



City of Leavenworth

700 HIGHWAY 2 / POST OFFICE BOX 287
LEAVENWORTH, WASHINGTON 98826
(509) 548-5275 / FAX: (509) 548-6429
Web: www.cityofleavenworth.com

City Council
Cheryl K. Farivar - *Mayor*
Elmer Larsen
Robert Francis
Carolyn Wilson - *Mayor Pro Tem*
Gretchen Wearne
Mia Bretz
Margaret Neighbors
Position No. 6 - Vacant
Joel Walinski - *City Administrator*

LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall - Council Chambers
April 12, 2016 - 6:30 p.m.

Call to Order

Flag Salute

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of March 22, 2016 Regular Meeting Minutes
3. 2016 Claims \$105,694.90
4. March 2016 Payroll \$196,823.07
5. PRSA Voucher Request \$15,000.00

Public Safety Report: Sargent Bruce Long, Liaison Officer

Councilmember and Committee Reports

Mayor/Administration Reports

Comments from the Public on Items Not on the Agenda

Presentation: Icicle Work Group

Group Funding Report: LWSC Moose Dewlap Citizens Trek – Mark Milliette

Group Funding Report: Ski Hill Heritage Leavenworth Film Festival – Shane Wilder

Resolutions, Ordinances, Orders and Other Business

1. Action: Chumstick Multi-use Pathway and Water & Sewer Project Bid Award
2. Action: Chumstick Lift Station/Generator Bid Award
3. Action: Supplemental Agreement #5 for Pace Engineering
4. Action: Annexation Request Property Owner Discussion
 - a) Annexation Request – Chuck Reppas
 - b) Motion to Set Public Hearing on Annexation Request for Chuck Reppas
5. Action: Special Use Permit: Maifest Bier Tent Request – Chamber of Commerce
6. Action: Ordinance 1524 Quarterly Budget Amendment
7. Action: Resolution 07-2016 Liquor Excise/Board Profit Revenues Supporting Substance Abuse Programs
8. Action: Brennan & Associates Park Plaza Design Contract

Information Items for Future Consideration

1. Final Reminder – Public Disclosure Commission Filing Deadline April 15th

Adjournment

Council Committees - 2nd Tuesday
Public Safety 3:00 Parks 4:00 Public
Works 5:00

(Next Ordinance is 1525 - Next Resolution is 08-2016)

SUPPLEMENTAL COUNCIL AGENDA

1. Chumstick Multi-use Pathway and Water & Sewer Project Bid Award

The City Council is being asked to award the Chumstick Multi-purpose Trail and Water & Sewer Extension Project to the lowest qualified bidder which is Advantage Dirt Contractors, Inc. with a bid amount of \$780,899.17. Additional costs of \$121,263 for construction engineering, testing, construction observation and the relocation of a PUD power pole are necessary for the Chumstick Multi-purpose Trail portion of the project. The PUD Power pole costs are \$78,917 and are included in the estimate of additional costs. The Water & Sewer Extension project estimate for additional costs are \$56,978. These costs include a new PUD Electric Service for the lift station, electrical subconsultant, construction engineering, construction observation, and testing.

The City received bids from four general contractors: Advantage Dirt Contractors, Inc., Pipkin Construction, Hurst Construction, and J & K Earthworks. The bid period was from March 3, 2016 to March 25, 2016 and was advertised in the Construction Bulletin of The Daily Journal of Commerce on March 3, 2016 and March 17, 2016. All bidders provided correct bid documents. Because of the funding package put together for this project, the bid received from Advantage Dirt Contractors, Inc. was reviewed and approved by the Washington State Department of Transportation (DOT) prior to being considered for approval by the City Council.

Conception of the trail project dates back to 2008 with the initiation of the project purpose, description and preliminary design. That was followed by the pursuit of funding in the form of grants in the latter part of 2009 for the Chumstick Trail portion of the project. In 2011 Upper Valley MEND, Mr. John Agnew, and Mr. Rudy Prey petitioned the City to establish a Local Improvement District (LID #24) to provide bonding for the project and establish LID assessments to those properties which would receive benefit from the extension of the water and sewer lines and construction of the sewer lift station. The City completed the Special Benefit Appraisal in 2012 and a preliminary LID #24 Assessment for \$960,000 was approved by the Council without objection by the petitioning land owners. A final hearing and establishment of the LID #24 Assessment will be conducted with the completion of the project and issuance of the bonding. At this time the estimated cost for the Chumstick Water/Sewer and Lift Station Project with associated project costs to be included in the LID #24 assessments is \$905,927; this is within the LID assessment preliminary estimate. This number does include a 20% construction contingency.

The project is for the construction of a multi-purpose trail which will begin at the Cascade High School parking lot along Chumstick Highway and continue along the northwest side of the highway, ending opposite North Road. The trail will be ten feet wide and consist of a Bituminous Surface Treatment – two shot, and will include railing where required. A new 6” force sewer main will be installed in conjunction with the trail from the existing sewer at the high school and terminating at a new sewer lift station structure across from North Road. In addition, a new 12” water main will be continued from the existing line at County Shop Road and be extended along the trail to the new lift station structure. To accommodate the trail, the purchase of private right-of-way (ROW) property was necessary as well as the relocation of a Chelan County PUD power structure.

The major funding source for the trail portion of the project is through grant funding from the Washington State Department of Transportation (DOT) in the approximate amount of \$348,000 and the additional matching funds. The additional funds required, approximately \$150,000 for engineering, and the relocation of the PUD pole will come from the General Fund. The water, sewer, and lift station structure portion of funding will come from the City Water and Sewer funds and a formed LID.

Upon approval of the bid award by the Council, the contractor will need to provide signed contracts, bonding, and insurance documentation before a notice to proceed will be given. All contract documents will be reviewed by City Staff, City Attorney, and the Project Engineer from Pace Engineering, Mr. Larry Cordes, P.E. prior to requesting a signature from the Mayor.

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

- Award Recommendation: Pace Engineering, Mr. Larry Cordes P.E.
- Bid Tabulation Chumstick Highway Multi-purpose Trail and Water & Sewer Extension
- Project Cost Estimates
- Greg Boatright WA DOT Approval Email

- **MOTION:** *The Leavenworth City Council moves to award the Chumstick Highway Multi-purpose Trail and Water & Sewer Extension Project bid to Advantage Dirt Contractors, Inc. for a cost of completion of \$780,899.17 and authorizes the Mayor to sign the contract documents.*

2. Chumstick Lift Station/Generator Bid Award

The City Council is being asked to award the Chumstick Highway Lift Station Pumps and Auxiliary Generator Project to the lowest qualified bidder which is Advantage Dirt Contractors, Inc. with a bid amount of \$198,652.75. Additional costs for this project including construction engineering, construction inspection, testing, and new power service are included with the additional costs for the Chumstick Multi-purpose Trail and Water & Sewer Extension.

The City received bids from three general contractors: Advantage Dirt Contractors, Inc., Award Construction, Inc. and Equity Builders, LLC. City Staff and Project Engineer from Pace Engineering, Mr. Larry Cordes, P.E. has reviewed all bids and all bidders provided correct bid documents.

This project was originally a part of the Chumstick Multi-purpose Trail and Water & Sewer Extension Project; however, due to Washington State Department of Transportation requirements for federally funded projects to comply with the "Buy America" regulations, this portion of the project was removed and bid as a separate item.

The project consists of the purchase and installation of the pumps, valves and appurtenances, electrical and controls, and the auxiliary generator for the Lift Station structure. The funding source for the Lift Station construction is the Local Improvement District (LID) #24 as described in the preceding agenda item.

Upon approval of the bid award by the Council, the contractor will need to provide signed contracts, bonding and insurance documentation before a notice to proceed will be given. This project will not proceed in the construction phase until the Chumstick Multi-purpose Trail and Water & Sewer Extension Project is completed. All contract documents will be reviewed by City Staff, City Attorney, and the Project Engineer from Pace Engineering, Mr. Larry Cordes, P.E. prior to requesting a signature from the Mayor.

The following items are included under **TAB 2**:

- Award Recommendation: Pace Engineering, Mr. Larry Cordes P.E.
- Bid Tabulation Chumstick Highway Lift Station Pumps and Auxiliary Generator
- Project Cost Estimates

- **MOTION:** *The Leavenworth City Council moves to award the Chumstick Highway Lift Station Pumps and Auxiliary Generator Project bid to Advantage Dirt Contractors, Inc. for a cost of completion of \$198,652.75 and authorizes the Mayor to sign the contract documents.*

3. Supplemental Agreement #5 for Pace Engineering

The City Council is being asked to review and consider for approval Supplement Agreement No. 5 to the Pace Engineering consultant agreement for the Chumstick Highway Multipurpose Trail & Water/Sewer Line Extension. This supplemental agreement would cover the additional work that was necessary and required as part of the removal of the Lift Station and Back Up Generator from the overall project. The item was bid as a separate project because the materials for the lift station did not comply with the Buy America program required by the Federal Highway Administration. The Chumstick project is partially funded with federal funds so all parts of the project must comply with the federal guidelines. The amount of this Supplemental Agreement is \$10,013 and brings the total cost for planning, engineering, and ROW Acquisition consultant fees to \$196,622.00. The expenditures for this project are split between the Multipurpose Trail Project and the W/S/Line Extension. Costs for the Multipurpose Trail are shared between the City and the grant funding agency (DOT/STP Funding) and the W/S Line Extension design costs are charged to the LID Project Costs which will be reimbursed to the City.

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

- Larry Cordes, P.E. Pace Engineering, April 6th 2015 Letter Outlining Supplemental #5 Work Inclusion
- DOT Supplemental Agreement #5, (Federal Aid Number) HLP-PB09(005)
- **MOTION:** *The Leavenworth City Council moves to approve Supplemental Agreement No. 5 with Pace Engineering in the amount of \$10,013 for a total contract price of \$196,622 and authorizes the Mayor to sign the supplemental agreement.*

4. Annexation Request Property Owner Discussion

a) Annexation Request – Chuck Reppas

The City Council is being asked to commence annexation proceedings and have the meeting with the property owner(s). The property owners, Charles and Lynn Reppas are requesting annexation for property located at 12620 Ranger Road, identified as parcel no. 241702670128, and further described as Lot 4 of the Rubin Short Subdivision No. 2096. Charles and Lynn Reppas submitted an intent letter on March 28, 2016, and is signed by the owner of not less than 10% in assessed value of the approximately 1.06 acre property sought for annexation. Upon receipt of the requested annexation, the City Council must set a date within 60 days after having received such notice for a meeting with the initiating parties to determine:

- If the City will accept the annexation;
- Whether the City will accept, reject, or geographically modify the proposed annexation;
- Whether it will require the simultaneous adoption of a proposed zoning regulation, if such a proposal has been prepared and filed (as provided for in RCW 35A.14.330, and RCW 35A.14.340);
- Whether it will require infrastructure improvements;

- a. Require extension of domestic water, stormwater, and wastewater (sewer) to the property with necessary upgrades to the street to adopted standards; or
- b. Require a not protest and connection agreement to be recorded as a Notice to Title.
- e. Whether it will require transfer of water rights; and
- f. Whether it will require the assumption of all or any portion of existing city indebtedness by the area to be annexed.

The Council will record its action into the record.

The following items are included under **TAB 4**:

- Intent to annex letter with deed
- Vicinity Map
- Zoning Map
- Property Description

- **MOTION:** *The Leavenworth City Council moves to: 1) accept for annexation the Charles and Lynn Reppas property located at 12620 Ranger Road, identified as parcel no. 241702670128, and further described as Lot 4 of the Rubin Short Subdivision No. 2096; 2) retain the existing zoning; 3) require transfer of water rights; 4) require infrastructure improvements to include, but are not limited to, _____; and 5) require the assumption of all or any portion of existing city indebtedness by the area to be annexed.*

b) Motion to Set Public Hearing on Annexation Request for Chuck Reppas

Upon motion to accept annexation, the City Council is being asked to set a public hearing for May 10, 2016 at 6:30 PM and provide notice specifying the time and place of the hearing and inviting interested persons to appear and voice approval or disapproval of the annexation. The notice is to be:

1. Published in one or more issues of a newspaper of general circulation in the city; and
2. Posted in three public places within the territory proposed for annexation.

During the City Council Hearing, the City Council:

- a. Gives proponents and opponents an opportunity to speak.
- b. The City Council decides whether to approve the annexation. If the Council decides to approve, the Council must enact an ordinance (motion) to annex the territory (Pursuant to RCW 35A.14.140). Subject to RCW 35.02.170, the ordinance may annex all or any portion of the proposed area but may not include in the annexation any property not described in the petition. Upon passage of the annexation ordinance a certified copy shall be filed with the board of county commissioners of the county in which the annexed property is located.

- **MOTION:** *The Leavenworth City Council moves to set a Public Hearing on the annexation request for May 10, 2016 at 6:30 PM.*

5. Special Use Permit: Maifest Bier Tent Request – Chamber of Commerce

The City Council is being asked to approve a Special Use Permit (SUP) with the Leavenworth Chamber of Commerce (“Chamber”) for the Maifest Bier Garten. The SUP allows for the “Chamber” to have two (2) 10’ x 10’ “Bier” tents and a 20’ x 30’ (approximately) cordoned off seating area in Front Street Park.

Chamber Director Ms. Nancy Smith attended the March 22, 2016 City Council meeting and requested that the City Council consider allowing the sale of alcohol at Front Street Park for a short period during the Maifest Festival. She specifically noted that this year is different than others as the City will be raising the new Maibaum, and as a traditionally “Bavarian” event that is, tradition would typically call for a “Bier Garten” during a Maifest Festival. This Special Use permit is a one-time request and has been specifically requested to allow for the sale of beer from 12:00 Noon to 4:00 PM on Saturday, May 14, 2016.

The Maifest Festival is one of the three City recognized “Officially Sanctioned City Parades and Public Events”, adopted by Resolution No. 16-2012. The City Council is being asked to consider waiving the SUP fees associated with the event. As with the Christmas Lighting Festival, the City would provide payment from the Lodging Tax Fund for the fees associated with the Special Use Permit and the right-of-way use of Front Street Park; the fees for this event total \$109.60.

The following items are included under **TAB 5**:

- Park Regulations
- Special Use Permit – Maifest 2016
- Resolution No. 16-2012

- **MOTION:** *The Leavenworth City Council moves to approve the Special Use Permit with the Leavenworth Area Chamber of Commerce for the Maifest Festival 2016, furthermore the City Council will cover the fees for the Special Use Permit from the Lodging Tax Fund.*

6. Ordinance 1524 Quarterly Budget Amendment

The City Council is being asked to adopt Ordinance 1524 Quarterly Budget Amendment which amends the budget at the fund level. A majority of this amendment includes the necessary adjustments to the beginning and ending fund balances; the Council will find other amendments based on Council actions or necessary corrections to the 2016 budget that have either been carried over from the 2015 budget or require amendment due to changes not foreseen in the development of the original budget in 2014. For instance, the General, Street and Lodging Tax Funds include many amendments that may have carried over from 2015 or was previously approved by the City Council. In addition, staff has included changes related to taxes (to recognize increases in particular) and utility revenues (positive and/or negative) based on the Council’s decision for setting the utility rates in December of 2015 for the 2016 budget year. Finance Director Chantell Steiner will review the amendments and answer questions at the evening meeting.

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

- Ordinance 1524
- Revenue and Expense Line Item Details

- **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1524 Quarterly Budget Amendment.*

7. Resolution 07-2016 Liquor Excise/Board Profit Revenues Supporting Substance Abuse Programs

The City Council is being asked to approve a resolution for distribution of liquor excise and board profit revenues per RCW 70.96A. The City was contacted in March by Chelan County regarding state laws which specifies that any city or county that receives liquor excise taxes and liquor board profits is required to devote no less than 2% of its share of these revenues to the support of a program for alcoholism or other drug addiction. Chelan County, who has administered a combined County Board (Board includes Chelan, Douglas and Grant Counties) for administration of these revenues, recently underwent a review process and Douglas County will now be in charge of the administration of the program as of April 1, 2016. Douglas County being the lead agency will be processing all of the city and county funds through North Central Washington Behavioral Health who in turn provides funding to The Center for Alcohol & Drug Treatment based out of Wenatchee. It has been identified by Douglas County that "The Center" is the only agency in Chelan and Douglas Counties that qualifies for the liquor revenues.

The City of Leavenworth currently receives about \$25,000 annually in liquor excise and board profits; the minimum 2% dedication requires that the City send approximately \$500 per year to support substance abuse programs. Staff is recommending approval of Resolution 07-2016 to allow for the support of substance abuse programs to be administered through Douglas County. Included for informational purposes are pertinent RCW's regarding the devotion of 2% liquor revenues, facility specifications, board creation and program administration.

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

- RCW 70.96A.087 – Requirement to devote at least 2% to substance abuse addictions
 - RCW 70.96A.085 – Facility specifications (city or county)
 - RCW 70.96A.300 / 320 – County drug addiction board / programs
 - Resolution 07-2016
- **MOTION:** *The Leavenworth City Council moves to approve Resolution 07-2016 Liquor Excise/Board Profit Revenues Supporting Substance Abuse Programs through Douglas County with 2% of the City's share of liquor revenues in accordance with RCW 70.96A.087.*

8. Brennan & Associates Park Plaza Design Contract

The City Council is being asked to review and approve a Professional Service Agreement with J. A. Brennan Associates, PLLC for the planning and design work associated with the Park Plaza area on Front Street. The contract amount is a not to exceed amount of Fifty Three Thousand, Six Hundred and Eighty dollars (\$53,680). The full scope of the services includes an initial site inventory, a reduced site schematic design, design development and completion of the construction documents. The scope of work was reduced significantly because of the initial work completed by the Downtown Steering Committee on the schematic design and with City staff managing the State Environmental Protection Act (SEPA) permitting and other regulatory permitting. Full construction funding of the project has not been identified at this time; however, funding is available for the design work with funding from the Price and Roger's estates and previous funding by the City Council. Prior to construction, full funding of the project will need to be identified which is estimated at this time to be \$350,000.

This project was initiated by the Downtown Steering Committee in 2015. After discussions with the committee, adjoining property owners and the Chamber of Commerce representatives, the preliminary design was recommend for approval which includes an open park space for people to

gather, a hard surface area, compliance with accessibility regulations, existing sidewalk replacement, addressing drainage and storm water issues, and limits vehicle parking loss to 7 stalls. The Council received an update on the project in June of 2015. Later in 2015, the estates of Bob Rogers and Ted Price donated \$50,000 toward the project and in December of 2016 the Council identified \$25,000 of Lodging Tax Funds towards this project. In December a Request for Qualifications (RFQ) for Landscape Architect services was advertised. Seven firms responded with proposals; the proposals were discussed and reviewed at the January Downtown Steering Committee meeting. The three top firms were identified and interviewed by staff as a follow-up to that discussion. At the February meeting of the Downtown Steering Committee, staff recommended J.A.Brennan and Associates primarily because of the work they have in creating streetscape spaces, their work with other eastern Washington small cities and their experience in developing funding strategies for various projects. With the approval of the Steering Committee, staff requested a scope of work be developed by the firm. The scope was reviewed by the committee at the March meeting and areas for reduction in costs were identified. The scope of work and costs represented in the contract tonight are reduced by \$25,000 from the initial estimate. The Steering Committee did recommend approval of the selection of the firm and the reduced scope of work and costs.

The Park Plaza Area was initially identified as a project in the Downtown Master Plan which was adopted by the City Council in 2009. The plaza was originally identified as the Royal Lady Plaza. As the Steering Committee worked through the initial schematic design, the committee worked through the of issues regarding the loss of parking and accessibility to existing businesses. The Council and Committee also recognized this was a good location for the placement of a memorial to Bob Rogers and Ted Price, two of the founders of the Old World Bavarian theme. As a reminder, the City received \$10,000 for the memorial from the Estates of Bob Rodgers and Ted Price that will be allocated for the construction portion of the project at a later date.

The Council this evening is being asked to approve the Professional Service Contract with J.A. Brennan Associates to complete the design of the plaza. The Downtown Steering Committee will be the primary point of review for the design development. A public presentation and a presentation to the City Council will be given at the 75% completion point of design.

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

- Statement of Qualifications: J. A. Brennan Associates
- Professional Service Agreement J. A. Brennan Associates
- Exhibit A: Scope of Work

- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the Professional Service Contract with J.A. Brennan Associates, Landscape Architects for the final design and development of construction documents for the Front Street Plaza Project at a not to exceed cost of \$53,680.*

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
April 12, 2016 9:00 a.m.

9:00 – 9:20 Chamber Report

- A. This time is provided for a Chamber of Commerce representative to provide an update to the City Council on items of interest to the Chamber and City.
- B. Special Use Permit – Maifest Bier Garten.

This time is provided to discuss the request by the Chamber of Commerce to operate a Bier Garten in conjunction with the Maifest Celebration. Included with the Maifest Celebration this year will be the rising of the town Maibaum, in addition the Small Towns of Across America film crew will be in town filming the event. Because of the uniqueness of the Maibaum rising, once every 15 years, and having the film crew in town, extra emphasis is being explored to present a true Bavarian Maifest presentation. The Council is being asked to approve the Bier Garten Special Use Permit for the Front Street Park.

Under the Leavenworth Municipal Code (LMC 12.24.070) the Council has some latitude in allowance of different commercial activities within Front Street Park. Previously the City Council has approved the Glühwein Tent during Christmas Lighting for the sale of alcohol. The limited use, limited visual access, security provisions, and limited consumption of a Bavarian drink that promoted the Bavarian Theme, were considered when Council approved that use.

In this case, with the use of tents an argument can be made that similar to the Glühwein tent, there is the creation of a private space on public property out of view of the general public. In addition, a beer garden and the consumption of beer at this traditional Bavarian Celebration could be argued consistent with the Bavarian Tradition which may be allowable under LMC 12.24.070.

The Council should be aware that the LMC 12.24.140 prohibits the consumption of alcohol in City of Leavenworth parks and the State of Washington RCW prohibits the public consumption of alcohol. Although as noted above, previous City Councils have made allowances within Front Street Park with very specific conditions.

The following items are included under **TAB 5** for the evening meeting:

- LMC Chapter 12.24 Park Regulations
- Special Use Permit – Maifest 2016
- Resolution No. 16-2012

9:20 – 9:40 Update on School District Project Regarding the Skatepark

This time is set aside to discuss the status of the skate park. The skate park is generally located northwest of Chumstick Highway. This park is located at 10190 Chumstick Highway (Highway 209). The Cascade School District is redeveloping this 34.82-acre parcel for the newly renovated

and improved Cascade High School. As part of this project, the park is to be removed for the installation of a required emergency access to the building and necessary egress route / sanctuary. This access will also serve as delivery and other necessary building / school operations. Attached is the preliminary construction site plan, and as noted, the "remove skate park" is near the Chumstick Highway.

This park was constructed with use of Recreation and Conservation Office (RCO) grant dollars, and placed with a use agreement. Attached is the "Interlocal Agreement between the City of Leavenworth and the Cascade School District for the operation of a skateboard/in-line skate facility at Cascade High School." As such, the park is governed by two binding agreements.

The first is the "Interlocal Agreement between the City of Leavenworth and the Cascade School District for the operation of a skateboard/in-line skate facility at Cascade High School." The City Council and Cascade School District will need to terminate this contract by motion per the agreement.

The second is removal of the skate park, which is on school land, must comply with the General Provisions of the applicable grant agreement. RCO's compliance policy manual Section 19 addresses compliance and conversions. In an effort to address this requirement, the City, on behalf and supported by the District, transmitted the January 22, 2016 (attached) request for policy waiver to the RCO Director. This request outlined elements to satisfy the grant obligation and render the park obsolete. On February 12, 2016, the City and the District received a letter denying the request for obsolescence. The next step is to begin the "conversion" process before the RCO Board. Two pieces of the conversion need to be addressed.

- 1) Replacement per the RCO manuals. The Cascade School District has proposed to replace the park with an in-kind (same monetary value) recreational facility. This will be one or more of the on-site tennis courts. In meeting with RCO Outdoor Grants Manager, such would comply with the RCO conversion requirements upon review of the RCO Board.
- 2) Address the community needs. The park was created and partially paid for/by an active segment of the community that desired a skate facility. This commitment to serve this group and community need for this specific type of recreational facility may remain.

The City Council is being asked to review this information, and provide guidance.

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

- Site Plans
- Interlocal agreement between the City of Leavenworth and the Cascade School District for the operation of a skateboard/in-line skate facility at Cascade High School
- Request for policy waiver
- Request for obsolescence denial

9:40 – 10:10 Ad Hoc Housing Affordability Committee

This time has been set aside to discuss an initiative being brought forward by Mayor Cheri Farivar to form an ad hoc Housing Affordability Committee. The efforts of the committee would be to

evaluate programs and initiatives to produce affordable units and preserve existing ones; make recommendations to the City Council and Planning Commission to create initiatives and codes to promote mixed-income development in neighborhoods across the city; and ensure a vibrant mix of housing options for people of all income levels.

Areas of investigation and evaluation may include the following:

- Study and determination of the demographic market sector(s) needing housing in and around Leavenworth. (Is the greater need rental housing or ownership?)
- Study of the many types of need for workforce housing, including:
 - ✓ long-term rental apartments and homes
 - ✓ short term rental apartment units
 - ✓ single-family homes available for purchase
- Initial data collection and identification of the existing housing stock within Leavenworth and the Leavenworth area.
- Modifications of regulations and development standards that strive to reduce land and building costs.
- Implementations of incentives that address housing affordability – Stimulate the development of new affordable rental and ownership housing units through incentive-based and cash-based cost offsets. Examples include providing additional housing units or reduced parking requirements in exchange for investor/owner commitment that units will remain affordable long-term or expedited permit review, impact fee, or utility connection fee reductions in exchange for affordable housing units.
- Modifications of regulations and development standards that expand the range of housing types – smaller stand-alone homes, multiplex units, ADU, Small/Tiny homes, low rise apartment complexes, and micro apartments (apartments less than 500 square feet).
- Efforts that can be made to retain older housing stock – These units constitute a large portion of the existing housing supply that is affordable.
- Explore affordable housing investment funding: this fund would provide financing necessary to meet the funding gaps. Funding source could be grant programs or agencies currently working with housing affordability programs.

The task force would also research housing affordability initiatives in other small cities similar in population size and the Leavenworth economic model to glean their experience and their relative success at alleviating the affordability gap in housing.

The ad hoc Housing Affordability Committee would be established and appointed by the Mayor, and staff support would be provided. The City Council may need to allocate some funds to support the Task Force which could include the use of 2060 Low Income Housing funds. The City may also seek additional grant funds for this planning activity through the Department of Commerce

and other agencies. It is anticipated that the task force's commitment would be for a 9 – 12 month period.

There are no items included under **TAB B** for this topic.

10:10 – 10:30 Council Selection for Filling Vacancy

This time has been set aside to confirm the process to be used for filling the vacancy on the City Council with the resignation of City Councilmember Michael Molohon. As of this time the City has provided a public press release to all news agencies, advertised in the Leavenworth Echo with a paid display ad on March 30th, 2016, and provided postings on the City website and the City's Facebook page. The initial period for the submittal for a letter of interest is through April 12, 2016. At that time a follow-up application will be provided to the applicants for additional information.

The uniform procedures in RCW 42.12.070 for filling vacancies on the "governing body" of a city or town (other than a first class or charter code city) merely state that "the remaining members of the governing body shall appoint a qualified person to fill the vacant position." (There are additional procedures that apply if the governing body fails to fill the vacancy within 90 days.)

The following would be a recommendation for proceeding with the candidate selection:

1. Letters of Interest and Applications reviewed by Council.
2. Public Interview of Candidates.
3. Executive Session on Candidates.
4. Open debate and vote selection of Candidate. A process for voting on candidates may need to be identified depending on the number of applications submitted.

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

- MRSC: Filling a Vacancy in a City or Town Council
- Follow-up Application

10:30 – 10:50 Discussion Site Development Permits

This time has been set aside to study a new amendment to the Leavenworth Municipal Code (LMC) regarding a new "Site Development Permit."

As included within the Planning Commission 2015 Amendment Docket, the Planning Commission has been asked to review and study "Add Site Development permit" (including: Permit for improvements that do not rise to higher level permitting (need a process to capture review and approvals. Define such permit). From time to time, updates and edits to the LMC may be necessary to reflect appropriate changes and where necessary. This text amendment has been reviewed and deliberated upon by the Planning Commission on May 6, 2015, June 3, 2015, July 1, 2015, August 5, 2015, September 2, 2015, and December 2, 2015. During the December 2, 2015 public hearing, the Planning Commission heard testimony and continued the action to March 2, 2016.

The Planning Commission deliberated on the topic of adding a permit to the list of existing permits allowed and issued by the City of Leavenworth. The Planning Commission did not want to inadvertently create more layers of “bureaucracy” which would delay projects or be an additional burden to the development community. Many Planning Commission study sessions included discussions of the purpose, intent, and functionality of this new type of permit.

Currently, contractor’s activities for any earth movement are issued a grading, excavation and earthwork permit. This is an awkward and ill-fitting permit for projects that include, but are not limited to: infrastructure installation outside of a Permit to Perform Work in City Street Right-of-Way, wetland, or other critical area enhancements.

The Site Development permit is intended to be a tool within the permit spectrum that fits below the International Building Code Appendix J – Grading. The provisions of this chapter apply to grading, excavation and earthwork construction, including fills and embankments. Where conflicts occur between the technical requirements of this chapter and the geotechnical report, the geotechnical report shall govern. Except as exempted in Section J103.2, no grading shall be performed without first having obtained a permit therefore from the building official. A grading permit does not include the construction of retaining walls or other structures.

The Planning Commission desires a more flexible and reduced criteria permit to allow property management and to begin the first stages of development without the need to obtain a grading, excavation and earthwork permit under the IBC.

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

- Amendment to LMC 21.09.030 and 18.08.385 - creating site development permit

10:50 – 11:20 Annual Retreat Follow-up / Continue Goals Discussion

This time has been provided for continuing the Council Retreat discussion on the goal development worksheet. As goals and objectives are identified, these will be used to develop the 2017/2018 budget and project initiatives for the City. The two remaining areas for discussion include Transparency and Accountability and Community Building. As noted in the early discussions, the Council is being asked to first identify the goals within the area and then identify objectives or initiatives that will help achieve those outcomes. The timelines for achieving either the goal or objective is not defined. Some goals or objectives may be short term; others may be much longer, depending on the goal, objective, and needed resources. Once the goals and objectives are identified, staff will provide recommendations and strategies on how to achieve the desired outcomes and the resources that may be needed. It is recommended on Tuesday to keep the discussion focused on the area of Transparency and Accountability. The remaining area of Community Building will be scheduled for discussion at the May Study Session. The Goal Development Worksheet with updates from the Council March Retreat is provided for your review.

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

- Draft: Goal Development Worksheet

11:20 – 11:35 Quarterly Update Future Council Agenda Items / Project Tracking

The Council is being provided the quarterly Project Tracking spreadsheets. The Project Tracking is not a comprehensive list of all the work being completed or the tasks underway by the City; however, this does reflect the City projects and tasks that have been directed by the Council as priorities. Each project includes some annotations of status or description, anticipated completion, and stage (progress level). This is intended to relay progress and ensure that the City is on target with the needs of the community and Council priorities. This document is updated and provided to the Council on a quarterly basis. The current status of the projects are listed under the APR column and this document will be distributed again at the beginning of July with updates. In addition, staff has provided the City Council 2016 Future Agenda Items that are subject to changes.

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

- Project Tracking Document
- City Council 2016 Future Agenda Items

11:35 – 11:45 Quarterly City Newsletter Recommendations – Distribution in May

The City will be publishing the quarterly Mayor and City Council Newsletter in May. Article topics at this time include but are not limited to:

- “A Minute With the Mayor”
- Raising the Maibaum in 2016 – Sue Cragun
- City Pool & Water Safety – Sue Cragun
- Upcoming Festivals and Events – Sue Cragun
- Leavenworth Recycle Center – Sue Cragun
- Mosquito Control District – Sue Cragun
- Update on current / upcoming City projects – Herb Amick – Sue Cragun

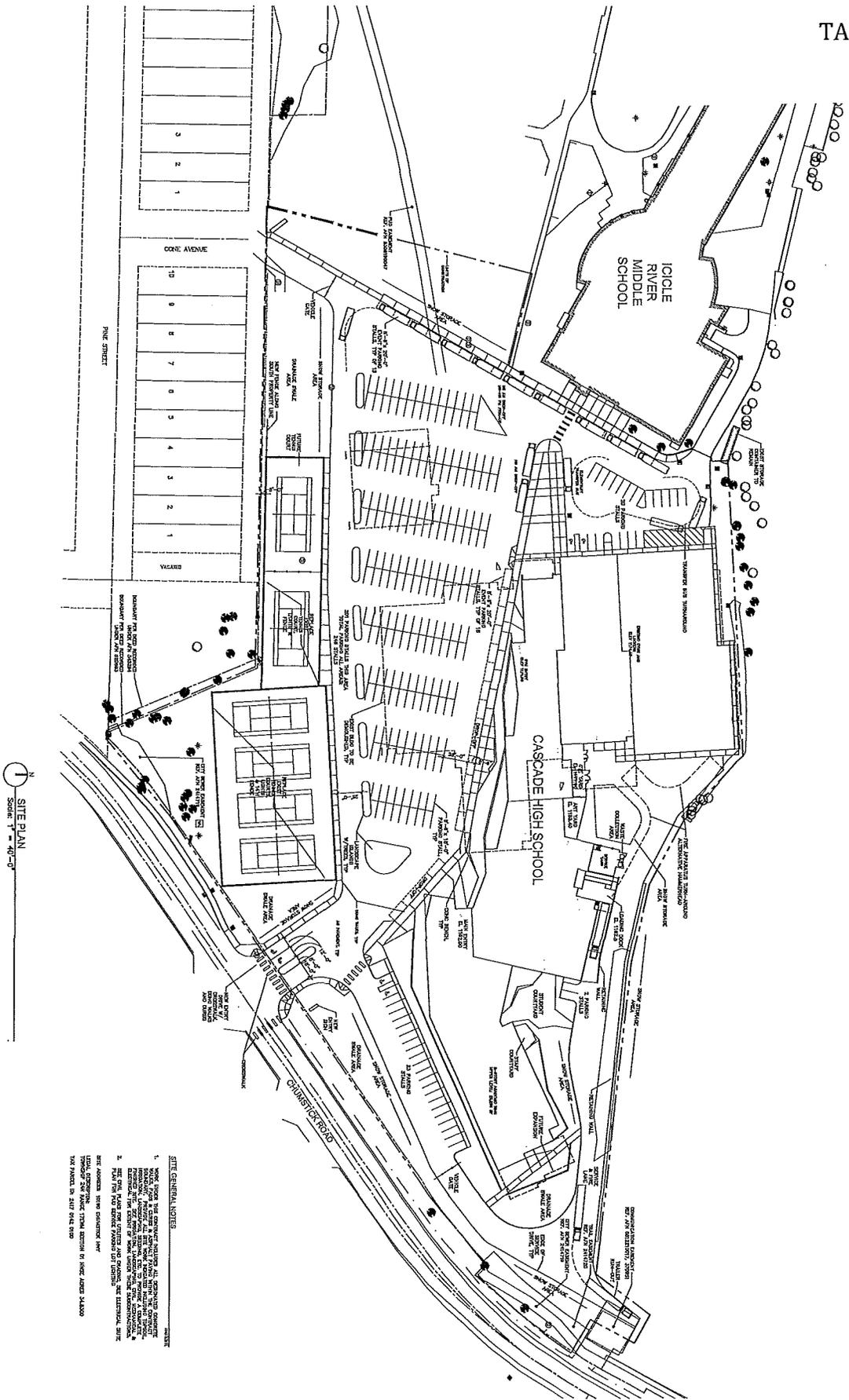
Staff is requesting any additional suggestions from the Council at this

time. The following items are included under **TAB G**:

- Summer 2015 Newsletter

11:45 – 12:00 Council Open Discussion

The remainder of this time slot allows for Council discussion of items not on the agenda.



N
SITE PLAN
SCALE: 1" = 40'-0"

- SITE GENERAL NOTES**
1. WORK UNDER THE CONTRACT INCLUDES ALL NECESSARY CONCRETE, REBAR, AND FINISHES FOR THE FOUNDATION, GRADE, AND CURBS. ALL UTILITIES SHALL BE LOCATED AND DEPTH SHALL BE AS SHOWN ON THE UTILITIES PLAN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF SEASIDE AND THE CALIFORNIA DEPARTMENT OF WATER RESOURCES.
 2. THE PLAN SHOWS THE EXISTING AND PROPOSED UTILITIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LOCATION AND DEPTH OF ALL UTILITIES PRIOR TO CONSTRUCTION.
- SITE ADDRESS:** 3000 GRANITE ROAD, SEASIDE, CA 92083
PROJECT NO.: 2017-04-010
DATE: 04/10/17

11/18/2005

**INTERLOCAL AGREEMENT BETWEEN THE
CITY OF LEAVENWORTH AND THE CASCADE SCHOOL DISTRICT
FOR THE OPERATION OF A SKATEBOARD/IN-LINE SKATE FACILITY
AT
CASCADE HIGH SCHOOL**

This Agreement is entered into this 15th day of August, 2000, between the City of Leavenworth, hereinafter referred to as "CITY" and the Cascade School District, hereinafter referred to as "DISTRICT."

The purpose of this agreement is to establish a skate park for the use of CITY and DISTRICT residents as outlined in the CITY's 1997 Parks and Recreation Comprehensive Plan. This agreement shall be filed with the County Auditor as required under RCW 39.34.040.

CITY and DISTRICT hereby agree to the use of property, as defined in Attachment A, at Cascade High School as a skateboard/in-line skate facility for a period of twenty five (25) years, with an option to extend the agreement for additional one (1) year periods.

TERMS AND CONDITIONS

I. DISTRICT Agrees:

- A. To allow the designated area at Cascade High School to be used by CITY for a twenty five (25) year period from the date of signature on this agreement, with an option for renewal for subsequent one (1) year periods based upon approval of the DISTRICT, for use by members of the public for the purposes of outdoor recreation without the charging of a fee of any kind therefore by CITY. Such option for renewal will be presented to DISTRICT by CITY within 60 days of expiration of the initial 25-year period and annually thereafter.
- B. To establish a schedule agreed upon between DISTRICT and CITY for the opening of the facility in the morning and the closing of the facility in the evening.
- C. To evaluate CITY activity at DISTRICT's discretion and direct CITY to correct any conditions which may be unsatisfactory and in need of change or correction by CITY.
- D. To require the area to be cleaned to the satisfaction of the Cascade High School Principal or his/her designee.
- E. To allow CITY freedom of design in the skate park facility upon the condition that said design complies with industry standards and is constructed by or under the supervision of skilled tradesmen within the property as defined in Attachment A.
- F. To allow CITY to terminate this agreement upon sixty days written notice, without penalty, prior to the expiration of this agreement, and upon removal of the area constructed for skateboard/in-line skating use, insofar as is possible.

II. CITY Agrees:

- A. That the design of the skateboard park will be to recognized industry standards and will provide documentation indicating such compliance prior to construction and again prior to opening of the facility.
- B. To consult with DISTRICT on any proposed changes or additions to the skating area.
- C. That all construction will be completed or supervised by qualified individuals.
- D. To notify the DISTRICT within 72 hours of any known accident or injury.
- E. To present for DISTRICT approval a maintenance checklist for the skate park. The skate park will be inspected by CITY, at a minimum, every three (3) days from April through November in accordance with the checklist, and checklist provided to DISTRICT upon request.
- F. To perform necessary maintenance of skating area and apparatus including the correction of any issues identified in accordance with Section I(C) of this agreement.
- G. To provide necessary cleanup and graffiti removal at least every three (3) days from April through November, or as required by DISTRICT in accordance with Section I(D) of this agreement.
- H. To recommend that helmets, knee and elbow pads, and wrist guards be used.
- I. To provide and post signs containing the following information:
 - 1. That the park is maintained and operated by CITY;
 - 2. The phone number for a CITY representative;
 - 3. An itemization of the Park rules that shall state the following:
 - a. This Park is not supervised;
 - b. The use of protective equipment, including helmets, knee and elbow pads, and wrist guards, is recommended;
 - c. Bicycles or BMX's are not permitted;
 - d. Be respectful of other Park users; moderate your language; keep music volume down; use trash containers provided;
 - e. Skate respectfully;
 - f. All spectators must stay off ramps;
 - g. Skate Park hours are from " _____ to _____ " (actual times will be determined as outlined under Section I(B));
 - h. This is property of the Cascade School District and the use of tobacco and/or alcohol are prohibited;
 - i. This is property of the Cascade School District weapons of any kind are prohibited;

- j. Students of the Cascade School District may not use the park during class hours.
- J. Signs shall be constructed with a standard equal to or greater than standards set by the CITY. No free hand or spray painted "homemade" signs will be allowed.
- K. CITY agrees to indemnify and hold harmless from occurrences, DISTRICT, its appointed and elected officials and employees while acting within the scope of their duties, from and against all claims, demands, loss, liability of any kind or character, including cost of defense, arising out of or in any way connected with CITY's use and/or design of the skate park. CITY is required to maintain liability insurance at the levels set by the state for municipalities and to provide a copy of said insurance, to the DISTRICT prior to construction of the skate park.
- L. Construction, maintenance and operating costs shall be the responsibility of the CITY and may include a combination of CITY funds, government grants, and private donations.
- M. CITY agrees to return the property described in Attachment A to a condition similar to the state in which it is described in Attachment A in terms of grade and landscaping at the termination of the agreement.

III. ENFORCEMENT OF PARK RULES

Both CITY and DISTRICT agree that either party may enforce the hours and rules of the Park.

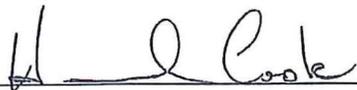
IV. TERMINATION FOR CAUSE

Should DISTRICT determine that the terms and conditions of this Agreement are being breached, it may notify CITY that it shall cure the breach within seven (7) days or DISTRICT may terminate said Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first herein above written.

CASCADE SCHOOL DISTRICT

CITY OF LEAVENWORTH



 Signature



 Signature



 Name (printed)



 Name (printed)

Superintendent
Title

Mayor
Title

ATTEST:

ATTEST:

Kathy Leal
Signature

Beryl A. Hand
Signature

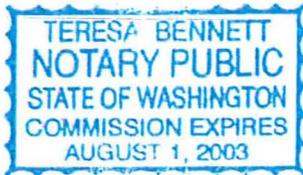
Executive Secretary
Title

Clerk/Treasurer
Title

STATE OF WASHINGTON)
) ss.
County of Chelan)

I certify that I know or have satisfactory evidence that William J. Bauer
and Cheryl A. Grant are the persons who appeared before me, and said persons
acknowledged that they signed this instrument, on oath stated that they were authorized to execute
the instrument and acknowledged it as the Agreement
_____ of the City of Leavenworth to be the free and voluntary act of such party for the
uses and purposes mentioned in this instrument.

DATED this 18th day of August, 2000.



Teresa Bennett
(Signature)

Teresa Bennett
(Printed or typed name)
NOTARY PUBLIC, State of Washington
My Commission Expires 8-1-2003

STATE OF WASHINGTON)
) ss.
County of Chelan)

I certify that I know or have satisfactory evidence that Howard Cook
_____ are the persons who appeared before me, and said persons
acknowledged that they signed this instrument, on oath stated that they were authorized to execute
the instrument and acknowledged it as the agreement
_____ of the Cascade School District No. 228 to be the free and voluntary act of such
party for the uses and purposes mentioned in this instrument.

DATED this 15th day of August, 2000.

Sandra Houston
(Signature)
Sandra Houston
(Printed or typed name)
NOTARY PUBLIC, State of Washington
My Commission Expires April 20, 2003

A circular notary seal for Sandra Houston, Notary Public, State of Washington. The seal contains the text: SANDRA HOUSTON, NOTARY PUBLIC, STATE OF WASHINGTON, COMMISSION EXPIRES APRIL 20, 2003.



City of Leavenworth

700 Highway 2 / Post Office Box 287
Leavenworth, Washington 98826
(509) 548-5275 / Fax: (509) 548-6429
Web: www.cityofleavenworth.com

City Council
Cheryl K. Farivar - *Mayor*
Tibor Lak
Michael Molohon
Elmer Larsen
Robert Francis
Larry Meyer
Carolyn Wilson - *Mayor Pro Tem*
John Bangsund
Joel Walinski - *City Administrator*

January 22, 2016

Kaleen Cottingham
Director
Recreation and Conservation Office
P.O. Box 40917
Olympia, Washington 98504-0917

RE: Request for Policy Waiver for the Leavenworth Skate Park

Dear Mrs. Cottingham;

The City desires a policy waiver from the City of Leavenworth's long term obligation as sponsor of the Leavenworth Skate Park due to the elements beyond the City's control. The City of Leavenworth hereby requests that the Recreation and Conservation Office classify the Leavenworth Skate Park No. 00-1469 (development) as obsolete as described below:

1. The Cascade School District's development of the High School will impact the existing skate park (Project #00-1469). The removal of the park is necessary for emergency access to the site (see the attached site plan).
2. Given the heightened awareness of on-site school security, the location of the park and any open to the public facility in close proximity to the school building would not meet current District safety protocol.
3. Observations from Elia Ala'ilima-Daley, Cascade High School Principal, and John Schons, Parks Supervisor, are attached which indicate that the park is not functioning as desired or prescribed.

Due to the obsolescence (pursuant to the Long-Term Obligations Manual No. 7) of this park, the City requests consideration for the removal of the park and discontinuation of any City obligation to this park.

In addition and for further consideration, Cascade School District asserts that this structure has reached the later half of its anticipated or agreed service life (attached contract). In lieu of a determination of obsolescence, the City requests that the Recreation and Conservation Office consider fulfillment of the agreement and the service life of the park at its end.

In summary, the City requests that Recreation and Conservation Office concurs that the Leavenworth Skate Park is obsolete and/or at its end of service, and the City is released from its

long term obligation as sponsor and/or agrees that the park may be removed without replacement.

If you have any questions, I can be reached at 509-548-5275.

Sincerely,

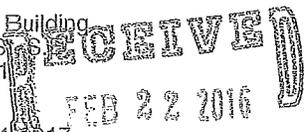


Joel Walinski
City Administrator

Cc: Bill Motsenbocker, Superintendent
Herb Amick, Public Works Director
Nathan Pate, Development Services Manager

Natural Resources Building
1111 Washington Street
Olympia, WA 98501

P.O. Box 40917
Olympia, WA 98504-0917



(360) 902-3000
TTY (360) 902-1996
Fax: (360) 902-3026
E-mail: info@rco.wa.gov
Web site: www.rco.wa.gov

STATE OF WASHINGTON

BY:
RECREATION AND CONSERVATION OFFICE

February 12, 2016

Joel Walinski, City Administrator
City of Leavenworth
PO Box 287
Leavenworth, WA 98826

RE: Request for Obsolescence
Leavenworth Skate Park, RCO #00-1469D

Dear Mr. Walinski:

Thank you for notifying our office of the City of Leavenworth's (City) plan to remove the skate park for future development of the high school on Cascade School District (School District) land. This letter is in response to your request dated January 22, 2016 to classify the skate park as obsolete.

We can consider a facility and/or elements within a facility built with grant funding obsolete when the constructed facility or elements are beyond their useful life but the underlying land remains available for public outdoor recreation. Our understanding is that once the skate park is removed the land will be used solely for school purposes and no longer used for public outdoor recreation. In this situation, a conversion is triggered.

There are several ways that we can help you and the School District address this situation by replacing recreational opportunities elsewhere on School District or City park properties. We are committed to working with you to explore options to resolve this conversion. Future City and School District projects, or elements within projects that provide for outdoor recreation, may be eligible as replacement.

Please contact RCO Grants Manager, Karen Edwards, at (360) 903-3019 or karen.edwards@rco.wa.gov to help the City and School District explore future outdoor recreation projects as replacement for the skate park.

Sincerely,

Kaleen Cottingham
Director

cc: Scott Robinson, RCO
Marguerite Austin, RCO
Karen Edwards, RCO
Nathan Pate, City Development Services Manager
Herb Amick, City Public Works Director
Bill Motsenbocker, Cascade School District Superintendent



Filling a Vacancy in a City or Town Council

August 13, 2014 by Paul Sullivan (</Home/Stay-Informed/MRSC-Insight.aspx?aid=104>)

Category: [Legislative Body \(/Home/Stay-Informed/MRSC-Insight.aspx?catID=163&cat=Legislative Body\)](/Home/Stay-Informed/MRSC-Insight.aspx?catID=163&cat=Legislative Body)

With 281 cities and towns in Washington and with city and town councils typically consisting of five to seven members, there are bound to be vacancies in council positions on a fairly regular basis. Vacancies typically occur due to the death, resignation, or loss of residency. If there is a vacancy, a replacement needs to be appointed. This post addresses the requirements and process for doing that.

What are the rules for filling a vacant council position? The statutes merely provide that a vacancy “shall be filled as provided in chapter 42.12 (<http://apps.leg.wa.gov/rcw/default.aspx?cite=42.12>) RCW.” See, for example, RCW 35A.12.050 (<http://apps.leg.wa.gov/rcw/default.aspx?cite=35A.12.050>). RCW 42.12.070 (<http://apps.leg.wa.gov/rcw/default.aspx?cite=42.12.070>)(1) states that “the remaining members of the governing body shall appoint a qualified person to fill the vacant position.” If there is more than one vacancy to fill, one position is filled first and then, with that added appointee, a vote is taken to fill the other position(s). [Id.](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.12.070) (<http://apps.leg.wa.gov/rcw/default.aspx?cite=42.12.070>). If, due to vacancies, there is only one councilmember remaining or if all council positions are vacant, the county legislative authority appoints a qualified person or persons until the council has two members, who can then begin the appointment of the remaining members.

The appointment should be made within 90 days of the vacancy’s occurrence; if it is not, the city council loses its authority to do so and the county legislative body, within 180 days of the vacancy’s occurrence, makes the appointment. RCW 42.12.070 (<http://apps.leg.wa.gov/rcw/default.aspx?cite=42.12.070>)(4). If the county legislative authority fails to make the appointment within that time period, the governor may be petitioned by the city council or county legislative authority to do so, and the governor may make the appointment if the county legislative authority has not, in the meantime, done so. [Id.](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.12.070) (<http://apps.leg.wa.gov/rcw/default.aspx?cite=42.12.070>)

The person appointed must have the same qualifications for the council position at the time of appointment as would a person elected into the position. In second class and code cities and in towns, he or she must be a registered voter and a city or town resident. RCW 35.23.031 (<http://apps.leg.wa.gov/rcw/default.aspx?cite=35.23.031>) (second class cities); RCW 35.27.080 (<http://apps.leg.wa.gov/rcw/default.aspx?cite=35.27.080>) (towns); RCW 35A.12.030 (<http://apps.leg.wa.gov/rcw/default.aspx?cite=35a.12.030>) and 35A.13.020 (<http://apps.leg.wa.gov/rcw/default.aspx?cite=35A.13.020>) (code cities). The code city statutes also provide that the person must be a resident of the city for a period of at least one year preceding his or her appointment. Cities with wards or districts also require that some or all council positions be filled by a resident of the particular ward or district.

The first class city statutes are silent as to eligibility requirements, but a general statute, RCW 42.04.020 (<http://apps.leg.wa.gov/rcw/default.aspx?cite=42.04.020>), requires that, to hold any elective office, a person must

be a U.S. citizen and an "elector" of the jurisdiction. (The state constitution states that an elector - a person entitled to vote - is a person who is a U.S. citizen, 18 years of age or older, and a resident in the state, county, and precinct at least 30 days immediately preceding the election. Though, to be able to vote, you have to register, so, technically, being a registered voter is not the same as being an elector.) Most all of the 10 first class city charters require the person be a registered voter, and some require residency of a year or more.

What process should be followed to make the actual appointment? Must the vacancy be advertised? Are applications required? Must the council interview candidates? The answer is that there is no process required by state law. So, what process is used is up to each city or town council. A council could, if it so chooses, just appoint the first qualified person who comes in the door. In my experience, though, most councils advertise that there is a vacancy, and they ask interested persons to either fill out an application or write a letter of interest to the council for consideration. Typically, the council will then interview candidates in an open session, as required by the Open Public Meetings Act, before making the appointment. (The council may, however, evaluate the qualifications of candidates in an executive session. RCW [42.30.110](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.30.110) (<http://apps.leg.wa.gov/rcw/default.aspx?cite=42.30.110>)(1)(h)). The vote to fill the vacancy must be in open session. For one example of how a city council might proceed, see Bothell City Council Protocol Manual, [Section 12.02](#) (</Corporate/media/MediaLibrary/SampleDocuments/PolicyProcedures/B67ccprotocol.pdf#page=76>).

One final note: the person appointed to fill the vacancy must now obtain open government training (open public meetings and public records) within 90 days of assuming office. RCW [42.30.205](http://apps.leg.wa.gov/rcw/default.aspx?cite=42.30.205) (<http://apps.leg.wa.gov/rcw/default.aspx?cite=42.30.205>).



About Paul Sullivan

Paul has worked with local governments since 1974 and has authored MRSC publications on local elections, ordinances, and general local government operation. He also provides training on the Open Public Meetings Act. [VIEW ALL POSTS BY PAUL SULLIVAN](#) ▶ (</Home/Stay-Informed/MRSC-Insight.aspx?aid=104>)

Comments

0 comments on Filling a Vacancy in a City or Town Council

Blog post currently doesn't have any comments.



City of Leavenworth

700 Highway 2 / Post Office Box 287
Leavenworth, Washington 98826
(509) 548-5275 / Fax: (509) 548-6429
Web: www.cityofleavenworth.com

City Council

Cheryl K. Farivar - *Mayor*
Elmer Larsen
Robert Francis
Carolyn Wilson - *Mayor Pro Tem*
Gretchen Wearne
Mia Bretz
Margaret Neighbors
Position #6 - Vacant
Joel Walinski - *City Administrator*

CITY OF LEAVENWORTH CITY COUNCIL POSITION #6 VACANCY APPLICATION

To be eligible, applicants must live within Leavenworth city limits and have lived within the City limits for the previous one year period. Applicant must also be registered to vote. The person appointed to the City Council Position #6 will serve through December 31, 2017. In order to continue as a City Council member beyond that date, the individual appointed to this position must be willing to file for election with the Chelan County Auditor in 2017 and be elected by the voters of Leavenworth for the new four-year term of office beginning January 1, 2018. We appreciate your interest in serving your City in this capacity. Please complete this brief form to help provide sufficient information to the City Council in making this appointment. Completed applications must be received by the Leavenworth City Clerk's office no later than noon (12:00 pm) on Tuesday, April ____, 2016 in order to continue with the Council selection process.

A. Please Print Clearly:

NAME: (Mr., Mrs., Ms.) _____

HOME ADDRESS: _____
Number Street Apt. City Zip Code

PHONE NUMBERS: _____
Home Business Other (Specify)

E-MAIL: _____ FAX: _____

HOW LONG HAVE YOU LIVED IN THE CITY OF LEAVENWORTH? _____

B. Available for day meetings: _____ Available for evening meetings: _____

F. What is your view of the role of a City Council member? _____

The Leavenworth City Council will review your application and may desire to conduct an interview. This application is subject to public disclosure. Your residential address and residential telephone number may be exempt unless you authorize disclosure.

Authorize full disclosure: Yes No

Your Signature: _____ Date: _____

Pursuant to RCW 42.17.240, the person appointed to the vacant Council position must within two weeks of being appointed file with the Public Disclosure Commission (“PDC”) a Personal Financial Affairs Statement (PDC Form F-1); as well as a Supplement page (PDC Form F-1 Supplement), if applicable. More information on all the Public Disclosure Commission requirements is available from the PDC at its toll free number of 1-877-601-2828 or on the PDC’s website at www.pdc.wa.gov

February 3, 2016

Chapter 21.09
APPLICATION REVIEW

Sections:

- 21.09.010 Application review criteria.
- 21.09.020 Application review classification.
- 21.09.030 Limited administrative review of applications.
- 21.09.040 Full administrative review of applications.
- 21.09.050 Quasi-judicial review of applications.
- 21.09.060 Legislative review of applications.
- 21.09.070 Notice of final decision.

21.09.010 Application review criteria.

Review of an application and proposed development shall be governed by and be consistent with the fundamental land use planning policies and choices which have been made in adopted comprehensive plans and development regulations. The review process shall consider the type of land use permitted at the proposed site, the density and intensity of the proposed development, the infrastructure available and needed to serve the development, the character of the development and its consistency with development regulations. In the absence of applicable development regulations, the applicable development criteria in the comprehensive plan or sub-area plan adopted under Chapter 36.70A RCW shall be determinative. [Ord. 1426 § 1 (Att. A), 2012; Ord. 1088 § 2 (Exh. A), 1998.]

21.09.020 Application review classification.

- A. Following the issuance of a determination of completeness and a notice of application, an application shall be reviewed at one of four levels:
 - 1. Limited administrative review;
 - 2. Full administrative review;
 - 3. Quasi-judicial review;
 - 4. Legislative review.
- B. If this title or the LMC provides that a proposed development is subject to a specific type of review, or a different review procedure is required by law, then the application for such development shall be processed and reviewed accordingly. If this title does not provide for a specific type of review, or if a different review procedure is not required by law, then the city shall determine the type of review to be used for the type and intensity of the proposed development.

February 3, 2016

- C. Any public meeting or required open hearing may be combined by the city with any public meeting or open record hearing that may be held on the proposed development by another local, state, federal or other agency. Hearings shall be combined if requested by the applicant. However, joint hearings must be held within the city and within the time limits of this title and Chapter 36.70B RCW.

21.09.030 Limited administrative review of applications.

Limited administrative review shall be used when the proposed development is subject to clear and objective standards that require the exercise of professional judgment about technical issues and the proposed development is exempt from the State Environmental Policy Act (SEPA). Permits reviewed through this process are not subject to the requirements of Chapter 21.07 LMC. The city may approve, approve with conditions, or deny the application after the date the application is accepted as complete. The decision of the city is final unless an administrative appeal process is provided for in this or any other title within the LMC. This type of review includes but is not limited to the following:

- A. Interpretation of codes and ordinances;
- B. Single-family and other minor building permits;
- C. Fence permits;
- D. Boundary line adjustments;
- E. Fill and grade permits;
- F. Encroachment permits to work within a right-of-way;
- G. Flood development permits;
- H. Minor amendments or modifications to approved developments or permits which may affect the precise dimensions or location of buildings, accessory structures and driveways, but do not affect the overall project character, increase the number of lots, dwelling units or density, or decrease the quality or amount of open space;
- I. Multifamily, commercial, industrial, and/or office building permits that have been subject to a public review process or for which environmental review has been completed in connection with other project permits;
- J. Applications subject to administrative approvals found within Chapters 14.08 and 14.10 LMC; ~~and~~
- K. Group A home occupations; and
- L. Site development permit intent and purpose. Site development permits are issued for work such as limited clearing, grading, landscaping, drainage, private streets and groundwork related to site preparation, where no building or structure is altered, moved or constructed, in association with an approved Binding Site Plan, Major Subdivision, Short Plat permitted activity.

February 3, 2016

1. Site development permits are not a prerequisite to permitting for Footings and Foundation Permit, Right of Way Permit, Grade and Excavation Permit, Master Application and/or other higher level permits.
2. Site development permits will be subject to compliance with the zoning, building, and other applicable land use codes and regulations existing at the time of permit submittal.
3. As necessary, plans are required for site development permits.
4. Site development permits do not vest a future development to the codes at the time of site preparation.

i.—

Chapter 18.08
DEFINITIONS

Sections:

- 18.08.010 Accessory use or structure.
- 18.08.011 Banks, savings and loan and other financial institutions.
- 18.08.012 Bakery.
- 18.08.013 Barber/beauty shop.
- 18.08.014 Battery charging station.
- 18.08.015 Battery electric vehicle (BEV).
- 18.08.016 Battery exchange station.
- 18.08.020 Bed and breakfast.
- 18.08.030 Board.
- 18.08.040 Boardinghouse, lodginghouse or roominghouse.
- 18.08.050 Buildable area.
- 18.08.060 Building height.
- 18.08.063 Bus and/or taxi stop.
- 18.08.064 Business, technical or trade school.
- 18.08.065 Car wash.
- 18.08.066 Charging levels.
- 18.08.070 City council.
- 18.08.080 Clinic.
- 18.08.085 Copy and/or printing establishment.
- 18.08.090 Day care center.
- 18.08.100 Drive-in restaurant or refreshment stand.
- 18.08.120 Dwelling, multifamily.
- 18.08.130 Dwelling, single-family.
- 18.08.140 Dwelling, two-family.
- 18.08.150 Dwelling unit.
- 18.08.151 Eating and drinking establishment.
- 18.08.152 Electric scooters and motorcycles.

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- 18.08.153 Electric vehicle (EV).
- 18.08.154 Electric vehicle charging station.
- 18.08.155 Electric vehicle charging station – Restricted.
- 18.08.156 Electric vehicle charging station – Public.
- 18.08.157 Electric vehicle infrastructure.
- 18.08.158 Electric vehicle parking space.
- 18.08.160 Family.
- 18.08.170 Family day care home.
- 18.08.175 Family entertainment center.
- 18.08.177 Funeral home.
- 18.08.180 Gasoline service station.
- 18.08.183 Handling or processing of hazardous substances.
- 18.08.185 Hazardous waste.
- 18.08.190 Home occupation.
- 18.08.200 Hospital.
- 18.08.210 Hotel.
- 18.08.215 Indoor sports arenas, auditoriums, and exhibition halls.
- 18.08.216 Laundry/dry cleaning.
- 18.08.220 Loading space, off-street.
- 18.08.230 Lot.
- 18.08.240 Lot, corner.
- 18.08.250 Lot depth.
- 18.08.260 Lot, interior.
- 18.08.270 Lot of record.
- 18.08.280 Lot, through.
- 18.08.290 Lot width.
- 18.08.300 Major recreational vehicles.
- 18.08.315 Manufactured home park.
- 18.08.316 Medium charging.
- 18.08.317 Medium-speed electric vehicle.
- 18.08.320 Mini-day care center.
- 18.08.330 Motel.

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- 18.08.331 Neighborhood electric vehicle.
- 18.08.332 Non-electric vehicle.
- 18.08.333 Off-site hazardous waste facilities.
- 18.08.336 On-site hazardous waste facilities.
- 18.08.340 Ordinary high water mark.
- 18.08.360 Person.
- 18.08.363 Pet care center.
- 18.08.365 Pharmacy/drug store.
- 18.08.370 Planning commission.
- 18.08.373 Plug-in hybrid electric vehicle (PHEV).
- 18.08.375 Professional office.
- 18.08.377 Public utility structure.
- 18.08.378 Rapid charging station.
- 18.08.379 Recreational vehicle.
- 18.08.380 Recreational vehicle park.
- 18.08.381 Recreational vehicle site.
- 18.08.382 Retail food/grocery store.
- 18.08.383 Retail stores and service establishments.
- 18.08.384 Shall and may.
- 18.08.385 Site development permit.
- 18.08.38~~6~~5 Slow charging.
- 18.08.390 Street line.
- 18.08.400 Structure.
- 18.08.403 Temporary food service establishment.
- 18.08.404 Theater.
- 18.08.405 Transient accommodation.
- 18.08.410 Travel trailer.
- 18.08.415 Upholstery shop.
- 18.08.420 Used or occupied.
- 18.08.430 Yard.
- 18.08.440 Yard, front.
- 18.08.450 Yard, rear.

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18.08.460 Yard, side.

18.08.470 Yard, special.

18.08.385 Site development permit.

"Site development permit" means an application for site preparation of undeveloped land where no building or structure is altered, moved or constructed.

DRAFT: Goal Development Worksheet (Updated 3/4/2016)

	Goal	Objectives/Initiative
Revenue & Fiscal Health	<ol style="list-style-type: none"> 1. Decisions comply with adopted Financial Policy. 2. Maintain or improve City's A+ bond rating. 3. Revenues should equal expenditures for cost of City's individual utility services. 4. 	<ol style="list-style-type: none"> 1. Build reserves. – Capital (new and maintenance), Operating (cash flow), emergency (utility breakdowns)
Infrastructure	<ol style="list-style-type: none"> 1. Compliance with TMDL regulations 2020. 2. Comply with all DOH water regulations 3. Reconstruction of Pine Street Phase 1 & 2 4. Circulation Plan (alternate route) for travel through town 5. Improve quality of multimodal transportation – residential 6. Parking Improvements (Increase/improve) 7. Continuous improvements of utility infrastructure 	<ol style="list-style-type: none"> 1. TIB Project asphalt reclaim and preservation Whitman & Commercial Streets (2017) 2. Acquire/Create more parking locations (public & private) 3. Water regulations – meet standards – maintain well/river redundancy – operator certifications 4. Continuous snow removal improvements in efficiency/effectiveness
Economic Development Growth and Vitality	<ol style="list-style-type: none"> 1. Preserve, Promote and grow the Old World Bavarian Theme and enhance the Leavenworth brand. 2. Promote the diversification of the City's economic base. 3. Continue to provide community safety 4. Utilities available for future growth 5. Incentives for cluster/smaller developments 6. Expansion of downtown footprint 	<ol style="list-style-type: none"> 1. Incubator – Live/Work Units 2. Zoning review/change 3. Utility system wide (new and upsize) 4. System Development Charges for growth 5. Secure additional water right (SB 6413 and Wenatchee Reserve). 6. Explore options to incentivize cluster / small 7. Enhance park entrances – Waterfront Park 8. Safety – Improve Fire flow / incentives sprinklers 9. Incentivize life/safety components
Transparency and Accountability	<ol style="list-style-type: none"> 1. Improved communications with citizens using various tools and social media. 2. Report out (metrics) on engagement methods. 3. Public annual audit results. 	<ol style="list-style-type: none"> 1.

TAB E

<p>Community Building</p>	<ol style="list-style-type: none"> 1. Promote affordability for cost of government and service rates. 2. Utilities available for future growth. 3. Address housing affordability. 4. Continue to provide a safe space. 5. Improve quality of transportation in residential neighborhood. 	<ol style="list-style-type: none"> 1. ADU's / small homes 2. Secure additional water right (SB 6413 and Wenatchee Reserve). 3. 4. 5. a. TIB Project asphalt reclaim and preservation Whitman & Commercial Streets (2017). b. Sidewalk addition Mine Street.
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Annual Objective and Project Tracker 2016
 APRIL 2016

Objective Description	Lead	Estimated Completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
Financial Policy Review	CS/JW	April 2016	50				The Council (Finance Committee) is currently reviewing Res. 10-2014 Financial Policies for defining fund balances, reserves, debt capacity, and investments to assist in annual budgeting; this will be reviewed by the full Council for suggested amendments in May/June.
City/TBD Biennial Budgets & PRSA Annual Budget	CS	Nov/Dec 2016	10				The City and Transportation Benefit District budget on a biennial basis; the 2017/2018 Calendar Years Budget will be developed this year beginning with the budget retreat scheduled for March 4, 2016 The Upper Valley Park & Recreation Service Area (PRSA) budget is adopted yearly by the PRSA Board and is incorporated as part of the City's biennial budget process. A detailed budget calendar will be created and distributed by no later than June 2016.
Cost Allocation Plan	CS	May 2016	90				In the last audit for the City a recommendation was made to create a written cost allocation plan. This plan should include methodologies for how certain items are expended across multiple funds such as payroll costs, costs charged to the Central Services and Equipment Rental & Revolving Loan Funds, and insurance. At this time the selected consultant has developed a draft of the Cost Allocation Plan and city staff is working on additional final amendments before presenting to the Council for review by the second quarter of 2016.
Quarterly City Newsletter	ALL	Nov. 2016	25				Publication months: FEB. MAY. AUG. NOV.
Flood Control Zone District (FCZD)	Chelan Cty/HA	Oct. 2016	40				The FCZD Steering Committee has had the initial meeting; the goal of the group is to develop the Chelan County Flood Control Plan. Council provided update at October 2015 Study Session, work continues on developing master plan.
City/TBD/PRSA Annual Reports - 2015	CS	May 29, 2016	25				These reports are required by the State annually to be completed within 150 days in the year following the previous year. The TBD (Transportation Benefit District) report has been completed, reviewed by Councilmember Neighbors and submitted to the State Auditor's Office. The PRSA report is in progress.

Annual Objective and Project Tracker 2016
 APRIL 2016

Objective Description	Lead	Estimated Completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
Lodging Tax Annual Report	CS	March 1, 2016	100				This report is required by the State to be completed annually by March 1st of each year.
Icicle Work Group	JW	TBD	25				The Icicle Work Group is made up of various stakeholders with interests in the stream flow and water rights associated with Icicle Creek. A basic package of projects has been developed with the stakeholders asked to review and support the base package of project to move forward for NEPA/SEPA scope review.
Water Rights Application	JW	TBD	35				SB 6513 was approved by the Governor and 2016 Legislature. The next step in this process is to restart the water permit processing; Chelan County will coordinate a meeting with Ecology to begin the process.
Personnel Hiring	JW	TBD	100				The Water Supervisor has given notice of retirement February 15, 2016. Ms. Arnica Briody has been employed to fill this position. Her start date is February 8, 2016. Park/Utility Maintenance Worker Position Tom Bolin was began employment on March 1 st . The City is currently at full staffing levels.
Loadman Weight System	HA/CS	TBD	85				At this point Staff continues to have issues with hardware and software equipment and data collection. Presently the system hardware is being redesigned, at the contractor's expense, in an attempt to meet project specifications.
Grant Administration	CS	Dec. 2016	25				Currently the finance department is administering 12 open grants. Grant related projects include Citywide Improvements (DOT - Federal), CDBG (Federal), Commercial Street 3 rd -8 th (DOT-Federal & TIB - State), DOE Solar/Energy (2 DOE grants – both State), Stormwater/Wetland Mitigation Grant (DOE – State). Chumstick Trail / Utility Improvements (DOT-Federal) Additionally Finance continues to monitor Meadowlark LID Project Costs for the offsite utilities. Finance staff continues to work on closing out the Citywide Improvement grant and will be working on closing the Commercial Street project, Solar/Energy & Stormwater/Wetland grants next. Two new grants for crosswalks (DOT – Federal) have begun reporting in 2016 for planning stages as well as the TIB Residential repair grant and WWTP Loan/Grants to begin in 2016.

Annual Objective and Project Tracker 2016
 APRIL 2016

Objective Description	Lead	Estimated Completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
Regional Stormwater / Wetland Strategy / Management Plan	All	Oct. 2016	60				"Green infrastructure" Planning Commission workshop and public forum (third forum) held on November 18, 2015. Planning Commission will now work on development of Master Plan for Project Area.
Accessory Dwelling Unit Code Update	NP	March 2016	100				Adopted March 22, 2016.
Review and study Overnight / Vacation Rentals in the residential neighborhoods	NP	Dec. 2016	15				Short term rentals are specifically listed for commercial districts, and are not permitted in residential districts. The "non-permitted" conversions exist, and the Council desires to address this topic. April 6, 2016 is the first PC forum to receive public feedback.
Transportation Element update - Future Streets Map	NP	Dec. 2016	2				Update the future streets map within the Transportation Element, and add streets to create planned circulation patterns ("Grid" street). Planning Commission meeting of March 2, 2016 included review of the street system and mapping "homework."
LMC and Comp Plan - Create "forgiving fees" LMC and/or "forgo fees" option	NP	Dec. 2016	50				Research has begun to create the option for the Council to forgive or forgo fees to support or subsidize City desired projects. Planning Commission meeting of March 2, 2016 included preliminary draft of new LMC.
Proactive approach to Tiny Homes / Tiny Dwelling Units. Clarify distinction of Duplex and new ADU regulations. Study substandard lot (less than 60ft) and building size ratio	NP	Dec. 2016	-				The "tiny home" trend is developing throughout the nation, and the Council desires a proactive approach to this housing option. With the update of the ADU regulations, how is such differing from a Duplex? Study small lots, and research if 'sized right' buildings are necessary to address "scale" and impact.

Annual Objective and Project Tracker 2016
 APRIL 2016

Objective Description	Lead	Estimated Completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
The Pine Village KOA Comp Plan amendment from R to TC. Return Camp Grounds to the TC listed uses. Address Park Models and other existing uses / criteria for Camp Grounds	NP	Dec. 2016	-				The Pine Village KOA property will need a Comp Plan amendment (KOA: R - TC). The Comp Plan needs to be updated to reflect the zoning established by annexation; and the inadvertent removal from the Listed Uses will be fixed; and criteria for CUP updated to reflect current trends and the industry.
KOA Annexation	NP/JW	TBD	70				Ownership change of property, annexation progress currently on hold. Staff has met with new owners and provided previous engineering and planning documents. New owner is developing plans for water/sewer and roadway improvements. Property owner has approached the City with changes to the annexation agreement.
Ida Allen Trust rezone from RL 6 to LI	NP	Dec. 2016	-				This proposal seeks to rezone three properties adjacent to the existing LI district from residential to Light Industrial. The property appears more conducive for these uses and the owner desires this district.
Increase height of GC from 35' to 50'	NP	Dec. 2016	-				The proposal seeks to amend the development regulations to change the maximum height of the General Commercial zone to be consistent with the Central Commercial district zoning.
Willkommen Village rezone from RM to GC Willkommen Village rezone from RL 12 to RL10	NP	Dec. 2016	-				This proposal seeks to rezone a portion of a 29.9 acre parcel to create a mixed use development. The existing parcel is currently bisected by Residential Low Density 12,000, Multifamily Residential, and General Commercial district zoning. The proposal is to change all of the zoning to General Commercial zoning – excepting the northern portion of the lot directly adjacent to Riverbend Drive, which will become Residential Low Density 10,000 zoning.

Annual Objective and Project Tracker 2016
 APRIL 2016

Objective Description	Lead	Estimated Completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
Economic Development Element review and update	NP	Dec. 2016	-				State mandated comprehensive plan and development regulations (RCW 36.70A.130) update. Consistency: Live/ work units, Incubator sites, Home Occupation, Commercial Recreation and more.
LMC - Definitions - consolidation (Compile definitions of LMC Title 21 and Title 18).	NP	Dec. 2016	-				For ease of use definitions can be consolidated into one section of the LMC. In addition, the existing LMC uses same terms with differing definitions.
LMC - Update the OWBAT Substantial Alteration threshold.	NP	Dec. 2016	-				Exempt sprinkler costs or other similar life safety improvements from the calculations of substantial alterations. Expand Admin Deviations and flexibility in review of remodels in regarding to "triggering" the threshold for total exterior compliance with the OWBAT.
"Split Zoning" clean-up city-wide. Alleys as delineators.	NP	Dec. 2016	-				Review the existing land use maps and revised to remove "bisected" properties.
Mandatory Comp Plan and development regulations update.	NP	Dec. 2016	-				State mandated comprehensive plan and development regulations (RCW 36.70A.130) update. Entire Comp Plan reviewed and adopted for 2017. Although the City has progressed to meet this mandate by updating and adopting individual elements and plans, a final complete "package" in include a final review and adoption be create a 2017 Comprehensive Plan (including all elements and plans).

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 APRIL 2016

Objective Description	Lead	Estimated Completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
TMDL Regulations and Compliance WWTP	JW/HA Varela & Asst.	Initial Project Planning 2016 Construction 2020	15				City in communication with DOE, City of Cashmere and PUD to discuss application of TMDL measurement protocol.
Waste Water Treatment Plant Facility Plan: TMDL Compliance/Facility Upgrades WWTP	JW/HA Varela & Asst.	December 2016	25				This is the Waste Water Treatment Plant Comprehensive Plan update that is required to be completed by the City prior to the end of 2016. City has finalized contracts with DOE and Varela & Associates. Facility review is being scheduled.
Waste Water Treatment Plant Discharge Permit Renewal	JW/HA	TBD	40				Initial flow information, compliance info, and request for renewal submitted to DOE in August 2014. The renewal of this permit has been put on hold administratively by the Department of Ecology while the City develops the Waste Treatment Facility Plan.
Utility Rate Study	CS/JW	Sept 2016	10				RFQ was developed for consultant services for the utility rate study; the City received 3 responses that will be scheduled for a committee review in April. The study will include review of operational and capital costs, revenue stream, and cost allocation to user classes.
Well Improvements	AB/HA	Summer 2016	10				Interior painting of well house needed, Well # 2 maintenance/repair scheduled for 2016.
Well Site Grounds Cleanup	HA	2015	80				Project includes general cleanup and organization of surrounding property. Initial planning completed and work has begun as of April. Work continues with completion scheduled Spring 2016.
Assistance to Leavenworth Winter Sports Club (LWSC), Ski Hill Area	JW/HA	TBD	30				City has completed engineering review and legal review of providing water access. In 2015 City Council approved \$20,000 in funding request for LWSC. Awaiting review opinion of Forest Service on temporary snow making. Council to consider 4 year commitment for funding of LWSC in Budget Development.

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 APRIL 2016

Objective Description	Lead	Estimated Completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
Festhalle Improvements	JW/HA	TBD	100				The rollover bond funds from 2014 total \$34,000. Leavenworth Electric under contract for electrical upgrades in kitchen completed. Festhalle Oversight Committee to consider future developments – staging, rack and pole equipment, light bar, etc.
Warehouse Parking Improvements	JW/HA	October 2015	25				Current remaining funds are at \$95,042. Council reviewed scope of improvements with IntegriTech Engineering firm: lighting, fall protection, etc.
Wenatchee River Trails / Bank Restoration	HA / NP	Summer 2015	80				This project is a partnership with Chelan County Department of Natural Resources, includes limiting access to several locations and then improving those access locations. All work with the exception of the rock access steps has been completed. Rock access construction by Chelan County Department of Natural Resources remains unknown at this time.
DOT Property Acquisition	JW	TBD	20				City Council has reviewed possible purchase of a portion of Hwy. 2 DOT Property at August Study Session. Proposal letter sent to DOT Central Region Office, awaiting response. Awaiting DOT review and response, tentative date Apr. 2016.
Pine Street Funding Strategy	JW/HA	Dec 2016	20				Application for STP Funding was made in March. Presentation given to TIB Board in March in preparation for July application.
Gustav's/LINK Transit Crosswalks	HA/JW	Sept 2017	15				Funding has been secured for the installation of two Pedestrian Crosswalks on Hwy. 2. TD&H has been contracted for design work. Survey work scheduled for Apr. 2016.

Annual Objective and Project Tracker 2016
 APRIL 2016

Objective Description	Lead	Estimated completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
Chumstick W/S - Multi Use Trail Project	JW/HA	Sept. 2016	15				Bid authorized and completed, Council to review bid award April 12, 2016.
Meadowlark On-site Utility Improvement Project	JW/HA	TBD	20				Meadowlark Developers have canceled future development work for this project. Staff working with Department of Commerce to finalize CDBG contract termination.
Meadowlark Strasse Street Extension to Chumstick Hwy.	JW/NP/HA	TBD	-				Begin conversations with developer and Chelan County on future road construction project. Design and funding program need to be developed.
Cemetery Software	AR/HA	Sept 2016	95				Project includes replacement of outdated software. Initial data transfer and software installation has been completed. Additional missing data is in the process of being installed in conjunction with fine tuning of the application.
Cemetery Kiosk	HA	Sept 2016	50				Project involves developing a directional Kiosk at the cemetery based on the capabilities of the new software. Awaiting software completion and data entry of lot information.
Residential Street Asphalt Maintenance Program	HA	August 2017	-				City awarded TIB Funding for reclamation and asphalt improvement to Whitman Street and Commercial Street (3rd to Joseph). Engineering for this year and work completed early 2017.
Commercial (3 rd to 8 th)	JW/TD&H	Sept. 2015	98				Physical Completion. Paperwork review and processing to close out project. Ribbon cutting held in March 2016.
Facility Energy Audit and Projects	HA/JW	Sept 2015	98				City Hall, Festhalle, Waste Treatment Plant, Outdoor Pool 98% complete. In 2016 energy use will be monitored and an assessment completed to ensure energy savings are consistent with those identified in the Performance Grade Energy Audit completed in 2014.

**Annual Objective and Project Tracker 2016
APRIL 2016**

Equipment Purchases:	Lead	Completion Date	2016 Recommended Equipment Purchases				
2016 Forklift	HA/CS	December 2016	-				This is the replacement of the 1987 Clark Forklift .Est. cost is \$18,000. This item was not included in the original budget and if replaced will be included as a budget amendment. Due to staff changes and Council approval; this item is no longer on the purchase list and will be sold in auction once the new loader below is purchased.
2016 – New Request for a 2 nd Loader	HA/CS	June 2016	50				The City utilizes two front end loaders, one is owned by the City and the other is rented for 5 to 6 months per year to generally assist in snow removal during winter months. Staff is looking at the annual rental cost which ranges from \$20 - \$24K per year to be offset by a loan to purchase a second loader. The estimated cost for a newer used loader is about \$100K and could be purchased over a 5 to 10 year period that may reduce costs for the City. In March council authorized proceeding with this change staff is currently researching used loaders.
2016 Ford F-350 XL Super Duty 4x4 Truck/Plow/Dump/Sand	HA/CS	Oct 2016	100				This is the replacement of the 1999 Ford F-350 4x4 used for plowing, sanding, dumping and other public works related work. Est. cost is \$34,000 for a new vehicle. Staff has submitted the purchase request for this vehicle and will report the final cost upon delivery in approximately 90 days.

**Annual Objective and Project Tracker 2016
APRIL 2016**

Objective Description	Lead	Estimated completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
Pine Street Reconstruction	JW/TD &H	August 2018	25				Since last update, City Council has discussed/reviewed ROW width and roadway amenities. Work at this time is focused on developing funding package for project.
Parking Enforcement	NP/JW	May 2016	90				Code amendments approved. Coordination underway with Pacific Patrol to implement enforcement of code changes.
Animal Control Contract Amendment	JW	Jan 2016	100				Animal Control Contract may need amendments to address transfer of animals and dangerous dog enforcement. In discussion with Wenatchee Valley Humane Society. Consideration by Council in Feb. 2016.
W. Cherry Street	HA/JW	TBD	10				W. Cherry Street water supply lines are problematic in supplying water for current and future use of area. Investigation of water lines underway to develop options for repair and probable costs.
Development of 2017-2022 STIP	HA/JW	July 2016	-				Annual process of developing Transportation Improvement Plan, ratifying and providing to State DOT.
2017 Legislative Initiatives	JW	Nov. 2016	25				Resolution #10-2015 Top 5 Priority Legislative Initiatives for 2016 top priority approved.. Follow-up this year includes scoring of work completed by legislatures and development of initiatives for 2017 session.
Tubing and Rafting RFQ/Franchise	HA/JW	March 2016	40				Public Safety Committee and Parks Committee have requested that City consider development of a RFQ/RFP for rafting and tubing company's use of City park property. Rafting permits issued with tighter controls on parking and use. Discussions underway with Tubing Companies.
FEMA Training and tabletop exercise	HA/JW	Sept. 2016	-				New Council Members will require initial Emergency Management Training. Chelan County is also scheduling a training activity within Leavenworth for later this year.

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APRIL 2016**

Objective Description	Lead	Estimated completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
Skate Park Removal and Replacement Plan	JW/NP	TBD	20				Discussions underway with School District and RCO. Council to discuss at April Study Session.
Osborn School Site	JW	2018	5				This item discussed at Apr. Residential Advisory Committee. Consideration of this item dependent on Cascade School District future buildout decisions. Staff has been in contact with District as to the interest in the City in the future reuse/ownership of property if and when it becomes available.
Park Plaza Planning/Construction	JW	2017	5				Council to consider approval of PSA with J.A.Brennan Associates for architectural services for this project. Full project funding not identified at this time. Project oversight through Downtown Steering Committee.

LEGAL

Objective Description	Lead	Comment
Water Rights Negotiations	JW	Tom Pors, legal consultant, ongoing discussion with Department of Ecology to develop a settlement agreement. Icicle Water Work Group working on identifying projects that may result in additional water rights and litigation settlement. Update to District Court submitted by City and DOE Sept. 2015, Icicle Work Group solution still appears as the best option for both parties.
Water Rights Transfer Process	JW	City has had several land owners requesting the transfer of water rights (typically well water rights) to the City. Process needs to be explored and developed to acquire these rights

Objective Description	<p align="center">New Projects, Initiatives or Pending Projects The items listed below are items that are new for 2016 or on hold from previous years:</p>
"Pocket" Park exploration and study	Parks Plan.
Water Meter Replacement Project	Submitted application and passed initial threshold with public works board. Legislature cut PWTF funding for 2014. Project on hold until funding secured.
Icicle II Design Work	On hold until funding is secured.
Emergency Response Ordinance.	Staff will be reviewing ordinances pertaining to emergency response powers necessary when the Council/Mayor declares a significant disaster has occurred. Ordinance changes may be necessary to ensure City can recover reimbursement funding where possible and address public health issues quickly and deliberately.
"Sister City" Initiative	Selected potential cities identified, next step is to develop introductory letter and package.
Addition of Fire/Water feature in the downtown area.	Item has been referred to the Downtown Steering Committee to be considered with the Royal Lady Plaza Planning.
Review of Comprehensive Parking Program	Discussions underway in Economic Development Committee on reviewing and investigating changes to current parking program.
Council Tours of Waste Treatment Facility, Water Plant/Well Field, Parks.	Schedule in March-April, weather dependent.
Community Planning Assistance for Wildfires Program (CPAW)	March 23, 2016 City of Wenatchee kick-off meeting. Leavenworth's participation may develop into use of this information to develop its Wildfire Master Plan. DNR Natural Hazards Plan was previously adopted, and a Leavenworth-centric plan can be created.
Downtown Street Side Recycling	The Downtown Steering Committee is exploring the options on enhancing the current downtown recycling pilot program.
Council Goal and Objective	City Council is working through a Goal and Objective work sheet which will be used to begin formulating the 2017/2018 budget. Discussion is scheduled for upcoming City Council Study Sessions.

CITY COUNCIL 2016 FUTURE AGENDA ITEMS

ITEMS NOT SCHEDULED AT THIS TIME

- Elected Officials Training – Ongoing
- Cemetery Code cleanup – Angela/Herb/Chantell
- Rate & Fee Amendments: Cemetery Rate Adjustments – Parks/Chantell
- Water/Sewer Code Review for Potential Amendments/cleanup – Chantell/Nate
- KOA Annexation & Zoning – Nate

January 5, 2016 Sue press release on or prior to December 31
Tentative – Special Meeting Orientation Only with Incoming Councilmembers

January 12, 2016

9:00 AM Study Session:

- New Councilmembers Oath of Office – Chantell Steiner
- Chamber Report
- Chelan County Emergency Management – Joel Walinski
- State Auditors Exit Conference 2013 -2014 – Chantell Steiner
- Mayor Pro-Tem and Committee Assignments – Joel / Sue
- Development Services Department 2015 Year End Review – Nathan Pate
- Fence Code Update – Nate Pate
- Project Updates – Joel/Herb/Nate
 - Festhalle Kitchen Improvements
 - Wetland / Stormwater Regional Plan
 - Chumstick Trail / Water/Sewer Extension
 - Parking Lot Improvements (P1, P2, P3)
 - Pine Street
 - TIB Roadway Preservation
 - Crosswalks: Gustav's and LINK Locations

Council Meeting:

- Public Hearing on East Pine Street Annexation – Nathan Pate
- Motion to Elect Mayor Pro-Tempore – Sue / Joel
- Authorization to Bid Chumstick Waterline / Trail Project – Joel Walinski
- Ordinance 1516 Annexation Request – East Pine Street Area – Nathan Pate
- 2016 Pacific Security Contract – Joel Walinski (current extension ends on 1/30/2016)
- Approval of Meadowlark Subdivision Street Names – Nathan Pate
- Appoint Scott Bradshaw to Planning Commission Position No. 5
- Future Info Item: Mayor & Mayor Pro Tem Committee Assignments

January 15, 2016 Special Council Meeting @ 9:00 AM:

- Motion to Suspend Council Rules Section 19 – Chantell Steiner
 - Approval of Development Annexation Agreement – Nathan Pate
 - Ordinance 1517 Annexation Request Prusik Investments, LLC (Pete Olson) Property – Nathan Pate
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January 26, 2016 Council Meeting:

- Joint meeting with Planning Commission – Nathan Pate
 - Acceptance of 2016 Planning Commission Docket – Nathan Pate
 - Annexation Request Property Owner Discussion – Cascade School District
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- a. Annexation Request – Cascade School District
 - b. Motion to Set a Public Hearing on Annexation Request for Cascade School District
 - Ordinance 1518 East Pine Street Neighborhood Amendment – Nate Pate
 - Chelan County Marijuana Ban – Nathan Pate
 - Senior Center Service Contracts – Herb Amick
 - a. Custodial Services and Attendant
 - b. Evening Closure of Public Restrooms
 - c. Recycle Center Gate and Custodial Attendant
 - Resolution N. 1-2016: Authorization/Execution of Loan Agreement Wastewater Facility Plan
 - Ordinance 1519 - 2016 Budget Salary Schedule – Chantell Steiner
 - Mayor Pro Tempore Standing Committee Assignments – Joel Walinski
 - Mayor Ad Hoc Committee Assignments – Joel Walinski
 - Info: Group Funding Applications Due by March 1st
-

February 9, 2016

9:00 AM Study Session:

- Chamber Report
- Animal Control / Humane Society – Dawn Davies – Joel Walinski
- Parking Improvements – Joel Walinski
- Council Communication – Joel Walinski
- 2016 Draft Agenda Items & Objectives and Project Tracker – All Staff
- Quarterly City Newsletter Recommendations – Distribution in March – Sue Cragun
- Council Discussion:
 - ~~Quarterly Leavenworth Pride Award Recipient – To Be Presented at Feb 23 Council Meeting, write up in March Quarterly Newsletter – Joel/Chantell~~
 - Confirm Retreat Meeting Date / Location - Joel

Council Meeting:

- Public Hearing - Annexation Request Cascade School District at 6:45 PM – Nathan Pate
 - Ordinance 1520 – Cascade School District Annexation – Nate Pate
 - Ordinance 1521 – Fence Code Update – Nate Pate
 - Special Use Permit – Noise / Ale-Fest 2016 – Sue Cragun
 - Animal Control / Humane Society Contract – Joel Walinski
 - Info Items: Reminder – Public Disclosure Commission Filing Deadline April 15th
 - Info Items: Reminder – Group Funding Applications due by March 1st – Contact City Hall
-

February 23, 2016

Council Meeting:

- Presentation: Cascade High School Girls Soccer Team Recognition Plaque
 - Proclamation Designating "World Spay Day" – Sue Cragun
 - Resolution 02-2016 CDTC Designating Representatives – Sue Cragun
 - Resolution 03-2016 Amending Rate & Fees – Chantell Steiner
 - Ordinance 1522 Parking Regulations – 1st Reading – Joel Walinski
 - Annual Council Retreat Meeting Topics – Joel Walinski
 - ~~Quarterly Leavenworth Pride Award Recipient – Mayor~~
 - Info Items: Group Funding Applications due by March 1st – Contact City Hall
 - Info Items: Council Retreat, March 4, 2016, 8:00 a.m. – 2:00 p.m. – Bavarian Lodge Montafon Room
-

March 4, 2016 Council Retreat Draft Agenda:

- Budget Planning for 2017-2018 8:00 AM to 2:00 PM – Breakfast starts @ 7:00
 - Goals & Priorities
 - City Department Structure
 - Overview of Revenues & Expenditures
 - Project Updates / STIP / CIP
-

-
- Financial Policy Review
 - Lodging Tax Fund Review
 - Councilmember Specific Goals
-

March 8, 2016

9:00 AM Study Session:

- Chamber Report
- Meadowlark Phase 1 Water & Sewer Discussion – Joel/Chantell/Nate
- Autumn Leaf Update – Bill Forhan – Joel Walinski
- Review Lodging Tax Group Funding Requests – Chantell Steiner
- Accessory Dwelling Unit Phase 1 Changes – Nate Pate
- Annual Council Retreat Follow-up – Joel Walinski

Council Meeting:

- Lodging Tax Group Funding Requests – Chantell Steiner
 - Authorization to Bid Meadowlark Phase I Water and Sewer – Joel Walinski
 - Motion to Suspend Development Agreement – Nate/Joel
 - Motion to Suspend Financial Policy – Chantell/Joel
 - Motion to Authorize Construction Bid Advertising - Joel
 - Ordinance 1522 Parking Regulations – 2nd Reading – Joel Walinski
 - Resolution 4-2016 Limited Parking Enforcement Authorization – Joel Walinski
 - Special Use Permit: Village Art in the Park – Sue Cragun
 - Info Items: Reminder – Public Disclosure Commission Filing Deadline April 15th
-

March 22, 2016 Council Meeting:

- Consent Agenda: Annual Retreat Minutes
 - Councilmember Request Executive Session on personnel matter regarding Mayor and City Administrator
 - Resolution 05-2016: Autumn Leaf Festival Funding Request – Joel/Chantell
 - Mayor Reappoint Andy Lane to the Planning Commission – Expires April 2016 – Sue / Nathan
 - IntegriTech General Contract Agreement – Joel Walinski/ Herb Amick
 - Authorization – Equipment Purchase for Loader – Herb/Chantell
 - Authorization – Equipment Replacement of 1999 Ford F-350 XL Super Duty 4x4 – Herb
 - Ordinance 1523: Accessory Dwelling Unit Amendments LMC 18.20.020(B)(3) - Nate
 - Contract Amendment/Varela & Associates: Waste Treatment Facility Planning - Joel
 - Resolution 06-2016: Supporting Municipal Research Services Center (MRSC) State Funding - Chantell
 - Info Items: Reminder – Public Disclosure Commission Filing Deadline April 15th
 - EXECUTIVE SESSION: RCW 42.30.110 (1)(i)(ii) Potential Litigation
 -
-

April 12, 2016

9:00 AM Study Session:

- Chamber Report
 - Special Use Permit – Mai Fest Bier Tent – Joel/Sue
- Update on School District Project Regarding the Skatepark – Nate/Joel
- Ad Hoc Housing Affordability Committee – Joel Walinski
- Council Selection for Filling Vacancy – Joel/Sue
- Discussion Site Development Permits – Nathan Pate
- Annual Retreat Follow-up / Continue Goals Discussion – Joel Walinski
- Quarterly Update Future Council Agenda Items / Project Tracking – All Staff
- Quarterly City Newsletter Recommendations – Distribution in May – Sue Cragun

Council Meeting:

- Consent Agenda: PRSA Voucher Request
 - Presentation: Icicle Work Group
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- Group Funding Report – Mark Milliette – LWSC Moose Dewlap Citizens Trek
 - Group Funding Report – Shane Wilder– Ski Hill Heritage Leavenworth Film Festival
 - Chumstick Multi-use Pathway and Water Sewer Project Bid Award – Joel Walinski
 - Chumstick Lift Station/Generator Bid Award – Joel Walinski
 - Supplemental Agreement #5 for PACE Engineering – Joel Walinski
 - Annexation Request Property Owner Discussion – Nathan Pate
 - a. Annexation Request – Chuck Reppas
 - b. Motion to Set a Public Hearing on Annexation Request for Chuck Reppas
 - Special Use Permit: Mai Fest Bier Tent Request – Chamber of Commerce – Joel/Sue
 - Ordinance 1524 Quarterly Budget Amendment – Chantell Steiner
 - Resolution 07-2016: Liquor Excise/Board Profit Revenues Supporting Substance Abuse Programs – Chantell Steiner
 - Brennan & Associates Park Plaza Design Contract – Joel Walinski
 - Info Items: Final Reminder – Public Disclosure Commission Filing Deadline April 15th
-
-

April 26, 2016 Council Meeting:

- ~~Mayor Reappointment of Lisa Romine to the Housing Authority of Chelan Cty. Board of Commissioners (Due May 2017) – Sue~~
 - Public Hearing - Annexation Request Chuck Reppas Property at 6:45 PM – Nathan Pate
 - Ordinance XXXX – Annexation Chuck Reppas Property – Nathan Pate
 - Special Use Permit: Noise Variance Leavenworth Church of the Nazarene 2016 – Sue Cragun / Joel Walinski
-
-

May 10, 2016

9:00 AM Study Session:

- Chamber Report
- Draft Six-Year Transportation Improvement Plan – Herb Amick
- Discussion Regarding Non-Conforming Uses – Nate Pate (requested by Larsen at 3/22 evening mtg)
- Annual Retreat Follow-up / Continue Goals Discussion – Joel Walinski

Council Meeting:

- ~~Booster Club Letter for Parking – Sue Cragun (keep for reminder only not for agenda approval)~~
 - Consent Agenda – PRSA Voucher Request
 - Group Funding Report – Steve Maher – Wenatchee Valley Velo Club Tour de Bloom's Leavenworth Race (630-2090)
 - Special Use Permit: Oktoberfest Noise Permit – Sue Cragun / Joel Walinski
 - Contract Amendments / Project Acceptance – Commercial Street – Chantell Steiner / Joel Walinski
 - Info: Joint Mid-Year Meeting with the Planning Commission on May 24, 2016
-
-

May 24, 2016 Council Meeting:

- Consent Agenda: Motion to Set Public Hearing Six-Year Trans. Imp. Plan on 6/14/2016 @ 6:45 PM
 - Joint Mid-Year Meeting with Planning Commission – Nathan Pate
 - Mayor Reappoint Peter DeVries to the Design Review Board – Expires June 1, 2016 – Sue / Nathan
 - Info: Transportation Benefit District Meeting to Follow Regular Council Meeting
-
-

June 14, 2016

9:00 AM Study Session:

- Chamber Report
- Ban on Fireworks Discussion (if needed) – Joel Walinski

Council Meeting:

- Consent Agenda – PRSA Voucher Request – Chantell Steiner
 - Public Hearing on Six-Year TIP @ 6:45 PM – Herb Amick
 - Resolution XX-2016 Amending 6-year TIP for 2017 – 2022 – Herb Amick
 - Motion to Approve 2015 Annual Report for the City of Leavenworth – Chantell Steiner
 - Info: 2015 Water Use Efficiency Report – June 28, 2016
-
-

June 28, 2016 Council Meeting:

- Discus: 2015 Water Use Efficiency Report – Arnica/Herb Amick

July 12, 2016**9:00 AM Study Session:**

- Chamber Report
- Quarterly Update Future Council Agenda Items / Project Tracking – All Staff
- Quarterly City Newsletter Recommendations – Distribution in August – Sue Cragun
- Council Discussion: Quarterly Leavenworth Pride Award Recipient – To Be Presented at July 26 Council Meeting, write up in August Quarterly Newsletter – Joel/Chantell

Council Meeting:

- Ordinance XXXX – Quarterly Budget Amendment – Chantell Steiner
- Info Item: Mayor’s Annual Breakfast, 8/x/2016 at the Wild Huckleberry, 7:00 – 9:00 a.m.

July 26, 2016 Council Meeting:

- Quarterly Leavenworth Pride Award Recipient – Joel/Chantell
- Discus: Wetland Stormwater Update – Nathan Pate
- Info Item: Mayor’s Annual Breakfast, 8/x/2016 at the Wild Huckleberry, 7:00 – 9:00 a.m.
- Info Item: Transportation Benefit District Meeting to follow Regular Council Meeting

August 9, 2016**9:00 AM Study Session:**

- Chamber Report

Council Meeting:

-

August 23, 2016 Council Meeting:

- Info Item: 2017/2018 Biannual Budget Update Review begins with Finance Committee review 9/27/2016

September 13, 2016**9:00 AM Study Session:**

- Chamber Report
- Oktoberfest Special Use Permit Update – Joel Walinski
- 2017 Utility Rates – Joel Walinski
- Six-Year Capital Improvement Plan Review – Herb Amick / Joel Walinski

Council Meeting:

- Consent Agenda: Motion to Set Public Hearings for the Six-year Capital Facilities Plan on 9/27/16 @ 6:45 PM
 - Group Funding Report – Dave/Nancy Bartholomew – Simply Living Farm Sustainable Living/Farming Tour (888-6668)
 - Approve Traffic/Foot Patrols Needed for Oktoberfest – Joel Walinski
 - Special Use Permit Noise - Timbrrr! Winter Music Festival – Joel Walinski
 - Info Item: Committee Budget Reviews Finance & Econ 9/27/16, Parks & Public Works 10/11/16
 - Info Item: Six-Year Capital Facilities Plan Public Hearing and Resolution for Approval
-
-

September 27, 2016 Council Meeting:

- Consent Agenda: Set Public Hearing on Ad Valorem Tax & Biennial Budget Review on October 25, 2016 @ 6:45 PM
- Public Hearing on Six-Year Capital Facilities Plan – Joel Walinski / Herb Amick
- Resolution XX-2016 Six-Year Capital Facilities Plan – Joel Walinski / Herb Amick
- Info Item: City Administrator Annual Review
- Info Item: Public Works and Parks Subcommittee Meetings for Budget Update 10/11/2016

October 11, 2016**9:00 AM Study Session:**

- Chamber Report
- Discussion Rates & Fees – Chantell/Joel
- Quarterly Update Future Council Agenda Items / Project Tracking – All Staff
- Quarterly City Newsletter Recommendations – Distribution in November – Sue Cragun
- Council Discussion: Quarterly Leavenworth Pride Award Recipient – To Be Presented at October 25 Council Meeting, write up in November Quarterly Newsletter – Joel/Chantell

Council Meeting:

- Consent Agenda: PRSA Voucher Request
- Quarterly Leavenworth Pride Award Recipient – Mayor
- Ordinance XXXX Quarterly Budget Amendment – Chantell Steiner
- 2017 Chelan County Prosecution Services Agreement – Joel Walinski

October 25, 2016 Council Meeting:

- Consent Agenda: PRSA Voucher Request
- Group Funding Report – Steve Maher– Run Wenatchee Oktoberfest Trail Run (630-2090)
- Public Hearing on Ad Valorem (Property) Tax & Biennial Budget Review @ 6:45 PM – Joel Walinski
- Oktoberfest Wrap-up – Set Public Meeting Date November 22, 2016 @ 6:45 PM – Joel Walinski

November 8, 2016**9:00 AM Study Session:**

- Chamber Report
- Review of Rate & Fee Schedule for 2017 – All Staff
- Initial Review of 2017 Planning Commission Docket – Nathan Pate

Council Meeting:

- Consent Agenda: PRSA Voucher Requests
- Ordinance XXXX Adopting Ad Valorem Tax –Chantell Steiner
- Ordinance XXXX Authorizing Special Levy – Chantell Steiner
- Authorize Mayor to Sign Tax Levy – Chantell Steiner
- Approval of SUP for Christmas Lighting Festival – 3 yr. renewal in 2017 – Sue Cragun / Joel Walinski

November 22, 2016 Council Meeting

- Oktoberfest Wrap-up Discussion with the Public @ 6:45 PM – Joel Walinski
 - Mayor Reappoint Robert Smith to the Design Review Board – Expires December 1, 2016 – Sue / Nathan
 - Approval Traffic/Foot Patrols needed for Christmas Lighting – Joel Walinski
 - 2017 Emergency Management Services Contract – Joel Walinski
 - Cancel December 27, 2016 Council Meeting – Joel Walinski
 - Info: 2017 Rate & Fee Schedule Adoption
-
-

December 13, 2016

9:00 AM Study Session:

- Chamber Report
- Planning Commission 2017 Docket Review – Nathan Pate
- End of Year Update Project Tracking / 2016 Future Council Agenda Items – Joel Walinski

Council Meeting

- Consent Agenda: PRSA Voucher Request End of Year Final – Chantell Steiner
- Resolution XX-2016 for 2017 Rate & Fee Schedule – Chantell/Joel
- Ordinance XXXX Budget Adoption 2017/2018 Budget – Chantell Steiner
- Info: Transportation Benefit District Meeting to Follow This Evening

-
- EXECUTIVE SESSION: RCW 42.30.110 (1)(i)(ii) Potential Litigation
 - EXECUTIVE SESSION: RCW 42.30.140 (4)(b) Collective Bargaining



Leavenworth Courier

News from the Leavenworth City Council

SUMMER 2015



INSIDE THIS ISSUE:

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- City Pool Opening Soon 2
- Pool Safety 3
- Summer Festivals & Events 3
- Regional Storm-water Wetlands Master Plan 3
- Project Updates 4



2014 Annual Consumer Confidence Water Report

The City of Leavenworth is pleased to present to you this year's Annual Water Quality Report. This report is designed to inform you about the quality of the water and services delivered to residents every day.

The water treatment plant operators maintain the constant goal of providing a safe and dependable supply of drinking water and are continually improving the water treatment process as well as protecting our water resources.

You may review the report at www.cityofleavenworth.com

"A Visit With Dude Brown"

By Carolyn A. Wilson
Leavenworth City Council



If you mention the name "Dude Brown" in Leavenworth, most people will know exactly who you are talking about. Not only was he the Sheriff in the early 1900's when Leavenworth was still wild and woolly, he also was a gold miner in Alaska, a Forest Service Packer, a Chelan County Commissioner, and a State Legislator!

Do you want to know more about this fascinating character and have fun to boot? Plan to attend "A Visit with Dude Brown" on Friday night, June 5th at 8:00 PM at the Snowy Owl Theater on the grounds of Sleeping Lady Mountain Retreat.

Dude will be portrayed by well-known actor and founder of Leavenworth Summer Theater, John Wagner. It is rumored that several City officials will appear in the show as rather dubious and shady characters! Some might say that is type casting at its best!

Tickets are available at the Upper Valley Museum and also at the door the night of the show. The Icicle Creek Center for the Arts will be selling concessions in the lobby before the show. Be sure to mark the date and come join the fun. How often do you get to meet an icon "in person"!

Call the Leavenworth Upper Valley Museum for more information 548-0728.



Restroom Addition at Lions Club Park

The Leavenworth Lions Club and Projekt Bayern teamed up last summer to build a shell structure which will become the restroom addition in Lions Club Park at a cost of \$160,000. One-Way Construction NW was contracted to build the structure which is attached to the existing Lions Club Storage building that is located inside the park. Once construction of the building was completed, the City joined in and purchased all of the interior restroom fixtures and provided the labor to complete the interior of the restroom project.

The project is nearing completion, although there are still some finishing touches that are necessary in order for the new addition to be in compliance with Leavenworth's Old World Bavarian Alpine Theme. Projekt Bayern has provided the necessary funds to complete a hand painted mural alongside the building and the City will provide the landscaping and pathways.

The restrooms are tentatively scheduled to open on May 1st this year. This will be just in time for the Lions Club Community All-You-Can-Eat Breakfast events that take place from Maifest through Oktoberfest in Lions Club Park.



Leavenworth Mosquito Control District

Don't Give Mosquitoes a Chance!



Only female mosquitoes bite people. Both male and female feed mainly on fruit and plant nectar, but the female also needs the protein in blood to help her eggs develop. Once she's had her fill of blood, she'll rest a couple of days before laying eggs.

Female mosquitoes can lay up to 300 eggs at a time. Usually, the eggs are deposited in clusters—called rafts—on the surface of stagnant water, or they are laid in areas that flood regularly. Eggs can hatch in as little as an inch of standing water. Females will lay eggs up to three times before they die.



Season Pool Passes on Sale Now!

Family Pass
PRSA \$140 / Non \$170

Individual Pass
PRSA \$80 / Non \$100

Senior Pass
PRSA \$50 / Non \$60

Day Use
PRSA \$3.25 / Non \$5.25

Day Use Senior
PRSA \$2.25 / Non \$4.25

Day Use Lap Swim
PRSA \$3.25 / Non \$5.25

The Leavenworth Mosquito Control District needs your Help. Mosquitoes need water to breed and grow. It doesn't take much water and it doesn't take much time. So, almost anything that will hold water for one week or more can produce these pests. Many places around your home may be causing mosquito problems. Get rid of places where water collects and mosquitoes won't have a chance. Tarps, tires, buckets, and boats should be drained. These small sites provide habitat for the house mosquito which can carry West Nile virus.

*If you see two or more mosquitoes, call **Manager Jenny Mullins at 393-2482** and she will try to locate the source of the problem.*

Our district was recently featured in the Spring 2015 issue of Mosquito Control Magazine due to our success in controlling all types of mosquitoes. (The magazine is available online: we are on pages 4 and 5.) We would like to thank all of you who helped us to achieve this honor. Your efforts to keep your yard free of standing water make a difference!

PHOTO: Amy Massey
2015 Spring Mosquito Control Magazine
www.cheminova-us.com



Howard Hopkins Memorial Pool

Summer Pool Season is set to begin on May 23rd!

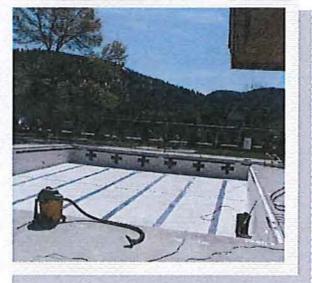
Spring has sprung! These sunny, warm days have us all eager to begin our summer and enjoy all that our pool has to offer. Opening day is scheduled for Memorial Day weekend, May 23, 2015. The official schedule will be released as we get closer to the opening date and will be available at City Hall as well as our website; www.cityofleavenworth.com



Be ready for opening day and purchase your season passes early to avoid the crowds. Passes will go on sale May 4, 2015 at City Hall during normal operating hours. City of Leavenworth staff has been working vigorously to make sure that the pool is ready for all to enjoy. You may have noticed over the past few weeks that the pool has been drained and our utility crew has been making all necessary repairs and improvements. It is

not an easy task to prepare the pool for the season, the pool must be scrubbed and tiles have to be repaired or replaced every spring.

This year you will see that we have purchased a new ladder, leveled the pool deck, painted the shower rooms and entryway, and as part of the City's energy grant, we have replaced our old pool covers with brand new solar covers. We look forward to a great season, if you have any questions regarding the pool please refer to our website; the page is updated as soon as we receive current information.





Swimming is the most popular summer activity. The best thing you can do to help your family stay safe is to enroll in age-appropriate swim lessons. Contact the city pool at 548-4142 to learn more.

- ◆ Have young children or inexperienced swimmers wear US Coast Guard-approved life jackets around water, but do not rely on life jackets alone.
- ◆ Establish rules for you family and enforce them without fail. For example, set limits based on each person's ability, do not let anyone play around drains and suction fittings, and do not allow swimmers to hyperventilate before swimming under water or have breath-holding contests.
- ◆ Even if you do not plan on swimming, be cautious around natural bodies of water including ocean shoreline, rivers and lakes. Cold temperatures, currents and underwater hazards can make a fall into these bodies of water dangerous.
- ◆ Avoid alcohol use. Alcohol impairs judgment, balance and coordination; affects swimming and diving skills; and reduces the body's ability to stay warm.
- ◆ Actively supervise children whenever around the water—even if lifeguards are present. Do not just drop your kids off at the public pool or leave them at the beach—designate a responsible adult to supervise.

Make Water Safety Your Priority

- ◆ Swim in designated areas supervised by lifeguards.
- ◆ Always swim with a buddy; do not allow anyone to swim alone. Even at a public pool or a lifeguarded beach, use the buddy system!
- ◆ Ensure that everyone in the family learns to swim well. Enroll in age-appropriate Red Cross water orientation and Learn-to-Swim courses.
- ◆ Never leave a young child unattended near water and do not trust a child's life to another child; teach children to always ask permission to go near water.
- ◆ If you go boating, wear a life jacket! Most boating fatalities occur from drowning.

Copyright © 2010 by the American National Red Cross

Leavenworth Summer Wine Walk

June 6
 Day of Fee: \$45 / person,
 \$80 / couple
 Where: Leavenworth
www.cascadefarmlands.com



Stroll through Leavenworth and sample over 60 wines at more than 20 locations. Souvenir wine glass, wine tote, passport for prize drawing, cheese and crackers at each location, live music, and more.

Kinderfest

July 4
 11:00 AM—3:00 PM
 Where: Front Street Park
www.leavenworth.org



Come celebrate Kinderfest on the 4th of July! Our Bavarian village celebrates children and their families and this event is FREE for all children. Come on out and enjoy!

* *Kiddie Bike Parade at 11:00 AM*

Regional Stormwater Wetlands Master Plan

In early March of 2015 Mayor Cheryl K. Farivar and the Leavenworth City Council initiated the development of a Regional Stormwater Wetlands Master Plan. The project is being funded in large part by a Centennial Water Grant awarded to the City by the Department of Ecology.

The goal of the project is to characterize the wetlands, identify stormwater management issues, identify potential stormwater/watershed corridors, and complete the environmental analysis to develop a detailed Stormwater Wetland Master Plan and provide the City with a Green Infrastructure Plan to assist in managing future growth of the City. The study area focuses on both the lands currently within the City and the City's Urban Growth Area. Mayor Farivar acknowledged that the number one goal in developing the proposal for the project and subsequent funding was getting the support of the community. The project was developed out of a community wide Wetland Symposium sponsored by the City Council and Chelan County in June of 2013.

The project got underway in early April; Grette Associates is performing the onsite wetland investigations and wetland analysis with the permission of the property owners. Pacific Engineering is conducting an inventory of stormwater systems, and developing an understanding of the hydrology of the region which will be subsequently used within the Plan. As work progresses, the community will be invited to "citizen outreach and forums." The first one is scheduled for the evening of June 4th at 6:30 PM in the Festhalle to discuss the beginnings of the Plan. The project is expected to be completed early in 2016, and you can access the City webpage www.cityofleavenworth.com, or contact Nathan Pate, Development Services Manager at 509-548-5275 or dsmanger@cityofleavenworth.com for more information.



City of Leavenworth
 700 Highway 2 / Post Office Box 287
 Leavenworth, Washington 98826

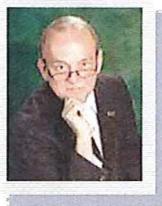
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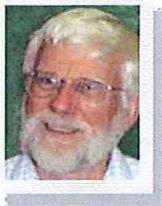
 * www.cityofleavenworth.com *



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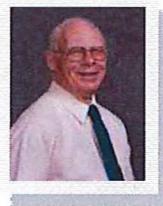
Michael Molohon



Elmer Larsen



Robert Francis



Larry Meyer



Carolyn Wilson
 Mayor Pro-Tem



John Bangsund

News from the City Council

City Project Update...

Residential Alley Grading:

Every spring our City crew works diligently on repairing residential alleyways from the previous winter. This spring, with the early thaw, needed repair work was initiated earlier than usual. Our Public Work crews were proactive on their approach; we have completed the annual spring grading and graveling as of April 17, 2015. Dust control for the alleyways has already been scheduled and will begin in the upcoming weeks. If you have any questions or concerns regarding your alley please contact the Public Works Department at (509) 548-5275.

Commercial Street Reconstruction Project—3rd—8th Street:

The City of Leavenworth City Council has awarded the Commercial Street Reconstruction project to Hurst Construction. On Thursday, April 30th a ground breaking ceremony was conducted by the Mayor and Council with initial construction to begin as early as May 4th; vehicle and pedestrian access restrictions will begin on May 18, 2015. The project consists of a new road, curbs, walks, lighting, and infrastructure and is slated to be completed by fall of 2015. During this time, access to Commercial Street between 3rd and 8th Street will be closed to all but residents and emergency traffic. Check with the City of Leavenworth website for weekly progress updates.





April 7, 2016

Mayor and Council
 City of Leavenworth
 700 Hwy. 2
 P.O. Box 287
 Leavenworth, WA 98826

Subject: Chumstick Highway Multipurpose Trail & Water Sewer Extension – Award
 PACE Project No. 13536

Dear Mayor and Council:

The Chumstick Highway Trail & Water/Sewer extension bids were opened on March 25. Advantage Dirt Contractors, Inc. of Kittitas submitted the lowest bid for each contract:

Chumstick Highway Multipurpose Trail & Water/Sewer Extension	\$ 780,899 incl. sales tax
Chumstick Highway Lift Station Pumps and Auxiliary Generator	\$ 198,653 incl. sales tax

The Advantage proposals met all conditions of award. The statements of qualifications submitted with each proposal indicated they have equipment and experience required to complete the work. Advantage has no outstanding deficiencies with Labor and Industries. The references provided in the proposals confirmed their qualifications.

The WSDOT Local Programs office also reviewed the Advantage proposals and concur with award.

We recommend the Council formally award both contracts to Advantage Dirt Contractors, Inc. Upon Council approval we will proceed with notice of award and execution of the contract.

The attached bid tabulations summarize all bids received.

If you have any questions do not hesitate to call (509)662-1762 or email larryc@paceengrs.com.

Sincerely,

PACE Engineers, Inc.

Larry M. Cordes, P.E.
 Senior Project Manager

cc: Joel Walinski

Attachments: Bid Tabulation
 Project Cost Summary

Project: Chumstick Highway Multipurpose Trail & Water & Sewer Extension
 Agency: City of Leavenworth
 Date: March 25, 2016

Bid Tabulation

Item No.	Item Description	Quantity	Unit	Engineer's Estimate		Advantage Dirt Contractors, Inc.		Pipkin Construction		Hurst Construction		J&K Earthworks	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
Schedule A													
A1	1-05.4 ROADWAY SURVEYING	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 8,966.50	\$ 8,966.50	\$ 6,000.00	\$ 6,000.00	\$ 4,450.00	\$ 4,450.00	\$ 10,000.00	\$ 10,000.00
A2	1-05.18 RECORD DRAWINGS - MINIMUM BID \$500	1	LS	\$ 500.00	\$ 500.00	\$ 567.50	\$ 567.50	\$ 500.00	\$ 500.00	\$ 580.00	\$ 580.00	\$ 500.00	\$ 500.00
A3	1-09.0 MINOR CHANGES	1	FA	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00
A4	1-09.7 MOBILIZATION	1	LS	\$ 78,500.00	\$ 38,250.00	\$ 41,823.00	\$ 41,823.00	\$ 12,000.00	\$ 12,000.00	\$ 122,000.00	\$ 122,000.00	\$ 26,000.00	\$ 26,000.00
A5	1-10.6 PROJECT TEMPORARY TRAFFIC CONTROL	1	LS	\$ 7,650.00	\$ 7,650.00	\$ 53,118.00	\$ 53,118.00	\$ 58,000.00	\$ 58,000.00	\$ 28,000.00	\$ 28,000.00	\$ 52,000.00	\$ 52,000.00
A6	2-01.5 ROADSIDE CLEANUP	1	LS	\$ 2,550.00	\$ 2,550.00	\$ 9,035.96	\$ 9,035.96	\$ 1.00	\$ 1.00	\$ 250.00	\$ 250.00	\$ 5,000.00	\$ 5,000.00
A7	2-01.5 CLEARING & GRUBBING	1	LS	\$ 15,300.00	\$ 15,300.00	\$ 23,392.30	\$ 23,392.30	\$ 45,000.00	\$ 45,000.00	\$ 44,700.00	\$ 44,700.00	\$ 28,000.00	\$ 28,000.00
A8	2-02.5 REMOVAL OF STRUCTURES & OBSTRUCTIONS	1	LS	\$ 2,040.00	\$ 2,040.00	\$ 2,383.45	\$ 2,383.45	\$ 1,000.00	\$ 1,000.00	\$ 60.00	\$ 60.00	\$ 3,500.00	\$ 3,500.00
A9	2-03.5 ROADWAY EXCAVATION INCL. HAUL	4,140	CY	\$ 15.30	\$ 63,342.00	\$ 12.54	\$ 51,915.60	\$ 13.00	\$ 53,820.00	\$ 22.00	\$ 91,080.00	\$ 15.00	\$ 62,100.00
A10	2-03.5 ROCK EXCAVATION	1,030	CY	\$ 102.00	\$ 105,060.00	\$ 41.55	\$ 42,798.50	\$ 55.00	\$ 56,650.00	\$ 57.00	\$ 58,710.00	\$ 65.00	\$ 66,950.00
A11	2-03.5 EMBANKMENT COMPACTION	2,850	CY	\$ 7.14	\$ 20,349.00	\$ 2.85	\$ 8,122.50	\$ 8.00	\$ 22,800.00	\$ 5.00	\$ 14,250.00	\$ 8.00	\$ 22,800.00
A12	4-04.5 CRUSHED SURFACING TOP COURSE	490	TON	\$ 30.00	\$ 14,700.00	\$ 22.92	\$ 11,230.80	\$ 35.00	\$ 17,150.00	\$ 42.50	\$ 20,825.00	\$ 32.00	\$ 15,680.00
A13	4-04.5 CRUSHED SURFACING BASE COURSE	570	TON	\$ 80.00	\$ 51,300.00	\$ 22.47	\$ 12,807.90	\$ 25.00	\$ 14,250.00	\$ 32.00	\$ 18,240.00	\$ 30.00	\$ 17,100.00
A14	5-04.5 BITUMINOUS SURFACE TREATMENT - TWO SHOT	2,600	SY	\$ 12.24	\$ 31,824.00	\$ 10.22	\$ 26,572.00	\$ 10.00	\$ 26,000.00	\$ 9.00	\$ 23,400.00	\$ 11.00	\$ 28,600.00
A15	6-10.5 REMOVING & RESETTING EXISTING PERMANENT BARRIER	268	LF	\$ 20.40	\$ 5,467.20	\$ 18.42	\$ 4,909.56	\$ 12.00	\$ 3,216.00	\$ 12.00	\$ 3,216.00	\$ 30.00	\$ 8,040.00
A16	7-02.5 CORRUGATED POLYETHYLENE CULVERT PIPE 8 IN DIAM.	86	LF	\$ 35.00	\$ 3,010.00	\$ 23.39	\$ 1,993.74	\$ 25.00	\$ 2,125.00	\$ 22.00	\$ 1,880.00	\$ 70.00	\$ 6,020.00
A17	7-02.5 CORRUGATED POLYETHYLENE CULVERT PIPE 12 IN DIAM.	24	LF	\$ 40.00	\$ 960.00	\$ 37.88	\$ 903.84	\$ 38.00	\$ 912.00	\$ 37.00	\$ 888.00	\$ 100.00	\$ 2,400.00
A18	7-02.5 FLARED END SECTION 12 IN. DIAM.	2	EACH	\$ 65.00	\$ 130.00	\$ 408.92	\$ 817.84	\$ 245.00	\$ 490.00	\$ 200.00	\$ 400.00	\$ 750.00	\$ 1,500.00
A19	7-02.5 CORRUGATED POLYETHYLENE STORM SEWER PIPE 48 IN DIAM. MITERED ENDS	44	LF	\$ 153.00	\$ 6,732.00	\$ 164.79	\$ 7,250.76	\$ 235.00	\$ 10,340.00	\$ 380.00	\$ 16,720.00	\$ 300.00	\$ 13,200.00
A20	7-05.5 CATCH BASIN TYPE I	3	EACH	\$ 2,000.00	\$ 6,000.00	\$ 1,032.89	\$ 3,098.67	\$ 850.00	\$ 2,550.00	\$ 1,100.00	\$ 3,300.00	\$ 1,250.00	\$ 3,750.00
A21	8-01.5 SILT FENCE	1,600	LF	\$ 2.50	\$ 4,000.00	\$ 6.13	\$ 9,808.00	\$ 5.25	\$ 8,400.00	\$ 3.82	\$ 6,112.00	\$ 5.00	\$ 8,000.00
A22	8-01.5 CHECK DAM	25	LF	\$ 12.00	\$ 300.00	\$ 80.17	\$ 2,004.25	\$ 125.00	\$ 3,125.00	\$ 4.00	\$ 100.00	\$ 100.00	\$ 2,600.00
A23	8-01.5 INLET PROTECTION	4	EACH	\$ 102.00	\$ 408.00	\$ 89.43	\$ 357.72	\$ 100.00	\$ 400.00	\$ 82.00	\$ 328.00	\$ 75.00	\$ 300.00
A24	8-04.5 CEMENT CONC. TRAFFIC CURB	40	LF	\$ 35.00	\$ 1,400.00	\$ 56.33	\$ 2,253.20	\$ 60.00	\$ 2,400.00	\$ 62.00	\$ 2,480.00	\$ 50.00	\$ 2,000.00
A25	8-10.5 FLEXIBLE BOLLARD TYPE 1	2	EACH	\$ 300.00	\$ 600.00	\$ 1,018.23	\$ 2,036.46	\$ 1,400.00	\$ 2,800.00	\$ 1,140.00	\$ 2,280.00	\$ 1,100.00	\$ 2,200.00
A26	8-10.5 FLEXIBLE BOLLARD TYPE 2	4	EACH	\$ 500.00	\$ 2,000.00	\$ 336.52	\$ 1,346.08	\$ 850.00	\$ 3,400.00	\$ 500.00	\$ 2,000.00	\$ 500.00	\$ 2,000.00
A27	8-10.5 DETECTABLE WARNING SURFACE	40	SF	\$ 40.00	\$ 1,600.00	\$ 34.05	\$ 1,362.00	\$ 15.00	\$ 600.00	\$ 41.00	\$ 1,640.00	\$ 50.00	\$ 2,000.00
A28	8-10.5 CEMENT CONCRETE SIDEWALK	147	SF	\$ 12.00	\$ 1,764.00	\$ 35.21	\$ 5,175.87	\$ 25.00	\$ 3,675.00	\$ 12.00	\$ 1,764.00	\$ 17.00	\$ 2,490.00
A29	8-15.5 QUARRY SPALLS	20	CY	\$ 40.00	\$ 800.00	\$ 45.35	\$ 907.00	\$ 115.00	\$ 2,300.00	\$ 102.00	\$ 2,040.00	\$ 100.00	\$ 2,000.00
A30	8-19.5 HANDRAIL	240	LF	\$ 164.00	\$ 39,360.00	\$ 71.01	\$ 17,042.40	\$ 125.00	\$ 30,000.00	\$ 116.00	\$ 27,840.00	\$ 70.00	\$ 16,800.00
A31	8-24.5 GABION CRIBBING	47	CY	\$ 290.00	\$ 13,630.00	\$ 174.62	\$ 8,207.14	\$ 122.00	\$ 5,734.00	\$ 237.00	\$ 11,139.00	\$ 300.00	\$ 14,100.00
A32	8-24.5 ROCK FOR ROCK WALL	134	TON	\$ 100.00	\$ 13,400.00	\$ 32.23	\$ 4,318.82	\$ 32.00	\$ 4,288.00	\$ 66.00	\$ 8,844.00	\$ 100.00	\$ 13,400.00
A33	8-24.5 BACKFILL FOR ROCK WALL	27	TON	\$ 85.00	\$ 2,295.00	\$ 21.39	\$ 577.53	\$ 15.00	\$ 405.00	\$ 18.00	\$ 486.00	\$ 50.00	\$ 1,350.00
A34	8-01.5 SEEDING, FERTILIZING, AND MULCHING - SCHOOL PROPERTY	2,070	SY	\$ 3.08	\$ 6,334.20	\$ 0.74	\$ 1,531.80	\$ 1.00	\$ 2,070.00	\$ 0.70	\$ 1,449.00	\$ 2.00	\$ 4,140.00
A35	8-01.5 SEEDING, FERTILIZING, AND MULCHING	4,350	SY	\$ 3.06	\$ 13,311.00	\$ 0.57	\$ 2,479.50	\$ 1.00	\$ 4,350.00	\$ 0.52	\$ 2,262.00	\$ 1.50	\$ 6,525.00
A36	8-01.5 BIODEGRADABLE EROSION CONTROL BLANKET	1,055	SY	\$ 12.00	\$ 12,780.00	\$ 3.88	\$ 4,132.20	\$ 4.00	\$ 4,280.00	\$ 3.60	\$ 3,834.00	\$ 3.00	\$ 3,195.00
A37	8-20.5 SCHOOL ZONE SIGNING SYSTEM	1	LS	\$ 35,700.00	\$ 35,700.00	\$ 37,056.00	\$ 37,056.00	\$ 30,000.00	\$ 30,000.00	\$ 22,250.00	\$ 22,250.00	\$ 45,000.00	\$ 45,000.00
A38	8-21.5 RELOCATE EXISTING SIGNS	1	LS	\$ 510.00	\$ 510.00	\$ 289.80	\$ 289.80	\$ 2,500.00	\$ 2,500.00	\$ 391.00	\$ 391.00	\$ 1,800.00	\$ 1,800.00
A39	8-22.5 PAINT LINE (FOG LINE)	320	LF	\$ 4.08	\$ 1,305.60	\$ 2.27	\$ 726.40	\$ 1.75	\$ 560.00	\$ 3.00	\$ 960.00	\$ 3.00	\$ 960.00
A40	8-22.5 TRAIL ENTRANCE STRIPING	1	LS	\$ 500.00	\$ 500.00	\$ 998.80	\$ 998.80	\$ 650.00	\$ 650.00	\$ 662.00	\$ 662.00	\$ 2,000.00	\$ 2,000.00
Subtotal Schedule A					\$ 536,562.00		\$ 418,708.39		\$ 449,846.00	See Note 1	\$ 556,482.00	See Note 1	\$ 513,129.00
Sales Tax @ 0.0% (Included in bid items per Rule 171)					\$ -		\$ -		\$ -		\$ -		\$ -
Total Schedule A					\$ 536,562.00		\$ 418,708.39		\$ 449,846.00		\$ 556,482.00		\$ 513,129.00

Item No.	Item Description	Quantity	Unit	Engineer's Estimate		Advantage Dirt Contractors, Inc.		Pipkin Construction		Hurst Construction		J&K Earthworks	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
Schedule B													
B1	1-05.4 ROADWAY SURVEYING	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 2,457.00	\$ 2,457.00	\$ 6,000.00	\$ 6,000.00	\$ 4,500.00	\$ 4,500.00	\$ 5,000.00	\$ 5,000.00
B2	1-05.10 WARRANTY ON SCHEDULE B WORK	1	LS	\$ 2,000.00	\$ 2,000.00	\$ 1.00	\$ 1.00	\$ 500.00	\$ 500.00	\$ 100.00	\$ 100.00	\$ 1,000.00	\$ 1,000.00
B3	1-05.18 RECORD DRAWINGS - MINIMUM BID \$500	1	LS	\$ 250.00	\$ 250.00	\$ 525.00	\$ 525.00	\$ 500.00	\$ 500.00	\$ 580.00	\$ 580.00	\$ 500.00	\$ 500.00
B4	1-07.17 UTILITY POTHOLES	1	FA	\$ 5,000.00	\$ 5,000.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00
B5	1-09.6 MINOR CHANGES	1	FA	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00	\$ 5,100.00

cont'd

				Engineer's Estimate		Advantage Dirt Contractors, Inc.		Pipkin Construction		Hurst Construction		J&K Earthworks		
B6	1-09.7	MOBILIZATION	1	LS	34,425.00	\$ 34,425.00	25,915.50	\$ 25,915.50	12,000.00	\$ 12,000.00	1,000.00	\$ 1,000.00	11,500.00	\$ 11,500.00
B7	1-10.5	PROJECT TEMPORARY TRAFFIC CONTROL	1	LS	7,850.00	\$ 7,850.00	25,095.00	\$ 25,095.00	44,500.00	\$ 44,500.00	21,000.00	\$ 21,000.00	18,500.00	\$ 18,500.00
B8	2-01.5	ROADSIDE CLEANUP	1	LS	2,550.00	\$ 2,550.00	1.00	\$ 1.00	1.00	\$ 1.00	250.00	\$ 250.00	2,500.00	\$ 2,500.00
B9	2-02.5	REMOVAL OF STRUCTURES & OBSTRUCTIONS	1	LS	2,040.00	\$ 2,040.00	410.55	\$ 410.55	3,000.00	\$ 3,000.00	800.00	\$ 800.00	2,000.00	\$ 2,000.00
B10	2-03.5	ROCK EXCAVATION	400	CY	102.00	\$ 40,800.00	16.44	\$ 8,576.00	145.00	\$ 58,000.00	76.00	\$ 30,400.00	60.00	\$ 24,000.00
B11	2-09.5	STRUCTURE EXCAVATION CLASS B	62	CY	100.00	\$ 6,200.00	42.87	\$ 2,657.94	85.00	\$ 5,270.00	39.00	\$ 2,418.00	40.00	\$ 2,480.00
B12	2-09.5	SHORING OR EXTRA EXCAVATION CLASS B	1	LS	4,000.00	\$ 4,000.00	1,748.00	\$ 1,748.00	3,500.00	\$ 3,500.00	280.00	\$ 280.00	5,000.00	\$ 5,000.00
B13	4-04.5	CRUSHED SURFACING TOP COURSE	48	TON	30.00	\$ 1,440.00	28.98	\$ 1,391.04	36.00	\$ 1,728.00	30.00	\$ 1,440.00	50.00	\$ 2,400.00
B14	4-04.5	CRUSHED SURFACING BASE COURSE	85	TON	90.00	\$ 7,650.00	29.58	\$ 2,514.30	32.00	\$ 2,720.00	30.00	\$ 2,550.00	45.00	\$ 3,825.00
B15	5-04.5	HMA FOR PAVEMENT REPAIR, CL 1/2, PG 64-22	19	TON	142.80	\$ 2,713.20	173.25	\$ 3,291.75	240.00	\$ 4,560.00	174.00	\$ 3,306.00	260.00	\$ 4,940.00
B16	5-04.5	PAVEMENT SAWCUTTING	560	LF	4.08	\$ 2,284.80	2.66	\$ 1,489.60	1.00	\$ 560.00	0.50	\$ 280.00	1.50	\$ 840.00
B17	6-10.5	REMOVING & RESETTING EXISTING PERMANENT BARRIER	40	LF	20.40	\$ 816.00	8.86	\$ 354.40	20.00	\$ 800.00	38.00	\$ 1,520.00	50.00	\$ 2,000.00
B18	7-05.5	NEW MANHOLE & CONNECTION	1	LS	6,120.00	\$ 6,120.00	5,107.18	\$ 5,107.18	9,000.00	\$ 9,000.00	6,500.00	\$ 6,500.00	10,000.00	\$ 10,000.00
B19	7-05.5	SEWAGE LIFT STATION - STRUCTURES	1	LS	45,614.00	\$ 45,614.00	21,602.18	\$ 21,602.18	23,000.00	\$ 23,000.00	28,600.00	\$ 28,600.00	36,000.00	\$ 36,000.00
B20	7-05.5	SEWAGE LIFT STATION - CONDUITS	1	LS	5,000.00	\$ 5,000.00	7,929.60	\$ 7,929.60	16,000.00	\$ 16,000.00	3,400.00	\$ 3,400.00	9,000.00	\$ 9,000.00
B21	7-06.3(7)	DEWATERING	1	LS	10,200.00	\$ 10,200.00	5,250.00	\$ 5,250.00	7,000.00	\$ 7,000.00	17,400.00	\$ 17,400.00	15,000.00	\$ 15,000.00
B22	7-06.5	DUCTILE IRON PIPE FOR WATER MAIN, 12 IN DIAM	950	LF	76.50	\$ 72,675.00	76.40	\$ 72,580.00	75.00	\$ 71,250.00	90.00	\$ 85,500.00	74.00	\$ 70,300.00
B23	7-09.5	BANK RUN GRAVEL FOR TRENCH BACKFILL	190	TON	15.30	\$ 2,907.00	12.40	\$ 2,356.00	11.00	\$ 2,090.00	16.00	\$ 3,420.00	32.00	\$ 6,080.00
B24	7-09.5	SHORING OR EXTRA EXCAVATION TRENCH	1	LS	8,190.00	\$ 8,190.00	1,748.00	\$ 1,748.00	500.00	\$ 500.00	1,575.00	\$ 1,575.00	3,500.00	\$ 3,500.00
B25	7-12.5	TAPPING SLEEVE & VALVE, 10 INCH & CONNECTION TO EXISTING MAIN	1	EA	7,140.00	\$ 7,140.00	9,186.90	\$ 9,186.90	7,500.00	\$ 7,500.00	7,550.00	\$ 7,550.00	11,500.00	\$ 11,500.00
B26	7-14.5	COMB. AIR RELEASE/AIR VAC. ASSEMBLY - WATER	1	EA	3,060.00	\$ 3,060.00	4,417.00	\$ 4,417.00	3,800.00	\$ 3,800.00	3,100.00	\$ 3,100.00	6,500.00	\$ 6,500.00
B27	7-15.5	HYDRANT ASSEMBLY	1	EA	2,652.00	\$ 2,652.00	3,819.35	\$ 3,819.35	5,500.00	\$ 5,500.00	6,200.00	\$ 6,200.00	5,900.00	\$ 5,900.00
B28	7-17.5	SERVICE CONNECTION (WATER)	5	EA	2,000.00	\$ 10,000.00	1,335.72	\$ 6,678.60	2,100.00	\$ 10,500.00	1,700.00	\$ 8,500.00	3000	\$ 15,000.00
B29	7-17.5	TEMPORARY SEWER BYPASS	1	LS	7,140.00	\$ 7,140.00	3,560.50	\$ 3,560.50	4,000.00	\$ 4,000.00	7,300.00	\$ 7,300.00	7000	\$ 7,000.00
B30	7-17.5	DUCTILE IRON SEWER PIPE, 6 IN DIAM	2,100	LF	56.10	\$ 117,810.00	43.00	\$ 90,300.00	60.00	\$ 126,000.00	65.00	\$ 136,500.00	72	\$ 151,200.00
B31	7-18.5	AIR RELEASE ASSEMBLY - SANITARY	1	EA	3,060.00	\$ 3,060.00	3,717.20	\$ 3,717.20	4,000.00	\$ 4,000.00	3,800.00	\$ 3,800.00	5500	\$ 5,500.00
B32	7-18.5	SEWER SERVICE CONNECTION	4	EA	2,000.00	\$ 8,000.00	2,440.05	\$ 9,760.20	4,000.00	\$ 16,000.00	3,700.00	\$ 14,800.00	4,000.00	\$ 16,000.00
B33	8-01.5	SEEDING, FERTILIZING, AND MULCHING - SCHOOL PROPERTY	370	SY	3.06	\$ 1,132.20	0.68	\$ 251.60	1.00	\$ 370.00	0.70	\$ 259.00	2.00	\$ 740.00
B34	8-04.5	CEMENT CONC. TRAFFIC CURB	40	LF	35.00	\$ 1,400.00	21.00	\$ 840.00	60.00	\$ 2,400.00	62.00	\$ 2,480.00	50.00	\$ 2,000.00
B35	8-22.5	PAINT LINE (POG LINE)	40	LF	4.08	\$ 163.20	2.10	\$ 84.00	1.75	\$ 70.00	3.00	\$ 120.00	3.00	\$ 120.00

Subtotal Schedule B	\$ 442,152.40	\$ 333,816.39	\$ 462,619.00	\$ 417,028.00	\$ 466,025.00
Sales Tax @ 8.5% of schedule B only	\$ -	\$ 28,374.39	\$ 39,322.62	\$ 35,498.38	\$ 39,782.13
Total Schedule B	\$ 442,152.40	\$ 362,190.78	\$ 501,941.62	\$ 453,126.38	\$ 507,807.13
Total Schedule A + B	\$ 978,714.40	\$ 780,899.17	\$ 951,567.62	\$ 1,009,808.38	\$ 1,020,936.13

Alternate to Schedule A Item 14

A14	7-15.5	12 INCHES HMA CL 1/2 PG 64-22	2,800	SY	\$ -	\$ 11.00	\$ 28,600.00	\$ 10.22	\$ 26,572.00	\$ 10.00	\$ 28,000.00	\$ 10.50	\$ 27,300.00
(ALTERNATE ITEM A14 WILL NOT BE INCLUDED IN BASIS OF AWARD)													

Notes

1) Schedule A totaling error in submitted bid. Correct total shown. Bid standing unaffected.

The unit prices shown reflect the bid schedules submitted. The amounts have been calculated based on the unit prices and the bid schedule quantities. Any discrepancies have been corrected as noted and the bid standing revised if necessary.



OWNER: City of Leavenworth
 PROJECT: Chumstick Highway Multipurpose Trail & Water/Sewer Extension
 PACE PROJECT NO.: 13536

DATE: 3/25/2016

TOTAL PROJECT			MULTI PURPOSE TRAIL (SCH.A)		WATER & SEWER EXTENSION* (SCH. B)		PUMPS AND AUXILIARY GENERATOR	
			WSDOT PED/BIKE & FED STP		ULID		ULID	
ITEM DESCRIPTION	AMOUNT		AMOUNT		AMOUNT		AMOUNT	
CONSTRUCTION TOTAL - ADVANTAGE DIRT CONTRACTORS, INC.	\$ 1,102,750		\$ 418,708		\$ 333,816		\$ 183,090	
*SALES TAX ON RULE 171 ITEMS @8.5%	43,937				28,374		15,563	
CONTINGENCY @ 20%	187,123		83,742		66,763		36,618	
CONSTRUCTION TOTAL W/ SALES TAX & CONTINGENCIES	\$ 1,333,810		\$ 502,450		\$ 428,954		\$ 235,271	
OTHER PROJECT COSTS								
DESIGN ENGINEERING (TASKS 1-7)	\$ 196,621		\$ 67,795		\$ 128,826			
CONSTRUCTION PHASE ENGINEERING SUPPORT								
PRIME CONSULTANT (INCLUDING MILEAGE EXPENSES)	55,783		28,739		27,044			
ELECTRICAL SUBCONSULTANT	6,227				6,227			
MATERIALS TESTING INSPECTION SUBCONSULTANT	3,628		1,814		1,814			
CONSTRUCTION INSPECTION (CITY CONTRACT)	23,786		11,893		11,893			
ADMINISTRATIVE FEES (APPRAISAL, LEGAL, NOTICES, & PUBLIC)	27,800				27,800			
CHELAN COUNTY PUD POLE RELOCATIONS	75,000		78,917					
NEW POWER SERVICE	10,000				10,000			
EASEMENT/ROW ACQUISITION								
SCHOOL DISTRICT EASEMENT (TRAIL/SLOPE)	11,848		11,848					
ALLEN EASEMENT (TRAIL/SLOPE)	17,200		17,200					
ROW PURCHASE DUNCAN	99,400		99,400					
UTILITY EASEMENT PURCHASE SCHOOL	6,427				6,427			
UTILITY EASEMENT PURCHASE ALLEN	2,123				2,123			
UTILITY EASEMENT PURCHASE/DONATION AGNEW	19,548				19,548			
PROJECT TOTAL	\$ 1,889,201		\$ 820,056		\$ 670,656		\$ 235,271	

Herb Amick

From: Boatright, Greg <BoatriG@wsdot.wa.gov>
Sent: Thursday, March 31, 2016 6:34 AM
To: Joel Walinski; Herb Amick; Larry Cordes (larryc@paceengrs.com)
Cc: Mahre, Paul
Subject: FW: STPR-HLP-PB09(005), Chumstick Multi-Use Trail
Attachments: COA AwardLetter.pdf; 272-052 DBE OnSiteReview.fp7; 272-052 DBE OnSiteReview.pdf; OnSiteReviewGuidance.pdf

To All,

Please consider this email approval to award the above referenced project to Advantage Dirt Contractors, LLC in the amount of \$752,524.78 at your convenience.

Please utilize the attached award letter w/o deviation and also familiarize yourself with the guidance from the construction manual (CM) regarding "On-Site Reviews".

Please email me a copy of the award letter along with the list of firms who submitted a quote to the successful bidder in an attempt to participate in the project. The list of firms needs to be on Contractor letterhead.

Thanks,
Greg

From: Mounts, David
Sent: Wednesday, March 30, 2016 1:11 PM
To: Boatright, Greg
Subject: RE: STPR-HLP-PB09(005), Chumstick Multi-Use Trail

Based on the DBE documents submitted, Local Programs concurs in award to the apparent low bidder.

From: Boatright, Greg
Sent: Wednesday, March 30, 2016 9:27 AM
To: Mounts, David
Cc: Mahre, Paul
Subject: STPR-HLP-PB09(005), Chumstick Multi-Use Trail

Dave,

Bids for the above referenced City of Leavenworth project were opened on March 25, 2016.

I have reviewed the proposal for the apparent low bidder and have the following comments and recommendations:

- Upon review of the apparent low bidders' (Advantage Dirt Contractors LLC) proposal, I find it to be complete, accurate and in compliance with the "Conditions of Award" established for this project.

Attached is the bid information submitted by the apparent low bidder (Advantage Dirt Contractors LLC) and scanned images from the L&I, SAM and OMWBE directory databases for the prime contractor and their listed subcontractors (Central Washington Asphalt & Central Sealcoat LLC) and their listed DBE subcontractors (North Star Enterprises I, Inc., Tunnel Hill Granite LLC & The Bag Lady, Inc.).

Also attached are the bid tabulations/engineers estimate analysis. There were four (4) bidders.

Please review and let me know if you concur with the Region's recommendation to award the project to the apparent low bidder "Advantage Dirt Contractors LLC" in the amount of \$752,524.78.

If you need additional information please do not hesitate to contact me.

Thanks,
Greg



April 7, 2016

Mayor and Council
 City of Leavenworth
 700 Hwy. 2
 P.O. Box 287
 Leavenworth, WA 98826

Subject: Chumstick Highway Multipurpose Trail & Water Sewer Extension – Award
 PACE Project No. 13536

Dear Mayor and Council:

The Chumstick Highway Trail & Water/Sewer extension bids were opened on March 25. Advantage Dirt Contractors, Inc. of Kittitas submitted the lowest bid for each contract:

Chumstick Highway Multipurpose Trail & Water/Sewer Extension	\$ 780,899 incl. sales tax
Chumstick Highway Lift Station Pumps and Auxiliary Generator	\$ 198,653 incl. sales tax

The Advantage proposals met all conditions of award. The statements of qualifications submitted with each proposal indicated they have equipment and experience required to complete the work. Advantage has no outstanding deficiencies with Labor and Industries. The references provided in the proposals confirmed their qualifications.

The WSDOT Local Programs office also reviewed the Advantage proposals and concur with award.

We recommend the Council formally award both contracts to Advantage Dirt Contractors, Inc. Upon Council approval we will proceed with notice of award and execution of the contract.

The attached bid tabulations summarize all bids received.

If you have any questions do not hesitate to call (509)662-1762 or email larryc@paceengrs.com.

Sincerely,

PACE Engineers, Inc.

Larry M. Cordes, P.E.
 Senior Project Manager

cc: Joel Walinski

Attachments: Bid Tabulation
 Project Cost Summary

Project: Chumstick Highway Lift Station Pumps and Auxiliary Generator
 Agency: City of Leavenworth
 Date: March 25, 2016

Bid Tabulation

Item No.	Item Description	Quantity	Unit	Engineer's Estimate		Advantage Dirt Contractors, Inc.		Award Construction, Inc		Equity Builders, LLC	
				Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
1	1-09.7 MOBILIZATION	1	L.S.	3,825	3,825.00	9,329.70	9,329.70	11,000.00	11,000.00	18,000.00	18,000.00
2	8-24.5 SEWAGE LIFT STATION - PUMPS	1	L.S.	65,974	65,974.00	20,646.00	20,646.00	19,000.00	19,000.00	28,000.00	28,000.00
3	8-24.5 SEWAGE LIFT STATION - VALVES AND APPURTENANCES	1	L.S.	5,000	5,000.00	22,348.00	22,348.00	43,000.00	43,000.00	35,000.00	35,000.00
4	8-26.5 SEWAGE LIFT STATION - ELECTRICAL & CONTROLS	1	L.S.	30,700	30,700.00	86,375.78	86,375.78	76,000.00	76,000.00	72,000.00	72,000.00
5	8-26.5 SEWAGE LIFT STATION - AUXILLARY GENERATOR	1	L.S.	40,800	40,800.00	44,390.61	44,390.61	43,500.00	43,500.00	45,000.00	45,000.00
Subtotal					146,299.00		\$ 183,090.09		\$ 192,500.00		\$ 198,000.00
Sales Tax @ 8.5% Rule 171					12,435.42		\$ 15,562.66		\$ 16,362.50		\$ 16,830.00
Total					158,734.42		\$ 198,652.75		\$ 208,862.50		\$ 214,830.00

The unit prices shown reflect the bid schedules submitted. The amounts have been calculated based on the unit prices and the bid schedule quantities. Any discrepancies have been corrected as noted and the bid standing revised if necessary.



OWNER: City of Leavenworth
 PROJECT: Chumstick Highway Multipurpose Trail & Water/Sewer Extension
 PACE PROJECT NO.: 13536

DATE: 3/25/2016

			TOTAL PROJECT		MULTI PURPOSE TRAIL (SCH.A)		WATER & SEWER EXTENSION* (SCH. B)		PUMPS AND AUXILIARY GENERATOR	
			WSDOT PED/BIKE & FED STP		ULID		ULID		ULID	
	ITEM DESCRIPTION	AMOUNT		AMOUNT		AMOUNT		AMOUNT		AMOUNT
	CONSTRUCTION TOTAL - ADVANTAGE DIRT CONTRACTORS, INC.	\$ 1,102,750		\$ 418,708		\$ 333,816		\$ 183,090		\$ 183,090
	*SALES TAX ON RULE 171 ITEMS @8.5%	43,937				28,374		15,563		15,563
	CONTINGENCY @ 20%	187,123		83,742		66,763		36,618		36,618
	CONSTRUCTION TOTAL W/ SALES TAX & CONTINGENCIES	\$ 1,333,810		\$ 502,450		\$ 428,954		\$ 235,271		\$ 235,271
	OTHER PROJECT COSTS									
	DESIGN ENGINEERING (TASKS 1-7)	\$ 196,621		\$ 67,795		\$ 128,826				
	CONSTRUCTION PHASE ENGINEERING SUPPORT									
	PRIME CONSULTANT (INCLUDING MILEAGE EXPENSES)	55,783		28,739		27,044				
	ELECTRICAL SUBCONSULTANT	6,227				6,227				
	MATERIALS TESTING INSPECTION SUBCONSULTANT	3,628		1,814		1,814				
	CONSTRUCTION INSPECTION (CITY CONTRACT)	23,786		11,893		11,893				
	ADMINISTRATIVE FEES (APPRAISAL, LEGAL, NOTICES, & PUBLIC)	27,800				27,800				
	CHELAN COUNTY PUD POLE RELOCATIONS	75,000		78,917						
	NEW POWER SERVICE	10,000				10,000				
	EASEMENT/ROW ACQUISITION									
	SCHOOL DISTRICT EASEMENT (TRAIL/SLOPE)	11,848		11,848						
	ALLEN EASEMENT (TRAIL/SLOPE)	17,200		17,200						
	ROW PURCHASE DUNCAN	99,400		99,400						
	UTILITY EASEMENT PURCHASE SCHOOL	6,427				6,427				
	UTILITY EASEMENT PURCHASE ALLEN	2,123				2,123				
	UTILITY EASEMENT PURCHASE/DONATION AGNEW	19,548				19,548				
	PROJECT TOTAL	\$ 1,889,201		\$ 820,056		\$ 670,656		\$ 235,271		\$ 235,271



Exhibit A-1

March 29, 2016

Joel Walinski
 City Administrator
 City of Leavenworth
 P. O. Box 287
 700 State Highway 2
 Leavenworth, WA 98826

**Subject: Chumstick Highway Multipurpose Trail & Water/Sewer Extension
 Supplement No. 5
 PACE Project No. 13536**

Dear Joel:

We are requesting a supplement to our design phase agreement for the contract document revisions completed prior to bidding.

Background: Due to the Buy America requirements and at the recommendation of WSDOT the lift station pumps and auxiliary generator were removed from the trail contract. A separate set of contract documents specific to the lift station pumps and generator were then created. The project was then advertised as two separate contracts. This task was not in the original scope of services and incurred additional staff time beyond the original estimate. Fee supplements are requested as follows:

Tasks 1T & 1U - Project Management & Administration

Supplement Request: \$ 11,247

Tasks 5T & 5U - Final (100%) Construction Plans & Specifications

Supplement Request:

PACE Engineering \$ 7,074

Electrical Engineering – Z Engineers \$ 1,411

Subtotal \$ 19,732

Under-utilized reimbursable budget (\$ 367)

Under-utilized subconsultant budget (\$ 9,351)

Total Net Supplement 5: \$ 10,013

The budget detail associated with each task is shown on the attached summary.

Please note that the subconsultant fees were less than anticipated and help to offset this supplement.

This letter and the attached documents are submitted as Supplement No. 5 for City review and approval. Upon approval please sign the supplement form and return to us by electronic scan followed by a mailed hard copy.

Sincerely,

PACE Engineers, Inc.

March 29, 2016
Joel Walinski
City of Leavenworth
Page 2 of 2

Engineers | Planners | Surveyors

www.paceengrs.com

Larry M. Cordes, P.E.
Senior Project Manager

Attachments: Supplement No. 5



Supplemental Agreement Number <u>5</u>		Organization and Address PACE Engineers 104 E 9th Street Wenatchee, WA 98801	
Original Agreement Number		Phone: 509.662.1762	
Project Number (Federal Aid Number) HLP-PB09(005)		Execution Date	Completion Date 7/1/2016
Project Title Chumstick Highway Multipurpose Trail/Water & Sanitary Utility		New Maximum Amount Payable \$ 196,622.00	
Description of Work Design of 2,300 LF of trail with forcemain, sewer lift station and watermain			

The Local Agency of City of Leavenworth
desires to supplement the agreement entered into with PACE Engineers
and executed on 11/21/2013 and identified as Agreement No. _____

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:

Additional services as discribed on attachment Exhibit A-1

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: Completion date is extended to July 2016

III

Section V, PAYMENT, shall be amended as follows:

Maximum amount payable is revised to 196,622.00 per attached Exhibits A-1 and E-1A

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the appropriate spaces below and return to this office for final action.

By: PACE Engineers

By: City of Leavenworth Mayor

Consultant Signature

Approving Authority Signature

Date

Supplement 5
Exhibit E-1A - Fees to-Date
Consultant Fee Determination - Summary Sheet
(Lump Sum, Cost Plus Fixed Fee, Cost per Unit of Work)

Project: City of Leavenworth - Multipurpose Trail & Water/Sanitary Sewer Utility Extension

Direct Salary Cost (DSC):

<u>Classification</u>	<u>Man Hours</u>		<u>Rate</u>	=	=	<u>Cost</u>
Senior Principal Engineer		x	81.25		\$	-
Senior Project Manager - LC	76.24		47.84			3,647.32
Senior Project Manager - DS		x	41.64			-
Engineer II		x	32.45			-
Senior Principal Surveyor - DF	0.50	x	49.76			24.88
Senior Project Surveyor		x	39.81			-
Survey Technician II - RH		x	33.65			-
Survey Technician II - DB	10.0	x	29.66			296.60
Project Surveyor		x	34.38			-
CAD Manager - JC		x	34.62			-
CAD Drafter II - KS	32.0	x	25.38			812.16
Project Administrator - AC	42.0	x	26.44			1,110.48
Senior Office Tech - KC	2.00		25.00			50.00
Total DSC						= \$ 5,941.44

Overhead (OH Cost - including Salary Additives):

OH Rate x DSC of	1.7835	\$	5,941.44	\$	10,596.56
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Fixed Fee (FF):

FF Rate x DSC of	0.30	\$	5,941.44	\$	1,782.43
------------------	------	----	----------	----	----------

Reimbursables:

Under-utilized reimbursable budget	(367.00)
------------------------------------	----------

Subconsultant Costs

Z Engineers		1,260.00
Markup @	12.0%	151.20
Under-utilized subconsultant budget		(9,351.00)

Grand Total **\$ 10,013.64**

Prepared By: Larry Cordes

Date: 3/29/16

RECEIVED
MAR 28 2016

BY:

CHARLES AND LYNN REPPAS
12620 Ranger Road
Leavenworth, WA 98826
(509) 387-1501

March 28, 2016

Mr. Nathan Pate
City Planning Director
City of Leavenworth
P.O. Box 287
Leavenworth, WA 98826

Dear Mr. Pate,

Please accept this letter as our request to annex our property into the City of Leavenworth. Our property address is; 12620 Ranger Road, Leavenworth WA 98826 and tax parcel number is 241702670128. The abbreviated legal description is; Leavenworth Land Co First Block 3 Lot 13 Parcel 4 SS #2096.

Our property is in the Leavenworth urban growth area and immediately adjacent to the City incorporated boundary which runs along the south side of Ranger Road, while our parcel is on the north side of Ranger Road. Please see an area map with our property identified.

Please let us know how to proceed to annex our property.

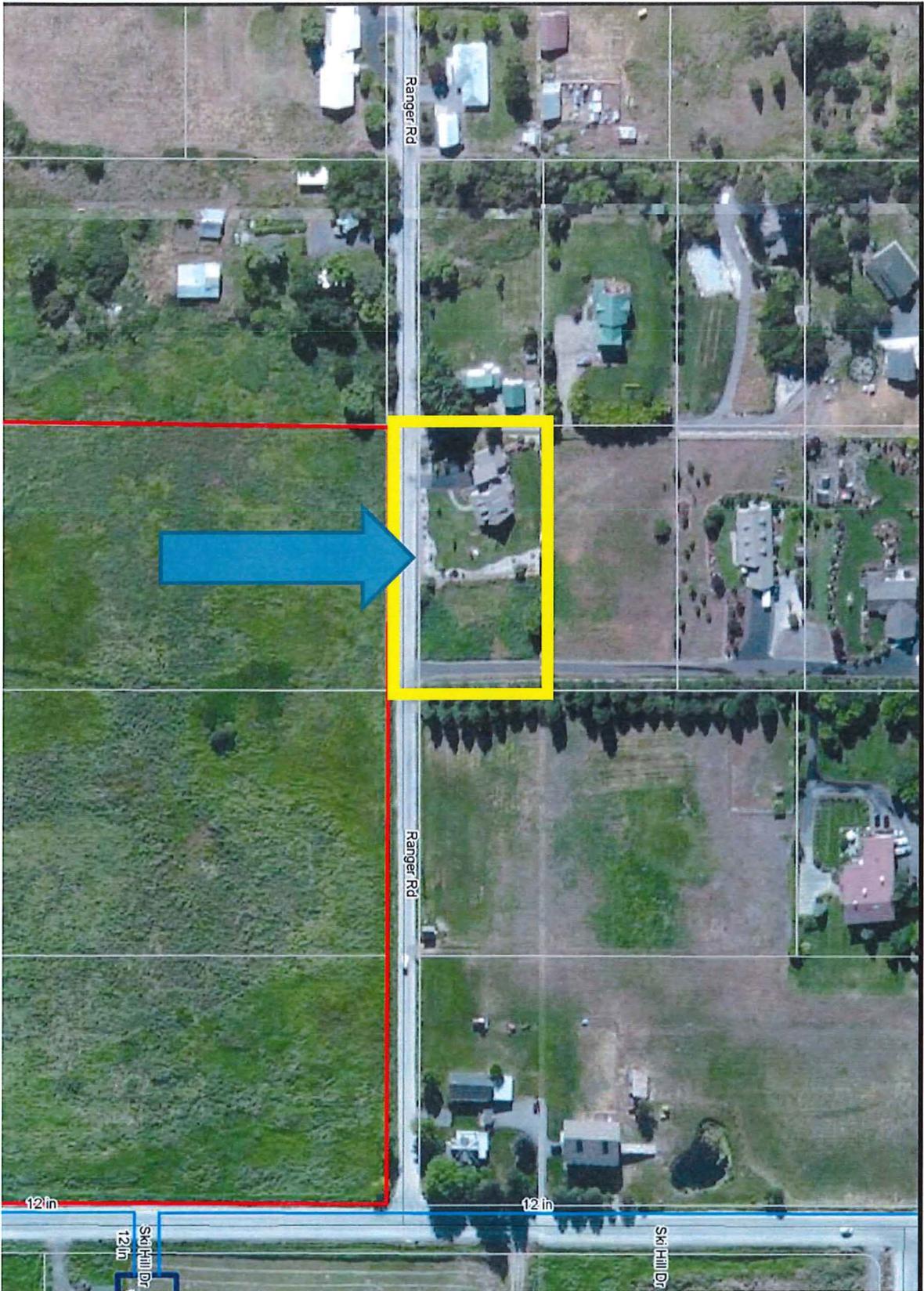
Thank you,



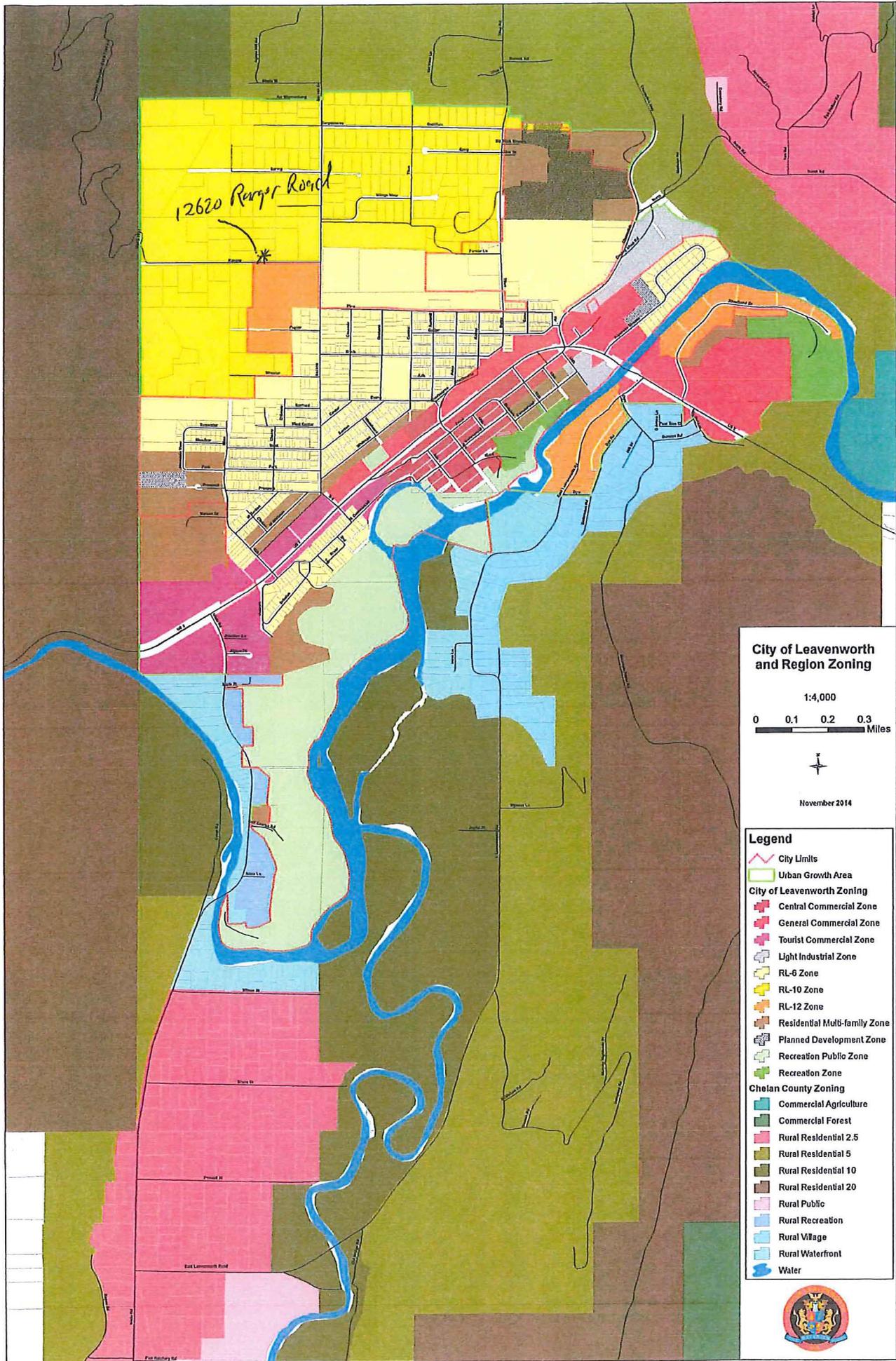
Charles B. Reppas



Lynn R. Reppas







City of Leavenworth and Region Zoning

1:4,000



November 2014

Legend

- City Limits
- Urban Growth Area
- City of Leavenworth Zoning**
- Central Commercial Zone
- General Commercial Zone
- Tourist Commercial Zone
- Light Industrial Zone
- RL-6 Zone
- RL-10 Zone
- RL-12 Zone
- Residential Multi-family Zone
- Planned Development Zone
- Recreation Public Zone
- Recreation Zone
- Chelan County Zoning**
- Commercial Agriculture
- Commercial Forest
- Rural Residential 2.5
- Rural Residential 5
- Rural Residential 10
- Rural Residential 20
- Rural Public
- Rural Recreation
- Rural Village
- Rural Waterfront
- Water



SHORT PLAT AFN 387281

CHELAN COUNTY SHORT PLAT
NO. 2096

SAM RUBIN

PART NE 1/4 SE 1/4, Section 2, T.24N., R.17E. W.M.
ASSESSOR'S PARCEL NO. 24-17-02-670-125 (original tract)

ORIGINAL TRACT OWNER

Sam and Betty Rubin
104 214th. NE
Redmond, WA 98053

EXISTING ZONING SR WATER SOURCE Indv. wells
NO. PLATTED LOTS 4 SEWAGE SYSTEM Indv. septic

CONSENT AND WAIVER OF CLAIMS

We the owners of all the property involved in this short plat, hereby consent to the division of land proposed in this application, dedicating to the use of the public forever all public property there is shown on the short plat, and we hereby grant a waiver by ourself of all claims for damages against any governmental authority which maybe occasioned to the adjacent lands by the established construction, drainage and maintenance of public roads.

In witness whereof we have hereto set our signature
This 9th day of January 1991.

Sam Rubin
Betty Rubin

ACKNOWLEDGEMENT

This is to certify that on the 9th day of January 1991 before me the undersigned, personally appeared Sam Rubin & Betty Rubin to me known to be the persons) who executed the foregoing consent and waiver of claims and acknowledged to me that they signed the same as their voluntary act and deed for the uses therein mentioned.

Witness my hand and seal the day and year last above mentioned.
James K. Forbes
Notary Public in and for the State of Washington
residing at Redmond, Wa.



CHELAN-DOUGLAS HEALTH DISTRICT

On site inspection of these lots reveals probable suitable conditions for domestic water and sewage disposal.

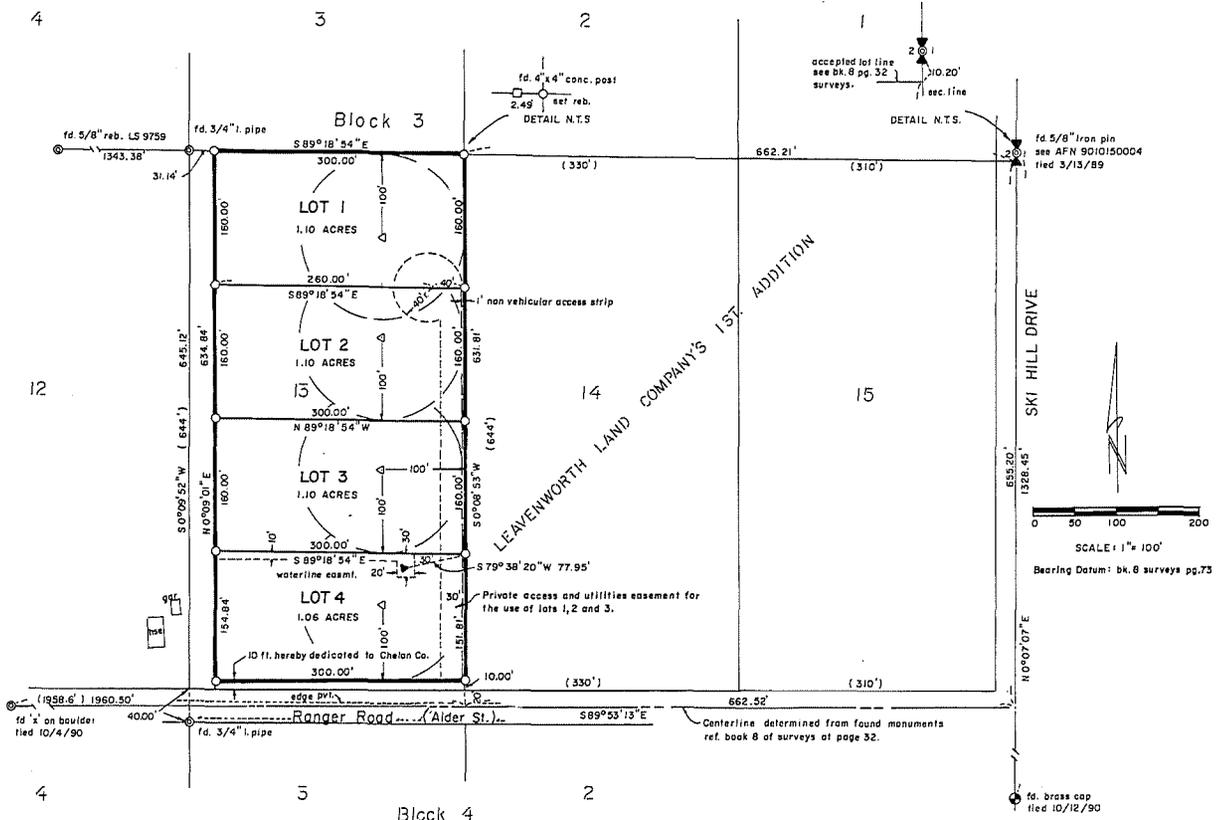
Caroline R. S. 1/21/91
Director of Environmental Health

PLANNING DEPARTMENT

Christy L. Taylor 1-29-91
Administrator Date

PUBLIC WORKS DEPARTMENT

Bob J. B. 1-28-91
Director Date



NOTE:

Chelan County will not maintain private roads or easements within this short plat.

This survey was done using field traverse methods with a Topcon model GTS-2, control traverse was adjusted using equal angle and compass methods.

A restrictive covenant, as shown with a 100 ft. radius, around each domestic well site, is hereby declared. No source of contamination may be constructed, stored, disposed of or applied without the permission of the owner and the Chelan-Douglas Health District.

The existing well and the waterline easement, hereby granted, shown on lot 4 of this plat are for the use of lot 12, blk. 3, Leavenworth Land Co. 1st. Add

Lots 1, 2 and 3 subject to road maintenance and improvement agreement recorded in book 943 at page 1563 records of Chelan County, Washington.

DESCRIPTION: ref. bk. 807, pg. 564

The east 300 feet of lot 13, block 3 of Leavenworth Land Company's First Addition to Leavenworth, according to the plat thereat recorded in Volume 2 of Plats at page 26 records of Chelan County, Washington.

Together with and Subject to assessments, restrictions and reservations of record.

LEGEND:

⊙	Found monument as noted
⊙	Found monument in man. case
○	Set 5/8" x 24" rebar with plastic I.D. cap marked "LS 22964" attached.
△	Proposed well site
▲	Existing well
()	Data from orig. plat

SURVEYOR'S CERTIFICATE

This map correctly represents a survey made by me or under my direction in conformance with the requirement of the Survey Recording Act at the request of Sam Rubin in JULY 1990.

name of person (signed and sealed) WESLEY POTRIDGE
certificate no. 22964 12/26/90



AUDITOR'S CERTIFICATE ofn. 9101316000 fee: 36.00
Filed for record this 30th day of January 1991
at 11:42 A.M. in book SR2 of Block 1 at page 43
at the request of Sam & Betty Rubin

Ernest L. Arnold Vicki Gaffin
County Auditor Deputy

POTRIDGE LAND SURVEYING Inc. **PLS**
321 NINTH STREET
LEAVENWORTH, WA 98826 PH (509) 548-5843

SURVEYED FOR:
SAM & BETTY RUBIN

surveyed by: JB, RN
drafted: WP 11/3/90
field bk: 237
comp. tape: 13
approval: SR/43
job no: 90-29



2213741
Page: 1 of 2
11/08/2005 12:22P
Chelan Co, WA

FIRST AMERICAN TITLE - WE: D \$ 33.86

AFTER RECORDING MAIL TO:

0130875

Charles B. Reppas and Lynn R. Reppas
502 - 225th Place Se
Bothell, WA 98021-8285

REAL ESTATE EXCISE TAX
PLAT NO. 7659-0
Chelan County Treasurer
DAVID E. GRUBBS, C.P.A.

By [Signature] 11805
Deputy

Filed for Record at Request of:
First American Title Insurance Company



First American Title
Insurance Company

STATUTORY WARRANTY DEED

File No: 4443-613135 (msw)

Date: November 2, 2005

Grantor(s): **Mark T. Bloom and Lisa A. Bloom**

Grantee(s): **Charles B. Reppas and Lynn R. Reppas**

Abbreviated Legal: **Lot 4, RUBIN SHORT PLAT NO. 2096, Book SP-8, Page 43**

Additional Legal on page:

Assessor's Tax Parcel No(s): **241702670128**

THE GRANTOR(S) Mark T. Bloom and Lisa A. Bloom, husband and wife for and in consideration of **Ten Dollars and other Good and Valuable Consideration**, in hand paid, conveys, and warrants to **Charles B. Reppas and Lynn R. Reppas, husband and wife**, the following described real estate, situated in the County of **Chelan**, State of **Washington**.

Lot 4 as delineated on RUBIN SHORT PLAT NO. 2096, Chelan County, Washington, recorded January 31, 1991 in Book SP-8 of Short Plats, Page 43.

Subject To: This conveyance is subject to covenants, conditions, restrictions and easements, if any, affecting title, which may appear in the public record, including those shown on any recorded plat or survey.

[Signature]

Mark T. Bloom

[Signature]

Lisa A. Bloom



2213741
Page: 2 of 2
11/08/2005 12:22P
Chelan Co, WA

APN: 241702670128

Statutory Warranty Deed
- continued

File No.: 4443-613135 (msw)
Date: 10/04/2005

STATE OF Washington)
)-ss
COUNTY OF Chelan)

I certify that I know or have satisfactory evidence that **Mark T. Bloom and Lisa A. Bloom**, is/are the person(s) who appeared before me, and said person(s) acknowledged that he/she/they signed this instrument and acknowledged it to be his/her/their free and voluntary act for the uses and purposes mentioned in this instrument.

Dated: November 2, 2005

Notary Public In and for the State of Washington
Residing at: Wenatchee
My appointment expires: 08-23-09



**Chapter 12.24
PARK REGULATIONS¹**

Sections:

- 12.24.010 Definitions.**
- 12.24.020 Damaging park property unlawful.**
- 12.24.030 Permitting animal to run at large.**
- 12.24.040 Certain weapons – Use prohibited.**
- 12.24.050 Fishing in the park.**
- 12.24.060 Injuring or molesting animals prohibited.**
- 12.24.070 Prohibited acts.**
- 12.24.080 Watercraft – Use restricted.**
- 12.24.090 Riding bicycles permitted.**
- 12.24.100 Riding or driving vehicles prohibited.**
- 12.24.110 Camping prohibited – Closing hours.**
- 12.24.120 Littering prohibited.**
- 12.24.130 Building fires – Restrictions.**
- 12.24.140 Alcoholic beverages prohibited.**
- 12.24.150 Rules and regulations – Authority – Compliance required.**
- 12.24.160 Violation – Prosecution.**
- 12.24.170 Violation – Penalty.**

12.24.010 Definitions.

The following terms, as used in this chapter, unless clearly contrary to or inconsistent with the context in which used, shall be construed as follows:

- A. "Department" means the city of Leavenworth, Washington.
- B. "Director" means the director of public works.
- C. "Park" means all properties owned by the city of Leavenworth and operated for park purposes. [Ord. 1353 § 1, 2009; Ord. 912 § 1, 1992.]

12.24.020 Damaging park property unlawful.

It is unlawful to remove, destroy, mutilate, deface or in any way damage any park properties, plantings, equipment or facilities or to enter or break in any locked restroom facilities or other park buildings or structures. [Ord. 1353 § 1, 2009; Ord. 912 § 1, 1992.]

12.24.030 Permitting animal to run at large.

It is unlawful for any person to allow or permit any animal to run at large in the park. It is the owner's responsibility to clean up fecal material from pets being walked in the park. [Ord. 1353 § 1, 2009; Ord. 912 § 1, 1992.]

12.24.040 Certain weapons – Use prohibited.

It is unlawful to shoot, fire or explode any firearm, fireworks or explosive of any kind or to shoot or fire any

air gun, bows and arrows, BB gun or use any slingshot in the park, unless authorized by a special use permit issued by the city of Leavenworth. [Ord. 1430 § 2, 2012; Ord. 1353 § 1, 2009; Ord. 912 § 1, 1992.]

12.24.050 Fishing in the park.

Fishing shall be permitted in the park, subject to appropriate regulations. It is unlawful to clean fish within the park, or to deposit fish entrails on park grounds or into park trash containers. [Ord. 1353 § 1, 2009; Ord. 912 § 1, 1992.]

12.24.060 Injuring or molesting animals prohibited.

It is unlawful in any manner to tease, annoy, disturb, molest, catch, injure or kill or to throw any stone or missile of any kind at or strike with any stick or weapon any animal, bird or fowl in the park. [Ord. 1353 § 1, 2009; Ord. 912 § 1, 1992.]

12.24.070 Prohibited acts.

A. It is unlawful, without first obtaining the written consent of the director in each case, to do or permit to be done any of the following acts or things in the park:

1. To use, place or erect a signboard, sign, billboard, bulletin board, post, pole, or device of any kind for advertising in the park or to attach any notice, handbill, poster, sign, wire, rod, or cord to any tree, shrub, railing, post, or structure within the park, or to place or erect in the park a related structure of any kind;
2. To take up collections, solicit, or to use any loudspeaker in related activities;
3. To jump or dive off any bridge;
4. To sell refreshments or merchandise or carry on any other business activity except as expressly provided herein.

B. Front Street Park may be utilized for the following purposes upon obtaining a special use permit from the city:

1. Nonprofit Activities. Activities carried on by organizations operated exclusively for educational, cultural, or artistic purposes.
2. Bavarian Commercial Activities. Activities carried on by local merchants with existing business licenses in any commercial zone in the city. The activities must be exclusively Old World Bavarian commercial activities including but not limited to public markets, food stands, musical and dance performances, and similar activities. Such nonprofit and Bavarian commercial activities may, upon approval by the city, be permitted in Front Street Park. In issuing a special use permit, the city may require the applicant to comply with any conditions it deems necessary to mitigate impacts of the proposed action(s). At a minimum, the following conditions shall apply; however, the city retains the authority to modify and/or grant exceptions through the special use permit process for subsections (B) (2)(a) through (e) of this section:
 - a. No booth, tent, or awning area may cover more than a 10-foot by 20-foot area.
 - b. Permittees using the park during the snow season will be responsible for snow removal on sidewalks and walkways in and adjacent to Front Street Park.
 - c. Propane tanks may only be utilized for heating and food preparation. In either case, the tank placement must be authorized by the fire district prior to installation.
 - d. Setting up of booths, tents, and other equipment shall not occur prior to 7:00 a.m. on the day of the event, and take-down of booths, tents, and other equipment shall be completed no later than 8:00 a.m. the day after the event is completed.

- e. No event shall be allowed to operate past 9:00 p.m. on any day of the week.
- f. Only special event signs which comply with Chapter [14.10](#) LMC are allowed.
- g. No portable generators shall be allowed.
- h. Front Street Park permit fees shall initially be \$0.30 per square foot per day. This fee may be amended or modified by action of the Leavenworth city council.
- i. The city shall not be held responsible for theft, vandalism, or acts of nature where any displays, booths, tents, or other display structures or any of the contents associated with the display area or the entire event are lost, stolen, or damaged.
- j. Permittee shall sign a permit agreement with the city which shall include a hold harmless and indemnity agreement in favor of the city. In addition, the permittee shall name the city as an additional insured on its liability insurance with minimum limits of no less than \$1,000,000 per occurrence, and shall provide the city proof of insurance coverage prior to setting up for the event.

C. The city shall have the authority to review and approve all applications by nonprofit and profit groups requesting permits to use Front Street Park. Any person aggrieved by the city's decision may file an appeal within 10 days after the final decision to the Leavenworth city council.

D. The requirements of LMC [9.34.030](#) "Loud and unusual noise prohibited when" are not applicable to city-approved use(s) of the parks system. [Ord. 1353 § 1, 2009; Ord. 1274 § 1, 2006; Ord. 1264 § 1, 2005; Ord. 1061 § 1, 1997; Ord. 912 § 1, 1992.]

12.24.080 Watercraft – Use restricted.

It is unlawful to operate and land any boat, float, raft or other watercraft within the limits of the park at any point upon the shores thereof bordering upon the park except at places set apart for such purposes by the department and so designated by signs. [Ord. 1353 § 1, 2009; Ord. 912 § 1, 1992.]

12.24.090 Riding bicycles permitted.

The riding of nonmotorized bicycles is permitted on park roads, trails and paths, unless otherwise posted. Pedestrians have the right-of-way on trails and paths, and bicycles must be ridden at moderate speeds, so that pedestrians are not endangered. [Ord. 1353 § 1, 2009; Ord. 912 § 1, 1992.]

12.24.100 Riding or driving vehicles prohibited.

It is unlawful to ride or drive any motorcycle, motor vehicle, horse or pony over or through the park or along or upon the park drives, parkways, park boulevards or paths, or to stand or park any such vehicles in the park, unless otherwise authorized by the director. [Ord. 1353 § 1, 2009; Ord. 912 § 1, 1992.]

12.24.110 Camping prohibited – Closing hours.

It is unlawful to camp in any city park. It is unlawful to remain, stay or loiter in Front Street Park between the hours of 12:00 midnight and 6:00 a.m. It is unlawful to remain, stay or loiter in any other city park between the hours of 10:00 p.m. and 6:00 a.m. Specific exemptions to these closing hours may be authorized by the director for city council approved activities. [Ord. 1353 § 1, 2009; Ord. 987 § 1, 1995; Ord. 912 § 1, 1992.]

12.24.120 Littering prohibited.

It is unlawful to throw any refuse, litter, broken glass, crockery, nails, shrubbery, trimmings, junk or advertising matter in the park or to deposit any such material therein, except in designated receptacles. [Ord. 1353 § 1, 2009; Ord. 912 § 1, 1992.]

12.24.130 Building fires – Restrictions.

It is unlawful to build any fires in the park except in areas designated by the department. [Ord. 1353 § 1, 2009; Ord. 912 § 1, 1992.]

12.24.140 Alcoholic beverages prohibited.

It is unlawful to bring into or consume in the park any alcoholic beverages. [Ord. 1353 § 1, 2009; Ord. 912 § 1, 1992.]

12.24.150 Rules and regulations – Authority – Compliance required.

The director shall have the power to promulgate or adopt reasonable rules and regulations pertaining to the operation, management and use of the park and shall post the same in conspicuous places in the park, and it is unlawful to violate or fail to comply with any park rule or regulation duly adopted and posted by the department. [Ord. 1353 § 1, 2009; Ord. 912 § 1, 1992.]

12.24.160 Violation – Prosecution.

Anyone concerned in the violation of this chapter, whether directly committing the act constituting the offense, or who aids or abets the same, and whether present or absent, and anyone who directly or indirectly counsels, encourages, hires, commands, induces or otherwise procures another to commit such offense, is a principal under the terms of this chapter and shall be proceeded against and prosecuted as such. [Ord. 1353 § 1, 2009; Ord. 912 § 1, 1992.]

12.24.170 Violation – Penalty.

A. Any person, firm or corporation who violates any of the following sections of this chapter shall be guilty of civil infraction and subject to a civil penalty as set forth in subsection (C) of this section:

1. LMC [12.24.030](#), Permitting animals to run at large.
2. LMC [12.24.050](#), Fishing in the park.
3. LMC [12.24.070](#)(A)(1) through (4); provided, however, that in the event any one person is guilty of three civil infractions in one calendar year under LMC [12.24.070](#)(A)(3) (to jump or dive off any bridge into the river) said person shall be prohibited from entering the waterfront park for a period of one year thereafter and any violation of that prohibition shall be punishable as criminal trespass in the second degree under RCW [9A.52.080](#).
4. LMC [12.24.080](#), Watercraft use restricted.
5. LMC [12.24.090](#), Riding bicycles permitted.
6. LMC [12.24.100](#), Riding or driving vehicles prohibited.
7. LMC [12.24.110](#), Camping prohibited – Closing hours.
8. LMC [12.24.120](#), Littering prohibited.
9. LMC [12.24.130](#), Building fires – Restrictions. Violation of this section shall be a civil infraction unless otherwise prohibited by applicable laws.
10. LMC [12.24.140](#), Alcoholic beverages prohibited. Possession of alcoholic beverages in the park by an adult is a civil infraction. Consumption of alcoholic beverages in the park shall remain a misdemeanor punishable under subsection (E) of this section.

B. Any person, firm or corporation who violates any provisions of this chapter not identified as a civil infraction in subsection (A) of this section, or who counsels, aids or abets any such violation, is guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine in a sum not exceeding \$100.00 or by imprisonment in the county jail for a term not to exceed 30 days, or both such fine and imprisonment.

C. The civil penalty for violation of any provisions of this chapter identified as a civil infraction in subsection (A) of this section shall be \$50.00 on the first offense, \$100.00 on the second offense and \$200.00 on the third offense. The city may collect the civil penalty, if not paid on demand, by commencing an action in the

Chelan County district court or Chelan County superior court. In any such action the city shall be entitled to recover, in addition to the civil penalty, its costs and reasonable attorney fees.

D. In the event a minor is guilty of a civil infraction under subsection (A) of this section, the civil penalty may be assessed against and collected from the child's parent or parents.

E. It shall be a misdemeanor punishable under subsection (B) of this section for any person to fail to sign and accept a civil infraction notice or citation issued pursuant to this chapter. [Ord. 1353 § 1, 2009; Ord. 957 § 1, 1994; Ord. 912 § 1, 1992.]

¹Prior ordinance history: Ord. 549.

[Mobile Version](#)



SPECIAL USE PERMIT AGREEMENT

CITY OF LEAVENWORTH

This Special Use Permit Agreement, made and entered into this ____ day of _____, 2016, by and between the CITY OF LEAVENWORTH, a municipal corporation, (hereinafter "City") and the **Leavenworth Chamber of Commerce**, the address of whom is PO Box 327, Leavenworth, WA 98826 (hereinafter "Permittee").

WITNESSETH: The City hereby grants a permit to the Permittee for temporary use of the City property described on the attached **Exhibit "A"** and incorporated herein by this reference.

TERMS OF USE PERMIT AND USER FEE

The term of this special use permit agreement (hereinafter "permit" or "agreement") shall commence on the **14th day of May, 2016 at 12:00 noon**, and end on the **14th day of May, 2016 at 4:00 PM**. As a user fee for the use of said property during said period, the Permittee agrees to pay the City the amount set forth on the attached **Exhibit "B"** and incorporated herein by this reference.

USE OF THE PROPERTY

Permittee agrees that the property subject to this use permit agreement shall be used solely and exclusively for those purposes set forth on the attached **Exhibit "C"** and incorporated herein by this reference. Any such use must comply with all applicable laws of the State of Washington.

CARE OF PROPERTY

Permittee shall, at Permittee's sole expense, maintain the right-of-way/property and any improvements placed thereon by Permittee, in a good and sanitary condition and a good state of repair and in accordance with all applicable laws, rules, and regulations. At the termination of this permit agreement, or at periods otherwise provided herein, Permittee, at Permittee's sole expense shall remove all improvements placed on the right-of-way/property by Permittee, unless accepted by the City.

INDEMNITY

Permittee shall indemnify, defend, and hold harmless the City against and from any and all claims, loss, liability, or damages, including attorney fees, arising from Permittee's use of the right-of-way/property or conduct of Permittee's use thereon, or from any activity, work, or thing done, permitted or suffered by the Permittee on or about the right-of-way/property, and shall further indemnify and hold harmless the City against and from any and all claims arising from any breach or default in the performance of any obligation on Permittee's part to be performed under the terms of this agreement.

PERMITTEE'S INSURANCE

Permittee at Permittee's sole expense, shall provide and keep in force with companies acceptable to the City, public liability insurance for the benefit of the City and Permittee jointly which policies shall insure against liability for bodily injury and property damage in the amount of not less than One Million Dollars (\$1,000,000) in respect to injuries to or death of more than one person in any occurrence, and in the amount of not less than One Million Dollars (\$1,000,000) per occurrence in respect to damage to property such limits to be for any greater amounts as may be reasonably indicated by circumstances from time to time existing at the sole discretion of the City. Permittee shall furnish to the City a certificate of effective insurance coverage upon execution of this special use permit agreement and shall provide continuing verification that said policy or policies of insurance remain effective during the term of this agreement. Any such policy shall name the City as an additional insured and shall be primary and non-contributing with any insurance carried by the City. Any such policy shall further provide that it shall not be canceled or altered without twenty (20) days prior written notice to the City.

NO ASSIGNMENT

Permittee shall not assign the within permit or this agreement without the written consent of the City.

LEASEHOLD EXCISE TAX

In addition to any use permit fee which Permittee is required to pay hereunder, Permittee shall timely pay any and all leasehold excise tax imposed by RCW82.29A, or any other applicable section of the Revised Code of Washington.

TERMINATION OF PERMIT

Either the City or Permittee may terminate this Special Use Permit Agreement by giving written notice of intent to terminate to the other party no later than May 1, in which case this permit shall terminate on May 14.

NOTICES

Any notice given hereunder by one party to the other shall be mailed, First Class Mail, return receipt requested addressed as follows:

To Lessor: City Administrator
 City of Leavenworth
 P.O. Box 287/700 Highway 2
 Leavenworth, WA 98826

To Permittee: Leavenworth Chamber of Commerce
 Executive Director
 PO Box 327
 Leavenworth, WA 98826

DEFAULTS AND REMEDIES

All permit fees shall be payable to the City by the Permittee in advance. In the event the City is required to bring any action to enforce any covenant contained in this agreement, the prevailing party in any such action shall be entitled to reasonable attorney fees approved by the court. Venue shall be in Chelan County, Washington

Dated this _____ day of _____, 2016.

IN WITNESS WHEREOF, We have hereunto set our hands the day and year first herein above written.

PERMITTEE:

Signature / Title

Date

CITY OF LEAVENWORTH:

Joel Walinski, City Administrator

Date

Attest:

Chantell Steiner, Finance Director/City Clerk

EXHIBIT "A"

Real Property Description

The use of two (2) 10-foot by 10-foot tents and approximately a 20-foot by 30-foot area of open seating cordoned off on the grass east of the Gazebo at Front Street Park.



Exhibit "B"

Special Use Permit Fee

Special Use Permit Fee

Use of Front Street Park (the current base fee is established using the current market value of \$.40/square foot/month with adjustment for seasonal usage of the property):

$$800 \text{ SF} \times \$0.40 = \$320/\text{month} \times .03 \text{ months (1 day for event)} = \mathbf{\$9.60}$$

$$\text{Total amount for use of park} = \mathbf{\$9.60}$$

Included in the event, but not within or subject to this Special Use Permit Description:

Use and/or closure of Front Street (pursuant to LMC 5.38.060, \$100.00 per festival Special Use Permit Fee):

$$\text{Total amount for Special use permit fee} = \mathbf{\$100.00}$$

$$\mathbf{\text{Total Annual Payment for 2016} = \$109.60}$$

The following standards will be enforced concerning this Special Use Permit.

1. The base fee shall be recalculated annually to current market value for successive years.
2. Annual renewal fees shall be increased to reflect a cost of living increase based on the Seattle CPI-U and shall be rounded up to the nearest dollar.
3. The Permittee shall pay the user fee prior to the usage of said property.
4. Late payments shall be accompanied by a late fee of \$25.00 per month of usage.

EXHIBIT “C”

The use of the grass covered area east of the Gazebo within Front Street Park as noted in **Exhibit “A”** to erect two (2) 10-foot by 10-foot tents and cordon off an additional 20-foot by 30-foot seating area to sell beer (“bier”) and related snacks and refreshments for a four (4) period only as conditioned herein.

Conditions of Approval:

1. The said property shall only be used as identified in this Special Use Permit agreement.
2. Permittee shall in no way disrupt pedestrian mobility on City sidewalks with placement of tents, fixtures, or other items. A minimum of five feet of unobstructed “clear space” shall remain on sidewalks. This space shall be located in a way which creates a continuous path in order to ensure unrestricted egress by pedestrians, City staff, and emergency personnel at all times and ensures compliance with the requirements of the International Building Code.
3. Items to be placed within the park or right-of-way shall not be permanently attached, and no modification of the park or right-of-way for bolting, anchoring, or other support shall be permitted.
4. The Permittee shall operate in a manner which does not violate the provisions of Leavenworth Municipal Code Chapter 9.33 at all times, and shall not create noise disturbance. “Noise disturbance” means any sound which annoys, disturbs, or perturbs reasonable persons with normal sensitivities, or any sound which unreasonably injures or endangers the comfort, repose, health, hearing, peace, or safety of persons or animals.
5. The Permittee, at Permittee’s sole expense, shall maintain the area and private fixtures in a good and sanitary condition and good state or repair. The use of solvents (used for cleaning), residues from food items, and furniture or fixtures being moved (scraping) may damage the sidewalk or pavers. The Permittee shall repair damaged, stained, or discolored sidewalk or pavers at the sole expense of the Permittee and at the discretion of the City.
6. Items to be placed within the park or right-of-way are the sole responsibility of the Permittee. The City shall not be liable for any loss or damage of private equipment or merchandise. The Permittee shall be responsible for providing any necessary security services.
7. The Permittee shall comply with all State, local, and federal law.
8. Any subsequent changes to the operation and/or layout of the area shall be subject to the review and approval of the City and shall require amendment of this permit.
9. This permit shall be subject to termination by the City for any reason, including but not limited to, any determination by the City that the use of the area causes any undue noise disturbance or limits reasonable use of sidewalks.
10. This Special Use Permit does not imply, warrant, or guarantee any vested status in regards to the use of the right-of-way, or future issuance of such Permit beyond any commitment as stated herein.

EXHIBIT "C"

Conditions of Approval - Continued:

11. The Permittee shall be required to comply with the following regulations set-fourth by the listed agencies/departments:

Chelan County Fire District #3:

- A. All structures and/or canopies are subject to routine inspections by CCFD#3 for fire code compliance.
- B. Electric heaters may be used within the structure and/or canopy/tent depending on the fire-resistive construction and the U/L rating of the heater as long as there is adequate electrical power available.
- C. Food booths creating grease laden vapors require hoods.
- D. A fire extinguisher will be required within each structure and/or canopy. Booths which have cooking in them will be required to have class "K" extinguishers (minimum of 2A10BC).
- E. Propane tanks may be utilized for heating and food preparation as approved by the Fire Department. Tank placement must be authorized by the fire district prior to installation.
- F. Burn barrels are required to be placed at least 25-feet from structures, and have spark arresters (or other similar spark dampening mechanism).

City of Leavenworth Public Works:

- D. City Park property may be utilized for Bavarian commercial activities and non-profit activities by obtaining a Special Use Permit from the City, pursuant to the conditions of LMC 12.24.070 B. In issuing a Special Use Permit, the City may require the applicant to comply with any conditions it deems necessary to mitigate impacts of the proposal. At a minimum, the following applicable sections of the Code are required:
 - i. Setting up of booths, tents, and other equipment shall not occur prior to 7:00 AM on the day of the event, and take-down of booths, tents, and other equipment shall be completed no later than 8:00 AM the day after the event is completed.
 - ii. No event shall be allowed to operate past 9:00 PM on any day of the week.
 - iii. No portable generators shall be allowed.
 - iv. In addition to obtaining a Special Use Permit, the Permittee will be required to obtain a Park Use Request Permit and a Right-of-Way Permit.
 - v. The Permittee shall be responsible for snow removal.
 - vi. The Permittee shall be responsible for garbage removal.
 - vii. Any burn barrels which may be used are not the property of the City. Burn barrels may be used within the park only, not within the City right-of-way (sidewalks or Streets).

EXHIBIT "C"

Conditions of Approval - Continued:

City of Leavenworth Building:

- E. The Permittee shall call the City Building and Code Inspector to arrange for coordination with the Fire District for inspection of structures and/or canopies/tents and other appurtenances prior to set up the first weekend of the event.
- F. Food booths require permitting by the Department of Health.

City of Leavenworth Planning:

- G. All buildings, structures, walkways, and/or lighting in the commercial zone districts shall conform in exterior design to the Old World Bavarian Architectural Theme (LMC 14.08), regardless of the permitting requirement for the building or structure (tent in this case). Consultation with the Design Review Board may be required.
- H. Only special event signs which comply with Chapter 14.10 of the LMC are allowed. "Special event sign" means individual temporary booth, tent, or vendor sign allowed for a special event or festival. Special event signs erected in accordance with LMC 14.10.050 (N) are exempt from the permit requirements of the Code as follows:
 - i. One such sign shall be allowed per vendor, and must be attached to the booth, tent, and/or concession area;
 - ii. No portable or freestanding signs shall be allowed;
 - iii. No internal, indirect or backlit illumination of any kind shall be allowed;
 - iv. Such signs are considered temporary signs;
 - v. No sign shall exceed four square feet in area;
 - vi. Such signs shall be compliant with the Old World Bavarian-Alpine theme and LMC [14.10.180](#); and
 - vii. The sign shall be removed at the end of the event.
 - viii. The signs must be compatible in design with the Old World Bavarian-Alpine theme. In determining compliance, the City Administrator or his/her designee shall consider the following required provisions:
 - a) Compliance with size, location, and number requirements of chapter 14.10;
 - b) The use of approved Old World Bavarian lettering;
 - c) The use of Baroque, Rococo, Classical, or Bavarian folk art elements (may be shape of sign, border, or other elements as determined by the City); and
 - d) The use of approved Old World Bavarian colors as determined by the Design Review Board by resolution.

EXHIBIT "C"

Conditions of Approval - Continued:

- I. Only temporary community service event signs which comply with Chapter 14.10 of the LMC are allowed. "Temporary community service event sign" means a sign for the purpose of "community service event" or "civic event." "Temporary sign" means a sign not constructed or intended for long-term use. For the purposes of this definition, a temporary sign may not be in place greater than 24 hours, unless specifically allowed a greater duration by this chapter. Temporary signs installed pursuant to this title do not have vested status and cannot become permanent installations. "Community service event" or "civic event" means an event (e.g., festival, parking, fun run and/or meeting) sponsored by or for the benefit of a nonprofit organization. Community service event signs erected in accordance with LMC 14.10.050 (P) are exempt from the permit requirements of the Code as follows:
 - i. Such signs are considered temporary signs;
 - ii. The signs are installed no more than three months prior to the start of said event except when located within right-of-way;
 - iii. The signs are removed no more than two days after the end of the event;
 - iv. The area of the sign shall not exceed 32 square feet in area when located on private property. The allowed area of this sign is in addition to any other allowed sign area, excepting window signage;
 - v. Such sign shall not contain franchise logos;
 - vi. Such sign shall be immediately removed if not maintained;
 - vii. The sign(s) may function to direct visitors and residents to nonprofit community events and what/where services are available;
 - viii. Such sign may be portable and off site;
 - ix. Such sign shall conform to the standards of the designated sign area or community bulletin board when located within designated sign area or within a community bulletin board;
 - x. Signs allowed within right-of-way shall not exceed five square feet in area; signs allowed within right-of-way shall be located on sidewalks with greater than eight feet of width; or in location as to provide a minimum of five feet of unobstructed travel way as measured from the outer curb to the closest point (horizontally) to the sign. No more than five signs shall be allowed per 100 lineal feet of right-of-way. At no time shall signs block or obstruct safe sight distance, and/or become a nuisance, hazard and/or danger to the public as determined by the public works department. Signs within right-of-way may be installed no more than two weeks prior to the start of said event;
 - xi. Such sign shall be compliant with the Old World Bavarian-Alpine theme and LMC [14.10.180](#);
 - xii. Such signs shall not cover more than one-third of the total window space. This area shall include all other allowed window signs;
 - xiii. Such signs may be made of any material, other than plastic; and
 - xiv. Such signs shall not advertise specific business.

RESOLUTION NO. 16-2012

CITY OF LEAVENWORTH, WASHINGTON

A RESOLUTION TO DECLARE MAIFEST, THE AUTUMN LEAF FESTIVAL, AND THE CHRISTMAS LIGHTING FESTIVALS THE OFFICIALLY SANCTIONED CITY PARADES AND PUBLIC EVENTS OF 2012

WHEREAS, the City of Leavenworth City Council considers it in the best public interest to support a broad number of community events; and

WHEREAS, from time to time it may be advantageous to the authorized governmental entity, City of Leavenworth, and the public good to officially sanction parades or other public events; and

WHEREAS, those events where the main event is open to the public of Leavenworth without fees, where the major event takes place on City owned Right of Way or park property, and where the City has made a significant commitment of resources to the success of the event; and

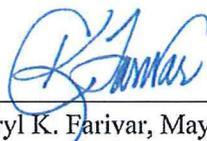
WHEREAS, the City Council of the City of Leavenworth findings support these criteria and they hold true for Maifest, the Autumn Leaf Festival, and the Christmas Lighting Festival;

NOW THEREFORE, BE IT RESOLVED that the City of Leavenworth City Council declare the Leavenworth MaiFest, the Autumn Leaf Festival, and the Christmas Lighting Festivals as the officially sanctioned City parades and public events of 2012; and

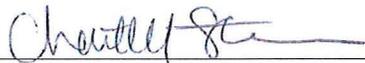
BE IT FURTHER RESOLVED that under Leavenworth Municipal Code 9.33 officially sanctioned parades and public events are exempt from the noise restrictions and requirements of LMC 9.33

THIS RESOLUTION IS PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR at an open public meeting of the City of Leavenworth, State of Washington on this 24th day of April 2012.

CITY OF LEAVENWORTH

By: 
Cheryl K. Farivar, Mayor

ATTEST:

By: 
Chantell Steiner, City Clerk/Finance Director

ORDINANCE NO. 1524

AN ORDINANCE OF THE CITY OF LEAVENWORTH, WASHINGTON, AMENDING CERTAIN REVENUE AND EXPENDITURE APPROPRIATIONS IN THE 2015-2016 BUDGET AND ORDINANCE #1497 FOR THE CITY OF LEAVENWORTH

WHEREAS, the City of Leavenworth finds that it is necessary and in the best interest of the City to increase and decrease certain appropriations authorized by the 2015-2016 budget to provide for additional revenues and expenditures not identified at the time of adoption of the original budget and to allocate resources more efficiently within and among the funds identified below,

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

Section 1: Ordinance #1497 and the 2015-2016 budget for the City of Leavenworth is amended as follows to amend the annual appropriations at the fund level as identified below:

<u>FUND</u>	<u>ADDITIONAL APPROPRIATIONS</u>
General Fund	\$ 646,837
Street	\$ 311,786
Lodging Tax	\$ 409,342
P.W. Capital Improvement	\$ 98,802
Leavenworth Civic Center	\$ 48,098
Pool	\$ 19,596
1997 GO Bond	\$ 2,637
Capital Project Warehouse	\$ 90,666
Garbage	\$ 36,699
Water	\$ 27,152
Sewer	\$ 284,732
Stormwater	\$ -24,149
Parking	\$ 180,433
Equip Rental & Revolving (ER&R)	\$ 40,553
Cemetery Endowment	\$ -9,047

TOTAL APPROPRIATIONS

\$ 2,164,137

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 and approved by the Mayor this 12th day of April, 2016.

CITY OF LEAVENWORTH

APPROVED:

Cheryl K. Farivar, Mayor

APPROVED AS TO FORM:

ATTEST:

Thom Graafstra, City Attorney

Chantell R. Steiner, Finance Director/City Clerk

Fund	Account	Account Name	Revenue	Expense	Notes
General Fund	001.308.80.01.00	BFB	577,829		Increase BFB = Beginning Fund Balance
General Fund	001.311.10.00.00	Real & Personal Prop Taxes	15,000		Increase based on actual requested (some banked capacity)
General Fund	001.313.11.00.00	Retail Sales Tax 55%	37,427		Increase based on 2015 actual
General Fund	001.313.15.00.00	Public Safety Retail Sales	7,506		Increase based on 2015 actual
General Fund	001.313.71.00.00	Local Criminal Justice Tax	8,361		Increase based on 2015 actual
General Fund	001.316.44.02.00	Garbage B&O Tax	2,000		Adjusted based on 2015 actual (no rate inc)
General Fund	001.316.44.04.00	Sewer B&O Tax	(10,500)		Adjusted based on 2015 actual (no rate inc)
General Fund	001.316.44.10.00	Stormwater B&O Tax	(1,584)		Adjusted based on 2015 actual (no rate inc)
General Fund	001.342.10.00.00	Park/Parking Violations	10,798		Estimate based on Pacific Patrol Contract
General Fund	001.511.60.31.01	Office Supplies / Tablets		1,500	Estimate for 3 Council Tablet/Notebooks
General Fund	001.521.10.41.01	Park/Parking Violations		10,798	Pacific Patrol Contract
General Fund	001.521.10.50.01	CCSO - RiverCom		9,100	Increase based on County Billing/Contract
General Fund	001.521.10.52.00	CC - Prosecution Svc.		2,940	Increase based on Contract
General Fund	001.536.50.47.00	Utilities (Cemetery)		6,500	Increase based on 2015 actual (no irrigation)
General Fund	001.554.30.41.00	Humane Society-Prosvs.		3,000	Approved by Council on 2/9/16
General Fund	001.591.18.70.00	Debt Redemp-Prin ROW		(6,200)	Decreased to match actual new debt
General Fund	001.591.18.70.01	Debt Redemp-Prin Solar/Energy		16,043	First principle payment for final known amount
General Fund	001.592.18.80.00	Debt Redemp-Int ROW		5,180	Increased to match actual new debt
General Fund	001.592.18.80.01	Debt Redemp-Int Solar/Energy		4,043	First Interest payment for final known amount
General Fund	001.594.76.61.01	Downtown Plaza Design/Const.		50,000	Ted/Bob Restricted Donation - Downtown Plaza
General Fund	001.594.76.61.02	Downtown Plaza Memorial		10,000	Ted/Bob Restricted Doantion - Downtown Plaza
General Fund	001.594.76.63.82	Bike Pump Park-Enchantment		10,000	Council approved 11/10/2015 (\$15K in Lodging Tax)
General Fund	001.508.10.01.00	Restricted EFB		(65,000)	Removing Commitment (Duncan Prop. Purchased in 14/15)
General Fund	001.508.10.02.00	Restricted EFB for Utilities		20,000	Added Restriction for Banked Capacity Prop. Taxes- for Utilities
General Fund	001.508.80.01.00	EFB		568,933	Increase EFB = Ending Fund Balance
Total			646,837	646,837	
Streets	101.308.80.01.01	BFB	128,638		Increase BFB
Streets	101.313.11.01.00	Retail Sales Tax 45%	25,918		Increase based on 2015 actual
Streets	101.334.03.80.06	State Grant-TIB/Commercial	79,000		Funds received/remaining in 2016
Streets	101.334.03.80.07	State Grant-WSDOT/Crosswalks	58,230		90% of TD&H Engineering approved 11/24
Streets	101.397.95.00.01	Transfer In-Fm #107 Cap Imp.	20,000		Additional Capital Funding to Balance Fund Deficit
Streets	101.542.66.45.00	Operating Rentals & Leases		(10,000)	Reduced to transfer \$10K for Loader to ER&R
Streets	101.542.66.45.01	Snow Storage Lease - Johnson		16,000	\$8K annual - 2016 includes 15/16 payments
Streets	101.543.10.40.01	Interfund Rental & Leases		10,000	Increased to transfer \$10K for Loader to ER&R
Streets	101.595.10.40.17	SR2 Pedestrian Crossing - Eng.		64,700	100% of TD&H Engineering approved 11/24
Streets	101.543.10.46.00	Insurance		13,750	Increase based on billing/need for equip coverage
Streets	101.508.80.01.01	EFB		217,336	Increase EFB (Currently -\$215,846)
Total			311,786	311,786	
Lodging Tax	104.308.80.01.04	BFB	233,584		Increase BFB
Lodging Tax	104.313.31.00.00	Motel Tax - 2%	72,301		2015 actual + 2% Increase
Lodging Tax	104.313.31.01.00	Motel Tax - 3%	103,457		2015 actual + 2% Increase
Lodging Tax	104.557.30.10.00	Salaries & Wages-Pks Seas.		7,202	Increase based on 2015 actual ~ 40% of 1 employee
Lodging Tax	104.557.30.15.00	Overtime-Fest/Evts		10,000	Increase based on Sheriff & Pacific Patrol Agreements
Lodging Tax	104.557.30.15.01	Overtime-Pks Seas.		202	Increase based on 2015 actual ~ 40% of 1 employee

Fund	Account	Account Name	Revenue	Expense	Notes
Lodging Tax	104.557.30.20.00	Benefits		4,261	Increase based on 2015 actual ~ 40% of 1 employee
Lodging Tax	104.557.30.31.00	Operating Supplies-Restrooms		650	5% increase over 2015
Lodging Tax	104.557.30.44.00	Advertising-Chamber		27,107	Updated based on contract @ 18.5%
Lodging Tax	104.557.30.44.01	Advertising-LAP		11,000	Included per LAP's request/Council approval needed
Lodging Tax	104.557.30.44.13	Advertising - Stevens Pass		20,000	Council verbal 2015 Retreat @ \$20K/yr 2015-2017
Lodging Tax	104.557.30.44.14	Autumn Leaf Special \$10K		10,000	Council approved on 3/22/16
Lodging Tax	104.557.30.44.15	Autumn Leaf Special \$5K		5,000	Council approved on 3/22/16
Lodging Tax	104.557.30.44.16	LWSC \$20K Special Grant		20,000	Council approval needed - water access Ski Hill
Lodging Tax	104.557.30.47.00	Utilities-Street Cans		(500)	slight reduction based on actuals
Lodging Tax	104.557.30.47.01	Utilities-Restrooms		770	5% increase over 2015
Lodging Tax	104.594.76.64.04	Refurb Hwy 2 Snowflakes		20,000	Added back per Council Retreat Disc. in 2015
Lodging Tax	104.594.76.64.05	Mai Pol Replacement		8,000	Donation from PB (Dec 15) / remaining costs from say yes fund
Lodging Tax	104.594.76.65.00	Golf Course Capital Funding		15,000	Added Finance/SS Mtg Disc. 11/10/15/ approval needed
Lodging Tax	104.594.76.65.01	Bike Pump Park-Enchantment		15,000	Council approved on 11/10/2015
Lodging Tax	104.594.76.65.02	Ski Hill Water Access		5,000	Added Finance/SS Mtg Disc. 11/10/15/ approval needed
Lodging Tax	104.594.76.65.03	Downtown Tourist Plaza		25,000	Added Finance/SS Mtg Disc. 11/10/15/ approval needed (\$60K donation currently in GF for project support)
Lodging Tax	104.508.10.01.04	Restricted EFB		137,984	Added to current balance - creates goal of \$200K in reserve
Lodging Tax	104.508.80.01.04	EFB		67,666	Increase Unreserved EFB
Total			409,342	409,342	
P.W. Cap Imp	107.308.80.01.07	BFB	98,802		Increase BFB
P.W. Cap Imp	107.597.00.02.00	Trans Out-To St Resident St&Sid		20,000	Transfer needed to balance capital projects in Streets
P.W. Cap Imp	107.508.80.01.07	EFB		78,802	Increase EFB
Total			98,802	98,802	
Leav. Civic Ctr.	110.308.80.01.10	BFB	48,098		Increase BFB
Leav. Civic Ctr.	110.508.80.01.10	EFB		48,098	Increase EFB
Total			48,098	48,098	
Pool	176.308.80.01.76	BFB	19,596		Increase BFB
Pool	176.508.80.01.76	EFB		19,596	Increase EFB
Total			19,596	19,596	
1997 GO Bond	201.308.80.02.01	BFB	2,637		Increase BFB
1997 GO Bond	201.508.80.02.01	EFB		2,637	Increase EFB
Total			2,637	2,637	
Cap. Project Warehouse	301.308.80.03.01	BFB	90,666		Increase BFB
Cap. Project Warehouse	301.508.80.03.01	EFB		90,666	Increase EFB (Currently -\$90,543)
Total			90,666	90,666	
Garbage	402.308.80.04.02	BFB	36,699		Increase BFB
Garbage	402.537.80.54.00	B&O Tax to Current Expense		2,000	Adjusted based on 2015 actual
Garbage	402.537.80.41.01	Recycling Pro-Svs-Attendant		500	Increase based on 2015 actual plus small adj.

Fund	Account	Account Name	Revenue	Expense	Notes
Garbage	402.537.80.51.00	Dump Fees		6,000	Increase based on 2015 actual plus small adj.
Garbage	402.537.80.51.01	Interg Prof Srv-SWAC		1,948	Increase in annual membership per SWAC
Garbage	402.537.80.51.02	Recycling Dumpster Rental Fee		1,500	Increase based on 2015 actual plus small adj.
Garbage	402.537.80.51.03	Recycling Dump Fees		1,500	Increase based on 2015 actual plus small adj.
Garbage	402.508.80.04.02	EFB		23,251	Increase EFB
Total			36,699	36,699	
Water	403.308.80.04.03	BFB	24,152		Increase BFB
Water	403.343.40.00.00	Water Collections	(10,000)		Reduced to recognize 2% not 3.5% as budgeted
Water	403.379.00.00.01	Meadowlark LID Contributions	13,000		2013-2016 costs to date - reimburse via bond (\$57K currently)
Water	403.534.80.46.00	Insurance		9,800	Increase needed to cover a portion of ins claims increases
Water	403.591.34.78.09	Debt Redemp-Prin ROW		(1,700)	First Principle payment for final known amount
Water	403.592.34.83.09	Debt Redemp-Int ROW		1,113	First Interest payment for final known amount
Water	403.508.80.04.03	EFB		17,939	Increase EFB
Total			27,152	27,152	
Sewer	404.308.80.04.04	BFB	371,732		Increase BFB
Sewer	404.343.50.00.00	Sewer Collections	(100,000)		Reduced to recognize 0% not 5.5% as budgeted (2% short in 2015)
Sewer	404.379.00.00.02	Meadowlark LID Contributions	13,000		2013-2016 costs to date - reimburse via bond (\$57K currently)
Sewer	404.591.35.78.07	Debt Redemp-Prin ROW		(2,100)	First Principle payment for final known amount
Sewer	404.592.35.83.07	Debt Redemp-Int ROW		1,783	First Interest payment for final known amount
Sewer	404.594.35.41.01	Sewer System Plan Update		(60,114)	Combining Contract on TMDL - Facilities Planning
Sewer	404.594.35.41.06	TMDL-Prelim Facilities Planning		175,000	Council approved 3/22/16; current balance needed
Sewer	404.594.34.41.07	TMDL Engineering		(240,000)	Duplicate line item in current budget - removing
Sewer	404.508.80.04.04	EFB		410,163	Increase EFB
Total			284,732	284,732	
Stormwater	410.308.80.04.10	BFB	(26,778)		Decrease BFB based on actual
Stormwater	410.331.66.00.00	DOE Grant - Stormwater Plan	18,629		Carryover remaining from 2015 budget
Stormwater	410.343.83.00.00	Stormwater Collections	(16,000)		Reduced to recognize \$0 not \$0.50 (3% short in 2015)
Stormwater	410.531.30.41.14	Prosvs- non reimb. - GIS		9,347	Carryover from 2015 budget plan
Stormwater	410.594.31.41.01	Stormwater Master Plan/Wetland		384	Carryover remaininig expenses from grant
Stormwater	410.508.80.04.10	EFB		(33,880)	Decrease EFB - will leave fund balance of \$27,782
Total			(24,149)	(24,149)	
Parking	415.308.80.04.15	BFB	83,833		Increase BFB
Parking	415.362.30.00.07	Parking Fees Lot 1	38,000		Increase to match 2015 actual
Parking	415.362.30.00.08	Parking Fees Lot 2	21,900		Increase to match 2015 actual
Parking	415.362.30.00.09	Parking Fees Lot 3	13,000		Increase to match 2015 actual
Parking	415.362.30.00.11	Parking Fees Lot 4	8,200		Increase to match 2015 actual
Parking	415.362.30.00.16	Parking Violation Fees	15,500		Increase based on contract for expenditure below
Parking	415.542.65.40.11	CC Processing Charges		6,000	Increase to address increased revenues received
Parking	415.542.65.41.02	ProSvs-Park Enf.		15,500	Adj. for Pacific Patrol Contract in 2016, Council approved 1/12/16
Parking	415.586.00.04.15	External Taxes - Excise		17,000	Increase to address increased revenues received
Parking	415.508.80.04.15	EFB		141,933	Increase EFB
Total			180,433	180,433	

Fund	Account	Account Name	Revenue	Expense	Notes
Equip Rental (ER&R)	501.308.80.05.01	BFB	30,553		Increase BFB
Equip Rental (ER&R)	501.348.05.01.00	Interfund Equip & Veh Leases	10,000		Increase to reduce Loader Rental in Street Fund
Equip Rental (ER&R)	501.594.48.64.73	Used Loader Purchase		100,000	Approved by Council 3/22/16
Equip Rental (ER&R)	501.508.80.05.01	EFB		(59,447)	Decrease EFB - will leave fund balance of \$268,470
Total			40,553	40,553	
Cemetery Endowment	601.308.80.06.01	BFB	(9,047)		Decrease BFB
Cemetery Endowment	601.508.06.01	EFB		(9,047)	Decrease EFB - will leave fund balance of \$229,661
Total			(9,047)	(9,047)	
Grand Total All Funds			2,164,137	2,164,137	
			<u>Revenue</u>	<u>Expense</u>	
Actual Changes to BFB & EFB's			1,710,994	1,677,630	
Less Total Fund Adjustments from Above			2,164,137	2,164,137	
Actual Adjustments to Revenues & Expenses			453,143	486,507	

RCW 70.96A.087

Liquor taxes and profits—City and county eligibility conditioned.

To be eligible to receive its share of liquor taxes and profits, each city and county shall devote no less than two percent of its share of liquor taxes and profits to the support of a program of alcoholism and other drug addiction approved by the alcoholism and other drug addiction board authorized by RCW 70.96A.300 and the secretary.

[1989 c 270 § 13.]

RCW 70.96A.085

City, town, or county without facility—Contribution of liquor taxes prerequisite to use of another's facility. (*Effective until April 1, 2016.*)

A city, town, or county that does not have its own facility or program for the treatment and rehabilitation of alcoholics and other drug addicts may share in the use of a facility or program maintained by another city or county so long as it contributes no less than two percent of its share of liquor taxes and profits to the support of the facility or program.

[1989 c 270 § 12.]

RCW 70.96A.085

City, town, or county without facility—Contribution of liquor taxes prerequisite to use of another's facility. (*Effective April 1, 2016.*)

A city, town, or county that does not have its own facility or program for the treatment and rehabilitation of persons with substance use disorders may share in the use of a facility or program maintained by another city or county so long as it contributes no less than two percent of its share of liquor taxes and profits to the support of the facility or program.

[2014 c 225 § 26; 1989 c 270 § 12.]

NOTES:

Effective date—2014 c 225: See note following RCW 71.24.016.

RCW 70.96A.300

Counties may create alcoholism and other drug addiction board—Generally. (Effective until April 1, 2016.)

(1) A county or combination of counties acting jointly by agreement, referred to as "county" in this chapter, may create an alcoholism and other drug addiction board. This board may also be designated as a board for other related purposes.

(2) The board shall be composed of not less than seven nor more than fifteen members, who shall be chosen for their demonstrated concern for alcoholism and other drug addiction problems. Members of the board shall be representative of the community, shall include at least one-quarter recovered alcoholics or other recovered drug addicts, and shall include minority group representation. No member may be a provider of alcoholism and other drug addiction treatment services. No more than four elected or appointed city or county officials may serve on the board at the same time. Members of the board shall serve three-year terms and hold office until their successors are appointed and qualified. They shall not be compensated for the performance of their duties as members of the board, but may be reimbursed for travel expenses.

(3) The alcoholism and other drug addiction board shall:

(a) Conduct public hearings and other investigations to determine the needs and priorities of county citizens;

(b) Prepare and recommend to the county legislative authority for approval, all plans, budgets, and applications by the county to the department and other state agencies on behalf of the county alcoholism and other drug addiction program;

(c) Monitor the implementation of the alcoholism and other drug addiction plan and evaluate the performance of the alcoholism and drug addiction program at least annually;

(d) Advise the county legislative authority and county alcoholism and other drug addiction program coordinator on matters relating to the alcoholism and other drug addiction program, including prevention and education;

(e) Nominate individuals to the county legislative authority for the position of county alcoholism and other drug addiction program coordinator. The nominees should have training and experience in the administration of alcoholism and other drug addiction services and shall meet the minimum qualifications established by rule of the department;

(f) Carry out other duties that the department may prescribe by rule.

[1989 c 270 § 15.]

RCW 70.96A.300

Counties may create alcoholism and other drug addiction board—Generally. (Effective April 1, 2016.)

(1) A county or combination of counties acting jointly by agreement, referred to as "county" in this chapter, may create an alcoholism and other drug addiction board. This board may also be designated as a board for other related purposes.

(2) The board shall be composed of not less than seven nor more than fifteen members, who shall be chosen for their demonstrated concern for alcoholism and other drug addiction problems. Members of the board shall be representative of the community, shall include at least one-quarter recovered persons with substance use disorders, and shall include minority group representation. No

member may be a provider of alcoholism and other drug addiction treatment services. No more than four elected or appointed city or county officials may serve on the board at the same time. Members of the board shall serve three-year terms and hold office until their successors are appointed and qualified. They shall not be compensated for the performance of their duties as members of the board, but may be reimbursed for travel expenses.

(3) The alcoholism and other drug addiction board shall:

(a) Conduct public hearings and other investigations to determine the needs and priorities of county citizens;

(b) Prepare and recommend to the county legislative authority for approval, all plans, budgets, and applications by the county to the department and other state agencies on behalf of the county alcoholism and other drug addiction program;

(c) Monitor the implementation of the alcoholism and other drug addiction plan and evaluate the performance of the alcoholism and drug addiction program at least annually;

(d) Advise the county legislative authority and county alcoholism and other drug addiction program coordinator on matters relating to the alcoholism and other drug addiction program, including prevention and education;

(e) Nominate individuals to the county legislative authority for the position of county alcoholism and other drug addiction program coordinator. The nominees should have training and experience in the administration of alcoholism and other drug addiction services and shall meet the minimum qualifications established by rule of the department;

(f) Carry out other duties that the department may prescribe by rule.

[2014 c 225 § 31; 1989 c 270 § 15.]

NOTES:

Effective date—2014 c 225: See note following RCW 71.24.016.

RCW 70.96A.320

Alcoholism and other drug addiction program—Generally. (*Effective until April 1, 2016.*)

(1) A county legislative authority, or two or more counties acting jointly, may establish an alcoholism and other drug addiction program. If two or more counties jointly establish the program, they shall designate one county to provide administrative and financial services.

(2) To be eligible for funds from the department for the support of the county alcoholism and other drug addiction program, the county legislative authority shall establish a county alcoholism and other drug addiction board under RCW 70.96A.300 and appoint a county alcoholism and other drug addiction program coordinator under RCW 70.96A.310.

(3) The county legislative authority may apply to the department for financial support for the county program of alcoholism and other drug addiction. To receive financial support, the county legislative authority shall submit a plan that meets the following conditions:

- (a) It shall describe the services and activities to be provided;
- (b) It shall include anticipated expenditures and revenues;
- (c) It shall be prepared by the county alcoholism and other drug addiction program board and be adopted by the county legislative authority;
- (d) It shall reflect maximum effective use of existing services and programs; and
- (e) It shall meet other conditions that the secretary may require.

(4) The county may accept and spend gifts, grants, and fees, from public and private sources, to implement its program of alcoholism and other drug addiction.

(5) The department shall require that any agreement to provide financial support to a county that performs the activities of a service coordination organization for alcoholism and other drug addiction services must incorporate the expected outcomes and criteria to measure the performance of service coordination organizations as provided in chapter 70.320 RCW.

(6) The county may subcontract for detoxification, residential treatment, or outpatient treatment with treatment programs that are approved treatment programs. The county may subcontract for other services with individuals or organizations approved by the department.

(7) To continue to be eligible for financial support from the department for the county alcoholism and other drug addiction program, an increase in state financial support shall not be used to supplant local funds from a source that was used to support the county alcoholism and other drug addiction program before the effective date of the increase.

[2013 c 320 § 8; 1990 c 151 § 9; 1989 c 270 § 17.]

RCW 70.96A.320

Alcoholism and other drug addiction program—Generally. (*Effective April 1, 2016.*)

(1) A county legislative authority, or two or more counties acting jointly, may establish an alcoholism and other drug addiction program. If two or more counties jointly establish the program, they shall designate one county to provide administrative and financial services.

(2) To be eligible for funds from the department for the support of the county alcoholism and other drug addiction program, the county legislative authority shall establish a county alcoholism and other drug addiction board under RCW 70.96A.300 and appoint a county alcoholism and other drug addiction program coordinator under RCW 70.96A.310.

(3) The county legislative authority may apply to the department for financial support for the county program of alcoholism and other drug addiction. To receive financial support, the county legislative authority shall submit a plan that meets the following conditions:

(a) It shall describe the prevention, early intervention, or recovery support services and activities to be provided;

(b) It shall include anticipated expenditures and revenues;

(c) It shall be prepared by the county alcoholism and other drug addiction program board and be adopted by the county legislative authority;

(d) It shall reflect maximum effective use of existing services and programs; and

(e) It shall meet other conditions that the secretary may require.

(4) The county may accept and spend gifts, grants, and fees, from public and private sources, to implement its program of alcoholism and other drug addiction.

(5) The department shall require that any agreement to provide financial support to a county that performs the activities of a service coordination organization for alcoholism and other drug addiction services must incorporate the expected outcomes and criteria to measure the performance of service coordination organizations as provided in chapter 70.320 RCW.

(6) The county may subcontract for withdrawal management, residential treatment, or outpatient treatment with treatment programs that are approved treatment programs. The county may subcontract for other services with individuals or organizations approved by the department.

(7) To continue to be eligible for financial support from the department for the county alcoholism and other drug addiction program, an increase in state financial support shall not be used to supplant local funds from a source that was used to support the county alcoholism and other drug addiction program before the effective date of the increase.

[2014 c 225 § 32; 2013 c 320 § 8; 1990 c 151 § 9; 1989 c 270 § 17.]

NOTES:

Effective date—2014 c 225: See note following RCW 71.24.016.

RESOLUTION NO. 07 - 2016

**A RESOLUTION OF THE CITY OF LEAVENWORTH, WASHINGTON,
DESIGNATING TWO PERCENT (2%) OF LIQUOR EXCISE TAXES
AND BOARD PROFITS FOR SUBSTANCE ABUSE PROGRAMS
ADMINISTERED THROUGH DOUGLAS COUNTY**

WHEREAS, The Leavenworth City Council is an eligible city for receipt of liquor excise taxes and liquor board profits that require a minimum of two percent (2%) to be devoted to the support of a program of alcoholism and other drug addictions in accordance with RCW 70.96A.087; and

WHEREAS, The City of Leavenworth does not have its own facility or program for the treatment of persons with substance abuse disorders and so designates Douglas County to administer use of the City's funds for substance abuse disorders in accordance with RCW 70.96A.085; and

WHEREAS, Douglas County will be designated to oversee the Behavioral Health Organization program through the County Alcoholism and Drug Addiction Board beginning on April 1, 2016 for Douglas, Chelan and Grant Counties who provides support to The Center for Alcohol and Drug Treatment Facility located in Wenatchee, Washington in accordance with RCW 70.96A.300 and 70.96A.320.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the City Council of the City of Leavenworth designates Douglas County to receive the minimum of two percent (2%) liquor excise taxes and board profits from the City of Leavenworth for the purpose of supporting alcoholism and drug addiction programs in accordance with RCW 70.96A.087.

Passed by the City Council of the City of Leavenworth and approved by the Mayor this 12th day of April, 2016.

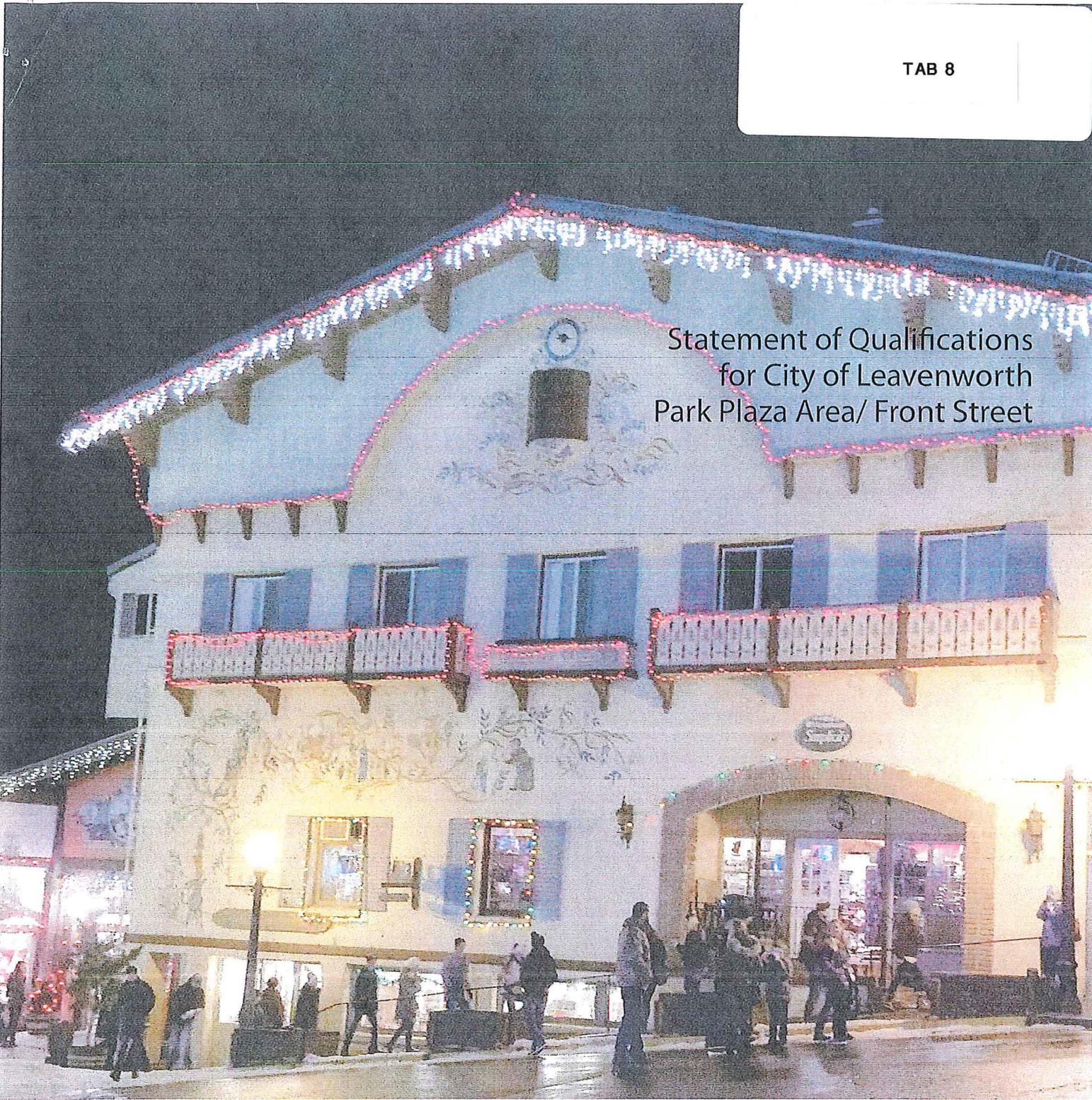
CITY OF LEAVENWORTH

By:

Cheryl K. Farivar, Mayor

Attest:

Chantell Steiner,
Finance Director/City Clerk



Statement of Qualifications
for City of Leavenworth
Park Plaza Area/ Front Street

J.A. Brennan Associates
Landscape Architects & Planners

100 S. King Street #200, Seattle, WA 98104
206.583.0620 | jabrennan.com

December 17, 2015



December 17, 2015

Joel Walinski, City Administrator
City of Leavenworth
700 US Highway 2 / PO Box 287
Leavenworth, WA 98826

RE: City of Leavenworth Park at Front Street

Dear Joel & the City of Leavenworth:

We have visited the project site along Front Street between Highway 2 and 8th Street, and our team is excited about the potential of working with the City of Leavenworth to formulate a design that builds on the vision of the 2009 Master Plan. This 2,300 square foot site has great potential to create a unique gathering space for the community and visitors during special events and throughout the year. Its prime location at the end of the Front Street Vista makes the site highly visible and a desirable place to linger and people watch.

Understanding of Project | We understand that several parking spaces will be eliminated, but the attractiveness of the park will serve to stimulate business opportunities. The J.A. Brennan team can develop a range of creative concepts that can be evaluated by decision makers, and that best fits the City of Leavenworth. Questions we will address include: *Will it be a place to sit in the sun? Will there be shelter? Will it have sculptural artwork or a focal point? A fountain? Artistic lighting? Terraces?* The solutions must relate to the city's Bavarian theme, and accommodate the crowds that gather during special events. A few of the technical issues we recognize include steep slopes/barrier free access, ice/snow plows, traffic and congestion, safety and site lines, parking, storm drainage, views to retail businesses, use and impact to special events, lighting and utilities, and cost.

Design Team | J.A. Brennan has is a landscape architecture and planning firm experienced with designs for urban environments. We understand the public participation process and enjoy working collaboratively to develop feasible designs, supported by accurate cost estimates. Our design team includes landscape design professionals experienced in creating urban places that reflex a community and its goals. Jim Brennan, principal, will be the project manager. Drew Coombs will be the project landscape architect. Our team also includes Erlandsen who will provide land surveying, civil engineering, and geographic information systems (GIS) services. Paki Perala will be the project civil engineer. Our team members have worked in the Leavenworth community, and we are eager to collaborate with you on this project. We are familiar with this scale of project, having just completed design of eight pocket parks for the City of Seattle.

Working with Small Communities | We have a depth of experience and a passion for working with small communities to create parks and tourism facilities. We understand the importance of the physical setting to the successful operation of small businesses within the community. In Leavenworth retail and hospitality are critical businesses and the lifeblood of the economy. We excel in creating beautiful and functional culturally themed places that bring people to the community and keep them coming back.

Thank you for reviewing the J.A. Brennan team submittal. We look forward to working with you.

Sincerely,

J.A. Brennan Associates, PLLC

A handwritten signature in black ink, appearing to read "Jim Brennan", is written over the printed name below.

Jim Brennan, ASLA
Principal

Project Team Description

Project Team

J.A. Brennan Associates, PLLC

J.A. Brennan are landscape architects and planners dedicated to creating dynamic urban spaces. We believe in connecting people to place and that aesthetic improvements relate to the quality of an experience. We create places that give the public access to experiences and generate social involvement.

Context of Place | We create public spaces by working with communities in an on-the-ground approach, identifying opportunities and constraints early in the design process. We identify the characteristics that make a place unique, and the opportunities to make the best visitor experience. Through material selection and spatial organization, we strive to bring out the character of the community and make a new public space accessible, attractive, safe, and functional.

Our areas of experience and expertise include:

- Urban planning
- Plazas and gathering areas
- Trails, pedestrian and auto circulation systems
- Public art integration
- Water features
- Barrier free/ADA Design
- Lighting
- Irrigation
- Specifications
- Cost Estimating
- Sustainable, ecological design

Our goal oriented planning process:

- Results in appropriate uses / programming
- Captures the vision of the community and stakeholders
- Strives to connect the community to surrounding areas
- Balances access with development and preservation
- Considers implementation costs early

J.A. Brennan's staff of eight collaborate with engineers and other experts to understand project issues and then integrate beautiful and functional solutions into the design to make a sustainable, stellar, and long-lasting project.

Project Manager

Jim Brennan, principal, will be project manager. He has been responsible for a diverse range of projects with multi-discipline teams. His experience includes working with public agencies master planning through design development, construction documents, and construction observation. He is committed to providing imaginative solutions that produce the best fit between project objectives and excellent site planning and design.

Redefining Public Spaces

Our designs for renovating and revitalizing public spaces focus on improving aesthetics, creating new places for gathering to celebrate community, and placemaking. We are experienced in all phases of design including site analysis, master planning, detail design, public involvement, cost estimating, construction documents, bidding, and construction observation.



The Plaza at Jacob Ambaum Park in Burien, WA provides seating areas and screening from traffic

J.A. Brennan Associates, PLLC Landscape Architects & Planners

Number of employees: 8

Project Manager:

Jim Brennan, ASLA

email: jim@jabrennan.com

phone: 206.583.0620

100 S. King St., Suite 200
Seattle, WA 98104

www.jabrennan.com



Project Team Description & Qualifications

Erlandsen

Erlandsen is recognized in Central Washington as a leader in providing land surveying, civil engineering, and geographic information systems (GIS) services. The firm has supported clients during a wide range of projects throughout the area since 1986, within the counties of Chelan, Douglas, Okanogan, Kittitas, and Grant.

Our staff of professionals have been dedicated to offering accurate and consistent quality services related to our capabilities. Erlandsen's full scope of specialized services, enables our staff to better control costs and time schedules, to respond quickly to client requests, and to produce quality projects. With this depth of resources, we can promptly and efficiently meet your project needs. Paki Perala will be the project civil engineer.

Team Expertise

Urban Planning | J.A. Brennan designs places where people gather to enjoy community and the lively urban setting. By considering community needs and aesthetics, we design successful spaces for reflection, enjoyment, pedestrian and bicycle access, public transportation access, and gathering places.

Plazas and Gathering Areas | Our areas of expertise include the planning and design of public gathering spaces, as well as cultural and historic places.

We develop designs for renovating and revitalizing existing parks to create new places for celebrating community. We approach design for these space in collaboration with our clients and the public.

The selection of street furniture has the potential to bring character, color, and identity to a project area. The carefully selected design of these amenities establishes a special sense of place and helps create a safe and people friendly streetscape.

Local knowledge | J.A. Brennan has completed many project in central Washington and we are familiar with the community, the tourism patterns, climate, and plant materials. Erlandsen is located in Wenatchee and has a solid knowledge of local codes.

Familiarity with City Codes & Standards

Erlandsen staff have worked on various survey and engineering projects either for or within the City of Leavenworth. Erlandsen staff have provided surveying services for projects within the City that have included work on mapping portions of the storm drainage collection system along with topographic and boundary surveys associated with Cascade School District properties.



*MACC 911 Communications Center
– Moses Lake, WA*

Erlandsen's engineering staff have worked on projects such as the reconstruction of Sherbourne, Price, Birch and Burke Roadways and site improvements for various elements at Cascade School District properties. These projects have provided the Erlandsen staff the opportunity to work with City Staff and understand the challenges in working with the Community that relies upon the tourism industry.



Project Team Qualifications

Public Involvement | Most of our projects require working with community groups and stakeholders. We have a history of supporting clients with projects that involve local communities. Our process for conducting successful public meetings and gathering input includes:

- Developing public involvement plans
- Setting clear goals and criteria at the project start
- Listening and responding to public input
- Supporting clients in decisions
- Building on work already completed
- Reconciling needs and desires
- Providing decision makers with concise information

Public Art Integration and Interpretive Programming | The J.A Brennan team provides design for focal points including sculptural elements, fountains, structures and lighting. We also collaborate with artists to integrate art and interpretive programming into communities. We believe it enriches, educates and informs visitors and communities while creating landmarks and experiences that resonate. We believe that amazing design occurs when the design professionals and the community are allowed to collaborate and work in partnership with the built and natural environments.

Interpretive signage is an effective educational tool that is unique to each site, and expresses a range of natural and cultural processes. Text and graphics are designed to appeal to a wide audience. Our team has extensive experience incorporating signage for environmental, cultural and historical education.

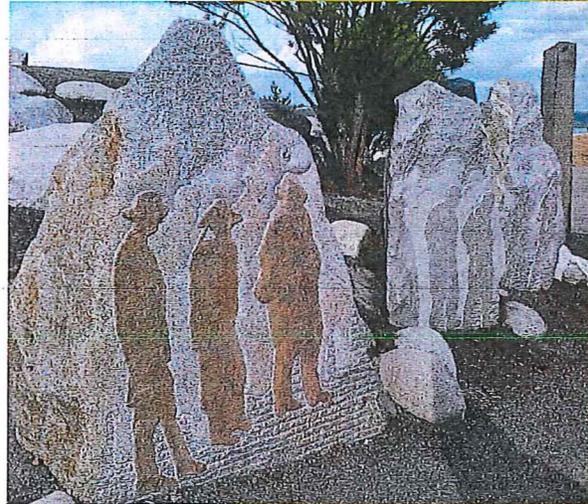
Pedestrian and Auto Circulation Systems | We approach the planning and design process of these systems within the context of place, emphasizing destinations, points of interest, landmarks, and nodes with consideration of corresponding activities, such as vehicular circulation, parking, and congregation.

We address the need for designing vehicular access, parking areas, and pedestrian circulation systems that are safely integrated with landscape improvements. Providing continuity in paving, planting, and site detail design can enhance the streetscape experience. A sequential visual experience provides opening and closing of views and spaces along the street. Focal points at the end of vistas enhance the auto, bike, and pedestrian experience.

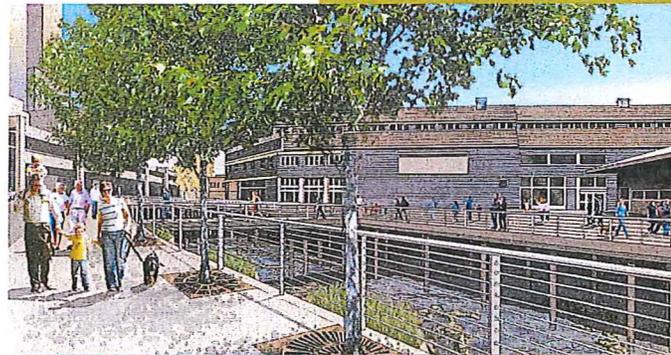
Barrier Free Design (ADA) | J.A. Brennan has an extensive experience in planning and programming to meet visitor accessibility requirements. We regularly design projects that comply with Federal ADA laws regarding universal access.

Tourism Opportunities

J.A. Brennan's landscape designs incorporate features that enhance tourism opportunities for communities.



Tacoma Chinese Reconciliation Park's interpretive art and signage allow visitors to explore the history of the local Chinese community.



Improving pedestrian amenities for tourists while enhancing habitat for fish and wildlife are concurrent goals of Seattle's Elliott Bay Seawall project.



Project Team Qualifications

Our understanding of the layers of regulations associated with this park will be key to proposing and designing improvements that can be adopted by the City and be built in a timely manner.

Lighting | We have experience with street lighting and the use of lighting as a sculptural focal point. We can add lighting engineers to the team as needed.

Specifications | We are familiar with CSI and WSDOT specifications and can assist the City in preparing a detailed and concise bid package.

Design Through Implementation | J.A. Brennan has the ability to bring projects from conceptual design all the way through construction contract documents, specifications, and cost estimates. We utilize AutoCAD Version 2012 in conjunction with LandCAD, to create constructible and time-saving construction document products.

Cost Estimating | In the early stages of design, we work closely with our clients to provide creative cost management solutions that help decision makers reach a preferred design that meets the project goals and available budget.

To prepare accurate cost estimates, we refer to our extensive cost data-base, use Sweets and RS Means data, confer with contractors, and utilize vendor support. We also account for inflation and the rapidly changing costs of materials. We also consider maintenance costs in the design process.

Irrigation | Horticultural issues include soil preparation, irrigation requirements, exposure, maintenance, and the relationship of plantings to utilities. The proper selection and installation of plant material lowers future maintenance costs.

We develop state of the art irrigation designs for our park projects. Working closely with vendors, we design irrigation systems that take advantage of the latest irrigation technology in water conservation. Innovative irrigation techniques such as drip irrigation ensures low water use by individually watering trees and plants.

Sustainable, ecological design | There are innovative and artistic ways to collect, cleanse, and infiltrate stormwater. Our designs utilize creative Low Impact Development (LID) stormwater management solutions whenever possible to infiltrate to groundwater.

Throughout the development of our projects we consider established sustainability policies. Whenever feasible, we use materials requiring the least amount of energy to produce, utilize on-site materials, incorporate adaptive reuse of existing structures, and use recycled materials for site furniture.



At Entiat Park we provided design concepts, documents, cost estimates, and stakeholder and public involvement to ensure that the design would meet FERC licensing commitments



This bio-filtration strip filters and infiltrates water that flows off the plaza/stage area at Juanita Beach Park



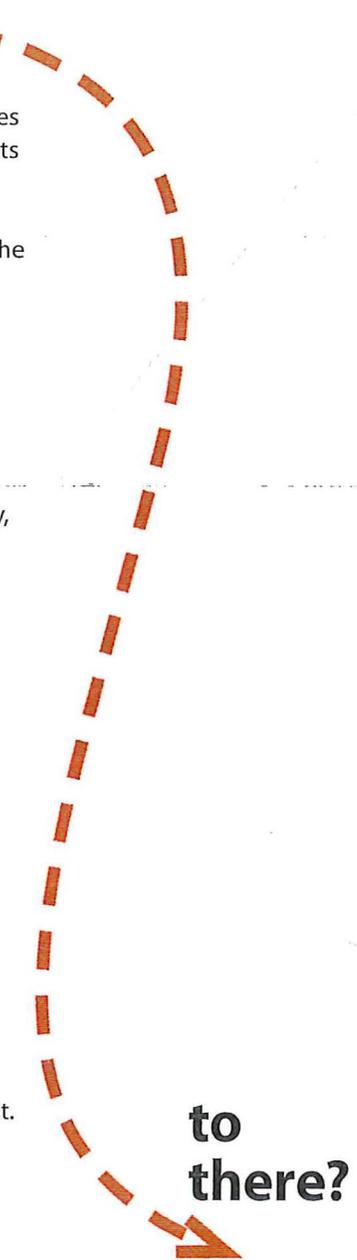
Method

HOW do you get from here

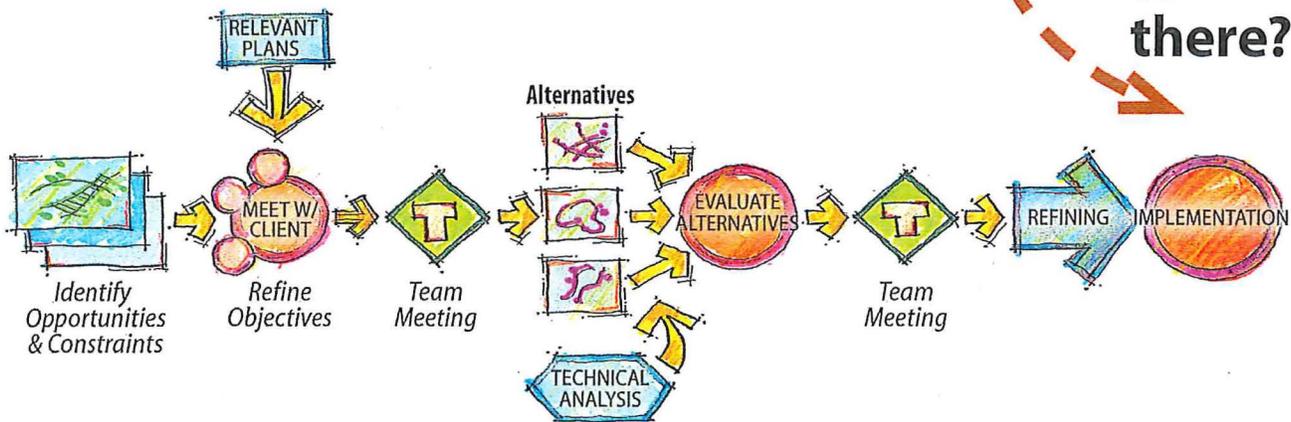
Our project approach focuses on understanding your needs and the intrinsic qualities of the site and its surrounding context. It is our goal to design creative improvements that preserve and enhance the uniqueness of a place.

Our team's design process thoughtfully incorporates **five** key elements to produce the best design.

- 1 Project team:** Our planning approach builds a project team (including your staff) who will work through an inclusive process to develop a plan that reflects the intrinsic qualities of the site, community, your program needs, user needs and desires, and your vision.
- 2 Site inventory and analysis:** An understanding of the qualities of the community, including opportunities and constraints, forms the initial building block for the project. In addition to site reconnaissance and resource analysis, our approach emphasizes interaction and on-site time with you throughout the project.
- 3 Plan ahead:** Our planning approach defines the steps needed to successfully implement the plan. The focus is on defining potential challenges to implementing the plan early on in the design process and setting achievable design criteria. Planning ahead also includes considering surrounding land use changes, user trends, links to related programs, and future plans.
- 4 Set a theme:** Every place is unique. We take pride in expressing the unique characteristics of a site and a community. Doing this successfully instills community identity and fosters community stewardship and pride. Creating sense of place comes from an understanding of the place, appropriate programming, and creative design.
- 5 Synthesizing voices:** We strive to engage our client, the community, and stakeholders early on and throughout the process to help design a successful project.



to there?



References & Relevant Project Examples

References

Cayton Corner Park:
 Pam Kliment, Project Manager,
 Seattle Parks & Recreation
 206.684.7556
 Pamela.Kliment@Seattle.Gov

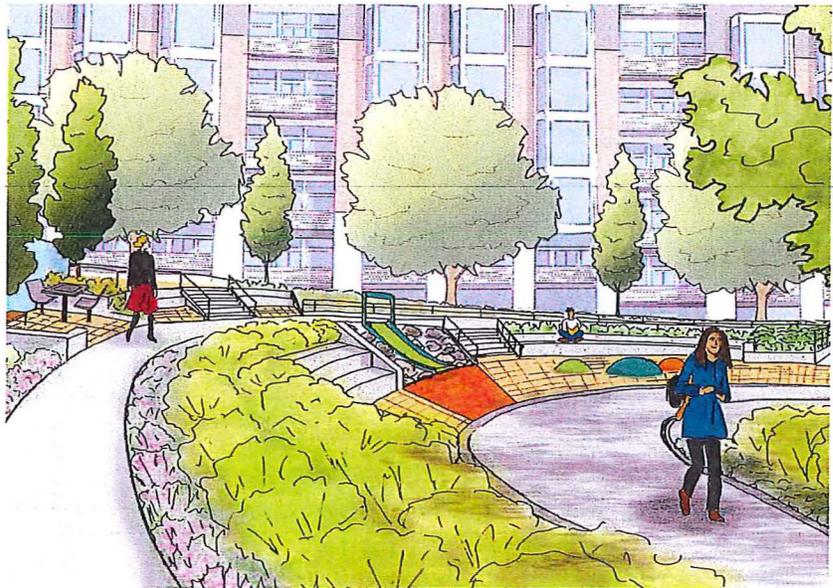
Bridge Park & Seawalk:
 Skye Stekoll Project Manger,
 City/Borough of Juneau
 907.586.0887
 Skye_Stekoll@ci.juneau.ak.us

Tacoma Chinese Reconciliation Park:
 Lihuang Wung, Project Manager
 City of Tacoma
 253.591.5682
 lwung@ci.tacoma.wa.us

Cayton Corner Park | Friends of 19th & Madison | Seattle, WA

At the convergence of three distinct neighborhoods this park is a nexus of Seattle's Capitol Hill, Central District, and Madison Valley. This pocket park will feature an iconic gateway marker and a curvilinear path that rises and falls to accommodate the grade change between E. Madison Street and 19th Avenue.

The design relates to the neighboring community anchor Hearing Speech and Deafness Center while reflecting the unique urban character of the Madison Miller Residential Urban Village. Park amenities will provide a safe and comfortable place to meet, gather, play, and relax in a neighborhood that is rapidly changing and developing.



Bridge Park and Downtown Seawalk | City of Juneau | Juneau, AK



The project's design builds from criteria initially developed in Juneau's Long Range Waterfront Plan. Bridge Park will provide a second touchpoint to the water and offer greenspace where residents and tourists may enjoy views of Gastineau Channel.

A multi-use plaza centered around a whale sculpture will be used for civic events. It is designed with a ripple pattern radiating from the whale and fountain creating a link to Gastineau Channel and a connection with an iconic marine mammals, the Humpback Whale. These new amenities convey a character that is unique to Juneau.



Relevant Project Examples

Tacoma Chinese Reconciliation Park | City of Tacoma | Tacoma, WA

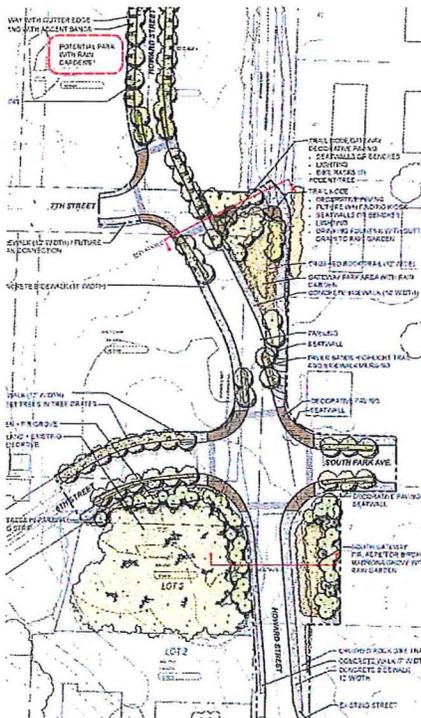
J.A. Brennan coordinated with the City of Tacoma, and the Tacoma Chinese Reconciliation Foundation to develop a design that reflects the culture and history of the local Chinese community. Our services include a phased master plan and cost estimates, design development, and construction documents for three phases.

Park features include a multi-cultural pavilion, education hall, reconciliation hall and traditional Chinese pavilions.

Additional amenities include parking lot with associated storm drainage, planting, irrigation, planting design and a rich interpretive program.



Howard Street Extension Schematic Design | Port Townsend, WA



J.A. Brennan assisted with urban planning for a new neighborhood along the proposed Howard Street Corridor. Issues and opportunities, wetland impacts, potential land uses, and vehicular and bicycle circulation options were explored to aid the City in determining the appropriate alignment for Howard Street.

Pedestrian Circulation | Alternative circulation and block layout concepts were developed to explore how this new neighborhood could become a mixed-use community with multi-family housing, commercial businesses, offices and cafes designed to be part of a people-oriented, walkable neighborhood.

Amenities | Public amenities such as streetscape character, rain gardens, parks, and plazas were designed to attract development in the desired character. The proposed character of the streetscape is contemporary with sustainable design features.

Character | J.A. Brennan collaborated with engineers and planners to develop conceptual designs and graphics that assisted the City in visualizing the character of the new neighborhood, and to begin the process of developing zoning code and design guidelines for the neighborhood. The streetscape was brought to schematic level design with concepts for landscape and hardscape detailing.



Relevant Project Examples

Eureka Inner Channel Dock & Boardwalk Revitalization | City of Eureka | Eureka, CA

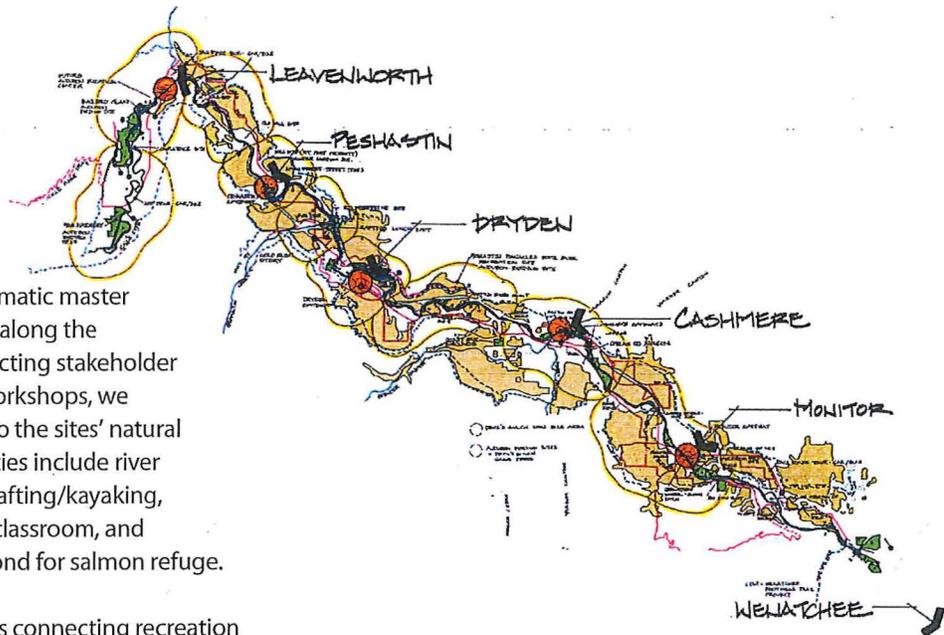
Character | Redevelopment of the waterfront and old town business district was crucial to enhancing the city's tourism and economic activities. The award winning design for revitalizing the historic heart of the city builds on the Victorian character of the Old Town district and brings a nautical character to the design of the waterfront.

Pedestrian Friendly | The design of the five block central waterfront includes nautical gateways, streetscape plazas, and a waterfront boardwalk. It provides a strong identity and creates a rich diversity of pedestrian spaces and amenities.

Visitors can enjoy the atmosphere of an outdoor cafe, stroll along the boardwalk, or watch activities at the fisherman's work area. Coordination between the City, private developers, and the public was critical to the project's success.



Upper Valley Plan | PUD No.1 of Chelan County | Wenatchee, WA



J.A. Brennan created the schematic master plan for five recreational sites along the Wenatchee River. After conducting stakeholder interviews and community workshops, we designed concepts sensitive to the sites' natural characteristics. Design amenities include river access points for fishing and rafting/kayaking, picnicking spots, an outdoor classroom, and enhancement of an oxbow pond for salmon refuge.

The Upper Valley Plan includes connecting recreation sites by a greenway system including educational and interpretive facilities, back road routes for scenic drives, and a bicycle and pedestrian trail system.



Relevant Project Examples

Salmon Bay Natural Area | Seattle Public Utilities | Seattle, WA



J.A. Brennan developed a conceptual plan, illustrations, and contract documents for a street end pocket park and habitat enhancement area along the Ballard locks. The Salmon Bay Natural Area overlook extends over the edge of the hillside and provides spectacular views of the Salmon Bay Estuary, the Hiram-Chittenden Locks, and marine traffic.

Working with the community and the City of Seattle, a deck was designed that recalls the area's maritime industry and a plaza that evokes the whirlpools which emerge near the locks. Collaboration with the interpretive signage designer resulted in an interpretive program that tells the area's story.

Bitter Lake Reservoir Open Space Plan | Seattle Parks and Recreation | Seattle, Washington

J.A. Brennan developed a design for the open space around the Bitter Lake Reservoir that creates a sense of place for the community. Improvements to the reservoir's open space express the Bitter Lake identity while improving drainage conditions around the reservoir. The park celebrates the reservoir as a connection to Seattle's water system and utilizes sustainable design principles. The park served as a catalyst for community development now underway.

Design features include a small gathering space; a focal point that is unique, memorable, and identifiable with the Bitter Lake neighborhood; and connections to the Interurban Greenway Trail system.



Key Project Team Resumes

Jim Brennan, ASLA | project manager | J.A Brennan

Jim Brennan, principal of J.A. Brennan, has extensive experience in the design and planning of urban and streetscape projects. He is accustomed to integrating pedestrian and aesthetics issues into the design and planning of gateways into neighborhoods, interesting view points, adequate visibility at intersections, setbacks from luminaires, ADA accessibility, and planting schemes are appropriate for the character of the surrounding context.

Public Involvement | Jim's projects are often in the public eye or in sensitive environments where communication and involvement with public groups and individuals is critical to the project's success. Facilitation of public meetings, working with stakeholder groups, and resolving critical community issues are all areas of Jim's expertise.

Cultural Landscapes | Jim designs cultural landscapes that convey a story and experience related to the vision for a project. By working closely with clients to understand a site's significance he is able to tell a story in the landscape for future generations of residents and visitors to explore and enjoy.

Project Examples

Bridge Park, Juneau, AK | Jim was project manager for a phased seawalk and park design along Juneau's downtown waterfront. He assisted the client in facilitating meetings and in project outreach. The design included a multi-use boardwalk, plazas, beach access, urban streetscape, and parks.

Cayton Corner Park, Seattle, WA | Jim is principal-in-charge for the concept design of this urban pocket park. The design reflects the convergence of dynamic of three distinct Seattle neighborhoods and cultures.

Tacoma Chinese Reconciliation Park, Tacoma, WA | Jim spearheaded the creative design of this literal landscape that uses landforms, artifacts, iconography, sculpture, and interpretive displays to tell the story of the expulsion of the Chinese Community from Tacoma in 1885.

Eureka Inner Channel Dock and Boardwalk Revitalization, Eureka, CA | As project landscape architect, Jim developed a master plan and construction documents for the revitalization of the downtown waterfront. Responsibilities included detailing such boardwalk surface treatment, seating, pedestrian lighting, accent lighting, banners, sculptural focal points, upland plazas, paving patterns, and conversion of several streets to pedestrian plazas.

I-90 Seattle Landscape, Washington State Department of Transportation | Jim was project landscape architect for the I-90 highway landscape master plan. He developed creative design solutions for connecting neighborhoods affected by the new highway, designing parks, play areas, trails and plantings for the lids over the highway. He was instrumental in designing the low maintenance, attractive highway landscape.

Professional Registration

Landscape Architect
State of Washington, 1986

Education

Bachelor of Landscape Architecture
University of Washington
Seattle, WA, 1983

Experience

29 years

Honors and Awards

Taylor Dock and Upland Park,
Washington Recreation and Park
Association Spotlight Facility & Park
Award, 2007 and a Waterfront Center
Honor Award, 2007

Herring's House Park, The Waterfront
Center's International Top Honor
Award, 2002

City of Eureka Inner Channel
Dock & Boardwalk Revitalization,
Distinguished Project of the 2002,
North Coast (California), APWA

Relevant Expertise

Urban and streetscape planning and
design
Public involvement
Interpretive and cultural focal points
ADA accessibility
Sustainable solutions



Key Project Team Resumes

Drew Coombs | project landscape architect | J.A Brennan

Drew Coombs is responsible for a diverse range of landscape architectural design and planning projects. His work has included the design in sensitive and cultural park developments. Initial planning sketches, coordinating team meetings, cost estimating, and preparing construction documents and reports are all areas of Drew's expertise.

Urban Design | Drew has extensive experience in the design and planning of streetscape and transportation projects. Drew aesthetically integrates pedestrian features into the design and planning of roadways and streetscapes. His designs provide gateways into neighborhoods, interesting viewpoints, adequate visibility at intersections, setbacks from luminaires, ADA accessibility, and planting schemes that are appropriate for the character of the surrounding context.

Project Examples

Cayton Corner Park, Seattle, WA | Drew was project manager for the conceptual design of this urban neighborhood pocket park. He worked closely with an artist and the community group to develop a design that allows people of all ages to meet, gather, play, and seek respite in a green space. Park features will include a vertical iconic gateway marker, a playful metal slide built into the slope, stair-seats, and informal climbing/play structures.

Tacoma Chinese Reconciliation Park – Tacoma, WA | Landscape designer responsible for preparing detail design for pond and water features. The project design includes waterfront enhancement, a traditional Chinese garden, and environmental art elements.

Bridge Park, Juneau, AK | Drew was responsible for cost estimating, and preparing construction documents and reports for this phased seawalk and park along the popular Juneau waterfront.

Bitter Lake Reservoir Open Space Plan – Seattle, WA | Drew developed construction documents, cost estimates, and specifications for this community open space project's trails, plaza, and drainage improvements

4th and Trenton Drainage Project, Seattle, WA | Drew's role as project landscape architect involved schematic design documentation, grading design, planting and irrigation design, and cost estimating. Construction administration services included coordination with the prime consultant, review of submittals, responding to RFI's, and attending site meetings.

Burien 4th Avenue Streetscape – Burien, WA | Drew prepared the planting design and irrigation plans, along with providing construction observation services for this redesign of the City of Burien's 4th Avenue. Goals included working with the indigenous plant palette and designing an innovative drip irrigation system that insures low water use by deep watering trees and plants.

Professional Registration

Landscape Architect
State of Washington, 2009

Education

Bachelor of Landscape Architecture
University of British Columbia,
Vancouver, BC and Malaspina
University-College, 1997

Experience

18 years

Relevant Expertise

Open Space Planning & Design
Pedestrian Amenities
Art integration
Sustainable Design
Urban & Streetscape Design
Irrigation



Key Project Team Resumes

Paki Perala, PE | project civil engineer | Erlandsen

Paki Perala is a civil engineer with over 25 years of professional engineering and project management experience. He specializes in the design and construction of transportation and municipal facilities. Paki has worked with and for government agencies, consulting engineers and contractors, on projects funded by FHWA, State, local, and private support. He has extensive experience working on transportation projects throughout the Northwest.

Selected Project Experience

3rd Avenue Extension, City of Ellensburg, Ellensburg, WA | Paki was the project manager for improvements to the existing roadway and elimination of a dead end street by extending Third Avenue to intersect with Pfenning Road. The project includes clearing and grubbing, roadway excavation and embankment, storm drainage, crushed surfacing, HMA pavement, curb and gutter, sidewalks, driveway entrances, ADA-compliant curb ramps, a shared-use path, irrigation-system modification, illumination, solar powered pedestrian beacons, permanent signage, pavement markings, adjusting existing utilities, and other features. This project also included studying and modifying student drop-off and pick-up patterns, as well as parking areas for Valley View Elementary School.

Ferry Avenue Improvements, City of Brewster, Brewster, WA | Paki served as project engineer for the design and administrative oversight of the Ferry Avenue Safe Routes to School Project. The project had direct funding from WSDOT requiring complete coordination and administrative approvals by WSDOT for all elements. Erlandsen developed all plans and specifications in accordance with WSDOT Design Standards, Standard Specifications, and Standard Details. Within the project, Erlandsen was responsible for the coordination of all elements between the Brewster School District, the City, and WSDOT, including, but not limited to, public meetings, District meetings, WSDOT reviews, cultural assessments, design reviews, ROW figures, and bidding phase services.

No 1 Canyon Drainage Improvements, Chelan County, Wenatchee, WA | Paki served as the Project Manager/Engineer for the No 1 Canyon Drainage Improvements project, which included the clearing and grubbing, grading, temporary erosion control, roadway excavation, embankment compaction, construction geotextile, riprap, rock for erosion control and scour protection, landscaping, culvert replacement, concrete head and wing walls, fencing, guardrail, and other features.

Professional Registrations

Civil Engineer, Washington, #42812
Civil Engineer, Oregon, #80408
Certified Erosion and Sediment Control Lead

Education

AA Civil Engineering Technology,
1984 Yakima Valley Community College

Experience

25 years

Relevant Expertise

Roadway improvements
ADA compliance
Irrigation
Illumination
Roadway excavation
Storm drainage



**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF LEAVENWORTH
AND J.A. BRENNAN ASSOCIATES, PLLC
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 J.A. Brennan Associates, a Washington PLLC ("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 architectural service for the development and design of the Front Street Park Plaza Area as described and specified 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 April 14th 2016 and shall terminate at midnight, December 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.

a. The term “employee” or “employees” as used herein shall mean any officers, agents, or employee of the of the Consultant.

b. 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.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to

Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

 No employees supplying work have ever been retired from a Washington state retirement system.

 Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney’s fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

a. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

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.

c. The provisions of this section shall survive the expiration or termination of this agreement.

d. For the purposes of the indemnity contained in subpart “A” of this

paragraph 3.6, Consultant hereby knowing, intentionally, and voluntarily waives the immunity of the Industrial Insurance Act, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

(initials) _____ (initials)

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.

b. **Minimum Scope of Insurance - Consultant shall obtain insurance of the types described below:**

- (1). Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
- (2). Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
- (3). Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4). Professional Liability insurance appropriate to the Consultant's profession.

c. **The minimum insurance limits 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. \$300,000 combined single limit per accident for bodily injury and property damage.

(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.

d. **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.

e. **Acceptability of Insurers.** Insurance to be provided by Consultant shall be with a current A.M.Bests rating of no less than A:VII, or if not rated by Bests, with minimum surpluses the equivalent of Bests' VII rating.

f. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. 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. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

g. **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.

h. **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 recourse to any remedy available at law or in equity.

i. **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.

j. **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.

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 Snohomish 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:

Erlandsen Engineering, 250 Simon St SE, East Wenatchee, WA 98802

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 \$53,680 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:

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

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

**Jim Brennan, Principal
100 S. King Street Suite 200
Seattle WA 98104**

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 VI.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 **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

V.9 **VENUE.** The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

V.10 **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.11 **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 _____ day of _____, 2016.

CITY OF LEAVENWORTH

J.A.BRENNAN ASSOCIATES, PLLC

By _____
Cheryl K. Farivar, Mayor

By _____
Jim Brennan, Principal

Approved as to form:

Thomas Graafstra, City Attorney

EXHIBIT A: City of Leavenworth - Scope of Services																		
J.A. BRENNAN ASSOCIATES, PLLC																		
Park Plaza Area/Front Street																		
WORI DESCRIPTION																		
ITEM	JB	TW	DC	EG	CO	MH	VS/SY	Total	Total	Total	Total	Total	Total	Total	Markup	Grand		
Rate	PM	PLA	LA	Designer	Designer	Designer	Admin	JAB	Labor	Expense	Labor/Exp	J.A. Brenna	J.A. Brenna	Erlandsen	All Subconsultant	Total		
	\$155	\$120	\$95	\$70	\$70	\$70	\$77.00	Hours				w/ Markup	Civil					
Contract Documents																		
A Administration / Coordination																		
1	1				1		2	4	379	20	399	399			0	0	399	
2	1		2				2	5	499	20	519	519			0	0	519	
3	1		2				3	6	576	20	596	596			0	0	596	
4	1		2					3	345	20	365	365			0	0	365	
Total	4	0	6	0	1		7	18	1,799	80	1,879	1,879	0	0	0	0	1,879	
B Site Inventory & Analysis																		
1			1		1			2	165	20.00	185	185					0	185
2	1		2		2			5	485	20.00	505	505					0	505
3	1		2		5			8	695	20.00	715	715					0	715
4	2		2		2			6	640	100.00	740	792	520		520	52	52	1,312
Total	4	0	7	0	10	0	0	21.00	1,985.00	160.00	2,145.00	2,197.00	520.00	520	520	52	52	2,532
C Schematic Design																		
1					1			1	70	20.00	90	90			0	0	0	90
2	6							6	930	20.00	950	950			0	0	0	950
3	1	2	3		10			16	1,380	20.00	1,400	1,420	200.00		200	20	20	1,620
4	1		1		7			9	740	20.00	760	760			0	0	0	760
5								0	0	20.00	20	20			0	0	0	20
6	1				4			5	435	20.00	455	455			0	0	0	455
7	1		1		6			8	670	20.00	690	690			0	0	0	690
8	1		6		1			8	795	20.00	815	844	290.00		290	29	29	1,134
Total	11	2	11	0	29	0	0	53	5,020	160	5,180	5,229	490	490	490	49	49	5,719
D Design Development																		
1					2			2	140	20	160	196	360		360	36	36	556
2	1	2	1		8			12	1,050	20	1,070	1,070			0	0	0	1,070
3	1				1			2	225	20	245	311	660		660	66	66	971
4			1		2			3	235	20	255	255			0	0	0	255
5	1	2	4		8			15	1,335	60	1,395	1,395			0	0	0	1,395
6	1	1			10			12	975	60	1,035	1,035			0	0	0	1,035
7	1	1	2		1			5	535	20	555	571	160		160	16	16	731
8	1				2			1	155	20	175	195	200		200	20	20	395
9	1	2	4		2			9	915	20	935	950	150		150	15	15	1,100
Total	7	8	12	0	34	0	0	61	5,565	260	5,825	5,978	1,530	1,530	1,530	153	153	7,508

EXHIBIT A: City of Leavenworth - Scope of Services																
J.A. BRENNAN ASSOCIATES, PLLC																
Park Plaza Area/Front Street																
WORH DESCRIPTION																
ITEM	JB PM	TW PLA	DC LA	EG Designer	CO Designer	MH Designer	VS/SY Admin	Total JAB	Total Labor	Total Expense	Total J.A. Brenna Labor/Exp	Total J.A. Brenna w/ Markup	Total Erlandsen Civil	Total All Subconsultant	Markup	Grand Total
Rate	\$155	\$120	\$95	\$70	\$70	\$70	\$77.00	Hours								
E Construction Documents (CD's 60, 90, 100%)																
1 Sheet Setup updates					2			2	140	20	160	180	200	200	20	380
2 TESC, Tree Protection and Demolition Plan (1 sheet 1/8 scale 22 x 34)	1		2		11			14	1,115	20	1,135	1,135		0	0	1,135
3 SWPPP			1					1	95	20	115	187	720	720	72	907
4 Site Layout and Materials plan (1 sheet 1/8 scale)	3		4		16			23	1,965	20	1,985	1,985		0	0	1,985
5 Site Grading (1 sheet 1/8 scale)	2		8		14			24	2,050	20	2,070	2,070		0	0	2,070
6 Drainage Plan (1 sheet 1/8 scale)	1		1		1			3	320	20	340	416	760	760	76	1,176
7 Planting plan (1 sheet 1/8 scale)	1	1	2	16				20	1,585	20	1,605	1,605		0	0	1,605
8 Plant schedule (1 sheet)	1		1	5				7	600	20	620	620		0	0	620
9 Irrigation plan (1 sheet 1/8 scale)	1		5	12				18	1,470	20	1,490	1,490		0	0	1,490
10 Irrigation Schedule	1		2	4				7	625	20	645	645		0	0	645
11 Irrigation Details (1 sheet)	1		2	8				11	905	20	925	925		0	0	925
12 Standard Details (2 sheets)	1		2	6	8			17	1,325	30	1,355	1,437	820	820	82	2,257
13 Custom Details (3 sheets)	6	11	14	4	37			72	6,450	50	6,500	6,500		0	0	6,500
14 Specifications	4	7	35		6		8	60	5,821	80	5,901	5,961	600	600	60	6,561
Total	23	19	79	55	95	0	8	279	24,466	380	24,846	25,156	3,100	3,100	310	28,256
F Public Involvement and Park Staff meetings																
1 Input for meeting agendas	1		1					2	250	20.00	270	270		0	0	270
2 Client go-to meetings (2)	3	1	3					7	870	30.00	900	900		0	0	900
3 Attend Steering Committee. Kickoff meeting (1)	6	6						12	1,650	250.00	1,900	1,900		0	0	1,900
4 Attend Public Meeting (1)	8							8	1,240	250.00	1,490	1,490		0	0	1,490
5 Public Meeting Graphics/ Powerpoint	1	1	4		14			20	1,635	40.00	1,675	1,675		0	0	1,675
6 Design team meetings (up to 3)	5		5					10	1,250	80.00	1,330	1,350	200.00	200	20	1,550
Total	24	8	13	0	14	0	0	59	6,895	670	7,565	7,585	200	200	20	7,785
Grand total	73	37	128	55	183	0	15	491	45,730	1,710	47,440	48,024	5,840	5,840	584	53,679
Assumptions:																
Sheet set up will be full size 22 x 34																
Survey by others																
Staff meetings and or advisory meetings will be combined on the same day																
RCO Grant support not included																
Water feature design is not included beyond schematic design																
JAB does not provide contaminated soils remediation services																
Increase in MACC may result in additional fee																
JAB assumes SEPA and permit support will be by others																
Graphics may be hand drawn during schematic design and design development phases.																
The client will be responsible for the distribution of all documents																
Assumed MACC - +/- \$350,000.00																

ACCOUNTS PAYABLE

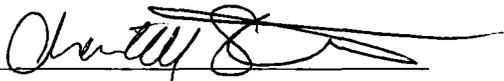
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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
				Report Total:	72,683.37
<u>Fund</u>					
			001 Current Expense	29,866.96	
			101 Streets	8,258.66	
			104 Lodging Tax	6,347.84	
			110 Leavenworth Civic Center	5,020.24	
			176 Community Swimming Pool	259.02	
			402 Garbage	861.20	
			403 Water	6,752.54	
			404 Sewer	5,126.67	
			410 Stormwater	332.36	
			415 Parking	2,336.95	
			501 Equip Rental & Revolving Fund	4,657.71	
			502 Central Services	2,863.22	

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
		

ACCOUNTS PAYABLE

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
21904	04/13/2016	04/13/2016	4046		
			A WorkSAFE Service, Inc,	156.00	Drug Tests S Alvarez, A Avilez & T Bolin
	576 80 31 00	Office & Operating Supplie	001 000 576	156.00	Current Expens
21939	04/13/2016	04/13/2016	6396		
			Bastida, Gloria Guerrero	388.85	Festhalle Deposit Refund Less Extra Garbage For March 5 Event
	343 70 00 00	Garbage Collections	402 000 340	111.15	Garbage
	347 30 06 03	Room Deposit Fees	110 000 340	-500.00	Leavenworth Ci
21818	04/13/2016	04/13/2016	2608		
			Bavarian Lodge	487.48	Annual Council Retreat
	511 60 43 00	Travel-Lodging/Meals/Mile	001 000 511	487.48	Current Expens
21917	04/13/2016	04/13/2016	3013		
			Bear Signs LLC	595.50	Parking And Recycle Signs
	537 80 31 00	Office & Operating Supplie	402 000 537	145.50	Garbage
	542 65 31 01	Office & Operating Supplie	415 000 542	450.00	Parking
21936	04/13/2016	04/13/2016	91		
			Blewett Rock & Gravel	374.83	Top Course
	542 30 31 00	Office & Operating Supplie	101 000 542	374.83	Streets
21931	04/13/2016	04/13/2016	125		
			Cascade Auto Parts Inc	656.85	City Supplies
	548 68 31 00	Office & Operating Supplie	501 000 548	12.75	Equip Rental &
	548 68 31 00	Office & Operating Supplie	501 000 548	9.50	Equip Rental &
	548 68 31 00	Office & Operating Supplie	501 000 548	14.53	Equip Rental &
	548 68 31 00	Office & Operating Supplie	501 000 548	5.10	Equip Rental &
	548 68 31 00	Office & Operating Supplie	501 000 548	14.78	Equip Rental &
	548 68 31 00	Office & Operating Supplie	501 000 548	66.16	Equip Rental &
	548 68 34 00	Supp Purchased For Invent	501 000 548	229.17	Equip Rental &
	548 68 34 00	Supp Purchased For Invent	501 000 548	44.87	Equip Rental &
	548 68 34 00	Supp Purchased For Invent	501 000 548	12.56	Equip Rental &
	548 68 34 00	Supp Purchased For Invent	501 000 548	64.12	Equip Rental &
	548 68 34 01	SPFI-Garbage Truck	501 000 548	28.06	Equip Rental &
	548 68 34 01	SPFI-Garbage Truck	501 000 548	95.45	Equip Rental &
	548 68 34 01	SPFI-Garbage Truck	501 000 548	9.04	Equip Rental &
	548 68 34 02	SPFI-Cardboard Truck	501 000 548	27.26	Equip Rental &
	548 68 35 00	Small Tools & Minor Equip	501 000 548	18.09	Equip Rental &
	576 80 31 00	Office & Operating Supplie	001 000 576	5.41	Current Expens
21884	04/13/2016	04/13/2016	133		
			Cascade Orchard Irrig. Co	814.00	Irrigation Assessment
	536 50 47 00	Utilities	001 000 536	814.00	Current Expens
21896	04/13/2016	04/13/2016	6084		
			Cascade Quality Water	41.40	City Hall Bottled Water

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518 20 31 00	Office & Operating Supplie		001 000 518 Current Expens	41.40		
21898	04/13/2016	04/13/2016	6084	Cascade Quality Water	13.30	Parks Bottled Water
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	13.30		
21899	04/13/2016	04/13/2016	6084	Cascade Quality Water	26.60	PW Bottled Water
548 68 31 00	Office & Operating Supplie		501 000 548 Equip Rental &	26.60		
21901	04/13/2016	04/13/2016	6084	Cascade Quality Water	6.65	WWTP Bottled Water
535 80 32 00	Operating Supplies-Trtmnt		404 000 535 Sewer	6.65		
Total Cascade Quality Water				87.95		
21839	04/13/2016	04/13/2016	4843	Cashmere Mailing House, LLC	546.85	Spring 2016 Newsletter
513 10 41 00	Professional Services		001 000 513 Current Expens	546.85		
21831	04/13/2016	04/13/2016	2313	Chelan County PUD	36.45	WTP/Ski Hill Reservoir
534 80 47 00	Utilities		403 000 534 Water	36.45		
21832	04/13/2016	04/13/2016	2313	Chelan County PUD	191.02	WTP/Ski Hill Pump Station
534 80 47 00	Utilities		403 000 534 Water	191.02		
21833	04/13/2016	04/13/2016	2313	Chelan County PUD	827.99	Icicle Train Station
557 30 47 02	Utilities - Icicle Station		104 000 557 Lodging Tax	827.99		
21885	04/13/2016	04/13/2016	2313	Chelan County PUD	1,464.89	PW Shop - Street Lights - Festhalle
542 63 47 00	Utilities		101 000 542 Streets	71.81		
548 68 47 00	Utilities		501 000 548 Equip Rental &	544.25		
575 48 47 00	Utility Services		110 000 575 Leavenworth Ci	848.83		
21886	04/13/2016	04/13/2016	2313	Chelan County PUD	742.63	City Hall Lights - 8th Street Bathrooms
518 20 47 00	Utilities		001 000 518 Current Expens	270.89		
542 63 47 00	Utilities		101 000 542 Streets	97.53		
557 30 47 01	Utilities-Restrooms		104 000 557 Lodging Tax	270.89		
576 80 47 00	Utilities		001 000 576 Current Expens	103.32		
21887	04/13/2016	04/13/2016	2313	Chelan County PUD	46.57	Cemetary
536 50 47 00	Utilities		001 000 536 Current Expens	46.57		

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
21888	04/13/2016	04/13/2016	2313 Chelan County PUD	805.87	Parks Bldg - Enchantment Waterfront Front St & City Parks
557 30 47 01	Utilities-Restrooms		104 000 557	402.93	Lodging Tax
576 80 47 00	Utilities		001 000 576	402.94	Current Expens
21889	04/13/2016	04/13/2016	2313 Chelan County PUD	137.92	City Pool
576 20 47 00	Utilities		176 000 576	137.92	Community Sw
21890	04/13/2016	04/13/2016	2313 Chelan County PUD	1,407.12	Street Lights
542 63 47 00	Utilities		101 000 542	1,407.12	Streets
21891	04/13/2016	04/13/2016	2313 Chelan County PUD	1,113.22	WTP - Pump Station - Icicle Road Reservoir
534 80 47 00	Utilities		403 000 534	1,113.22	Water
21892	04/13/2016	04/13/2016	2313 Chelan County PUD	20.03	Front St - Grange Hall Street Light
542 63 47 00	Utilities		101 000 542	20.03	Streets
21893	04/13/2016	04/13/2016	2313 Chelan County PUD	2,142.79	WWTP Pump Stations
535 80 47 00	Utilities		404 000 535	2,142.79	Sewer
21894	04/13/2016	04/13/2016	2313 Chelan County PUD	239.60	Commercial St Lighting Control
542 63 47 00	Utilities		101 000 542	239.60	Streets
21895	04/13/2016	04/13/2016	2313 Chelan County PUD	70.34	Recycle Center
537 80 47 00	Utilities		402 000 537	70.34	Garbage
			Total Chelan County PUD	9,246.44	
21819	04/13/2016	04/13/2016	162 Chelan County Treasurer	3,360.00	1Q Prosecution Legal Services
521 10 52 00	Chel. Co. Prosecuting Svc.		001 000 521	3,360.00	Current Expens
21907	04/13/2016	04/13/2016	162 Chelan County Treasurer	3,062.84	Inmate Housing May 2016
521 10 51 00	Chel. Co. Sheriff - Jail		001 000 521	3,062.84	Current Expens
21937	04/13/2016	04/13/2016	162 Chelan County Treasurer	59.00	Leavenworth Mosquito District
562 59 53 00	Mosquito Control District		001 000 562	59.00	Current Expens

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			Total Chelan County Treasurer	6,481.84		
21913	04/13/2016	04/13/2016	171	Cintas Corporation Loc #607	243.22	Mats
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	243.22	Mats	
21914	04/13/2016	04/13/2016	171	Cintas Corporation Loc #607	243.22	Mats
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	243.22	Mats	
21915	04/13/2016	04/13/2016	171	Cintas Corporation Loc #607	243.22	Mats
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	729.66		
21845	04/13/2016	04/13/2016	174	City Of Leavenworth	5,875.92	City Utilities
518 20 47 00	Utilities		001 000 518 Current Expens	240.33		
535 80 47 00	Utilities		404 000 535 Sewer	889.45		
535 80 47 00	Utilities		404 000 535 Sewer	214.76		
536 50 47 00	Utilities		001 000 536 Current Expens	22.28		
557 30 47 00	Utilities-Street Cans		104 000 557 Lodging Tax	2,189.90		
557 30 47 01	Utilities-Restrooms		104 000 557 Lodging Tax	132.53		
557 30 47 01	Utilities-Restrooms		104 000 557 Lodging Tax	241.99		
557 30 47 01	Utilities-Restrooms		104 000 557 Lodging Tax	742.61		
575 48 47 00	Utility Services		110 000 575 Leavenworth Ci	632.27		
575 48 47 00	Utility Services		110 000 575 Leavenworth Ci	17.82		
576 20 47 00	Utilities		176 000 576 Community Sw	121.10		
576 80 47 00	Utilities		001 000 576 Current Expens	17.82		
576 80 47 00	Utilities		001 000 576 Current Expens	17.82		
576 80 47 00	Utilities		001 000 576 Current Expens	17.82		
576 80 47 00	Utilities		001 000 576 Current Expens	163.58		
576 80 47 00	Utilities		001 000 576 Current Expens	17.82		
576 80 47 00	Utilities		001 000 576 Current Expens	17.82		

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576 80 47 00	Utilities		001 000 576 Current Expens	17.82		
576 80 47 00	Utilities		001 000 576 Current Expens	17.82		
576 80 47 00	Utilities		001 000 576 Current Expens	17.82		
576 80 47 00	Utilities		001 000 576 Current Expens	17.82		
576 80 47 00	Utilities		001 000 576 Current Expens	17.82		
576 80 47 00	Utilities		001 000 576 Current Expens	17.82		
576 80 47 00	Utilities		001 000 576 Current Expens	17.82		
576 80 47 00	Utilities		001 000 576 Current Expens	17.82		
576 80 47 00	Utilities		001 000 576 Current Expens	17.82		
576 80 47 00	Utilities		001 000 576 Current Expens	17.82		
21840	04/13/2016	04/13/2016	185	Code Publishing Co., Inc	209.27	LMC Electronic Update Ord 1522
518 90 41 02	LMC-ProSvs		502 000 518 Central Service	209.27		
21935	04/13/2016	04/13/2016	185	Code Publishing Co., Inc	350.00	LMC Annual Web Hosting 4/16-4/17
518 90 41 02	LMC-ProSvs		502 000 518 Central Service	350.00		
			Total Code Publishing Co., Inc	559.27		
21906	04/13/2016	04/13/2016	199	Commercial Printing Inc	31.09	Business Cards A Briody
534 80 31 00	Operating Supplies-Distrib		403 000 534 Water	31.09		
21843	04/13/2016	04/13/2016	4604	Confluence Health	235.64	Medical Tests B. Boblenz & T. Bolin
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	235.64		
21882	04/13/2016	04/13/2016	210	Correctional Industries	104.70	File Folder Bar Sets J Walinski
513 10 31 00	Office & Operating Supplie		001 000 513 Current Expens	104.70		
21805	04/13/2016	04/13/2016	224	Daily Journal Of Commerce	776.10	Chumstick Trail/Water/Sewer Extension Advertising
594 34 41 05	Meadowlark LID		403 000 594 Water	194.02		
594 35 41 05	Meadowlark LID		404 000 594 Sewer	194.03		
595 30 63 06	Chumstick Multiuse Trail		101 000 595 Streets	388.05		
21806	04/13/2016	04/13/2016	224	Daily Journal Of Commerce	643.50	Chumstick Lift Station Pump Advertising
594 34 41 05	Meadowlark LID		403 000 594 Water	321.75		
594 35 41 05	Meadowlark LID		404 000 594 Sewer	321.75		
21808	04/13/2016	04/13/2016	224	Daily Journal Of Commerce	189.15	Meadowlark Onsite W/S Advertising

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594 34 63 60	Meadowlark Onsite CDBG		403 000 594 Water	94.58		
594 35 63 60	Meadowlark Onsite CDBG		404 000 594 Sewer	94.57		
Total Daily Journal Of Commerce				1,608.75		
21881	04/13/2016	04/13/2016	227	Dan's Food Market	62.74	WWTP Supplies
535 80 32 00	Operating Supplies-Trtmnt		404 000 535 Sewer	62.74		
21821	04/13/2016	04/13/2016	238	Dept of Enterprise Services	177.67	#10 Envelopes
518 90 34 00	Office & Operating Supplie		502 000 518 Central Service	177.67		
21824	04/13/2016	04/13/2016	5666	Dept of Licensing	7.60	Ivips
542 65 31 01	Office & Operating Supplie		415 000 542 Parking	7.60		
21919	04/13/2016	04/13/2016	3769	Dept of Retiremen Systems	25.00	OASI 2016
518 90 41 00	Professional Services		502 000 518 Central Service	25.00		
21916	04/13/2016	04/13/2016	2365	Dept of Revenue	938.30	Jan - Mar Excise Tax
586 00 02 00	Leasehold Excise Tax		001 000 580 Current Expens	938.30		
21830	04/13/2016	04/13/2016	378	Dex Media	29.95	Advertising
518 90 44 00	Advertising		502 000 518 Central Service	29.95		
21869	04/13/2016	04/13/2016	4806	Drozdowski, Jarod	1,935.00	Festhalle Management
575 48 41 00	Managerial Services		110 000 575 Leavenworth Ci	1,935.00		
21929	04/13/2016	04/13/2016	280	Equipment Manufacturing Inc.	909.87	Hiel Garbage Truck #2 Parts
548 68 34 02	SPFI-Cardboard Truck		501 000 548 Equip Rental &	909.87		
21827	04/13/2016	04/13/2016	3396	Farivar, Cheri	112.00	CDTC Travel Reimbursement
511 60 43 00	Travel-Lodging/Meals/Mile		001 000 511 Current Expens	112.00		
21834	04/13/2016	04/13/2016	291	Fasteners	31.43	WTP Parts
534 80 32 00	Operating Supplies-Trtmnt		403 000 534 Water	31.43		
21822	04/13/2016	04/13/2016	298	Firefly Inc.	1,538.53	Web Hosting - Server Management - Email Hosting
518 90 41 00	Professional Services		502 000 518 Central Service	1,538.53		

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21852	04/13/2016	04/13/2016	298	Firefly Inc.	722.83	WTP Computer Work / City Quarterly Spam-Filtering
518 90 41 00	Professional Services		502 000 518	Central Service	139.51	
534 80 41 03	Pro Svs - General		403 000 534	Water	583.32	
				Total Firefly Inc.	2,261.36	
21923	04/13/2016	04/13/2016	4195	Global Equipment Company	37.90	WTP Supplies
534 80 32 00	Operating Supplies-Trtmnt		403 000 534	Water	37.90	
21920	04/13/2016	04/13/2016	340	H.D. Fowler Company Inc.	223.04	WTP Parts
534 80 31 00	Operating Supplies-Distrib		403 000 534	Water	223.04	
21826	04/13/2016	04/13/2016	344	Hach Company Inc.	397.37	WTP Supplies
534 80 32 00	Operating Supplies-Trtmnt		403 000 534	Water	397.37	
21933	04/13/2016	04/13/2016	345	Haglund's Trophies	34.63	Plaque Councilmember Molohon
511 60 31 00	Office & Operating Supplie		001 000 511	Current Expens	34.63	
21844	04/13/2016	04/13/2016	358	Home Depot Credit Svc	281.83	Parks & Festhalle Supplies
576 80 31 00	Office & Operating Supplie		001 000 576	Current Expens	79.47	
594 75 63 00	Festhalle Capital Imp.		110 000 594	Leavenworth C	202.36	
21922	04/13/2016	04/13/2016	5153	Inside Golf Newspaper	275.00	Golf Course LT Advertising Funds
557 30 44 05	Advertising-Golf Course		104 000 557	Lodging Tax	275.00	
21875	04/13/2016	04/13/2016	4854	Integritech LLC	2,403.00	Insurance
531 30 41 00	Professional Services		410 000 531	Stormwater	240.30	
534 80 41 03	Pro Svs - General		403 000 534	Water	480.60	
535 80 41 00	Professional Services		404 000 535	Sewer	480.60	
542 30 41 00	Engineering & Survey		101 000 542	Streets	961.20	
558 60 41 00	Pro.Svs. Non-Reimbursed		001 000 558	Current Expens	240.30	
21876	04/13/2016	04/13/2016	4854	Integritech LLC	623.75	Well #2 Rehab, Center/Cherry Fire Flow
534 80 41 03	Pro Svs - General		403 000 534	Water	267.50	
594 34 62 46	Well Pump Repairs (1 & 2)		403 000 594	Water	356.25	

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			Total Integritech LLC	3,026.75	
21908	04/13/2016	04/13/2016	397 International Code Council	135.00	Member Dues D Heffner
	559 30 49 00	Misc-Reg/Dues/Subscriptio	001 000 559 Current Expens	135.00	
21930	04/13/2016	04/13/2016	417 Jerry's Auto Suppy	79.69	Shop/Park Supplies
	548 68 31 00	Office & Operating Supplie	501 000 548 Equip Rental &	11.92	
	548 68 31 00	Office & Operating Supplie	501 000 548 Equip Rental &	51.51	
	548 68 35 00	Small Tools & Minor Equip	501 000 548 Equip Rental &	16.26	
21909	04/13/2016	04/13/2016	6726 Johnson, Brooke	115.00	Business License Refund
	589 00 01 01	Business License Refunds	001 000 580 Current Expens	115.00	
21924	04/13/2016	04/13/2016	5626 KCDA Purchasing Cooperative	738.15	PW/Parks/WWTP/WTP/Festhalle Supplies
	518 20 31 00	Office & Operating Supplie	001 000 518 Current Expens	20.07	
	535 80 32 00	Operating Supplies-Trtmnt	404 000 535 Sewer	15.48	
	537 80 31 00	Office & Operating Supplie	402 000 537 Garbage	167.87	
	575 48 31 00	Office & Operating Supplie	110 000 575 Leavenworth Ci	96.10	
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	438.63	
21944	04/13/2016	04/13/2016	434 Keyhole Security Inc	378.00	Fire Alarm Monitoring - Festhalle
	575 48 48 00	Repairs & Maintenance	110 000 575 Leavenworth Ci	378.00	
21870	04/13/2016	04/13/2016	453 Kottkamp & Yedinak PLLC	550.00	High School - Variance
	558 60 41 01	Hearing Exam-ProSvs.	001 000 558 Current Expens	550.00	
21871	04/13/2016	04/13/2016	453 Kottkamp & Yedinak PLLC	550.00	Elementary School - Variance
	558 60 41 01	Hearing Exam-ProSvs.	001 000 558 Current Expens	550.00	
21872	04/13/2016	04/13/2016	453 Kottkamp & Yedinak PLLC	550.00	Pinegrass Major Subdivision
	558 60 41 01	Hearing Exam-ProSvs.	001 000 558 Current Expens	550.00	
21873	04/13/2016	04/13/2016	453 Kottkamp & Yedinak PLLC	550.00	High School CUP
	558 60 41 01	Hearing Exam-ProSvs.	001 000 558 Current Expens	550.00	
21874	04/13/2016	04/13/2016	453 Kottkamp & Yedinak PLLC	550.00	Elementary School CUP
	558 60 41 01	Hearing Exam-ProSvs.	001 000 558 Current Expens	550.00	

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			Total Kottkamp & Yedinak PLLC	2,750.00	
21820	04/13/2016	04/13/2016	4890 Kyle Mathison Orchards, INC	120.00	Recycling Dump Fees
	537 80 51 03	Recycling Dump Fees	402 000 537 Garbage	120.00	
21927	04/13/2016	04/13/2016	466 Law Offices Of Thomas M. Pors	560.00	Leavenworth Water Rights Counsel
	534 80 41 12	Legal-ProSvs-Water Rights	403 000 534 Water	560.00	
21878	04/13/2016	04/13/2016	482 Leavenworth Senior Center Inc.	500.00	Restroom Lockup Services
	576 80 41 00	ProSvs-Restroom Lockup	001 000 576 Current Expens	500.00	
21879	04/13/2016	04/13/2016	482 Leavenworth Senior Center Inc.	335.40	Recycle Attendant Services
	537 80 41 01	Recycling Pro-Svs-Attenda	402 000 537 Garbage	335.40	
			Total Leavenworth Senior Center Inc.	835.40	
21940	04/13/2016	04/13/2016	504 Marson & Marson Lumber Inc.	610.68	City Supplies
	531 30 31 00	Office & Operating Supplie	410 000 531 Stormwater	85.58	
	534 80 32 00	Operating Supplies-Trtmnt	403 000 534 Water	40.09	
	534 80 32 00	Operating Supplies-Trtmnt	403 000 534 Water	21.67	
	534 80 48 00	Repairs & Maintenance	403 000 534 Water	32.10	
	534 80 48 00	Repairs & Maintenance	403 000 534 Water	29.67	
	534 80 48 00	Repairs & Maintenance	403 000 534 Water	43.23	
	534 80 48 00	Repairs & Maintenance	403 000 534 Water	107.84	
	542 61 48 00	Repairs & Maintenance	101 000 542 Streets	12.12	
	542 63 31 00	Office & Operating Supplie	101 000 542 Streets	5.58	
	542 65 31 01	Office & Operating Supplie	415 000 542 Parking	45.35	
	548 68 31 00	Office & Operating Supplie	501 000 548 Equip Rental &	13.54	
	548 68 31 00	Office & Operating Supplie	501 000 548 Equip Rental &	5.41	
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	6.49	
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	36.28	
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	4.65	
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	16.24	
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	4.33	
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	17.50	
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	8.66	
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	6.49	
	594 75 63 00	Festhalle Capital Imp.	110 000 594 Leavenworth Ci	15.15	
	594 75 63 00	Festhalle Capital Imp.	110 000 594 Leavenworth Ci	52.71	

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21902	04/13/2016	04/13/2016	4344 McConkey Company	186.24	Parks Supplies
	576 80 31 00	Office & Operating Supplie	001 000 576	186.24	Current Expens
21828	04/13/2016	04/13/2016	5791 McKay Insurance Agency, Inc.	978.40	2016 Bike & Juice Insurance
	571 23 49 00	Misc.- Youth Services/Arts	001 000 571	978.40	Current Expens
21836	04/13/2016	04/13/2016	519 Mid-American Research	322.40	Parks Parts
	576 80 31 00	Office & Operating Supplie	001 000 576	322.40	Current Expens
21837	04/13/2016	04/13/2016	519 Mid-American Research	75.14	WWTP Supplies
	535 80 32 00	Operating Supplies-Trtmnt	404 000 535	75.14	Sewer
21838	04/13/2016	04/13/2016	519 Mid-American Research	691.54	PW Supplies
	548 68 31 00	Office & Operating Supplie	501 000 548	691.54	Equip Rental &
			Total Mid-American Research	1,089.08	
21848	04/13/2016	04/13/2016	532 Motor Mart	216.80	WWTP Supplies
	535 80 32 00	Operating Supplies-Trtmnt	404 000 535	216.80	Sewer
21903	04/13/2016	04/13/2016	546 N C Machinery Co., Inc	3,339.26	Loader Rental
	542 66 45 00	Operating Rentals & Leases	101 000 542	3,339.26	Streets
21911	04/13/2016	04/13/2016	546 N C Machinery Co., Inc	125.75	Rental Loader Parts
	542 66 45 00	Operating Rentals & Leases	101 000 542	125.75	Streets
21912	04/13/2016	04/13/2016	546 N C Machinery Co., Inc	16.23	Rental Loader Parts
	542 66 45 00	Operating Rentals & Leases	101 000 542	16.23	Streets
21943	04/13/2016	04/13/2016	546 N C Machinery Co., Inc	682.79	Rental Loader Parts
	542 66 45 00	Operating Rentals & Leases	101 000 542	682.79	Streets
			Total N C Machinery Co., Inc	4,164.03	
21812	04/13/2016	04/13/2016	475 NCW Media, Inc.	45.86	PC Advertising
	558 60 44 00	Advertising	001 000 558	45.86	Current Expens
21823	04/13/2016	04/13/2016	475 NCW Media, Inc.	52.40	Advertising

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518 90 44 00	Advertising		502 000 518 Central Service	52.40	
21847	04/13/2016	04/13/2016	475 NCW Media, Inc.	45.86	Ord 1523 Advertising
518 90 44 00	Advertising		502 000 518 Central Service	45.86	
21850	04/13/2016	04/13/2016	475 NCW Media, Inc.	45.86	PC Public Meeting Advertising
558 60 44 00	Advertising		001 000 558 Current Expens	45.86	
21921	04/13/2016	04/13/2016	475 NCW Media, Inc.	339.00	Golf Course LT Advertising Funds
557 30 44 05	Advertising-Golf Course		104 000 557 Lodging Tax	339.00	
			Total NCW Media, Inc.	528.98	
21880	04/13/2016	04/13/2016	588 One Call Concepts Inc	26.75	Emergency Locates
534 80 31 00	Operating Supplies-Distrib		403 000 534 Water	26.75	
21932	04/13/2016	04/13/2016	595 Oxarc Inc.	250.00	Chlorine Seminar - A. Briody
534 80 49 00	Misc/Reg/Dues/Subscriptio		403 000 534 Water	250.00	
21934	04/13/2016	04/13/2016	595 Oxarc Inc.	15.19	WTP-Chlorine
534 80 32 00	Operating Supplies-Trtmnt		403 000 534 Water	15.19	
			Total Oxarc Inc.	265.19	
21825	04/13/2016	04/13/2016	6652 PACWEST Machinery LLC	1,297.40	Sweeper Brooms
548 68 34 00	Supp Purchased For Invent		501 000 548 Equip Rental &	1,297.40	
21945	04/13/2016	04/13/2016	4334 Pacific Security	1,794.00	Parking Enforcement
542 65 41 02	ProSvs-Parking Enforceme		415 000 542 Parking	1,794.00	
21946	04/13/2016	04/13/2016	4334 Pacific Security	342.00	Guard Service - Festhalle Events
575 48 41 02	Security		110 000 575 Leavenworth Ci	342.00	
			Total Pacific Security	2,136.00	
21941	04/13/2016	04/13/2016	6610 Peck, Robert E.	15.00	Parking Violation Partial Refund
362 30 00 16	Parking Violation Fees		415 000 360 Parking	-15.00	

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21841	04/13/2016	04/13/2016	2390 Reinhart, Angela	40.91	Costco Reimbursement For WWTP Supplies
	535 80 32 00	Operating Supplies-Trtmnt	404 000 535 Sewer	40.91	
21817	04/13/2016	04/13/2016	666 Ricoh USA, Inc	295.03	Copier Maintenance
	518 90 45 00	Operating Rentals & Leases	502 000 518 Central Service	295.03	
21928	04/13/2016	04/13/2016	6566 Smythe, Stephanie A.	25.00	Parking Violation Overpayment - Refund
	362 30 00 16	Parking Violation Fees	415 000 360 Parking	-25.00	
21877	04/13/2016	04/13/2016	558 Sprint Communications	0.44	City Cell Phones - Final Bill
	576 80 47 00	Utilities	001 000 576 Current Expens	0.44	
21811	04/13/2016	04/13/2016	3963 TD&H Engineering Inc.	443.00	Commercial Street
	595 90 41 04	Comm 3-8th Const Admin	101 000 595 Streets	443.00	
21813	04/13/2016	04/13/2016	3963 TD&H Engineering Inc.	2,308.50	Upper Valley Mend
	558 60 41 05	Pro.Svs. Develop Review-R	001 000 558 Current Expens	2,308.50	
21814	04/13/2016	04/13/2016	3963 TD&H Engineering Inc.	1,165.00	Pinegrass Addition
	558 60 41 05	Pro.Svs. Develop Review-R	001 000 558 Current Expens	1,165.00	
21815	04/13/2016	04/13/2016	3963 TD&H Engineering Inc.	699.00	Alpine Lakes Elementary
	558 60 41 05	Pro.Svs. Develop Review-R	001 000 558 Current Expens	699.00	
21816	04/13/2016	04/13/2016	3963 TD&H Engineering Inc.	1,012.75	Cascade High School
	558 60 41 05	Pro.Svs. Develop Review-R	001 000 558 Current Expens	1,012.75	
			Total TD&H Engineering Inc.	5,628.25	
21905	04/13/2016	04/13/2016	779 Thyssenkrupp Elevator Corp	1,203.14	Elevator Maintenance City Hall
	518 20 48 00	Repairs & Maintenance Cit	001 000 518 Current Expens	1,203.14	
21918	04/13/2016	04/13/2016	787 Traffic Safety Supply Co., Inc.	73.76	Street Supplies
	542 64 31 00	Office & Operating Supplie	101 000 542 Streets	73.76	
21866	04/13/2016	04/13/2016	790 Treasurer State Of Washington	54.00	Building Code Surcharges Acct
	589 00 01 00	Building Permit Surcharge	001 000 580 Current Expens	54.00	

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21846	04/13/2016	04/13/2016	817	US Post Office	324.12	Utility Billing Postage
531 30 42 00	Communications-Phone/Po:	410 000	531 Stormwater	6.48		
534 80 42 00	Comm-Phone/Postage/Fx	403 000	534 Water	129.65		
535 80 42 00	Comm-Phone/Postage/Fx	404 000	535 Sewer	129.65		
537 80 42 00	Comm-Phone/Postage/Fx	402 000	537 Garbage	58.34		
21829	04/13/2016	04/13/2016	833	Verizon Wireless	14.96	WTP Cell Phone
534 80 42 00	Comm-Phone/Postage/Fx	403 000	534 Water	14.96		
21810	04/13/2016	04/13/2016	5797	Voortex Productions LLC	925.00	Festhalle Lodging Tax Advertising Costs
557 30 44 03	Advertising-Festhalle	104 000	557 Lodging Tax	925.00		
21851	04/13/2016	04/13/2016	861	WMCA	75.00	WMCA 2016 Membership Dues C. Steiner
514 20 49 00	Misc-Reg/Dues/Subscriptio	001 000	514 Current Expens	75.00		
21835	04/13/2016	04/13/2016	870	Waste Managment Of	74.90	Recycling Dumpster
537 80 51 02	Recycling Dumpster Rental	402 000	537 Garbage	74.90		
21867	04/13/2016	04/13/2016	3792	Weed, Graafstra & Associates, Inc. P.S.	5,183.00	General Counsel
515 30 41 00	City Attorney - Prosvs.	001 000	515 Current Expens	3,156.25		
515 30 41 09	Legal-Development Svs	001 000	515 Current Expens	105.00		
515 30 41 13	Legal - MEND	001 000	515 Current Expens	70.00		
515 30 41 17	Legal - Personnel Related	001 000	515 Current Expens	1,455.00		
534 80 41 12	Legal-ProSvs-Water Rights	403 000	534 Water	78.75		
534 80 41 13	Legal - ProSvs-Meadowlar	403 000	534 Water	159.00		
535 80 41 13	Legal - ProSvs- Meadowlar	404 000	535 Sewer	159.00		
21849	04/13/2016	04/13/2016	883	Weinstein Beverage Co., Inc	41.91	Pepsi Machine
518 20 31 00	Office & Operating Supplie	001 000	518 Current Expens	41.91		
21807	04/13/2016	04/13/2016	6677	Williams, Adrienne	115.00	Business License Refund
589 00 01 01	Business License Refunds	001 000	580 Current Expens	115.00		
21883	04/13/2016	04/13/2016	932	Yonaka Baker, Anita	750.00	Janitorial Services
518 20 48 01	Repairs & Maint-Janitorial	001 000	518 Current Expens	750.00		
21942	04/13/2016	04/13/2016	931	Z Engineers PLLC	884.10	Water System On Call Services
534 80 41 03	Pro Svs - General	403 000	534 Water	884.10		