions (\$192,360): Varela, in coordination with subconsultant DJ&A, will provide professional land survey services in three phases. First, DJ&A will prepare preliminary easement exhibits based on existing GIS parcel data for up to twenty-five (25) affected landowners to support the City's initial negotiations. Second, DJ&A will perform a boundary retracement survey, recovering property corners and right-of-way monuments to accurately place the proposed easements within each parcel, producing a survey basemap of parcel boundary and right-of-way lines. Third, DJ&A will prepare final easement legal descriptions and exhibits for up to twenty-five (25) easements, incorporating one round of revisions based on City and landowner feedback.

The surveying scope reflects the number of parcels involved and the legal rigor required for each individual easement. Unlike a standard topographic survey, boundary retracement work requires field recovery of existing property corners and reconciliation with historical records before descriptions and exhibits can be drafted. With up to twenty-five (25) parcels, each requiring its own legally defensible description and exhibit, and the added complexity of potential federal funding documentation requirements, the scope is commensurate with the work involved. It should also be noted that some elements of easement acquisition work are inherently difficult to predict, as property owner receptivity and existing field conditions can affect the level of effort required. This contract is billed on a time and expense basis, and staff is comfortable that the budget allotment adequately accounts for the anticipated complexities of the project.

The schedule for this work is time-sensitive. Assuming Council authorization on April 28, 2026, Varela will deliver informational materials and preliminary easement exhibits by May 15, 2026, with survey field work and initial property owner meetings targeted for

completion by June 19, 2026. Final easement legal descriptions and exhibits will be delivered within two weeks of the City providing final feedback from property owners. Depending on property owner receptivity and any requests for additional survey work, additional easement work may be identified and brought back for Council consideration.

FINANCIAL IMPLICATIONS

The fee for services under Task Order No. 2 shall be on a time and expense basis and shall not exceed \$334,240 without prior written authorization of the City. Any compensation paid directly to property owners for easements is separate from this engineering services fee and will be brought to Council for authorization as needed. Adequate funds are available in the Water Capital Fund to cover this authorization.

ATTACHMENTS

- 1. Varela Engineering & Management Task Order No. 2 East Chelan Reservoir Water Improvements Easements and Surveying Services

SUGGESTED MOTION

I move to authorize the Mayor to finalize and execute the Varela Engineering & Management Task Order No. 2 East Chelan Reservoir Water Improvements Easements and Surveying Services, in an amount not to exceed \$334,240.



A.	Owner:	City of Chelan
B.	Engineer:	Varela & Associates, Inc. d\b\ Varela Engineering & Management
C.	Project:	East Chelan Water Improvements

Description of Task Assignment :

Refer to Attachment A for Scope of the Project, Scope of Services, Compensation, and Authorization to Proceed.

Task Assignment Summary

a. Current Project Amount:	\$463,000
b. This Task Amount:	\$334,240
c. Adjusted Project Amount:	\$797,240

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Exhibit A Task Order. All provisions of the Agreement not modified by this or previous Exhibit A Task Orders remain in effect. The Effective Date of this Exhibit A Task Order is the date executed by the Owner. Work will be invoiced on a Time and Expense basis unless specifically noted otherwise. If not attached hereto, Time and Expense shall be invoiced based on the latest approved T&E Schedule attached to an Exhibit A Task Order.

OWNER:

City of Chelan


By: _____

Title: _____

Date Signed: _____

ENGINEER:

Varela Engineering & Management

By: 

Title: President

Date Signed: 4/20/2026

**ATTACHMENT A to
EXHIBIT A to PROFESSIONAL SERVICES AGREEMENT dated 1/27/2026**

**TASK ORDER #2
for EAST CHELAN WATER IMPROVEMENTS PROJECT**

**SCOPE OF PROJECT, SCOPE OF SERVICES, COMPENSATION,
AUTHORIZATION TO PROCEED, SCHEDULE**

Client: City of Chelan
Varela Project Number 100-03

I. SCOPE OF PROJECT

In this project the City of Chelan is implementing several improvements to its water system to increase the redundancy, reliability, efficiency, and fire protection capacity of its water system. The major water system components to be constructed in this project include a booster station, reservoir, transmission main, and several pressure reducing valves (PRVs).

Refer to Task Order #1 for additional details regarding the overall scope of the Project.

II. SCOPE OF SERVICES

This Task Order defines services associated with acquisition of easements for the transmission main route and the reservoir, overflow pond, and access road. This Scope assumes the following regarding the City's desired process for obtaining easements from property owners:

- In anticipation that the construction funding for this project will likely come from Federal sources we will provide Chelan Staff advice and materials for complying with documentation generally required by Federal agencies for property rights acquisition.
- City Staff will take the initial lead in approaching property owners regarding granting easements for the East Chelan Water Improvements. City Staff will copy us on communications with property owners so we can a contact log.
- We will provide the City informational materials for use at initial contact with property owners to inform them of their rights regarding granting an easement to the City.
- We will provide initial exhibits for needed easements based on existing GIS parcel lines to aid in the City's discussions with landowners.
- If needed, we will revise the initial exhibit based on feedback received by Chelan Staff from the property owners.
- We will provide an estimate of the value of easements based on the square footage of the easement and the overall assessed value of the parcel on which the easement sits for use in negotiation of compensation for easements. We will also provide the City input regarding the reasonableness of property owner's requests for compensation.

- Once the City receives conceptual concurrence from property owners regarding easements we will perform boundary retracement survey, reconciliation, and mapping to create legal descriptions and exhibits for the easements.
- We will package the final easement document utilizing utility/access easement language from either the City’s existing utility easement template or the City Attorney. The City will transmit the final easement document to the landowner for execution.

USBR has an existing utility easement along approximately 4,600 LF of the t-main alignment. It may be in the City’s interest to locate the t-main in USBR’s existing easement. It is unclear whether USBR will grant permission to place Chelan’s t-main inside the existing easement and it is also unclear how long USBR’s process will take. This Task Order includes an allowance for helping the City pursue use of USBR’s easement.

Depending on the receptivity of property owners to granting easements, work performed under this Task Order may identify additional steps that are necessary before final design of the reservoir and/or t-main can prudently move forward. (e.g., while unusual, a property owner may require a full boundary survey before granting an easement).

The Scope of Services includes the following tasks:

Task 2-8 – ROW/Easements Acquisitions Assistance	Fee Type T&E
Task 2-9 – Surveying and Exhibits for Easements Acquisitions	T&E

Refer to Attachment A-1 for detailed scope of the tasks and estimated costs.

Owner Tasks

1. Make initial contact with property owners regarding easements. Copy us on communications with landowners or provide summaries so we can keep a log of property owner contact.
2. Relay property owner’s feedback to us regarding location of easements and needed revisions (if any) to easements exhibits.
3. Negotiate compensation (if any) for easements with property owners with assistance and input from our team.
4. Transmit final easement documents to property owners for execution and pay compensation (if any) to property owners.

III. COMPENSATION

Compensation shall be on a Time & Expenses (T&E) basis, in accordance with the Time and Expenses Schedule (Attachment A-2). Individual tasks may exceed the budget shown on Attachment A-1, but the total engineering cost shall not exceed the total of all tasks indicated on Attachment A-1 without Owner authorization. Refer to Attachment A-1 for detailed estimate for Scope and Budget.

IV. AUTHORIZATION TO PROCEED

Authorization to proceed with Work shall be effective as of the date of execution of this Task Order.

V. SCHEDULE

City Staff has indicated a desire to execute this Task Order at the City’s April 28th Council Meeting and move forward as expeditiously as possible. The following schedule assumes the City provides Authorization to proceed by April 28, 2026.

- Provide informational materials regarding property owners’ rights and exhibits showing approximate proposed easements May 15, 2026
- City Staff to conduct meetings with property owners and provide feedback to us regarding any needed revisions to easement exhibits June 19, 2026*
- Completion of survey field work needed to draft final easements legal descriptions and exhibits June 19, 2026
- Final easements legal descriptions and exhibits for the City’s use to package with utility easements after concurrence from property owners two weeks
- Additional easements/survey work (if warranted/desired by City)to be determined

* City Staff may not be able to get all property owners to agree to final easement details by the date indicated. We will have survey field work completed by the date indicated. We will provide final easement exhibits and legal descriptions two weeks after Chelan provides final feedback from property owners.

Attachment A-1 to Exhibit A Task Order #2 to Professional Services Agreement dated 1/27/2026
City of Chelan - East Chelan Water Improvements Project
Scope and Budget Estimate
4/17/2026

	Principal or Senior Engineer	Engineer	Engr. Tech.	Project Assistant	Expense	Total
<i>Estimated average billing rate for the purpose of establishing task budgets</i>	\$215	\$195	\$165	\$110	\$1	
Pre-Design Tasks						
2-8 ROW/Easements Acquisitions Assistance	20	100	52	0	\$109,500	\$141,880
Review of Tierra work; management, oversight, and coordination of Tierra work with other project disciplines.	4	20	20			
Allowance for assistance with application to USBR to locate the City's t-main in the existing USBR easement	8	40	16			
Additional title reports not included in original scope					\$9,700	CLS (1)
Templates for introduction letter and appraisal waiver & donation					\$1,100	CLS (1)
Landowner coordination					\$55,000	CLS (1)
Project Funding Estimate (easements initial valuation estimate)					\$2,200	CLS (1)
Waiver Valuations (for easements valued at less than \$35,000)					\$41,300	CLS (1)
Final easement documents using City provided utility/access easement language	8	40	16			
Additional easements acquisitions assistance	to be determined					
Expenses (mileage, misc)					\$200	
(1) Refer to attached CLS Scope of Services. Amount will be based on actual subconsultant scope and cost + 10% Varela markup						
2-9 Surveying and Exhibits for Easements Acquisitions	20	96	36	0	\$163,400	\$192,360
Coordination of DJ&A work for reservoir site, overflow pond, access road, and with other project disciplines	20	80	20			
Preliminary exhibits for landowner negotiations		8	8		\$18,800	DJ&A (1)
Boundary retracement survey, reconciliation, and mapping					\$66,600	DJ&A (1)
Easement descriptions and exhibits		8	8		\$71,400	DJ&A (1)
Direct expenses for surveying field work					\$6,600	DJ&A (1)
Additional survey work for easements	to be determined					
(1) Refer to attached DJ&A Scope of Services. Amount will be based on actual subconsultant scope and cost + 10% Varela markup						



April 16, 2026

Attention: Jesse Cowger, PE
Varela
509-328-6066

Via email: jcowger@varela-engr.com

Regarding: Response to Request for Right of Way Acquisition Negotiation Services
Project Name: Chelan Water Improvements

Dear Mr. Cowger,

Contract Land Staff is pleased to submit Exhibit A to Varela to provide comprehensive right-of-way acquisition negotiation services in support of the City of Chelan's Water Improvements project. This document outlines our scope and fees for the negotiation and support efforts to assist the City in complying with land/easements acquisition requirements relevant to possible funding through Federal agencies.

Right of Way Consultant Scope of Work Summary for Acquisition Support

Contract Land Staff will provide the following scope of work:

- Order four additional title reports (subdivision guarantees) not included in original scope, review encumbrances, and provide a Parcel Title Summary Memo.
- Preparation of project introduction letter template for making initial contact with property owners.
- Prepare template for landowners to waive right to appraisal and compensation if landowners do not desire compensation for easements.
- Prepare a project funding estimate for potential easement values to provide a basis for initial discussions with landowners desiring compensation for easements.
- For landowners desiring compensation where the estimated easement value is less than \$35,000, prepare a waiver valuation in lieu of full appraisal process.
- Landowner conversations support for the City (see budget allowances and assumptions below).
- City Staff will take the initial lead in approaching property owners regarding granting easements for the East Chelan Water Improvements. City Staff will copy Melinda Burkhart and Heather Butler on communications with property owners so we can maintain a contact log/diary.
- We will provide an estimate of the value of easements based on the square footage of the easement and the overall assessed value of the parcel on which the easement sits for use in negotiation of compensation for easements. We will also provide the City input regarding the reasonableness of property owner's requests for compensation.

Scope and fee for Acquisition Negotiation and Acquisition Support

The table below reflects budget assumptions, allowances, and total estimated fees to assist the City in negotiating easements on a T&E basis.

Total Parcels	Budget Allowance	Assumptions
Additional title reports (subdivision guarantees)	Quantity: 4 \$2,200 each	Title report and related expenses \$600. ROW specialist 8 hours.
Preparation of templates for the introduction letter and appraisal waiver & donation letter	Quantity: 2 \$1,000 each	The City will utilize templates and document the initial contact with landowners.
Landowner coordination	Quantity: 25 \$2,000 each	Approximately 16 hours of ROW specialist assistance are budgeted per landowner
Project Funding Estimate	Quantity: 1 \$2,000 each	Estimate easement values based on the assessed value of the parcel and the square footage of the easement.
Waiver Valuations (<\$35,000 value)	Quantity: 15 \$2,500 each	Assume 10 out of the 25 parcels requiring easements do not require compensation.
Grand Total	\$100,300	

Assumptions

- Assumes the City Staff will make initial contact with property owners regarding easements and will copy the ROW agents on communications or provide summaries so we can keep a log of property owner contact.
- Assumes the City will negotiate compensation (if any) for easements with property owners with assistance and input from our team.
- Assumes up to 25 parcel owners.
- Assumes 1 Project Funding Estimate.
- Assumes monthly status report preparation and related tasks.
- Assumes property rights acquisitions are required for up to 15 parcels.
- Assumes legal descriptions and plat maps will be provided by others.
- Assumes the City will facilitate the majority of communications with parcel owners.
- Assumes Title reports will be provided by First American Title.
- Assumes project has no delays and that scope can be completed within 12 months from NTP.

Closing Remarks

The team of professionals takes the responsibility of representing Varela and the City of Chelan very seriously. We will always strive to advance the economic, legal, and relationship interests of the team to the best of our ability, all within the regulatory framework governing our industry.

Sincerely,
Contract Land Staff

A handwritten signature in blue ink that reads "Melinda Burkhart". The signature is written in a cursive, flowing style.

Melinda Burkhart
Project Manager

East Chelan Water System Improvements - Pre-Design Phase – Supplemental Land Survey

Project Description

In support of the ongoing Pre-Design Phase for the East Chelan Water System Improvements, DJ&A will provide Professional Land Survey Services to support mapping and utility surveys and prepare easement exhibits and legal descriptions for land acquisitions. Based on the pre-design of the current water line alignment, booster station, worst-case storage tank location, access road, overflow pipe/pond, an estimated 18 utility easements will be required, with a potential of up to 25, each to include a Temporary Construction Easement (TCE) for the installation of the water line and associated infrastructure.

Task 1: Preliminary Exhibits for Landowner Negotiations

Description: DJ&A will utilize existing GIS parcel data to provide preliminary easement exhibits for each affected landowner for the City of Chelan to use for negotiations with landowners who may be impacted by these improvements.

Assumptions:

- The preliminary exhibits will only show the GIS parcel lines, the proposed T-main route, road, or storage tank infrastructure, the parcel and landowner information, and any other relevant information required to help support negotiations.
- No field surveys will be required or performed in the preparation of these exhibits.
- One round of comments and revisions will be addressed by DJ&A based on City of Chelan and/or Landowner comments.

Deliverables:

- Up to 25 preliminary exhibits to be used for landowner negotiations.

Task 2: Boundary Retracement Survey, Reconciliation, and Mapping

Description: DJ&A will search for and recover an appropriate number of property corners or evidence of ownership to confidently place the water system easements within each parcel. The recovered evidence will be analyzed and compared with publicly available records to ensure its accuracy and integrity. DJ&A will rely on title commitments already provided by the client to complete this task.

Assumptions:

- It is anticipated that DJ&A will search for up to 40 property monuments to support the retracement of the affected parcels. It is also anticipated that DJ&A will search for up to 8 right-of-way monuments to support the development of right-of-way for areas where the pipeline crosses public roadways.
- Sufficient boundary and right-of-way survey work will be performed to accurately place the location of the easements and temporary construction easements on each parcel.
- This scope does not include a full boundary/retracement survey of each parcel or full right-of-way retracement surveys. If the City of Chelan or the affected landowners request any of these services, an evaluation of additional scope and associated fees will be necessary to facilitate completion of the task.
- DJ&A’s proposal assumes that all required controlling section, right-of-way and property corners exist and can be recovered with minimal effort. We will notify the client if we are not able to recover the required controlling monumentation.
- Title reports (subdivision guarantees) have been acquired by Varela’s ROW sub-consultant and provided to DJ&A.
- Based on previous similar projects, we estimate DJ&A will need to acquire additional records from the Chelan County Courthouse. We estimate a maximum of 10 additional records.
- Recorded Records of Survey are not a part of this scope of services.
- Property corners or right-of-way monuments will not be set for this scope of services.

Deliverables:

- One Survey basemap containing parcel boundary and right-of-way lines.
- Any additional research collected in support of this effort.

Task 3: Easement Descriptions and Exhibits

Description: DJ&A will create easement descriptions and exhibits for each required easement.

Assumptions:

- The current estimated number of exhibits and descriptions is a maximum of 25.
- The utilization of the USBR easement traversing parcels 272307340000 and 272307330000 does not substantially affect the costs associated with this scope. These expenses have been incorporated into the upper limit contingency allotted for the number of exhibits.

Deliverables:

- Up to 25 easement exhibits with written descriptions.



Fee:

See the attached fee proposal, including labor rates and hours.

Project: **East Chelan Water System Improvements - Pre-design Phase / Supplemental Land Surveying**
Contract Number: N/A
Client: Varela Engineering & Management
DJ&A Project Number: 7864

Prepared By: Kyle Todd
Checked by: Brian Socia

Schedule	Description	Quantity	Unit	
1	Preliminary Exhibits for Landowner Negotiations	ALL	LS	\$17,107.00
2	Boundary Survey, Reconciliation, and Mapping	ALL	LS	\$60,540.00
3	Easement Descriptions and Exhibits	ALL	LS	\$64,864.00
4	Field Work Direct Expenses	ALL	LS	\$6,032.75
Total Price BASE/OPTIONAL Items:				\$148,543.75

Project: **East Chelan Water System Improvements - Pre-design Phase / Supplemental Land Surveying**
 Contract Number: **N/A**
 Client: **Varela Engineering & Management**
 DJ&A Project Number: **7864**

Prepared By: Kyle Todd
 Checked by: Brian Socia

		Survey Lead Buck Rogers	Senior Surveyor II - Kyle Todd	Project Surveyor II - Clint	Survey Tech II - Clint	Two-Person Survey Crew	Coordinator/ Accountant	Project	TOTALS
		Rate	\$209.00	\$175.00	\$130.00	\$236.00	\$137.00		
Item	Task								
1.0	Preliminary Exhibits for Landowner Negotiations								
1.1	Creation of Preliminary Exhibits for Landowner Negotiations	2.0	5.0	54.0			2.0	\$	8,587.00
1.2	Revisions to Exhibits Based on Landowner Comments	2.0	5.0	25.0			1.0	\$	4,680.00
1.3	QA/QC of Preliminary Exhibits	10.0	10.0					\$	3,840.00
	Total Hours	14.0	20.0	79.0	0.0		3.0		116.0
	Total Labor Cost	\$2,926.00	\$3,500.00	\$10,270.00	\$0.00		\$411.00		\$17,107.00
2.0	Boundary Survey, Reconciliation, and Mapping								
2.1	Research and Field Prep, Health and Safety Plan, Project Work Plan	8.0	45.0	25.0			1.0	\$	12,934.00
2.2	Mobilization					10.0		\$	2,360.00
2.3	Monument Search and Recovery (Parcel and ROW)					70.0	2.0	\$	16,794.00
2.4	Demobilization					10.0		\$	2,360.00
2.5	Data Processing		5.0	20.0				\$	3,475.00
2.6	Boundary/Easement Reconciliation, Mapping	10.0	40.0	60.0			1.0	\$	17,027.00
2.7	QA/QC of Boundary	10.0	20.0					\$	5,590.00
	Total Hours	28.0	110.0	105.0	90.0		4.0		337.0
	Total Labor Cost	\$5,852.00	\$19,250.00	\$13,650.00	\$21,240.00		\$548.00		\$60,540.00

Project: **East Chelan Water System Improvements - Pre-design Phase / Supplemental Land Surveying**
 Contract Number: **N/A**
 Client: **Varela Engineering & Management**
 DJ&A Project Number: **7864**

Prepared By: Kyle Todd
 Checked by: Brian Socia

	Rate	Survey Lead Bluck Rogers	Senior Surveyor II - Kyle Todd	Project Surveyor II - Clint	Survey Tech II - Clint	Two-Person Survey Crew	Coordinator/ Accountant	Project	TOTALS
Item	Task								
3.0	Easement Descriptions and Exhibits								
3.1	Creating Exhibits	4.0	40.0	150.0			3.0		\$ 27,747.00
3.2	Creating Legal Descriptions	4.0	30.0	80.0			1.0		\$ 16,623.00
3.3	Revisions to Exhibits and Legal Descriptions Based on Client or Landowner Comments	5.0	10.0	40.0			1.0		\$ 8,132.00
3.4	QA/QC of Legal Descriptions and Exhibits	25.0	40.0				1.0		\$ 12,362.00
	Total Hours	38.0	120.0	270.0	0.0		6.0		434.0
	Total Labor Cost	\$7,942.00	\$21,000.00	\$35,100.00	\$0.00		\$822.00		\$64,864.00
Project Summary									
	Total Hours	80.0	250.0	454.0	90.0		13.0		887.0
	Total Labor Cost	\$16,720.00	\$43,750.00	\$59,020.00	\$21,240.00		\$1,781.00		\$142,511.00
	check	\$16,720.00	\$43,750.00	\$59,020.00	\$21,240.00		\$1,781.00		\$142,511.00
Project Total Direct Labor Costs									\$142,511.00 OK

Subconsultant Expenses		rate		
Private Utility Locators - GPRS, INC.		\$0.00	\$0.00	
subconsultant		\$0.00	\$0.00	
subconsultant		\$0.00	\$0.00	
Total Subconsultant Expenses			\$0.00	
4.0 Field Work Direct Expenses		quantity	rate	
mileage		750.0	\$0.725	\$543.75
per diem		18.0	\$68.00	\$1,224.00
lodging		18.0	\$110.00	\$1,980.00
GPS		70.0	\$24.50	\$1,715.00
Total Station		20.0	\$18.50	\$370.00
Laser Scanner		0.0	\$98.00	\$0.00
materials, printing, postage, etc.		1.0	\$200.00	\$200.00
Total Direct Expenses			\$6,032.75	
Total			\$148,543.75	

**ATTACHMENT A-2 to EXHIBIT A TASK ORDER #2
to PROFESSIONAL SERVICES AGREEMENT DATED 1/27/26
For EAST CHELAN WATER IMPROVEMENTS PROJECT**

TIME AND EXPENSES SCHEDULE

This T&E schedule replaces the T&E schedule for the original agreement and any subsequent Task Orders or Amendments and applies to all work on the project after execution of this Task Order.

PROFESSIONAL SERVICES ⁽¹⁾

Principal	\$190-\$225 per hour
Engineer	\$110-\$210 per hour
Engineering Technician	\$110-\$180 per hour
Funding & Environmental Specialist	\$90-\$125 per hour
Project Assistant	\$90-\$115 per hour

⁽¹⁾ Hourly rates will generally be based upon a total multiplier of 3.28 x salary. Hourly rates shown above and multiplier may be revised for work performed after Dec 31, 2026.

⁽²⁾ A 2.5% technology fee will be charged to all direct labor.

REIMBURSABLE EXPENSES

The following items of direct project expense will be invoiced as follows:

1. Automobile travel at the current allowable Federal mileage rate
2. Travel, meals, lodging expenses as incurred (or federal per diem if specified).

The following items of direct project expense will be invoiced at direct cost, plus a maximum ten percent (10%):

4. Shipping costs for samples, equipment, documents, or other items as required
5. Materials or other expendable items expended in the course of the work
6. Rentals, fees, permits, software licenses, or other charges for special services or special equipment necessary for the work.
7. Outside services utilized for the work, including subconsultants and outside reproduction of drawings, documents, reports or specifications



Subject/Title: First Quarter Financial Report Presentation (Finance Director Evans)
 Department: Finance
 Staff Contact: Heidi Evans
 Guiding Principles: Healthy & Sustainable
 Initiatives: Establish a Long-Range Economic Strategy
 Manage Growth
 Modernize Resource
 Reviewed By: City Administrator and Finance Director
 Number of Looks: Look No. 1 of 1

PREVIOUS ACTION TAKEN

Council approved Ordinance No. 2025-1645 - 2026 Operating Budget. On March 24, 2026 Council approved Budget Amendment No. One. Council is currently discussing budget amendment no. 2.

OVERVIEW

The attached financial report takes a deeper dive into the operational side of the first quarter of 2026 for the City of Chelan and provides data to conduct a 5-year comparison of the same quarter one data from prior years to better understand where the City has been so that staff and council can ensure the ongoing fiscal health of the City into the future.

When analyzing the 001 general fund revenue, a similar amount was received as compared to last year, and local sales tax making a modest improvement from the year prior. Overall, there is a decline in revenue when comparing the same dataset from 2022. However, with the newly established interfund transfers, expenditures dropped considerably, which resulted in a net gain for the 001 general fund account. The interfund transfers effectively relieved the pressure from the 001 general fund, which is a positive aspect as general fund dollars can be used the most fluidly to support all City functions as directed by council.

Lodging tax revenue received in the first quarter was consistent with the two (2) years prior in the same period, but saw a modest increase from last year. When taking into consideration the current expenditures budgeted for and in projecting future quarter revenue, the City should anticipate a drop in the Tourism Impact fund of a little over \$400,000, if all budgeted transfers and expenditures are made to be actualized this fiscal

year. The Destination Development fund is expected to increase by approximately \$375,000, should all revenue projections and budgeted expenditures come to fruition. Future budget amendments approved by Council would also need to be taken into consideration and may impact those projections.

General Parks, RV Park, Marina, Putting Course, and Downtown divisions of the Parks sector see higher expenditures in quarter one each year with core revenue being generated during the summer months, so staff will be analyzing quarter two data more deeply as quarter one is typically more outflow than inflow. RV Park continues to be a strong revenue driver, and overall revenue has increased from the same prior periods. There has been an increase in overall expenditures, and is discussed in further detail within the attached report as public-serving as well as tourism-related expenditures are complex when considering Chelan Park's needs.

Staff will be providing a deeper review into the golf course quarter one financials as the golf consultant nears conclusion on the study, making it the ideal time for a deeper understanding of the financial workings of the establishment. Quarter one success for the golf course largely depends on favorable weather, which is evident when analyzing prior figures. With a milder winter this year, operations were able to begin sooner, which is reflected in the increase of revenue collected during this first quarter. Expenditures have been rising at a rate that is outpacing inflation and the increases in revenue, and that remains true even when extrapolating interfund transfer data.

Transportation operating is largely funded by property tax revenue, and remittance has not yet been received by the county. When reviewing expenditures, most sub-divisions of this fund have seen marginal growth when we extrapolate the interfund transfers and compare with prior year data. A deeper analysis will be completed during quarter two when tax revenue has been received and construction season has started.

Sewer operating has a favorable outcome in quarter one with revenue surpassing expenditures. Interfund transfers are sustainable under the current rate schedule.

Water operating has a favorable outcome in quarter one with revenue surpassing expenditures. Interfund transfers are sustainable under the current rate schedule.

Sanitation & Recycling Operating has been quite volatile over the past few years since the total loss of the recycling center in 2024. Revenue exceeded expenditures in the first quarter, but staff will continue to monitor this account over the next few years to establish a new baseline and to ensure net neutrality, at a minimum, during the interim and until such time that a new recycling center is built.

FINANCIAL IMPLICATIONS

None.

ATTACHMENTS

1. Q1 2026 Financial Report Presentation - Simple
2. Q1 2026 Financial Report Presentation

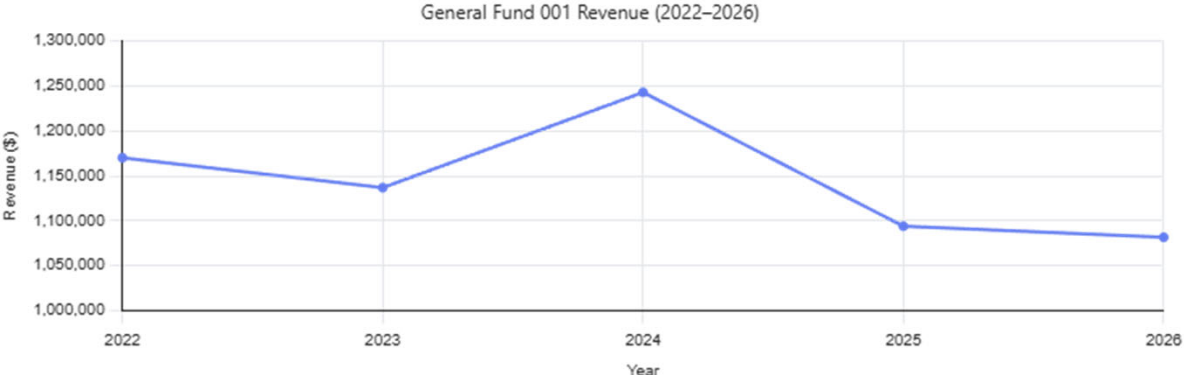
SUGGESTED MOTION

None.

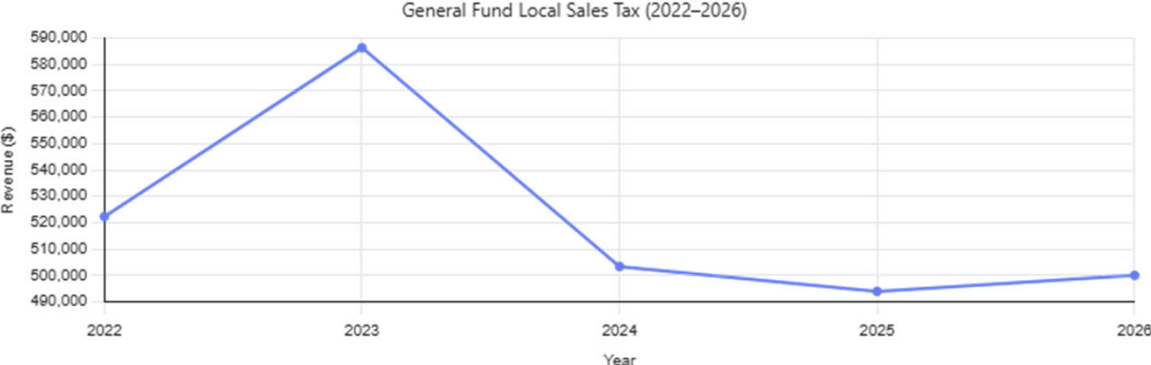
2026 Quarter 1 Financial Report City of Chelan

Presented by: Heidi Evans, Finance Director

General Fund 001 Revenue



Revenue has decreased by 7.5% since 2022.

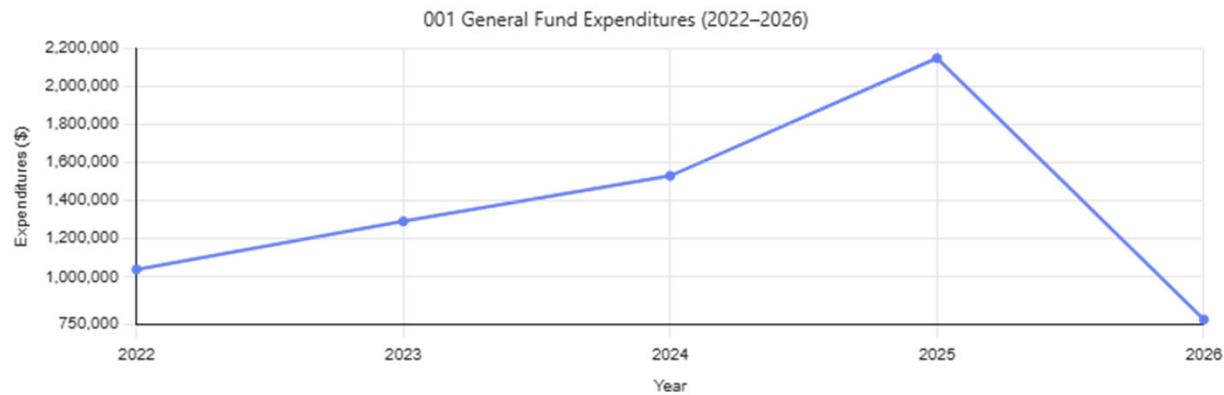


Local sales tax peaked in 2023 before declining through 2025. Showing a modest recovery in 2026. Overall, a decline of 4% since 2022.

General Fund Revenue – Key Takeaways

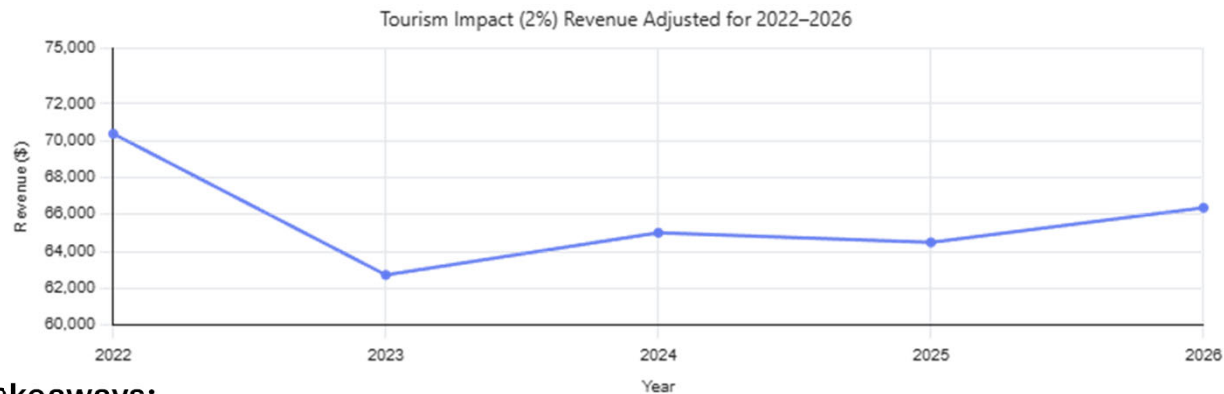
1. Many accounts with volatile activity feed into the general fund 001 revenue account.
 - Diversification of risk is a positive aspect.
 - Local Sales tax: -4% since 2022; represents 40-50% of total GF annual revenue.
 - Utility Tax Combined Increase: +4%
 - Building Permits: 2026 collection amount is higher than the 5-year average.
 - Business licenses: +35%
2. Revenue remains cyclical and sensitive to economic activity.
3. Development related revenue is highly volatile.
4. Investment interest has provided temporary relief but is not a long-term revenue solution as we have already seen investment interest rates drop by 1% within this past year.

General Fund Expenditures



1. Insurance costs represents one of the largest uncontrolled expense. Costs have risen sharply since 2022, outpacing inflation.
2. Revenue volatility vs. expense rigidity
 - Helps explain why interfund transfers are vital to fund success: 001 General Fund is exposed to downside risk in revenue without corresponding fluidity in costs.
3. Interfund transfers are relieving pressure, as designed. 2026 Q1 net gain: \$305,022

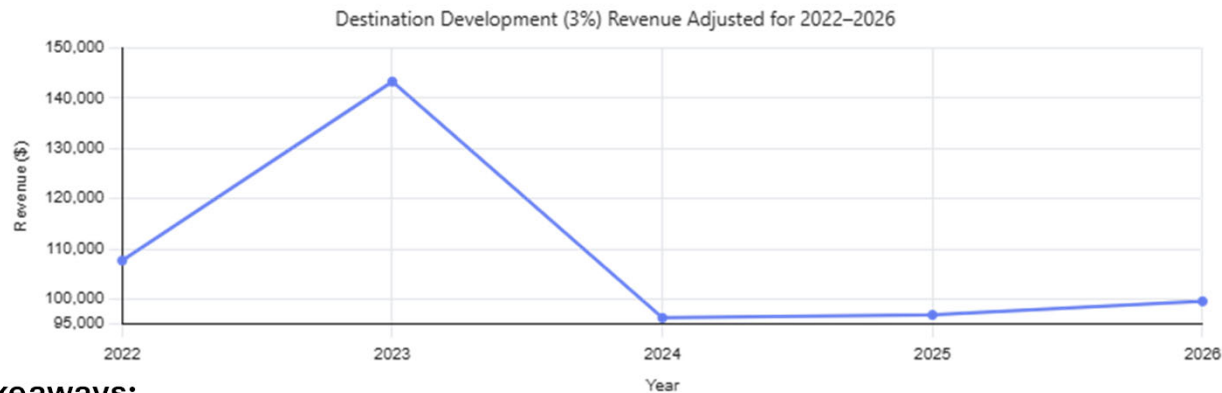
Lodging Tax Revenue – Tourism Impact



Key Takeaways:

- Modest increase from 2025 (+2.9%) but lodging tax revenue has remained relatively flat over the past 5 years during Q1.
- “Adjusted” to reflect only tax revenue.
- \$131,000 budgeted expenditures in 2026 for Marina & Shoreline Beach debt. City will pay final payment on this debt in 2027.
- \$1.17M transfer anticipated for Parks operational needs.
- Budgeted for \$600,000 in revenue, upon deeper review – projecting closer to \$900,000, provided similar tourist season to year’s prior.

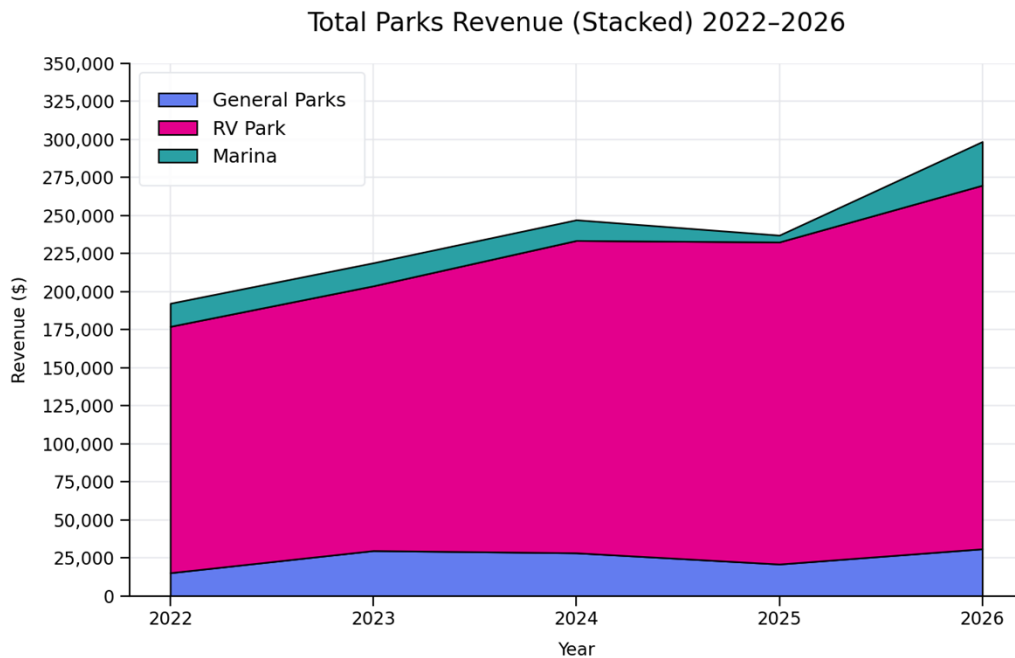
Lodging Tax Revenue – Destination Development



Key Takeaways:

- “Adjusted” to reflect only tax revenue.
- Modest increase from 2025 but revenue growth remains flat Q1 over these past three years.
- Budgeted for \$800k in tax revenue, but upon deeper review projecting closer to \$1.2M, provided similar tourism season as 24 & 25.
- \$812,500 total budgeted expenditures between HDCA & Chamber support.

Parks Revenue: General; RV Park; Marina; Putting Course & Downtown

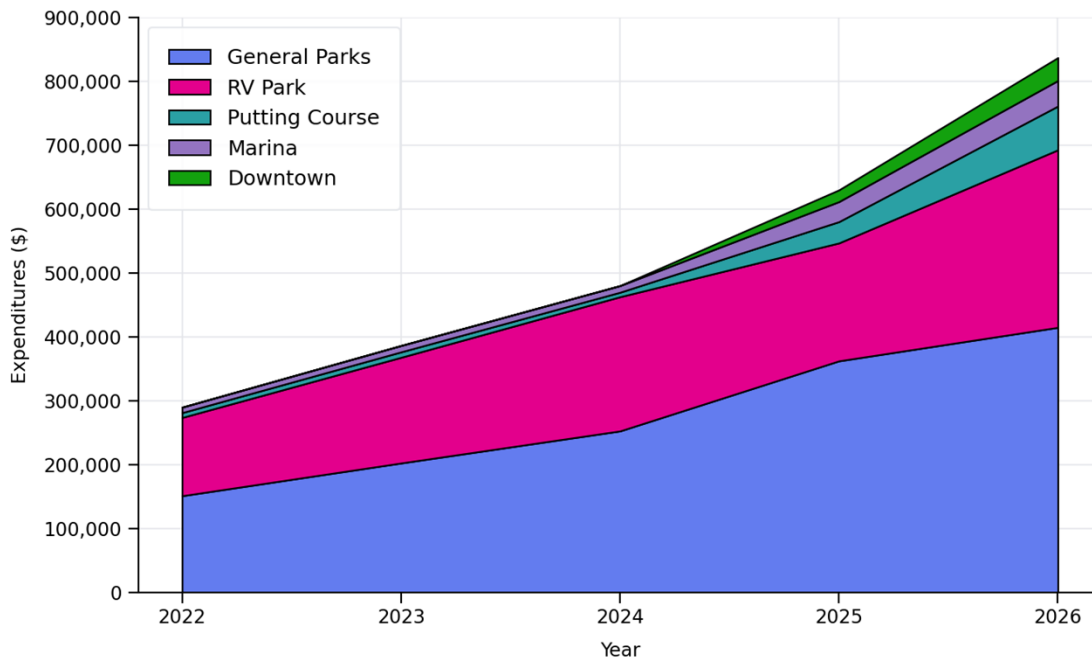


Key Takeaways:

1. General Parks
 - Q1 revenue mostly tied to interest & lease revenue.
 - Tourism season will bring parking revenue, which is the largest revenue generator in this division.
2. RV Park: +47% growth from 2022
 - Summer campsites reservations open in the fall, so significant revenue flows in Q4 & Q1.
3. Putting Course is operating as an amenity vs. revenue generator.
4. Marina – Due to the efforts of Parks staff, increased revenue in Q1 tied to yearly moorage payments.
5. Downtown does not have any revenue drivers to support expenditures outside of general park revenue.

Parks Expenditures: General; RV Park; Marina; Putting Course & Downtown

Total Parks Expenditures (Stacked) 2022-2026

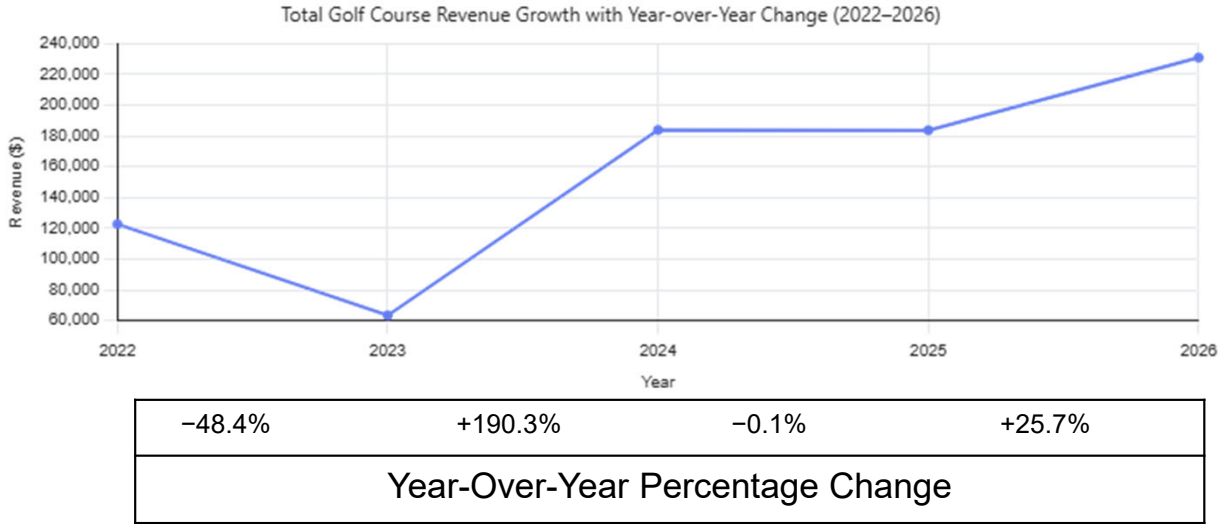


Key Takeaways:

1. General Parks Expenditures have nearly tripled since 2022

- Tied to: increases in staffing, insurance, and interfund charges
- Incremental changes related to evolving needs related to tourism.
 - ✓ Park Security
 - ✓ Development of Lakeside Trail
 - ✓ Fully staffed last season
 - ✓ Aging equipment and infrastructure
 - ✓ Rising costs – frequently exceeding inflation rate.

Golf Course Revenue



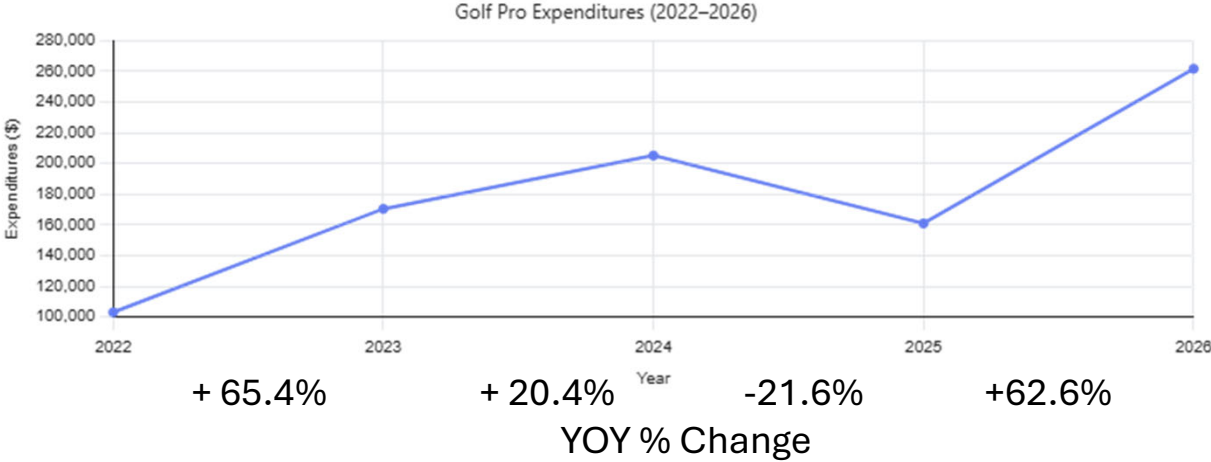
Key Takeaways:

Revenue has increased by 88% since 2022

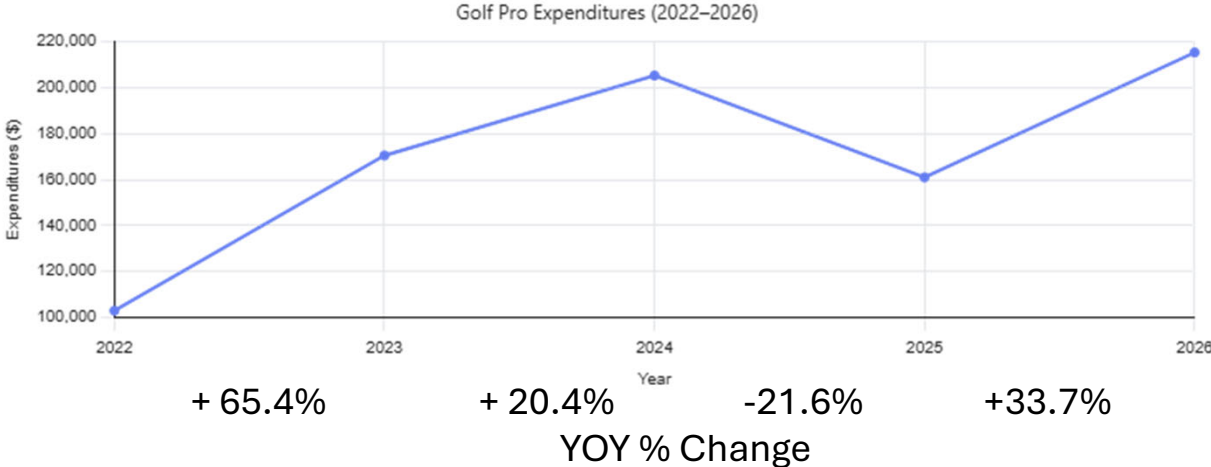
- Single Pass Revenue : +83%
- Family Revenue: +125%
- Golf Cart Rentals: +77%
- Pro Shop Sales have been volatile over the years, +14% since 2022, but down 66% from highest year (2023).
- Sport is heavily dependent upon favorable weather.

Golf Course Pro Expenditures

With Interfund:

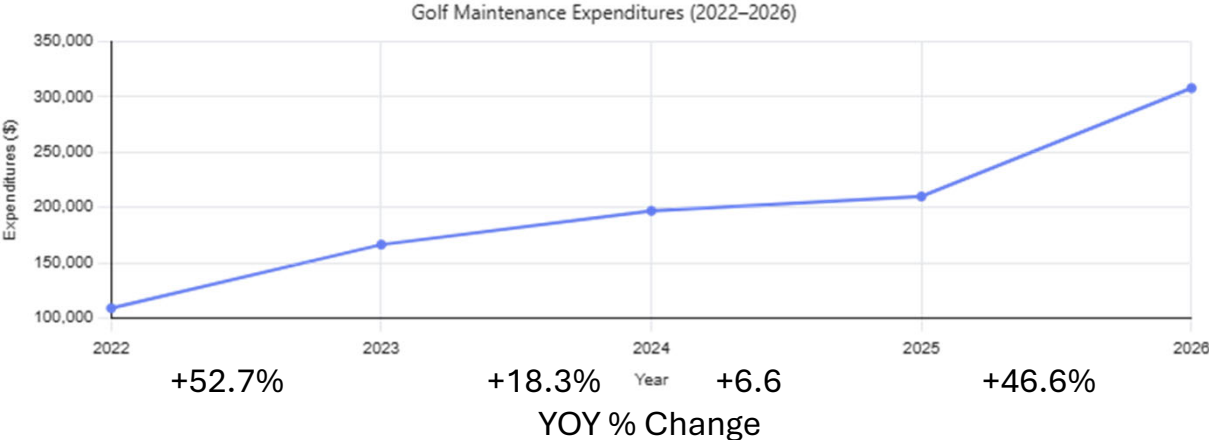


Without Interfund:

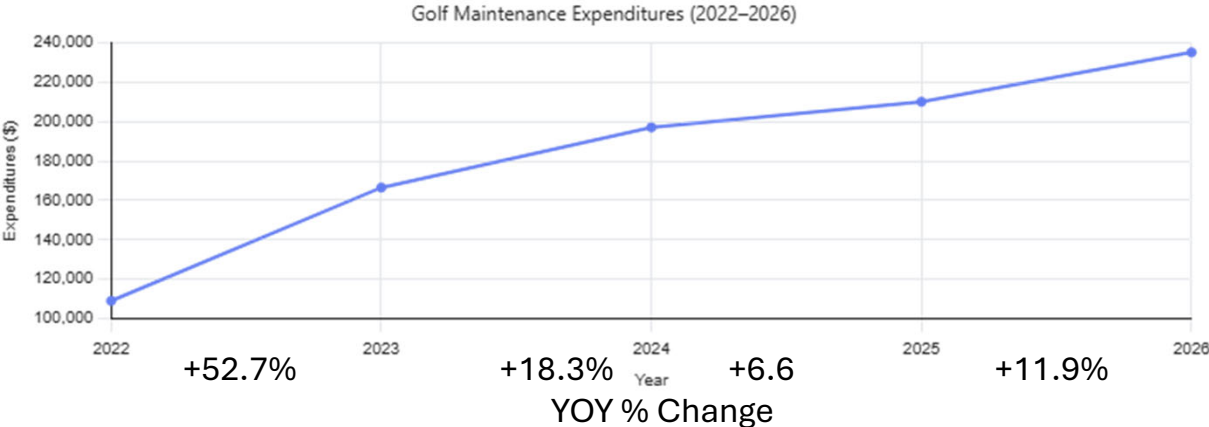


Golf Course Maintenance Expenditures

With Interfund:



Without Interfund:

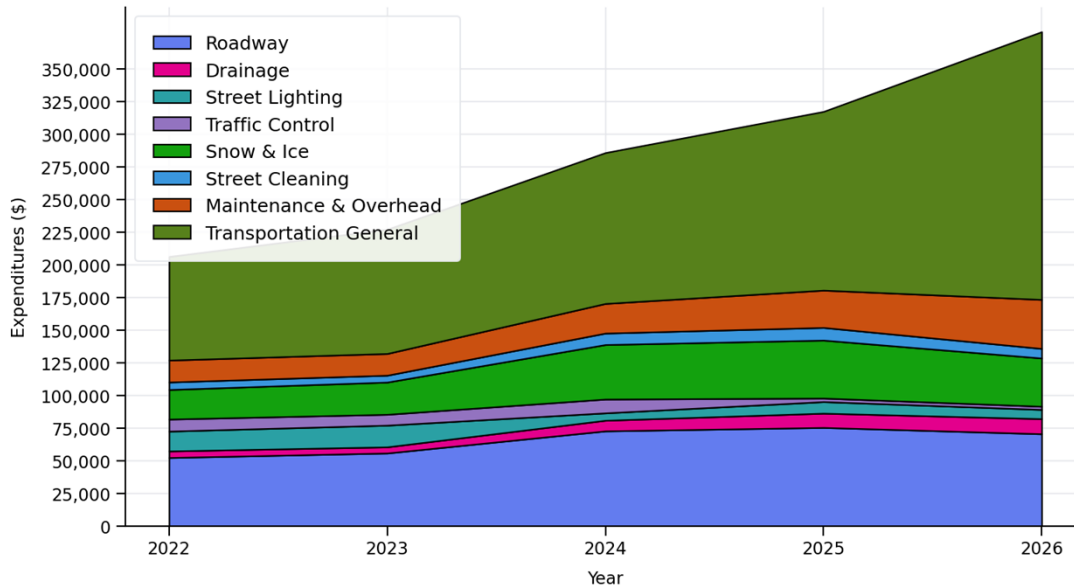


Golf Course Takeaways – Expenditures

- ❖ When analyzing Q1 independently, expenditures growing at a faster pace than revenue can accommodate.
- ❖ Sport is heavily dependent upon favorable weather.
 - Golf Pro - Expenses have increased 154% since 2022
 1. Insurance costs have risen 78%
 2. Wages have risen 61%
 3. Rise in costs are influenced by contractual spending (i.e. new golf carts & professional services).
 - Golf Maintenance – Expenses have increased 182% since 2022
 1. Insurance costs have risen 168%
 2. Wages have risen at 123%
 3. Spending may be tied to aging assets & service expectations, not necessarily inefficiency.

Transportation Operating

Total Transportation Expenditures by Program (Stacked) 2022-2026

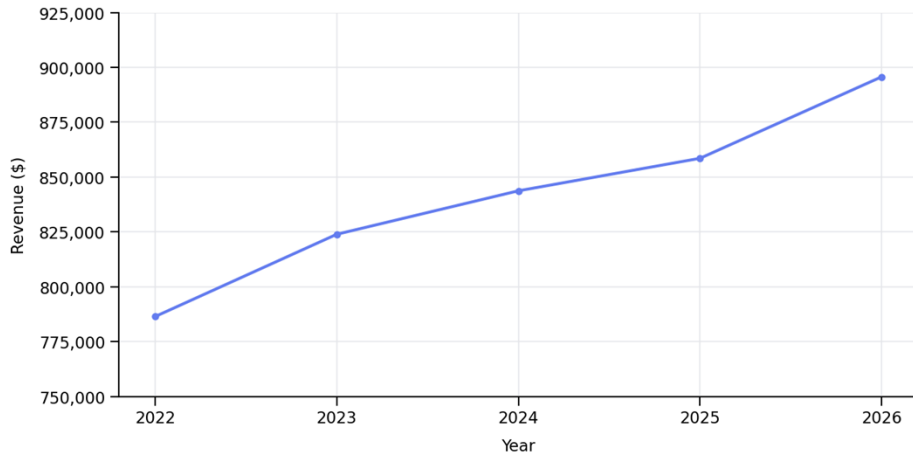


Key Takeaways:

1. Revenue driver is property taxes – first half received in Q2.
2. Expenditures have seen marginal growth across all division.
3. Interfund transfers for all of Transportation lives in green section. When removed, transportation general has an operating increase of 6% .

Sewer Operating

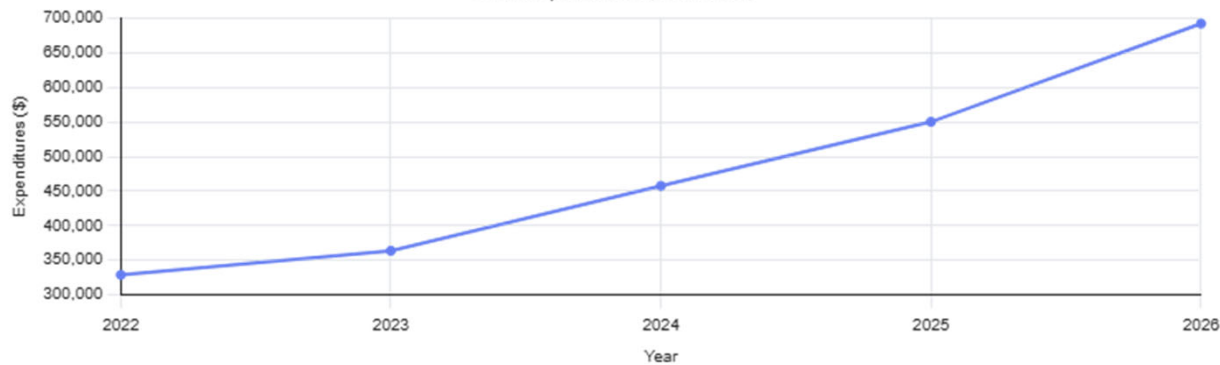
Sewer Revenue (2022-2026)



Key Takeaways:

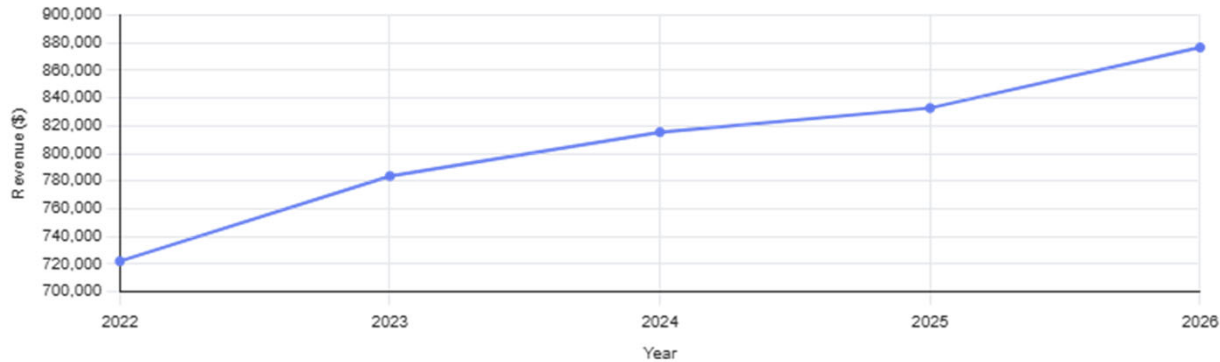
- Q1 Revenue surpassed expenditures.
- Removing interfund transfers, operational increases from year period = +8.4%
- Including interfund transfers = +25.8%
- Interfund transfers are sustainable under current rate schedule, but there may be long-term structural pressure as expenditures are consuming 77% of total revenue, whereas in prior years it was 45%.

Sewer Expenditures (2022-2026)

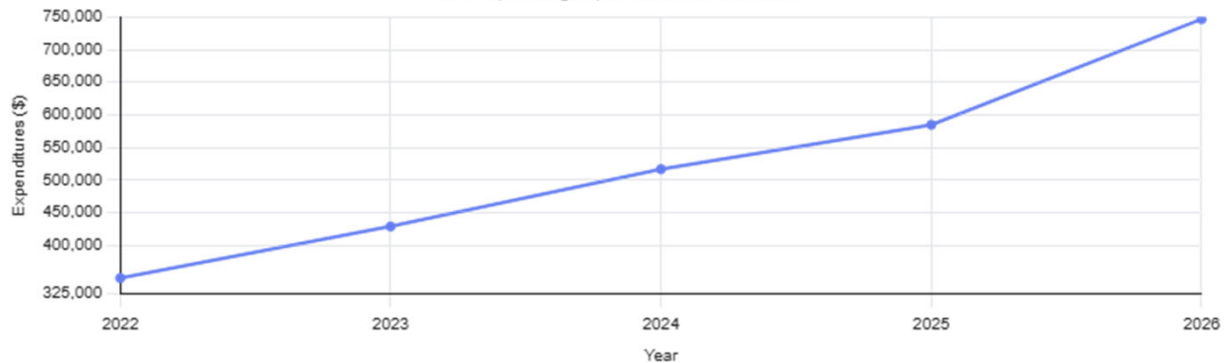


Water Operating

Water Operating Revenue (2022–2026)



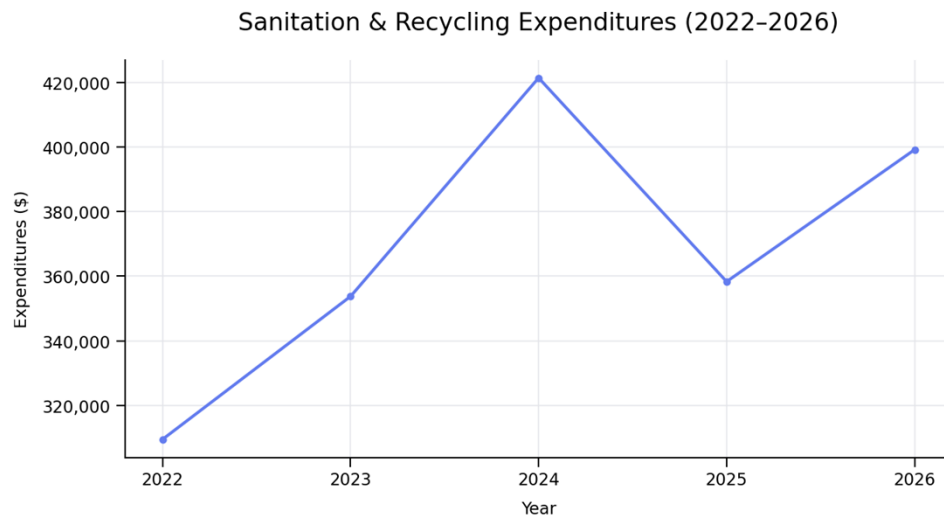
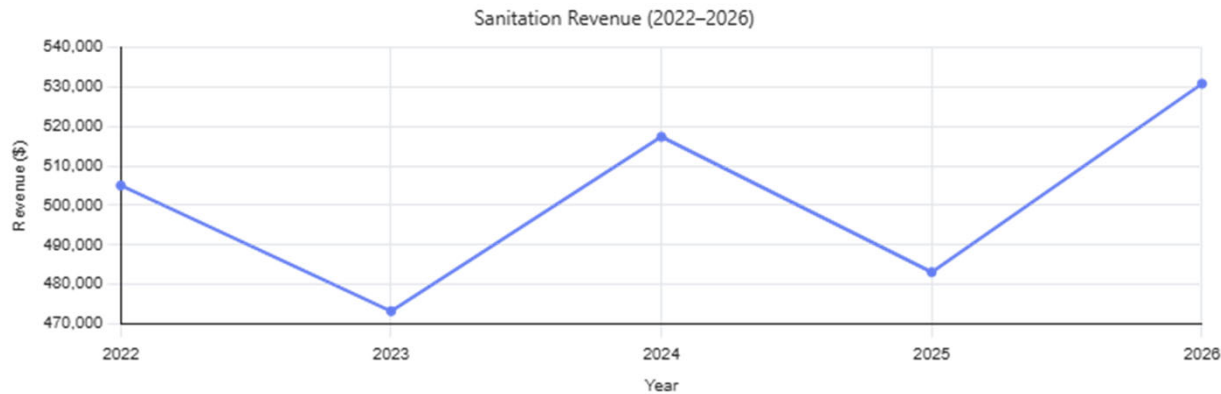
Water Operating Expenditures (2022–2026)



Key Takeaways:

- Q1 revenue surpassing expenditures.
- With interfund transfers, expenditures rose +27.7% from year prior.
- Without Interfund: +12.9%
- Interfund transfers are sustainable under current rate schedule, but there may be long-term structural pressure.

Sanitation & Recycling Operating



Key Takeaways:

- Over the past several years, there has been significant volatility in this division due to the total loss of the recycling center in 2024.
- Revenues exceed expenditures for Q1 2026.
- Will need to continue to closely monitor over the next few years to establish new baseline.

What's Next?

- ✓ Golf study will conclude in early May, next steps will be decided -likely as a portion of the 2027 budget process.
- ✓ Development of a procurement policy for responsible fiscal management
- ✓ Strengthening through financial training & outreach inter-departmentally
- ✓ Review & streamline of subscriptions throughout the City
- ✓ On-going efforts to reduce expenditures and maximize all available resources
- ✓ Though unforeseen challenges will arise, with new leadership brings new perspective and innovation.

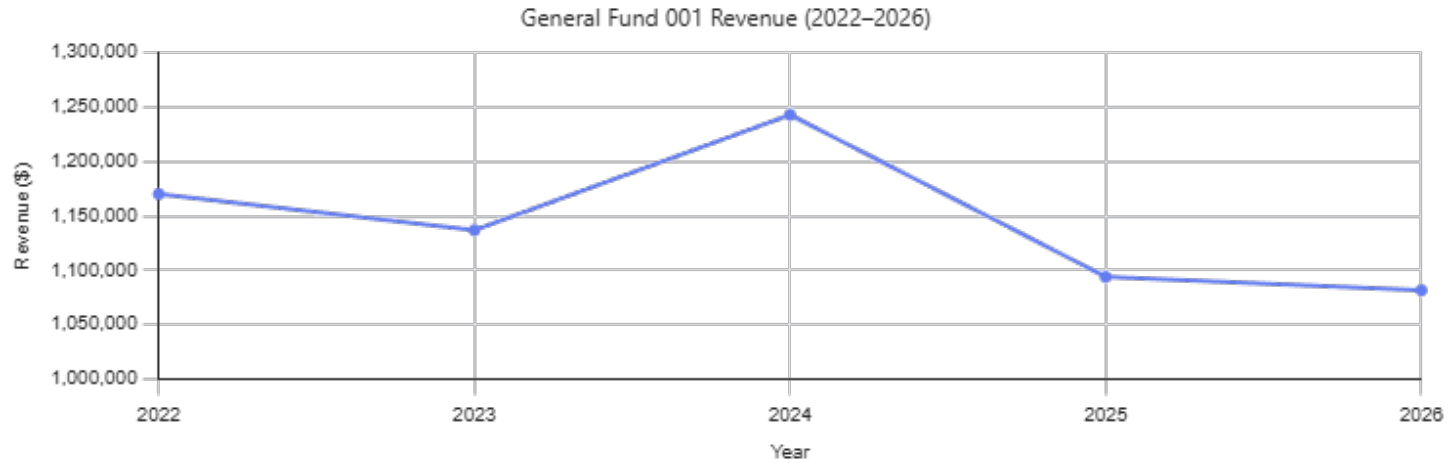
Thank you!



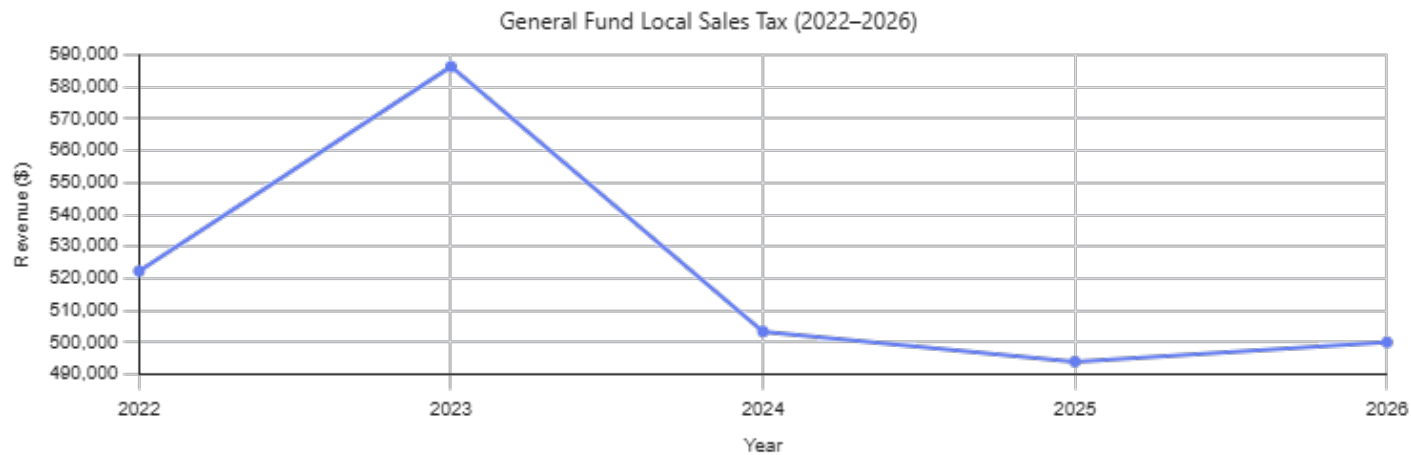
2026 Quarter 1 Financial Report City of Chelan

Presented by: Heidi Evans, Finance Director

General Fund 001 Revenue



Revenue has decreased by 7.5% since 2022.

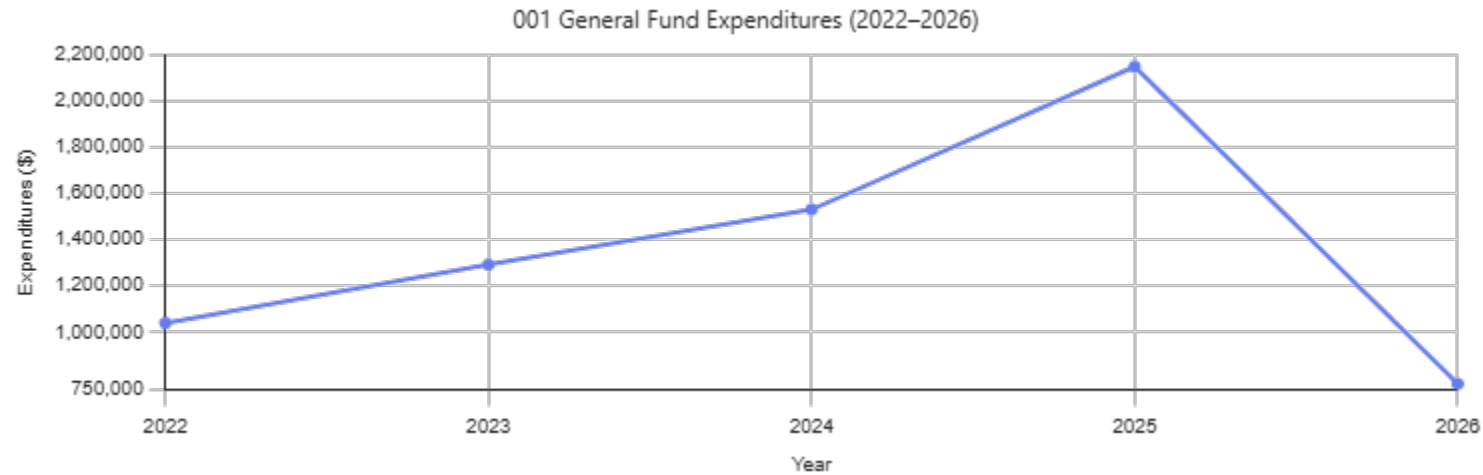


Local sales tax peaked in 2023 before declining through 2025. Showing a modest recovery in 2026. Overall, a decline of 4% since 2022.

General Fund Revenue – Key Takeaways

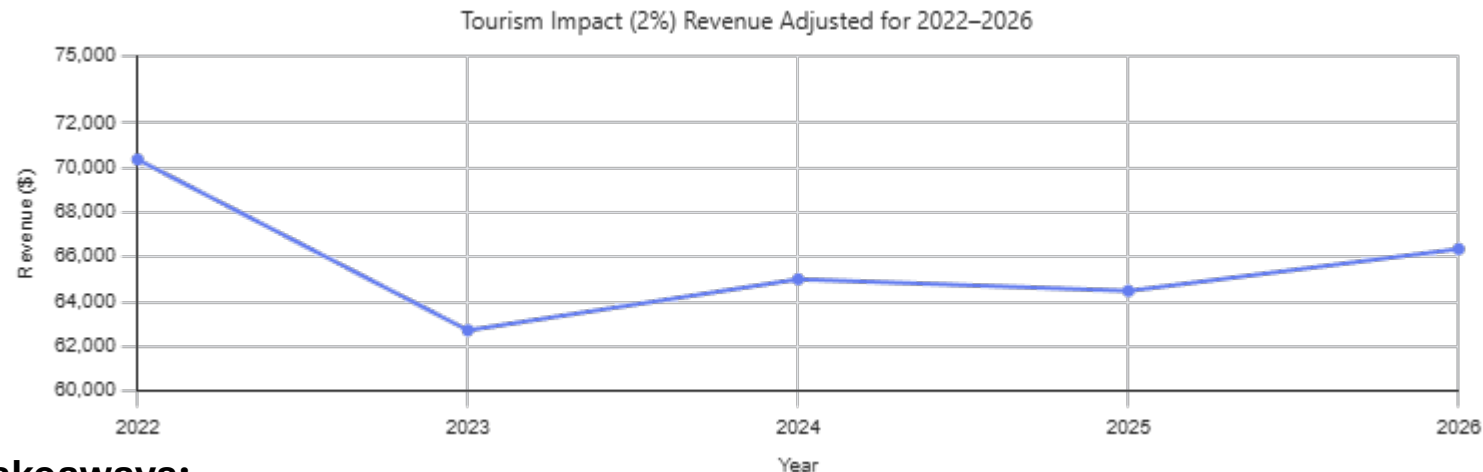
1. Many accounts with volatile activity feed into the general fund 001 revenue account.
 - Diversification of risk is a positive aspect.
 - Local Sales tax: -4% since 2022; represents 40-50% of total GF annual revenue.
 - Utility Tax Combined Increase: +4%
 - Building Permits: 2026 collection amount is higher than the 5-year average.
 - Business licenses: +35%
2. Revenue remains cyclical and sensitive to economic activity.
3. Development related revenue is highly volatile.
4. Investment interest has provided temporary relief but is not a long-term revenue solution as we have already seen investment interest rates drop by 1% within this past year.

General Fund Expenditures



1. Insurance costs represents one of the largest uncontrolled expense. Costs have risen sharply since 2022, outpacing inflation.
2. Revenue volatility vs. expense rigidity
 - Helps explain why interfund transfers are vital to fund success: 001 General Fund is exposed to downside risk in revenue without corresponding fluidity in costs.
3. Interfund transfers are relieving pressure, as designed. 2026 Q1 net gain: \$305,022

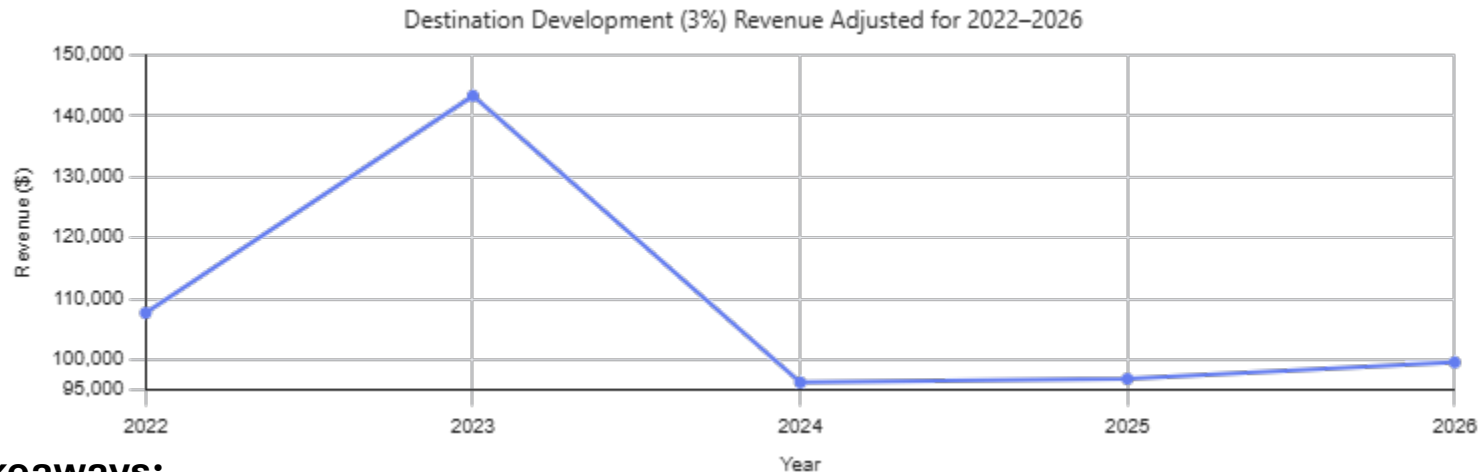
Lodging Tax Revenue – Tourism Impact



Key Takeaways:

- Modest increase from 2025 (+2.9%) but lodging tax revenue has remained relatively flat over the past 5 years during Q1.
- “Adjusted” to reflect only tax revenue.
- \$131,000 budgeted expenditures in 2026 for Marina & Shoreline Beach debt. City will pay final payment on this debt in 2027.
- \$1.17M transfer anticipated for Parks operational needs.
- Budgeted for \$600,000 in revenue, upon deeper review – projecting closer to \$900,000, provided similar tourist season to year’s prior.

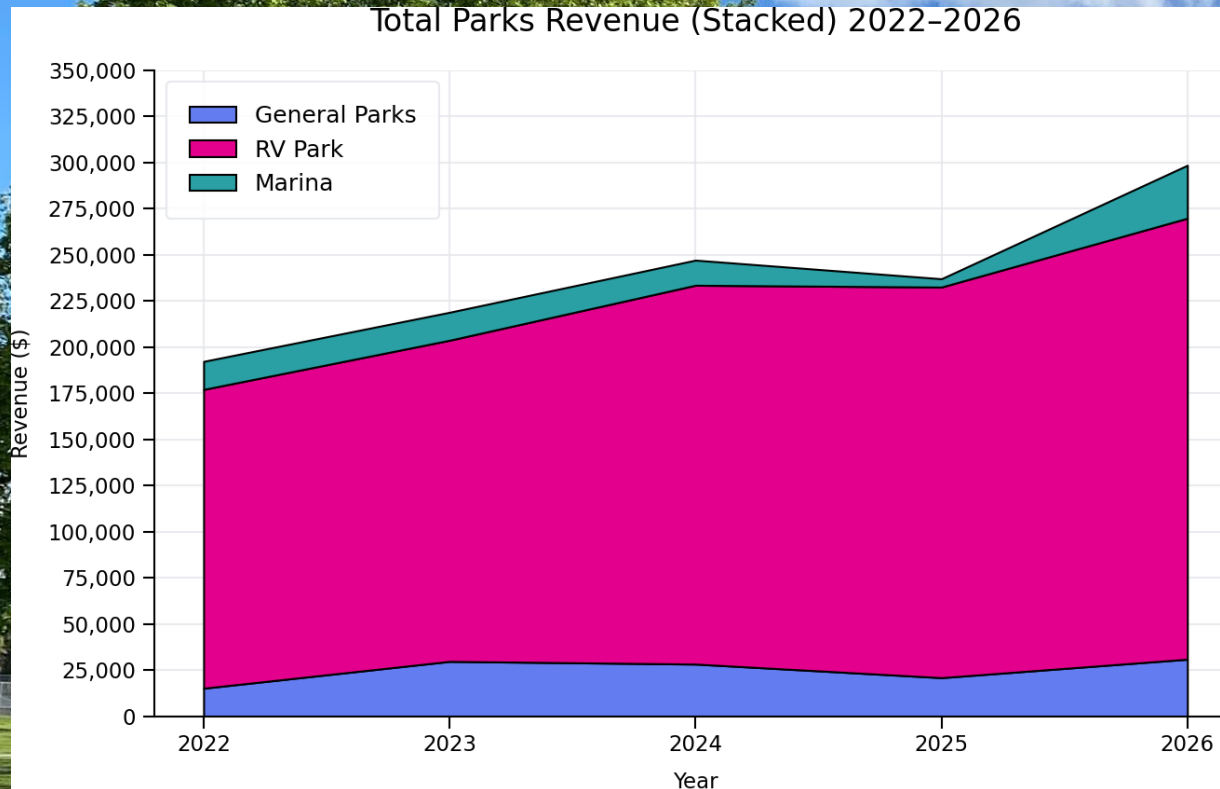
Lodging Tax Revenue – Destination Development



Key Takeaways:

- “Adjusted” to reflect only tax revenue.
- Modest increase from 2025 but revenue growth remains flat Q1 over these past three years.
- Budgeted for \$800k in tax revenue, but upon deeper review projecting closer to \$1.2M, provided similar tourism season as 24 & 25.
- \$812,500 total budgeted expenditures between HDCA & Chamber support.

Parks Revenue: General; RV Park; Marina; Putting Course & Downtown

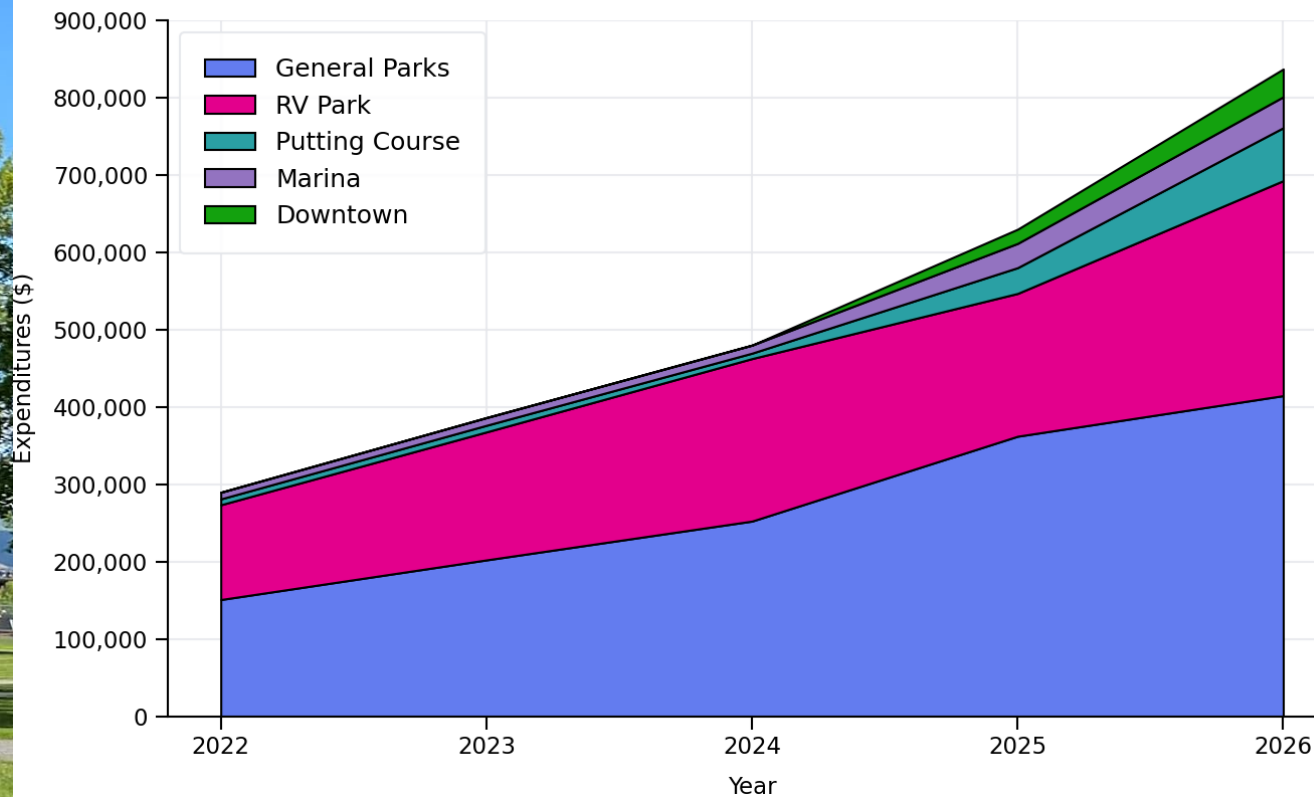


Key Takeaways:

1. General Parks
 - Q1 revenue mostly tied to interest & lease revenue.
 - Tourism season will bring parking revenue, which is the largest revenue generator in this division.
2. RV Park: +47% growth from 2022
 - Summer campsites reservations open in the fall, so significant revenue flows in Q4 & Q1.
3. Putting Course is operating as an amenity vs. revenue generator.
4. Marina – Due to the efforts of Parks staff, increased revenue in Q1 tied to yearly moorage payments.
5. Downtown does not have any revenue drivers to support expenditures outside of general park revenue.

Parks Expenditures: General; RV Park; Marina; Putting Course & Downtown

Total Parks Expenditures (Stacked) 2022-2026

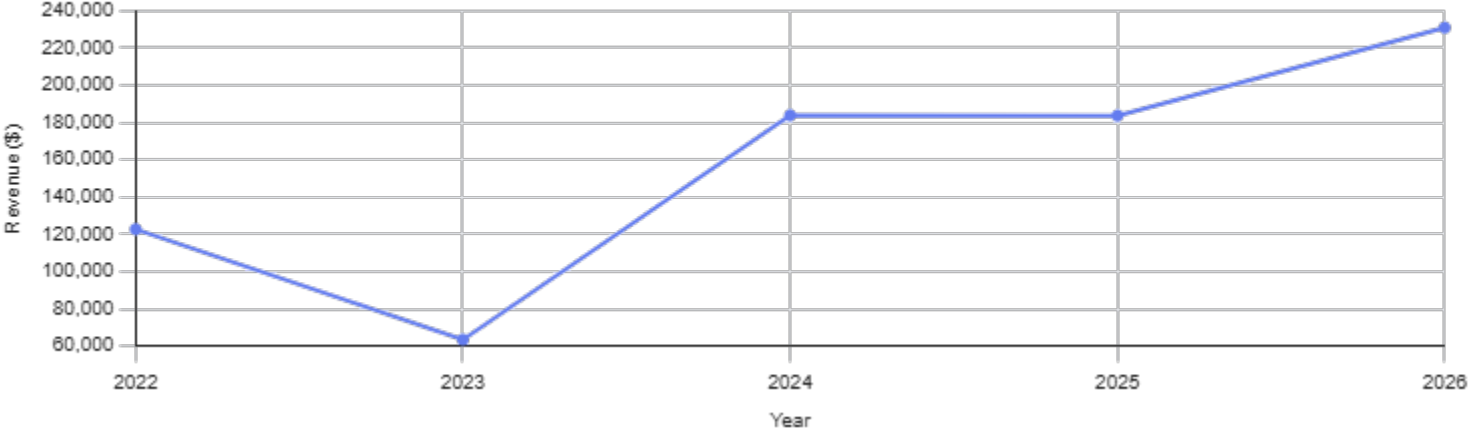


Key Takeaways:

1. General Parks Expenditures have nearly tripled since 2022
 - Tied to: increases in staffing, insurance, and interfund charges
 - Incremental changes related to evolving needs related to tourism.
 - ✓ Park Security
 - ✓ Development of Lakeside Trail
 - ✓ Fully staffed last season
 - ✓ Aging equipment and infrastructure
 - ✓ Rising costs – frequently exceeding inflation rate.

Golf Course Revenue

Total Golf Course Revenue Growth with Year-over-Year Change (2022–2026)



-48.4%	+190.3%	-0.1%	+25.7%
Year-Over-Year Percentage Change			

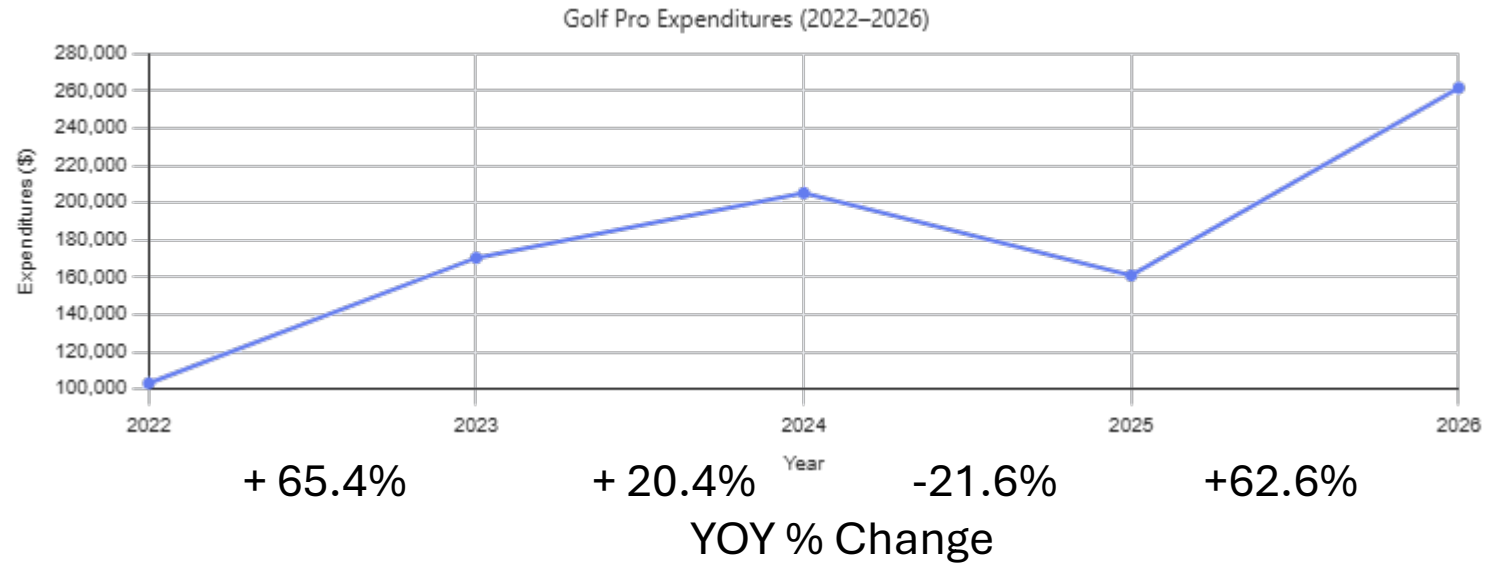
Key Takeaways:

Revenue has increased by 88% since 2022

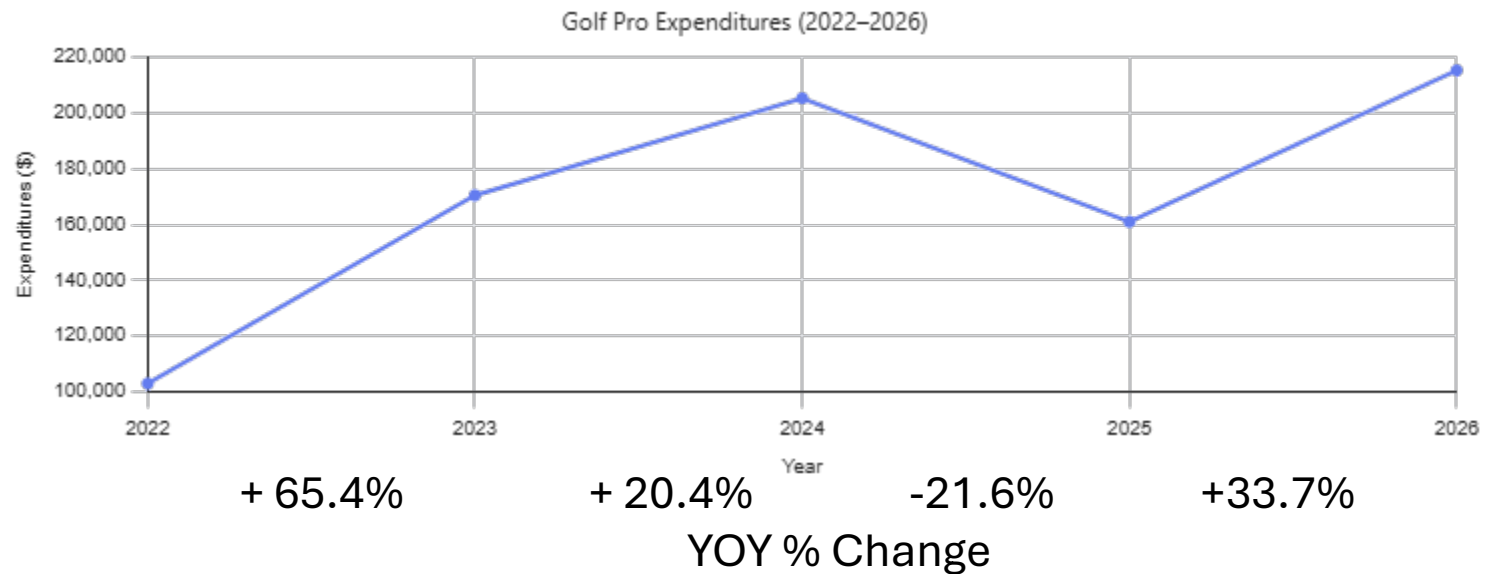
- Single Pass Revenue : +83%
- Family Revenue: +125%
- Golf Cart Rentals: +77%
- Pro Shop Sales have been volatile over the years, +14% since 2022, but down 66% from highest year (2023).
- Sport is heavily dependent upon favorable weather.

Golf Course Pro Expenditures

With Interfund:

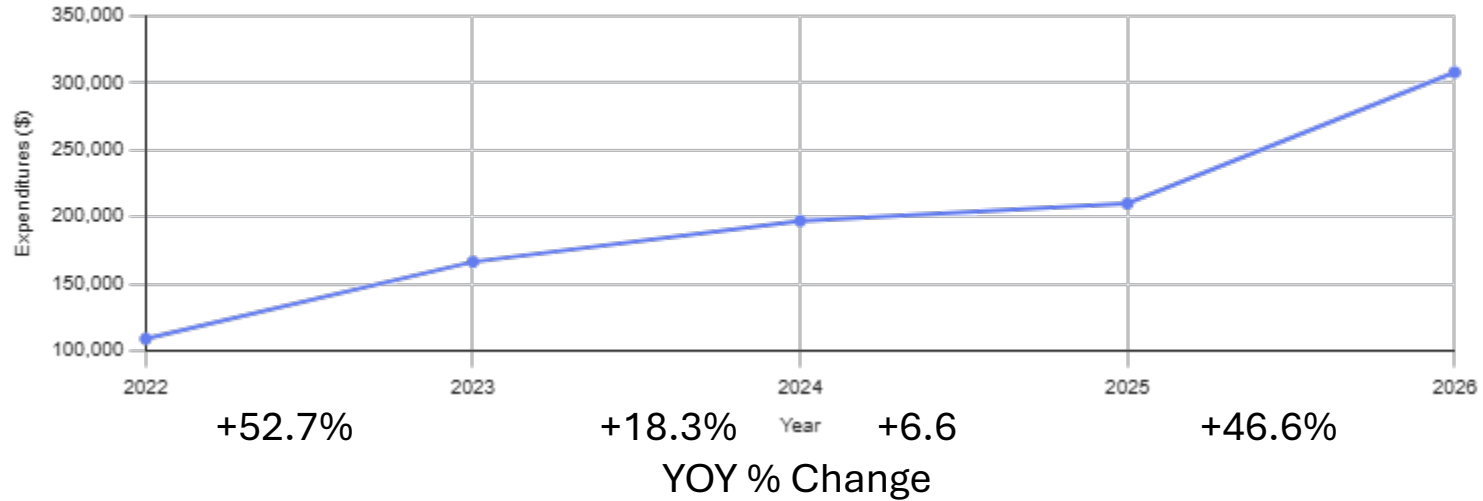


Without Interfund:

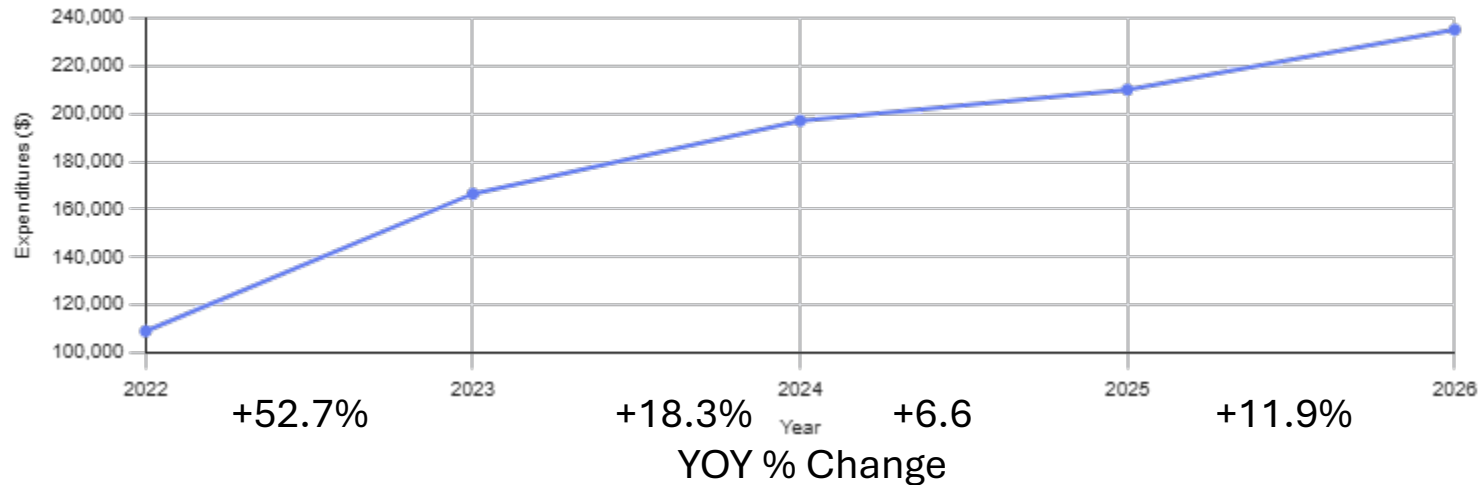


Golf Course Maintenance Expenditures

Golf Maintenance Expenditures (2022–2026)



Golf Maintenance Expenditures (2022–2026)

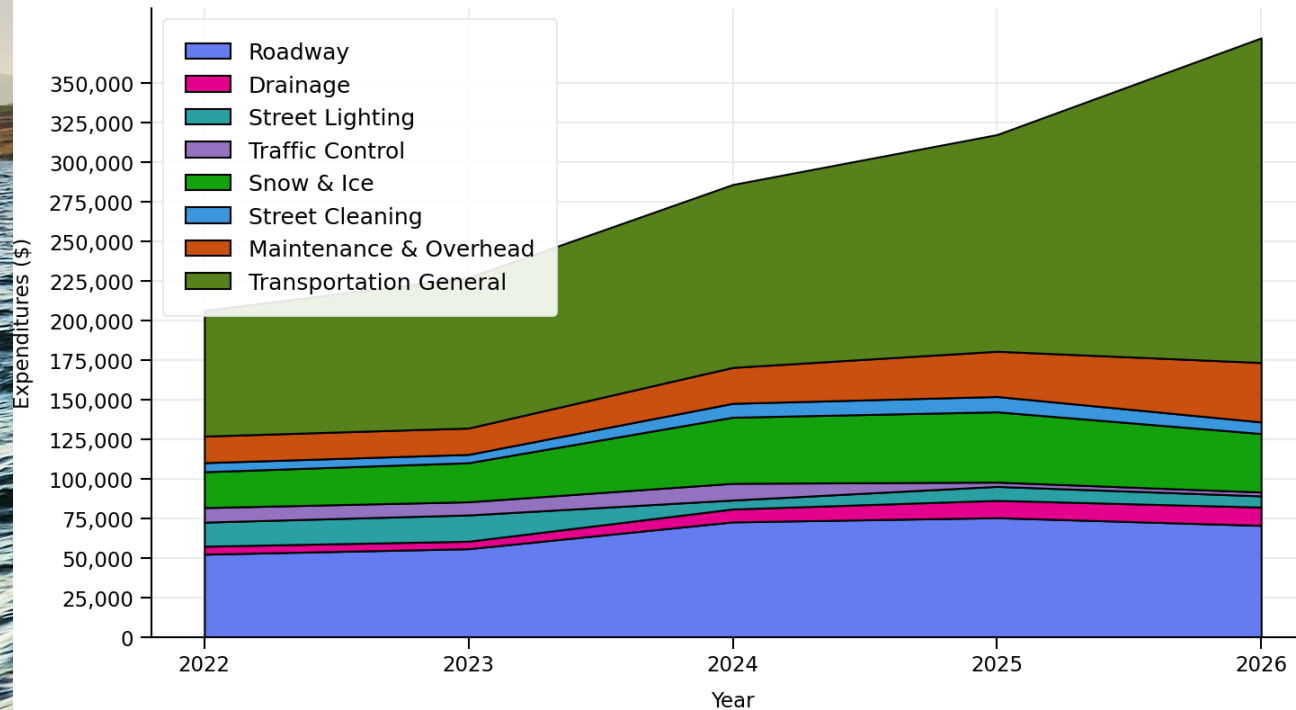


Golf Course Takeaways – Expenditures

- ❖ When analyzing Q1 independently, expenditures growing at a faster pace than revenue can accommodate.
- ❖ Sport is heavily dependent upon favorable weather.
 - Golf Pro - Expenses have increased 154% since 2022
 1. Insurance costs have risen 78%
 2. Wages have risen 61%
 3. Rise in costs are influenced by contractual spending (i.e. new golf carts & professional services).
 - Golf Maintenance – Expenses have increased 182% since 2022
 1. Insurance costs have risen 168%
 2. Wages have risen at 123%
 3. Spending may be tied to aging assets & service expectations, not necessarily inefficiency.

Transportation Operating

Total Transportation Expenditures by Program (Stacked) 2022-2026

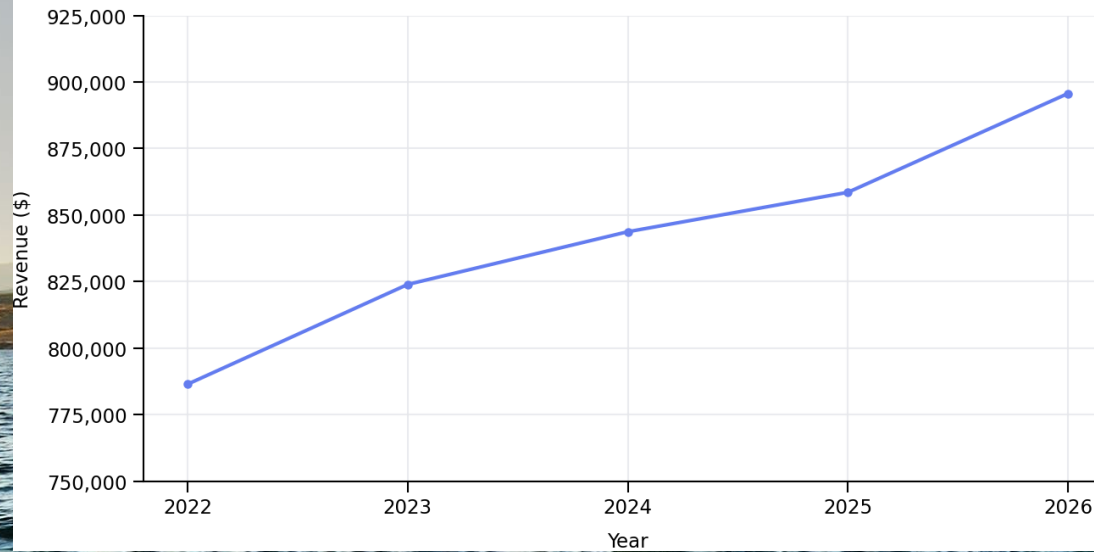


Key Takeaways:

1. Revenue driver is property taxes – first half received in Q2.
2. Expenditures have seen marginal growth across all division.
3. Interfund transfers for all of Transportation lives in green section. When removed, transportation general has an operating increase of 6% .

Sewer Operating

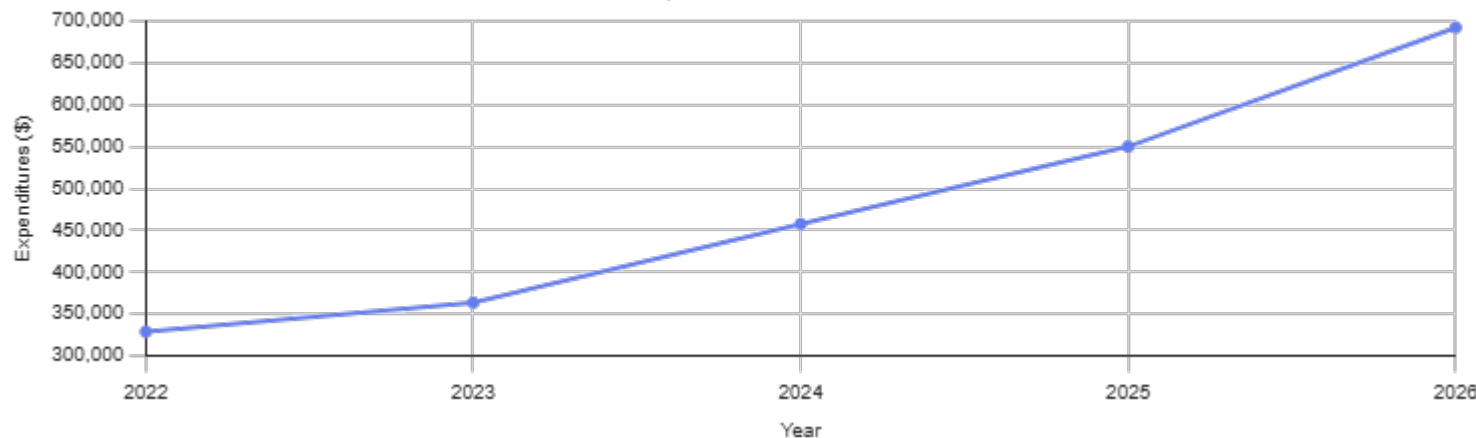
Sewer Revenue (2022-2026)



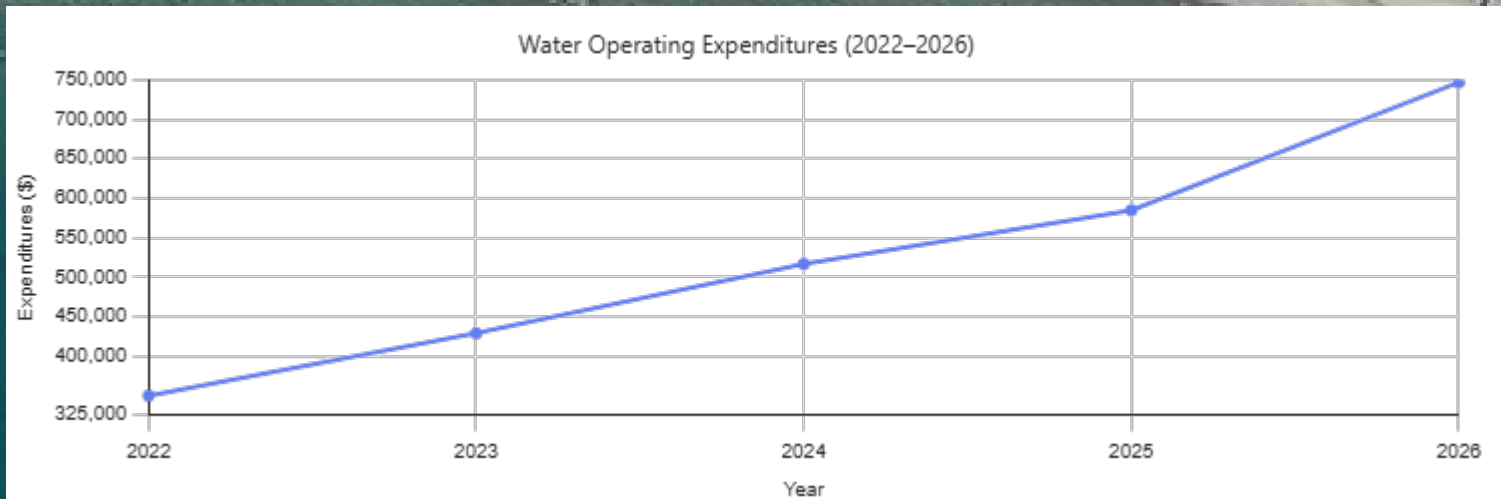
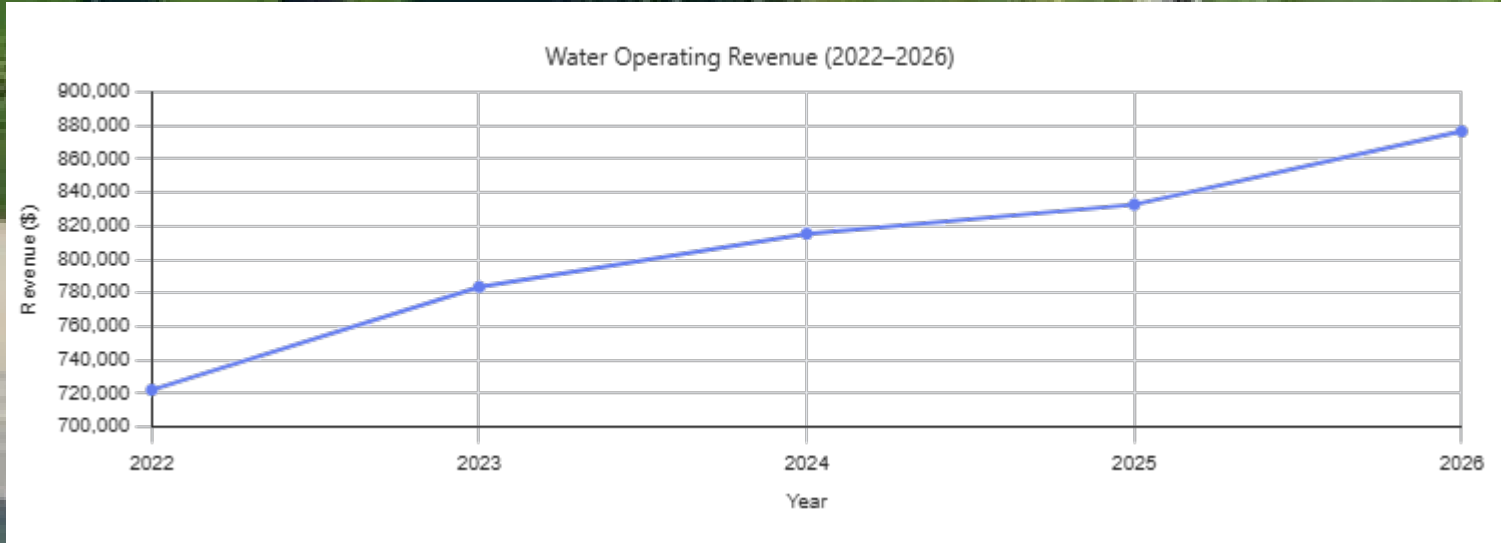
Key Takeaways:

- Q1 Revenue surpassed expenditures.
- Removing interfund transfers, operational increases from year period = +8.4%
- Including interfund transfers = +25.8%
- Interfund transfers are sustainable under current rate schedule, but there may be long-term structural pressure as expenditures are consuming 77% of total revenue, whereas in prior years it was 45%.

Sewer Expenditures (2022-2026)



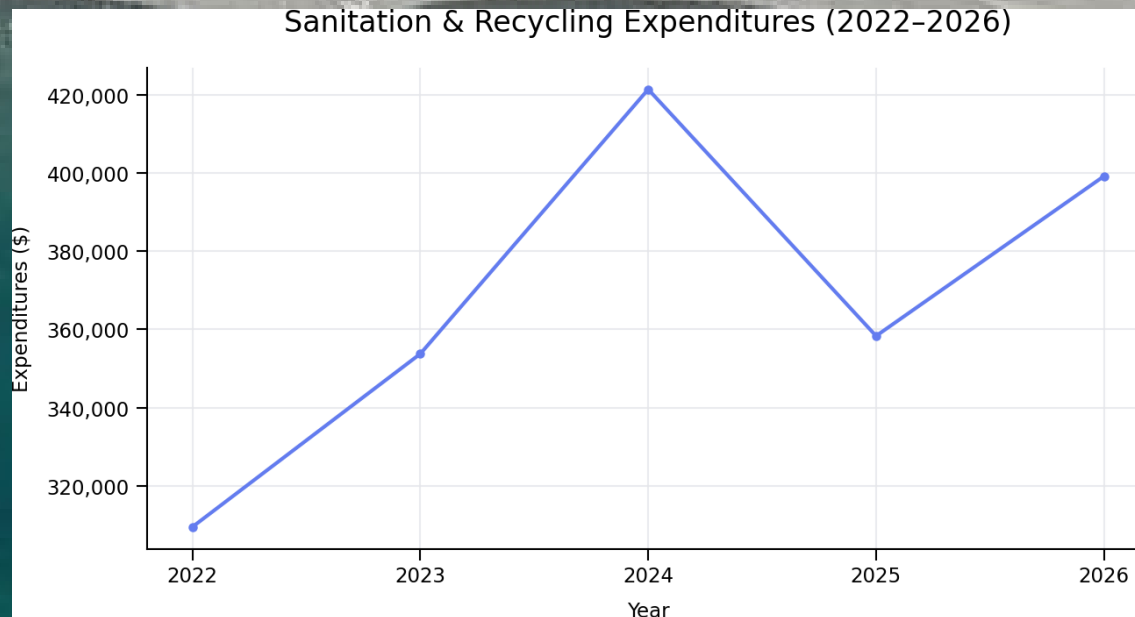
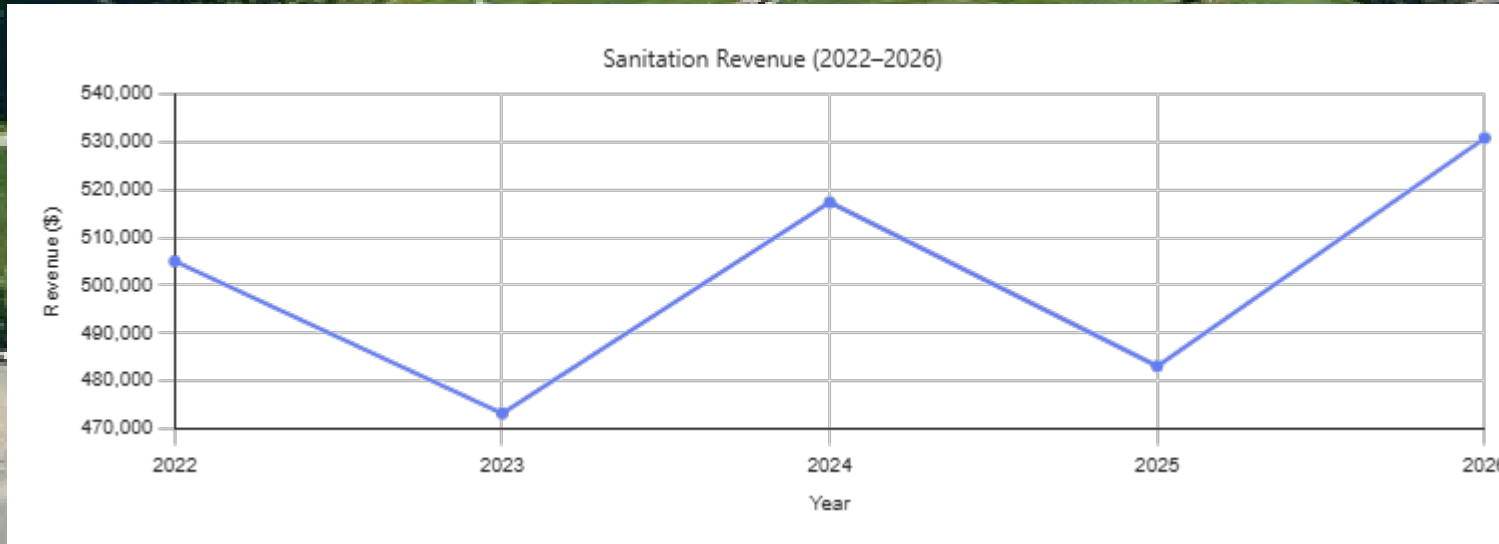
Water Operating



Key Takeaways:

- Q1 revenue surpassing expenditures.
- With interfund transfers, expenditures rose +27.7% from year prior.
- Without Interfund: +12.9%
- Interfund transfers are sustainable under current rate schedule, but there may be long-term structural pressure.

Sanitation & Recycling Operating



Key Takeaways:

- Over the past several years, there has been significant volatility in this division due to the total loss of the recycling center in 2024.
- Revenues exceed expenditures for Q1 2026.
- Will need to continue to closely monitor over the next few years to establish new baseline.

What's Next?

- ✓ Golf study will conclude in early May, next steps will be decided -likely as a portion of the 2027 budget process.
- ✓ Development of a procurement policy for responsible fiscal management
- ✓ Strengthening through financial training & outreach inter-departmentally
- ✓ Review & streamline of subscriptions throughout the City
- ✓ On-going efforts to reduce expenditures and maximize all available resources
- ✓ Though unforeseen challenges will arise, with new leadership brings new perspective and innovation.

Thank you!



CITY COUNCIL

April 28, 2026

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, Finance Director, and City Attorney

Number of Looks: Look No. 2 of 3

PREVIOUS ACTION TAKEN

These changes were first presented to Council on March 24, 2026 in draft form.

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.

A redline version showing all edits to Title 1 is included in your packet for your review, along with a clean version with all edits accepted for ease of reading. Staff requests your feedback, questions and requested modifications. If Council does not seek additional edits or modifications to the attached version, staff will bring a final ordinance to the Council at the next meeting for action.

FINANCIAL IMPLICATIONS

None.

ATTACHMENTS

1. Title 1 GENERAL PROVISIONS REDLINE 4.23.26

2. Title 1 GENERAL PROVISIONS CLEAN 4.23.26
3. Ordinance No. 2026-16XX Title 1

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.~~

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.

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 of Chelan, as codified and compiled pursuant to the applicable provisions of ~~sections 3535A of the Revised Code of Washington law.~~

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 any prior ordinance or part or portion of any ordinance of the city shall in any manner affect the prosecution for violations of ordinances, which any violations were committed, penalty incurred, fee due, bond or deposit posted, or right or obligation accrued before prior to the effective date of this code 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. Such matters may be enforced and collected as if this code had not been adopted, repealed or amended.~~

(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)

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?

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:

- 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* over which the *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)

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.

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 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.
- 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.
- ~~WX~~. *Street* includes all streets, roads, highways, avenues, lanes, alleys, courts, cul-de-sacs, places, squares, sidewalks, curbs, or other public ways in this cityCity 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))~~.
- AABB. *Signature* includes a manual or electronic signature to the extent recognized by applicable law includes ink or electronic format (RCW 1.80.060).
- ~~BBCC~~. *Year* means a calendar year.
- ~~CCDD~~. 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 EE~~. 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)

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

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.

(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 existing ~~or hereafter amended, including, but not by way of limitation,~~

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.

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)

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)

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.

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. 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.~~

(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~~

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.

(Supp. No. 10)

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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 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)

Commented [QB17]: This tracks RCW 35A.12.

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)

(Supp. No. 10)

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Chapter 1.24 GENERAL PENALTY³

1.24.01~~10~~ 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 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)

Commented [QB19R18]: It's fine for misdemeanors. For gross misdemeanors, its 1 year/\$5,000.

Commented [PG18]: Quentin - please confirm days and fine.

Chapter 1.30 COPIES, CERTIFICATIONS AND TRANSCRIPTIONS OF CITY RECORDS

1.30.005 Maintenance of cityCity-wide index.

The cityCity 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 personsAny 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, 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 form specified by the City Clerk/Public Records Officer. However, if the request is not pursuant pursuant to the duties of the elected official, City appointed officers and employees, then the Public Records Act

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.

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.~~

(Ord. 1394 § 3, 2009; Ord. 1180 § 1 (part), 2000)

1.30.030 Certain records exempt.

The cityCity 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. 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.

~~Any person who requests a copy of any public record from the City Clerk shall pay to the City Clerk/Public Records Officer or a designee the statutory default 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 City.~~

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.

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.

(Ord. 1180 § 1 (part), 2000)

1.30.050 Transcriptions.

Charges for transcription services, if any, shall be established in accordance with applicable law and city resolution.

(Ord. 1180 § 1 (part), 2000)

1.30.060 Certification fees.

The City Clerk/Public Records Officer shall establish fees for the certification of public records and such fees shall be effective upon approval by resolution of the city council. The City 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 City 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 [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.

Title 1 GENERAL PROVISIONS

Chapter 1.01 CODE ADOPTION

1.01.010 Adoption.

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 administrative ordinances of the City of Chelan, as codified and compiled pursuant to the 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 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.

(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:

- 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.

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- 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 over which the 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 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.
 - T. *Record* means a record as defined by RCW 42.56.010, as now existing or hereafter amended..
 - 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.
 - X. *Street* includes all streets, roads, highways, avenues, lanes, alleys, courts, cul-de-sacs, places, squares, sidewalks, curbs, or other public ways in this 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..
 - BB. *Signature* includes a manual or electronic signature to the extent recognized by applicable law.
 - CC. *Year* means a calendar year.
 - DD. 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.
 - EE. 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*. 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.

(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 hereby adopts the classification of a noncharter code city, with all rights, powers, privileges, duties and obligations as set forth in Title 35A RCW, as now existing or hereafter amended.

(Ord. 429 § 1, 1971)

Chapter 1.12 ORDINANCES: PROCEDURES, PUBLICATION²

1.12.010 Passage of ordinances.

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.

(Ord. 480 § 1, 1974; Ord. 59 § 1, 1912)

1.12.020 Signature—Records.

Ordinances shall be signed by the mayor and attested to by the City Clerk. The City Clerk shall authenticate ordinances and resolutions adopted by the Council and shall maintain the City's official record of such ordinances

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.

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.

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 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 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.

(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. 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 City, 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 imprisonment in

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.

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 City addresses conduct which is also a crime as set forth in the Revised Code of Washington, 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 City-wide index.

The City Council finds that it is unduly burdensome to maintain a City-wide index of public records and that to attempt to maintain such an index would be disruptive to the City's operations.

(Ord. 1394 § 2, 2009)

1.30.010 Form for request.

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. 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 City must respond by either:

- A. Providing the record;
- B. Acknowledging that the City has received the request and providing a reasonable estimate of the time the City 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 City 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.

(Ord. 1394 § 3, 2009; Ord. 1180 § 1 (part), 2000)

1.30.030 Certain records exempt.

The City adopts all exemptions to the disclosure of public records set out in Chapter 42.56 RCW and any other exemptions 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. 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.

(Ord. 1180 § 1 (part), 2000)

1.30.050 Transcriptions.

Charges for transcription services, if any, shall be established in accordance with applicable law and city resolution.

(Ord. 1180 § 1 (part), 2000)

1.30.060 Certification fees.

The City Clerk/Public Records Officer shall establish fees for the certification of public records and such fees shall be effective upon approval by resolution of the city council. The City 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 resolution of the City Council or as 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)

ORDINANCE NO. 2026-16XX

**AN ORDINANCE OF THE CITY OF CHELAN,
WASHINGTON, RELATING TO GENERAL PROVISIONS;
AMENDING TITLE 1 OF THE CHELAN MUNICIPAL CODE;
ADOPTING UPDATED PROVISIONS REGARDING CODE
ADOPTION, DEFINITIONS, ORDINANCE PROCEDURES,
RIGHT OF ENTRY, GENERAL PENALTIES, AND PUBLIC
RECORDS; PROVIDING FOR SEVERABILITY,
CORRECTIONS, AND AN EFFECTIVE DATE.**

WHEREAS, the City of Chelan has adopted and codified Title 1 of the Chelan Municipal Code, entitled “General Provisions”; and

WHEREAS, Title 1 includes provisions relating to code adoption, definitions, ordinance procedures, right of entry, general penalties, and City records; and

WHEREAS, the City Council finds it appropriate to update Title 1 to improve clarity, conform provisions to current City practice, and align the code with applicable Washington law; and

WHEREAS, the City Council desires to amend Title 1 as set forth in Exhibit A, with additions shown by underline and deletions shown by strikethrough.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CHELAN, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Amendment of Title 1. Chelan Municipal Code Title 1, entitled “General Provisions,” is hereby amended as set forth in Exhibit A, attached hereto and incorporated herein by this reference. Exhibit A sets forth the revised or amended sections at full length.

Section 2. Legislative Format. In Exhibit A, underlined text indicates additions to the Chelan Municipal Code and stricken text indicates deletions from the Chelan Municipal Code. Text shown without underline or strikethrough is unchanged.

Section 3. Codification. The City Clerk, in consultation with the City Attorney and the City’s codifier, is authorized to codify the amendments adopted by this ordinance, assign appropriate section and subsection numbers, and omit or modify formatting, legislative history, and editorial notes as necessary for publication of the Chelan Municipal Code.

Section 4. 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 5. 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 6. 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.

ADOPTED 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

EXHIBIT A
TITLE 1 GENERAL PROVISIONS REDLINE

Underlined text is added. Stricken text is deleted.

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.~~

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 of Chelan, as codified and compiled pursuant to the applicable provisions of sections 3535A of the Revised Code 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 any prior ordinance or part or portion of any ordinance of the city~~ City shall in any manner affect the prosecution for violations of ordinances, which any violations were committed, penalty incurred, fee due, bond or deposit posted, or right or obligation accrued before prior to the effective date of this code ~~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. Such matters may be enforced and collected as if this code had not been adopted, repealed or amended.~~

(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:

- 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. City⁴ 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 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.
- 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.
- ~~WX.~~ 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~~BB~~. Signature ~~includes a manual or electronic signature to the extent recognized by applicable law includes ink or electronic format (RCW 1.80.060).~~
- ~~BB~~CC. Year means a calendar year.
- ~~CC~~DD. 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~~EE. 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.

(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 CITY

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)~~

~~**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, PUBLICATION

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. 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.

(Ord. 480 § 1, 1974; Ord. 59 § 1, 1912)

1.12.020 Signature—Records.

Ordinance No. 2026-XXXX

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 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 PENALTY

1.24.010 ~~General~~ 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 ~~city~~City, 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 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 ~~city~~City 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 ~~city~~City-wide index.

The ~~City~~ Council finds that it is unduly burdensome to maintain a ~~city~~City-wide index of public records and that to attempt to maintain such an index would be disruptive to the ~~city~~City's operations.

(Ord. 1394 § 2, 2009)

1.30.010 Form for request.

~~All persons~~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, except for city~~City elected officials and ~~city~~City appointed officers or employees desiring to inspect or receive a copy of any public record of the ~~city~~City must make their request to the ~~City Clerk/Public Records Officer~~ through the electronic public records portal or a written form specified by the ~~City Clerk/Public Records Officer~~. However, if the request is not 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 ~~city~~City must respond by either:

- A. Providing the record;
- B. Acknowledging that the ~~city~~City has received the request and providing a reasonable estimate of the time the ~~city~~City 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 ~~city~~City 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# the requestor fails to clarify the request within thirty days the city need not respond to it.~~

(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. 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.

~~Any person who requests a copy of any public record from the City Clerk shall pay to the City Clerk/Public Records Officer or a designee the statutory default 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 City.~~

(Ord. 1180 § 1 (part), 2000)

1.30.050 Transcriptions.

Charges for transcription services, if any, shall be established in accordance with applicable law and city resolution.

(Ord. 1180 § 1 (part), 2000)

1.30.060 Certification fees.

The ~~City Clerk/Public Records Officer~~ shall establish fees for the certification of public records and such fees shall be effective upon approval by resolution of the city council. The ~~City 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 ~~City 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)



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 22, 2026

May 5, 2026 City Council Workshop

1. Professional Municipal Clerks Week – May 3 – 9, 2026 (McCardle)
2. National Golf Foundation Presentation of Findings (Zoom Singer / Cooper)
 - a. Parks and Recreation Advisory Board - Special Meeting
3. Transpo Group Presentation (Pascal/Youngren)
4. Resolution No. 2026-14XX 2027-2031 Six Year Transportation Improvement Plan (Youngren)
5. Public Works Project Status Quarterly Update (Youngren)
 - a. Website Presentation

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. Washington State Department of Health Water Use and Efficiency Goals (Youngren)
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. Ordinance No. 2026-16XX Title 2 Administration and Personnel (McAloon) (L1-3)
- 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)
- 2. Rate Cost Recovery, City Fees and Licenses (Special Events) (McAloon)
- 3. Comprehensive Plan Update (Ajax)

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. Ordinance No. 2026-16XX Title 1 Administration and Personnel (McAloon) (L2-3)
- 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.

July 14, 2026 City Council Meeting

- 1. Consent Agenda
 - a. Voucher / Minutes
- 2. Special Presentations, Proclamations, and Awards
 - a. Chelan Valley Feral Cat Project (Evans)
 - b. Parks & Recreation Professionals Day Proclamation – July 17, 2026
- 3. Public Hearings
 - a.
- 4. Motion Considerations

- a. Ordinance No. 2026-16XX Title 1 Administration and Personnel (McAloon) (L3-3)
- 5. Administrative Reports
 - a.
- 6. Informational Items
 - a. Tentative Advanced Agenda (McAloon)
 - b. Council Committee Reports (Various Councilmembers)
 - c. Contract Intake Log (Gallucci)

July 28, 2026 City Council Meeting

- 1. Consent Agenda
 - a. Voucher / Minutes
- 2. Special Presentations, Proclamations, and Awards
 - a.
- 3. Public Hearings
 - a.
- 4. Motion Considerations
 - a.
- 5. Administrative Reports
 - a. Public Works Project Status Update (Youngren)
- 6. Informational Items
 - a. Tentative Advanced Agenda (McAloon)
 - b. Council Committee Reports (Various Councilmembers)
 - c. Lake Chelan Chamber of Commerce Financial Report (Evans)
 - d. Lake Chelan Airport Quarterly Report (Evans)
 - d. Contract Intake Log (Gallucci)

Upcoming Topics:

- 1. Chelan Fire Protection District No. 7 Interlocal Agreement for Fire Protection (McAloon)
- 3. Public Works Project Status Update - October (Youngren)
- 4. Lake Chelan Airport Quarterly Reports (Evans)
 - July, Q3 – October, Q4 – January 27
- 6. Lake Chelan Chamber of Commerce Quarterly Update (Steele / McAloon)
 - Confirmed Scheduled Date: August 4, December 1
- 7. CDRPA / City Joint Meeting (McAloon)
 - September 2026
- 8. Boys & Girls Club of Snohomish County (Evans) (CONFIRMED Months)
 - September (Recap of Summer), November (Recap of Fall and into Winter)
- 9. Potential Parking Update

Upcoming Proclamations:

- Finance & Accounting Week – September
- Arbor Day – Fall
- Breast Cancer Awareness Week - October

Liaison Committee Report

Name of Meeting: *

Cascadia Conservation District regular monthly meeting

Date of Meeting: *

2026-04-10

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.

Board updated the Procurement Policy for Bidding, Purchasing and Contracting to reflect the new laws, and procedures. The Public Records Request policy also updated to reflect hours of operations and rate charges

Board also discussed a Rates and Charges Model Budget for review. As well as personnel use of PTO extension needed.

Rates and Charges out reach campaign to share what has been done over the last year.

Board agendas and meeting minutes available at cascadiacd.org/news/board-meetings-minutes/

Upload applicable meeting documents here if available:

Max upload is 25MB per file

Submitted By

Signature *

Agustin Benegas

Signature Date *

2026-04-10

Liaison Committee Report

Name of Meeting: *

Parks and Recreation Advisory Board

Date of Meeting: *

2026-04-16

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.

5:15 - Quorum not present

Initially not enough PARAB members were present to call the meeting to order. An informal discussion about the golf course presented by the LCCG pro who was invited to share updates with the PARAB members.

@ 5:35 a quorum was present while Jim Oscarson finished informal discussions with PARAB members, City staff and City council members present.(Chitty & Collins)

The meeting was called to Order at 5:41pm

PARAB Members Present - Nelson, Reister, Engstrom

Discussion about Chelan Gorge park and how the PUD is under no obligation to keep it maintained as a park, and an entity, such as the city, would need to continue the lease agreement for park services to continue. (Field Use).

Continued discussion on how to best approach management and cost. PARAB wil discuss options and needs with stakeholders of the Fields as well as service groups to see if small, achievable improvements can be made with current funding .

Director Cooper shared the May 5th joint meeting with City Council during their workshop.

Closing Comments by Director Copper on status of Don Morse park playground and safety issues. Update on Phoenix security , A frame signs for parking, new and old picnic tables , more grills being installed at Don Morse, Putting course opening soon.

No comments from Park board members.

Adjournment @ 6:24pm

Tour of Lakeside park and the improvements there followed. Cooper, Chitty, Collins, Nelson, Reister, Engstrom

Upload applicable meeting documents here if available:

Max upload is 25MB per file

Parks Agenda Packet 4.16.26.pdf

168.1KB

Submitted By

Signature *

SHANE COLLINS

Signature Date *

2026-04-16

**CITY OF CHELAN
PARKS AND RECREATION ADVISORY
BOARD AGENDA**

1. CALL TO ORDER AND ROLL CALL
2. AGENDA CHANGES
3. CITIZEN COMMENTS
Items not on the agenda. Time limited per the President.
4. MINUTES
 - A. March 19, 2026 Parks and Recreation Advisory Board Minutes.

Suggestion Motion: I move to approve the March 19, 2026 Parks and Recreation Advisory Board Minutes.
5. OLD BUSINESS
 - A. Lake Chelan Golf Course Spring 2026 Report
 - B. Chelan Gorge Park
6. NEW BUSINESS
 - A. May 5th Special Parks Board Meeting at City Council Workshop
 - B. Lakeside Park Tour
7. PARKS AND RECREATION DIRECTOR AND CITY STAFF COMMENTS
8. BOARD COMMENTS
9. ADJOURNMENT



**CITY OF CHELAN
Parks and Recreation Advisory Board Meeting
March 19, 2026**

BOARDMEMBERS AND ADMINISTRATIVE PERSONNEL PRESENT

Boardmembers:

Janet Heg
Brad Nelson
Linda Reister
Matt Engstrom

Staff Present:

Parks and Recreation Director Audrey Cooper

1. CALL TO ORDER AND ROLL CALL

The meeting was called to order at 5:15pm.

2. AGENDA CHANGES

One item was added to the agenda. A presentation was given by Nordica Saunas on their business concept for an electric sauna operated in the parks.

3. CITIZEN COMMENTS

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

None.

4. MINUTES

A. February 19, 2026 Parks and Recreation Advisory Board Minutes.

Suggestion Motion: I move to approve the February 19, 2026 Parks and Recreation Advisory Board Minutes.

MOTION:	I move to approve the February 19th, 2026 Parks and Recreation Advisory Board Minutes
MOVER:	Boardmember Janet Heg
SECONDER:	Boardmember Mat Engstrom
AYES:	Boardmember Brad Nelson, President Linda Reister,

	Boardmember Janet Heg, Boardmember Mat Engstrom
NAYS:	None
RESULT:	Passed

5. OLD BUSINESS

A. Chelan Municipal Code 2.17 Update

Staff provided an update on the timeline for review and adoption of the revised Parks and Recreation Advisory Board code to City Council.

B. Lakeside Park Renovation Update

Staff provided an update on the renovation project at Lakeside Park.

6. NEW BUSINESS

A. Summer 2026 Parks Planning

Staff shared how the parks department is preparing for the upcoming summer season through security, staffing, signage, and communication.

B. Parks Facility Use & Fee Waiver Future Policy Discussion

The board discussed a future policy on fee waivers for ball field and park facility use and the types of groups or recreational offerings that could qualify for fee waivers. Staff will prepare a draft policy to present to the board at a later date. There was discussion on the current condition of the fields at Chelan Gorge Park and the recently completed site master plan for the property.

7. PARKS AND RECREATION DIRECTOR AND CITY STAFF COMMENTS

Staff reported that the golf course opened on March 18th. The next meeting may include a visit to Lakeside park, weather pending.

8. BOARD COMMENTS

None.

9. ADJOURNMENT

Final Comments / Motion to Adjourn Suggested Motion: I move to adjourn the meeting.

The meeting was adjourned at 7:00pm.

MOTION:	I move to adjourn the meeting.
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MOVER:	Boardmember Mat Engstrom
SECONDER:	Boardmember Brad Nelson
AYES:	Boardmember Brad Nelson, President Linda Reister, Boardmember Janet Heg, Boardmember Mat Engstrom
NAYS:	None
RESULT:	Passed

**The meeting was adjourned
at 7:00 P.M.**

**Date
Approved:**

**Audrey Cooper
Parks and Recreation Director**

**[NAME]
Chair**

Liaison Committee Report

Name of Meeting: *

CVHT

Date of Meeting: *

2026-04-20

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.

Chelan Valley Housing Trust still looking for an Executive Director. Currently have 3 applicants.

Moving forward on Chelan River Heights. Working on the preliminary plat and engineer on road grade.

Agenda attached.

Upload applicable meeting documents here if available:

Max upload is 25MB per file

CVHT 4-20-26.pdf

284.04KB

Submitted By

Signature *

Jon M. Higgins

Signature Date *

2026-04-24

BOARD MEETING AGENDA



Chelan Valley Housing Trust's Mission is to develop stable and secure housing that is affordable to our
Manson and Chelan area residents.

Zoom link can be found on the website and calendar invitation

AGENDA

1. CALL TO ORDER & ROLL CALL
2. OPENING REMARKS & GUEST INTRODUCTIONS
3. PUBLIC COMMENT PERIOD (5 Minutes)
4. CONSENT AGENDA
 - a. Approval of March 16th 2026 Minutes
 - b. Approval of YTD Financials
5. KEY DISCUSSION & MOTION CONSIDERATIONS
 - a. Decision on Alvarez (Exercise Purchase Option or No) - Review of Tour of Property
 - b. Update on EH Loan and Reconveyance
 - c. Annual Event discussion
 - d. BLChelan Note Update
 - e. Outreach Coordinator follow up
6. UPDATES
 - a. Hiring Committee Update (Jay)
 - b. Donor Relations (Rachael, Dave)
 - c. Stewardship (Rachael)
 - d. Outreach (Dave) - Tshirts, Ruby U, Art Walk, Other events?
 - e. Chelan River Heights (Rachael)
7. FINAL COMMENTS
8. ADJOURNMENT
9. EXECUTIVE SESSION

Attachments: Minutes, YTD Financials, Alvarez [decision](#) sheet (if ready), BLChelan note

Next Board Meeting is Scheduled for May 18th @6pm

Submission Date	City Point of Contact	Department	Company Name	Is this a Sub-Contractor ?	Project Name, Project Number and Document Name if applicable	Term Start Date	Term End Date	Select a Contract Term:	Council Action	Dollar Value	Date
4/17/2026 8:40:07 AM	Travis Denham	Public Works	WSDOT	No	Apple Blossom Trail Project Letter of Understanding for Project Administration	2026-04-21	2029-12-31	Original End Date	No	0.00	2026-04-17
4/10/2026 8:28:41 AM	Thomas Tupling	Public Works	Western Surety Company	No	Western Surety Company- Utility installation	2026-03-24	(Skipped)	On-Going	No	37000.00	2026-04-09