



## City of Leavenworth

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City Council  
Cheryl K. Farivar - *Mayor*  
Michael Molohon  
Elmer Larsen  
Robert Francis  
Carolyn Wilson - *Mayor Pro-Tem*  
Gretchen Wearne  
Mia Bretz  
Margaret Neighbors  
Joel Walinski - *City Administrator*

### LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall - Council Chambers

March 22, 2016 - 6:30 p.m.

#### Call to Order

#### Flag Salute

#### Roll Call

#### Consent Agenda

1. Approval of Agenda
2. Approval of March 4, 2016 Annual Retreat Minutes
3. Approval of March 8, 2016 Study Session Minutes
4. Approval of March 8, 2016 Regular Meeting Minutes
5. 2016 Claims \$350,910.49

#### Comments from the Public on Items Not on the Agenda

#### Councilmember and Committee Reports

#### Mayor/Administration Reports

#### Resolutions, Ordinances, Orders and Other Business

1. Action: Resolution 5-2016: Autumn Leaf Festival Funding Request
2. Action: Mayor Reappoint Andy Lane to the Planning Commission – Expires April 2016
3. Action: IntegriTech General Contract Agreement
4. Action: Authorization – Equipment Purchase for Loader
5. Action: Authorization – Equipment Replacement of 1999 Ford F-350 XL Super Duty 4x4
6. Action: Ordinance 1523: Accessory Dwelling Unit Amendments LMC 18.20.020 (B) (3)
7. Action: Contract Amendment/Varela & Associates: Waste Treatment Facility Planning
8. Action: WA DOT VMS Maintenance Agreement – Variable Message Sign
9. Action: Resolution 6-2016: Supporting Municipal Research Services Center State Funding

#### Information Items for Future Consideration

1. Reminder – Public Disclosure Commission Filing Deadline April 15<sup>th</sup>.

#### Executive Session: RCW 42.30.110 (1)(i)(ii) Potential Litigation

#### Adjournment

**Next Ordinance is 1524 - Next Resolution is 07-2016)**

The City of Leavenworth is committed to providing reasonable accommodations in accordance with the Americans with Disabilities Act. Please contact City Hall at (509) 548-5275 at least 72 hours prior to a scheduled meeting to request an accommodation.

#### Council Committees -4th Tuesday –

Econ. Dev. 4:00 Finance 5:00

## SUPPLEMENTAL COUNCIL AGENDA

### 1. Resolution 5-2016: Autumn Leaf Festival Funding Request

The City Council is being asked to consider additional funding for the Autumn Leaf Festival that was discussed at the March 8 Study Session. Funding for Autumn Leaf comes from Lodging Tax dollars and staff will need a specific request for this allocation due to the specific stipulations regarding the use of the funds and to clearly identify any one-time and grant match requirements. Similar to last year's additional \$15,000 grant funds, the resolution provided addresses how the \$10,000 in funding will be dispersed based on reimbursements for actual costs to attend other festivals and the remaining \$5,000 grant match requirement for reimbursement.

The following items are included under **TAB 1**:

- Resolution 5-2016
- Request for funding from the Autumn Leaf Festival Board
- **MOTION:** *The Leavenworth City Council moves to approve Resolution 5-2016 authorizing additional Lodging Tax funding for the Autumn Leaf Association with one-time and grant match requirements as prescribed within Resolution 5-2016.*

### 2. Mayor Reappoint Andy Lane to the Planning Commission – Expires April 2016

The Leavenworth City Council is being asked to confirm the Mayoral reappointment of Andy Lane to the Planning Commission. All Planning Commission members shall be appointed by the Mayor with confirmation by the City Council. Members of the Leavenworth Planning Commission shall reside within the city limits of Leavenworth, except that up to two members may reside outside the city limits of Leavenworth, provided they reside or own property within the urban growth area as depicted by the Leavenworth Comprehensive Plan. Andy Lane was appointed to the Planning Commission in 2008. Andy is an attorney, and his practice focuses on land use issues for both private and municipal clients. Andy and his wife, Suzi, started visiting the Leavenworth area in 1990 and bought a house here in 2003. They have been full-time residents since 2008. This land use background continues to offer an additional perspective to the Leavenworth Planning Commission. The Leavenworth Planning Commission meets the first Wednesday of the month at 7:00 PM.

The table below provides the current names of appointed Planning Commission members and their terms:

NAME	4 year terms
Vacant	1 / Expires Apr 2018
Chuck Reppas	2 / Expires Apr 2019
Andy Lane	3 / Expires Apr 2016
Pete Olson	4 / Expires Apr 2017
Scott Bradshaw	5 / Expires Apr 2020
Larry Hayes - Chair	6 / Expires Apr 2018
Anne Hessburg	7 / Expires Apr 2018

There are no items included under **TAB 2**.

- **MOTION:** *The Leavenworth City Council moves to confirm the Mayoral reappointment of Andy Lane to Planning Commissioner Position No. 3 for a four (4) year term.*

### **3. IntegriTech General Contract Agreement**

The City Council is being asked to review and approve a Professional Services Agreement (PSA) with IntegriTech for on-call engineering consultant services. IntegriTech is a local engineering firm, represented by Mr. Aaron Schmidt and Mr. Bill Schmidt, the firm founder. This agreement would allow the City to have a local on-call engineering firm to respond to engineering inquiries or smaller City engineering needs when necessary. In the event consultant services from IntegriTech would be requested for projects, a scope of work would be requested and an amendment to this contract would be considered based on the City's purchasing policy. IntegriTech is listed on the City's Consultant Roster which is through the Municipal Research and Services Center of Washington (MRSC) Small Public Works Consultant Roster.

This would be the third year that the City has had a service contract with the firm. In 2014, Aaron Schmidt provided engineering assistance to the City on Storm Water issues, a report entitled "Water Front Park Bridge Embankment Assessment", and general plan review at a cost of \$2,935 under the general service contract. The firm also assisted the City on the Well #3 Project and the West Street Pavement Project under separate engineering contract amendments to this contract. In 2015, Mr. Schmidt provided final reviews for Well #3, improvements for the Parking Lots P1 – P2 and exploration and development of preliminary plans of the ski hill water hydrant access for the Leavenworth Ski Club.

This agreement is capped at \$10,000 for general engineering support for 2016; in addition, the City would have an initial payment to cover the cost of requested additional insurance coverage by the City which is \$2,403. The consultant would invoice at the hourly rate stated in the IntegriTech Statement of Fees for any specific projects where a scope of work would be requested by the City; those cost estimates would be based on the hourly fee provided within the scope of work.

The following items are included under **TAB 3**:

- 2016 Professional Services Agreement – IntegriTech
- Exhibit A: Statement of Fees
- Insurance Information
  
- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the Professional Services Agreement with IntegriTech for on-call consulting engineer services.*

### **4. Authorization – Equipment Purchase for Loader**

The City Council is being asked to authorize the expenditure of funds for the purchase of a used large loader, similar to the 2003 Caterpillar loader now owned by the City in an amount not to exceed \$100,000. On March 8, 2016, staff reviewed this request with the Public Works Committee and explained the current process and the long-term savings to the City to purchase, rather than lease this type of equipment. This newly purchased used loader will be used primarily for snow removal and as additional equipment for the Cemetery. Currently the City expends between \$16,000 (short snow year) and \$22,000 (extended snow year) per year to rent the loader for snow removal. The purchase would allow the use of the loader by the Public Works and Parks crews throughout the year at a significantly reduced price. Within the Street Fund is a section for snow removal; this section includes the annual \$22,000 allocation that will be converted to a transfer into the Equipment Rental & Revolving Loan Fund (ER&R) starting with any remaining funds in the 2016 budget year.

This motion, while not approving the purchase of a specific loader, would authorize the expenditure of funds once the loader is identified. This authorization is necessary as the used comparable loaders often are only listed or available for a short period of time. The authorization of approval is necessary for compliance with the City's Purchasing Policy.

In addition, the purchase of the loader would allow the surplus sale of the 1991 Caterpillar 416 backhoe that is used by the staff at the Cemetery; this equipment is presently valued at approximately \$10,000 and will be auctioned by the end of 2016 via online public auction.

The following item is included under **TAB 4**:

- Example of a similar loader to be purchased
  - **MOTION:** *The Leavenworth City Council moves to approve a not to exceed purchase amount of \$100,000.00 plus tax and shipping for a used loader to be identified by the Public Works staff and authorizes the City Administrator to approve the expenditure.*
  - **MOTION:** *The Leavenworth City Council moves to declare the 1991 Caterpillar 416 Backhoe, VIN # 5PC13091 as surplus equipment and approves selling the backhoe on the Public Surplus online auction site.*

#### **5. Authorization – Equipment Replacement of 1999 Ford F-350 XL Super Duty 4x4**

The City Council is being asked to authorize the expenditure of funds for the purchase of a 2016 Ford F-350 1 Ton 4WD pick-up truck and Tool Box Bed in the amount of \$35,131 excluding tax and license. The City Equipment Rental & Revolving (ER&R) schedule identified the replacement of the 1999 Ford F-350XL 4WD 1 Ton pick-up truck in the 2016 Budget which includes an estimated replacement cost of \$34,000. The replacement vehicle was selected by staff via the Washington State Contract Request System (CARS); therefore the three (3) bid requirement does not apply. The CARS system has proven to provide extremely competitive quotes from dealers throughout the state. Staff has researched the purchase of similar vehicles through local dealers on previous occasions and was unable to obtain comparable bids. The estimated delivery time for the new vehicle would be approximately 90 days. Approval of purchase and subsequent delivery of the new vehicle would allow the sale of the 1999 Ford F-350XL 1 Ton pick-up as a surplus vehicle that is currently estimated at approximately \$10,000.

The following item is included under **TAB 5**:

- Quote and photo of a 2016 Ford F-350 1 Ton 4WD pick-up truck and Tool Box Bed
  - **MOTION:** *The Leavenworth City Council moves to approve the purchase of a 2016 Ford F-350 1 ton 4WD pick-up truck and tool box bed in the amount of \$35,131.00 excluding tax and licensing.*
  - **MOTION:** *The Leavenworth City Council moves to declare the 1999 Ford F-350XL 4WD 1 Ton pick-up truck, VIN # 1FDSF35F1XE11557 as surplus equipment and approves selling the truck on the Public Surplus online auction site.*

## **6. Ordinance 1523: Accessory Dwelling Unit Amendments LMC 18.20.020 (B)(3)**

The City Council is being asked to adopt Ordinance No. 1523. This Ordinance amends the Leavenworth Municipal Code to update the Accessory Dwelling Units rules, regulations, standards, and specifications within Section 18.20.020 (B)(3). On March 8, 2016 during the regular Council Study Session, the Council reviewed and discussed the findings and recommendations of the Planning Commission as they relate to Accessory Dwelling Units. These amendments are what have been identified as the “low hanging fruit” to this broad topic. The major changes include:

- 1) Allowing parking from an alley; and
- 2) Providing more area for living and storage space (increase to 1,200 sq ft); and
- 3) Removal of the requirement for the owner to occupy one of the units.

Other minor changes are included in the language.

As included within the Planning Commission 2015 Amendment Docket, the Planning Commission has been asked to review and study "Residential uses. A) Review and study the allowed listed uses for this district, and B) Study substandard lot (less than 60ft) and building size ratio)." The update and modification of the accessory dwelling unit standards and specifications was separated from the body of work as "phase one" to allow for additional workshops and public outreach to address more complex portions of the residential code update.

The Planning Commission considered the differing and varied housing which plays an important role in achieving Council’s priorities to increase the supply of housing options across the City. The update of the Accessory Dwelling Unit (ADU) regulations is to encourage this type of housing which helps meet one of many goals within the Comprehensive Plan for infill and meeting other housing needs. One of the clear tasks for the Planning Commission to achieve these objects is to reduce or remove limitations, restrictions, and/or standards within the ADU sections of the LMC which may encumber ADU development. In addition, the Planning Commission's changes to the LMC creates new relaxed regulations for conversion of existing structures to an ADU which may have the added benefit of removing or reducing illegal and/or “non- permitted" conversions.

The amendment to LMC 18.20.020 (B)(3) has been reviewed and deliberated upon by the Planning Commission on July 1, 2015, September 2, 2015, October 21, 2015 and November 25, 2015. During the November 25, 2015 hearing, the Planning Commission continued the action upon obtaining research and feedback from the Council’s Public Works Committee regarding utility connections. During the January 12, 2016 City Council Public Works Committee meeting, recommendations were discussed and incorporated into the amendment. During the Planning Commission March 2, 2016 public hearing, the Planning Commission recommended forwarding the amendment to the City Council.

The following items are included under **TAB 6**:

- Ordinance No.1523
- Chapter 18.20 Residential Low Density 6,000 District (RL6) – Redline
- Planning Commission Staff Report
  
- **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1523 Accessory Dwelling Unit Amendments to Leavenworth Municipal Code Section 18.20.020 (B)(3).*

## **7. Contract Amendment/Varela & Associates: Waste Treatment Facility Planning**

The City Council is being asked to approve an amendment to a Professional Services Agreement with Varela & Associates to provide consultant services for the Facility Plan and General Sewer Plan. The proposal from Varela provides the City with assistance through the development of a Facility Plan and General Sewer Plan with the scope of work including the investigation and identification of improvements necessary to address the phosphorus permit levels, initial investigation of possible reclaimed water alternatives, assistance in the necessary environmental review process, and providing some assistance to the City in funding procurement for the plant design and construction which would be the next phase of the project. The contract amendment is for a not to exceed amount of \$193,988 which is funded through a 50/50 low interest loan and forgivable loan through the Department of Ecology (DOE) awarded to the City in 2015. The action Tuesday evening is a contract amendment to the current contract between the City and Varela & Associates in 2014. The initial contract was to begin the work on the DOE permitting requirements concerning the Phosphorus Total Maximum Daily Load (TMDL). The TMDL requirements are part of the 2020 permit requirement by DOE on the City of Leavenworth. At this point in time, the project team has some clarity on the measurement requirements for the TMDL from DOE; DOE has begun the City's wastewater discharge permit renewal process, and the City has secured funding for the planning phase of the project.

Varela & Associates have had an ongoing relationship with the City of Leavenworth since 1987. They have been involved with many of the City water and wastewater projects. A brief profile of their work with the City is included as an attachment. More recently Varela & Associates has worked with the City on several water modeling projects for developers and the extension of the City utilities. In 2012/2013, Ms. Jamie Varela authored and completed the Community Development Block Grant application for the Meadowlark Development which was awarded to the City in 2013. The grant application was compiled with the assistance of Upper Valley MEND and City Staff. More recently Mr. Dana Cowger, P.E. Varela & Associates, Ms. Chantell Steiner, and the City Administrator presented at the Infrastructure Funding Coordinating Council (IFCC) Conference in October of 2014 to the DOE and other funders to secure the low interest loan and forgivable loan awarded to the City by the DOE in 2015. Those funds (\$197,060) will be used to cover the costs of work included in this contract amendment.

The City selects consultant engineers via the MRSC Small Works Public Works Roster; Varela & Associates have provided their credentials to MRSC. In 2014, City Staff selected and interviewed three firms off of the MRSC Roster. All three had previously completed work with the City of Leavenworth; the three firms were TD&H, Pace Engineering, and Varela & Associates. Varela & Associates was recommended to the Public Works Committee at that time because of the extensive body of work and the utility projects Varela had completed with the City. In reviewing the process for selecting a consulting firm to work with the City, the Public Works Committee recommended moving forward with Varela because of the past relationship with the City, and specifically because Varela had been the design engineers for the existing waste treatment facility which has been well received by the community. A presentation was made by Mr. Dana Cowger at the June 10, 2014 Study Session and the Council approved the contract with Varela & Associates that evening. The contract amount was a not to exceed amount of \$50,900. As of this time, the remaining contract balance is approximately \$18,000. Uncompleted tasks under the previous agreement are included in the new scope of work.

One item that was of interest to the City Council was a robust investigation of the use of reclaimed water processing to address the TMDL requirements. That investigation is included in this scope of work. While any waste treatment facility plan under current statutory requirements (RCW 90.46.005) requires some level of investigation, this contract provides some additional funds in the area to provide

a more in depth investigation. In the event a possible alternative is identified, additional funds for regulatory review, testing and engineering will be necessary.

If requested, a follow-up discussion with Varela & Associates can be scheduled with the full Council or Public Works Committee if additional information is needed on this contract. If approved, follow-up discussions will be provided through the Public Works Committee as work progresses and with the full Council as information becomes available. The first task under this contract will be an audit inspection of the current plant identifying the condition of the various plant mechanical equipment and the overall facility.

The following items are included under **TAB 7**:

- 2014 Professional Service Agreement & Attachment A: Scope of Work.
  - March 4, 2016 Varela & Associates, Inc. Memo
  - Contract Amendment #1: Wastewater Facilities Engineering and Planning
  - Wastewater Facility Project: Typical
  - Wastewater Facility Project: Aggressive
  - City of Leavenworth/Varela & Associates Service History
  - RCW 90.46.005
- **MOTION:** *The Leavenworth City Council moves to approve the amendment to the Professional Services Agreement (PSA) with Varela & Associates for consulting services associated with the Wastewater Facility Plan for a not to exceed amount of One Hundred and Ninety Three Thousand, Nine Hundred and Eighty Eight dollars (\$193,988) and authorizes the Mayor to sign the contract amendment.*

## **8. WA DOT VMS Maintenance Agreement – Variable Message Sign**

The City Council is being asked to review, approve, and authorize the Mayor to sign a Maintenance Agreement with Washington State Department of Transportation (WA DOT) for the installation and operation of a Variable Message Sign (VMS) within the Leavenworth City Limits. The VMS will be installed by WA DOT on Highway 2 near the DOT Parking Lot at mile post 99.31 within the city limits. Leavenworth Municipal Code (LMC) Title 14, Development Standards requires structures within the city limits to be built consistent with the Bavarian Theme; the State, although not legally obligated to comply with said ordinance has agreed to design and construct the sign structure pursuant to the Development Standards.

WA DOT is responsible and has full authority for the content and timing of messages posted on the VMS; the VMS messaging will be primarily for emergency messages regarding pass conditions and non-emergency messages shall be limited. The content of the messages shall be to redirect traffic at this location or to advise of mountain pass related emergencies and conditions. The City, by agreement, agrees to maintain the structure that supports the VMS, remove or trim trees in the vicinity of the board, and maintain line of sight to the board for the traveling public.

The term of this agreement shall be for one year, beginning on the date of execution of the agreement and ending on December 31 of the initial year. The Agreement shall automatically be renewed on a calendar year basis unless written notice of termination is given by either Party by the preceding November 1 on any such year.

The following items are included under **TAB 8**:

- City of Leavenworth VMS Maintenance Agreement

- VMS Sign Support Layout
  - **MOTION:** *The Leavenworth City Council moves to approve and authorize the Mayor to sign the Maintenance Agreement with Washington State Department of Transportation for the installation and operation of a Variable Message Sign (VMS).*

## **9. Resolution 6-2016: Supporting Municipal Research Services Center State Funding**

The City Council is being asked to support the Municipal Research Services Center (MRSC) State provided funding for assisting cities and counties. As you may have heard, funding for MRSC that had been zeroed-out as part of the Senate's Proposed Supplemental Budget was restored when the Senate released its new proposed budget last Friday; it's clear that efforts are making a difference. MRSC truly appreciate the incredible support and outreach efforts by all of our local government partners. While the new Senate budget represents a significant step forward, the conditions placed on the funding restoration are problematic. Most troubling is the clear intent to end funding support for MRSC next year. So, while progress has been made, there is still a long way to go in the budget negotiations between the Senate and House.

What MRSC is seeking now is to maintain current law as-is regarding MRSC, which would result in the organization being fully funded, without the threat of an imminent end to MRSC funding, so they can maintain the high level of service local governments have come to rely on from MRSC. The current budget proposals by the House and the Governor meet this objective by fully funding MRSC with no conditions. Although the Senate's proposed budget restores MRSC's funding, it does so for only one year and with conditions, including a reduction in city and county funds. At this critical stage in the process, it is vital that continued efforts are made to reach out to all of the Senators and Representatives on the budget negotiating team and in the leadership to let them know the extent to which cities and counties use and value MRSC's services.

The City of Leavenworth actively utilizes the MRSC Roster Process for Bidding & Purchasing of products, public works projects, and architectural/engineering acquisitions. State laws regarding bidding and purchasing are intricate and can be costly to advertise each and every project; through the MRSC Roster process this is streamlined for efficiency and saves thousands of tax dollars each year for Leavenworth. In addition, MRSC has experienced staff on hand to assist cities free of charge with new legislation implementation, legal research, and sample documents and policies from other cities. If the Council approves this resolution it will be forwarded onto the State Legislature to support the restoration of MRSC.

The following item is included under **TAB 9:**

- Resolution 6-2016
  - **MOTION:** *The Leavenworth City Council moves to approve Resolution 6-2016 supporting the Municipal Research Services Center State funding.*

**RESOLUTION NO. 5-2016**

**CITY OF LEAVENWORTH, WASHINGTON**

**A RESOLUTION OF THE CITY OF LEAVENWORTH, WASHINGTON, AUTHORIZING AN AGREEMENT WITH THE AUTUMN LEAF ASSOCIATION FOR USE OF LODGING TAX FUNDS IN 2016.**

**BE IT RESOLVED** by the City Council of the City of Leavenworth, Washington as follows:

**WHEREAS**, the City Council held a study session on March 8, 2016 and received comments from the Autumn Leaf Association requesting estimated additional funding of \$15,000 from the City of Leavenworth for the 2016 Autumn Leaf Association Program for festival advertising and support; and

**WHEREAS**, the City Council agrees to provide additional one-time and match grant related dollars for the 2016 Autumn Leaf Association Program for festival advertising and support as identified below.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LEAVENWORTH, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:**

SECTION 1.

The City Council of the City of Leavenworth hereby commits to providing up to \$15,000 additional dollars from Lodging Tax Funds, subject to the following conditions:

1. The \$15,000 funding identified below is in addition to the current annual allocation of \$15,300 provided to the Autumn Leaf Association that was previously included in the 2016 Budget by the City Council; and
2. The Autumn Leaf Association is being awarded an additional one-time only allocation of \$10,000 in 2016 to assist the Association with advertising and festival support; and
3. The Autumn Leaf Association is being awarded an additional grant amount of up to \$5,000 in 2016 that will be reimbursable dependent upon proof of 100% matched dollars from another agency and/or the business community in actual cash donations made on or after the approval of Resolution No. 5 – 2016; no in-kind donations will be accepted as match dollars for this portion of the authorized award.
4. All reimbursement requests must include copies of proof of payments for all services rendered. Travel related reimbursements must meet the City of Leavenworth travel policies as follows:
  - a) The following expenses will not be reimbursed: alcoholic beverages, personal entertainment, theft, loss or damage to personal property, barber or beauty parlor, airline or other trip insurance, personal postage, reading

material, personal telephone calls, personal toilet articles, and valet or laundry services.

- b) Meal receipts must include detailed receipt of items purchased; credit card only receipts are not acceptable and will not be reimbursed if submitted.
- a) Acceptable travel related reimbursements may include transportation, lodging, event registration, meals, and local parking (no valet parking). If transportation includes mileage reimbursement the maximum city rate allowable per mile is 0.54 cents per mile and must be accompanied with a MapQuest or similar mileage tracking document for proof of miles driven from beginning to ending location.

SECTION 2.

Nothing in this agreement shall bind nor obligate the City of Leavenworth to approve future funding to the Autumn Leaf Association for Lodging Tax Fund dollars.

Passed by the City Council of the City of Leavenworth and approved by the Mayor this 22<sup>nd</sup> day of March, 2016.

CITY OF LEAVENWORTH

By:

\_\_\_\_\_  
Cheryl K. Farivar, Mayor

Attest:

\_\_\_\_\_  
Chantell Steiner  
Finance Director/City Clerk



*Washington State Autumn Leaf Festival Association*  
*P.O. Box 116*  
*Leavenworth, WA 98826*

Mr. Joel Walinski  
City Administrator  
P.O. Box 287  
Leavenworth, WA 98826

Tuesday, March 15, 2016

RE: Autumn Leaf Funding

Dear Joel,

We would like to once again thank the City for its support of Autumn Leaf. Without that support it is likely that the important promotional efforts of the Autumn Leaf Festival Association may well have come to an end last year. But thanks to that support the association has found new energy and direction resulting in the largest turnout for the Festival in years.

There is still much work to do but we are happy to report that our request for financial assistance this year has been reduced to \$30,000. These funds will be used to fund the operations of ALFA in promoting the city of Leavenworth.

I have attached an analysis of last year's festival and estimated financial impact to the city from that one event. That analysis shows the event more than covers the city's contribution to the effort.

The attached analysis is only part of the story. Events like the Autumn Leaf Festival are what created the brand of Leavenworth. Over the years people have come as a result of Autumn Leaf or Christmas Lighting and they come back because they enjoyed the hospitality and the ambiance that is the "Bavarian Village."

Maintaining the magic that is Leavenworth is an increasingly complex challenge. ALFA's participation in the other regional festivals has brought millions of tourists to our community over the years and can continue to provide us with a unique personal invitation to our neighbors across the northwest.

ALFA has an operating budget of \$65,000 for 2016. Most of this is to pay for the travel expenses for volunteers to attend other NWFHA events. The \$30,000 for 2016 request from the city is primarily to fund travel costs for the Float and volunteers. The total budget for that is set at just over \$42,000 including our annual insurance costs of \$10,500.

The result of the financial burden placed on the ALFA volunteers has been a dwindling list of volunteers. The promotional value and goodwill that has been generated for the benefit of this community and the entire region is undeniable. If the festival is to continue to be sustainable, we must all come together to fund the effort. This request is part of the effort to do just that.

Last years festival had the largest turnout in years. The attached analysis shows our estimated attendance at last year's event was 6,600. The problem with this analysis is it does not include any estimate for visitors who came at other times or visitors who returned to our town as a result of experiencing our hospitality. It also does not include those who became curious about our "Bavarian Village" after seeing our float at a local parade or on television.

The conservative estimate of the impact of the Washington State Autumn Leaf Festival on the tax revenue of the city has been huge. This is not a totally new, untested event that will take years to produce measurable results. It is a time-tested event that has a proven track record but does require financial support to help it grow.

We are hopeful the city will join with us in building a new more vibrant, family friendly event. One that will continue to sustain the magic that is Leavenworth for years to come.

Sincerely,



Bill Forhan  
Fundraising Chair  
Washington State Autumn Leaf Festival Association

PS: You may want to check out our new website at <http://autumnleaffestival.com/>

2015 Parade Participants	From	Miles from Leavenworth	No. of Parade Participants	Estimated supporters attending	Total Visitors	Hotel Rooms @ \$200/Rm	Meals @ \$30/meal times 4
Veterans of Foreign Wars	Everett	100	10	15	25	2,500	3,000
Veterans of Foreign Wars	Fife	144	4	6	10	1,000	1,200
Fallen Hero Banners	Snohomish Co.	100	10	15	25	2,500	3,000
Capital Lake Fair Float	Olympia	175	10	15	25	2,500	3,000
River Ridge HS Marching Band	Lacey	172	30	45	75	7,500	9,000
Meridian Marching Trojans	Bellingham	167	40	60	100	10,000	12,000
Distinguished YW of Moses Lake	Moses Lake	90	2	4	6		
<b>Spokane Lilac Festival</b>	<b>Spokane</b>	<b>193</b>	<b>10</b>	<b>15</b>	<b>25</b>	<b>2,500</b>	<b>3,000</b>
Lil Senioritas Drill Team	Everett	100	30	45	75	7,500	9,000
La Senioritas Saber Drill Team	Everett	100	30	45	75	7,500	9,000
<b>Ms. Wheelchair Washington</b>	<b>Carlsborg</b>	<b>166</b>	<b>4</b>	<b>6</b>	<b>10</b>	<b>1,000</b>	<b>1,200</b>
Southridge HS Marching Band	Kennewick	178	40	60	100	10,000	12,000
<b>Chase MS Marching Band</b>	<b>Spokane</b>	<b>193</b>	<b>90</b>	<b>120</b>	<b>210</b>	<b>21,000</b>	<b>25,200</b>
<b>North Queens Drill Team</b>	<b>Lynwood</b>	<b>108</b>	<b>60</b>	<b>90</b>	<b>150</b>	<b>15,000</b>	<b>18,000</b>
Deer Park Community Float	Deer Park	205	10	15	25	2,500	3,000
<b>MV Lotus</b>	<b>Seattle</b>	<b>135</b>	<b>15</b>	<b>20</b>	<b>35</b>	<b>3,500</b>	<b>4,200</b>
Mt Baker HS Marching Band	Deming	174	60	90	150	15,000	18,000
Royal City Festival	Royal City	88	10	15	25	2,500	3,000
<b>Fathoms o' Fun Festival</b>	<b>Port Orchard</b>	<b>175</b>	<b>10</b>	<b>15</b>	<b>25</b>	<b>2,500</b>	<b>3,000</b>
Marysville Strawberry Festival	Marysville	105	10	15	25	2,500	3,000
Ballard HS Marching Band	Ballard	120	120	150	270	27,000	32,400
<b>Viking Fest Court</b>	<b>Poulsbo</b>	<b>135</b>	<b>6</b>	<b>9</b>	<b>15</b>	<b>1,500</b>	<b>1,800</b>
Chewelah Community Float	Chewelah	196	10	15	25	2,500	3,000
Martin's All Star Showdown	Sunnyside	130	40	60	100	10,000	12,000
Monroe HS Marching Band	Monroe	85	140	210	350		42,000
<b>Hyack Festival Float</b>	<b>New Westminster, BC</b>	<b>203</b>	<b>10</b>	<b>15</b>	<b>25</b>	<b>2,500</b>	<b>3,000</b>
<b>Mount Vernon HS Marching Band</b>	<b>Mt. Vernon</b>	<b>132</b>	<b>60</b>	<b>90</b>	<b>150</b>	<b>15,000</b>	<b>18,000</b>
<b>Couer d'Alene Chamber</b>	<b>Couer d'Alene, ID</b>	<b>225</b>	<b>4</b>	<b>6</b>	<b>10</b>	<b>1,000</b>	<b>1,200</b>
<b>WA State Eagles King &amp; Queen</b>	<b>Seattle</b>	<b>135</b>	<b>6</b>	<b>9</b>	<b>15</b>	<b>1,500</b>	<b>1,800</b>
Ballard Eagles Drill Team	Ballard	120	60	90	150	15,000	18,000
<b>Othello PRCA Rodeo</b>	<b>Othello</b>	<b>115</b>	<b>6</b>	<b>9</b>	<b>15</b>	<b>1,500</b>	<b>1,800</b>
Seattle Seafair Commodores	Seattle	135	10	15	25	2,500	3,000
<b>Ilwako HS Marching Band</b>	<b>Ilwako</b>	<b>285</b>	<b>40</b>	<b>60</b>	<b>100</b>	<b>10,000</b>	<b>12,000</b>
Penticton Peach Festival Float	Penticton, BC	197	10	15	25	2,500	3,000
<b>Everett Eagles Drill Team</b>	<b>Everett</b>	<b>100</b>	<b>60</b>	<b>90</b>	<b>150</b>	<b>15,000</b>	<b>18,000</b>
Daffodill Festival	Tacoma	150	10	15	25	2,500	3,000
Prosser HS Band	Prosser	145	60	90	150	15,000	18,000
Portland Rose Society	Portland	273	10	15	25	2,500	3,000
Portland Rose Festival	Portland	273	10	15	25	2,500	3,000
Royal Rosarians Float & Marching Band	Portland	273	30	45	75	7,500	9,000
Sequim Chamber of Commerce	Sequim	163	4	6	10	1,000	1,200
Olympic View MS Marching Band	Mulkilteo	109	200	300	500	50,000	60,000
Connell Community Float	Connell	135	40	60	100	10,000	12,000
Snohomish Sauerkraut Band	Snohomish	100	20	30	50	5,000	6,000



**PROFESSIONAL SERVICES AGREEMENT BETWEEN  
CITY OF LEAVENWORTH  
AND INTEGRITECH  
FOR CONSULTANT SERVICES**

**THIS AGREEMENT** ("Agreement") is made and entered into by and between the City of Leavenworth, a Washington State municipal corporation ("City"), and IntegriTech, a Washington LLC ("Consultant") licensed to do business in Washington State.

**NOW, THEREFORE**, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

**ARTICLE I. PURPOSE**

The purpose of this Agreement is to provide the City with consultant services regarding on call and project specific engineering services as requested by the City of Leavenworth as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

**ARTICLE II. SCOPE OF SERVICES**

IntegriTech will provide on call engineering consultant services, a Scope of Services will be provided by IntegriTech for each assigned project. The scope of services shall include all services, duties, and tasks necessary to accomplish the project requested by the City and must be approved in advance of commencement of work on each project. The scope of services shall provide an estimate of hours to accomplish each task identified within the Scope of Services. All such services shall be provided in accordance with the standards of the Consultant's profession. Each project Scope of Services once approved shall be an amendment to this agreement.

**ARTICLE III. OBLIGATIONS OF THE CONSULTANT**

**III.1 MINOR CHANGES IN SCOPE.** The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

**Extra Work.** The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at

no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

**III.2 WORK PRODUCT AND DOCUMENTS.** The work product and all documents produced under this Agreement shall be furnished by the Consultant to the City, and upon completion of the work shall become the property of the City, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the City.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

**III.3 TERM.** The term of this Agreement shall commence on April 1, 2016 and shall terminate at midnight, March 31, 2017. The parties may extend the term of this Agreement by written mutual agreement.

**III.4 NONASSIGNABLE.** The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

**III.5 EMPLOYMENT.** Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

**III.6 INDEMNITY.**

a. The Consultant shall at all times indemnify and hold harmless and defend the City, its elected officials, officers, employees, agents and representatives, from and against any and all lawsuits, damages, costs, charges, expenses, judgments and liabilities, including attorney's fees (including attorney's fees in establishing indemnification), collectively referred to herein as "losses" resulting from, arising out of, or related to one or more claims arising out of negligent acts, errors, or omissions of the Consultant in performance of Consultant's professional services under this Agreement. The term "claims" as used herein shall mean all claims, lawsuits, causes of action, and other legal actions and proceedings of whatsoever nature, involving bodily or personal injury or

death of any person or damage to any property including, but not limited to, persons employed by the City, the Consultant or other person and all property owned or claimed by the City, the Consultant, or affiliate of the Consultant, or any other person.

b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

c. The Consultant specifically and expressly waives any immunity that may be granted it under the Washington State Industrial Insurance Act, Title 51 RCW, as provided in RCW 4.24.115. The indemnification obligation under this Agreement shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under workers compensation acts, disability benefits acts, or other employee benefits acts; provided the Consultant's waiver of immunity by the provisions of this paragraph extends only to claims against the Consultant by the City and does not include, or extend to, any claims by the Consultant's employees directly against Consultant. The obligations of Consultant under this subsection have been mutually negotiated by the parties hereto, and Consultant acknowledges that the City would not enter into this Agreement without the waiver thereof of Consultant.

d. Nothing contained in this section or Agreement shall be construed to create a liability or a right of indemnification by any third party.

e. The City's inspection or acceptance of any of the Consultant's work when completed shall not be grounds to avoid any of these covenants of indemnification.

f. The provisions of this section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

### III.7 INSURANCE.

a. **Minimum Limits of Insurance.** The Consultant shall procure, and maintain for the duration of the Agreement, insurance as listed below, in connection with the performance of the work and services hereunder by the Consultant, its agents, representatives, employees or subcontractors. The Consultant shall, before commencing work under this agreement, file with the City certificates of insurance coverage and the

policy endorsement to be kept in force continuously during this Agreement, in a form acceptable to the City. Said certificates and policy endorsement shall name the City, its officers, elected officials, agents and/or employees as an additional named insured with respect to all coverages except professional liability insurance and workers' compensation. The minimum insurance requirements shall be as follows:

(1) Comprehensive General Liability. \$1,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; \$2,000,000 general aggregate.

(2) Automobile Liability. Any vehicle use associated with the performance of these consultant services is solely the responsibility of the consultant. Liability for vehicle usage is not transferrable to the City in any way

(3) Consultant's Errors and Omissions Liability. \$1,000,000 per occurrence and as an annual aggregate.

b. **Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

c. **Failure to Maintain Insurance.** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

d. **Acceptability of Insurers.** Insurance to be provided by Consultant shall be with a Bests rating of no less than A:VII.

e. **Verification of Coverage.** Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

f. **Insurance shall be Primary.** The Consultant's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

g. **No Limitation.** Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance or otherwise limit the City's recourse to any remedy available

at law or in equity.

h. **Claims-made Basis.** Unless approved by the City all insurance policies shall be written on an “Occurrence” policy as opposed to a “Claims-made” policy. The City may require an extended reporting endorsement on any approved “Claims-made” policy.

**III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION.** The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

**III.9 UNFAIR EMPLOYMENT PRACTICES.** During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

**III.10 LEGAL RELATIONS.** The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Chelan County Superior Court.

**III.11 INDEPENDENT CONTRACTOR.**

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City

employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

d. Prior to commencement of work, the Consultant shall obtain a business license from the City.

**III.12 CONFLICTS OF INTEREST.** The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

**III.13 CITY CONFIDENCES.** The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

**III.14 SUBCONTRACTORS/SUBCONSULTANTS.**

a. The Consultant shall be responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants:

As needed with written pre-approval of the City.

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

#### **ARTICLE IV. OBLIGATIONS OF THE CITY**

##### **IV.1 PAYMENTS.**

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the document titled "IntegriTech Fees" and as provided in this section. Each project shall have an estimate of hours and associated estimate of costs, however consultant shall be paid on an hourly basis as outlined in "IntegriTech Fees". Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work, as outlined in "IntegriTech Fees". In the event the City elects to expand or contract the scope of services from that set forth the City shall pay the Consultant as outlined in "IntegriTech Fees". In no event shall the maximum amount payable under this Agreement exceed ten thousand dollars \$10,000 without the written consent of the City.

b. The Consultant shall submit a monthly invoice to the City for services performed in the previous calendar month in a format acceptable to the Cities. The Consultant shall maintain time and expense records and provide them to the Cities upon request.

c. The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

d. At the approval of this contract, the City shall within thirty (30) days make a one-time annual payment of two thousand four hundred and three dollars (\$2,403) to the Consultant to cover the initial cost of the annual insurance premium.

**IV.2 CITY APPROVAL.** Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

**IV.3 MAINTENANCE/INSPECTION OF RECORDS.** The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any

discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

## **ARTICLE V. GENERAL**

V.1 **NOTICES.** Notices to the City shall be sent to the following address:

**City of Leavenworth  
City Administrator  
Post Office Box 287  
Leavenworth WA 98826**

Notices to the Consultant shall be sent to the following address:

**IntegriTech  
Mr. Aaron Schmidt, P.E.  
4350 Icicle Road  
Leavenworth WA 98826**

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

V.2 **TERMINATION.** The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the City for its convenience, the City shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section IV.1.

The Consultant reserves the right to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the City.

V.3 **DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 **EXTENT OF AGREEMENT/MODIFICATION.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

**V.5 SEVERABILITY**

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

**V.6 NONWAIVER.** A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

**V.7 FAIR MEANING.** The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

**V.8 COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

**V.9 AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this 22<sup>nd</sup> day of March, 2016.

CITY OF LEAVENWORTH

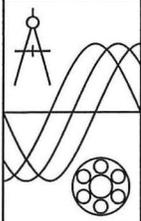
INTEGRITECH

By \_\_\_\_\_  
Cheryl K. Farivar, Mayor

By \_\_\_\_\_  
Aaron Schmidt, P.E.

Approved as to form:

\_\_\_\_\_  
Thom H. Graafstra, City Attorney



### IntegriTech Fees

IntegriTech's fee structure has been designed to be as simple as possible. We have found that simplicity is as relevant in business dealings as it is in design, and our billing reflects that philosophy.

IntegriTech does not bid for engineering or provide not-to-exceed amounts because we feel those practices shift the focus away from the primary concern; providing the client with an effective long-term solution. However, once preliminary work is completed we can provide an estimate of engineering costs. Estimates are just that, and actual engineering costs may be more or less than predicted.

IntegriTech does not require a written contract from clients; we prefer to simply bill on a monthly basis. Bill Schmidt, the firm's founder and senior engineer, provides guidance, experience, and strategy. Bill's rate is \$85 per hour. I attend to most of the design and details and my rate is \$75 per hour. We charge one-way travel time. External service charges, such as large quantity commercial photocopying, sub-consultant fees, etc. are passed along to the client for reimbursement with zero mark-up.

If a client requires that we hold Errors and Omissions insurance, as some municipalities do, we will entertain an agreement wherein the insurance premium is passed to the client as a line item for reimbursement. Currently, a one year policy costs \$2,403.

If you have questions please do not hesitate to contact us. We typically provide an initial meeting with prospective clients, free of charge, to discuss this approach and to discuss and examine your project. We look forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Aaron Schmidt". The signature is fluid and cursive.

Aaron Schmidt, P.E.

**Mitchell, Reed & Schmitten Ins. Inc**

**INVOICE**

PO Box 249  
 Leavenworth, WA 98826  
 Phone 509-548-6050 Fax 509-548-0611

INVOICE #1  
 DATE: MARCH 14, 2016

**TO:**  
 Integritech LLC  
 4350 Icicle Rd  
 Leavenworth, WA 98826  
 509-548-5765

**COMMENTS OR SPECIAL INSTRUCTIONS:**

Agent	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
Marggie Simmons					

	DESCRIPTION		TOTAL
	2016 Beazley Ins – Professional Liability		\$2,125
	2016 Ohio Security Insurance – General Liability		\$278
		SUBTOTAL	
		SALES TAX	
		SHIPPING & HANDLING	
		TOTAL DUE	\$2,403

Make all checks payable to "Mitchell, Reed & Schmitten Ins  
 Payment is due within 20 days.  
 If you have any questions concerning this invoice, contact Marggie Simmons, marggie@mrandins.com

Thank you for your business!

### 2013 CAT 930K



#### Currency

For Sale Price: USD \$79,900

+ [Add To Watchlist](#)

[View My Watchlist](#)

#### Contact Information

UNIVERSAL ENGINE  
Buffalo New York USA  
Phone: (716) 218-3813

[Email](#)  
[UNIVERSAL ENGINE](#)

#### Description

2013 930K 5597 hours, Pin on bucket, AC/Heated cab Radio

#### Specifications

Year	2013
Manufacturer	CATERPILLAR
Model	930K
Location	Buffalo, New York
Condition	Used
Hours	5,597
ROPS	Enclosed

**Herb Amick**

---

**From:** NOREPLY@des.wa.gov  
**Sent:** Monday, March 14, 2016 11:04 AM  
**To:** Herb Amick  
**Cc:** Steve.Hatfield@des.wa.gov  
**Subject:** Vehicle Quote - 2016-3-282 - LEAVENWORTH, CITY OF - 20404

**Vehicle Quote Number: 2016-3-282**     [Create Purchase Request](#)     [View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

**Contract & Dealer Information**

Contract #: 03813	Dealer Contact: Marilyn Hansen
Dealer: Corwin Ford (W53992)	Dealer Phone: (509) 544-8000 Ext: 1436

**Organization Information**

Organization: LEAVENWORTH, CITY OF - 20404
Email: <a href="mailto:herba@cityofleavenworth.com">herba@cityofleavenworth.com</a>

**Color Options**

Z1-Oxford White - 1
Tax Exempt: N

**Vehicle Options**

Order Code	Option Description	Qty	Unit Price	Ext. Price
2016-816-001	2016 Ford F350 1 Ton Pickup (4WD), Regular Cab, -(F3B-610A-996-44P-90L-137 WB) -8 ft bed, Includes Class IV hitch except with Box Delete	1	\$23,880.00	\$23,880.00

**Quote Totals**

<b>Total Vehicles:</b>	1
<b>Sub Total:</b>	\$23,880.00
<b>8.6 % Sales Tax:</b>	\$2,053.68
<b>Quote Total:</b>	\$25,933.68

**Titan Truck Equipment & Accessories**

N 605 Fancher Rd  
Spokane, WA 99213  
Phone: 509-755-5037  
Fax: 509-755-5040

**February 19, 2016**

City Of Leavenworth  
Attention: Gary Parsley  
[garyp@cityofleavenworth.com](mailto:garyp@cityofleavenworth.com)

Thank you for the opportunity to quote the following:

One (1) new Omaha Standard Service body model OMH96V including the following standard equipment.

Body Dimensions: 96 inches overall length  
79  $\frac{3}{4}$  inches overall width  
56 inches front of body to center line of wheel opening  
40 inches overall height  
26 inches treadplate floor to top of side compartment  
48  $\frac{1}{2}$  inches floor width between compartments  
15 inches compartment depth  
976 lbs standard weight plus options

Body Features: Entire body made of 14 gauge A-40 two sided galvalume zinc coated Steel.  
Complete automotive type undercoating of the underside for rust Protection.  
Die - formed distinctive large automotive style wheel well opening for large applications tires and body rigidity.

Flooring: 10 gauge steel treadplate with drain holes a base of bulkhead.

Body Substructure: 7 gauge steel channel front and rear cross members.  
10 gauge intermediate cross members.  
4 - 14 gauge floor stiffeners interlaced with cross members giving added strength in critical areas at rear of body and in wheel well openings.

Compartment Clear opening Dimensions:

One (1) each side at front of body 23  $\frac{3}{4}$  W" X 34" H  
One (1) each side over wheel well openings 43  $\frac{1}{2}$  " L X 14" H  
One each side at rear of body 15  $\frac{3}{4}$ " W X 34" H

- Compartments:** Trays constructed of 14 gauge galvanized steel, includes total four (4) divider trays for the front vertical compartments, 20 tray dividers, One (1) shelf in each rear vertical compartment. All shelves and tray are adjustable. Compartment interiors are factory painted white for improved visibility in low light conditions. Each compartment will get diamond plate overlay on the top of them.
- Doors:** Double panel construction, exclusive rigid Honeycomb Polystyrene stiffeners bonded between panels for maximum stiffness. Key lockable stainless steel rotary slam latches riveted on all doors, Hinges are bolt on rod and bearing type, stainless steel hinge pins, bearing blocks and adjustable striker post. Automotive quality bulb style clip on door seals, spring loaded over-center door retainers on each front and rear compartments, cable supports on horizontal compartments are stainless steel. We will install a Low Sliding roof to this service body.
- Bumper:** Constructed of 12 gauge galvanized steel with treadplate surface with recessed ball hitch plate.
- Hitch:** Class IV receiver hitch with 7 way plug.
- Electrical:** Automotive 12 volt, one (1) pair stop turn and tail at rear, and one (1) pair clear lens backup light, wired to truck chassis.
- Warranty:** SIX (6) YEAR on Hinges, Latches, and rust through, THREE (3) YEAR on all other body components.
- Body Finish:** Primed and painted 2015 Ford white
- Install:** Includes Body, Bumper, Legal Lighting, Fuel Fill, Mud Flaps, Supplies, Paint & Labor to Install
- Mounting:** In accordance NTBEA standards mounting practices. Body mounted on customer furnished (Pickup with 8'ft Bed) with single rear wheel tire with 56 inch cab to axle dimension. Customer to deliver chassis to and pickup completed truck at Titan Truck Equipment, Spokane, Washington shop.

Price \$11,251.00

Ed Heck  
Sales Representative



2016 ford f350 4wd wr

2016 Ford Super Duty

2017 Ford Super Duty

Next Ford Super Duty Redesign

Ford F-850 Super Duty

2016 Ford Bronco

2018 Ford Super Duty

2016 Ford Ranger



View page: grooveauto.com

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2016 Ford Super Duty



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**ORDINANCE NO. 1523  
CITY OF LEAVENWORTH, WASHINGTON**

**AN ORDINANCE OF THE CITY OF LEAVENWORTH, WASHINGTON  
ADOPTING AMENDMENTS TO THE LEAVENWORTH MUNICIPAL  
CODE TO UPDATE LMC SECTION 18.20.020 (B) (3) - THE ACCESSORY  
DWELLING UNIT (ADU) STANDARDS AND SPECIFICATIONS.**

WHEREAS, the Leavenworth City Council desires to amend the Leavenworth Municipal Code to update LMC Section 18.20.020 (B) (3) - the accessory dwelling unit (ADU) standards and specifications as a part of the Planning Commission 2015 Amendment Docket; and

WHEREAS, in accordance with the Leavenworth Municipal Code (LMC), early in January of each year, the City Council and Planning Commission sponsor a joint public workshop during which a list of city-initiated proposals are formalized, based on the items docketed throughout the previous year. In January 2015, the Leavenworth City Council accepted the 2015 Planning Commission Docket; and tasked the Planning Commission to proceed with the amendment process. The Docket included identified potential comprehensive plan amendments, substantive zoning / development code updates, and other LMC amendments; and

WHEREAS, within the Planning Commission 2015 Amendment Docket, the Planning Commission has been asked to review and study "Residential uses 1) Review and study the allowed listed uses for this district; and 2) Study substandard lot (less than 60ft) and building size ratio." The update and modification of the accessory dwelling unit standards and specifications was separated from the body of work as "phase one" to allow for additional workshops and public outreach to address more complex portions of the residential code update; and

WHEREAS, these amendments reflect the first step in a comprehensive analysis of accessory dwelling units. The Planning Commission intends to hold one or more open houses to get public feedback on possible ways to address additional accessory dwelling unit-related issues, including but not limited to whether accessory dwelling units are suitable for overnight accommodations and how to bring existing but illegal accessory dwelling units into compliance with these amendments; and

WHEREAS, the Planning Commission and City Council considered the differing and varied housing which plays an important role in achieving Council's priorities to increase the supply of housing options across the City; and

WHEREAS, the Planning Commission and City Council considered the changing and growing demographics of the Leavenworth community which desires smaller living spaces and higher densities for better use of existing lands; and

WHEREAS, the Planning Commission and City Council removed the requirement that the property owner reside on the property. Such a requirement would be difficult to enforce and could discourage property owners from creating accessory dwelling units; and

WHEREAS, the accessory dwelling unit regulations are to encourage differing housing types which help meet one of many goals within the Comprehensive Plan for meeting housing needs. To achieve these objects, the Planning Commission considered reducing or removing limitations, restrictions, and/or standards within the LMC which may encumber accessory dwelling unit development; and

WHEREAS, this amendment may have the added benefit of removing or reducing illegal and/or "non-permitted" conversions. To this end, the amendment adds incentives which include, but are not limited to: 1) Allowing parking from an alley; 2) Providing more area for living and storage space (increase to 1,200 sq ft); and 3) Removal of the requirement for the owner to occupy one of the units. The desired benefits created by the proposed amendment include, but are not limited to: 1) providing an additional rental opportunity in single family neighborhoods while maintaining the streetscape and neighborhood character; 2) expanding housing options beyond owning a house; and 3) increasing the rental housing supply / stock; and

WHEREAS, the amendment is consistent with the City of Leavenworth Comprehensive Plan: Housing Element Goal 1: Encourage the availability of affordable housing to all economic segments of the population, promote a variety of residential densities, and housing types, and encourage preservation of existing housing stock.

1. Policy 1: Encourage regeneration of existing housing inventories with methods such as:
  - a. Permitting accessory housing or the division of existing structures in designated single family neighborhoods.
  - b. Consider implementing methods of protecting the inventory of manufactured home parks and the provision of siting of manufactured homes.
  - c. Participating in or sponsoring housing rehabilitation programs offered by state and federal governments.
2. Policy 2: Promote the construction of affordable housing, particularly for low and moderate income segments of the population, by exploring all available options, including but not limited to innovative zoning techniques, pursuing grants, and modification of city fee schedule to accommodate affordable housing construction, and initiating an in-depth study of the affordable housing issue.
3. Policy 8: Chelan County and local jurisdictions should encourage increased density in communities with existing infrastructure.
4. Policy 9: Evaluate existing land use designations and regulations which may be presenting barriers to the development of an adequate supply of affordable housing

for all economic segments of the population; and

WHEREAS, the amendment is consistent in addressing state mandates to review and update the Comprehensive Plan (RCW 36.70A.130) and development regulations. This update has been developed in accordance and compliance with RCW 36.70A.130 (WAC 365-196-610 and RCW 36.70A.130) which states "On or before June 30, 2017, and every eight years thereafter, for Benton, Chelan, Cowlitz, Douglas, Kittitas, Lewis, Skamania, Spokane, and Yakima counties and the cities within those counties" shall update their respective Comprehensive Plans *and development regulations*; and

WHEREAS, the amendment is consistent with the assumptions and/or other factors such as population, employment, land use, housing, transportation, capital facilities, economic conditions, etc., contained in the comprehensive plan; and

WHEREAS, the amendment is consistent with RCW 36.70A.020 (4) – Housing - Encourage the availability of affordable housing to all economic segments of the population of this state, promote a variety of residential densities and housing types, and encourage preservation of existing housing stock. The proposed amendment has been developed in accordance with the Growth Management Act and do not conflict with the City's Comprehensive Plan. The amendment process followed for this adoption process is compliant with specific Leavenworth Municipal Code and State regulatory requirements for notification and circulation; and

WHEREAS, the amendment will not modify the supply of land. The proposed amendment does not modify the urban growth boundary in any way; and

WHEREAS, the amendment does not negatively impact public facilities, utilities and infrastructure, including transportation systems, and any adopted levels of service; and

WHEREAS, this amendment does not adversely affect lands designated resource lands of long term commercial significance or critical areas; and

WHEREAS, the Planning Commission reviewed the amendment on July 1, 2015, September 2, 2015, October 21, 2015 and November 25, 2015. During the November 25, 2015 hearing the Planning Commission continued the action upon obtaining research and feedback from the Council's Public Works Committee regarding utility connections. During the January 12, 2016 Council's Public Works Committee meeting, recommendations were discussed and incorporated into the amendment; and

WHEREAS, on November 6, 2015, the City of Leavenworth submitted the draft amendment to State agencies for review pursuant the requirements of RCW 36.70A.106; and

WHEREAS, the agency review began on November 11, 2015 and ended on November 25, 2015; and

WHEREAS, on November 11, 2015, a “Notice of Public Hearing” for the hearing on the amendment was published in the Leavenworth Echo and posted in three locations in City Hall; and

WHEREAS, pursuant to RCW 43.21C and WAC 197-11, the City issued a “Determination of Non-significance” (DNS) on November 6, 2015; and

WHEREAS, a staff report was prepared and given to the Planning Commission February 22, 2016 and November 25, 2015; and

WHEREAS, on November 18, 2015 and March 2, 2016, the Planning Commission held a public hearing to receive public testimony on the amendment and voted unanimously to recommend adoption of the amendment to the City Council;

WHEREAS, on March 8, 2016, the City Council conducted a Study Session to consider the recommendations from the Planning Commission; and

WHEREAS, on March 22, 2016, the City Council held an open public meeting to consider the recommendations from the Planning Commission and this Ordinance.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF LEAVENWORTH, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. The amendment to update the Leavenworth Municipal Code to update LMC Section 18.20.020 (B) (3) - the accessory dwelling unit (ADU) standards and specifications is hereby amended to read as set out in Attachment A.

Section 2. This ordinance shall be in effect five (5) days after its passage and publication in accordance with law.

Passed by the City Council of the City of Leavenworth, Washington and approved by the Mayor at an open public meeting on the 22nd day of March, 2016.

CITY OF LEAVENWORTH

By: \_\_\_\_\_

Cheryl K. Farivar, Mayor

Attest:

\_\_\_\_\_

Chantell Steiner

City Clerk/Finance Director

Approved as to form:

\_\_\_\_\_

Thom H. Graafstra, City Attorney

**Chapter 18.20**

**RESIDENTIAL LOW DENSITY 6,000 DISTRICT (RL6)**

Sections:

- 18.20.010 Purpose.
- 18.20.020 Permitted uses.
- 18.20.030 Uses requiring a conditional use permit.
- 18.20.040 Yard requirements – Specifications.
- 18.20.060 Lot size.
- 18.20.070 Building height.
- 18.20.080 Lot coverage.
- 18.20.090 Off-street parking.

18.20.010 Purpose.

This is a restricted residential district of low density in which the principal use of land is for single-family dwellings, together with recreational, religious, and educational facilities required to serve the community. The regulations for this district are designed and intended to establish, maintain and protect the essential characteristics of the district, to develop and sustain a suitable environment for family life where children are members of most families, and to prohibit all activities of a commercial nature and those which would tend to be inharmonious with or injurious to the preservation of a residential environment. [Ord. 1089 § 1(Exh. A), 1998.]

18.20.020 Permitted uses.

Those uses not listed as permitted or allowed by a conditional use permit are prohibited; provided, that if a proposed use is not specifically listed, the city administrator and/or his/her designee shall determine if the proposed use is similar to one that is already enumerated in the listed permitted uses and may therefore be allowed, subject to the requirements associated with that use and all other applicable provisions of the Leavenworth Municipal Code. In a RL6 district, the following uses and their accessory uses are permitted outright:

- A. Single-family dwelling;
- B. Accessory building and/or uses as follows:
  - 1. Garage, carport or parking space;
  - 2. Work and/or storage sheds for noncommercial use or equipment;

3. Accessory dwelling unit, meaning a subordinate, habitable living unit added to, created within, or detached from a single-family dwelling that provides basic requirements for living, sleeping, eating, cooking and sanitation, provided the following minimum requirements are met:
  - a. There shall be no more than one accessory dwelling unit per building lot or home site in conjunction with a single-family structure, even if such structure is built on more than one platted lot;
  - b. An accessory dwelling unit may be attached to, created within, or detached from a new or existing primary single-family dwelling unit;
  - c. The accessory dwelling unit will require one off-street parking space, which is in addition to any off-street spaces required for the primary single-family dwelling unit which may be accessed from an alley with the recording of a notice to title of an indemnity agreement regarding alley access and maintenance as provided by the City;
  - d. The total habitable floor area of any accessory dwelling unit(s) shall in no case exceed 1,200 square feet;
  - e. An accessory dwelling unit, together with the primary single-family dwelling unit with which it is associated, shall conform to all other provisions of the LMC. Conversions of existing structures to accessory dwelling units shall be allowed in conformance with Chapter 18.68 Nonconforming Provisions, excepting setbacks whereby, the legally established structure may receive an administrative deviation to encroach no more than 20%;
  - f. The accessory dwelling unit shall meet the minimum requirements of the International Building Code, International Fire Code, health district and all other local, state and federal agencies; and
  - g. The accessory dwelling unit must be connected to the water and sewer utilities, and shall have separate services for accessory dwelling unit greater than 900 square feet in area.
- C. Family day care home, provided it is licensed by the state and has a current city business license;
- D. Public parks;
- E. Mini-day care center home facility, provided it is licensed by the state and has a current city business license;
- F. Adult family home. See RCW 70.128.175 for definition;
- G. Group A home occupation. Such use shall be secondary to the residential use of the property, and shall be reviewed and approved through the limited administrative review process, provided the following minimum conditions shall apply to the approval of any such application:
  1. There shall be no nonresident worker(s). No persons other than the immediate resident(s) of the dwelling/property may be employed in the home occupation;

2. No equipment or employees shall be dispatched from the residential premises, except the owner and owner's vehicle;
3. A maximum of two customers per month shall visit the home occupation;
4. No materials or commodities shall be delivered to or from the residence which are of such bulk or quantity as to require delivery by commercial vehicle or a trailer (vehicles that have a DOT number). Deliveries shall be limited to one per day, regardless of carrier;
5. Not over 20 percent of the total floor area of one floor of the residence shall be used for the home occupation;
6. No article shall be sold or offered for sale on the premises. No stock in trade or commodities kept for sale, which are not produced on the premises, shall be permitted;
7. No parking space shall be obstructed and no additional parking space will be required for the home occupation;
8. A home occupation may be conducted in a detached garage and/or accessory structure with not more than 500 square feet of floor area used for the home occupation; provided, that there shall be only one garage and/or accessory structure on the property and does not eliminate any required parking;
9. No structural alterations shall be allowed to accommodate the home occupation except when consistent with residential construction and occupancy;
10. A certificate of occupancy will be required for buildings constructed after the date of adoption of the ordinance codified in this section (January 28, 2014) prior to issuance of a home occupation permit;
11. No sign(s) advertising the business shall be permitted;
12. No window display and no sample commodities, equipment, vehicles or other materials related to the business shall be displayed or stored outside, with the exception of the owner's vehicle;
13. No materials or mechanical equipment shall be used which will be detrimental to the residential use of the property or adjoining residences because of vibration, noise, dust, smoke, odor, interference with radio or television, or other factors;
14. Any occupation which requires licensing, registration or permits, by state or federal statute or requirements or by city ordinance, must be provided at time of application, and at all times thereafter be appropriately licensed, registered, or have a permit and comply with requirements of all such licenses or permits;
15. For the purposes of this section, any use that is not consistent with the definition of "home occupation," including but not limited to those uses which are similar in nature, shall not be allowed as a home occupation:
  - a. Outdoor storage and/or display of items for sale or advertising purposes shall be prohibited unless for a garage sale and/or rummage sale of a frequency less than two per calendar year for a maximum of two days per event;

- b. Delivery services, equipment/trailer rental services, industry, kennels, motorized/nonmotorized service and repair, welding and fabrication, antique sales, funeral services, groceries sales, secondhand merchandise sales, equipment rental, physicians, dentists, chiropractors, restaurants excepting home cooking or preserving if conducted solely within the residence, veterinarians, any wholesale or retail sales, and any like or similar uses or activities;
    - c. Transient accommodations;
- H. Group B home occupation. Such use shall be secondary to the residential use of the property, and shall be reviewed and approved through the full administrative review process, provided the following minimum conditions shall apply to the approval of any such application:
  - 1. Not over 50 percent of the total floor area of one floor is to be used for the home occupation;
  - 2. A home occupation may be conducted in a detached garage and/or accessory structure with not more than 500 square feet of floor area used for the home occupation; provided, that there shall be only one garage and/or accessory structure on the property and does not eliminate any required parking;
  - 3. Structural alterations consistent with residential development and occupancy shall be allowed which result in compliance with the building, fire safety, and handicap accessibility codes and standards. The structure shall be fully compliant with all applicable laws, including but not limited to building, fire and accessibility codes, prior to occupancy;
  - 4. Prior to issuance of a Group B home occupation permit, a certificate of occupancy will be required for buildings constructed after the date of adoption of the ordinance codified in this section (January 28, 2014);
  - 5. No persons other than the immediate resident(s) of the home and, at any given time, one outside employee may be employed in the home occupation;
  - 6. No equipment or employees shall be dispatched from the residential premises, except the owner and owner's vehicle;
  - 7. No article shall be sold or offered for sale on the premises unless by individual appointment which does not exceed occupancy limits within this section and/or the International Building, Residential and/or Fire Codes;
  - 8. No sign(s) advertising the business shall be permitted;
  - 9. No window display and no sample commodities or related materials shall be displayed or stored outside the building;
  - 10. No outdoor storage of stock and trade shall be permitted;
  - 11. No materials or mechanical equipment shall be used which will be detrimental to the residential use of the property or adjoining residences because of vibration, noise, dust, smoke, odor, interference with radio or television, or other factors;

12. No materials or commodities shall be delivered to or from the residence which are of such bulk or quantity as to require delivery by commercial vehicle or a trailer (vehicles that have a DOT number), and there shall be no parking of customer's vehicles in a manner or frequency as to cause disturbance or inconvenience to nearby residents or so as to necessitate on-street parking;
13. Off-street parking stall shall be provided to accommodate all vehicles associated with the operations of the home occupation;
14. Occupancy shall be limited to the maximum allowed by the adopted International Building, Residential and/or Fire Codes. In addition, the development services department may limit maximum occupancy loads based on impacts and/or infrastructure available to support the home occupation. In general, 10 students, customers, and/or clients within each 12-hour period shall be the maximum without the completion of a traffic, access and/or noise study which demonstrates no impact to neighbors, the community, and/or infrastructure. Class times and/or visitor appointments shall be spaced a sufficient time (minimum of 15 minutes) so that there is not an overlap in pick-up and/or drop-off;
15. Hours of operation shall be limited from 8:00 a.m. to 8:00 p.m.;
16. All classes and activities shall occur indoors in a closed window environment that prevents the passage of noise into the outside atmosphere unless such activity does not generate noise or disturbance;
17. Vehicles shall not be allowed to idle outside of the building;
18. Water and sewer service shall be determined by the city engineer based on the home occupation equivalent residential unit. Water and sewer service shall be connected to the primary residence and shall not be separate. Upgrade of sanitary sewer and water, as necessary, shall be compliant with Chapter 13.04 LMC and other applicable requirements prior to occupancy;
19. Any occupation which requires licensing, registration or permits, by state or federal statute or requirements or by city ordinance, must be provided at time of application, and at all times thereafter be appropriately licensed, registered, or have a permit and comply with requirements of all such licenses or permits;
20. For the purposes of this section, any use that is not consistent with the definition of "home occupation," including but not limited to those uses which are similar in nature, shall not be allowed as a home occupation:
  - a. Outdoor storage and/or display of items for sale or advertising purposes shall be prohibited unless for a garage sale and/or rummage sale of a frequency less than two per calendar year for a maximum of two days per event;
  - b. Events, recitals, performances, promotions, and similar attractions outside of daily operations shall not be allowed unless the applicant completes and obtains approval by the city for a traffic, access and/or noise study which demonstrates no impact to neighbors or the community.

- c. Delivery services, equipment/trailer rental services, industry, kennels, motorized service and repair, welding and fabrication, antique sales, funeral services, groceries sales, secondhand merchandise sales, equipment rental, physicians, dentists, chiropractors, restaurants excepting home cooking or preserving if conducted solely within the residence, veterinarians, any wholesale or retail sales, and any like or similar uses or activities;
- d. Transient accommodations. [Ord. 1467 § 1 (Att. A), 2014; Ord. 1423 § 1 (Att. D), 2012; Ord. 1421 § 1 (Att. A), 2012; Ord. 1268 (Exh. D), 2005; Ord. 1089 § 1 (Exh. A), 1998.]

18.20.030 Uses requiring a conditional use permit.

Those uses not listed as permitted or allowed by a conditional use permit are prohibited; provided, that if a proposed use is not specifically listed, the city administrator and/or his/her designee shall determine if the proposed use is similar to one that is already enumerated in the listed conditional uses and may therefore be allowed, subject to the requirements associated with that use and all other applicable provisions of the Leavenworth Municipal Code. In a RL6 district, the following uses and their accessory uses are permitted when authorized in accordance with Chapter 18.52 LMC:

- A. Churches, convents and monasteries;
- B. Day care center;
- C. Educational institutions;
- D. Mini-day care center, not in family day care provider's home;
- E. Community center buildings, nonprofit;
- F. Public libraries and governmental buildings;
- G. Public recreation areas;
- H. Public museums or art galleries;
- I. Golf courses (not including miniature golf courses, professional putting courses, and/or driving ranges);
- J. Farming, truck gardening and flower gardening;
- K. Educational centers for advanced study and research in an academic field of learning;
- L. Temporary subdivision tract offices subject to approval of the Leavenworth design review board;
- M. Day nurseries and nursery schools;
- N. Two-family dwelling; provided, that the lot size is in conformance with LMC 18.20.060(A), and the project is in compliance with LMC 18.52.130;
- O. Hospital;
- P. Manufactured home park;

- Q. Public utility structures;
- R. (Reserved);
- S. Bed and breakfast facilities, meaning a single-family residential unit which provides transient lodging, and may include breakfast for guests only, for compensation, by renting up to three rooms within the primary residence, provided the following minimum conditions shall apply to the approval of any such conditional use permit:
  1. LMC 18.52.120(A) through (F) shall be complied with;
  2. The minimum lot size for a bed and breakfast facility shall be 6,000 square feet; and
  3. Existing bed and breakfast facilities annexed into the city after the effective date of the ordinance codified in this chapter which do not fully meet the definition and/or requirements of this section shall be allowed to continue as a nonconforming use;
- T. Wireless telecommunications facilities (WTF), in accordance with the requirements of Chapter 18.74 LMC;
- U. (Reserved). [Ord. 1467 § 1 (Att. A), 2014; Ord. 1431 § 1 (Att. A), 2012; Ord. 1421 § 1 (Att. A), 2012; Ord. 1285 § 1 (Exh. A § 1(i)), 2007; Ord. 1205 § 2, 2003; Ord. 1089 § 1(Exh. A), 1998.]

18.20.040 Yard requirements – Specifications.

- A. Front Yard. There shall be a front yard of not less than 25 feet.
- B. Side Yard. There shall be side yards of not less than five feet.
- C. Rear Yard. There shall be a rear yard of not less than 15 feet for lots without an alley adjacent to the rear yard, and a rear yard of not less than eight feet for lots with an alley adjacent to the rear yard.
- D. For corner lots, 6,000 square feet or greater in size, the street side yard shall be a minimum of 10 feet, and at least one rear yard setback shall be provided. For corner lots less than 6,000 square feet in size, the street side yard shall be a minimum of five feet and at least one rear yard setback shall be provided. For the purposes of this title, street side yard shall be that yard area which is adjacent to a public street right-of-way, but which does not provide the primary access to the residential structure, and/or which does not serve as the street address for the residence. [Ord. 1089 § 1(Exh. A), 1998.]

18.20.060 Lot size.

In a RL6 district, the lot size shall be as follows:

- A. The minimum lot area shall be 6,000 square feet for a single-family dwelling and 12,000 square feet for a duplex.
- B. The minimum lot width at the front building line for new land divisions shall be 60 feet for an interior lot and 70 feet for a corner lot. [Ord. 1089 § 1(Exh. A), 1998.]

18.20.070 Building height.

In a RL6 district, no structure shall exceed a height of 35 feet. [Ord. 1246 § 2, 2005; Ord. 1089 § 1(Exh. A), 1998.]

18.20.080 Lot coverage.

In a RL6 district, buildings and structures shall not occupy more than 35 percent of the lot area. [Ord. 1089 § 1(Exh. A), 1998.]

18.20.090 Off-street parking.

Off-street parking shall be provided as required in Chapter 14.12 LMC. [Ord. 1146 § 1, 2000; Ord. 1089 § 1(Exh. A), 1998.]

Attachment A

**Chapter 18.20**

**RESIDENTIAL LOW DENSITY 6,000 DISTRICT (RL6)**

Sections:

- 18.20.010 Purpose.
- 18.20.020 Permitted uses.
- 18.20.030 Uses requiring a conditional use permit.
- 18.20.040 Yard requirements – Specifications.
- 18.20.060 Lot size.
- 18.20.070 Building height.
- 18.20.080 Lot coverage.
- 18.20.090 Off-street parking.

18.20.010 Purpose.

This is a restricted residential district of low density in which the principal use of land is for single-family dwellings, together with recreational, religious, and educational facilities required to serve the community. The regulations for this district are designed and intended to establish, maintain and protect the essential characteristics of the district, to develop and sustain a suitable environment for family life where children are members of most families, and to prohibit all activities of a commercial nature and those which would tend to be inharmonious with or injurious to the preservation of a residential environment. [Ord. 1089 § 1(Exh. A), 1998.]

18.20.020 Permitted uses.

Those uses not listed as permitted or allowed by a conditional use permit are prohibited; provided, that if a proposed use is not specifically listed, the city administrator and/or his/her designee shall determine if the proposed use is similar to one that is already enumerated in the listed permitted uses and may therefore be allowed, subject to the requirements associated with that use and all other applicable provisions of the Leavenworth Municipal Code. In a RL6 district, the following uses and their accessory uses are permitted outright:

- A. Single-family dwelling;
- B. Accessory building and/or uses as follows:
  - 1. Garage, carport or parking space;
  - 2. Work and/or storage sheds for noncommercial use or equipment;

3. Accessory dwelling unit, meaning a subordinate, habitable living unit added to, created within, or detached from a single-family dwelling that provides basic requirements for living, sleeping, eating, cooking and sanitation, provided the following minimum requirements are met:
- a. There shall be no more than one accessory dwelling unit per building lot or home site in conjunction with a single-family structure, even if such structure is built on more than one platted lot;
  - b. An accessory dwelling unit may be attached to, created within, or detached from a new or existing primary single-family dwelling unit;
  - ~~e. The property owner (which shall include title holders and contract purchasers) shall occupy either the primary unit or the accessory unit as their permanent residence;~~
  - ~~d.c. The accessory dwelling unit will require one off-street parking space, which is in addition to any off-street spaces required for the primary single-family dwelling unit which may be accessed from an improved and City maintained alley with the recording of a notice to title of an indemnity agreement regarding alley access and maintenance as provided by the City;~~
  - ~~e.d. The total habitable floor area for of any the accessory dwelling unit(s) shall in no case exceed 800 square feet for parcels with an area 6,000 square feet or greater and less than 9,000 square feet. The floor area for the accessory dwelling unit shall in no case exceed 900 square feet for parcels with an area greater than 9,000 square feet. Accessory dwelling unit shall in no case be less than 300 square feet, and the accessory dwelling unit shall contain no more than two bedrooms, which are exterior to the entry door of the dwelling unit 1,200 square feet;~~
  - ~~f.e. An accessory dwelling unit, together with the primary single-family dwelling unit with which it is associated, shall conform to all other provisions of the LMC. Conversions of existing structures to accessory dwelling units shall be allowed in conformance with Chapter 18.68 Nonconforming Provisions, excepting setbacks whereby, the legally established structure may receive an administrative deviation to encroach no more than 20%;~~
  - ~~g.f. The accessory dwelling unit shall meet the minimum requirements of the International Building Code, International Fire Code, health district and all other local, state and federal agencies; and~~
  - ~~h. No more than one family, as defined in LMC 18.08.160, shall be allowed to occupy an accessory dwelling unit;~~
  - ~~g. The accessory dwelling unit must be connected to the water and sewer utilities of the dwelling unit and may not, and shall have separate services for accessory dwelling unit greater than 900 square feet in area.~~

- ~~i. Garbage shall be co-located and included with the primary residence for pick up purposes. No monthly charges in addition to those of primary residence, except overloaded container charges;~~
- ~~j. Future subdivision would require compliance with all applicable parts of the LMC including, without limitation, water and sewer hook-up; and  
— Conversions of existing accessory storage structures, including without limitation garages and carports, to accessory dwelling units shall only occur when that existing structure meets the required yard setbacks for a residence, including without limitation the rear yard requirement, and does not create a nonconformity.~~
- ~~k.h. Provide provisions for allowed use (only as long term dwelling not stand alone vacation rental) and not to be sold separately??~~

- C. Family day care home, provided it is licensed by the state and has a current city business license;
- D. Public parks;
- E. Mini-day care center home facility, provided it is licensed by the state and has a current city business license;
- F. Adult family home. See RCW 70.128.175 for definition;
- G. Group A home occupation. Such use shall be secondary to the residential use of the property, and shall be reviewed and approved through the limited administrative review process, provided the following minimum conditions shall apply to the approval of any such application:
  - 1. There shall be no nonresident worker(s). No persons other than the immediate resident(s) of the dwelling/property may be employed in the home occupation;
  - 2. No equipment or employees shall be dispatched from the residential premises, except the owner and owner's vehicle;
  - 3. A maximum of two customers per month shall visit the home occupation;
  - 4. No materials or commodities shall be delivered to or from the residence which are of such bulk or quantity as to require delivery by commercial vehicle or a trailer (vehicles that have a DOT number). Deliveries shall be limited to one per day, regardless of carrier;
  - 5. Not over 20 percent of the total floor area of one floor of the residence shall be used for the home occupation;
  - 6. No article shall be sold or offered for sale on the premises. No stock in trade or commodities kept for sale, which are not produced on the premises, shall be permitted;
  - 7. No parking space shall be obstructed and no additional parking space will be required for the home occupation;
  - 8. A home occupation may be conducted in a detached garage and/or accessory structure with not more than 500 square feet of floor area used for the home

occupation; provided, that there shall be only one garage and/or accessory structure on the property and does not eliminate any required parking;

9. No structural alterations shall be allowed to accommodate the home occupation except when consistent with residential construction and occupancy;
10. A certificate of occupancy will be required for buildings constructed after the date of adoption of the ordinance codified in this section (January 28, 2014) prior to issuance of a home occupation permit;
11. No sign(s) advertising the business shall be permitted;
12. No window display and no sample commodities, equipment, vehicles or other materials related to the business shall be displayed or stored outside, with the exception of the owner's vehicle;
13. No materials or mechanical equipment shall be used which will be detrimental to the residential use of the property or adjoining residences because of vibration, noise, dust, smoke, odor, interference with radio or television, or other factors;
14. Any occupation which requires licensing, registration or permits, by state or federal statute or requirements or by city ordinance, must be provided at time of application, and at all times thereafter be appropriately licensed, registered, or have a permit and comply with requirements of all such licenses or permits;
15. For the purposes of this section, any use that is not consistent with the definition of "home occupation," including but not limited to those uses which are similar in nature, shall not be allowed as a home occupation:
  - a. Outdoor storage and/or display of items for sale or advertising purposes shall be prohibited unless for a garage sale and/or rummage sale of a frequency less than two per calendar year for a maximum of two days per event;
  - b. Delivery services, equipment/trailer rental services, industry, kennels, motorized/nonmotorized service and repair, welding and fabrication, antique sales, funeral services, groceries sales, secondhand merchandise sales, equipment rental, physicians, dentists, chiropractors, restaurants excepting home cooking or preserving if conducted solely within the residence, veterinarians, any wholesale or retail sales, and any like or similar uses or activities;
  - c. Transient accommodations;

H. Group B home occupation. Such use shall be secondary to the residential use of the property, and shall be reviewed and approved through the full administrative review process, provided the following minimum conditions shall apply to the approval of any such application:

1. Not over 50 percent of the total floor area of one floor is to be used for the home occupation;
2. A home occupation may be conducted in a detached garage and/or accessory structure with not more than 500 square feet of floor area used for the home

occupation; provided, that there shall be only one garage and/or accessory structure on the property and does not eliminate any required parking;

3. Structural alterations consistent with residential development and occupancy shall be allowed which result in compliance with the building, fire safety, and handicap accessibility codes and standards. The structure shall be fully compliant with all applicable laws, including but not limited to building, fire and accessibility codes, prior to occupancy;
4. Prior to issuance of a Group B home occupation permit, a certificate of occupancy will be required for buildings constructed after the date of adoption of the ordinance codified in this section (January 28, 2014);
5. No persons other than the immediate resident(s) of the home and, at any given time, one outside employee may be employed in the home occupation;
6. No equipment or employees shall be dispatched from the residential premises, except the owner and owner's vehicle;
7. No article shall be sold or offered for sale on the premises unless by individual appointment which does not exceed occupancy limits within this section and/or the International Building, Residential and/or Fire Codes;
8. No sign(s) advertising the business shall be permitted;
9. No window display and no sample commodities or related materials shall be displayed or stored outside the building;
10. No outdoor storage of stock and trade shall be permitted;
11. No materials or mechanical equipment shall be used which will be detrimental to the residential use of the property or adjoining residences because of vibration, noise, dust, smoke, odor, interference with radio or television, or other factors;
12. No materials or commodities shall be delivered to or from the residence which are of such bulk or quantity as to require delivery by commercial vehicle or a trailer (vehicles that have a DOT number), and there shall be no parking of customer's vehicles in a manner or frequency as to cause disturbance or inconvenience to nearby residents or so as to necessitate on-street parking;
13. Off-street parking stall shall be provided to accommodate all vehicles associated with the operations of the home occupation;
14. Occupancy shall be limited to the maximum allowed by the adopted International Building, Residential and/or Fire Codes. In addition, the development services department may limit maximum occupancy loads based on impacts and/or infrastructure available to support the home occupation. In general, 10 students, customers, and/or clients within each 12-hour period shall be the maximum without the completion of a traffic, access and/or noise study which demonstrates no impact to neighbors, the community, and/or infrastructure. Class times and/or visitor appointments shall be spaced a sufficient time (minimum of 15 minutes) so that there is not an overlap in pick-up and/or drop-off;
15. Hours of operation shall be limited from 8:00 a.m. to 8:00 p.m.;

16. All classes and activities shall occur indoors in a closed window environment that prevents the passage of noise into the outside atmosphere unless such activity does not generate noise or disturbance;
17. Vehicles shall not be allowed to idle outside of the building;
18. Water and sewer service shall be determined by the city engineer based on the home occupation equivalent residential unit. Water and sewer service shall be connected to the primary residence and shall not be separate. Upgrade of sanitary sewer and water, as necessary, shall be compliant with Chapter 13.04 LMC and other applicable requirements prior to occupancy;
19. Any occupation which requires licensing, registration or permits, by state or federal statute or requirements or by city ordinance, must be provided at time of application, and at all times thereafter be appropriately licensed, registered, or have a permit and comply with requirements of all such licenses or permits;
20. For the purposes of this section, any use that is not consistent with the definition of "home occupation," including but not limited to those uses which are similar in nature, shall not be allowed as a home occupation:
  - a. Outdoor storage and/or display of items for sale or advertising purposes shall be prohibited unless for a garage sale and/or rummage sale of a frequency less than two per calendar year for a maximum of two days per event;
  - b. Events, recitals, performances, promotions, and similar attractions outside of daily operations shall not be allowed unless the applicant completes and obtains approval by the city for a traffic, access and/or noise study which demonstrates no impact to neighbors or the community.
  - c. Delivery services, equipment/trailer rental services, industry, kennels, motorized service and repair, welding and fabrication, antique sales, funeral services, groceries sales, secondhand merchandise sales, equipment rental, physicians, dentists, chiropractors, restaurants excepting home cooking or preserving if conducted solely within the residence, veterinarians, any wholesale or retail sales, and any like or similar uses or activities;
  - d. Transient accommodations. [Ord. 1467 § 1 (Att. A), 2014; Ord. 1423 § 1 (Att. D), 2012; Ord. 1421 § 1 (Att. A), 2012; Ord. 1268 (Exh. D), 2005; Ord. 1089 § 1 (Exh. A), 1998.]

#### 18.20.030 Uses requiring a conditional use permit.

Those uses not listed as permitted or allowed by a conditional use permit are prohibited; provided, that if a proposed use is not specifically listed, the city administrator and/or his/her designee shall determine if the proposed use is similar to one that is already enumerated in the listed conditional uses and may therefore be allowed, subject to the requirements associated with that use and all other applicable provisions of the Leavenworth Municipal Code. In a RL6

district, the following uses and their accessory uses are permitted when authorized in accordance with Chapter 18.52 LMC:

- A. Churches, convents and monasteries;
- B. Day care center;
- C. Educational institutions;
- D. Mini-day care center, not in family day care provider's home;
- E. Community center buildings, nonprofit;
- F. Public libraries and governmental buildings;
- G. Public recreation areas;
- H. Public museums or art galleries;
- I. Golf courses (not including miniature golf courses, professional putting courses, and/or driving ranges);
- J. Farming, truck gardening and flower gardening;
- K. Educational centers for advanced study and research in an academic field of learning;
- L. Temporary subdivision tract offices subject to approval of the Leavenworth design review board;
- M. Day nurseries and nursery schools;
- N. Two-family dwelling; provided, that the lot size is in conformance with LMC 18.20.060(A), and the project is in compliance with LMC 18.52.130;
- O. Hospital;
- P. Manufactured home park;
- Q. Public utility structures;
- R. (Reserved);
- S. Bed and breakfast facilities, meaning a single-family residential unit which provides transient lodging, and may include breakfast for guests only, for compensation, by renting up to three rooms within the primary residence, provided the following minimum conditions shall apply to the approval of any such conditional use permit:
  - 1. LMC 18.52.120(A) through (F) shall be complied with;
  - 2. The minimum lot size for a bed and breakfast facility shall be 6,000 square feet; and
  - 3. Existing bed and breakfast facilities annexed into the city after the effective date of the ordinance codified in this chapter which do not fully meet the definition and/or requirements of this section shall be allowed to continue as a nonconforming use;
- T. Wireless telecommunications facilities (WTF), in accordance with the requirements of Chapter 18.74 LMC;

- U. (Reserved). [Ord. 1467 § 1 (Att. A), 2014; Ord. 1431 § 1 (Att. A), 2012; Ord. 1421 § 1 (Att. A), 2012; Ord. 1285 § 1 (Exh. A § 1(i)), 2007; Ord. 1205 § 2, 2003; Ord. 1089 § 1(Exh. A), 1998.]

18.20.040 Yard requirements – Specifications.

- A. Front Yard. There shall be a front yard of not less than 25 feet.
- B. Side Yard. There shall be side yards of not less than five feet.
- C. Rear Yard. There shall be a rear yard of not less than 15 feet for lots without an alley adjacent to the rear yard, and a rear yard of not less than eight feet for lots with an alley adjacent to the rear yard.
- D. For corner lots, 6,000 square feet or greater in size, the street side yard shall be a minimum of 10 feet, and at least one rear yard setback shall be provided. For corner lots less than 6,000 square feet in size, the street side yard shall be a minimum of five feet and at least one rear yard setback shall be provided. For the purposes of this title, street side yard shall be that yard area which is adjacent to a public street right-of-way, but which does not provide the primary access to the residential structure, and/or which does not serve as the street address for the residence. [Ord. 1089 § 1(Exh. A), 1998.]

18.20.060 Lot size.

In a RL6 district, the lot size shall be as follows:

- A. The minimum lot area shall be 6,000 square feet for a single-family dwelling and 12,000 square feet for a duplex.
- B. The minimum lot width at the front building line for new land divisions shall be 60 feet for an interior lot and 70 feet for a corner lot. [Ord. 1089 § 1(Exh. A), 1998.]

18.20.070 Building height.

In a RL6 district, no structure shall exceed a height of 35 feet. [Ord. 1246 § 2, 2005; Ord. 1089 § 1(Exh. A), 1998.]

18.20.080 Lot coverage.

In a RL6 district, buildings and structures shall not occupy more than 35 percent of the lot area. [Ord. 1089 § 1(Exh. A), 1998.]

18.20.090 Off-street parking.

Off-street parking shall be provided as required in Chapter 14.12 LMC. [Ord. 1146 § 1, 2000; Ord. 1089 § 1(Exh. A), 1998.]



**City of Leavenworth**

**Development Services Department**

**Staff Report – Amendment to LMC Section 18.20.020 (B) (3)**

**To:** Leavenworth Planning Commission  
**From:** City of Leavenworth Development Services Department  
**Date of Report:** February 22, 2016 and November 25, 2015  
**Subject:** Amendment to LMC 18.20.020 (B) (3) - update and modify the accessory dwelling unit standards and specifications. ADU update is necessary to address trends and encourage life / safety review and permitting.

**OVERVIEW**

As included within the Planning Commission 2015 Amendment Docket, the Planning Commission has been asked to review and study "Residential uses. A. Review and study the allowed listed uses for this district. and B . Study substandard lot (less than 60ft) and building size ratio )." The update and modification of the accessory dwelling unit standards and specifications was separated from the body of work as "part one" to allow for additional workshops and public outreach to address more complex portions of the residential code update.

The Planning Commission considered the differing and varied housing which plays an important role in achieving Council's priorities to increase the supply of housing options across the City. The update of the ADU regulations to encourage this type of housing helps meet one of many goals within the Compressive Plan for infill and meeting other housing needs. One of the clear tasks for the Planning Commission to achieve these objects is to reduce or remove limitations, restrictions, and/or standards within the ADU sections of the LMC which may encumber ADU development. In addition, the Planning Commission's changes to the LMC creates new relaxed regulations for conversion of existing structures to an ADU which may have the added benefit of removing or reducing illegal "black market / underground" conversions. These incentives included, but are not limited to: 1) Allowing parking from an alley; 2) Providing more area for living and storage space (increase to 1,200 sq ft); and 3) Remove of the requirement for the owner to occupy one of the units. The desired benefits discussed by the Planning Commission of these changes included, but are not limited to: 1) providing an additional rental opportunity in single family neighborhoods while maintaining the streetscape and neighborhood character; 2) expanding housing options beyond owning a house; and 3) increasing the rental housing supply / stock.

The Planning Commission considered the changing and growing demographics of the Leavenworth community which desires smaller living spaces and higher densities for better use of existing lands. Finally, the change in ADU standards can provide an opportunity for resident's to gaining revenue by renting these ADUs. From time to time, updates and edits to the LMC may be necessary to reflect appropriate changes and where necessary. Attachment A - text amendment has been reviewed and deliberated upon by the Planning Commission on July 1, 2015, September 2, 2015, October 21, 2015 and November 25, 2015. During the November 25, 2015 hearing the Planning Commission continued the action upon obtaining research and feedback from the Council's Public Works Committee regarding utility connections. During the January 12, 2016 Council's Public Works Committee meeting, recommendations were discussed and incorporated into the amendment.

**PROPOSAL:**

Amendment to LMC 18.20.020 (B) (3) - update and modify the accessory dwelling unit standards and specifications. ADU update is necessary to address trends and encourage life / safety review and permitting.

**STATE ENVIRONMENTAL POLICY ACT REVIEW (SEPA)**

A Non-Project SEPA Checklist, DNS, and draft LMC amendments were submitted to reviewing agencies on November 6, 2015.

**PUBLIC HEARING NOTICE COMPLIANCE**

<b>Agency review:</b>	Transmittal: November 6, 2015 Comment period: November 11, 2015 - November 25, 2015
<b>Notice of Planning Commission Public Hearing:</b>	Transmittal - November 6, 2015 (Echo - November 11, 2015)
<b>Planning Commission Public Hearing:</b>	November 18, 2015 and March 2, 2016
<b>City Council Public Hearing:</b>	March 22, 2016

**PUBLIC/AGENCY COMMENTS**

**Agency Comments (attached)**

None at the time of this report

**Public Comments (attached)**

See Planning Commission Minutes of October 21, 2015 and November 25, 2015

**RESPONSE TO COMMENTS**

The Planning Commission considered comments and testimony. As determined necessary, the Planning Commission will incorporate comments and testimony into the proposed amendments.

**RECOMMENDATIONS AND FINDINGS**

Staff recommends approval of the attached document with changes noted in redline Exhibit A. Staff recommends adopting the following findings of fact and conclusions of law:

- 1. The amendment is necessary to resolve inconsistencies in the provisions of the comprehensive plan and/or development regulations or to address state or federal mandates.** This amendment is not necessary to resolve inconsistencies in the provisions of the comprehensive plan and/or development regulations or to address state or federal mandates. This code section is not mandated by the comprehensive plan and/or City, State, or Federal development rules, regulations, and/or standards.
- 2. The amendment is consistent with the overall intent of the existing comprehensive plan and the other documents incorporated therein.** The proposed amendment is consistent with the City of Leavenworth Comprehensive Plan.
- 3. The amendment is consistent with the assumptions and/or other factors such as population,**

**employment, land use, housing, transportation, capital facilities, economic conditions, etc., contained in the comprehensive plan.** The proposed amendment does not alter population, employment, land use, housing, transportation, capital facilities, economic conditions, etc., contained in the comprehensive plan.

4. **The amendments are consistent with the requirements of the Growth Management Act and the county-wide planning policies.** The proposed amendment has been developed in accordance with the Growth Management Act and do not conflict with the City's Comprehensive Plan. The amendment process followed for this adoption process is compliant with specific Leavenworth Municipal Code and State regulatory requirements for notification and circulation.
5. **The amendment is consistent with and does not adversely affect the supply of land for various purposes which are available to accommodate projected growth over a twenty year period.** The proposed amendment will not modify the supply of land. The proposed amendment do not modify the urban growth boundary in any way. As such, no adverse effect to land supply is expected.
6. **Where applicable, conditions have changed such that assumptions and/or other factors such as population, employment, land use, housing, transportation, capital facilities, economic conditions, etc., contained in the comprehensive plan have been revised and/or enhanced to reflect said conditions;** Not applicable
7. **Amendments to the comprehensive plan land use designation map(s) are either consistent and/or compatible with, or do not adversely affect, adjacent land uses and surrounding environment;** Not applicable
8. **The proposed amendment is consistent with and does not negatively impact public facilities, utilities and infrastructure, including transportation systems, and any adopted levels of service.** The proposed amendment does not negatively impact public facilities, utilities and infrastructure, including transportation systems, and any adopted levels of service.
9. **The proposed amendment does not adversely affect lands designated resource lands of long term commercial significance or critical areas.** This amendment does not adversely affect lands designated resource lands of long term commercial significance or critical areas.

**Chelan County Development Regulation Text Amendments (CCC 14.13.040):**

Any amendment of a revision to development regulation(s) shall be consistent with and implement the comprehensive plan (RCW36.70A.130(3)(d)).

The approval, modification or denial of a development regulation amendment application shall be evaluated on, but not limited to, the following criteria:

- (1) The amendment is necessary to resolve a public land use issue or problem.

Although the 1995 legislature adopted "regulatory reform" legislation (ESHB 1724) for the purpose of simplifying and integrating the various state land use and environmental regulations. Most of this legislation is embodied in Ch. 36.70B RCW. Goal #7 of the of the Growth Management Act states: "Permits. Applications for both state and local government permits should be processed in a timely and fair manner to ensure predictability." Jurisdictions fully planning under the GMA must use permit procedures outlined within RCW 36.70B - Local Project Review, to administer permit application processes. These rules do not require pre-application notes or timelines for such. The Council and Development Services Department have revised the pre-application process to be less formal and without cost recovery. From this revision, the staff time to complete the notes within deadlines have shifted

priorities from other required activities to meeting this deadline (which is not a mandate of the State and effects timely permit issuance).

(2) The amendment is consistent with goals of the Growth Management Act, Chapter 36.70A RCW.

The proposed amendments have been developed in accordance with the Growth Management Act and do not conflict with the City's Comprehensive Plan. The amendment process followed for this adoption process is compliant with specific Leavenworth Municipal Code and State regulatory requirements for notification and circulation

(3) The amendment complies with or supports comprehensive plan goals and policies and/or county-wide planning policies.

The proposed amendment is consistent with the City of Leavenworth Comprehensive Plan and county-wide planning policies

(4) The proposed amendment does not adversely affect lands designated as resource lands of long-term commercial significance or critical areas in ways that cannot be mitigated.

This amendment does not adversely affect lands designated resource lands of long term commercial significance or critical areas.

(5) The amendment is based on sound land use planning practices and would further the general public health, safety and welfare.

The proposed amendment is based on sound land use planning practices and would further the general public health, safety and welfare

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Attachments:

Attachment A – LMC Amendment

**PROFESSIONAL SERVICES AGREEMENT BETWEEN  
CITY OF LEAVENWORTH  
AND VARELA & ASSOCIATES, INC.  
FOR CONSULTANT SERVICES**

**THIS AGREEMENT** ("Agreement") is made and entered into by and between the City of Leavenworth, a Washington State municipal corporation ("City"), and Varela & Associates, Inc. LLC, a Washington engineering firm ("Consultant").

**NOW, THEREFORE**, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

**ARTICLE I. PURPOSE**

The purpose of this Agreement is to provide the City with consultant services regarding: consulting engineering for the City's wastewater treatment plant planning, engineering and assistance associated with bringing the City's wastewater treatment plant into compliance with the City's Department of Ecology issued NPDES discharge permit as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

**ARTICLE II. SCOPE OF SERVICES**

The Scope of Services is attached hereto as **Exhibit "A"** and incorporated herein by this reference ("Scope of Services"). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant's profession.

**ARTICLE III. OBLIGATIONS OF THE CONSULTANT**

**III.1 MINOR CHANGES IN SCOPE.** The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

**Extra Work.** The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope

thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

**III.2 WORK PRODUCT AND DOCUMENTS.** The work product and all documents produced under this Agreement shall be furnished by the Consultant to the City, and upon completion of the work shall become the property of the City, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the City.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

**III.3 TERM.** The term of this Agreement shall commence on and shall terminate at midnight. The parties may extend the term of this Agreement by written mutual agreement.

**III.4 NONASSIGNABLE.** The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

**III.5 EMPLOYMENT.** Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

**III.6 INDEMNITY.**

a. The Consultant shall at all times indemnify and hold harmless and defend the City, its elected officials, officers, employees, agents and representatives, from and against any and all lawsuits, damages, costs, charges, expenses, judgments and liabilities, including attorney's fees (including attorney's fees in establishing indemnification), collectively referred to herein as "losses" resulting from, arising out of, or related to one or more claims arising out of negligent acts, errors, or omissions of the Consultant in performance of Consultant's professional services under this Agreement. The term "claims" as used herein shall mean all claims, lawsuits, causes of action, and other legal

actions and proceedings of whatsoever nature, involving bodily or personal injury or death of any person or damage to any property including, but not limited to, persons employed by the City, the Consultant or other person and all property owned or claimed by the City, the Consultant, or affiliate of the Consultant, or any other person.

b. The City shall at all times indemnify and hold harmless and defend the Consultant, its officers, employees, agents and representatives, from and against any and all lawsuits, damages, costs, charges, expenses, judgments and liabilities, including attorney's fees (including attorney's fees in establishing indemnification), collectively referred to herein as "losses" resulting from, arising out of, or related to one or more claims arising out of negligent acts, errors, or omissions of the City in performance of the City's activities and duties related to this Agreement. The term "claims" as used herein shall mean all claims, lawsuits, causes of action, and other legal actions and proceedings of whatsoever nature, involving bodily or personal injury or death of any person or damage to any property including, but not limited to, persons employed by the City, the Consultant or other person and all property owned or claimed by the City, the Consultant, or affiliate of the City, or any other person.

c. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees and volunteers, the Consultant's and the City's respective liabilities, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's and the City's respective negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's and the City's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

d. The Consultant specifically and expressly waives any immunity that may be granted it under the Washington State Industrial Insurance Act, Title 51 RCW, as provided in RCW 4.24.115. The indemnification obligation under this Agreement shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under workers compensation acts, disability benefits acts, or other employee benefits acts; provided the Consultant's waiver of immunity by the provisions of this paragraph extends only to claims against the Consultant by the City and does not include, or extend to, any claims by the Consultant's employees directly against Consultant. The obligations of Consultant under this subsection have been mutually negotiated by the parties hereto, and Consultant acknowledges that the City would not enter into this Agreement without the waiver thereof of Consultant.

e. The City specifically and expressly waives any immunity that may be

granted it under the Washington State Industrial Insurance Act, Title 51 RCW, as provided in RCW 4.24.115. The indemnification obligation under this Agreement shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable to or for any third party under workers compensation acts, disability benefits acts, or other employee benefits acts; provided the City's waiver of immunity by the provisions of this paragraph extends only to claims against the City by the City and does not include, or extend to, any claims by the City's employees directly against City. The obligations of City under this subsection have been mutually negotiated by the parties hereto.

f. Nothing contained in this section or Agreement shall be construed to create a liability or a right of indemnification by any third party.

g. The City's inspection or acceptance of any of the Consultant's work when completed shall not be grounds to avoid any of these covenants of indemnification.

h. The provisions of this section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

### III.7 INSURANCE.

a. **Minimum Limits of Insurance.** The Consultant shall procure, and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work and services hereunder by the Consultant, its agents, representatives, employees or subcontractors. The Consultant shall, before commencing work under this agreement, file with the City certificates of insurance coverage and the policy endorsement to be kept in force continuously during this Agreement, in a form acceptable to the City. Said certificates and policy endorsement shall name the City, its officers, elected officials, agents and/or employees as an additional named insured with respect to all coverages except professional liability insurance and workers' compensation. The minimum insurance requirements shall be as follows:

(1) Comprehensive General Liability. \$1,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; \$2,000,000 general aggregate.

(2) Automobile Liability. Insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.

(3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.

(4) Consultant's Errors and Omissions Liability. \$1,000,000 per

occurrence and as an annual aggregate.

b. **Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

c. **Failure to Maintain Insurance.** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

d. **Acceptability of Insurers.** Insurance to be provided by Consultant shall be with a Bests rating of no less than A:VII.

e. **Verification of Coverage.** Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

f. **Insurance shall be Primary.** The Consultant's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

g. **No Limitation.** Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance or otherwise limit the City's recourse to any remedy available at law or in equity.

h. **Claims-made Basis.** Unless approved by the City all insurance policies except the Consultant's professional liability insurance shall be written on an "Occurrence" policy as opposed to a "Claims-made" policy. The Consultant shall maintain professional liability insurance in compliance with III.7 a(4) above for at least three years following completion of the consultant's work performed under this agreement.

**III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION.** The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual

orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

**III.9 UNFAIR EMPLOYMENT PRACTICES.** During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

**III.10 LEGAL RELATIONS.** The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Chelan County Superior Court.

**III.11 INDEPENDENT CONTRACTOR.**

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

d. Prior to commencement of work, the Consultant shall obtain a business license from the City.

**III.12 CONFLICTS OF INTEREST.** The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

**III.13 CITY CONFIDENCES.** The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

**III.14 SUBCONTRACTORS/SUBCONSULTANTS.**

a. The Consultant shall is responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit N/A :

Esvelt Environmental Engineering

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

## **ARTICLE IV. OBLIGATIONS OF THE CITY**

### **IV.1 PAYMENTS.**

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$50,806.00 without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit a monthly invoice to the City for services performed in the previous calendar month in a format acceptable to the Cities. The Consultant shall maintain time and expense records and provide them to the Cities upon request.

c. The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

**IV.2 CITY APPROVAL.** Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

**IV.3 MAINTENANCE/INSPECTION OF RECORDS.** The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

## **ARTICLE V. GENERAL**

**V.1 NOTICES.** Notices to the City shall be sent to the following address:

City of Leavenworth, Box 287, Leavenworth, WA 98826

**[INSERT NAME, TITLE AND ADDRESS OF CITY CONTACT]**

Notices to the Consultant shall be sent to the following address:

Varela & Associates, Inc., W. 601 Mallon Ave., Suite A, Spokane, WA 99201

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

**V.2 TERMINATION.** The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the City for its convenience, the City shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section IV.1.

**V.3 DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

**V.4 EXTENT OF AGREEMENT/MODIFICATION.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

**V.5 SEVERABILITY**

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

**V.6 NONWAIVER.** A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

V.7 **FAIR MEANING.** The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

V.8 **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

V.9 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this 10<sup>th</sup> day of June, 2014.

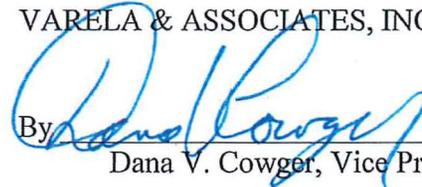
CITY OF LEAVENWORTH

VARELA & ASSOCIATES, INC.

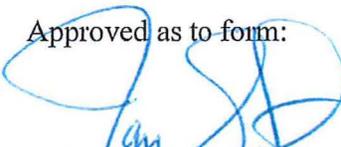
By

  
Cheryl K. Farivar, Mayor

By

  
Dana V. Cowger, Vice President

Approved as to form:

  
Thom H. Graafstra, City Attorney

**EXHIBIT A: SCOPE OF SERVICES**

April 24, 2014

**CITY OF LEAVENWORTH**  
**WASTEWATER FACILITY PLANNING**

**I. INTRODUCTION**

The City of Leavenworth is under a compliance order through the City's NPDES (National Pollution Discharge Elimination System) permit administered by the Washington State Department of Ecology (Ecology). Per the City's NPDES permit, Leavenworth is required to meet the discharge limit for phosphorous contained in the Dissolved Oxygen and pH Total Maximum Daily Load Water Quality Improvement Report (TMDL) no later than the permit cycle ending in 2020 (i.e. August 31, 2020).

The City has retained Varela & Associates, Inc. to provide engineering services associated with assisting the City coming into compliance with the TMDL and the City's NPDES permit requirements.

**II. FACILITY PLANNING SCOPE / WORK TASKS**

An initial meeting was held in Leavenworth with City staff on 3/27/14 to review the TMDL requirements, City permit requirements, facility planning requirements (per applicable WACs), funding considerations, Varela's approach in assisting the City, and the anticipated overall timeline.

The anticipated work tasks for completing the facility planning and assistance for Leavenworth are listed in the following table.

<b>Task</b>	<b>Work Item/Description</b>	<b>Fee Type</b>	<b>Amount</b>
1	Phosphorus Permit Limit Investigations and Negotiations With Ecology	T&E	\$24,080.00
2	Prepare Ecology Required Progress Report (per NPDES permit)	T&E	\$4,820.00
3	Prepare Facility Plan (FP) / General Sewer Plan (GSP)	T&E	\$12,550.00
4	Environmental Review/Documentation/Clearances	T&E	To be deter.
5	NPDES Permit Assistance	T&E	To be deter.
6	Funding Applications / Funding Procurement Assistance	T&E	\$9,356.00
7	Financing and Funding Admin Assistance (T&E)	T&E	To be deter.
8	Project Management/Meetings/DOE Coord (T&E)	T&E	To be deter.
9	Public Meetings Assistance (T&E)	T&E	To be deter.
10	Additional Studies	T&E	To be deter.
	<b>TOTAL</b>		<b>\$50,806.00</b>

A partial scope of work and fee estimate has been prepared for a portion of the items shown for critical 2014 items discussed during the 3/27/14 meeting. As the items shown are completed or are underway and further information from completed work becomes available, an agreement amendment will be prepared and submitted to the City for consideration and approval.

The estimates of man-hours and cost are shown on the attached worksheet as **Attachment B**. Estimates are "good faith" estimates of the anticipated work scope and level of effort necessary based on our understanding of the goals to be achieved and the information currently available.

## EXHIBIT A: SCOPE OF SERVICES

### III. AUTHORIZATION TO PROCEED

Authorization to proceed with the work shall be effective as of the date this agreement is signed by the Owner.

### IV. SCHEDULE

The Engineer shall complete the work as within the following timeframe:

- Task 1: Phosphorus Permit Limit Investigations and Negotiations With Ecology:
  - Completion of initial review and initial meeting with Ecology by 7/31/14.
  - Completion of the review of Ecology's TMDL Implementation Plan within 30 days following Ecology's completion/release of the plan. Note: Ecology has projected release of the document in July 2014.
  - Following completion of the initial review and meeting with Ecology and following completion of review of Ecology's TMDL Implementation Plan, an update schedule for completion of the remaining work under this work item will be provided.
- Task 2: Prepare Ecology Required Progress Report (per NPDES permit):
  - Completion of draft report for City review by 11/30/14.
  - Assume City review and comment / concur by 12/15/14 and Varela finalize and submit to Ecology by 12/31/14 (as required by the City's NPDES permit).
- Task 3: Prepare Facility Plan / General Sewer Plan:
  - Complete prelim work and submit work plan/scope/estimate to City by 10/31/14.
- Task 5: NPDES Permit Assistance
  - As requested by the City.
- Task 7: Funding Applications / Funding Procurement Assistance:
  - Completion of Ecology funding application by December 2014 deadline (the exact date of the deadline has not been identified yet by Ecology).

ATTACHMENT I-B

FEE ESTIMATE WORKSHEET							
<b>City of Leavenworth, WA</b>				Project: 14-09-01		4/24/14	
<b>Facilities Planning / General Sewer Planning</b>	Sen Engr./ Prin.	Engr.	Tech.	Adm. Asst.	Esvelt Environ	Expen	Total
Description	/hour	/hour	/hour	/hour	/hour	\$	
<b>Phosphorus Permit Limit Investigations and Negotiations With Ecology</b>							
Ecology meetings / negotiations re permit limits and compliance schedule							
Review existing water quality model basis, data and conclusions; develop evaluation strategy and scope for addressing proposed permit phosphorus (P) limits.					24		\$2,880
Prepare for and attend initial meeting with Ecology and City to open discussions and considerations re/ TMDL and P limits for Leav. Purpose of meeting is to conceptually propose process and concept for P limit setting based on Average Day values as opposed to current Max. Day limit in City's permit.	8				16		\$2,920
Based on outcome of Ecology meeting, conduct water quality modeling and evaluation of river TMDL loading and results.	4				40		\$5,300
Prepare written Tech Memo of findings, recommendations	8				24		\$3,880
Submit to Ecology for review/comment/approval							\$0
Address Ecology's comments on written Tech Memo of findings, recommendations	8				8		\$1,960
Submit to Ecology for review/comment/approval							
In conjunction with or subsequent to the above, review / critique / comment on Ecology's TMDL implementation plan. The implementation plan is estimated to be available in July 2014. Based on past timelines with TMDL efforts, it may be probable to be significantly later than July. It may be advisable strategy to complete the above elements prior to Ecology's finalizing of the TMDL implementation plan							\$0
Review Ecology's draft implementation plan, when available					6		\$720
Critique / comment / assess affects and impacts on Leav. and above evaluations					8		\$960
Determine if additional evaluations or considerations will be req'd							\$0
Prepare Technical Memo of findings, recommendations	8				8		\$1,960
Additional evaluations / Ecology req'ts / Etc.							<i>To be determined</i>
Coordination / project mgt	24						\$3,000
Expenses						\$500	\$500
<b>Sub-Total</b>	<b>60</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>134</b>	<b>\$500</b>	<b># \$24,080</b>
<b>Prepare Ecology Required Progress Report (per NPDES permit)</b>							
<i>The City's discharge permit requires that a progress report be prepared describing the measures taken to achieve compliance and submitted to Ecology by 12/31/14. Ecology has not established guidelines or expectations regarding the contents of the report. The following is an estimated scope for outlining the City's status, steps taken, projected schedule for work completion and anticipated funding procurement steps.</i>							
<i>The proposed scope will be reviewed during the last quarter of 2014 in light of further Ecology direction or requirements that may impact the anticipated work and effort involved; and will notify the City accordingly.</i>							
In memo format, prepare draft of Leavenworth status, steps taken, projected schedule and anticipated funding procurement steps.	24				4		\$3,480
Review with City for concurrence.	2						\$250
Finalize and submit to Ecology on Leavenworth's behalf.	6				2		\$990
Expenses						\$100	\$100
<b>Sub-Total</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>\$100</b>	<b># \$4,820</b>

ATTACHMENT I-B

City of Leavenworth, WA		Project: 14-09-01						4/24/14
Facilities Planning / General Sewer Planning	Sen Engr./ Prin.	Engr.	Tech.	Adm. Asst.	Esvelt Environ	Expen	Total	
Description	/hour	/hour	/hour	/hour	/hour			
<b>NPDES Permit Assistance</b>								
If requested by the City - as needed							\$0	
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b># \$0</b>	
<b>Prepare Facility Plan (FP) / General Sewer Plan (GSP)</b>								
<i>It is planned to conduct the FP/GSP work two phases. The first phase will conduct preliminary assessment of the City's existing wastewater system, compile existing information and data and determine the work scope and effort for preparing the FP/GSP. The second phase will continue with the work based on the findings of the first phase.</i>								
Work-plan for initiating work, soliciting and coordinating the work-plan with Ecology, and defining the applicable FP/GSP requirements. Initial tasks include:								
Review of 1996 Facility Plan (FP) / General Sewer Plan (GSP).	8				8		\$1,960	
Compile and review existing I/I data and I/I status.	16		8				\$2,600	
Confer with Ecology to discuss key issues, approach and FP/GSP requirements and scope.	8				8		\$1,960	
Identify planning issues and goals for the FP/GSP.	8				4		\$1,480	
Schedule for completing FP/GSP	2				1		\$370	
Submit work-plan/scope/estimate to City / amend agreement	16						\$2,000	
Coordination / mgt	12				4		\$1,980	
Prepare FP/GSP		<i>To be determined</i>						
Expenses						\$200	\$200	
<b>Sub-Total</b>	<b>70</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>25</b>	<b>\$200</b>	<b># \$12,550</b>	
<b>Funding Applications / Funding Procurement Assistance</b>								
<b>Initial funding planning assistance:</b>								
Prepare for / attend IACC Tech Team meeting (at IACC conference)	2	10					\$1,230	
Ecology CCW/SRF appl for facility planning (deadline Dec. '14)	8	24	32	8			\$6,192	
Allowance for misc. funding assist. (through 12/31/14)	8	8					\$1,784	
Funding assistance for 2015								
		<i>To be determined</i>						
Expenses						\$150	\$150	
<b>Sub-Total</b>	<b>18</b>	<b>42</b>	<b>32</b>	<b>8</b>	<b>0</b>	<b>\$150</b>	<b># \$9,356</b>	
<b>TOTAL</b>	<b>180</b>	<b>42</b>	<b>40</b>	<b>8</b>	<b>165</b>	<b>\$950</b>	<b>\$50,806</b>	

MEMO

**TO:** Joel Walinski, City Administrator  
City of Leavenworth

**FROM:** Dana V. Cowger, P.E.

**DATE:** March 4, 2016

**RE:** Leavenworth Wastewater Facility Planning / Agreement Amendment #1

Dear Joel,

Attached please find Agreement Amendment #1 for City review, consideration and approval. This amendment amends our original agreement dated June 10, 2014 and adds scope for facility planning work to the agreement. After your review, let me know if you would like to meet and/or talk via phone to discuss, answer questions, etc. Let me know how you would like to handle processing.

I believe the amendment is mostly self-explanatory, and reflects a roadmap of our plan of study and approach; however, to assist, following are some additional comments and clarifications:

- As indicated in the amendment, I am suggesting Amendment #1 scope of work replace the work items in our original agreement. Our original agreement included project task numbers 14-09-02 through 14-09-11. We had originally planned to amend the work items in the earlier agreement to add the new work, however, I suggest we retire and close out the earlier work items and continue on with the work items in the amendment beginning 3/16/16. I believe the new task numbers better reflect the work to be done and closer parallel the categories followed in the ECY funding application submitted in October 2014. As a result, I think it will be more straightforward for ECY reimbursements and less questions from ECY re eligibility. Note, we will have one more invoice you will receive under the old project task numbers for work up through 3/15/16.
- Related to the preceding bullet above, our existing agreement has a current unexpended balance of \$23,683.01. Following our final invoice for work through 3/15/16, the remaining balance should be in the \$18k range (+/-) not expended under the earlier work scope.
- The total amount of the attached Amendment #1 is \$193,988.00. This winds up committing most of the current ECY funding of \$197,060 and does not leave any significant uncommitted funding for other work or additional studies that could (and likely will) be needed as the work progresses. As you review the agreement there are several slots that indicate "to be determined" that may be needed along the way. We will complete the work as efficiently as we can and hope items will wind up with budget left over under some of the work items, however, we are not able to promise that will occur.
- If you study the original ECY funding budget we submitted with the application in Oct. 2014, you will see we are fairly close to the budget amounts included for the items. Some of the items are more and some are less. The names of the items do not match exactly, but you should be able to tell which ones are which.
- A few of tasks in the amendment wound up being higher in cost than the ECY application due to the anticipation that more effort will likely be required than was assumed in the original estimate. One item is the potential evaluation and consideration for "reclamation and reuse". This is an area the Council is interested in considering. We added a work item not included in the original budget:

“Potential Reclaimed Water Reuse Receivers (14-09-26)” for working with the City in identifying and quantifying potential reclaimed water receivers. An option would be for the City to conduct this work on its own and provide us the information for inclusion in the facility plan. The budget amount shown is \$9,440. If the City does the work, a good portion of the amount could be saved. We can talk more about this if you are interested. With ECY providing 50% forgivable funding, it may reduce the City’s incentive some, however, we are amenable either way.

- Regarding the environmental work item: “Environmental Review / Documentation / Clearances (14-09-29)”, I seem to recall you and I talked about possibly City staff conducting the environmental work in-house to save the cost. I cannot recall for sure. Is that something you want to consider? It would not eliminate the task altogether, as there would still need to be some coordination, and working back and forth.
- Also note we added a work item for the “Investment Grade Energy Audit (14-09-29)” for \$4,290 (plus an amount to be determined if a specialty subconsultant or ESCO is required).
- As you review the fee estimate worksheets you will see there are several items of work that were not / cannot be estimated at this point and are left as “*to be determined*”. The nature of the work is such that it evolves as we move forward. In many cases the results of the first step affect the scope of work needed for the second step, and the second step results affect the third and so on. This is normal, and we try to keep you apprised of costs as we progress and anticipated future costs so you are not caught off guard later.
- Regarding the inclusion of the schedule sheets for the overall project – all phases, I included as an attachment to the amendment per our past conversation and e-mail. It seems somewhat out of place there, as it does not apply to the work in the amendment. I think it’s probably fine there, but would like to revisit that topic with you when we talk.

Please review the enclosed and let me know if you would like to discuss with me and/or with the Council or how you would like to handle.

Regards,  
Dana

*City of Leavenworth, WA  
Wastewater Facilities Engineering and Planning*

*Amendment #1:  
Scope of Work, Compensation, Schedule, Authorization to Proceed*

March 4, 2016

This AMENDMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by and between the City of Leavenworth, referred to as the City, and Varela & Associates, Inc., referred to as the Engineer, amends the Agreement for Wastewater Facilities Planning (the original agreement purpose wording states “consulting engineering for the City’s wastewater treatment plant planning, engineering and assistance associated with bringing the City’s wastewater treatment plant into compliance with the City’s Department of Ecology issued NPDES discharge permit”), dated June 10, 2014 by and between the above mentioned City and Engineer.

**I. INTRODUCTION**

The original agreement scope included preliminary facility planning and assistance for the project, with the anticipation a future agreement amendment would be processed to add work items for proceeding forward with the facility planning work. This Amendment #1 is for that purpose.

This Amendment #1 replaces and closes out the original agreement work items as of 3/15/16. The new work items outlined in this amendment therefore pertain to the facility planning work moving forward from 3/16/16.

The City of Leavenworth is under a compliance order through the City’s NPDES (National Pollution Discharge Elimination System) permit administered by the Washington State Department of Ecology (Ecology). Per the City’s NPDES permit, Leavenworth is required to meet the discharge limit for phosphorous contained in the Dissolved Oxygen and pH Total Maximum Daily Load Water Quality Improvement Report (TMDL) no later than the permit cycle ending in 2020 (i.e. 8/31/2020).

**II. SCOPE OF WORK**

As indicated, the City is required under its NPDES Permit (WA-002097-4) to comply with the TMDL assigned total phosphorus (TP) wasteload allocation. WAC 173-240 requires submission of a General Sewer Plan and an Engineering Report, per WAC 173-240-050 and 060, prior to construction or modification of domestic wastewater facilities. (Note: the Federal version of an Engineering Report is referred to as a Facility Plan – FP, and will be referred to as a Facility Plan – FP hereinafter.)

The City’s previous General Sewer Plan/Facility Plan (GSP/FP) was completed (by Varela) in 1996. One of the options considered for completing the current work was to update or amend the 1996 Facility Plan in lieu of completing a full new document. During the City’s 8/25/14 meeting with Ecology in Leavenworth, Ecology was asked for input regarding whether an amendment to the 1996 Facility Plan should be done vs. preparing a new General Sewer Plan / Facility Plan (GSP/FP). Ecology indicated, due to the age of the 1996 plan, the City should consider preparing a new combined GSP/FP. Therefore the scope of work outlined in this amendment assumes preparation of a combined GSP/FP.

The scope of work and task descriptions for completing the work is included as Attachment 1-A: Engineering Scope and Cost Worksheet. The worksheet includes estimates of man-hours and cost. Estimates are “good faith” estimates of the anticipated work scope and level of effort based on our understanding of the goals to be achieved and the information currently available.

*City of Leavenworth, WA*  
*Wastewater Facilities Engineering and Planning*

*Amendment #1:*  
*Scope of Work, Compensation, Schedule, Authorization to Proceed*

The scope of work for the treatment component will address the treatment processes necessary to comply with the total phosphorus waste load allocations of the Wenatchee River Dissolved Oxygen (DO) and pH TMDL. The work will also evaluate the reclaimed water alternatives in order to determine feasibility for incorporation into the City's strategy for meeting the TMDL.

**III. COMPENSATION**

Work tasks will be on a time and expenses (T&E) basis in accordance with Attachment 1-B: Time and Expenses Schedule. The previous total agreement amount was \$50,806.00 and will be closed out as of 3/15/16. The total agreement amount for work outlined in this Amendment #1 is \$193,988.00 and shall not be exceeded without owner authorization. Individual work task items may exceed the budget shown for the task provided the total contract amount shown above is not exceeded, without owner authorization.

**IV. SCHEDULE**

The City is endeavoring to meet a compliance deadline per the City's NPDES permit for compliance with the total phosphorus wasteload allocation by their permit cycle 2020 (i.e. 10/31/2020). Two schedule scenarios were prepared for the City's information and planning purposes. The following two graphical schedules are attached as Attachment 1-C, for illustration purposes only:

- "Typical Overall Project Schedule", and
- "Aggressive Overall Project Schedule"

The first schedule depicts the anticipated schedule under conventional situations and timelines for applying and procuring Ecology funding. The schedule indicates a projected plant completion date of 10/20/2021, and normal operation achieved 10/18/2022. The second schedule depicts an aggressive timeline with the critical planning, design and construction elements occurring sequentially and continuously, without consideration of funding availability, funding timelines and deadlines, completion of environmental clearances, and required Ecology approvals (i.e. GSP/FP approval and design approval). The aggressive schedule indicates a hypothetical possible plant completion date of 10/10/2019, and normal operation achieved 11/9/2020. For the more aggressive timeline to be pursued alternate project funding would be needed by the City to allow non-impact of the progression and ongoing continual progress of the planning, design and construction elements of the project.

As indicated, the previous project schedules are included for information and illustration purposes. The scope of work under this current amendment pertains to the GSP/FP element of the work. Completion of the work shall be completed based on the following schedule:

- Completion of draft GSP/FP and submission to the City by 12/1/16.
- Submission of GSP/FP to Ecology upon authorization and direction by the City.
- Completion of final GSP/FP will occur within 45 days following receipt of Ecology's review comments on the draft plan.
- Completion of the environmental element and resulting environmental clearances will be variable depending on the scope and site requirements of the proposed project upgrades; and depending on the various agency and stakeholder comments and responses. The Engineer will begin the environmental process for the project by 10/1/16, assuming: (1) the scope of project

*City of Leavenworth, WA  
Wastewater Facilities Engineering and Planning*

**Amendment #1:**  
**Scope of Work, Compensation, Schedule, Authorization to Proceed**

improvements is well defined to enable the environmental process to proceed efficiently, and (2) the anticipated funding agency is known in order to enable completion of the NEPA portion and lead funding agency status. Currently the project schedule attached shows an assumed environmental completion by 4/1/16. The engineer will provide an update of the environmental review process status by 1/10/17 and provide and update of the projected completion date.

**V. AUTHORIZATION TO PROCEED**

Authorization to proceed with Amendment #1 will be effective at the time this amendment is signed by the Owner.

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT as of the date written above.

CITY OF LEAVENWORTH, WA

VARELA AND ASSOCIATES, INC.

\_\_\_\_\_  
By: Cheryl K. Farivar                      Date  
Title: Mayor

\_\_\_\_\_  
By: Dana V. Cowger, P.E.                      Date  
Title: Principal / CEO

***City of Leavenworth, WA***  
***Wastewater Facilities Engineering and Planning***

***Amendment #1: Attachment 1-A***  
***Scope and Cost Worksheet***

<b>City of Leavenworth, WA</b>		3/4/16
<b>Wastewater Facilities Planning</b>		14-09
<b>Work Item/Description</b>	<b>Fee Type</b>	<b>Amount</b>
Preliminary/Initial Data Collection/Planning (14-09-21)	T&E	\$8,480
Wastewater Flows and Loading / Planning Data (14-09-22)	T&E	\$4,960
Preliminary I/I Determination/Update (14-09-23)	T&E	\$7,440
Collection System Mapping Update, Eval. & Planning (14-09-24)	T&E	\$12,750
Evaluation of Treatment and Disposal Alternatives (14-09-25)	T&E	\$66,685
Potential Reclaimed Water Reuse Receivers (14-09-26)	T&E	\$9,440
Investment Grade Energy Audit (14-09-27)	T&E	\$4,290
Prepare General Sewer Plan (GSP) / Facility Plan (FP) (14-09-28)	T&E	\$51,478
Environmental Review / Documentation / Clearances (14-09-29)	T&E	\$15,455
Meetings / Project Management / Regulatory Coordination (14-09-30)	T&E	\$9,890
NPDES Permit Assistance (14-09-31)	T&E	To be deter.
Funding Applications / Funding Procurement Assistance (14-09-32)	T&E	To be deter.
Funding Admin Assistance / Financing Assistance (14-09-33)	T&E	\$3,120
Public Involvement / Public Meetings (14-09-34)	T&E	To be deter.
Additional Studies / Investigations (14-09-35)	T&E	To be deter.
<b>TOTAL</b>		<b>\$193,988</b>
(1) See attached Fee Estimate Worksheets		

**City of Leavenworth, WA**  
**Wastewater Facilities Engineering and Planning**

**Amendment #1: Attachment 1-A**  
**Scope and Cost Worksheet**

<b>FEE ESTIMATE WORKSHEET</b>							
<b>City of Leavenworth, WA</b>					Project: 14-09	3/4/16	
<b>Wastewater Facilities Planning</b>	Sen Engr. / Prin.	Engr.	Tech.	Adm. Asst.	Process Engr. (EEE)	Expen	Total
	\$130.00	\$105.00	\$85.00	\$65.00	\$125.00	\$1	
Description	/hour	/hour	/hour	/hour	/hour		
<b>Preliminary/Initial Data Collection/Planning (14-09-21)</b>	40	20	8			500	\$8,480
Background/review/planning/data research/etc.							
Review existing city ordinances and codes governing wastewater							
Present/future service area/planning area boundaries (city provide data).							
Projected land use, zoning & population projections (city provide data).							
TM summary for Town review/concurrence; revise/finalize.							
Environmental conditions data (soils, climatological, topography, geology, available data/reports re. floodplains & wetlands).							
Existing water system, wells, storage, proximity to wastewater systems. Town provide existing wtr sys plan.							
Sewer customer classes; include present/future customers (city provide).							
Known or planned comm. & industrial customers of significance (city data).							
Obtain/compile ww system financial data: O&M costs, debt, annual budget & cost categories, sewer rate history.							
Present service area policies, ordinances, codes governing ww (city provide)							
Expenses							
Additional evaluations / Ecology req'ts / Etc.							
Expenses							
<b>Sub-Total</b>	<b>40</b>	<b>20</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>\$8,480</b>
<b>Wastewater Flows and Loading / Planning Data (14-09-22)</b>	12				24	250	\$4,810
Design flows and loadings. Town provide DMRs and process monitoring data.							
Update flow and loading projections for TP, BOD5, Ammonia, and TN, based on future population and ERU projections and loading trends at the treatment plant for last five year period.							
Prepare Technical Memo (TM) summary of flow/loading projections, design criteria and effluent criteria.							
Expenses							
Subconsultant expense @ 5%						150	\$150
<b>Sub-Total</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>400</b>	<b>\$4,960</b>
<b>Preliminary I/I Determination/Update (14-09-23)</b>	8	40	20			500	\$7,440
Compile influent ww flow data for 3 yr period (data from previous work item).							
Obtain/compile metered water use data for winter period, if available, to establish sewage baseflow estimate.							
Obtain/compile precipitation data (same period as WW data)							
Review City's existing 2012 I/I report and findings of City smoke testing effort City currently conducting, if available.							
Compile/analyze data, determine ww flow component volumes: sewages vs. I/I							
If applicable, est. inflow component via review precipitation data and ww flow data and identify storm inflow events if evident.							
Identify/prioritize potential sources of I/I							
Conceptual I/I reduction plan, est I/I reduction costs/results							
Inflow determination: review precipitation data and ww flow data and identify storm inflow events if evident.							
Summarize findings. Identify additional I/I investigations if needed.							
Prepare Technical Memo (TM) of findings							
Conduct additional I/I investigations (i.e. field invest., flow monitoring, etc.)							
<b>Sub-Total</b>	<b>8</b>	<b>40</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>\$7,440</b>

**City of Leavenworth, WA**  
**Wastewater Facilities Engineering and Planning**

**Amendment #1: Attachment 1-A**  
**Scope and Cost Worksheet**

City of Leavenworth, WA					Project: 14-09		3/4/16
Wastewater Facilities Planning	Sen Engr. / Prin.	Engr.	Tech.	Adm. Asst.	Process Engr. (EEE)	Expen	Total
	\$130.00	\$105.00	\$85.00	\$65.00	\$125.00	\$1	
Description	/hour	/hour	/hour	/hour	/hour		
<b>Collection System Mapping Update, Eval. &amp; Planning (14-09-24)</b>							
<i>The intent of this task is to utilize City's existing past documents prepared by Varela &amp; Associates and update collection system mapping and planning to reflect collection system changes/expansion that have occurred in the intervening periods.</i>							
Review/compile existing collection system mapping (per VA), review existing sewer master plan (VA 2008) and 1996 Fac Plan (VA). Obtain additional other collection system planning and/or data and reports from City if available. Review City's draft stormwater/wetlands planning report currently in progress.	8	16					\$2,720
Interview City maintenance staff re/ update O&M problem areas, conditions, deficiencies, site visit (if needed).	2	12					\$1,520
Review/update status of existing lift stations	1	12					\$1,390
Update City sewer map based on previous VA mapping.	2	8	24				\$3,140
Identify additional collection system investigations, if needed.	1	6					\$760
Prepare TM summary of update and updated collection system schematic map.	8	16					\$2,720
Expenses, tele, misc.						500	\$500
<b>Additional investigations:</b>							
Conduct additional collection system hydraulic analysis.							<i>Not estimated/not included</i>
Conduct hydraulic capacity evaluation of existing trunk collection system.							<i>Not estimated/not included</i>
Conduct hydraulic modeling of collection system.							<i>Not estimated/not included</i>
Conduct onsite flow monitoring of existing system.							<i>Not estimated/not included</i>
Determine planning level capital costs/O&M cost for improvements							<i>Not estimated/not included</i>
Compile additional field data, survey data, lengths, slope, MH inverts, etc.							<i>Not estimated/not included</i>
<b>Sub-Total</b>	<b>22</b>	<b>70</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>\$12,750</b>
<b>Evaluation of Treatment and Disposal Alternatives (14-09-25)</b>							
Existing facility analysis/evaluation.	4						\$520
Document existing plant performance (recent history). Project anticipated effects of process modifications and phosphorus unit process evaluations.					24		\$3,000
Evaluate existing facilities on component-by-component basis – assess capacity as currently operated and as may be operated for optimization TP removal.					40		\$5,000
Identify deficiencies in existing process facilities for incorporation into assessment of feasibility for plant improvement / upgrade project.	4				8		\$1,520
Identify wastewater treatment process options for complying with TP waste load allocations. Characterize and evaluate options based on ability to remove TP to levels needed for meeting the waste load allocation.	4				28		\$4,020
Conduct assessment of feasibility of implementing treatment to produce reclaimed water as an alternative or as a component of the overall strategy for meeting the TMDL by diverting effluent to reclaimed water use(s). The feasibility assessment will be included in the TMDL compliance strategy, if found to be economically and technically feasible.	8				40		\$6,040
Conduct evaluation and provide recommendations for treatment, based on ability of each treatment option, potential for reclaimed water use, constructability, cost and other criteria. Develop recommended TMDL compliance strategy for selected/recommended treatment improvement project for the plant.	16				76		\$11,580
Coordinate/lead City staff and operator tours of existing treatment facilities (NW area – eastern WA plants) with treatment technologies under consideration to familiarize staff with operation and maintenance demands required.	16				16		\$4,080
Provide recommendations for permit effluent limitations for parameters and for the recommended discharge alternatives.					8		\$1,000
Provide following definition for the selected/recommended improvements plan:							\$0
Summary of treatment process redundancy and reliability requirements	2				16		\$2,260
Summary of treatment process unit design criteria	2				8		\$1,260
Evaluation of additional residual solids production on the existing treatment system biosolids management system	4				8		\$1,520
Preliminary layout and considerations for future expansion	8				24		\$4,040
Preliminary process schematic, hydraulic profile, and solids balance	2				32		\$4,260

**City of Leavenworth, WA**  
**Wastewater Facilities Engineering and Planning**

**Amendment #1: Attachment 1-A**  
**Scope and Cost Worksheet**

City of Leavenworth, WA					Project: 14-09		3/4/16
Wastewater Facilities Planning	Sen Engr. / Prin.	Engr.	Tech.	Adm. Asst.	Process Engr. (EEE)	Expen	Total
	\$130.00	\$105.00	\$85.00	\$65.00	\$125.00	\$1	
Description	/hour	/hour	/hour	/hour	/hour		
Summary of additional process monitoring and laboratory requirements	2				8		\$1,260
Summary of additional staffing and operation and maintenance requirements	2				4		\$760
Capital and operation and maintenance cost estimates	8				16		\$3,040
Coordination, review, management	60						\$7,800
Expenses/allowance						1500	\$1,500
Subconsultant expense @ 5%						2225	\$2,225
<b>Sub-Total</b>	<b>142</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>356</b>	<b>3725</b>	<b>\$66,685</b>
<b>Potential Reclaimed Water Reuse Receivers (14-09-26)</b>	20	40	24			600	\$9,440
<i>The intent of this task is to assist identify and quantify potential reclaimed water users, potential demand volumes and timing of water demands; and, identify potential conveyance infrastructure elements required to facilitate delivery of reclaimed water to point(s) of re-use. It is intended the City will assist the engineer in identifying and quantifying potential users.</i>							
Compile list of potential reclaimed water users, assuming Class A reclaimed water.							
Work with City to quantify demand volumes of each potential use / user.							
Identify conceptual infrastructure conveyance facilities for reuse water delivery.							
Approximate order-of-magnitude costs for infrastructure facilities, if warranted.							
Provide summary of findings for use in initial evaluation of cost effectiveness of reclamation and reuse treatment alternative provided in other tasks.							
If initial evaluation of reclamation and reuse treatment evaluations and potential reuse receivers shows potential feasibility from a cost and public interest standpoint, conduct additional evaluation and analysis of reclamation and reuse demands and conveyance facilities evaluations to determine feasibility.							
<b>Sub-Total</b>	<b>20</b>	<b>40</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>600</b>	<b>\$9,440</b>
<b>Investment Grade Energy Audit (14-09-27)</b>							
<i>Per the City's funding agreement with Ecology, an investment grade energy audit is required. The analysis will identify potential efficiency measures and assess their cost effectiveness for implementation.</i>							
<i>If specialty subconsultant and/or ESCO required, additional cost will be determined at that time and added to this work item.</i>							
Provide investment grade energy audit.	8				24	100	\$4,140
<i>Additional cost for specialty consultant, if req'd</i>							
<b>Sub-Total</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>250</b>	<b>\$4,290</b>
<b>Prepare General Sewer Plan (GSP) / Facility Plan (FP) (14-09-28)</b>							
<i>This task includes the preparation of the combined General Sewer Plan (GSP) / Facility Plan (FP) per WAC 173-240-050 &amp; 060 requirements and guidelines. Information and findings from previous work items will be compiled into the GSP/FP document.</i>							
<b>Implementation Plan</b>							
Summary of collection improvements (if applicable), from previous work tasks.	2	2					\$470
Summary of treatment improvements and plant basic design data from previous work tasks (e.g. design criteria, site layout, process schematic, hydraulic profile, solids balance, monitoring, staffing, costs, etc.)	4	12	24		8		\$4,820
<b>Implementation plan:</b>							
Schedule/phasing plan for plant improvements	4	16			2		\$2,450
Permits and approvals summary		2			2		\$460
Review of financial status of existing sewer utility, adequacy of revenues	2	4					\$680
Sewer rate impacts of proposed improvements	2	4		2			\$810
Financing and funding strategy	12	8			2		\$2,650
Prepare draft GSP/FP report, generally covering the following major topic categories. Final outline and format will be determined as the work progresses.	40	120	16				\$19,160
Executive Summary							

**City of Leavenworth, WA**  
**Wastewater Facilities Engineering and Planning**

**Amendment #1: Attachment 1-A**  
**Scope and Cost Worksheet**

City of Leavenworth, WA					Project: 14-09		3/4/16
Wastewater Facilities Planning	Sen Engr. / Prin.	Engr.	Tech.	Adm. Asst.	Process Engr. (EEE)	Expen	Total
	\$130.00	\$105.00	\$85.00	\$65.00	\$125.00	\$1	
Description	/hour	/hour	/hour	/hour	/hour		
Section 1—Introduction							
Section 2—Area Background Information							
Section 3—Wastewater Planning Data							
Section 4—Wastewater Collection System							
Section 5—Wastewater Treatment System/Residual Solids							
Section 6—Proposed Plan							
Section 7—Implementation And Financing							
Section 8—Public Involvement							
Editing/assembling/printing	12	24		24			\$5,640
Review with City (included in meetings work item)							
Upon City concurrence, submit Draft GSP/FP to Ecology		8		8			\$1,360
Address comments/revisions/final report	16	32	8	16	24		\$10,160
Prepare final document (provide 10 copies)		8		16			\$1,880
Expenses allowance: printing, misc.						700	\$700
Subconsultant expense @ 5%						238	\$238
<b>Sub-Total</b>	<b>94</b>	<b>240</b>	<b>48</b>	<b>66</b>	<b>38</b>	<b>\$938</b>	<b>\$51,478</b>
<b>Environmental Review / Documentation / Clearances (14-09-29)</b>							
<i>The estimate of man hours for the environmental have been base on the assumption that future project scope is limited to the existing treatment plant site and the City owned site adjacent to the existing treatment site. If the project includes, other sites and/or elements extending elsewhere, the estimate of man hours may need to be reassessed.</i>							
SEPA Checklist		8	2				\$1,010
NEPA Environmental Assessment Report	4	40	8	5			\$5,725
<i>Additional specialty investigations (i.e. biological assessment, cultural resources, soils invest., or other specialty work) may be required and have not been estimated and included at this time. At such time it becomes evident if other investigations will be required, they will be included at that time.</i>							
<i>Not included/to be determined</i>							
Coordinate with Agencies/Address comments	16	40					\$6,280
Prepare Final Documents	2	16					\$1,940
Expenses						500	\$500
<b>Sub-Total</b>	<b>22</b>	<b>104</b>	<b>10</b>	<b>5</b>	<b>0</b>	<b>500</b>	<b>\$15,455</b>
<b>Meetings / Project Management / Regulatory Coordination (14-09-30)</b>							
Assumed allowance for City and/or regulatory agency meetings (assume 3).	24				24		\$6,120
Assumed allowance for project mgt and coordination.	24						\$3,120
Expenses						500	\$500
Subconsultant expense @ 5%						150	\$150
<b>Sub-Total</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>650</b>	<b>\$9,890</b>
<b>NPDES Permit Assistance (14-09-31)</b>							
As requested / needed / to be determined							
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
<b>Funding Applications / Funding Procurement Assistance (14-09-32)</b>							
As requested / to be determined							
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
<b>Funding Admin Assistance / Financing Assistance (14-09-33)</b>							
Assumed allowance for assistance as requested	24						\$3,120
<b>Sub-Total</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$3,120</b>

***City of Leavenworth, WA***  
***Wastewater Facilities Engineering and Planning***  
***Amendment #1: Attachment 1-A***  
***Scope and Cost Worksheet***

City of Leavenworth, WA					Project: 14-09		3/4/16
Wastewater Facilities Planning	Sen Engr. / Prin.	Engr.	Tech.	Adm. Asst.	Process Engr. (EEE)	Expen	Total
	\$130.00	\$105.00	\$85.00	\$65.00	\$125.00	\$1	
Description	/hour	/hour	/hour	/hour	/hour		
<b>Public Involvement / Public Meetings (14-09-34)</b>							
<i>It is anticipated public involvement assistance will be needed and desired by the City. As the work progresses, assistance will be discussed with the City to identify needs and level of effort anticipated. Public involvement assistance will be conducted on as needed / as requested basis.</i>							
<i>To be determined / as requested.</i>							
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
<b>Additional Studies / Investigations (14-09-35)</b>							
<i>As requested / to be determined - at the time of this agreement no additional investigations had been identified.</i>							
<i>To be determined</i>							
<b>Sub-Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>
<b>TOTAL</b>	<b>440</b>	<b>514</b>	<b>134</b>	<b>71</b>	<b>466</b>	<b>8563</b>	<b>\$193,988</b>
<b>Potential additional work not included, unless specifically call out:</b>							
NPDES permit process or negotiations with DOE							
Sludge management plan							
Topographical, site or property surveys							
Collection sys. cleaning, TV inspections; smoke testing							
Collection system flow monitoring and/or modeling							
Manhole inspections							
Soils testing and/or investigations							
Biosolids application site investigations/testing							
Hydro-geological studies							
Geotechnical investigations							
Wetland studies/delineations							
Environmental impact statements or mitigation eval.							
Laboratory or testing services							
Equipment rental or purchase							
Permit applications							
Outfall or receiving water analysis							
Treatment plant tours with city staff / officials							
Sewer construction standards							
Sewer policies and/or ordinances							
Sewer rate studies							

*City of Leavenworth, WA*  
*Wastewater Facilities Engineering and Planning*

*Amendment #1: Attachment 1-B*  
*Time and Expenses Schedule*

**PROFESSIONAL SERVICES**

Principal / Senior Engineer <sup>(1)</sup>	\$105.00-\$138.00 per hour
Engineer <sup>(1)</sup>	\$70.00-\$105.00 per hour
Engineering Technician <sup>(1)</sup>	\$60.00-\$90.00 per hour
Project Assistant <sup>(1)</sup>	\$40.00-\$65.00 per hour
Funding & Environmental Specialist <sup>(1)</sup>	\$60.00-\$80.00 per hour

<sup>(1)</sup> Hourly rates will generally be based upon a total multiplier of 3.17 x salary. Hourly rates and multiplier shown above may be revised for work done after December 31, 2016.

**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 per diem if specified).

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

3. Long distance telephone
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 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





CITY OF LEAVENWORTH

Varela & Associates Service History, 1987 - 2009

July 14, 2009

**Water System Planning, Project Designs, Construction Management, and Inspection**

Note: For grant/loan funding acquisition by VA for these projects, see page 3 & 4.

For water utility financial and policy assignments, see page 4.

1987	Water System Capital Improvements Plan
1988	Water Treatment Plant Evaluation, Comprehensive Water and Sewer Systems Plan
1988-1990	Water System Improvements Project:  Groundwater investigations and hydrogeology for well supply: <ul style="list-style-type: none"><li>▪ Electrical Resistivity Survey &amp; Hydrogeological Evaluation (by Golder)</li><li>▪ Groundwater Supply Evaluation &amp; Collector Well Site (by Golder)</li><li>▪ Well Reports (after completion of wells, by Golder)</li></ul> Phase I: Water Meter Installations (approx. 1,000)  Phase II: Water Wells (two wells, total 2,000 gpm)  Phase III: Well Pump Station  Phase IV: Well and Reservoir Transmission Mains, Icicle Reservoir Improvements  Phase V: Water Treatment Plant Improvements
1992	Comprehensive Water System Plan
1995	Water System Corrosion Control Engineering Report
1995	Water Treatment Plant Optimization Evaluation and Program
1998	East Leavenworth Rd. Water Main Replacement (const. mgt/inspection by City)
2004	Ski Hill Drive Booster Station and Transmission Main Project
2004	Ski Hill Drive Reservoir Project

**Water System Planning, Project Designs, Construction Management, and Inspection**

(Continued)

2008	Water Distribution System and Sewer Collection System Master Plan
2008	Icicle Road Reservoir Reconstruction
2008	Water and Wastewater Capital Improvements Programming
1987 - present	On-going assistance and consultation re water system and development reviews
1990 - present	Water Rights assistance

**Wastewater System Planning, Project Designs, Construction Management, and Inspection**

Note: For grant/loan funding acquisition by VA for these projects, see pages 3 & 4.

For wastewater utility financial and policy assignments, see page 4.

1988	Wastewater Treatment Plant Evaluation, Comprehensive Water and Sewer Systems Plan
1990's	South Interceptor evaluation
1996	Wastewater Facilities Plan, including evaluation of existing plant, and collection system I & I Study
1997	Wastewater Treatment Plant Pre-Design (published as <i>Summary of Design Technical Memoranda</i> , December, 1997
1997	Wastewater Facilities Planning - Biosolids Utilization Study – Summary of Technical Memoranda
1998	Wastewater Treatment Plant Upgrade Design, Construction Documents
1998 - 2000	Wastewater Treatment Plant Upgrade Construction Management, and Inspection, Commissioning and O&M Manuals

**Wastewater System Planning, Project Designs, Construction Management, and Inspection**

(Continued)

1999	Amendment No. 1 to Wastewater Facilities Plan – Biosolids Utilization
1999	Sanitary Sewer System Cleaning and Internal Inspection Planning, Specifications, Bid Assistance and compilation of results
2001	Sewer Collection System Summary and Rehabilitation Prioritization Report
2008	Water Distribution System and Sewer Collection System Master Plan
2008	Water and Wastewater Capital Improvements Programming
1987 - present	On-going assistance and consultation re wastewater system and development reviews

**CAPITAL IMPROVEMENTS FUNDING ASSISTANCE**

Note: For most of these projects we prepared a water or sewer utility annual budget analysis, project funding plan to minimize rate impacts, grant/loan applications, and assisted with administration of the grants/loans

<b>Application</b>				
<b>Year</b>	<b>Program</b>	<b>Project</b>	<b>Amount</b>	<b>Funded?</b>
1987	CDBG	Wells, T-mains, reservoir improvements, water meters	\$305,000	yes
1987	Ref 38 (DOH)	Wells, T-mains, reservoir improvements, water meters	\$252,000	yes
1987-88	PWTF Loan	Wells, T-mains, reservoir improvements, water meters	\$687,000	yes
1992	PWTF Loan	Reservoir Improvements & Water Main Construction	\$794,000	no
1996 -1999	SRF Loan	WWTP Upgrade design funding	\$360,000	yes
1996 -1999	PWTF Loan	WWTP Upgrade design funding	\$310,000	yes

<b>CAPITAL IMPROVEMENTS FUNDING ASSISTANCE</b>				
(Continued)				
<b>Application</b>				
<b>Year</b>	<b>Program</b>	<b>Project</b>	<b>Amount</b>	<b>Funded?</b>
1996 -1999	SRF Loan	WWTP Upgrade construction	\$2,301,000	yes
1996 -1999	CCWRF Grant	WWTP Upgrade construction	\$840,000	yes
1996 -1999	PWTF Loan	WWTP Upgrade construction	\$2,915,000	yes
2002	DWSRF	Ski Hill Booster Station, Transmission Main and Reservoir	\$1,516,000	yes
2004	DWSRF	Icicle Reservoir Reconstruction, Auxiliary Power at wells, SCADA upgrades	\$1,481,000	yes
2004	PWTF Loan	Icicle Reservoir Reconstruction, Well Site Emergency Power, SCADA upgrades	\$486,000	yes
2009	DWSRF Economic Recovery (ARRA)	Water System Infrastructure Rehabilitation (water mains)		no
<b>Total Funding Obtained</b>			<b>\$12,347,000</b>	

<b>UTILITY FINANCES AND POLICIES</b>	
1987-2009	Funding/financing plans and applications for City water/wastewater projects (see list below)
1990	Water Rate Design
1993	Sewer Rate Design
1990's	Sewer System Development Charges
<b>UTILITY FINANCES AND POLICIES</b>	

(Continued)	
2008	Development Standards
2008	System Development Charges (water and sewer)
2008	Development Policies (including water rights)



## RCW 90.46.005

### Findings—Coordination of efforts—Development of facilities encouraged.

The legislature finds that by encouraging the use of reclaimed water while assuring the health and safety of all Washington citizens and the protection of its environment, the state of Washington will continue to use water in the best interests of present and future generations.

To facilitate the immediate use of reclaimed water for uses approved by the departments of ecology and health, the state shall expand both direct financial support and financial incentives for capital investments in water reuse and reclaimed water to effectuate the goals of this chapter. The legislature further directs the department of health and the department of ecology to coordinate efforts towards developing an efficient and streamlined process for creating and implementing processes for the use of reclaimed water.

It is hereby declared that the people of the state of Washington have a primary interest in the development of facilities to provide reclaimed water to replace potable water in nonpotable applications, to supplement existing surface and ground water supplies, and to assist in meeting the future water requirements of the state.

The legislature further finds and declares that the utilization of reclaimed water by local communities for domestic, agricultural, industrial, recreational, and fish and wildlife habitat creation and enhancement purposes, including wetland enhancement, will contribute to the peace, health, safety, and welfare of the people of the state of Washington. To the extent reclaimed water is appropriate for beneficial uses, it should be so used to preserve potable water for drinking purposes, contribute to the restoration and protection of instream flows that are crucial to preservation of the state's salmonid fishery resources, contribute to the restoration of Puget Sound by reducing wastewater discharge, provide a drought resistant source of water supply for nonpotable needs, or be a source of supply integrated into state, regional, and local strategies to respond to population growth and global warming. Use of reclaimed water constitutes the development of new basic water supplies needed for future generations and local and regional water management planning should consider coordination of infrastructure, development, storage, water reclamation and reuse, and source exchange as strategies to meet water demands associated with population growth and impacts of global warming.

The legislature further finds and declares that the use of reclaimed water is not inconsistent with the policy of antidegradation of state waters announced in other state statutes, including the water pollution control act, chapter 90.48 RCW and the water resources act, chapter 90.54 RCW.

The legislature finds that other states, including California, Florida, and Arizona, have successfully used reclaimed water to supplement existing water supplies without threatening existing resources or public health.

It is the intent of the legislature that the department of ecology and the department of health undertake the necessary steps to encourage the development of water reclamation facilities so that reclaimed water may be made available to help meet the growing water requirements of the state.

The legislature further finds and declares that reclaimed water facilities are water pollution control facilities as defined in chapter 70.146 RCW and are eligible for financial assistance as provided in chapter 70.146 RCW. The legislature finds that funding demonstration projects will ensure the future use of reclaimed water. The demonstration projects in RCW 90.46.110 are varied in nature and will provide the experience necessary to test different facets of the standards and refine a variety of technologies so that water purveyors can begin to use reclaimed water

technology in a more cost-effective manner. This is especially critical in smaller cities and communities where the feasibility for such projects is great, but there are scarce resources to develop the necessary facilities.

The legislature further finds that the agricultural processing industry can play a critical and beneficial role in promoting the efficient use of water by having the opportunity to develop and reuse agricultural industrial process water from food processing.

[2007 c 445 § 2; 2001 c 69 § 1; 1997 c 355 § 1; 1995 c 342 § 1; 1992 c 204 § 1.]

## NOTES:

**Findings—Intent—2007 c 445:** "(1) Since the 1992 enactment of the reclaimed water act, the value of reclaimed water as a new source of supply has received increasing recognition across the state and across the nation. New information on the matters in this section has increased awareness of the need to better manage, protect, and conserve water resources and to use reclaimed water in that process. The legislature now finds the following:

(a) Global warming and climate change. Global warming has reduced the volume of glaciers in the North Cascade mountains to between eighteen to thirty-two percent since 1983, and up to seventy-five percent of the glaciers are at risk of disappearing under projected temperatures for this century. Mountain snow pack has declined at virtually every measurement location in the Pacific Northwest, reducing the proportion of annual river flow to Puget Sound during summer months by eighteen percent since 1948. Global warming has also shifted peak streamflows earlier in the year in watersheds covering much of Washington state, including the Columbia river basin, jeopardizing the state's salmon fisheries. The state's recent report on the economic impacts of climate change indicate that water resources will be one of the areas most affected, and that many utilities may need to invest major resources in new supply and conservation measures. Developing and implementing adaptation strategies, such as water conservation that includes the use of reclaimed water, can extend existing water supply systems to help address the global warming impacts. In particular, because reclaimed water uses existing sources of supply and fairly constant base flows of wastewater, it has year-round dependability, without regard to any given year's climate variability. This is particularly important during summer months, when outdoor demands peak and streamflows are critical for fish.

(b) Puget Sound. The governor has initiated a Puget Sound partnership, with a request for an initial strategy to address high priority problems. In December, the partnership delivered a strategy that includes expanded use of reclaimed water both in order to improve the Puget Sound's water quality by reducing wastewater discharges and by replacing current sources of supply for nonpotable uses that detrimentally affect streamflows and habitat.

(c) Salmon recovery. The federal fisheries services recently approved a salmon recovery plan for the Puget Sound, which was developed across multiple watersheds by numerous local governments, tribal governments, and other parties to achieve sustainable populations of salmon and other species. That plan includes an adaptive management component where continued efforts will be made to address issues, including problems with instream flows, identified as a limiting factor in virtually all the watersheds, through strategies that will be developed by regional and watershed implementation groups. A potentially significant strategy may be the substitution of reclaimed water for nonpotable uses where it will benefit streams and habitat.

(d) Water quality. Increasingly stringent federal standards for water quality are forcing a number of communities to develop strategies for wastewater treatment that, in addition to providing higher treatment levels, will reduce the quantity of discharges. For many of those communities,

facilities to produce reclaimed water will be a necessary approach to achieve both water quality and water supply objectives.

(e) Watershed plans. Under the watershed planning act of 1997, approximately two-thirds of the watersheds in the state have used a bottom-up approach to developing collaborative plans for meeting future water supply needs. Many of those plans include the use of reclaimed water for meeting those needs.

(f) Columbia river water management. Pursuant to legislation and funding provided in 2006, federal, state, and local governments and agencies, along with tribal governments, user groups, environmental organizations, and others are developing a comprehensive strategy for the mainstem Columbia that will ensure supplies for future growth while protecting streamflows and fish habitat. The strategy will include multiple tools that may include the potential development of new storage, conservation measures, and water use efficiency. One pathway toward conservation and efficiency is likely to be identification and implementation of reclaimed water opportunities.

(g) Development schedule. The time frame required to plan, design, construct, and begin use of reclaimed water can be extensive due to the public information and acceptance efforts required in addition to planning, design, and environmental assessment required for infrastructure projects. This extended time frame necessitates the initiation of reclaimed water projects as soon as possible.

(2) It is therefore the intent of the legislature to:

(a) Effectuate and reinvigorate the original intent behind the reclaimed water act to expand the use of reclaimed water for nonpotable uses throughout the state;

(b) Restate and emphasize the use of reclaimed water as a matter of water resource management policy;

(c) Address current barriers to the use of reclaimed water, where changes in state law will resolve such issues;

(d) Develop information from the state agencies responsible for promoting the use of reclaimed water and address regulatory, financial, planning, and other barriers to the expanded use of reclaimed water, relying on state agency expertise and experience with reclaimed water;

(e) Facilitate achieving state, regional, and local objectives through use of reclaimed water for water supply purposes in high priority areas of the state, and in regional and local watershed and water planning;

(f) Provide planning tools to local governments to incorporate reclaimed water and related water conservation into land use plans, consistent with water planning;

(g) Expand the scope of work of the advisory committee established under chapter 279, Laws of 2006 to identify other reclaimed water issues that should be addressed; and

(h) Provide initial funding, and evaluate options for providing additional direct state funding, for reclaimed water projects." [2007 c 445 § 1.]

**Construction—1995 c 342:** "This act shall not be construed as affecting any existing right acquired or liability or obligation incurred under the sections amended or repealed in this act or under any rule or order adopted under those sections, nor as affecting any proceeding instituted under those sections." [1995 c 342 § 10.]

**Effective date—1995 c 342:** "This act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and shall take effect immediately [May 11, 1995]." [1995 c 342 § 11.]

**CITY OF LEAVENWORTH VMS  
MAINTENANCE AGREEMENT  
Washington State Department of Transportation  
City of Leavenworth**

**AGREEMENT GMB 1027**

This Agreement is made and entered into between the Washington State Department of Transportation, hereinafter the "STATE," and the City of Leavenworth, a Washington municipal corporation, hereinafter "CITY."

WHEREAS, the STATE has funds to install and operate a Variable Message Sign (VMS), and

WHEREAS, it is a benefit to the traveling public to install the sign on SR 2 at MP99.31 within CITY limits, and

WHEREAS, the CITY's ordinance, Leavenworth Municipal Code (LMC) Title 14, Development Standards, requires structures within the CITY limits to be built consistent with a Bavarian theme, and the STATE, although not legally obligated to comply with said ordinance, has agreed to design and construct the sign structure only pursuant to the maintenance terms of this Agreement, and

WHEREAS, the CITY ordinance design standard exceeds the STATE standards for a VMS installation, and the Parties desire to establish maintenance responsibilities under this Agreement, and

WHEREAS, the STATE has requested and the CITY has agreed to the structure design and installation location of the VMS shown in Exhibit A,

NOW, THEREFORE, pursuant to RCW 47.24.020(13), the above recitals that are incorporated herein as if fully set forth below, and in consideration of the terms, conditions, covenants, and performances contained herein, and the attached Exhibit A which is incorporated and made a part hereof,

IT IS MUTUALLY AGREED AS FOLLOWS:

**1. STATE RESPONSIBILITIES**

- 1.1 The STATE will fabricate and install the VMS support structure and; thereafter, the STATE shall own, operate and maintain the VMS as shown in Exhibit A, all at its sole cost and expense.
- 1.2 The STATE is responsible and has full authority for content and timing of messages posted on the VMS. Non-emergency messages shall be limited. The content of the

messages shall be to redirect traffic at this location or to advise of mountain pass related emergencies and conditions.

## 2. CITY RESPONSIBILITIES

- 2.1 The CITY agrees to maintain the structure that supports the VMS at the location shown on Exhibit A at the CITY's sole cost and expense.
- 2.2 The CITY shall, at its sole cost and expense, remove or trim trees, as shown in Exhibit A, in the vicinity of the VMS to maintain line of sight for the traveling public.

## 3. RIGHT OF ENTRY

- 3.1 The STATE hereby grants to the CITY and its authorized agents, contractors, subcontractors, and employees a right of entry upon state-owned right of way and property for the purpose of maintenance of the VMS structure.

## 4. TERMINATION

- 4.1 The term of this Agreement shall be for one year, beginning on the date of execution of this Agreement and ending on December 31 of the initial year. This Agreement shall automatically be renewed on a calendar year basis unless written notice of termination is given by either Party by the preceding November 1 of any such year. Failure of either Party to notify the other of such termination on or before November 1 of any such year shall cause this Agreement to automatically be renewed for the next ensuing calendar year.

## 5. DISPUTES AND VENUE

- 5.1 In the event that a dispute arises under this Agreement, it shall be resolved as follows: The STATE's Secretary of Transportation or designee and CITY's Mayor or designee shall review the applicable facts, contract terms, statutes and rules affecting the dispute to resolve the matter. If the Parties cannot reach a resolution, the Parties agree that any legal action to enforce any right or obligation under this Agreement may only be brought in Chelan County Superior Court. Each Party shall be responsible for its own costs and attorneys fees.

## 6. MODIFICATION

- 6.1 This Agreement may be amended by the mutual agreement of the Parties. Such amendments or modification shall not be binding unless they are in writing and signed by persons authorized to bind each Party.

## 7. INSURANCE

- 7.1 The CITY warrants that it is a member of the Washington Cities Insurance Authority, (WCIA), a risk retention group, and agrees to provide acceptable evidence of its status to

the STATE. The CITY's coverage must provide coverage that includes public liability coverage for the bodily injury, property damage, and the personal injury of not less than Two Million Dollars (\$2,000,000) combined single limit per occurrence with a general aggregate amount of not less than Four Million Dollars (\$4,000,000) per policy period.

- 7.2 Coverage, if obtained by the CITY in compliance with this section, shall not be deemed as having relieved the CITY of any liability in excess of such coverage.
- 7.3 In the event the CITY, after commencement of this Agreement, elects to terminate its membership in the WCIA and secure commercial liability coverage, the CITY will promptly notify the STATE and provide a certificate of insurance from an insurer licensed to conduct business in the State of Washington in the amounts and types as set forth in Section 7.1. Further, the CITY shall provide a certificate of insurance within Ten (10) calendar days of receiving a written notice from the STATE for an increase in the coverage amounts.
- 7.4 The STATE warrants that it is self insured and, if requested, agrees to provide acceptable evidence of its status to the CITY. The STATE's coverage includes public liability coverage for the bodily injury, property damage, and the personal injury of Two Million Dollars (\$2,000,000) combined single limit per occurrence with a general aggregate amount of not less than Four Million Dollars (\$4,000,000) per policy period
- 7.5 Coverage, if obtained by the STATE in compliance with this section, shall not be deemed as having relieved the STATE of any liability in excess of such coverage.
- 7.6 In the event the STATE, after commencement of this Agreement, elects to change its self insurance status, the STATE will promptly notify the CITY, and provide a certificate of insurance from the new insurer licensed to conduct business in the State of Washington, in the amounts and types as set forth in paragraph 7.4 above. Further, the STATE shall provide a certificate of insurance within Ten (10) days of receiving a written notice from the CITY for an increase in the coverage amounts.

## 8. INDEMNITY

- 8.1 Each Party, its officers, officials, employees and authorized agents will protect, defend, indemnify, and hold harmless the other Party, its officers, officials, employees and authorized agents, while acting within the scope of their employment as such, from all costs, claims, judgments, and/or awards of damages (both to persons and/or property), arising out of, or in any way resulting from each Party's obligations to be performed under the provisions of this Agreement. No Party will be required to indemnify, defend, or hold harmless the other Party if the claim, suit, or action for injuries, death, or damages (both to persons and/or property) is caused by the negligence of the other Party, or its officers, officials, employees and authorized agents. Where such claims, suits, or actions result from concurrent negligence of the Parties, or involves those actions covered by RCW 4.24.115, the indemnity provisions provided herein shall be valid and enforceable

only to the extent of each Party's or its offices', officials', employees', and agents' own negligence.

8.2 The Parties agree that their obligations under this Section extend to any claim, demand and/or cause of action brought by, or on behalf of, any of its employees or agents while performing pursuant to the provisions of this Agreement. For this purpose, each Party, by mutual negotiation, hereby waives with respect to the other Party only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provisions chapter 51.12 RCW.

8.3 Section 8 shall survive termination of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Party's date signed below last.

**CITY OF LEAVENWORTH**

**WASHINGTON STATE DEPARTMENT  
OF TRANSPORTATION**

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(title)

\_\_\_\_\_  
(title)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO FORM**

By: *Ann E. Salay*  
Ann E. Salay, Senior Assistant Attorney General

Date: 3-2-10



**RESOLUTION NO. 6-2016**

**CITY OF LEAVENWORTH, WASHINGTON**

**A RESOLUTION OF THE CITY OF LEAVENWORTH, WASHINGTON,  
EXPRESSING SUPPORT FOR ADEQUATE FUNDING OF THE MUNICIPAL  
RESEARCH AND SERVICES CENTER**

**BE IT RESOLVED** BY THE City Council of the City of Leavenworth, Washington as follows:

**WHEREAS**, for over 80 years, the Municipal Research and Services Center ("MRSC") has provided comprehensive and objective guidance on complex legal and policy issues to local governments in Washington, including the City of Leavenworth; and

**WHEREAS**, MRSC has been a trusted and dedicated provider to the City of Leavenworth for guidance, analysis, answers, and assistance on a wide variety of legal issues such as public records, purchasing and contracting, governmental operations, statutory information and updates, and financial management and reporting; and

**WHEREAS**, the City of Leavenworth relies on MRSC for substantive advice, research, legal opinions and information through direct contact with MRSC staff and through MRSC's website; and

**WHEREAS**, MRSC efficiently provides information and resources to all cities, and thus saves public funds statewide; and

**WHEREAS**, the City of Leavenworth's use of MRSC resources saves public funds within the City for other uses because MRSC provides research and advice on issues the City of Leavenworth would otherwise need to pay city attorneys or outside counsel to provide, which is more costly and less efficient for many common issues that local governments deal with; and

**WHEREAS**, defunding MRSC will deprive the City of Leavenworth and many other cities of important, useful, and valuable legal services, and would cause the City of Leavenworth to incur new and increased costs to obtain the same advice and services from city attorneys or outside counsel;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LEAVENWORTH, WASHINGTON, THAT:**

Section 1. The City of Leavenworth supports continued full funding of MRSC from the State budget.

Section 2. The City Council authorizes City staff to take action in accordance with this resolution to support full funding of MRSC from the state budget.

Passed by the City Council of the City of Leavenworth and approved by the Mayor this 22<sup>nd</sup> day of March, 2016.

CITY OF LEAVENWORTH

By:

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Cheryl K. Farivar, Mayor

Attest:

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Chantell Steiner  
Finance Director/City Clerk

# **LEAVENWORTH CITY COUNCIL**

## **Finance Committee Agenda**

**City Hall - Conference Room**

**March 22, 2016, 5:00 p.m.**

### **1) Finance Director Topics:**

- a) Revenue / Expenditure Reports by Department**
- b) February 2016 Investment Report (1 page)**
- c) Tax & Parking Revenue Summary Reports (7 pages)**
- d) All Funds Revenue/Expenditure Charts and Cash Flow Figures (4 pages)**

### **2) Finance Committee / Mayor Topics**

- a) Financial Policy Review**
- b) Financial Sureties Discussion**



# Memo

**To:** Mayor, City Council and Joel Walinski  
**From:** Chantell Steiner, Finance Director  
**Date:** March 11, 2016  
**Re:** February 2016 Revenue/Expenditure Report

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Attached is the February 2016 Revenue and Expenditure report through February 29, 2016. The first page includes revenues and expenses without the beginning and ending fund balance budget and actuals, allowing for a true picture of revenues versus expenditures. Please note that a particular fund may not show on this page if there were no revenues or expenses. In reviewing this page you will find that we have received 16.4% of revenues and have spent 11.7% on expenses.

In reviewing the revenues (fund balances excluded) to date across all funds the City is 1.8% higher than it was in 2015. In reviewing the expenditures (fund balances excluded) to date across all funds the City is 1.1% lower than it was in 2015. Revenues are slightly higher this year over last year partly due to incoming grant reimbursements from late 2015 while expenditures are slightly lower in 2016 due to lower capital related expenditures and the Sheriff invoices coming in March rather than February.

The Retail Sales Tax percentage, through the month of February, increased to 4.67% up from 1.16% last month. The Lodging Tax percentage has significantly increased to 8.94% up from -0.37% over last month. The Transportation Benefit District (TBD) Tax and Public Safety Retail Sales Taxes continue to come in with a similar trend to the base Retail Sales Tax with an overall percent increase over February 2015 of 4.59% for the TBD and 6.24% for the Public Safety Tax. Property taxes have started off good for the year with February 2016 revenues exceeding February 2015 by 48.15%; although this is a high percentage it is only a difference of about \$3,200. Real Estate Excise Taxes (REET) are also starting off good with February 2016 revenues exceeding February 2015 by 78.85% which equates to an increase of about \$21,900 over last year's to date figure. Parking revenues for all lots combined in February have exceeded 2015 figures by 30.95%; this is an increase of nearly \$13,000 through February 2016. Cash flows continue to remain very stable for February with yearly revenues exceeding expenditures by \$474,938 at month end. As noted above capital expenditures are currently in a low spending phase; however, this year's budget will have significant increases later this year as projects are finalized and underway.

The City's investment return for February increased from .249% to .366% due to an increase in the Local Government Investment Pool (LGIP) and Cashmere Valley Bank accounts. The City's overall return rate continues to be above the 1-Month US Treasury Bills by .136% and is slightly below the LGIP by .055%. The City currently has about 75% of unencumbered cash in the LGIP account. Due to the rise in rates of returns with the LGIP in January, cash was transferred to that account to increase the overall return. The current return rate for the LGIP is .42% while Cashmere Valley Bank is at .21%. Both entities have nearly doubled the rates since December.

If you have any questions on how to interpret or cannot find something in particular in any fund, please do not hesitate to ask and I will do my best to help find the answer!

## REVENUES LESS BEGINNING FUND BALANCES FEBRUARY 2016

City Of Leavenworth  
MCAG #: 0222

Months: 01 To: 02

Time: 09:01:05 Date: 03/02/2016

Page: 1

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Current Expense	2,628,126.14	411,572.32	15.7%	0.00	0.00	0.0%
101 Streets	1,466,702.54	184,318.66	12.6%	0.00	0.00	0.0%
104 Lodging Tax	1,182,904.00	303,264.28	25.6%	0.00	0.00	0.0%
107 P.W. Capital Improvement	80,000.00	27,734.16	34.7%	0.00	0.00	0.0%
110 Leavenworth Civic Center	115,550.00	27,943.58	24.2%	0.00	0.00	0.0%
176 Community Swimming Pool	249,803.00	0.00	0.0%	0.00	0.00	0.0%
201 1997 G.O. Bond	60,000.00	975.78	1.6%	0.00	0.00	0.0%
202 2009 G.O. Bond	29,043.00	0.00	0.0%	0.00	0.00	0.0%
203 2013 G.O. Bond	184,813.00	0.00	0.0%	0.00	0.00	0.0%
301 Capital Projects Fund (Warehouse)	0.00	60.26	0.0%	0.00	0.00	0.0%
402 Garbage	678,978.00	122,389.77	18.0%	0.00	0.00	0.0%
403 Water	1,450,151.00	202,695.20	14.0%	0.00	0.00	0.0%
404 Sewer	1,597,412.00	244,637.56	15.3%	0.00	0.00	0.0%
405 Water Bond Reserve	43,000.00	0.00	0.0%	0.00	0.00	0.0%
406 Sewer Bond Reserve	0.00	0.00	0.0%	0.00	0.00	0.0%
410 Stormwater	91,463.00	28,183.76	30.8%	0.00	0.00	0.0%
415 Parking	275,200.00	48,005.81	17.4%	0.00	0.00	0.0%
501 Equip Rental & Revolving Fund	517,300.00	128,607.48	24.9%	0.00	0.00	0.0%
502 Central Services	77,275.00	19,319.00	25.0%	0.00	0.00	0.0%
601 Cemetery Endowment Fund	40,550.00	36,108.53	89.0%	0.00	0.00	0.0%
630 Transportation Benefit District A	135,000.00	0.00	0.0%	0.00	0.00	0.0%
	<b>10,903,270.68</b>	<b>1,785,816.15</b>	<b>16.4%</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

## EXPENDITURES LESS ENDING FUND BALANCES FEBRUARY 2016

City Of Leavenworth  
MCAG #: 0222

Months: 01 To: 02

Time: 09:00:25 Date: 03/02/2016

Page: 1

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Current Expense	0.00	0.00	0.0%	2,733,802.30	240,197.35	8.8%
101 Streets	0.00	0.00	0.0%	1,682,715.32	138,780.05	8.2%
104 Lodging Tax	0.00	0.00	0.0%	1,174,629.00	192,102.97	16.4%
107 P.W. Capital Improvement	0.00	0.00	0.0%	60,000.00	15,000.00	25.0%
110 Leavenworth Civic Center	0.00	0.00	0.0%	157,753.97	35,664.33	22.6%
176 Community Swimming Pool	0.00	0.00	0.0%	234,391.00	11,085.34	4.7%
201 1997 G.O. Bond	0.00	0.00	0.0%	89,042.00	0.00	0.0%
202 2009 G.O. Bond	0.00	0.00	0.0%	29,043.00	0.00	0.0%
203 2013 G.O. Bond	0.00	0.00	0.0%	184,813.00	0.00	0.0%
301 Capital Projects Fund (Warehouse)	0.00	0.00	0.0%	90,542.75	1,218.75	1.3%
402 Garbage	0.00	0.00	0.0%	640,131.00	97,489.89	15.2%
403 Water	0.00	0.00	0.0%	1,398,847.66	234,248.74	16.7%
404 Sewer	0.00	0.00	0.0%	1,751,001.99	227,833.48	13.0%
405 Water Bond Reserve	0.00	0.00	0.0%	0.00	0.00	0.0%
410 Stormwater	0.00	0.00	0.0%	71,208.34	8,330.75	11.7%
415 Parking	0.00	0.00	0.0%	254,830.00	41,722.36	16.4%
501 Equip Rental & Revolving Fund	0.00	0.00	0.0%	402,714.00	48,846.00	12.1%
502 Central Services	0.00	0.00	0.0%	77,275.00	18,358.61	23.8%
601 Cemetery Endowment Fund	0.00	0.00	0.0%	0.00	0.00	0.0%
630 Transportation Benefit District A	0.00	0.00	0.0%	135,000.00	0.00	0.0%
	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>	<b>11,167,740.33</b>	<b>1,310,878.62</b>	<b>11.7%</b>

## 2016 FEBRUARY BUDGET POSITION

City Of Leavenworth  
MCAG #: 0222

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### 001 Current Expense

Revenues	Amt Budgeted	February	YTD	Remaining	
308 Beginning Balances	454,104.00	0.00	1,031,932.97	(577,828.97)	227.2%
310 Taxes	1,800,842.00	135,835.55	315,536.18	1,485,305.82	17.5%
320 Licenses & Permits	128,050.00	12,136.09	23,174.38	104,875.62	18.1%
330 Intergovernmental Revenues	127,009.14	54,195.05	57,946.82	69,062.32	45.6%
340 Charges For Goods & Services	47,850.00	3,657.70	10,409.92	37,440.08	21.8%
350 Fines & Penalties	0.00	225.00	225.00	(225.00)	0.0%
360 Interest & Other Earnings	41,950.00	421.71	4,120.26	37,829.74	9.8%
380 Non Revenues	482,425.00	63.52	159.76	482,265.24	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>3,082,230.14</b>	<b>206,534.62</b>	<b>1,443,505.29</b>	<b>1,638,724.85</b>	<b>46.8%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
511 Legislative	61,749.00	5,470.18	9,260.59	52,488.41	15.0%
513 Executive	121,262.00	10,259.42	21,037.40	100,224.60	17.3%
514 Financial, Recording & Elections	116,426.00	7,457.81	20,119.32	96,306.68	17.3%
515 Legal Services	48,250.00	5,040.00	5,040.00	43,210.00	10.4%
518 Centralized Services	118,630.00	4,459.54	40,878.47	77,751.53	34.5%
521 Law Enforcement	602,233.00	3,280.27	9,405.95	592,827.05	1.6%
522 Fire Control	43,000.00	0.00	0.00	43,000.00	0.0%
525 Disaster Services	4,450.00	0.00	0.00	4,450.00	0.0%
536 Cemetery	93,206.00	4,939.77	11,573.82	81,632.18	12.4%
554 Environmental Services	9,100.00	4.83	62.33	9,037.67	0.7%
558 Planning & Community Devel	233,244.00	11,825.92	26,449.32	206,794.68	11.3%
559 Housing & Community Develop	95,042.00	7,047.12	13,662.40	81,379.60	14.4%
562 Public Health	975.00	22.50	22.50	952.50	2.3%
565 Welfare	0.00	0.00	0.00	0.00	0.0%
569 Aging & Adult Services	4,500.00	0.00	0.00	4,500.00	0.0%
571 Education & Recreation	3,000.00	100.00	100.00	2,900.00	3.3%
576 Park Facilities	502,298.00	19,394.23	80,805.76	421,492.24	16.1%
580 Non Expeditures	474,525.00	(47.85)	1,779.49	472,745.51	0.4%
591 Debt Service - Principal Repayment	35,000.00	0.00	0.00	35,000.00	0.0%
592 Debt Service - Interest Costs	2,100.00	0.00	0.00	2,100.00	0.0%
594 Capital Expenditures	134,812.30	0.00	0.00	134,812.30	0.0%
597 Interfund Transfers	30,000.00	0.00	0.00	30,000.00	0.0%
999 Ending Balance	348,427.84	0.00	0.00	348,427.84	0.0%
<b>Fund Expenditures:</b>	<b>3,082,230.14</b>	<b>79,253.74</b>	<b>240,197.35</b>	<b>2,842,032.79</b>	<b>7.8%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>127,280.88</b>	<b>1,203,307.94</b>		

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### 101 Streets

Revenues	Amt Budgeted	February	YTD	Remaining	
308 Beginning Balances	167.00	0.00	128,804.85	(128,637.85)	*****%
310 Taxes	510,146.00	72,217.08	109,220.38	400,925.62	21.4%
330 Intergovernmental Revenues	427,056.54	56,845.55	60,098.28	366,958.26	14.1%
360 Interest & Other Earnings	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues	334,500.00	0.00	0.00	334,500.00	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	195,000.00	0.00	15,000.00	180,000.00	7.7%
<b>Fund Revenues:</b>	<b>1,466,869.54</b>	<b>129,062.63</b>	<b>313,123.51</b>	<b>1,153,746.03</b>	<b>21.3%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
030 Roadway	260,836.00	18,557.02	40,056.32	220,779.68	15.4%
061 Sidewalks	7,000.00	0.00	0.00	7,000.00	0.0%
063 Street Lighting	25,500.00	2,040.19	2,040.19	23,459.81	8.0%
064 Traffic Control	3,000.00	0.00	0.00	3,000.00	0.0%
066 Snow & Ice	34,500.00	697.08	12,198.94	22,301.06	35.4%
067 Street Cleaning	500.00	0.00	0.00	500.00	0.0%
542 Streets - Maintenance	331,336.00	21,294.29	54,295.45	277,040.55	16.4%
543 Streets Admin & Overhead	287,530.00	8,152.45	81,990.96	205,539.04	28.5%
547 Transit Systems & Railroads	500.00	0.00	0.00	500.00	0.0%
580 Non Expenditures	334,500.00	0.00	0.00	334,500.00	0.0%
591 Debt Service - Principal Repayment	56,924.00	0.00	0.00	56,924.00	0.0%
592 Debt Service - Interest Costs	5,473.00	0.00	0.00	5,473.00	0.0%
594 Capital Expenditures	4,000.00	0.00	0.00	4,000.00	0.0%
595 Capital Expenditures- Streets	662,452.32	2,493.64	2,493.64	659,958.68	0.4%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	(215,845.78)	0.00	0.00	(215,845.78)	0.0%
<b>Fund Expenditures:</b>	<b>1,466,869.54</b>	<b>31,940.38</b>	<b>138,780.05</b>	<b>1,328,089.49</b>	<b>9.5%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>97,122.25</b>	<b>174,343.46</b>		

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### 104 Lodging Tax

Revenues	Amt Budgeted	February	YTD	Remaining	
308 Beginning Balances	53,741.00	0.00	287,325.04	(233,584.04)	534.6%
310 Taxes	1,182,904.00	230,680.04	303,183.96	879,720.04	25.6%
360 Interest & Other Earnings	0.00	47.37	80.32	(80.32)	0.0%
<b>Fund Revenues:</b>	<b>1,236,645.00</b>	<b>230,727.41</b>	<b>590,589.32</b>	<b>646,055.68</b>	<b>47.8%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
557 Community Services	966,850.00	137,138.81	177,086.17	789,763.83	18.3%
591 Debt Service - Principal Repayment	90,000.00	0.00	0.00	90,000.00	0.0%
592 Debt Service - Interest Costs	48,736.00	0.00	0.00	48,736.00	0.0%
594 Capital Expenditures	40,000.00	15,000.00	15,016.80	24,983.20	37.5%
597 Interfund Transfers	29,043.00	0.00	0.00	29,043.00	0.0%
999 Ending Balance	62,016.00	0.00	0.00	62,016.00	0.0%
<b>Fund Expenditures:</b>	<b>1,236,645.00</b>	<b>152,138.81</b>	<b>192,102.97</b>	<b>1,044,542.03</b>	<b>15.5%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>78,588.60</b>	<b>398,486.35</b>		

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### 107 P.W. Capital Improvement

Revenues	Amt Budgeted	February	YTD	Remaining	
308 Beginning Balances	20,811.00	0.00	119,613.24	(98,802.24)	574.8%
310 Taxes	80,000.00	8,207.12	27,734.16	52,265.84	34.7%
360 Interest & Other Earnings	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>100,811.00</b>	<b>8,207.12</b>	<b>147,347.40</b>	<b>(46,536.40)</b>	<b>146.2%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
597 Interfund Transfers	60,000.00	0.00	15,000.00	45,000.00	25.0%
999 Ending Balance	40,811.00	0.00	0.00	40,811.00	0.0%
<b>Fund Expenditures:</b>	<b>100,811.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>85,811.00</b>	<b>14.9%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>8,207.12</b>	<b>132,347.40</b>		

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### 110 Leavenworth Civic Center

Revenues	Amt Budgeted	February	YTD	Remaining	
308 Beginning Balances	48,540.00	0.00	96,638.50	(48,098.50)	199.1%
340 Charges For Goods & Services	85,050.00	6,432.99	27,801.90	57,248.10	32.7%
350 Fines & Penalties	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	0.00	11.92	20.21	(20.21)	0.0%
380 Non Revenues	500.00	28.38	121.47	378.53	24.3%
397 Interfund Transfers	30,000.00	0.00	0.00	30,000.00	0.0%
<b>Fund Revenues:</b>	<b>164,090.00</b>	<b>6,473.29</b>	<b>124,582.08</b>	<b>39,507.92</b>	<b>75.9%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
575 Cultural & Recreational Facilities	113,121.00	7,126.60	34,511.67	78,609.33	30.5%
580 Non Expenditures	1,500.00	425.43	425.43	1,074.57	28.4%
594 Capital Expenditures	43,132.97	727.23	727.23	42,405.74	1.7%
999 Ending Balance	6,336.03	0.00	0.00	6,336.03	0.0%
<b>Fund Expenditures:</b>	<b>164,090.00</b>	<b>8,279.26</b>	<b>35,664.33</b>	<b>128,425.67</b>	<b>21.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(1,805.97)</b>	<b>88,917.75</b>		

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### 176 Community Swimming Pool

Revenues	Amt Budgeted	February	YTD	Remaining	
308 Beginning Balances	10,740.00	0.00	30,335.68	(19,595.68)	282.5%
310 Taxes	118,228.00	0.00	0.00	118,228.00	0.0%
340 Charges For Goods & Services	91,000.00	0.00	0.00	91,000.00	0.0%
360 Interest & Other Earnings	575.00	0.00	0.00	575.00	0.0%
380 Non Revenues	40,000.00	0.00	0.00	40,000.00	0.0%
<b>Fund Revenues:</b>	<b>260,543.00</b>	<b>0.00</b>	<b>30,335.68</b>	<b>230,207.32</b>	<b>11.6%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
576 Park Facilities	179,066.00	587.99	11,085.34	167,980.66	6.2%
580 Non Expenditures	50,250.00	0.00	0.00	50,250.00	0.0%
592 Debt Service - Interest Costs	75.00	0.00	0.00	75.00	0.0%
594 Capital Expenditures	5,000.00	0.00	0.00	5,000.00	0.0%
999 Ending Balance	26,152.00	0.00	0.00	26,152.00	0.0%
<b>Fund Expenditures:</b>	<b>260,543.00</b>	<b>587.99</b>	<b>11,085.34</b>	<b>249,457.66</b>	<b>4.3%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(587.99)</b>	<b>19,250.34</b>		

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201 1997 G.O. Bond

Revenues	Amt Budgeted	February	YTD	Remaining	
308 Beginning Balances	57,781.00	0.00	60,417.57	(2,636.57)	104.6%
310 Taxes	60,000.00	90.44	927.93	59,072.07	1.5%
360 Interest & Other Earnings	0.00	28.22	47.85	(47.85)	0.0%
<b>Fund Revenues:</b>	<b>117,781.00</b>	<b>118.66</b>	<b>61,393.35</b>	<b>56,387.65</b>	<b>52.1%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
591 Debt Service - Principal Repayment	85,000.00	0.00	0.00	85,000.00	0.0%
592 Debt Service - Interest Costs	4,042.00	0.00	0.00	4,042.00	0.0%
999 Ending Balance	28,739.00	0.00	0.00	28,739.00	0.0%
<b>Fund Expenditures:</b>	<b>117,781.00</b>	<b>0.00</b>	<b>0.00</b>	<b>117,781.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>118.66</b>	<b>61,393.35</b>		

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202 2009 G.O. Bond

Revenues	Amt Budgeted	February	YTD	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	29,043.00	0.00	0.00	29,043.00	0.0%
<b>Fund Revenues:</b>	<b>29,043.00</b>	<b>0.00</b>	<b>0.00</b>	<b>29,043.00</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
591 Debt Service - Principal Repayment	26,717.00	0.00	0.00	26,717.00	0.0%
592 Debt Service - Interest Costs	2,326.00	0.00	0.00	2,326.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>29,043.00</b>	<b>0.00</b>	<b>0.00</b>	<b>29,043.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

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203 2013 G.O. Bond

Revenues	Amt Budgeted	February	YTD	Remaining	
308 Beginning Balances	28.00	0.00	0.00	28.00	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	184,813.00	0.00	0.00	184,813.00	0.0%
<b>Fund Revenues:</b>	<b>184,841.00</b>	<b>0.00</b>	<b>0.00</b>	<b>184,841.00</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
591 Debt Service - Principal Repayment	95,000.00	0.00	0.00	95,000.00	0.0%
592 Debt Service - Interest Costs	89,813.00	0.00	0.00	89,813.00	0.0%
593 Advance Refunding Escrow	0.00	0.00	0.00	0.00	0.0%
595 Capital Expenditures- Streets	0.00	0.00	0.00	0.00	0.0%
596 Issuance Discount On Long-Term Debt	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	28.00	0.00	0.00	28.00	0.0%
<b>Fund Expenditures:</b>	<b>184,841.00</b>	<b>0.00</b>	<b>0.00</b>	<b>184,841.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

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### 301 Capital Projects Fund (Warehouse)

Revenues	Amt Budgeted	February	YTD	Remaining	
308 Beginning Balances	0.00	0.00	90,665.85	(90,665.85)	0.0%
360 Interest & Other Earnings	0.00	35.54	60.26	(60.26)	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>0.00</b>	<b>35.54</b>	<b>90,726.11</b>	<b>(90,726.11)</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
518 Centralized Services	0.00	0.00	0.00	0.00	0.0%
595 Capital Expenditures- Streets	90,542.75	1,218.75	1,218.75	89,324.00	1.3%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	(90,542.75)	0.00	0.00	(90,542.75)	0.0%
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>1,218.75</b>	<b>1,218.75</b>	<b>(1,218.75)</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(1,183.21)</b>	<b>89,507.36</b>		

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402 Garbage

Revenues	Amt Budgeted	February	YTD	Remaining	
308 Beginning Balances	136,453.00	0.00	173,151.67	(36,698.67)	126.9%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services	676,478.00	61,532.44	122,329.51	554,148.49	18.1%
360 Interest & Other Earnings	2,500.00	35.54	60.26	2,439.74	2.4%
380 Non Revenues	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>815,431.00</b>	<b>61,567.98</b>	<b>295,541.44</b>	<b>519,889.56</b>	<b>36.2%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
537 Garbage & Solid Waste	602,631.00	36,799.51	97,489.89	505,141.11	16.2%
591 Debt Service - Principal Repayment	0.00	0.00	0.00	0.00	0.0%
592 Debt Service - Interest Costs	0.00	0.00	0.00	0.00	0.0%
594 Capital Expenditures	37,500.00	0.00	0.00	37,500.00	0.0%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	175,300.00	0.00	0.00	175,300.00	0.0%
<b>Fund Expenditures:</b>	<b>815,431.00</b>	<b>36,799.51</b>	<b>97,489.89</b>	<b>717,941.11</b>	<b>12.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>24,768.47</b>	<b>198,051.55</b>		

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403 Water

Revenues	Amt Budgeted	February	YTD	Remaining	
308 Beginning Balances	54,580.00	0.00	78,731.94	(24,151.94)	144.3%
340 Charges For Goods & Services	1,384,601.00	98,875.29	200,524.82	1,184,076.18	14.5%
350 Fines & Penalties	8,500.00	708.50	2,168.70	6,331.30	25.5%
360 Interest & Other Earnings	50.00	0.99	1.68	48.32	3.4%
370 Capital Contributions	57,000.00	0.00	0.00	57,000.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.00	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>1,504,731.00</b>	<b>99,584.78</b>	<b>281,427.14</b>	<b>1,223,303.86</b>	<b>18.7%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
534 Water Utilities	936,421.66	54,504.37	233,489.00	702,932.66	24.9%
580 Non Expenditures	43,000.00	0.00	0.00	43,000.00	0.0%
591 Debt Service - Principal Repayment	307,662.00	0.00	0.00	307,662.00	0.0%
592 Debt Service - Interest Costs	41,764.00	0.00	0.00	41,764.00	0.0%
594 Capital Expenditures	70,000.00	759.74	759.74	69,240.26	1.1%
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	105,883.34	0.00	0.00	105,883.34	0.0%
<b>Fund Expenditures:</b>	<b>1,504,731.00</b>	<b>55,264.11</b>	<b>234,248.74</b>	<b>1,270,482.26</b>	<b>15.6%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>44,320.67</b>	<b>47,178.40</b>		

## 2016 FEBRUARY BUDGET POSITION

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MCAG #: 0222

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404 Sewer

Revenues	Amt Budgeted	February	YTD	Remaining	
308 Beginning Balances	417,030.00	0.00	788,761.71	(371,731.71)	189.1%
340 Charges For Goods & Services	1,531,912.00	115,323.40	244,191.68	1,287,720.32	15.9%
350 Fines & Penalties	8,500.00	0.00	0.00	8,500.00	0.0%
360 Interest & Other Earnings	0.00	262.97	445.88	(445.88)	0.0%
370 Capital Contributions	57,000.00	0.00	0.00	57,000.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.00	0.0%
390 Other Financing Sources	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>2,014,442.00</b>	<b>115,586.37</b>	<b>1,033,399.27</b>	<b>981,042.73</b>	<b>51.3%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
535 Sewer	988,104.67	57,519.63	214,275.01	773,829.66	21.7%
591 Debt Service - Principal Repayment	307,392.00	9,230.77	9,230.77	298,161.23	3.0%
592 Debt Service - Interest Costs	5,391.00	0.00	0.00	5,391.00	0.0%
594 Capital Expenditures	450,114.32	4,327.70	4,327.70	445,786.62	1.0%
999 Ending Balance	263,440.01	0.00	0.00	263,440.01	0.0%
<b>Fund Expenditures:</b>	<b>2,014,442.00</b>	<b>71,078.10</b>	<b>227,833.48</b>	<b>1,786,608.52</b>	<b>11.3%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>44,508.27</b>	<b>805,565.79</b>		

## 2016 FEBRUARY BUDGET POSITION

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### 405 Water Bond Reserve

Revenues	Amt Budgeted	February	YTD	Remaining	
308 Beginning Balances	45,024.00	0.00	45,023.85	0.15	100.0%
380 Non Revenues	43,000.00	0.00	0.00	43,000.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>88,024.00</b>	<b>0.00</b>	<b>45,023.85</b>	<b>43,000.15</b>	<b>51.1%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	88,024.00	0.00	0.00	88,024.00	0.0%
<b>Fund Expenditures:</b>	<b>88,024.00</b>	<b>0.00</b>	<b>0.00</b>	<b>88,024.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>45,023.85</b>		

**2016 FEBRUARY BUDGET POSITION**

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406 Sewer Bond Reserve

Revenues	Amt Budgeted	February	YTD	Remaining	
308 Beginning Balances	132,024.00	0.00	132,023.84	0.16	100.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>132,024.00</b>	<b>0.00</b>	<b>132,023.84</b>	<b>0.16</b>	<b>100.0%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
999 Ending Balance	132,024.00	0.00	0.00	132,024.00	0.0%
<b>Fund Expenditures:</b>	<b>132,024.00</b>	<b>0.00</b>	<b>0.00</b>	<b>132,024.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>132,023.84</b>		

## 2016 FEBRUARY BUDGET POSITION

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### 410 Stormwater

Revenues	Amt Budgeted	February	YTD	Remaining	
308 Beginning Balances	41,407.00	0.00	14,629.01	26,777.99	35.3%
330 Intergovernmental Revenues	15,000.00	18,682.53	18,682.53	(3,682.53)	124.6%
340 Charges For Goods & Services	76,463.00	4,658.98	9,501.23	66,961.77	12.4%
360 Interest & Other Earnings	0.00	0.00	0.00	0.00	0.0%
380 Non Revenues	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>132,870.00</b>	<b>23,341.51</b>	<b>42,812.77</b>	<b>90,057.23</b>	<b>32.2%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
531 Storm Water Services	31,161.00	1,319.85	7,036.75	24,124.25	22.6%
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%
591 Debt Service - Principal Repayment	4,958.00	0.00	0.00	4,958.00	0.0%
592 Debt Service - Interest Costs	545.00	0.00	0.00	545.00	0.0%
594 Capital Expenditures	34,544.34	1,294.00	1,294.00	33,250.34	3.7%
999 Ending Balance	61,661.66	0.00	0.00	61,661.66	0.0%
<b>Fund Expenditures:</b>	<b>132,870.00</b>	<b>2,613.85</b>	<b>8,330.75</b>	<b>124,539.25</b>	<b>6.3%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>20,727.66</b>	<b>34,482.02</b>		

## 2016 FEBRUARY BUDGET POSITION

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### 415 Parking

Revenues	Amt Budgeted	February	YTD	Remaining	
308 Beginning Balances	106,161.00	0.00	189,993.52	(83,832.52)	179.0%
360 Interest & Other Earnings	275,200.00	20,102.45	48,005.81	227,194.19	17.4%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>381,361.00</b>	<b>20,102.45</b>	<b>237,999.33</b>	<b>143,361.67</b>	<b>62.4%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
542 Streets - Maintenance	26,017.00	2,057.18	5,477.86	20,539.14	21.1%
580 Non Expenditures	44,000.00	2,244.50	36,244.50	7,755.50	82.4%
592 Debt Service - Interest Costs	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	184,813.00	0.00	0.00	184,813.00	0.0%
999 Ending Balance	126,531.00	0.00	0.00	126,531.00	0.0%
<b>Fund Expenditures:</b>	<b>381,361.00</b>	<b>4,301.68</b>	<b>41,722.36</b>	<b>339,638.64</b>	<b>10.9%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>15,800.77</b>	<b>196,276.97</b>		

## 2016 FEBRUARY BUDGET POSITION

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### 501 Equip Rental & Revolving Fund

Revenues	Amt Budgeted	February	YTD	Remaining	
308 Beginning Balances	213,331.00	0.00	243,883.81	(30,552.81)	114.3%
340 Charges For Goods & Services	513,800.00	0.00	128,450.00	385,350.00	25.0%
360 Interest & Other Earnings	0.00	92.88	157.48	(157.48)	0.0%
380 Non Revenues	1,000.00	0.00	0.00	1,000.00	0.0%
390 Other Financing Sources	2,500.00	0.00	0.00	2,500.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>730,631.00</b>	<b>92.88</b>	<b>372,491.29</b>	<b>358,139.71</b>	<b>51.0%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
548 Public Works - Centralized Services	292,274.00	19,999.72	48,846.00	243,428.00	16.7%
580 Non Expenditures	1,000.00	0.00	0.00	1,000.00	0.0%
591 Debt Service - Principal Repayment	59,896.00	0.00	0.00	59,896.00	0.0%
592 Debt Service - Interest Costs	15,544.00	0.00	0.00	15,544.00	0.0%
594 Capital Expenditures	34,000.00	0.00	0.00	34,000.00	0.0%
999 Ending Balance	327,917.00	0.00	0.00	327,917.00	0.0%
<b>Fund Expenditures:</b>	<b>730,631.00</b>	<b>19,999.72</b>	<b>48,846.00</b>	<b>681,785.00</b>	<b>6.7%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(19,906.84)</b>	<b>323,645.29</b>		

## 2016 FEBRUARY BUDGET POSITION

City Of Leavenworth  
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502 Central Services

Revenues	Amt Budgeted	February	YTD	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services	77,275.00	0.00	19,319.00	57,956.00	25.0%
360 Interest & Other Earnings	0.00	0.00	0.00	0.00	0.0%
<b>Fund Revenues:</b>	<b>77,275.00</b>	<b>0.00</b>	<b>19,319.00</b>	<b>57,956.00</b>	<b>25.0%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
518 Centralized Services	71,275.00	6,407.58	16,750.56	54,524.44	23.5%
594 Capital Expenditures	6,000.00	209.15	1,608.05	4,391.95	26.8%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>77,275.00</b>	<b>6,616.73</b>	<b>18,358.61</b>	<b>58,916.39</b>	<b>23.8%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>(6,616.73)</b>	<b>960.39</b>		

## 2016 FEBRUARY BUDGET POSITION

City Of Leavenworth  
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### 601 Cemetery Endowment Fund

Revenues	Amt Budgeted	February	YTD	Remaining	
308 Beginning Balances	198,158.00	0.00	189,111.19	9,046.81	95.4%
340 Charges For Goods & Services	6,500.00	1,235.00	1,960.00	4,540.00	30.2%
360 Interest & Other Earnings	50.00	87.61	148.53	(98.53)	297.1%
380 Non Revenues	34,000.00	0.00	34,000.00	0.00	100.0%
<b>Fund Revenues:</b>	<b>238,708.00</b>	<b>1,322.61</b>	<b>225,219.72</b>	<b>13,488.28</b>	<b>94.3%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
536 Cemetery	0.00	0.00	0.00	0.00	0.0%
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	238,708.00	0.00	0.00	238,708.00	0.0%
<b>Fund Expenditures:</b>	<b>238,708.00</b>	<b>0.00</b>	<b>0.00</b>	<b>238,708.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>1,322.61</b>	<b>225,219.72</b>		

## 2016 FEBRUARY BUDGET POSITION

City Of Leavenworth  
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### 630 Transportation Benefit District Agency Fund

Revenues	Amt Budgeted	February	YTD	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%
330 Intergovernmental Revenues	135,000.00	0.00	0.00	135,000.00	0.0%
<b>Fund Revenues:</b>	<b>135,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>135,000.00</b>	<b>0.0%</b>
Expenditures	Amt Budgeted	February	YTD	Remaining	
597 Interfund Transfers	135,000.00	0.00	0.00	135,000.00	0.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
<b>Fund Expenditures:</b>	<b>135,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>135,000.00</b>	<b>0.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

## 2016 FEBRUARY BUDGET POSITION

City Of Leavenworth  
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Months: 01 To: 02

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Fund	Revenue	February	Received		Expenditures	February	Spent	
001 Current Expense	3,082,230.14	206,534.62	1,443,505.29	46.8%	3,082,230.14	79,253.74	240,197.35	7.8%
101 Streets	1,466,869.54	129,062.63	313,123.51	21.3%	1,466,869.54	31,940.38	138,780.05	9.5%
104 Lodging Tax	1,236,645.00	230,727.41	590,589.32	47.8%	1,236,645.00	152,138.81	192,102.97	15.5%
107 P.W. Capital Improvement	100,811.00	8,207.12	147,347.40	146.2%	100,811.00	0.00	15,000.00	14.9%
110 Leavenworth Civic Center	164,090.00	6,473.29	124,582.08	75.9%	164,090.00	8,279.26	35,664.33	21.7%
176 Community Swimming Pool	260,543.00	0.00	30,335.68	11.6%	260,543.00	587.99	11,085.34	4.3%
201 1997 G.O. Bond	117,781.00	118.66	61,393.35	52.1%	117,781.00	0.00	0.00	0.0%
202 2009 G.O. Bond	29,043.00	0.00	0.00	0.0%	29,043.00	0.00	0.00	0.0%
203 2013 G.O. Bond	184,841.00	0.00	0.00	0.0%	184,841.00	0.00	0.00	0.0%
301 Capital Projects Fund (Warehouse)	0.00	35.54	90,726.11	0.0%	0.00	1,218.75	1,218.75	0.0%
402 Garbage	815,431.00	61,567.98	295,541.44	36.2%	815,431.00	36,799.51	97,489.89	12.0%
403 Water	1,504,731.00	99,584.78	281,427.14	18.7%	1,504,731.00	55,264.11	234,248.74	15.6%
404 Sewer	2,014,442.00	115,586.37	1,033,399.27	51.3%	2,014,442.00	71,078.10	227,833.48	11.3%
405 Water Bond Reserve	88,024.00	0.00	45,023.85	51.1%	88,024.00	0.00	0.00	0.0%
406 Sewer Bond Reserve	132,024.00	0.00	132,023.84	100.0%	132,024.00	0.00	0.00	0.0%
410 Stormwater	132,870.00	23,341.51	42,812.77	32.2%	132,870.00	2,613.85	8,330.75	6.3%
415 Parking	381,361.00	20,102.45	237,999.33	62.4%	381,361.00	4,301.68	41,722.36	10.9%
501 Equip Rental & Revolving Fund	730,631.00	92.88	372,491.29	51.0%	730,631.00	19,999.72	48,846.00	6.7%
502 Central Services	77,275.00	0.00	19,319.00	25.0%	77,275.00	6,616.73	18,358.61	23.8%
601 Cemetery Endowment Fund	238,708.00	1,322.61	225,219.72	94.3%	238,708.00	0.00	0.00	0.0%
630 Transportation Benefit District Agency Fund	135,000.00	0.00	0.00	0.0%	135,000.00	0.00	0.00	0.0%
	<b>12,893,350.68</b>	<b>902,757.85</b>	<b>5,486,860.39</b>	<b>42.6%</b>	<b>12,893,350.68</b>	<b>470,092.63</b>	<b>1,310,878.62</b>	<b>10.2%</b>

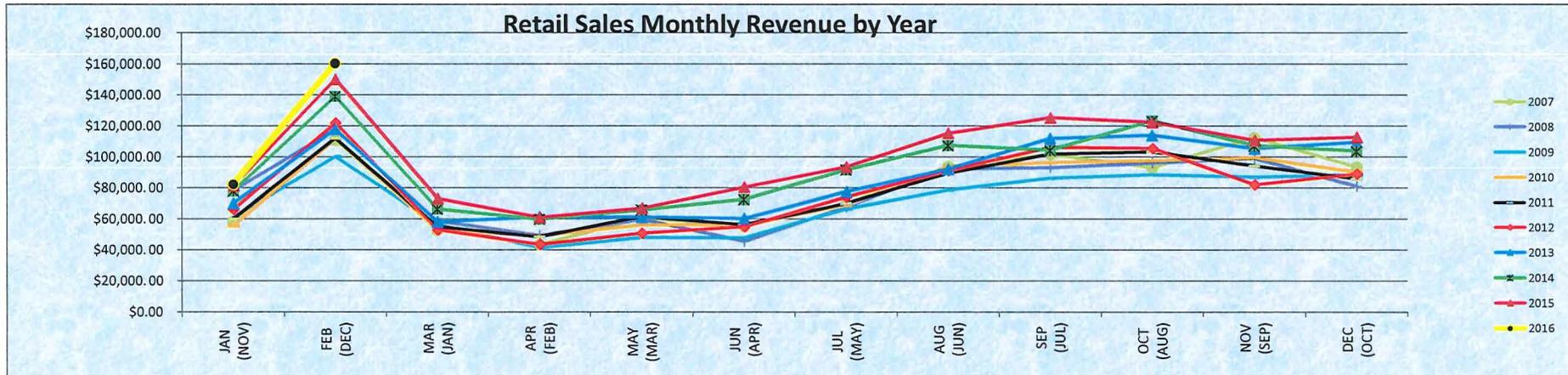
City of Leavenworth  
Investment Report  
February 29, 2016

Issued By:	Maturity Date	Term Length	Rate of Return	Current Value
<b>Local Government Investment Pools</b>				
Primary Account			0.42%	\$ 3,118,077.56
<b>Cashmere Valley Bank</b>				
Checking Account			0.21%	\$ 1,091,225.56
*Less Outstanding Cks - \$36,822.35				
*Includes 2/29 Deposit + \$415,992.67				
<b>Total All Investments</b>				<b>\$ 4,209,303.12</b>
Total February Banking Service Charges	(Note: CVB = \$105.86, LGIP = \$20.28)			\$ 126.14
Total February Interest Received	(Note: CVB = \$185.42, LGIP = \$902.86)			\$ 1,088.28
Total Monthly Interest Less Banking Service Fees				\$ 962.14
Total 2016 Interest Received to Date				\$ 1,917.28

Performance Matrix	Prior Year	Current Year	Difference
Rate of Return	0.14%	0.366%	0.23%
Baseline (LGIP)	0.13%	0.420%	0.29%
Difference	0.01%	-0.055%	-0.06%
<b>Other Benchmarks</b>			
US Treasury Bill - One Month	0.02%	0.23%	0.21%
Difference from Rate of Return	0.12%	0.136%	0.02%

**CITY OF LEAVENWORTH  
THROUGH FEBRUARY 29, 2016  
RETAIL SALES TAX REVENUE SUMMARY**

	2007	2008	2009	2010 Budget	2011 Budget	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget	14 to Date	15 to Date
				\$945,400	\$915,000	\$933,300	\$970,914	\$980,825	\$1,124,346	\$1,127,719		
				% of inc/dec	-3.22%	2.00%	4.03%	1.02%	14.63%	0.30%		
	2010	2011	2012	2013	2014	2015	2016					
JAN (NOV)	\$58,402.45	\$78,351.71	\$61,253.23	\$55,478.19	\$59,992.06	\$66,134.18	\$70,039.24	\$77,885.19	\$81,276.00	\$82,229.55	\$77,885.19	\$81,276.00
FEB (DEC)	\$110,826.96	\$117,572.50	\$100,248.23	\$111,553.36	\$112,092.20	\$121,714.04	\$117,842.00	\$139,027.85	\$150,090.90	\$160,482.40	\$139,027.85	\$150,090.90
MAR (JAN)	\$52,702.16	\$58,537.75	\$56,376.12	\$52,641.95	\$54,980.94	\$52,709.96	\$58,104.58	\$66,458.31	\$72,983.48			
APR (FEB)	\$43,429.45	\$49,016.61	\$41,383.81	\$48,939.70	\$48,462.81	\$43,427.64	\$61,352.93	\$59,894.79	\$60,915.22			
MAY (MAR)	\$60,576.92	\$59,694.14	\$48,106.34	\$55,971.41	\$61,683.13	\$50,624.57	\$61,209.63	\$65,910.89	\$66,896.21			
JUN (APR)	\$55,117.42	\$45,479.20	\$47,672.75	\$56,017.76	\$56,231.75	\$54,844.41	\$60,287.29	\$72,577.51	\$80,291.66			
JUL (MAY)	\$70,008.95	\$67,616.96	\$66,490.06	\$68,687.08	\$69,943.17	\$73,895.34	\$77,360.42	\$91,682.02	\$93,358.98			
AUG (JUN)	\$93,810.83	\$92,242.76	\$78,413.05	\$93,242.25	\$89,697.80	\$90,960.62	\$92,008.79	\$107,361.19	\$115,075.66			
SEP (JUL)	\$101,658.57	\$92,948.66	\$86,138.49	\$96,155.60	\$101,864.35	\$105,916.40	\$111,771.88	\$104,207.90	\$125,070.30			
OCT (AUG)	\$93,016.75	\$95,956.62	\$88,378.94	\$97,490.00	\$103,404.51	\$105,324.12	\$113,741.68	\$123,137.74	\$122,108.05			
NOV (SEP)	\$112,404.76	\$98,948.15	\$86,853.04	\$99,429.91	\$94,265.63	\$81,757.72	\$105,211.39	\$107,108.63	\$110,472.25			
DEC (OCT)	\$93,421.15	\$80,786.04	\$88,412.13	\$90,165.49	\$85,894.50	\$88,933.46	\$109,218.15	\$103,638.44	\$112,615.05			
<b>TOTAL</b>	<b>\$945,376.37</b>	<b>\$937,151.10</b>	<b>\$849,726.19</b>	<b>\$925,772.70</b>	<b>\$938,512.85</b>	<b>\$936,242.46</b>	<b>\$1,038,147.98</b>	<b>\$1,118,890.46</b>	<b>\$1,191,153.76</b>	<b>\$242,711.95</b>	<b>\$216,913.04</b>	<b>\$231,366.90</b>
Dollar Change	\$86,169.56	(\$8,225.27)	(\$87,424.91)	\$76,046.51	\$12,740.15	(\$2,270.39)	\$101,905.52	\$80,742.48	\$72,263.30	\$11,345.05	\$25,798.91	\$11,345.05
Percent Change	9.11%	-0.88%	-10.29%	8.21%	1.36%	-0.24%	9.82%	7.22%	6.07%	4.67%		
									Previous Month	1.16%		

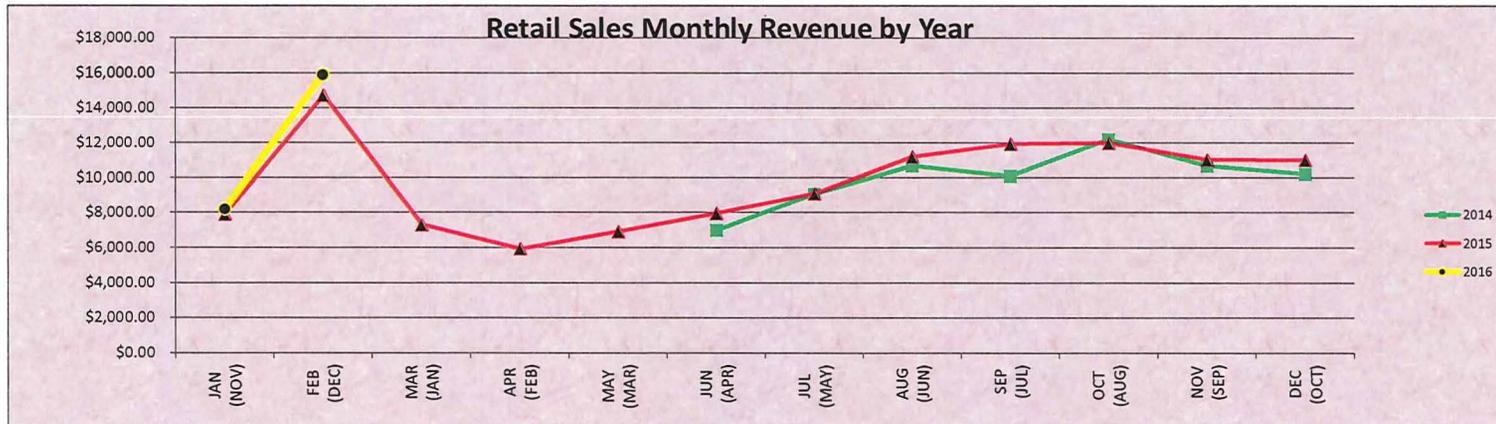


This chart shows annual trends on a month by month basis with the data point pertaining to the month the City received its portion only of revenues. The month in parenthesis represents the month in which the sales were made by a customer, signifying a two-month lag in revenue posting. Retail Sales taxes are limited for city portions by RCW 82.14.030 to a maximum of 1% less .15% for County purposes. The City of Leavenworth portion of the total tax is at the current maximum receivable of .85%. Voter approved bonds or levies can increase tax collections for a City or County. In 2010, voters approved a .2% increase for the Leavenworth Transportation Benefit District that began collections in April 2011 with first revenues received in June 2011 bringing the total tax in Leavenworth to 8.3% at that time. In 2013, voters approved a .1% increase for a Public Safety tax that began collections in April 2014 with first revenues received in June 2014 bringing the total tax in Leavenworth to the current rate of 8.4%. The total current breakdown of retail taxes is 6.5% to Washington State, .85% to City of Leavenworth, .2% voted to Leavenworth Transportation Benefit District, .1% voted Public Safety Tax to City of Leavenworth (less .15 to County), .15% to Chelan County, .4% to LINK, .1% voted to Chelan County for Juvenile Detention Facilities, and .1% voted to Chelan County for 911.

**NOTES:** In December 2008 a major winter storm shut down the passes from Seattle for approximately 10 days. This most likely contributed to the reduction in revenues posted for February 2009. In late 2008 and 2009 the City had reduced revenues due to a downturn in the economy that was noted as the largest recession since the Great Depression. In Sept 2012 significant fires and smoke in the area for much of the month reduced sales taxes and had cancelled hotel reservations. 2014 experienced several off/on days of fire related smoke with July being the most affected.

**CITY OF LEAVENWORTH  
THROUGH FEBRUARY 29, 2016  
PUBLIC SAFETY RETAIL SALES TAX REVENUE SUMMARY**

	2014	2015	2016
	\$80,000	\$105,000	\$109,200
% of inc/dec		31.25%	4.00%
	2014	2015	2016
JAN (NOV)		\$7,873.54	\$8,183.87
FEB (DEC)		\$14,707.87	\$15,900.09
MAR (JAN)		\$7,272.58	
APR (FEB)		\$5,924.83	
MAY (MAR)		\$6,901.61	
JUN (APR)	\$6,977.84	\$7,931.22	
JUL (MAY)	\$9,058.40	\$9,068.96	
AUG (JUN)	\$10,657.40	\$11,162.65	
SEP (JUL)	\$10,078.75	\$11,912.39	
OCT (AUG)	\$12,187.94	\$11,964.25	
NOV (SEP)	\$10,656.47	\$11,000.81	
DEC (OCT)	\$10,203.45	\$10,986.05	
<b>TOTAL</b>	<b>\$69,820.25</b>	<b>\$116,706.76</b>	<b>\$24,083.96</b>
Dollar Change		\$46,886.51	\$1,502.55
Percent Change		40.17%	6.24%
	Previous Month		3.79%



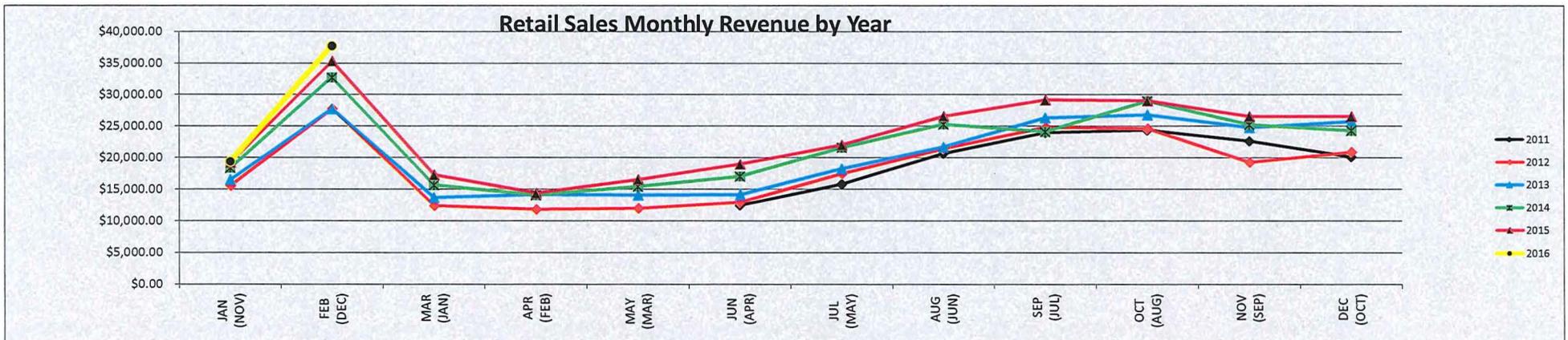
This chart shows annual trends on a month by month basis with the data point pertaining to the month the City received it's portion of revenues. The month in paranthesis represents the month in which the sales were made by a customer, signifying a two-month lag in revenue posting. Retail Sales taxes are limited for city portions by RCW 82.14.030 to a maximum of 1% less .15% for County purposes. The City of Leavenworth portion of the total tax is at the current maximum receivable of .85%. Voter approved bonds or levys can increase tax collections for a City or County. In 2013, voters approved a .1% increase for this Public Safety Levy of which collections began in April 2014 with the first revenues posting in June 2014 bringing the total tax in Leavenworth to 8.4%. The total current breakdown of retail taxes is 6.5% to Washington State, .85% to City of Leavenworth, .2% voted to Leavenworth Transportation Benefit District, .1% voted Public Safety Tax to City of Leavenworth (less .15 to County), .15% to Chelan County, .4% to LINK, .1% voted to Chelan County for Juvenile Detention Facilities, and .1% voted to Chelan County for 911.

NOTES: 2014 experienced several off/on days of fire related smoke with July being the most affected.

**LEAVENWORTH TRANSPORTATION BENEFIT DISTRICT  
THROUGH FEBRUARY 29, 2016  
RETAIL SALES TAX REVENUE SUMMARY**

	2011 Budget	2012 Budget	2013	2014	2015	2016		
	\$120,000	\$210,000	\$220,000	\$230,000	\$279,760	\$290,950		
	% of inc/dec	75.00%	4.76%	4.55%	21.63%	4.00%		
	2011	2012	2013	2014	2015	2016	14 to Date	15 to Date
JAN (NOV)		\$15,541.57	\$16,473.43	\$18,325.46	\$19,168.34	\$19,354.68	\$18,325.46	\$19,168.34
FEB (DEC)		\$27,724.38	\$27,703.29	\$32,715.64	\$35,318.17	\$37,751.57	\$32,715.64	\$35,318.17
MAR (JAN)		\$12,339.36	\$13,680.14	\$15,638.89	\$17,182.67			
APR (FEB)		\$11,762.75	\$14,155.23	\$14,059.24	\$14,341.30			
MAY (MAR)		\$11,951.81	\$14,066.88	\$15,402.60	\$16,470.88			
JUN (APR)	\$12,459.41	\$12,889.93	\$14,126.77	\$16,997.39	\$18,902.30			
JUL (MAY)	\$15,786.88	\$17,382.63	\$18,204.35	\$21,575.40	\$21,976.13			
AUG (JUN)	\$20,669.17	\$21,382.86	\$21,651.52	\$25,265.46	\$26,519.75			
SEP (JUL)	\$23,975.33	\$24,769.67	\$26,279.71	\$24,090.39	\$29,128.60			
OCT (AUG)	\$24,364.31	\$24,552.99	\$26,756.93	\$28,978.70	\$28,996.24			
NOV (SEP)	\$22,641.94	\$19,241.86	\$24,754.87	\$25,201.85	\$26,503.22			
DEC (OCT)	\$20,127.09	\$20,875.85	\$25,716.97	\$24,285.01	\$26,503.22			
<b>TOTAL</b>	<b>\$140,024.13</b>	<b>\$220,415.66</b>	<b>\$243,570.09</b>	<b>\$262,536.03</b>	<b>\$281,010.82</b>	<b>\$57,106.25</b>	<b>\$51,041.10</b>	<b>\$54,486.51</b>
Dollar Change		\$80,391.53	\$23,154.43	\$18,965.94	\$18,474.79	\$2,619.74	\$6,065.15	\$2,619.74
Percent Change		36.47%	9.51%	7.22%	6.57%	4.59%	Difference from Current Year	
				Previous Month		0.96%		

Note: Dollar amounts include retail sales tax interest accrued and paid by Chelan County to the TBD.



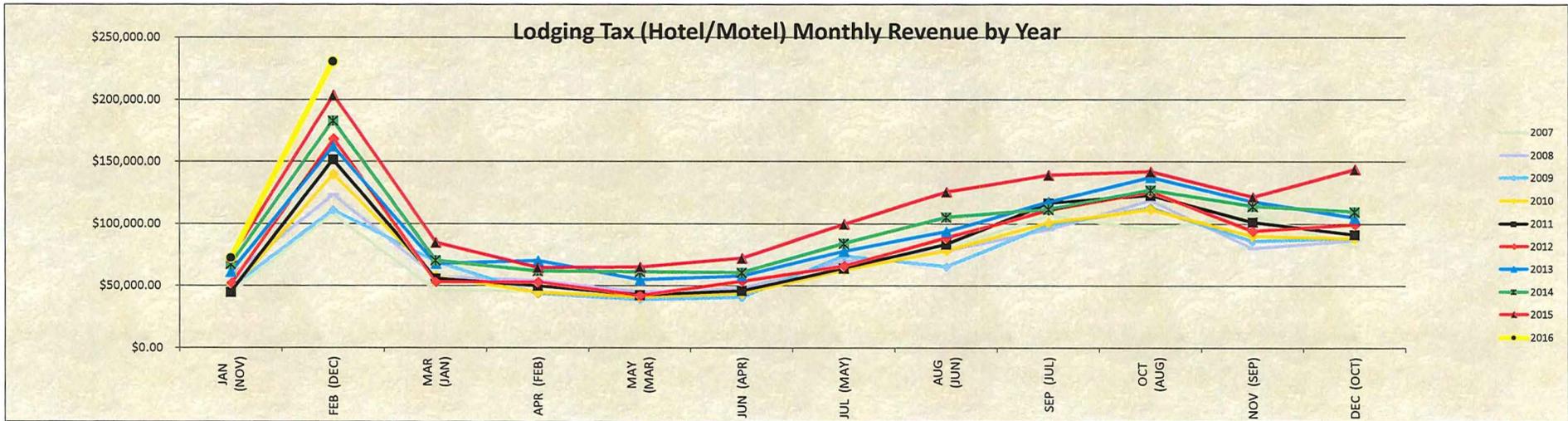
This chart shows annual trends on a month by month basis with the data point pertaining to the month the TBD received its portion of revenues. The month in parenthesis represents the month in which the sales were made by a customer, signifying a two-month lag in revenue posting. Retail Sales taxes are limited for city portions by RCW 82.14.030 to a maximum of 1% less .15% for County purposes. The City of Leavenworth portion of the total tax is at the current maximum receivable of .85%. Voter approved bonds or levys can increase tax collections for a City or County. In 2010, voters approved a .2% increase for the Leavenworth Transportation Benefit District that collections began in April 2011 with the first revenues posting in June 2011 bringing the total tax in Leavenworth to 8.3%; in 2014 a new public safety tax of .1% went into effect bringing the current total tax to 8.4%. The total current breakdown of retail taxes is 6.5% to Washington State, .85% to City of Leavenworth, .2% voted to Leavenworth Transportation Benefit District, .1% voted Public Safety Tax to City of Leavenworth (less .15 to County), .15% to Chelan County, .4% to LINK, .1% voted to Chelan County for Juvenile Detention Facilities, and .1% voted to Chelan County for 911.

**NOTES:**

In Sept 2012 significant fires and smoke in the area for much of the month reduced sales taxes and had cancelled hotel reservations. 2014 experienced several off/on days of fire related smoke with July being the most affected.

**CITY OF LEAVENWORTH  
THROUGH FEBRUARY 29, 2016  
HOTEL/MOTEL TAX SUMMARY**

	2007	2008	2009	2010 Budget	2011 Budget	2012 Budget	2013 Budget	2014 Budget	2015 Budget	2016 Budget	14 to Date	15 to Date
				\$862,380	\$900,000	\$1,010,000	\$1,115,000	\$1,115,000	\$1,148,450	\$1,182,904		
				% of inc/dec	4.36%	12.22%	10.40%	0.00%	3.00%	3.00%		
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
JAN (NOV)	\$43,676.30	\$57,770.17	\$48,159.37	\$45,692.81	\$44,744.87	\$51,747.07	\$61,161.49	\$67,352.04	\$72,774.95	\$72,503.92	\$67,352.04	\$72,774.95
FEB (DEC)	\$107,984.89	\$123,149.24	\$110,882.68	\$139,798.34	\$151,463.74	\$167,970.62	\$162,124.64	\$182,740.88	\$203,289.69	\$230,680.04	\$182,740.88	\$203,289.69
MAR (JAN)	\$46,570.85	\$57,248.85	\$69,129.07	\$57,559.05	\$55,761.68	\$52,843.97	\$67,738.08	\$70,368.12	\$84,638.14			
APR (FEB)	\$45,192.83	\$53,941.88	\$43,273.61	\$44,396.30	\$49,808.19	\$52,723.58	\$70,077.85	\$61,815.91	\$64,282.80			
MAY (MAR)	\$39,241.21	\$44,598.70	\$38,618.34	\$40,814.14	\$42,376.01	\$41,711.87	\$54,702.77	\$61,090.43	\$64,709.74			
JUN (APR)	\$46,519.77	\$47,560.22	\$40,357.53	\$43,458.03	\$45,712.33	\$53,368.35	\$57,841.15	\$60,565.32	\$71,864.15			
JUL (MAY)	\$62,037.37	\$69,455.03	\$73,801.66	\$62,597.43	\$64,030.51	\$65,646.98	\$77,659.51	\$84,079.01	\$99,616.39			
AUG (JUN)	\$79,785.25	\$77,836.14	\$65,221.65	\$78,378.66	\$83,496.73	\$88,498.61	\$93,567.58	\$105,280.16	\$125,407.55			
SEP (JUL)	\$107,010.80	\$95,184.31	\$98,799.13	\$101,088.94	\$116,431.33	\$110,781.18	\$117,312.64	\$111,586.19	\$138,941.68			
OCT (AUG)	\$95,283.83	\$118,300.41	\$112,656.59	\$111,453.03	\$122,748.95	\$125,397.41	\$137,181.92	\$127,031.10	\$141,674.05			
NOV (SEP)	\$107,289.70	\$80,031.14	\$85,635.79	\$90,031.46	\$101,456.46	\$93,927.17	\$117,619.19	\$113,830.61	\$121,350.49			
DEC (OCT)	\$81,733.63	\$86,168.21	\$88,082.42	\$88,034.46	\$91,334.87	\$99,219.80	\$104,716.81	\$109,483.26	\$143,471.09			
<b>GRAND TOTAL</b>	<b>862,326.43</b>	<b>911,244.30</b>	<b>874,617.84</b>	<b>903,302.65</b>	<b>969,365.67</b>	<b>1,003,836.61</b>	<b>1,121,703.63</b>	<b>1,155,223.03</b>	<b>1,332,020.72</b>	<b>303,183.96</b>	<b>\$250,092.92</b>	<b>\$276,064.64</b>
Dollar Change	\$44,060.65	\$48,917.87	(\$36,626.46)	\$28,684.81	\$66,063.02	\$34,470.94	\$117,867.02	\$33,519.40	\$176,797.69	\$27,119.32	\$53,091.04	\$27,119.32
Percent Change	5.11%	5.37%	-4.19%	3.18%	6.82%	3.43%	10.51%	2.90%	13.27%	8.94%	Difference from Current Year	
										Previous Month	-0.37%	



This chart shows annual trends on a month by month basis with the data point pertaining to the month the City received the revenues. The month in parenthesis represents the month in which the customer paid for the lodging stay, signifying a two-month lag in revenue posting. The most current year has a thicker line for ease of viewing. Lodging taxes are imposed by RCW 82.08 and have been set at a special rate of 5% by the City of Leavenworth.

NOTES: In December 2008 a major winter storm shut down the passes from Seattle for approximately 10 days. This most likely contributed to the reduction in revenues posted for February 2009. Sept 2012 significant fires and smoke in the area for much of the month reduced sales taxes and had cancelled hotel reservations. 2014 experienced several off/on days of fire related smoke with July being the most affected. 2015 is estimated to have increased significantly due to new hotel units (upwards of 100 new units between 2013-2015) coming on line plus increase in tourism activity.

**CITY OF LEAVENWORTH  
THROUGH FEBRUARY 29, 2016  
PROPERTY TAX REVENUE SUMMARY - GENERAL FUND ONLY**

	Actual 2007	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2016
Property Tax	\$408,231.00	\$415,486.00	\$496,638.30	\$471,023.52	\$486,258.02	\$498,576.37	\$499,933.14	\$411,200.30	\$423,853.15	\$427,974.00
<b>TOTAL</b>	<b>\$408,231.00</b>	<b>\$415,486.00</b>	<b>\$496,638.30</b>	<b>\$471,023.52</b>	<b>\$486,258.02</b>	<b>\$498,576.37</b>	<b>\$499,933.14</b>	<b>\$411,200.30</b>	<b>\$423,853.15</b>	<b>\$427,974.00</b>
Dollar Change	\$649.00	\$7,255.00	\$81,152.30	(\$25,614.78)	\$15,234.50	\$12,318.35	\$1,356.77	(\$88,732.84)	\$12,652.85	\$4,120.85
Percent Change	0.16%	1.75%	16.34%	-5.44%	3.13%	2.47%	0.27%	-21.58%	2.99%	0.96%

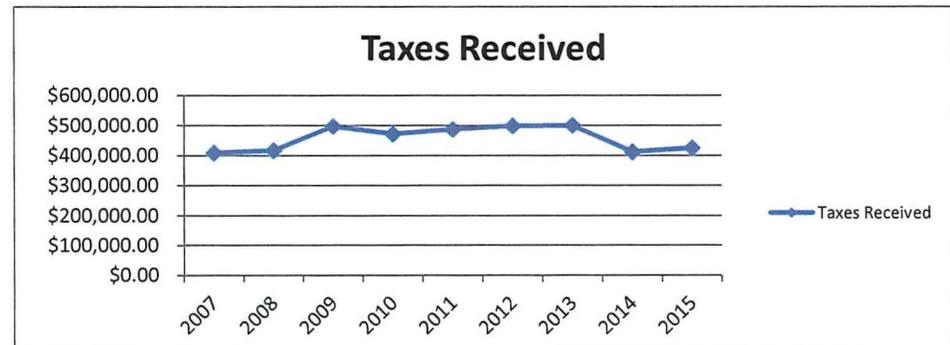
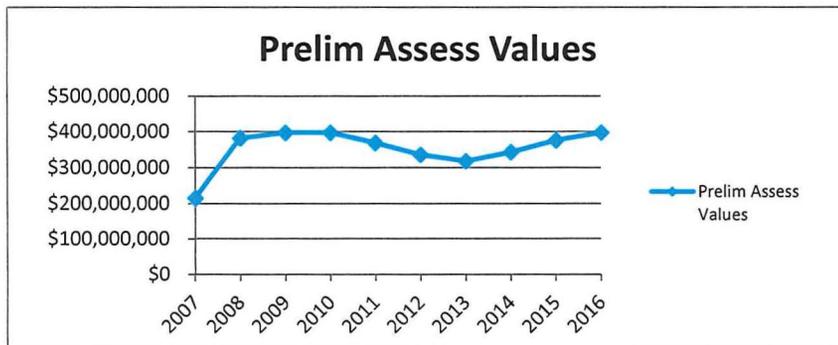
Note: Actuals without posting error in 2008 of \$27,610; was corrected in June 2009.

Notes: 2014 Taxes were reduced by \$125,000 due to the annexation into the Fire District; this is now banked capacity for future increases.

Year to Date 2014	Year to Date 2015	Year to Date 2016
<b>\$4,980.77</b>	<b>\$3,471.97</b>	<b>\$6,696.82</b>
	(\$1,508.80) -43.46%	\$3,224.85 48.15%

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016
Annual Levy Rate	1.87188	1.91926	1.18599	1.19520	1.20552	1.31597	1.49287	1.59487	1.17224	1.11485
PrelimAssess Value	\$214,895,879	\$381,757,191	\$396,935,080	\$396,834,610	\$368,145,940	\$335,173,076	\$317,680,526	\$342,517,827	\$375,622,057	\$397,124,558

\* Figures above represent the prior year levy rate with the preliminary assessed value for the year shown in columns; this is not updated for actuals after the fact.



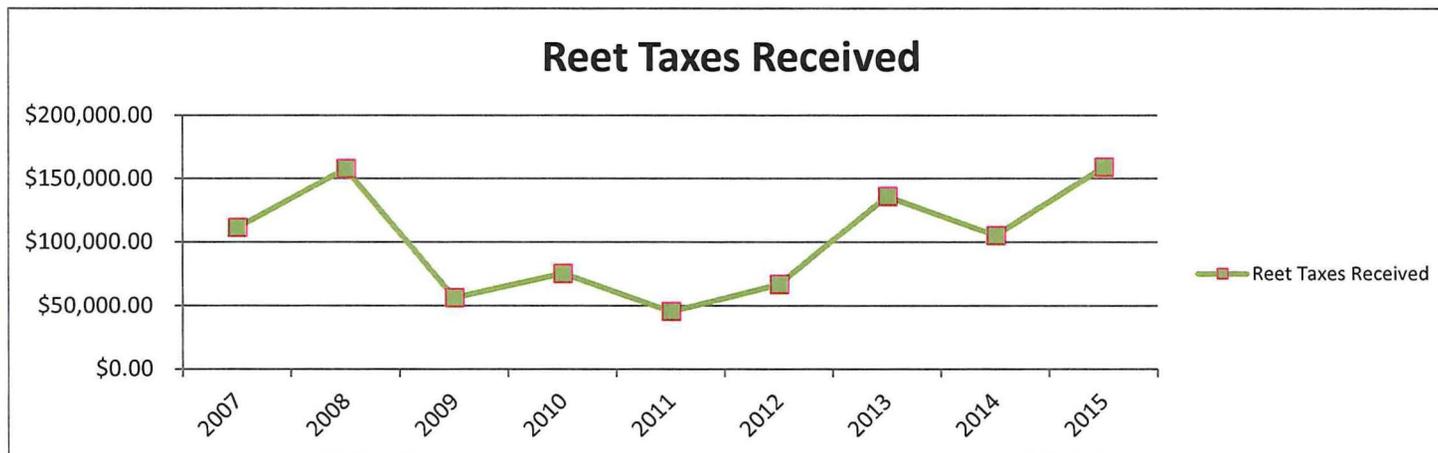
Notes: In 2014 the City Council reduced the property tax collection by approximately \$125,000 to offset the annexation into the Fire District, this created banked capacity for the City.

**CITY OF LEAVENWORTH  
THROUGH FEBRUARY 29, 2016  
REAL ESTATE EXCISE TAX (REET) REVENUE SUMMARY**

	Actual 2007	Actual 2008	Actual 2009	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014	Actual 2015	Budget 2016
REET Tax	\$111,301.00	\$157,752.00	\$56,309.37	\$75,257.73	\$45,284.20	\$66,695.94	\$135,828.97	\$105,174.82	\$158,947.26	\$80,000.00
<b>TOTAL</b>	<b>\$111,301.00</b>	<b>\$157,752.00</b>	<b>\$56,309.37</b>	<b>\$75,257.73</b>	<b>\$45,284.20</b>	<b>\$66,695.94</b>	<b>\$135,828.97</b>	<b>\$105,174.82</b>	<b>\$158,947.26</b>	<b>\$80,000.00</b>
Dollar Ch	\$52,586.00	\$46,451.00	(\$101,442.63)	\$18,948.36	(\$29,973.53)	\$21,411.74	\$69,133.03	(\$30,654.15)	\$53,772.44	(\$78,947.26)
Percent Ch	47.25%	29.45%	-180.15%	25.18%	-66.19%	32.10%	50.90%	-29.15%	33.83%	-98.68%

NOTE:  
2nd 1/4% REET began in 2007  
2009 Significant drop due to downturn in economy

Year to Date 2014	Year to Date 2015	Year to Date 2016
<b>\$23,197.52</b>	<b>\$5,866.26</b>	<b>\$27,734.16</b>
	(\$17,331.26)	\$21,867.90
	-295.44%	78.85%



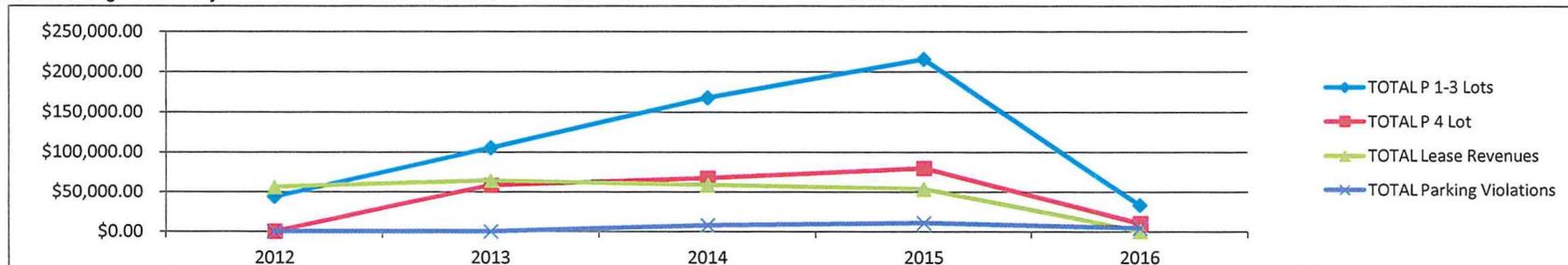
**CITY OF LEAVENWORTH  
THROUGH FEBRUARY 29, 2016**

**PARKING REVENUE SUMMARY OF DAILY FEES (Lease related revenues are included in total and grand total lines.)**

	Budget \$90,000.00	Budget \$174,800.00	Budget \$247,000.00	Budget \$348,000.00	Budget \$275,200.00
	2012	2013	2014	2015	2016
JAN P 1-3	\$42.00	\$4,369.56	\$7,124.43	\$13,936.93	\$19,373.59
JAN P 4			\$3,159.00	\$4,455.00	\$5,928.00
FEB P 1-3	\$0.00	\$3,637.01	\$3,671.31	\$8,998.60	\$13,748.35
FEB P 4			\$1,344.00	\$2,347.50	\$4,018.75
MAR P 1-3	\$613.44	\$765.00	\$3,465.50	\$8,041.66	
MAR P 4			\$1,045.50	\$2,254.50	
APR P 1-3	\$100.00	\$999.00	\$5,535.60	\$9,628.94	
APR P 4			\$1,971.00	\$2,481.00	
MAY P 1-3	\$366.44	\$3,149.55	\$12,272.01	\$16,989.93	
MAY P 4			\$5,296.50	\$6,081.00	
JUN P 1-3	\$2,993.36	\$9,774.01	\$20,582.11	\$20,750.80	
JUN P 4		\$3,106.50	\$7,360.50	\$7,293.00	
JUL P 1-3	\$2,864.26	\$14,501.65	\$19,196.13	\$30,073.14	
JUL P 4		\$11,039.00	\$6,862.00	\$9,319.50	
AUG P 1-3	\$4,319.23	\$12,179.45	\$20,301.71	\$30,981.17	
AUG P 4		\$11,316.00	\$8,332.50	\$9,946.50	
SEP P 1-3	\$3,656.55	\$12,602.59	\$24,612.06	\$20,219.53	
SEP P 4		\$7,077.00	\$7,386.00	\$6,609.00	
OCT P 1-3	\$1,036.70	\$2,754.13	\$2,989.00	\$4,766.05	
OCT P 4		\$9,438.00	\$8,069.00	\$10,120.50	
NOV P 1-3	\$2,605.20	\$5,743.50	\$8,397.15	\$10,715.36	
NOV P 4		\$2,004.00	\$3,165.00	\$3,843.00	
DEC P 1-3	\$25,169.18	\$34,759.37	\$39,702.73	\$40,587.91	
DEC P 4		\$14,263.00	\$13,518.00	\$14,941.50	
<b>TOTAL P 1-3 Lots</b>	\$43,766.36	\$105,234.82	\$167,849.74	\$215,690.02	\$33,121.94
<b>TOTAL P 4 Lot</b>	\$0.00	\$58,243.50	\$67,509.00	\$79,692.00	\$9,946.75
<b>TOTAL Lease Revenues</b>	\$56,103.00	\$64,259.07	\$58,846.26	\$53,899.28	\$708.96
<b>TOTAL Parking Violations</b>	\$0.00	\$125.00	\$7,962.46	\$10,772.76	\$4,175.95
<b>TOTAL Invest. Interest</b>			\$21.36	\$106.85	\$52.21
<b>GRAND TOTAL</b>	<b>\$99,869.36</b>	<b>\$227,862.39</b>	<b>\$302,188.82</b>	<b>\$360,160.91</b>	<b>\$48,005.81</b>

**YTD vs. 2015**

Dollar Change Lots Only	\$119,711.96	\$71,880.42	\$60,023.28	\$13,330.66	Prior Month %	27.31%
Percent Change Lots Only	73.23%	30.54%	20.32%	30.95%		



Notes: P1 - P3 lots included the lower lot P2 starting in Jan 2012; the Upper Lot P1 online in Sept 2012 with metered parking beginning on September 20, 2013; and Festhalle Lot P3 came online November 2012.

P4 Lot (adjacent to City Hall) came online on June 14, 2013.

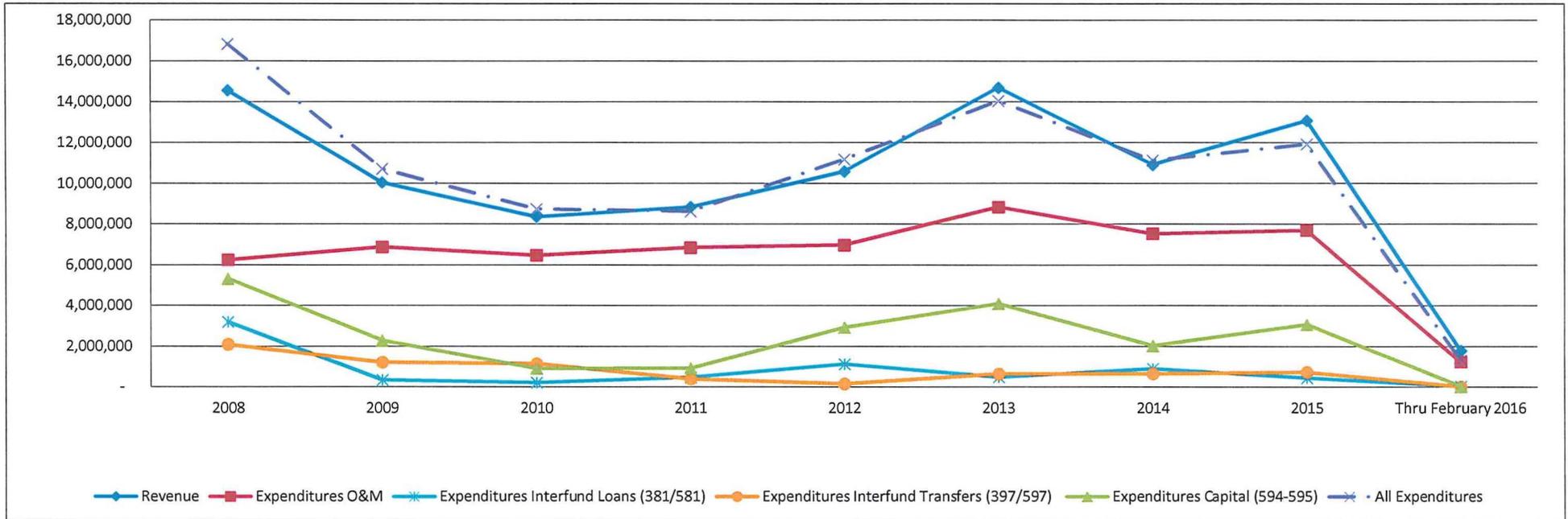
Annual Average Debt Service Payment for Parking is \$185,262 with the final 20-year payment ending on 12/1/2033; began on 12/1/2013.

3-Year Debt Service Payment for Lot P4 will be \$33,000 in 2014 and 2015 with the final payment of \$34,000 in 2016.

**City of Leavenworth Revenues and Expenses Separately Identifying Operations/Maintenance, Loans, Transfers & Capital**

	2008	2009	2010	2011	2012	2013	2014	2015	Thru February 2016
Revenue	14,558,283	10,046,426	8,356,191	8,844,666	10,578,717	14,687,867	10,901,877	13,076,412	1,785,816
Expenditures O&M	6,245,143	6,873,699	6,472,516	6,841,018	6,969,900	8,834,485	7,525,716	7,689,153	1,237,433
Expenditures Interfund Loans (381/581)	3,185,000	341,000	214,354	476,492	1,117,204	484,629	899,223	440,000	34,000
Expenditures Interfund Transfers (397/597)	2,088,831	1,208,431	1,146,108	387,090	153,343	638,527	659,613	723,501	15,000
Expenditures Capital (594-595)	5,313,923	2,281,044	912,259	916,346	2,925,917	4,089,408	2,029,784	3,061,520	24,446
All Expenditures	16,832,897	10,704,174	8,745,237	8,620,946	11,166,364	14,047,049	11,114,336	11,914,173	1,310,879
Revenue less Expense	(2,274,614)	(657,748)	(389,046)	223,720	(587,647)	640,818	(212,459)	1,162,238	474,938

Figures do not include beginning and ending fund balances in any given year.



**Notable Capital Related Items:**

- 2008: Water Reservoir Reconstruction (\$2M), Downtown Reconstruction (\$2.4M included 9th, Commercial and portion of 8th)
- 2009: Iccicle Train Station (\$2M), Festhalle Elevator/floor repairs, Fire Truck Purchase, Front St. Engineering and other PWTF funded engineering plans
- 2010: Equip replacements (\$360K), Gazebo Pavers, 10th St. Stormwater, Lightpoles, Chumstick Trail Eng., and other PWTF funded engineering plans
- 2011: Iccicle Station Phase II Eng., Recycle Land Purchase, Lightpoles, Res. Paving, Gazebo Eng., Sweeper, PWTF funded engineering plans
- 2012: Front/Division St. Reconst. (\$2.135M), Gazebo Rebuild, Well pump #1 repair & #3 drill, Equip replacements, PWTF funded engineering plans
- 2013: Safe Routes Project, Equip replace. (\$300K), City Hall & Warehouse Parking Lots, Pool Filtration, Scholze St. Sewer, Well pumps, E. Leav. Rd. Water Main (\$700K)
- 2013: Includes 2013 Bonds Purchase/Improvements of Fruit Warehouse Property in Sept 2013 at (\$2.1M/\$368K) inc in O&M, Festhalle Imp. (\$120K) and Festhalle Refi (\$1.5M)
- 2014: Festhalle/Warehouse Imp., Safe Routes Project Complete, West St., Well Pump Cont #3 online, Commercial 3rd to 8th (2014 (Planning) /2015 (Construction))
- 2015: Facility Imp. (DOE Solar/Energy), Chumstick Trail & W/S LID/Land Purch., Commercial 3rd to 8th, Pine Street Planning, Festhalle & Parking Imp., Water/Sewer/Storm Planning & Cap. Imp.
- 2016: Facility Imp., Crosswalks, Chumstick Trail & W/S LID & CDBG, Residential Paving, Festhalle & Parking Imp., Utility Rate Study, Water Well Pump Repair, Sewer Plan/TMDL/South Interceptor/Equip

# CITY OF LEAVENWORTH CASH FLOW ANALYSIS

## General Fund 2011 - BFB \$301,191.65

Month	Revenue	Expenditures	Gain/Loss
January	114,591.97	223,017.06	(108,425.09)
February	102,283.35	76,681.33	25,602.02
March	142,120.38	192,641.68	(50,521.30)
April	176,574.16	98,189.30	78,384.86
May	204,053.41	193,216.59	10,836.82
June	195,675.79	236,990.20	(41,314.41)
July	111,342.89	115,318.91	(3,976.02)
August	107,940.05	123,296.95	(15,356.90)
September	175,554.84	240,675.93	(65,121.09)
October	219,664.63	133,901.92	85,762.71
November	250,196.71	216,477.20	33,719.51
December	226,983.43	206,698.14	20,285.29
<b>Total</b>	<b>2,026,981.61</b>	<b>2,057,105.21</b>	<b>(30,123.60)</b>
Average	168,915.13	171,425.43	(2,510.30)

## General Fund 2012 - BFB \$271,068.05

Month	Revenue	Expenditures	Gain/Loss
January	158,333.14	348,491.91	(190,158.77)
February	120,615.53	62,849.71	57,765.82
March	97,901.01	121,103.80	(23,202.79)
April	276,564.68	242,651.67	33,913.01
May	204,116.87	105,075.43	99,041.44
June	97,769.48	145,634.31	(47,864.83)
July	199,385.98	223,048.65	(23,662.67)
August	103,452.18	221,910.06	(118,457.88)
September	120,778.05	103,116.08	17,661.97
October	251,675.13	266,157.41	(14,482.28)
November	355,429.80	88,068.03	267,361.77
December	251,085.67	208,093.78	42,991.89
<b>Total</b>	<b>2,237,107.52</b>	<b>2,136,200.84</b>	<b>100,906.68</b>
Average	186,425.63	178,016.74	8,408.89

## General Fund 2013 - BFB \$371,974.73

Month	Revenue	Expenditures	Gain/Loss
January	162,615.28	124,477.28	38,138.00
February	117,628.79	298,407.09	(180,778.30)
March	99,752.80	113,566.44	(13,813.64)
April	270,757.11	267,522.88	3,234.23
May	212,107.74	128,240.18	83,867.56
June	108,713.09	107,745.53	967.56
July	204,600.21	342,646.94	(138,046.73)
August	113,164.84	115,548.59	(2,383.75)
September	205,754.27	189,886.35	15,867.92
October	351,810.63	284,330.89	67,479.74
November	225,477.25	\$90,656.88	134,820.37
December	196,142.20	155,869.50	40,272.70
<b>Total</b>	<b>2,268,524.21</b>	<b>2,218,898.55</b>	<b>49,625.66</b>
Average	189,043.68	184,908.21	4,135.47

Org. Budget (57,198.00)  
Difference 106,823.66

## All Funds 2011 - BFB \$2,474,374.33

Month	Revenue	Expenditures	Gain/Loss	Notes
January	483,183.09	495,878.93	(12,695.84)	Excludes BFB Posting
February	529,343.34	330,130.00	199,213.34	
March	551,957.82	664,497.92	(112,540.10)	Inc: Interfund Transfers/Debt Payment
April	499,439.99	406,001.48	93,438.51	
May	588,995.87	611,204.28	(22,208.41)	Inc: Debt Payments
June	707,303.95	966,584.62	(259,280.67)	Inc: Interfund Transfers/Debt Payment
July	504,530.98	480,896.03	23,634.95	
August	522,144.37	520,456.91	1,687.46	
September	875,784.26	1,449,708.04	(573,923.78)	Inc: Int. Trans./Debt Pay/Prop.Purch.
October	762,248.75	513,383.67	248,865.08	
November	974,682.88	1,078,736.93	(104,054.05)	Inc: Int. Trans./Debt Pay
December	1,845,050.69	1,103,466.92	741,583.77	
<b>Total</b>	<b>8,844,665.99</b>	<b>8,620,945.73</b>	<b>223,720.26</b>	
Average	737,055.50	718,412.14	18,643.35	

## All Funds 2012 - BFB \$2,698,094.59

Month	Revenue	Expenditures	Gain/Loss	Notes
January	640,062.06	904,031.56	(263,969.50)	Exc: BFB, Inc: Interfund Trans. & Sheriff
February	552,593.09	358,373.24	194,219.85	
March	440,071.31	525,825.80	(85,754.49)	Inc: Debt Pay
April	752,102.46	751,720.09	382.37	Inc: Interfund Transfers & Sheriff
May	685,627.33	665,804.12	19,823.21	Inc: Front St. start & Debt Pay
June	566,018.47	910,257.35	(344,238.88)	Inc: Front St. & Debt Pay
July	976,261.25	1,127,883.41	(151,622.16)	Inc: Interfund Transfers & Front St.
August	935,195.08	1,602,504.39	(667,309.31)	Inc: Sheriff & Front St.
September	2,244,068.07	1,005,346.05	1,238,722.02	Inc: Front St. Rev & Exp
October	1,026,228.30	1,659,029.21	(632,800.91)	Inc: Sheriff/Int Trans/Front St
November	975,773.52	863,399.40	112,374.12	Inc: Debt Pay
December	784,715.72	792,189.31	(7,473.59)	
<b>Total</b>	<b>10,578,716.66</b>	<b>11,166,363.93</b>	<b>(587,647.27)</b>	
Average	881,559.72	930,530.33	(48,970.61)	

## All Funds 2013 - BFB \$2,110,447.32

Month	Revenue	Expenditures	Gain/Loss	Notes
January	635,846.22	613,125.91	22,720.31	Exc: BFB, Inc: Interfund Trans.
February	692,360.68	595,015.27	97,345.41	Inc: Sheriff/Fire In GF/PWTF Front. St. Rev
March	686,035.83	712,671.54	(26,635.71)	Inc: Debt Payment & Grader Funding
April	857,855.88	819,675.95	38,179.93	Inc: Interfund Trans. & Sheriff
May	755,878.68	814,385.90	(58,507.22)	Inc: Debt Pay/Vehicles & Pool/Clennon Pay
June	688,146.14	796,058.43	(107,912.29)	Inc: Debt Pay & Capital Projects Starting
July	1,419,768.26	1,467,213.82	(47,445.56)	Inc: Int. Trans, Sheriff & Cap. Projects
August	906,723.85	855,686.35	51,037.50	Inc: Capital Project Spending
September	4,966,309.98	4,495,478.07	470,831.91	Inc: Fruit Ware. Pur / 2013 bonds @ +\$4M
October	1,551,497.29	1,465,527.02	85,970.27	Inc: Int. Trans, Sheriff & Cap. Projects
November	782,204.74	698,469.71	83,735.03	Inc: Debt Payments
December	745,239.12	713,740.87	31,498.25	
<b>Total</b>	<b>14,687,866.67</b>	<b>14,047,048.84</b>	<b>640,817.83</b>	
Average	1,223,988.89	1,170,587.40	53,401.49	

Org. Budget (775,267.00)  
Difference 1,416,084.83

# CITY OF LEAVENWORTH CASH FLOW ANALYSIS

## General Fund 2014 - BFB \$421,600.39

Month	Revenue	Expenditures	Gain/Loss
January	196,853.74	250,429.82	(53,576.08)
February	167,110.68	211,174.25	(44,063.57)
March	109,295.67	97,757.62	11,538.05
April	238,422.10	233,758.47	4,663.63
May	244,125.29	107,969.13	136,156.16
June	108,682.43	92,610.91	16,071.52
July	231,733.17	261,561.94	(29,828.77)
August	138,719.69	276,396.70	(137,677.01)
September	430,856.80	189,532.73	241,324.07
October	292,327.62	308,208.19	(15,880.57)
November	298,834.33	\$77,892.87	220,941.46
December	149,772.44	435,580.65	(285,808.21)
<b>Total</b>	<b>2,606,733.96</b>	<b>2,542,873.28</b>	<b>63,860.68</b>
Average	217,227.83	211,906.11	5,321.72

## All Funds 2014 - BFB \$2,751,265.15

Month	Revenue	Expenditures	Gain/Loss	
January	873,143.65	896,185.25	(23,041.60)	Exc: BFB, Inc: Int. Trans, Fire Final, & Ins.
February	729,498.23	513,481.51	216,016.72	Inc: Sheriff & PUD Rev in GF
March	507,970.47	455,911.88	52,058.59	Inc: Debt Pay
April	787,380.25	874,228.43	(86,848.18)	Inc: Sheriff, Int Trans & Bud Amend.
May	1,006,163.23	1,032,240.84	(26,077.61)	Inc: Debt Pay & Capital Projects
June	555,080.87	771,579.42	(216,498.55)	Inc: Debt Pay & Cap.Proj/Vehicle Purch.
July	1,385,971.20	1,218,538.13	167,433.07	Inc: Sheriff, Int Trans & Cap Proj.
August	906,794.50	981,282.23	(74,487.73)	Inc: GF-\$200K Loan to Street/Cap Projects
September	1,229,093.93	1,158,430.01	70,663.92	Inc: GF Loan payback fm Street/debt payments/cap proj.
October	1,047,327.95	983,138.82	64,189.13	Inc: Sheriff, Int Trans, Cap Proj. & GF loans
November	1,155,609.29	1,267,009.70	(111,400.41)	Inc: Debt Pay / Int. Loan Payments & Cap Projects
December	717,843.67	962,310.13	(244,466.46)	Inc: Duncan 1/2 Prop. Purchase (\$137K) in GF & DOE Grant
<b>Total</b>	<b>10,901,877.24</b>	<b>11,114,336.35</b>	<b>(212,459.11)</b>	
Average	908,489.77	926,194.70	(17,704.93)	

## General Fund 2015 - BFB \$485,461.07

Month	Revenue	Expenditures	Gain/Loss
January	374,565.32	213,684.72	160,880.60
February	124,009.40	213,662.83	(89,653.43)
March	279,019.09	290,539.38	(11,520.29)
April	472,484.45	280,927.29	191,557.16
May	205,786.21	117,366.62	88,419.59
June	102,855.95	361,974.27	(259,118.32)
July	536,172.26	378,587.08	157,585.18
August	233,212.66	171,867.73	61,344.93
September	204,892.82	205,141.58	(248.76)
October	353,258.23	293,689.24	59,568.99
November	410,418.08	\$187,007.17	223,410.91
December	121,794.99	157,549.65	(35,754.66)
<b>Total</b>	<b>3,418,469.46</b>	<b>2,871,997.56</b>	<b>546,471.90</b>
Average	284,872.46	239,333.13	45,539.33

## All Funds 2015 - BFB \$2,538,806.04

Month	Revenue	Expenditures	Gain/Loss	
January	1,051,830.23	1,066,593.85	(14,763.62)	Exc: BFB, Inc: Int. Trans, Prop. Purchase, Capital & Ins.
February	711,148.36	522,650.98	188,497.38	Inc: Sheriff
March	849,132.72	772,503.98	76,628.74	Inc: Debt Pay & DOE Solar/Energy Grant
April	1,137,068.51	880,615.29	256,453.22	Inc: Sherrif, Int Trans, Bud Amend, Grant Reimb.& Prop Tax
May	998,552.05	1,135,101.21	(136,549.16)	Inc: Debt Pay & Cap Proj./Prop Taxes
June	622,805.53	599,419.68	23,385.85	Inc: GF Grant Exp & other minor Cap Proj Exp.
July	1,736,463.32	1,534,956.63	201,506.69	Inc: GF:Sheriff & St Fund Loan, Int Trans, & Cap Proj.
August	1,199,554.65	1,091,473.93	108,080.72	Inc: GF Loan to St & Cap Grant Related Turnover
September	1,008,009.77	851,293.15	156,716.62	Inc: St Cap Grant Turnover, debt payments
October	1,803,580.21	1,652,184.71	151,395.50	Inc: Sheriff, Int Trans, grants/cap proj./prop taxes
November	1,101,373.40	983,866.19	117,507.21	Inc: Debt Pay & Cap Proj./Prop Taxes
December	856,892.89	823,513.84	33,379.05	
<b>Total</b>	<b>13,076,411.64</b>	<b>11,914,173.44</b>	<b>1,162,238.20</b>	
Average	1,089,700.97	992,847.79	96,853.18	

## General Fund 2016 - BFB: \$ 1,031,932.97

Month	Revenue	Expenditures	Gain/Loss
January	205,037.70	160,943.61	44,094.09
February	206,534.62	79,253.74	127,280.88
March			0.00
April			0.00
May			0.00
June			0.00
July			0.00
August			0.00
September			0.00
October			0.00
November			0.00
December			0.00
<b>Total</b>	<b>411,572.32</b>	<b>240,197.35</b>	<b>171,374.97</b>
Average	205,786.16	120,098.68	85,687.49

## All Funds 2016 - BFB: \$ 3,701,044.24

Month	Revenue	Expenditures	Gain/Loss	
January	883,058.30	840,785.99	42,272.31	Exc: BFB, Inc: Int. Trans & Insurance
February	902,757.85	470,092.63	432,665.22	Sheriff did not bill as usual - in March
March			0.00	
April			0.00	
May			0.00	
June			0.00	
July			0.00	
August			0.00	
September			0.00	
October			0.00	
November			0.00	
December			0.00	
<b>Total</b>	<b>1,785,816.15</b>	<b>1,310,878.62</b>	<b>474,937.53</b>	
Average	892,908.08	655,439.31	237,468.77	

Original Bud. (43,291.00)

Amended Bud.

Difference from Original Budget: 214,665.97

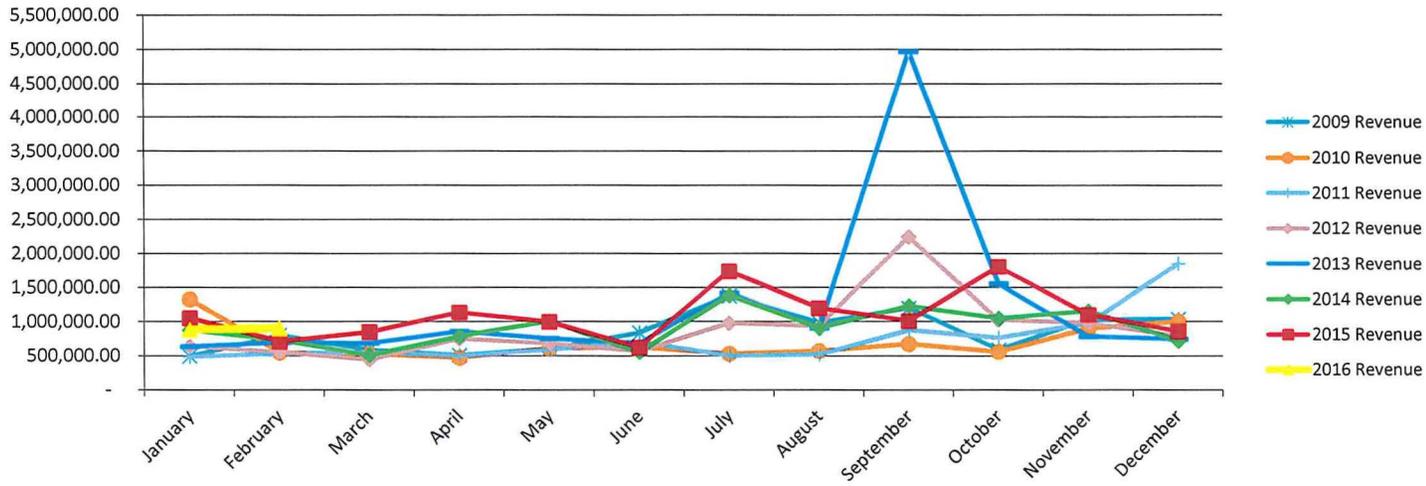
Original Bud. 223,079.00

Amended Bud.

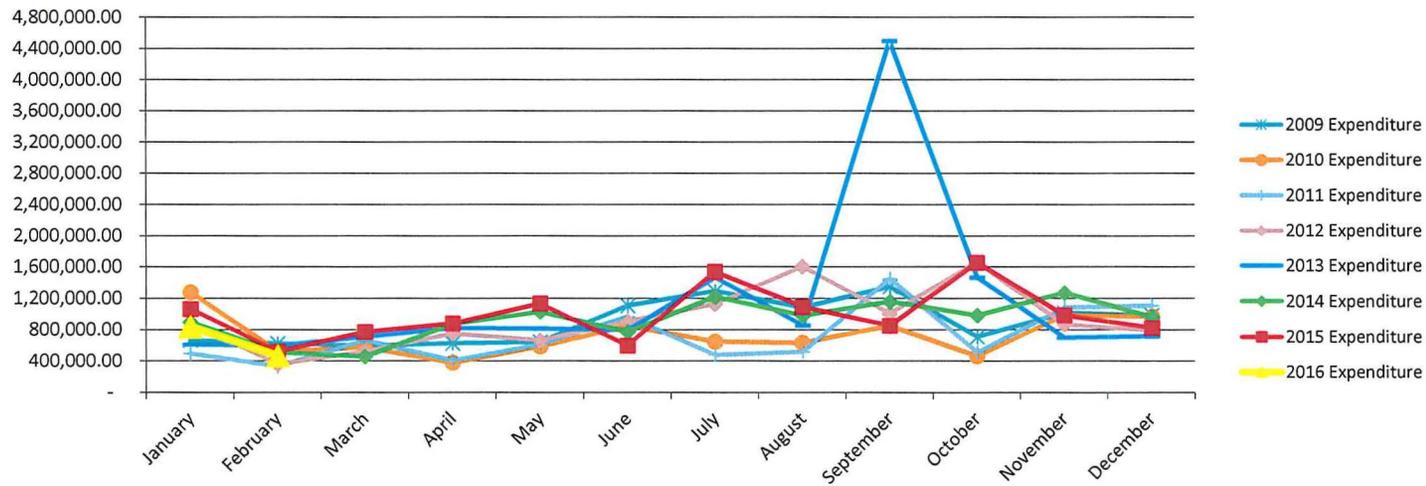
Difference from Original Budget: 251,858.53

(Note \$138K GF, \$91K P1/P2, \$43K Festhalle, \$217K Streets, \$179K Sewer, \$10K Water)

### City of Leavenworth All Funds Revenue 2009-2016



### City of Leavenworth All Funds Expenditures 2009-2016



\*\*Not all capital items are included but major ones are noted as years progress.

- Notes:
- 2009 included Iccle Station Construction
  - 2010 included multiple minor capital improvements and \$360,000 in LOCAL funding for Garbage Truck, Receptacles and F-550
  - 2011 included Recycle Property purchase of \$275K in September and Water Bond Financing of \$700K in Dec
  - 2012 included Front Street Project Exp and Loan revenues & completion of \$750K PWTF Engineering Loan for Downtown Planning
  - 2013 included Safe Routes planning, Equip replace. (\$300K), City Hall & Warehouse Parking Lots, Pool Filtration, Scholze St. Sewer, Well pump #1 E. Leav. Rd Watermain (\$700K), Bonds Purchase/Imp. of Fruit Warehouse Property in Sept 2013 at (\$2.1M) and Festhalle Refi (\$1.5M)
  - 2014 included Safe Routes (\$588K), West St (\$92K), Well Pump #3 (\$273K), Lod. Tax Proj (\$57K), Chumstick Trail Plan/ROW (\$33K), Festhalle (\$40K), Retaining Wall (\$273K), Comm. St.3rd-8th Plan/Eng (\$38.5K), Sewer System Plan & Equip Upgrades (\$47K), LID Eng. in W/S (\$110K), Water Equip. \$3.3K Garbage Cap (\$29K), equip rep (\$100K), computer (\$18K), GF: Parks Capital (\$7K), Duncan 1/2 Purchase (\$139.5K), DOE Solar/Energy Grant (\$177K)
  - 2015 includes DOE Solar/Energy (\$800K), Chumstick Trail & W/S LID (\$700K), Commercial St (\$1.45M), W/S/Storm various planning/imp., Festhalle/Parking (\$175K)
  - 2016: Facility Imp., Crosswalks, Chumstick Trail & W/S LID & CDBG, Residential Paving, Festhalle & Parking Imp., Utility Rate Study, Water Well Pump Repair, Sewer Plan/TMDL/South Interceptor/Equip

RECEIVED  
MAR 09 2016

March 4, 2016

Chantell Steiner, Finance Director/City Clerk  
City of Leavenworth  
PO Box 287  
Leavenworth, WA 98826

Dear Chantell:

AWC is currently calling for applications for open positions on the AWC Board of Directors. Included with this letter please find a memo from AWC Nominating Committee Chair, Craig George regarding the 2016 AWC Board of Directors Recruitment. If possible, please add to the next council meeting agenda and distribute to your elected officials.

All applications must be submitted to AWC by 5:00 pm Friday, March 25, 2016. You may mail, fax or email this form to the attention of Michelle Catlin, Association of Washington Cities, 1076 Franklin Street SE, Olympia, WA 98501; Fax: (360) 753-0149; or [michellec@awcnet.org](mailto:michellec@awcnet.org).

Thank you for helping us get information about the AWC Board of Directors recruitment to your elected officials. If you have any questions please feel free to contact me.

Sincerely,



Michelle Catlin  
AWC Executive Assistant

DATE: March 4, 2016

TO: Elected Officials

FROM: Craig George, Chair, AWC Nominating Committee Chair and Immediate Past President

SUBJECT: **2016 AWC Board of Directors Recruitment**

As communicated in the recent issue of CityVoice - electronic newsletter, the 2016 AWC Nominating Committee is currently calling for applications for open positions on the AWC Board of Directors and I wanted to let you know that there is still an opportunity to submit applications.

An AWC Bylaw amendment approved by the membership in 2014 went into effect in 2015, making At-Large Position #2 Western; and At-Large #4 Eastern, two-year terms beginning in 2016. At Large Positions #1 and #3 were elected to two year terms in 2015.

Members of the AWC Board of Directors play a critical leadership role in the success of the Association. As a board member, you provide overall governance and policy direction for the Association. The AWC Board annually adopts state and federal legislative priorities, adopts the AWC budget, establishes membership fees, and provides policy direction regarding a wide variety of other issues affecting cities and towns, and the association.

The Nominating Committee has received applications from the following candidates:

**Open Positions**

**2016 Board Applicants**

- |                                     |   |
|-------------------------------------|---|
| • President                         | Jim Restucci, Mayor, Sunnyside (incumbent)          |
| • Vice President                    | Pat Johnson, Mayor, Buckley (incumbent)             |
| • District 2                        | KC Kuykendall, Councilmember, Waitsburg (incumbent) |
| • District 4                        |   |
| • District 6                        |   |
| • District 8                        | Jon Nehring, Mayor, Marysville (incumbent)          |
| • District 12                       | Ed Stern, Councilmember, Poulsbo (incumbent)        |
| • District 14                       | Beth Munns, Councilmember, Oak Harbor (incumbent)   |
| • At-Large #2 (Western, <5,000 pop) |   |
| • At-Large #4 (Eastern, <5,000 pop) | Dorothy Knauss, Mayor, Chewelah (incumbent)         |

If you are interested in serving, I strongly encourage you to apply. To do so, please complete and return the Board of Directors application, located at [www.awcnet.org/AboutUs/Getinvolved.aspx](http://www.awcnet.org/AboutUs/Getinvolved.aspx), to AWC by **5:00 pm Friday, March 25, 2016**. You may mail, fax or email this form to the attention of Michelle Catlin, Association of Washington Cities, 1076 Franklin Street SE, Olympia, WA 98501; Fax: (360) 753-0149; or [michellec@awcnet.org](mailto:michellec@awcnet.org).

If you have questions about the AWC Board, please feel free to contact Luann Hopkins [luannah@awcnet.org](mailto:luannah@awcnet.org). You will find additional information about the AWC Board of Directors on [awcnet.org](http://awcnet.org) (About Us, Board of Directors).



Chelan County Fire District #3  
228 Chumstick Hwy  
Leavenworth, WA 98826  
509-548-7711

RECEIVED  
MAR 11 2016

BY: .....

## MINUTES

DATE: February 10, 2016  
TIME: 6:00pm  
PLACE: Leavenworth Fire & Safety Facility  
ATTENDING: Commissioner Frank, Commission Dawson, Commissioner Stanton,  
Chief O'Brien, Deputy Chief Brautaset and Secretary Kuch.  
Special Guests Deanna Walters, Assessor and Stacy Wuolle

### Levy Presentation – Deanna Walters, Chelan County Assessor

Deanna first talked about setting assessed values for all government entities to a zero value since their office is not required to keep those values current or accurate. Deanna and Stacy explained the different types of levies and left handouts for review.

### Public Comment Period – 3 minutes per person - None

**Minutes from last meeting – Motion** to approve minutes made by Commissioner Dawson. Commissioner Frank 2<sup>nd</sup>. Passed

### Volunteer President's Report:

### Secretary's Report:

Financial Report – see attached

Vouchers - \$43,774.66

**Motion** to approve vouchers made by Commissioner Dawson. Commissioner Frank 2<sup>nd</sup>. Passed.

### Chief's Report:

**See Attached**

## **Meeting Minutes - Continued**

### **Old Business:**

- The Commissioners would like to meet with the City of Leavenworth safety committee in March to begin talking about the Fire Marshal contract.

### **New Business:**

- Resolution 2016-01 Cancelling outstanding warrants – motion to approve by Commissioner Dawson. Commissioner Frank 2<sup>nd</sup>. Passed.
- We received an anonymous gift of \$2500 from a generous donor to purchase headsets for each truck.

### **Adjourned 7:25pm**

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Thomas Stanton, Chairman

---

Ross Frank, Commissioner

---

John Dawson, Commissioner

---

Stephanie Kuch, District Secretary

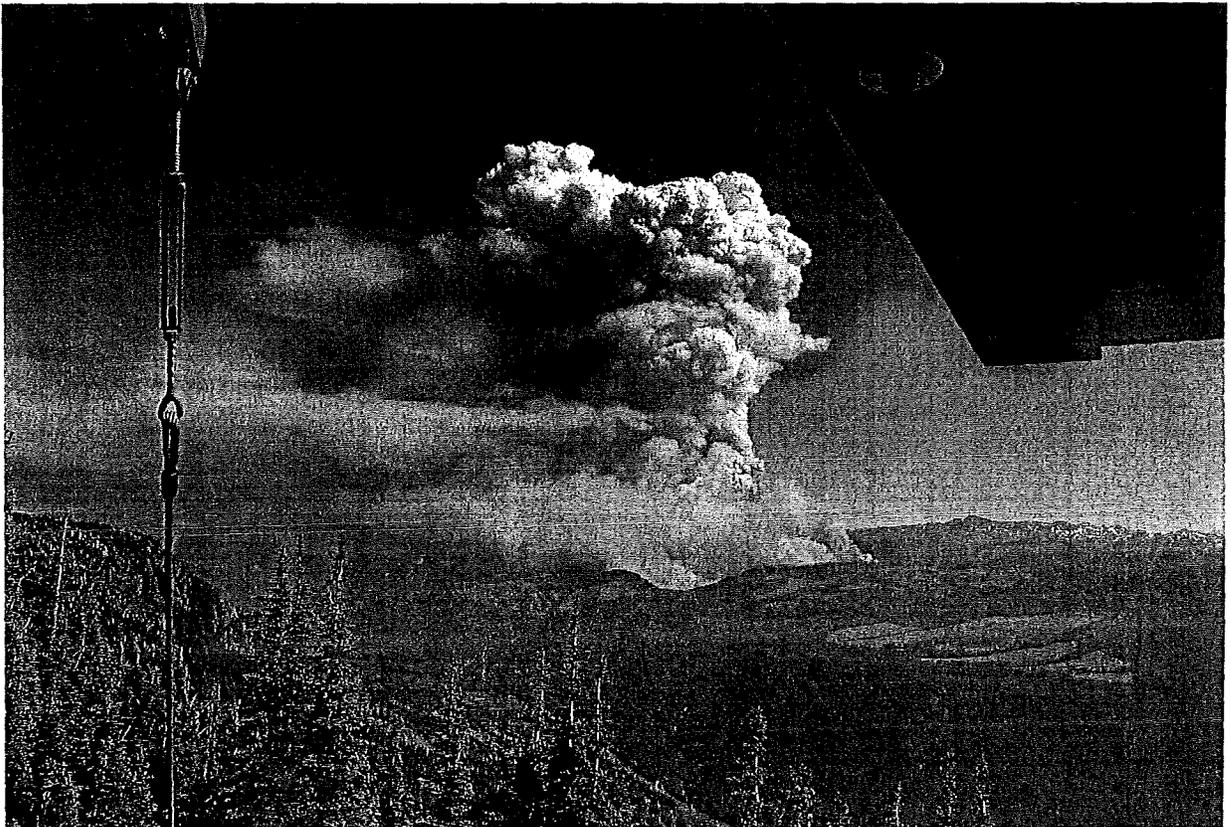
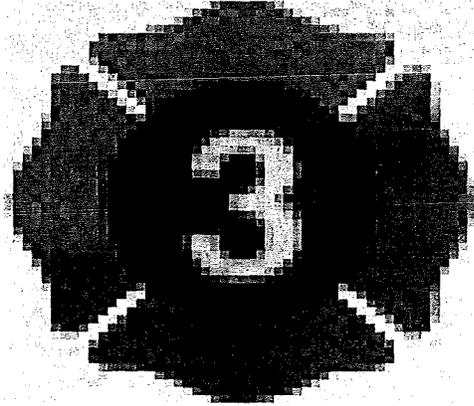
CHELAN COUNTY FIRE DISTRICT #3  
228 Chumstick Rd.  
Leavenworth, WA. 98826

Chief's Report  
February 10, 2016

- Emergency Response: 43 responses year-to-date
- Training: Recruit school is underway and going well. We have 4 new members in the class and CCFD#9 has 3 volunteers as well. The high school cadet program started a new semester and now we've moved into wildland fire training. Weekly drill has transitioned to Deputy Chief Brautaset and Lieutenant Pedack. Training has not been compromised at all and our schedule has been set for the year.
- Maintenance: Deputy Chief Horner fixed the lock on Station #2, fixed four-wheel drive on the snowplow. The district rented a backhoe from star rentals to make more room to store any additional snowfall. We had to overhead door failures at Station #1 Door Tech was called and the doors were repaired immediately.
- Transition: I want to compliment Deputy Chief Brautaset for the way he has transitioned into his position. Glenn started right off getting to know and meeting with almost all the members of our organization and has already started to make changes to the district's volunteer application process. We've also had a good start with Lieutenant Pedack, who's temporary position should last through December.
- City Council: Glenn and I met with new city council member Mia Bretz. Mia wanted to know more about the fire district and our operations. I felt the meeting was productive and educational for both Mia and myself.
- Grants: The turnout gear order has been processed, we are waiting for an interpretation from the grant administrator regarding the helmets that have been selected. Once that occurs we'll make the order complete. I have no new news regarding the wildland grants.

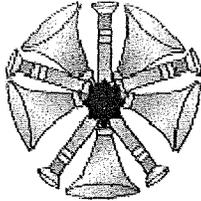
Kelly O'Brien  
Fire Chief

CHELAN COUNTY FIRE DISTRICT #3  
ANNUAL REPORT 2015



## INDEX

- I. CHIEF'S REPORT 2015
- II. FINANCIAL REPORT 2015
- III. INCIDENT SUMMARY
- IV. FIRE MARSHALL'S REPORT
- V. TRAINING OUTLINE



## CHIEF'S REPORT 2015

2015 was a very interesting year for Chelan County Fire Protection District #3. The district responded to a total of 358 emergency incidents or requests for help. We continue to build strong relationships with our partners in the Upper Valley, working closely with Chelan County Fire District #6 and Lake Wenatchee Fire & Rescue. We continued to support our NCW partners in responding to mutual aid incidents as far as Mansfield, CCFD#1 and Chelan County Fire District #7.

Change is inevitable, and we must be prepared when it happens! This past year really is an end of an era for CCFD#3. Assistant Chief Gil Eggleston retiring and Captain Folden accepting a lateral position with Central Pierce, half our administration is changing within one month. We will miss their experience and dedication. With a small organization this can be difficult to deal with but I think we've managed our way through it very well. The hiring of Deputy Chief Brautaset is really exciting, Glenn brings a whole different skill set and experiences to the organization. I believe this will strengthen our system and have huge payoff for the future of Fire District #3.

Volunteer membership numbers tend to be inconsistent, depending upon the year and sometimes depending upon the month of the year we can have a full membership down to being short for shifts. As I've study this trend over the years my own research shows most personnel who leave do so for either a better education or better employment. What can we do to combat this? The only way to combat this is to make their experience here as rewarding as possible, hopefully that will impact their decision. Currently we have 22 members on the roster.

Our department accomplished many goals this past year including, involvement in state mobilizations, built a wildland engine, promoted new officers, improvement of live burn prop, purchase of a new command vehicle, and was awarded a \$98,000 AFG grant. Some of our operational accomplishments have become commonplace such as, continued impact of the sleep/resident program, partnership with Cascade High School and the cadet program, Upper Valley Recruit Academy and our contracts with CCSO and Cascade Ambulance. These programs have become normal mode of operation here, and that in its self says a lot.

I would have to say this is the most excited I've been since I started my career or at least since I've been Fire Chief. Even with the loss of 50% of our administration and some attrition in the ranks I see a bright future for us and here's why.

- Chief Brautaset brings fresh perspective and a lot of energy
- Possible levy lid lift
- Working closer with the Chumstick Wildfire Stewardship Coalition
- Developing a culture of service

As I look over the 27 years I've been with this district, first as a volunteer, seasonal employee, full time employee, then the fire chief, I've seen changes that if you weren't here you wouldn't believe.

I look forward to 2016 and beyond!

Chief O'Brien



## FINANCIAL REPORT 2015

Chelan County Fire District #3's residents have the benefit of a substantial part of their fire protection being paid for with state and national fire funds. The District's tax revenue is not sufficient to cover the operating budget, therefore each year's fire revenues are put in to reserve to fund subsequent year's operations. This tax shortage creates a level of uncertainty and the inability to plan long range. In the near future, the administration of the District will need to look at the various sources of revenue to stabilize the District budget and provide for a long-term capital replacement plan.

In 2015, we financed the purchase of a new brush truck instead of paying cash. The uncertainty of fire revenues and future staffing issues provided the justification. However, with the 2015 fire revenue of \$48,000 and reserving the \$60,000 cash we intended to spend out of pocket on the truck, we were able to increase our anticipated funds for 2016 by \$108,000.

## 2015 Fires

As of 1/6/2016

Incident	Personnel	Personnel		Equipment	Date Rec'd
		Expense	Date rec'd		
Derby	Folden	679.94	8/3/15	2,184.00	08/03/15
I-90	Folden	762.39		1,552.88	09/28/15
Douglas Co complex	Horner/Powell/Mulanax			784.13	10/23/15
Hills	Robinson			768.75	10/02/15
Sleepy Hollow	Horner/Folden/Pedack/Aurilio	1,202.64	11/5/15	4,248.00	08/12/15
Monument	Folden	336.40	12/4/15	661.13	10/13/15
Highway 8	Robinson			3,866.86	12/07/15
Reach IA	Folden/Robinson	494.29		1,653.00	
Kelly - Mob coord	O'Brien	5,708.56			
Chelan Complex	Folden	2,033.25		17,480.00	01/06/16
<hr/>					
Totals		11,217.47		33,198.75	<b>44,416.22</b>
Billed for Gil's Fire Assignments					<u><b>43,039.94</b></u>
Total Fire Billing					<u><u><b>87,456.16</b></u></u>
Equipment Use				33,198.75	
Gil's Assignments				<u>14,890.81</u>	
Net District Earnings				<u><u>48,089.56</u></u>	

Chelan County Fire District No. 3  
Profit & Loss Budget vs. Actual  
January through December 2015

	<u>Jan - Dec 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cash/Investments 1/1/15	262,139	263,700	-1,561	99%
<b>Income</b>				
Loan Proceeds	60,000	0	60,000	100% Note 1
Rental Income	3,900	3,900	0	100%
Unbudgeted Revenues	12,061	0	12,061	100% Note 2
Grant/PUD/CHS Revenue	10,677	8,339	2,338	128%
Fire Revenue	51,073	0	51,073	100% Note 3
District and City	395,603	391,851	3,752	101%
Fire Marshall Service Contract	32,250	43,000	-10,750	75% Note 4
<b>Total Income</b>	<b>565,564</b>	<b>447,090</b>	<b>118,474</b>	<b>126% Note 5</b>
<b>Total Cash/Revenue Available</b>	<b>827,703</b>	<b>710,790</b>	<b>116,913</b>	<b>116%</b>
<b>Expense</b>				
<b>Salaries and Wages</b>				
Chief	75,233	72,370	2,863	104%
Assistant Chief	86,678	62,001	24,677	140%
Deputy Chief	55,983	55,702	281	101%
Volunteers	30,901	30,000	901	103%
Commissioners	3,990	5,000	-1,010	80%
Secretary	7,885	6,800	1,085	116%
Firefighter Position - Folden	55,226	41,976	13,250	132%
Seasonal Firefighter	8,744	11,232	-2,488	78%
<b>Total Salaries and Wages</b>	<b>324,640</b>	<b>285,081</b>	<b>39,559</b>	<b>114% Note 6</b>
<b>Personnel Benefits</b>				
Insurance - Health	28,262	27,444	818	103%
Insurance - Labor & Industries	14,300	12,000	2,300	119%
Chief Benefits	5,864	5,790	74	101%
Assistant Chief Benefits	5,790	4,960	830	117%
Deputy Chief Benefits	3,641	4,456	-815	82%
Volunteer Benefits	2,449	2,295	154	107%
Commissioner Benefits	305	367	-62	83%
Secretary Benefits	603	500	103	121%
Fire Fighter Position Benefits	3,696	3,358	338	110%
Seasonal Firefighter	669	859	-190	78%
<b>Total Personnel Benefits</b>	<b>65,579</b>	<b>62,029</b>	<b>3,550</b>	<b>106% Note 6</b>
<b>Supplies</b>				
Meals	1,044	1,000	44	104%
Fuel	8,209	13,000	-4,791	63%
Station Supplies	3,941	3,800	141	104%
Office Supplies	6,857	2,500	4,357	274%
Uniforms	2,683	3,000	-317	89%
<b>Total Supplies</b>	<b>22,734</b>	<b>23,300</b>	<b>-566</b>	<b>98%</b>
<b>Other Services &amp; Charges</b>				
Dues and Subscriptions	3,684	3,900	-216	94%
Insurance - Property/Vehicles	21,197	21,000	197	101%
Professional Fees	1,254	2,000	-746	63%
Telephone	3,667	5,300	-1,633	69%

Chelan County Fire District No. 3  
Profit & Loss Budget vs. Actual  
January through December 2015

	<u>Jan - Dec 15</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Communications/Radios	4,129	2,000	2,129	206%
Dispatch	18,332	18,332	0	100%
Travel	4,652	1,000	3,652	465%
Training/Seminars	2,215	3,500	-1,285	63%
Equipment Maintenance	9,192	5,000	4,192	184%
Station Maintenance	4,884	7,000	-2,116	70%
Vehicle Maintenance	14,564	12,000	2,564	121%
Utilities	12,017	13,500	-1,483	89%
Miscellaneous	1,480	1,000	480	148%
<b>Total Other Services &amp; Charges</b>	<u>101,267</u>	<u>95,532</u>	<u>5,735</u>	<u>106%</u>
Capital Outlay				
Equipment	68,247	60,000	8,247	114% Note 7
<b>Total Capital Outlay</b>	<u>68,247</u>	<u>60,000</u>	<u>8,247</u>	<u>114%</u>
Debt Service - Interest	5,245	4,114	1,131	127%
Debt Service - Principal	15,551	14,106	1,445	110%
<b>Total Expense</b>	<u>603,263</u>	<u>544,162</u>	<u>59,101</u>	<u>111%</u> Note 5
Cash/Investments 12/31/15	<u>224,440</u>	<u>166,628</u>	<u>57,812</u>	<u>135%</u>
2015 Receivables				
4th Quarter Fire Marshall	10,750			
Fire Revenue Due	37,146			
PUD contract	2,000			
Anticipated Cash/Investments	<u>274,336</u>	Note 7		

Note 1 - The District decided to reserve cash from the 2014 fire season and finance a new truck.

Note 2 - Sale of 2 trucks \$7,100, \$900 insurance refunds, \$2,628 training reimbursements

Note 3 - Still outstanding \$37,146. See 2015 fire summary

Note 4 - City of Leavenworth contract is billed at the end of each quarter.

Note 5 - Total revenues including loan proceeds \$565,564+receivables of \$49,896 = \$615,460 exceeds total expenses of \$603,263

Note 6 - Wages and benefits from fires \$49,310

Note 7 - Must have cash on hand to fund January - April of operations since property tax collections don't begin until April - average monthly operating funds are \$45,000. Must retain \$180,000 for subsequent year at current operating levels. Remainder is capital reserve.

**Chelan County Fire District No. 3**  
**Profit & Loss Budget Overview**  
January through December 2016

	<u>Jan - Dec 16</u>
Cash/Investments 1/1/16	275,842
<b>Income</b>	
Loan Proceeds	0
Rental Income	3,900
Unbudgeted Revenues	0
Grant/PUD/CHS Revenue	12,239
Fire Revenue	0
District and City	399,513
Fire Marshall Service Contract	43,000
<b>Total Income</b>	<u>458,652</u>
<b>Expense</b>	
<b>Salaries and Wages</b>	
Chief	75,989
Deputy Chief - Operations	65,000
Deputy Chief - Prevention	60,000
Volunteers	30,000
Commissioners	5,130
Secretary	7,500
Firefighter Position	44,088
<b>Total Salaries and Wages</b>	<u>287,707</u>
<b>Personnel Benefits</b>	
Insurance - Health	28,000
Insurance - Labor & Industries	15,000
Chief Benefits	5,319
Deputy Chief - Op Benefits	4,550
Deputy Chief - Pre. Benefits	4,200
Volunteer Benefits	2,400
Commissioner Benefits	410
Secretary Benefits	600
Fire Fighter Position Benefits	3,086
<b>Total Personnel Benefits</b>	<u>63,565</u>
<b>Supplies</b>	
Meals	1,500
Fuel	9,000
Station Supplies	4,200
Office Supplies	6,500
Uniforms	3,500
<b>Total Supplies</b>	<u>24,700</u>
<b>Other Services &amp; Charges</b>	

**Chelan County Fire District No. 3**  
**Profit & Loss Budget Overview**  
January through December 2016

	<u>Jan - Dec 16</u>
Dues and Subscriptions	3,700
Insurance - Property/Vehicles	22,000
Professional Fees	1,200
Telephone	3,700
Communications/Radios	4,000
Dispatch	21,459
Travel	1,000
Training/Seminars	4,000
Equipment Maintenance	7,000
Station Maintenance	5,000
Vehicle Maintenance	14,000
Utilities	13,000
Miscellaneous	1,500
<b>Total Other Services &amp; Charges</b>	<u>101,559</u>
Capital Outlay	
Grant funds expended	4,000
Reserve for Capital projects	50,000
<b>Total Capital Outlay</b>	<u>54,000</u>
Debt Service - Interest	5,444
Debt Service - Principal	17,927
<b>Total Expense</b>	<u>554,902</u>
Net income(loss) from operations	-96,250
Cash/investments 12/31/16	<u>179,592</u>

Need to have 4 months operating expense (4 x 45,000 = 180,000)



## INCIDENT SUMMARY

- **358 total runs** (total runs are January through Dec, stats are only March through Dec)
  - 615 man hours dedicated to emergency incidents
  - 54% of incidents are EMS
  - 19% Good Intent calls
  - 10% of responses were fire calls
- 
- Average Turnout Time (Dispatch to Enroute) 5:12
  - Average Response Time 11 minutes
  - Average Response Time EMS 6:30
- 
- Turnout Time: The time from dispatch to enroute, and measures your departments reaction to incidents
  - Response Time: The time from dispatch until the unit is on scene
  - Times: Times vary by call and unit based on personnel. For EMS calls units can leave the station staffed with two, on fire incidents we are required 3 personnel to go enroute.

# Chelan County Fire District #3

Leavenworth, WA

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## Average Turnout Time (Dispatch to Enroute) per Apparatus for Date Range

Start Date: 01/01/2015 | End Date: 12/31/2015

APPARATUS	TURNOUT TIME (min) (Dispatch to Enroute)
B 31	8:14
B 33	6:24
C301	6:20
C302	3:54
C303	3:02
C304	1:10
E 31	4:44
E 32	12:50
E 33	5:07
R 31	3:09
R31	2:00
ST 31	1:19
T 31	9:25
<b>AVERAGE TURNOUT TIME:</b>	<b>5:12</b>

Report calculates the average time difference between DISPATCH and ENROUTE for each apparatus. Only Incidents where ENROUTE time is provided are included.

# Chelan County Fire District #3

Leavenworth, WA

This report was generated on 1/5/2016 3:03:50 PM



## Total Manhours per Activity Code for Date Range

StartDate: 01/01/2015 | EndDate: 12/31/2015

ACTIVITY CODE	# DAYBOOK ITEMS	# PEOPLE	HOURS	MANHOURS	% TOTAL TIME
AD - Department meeting/project	1	3	1.00	3.00	0.12%
Alarm - Alarm Response	431	811	309.57	615.15	24.78%
Burn - Burning permit	1	2	1.50	3.00	0.12%
Complaint - Response to Complaint	1	4	1.00	4.00	0.16%
Training - Company Training	108	1008	244.58	1856.93	74.81%
<b>TOTAL</b>	<b>542</b>	<b>1828</b>	<b>557.65</b>	<b>2482.08</b>	



# Chelan County Fire District #3



Leavenworth, WA

This report was generated on 1/5/2016 3:03:02 PM

## Breakdown by Major Incident Types per FDID for Date Range

Start Date: 01/01/2015 | End Date: 12/31/2015

FDID	MAJOR INCIDENT TYPE	NUMBER OF INCIDENTS	% of TOTAL
04D03			
	Fires	27	9.9%
	Rescue & Emergency Medical Service	149	54.4%
	Hazardous Condition (No Fire)	11	4.0%
	Service Call	14	5.1%
	Good Intent Call	51	18.6%
	False Alarm & False Call	21	7.7%
	Special Incident Type	1	0.4%
	Total Number Incidents for 04D03:	274	

This report applies to department accounts that report incidents under more than one FDID.

# Chelan County Fire District #3



Leavenworth, WA

This report was generated on 1/5/2016 3:02:09 PM

## Incident Types by Month for Year

Year: 2015

INCIDENT TYPE	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	SUM
Accident, potential accident				1		1					2
Chemical release, reaction, or toxic condition	2										2
Citizen complaint						1					1
Combustible/flammable spills & leaks			1							1	2
Controlled burning		1									1
Dispatched and canceled en route		4	6	1	2	5	3	5	3	6	35
Electrical wiring/equipment problem				1		1				3	5
Emergency medical service (EMS) Incident	1	14	18	15	10	21	9	18	14	19	139
EMS call where party has been transported							1				1
Extrication, rescue				1				1			2
False alarm and false call, other						1			1		2
Fire in mobile property used as a fixed structure										1	1
Malicious, mischievous false alarm			1	1							2
Medical assist			1	1	1					1	4
Mobile property (vehicle) fire		2	1		1		1				5
Natural vegetation fire		3	2	2	1		1	1			10
Outside rubbish fire						1					1
Public service assistance								2		1	3
Rescue, emergency medical call (EMS), other			1								1
Search for lost person				1	1						2
Special outside fire			1								1
Steam, other gas mistaken for smoke			1	2			1				4
Structure Fire	1	2	2	1					1	2	9
System or detector malfunction				1	1		1				3
Unauthorized burning			2	2	1	1	4	1			11
Unintentional system/detector operation (no fire)		3			2	2	4		1	2	14
Water or ice-related rescue				1							1
Wrong location, no emergency found		1	1	1	2	3	1			1	10
<b>Total</b>	<b>4</b>	<b>30</b>	<b>38</b>	<b>32</b>	<b>22</b>	<b>37</b>	<b>26</b>	<b>28</b>	<b>20</b>	<b>37</b>	<b>274</b>

Only REVIEWED incidents included



## FIRE MARSHALL'S REPORT

### Statistics

- 166 Business Inspections Conducted
- 14 Event and Festhall Inspections
- 20 Plan Review and Inspections on New Construction and Remodel
- 10 Home Inspections, inquiries and short plats
- ~~0~~ City Meetings

### Business Inspection Results

- 71 Businesses with No Violations found
- 95 Businesses with Violations
- 43 re-inspections that passed
- 52 re-inspections left to be completed

### Common Violations

- Exit sign illumination
- Portable Fire Extinguisher maintenance
- Extension Cord violations
- Power Tap installation

## Fire Marshals Report

2015

As Fire Marshal for Chelan County Fire District # 3 I believe we had a better year than 2014 for one main reason. We were more organized! Starting at US 2 and Icicle Road working our way east in a straight line worked out much more efficient than the previous year where areas were assigned to inspectors.

In 2015 we increased the training we gave to our inspectors.

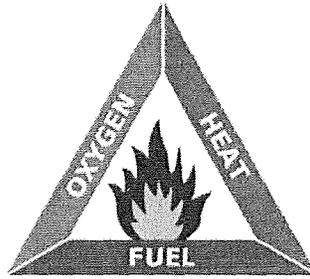
Marco Aurilio, and Phil Pedack worked as inspectors early in the year but issues with availability did not allow us to utilize these two as much as I would have preferred. The bulk of the inspections were completed by DC Bradley and myself, with Capt. Folden doing a handful in December.

We are having great success with our re-inspection program. Education and assisting store owners in correcting problems is showing us most violations are taken care of by the first re-inspection. Few 2nd and 3rd re-inspections were required.

My goal for 2016 is to have the re-inspections for 2015 complete by January 30, 2016. I will be starting inspections for 2016 in January and my hope is to have them complete by September and all re-inspections done by October 30, 2016.

Bill Horner, Deputy Chief / Fire Marshal

Chelan County Fire District # 3



## TRAINING

Since I began as the department Training Officer, we've established some noteworthy training programs. First, our 4<sup>th</sup> class for the Upper Valley Fire Training Academy started this month. This academy offers department members from Lake Wenatchee Fire & Rescue, CCFD#6, and CCFD#3 formal instruction using a standardized curriculum. Candidates can then choose to challenge the Firefighter 1 exams based on the information they learned. Last year, one of our recruits was hired by Whatcom County Fire District #8 as a part-time firefighter and another was hired by The City of Yakima as a career firefighter. They both recognized our academy as a contributing factor to their success.

Another vital program we've implemented is the Fire Science Program in partnership with Cascade High School. This course offers high school seniors the opportunity to learn the same curriculum as in the recruit school with the added training on wildland firefighting techniques. Students leave this program with certifications for I-100, I-700, S-130, S-190, First Aid/CPR, as well as their combat certification from CCFD#3 as structural firefighters. 2 cadets were hired by the USFS last year and worked for Wenatchee River Initial Attack out of the Leavenworth Ranger Station. The Forest Service now makes it a point to promote their hiring process to our fire cadets.

These two programs have been successful because of the instructors who teach them and the willingness of the students to learn. With that, there are a few programs that haven't been sustainable but I believe the effort should still be put forth to see them through. The membership continues to lack sufficient training specific to truck company operations. We attempted to establish a training plan for this function but time constraints and limited staffing overpowered our efforts. Also, I hoped to replicate the level of training we had 3 years ago for hazardous material operations with the National Guard but we haven't been able to make that happen again in the same capacity. I believe this should stay on the front burner because of the State's requirements for 8 hours of annual hazardous materials training. Lastly, an engineer academy still hasn't made it past the planning phase. During my time here, I can only remember attending 1 classroom instruction session solely focused on the task of engineering...engineers deserve classroom time too!

In summary, we've taken great strides to increase the level of training offered by the district but like anything in the fire service, we're not done improving. We know the areas that need attention and we know what's needed to make it happen. Ultimately, no one can accomplish what we can with the budget and staffing we have available.

# Chelan County Fire District #3



Leavenworth, WA

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## Report of Classes Instructed by Personnel by Instructor Type Personnel: All personnel | Start Date: 01/01/2015 | End Date: 12/31/2015

Instructor Name	Instructor Type	Class Count	Class Hours
Aurilio, Marco	Assistant Instructor	3	7:00
	Lead Instructor	2	2:30
Baker, Arnold (Chelan County Fire District #5)	Lead Instructor	1	2:00
Eggleston, Gil	Assistant Instructor	1	2:00
	Lead Instructor	1	2:30
Folden, Jordan M	Assistant Instructor	11	19:15
	Lead Instructor	71	107:00
Freir, Rick	Lead Instructor	5	45:00
Horner, Bill R	Lead Instructor	6	10:45
Jacob, Hubert (Dräger Safety)	Lead Instructor	1	8:00
Makela, Mike	Assistant Instructor	5	45:00
McLeod, Mike (Chelan County Sheriff's Office)	Lead Instructor	1	2:00
O'Brien, Kelly	Lead Instructor	2	5:00
Pavey, Patrick	Lead Instructor	4	32:00
Pedack, Phil	Assistant Instructor	1	2:30
	Lead Instructor	1	1:30
Pulse, Brian	Lead Instructor	5	10:30
Reink, Freir	Assistant Instructor	1	9:00
Robinson, Zach	Lead Instructor	4	6:00
Schmidt, Annie	Lead Instructor	1	2:00
Smoke, Stan (WF&R)	Lead Instructor	1	2:50
TBA, TBA (MedStar)	Lead Instructor	1	4:00

This report lists the number of Classes instructed by each Person over the provided date range, optionally filtered by Personnel.

Only non-Archived Classes that have been Reviewed are included.

# Chelan County Fire District #3



Leavenworth, WA

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## Hourly Summary per Training Code For Date Range

Training Code(s): All Training Codes | Start Date: 01/01/2015 | End Date: 12/31/2015

### Total Training Hours By Code

Total Hours for Training Code: Asbestos	38:00
Total Hours for Training Code: Chapter 10	12:00
Total Hours for Training Code: Chapter 11	31:00
Total Hours for Training Code: Chapter 12	29:15
Total Hours for Training Code: Chapter 13	33:00
Total Hours for Training Code: Chapter 14	44:00
Total Hours for Training Code: Chapter 15	34:30
Total Hours for Training Code: Chapter 2	24:00
Total Hours for Training Code: Chapter 3	33:00
Total Hours for Training Code: Chapter 4	33:00
Total Hours for Training Code: Chapter 5	41:00
Total Hours for Training Code: Chapter 6	32:00
Total Hours for Training Code: Chapter 7	18:00
Total Hours for Training Code: Chapter 8	37:30
Total Hours for Training Code: Chapter 9	30:30
Total Hours for Training Code: Driving	8:30
Total Hours for Training Code: EMS	77:30
Total Hours for Training Code: EVIP	72:30
Total Hours for Training Code: Fire Instructor II	32:00
Total Hours for Training Code: Firefighter Safety and Health	24:00
Total Hours for Training Code: FS	12:00
Total Hours for Training Code: Install	38:00
Total Hours for Training Code: MCI	59:30
Total Hours for Training Code: MedStar	28:00
Total Hours for Training Code: MVA	34:00
Total Hours for Training Code: Operator	21:30
Total Hours for Training Code: Orientation and Fire Service History	24:00
Total Hours for Training Code: OTEP	101:00
Total Hours for Training Code: Practicals	136:30
Total Hours for Training Code: PT	130:30
Total Hours for Training Code: Quarterly Drill	51:30
Total Hours for Training Code: REFR	40:00
Total Hours for Training Code: Report	21:00
Total Hours for Training Code: Structure	19:30
Total Hours for Training Code: Structure Fire Investigation	135:00
Total Hours for Training Code: Swift	34:00
Total Hours for Training Code: Systems	24:00

Displays the total training hours per for each of the selected Training Codes. NOTE that this report only applies to accounts that are set to Track Hours by Training Code.

Total Hours for Training Code: Tech		24:00
Total Hours for Training Code: Ventilation		19:30
Total Hours for Training Code: Wildland		89:30
Total Hours for Training Code: Winter Preparedness		16:00
Total Hours for Training Code: Zero Week		24:00
<b>Totals for all selected Training Codes 1/1/2015 - 12/31/2015</b>		<b>60 personnel</b>
		<b>1768:15</b>

Displays the total training hours per for each of the selected Training Codes. NOTE that this report only applies to accounts that are set to Track Hours by Training Code.

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<b>21702</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>4046</b>		<b>A WorkSAFE Service, Inc,</b>	<b>52.00</b>	<b>Drug Test A Briody</b>
	534 80 32 00	Operating Supplies-Trtmnt	403 000 534 Water	52.00			
<b>21803</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>5760</b>		<b>Amazon/SYNC</b>	<b>723.56</b>	<b>Office Supplies</b>
	534 80 32 00	Operating Supplies-Trtmnt	403 000 534 Water	61.66			
	534 80 32 00	Operating Supplies-Trtmnt	403 000 534 Water	96.41			
	534 80 32 00	Operating Supplies-Trtmnt	403 000 534 Water	79.99			
	542 63 31 00	Office & Operating Supplie	101 000 542 Streets	24.43			
	548 68 31 00	Office & Operating Supplie	501 000 548 Equip Rental &	129.52			
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	6.97			
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	8.79			
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	9.74			
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	6.35			
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	75.97			
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	82.17			
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	42.58			
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	40.99			
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	57.99			
<b>21767</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>41</b>		<b>Apple Valley Services Inc</b>	<b>130.00</b>	<b>Handicap Port A Potties</b>
	557 30 47 02	Utilities - Icicle Station	104 000 557 Lodging Tax	130.00			
<b>21774</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>6372</b>		<b>Bowles, Kyle</b>	<b>500.00</b>	<b>Festhalle Deposit Refund</b>
	347 30 06 03	Room Deposit Fees	110 000 340 Leavenworth Ci	-500.00			
<b>21740</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>2444</b>		<b>Breshears, Marvin</b>	<b>110.56</b>	<b>Boot Reimbursement M. Brashears</b>
	548 68 31 00	Office & Operating Supplie	501 000 548 Equip Rental &	110.56			
<b>21780</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>6623</b>		<b>Briody, Arnica</b>	<b>21.60</b>	<b>Travel To Cascade Analytical</b>
	534 80 43 00	Travel-Lodging/Meals/Mile	403 000 534 Water	21.60			
<b>21775</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>144</b>		<b>CED-Credit</b>	<b>67.07</b>	<b>Park Supplies</b>
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	67.07			
<b>21693</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>123</b>		<b>Cascade Analytical, Inc.</b>	<b>53.56</b>	<b>WTP Water Testing</b>
	534 80 51 00	Water Testing	403 000 534 Water	53.56			
<b>21799</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>123</b>		<b>Cascade Analytical, Inc.</b>	<b>108.67</b>	<b>WWTP Water Testing</b>
	535 80 41 00	Professional Services	404 000 535 Sewer	108.67			

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<b>21800</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>123</b>		
			<b>Cascade Analytical, Inc.</b>	<b>26.78</b>	<b>WTP Water Testing</b>
	534 80 51 00	Water Testing	403 000 534 Water	26.78	
<b>21801</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>123</b>		
			<b>Cascade Analytical, Inc.</b>	<b>36.05</b>	<b>WTP Water Testing</b>
	534 80 51 00	Water Testing	403 000 534 Water	36.05	
			Total Cascade Analytical, Inc.	225.06	
<b>21696</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>6084</b>		
			<b>Cascade Quality Water</b>	<b>87.95</b>	<b>City Hall Water Bottles</b>
	518 20 31 00	Office & Operating Supplie	001 000 518 Current Expens	87.95	
<b>21697</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>6084</b>		
			<b>Cascade Quality Water</b>	<b>19.95</b>	<b>Parks Water Bottles</b>
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	19.95	
<b>21698</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>6084</b>		
			<b>Cascade Quality Water</b>	<b>19.95</b>	<b>PW Water Bottles</b>
	548 68 31 00	Office & Operating Supplie	501 000 548 Equip Rental &	19.95	
			Total Cascade Quality Water	127.85	
<b>21706</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>2313</b>		
			<b>Chelan County PUD</b>	<b>19.11</b>	<b>WTP/Ski Hill Reservoir</b>
	534 80 47 00	Utilities	403 000 534 Water	19.11	
<b>21707</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>2313</b>		
			<b>Chelan County PUD</b>	<b>46.25</b>	<b>Cemetary</b>
	536 50 47 00	Utilities	001 000 536 Current Expens	46.25	
<b>21708</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>2313</b>		
			<b>Chelan County PUD</b>	<b>1,218.36</b>	<b>Street Lights</b>
	542 63 47 00	Utilities	101 000 542 Streets	1,218.36	
<b>21709</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>2313</b>		
			<b>Chelan County PUD</b>	<b>1,155.87</b>	<b>WTP/Pump Stations/Icicle Road Reservoir</b>
	534 80 47 00	Utilities	403 000 534 Water	1,155.87	
<b>21710</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>2313</b>		
			<b>Chelan County PUD</b>	<b>20.12</b>	<b>Front St/Grange Hall Street Light</b>
	542 63 47 00	Utilities	101 000 542 Streets	20.12	
<b>21711</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>2313</b>		
			<b>Chelan County PUD</b>	<b>68.00</b>	<b>PW Shop</b>
	537 80 47 00	Utilities	402 000 537 Garbage	68.00	
<b>21712</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>2313</b>		
			<b>Chelan County PUD</b>	<b>2,454.92</b>	<b>WWTP Pump Stations</b>

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535 80 47 00	Utilities		404 000 535 Sewer	2,454.92		
<b>21713</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>2313</b>	<b>Chelan County PUD</b>	<b>295.27</b>	<b>Commerical Street Lighting Control</b>
542 63 47 00	Utilities		101 000 542 Streets	295.27		
<b>21714</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>2313</b>	<b>Chelan County PUD</b>	<b>1,177.81</b>	<b>Parks Bldg/Enchantment, Waterfront, Front St &amp; City Parks</b>
557 30 47 01	Utilities-Restrooms		104 000 557 Lodging Tax	588.90		
576 80 47 00	Utilities		001 000 576 Current Expens	588.91		
<b>21715</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>2313</b>	<b>Chelan County PUD</b>	<b>1,833.15</b>	<b>PW Shop/Street Lights/Festhalle</b>
542 63 47 00	Utilities		101 000 542 Streets	75.01		
548 68 47 00	Utilities		501 000 548 Equip Rental &	561.29		
575 48 47 00	Utility Services		110 000 575 Leavenworth Ci	1,196.85		
<b>21716</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>2313</b>	<b>Chelan County PUD</b>	<b>827.50</b>	<b>City Hall Lights/8th Street Bathrooms</b>
518 20 47 00	Utilities		001 000 518 Current Expens	413.75		
557 30 47 01	Utilities-Restrooms		104 000 557 Lodging Tax	413.75		
<b>21717</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>2313</b>	<b>Chelan County PUD</b>	<b>307.35</b>	<b>City Pool</b>
576 20 47 00	Utilities		176 000 576 Community Sw	307.35		
Total Chelan County PUD				9,423.71		
<b>21704</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>162</b>	<b>Chelan County Treasurer</b>	<b>3,062.84</b>	<b>April 2016 Housing Of Inmates</b>
521 10 51 00	Chel. Co. Sheriff - Jail		001 000 521 Current Expens	3,062.84		
<b>21735</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>162</b>	<b>Chelan County Treasurer</b>	<b>13,892.00</b>	<b>Dump Fees</b>
537 80 51 00	Dump Fees		402 000 537 Garbage	13,892.00		
<b>21737</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>162</b>	<b>Chelan County Treasurer</b>	<b>144,013.23</b>	<b>Law Enforcement Services, Emergency Management Services And Rivercomm 911 Services</b>
521 10 50 00	Chel. Co. Sheriff's Contract		001 000 521 Current Expens	124,308.00		
521 10 50 01	Chelan County Sheriff Rive		001 000 521 Current Expens	15,898.43		
525 10 50 00	Chel Co Emergency Ser Co		001 000 525 Current Expens	1,306.80		
557 30 15 00	Overtime-Festival & Event		104 000 557 Lodging Tax	2,500.00		

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			Total Chelan County Treasurer	160,968.07	
<b>21782</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>171 Cintas Corporation Loc #607</b>	<b>163.68</b>	<b>WWTP Supplies</b>
	535 80 32 00	Operating Supplies-Trtmnt	404 000 535 Sewer	163.68	
<b>21792</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>171 Cintas Corporation Loc #607</b>	<b>243.22</b>	<b>Mats</b>
	518 20 48 00	Repairs & Maintenance Cit	001 000 518 Current Expens	24.93	
	535 80 48 00	Repairs & Maintenance	404 000 535 Sewer	27.45	
	548 68 48 00	Repairs & Maintenance	501 000 548 Equip Rental &	145.99	
	576 80 48 00	Repairs & Maintenance	001 000 576 Current Expens	44.85	
<b>21793</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>171 Cintas Corporation Loc #607</b>	<b>243.22</b>	<b>Mats</b>
	518 20 48 00	Repairs & Maintenance Cit	001 000 518 Current Expens	24.93	
	535 80 48 00	Repairs & Maintenance	404 000 535 Sewer	27.45	
	548 68 48 00	Repairs & Maintenance	501 000 548 Equip Rental &	145.99	
	576 80 48 00	Repairs & Maintenance	001 000 576 Current Expens	44.85	
			Total Cintas Corporation Loc #607	650.12	
<b>21761</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>199 Commercial Printing Inc</b>	<b>524.09</b>	<b>Spring Newsletter</b>
	513 10 41 00	Professional Services	001 000 513 Current Expens	524.09	
<b>21741</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>6426 Contreras, Amber L.</b>	<b>25.00</b>	<b>Overpayment Of Parking Ticket</b>
	362 30 00 16	Parking Violation Fees	415 000 360 Parking	-25.00	
<b>21727</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>237 Dept of Ecology</b>	<b>59,000.00</b>	<b>Loan Installment</b>
	591 35 78 05	Debt Redemp-Prin 2000 DC	404 000 591 Sewer	59,000.00	
<b>21700</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>249 Dept of Transportation</b>	<b>2,896.41</b>	<b>Fuel</b>
	548 68 32 00	Fuel Consumed	501 000 548 Equip Rental &	2,896.41	
<b>21764</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>291 Fasteners</b>	<b>47.18</b>	<b>PW Supplies</b>
	548 68 31 00	Office & Operating Supplie	501 000 548 Equip Rental &	47.18	
<b>21765</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>291 Fasteners</b>	<b>1.38</b>	<b>WTP Parts</b>
	534 80 32 00	Operating Supplies-Trtmnt	403 000 534 Water	1.38	

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			Total Fasteners	48.56	
<b>21691</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>6499 Ferguson Enterprises #3007</b>	<b>211.49</b>	<b>WTP Supplies</b>
	534 80 32 00	Operating Supplies-Trtmnt	403 000 534 Water	211.49	
<b>21745</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>832 Frontier</b>	<b>29.99</b>	<b>Webcam</b>
	557 30 44 01	Advertising-LAP	104 000 557 Lodging Tax	29.99	
<b>21766</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>832 Frontier</b>	<b>30.56</b>	<b>WWTP Pump Station</b>
	535 80 42 00	Comm-Phone/Postage/Fx	404 000 535 Sewer	30.56	
<b>21776</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>832 Frontier</b>	<b>1,293.42</b>	<b>City Landlines</b>
	518 90 42 00	Comm-Phone/Postage/Fx	502 000 518 Central Service	472.37	
	534 80 42 00	Comm-Phone/Postage/Fx	403 000 534 Water	41.38	
	535 80 42 00	Comm-Phone/Postage/Fx	404 000 535 Sewer	43.57	
	535 80 42 00	Comm-Phone/Postage/Fx	404 000 535 Sewer	43.57	
	535 80 42 00	Comm-Phone/Postage/Fx	404 000 535 Sewer	73.56	
	535 80 42 00	Comm-Phone/Postage/Fx	404 000 535 Sewer	82.27	
	537 80 42 00	Comm-Phone/Postage/Fx	402 000 537 Garbage	112.26	
	557 30 44 01	Advertising-LAP	104 000 557 Lodging Tax	47.66	
	575 48 42 00	Phone/Postage/Fax	110 000 575 Leavenworth Ci	220.95	
	576 20 42 00	Comm-Phone/Postage/Fx	176 000 576 Community Sw	43.57	
	576 80 47 00	Utilities	001 000 576 Current Expens	112.26	
			Total Frontier	1,353.97	
<b>21763</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>372 IBS Incorporated</b>	<b>154.66</b>	<b>Shop Small Tools</b>
	548 68 35 00	Small Tools & Minor Equip	501 000 548 Equip Rental &	154.66	
<b>21742</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>5153 Inside Golf Newspaper</b>	<b>375.00</b>	<b>Golf Course Advertising</b>
	557 30 44 05	Advertising-Golf Course	104 000 557 Lodging Tax	375.00	
<b>21689</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>4854 Integritech LLC</b>	<b>562.50</b>	<b>Parking Lot Improvements</b>
	595 65 63 01	Parking Improvements	301 000 595 Capital Projects	562.50	
<b>21690</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>4854 Integritech LLC</b>	<b>1,331.25</b>	<b>Well #1 Engineering</b>
	594 34 62 46	Well Pump Repairs (1 & 2)	403 000 594 Water	1,331.25	

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			Total Integritech LLC	1,893.75	
<b>21785</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>5626 KCDA Purchasing Cooperative</b>	<b>370.11</b>	<b>Office Supplies</b>
518 20 31 00	Office & Operating Supplie		001 000 518 Current Expens	62.64	
575 48 31 00	Office & Operating Supplie		110 000 575 Leavenworth Ci	214.42	
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	93.05	
<b>21744</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>460 Lakeside Industries Inc.</b>	<b>1,616.16</b>	<b>Asphalt</b>
542 30 48 00	Repairs & Maintenance		101 000 542 Streets	1,616.16	
<b>21701</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>466 Law Offices Of Thomas M. Pors</b>	<b>210.00</b>	<b>Counsel</b>
534 80 41 12	Legal-ProSvs-Water Rights		403 000 534 Water	210.00	
<b>21798</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>6651 Leingang, Jillian</b>	<b>115.00</b>	<b>Business License Refund</b>
589 00 01 01	Business License Refunds		001 000 580 Current Expens	115.00	
<b>21768</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>488 Les Schwab Tires</b>	<b>772.22</b>	<b>Chevy Colorad Truck Maintenance</b>
548 68 34 00	Supp Purchased For Invent		501 000 548 Equip Rental &	772.22	
<b>21802</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>6650 Local Pages, The</b>	<b>59.00</b>	<b>Golf Course Advertising</b>
557 30 44 05	Advertising-Golf Course		104 000 557 Lodging Tax	59.00	
<b>21738</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>489 LocalTel Communications Inc</b>	<b>45.74</b>	<b>WTP Internet</b>
534 80 42 00	Comm-Phone/Postage/Fx		403 000 534 Water	45.74	
<b>21789</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>546 N C Machinery Co., Inc</b>	<b>206.55</b>	<b>Loader Rental Parts</b>
542 66 45 00	Operating Rentals & Leases		101 000 542 Streets	206.55	
<b>21790</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>546 N C Machinery Co., Inc</b>	<b>-176.26</b>	<b>Loader Rental Parts Credit</b>
542 66 45 00	Operating Rentals & Leases		101 000 542 Streets	-176.26	
<b>21791</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>546 N C Machinery Co., Inc</b>	<b>3,339.26</b>	<b>Loader Rental</b>
542 66 45 00	Operating Rentals & Leases		101 000 542 Streets	3,339.26	
			Total N C Machinery Co., Inc	3,369.55	
<b>21719</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>475 NCW Media, Inc.</b>	<b>32.76</b>	<b>Advertising</b>

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518 90 44 00	Advertising		502 000 518 Central Service	32.76	
<b>21779</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>475 NCW Media, Inc.</b>	<b>58.96</b>	<b>Advertising</b>
558 60 44 00	Advertising		001 000 558 Current Expens	58.96	
			Total NCW Media, Inc.	91.72	
<b>21739</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>581 NW Biosolids Mgnt Assoc</b>	<b>85.00</b>	<b>WWTP - 2016 Dues</b>
535 80 49 00	Misc/Reg/Dues/Subscriptio		404 000 535 Sewer	85.00	
<b>21781</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>582 NW Custom Autoglass</b>	<b>471.92</b>	<b>Garbage Truck #1 Larbrie Windshield</b>
548 68 34 01	SPFI-Garbage Truck		501 000 548 Equip Rental &	471.92	
<b>21724</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>4378 Neofunds by Neopost</b>	<b>542.13</b>	<b>Postage</b>
518 90 42 00	Comm-Phone/Postage/Fx		502 000 518 Central Service	542.13	
<b>21703</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>561 North Central Laboratories</b>	<b>441.17</b>	<b>WWTP Supplies</b>
535 80 32 00	Operating Supplies-Trtmnt		404 000 535 Sewer	441.17	
<b>21777</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>561 North Central Laboratories</b>	<b>29.49</b>	<b>WWTP Supplies</b>
535 80 32 00	Operating Supplies-Trtmnt		404 000 535 Sewer	29.49	
<b>21778</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>561 North Central Laboratories</b>	<b>136.16</b>	<b>WWTP Supplies</b>
535 80 32 00	Operating Supplies-Trtmnt		404 000 535 Sewer	136.16	
			Total North Central Laboratories	606.82	
<b>21784</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>583 Oak Harbor Freight Lines</b>	<b>124.63</b>	<b>Shipping For Garbage Cans</b>
594 37 64 01	Dumpsters-Mach&Equip		402 000 594 Garbage	124.63	
<b>21749</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>4796 Overlake Christian Church</b>	<b>389.55</b>	<b>Festhalle Event February 9-14, 2016 / Deposit Refund Less Damaged TV And Garbage Charge</b>
343 70 00 00	Garbage Collections		402 000 340 Garbage	73.50	
347 30 06 01	Room Rental		110 000 340 Leavenworth Ci	536.95	
347 30 06 03	Room Deposit Fees		110 000 340 Leavenworth Ci	-1,000.00	
<b>21694</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>595 Oxarc Inc.</b>	<b>40.30</b>	<b>Festhalle Supplies</b>
575 48 31 00	Office & Operating Supplie		110 000 575 Leavenworth Ci	40.30	

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<b>21695</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>595 Oxarc Inc.</b>	<b>14.51</b>	<b>WTP Supplies</b>
534 80 32 00	Operating Supplies-Trtmnt		403 000 534 Water	14.51	
Total Oxarc Inc.				54.81	
<b>21731</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>600 Pacific Engineering And Design, PLLC</b>	<b>1,734.50</b>	<b>Pinegrass Subdivision</b>
558 60 41 05	Pro.Svs. Develop Review-R		001 000 558 Current Expens	1,734.50	
<b>21732</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>600 Pacific Engineering And Design, PLLC</b>	<b>34.00</b>	<b>Marson City Park</b>
531 30 41 00	Professional Services		410 000 531 Stormwater	34.00	
<b>21733</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>600 Pacific Engineering And Design, PLLC</b>	<b>1,413.50</b>	<b>Cascade High School</b>
558 60 41 05	Pro.Svs. Develop Review-R		001 000 558 Current Expens	1,413.50	
<b>21734</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>600 Pacific Engineering And Design, PLLC</b>	<b>1,345.50</b>	<b>Alpine Elementary</b>
558 60 41 05	Pro.Svs. Develop Review-R		001 000 558 Current Expens	1,345.50	
<b>21736</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>600 Pacific Engineering And Design, PLLC</b>	<b>6,131.00</b>	<b>Stormwater Master Program</b>
594 31 41 01	Stormwater Master Plan / V		410 000 594 Stormwater	6,131.00	
Total Pacific Engineering And Design, PLLC				10,658.50	
<b>21723</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>4759 Pacific Power Batteries</b>	<b>69.96</b>	<b>WTP Supplies</b>
534 80 32 00	Operating Supplies-Trtmnt		403 000 534 Water	69.96	
<b>21705</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>4334 Pacific Security</b>	<b>1,771.00</b>	<b>Parking Enforcement</b>
542 65 41 02	ProSvs-Parking Enforceme		415 000 542 Parking	1,771.00	
<b>21783</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>713 Pape' Material Handling Exchange</b>	<b>1,986.40</b>	<b>Lift Rental For Xmas Lights - Lodging Tax Pay Into ER&amp;R - Use ER&amp;R Opert. Rental &amp; Leases</b>
548 68 45 00	Operating Rentals & Leases		501 000 548 Equip Rental &	1,986.40	
<b>21787</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>611 Paramount Supply Co</b>	<b>125.16</b>	<b>WWTP Supplies</b>
535 80 32 00	Operating Supplies-Trtmnt		404 000 535 Sewer	125.16	
<b>21760</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>4644 Ricoh USA Inc.</b>	<b>399.84</b>	<b>Copier Maintenance</b>
518 90 45 00	Operating Rentals & Leases		502 000 518 Central Service	399.84	

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<b>21692</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>4760</b>		
			<b>Rowes Tractor</b>	<b>1,214.07</b>	<b>Bobcat Parts - Repair &amp; Maint.</b>
	548 68 48 00	Repairs & Maintenance	501 000 548 Equip Rental &	1,214.07	
<b>21721</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>2381</b>		
			<b>Safeguard Business Systems</b>	<b>226.04</b>	<b>City Hall Supplies</b>
	518 90 34 00	Office & Operating Supplie	502 000 518 Central Service	226.04	
<b>21722</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>2381</b>		
			<b>Safeguard Business Systems</b>	<b>92.61</b>	<b>City Hall Supplies</b>
	518 90 34 00	Office & Operating Supplie	502 000 518 Central Service	92.61	
			Total Safeguard Business Systems	318.65	
<b>21770</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>3892</b>		
			<b>Salcido Connection Inc., The</b>	<b>676.60</b>	<b>Grinder Pump Repairs</b>
	594 35 64 01	WWTP - Equipment Replac	404 000 594 Sewer	676.60	
<b>21772</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>715</b>		
			<b>Solid Waste Systems Inc</b>	<b>193.82</b>	<b>Garbage Truck Parts</b>
	548 68 34 01	SPFI-Garbage Truck	501 000 548 Equip Rental &	193.82	
<b>21773</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>715</b>		
			<b>Solid Waste Systems Inc</b>	<b>1,298.63</b>	<b>12 - 64 Gallon Trash Bins</b>
	594 37 64 01	Dumpsters-Mach&Equip	402 000 594 Garbage	1,298.63	
<b>21788</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>715</b>		
			<b>Solid Waste Systems Inc</b>	<b>123.96</b>	<b>Garbage Truck #2 Parts</b>
	548 68 34 02	SPFI-Cardboard Truck	501 000 548 Equip Rental &	123.96	
			Total Solid Waste Systems Inc	1,616.41	
<b>21718</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>558</b>		
			<b>Sprint Communications</b>	<b>699.40</b>	<b>City Cell Phones</b>
	535 80 42 00	Comm-Phone/Postage/Fx	404 000 535 Sewer	96.80	
	537 80 31 00	Office & Operating Supplie	402 000 537 Garbage	52.18	
	548 68 42 00	Comm-Phone/Postage/Fx	501 000 548 Equip Rental &	218.09	
	559 30 31 00	Office & Operating Supplie	001 000 559 Current Expens	22.31	
	576 20 42 00	Comm-Phone/Postage/Fx	176 000 576 Community Sw	11.19	
	576 80 47 00	Utilities	001 000 576 Current Expens	298.83	
<b>21794</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>731</b>		
			<b>Staples Credit Plan</b>	<b>1,551.50</b>	<b>Office Supplies</b>
	518 90 34 00	Office & Operating Supplie	502 000 518 Central Service	41.07	
	518 90 34 00	Office & Operating Supplie	502 000 518 Central Service	364.48	
	518 90 34 00	Office & Operating Supplie	502 000 518 Central Service	57.92	

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518 90 34 00	Office & Operating Supplie		502 000 518 Central Service	13.54		
518 90 34 00	Office & Operating Supplie		502 000 518 Central Service	50.05		
518 90 34 00	Office & Operating Supplie		502 000 518 Central Service	7.09		
534 80 32 00	Operating Supplies-Trtmnt		403 000 534 Water	49.67		
535 80 32 00	Operating Supplies-Trtmnt		404 000 535 Sewer	16.79		
548 68 31 00	Office & Operating Supplie		501 000 548 Equip Rental &	162.59		
559 30 31 00	Office & Operating Supplie		001 000 559 Current Expens	49.84		
575 48 35 00	Small Tools & Minor Equip		110 000 575 Leavenworth Ci	269.36		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	620.86		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	-151.76		
<b>21769</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>4415</b>	<b>T2 Systems Canada Inc.</b>	<b>168.02</b>	<b>Parking Paystations</b>
542 65 41 01	ProSvs-Monthly EMS Serv		415 000 542 Parking	168.02		
<b>21743</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>787</b>	<b>Traffic Safety Supply Co., Inc.</b>	<b>108.73</b>	<b>Signage</b>
542 64 31 00	Office & Operating Supplie		101 000 542 Streets	108.73		
<b>21771</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>787</b>	<b>Traffic Safety Supply Co., Inc.</b>	<b>120.88</b>	<b>Streets Signs</b>
542 64 31 00	Office & Operating Supplie		101 000 542 Streets	120.88		
			Total Traffic Safety Supply Co., Inc.	229.61		
<b>21795</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>837</b>	<b>Visa</b>	<b>2,374.91</b>	<b>Visa Card Two</b>
347 30 06 01	Room Rental		110 000 340 Leavenworth Ci	-476.95		
514 20 43 00	Travel-Lodging/Meals/Mile		001 000 514 Current Expens	22.20		
514 20 43 00	Travel-Lodging/Meals/Mile		001 000 514 Current Expens	20.00		
514 20 43 00	Travel-Lodging/Meals/Mile		001 000 514 Current Expens	15.63		
514 20 43 00	Travel-Lodging/Meals/Mile		001 000 514 Current Expens	9.00		
514 20 43 00	Travel-Lodging/Meals/Mile		001 000 514 Current Expens	13.78		
514 20 43 00	Travel-Lodging/Meals/Mile		001 000 514 Current Expens	18.63		
514 20 43 00	Travel-Lodging/Meals/Mile		001 000 514 Current Expens	16.19		
514 20 43 00	Travel-Lodging/Meals/Mile		001 000 514 Current Expens	318.38		
514 20 43 00	Travel-Lodging/Meals/Mile		001 000 514 Current Expens	4.34		
518 90 34 00	Office & Operating Supplie		502 000 518 Central Service	-1.99		
518 90 34 00	Office & Operating Supplie		502 000 518 Central Service	-1.99		
518 90 34 00	Office & Operating Supplie		502 000 518 Central Service	-1.99		
518 90 34 00	Office & Operating Supplie		502 000 518 Central Service	36.85		
518 90 34 00	Office & Operating Supplie		502 000 518 Central Service	183.93		
548 68 31 00	Office & Operating Supplie		501 000 548 Equip Rental &	74.10		
548 68 31 00	Office & Operating Supplie		501 000 548 Equip Rental &	74.09		
559 30 31 00	Office & Operating Supplie		001 000 559 Current Expens	1,016.81		

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559 30 49 00	Misc-Reg/Dues/Subscriptio		001 000 559 Current Expens	80.00	
<b>21796</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>837 Visa</b>	<b>826.43</b>	<b>Visa Card One</b>
514 20 49 00	Misc-Reg/Dues/Subscriptio		001 000 514 Current Expens	199.00	
518 90 34 00	Office & Operating Supplie		502 000 518 Central Service	33.15	
518 90 42 00	Comm-Phone/Postage/Fx		502 000 518 Central Service	6.80	
542 65 31 01	Office & Operating Supplie		415 000 542 Parking	112.70	
548 68 49 00	Misc-Reg/Dues/Subscriptio		501 000 548 Equip Rental &	12.92	
548 68 49 00	Misc-Reg/Dues/Subscriptio		501 000 548 Equip Rental &	54.54	
548 68 49 00	Misc-Reg/Dues/Subscriptio		501 000 548 Equip Rental &	120.15	
548 68 49 00	Misc-Reg/Dues/Subscriptio		501 000 548 Equip Rental &	29.34	
558 60 31 00	Office & Operating Supplie		001 000 558 Current Expens	3.95	
558 60 31 00	Office & Operating Supplie		001 000 558 Current Expens	80.00	
559 30 49 00	Misc-Reg/Dues/Subscriptio		001 000 559 Current Expens	135.00	
595 30 63 08	Comm/Waterfront 3-8th Co		101 000 595 Streets	38.88	
Total Visa				3,201.34	
<b>21720</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>921 Washington State Patrol</b>	<b>12.00</b>	<b>Background Check T Bolin</b>
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	12.00	
<b>21687</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>3792 Weed, Graafstra &amp; Associates, Inc. P.S.</b>	<b>4,865.00</b>	<b>General Counsel</b>
515 30 41 00	City Attorney - Prosvs.		001 000 515 Current Expens	2,966.25	
515 30 41 09	Legal-Development Svs		001 000 515 Current Expens	87.50	
515 30 41 10	Legal-Engineering/PW		001 000 515 Current Expens	297.50	
515 30 41 11	Legal-Contract Admin		001 000 515 Current Expens	70.00	
515 30 41 13	Legal - MEND		001 000 515 Current Expens	1,365.00	
534 80 41 12	Legal-ProSvs-Water Rights		403 000 534 Water	78.75	
<b>21797</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>883 Weinstein Beverage Co., Inc</b>	<b>73.98</b>	<b>Pop Machine</b>
518 20 31 00	Office & Operating Supplie		001 000 518 Current Expens	73.98	
<b>21762</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>6518 Western Systems</b>	<b>213.63</b>	<b>Garbage Truck #2 Parts</b>
548 68 34 02	SPFI-Cardboard Truck		501 000 548 Equip Rental &	213.63	
<b>21699</b>	<b>03/23/2016</b>	<b>03/23/2016</b>	<b>931 Z Engineers PLLC</b>	<b>599.84</b>	<b>Water System On Call Services</b>
534 80 41 03	Pro Svs - General		403 000 534 Water	599.84	
Report Total:				278,857.80	

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<u>Fund</u>					
			001 Current Expense	159,395.78	
			101 Streets	6,887.39	
			104 Lodging Tax	4,144.30	
			110 Leavenworth Civic Center	3,381.88	
			176 Community Swimming Pool	362.11	
			301 Capital Projects Fund (Warehouse)	562.50	
			402 Garbage	15,474.20	
			403 Water	4,257.00	
			404 Sewer	63,662.87	
			410 Stormwater	6,165.00	
			415 Parking	2,076.72	
			501 Equip Rental & Revolving Fund	9,933.39	
			502 Central Services	2,554.66	

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Leavenworth, and that I am authorized to authenticate and certify to said claim.

Councilmember	Councilmember	Councilmember
Councilmember	Councilmember	Councilmember
		