



## City of Leavenworth

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LEAVENWORTH, WASHINGTON 98826  
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City Council  
Cheryl K. Farivar - *Mayor*  
Elmer Larsen  
Robert Francis  
Carolyn Wilson - *Mayor Pro Tem*  
Gretchen Wearne  
Mia Bretz  
Margaret Neighbors  
Richard Brinkman  
Joel Walinski - *City Administrator*

### LEAVENWORTH CITY COUNCIL AGENDA

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

#### Call to Order

#### Flag Salute

#### Roll Call

**Council Committees - 2<sup>nd</sup> Tuesday**  
Public Safety 3:00 Parks 4:00 Public  
Works 5:00

#### Consent Agenda

1. Approval of Agenda
2. Approval of June 28, 2016 Regular Meeting Minutes
3. 2016 Claims \$121,990.64
4. June 2016 Payroll \$220,329.48
5. Motion to Set Hearing on Capital Facilities Plan on 7/26/16 at 6:45 PM

#### Presentation: Projekt Bayern Recognition

#### 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

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

1. Action: Cascade School District – Memorandum of Understanding (MOU)
2. Action: 2<sup>nd</sup> Reading of Ordinance No. 1529: Alcohol Use in the Parks
3. Action: Ordinance No. 1530: Quarterly Budget Amendment

#### Information Items for Future Consideration

1. Mayor's Annual Breakfast, 8/16/2016 at Wild Huckleberry, 7:00 AM – 9:00 AM

#### Executive Session: RCW 42.30.110(1)(b) & (c) Surplus Property & Acquisitions

1. Possible Action

#### Adjournment

(Next Ordinance is 1531 - Next Resolution is 11-2016)

## SUPPLEMENTAL COUNCIL AGENDA

### **1. Cascade School District – Skateboard Park Memorandum of Understanding (MOU)**

The City Council is being asked to review and consider for approval the Skateboard Park Memorandum of Understanding (MOU) between the City of Leavenworth and the Cascade School District which terminates an existing agreement, identifies a cost sharing partnership for the replacement of the existing skate park, and provides an Option for Purchase on a remnant parcel of property of the existing Osborn School property.

Currently there is a Interlocal land lease agreement between the City of Leavenworth and the Cascade School District for the use of School District property for the City to construct and operate a skate park on School District property. This agreement is for an initial 25 year period which was approved in 2000. The agreement would renew annually after that period until such time that either party wanted to terminate the agreement. At such time the City would be responsible for the removal of the skate park on School District property. Stipulations within the agreement identify the City as the responsible agency for maintenance and care of the skate park facility and the City has the authority to terminate the agreement within the 25 year period. The agreement was put in place in 2000 to allow the City to compete for Recreational Conservation Office (RCO) funding for the construction of the skate park. The actual ribbon cutting for the skate park was held in May of 2004. With the approval of the new MOU, the City would be terminating this agreement.

The new MOU specifies that the City and District shall share in the construction costs of the new skate park, each party responsible for 50% of the construction costs with a maximum amount contributed by the School District of \$100,000. In terms of payment, the City would receive a credit from the School District if and when the City purchased the Osborn School property. The maximum amount of that credit would be 50% of the construction costs for the skate park or \$100,000, whichever is less. In the event the City does not purchase the property, the School District, at the time of the sale of the property, would reimburse the City 50% of the construction costs for the skate park or \$100,000 whichever is less. The School District would be responsible for demolition and disposal costs of the existing skate park and the City would be responsible for providing the land for the new skate park facility.

The new MOU also provides the City with the option to purchase a remnant portion of the existing Osborn School property once the School District identifies their future property needs of the site. At this time, the School District is considering maintaining the School District Office and constructing six tennis courts on the south end of the property. This provision of the contract has a timeline for termination of the option on August 31, 2019. If terminated without a sale of the property, the School District would reimburse the City 50% of the construction costs for the skate park or \$100,000 whichever is less by September 30, 2019.

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

- Skateboard Park Memorandum of Understanding
- Interlocal Agreement, August 15, 2000, Cascade School District & City of Leavenworth
- Osborn Property Aerial View

- **MOTION:** *The Leavenworth City Council moves to approve the Skateboard Park Memorandum of Understanding agreement with the Cascade School*

*District and authorizes the Mayor to sign after the final review and approval of the final document by the City Attorney.*

## **2. 2<sup>nd</sup> Reading of Ordinance No. 1529: Alcohol Use in the Parks**

The City Council is being asked to adopt Ordinance No. 1529, amending 12.24.140, 12.24.145, and 12.24.170, the City of Leavenworth municipal code regarding park regulations and the possession and consumption of alcoholic beverages within City owned parks. During the Council's June 28, 2016 meeting, the first reading of the revisions was conducted. The City attorney has reviewed the ordinance and comments and corrections from that reading are reflected in the Ordinance presented tonight.

The revision of the ordinance makes it possible to acquire a special use permit for the sale and consumption of beer and wine within City parks under strict code guidelines set forth in the attachment "A".

The following item is included under **TAB 2:**

- Ordinance No. 1529
  - **MOTION:** *The Leavenworth City Council moves to adopt Ordinance No. 1529, an Ordinance amending the City of Leavenworth Municipal Code regarding Park Regulations and the possession and consumption of alcoholic beverages within City owned parks.*

## **3. Ordinance No. 1530: Quarterly Budget Amendment**

The City Council is being asked to adopt Ordinance 1530 Quarterly Budget Amendment, which amends the budget at the fund level. This amendment includes the removal of transfers for the Upper Valley Park and Recreation Service Area (UVPRSA) within the General Fund that are no longer needed due to the change in accounting procedures as well as the inclusion of the new UVPRSA Fund for recognizing property taxes that are transferred to the Pool Fund. The Street Fund and a new Pine Street Capital Fund are included to recognize Council approved contracts for the Chumstick Trail/Water and Sewer Line Extension, Transportation Improvement Board (TIB) funding related to the 2017 Pavement Preservation Project for engineering in 2016, and developer contributions from the Cascade School District for the future Pine Street Capital Project. The final amendment includes 50% of each of the Department of Ecology (DOE) loans that the City is receiving to assist in the capital expenditures for the Wastewater Treatment Plant Master Planning process that was awarded earlier this year to Varela & Associates. No expenditures are in this amendment as this was previously budgeted within the Wastewater Fund. The remaining loan funds and future debt service payments for the Revolving Loan Fund will be included within the 2017-2018 budget.

The following item is included under **TAB 3:**

- Ordinance 1530
  - **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1530 Quarterly Budget Amendment.*

**SKATEBOARD PARK MEMORANDUM OF UNDERSTANDING**

This Skateboard Park Memorandum of Understanding ("MOU") is made this \_\_\_\_\_ day of \_\_\_\_\_, 2016 between the City of Leavenworth, Washington, a Washington municipal corporation ("City") and Cascade School District No. 228, a Washington school district ("School District"), sometimes collectively referred to as the "Parties".

**Recitals**

- A. The City and the School District are parties to an existing Interlocal Agreement ("ILA") relating to a skateboard park. A true copy of said ILA is attached to this MOU as Attachment A.
- B. The skateboard park is built on the School District's high school site.
- C. The skateboard park was built using monies from the Washington State Recreation and Conservation Office ("RCO"). The grant requires that the improvements be maintained for use for 25 years from 2000 through the year 2025.
- D. The School District desires to build a new high school on the high school site which will require the demolition of the skateboard park.
- E. The School District owns property and improvements called Osborn Elementary School (the "Property"). The School District intends to cease operation of said school within the next three (3) years and to re-develop in part, and potentially surplus in part, the Property. The legal description for the Property is attached to this MOU as Attachment B. Based on the School District's current plans, the portions of the Property to be retained and to be potentially declared surplus are depicted on Attachment C (the portion that may be declared surplus, shall hereafter be referred to as the "SP Portion").
- F. The City and the School District have mutually negotiated the terms under which the ILA will be terminated. Those terms are set out and agreed to in this MOU. This MOU between the Parties is an interlocal agreement within the meaning of Chapter 39.34 of the Revised Code of Washington (the Interlocal Cooperation Act), and shall be electronically posted or recorded with the County Auditor as required RCW 39.34.040.

Now, therefore, the City and the School District agree as follows:

1. Termination of ILA. The Parties agree that the ILA is terminated, effective immediately. The City shall be solely responsible for entering an agreement with RCO and for all costs and expense associated therewith to fulfill the obligations of the City associated with the original RCO grant that resulted in the skateboard park on School District property. The City hereby agrees to indemnify, defend and hold the School District harmless from any and all claims, of any kind or nature, arising from or related to the termination of the ILA, the City's RCO obligations, and the demolition of the skateboard park as set forth in Section 3, below.

2. Processing of Permits. Consistent with applicable law, the City agrees to process the School District's applications for permits for the high school site in regular course and the City will not interpose or raise the ILA or its provisions as an objection to delay, hinder or withhold permits for the high school site.

3. Demolition of Skateboard Park. Upon issuance of necessary permits from the City, the School District will demolish and remove the skateboard park from the high school site. The School District shall bear all costs of said demolition and removal. If there is any salvage value associated with the skateboard park improvements, the School District shall be entitled to the salvage value. This MOU shall constitute and be deemed the City's bill of sale of said improvements to the School District, without warranty of title, merchantability or otherwise, provided however that the City warrants that this transfer of title shall be free and clear of any claim or demand of the RCO. Said improvements are conveyed to the School District "as is, where is, with all faults."

4. Option Agreement. The City is hereby granted an option to purchase the SP Portion, on the terms and conditions set forth in this Section 4 (the "Option").

A. If the School District decides that the Property is no longer needed or necessary for School District purposes and declares the SP Portion surplus to the needs of the School District, then the City shall have sixty (60) days after the decision to surplus the SP Portion to exercise the Option by delivering written notice to the School District.

B. Following receipt of the notice from the City exercising the Option, the School District shall undertake the steps necessary so that the SP Portion is recognized as a legal lot of record. Consistent with applicable law, the City shall cooperate in the steps necessary to establish the SP Portion as a legal lot of record. The Parties acknowledge that the Property is comprised of several lots associated with an older subdivision and that resurrection of some or all of these lot boundaries, combined with a boundary line adjustment, may likely be the most expedient means in which to establish the SP Portion as a legal lot of record.

C. Following the establishment of the SP Portion as a legal lot of record as set forth above, the School District shall update an existing appraisal obtained by the School District for the entire property performed by Pacific Appraisal Associates. The update shall appraise the SP Portion as a separate parcel of property and be delivered to the Parties. The costs of the update shall be paid by the City. The update prepared by Pacific Appraisal shall be binding on the Parties for purposes of establishing the "base purchase price", unless the value of the property has declined since the original appraisal and the School District objects to said update within fifteen (15) days of its delivery to the Parties. In the event of an objection, the Parties shall meet and confer in good faith to establish the purchase price.

D. The purchase price for the SP Portion shall be the base purchase price minus one-half of the cost to rebuild the skate park up to a maximum of One Hundred Thousand and NO/100 Dollars (\$100,000), and shall be paid in cash by the City at closing.

E. Upon satisfaction of the conditions set forth in subparagraphs A, B and C, above, the School District shall open up an escrow at a title company doing business in Chelan County, Washington. The School District shall deposit a counterpart hereof with the escrow agent and this Section 4 shall serve as the agent's escrow instructions. The escrow agent may attach its standard conditions of acceptance to such counterpart, but if its conditions are inconsistent or in conflict with the terms and conditions hereof, those contained herein shall control.

F. The City shall obtain its own title insurance. The School District is not responsible for providing or paying for title insurance. Title to the SP Portion shall be conveyed by statutory warranty deed, subject to restrictions, conditions, easements and matters apparent on the property or of record. The City and the School District shall each pay one-half of the escrow agent's closing fee and the City shall be responsible for the costs to record the statutory warranty deed and to process the real estate excise tax affidavit. The statutory warranty deed and real estate excise tax affidavit shall be prepared by the School District.

G. If the School District decides not to surplus the SP Portion by June 30, 2019, or if an intergovernmental disposition of property agreement is not entered by the Parties on or before August 31, 2019, or if the City does not timely exercise its Option, then the Option set forth herein shall terminate and be of no further force or effect between the Parties, and the School District shall pay the City the sum of one-half of the cost to rebuild the skate park up to a maximum of One Hundred Thousand and NO/100 Dollars (\$100,000) on or before September 30, 2019, in total satisfaction of all obligations arising under this MOU.

H. At the election of the School District, the School District may propose an intergovernmental disposition of property consistent with Chapter 39.33 of the Revised Code of Washington. If acceptable to the City, then all the terms and conditions associated with the appraisal update, price, terms, timing and closing shall be the same as this Section 4.

I. If the Parties decide to record a Memorandum of Option Agreement, it shall be in a form agreed upon by the City and the School District. In the event the Option terminates as set forth in subparagraph G, above, then the City expressly grants and consents to the School District recording a termination of the Option Agreement without the signature of the City, and said termination shall be binding on the Parties. Furthermore, the City agrees to sign any and all documents reasonably requested of the School District to clear title, if necessary, if the Option is not exercised.

5. Enforcement. The City and the School District agree that venue and jurisdiction for the enforcement of this MOU shall be in the Superior Court of the State of Washington, Chelan County.

6. Complete Agreement. This MOU constitutes the complete agreement between the parties concerning the subject matter of this MOU.

7. Amendment. This MOU only may be amended in writing by an amendment signed by authorized representatives of the City and the School District.

8. Counterparts. This MOU may be signed in counterparts and shall be effective when a counterpart is signed both by the City and the School District.

9. Effective Date. This MOU shall become effective when authorized by the Board of the School District and the Council of the City and it is signed by duly authorized representatives of both and electronically posted or recorded as set forth in the Recitals.

Dated: \_\_\_\_\_

CITY OF LEAVENWORTH

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

CHERYL K. FARIVAR, Mayor

Dated: \_\_\_\_\_

CASCADE SCHOOL DISTRICT NO. 228

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

BILL MOTSENBOCKER, Superintendent

**Attachment A**  
Interlocal Agreement

**Attachment B**  
Legal Description

**Attachment C**  
Depiction of Property

ELP 8/15/2025

**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

Howard Cook  
Signature

William J. Bauer  
Signature

Howard Cook  
Name (printed)

William J. Bauer  
Name (printed)

Superintendent  
Title

Mayor  
Title

ATTEST:

ATTEST:

Kathy Leal  
Signature

Debra A. Zandt  
Signature

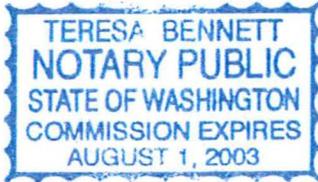
Executive Secretary  
Title

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

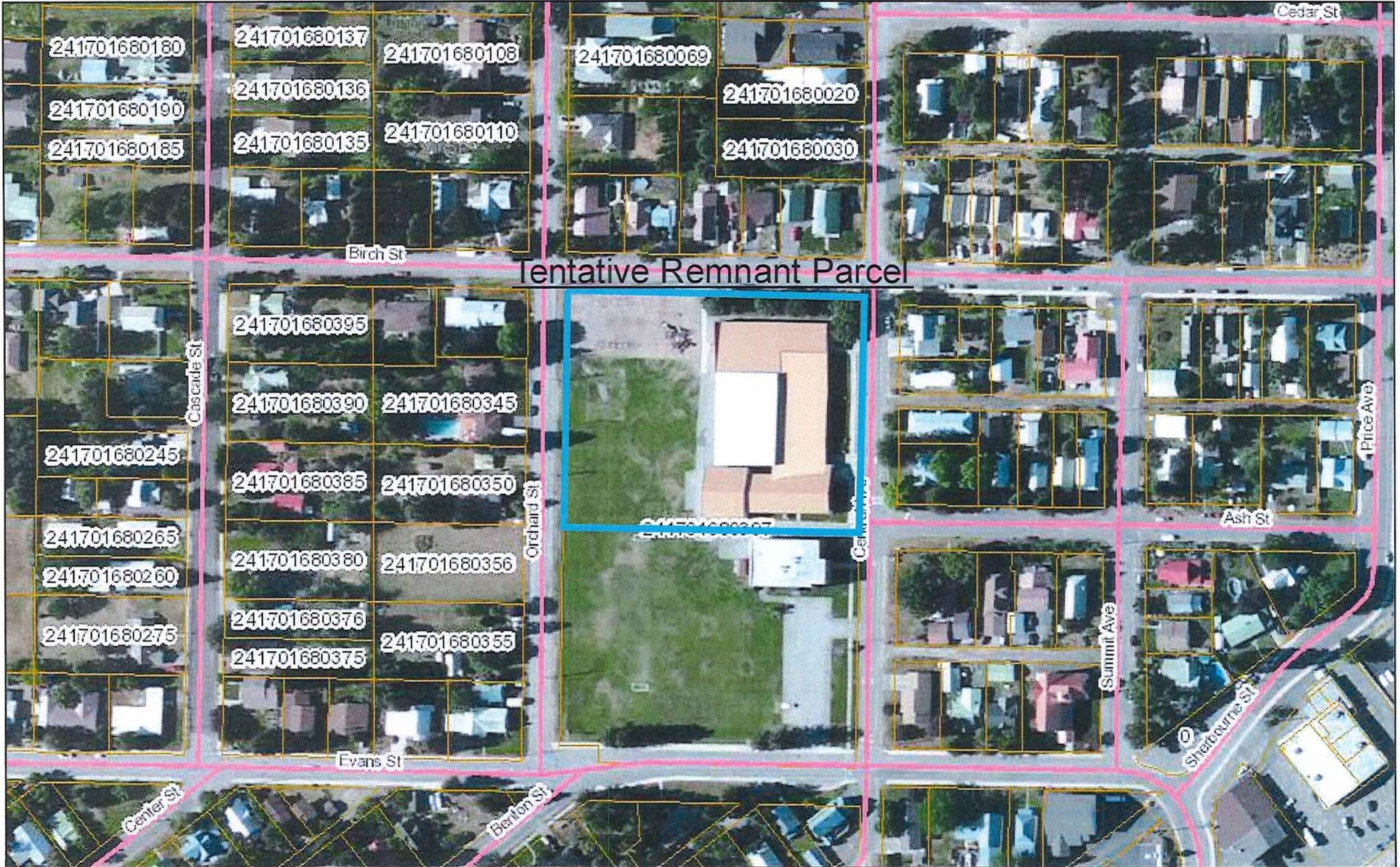
STATE OF WASHINGTON )  
 ) ss.  
County of Chelan )

I certify that I know or have satisfactory evidence that Howard Cook  
~~are~~<sup>is</sup> 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.

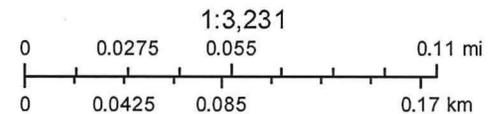
Sandra Houston  
(Signature)  
Sandra Houston  
(Printed or typed name)  
NOTARY PUBLIC, State of Washington  
My Commission Expires April 20, 2003

# Osborn Park Property



May 25, 2016

- |              |                           |                    |                      |
|--------------|---------------------------|--------------------|----------------------|
| <b>Roads</b> | County/City Roads         | Private Roads      | Parcels              |
| County Roads | Unmaintained County Roads | Condo Common Areas | Parcel Number Labels |
| City Roads   | Highways                  |                    |                      |



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and

**ORDINANCE NO. 1529  
CITY OF LEAVENWORTH, WASHINGTON**

**AN ORDINANCE AMENDING THE CITY OF LEAVENWORTH MUNICIPAL CODE REGARDING PARK REGULATIONS AND THE POSSESSION OF ALCOHOLIC BEVERAGES WITHIN CITY OWNED PARKS.**

**WHEREAS**, the City of Leavenworth Municipal Ordinances regarding the possession of an open container of any alcoholic beverage in or upon any building or other property owned or occupied by the city as it regards special public events has recently been the subject of discussion by the public and the City Council; and

**WHEREAS**, members of the City Council and staff have regularly heard from city residents, business owners and service organizations that it would be desirable for the lawful consumption of beer and wine at special public events held upon city owned property; and

**WHEREAS**, the City Council finds that it is feasible to regulate the consumption of beer and wine at special public events held upon city owned property so as to reasonably mitigate the risks to the City and its residents; and

**WHEREAS**, it is in the best interests of the City and its residents to amend the Municipal Code to regulate the sale, service, consumption or possession of beer and wine at special public events held on city owned property as reflected in Exhibit "A" attached hereto.

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

- Section 1.** The City of Leavenworth Municipal Code is hereby amended as set forth in Exhibit "A", attached hereto and incorporated fully herein by this reference.
- Section 2.** The City Clerk is hereby authorized and directed to recodify the sections listed in Exhibit A.
- Section 3.** This Ordinance shall become effective five (5) days following passage and publication as required by law.

PASSED by the City Council and APPROVED by the Mayor this 12<sup>th</sup> day of July, 2016.

CITY OF LEAVENWORTH

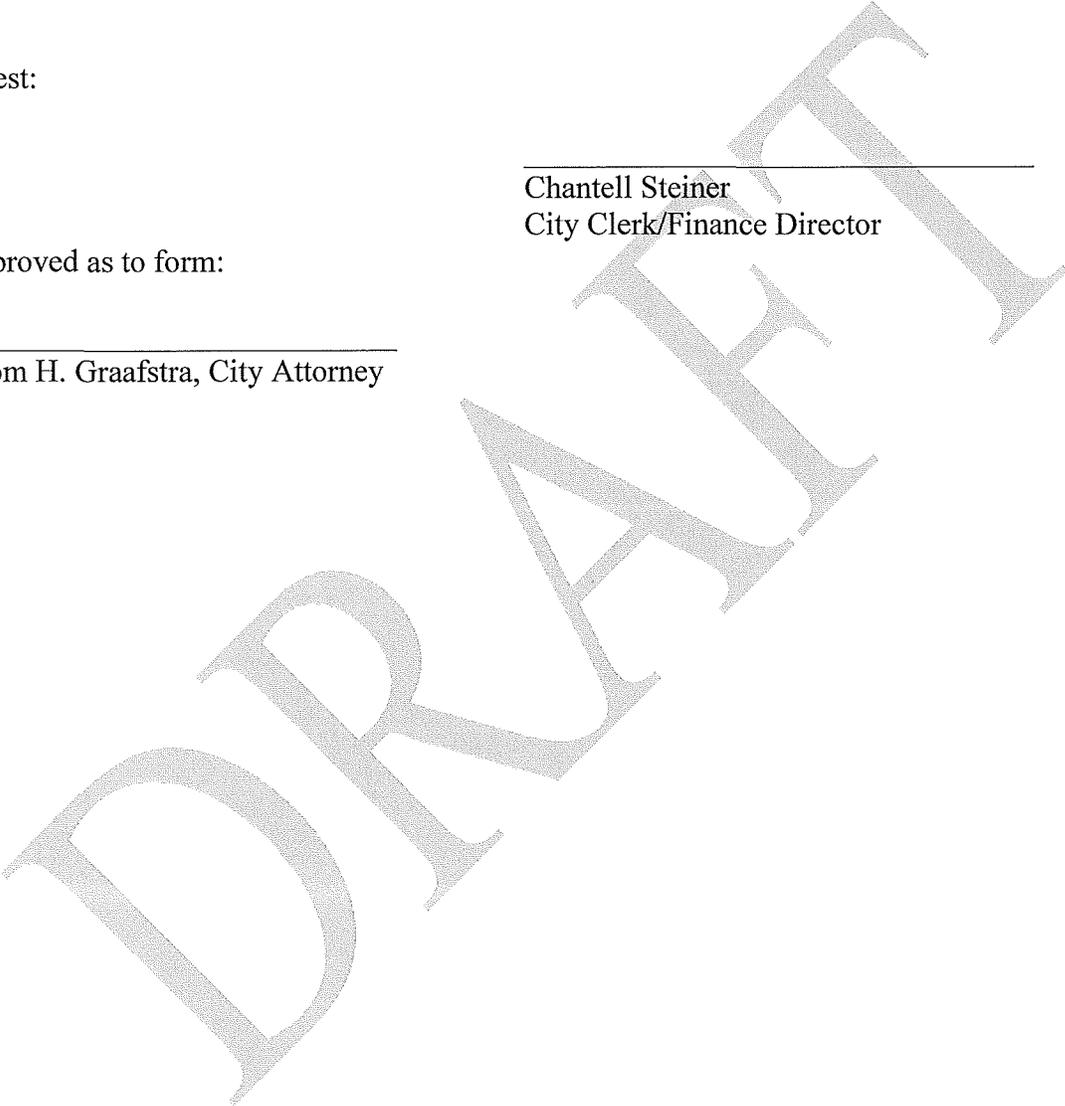
By: \_\_\_\_\_  
Cheryl K. Farivar, Mayor

Attest:

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

Approved as to form:

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



## **Exhibit “A”**

### **Sections to be amended and/or enacted:**

**12.24.140 Alcoholic beverages prohibited without special use permit.**

**12.24.145 Alcohol special use permit.**

**12.24.170 Violation – Penalty.**

### **12.24.140 Alcoholic beverages prohibited without special use permit.**

It is unlawful to bring into, sell or consume in any city park any alcoholic beverages unless the bringing into, sale or consumption is permitted under the terms of a alcohol special use permit as provided for in LMC Section 12.24.145. The provisions of Section 12.24.145 shall apply to Bavarian Commercial Activities.

### **12.24.145 Alcohol special use permit.**

An alcohol special use permit may be obtained to allow the bringing into, sale and consumption of alcoholic beverages in a city park as follows:

A. Purpose: The purpose of this section is to establish the rules and regulations regarding the service or sale and service, and the associated consumption, of alcohol beverages in the City of Leavenworth’s Parks and related Facilities. It is the intention of the City of Leavenworth to provide its citizens the broadest range of opportunities to enjoy its facilities and parks while protecting the City and its citizens from abusive and disruptive behavior. It is the purpose of this section therefore to allow for Alcoholic Beverages in City parks and related facilities only in limited circumstances.

B. Definitions: The following definitions apply to this Section 12.24.145.

1. The word “alcohol,” as used in this section, shall conform, at a minimum, to the definition and restrictions imposed by the Washington State Liquor Board. For most situations where an alcohol special use permit is issued through the City of Leavenworth allowing the service or sale and service, and the associated consumption, of alcohol beverages such alcohol and alcoholic beverages shall be limited to malt liquor (beer) or vinous liquor (wine or champagne) as specified in the permit.

2. The word “group,” is defined in this Section is a private group or organization which is a corporation, limited liability company, or limited partnership registered to do business under the laws of Washington, and which has officers which have been elected or appointed and who have authority to enter into an agreement.

3. The word “youth event” shall mean an organized event where youth are present in the park. The casual presence of youth in the park but not part of an organized event shall not be a “youth event.” If the alcohol special use permit is associated with an athletic event, the participation of youth in the event, so long as the competition is not solely a competition for youth, shall not make the applicant event itself a “youth event.” Youth for the purposes of this definition shall mean persons under the age of 18.

C. Conditions: A group shall be entitled to obtain an alcohol special use permit under and when the following conditions are satisfied:

1. Any Alcohol Special Use Permit shall be issued by the City Administrator.
2. Before the City Administrator shall issue any Alcohol Special Use Permit, the City Administrator shall place the question of issuance of an alcohol special use permit on a regular City Council Agenda. Citizen input shall be allowed. The Council shall discuss the application and make its recommendation to the City Administrator. However, ultimate authority to issue an alcohol special use permit rests with the City Administrator or his/her designee. There shall be no right of administrative appeal and the decision of the City Administrator shall be the final decision of the City.
3. The process listed below shall be followed to obtain an alcohol special use permit for the bringing into, sale or consumption of alcohol in a City Park.
  - A. The prospective group shall obtain an application form for use of the park from the City and indicate in the appropriate space that the bringing in of alcohol, or alcohol sale or consumption is intended. By signing, and returning the application, the group acknowledges receipt, understanding, and acceptance of the terms of this Section governing alcohol in the Park. The Application and Permit Fee payment must be submitted no later than three months prior to the desired date of the intended alcohol in a city Park. The application will only be approved if adequate mitigation for alcohol in the park is demonstrated and the City Administrator determines that it is in the best interest of the City to issue the alcohol special use permit. The group will be notified of the City Administrator’s decision in writing on the approval/disapproval of an alcohol special use permit for alcohol use.
  - B. After the Group has received an alcohol special use permit from the City Administrator, the Group must obtain the appropriate permit from the Washington State Liquor Control Board. If a state permit is not obtained, the City’s alcohol special use permit shall be automatically null and void. The alcohol special use permit must be displayed at the event. Copies of any state

approval shall be supplied to the City: A Banquet permit (to serve alcohol) or a Special Occasion Liquor Permit (to sell alcohol).

- C. Any alcohol special use permit may be summarily revoked by the City Administrator if the rules in subsection D Rules are violated.
- D. Rules: The following Rules shall apply to the bringing in, sale or consumption of alcohol in a City Park or related facility under an alcohol special use permit:
  - 1. These rules supplement the other provisions of this Chapter. All other rules pertaining to use of the site as contained in Leavenworth Municipal Code Chapter 12.24 Parks Regulations shall apply.
  - 2. The application submitted by the Group(s) must specify the area(s) in which alcoholic beverages may be consumed and then, upon approval of the application, the Group(s) is bound to ensure that alcohol consumption is confined to the specified area only. The City Administrator may require the Group(s) to provide security guards or law enforcement personnel to enforce this rule, dependent upon other planned or likely activities at the park during the proposed use time. Documentation verifying these services may be required.
  - 3. Permit fees shall be paid as required by the City. The Permit fee shall be established pursuant to the City of Leavenworth's rate and fee schedule.
  - 4. A Certificate of Insurance naming the City as additional insured, with minimum limits of no less than one million dollars (\$1,000,000) per occurrence shall be provided to the City prior to the event. The insurance must include "dram shop/over service" coverage.
  - 5. A deposit as set by the City Administrator shall be paid by the group prior to use of the park. The minimum deposit shall be set by resolution of the Leavenworth City Council from time to time. Such deposit shall be for the purpose of protecting the City from any damage to the facilities used by the applicant, additional trash removal and the deposit shall be refunded after the proposed activity has been completed with no such damage or added clean-up having occurred.
  - 6. All standards, regulations and requirements (including, but not limited to nuisance and noise) shall be monitored and enforced by the permittee. Failure to comply is grounds for immediate revocation of the permit.
  - 7. No person shall drink from, or possess an open container of permitted alcohol in any park before 1:00 p.m. or after 4:00 p.m.

8. Alcohol may be sold and consumed only in a City approved designated fenced and/or tented area. The size of the designated serving and tent area for the consumption of alcohol shall not exceed six hundred (600) square feet. Except for persons bringing alcohol to the permitted site, no one may leave or enter the designated area with any kind of alcohol. A minimum of two (2) people from the permitted group must monitor the event to make sure alcohol remains inside the designated area. All exits to the permitted area must be posted with signs in such size as the City Administrator designates saying "NO ALCOHOL BEYOND THIS POINT."
9. No one under twenty-one will be allowed in the designated area. Signs will be placed of such size as the City Administrator shall designate, stating "no one under twenty-one will be allowed entrance into designated area."
10. The permittee or his designees as approved by the City Administrator must be on site at any time the alcohol is being dispensed or consumed.

E. Limitations on alcohol special use permit issuance.

1. No permit will be issued for an event with alcohol at the same time any youth event is being held in the same park.
2. No applicant will be given an alcohol special use permit more than twice in one calendar year.
3. All principals of the corporation making application must be 21 or older.
- 3.4. A maximum of 10 total alcohol special use permits will be issued in any given year. Priority will be based on a first come first served basis.

F. Refund. If an alcohol special use permit is revoked by the City Administrator for violation of its terms and the rules contained in this Section application fees and the deposit will not be refunded.

### **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 except as allowed by an alcohol special use permit by an adult is a civil infraction. Consumption of alcoholic beverages in the park, except in accordance with an alcohol special use permit shall remain a misdemeanor punishable under subsection (E) of this section 12.24.170.

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.

**ORDINANCE NO. 1530**

**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	\$ -91,575
Street	\$ 55,195
Pine Street Capital	\$ 200,000
Sewer	\$ 197,060
UVPRSA Agency Fund	\$ 125,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 485,680</b>

**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 12<sup>th</sup> day of July, 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	001.389.00.76.00	PRSA Pool Fee Deposits	(91,575)		Removing - Process no longer needed
General Fund	001.589.00.00.76	PRSA-Other Nonexpenditure		(91,575)	Removing - Process no longer needed
<b>Total</b>			<u>(91,575)</u>	<u>(91,575)</u>	
Streets	101.334.03.80.08	State Grant-TIB 2017 Pave Pres	55,195		TIB 95% Grant Funding for 2017 Pavement Preservation
Streets	101.595.10.40.20	TIB 2017 Preservation - Eng.		58,100	Council approved 6/28/16 - TD&H Engineering
Streets	101.595.30.63.07	Residential Road/Street Cons.		(58,100)	Moving Construction dollars to engineering above
Streets	101.595.90.41.05	Chumstick Const. Admin Pace		7,791	Council approved on 5/10/16
Streets	101.595.90.41.06	Chumstick Coonst. Admin Deason		38,160	Council approved on 5/10/16
Streets	101.508.80.01.01	EFB		9,244	Increase Ending Fund Balance
<b>Total</b>			<u>55,195</u>	<u>55,195</u>	
Pine Street Cap. Proj.	305.367.00.03.05	Plan & Develop Contributions	200,000		Recognizing Cascade School Dist. Project Funding
Pine Street Cap. Proj.	305.508.10.03.05	Restricted Ending Fund Balance		200,000	Creating Restricted Funding for Future Capital Project
<b>Total</b>			<u>200,000</u>	<u>200,000</u>	
Sewer	404.334.01.10.01	DOE-Forgivable Principle Loan	98,530		Recognizing 1/2 of Forgivable Loan for 2016 WWTP Master Planning
Sewer	404.334.01.10.02	DOE-State Revolv. Loan Fund	98,530		Recognizing 1/2 of Loan for 2016 WWTP Master Planning
Sewer	404.508.80.04.04	EFB		197,060	Increase EFB
<b>Total</b>			<u>197,060</u>	<u>197,060</u>	
UVPRSA Agency Fund	635.337.00.00.07	Intergovern-PRSA Revenue	125,000		New Fund to receive PRSA Property Taxes
UVPRSA Agency Fund	635.597.95.00.10	Trans Out-To #176 Pool		125,000	Transfer of taxes to the Pool Fund
<b>Total</b>			<u>125,000</u>	<u>125,000</u>	
<b>Grand Total All Funds</b>			<u><b>485,680</b></u>	<u><b>485,680</b></u>	
			Revenue	Expense	
Actual Changes to BFB & EFB's				206,304	
Less Total Fund Adjustments from Above			485,680	485,680	
Actual Adjustments to Revenues & Expenses			<u>485,680</u>	<u>279,376</u>	

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

**9:00 – 9:20 Chamber Report**

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.

**9:20 – 10:20 Sewer Plant Update – Varela & Associates – Dana Cowger**

Mr. Dana Cowger, P.E. Varela & Associates and Mr. Mark Esvelt, P.E., Esvelt Environmental Engineering will provide an update on the Waste Water Treatment Plant Facility Plan update. The Plan update is the first step in developing the plant and operational improvements to update the plant mechanical systems and address the Total Maximum Daily Loading (TMDL) of Phosphorous required by the Department of Ecology by 2020. A site visit and facility survey was completed in April of this year. The Facility Plan reviews the operation of the current plant and by projecting out to 2040, offers insight on improving operations, treatment modifications, replacement of mechanical equipment nearing the end of its operating life, and expansion of the facility if needed.

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

- Varela & Associates Memo Study Session Discussion Outline

**10:20 – 10:40 Park Plaza Update**

This time has been set aside for the Council to review and discuss the initial design proposal presented to the Steering Committee by J. A. Brennan Associates at the June 28<sup>th</sup> meeting, depicting the proposed plaza area on Front Street in the corner, just west of 8<sup>th</sup> Street. The drawings address ADA compliant access, pedestrian corridors and traffic calming, bicycle parking, landscaping and gathering areas, and memorial placement considerations. The drawings and estimates represent the initial concept for review and comments prior to a formal presentation and additional public input.

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

- Draft Schematic Plan and Section

**10:40 – 10:55 Six Year Capital Improvement Plan Review**

The City Council is being provided a copy of the 2016 – 2021 six year Capital Facility Plan (CFP). This plan is compiled from the 20 year plans for Water, Sewer, Transportation, Parks /

Recreation, and Capital Facilities. The six year plan is being provided to the Council at this time to allow for discussion of potential projects and consideration by the Council to remove and/or add projects and to develop the 2017 – 2022 CFP. The review and development of the 2017 - 2022 CFP is part of the 2017 Budget development process; due to the scope of the planning document and the information, staff is requesting a review of the CFP at this time to prepare for approval of the final Plan. Also note, that as the Waste Treatment Plan, Water Plan and Transportation Element of the Comprehensive Plan is developed, the capital improvement plans within those documents will be incorporated within the CFP. The development of this document and inclusion of projects is necessary as several grant funding requests typically require the projects identified for grant or loan funding be included on the CFP. If determined that new projects are identified for the six year Plan, the appropriate 20 year plans may need to be updated/amended to ensure consistency.

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

- 2016 – 2021 Leavenworth Capital Facilities Plan Six year Project List

### **10:55 – 11:05 Pinegrass Street Names**

During the June 14, 2016 Council Study Session the Development Services and the Public Works Departments presented the potential Pinegrass Subdivision Street Names for future dedication. At this meeting, Councilmembers produced a list of names for discussion. From this list of 20 names, both RiverCom and the Property Owner were asked to consider the new names.

After the Property Owner and RiverCom weighed in, the Council is asked to select one of the following:

1. Scamahorn
2. Basswood
3. Snowberry
4. Pinegrass

This process includes, but is not limited to: 1) naming the street / street designation, 2) confirmation from RiverCom (our local 911 / emergency services communications provider) that the name does not conflict or is inappropriate, and 3) City Council acceptance of the names for future dedication with the recording of the Pinegrass Subdivision (a Council approval is needed for all streets and easements to be accepted and maintained by the City). Correct street names need to be part of the legal descriptions and the final plat. It's also preferable to have the street names to insert into the plat (legal creation of lots).

No items are included under **TAB D**.

### **11:05 – 11:20 Resolution 10-2016: Financial Policy Amendments**

The City Council is being provided a draft copy of the Financial Policy with suggested redline changes. The Council Finance Committee has been reviewing the policy over the past couple of months and finds that there are only a few items to amend. Some minor changes are being incorporated for the Lodging Tax Fund reserves that are located on p. 7, item 8.e. These changes are to recognize the past discussions by the Council to create a reserve of \$200,000; as of 2016 this goal was achieved. The Finance Committee recommends memorializing this goal by striking the “strive to” “by 2020” language and adding some language that would require restoring those funds if the Council were to use those funds. In reviewing the Utility Fund Reserves the Committee recommends no change at this time but will want to relook at this for the next biennium.

Also included in the amendments are increases for the General Fund reserves (p.6); the first recommendation is to increase the current operating reserve goal from 15% to 25%; the second recommendation is to increase the long-term (by 2020) goal from 25% to 35%. In reviewing where the City is today regarding General Fund reserves, the Finance Committee identified that the Fund is currently above 25% with no anticipation of reduction. In looking at other cities in our area, in many cases, General Fund reserves are typically at or above 50% of annual operating revenues.

As a reminder, when the City initiates new debt instruments, the General Fund is the fund that the rating agencies look at to determine the City’s rating, which in turn determines the borrowing interest rates. Currently the City holds an A+ rating with Standard & Poor’s that has taken several years to achieve through the creation of this policy and building of reserves. Maintaining the rating is critical; however, there is potential to increase the rating to an A++ by increasing fund balance reserves. It should also be noted how easily it is for a municipality to be downgraded by several ratings for just one minor issue, such as was the case for the City of Wenatchee regarding the default on their Town Toyota Center debt a couple years ago. Leavenworth, due to the tourism factor, is carefully watched by the rating agency, especially during a downturn in the economy. For each increase in the City’s rating, this could save the citizens of Leavenworth approximately .15% to .25% on the interest rate depending on the current state of the economy. Due to low interest rates today it is likely to be nearer to the .15% per each rating step change. What does this mean in dollars? Depending on the amount borrowed and the length of time of the debt this can be significant savings over time. For instance, in 2020 the City will be looking at major bond debt instruments for the upgrades to the Wastewater Treatment Plant. If the City borrows \$5,000,000 for 20 years and the options are 3% versus 2.85% for the better rating, this .15% difference would equate to an annual savings of \$7,500 or a 20 year savings of \$150,000.

The City Council Finance Committee would like to provide this time for the full Council to review the recommendations and discuss any further suggestions prior to approval. If no changes are recommended, this resolution will be presented for approval at the next City Council meeting.

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

- Resolution 10-2016 Draft Redline

### **11:20 – 11:30 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 JULY column and this document will be distributed again at the beginning of October 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

### **11:30 – 11:40 Mountain Pact Draft Letter**

This is a follow-up to a discussion that Mayor Farivar, Council Member Bretz, and Council Member Neighbors had with Ms. Diana Madson, the Founder and Executive Director of the Mountain Pact. The Mountain Pact is a coalition of western tourism based cities, empowering the mountain communities to build resilience in the face of economic and environmental stresses through federal climate and conservation policy. The Mountain Pact is a nonprofit project fiscally sponsored by Sierra Business Council (501c3).

Ms. Madson asked that the Council consider sending a letter to Interior Secretary, Ms. Sally Jewell supporting the Department of Interior and Office of Natural Resources recommended reform of the valuation of coal leased from Federal Lands. The proposed reform would eliminate the subsidies provided to coal companies for the mining of coal on Federal Lands, in essence requiring coal companies to pay royalties on the true market price of coal.

A draft letter and information on the Mountain Pact organization is included in the packet material.

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

- Mountain Pact Draft Letter
- Mountain Pact Information

### **11:40 – 11:45 Quarterly Newsletter Recommendations – Distribution in August**

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

- “A Minute With the Mayor” – Topic to be determined.

- Chumstick Multi-Purpose Trail Update – Herb Amick
- P1 – P2 Parking lot Improvements – Joel Walinski / Herb Amick
- Highway 2 Crosswalk Installation with WADOT – Joel Walinski
- New Fire Hydrant at Ski Hill Reservoir – Joel Walinski
- Residential Alley Cleanup & Hazards – Sue Cragun / Herb Amick
- Upcoming Festivals and Events – Sue Cragun
- Upcoming Fall Cleanup – Sue Cragun / Herb Amick

Staff is requesting any additional suggestions from the Council at this time.

There following item is included under **TAB H:**

- Fall 2015 Newsletter

#### **11:45 – 11:55 Council Open Discussion**

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

July 12, 2016

## LEAVENWORTH CITY COUNCIL STUDY SESSION

Dana Cowger, P.E. – Varela & Associates, Inc.  
Mark Esvelt, P.E. – Esvelt Environmental Engineering

### STUDY SESSION DISCUSSION OUTLINE

- Purpose:
  - Brief Mayor and Council re City's wastewater facility planning and future wastewater treatment upgrade project; review process, timeline, drivers, evaluation status
  - Give Council an understanding of what the project is about and why
  - Cover potential talking points of interest to the Council; field Council questions; solicit feedback on Council concerns for future discussion
  
- Brief Plant Background
- Project Drivers – TMDL and Phosphorus
- Timeline
- Facility Planning Process
- Planning – Population Growth / Commercial Growth / Flow and Load Projections
- Existing Treatment Plant / Type / Performance / Capacity / Current Needs
- Upgrades Phosphorus Treatment – Primer on Types / Footprint
- Reclamation and Reuse – What's Involved / Uses vs. Demands
- Next Steps – Plant Tours / Continue Evaluations / Economic Analysis
- Q&A / Discussion

POTENTIAL MODIFICATION TO ONEWAY FRONT STREET TO CREATE PEDESTIAN FRIENDLY CORRIDOR TO STRENGTHEN CONNECTION TO FRONT STREET PARK. INCLUDE BOLLARDS, PAVING BAND (BRICK OR CONCRETE) BENCHES, SIGNAGE, LIGHTING.

SIDEWALK

WEST STAIRCASE TO PLAZA

CREATE PLANTER WITH LOW WALL AT BUILDING FRONTAGE. (COORDINATE WITH EXISTING WINDOWS)

LOW CONC. OR STONE RETAINING WALL TO CREATE TERRACE

SMALL GATHERING "ROOM" WITH TERRACED SEAT WALL AND POTENTIAL FITE PIT

LARGE PLAZA "ROOM" WITH MOVEBALE TABLES

CONSIDER TRENCH DRAIN AT APARTMENT ENTRY. (CONFIRM GRADES AND DRAINAGE)

PLANTING AREA WITH MEMORIAL TREE AND MARKER. INCLUDE BENCHES.

RUNNEL OR TRENCH DRAIN TO MOVE STORMWATER. (VERIFY GRADE AND DRAINAGE)

CREATE NEW PLANTER

BENCH

BIKE RACK

POTENTIAL ENHANCEMENT TO NORTH SIDE OF FRONT STREET (POTENTIAL REMOVAL OF 2-3 ANGLE STALLS)

CENTRAL STAIR CASE FOR PLAZA ACCESS

NEW SIDEWALK AS SECONDARY TRAVEL ROUTE

BENCH SEATING WITH COMPANION ADA SEATING

STONE OR CONC. SEATWALL

MODIFY CURB TO REDUCE ROAD WIDTH

FRONT STREET

BIKE RACK (2)

BENCH SEATING WITH PLANTER

SIDEWALK

A



Scale: 1/8" = 1'

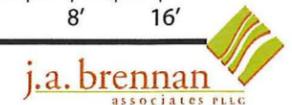


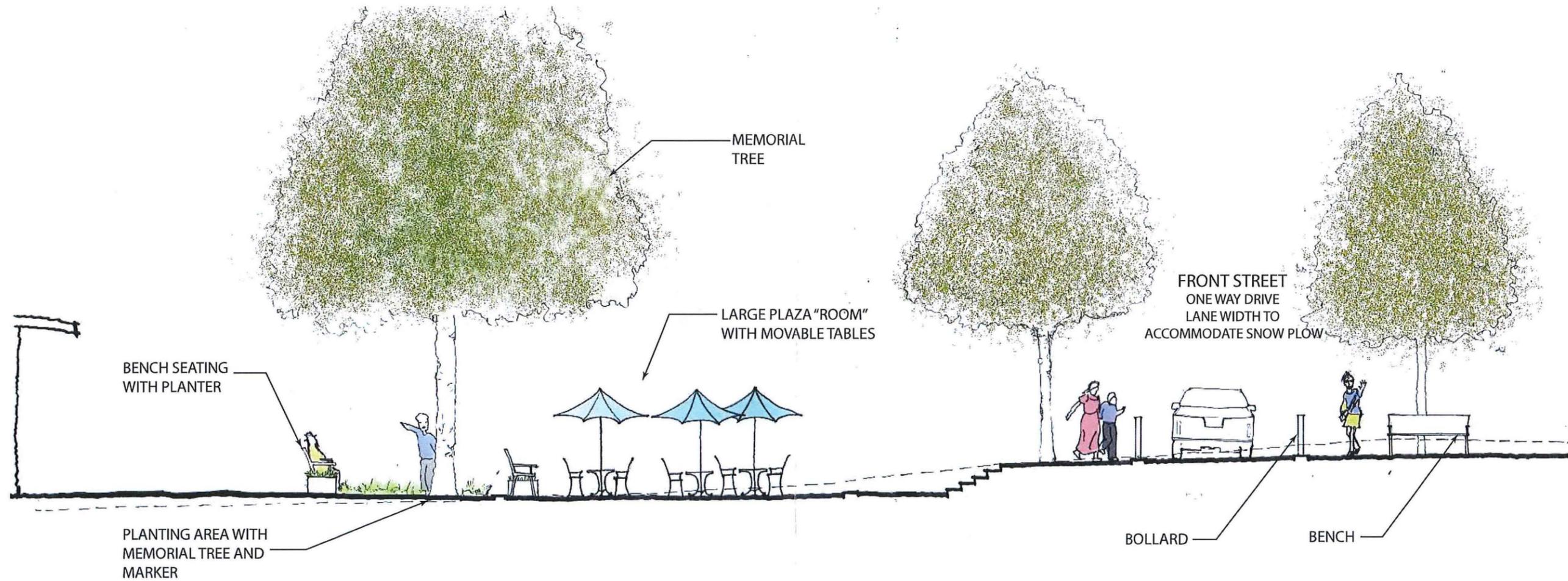
DRAFT SCHEMATIC PLAN

June 27, 2016

LEAVENWORTH FRONT STREET PLAZA PARK

CITY OF LEAVENWORTH

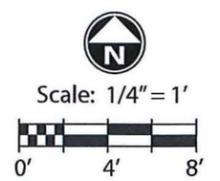




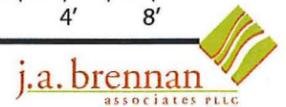
DRAFT SECTION

June 27, 2016

LEAVENWORTH FRONT STREET PLAZA PARK



CITY OF LEAVENWORTH





**RESOLUTION NO. 08-2015**

**A RESOLUTION OF THE CITY OF LEAVENWORTH, WASHINGTON,  
AMENDING LEAVENWORTH COMPREHENSIVE PLAN 6-YEAR  
CAPITAL FACILITIES PLAN.**

**WHEREAS**, pursuant to the requirements of RCW 36.70A.070 (3), each comprehensive plan shall include a plan, scheme, or design for each of the following: 3) A capital facilities plan element consisting of:

- (a) An inventory of existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities;
- (b) a forecast of the future needs of such capital facilities;
- (c) the proposed locations and capacities of expanded or new capital facilities;
- (d) at least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes; and
- (e) a requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities plan element, and financing plan within the capital facilities plan element are coordinated and consistent. Park and recreation facilities shall be included in the capital facilities plan element; and

**WHEREAS**, the City of Leavenworth Comprehensive Plan includes a 20-year Capital Facilities Plan within the “Capital Facilities Inventory and Forecast of Future Needs” assessment and concurrency sections. The 6-year Capital Facilities Plan is a subset of the adopted City's Capital Facilities Element within the Comprehensive Plan. The Capital Facilities Plan (CFP) is the capital improvement plan of the city, and

**WHEREAS**, the Capital Facilities Plan is required by the state Growth Management Act, and

**WHEREAS**, the Capital Facilities Plan is to be for six years and all projects in the plan includes a funding source. The 6-year Capital Facilities Plan may be updated concurrently with the adoption or amendment of the city's budget, and

**WHEREAS**, the Capital Facilities Plan is consistent with the strategic plans and operational programs of the departments, and

**WHEREAS**, On September 8, 2015, the City Council motioned to set a public hearing to receive public testimony, and consider adoption of the Six-year Capital Facilities Plan for September 22, 2015.

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

**Section 1.** The City Council adopts the Six-year Capital Facilities Plan and further amends Leavenworth Comprehensive Plan – Appendix C - “Attachment A.”

**PASSED** by the City Council and **APPROVED** by the Mayor this 22<sup>nd</sup> day of September, 2015.

CITY OF LEAVENWORTH

By:



Cheryl Kelley Farivar, Mayor

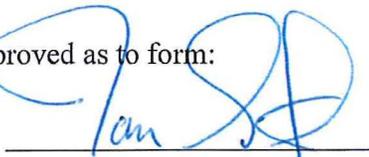
Attest:



Chantell Steiner,  
Finance Director/City Clerk

Approved as to form:

By:



Thom Graafstra,  
City Attorney

# Leavenworth Capital Facilities Plan (CFP)

## 2016 – 2021 Six-Year Project List\*

*\*Project construction dates, cost estimates for construction and engineering, and potential sources of funding for all projects are anticipated to be developed during the 2017-2018 budget process in the fall of 2016.*

Capital facilities are the durable goods portion of governmental service. They have a long-term useable life and can cost considerable amounts of tax dollars to construct. The process of obtaining capital facilities can require years of design, public involvement, budgeting and construction. Once constructed, capital facilities tend to become permanent, requiring an ongoing operations/maintenance cost.

As a result of the high cost of capital facilities, it is important for the government to prioritize and plan capital facilities as far ahead as possible. Lack of funding often results in some worthwhile projects being delayed as more urgent problems are addressed. A capital facilities plan must be prepared to comply with the Growth Management Act. The Act stipulates that the City must estimate what new or improved capital facilities will be needed for the next six to twenty years to support the probable growth in population.

Planning future capital facilities projects involves estimating the future needs for a variety of facilities and services. As part of the city's budgeting process, the capital facilities projections should be revised to recognize new needs or revised plans/costs. An annual review will assist in updating the highest priority projects.

This Capital Facilities Plan (CFP) is intended to serve as an objectively derived guide for the orderly growth and maintenance of the community. It will serve as the framework for coordinating capital improvement projects that implement the vision of the community. It is designed to be a valuable tool of the City Council, staff and private citizens, which enables the community to:

- ◆ Gain a better understanding of their existing public works systems and capacities;
- ◆ Identify potential problems associated with limited revenues and increased public demands for better services;
- ◆ Identify potential sources and programs that may be used to fund needed improvements; and
- ◆ Create a continuing process of setting priorities for needed capital improvements, based on consistent background information.

It is understood that some capital needs may go beyond the resources available through the general City revenues. Furthermore, future issues may develop quickly in response to citizens' desires or a change in community standards or circumstances. The CFP is designed to be flexible to these situations by identifying different possibilities for funding beyond the norm, as well as attempting to identify which foreseeable needs will require some future action in order to be

completed. The availability of optional funding sources such as bond issues, levies, tax and/or rate increases, loan or grant applications, etc., do exist. If the community is unable to contribute the full amount planned for in the CFP in any one year, the Plan is not abandoned but instead reviewed and amended to reflect changing circumstances.

Investments in Leavenworth’s neighborhoods, water and sewer systems, parks, streets, and public facilities are an essential component of providing a comprehensive and functional capital facilities plan. Below are the project recommendations identified that either need retrofitting of an existing system or installation of a new system with cost estimates.

### Sanitary Sewer System Projects

Project	Description	Amount
Waste Water Treatment Facility Update / Construction	Update plant for implementation of new TMDL requirements. (2016)	\$7,000,000
Barn Beach Restroom	Install restroom facilities along trail system near Barn Beach Reserve.	\$110,000
Clarifier Modifications Wastewater Treatment Plant	Addition and replacement of waste treatment plant equipment.	\$120,000
South Interceptor Sewer Trunk Line Replacement	May include the repair and/or replacement of the 12” sewer line located within the 42” stormwater line running under Highway 2	\$1,500,000
Chumstick to High School Sewer Main and Lift Station Installation (2016) and Trail	Project for Meadowlark Development to be developed as funding is secured from public grants and private developers.	\$1,300,000
Meadowlark On-site Utility Improvement Project	Installation of water utility lines for the Meadowlark Affordable Housing Project	
Pine Street Sewer Main Extension	Will be completed with street reconstruction project.	\$300,000
Ski Hill Combined Access Manholes	Upgrade, eliminate combined manholes	TBD

### Water System Projects

Project	Description	Amount
Pine Street Water Main Installation	Will be completed with street reconstruction project.	\$300,000
Titus-Chumstick Water Main Installation (2016) and Trail	Project for Meadowlark Development to be developed as funding is secured from public grants and private developers.	\$1,300,000
Meadowlark On-site Utility Improvement Project	Installation of sewer utility lines for the Meadowlark Affordable Housing Project	
Water Meter Replacement / Upgrade	System-wide replacement of aging/failing 20+ year old meters to include upgrades to all radio read meters.	\$750,000
Well Pump 2	Rebuild well 2 pump and repair to well house with painting.	\$70,000
Reservoir Hydrant / Connection	Install water access system to reservoir.	\$40,000

## Storm System Projects

Project	Description	Amount
Pine Street Stormwater Main Replacement	Will be completed with street reconstruction project.	\$300,000
Titus-Chumstick Stormwater System Installation (2016)	Project for Meadowlark Development to be developed as funding is secured from private developers.	\$900,000

## Parks / Trails / Recreation

Project	Description	Amount
Park Trail Improvements	Pathways, erosion, turf, etc.	\$40,000
Pocket Park	New park residential pocket parks	\$175,000
Pump Track	New gravity driven track	\$155,000
Skating Rink	New Ice Skating Rink	\$4,000,000
Ball Park Refurbishing	Refurbishment of existing ball parks re-grading and enlargement to league standard and address drainage).	\$100,000
Royal Lady Plaza	Triangle park with public access/enhancement areas with possible sculptures, water feature, and Bob and Ted Memorial	\$250,000
Chumstick Multi-use Trail w Water/Sewer Main and Lift Station Installation (2016)	10-wide asphalt trail along Chumstick Hwy from High School to north of North Road. Cost estimate includes sewer and water main construction.	\$1,300,000

## Public Facilities

Project	Description	Amount
City Hall	Refurbishment - reroof, interior/exterior paint, carpet	\$50,000
City Shop / Yard (Streets)	Refurbishment – reconstruct	\$500,000
City Shop (Parks)	Refurbishment –reconstruct	\$400,000
City Golf Course	Reconstruct cart paths	\$21,000
Front Street Restrooms	Refurbishment – enlarge, reconstruct	\$50,000
Waterfront Restroom	Refurbishment, electrical upgrade	\$50,000
Gazebo	Reconstruct basement	\$50,000
City Pool Building	Interior/Exterior paint and staining with fixture upgrade; and shade canopy	\$50,000
City Shop (Water Plant)	Reconstruct expand lab and office, security fencing	\$100,000
Parking Lots – P1, P2, and P3 improvements	Surfacing, drainage, security & lighting, striping, fencing, signage and landscaping for lots.	\$90,000
Department of Transportation Lot	Acquisition, drainage, security & lighting, striping, signage and landscaping for lot	TBD
Public Works Facility Improvements	Improvements include completion of additional lighting, landscaping, and painting of existing facility,	\$55,000

Festhalle Improvements	2n floor storage and kitchen improvements	\$75,000
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## Plans

Project	Description	Amount
Waste Water Treatment Facility Plan	Develop plans for implementation of new TMDL requirements. (underway with consultant contract)	\$80,000
Water System Plan	This plan is only referenced in this plan as a portion of all Citywide plans – improvements, costs and timelines for updates would be detailed specifically in the Water System Plan.	Update \$70,000
Sewer System Plan	This plan is only referenced in this plan as a portion of all Citywide plans – improvements, costs and timelines for updates would be detailed specifically in the Sewer System Plan.	Update \$70,000
Regional Stormwater / Wetland Master Plan	A Master Plan which will provide planning tools and options for future and anticipated growth to protect and address water quality (which has a wetland component) with community agreement and support.	\$200,000
Comprehensive Plan	The Comprehensive Plan was prepared by the citizens of the Leavenworth, the City of Leavenworth Planning Commission, and the Leavenworth City Council in accordance with Section 36.70A.070 of the Growth Management Act to address growth issues in the City of Leavenworth and its Urban Growth Area. It represents the City’s policy plan for growth for the next 20 years	Update \$70,000
Capital Facilities Element	The capital facilities element has been developed in accordance with Section 36.70A.070 of the Growth Management Act to address the financing of capital facilities in the City of Leavenworth and the city’s urban growth area. It represents the community’s policy plan for public facilities for the next six to twenty years. The policies and objectives in this plan will be used to guide public decisions on the use of capital funds. They will also indirectly guide private development decisions by providing a strategy of planned public capital expenditures..	Update \$45,000
Six-Year Transportation Improvement Plan	This plan is only referenced in this plan as a portion of all Citywide plans – improvements, costs and timelines for updates would be detailed specifically in the Six-Year Transportation Improvement Plan.	\$45,000
Transportation Plan/Element	Grid-Street (future streets identification). This long-term transportation plan is only referenced	Update \$70,000

	in this plan as a portion of all Citywide plans – improvements, costs and timelines for updates would be detailed specifically in the Transportation Plan/Element.	
Upper Valley Regional Trails Plan & Parks Plan	This plan is only referenced in this plan as a portion of all Citywide plans – improvements, costs and timelines for updates would be detailed specifically in the Upper Valley Regional Trails Plan and Parks Plan.	N/A
Shoreline Master Program	This plan is only referenced in this plan as a portion of all Citywide plans – improvements, costs and timelines for updates would be detailed specifically in the Shoreline Master Program.	N/A
Downtown Master Plan	This plan is only referenced in this plan as a portion of all Citywide plans – improvements, costs and timelines for updates would be detailed specifically in the Downtown Master Plan.	N/A
Financial Plan	Financial Policies for defining fund balances, reserves, debt capacity, and investments to assist in annual budgeting	N/A
Utility Rate Study		N/A

**RESOLUTION NO. 10-2016**

**A RESOLUTION OF THE CITY OF LEAVENWORTH, WASHINGTON, AMENDING  
THE FINANCIAL POLICY**

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

WHEREAS, the purpose of a Financial Policy is to outline the financial goals, policies and financial reporting requirements of the City, and

WHEREAS, the City Council Finance Committee conducted an annual review of the adopted financial policy guidelines and is proposing recommendations to the policy as set for below.

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

**Section 1.** The compilation of fiscal policies entitled “City of Leavenworth Financial Policy” attached hereto, and incorporated herein by this reference as set forth in full, is hereby amended as the official statement of financial policy for the City of Leavenworth and supersedes any revisions that have been theretofore made.

**Section 2.** Resolution 10-2014 is hereby repealed.

Passed by the City Council of the City of Leavenworth and approved by the Mayor this 26th day of July, 2016.

CITY OF LEAVENWORTH

By:

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

Attest:

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

# CITY OF LEAVENWORTH FINANCIAL POLICY

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## 1. General Financial Goals

- a. To provide a financial base sufficient to sustain municipal services to maintain the social well being and physical conditions of the City.
- b. To be able to withstand local and regional economic trauma, to adjust to changes in the service requirements, and to respond to other changes as they affect the community.
- c. To maintain an excellent credit rating in the financial community and assure taxpayers that Leavenworth city government is maintained in sound fiscal condition.

## 2. Operating Budget Policies

- a. The base operating budget is the City's comprehensive two-year financial plan which provides for the desired level of city services as defined by the City's priorities. A biennial budget will be developed every two years and will be reviewed annually using a "budgeting by priorities" process.
- b. The goals of the Budgeting by Priorities process are:
  - Align the budget with Council / Citizen priorities
  - Measure progress towards priorities
  - Get the best value for each tax dollar
  - Foster continuous learning in the City
  - Build regional cooperation
- c. "One-time" expenses require specific authority to be carried forward into subsequent budgets.
- d. Revenues and expenditures for the General Fund and all operating funds shall be projected for the ensuing biennium.
- e. Biennial operating budgets should provide for design, construction, maintenance and replacement of the City's capital, plant, and equipment consistent with the Capital Facilities Plan including the related cost for operating such new facilities.
- f. The City will maintain all its assets at a level such that it protects the City's capital investment and minimizes future maintenance and replacement costs.
- g. The City will develop an equipment replacement and maintenance needs analysis for the life cycle of the equipment and will update this projection every two years consistent with budget development.
  1. The City currently maintains a schedule of replacement for the Equipment Rental and Revolving Loan Fund for Vehicles and Equipment.
  2. The City currently maintains a schedule of replacement for all citywide computer systems.

3. The City will strive to develop a schedule of replacement for city owned facilities and equipment by 2016 for the 2015-2016 biennial budget.

h. All general government current operating expenditures will be paid from current revenues and cash carried over from the prior biennium. Reports on revenues and expenditures will be prepared monthly for the Finance Committee for review and distributed quarterly to the full City Council during the year. The City will avoid budgetary and accounting procedures which balance the current budget at the expense of future budgets. The City of Leavenworth defines a balanced budget as current biennium revenues (including fund balances) are equal to or greater than current biennium budgeted expenditures (including ending fund balances). The City will attempt to utilize beginning balances and other one-time revenues only for one-time/non-recurring expenditures such as planned capital improvements or projects.

i. All supplemental appropriations for programs (appropriations requested after the original budget is adopted) will be considered as a result of the availability of new revenues (such as unanticipated grants) or fund balance if available and without affect to a fund's minimum reserve. All supplemental appropriations will conform to the "Budgeting by Priorities" process.

### **3. Revenue Policies**

a. The City will strive to maintain as diversified and stable a revenue system as permitted by state law to shelter it from short-run fluctuations in any one revenue source. The revenue mix should combine elastic and inelastic revenue sources to minimize the effect of an economic downturn.

b. Because revenues, especially those of the General Fund, are sensitive to both local and regional economic activities, revenue estimates provided to the City Council shall be conservative.

c. The City will estimate its biennial revenues by an objective, analytical process using past historical figures, economic changes, and suggestions provided annually by the Municipal Research and Service Center Budget Suggestions pamphlet.

d. The City will establish all user charges at a level related to the cost of providing the service and within policy parameters established by the City Council.

e. Each year, the City will review user fees to adjust for the effects of inflation and other factors as appropriate. The City will set fees for user activities, such as development and recreational services, at a level to support the direct and indirect costs of the activity.

g. The City will set fees and user charges for each enterprise fund, such as Water, Wastewater, Garbage, Stormwater, and Parking at a level that fully supports the total direct and indirect cost of the activity including the cost of annual depreciation of capital assets. Additionally, for analysis and rate modeling purposes, the proposed rates shall also take into account debt service coverage commitments made by the City at a minimum of 100% of the annual debt service.

#### **4. Expenditure Policies**

- a. The City budget will provide for a sustainable level of service as defined in the context of the Budgeting by Priorities process.
- b. The City's operating budget will not use one-time revenues to support ongoing expenditures.
- c. The City will maintain expenditure categories according to state statute and administrative regulation. Capital expenditures shall meet the requirements of generally accepted accounting principles (GAAP) which would include purchases that will be used for at least one year such as computers, vehicles, equipment, office furniture, real property, and improvements to city infrastructure. Typically these items would have a minimum cost of \$5,000 but may be less in the case of such items as computers and equipment.
- d. The City will structure service levels in the context of financial sustainability.
- e. The City will forecast its General Fund expenditures biennially. The drivers and assumptions used in the forecast will be described when necessary. All other funds will use past historical figures and economic changes where appropriate.

#### **5. Capital Investment Budget Policies**

- a. The City will make capital improvements in accordance with an adopted capital facilities plan.
- b. The Capital Facilities Plan and the base operating budget will be reviewed at the same time to ensure that the City's capital and operating needs are balanced with each other and that the Capital Facilities Plan is aligned with the City's other long-range plans.
- c. The City will develop a six-year plan for capital improvements including operations and maintenance costs that will be reviewed each year. Capital expenditures will be forecasted taking into account changes in population, changes in real estate development, or changes in relevant economic condition of the City and the region.
- d. The City will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to Council for approval. The City will use intergovernmental assistance and other outside resources whenever possible.
  1. Partnership funding with non-intergovernmental partners: The City may consider entering into agreements with various non-governmental agencies for a specific project development on a case by case basis through the use of a Developer Reimbursement and Collection Agreement as defined in the Leavenworth Municipal Code or other City Council approved agreement. In general the City is not considered a partner for development of new construction; however, the City Council may consider a financial partnership that meets at a minimum the following criteria:
    - i. The project costs meet all financial criteria within this Financial Policy without jeopardizing the financial stability or credit rating of the City.

- ii. The project has been accounted for in the City's various planning documents including but not limited to the 6-year Capital Facilities Plan, 6-year Transportation Improvement Plan, Water, Sewer, Stormwater, Park & Recreation, Regional Trails and/or Downtown Master Plans.
  - iii. The Developer provides the City with financial proof of ability to complete the construction of the project at 125% of the total estimated project costs prior to any City commitment. Financial proof could include secured bond funding notification from the bonding agency or a final line of credit from an FDIC banking institution.
  - iv. The City Council may choose to incorporate additional criteria on a case by case basis for projects requesting partnership funding.
- e. The City will determine the least costly financing method for all new projects.

## **6. Short-Term Debt Policies**

- a. Short-term debt is defined as a period of three years or less.
- b. The City may use short-term debt to cover temporary cash flow shortages, which may be caused by a delay in receipting tax revenues or issuing long-term debt. The City will not use short-term debt for current operations.
- c. The City may issue interfund loans rather than outside debt instruments to meet short-term cash flow needs. Interfund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of these funds will not impact the fund's current operations. All interfund short-term borrowing will be subject to Council approval by resolution as approved for interfund loans.

## **7. Long-Term Debt Policies**

- a. Long Term debt is that debt which exceeds three years.
- b. The City will utilize long-term borrowing for capital improvements that cannot reasonably be financed on a pay-as-you-go basis from anticipated cash flows.
- c. Acceptable uses of bond proceeds are items which can be capitalized and depreciated. Refunding bond issues designed to restructure current outstanding debt is also an acceptable use of bond proceeds provided that the net present value (NPV) of savings is at least four percent (4%).
- d. The City will determine whether self supporting bonds (such as special assessment or local improvement district bonds) are in the City's best interest when planning to incur debt to finance capital improvements.
- e. The City will not use long-term debt for current operations.

f. The City will maintain good communications with bond rating agencies about its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus including proactive compliance with disclosure to the secondary market.

g. General Obligation Bond Policy

1. Every project proposed for financing through general obligation debt shall be accompanied by a full analysis of the future operating and maintenance costs associated with the project.

2. Bonds cannot be issued for a longer maturity schedule than a conservative estimate of the useful life of the asset to be financed.

h. Limited Tax General Obligation Bond Policies

1. As a precondition to the issuance of limited tax general obligation bonds, alternative methods of financing should also be examined.

2. Before general obligation bond propositions are placed before the voters, the capital project under consideration should have been included in the Capital Facilities Plan. The source of funds should describe the intended use of bond financing.

3. Limited tax general obligation bonds should only be issued under certain conditions:

- A project requires monies not available from alternative sources;
- Matching fund monies are available which may be lost if not applied for in a timely manner; or
- Catastrophic conditions.

i. Financing of Lease Purchases

1. Lease purchase financing may be used when the cost of borrowing or other factors make it in the City's best interest.

j. Loan Financing

1. The City may apply for low interest loan financing through state and federal programs such as the Department of Commerce, Public Works Board, Department of Ecology, Department of Health and any other program created for low interest financing of capital investments.

2. Under Washington State law, the public may vote to approve bond issues for General Government Purposes in an amount not to exceed 2.5% of assessed valuation. Within the General Purposes limit of 2.5%, the City may approve bond issues and/or lease purchases up to 1.5% of the City's total assessed value without a vote of the people and the remaining 1% with a vote of the people. State law also provides for an additional 2.5% of assessed valuation for Utility Purposes and 2.5% of assessed valuation for Open Space, Park and Capital Facilities of which each

requires a vote of the people. The City Council recognizes that these limits, although allowable, may not be affordable for the debt service payments; therefore, the following additional policies on use are defined and may be amended from time to time by action of the City Council:

- i. For General Purpose Limits the City Council is authorized to approve up to 1.35% of the 1.5% without a vote of the people. The remaining .15% is reserved for emergency uses only and must first be approved by resolution for use.
- ii. For General Purpose Limits the City Council is authorized to approve up to the full 1% with a vote of the people as defined by State Law.
- iii. For Utility Purpose Limits the City Council is authorized to approve up to 1% of the 2.5% with a vote of the people. The remaining 1.5% is reserved for emergency uses only and must first be approved by resolution for use.
- iv. For Open Space, Park and Capital Facilities the City Council is authorized to approve up to 1% of the 2.5% with a vote of the people. The remaining 1.5% is reserved for emergency uses only and must first be approved by resolution for use.

## 8. Reserve Fund Policies

a. The City will maintain General Operating Reserves at a level equal to at least ~~15~~25% of the total General Fund budgeted revenue, including the beginning fund balance, development review revenue, and any significant one-time revenue. This reserve would exclude any non revenues and interfund loans within the current year. This reserve shall be created and maintained to:

1. Provide sufficient cash flow to meet daily financial needs.

2. Sustain City services in the event of a catastrophic event such as a natural/manmade disaster (e.g. earthquake, windstorm, flood, terrorist attack) or a major downturn in the economy. In general, the City shall endeavor to support ongoing operations with ongoing revenues, but may use reserves on a one-time basis to support City services pending the development of a longer term financial solution. However, in no event shall reserves be used longer than one biennium to support City operations. If reserves are used, the City will begin to replenish these reserves at the end of the biennium if a surplus exists, but no later than the biennium following their use.

3. The City will strive to build the General Operating Reserves in future years to a minimum of ~~25~~35% by 2020.

b. Biennium surpluses in the General Fund will be used to fund one-time operations, capital expenditures, dedication to a Capital Facilities planned expenditure or utilized to increase the general operating reserve minimum planned for future years:

1. There are surplus balances remaining after all current expenditure obligations and reserve requirements are met.

2. The City has made a determination that revenues for the ensuing biennium are sufficient to support budgeted General Fund operations.

c. A surplus is defined as the difference between the actual beginning fund balance and the budgeted beginning fund balance. It consists of under-expenditures and excess revenues over and above the amounts included in the following biennial budget.

d. The City may also maintain, at its discretion, an Economic Contingency to serve as a hedge against economic fluctuations, fund future one-time operational and capital needs or support City services on a one-time basis pending the development of a longer term financial solution. The source of funding for this reserve is the biennium surplus as outlined in sections 8b and 8c above. Restoration of this reserve is at the City's discretion.

e. The City will ~~strive to~~ maintain an Economic Contingency reserve of \$200,000 ~~by 2020~~ in the Lodging Tax Fund to serve as a hedge against economic fluctuations in the lodging industry, fund future one-time operational and capital needs or to address additional advertising needs due to a ~~downtown downturn~~ in the economy. If reserves are used, the City will begin to replenish these reserves at the end of the biennium if a surplus exists, ~~but~~ and fully restore those funds by no later than the biennium following their use.

f. The City will strive to maintain operating reserves by the year 2020 in the following enterprise funds; these operating reserves shall be created and maintained to provide sufficient cash flow to meet daily financial needs:

1. 25% of the Water Fund's total expenditures excluding ending fund balances, debt service principle and interest, capital expenditures, and one-time expenditures.

2. 35% of the Sewer Fund's total expenditures excluding debt service principle and interest, capital expenditures, and one-time expenditures.

3. 25% of the Garbage Fund's total expenditures excluding debt service principle and interest, capital expenditures, and one-time expenditures.

4. 25% of the Stormwater Fund's total expenditures excluding debt service principle and interest, capital expenditures, and one-time expenditures

5. 100% of one year of the Parking Fund's average debt service payment.

g. Bond reserve funds shall be created for the Water and Wastewater Funds and will be maintained at a minimum in accordance with the provisions set forth in the bond covenants. These shall be in addition to the reserves described above. If no bond covenants exist, the City will strive to maintain the bond reserve funds at a minimum of 4% of the total principle debt owing on the utility.

h. The City shall maintain an Equipment Rental and Revolving Fund reserve for fleet maintenance and equipment replacement. The Equipment Reserve Funds will be maintained at a level sufficient to meet yearly operations and scheduled equipment replacement so as to sustain an acceptable level of municipal services and prevent a physical deterioration of City assets.

i. The City shall also maintain Reserve Funds as follows:

1. All statutorily required reserve funds to guarantee debt service; and

2. The City shall strive to create a vacation/sick leave accrual reserve of 25% of the vacation/sick payout liability by 2020. All accrued vacation hours are paid in full upon separation. After five (5) years employment any unused sick leave shall be paid in full upon date of termination for any reason, except just cause, up to a maximum of thirty (30) days.

3. The City shall strive to create a 50% reserve by 2020 for the Leavenworth Civic Center Fund. 15% of the Fund's total expenditures excluding ending fund balances, debt service principle and interest, capital expenditures, and one-time expenditures will be used for operating reserves to provide sufficient cash flow purposes and the remaining 35% would be for capital related reserves.

4. The City and the Upper Valley Parks and Recreation Service Area (PRSA) shall strive to create a 25% reserve by 2020 for the Pool Fund. 10% of the Pool Fund's total expenditures excluding ending fund balances, debt service principle and interest, capital expenditures, and one-time expenditures will be used for operating reserves to provide sufficient cash flow purposes and the remaining 15% would be for capital related reserves.

5. The City maintains a Cemetery Endowment Fund that currently grows each year from 50% of all cemetery plot and niche sales from the General Fund. The purpose of this fund is to create a fund balance large enough to sustain support of annual maintenance once the Cemetery is full. The City will review this fund each biennium to determine the status of funding against investment opportunities to determine if the fund balance has reached a minimum amount for operational costs. At the time of this policy update, the fund balance is approximately \$220,000.

## **9. Investment Policies**

a. The investment of city funds is defined by Leavenworth Municipal Code Section 3.08 and is governed by the Investment Committee that is comprised of the City Council Finance Committee, Finance Director and City Administrator.

## **10. Special Revenue Policies**

a. The City will establish and maintain Special Revenue Funds which will be used to account for the proceeds of specific revenue sources to finance specified activities which are required by statute, ordinance, resolution, or executive order.

b. Special Revenue Funds having biennial operating budgets will be reviewed by the City during the budget process.

## **11. Accounting, Auditing, and Financial Reporting Policies**

a. The City will establish and maintain a high standard of internal controls and accounting practices. The City accounts for revenues and expenditures on a cash basis.

b. The accounting system will maintain records consistent with accepted standards for local government accounting which is based on another comprehensive basis of accounting (OCBOA) as prescribed by the State Auditor's Office and contained in the State of Washington Budgeting, Accounting, and Reporting Systems (BARS) Manual.

c. Annual financial reports will present a summary of financial activity by major types of funds. Such reports will be available via the City's website ([www.cityofleavenworth.com](http://www.cityofleavenworth.com)).

d. A small and attractive asset system will be maintained to identify certain City assets and their location.

e. The City will ensure that City records are audited bi-annually (each year individually) and which will result in the issuance of a financial opinion. The results of such audit are to be available to the public via the State Auditor's website.

## **12. Budget Calendar**

a. In order to facilitate and implement the budget process, the Finance Department will propose a biennial budget calendar no later than August in every even numbered year.

b. The calendar will be comprehensive in nature and generally provide for a process that includes participation by the City Council, department staff, interlocal agencies and the public.

Annual Objective and Project Tracker 2016  
July 2016

Objective Description	Lead	Estimated Completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
Financial Policy Review	CS/JW	April 2016	50	95			The Council (Finance Committee) has been 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 at the July study session with approval of changes at the July 26 <sup>th</sup> meeting.
City/TBD Biennial Budgets & PRSA Annual Budget	CS	Nov/Dec 2016	10	20			<b>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 &amp; 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.</b>
Cost Allocation Plan	CS	August 2016	90	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 third quarter of 2016 for alignment with the budget process.
Quarterly City Newsletter	ALL	Nov. 2016	25	50			<b>Publication months: FEB. MAY. AUG. NOV.</b>
Flood Control Zone District (FCZD)	Chelan Cty/HA	Oct. 2016	40	50			The FCZD Steering Committee currently conducting public outreach on first draft of the Flood Control Zone Master Plan
City/TBD/PRSA Annual Reports - 2015	CS	May 29, 2016	25	100			<b>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.</b>

Annual Objective and Project Tracker 2016  
July 2016

Objective Description	Lead	Estimated Completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
Lodging Tax Annual Report	CS	March 1, 2016	100				<b>This report is required by the State to be completed annually by March 1<sup>st</sup> of each year.</b>
Icicle Work Group	JW	TBD	25	30			The Icicle Work Group is made up of various stakeholders with interests in the stream flow and water rights associated with Icicle Creek. SEPA Review completed and now in response and public outreach mode. Also working on aligning funding for future project work.
Water Rights Application	JW	TBD	35	35			<b>SB 6513 was approved by the Governor and 2016 Legislature. The next step in this process is to restart the water permit processing; Submitted approval form to Aspect Consulting to continue with coordinated water permitting process</b>
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 <sup>st</sup> . Added weekend 24 Hour PW person for garbage pickup and service response, Katrina James. The City is currently at full staffing levels.
Loadman Weight System	HA/CS	TBD	85	85			<b>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. Project is awaiting design reconfiguration.</b>
Grant Administration	CS	Dec. 2016	25	50			Currently the finance department is administering 11 open grants. Grant related projects include CDBG (Federal), Commercial Street 3 <sup>rd</sup> -8 <sup>th</sup> (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 CDBG, 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  
July 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	80			Planning Commission in receipt of the May 26, 2016 Final draft of the Master Plan. Scheduling of Master Plan public outreach and Council update in progress.
<b>Accessory Dwelling Unit Code Update</b>	<b>NP</b>	<b>March 2016</b>	<b>100</b>				<b>Adopted March 22, 2016.</b>
Review and study Overnight / Vacation Rentals in the residential neighborhoods	NP	Dec. 2016	15	20			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. Public feedback continues with the Joint meeting guidance to open existing allowance of B&B modification for study and consideration. July 6, 2016 PC will take a new look at this direction and new LMC.
<b>Transportation Element update - Future Streets Map</b>	<b>NP</b>	<b>Dec. 2016</b>	<b>2</b>	<b>10</b>			<b>Update the future streets map within the Transportation Element, and add streets to create planned circulation patterns ("Grid" street). Planning Commission July 6, 2016 meeting includes review of GIS layer of mapped DRAFT future streets.</b>
LMC and Comp Plan - Create "forgiving fees" LMC and/or "forgo fees" option	NP	Dec. 2016	50	-			Planning Commission's draft of new LMC is to be relayed to the Mayor's Ad Hoc Committee for Affordable Housing.
<b>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</b>	<b>NP</b>	<b>Dec. 2016</b>	<b>-</b>	<b>-</b>			<b>The "tiny home" trend is developing throughout the nation, and the Council desires a proactive approach to this housing option. The Mayor's Ad Hoc Committee for Affordable Housing will be conducting research and develop recommendations to increase housing stock and housing options. Study small lots, and research if 'sized right' buildings are necessary to address "scale" and impact.</b>
Clarify distinction of Duplex and new ADU regulations.	NP	Dec. 2016		10			With considerable public input. With the update of the ADU regulations, how is such differing from a Duplex? PC has discussed correlating duplex requirements with ADU requirements.

Annual Objective and Project Tracker 2016  
July 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	-	10			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. July 6, 2016 PC meeting includes first reading of the fix to the inadvertently removal use from TC; and criteria for CUP updated to reflect current trends and the industry.
<b>KOA Annexation</b>	<b>NP/JW</b>	<b>TBD</b>	<b>70</b>	<b>70</b>			<b>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.</b>
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.
<b>Increase height of GC from 35' to 50'</b>	<b>NP</b>	<b>Dec. 2016</b>	<b>-</b>	<b>10</b>			<b>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. The July 6, 2016 PC includes first reading and consideration of this height change.</b>
Willkommen Village rezone from RM to GC Willkommen Village rezone from RL 12 to RL10	NP	Dec. 2016	-	10			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. The July 6, 2016 PC includes review of the map amendment.

Annual Objective and Project Tracker 2016  
July 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.
<b>LMC - Definitions - consolidation (Compile definitions of LMC Title 21 and Title 18).</b>	NP	Dec. 2016	-	15			<b>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. The July 6, 2016 PC includes study of the amendment draft.</b>
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.
<b>"Split Zoning" clean-up city-wide. Alleys as delineators.</b>	NP	Dec. 2016	-				<b>Review the existing land use maps and revised to remove "bisected" properties.</b>
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).

Annual Objective and Project Tracker 2016  
July 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	15			City in communication with DOE, City of Cashmere and PUD to discuss application of TMDL measurement protocol.
<b>Waste Water Treatment Plant Facility Plan: TMDL Compliance/Facility Upgrades WWTP</b>	<b>JW/HA Varela &amp; Asst.</b>	<b>December 2016</b>	<b>25</b>	<b>30</b>			<b>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 &amp; Associates. Facility review completed, presentation scheduled for July Study Session.</b>
Waste Water Treatment Plant Discharge Permit Renewal	JW/HA	TBD	40	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.
<b>Utility Rate Study</b>	<b>CS/JW</b>	<b>2017</b>	<b>10</b>	<b>-</b>			<b>RFQ was developed for consultant services for the utility rate study; the City received 3 responses. Council in consensus to suspend Rate Study</b>
Well Improvements	AB/HA	Summer 2016	10	10			Interior painting of well house needed, Well # 2 maintenance/repair scheduled for 2016.
<b>Well Site Grounds Cleanup</b>	<b>HA</b>	<b>2015</b>	<b>80</b>	<b>80</b>			<b>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.</b>
Assistance to Leavenworth Winter Sports Club (LWSC), Ski Hill Area	JW/HA	TBD	30	35			City has completed engineering review and legal review of providing water access. In 2015 City Council approved \$20,000 in funding request for LWSC. Scheduling installation of hydrant at Ski Hill Reservoir, in house work, August/Sept. 2016

Annual Objective and Project Tracker 2016  
July 2016

Objective Description	Lead	Estimated Completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
Festhalle Improvements	JW/HA	TBD	100	15			Festhalle Oversight Committee to consider future developments – staging, rack and pole equipment, light bar, etc.
Warehouse Parking Improvements	JW/HA	October 2015	25	30			<b>Current remaining funds are at \$95,042 from Bonding. Council reviewed scope of improvements with IntegriTech Engineering firm: lighting, fall protection, etc. Funding assistance request sent to Projekt Bayern. Phase scheduling of project underconsideration.</b>
Wenatchee River Trails / Bank Restoration	HA / NP	Summer 2015	80	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. A meeting is scheduled in July with Chelan County DNR regarding construction of rock access steps for 2016.
DOT Property Acquisition	JW	TBD	20	25			<b>City Council has reviewed possible purchase of a portion of Hwy. 2 DOT Property at August Study Session. Discussions continue, DOT meeting with PUD on establishing location and easement of existing electric distribution lines.</b>
Pine Street Funding Strategy	JW/HA	Dec 2016	20	50			STP Funding secured. Application for TIB Grant due in August. RFQ for consultant services for Pine Street Engineering advertised. Secure funding at approximately 75% at this time.
Gustav's/LINK Transit Crosswalks	HA/JW	Sept 2017	15	20			<b>Funding has been secured for the installation of two Pedestrian Crosswalks on Hwy. 2. TD&amp;H has been contracted for design work. Survey work completed, design &amp; DOT discussions underway.</b>

Annual Objective and Project Tracker 2016  
July 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	25			Bid awarded to Advantage Dirt, waiting on PUD pole removal before initiating construction. Mobilization scheduled for July 18, 2016, completion early September 2016.
Meadowlark On-site Utility Improvement Project	JW/HA	TBD	20				<b>Meadowlark Developers have canceled future development work for this project. Staff working with Department of Commerce to finalize CDBG contract termination.</b>
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	95			<b>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. Data transfer in progress.</b>
Cemetery Kiosk	HA	Sept 2016	50	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	-	15			<b>City awarded TIB Funding for reclamation and asphalt improvement to Whitman Street and Commercial Street (3<sup>rd</sup> to Joseph). Survey work completed, design work by TD&amp;H underway.</b>
Commercial (3 <sup>rd</sup> to 8 <sup>th</sup> )	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	100			<b>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. Punch list items have been completed and system monitoring continues.</b>

**Annual Objective and Project Tracker 2016**  
**July 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 <sup>nd</sup> Loader	HA/CS	June 2016	50	100		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 completed the purchase for a total cost of \$94,795.80.
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. Vehicle has been delivered for purchase price of \$25,734 (tax and licensing included); additional costs for purchasing utility box and plow are still in process.

**Annual Objective and Project Tracker 2016  
July 2016**

Objective Description	Lead	Estimated completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
Pine Street Reconstruction	JW/TD &H	August 2018	25	25			Work at this time is focused on developing funding package for project. A RFQ for engineering services has been posted, requirement of Federal funding.
<b>Parking Enforcement</b>	<b>NP/JW</b>	<b>May 2016</b>	<b>90</b>				<b>Code amendments approved. Coordination underway with Pacific Patrol to implement enforcement of code changes.</b>
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.
<b>W. Cherry Street</b>	<b>HA/JW</b>	<b>TBD</b>	<b>10</b>	<b>12</b>			<b>W. Cherry Street water supply lines are problematic in suppling water for current and future use of area. Investigation of water lines underway to develop options for repair and probable costs. Defective fire hydrant is scheduled to be replaced in-house with subsequent fire capacity testing to be performed.</b>
Development of 2017-2022 STIP	HA/JW	July 2016	-	100			Annual process of developing Transportation Improvement Plan, ratifying and providing to State DOT.
<b>2017 Legislative Initiatives</b>	<b>JW</b>	<b>Nov. 2016</b>	<b>25</b>	<b>25</b>			<b>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.</b>
Tubing and Rafting RFQ/Franchise	HA/JW	March 2016	40	100			One tubing company has agreed to the new permit and is under operation. Security monitoring has been initiated to insure compliance.
<b>FEMA Training and tabletop exercise</b>	<b>HA/JW</b>	<b>Sept. 2016</b>	<b>-</b>	<b>75</b>			<b>Chelan County training exercise completed. Council training to be scheduled.</b>

**Annual Objective and Project Tracker 2016  
July 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	25			Discussions underway with School District and RCO. A special Parks Ad Hoc committee has been formed and has had an initial meeting to explore future sites and design of a new skate park.
Osborn School Site	JW	2018	5	10			MOU has been drafted that would provide City Purchase Option on remnant parcel. Awaiting Council and District consideration of approval.
Park Plaza Planning/Construction	JW	2017	5	10			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. Initial site plan presented to Steering Committee, scheduled to be presented to Council at July 12, 2016 Study Session

**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

**Annual Objective and Project Tracker 2016  
July 2016**

<b>Objective Description</b>	<b>New Projects, Initiatives or Pending Projects</b> The items listed below are items that are new for 2016 or on hold from previous years:
"Pocket" Park exploration and study	<b>Parks Plan. This topic may evolve with the Osborn site discussion.</b>
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. Cost estimate updated, will include in Capital Facility Plan.
<b>Icicle II Design Work</b>	<b>On hold until funding is secured.</b>
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.
<b>"Sister City" Initiative</b>	<b>Selected potential cities identified, next step is to develop introductory letter and package.</b>
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.
<b>Review of Comprehensive Parking Program</b>	<b>Discussions underway in Economic Development Committee on reviewing and investigating changes to current parking program.</b>
Council Tours of Waste Treatment Facility, Water Plant/Well Field, Parks.	Schedule in March-April, weather dependent. Completed
<b>Community Planning Assistance for Wildfires Program (CPAW)</b>	<b>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.</b>
Downtown Street Side Recycling	The Downtown Steering Committee is exploring the options on enhancing the current downtown recycling pilot program.
<b>Council Goal and Objective</b>	<b>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. Completed</b>

Annual Objective and Project Tracker 2016  
July 2016

Objective Description	<b>New Projects, Initiatives or <i>Pending Projects (Continued)</i></b> The items listed below are items that are new for 2016 or on hold from previous years:
Water System Plan Update	Department of Health requirement, to be completed in calendar year 2017. RFQ has been posted.
<b>Fire Works Ban</b>	<b>Council implemented Fireworks Ban with Fire District #3 for 2016. Permanent ban and ordinance change effective 2017. Completed.</b>
Alcohol in Parks	Committees and Council review completed, first reading at June 28, 2016 meeting. Second reading scheduled at July 12, 2016 meeting.

# CITY COUNCIL

## 2016 FUTURE AGENDA ITEMS

### ITEMS NOT SCHEDULED AT THIS TIME

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

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**January 5, 2016** Sue press release on or prior to December 31

**Tentative – Special Meeting Orientation Only with Incoming Councilmembers**

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**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

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#### 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
    - a. Annexation Request – Cascade School District
    - b. Motion to Set a Public Hearing on Annexation Request for Cascade School District
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- 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 1<sup>st</sup>
- 

### **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 15<sup>th</sup>
  - Info Items: Reminder – Group Funding Applications due by March 1<sup>st</sup> – Contact City Hall
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### **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 – 1<sup>st</sup> Reading – Joel Walinski
  - Annual Council Retreat Meeting Topics – Joel Walinski
  - ~~Quarterly Leavenworth Pride Award Recipient – Mayor~~
  - Info Items: Group Funding Applications due by March 1<sup>st</sup> – 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
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**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 – 2<sup>nd</sup> 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 15<sup>th</sup>
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**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 15<sup>th</sup>
  - 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
  - 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
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- 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 15<sup>th</sup>
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**April 20, 2016 Special Council Meeting 1:00 – 4:00 PM:**

- Motion to Select Process for Candidate Appointment – Joel/Chantell
  - Discus: Conduct Candidate Interviews for Open Position No. 6 City Council Seat – Joel/Chantell
  - Motion to Appoint Candidate to Open Position No. 6 City Council Seat – Joel/Chantell
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**April 26, 2016 Council Meeting:**

- ~~Mayor Reappointment of Lisa Romine to the Housing Authority of Chelan Cty. Board of Commissioners (Due May 2017) – Sue~~
  - Special Use Permit: Noise Variance Leavenworth Church of the Nazarene 2016 – Sue Cragun / Joel Walinski
  - Discus: Construction Update – Cascade School District Projects – Joel Walinski
  - Discus: Short term / Vacation / Overnight Rentals with Member of the PC – Nathan Pate
  - Discus: Osborn Elementary School Property – Joel Walinski
  - Willkommen Village Presentation – Nate Pate
- 

**May 10, 2016**

**9:00 AM Study Session:**

- Chamber Report
- Discussion on Overnight Rentals with the Residential Neighborhoods – Nate Pate
- Draft Six-Year Transportation Improvement Plan – Herb Amick
- Utility Rate Study Recommendation by Public Works Committee – Joel/Chantell
- Review Cemetery Code Changes – Herb Amick
- Discussion Regarding Non-Conforming Uses – Nate Pate
- Annual Retreat Follow-up / Continue Goals Discussion – Joel Walinski
- Community Development Block Grant Closure – Joel Walinski

**Council Meeting:**

- ~~Booster Club Letter for Parking – Sue Cragun (keep for reminder only not for agenda approval)~~
  - Group Funding Report – Steve Maher – Wenatchee Valley Velo Club Tour de Bloom's Leavenworth Race (630-2090)
  - Pace Engineering Contract – Chumstick Trail & W/S Extension – Joel Walinski
  - MDSquare Contract – Chumstick Trail & W/S Extension – Joel Walinski
  - Ordinance 1525 Budget Amendment – Salary Schedule Only – Herb/Chantell
  - Ordinance 1526 Site Development Permits – Nate Pate
  - Surplus Computers – Chantell Steiner
  - Info: Joint Mid-Year Meeting with the Planning Commission on June 28, 2016
  - Info: Mayor's Ad Hoc Housing Affordability Committee Appointments
  - Info: Code Changes on Fireworks Ban and Alcohol Related Events in Parks
  - EXECUTIVE SESSION RCW 42.30.110 (1)(i)(ii) LITIGATION OR LEGAL RISKS OF A PROPOSED ACTION
  -
- 

**May 24, 2016 Council Meeting:**

- Consent Agenda: Motion to Set Public Hearing Six-Year Trans. Imp. Plan on 6/14/2016 @ 6:45 PM
  - Consent Agenda – PRSA Voucher Request
  - Mayor Reappoint Peter DeVries to the Design Review Board – Expires June 1, 2016 – Sue / Nathan
  - Special Use Permit - Oktoberfest Noise Permit – Sue Cragun / Joel Walinski
  - Resolution 08-2016 Emergency Ban on Fireworks for 2016 – Joel Walinski
-

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- Ordinance 1527 Amending Leavenworth Municipal Code Chapter 8.36 Fireworks – Joel Walinski
  - Approving 2017 Council Goals Development Worksheet – Joel Walinski
  - Discus: P1/P2 Parking Improvements Discussion – Joel Walinski
  - Well #2 Rehab – Herb Amick
  - Executive Session RCW 42.30.110 (1)(b) Acquisition of Real Estate and RCW 42.30.110 (1)(i)(iii) Legal Risks of a Proposed Action that is Likely to Result in Adverse Legal or Financial Consequences
  - Info: Transportation Benefit District Meeting to Follow Regular Council Meeting
- 

### **June 14, 2016**

#### **9:00 AM Study Session:**

- Chamber Report
- Skatepark Discussion – Joel Walinski
- CDBG Grant / MEND LID 24 Update – Joel Walinski
- Front Street Park Easement Proposal – Nathan Pate
- Alcohol Use in Parks Code Revisions – Herb Amick
- Pinegrass Subdivision Street Naming – Nathan Pate
- Review of Enforcement Process – Nathan Pate
- Fence Permit Ordinance Review – Joel / Nate

#### **Council Meeting:**

- Mayor's Ad Hoc Committee on Housing Affordability – Mayoral Appointments
  - Public Hearing on Six-Year TIP @ 6:45 PM – Herb Amick
  - Resolution 9-2016 Amending 6-year TIP for 2017 – 2022 – Herb Amick
  - Motion to Approve 2015 Annual Report for the City of Leavenworth – Chantell Steiner
  - 1<sup>st</sup> Reading of Ordinance 1528: Chapter 12.28 Mountain View Cemetery Regulations – Herb Amick
  - Approval of Community Day Policy for Festhalle Use – Joel Walinski
  - Planning Commission Mayoral Appointment of Joel Martinez – Mayor Farivar
  - Executive Session RCW 42.30.110 (1)(b) Property Acquisition & (iii) Litigation Potential Action
  - Info: June 28, 2016 Presentations: PUD 6:00 PM, CCSO Sheriff Burnett Annual Report, Mid-Year Joint Meeting with the Planning Commission, 2015 Water Use Efficiency Report
- 

### **June 28, 2016 Council Meeting:**

- PUD Presentation (6:00 PM)
  - Presentation: Chelan County Sheriff Department Annual Report Presentation – Sheriff Burnett
  - Discussion: Joint Mid-Year Meeting with Planning Commission – Nathan Pate
  - Presentation: 2015 Water Use Efficiency Report Presentation – Arnica/Herb Amick
  - Presentation: 2015 Water Use Efficiency Report Presentation – Arnica/Herb Amick
  - 2<sup>nd</sup> Reading of Ordinance 1528: Chapter 12.28 Mountain View Cemetery Regulations – Herb Amick
  - Motion to Authorize Request for Qualifications for Water System Plan – Herb Amick
  - 1<sup>st</sup> Reading of Ordinance 1529: Alcohol Use in the Parks – Herb Amick
  - TIB Consultant Agreement: TD&H Engineering 2017 Street Overlay Project – Joel Walinski
  - Executive Sessions: RCW 42.30.110(1)(b) Property Acquisition & RCW 42.30.110(1)(i)(iii) Potential Litigation or Legal Risks
- 

### **July 12, 2016**

#### **9:00 AM Study Session:**

- Chamber Report
  - Sewer Plant Update – Varela & Associates Dana Cowger – Joel Walinski
  - Park Plaza Update – Herb Amick
  - Six-Year Capital Improvement Plan Review – Herb Amick / Joel Walinski
  - Pinegrass Street Names – Nathan Pate
  - Resolution 10-2016 – Financial Policy Amendments – Chantell Steiner
  - Quarterly Update Future Council Agenda Items / Project Tracking – All Staff
  - Mountain Pact Draft Letter – Joel Walinski
  - Quarterly City Newsletter Recommendations – Distribution in August – Sue Cragun
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**Council Meeting:**

- Consent Agenda: Motion to Set Public Hearing for the Six-year Capital Facilities Plan on 7/26/16 @ 6:45 PM
  - Projekt Bayern Plaque Presentation re: Maibaum & Restrooms
  - Cascade School District Memo of Understanding – Joel Walinski
  - 2<sup>nd</sup> Reading of Ordinance 1529: Alcohol Use in the Parks – Herb Amick
  - Ordinance 1530: Quarterly Budget Amendment – Chantell Steiner
  - Info Item: Mayor's Annual Breakfast, Tentative: 8/16/2016 Wild Huckleberry, 7:00 – 9:00 a.m.
  - Executive Session: RCW 42.30.110(1)(c) Surplus Property, Possible Action
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**July 26, 2016 Council Meeting:**

- Public Hearing on Six-Year Capital Facilities Plan @ 6:45 PM – Joel Walinski / Herb Amick
  - Resolution XX-2016 Six-Year Capital Facilities Plan – Joel Walinski / Herb Amick
  - Resolution 10-2016: Financial Policy Amendments – Chantell Steiner
  - Ordinance XXXX – Fence Code Updates – Nathan Pate
  - Info Item: Mayor's Annual Breakfast, 8/16/2016 at the Wild Huckleberry 7:00 – 9:00 a.m.
  - Info Item: Transportation Benefit District Meeting to follow Regular Council Meeting
- 
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**August 9, 2016****9:00 AM Study Session:**

- Chamber Report

**Council Meeting:**

- Contract Amendments / Project Acceptance – Commercial Street – Chantell Steiner / Joel Walinski
  - Info Item: Economic Development and Finance Committees Review Draft Budget 8/23/2016
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**August 23, 2016 Council Meeting:**

- Discus: Wetland Stormwater Update – Nathan Pate
  - Info Item: Parks & Public Works Committees Review Draft Budget 9/13/2016
  - Info Item: 2017/2018 Biannual Budget Finance Committee Special Review if Needed 9/20/2016
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**September 13, 2016****9:00 AM Study Session:**

- Chamber Report
- Oktoberfest Special Use Permit Update – Joel Walinski
- 2017 Utility Rates – Joel Walinski

**Council Meeting:**

- Consent Agenda: Set Public Hearing on Ad Valorem (Property) Tax on October 25, 2016 @ 6:45 PM
  - Group Funding Report – Dave/Nancy Bartholomew – Simply Living Farm Sustainable Living/Farming Tour (888-6668)
  - Current Year Budget Review and 2017-2018 Preliminary Budget Review – Joel / Chantell
  - Approve Traffic/Foot Patrols Needed for Oktoberfest – Joel Walinski
  - Special Use Permit Noise - Timbrrr! Winter Music Festival – Joel Walinski
- 
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**September 27, 2016 Council Meeting:**

- Info Item: City Administrator Annual Review
- 
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**October 11, 2016****9:00 AM Study Session:**

- Chamber Report
  - Discussion Rates & Fees – Chantell/Joel
  - Budget Priority Review – Chantell/Joel
  - Quarterly Update Future Council Agenda Items / Project Tracking – All Staff
  - Quarterly City Newsletter Recommendations – Distribution in November – Sue Cragun
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**Council Meeting:**

- Consent Agenda: PRSA Voucher Request
  - Ordinance XXXX Quarterly Budget Amendment – Chantell Steiner
  - 2017 Chelan County Prosecution Services Agreement – Joel Walinski
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**October 25, 2016 Council Meeting:**

- Consent Agenda: Set Public Hearing on Preliminary Budget on November 8, 2016 @ 6:45 PM
  - Consent Agenda: Set Public Hearing on Final Budget on November 22, 2016 @ 6:45 PM
  - Consent Agenda: PRSA Voucher Request
  - Group Funding Report – Steve Maher– Run Wenatchee Oktoberfest Trail Run (630-2090)
  - Public Hearing on Ad Valorem (Property) Tax @ 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
  - Public Hearing and Preliminary Budget Review – Joel / Chantell
  - 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~~
- 
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**November 22, 2016 Council Meeting**

- Public Hearing on Final Budget – Joel / Chantell
  - 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
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**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 Final 2016 budget Amendment - Chantell
  - Ordinance XXXX Budget Adoption 2017/2018 Budget – Chantell Steiner
  - Info: Transportation Benefit District Meeting to Follow This Evening
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- EXECUTIVE SESSION: RCW 42.30.110 (1)(i)(ii) Potential Litigation
- EXECUTIVE SESSION: RCW 42.30.140 (4)(b) Collective Bargaining



# The Mountain Pact

July 23, 2016

The Honorable Sally Jewell  
Secretary  
U.S. Department of the Interior  
1849 C Street, N.W.  
Washington, D.C. 20240

The Honorable Neil Kornze  
Director  
Bureau of Land Management  
1849 C Street, N.W.  
Washington, D.C. 20240

Dear Secretary Jewell,

As representatives of mountain communities throughout the American West, we commend the Department of Interior and Bureau of Land Management's leadership to initiate the Programmatic Environmental Impact Statement for the federal coal program. It is time to modernize the federal coal program, account for the climate change, environmental and public health impacts of federal coal production, ensure American taxpayers are earning a fair return for the use of their public resources, and transition our nation to cleaner energy sources.

As western mountain communities, we represent nearly [insert once finalized] permanent residents and roughly [insert once finalized] million annual visitors. Coal extraction and use as a fuel source poses a number of costs currently unaccounted for in federal coal program. Onsite, these costs include air pollution from exploration, development, and transportation to and from the mine site; fugitive methane emissions; habitat disruption; noise pollution; and water contamination. From the perspective of our mountain communities, the coal's contribution to climate changes poses the greatest cost. Economic, public health, and environmental damages from catastrophic wildfire, floods and reduced snowpack are some of the threats we face.

Failing to account for coal's contribution to these costs in federal coal leases shifts them onto taxpayers -- and in our case, at a time when our towns are shouldering the financial burden of climate impacts and proactive adaptation. In the face of climate change, it is time to modernize the federal coal program to accurately account for its costs to communities, taxpayers and the environment while supporting a transition to a more sustainable and resilient economy.

We thank you for your attention to this important issue and we look forward to working with you on this and other much needed reforms to the federal coal program.

Sincerely,

[list of town signatories]



# The Mountain Pact

## PROBLEM

Our mountain communities in the American West are experiencing detrimental effects to our environments and economies as a result of climate change: increases in catastrophic wildfire, the spread of the mountain pine beetle epidemic, and reduced snowpack are just a few of the impacts compromising our landscapes and, in turn, our tourism-based economies.

MOUNTAIN COMMUNITIES ARE UNHEARD AND UNDER-REPRESENTED IN THE NATIONAL CLIMATE DIALOGUE



## SOLUTION



Together, our mountain communities seek to address the devastating stresses of climate change. In order to be successful, we need national action to reduce carbon emissions as well as local initiatives to bolster our economic growth and preserve our natural landscapes. However, without an organized voice in federal policymaking and adequate financial resources, our mountain towns are left vulnerable. While mountain constituencies are underrepresented, on the other end of the spectrum, urban cities and coastal communities around the country are joining forces and getting their voice heard. The Mountain Pact offers an innovative approach, one that looks beyond urban and coastal areas to engage a new constituency in climate change policy and advocacy.

## GOALS

Within 2 years, the Mountain Pact will mobilize mountain towns across the American West to build support for federal investment in climate change resilience and continued action by the Obama Administration to limit carbon pollution. We begin by focusing on wildfire prevention, forest health, water infrastructure, and limits on coal leased on federal land. We will also develop an economic analysis to highlight the impact of climate change on mountain communities.

## SHORT-TERM

- + Support Wildfire Disaster Funding Act
- + Support limits on DOI-leased coal
- + Support resilience planning for water infrastructure
- + Conduct economic impact analysis



## VISION

## LONG-TERM

- + Galvanize federal action on climate mitigation & adaptation
- + Build resilience in mountain towns
- + Broaden national dialogue



The Mountain Pact seeks to build dynamic mountain communities with strong economies and healthy landscapes. The Mountain Pact values economic prosperity as integral to meaningful environmental sustainability. We aim to leverage our collective voice as high-profile destination communities to broaden the public's knowledge and understanding of climate change and galvanize federal action to reduce carbon pollution and invest in adaptation planning.

## Mountain Communities for Environmental & Economic Resilience

Diana Madson, Founder & Executive Director

[diana@themountainpact.org](mailto:diana@themountainpact.org)

530.539.4071

# Rocky Mountain resorts race to defend their businesses against climate change

By **WILLIAM YARDLEY**

JULY 28, 2015, 4:00 AM | REPORTING FROM ASPEN, COLO.

**N**ot everyone arriving in this Rocky Mountain resort steps from a private jet.

Ashley Perl bikes or takes the bus into town from her two-bedroom home in a subsidized neighborhood built for year-round workers. She grew up here, raised by parents who ran a modest cafe and socialized with a local folkie, John Denver. For her, Aspen is home and a place to make a living, not an exclusive escape.

Like many longtime residents, Perl wishes things were more like they were in the old days. But the changes that worry her the most are not that the wealthy have crushed the spirit of the place, or that preposterous home prices will make it impossible to raise a family. She worries instead about what even the most affluent Aspenite appears unlikely to avoid: climate change.

**NEWSLETTER: Get the day's top headlines from Times Editor Davan Maharaj >>**

Aspen, at nearly 8,000 feet elevation, now averages 23 fewer days below freezing each year than it did before 1980. If global action is not taken to reduce greenhouse gas emissions, the average temperature here is expected to rise as much as 9 degrees by 2050.

Government officials and business owners in other resort towns at high elevations in the Mountain West say they are facing similar conditions and forecasts. Many already are seeing increasingly unreliable snowfall, rivers rushing at unusual times and wildfires creeping ever closer.

Perl, who was hired two years ago as Aspen's climate action manager, is among the leaders of a multilayered and often unified effort among resort towns to try to slow and defend against climate change while adapting economically to a world in which snow falls less

predictably and summer tourism becomes increasingly important.

"From my perspective, we've got 20 years of good winters that are highly likely," said Matt Abbott, environmental project manager for Park City, a ski resort about 30 miles east of Salt Lake City. "Beyond that, where are we at?"

Some mountain resort towns are lobbying in Washington to discourage the mining of coal, a key culprit in climate change, and to urge more wildfire prevention. Others, including Aspen, are looking to bolster basic infrastructure such as water supply to prepare for the many second-home owners who may be spending more time in the mountains if places like Houston or Phoenix become too hot.

Fishermen, wildlife biologists and tour guides in Idaho are monitoring rivers out of concern that warming water will hurt trout runs. Ski slope managers are working on ways to make snow quickly in narrower windows of cold weather. One company, Vail Resorts, has hedged its bets by acquiring other resorts around the world.

Many of the West's best-known mountain ski towns — including Vail, Durango, Telluride, Jackson Hole and Park City — have long since shifted from being winter resorts to year-round destinations with a growing number of year-round residents.

"It's not just the tourists going to ski or mountain-bike in these elite destinations, but there are also entire communities relying on hotel jobs, rafting jobs, working at a ski lift," said Diana Madson, executive director of Mountain Pact, which works on issues including coal, wildfires and water supply. "There are a lot of people who are vulnerable to these impacts."

Brian McInerney, senior hydrologist for the National Weather Service in Salt Lake City, said areas of the Wasatch Mountains that have historically been 90% covered in snow during the winter are expected to be as little as 50% covered in 2035, depending on the rate at which temperatures rise. Much of Utah and elsewhere in the arid Intermountain West are forecast to warm faster than other parts of the world. How will ski towns remake themselves in a rainier future?

Many towns have long worked to expand summer tourism out of a general ambition to grow, and some places already have more visitors in summer than in winter. In Telluride, in southwestern Colorado, Mayor Stu Fraser said the city increasingly emphasizes its summer film and bluegrass festivals that have brought in record crowds in recent years.

"Part of that is our desire to make sure we don't end up just relying on winter, because we know the change is taking place," Fraser said. "We see and feel it."

Last year, the U.S. Forest Service finalized new rules to allow the more than 120 ski areas that use Forest Service land to develop summer recreation activities, including zip lines, mountain biking, disc golf and rope courses. The rules followed congressional passage of the Ski Area Recreational Opportunity Enhancement Act of 2011, which was supported by the ski industry. The industry has suffered from a long-standing decline in the number of people visiting resorts, but also from shorter skiing seasons.

Yet tilting toward summer presents new issues. Some resort areas cite studies showing that a family of four on a winter ski trip spends an average of \$10,000 during a week's stay, but that summer visitors — mountain bikers, rafters, hikers — average just a few hundred dollars a day. Summer is also when trees dying from infestations of the mountain pine beetle, enabled by climate change, are more likely to be unattractively exposed instead of covered by picturesque snow.

And then there are the wildfires. In September, the Ironman Lake Tahoe triathlon was canceled at the last minute out of concern about poor air quality from the nearby King fire.

"If our hillside is brown for multiple summers, we have to be honest that that would affect our tourism," Perl said. "And if our hillside is burned and it rains a lot, well, now we have mudslides."

In the Sun Valley area of Idaho, where temperatures are expected to rise 4 to 11 degrees by 2070, snow is melting earlier than usual, upending the area's ski season, its water supply (it does not have reservoirs) and the timing and amount of river flows. That, in turn, has affected popular summer floats down the scenic Salmon River and reduced streams that nurture the area's famous trout fishing.

Local officials say the Beaver Creek wildfire in August 2013 cost the area \$40 million. After suffering through wildfire smoke several times in recent years, the Sun Valley Writers' Conference moved its annual meeting from August to early July.

Yet even as some make adjustments, other resist. It remains a struggle to persuade wealthy homeowners, many of whom are not permanent residents, to limit landscape watering and other water use.

"They haven't connected to the problem," said Mayor Nina Jonas of Ketchum, Idaho. "Like, 'What? We can't play golf?'"

In April, business, government and nonprofit groups formed the Sun Valley Institute for Resilience, which focuses on preparing for climate change. The Ketchum Innovation Center started as a way to create local businesses that are not tourism related. The goal at the time was straightforward: help year-round residents find work that pays better than ski resort jobs.

"That quickly morphed," Jonas said. "It turned into, 'We need to bolster ourselves for a changing economy due to a changing climate.'"

**Twitter: @yardleyLAT**

**ALSO:**

**A weeping Joyce Mitchell pleads guilty to helping killers escape N.Y. prison**

**LaGuardia: No more 'third world' airport? Cuomo, Biden say it'll be rebuilt**

**Boy Scouts lift blanket ban on gay leaders, will allow exceptions**

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# Leavenworth Courier

News from the Leavenworth City Council

FALL 2015



**INSIDE THIS ISSUE:**

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Wetland Master  
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Leavenworth 2

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Festivals & Events 3

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City Project  
Update 4



2015

## Maifest Flower Display Award Recipients:

"Most Stunning Floral  
Display" - City of Leav-  
enworth

"Look at those Baskets"  
- Obertal Inn

"Best Overall Displays"  
- Munchen Haus & Icicle  
Brewing

"Best Varietal Display"  
- Baren Haus

"Best Landscaping"  
- Der Ritterhof

"Most Creative Building  
Display" - Innsbrucker  
Building

"Abundant Flower Cov-  
erage" - Der Markt  
Platz / Bavarian Bistro

*Presented by the  
Leavenworth  
Chamber of Commerce*

## "A Minute with the Mayor"

### A Water Shortage in Leavenworth?



Mayor Cheryl K.  
Farivar

The rivers are low and the forests surrounding our fair city are tinder dry so there has been much concern regarding the real possibility of a water shortage this summer. On May 15, 2015, Governor Inslee declared a statewide drought emergency for all of Washington due as the snowpack levels are currently only 16% of normal, (10% lower than the previous drought emergency in 2005). Thus, the State of Washington has enacted a Water Shortage Response Plan for all cities. This plan is set up in stages as follows:

- ◆ **Stage 1** is a minor water shortage requesting all water users to observe voluntary water saving measures.
- ◆ **Stage 2** is a moderate water shortage enacting mandatory water saving measures for all users.

- ◆ **Stage 3** is classified as a severe water shortage where a water rationing program would be enacted statewide.

Although we have not been officially notified, we consider ourselves to be in Stage 1, and are asking all water users to enact voluntary water saving measures. There are many painless actions that we can take to conserve and preserve our water. Taking the lead, the City has already reduced irrigation water usage in our parks and our Public Works Crews have been diligently monitoring and repairing leaks throughout the system. But there are a few other things we all can do to help:

- ◆ Promptly repair any leaks in and around your taps. (One leak can waste several thousand gallons of water per year.) Always turn taps off tightly so that they don't drip.
- ◆ If you have an electric dishwasher, use it only to wash full loads.
- ◆ When brushing your teeth, turn the water off while you are actually brushing.
- ◆ Use either low-flow shower heads or adjustable flow-reducer devices on your shower heads, and/or take shorter showers.
- ◆ You can reduce water usage by 40% to 50% by installing low-flush toilets.
- ◆ Wash only full loads in your washing machine.
- ◆ Never leave a hose running.
- ◆ Lawns and gardens require less than ¼" of water per day during warm weather, so water lawns every three to five days, rather than for a short period every day. In warm weather, apply ¼" of water for each day since the last watering.
- ◆ Water during the cool part of the day, morning or evening. Don't water on windy days.
- ◆ Don't over-water in anticipation of a shortage. Soil can't store extra water.
- ◆ Use shut-off timers if possible. Don't turn on sprinklers and leave for the day.
- ◆ Allow your lawn to grow a little longer between mowing. This encourages deeper root growth and creates less stress on your lawn.

We truly appreciate those of you who have already begun conserving water and we encourage everyone to take this seriously. Together we can do much!

## New Trees in Front Street Park



In early January, 2015, the City was hit with a devastating ice storm that caused quite a bit of damage to the historic trees throughout the City's parks. Two trees have been replaced along Front Street in the park. The damaged European Birch trees have been replaced with hearty Autumn Blaze Maple trees. This is the fastest growing of the maple trees and will change to a brilliant red color in the fall.



# Regional Stormwater / Wetland Master Plan Public Presentation

The second Citizen Outreach and Forum of the Regional Stormwater / Wetland Management Master Plan project is scheduled on August 25, 2015 during the regular City Council meeting beginning at 6:30 PM. The presentation will include 1) finalized wetland delineation and classification, 2) final basemap, and 3) the beginning of discussions to develop and outline of strategies and options address stormwater / wetlands in Leavenworth.



Excepting minor field confirmations, **Pacific Engineering** has completed the project base map. Their next task includes delineation of all drainage sub-basins within the four (4) hydraulic models, i.e. storm drainage networks: Ski Hill, Downtown West, Downtown East, and Alpensee Strasse. Hydrologic / Hydraulic modeling of locally accepted storm events will then commence to determine the capacity of each network.

**Grette Associates, LLC** has completed all of the wetland field work, and the work on the category ratings of the wetlands has been completed. Work on the final Delineation report has begun and it is anticipated that it will be ready for city review in about three weeks. The meeting with the Washington State Department of Ecology and the US Army Corps of Engineers was successful regarding agencies understanding of the scope of work, and Army Corps is willing to conduct an informal "read" of the materials for a "paper review," and provide verbal feedback.

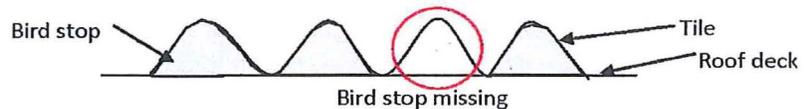
**EcoPlan & Design** has begun the "green solution" research and analysis for the concept information and will start some preliminary outlines as completion of mapping and data becomes available.

## Being Firewise in Leavenworth

By Annie Schmidt, Director  
Chumstick Wildfire Stewardship Coalition

The Sleepy Hollow Fire in Wenatchee illustrated the power of embers to spread fire to buildings. While it can be hard to imagine that something as small as a tic-tac can be a threat to your home, the reality is that embers are the primary threat to any structure during a wildfire. Embers don't care if you live in the city limits or in the woods; they can travel a mile or more during a fire. However, there are things you can do to reduce your risk from wildfire.

- Use Class-A fire rated roof materials when you build or remodel (fire-resistant composite shingles, metal or tile).
- Make certain that if you have a metal or tile roof that allows a gap between the tile/metal and the roof deck that you install "bird stops" to keep needles, debris, birds and embers out.



- Use 1/8" inch or smaller metal mesh to cover foundation or eave vents. If you have open eave construction, consider enclosing the soffits. Embers collect more easily in vertical vents under the eaves than they do in horizontal vents.
- If you have a deck, keep vegetation, debris, building materials, lawn mowers and/or any other combustible item out from under the deck.
- If you are building a home, set the home back from the slope or ridge top (10-15 feet). Take advantage of the views by thinning trees and building a non-combustible patio.
- Keep debris and needles free from the roof and gutters. Prune vegetation that overhangs or touches the home to create at least 10 feet of separation from the structure.
- Use rock (instead of bark mulch) to create a 5 foot winding path against the home. This can be visually pleasing and provides a non-combustible zone next to your structure.

## Link Transit Provides 20 Round Trips Between Leavenworth and Wenatchee Mon.—Fri.



For those who live in the upper valley communities of Cashmere, Dryden, Peshastin, or Leavenworth and work in Wenatchee, Link has provided 20 round trips Monday—Friday on the Route 22. There are six trips on Saturdays.

This route serves Peshastin, the highway stops at Dryden, through Cashmere on Division Street and Cottage Avenue, the stops on SR 2/97 at Monitor, the Olds Station area, and the commercial district of Wenatchee along Wenatchee Avenue, Chelan and Mission Streets.

The first trip to Wenatchee departs Leavenworth at 5:25 AM, and the last trip in the evening departs Wenatchee at 8:00 PM. Between 5:25 and 8:00 AM and between 4:10 and 6:10 PM, buses run every 30 minutes. Travel time for a one way trip for the entire route is about 55 minutes. The mid part of the day, buses operate every 60 minutes.

At Columbia Station, buses connect to the other routes serving East Wenatchee and other areas of Wenatchee. For those working or attending classes at Wenatchee Valley College, a new route, Current B, operates up and down Fifth Street that will connect with the inbound and outbound Route 22 buses to improve access to WVC.

All buses are equipped with bike racks, and are air conditioned with comfortable padded seats, reading lights, and overhead luggage racks for small items.

One-way fares on these trips are \$2.50. For more information please call 662-1155 or go online to [www.linktransit.com](http://www.linktransit.com).

## Fall Festivals and Events

### 51st Autumn Leaf Festival and Parade

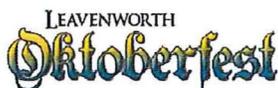
September 25—27  
Grand Parade Sept. 26 @ Noon  
Fee: No Charge



This is Leavenworth's longest running event. The Autumn Leaf Festival celebrates the turning colors of the Autumn Leaves and is the town's original festival; originating in 1964 when the City of Leavenworth adopted the Bavarian theme. At this time, the Washington State Autumn Leaf Festival Association (ALFA) was formed by volunteers in the Leavenworth community and each year ALFA selects the Royal Lady of Autumn Leaves.

### Leavenworth Oktoberfest

October 2-3, 9-10, 16-17  
Fee: \$10 Friday, \$20 Saturday  
Children under 12 are Free



There is much to see and do at the Leavenworth Oktoberfest! This year there will be bands from throughout the US, Canada, and Germany, along with all of your Oktoberfest favorites!

Oktoberfest in Leavenworth is the next best thing to being in Munich!

Keg Tapping Ceremony at 1:00 PM every Saturday when Mayor Farivar will honor a Bavarian Tradition of "tapping the keg".

## Lions Club Park Ribbon Cutting Ceremony

Lions Club Park is an important park for locals. It's used by Farmers Market, service clubs, 4H, Pancake breakfasts, children's groups, old timers, local churches, swim teams, school groups, musical groups, family reunions, and of course... for our visitors as well.



For many years the City has discussed the need for public restrooms in Lions Club Park and Projekt Bayern heard the call and offered to fund the building of this much needed restroom facility. The cost was \$160,000 and Projekt Bayern graciously funded the entire cost, for which we are very grateful.

So, on behalf of the City of Leavenworth, the Lions Club, and all of the residents of our fair city, we thank you Projekt Bayern for another successful project that serves our community, serves our residents, and serves our visitors with a beautiful new building in the Old World Bavarian Style.



Mayor Cheryl K. Farivar



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

PRSR STD  
US POSTAGE  
**PAID**  
WENATCHEE,  
WA  
98801  
Permit No. 7

ECRWSS  
Postal Customer  
Local

\*\*\*\*\*  
www.cityofleavenworth.com  
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Tibor Lak



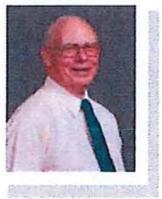
Michael Molohon



Elmer Larsen



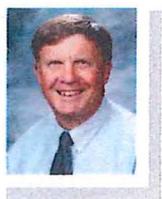
Robert Francis



Larry Meyer



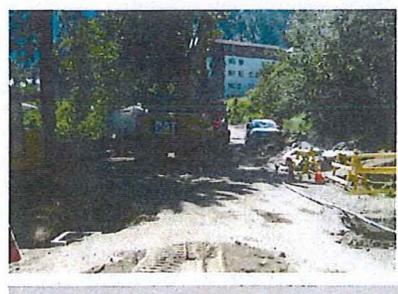
Carolyn Wilson  
Mayor Pro-Tem



John Bangsund

## News from the City Council

### City Project Update...



If you take a look down Commercial Street from the intersections of 3<sup>rd</sup> Street or 8<sup>th</sup> Street, you can certainly see that the new construction is well under way.

To date, the demolition of the old roadway has been completed along with the addition of a new Gabion wall, a new storm system, water and sewer improvements, as well as preparations for new walks, lighting, and surfacing. The difficult underground work is nearing completion with the balance of the work projected to be completed by early September.

The City would like to thank all of the residents for your patience during the construction process. Be sure to watch for further updates and the date of the City's Grand Opening Celebration!





P.O. Box 261  
Leavenworth, WA 98826  
(509) 548-5809  
www.villageartinthepark.org  
info@villageartinthepark.org

Director: Mary Warden

May 6, 2016

This letter is being written in reference to the bicycle race that was held in Leavenworth on May 6, 2016.

In hopes of preventing another race in the downtown core of Leavenworth in the future I would like to address the issues that had a huge impact on our organization.

After a meeting with the race organizers and the city it was apparent that our set-up, which usually takes place at 7 am on Fridays morning, would need to be changed.

The decision was made to set up on Thursday night. Some of our artists had to come in a day early to do this which added quite a lot of extra expense for them and for us. We had to have extra security for Thursday night.

Friday was devastating for our sales. Leavenworth was a ghost town from 8am until 3pm because of all the Highway 2 and downtown street closures. We were open until 6pm but never did recover.

I feel it was a terrible decision to allow this type of event at all in the downtown core, let alone on an Apple Blossom Weekend.

I sincerely hope this was a onetime event that will not be repeated.

Thank you for your time,  
Mary Warden, Director Village Art in the Park

May 27, 20167

Dear Mayor, City Administrator and City Council,

This letter is in response to the bicycle race that the City endorsed. First of all I wonder, Why didn't you tell us about the race a few weeks before it happened?? You let an out of town event tie up traffic and prevented my customers, from getting to my stores.

I let several of my employees go home early. I also called several others and told them, NOT to come to work!! I couldn't AFFORD having them stand around doing NOTHING.

PLEASE DON'T sponsor, support or encourage another bicycle race in the future.

Sincerely,



Santoukh Singh

To: The City of Leavenworth  
Re: May 6 2016 Bike Race

We feel that the City allowing the bike race on May 6<sup>th</sup> to take over downtown Leavenworth and force our visitors to detour around town was a huge mistake.

The Friday before Apple Blossom should be a busy day with not only those with Leavenworth as their destination but lots of other travelers stopping for lunch and shopping on their way to Wenatchee. Instead the sidewalks and the shops and restaurants were empty. We are a tourist destination- why would anyone think it was a good idea to delay peoples' journey, route them around town and send them down the valley with their tourist dollars? All for a few bikers who were not shoppers and gone for 3 hours on their race.

A few comments from those who endured the highway delay, managed to find their way around the detour and back to town and then could only find paid parking.

"Why did we have to pay to park when none of the street parking is being used?"

"Leavenworth is usually so fun to walk around but its creepy today with empty streets and all of the yellow "Danger" tape."

And on Sunday "We always stop in Leavenworth on Friday on our way to Apple Blossom but it took us forever to get across the pass and then the town was closed." At least they stopped on their return trip; we'll never know how many did not.

We were open and paying wages at ten a.m. but our sales day started after 2 p.m. We were down by between one third and one half in both stores that day. When you multiply that by all the shops and the restaurants that had no lunch trade the economic impact is huge; not only for the businesses themselves but for the City with the loss of sales tax revenue.

If you have ever walked around town on a Friday you know it's bustling with deliveries for the weekend. All those drivers are a big part of keeping businesses running smoothly and they work hard around the one ways, the alleys and the stairs to keep us stocked. Their day was made so much more difficult by the road closures. Our UPS driver maneuvered his way through but had said earlier in the week he might not be able to deliver that day. We need that merchandise to make sales...to create revenue...to pay our employees and...to pay our sales tax part of which ends up in the City's coffers.

We urge the City to not allow this kind of business interruption again. We've weathered many downturns from fires to snow closures of the passes to economic slumps but those are all out of our control. This was willful damage done by the City to our guests, our downtown core and to the City itself.

Thank You

  
Monaco's Corner Store

  
Red Baron Gift Haus

The Alps  
13901 Hwy 2  
Leavenworth, WA 98826  
509-548-4419

May 24, 2016

Leavenworth City Council  
Leavenworth Chamber of Commerce  
WA State Department of Transportation

**Re: The Great Bike Race**

Before we have another bike race, I think we should ask ourselves some questions and see if the positives outnumber the negatives.

**Positives:**

- Gave us positive exposure
- Advertising
- Future Business

**Negatives:**

- Loss of Sales
- Traveler's inconvenience
- Local residents locked down
- Employee Scheduling
- Lack of Notification
- How many people could actually enjoy the race
- Available parking for customers, spaces used by bikers and sponsors.

Thank you,



Archie Marlin

PS. Actually my opinion is not fair because we were totally closed with zero business, and without notification. But if it is good for our community we'll happily take the bullet.

VILLAGE ALPS  
220 9TH STREET SUITE F & G  
LEAVENWORTH, WA. 98826  
[509] 548-2039 FAX [509] 548-7371  
FRED MARLIN

City of Leavenworth

Subject bike race

I was asked to give my input about the effects of the event and the closure of down town and parking. It did definitely affect my sales. Thank goodness it was still at a reasonably slow time of year. It also effected my employ, who did not get to work that day. Talking with other store owners in the mall, I do not know of a one of them that had one customer from the bikers. Since the bikers traveled here by car, most of the parking spaces were taken up with the cars owned by the bikers. Several customers who came in later, expressed disgust about the long wait in the canyon and could not park in Leavenworth. I guess there were 160 bikers, but the impact was not good for thousands. There is a rumor they want to do it again in July and that would really put a hardship on us all and would leave a much bigger resentment with our tourist then this one. This is not a letter of complaint as much as it is an explanation of how my store and feel town was affected. I hope there would be a solution that would work better, for the bikers and Leavenworth as whole. I appreciate all the city does to work with the business community. You all are awesome.

thank you



Fred Marlin



Simple Treasures

805 Front St

Leavenworth, Wa 98826

Dear City of Leavenworth,

I am writing this letter to inform you that the Tour De Bloom bike race affected my store operations and employees with difficult times in having no sales or customers during the race and causing employees to have to scramble to find rides or ways of parking to come to work. Therefore I am asking that you do not continue to have this event in town in the future. Thank you

*Stephanie Beardlee*

May 16, 2016

City of Leavenworth  
700 Highway 2  
Leavenworth, WA 98826



A registered trade name  
of J. J. Dawson, Inc.

To Whom It May Concern:

We would like to offer some input on the Tour De Bloom bike race event held in downtown Leavenworth on Friday, May 6.

Based on our last year's sales figures, and from numerous conversations with our fellow merchants, the business day for Leavenworth was an unequivocal disaster.

The first we heard of the race was in an April 27 Chamber memo. A two sentence line item and "see attachment for details." Some members read these emails, some don't. Those that didn't were in for a real surprise: lengthy Front Street and Highway 2 closures, along with major detours. For an Apple Blossom Event! On a Friday!! On a day when we get lots of visitors on their way to Chelan!!!

Our particular favorite email was the one on Wednesday the 4th which said "The folks from Wenatchee Velo would like to remind you that due to the race, downtown will not be available for product "delivery" from 10am - 3:30pm this Friday, May 6th. Reach out to your suppliers and let them know! On a Friday, the busiest delivery day of the week???"

And what we found especially laughable was the "any questions or concerns can be directed to Ace Bollinger, race director..." As if Mr. Bollinger was somehow responsible for Leavenworth's decision to host the race.

We all feel as if the City and the Chamber "slid one by us." By the time we all found out about it, it was a done deal. We are quite sure that, if a dialogue would have been started well in advance, the outcome would have been very different. So let's start that dialogue now, because the 5/10 Wenatchee World said that the race here next year is already in the planning stages.

Over the years, Front Street has been closed "on a whim" for many various reasons. And that can have an incapacitating effect on all downtown business. We strongly encourage a much more transparent and advance discussion when considering any Front Street and Highway 2 closures outside of the main Leavenworth festival schedule.

Sincerely,

John and Jean Dawson  
Black Swan and Icicle River Clothing Company

The Metal Waterfall Gallery

703 D Highway 2/ POBox 316

Leavenworth, WA 98826

[metalwaterfallgallery@frontier.com](mailto:metalwaterfallgallery@frontier.com)

May 26, 2016

To Whom it may concern:

While we understand that the people at the City and Chamber may have thought the Apple Blossom bike race would be a good thing for Leavenworth, We feel like there were many things that were not thought through. Sure it was a great event to bring in new people and events to Leavenworth, however the cost to businesses down town and surrounding areas was immeasurable!

We saw less than a dozen people in our store from 9:00 to 2:30. Most of the day the streets were deserted and the people who were in town did not know how or where to cross the street. The red caution tape all through town was not exactly businessfriendly. We made about a quarter of what we would normally make on that day.

We feel like going ahead with this race was a huge oversight and no one was properly informed about it, or thought about the issues with traffic backing up and people not being able to get into town or around in it. Businesses were informed by an email from the Chamber that was stuck in other weekly emails. Many businesses had not heard anything about it. The residents were not notified of closures or detours. We heard many complaints about the traffic on Icide and East Leavenworth road. And the use of volunteers at the other road barricades that had no idea how to direct traffic. Pretty sure there should have been qualified flaggers at all of those intersections being that the race was on a major highway.

On a Friday where we would normally have a lot of stop over traffic, we had none. Anyone who came over for a day trip that day had to spend half of their day delayed and then in traffic on Icide/ East Leavenworth and when they did finally get here, they could not get to their hotels or any of the parking.

We spoke with one elderly customer who said she sat for an hour and a half on highway 2 and then almost an hour to get detoured on Icide/ East Leavenworth. And when she did finally get to Leavenworth, she could not get to her hotel or to any of the down town businesses. Another customer had planned her visit just because there were no big events going on in Leavenworth that day. She was certainly disappointed to arrive and find that the streets were barricaded and that she could not access her hotel or parking.

We understand why they wanted to have the bike race here, it was absolutely beautiful. We saw pictures of the bikes racing through Tumwater canyon and it was stunning. Much prettier than

Wenatchee. This is not Wenatchee; therefore, Wenatchee events need to stay in Wenatchee! They do not have to block major highways for their leg of the event. They do not block off businesses from traffic for a whole day, and if they do many of the businesses are closed anyway because of the parade.

Not only was business greatly affected, delivery trucks were impacted. UPS and Fed Ex were unable to deliver to many areas as well as all the food and beverage trucks that deliver on Friday preparing businesses for the weekend.

The many semi-trucks that travel through our town on highway 2 had to experience delays and travel on roads not meant for Semis making it unsafe for all of those who were traveling that day.

We have enclosed a photo taken on May 6<sup>th</sup> at 11:55 AM. As you can see there were no people on the street, no shoppers, no spectators and no lines at the usually busy Munchen Haus!

This bike race cannot happen in our town again! The huge loss in business far outweighs the exposure to a small group of bicyclists. If you think business owners are upset now, just imagine if you allow this again!

Thank You,

Bonnie Orcutt-Kinnear

And Ron Orcutt

The Metal Waterfall Gallery



5/6/16 11:55AM  
No one on the Street!  
No customers!  
No spectators!



# CHELAN COUNTY REGIONAL JUSTICE CENTER

Curt Lutz, Director • Ron Wineinger, Deputy Director

401 Washington St. Level 2 • Wenatchee, WA 98801 • Phone: (509) 667-6462 • www.co.chelan.wa.us

## JUNE 2016 CHELAN COUNTY REGIONAL JUSTICE CENTER MONTHLY REPORT

<u>FACILITY STATISTICS</u>	<u>ADP</u>	<u>ALOS</u>
City of Cashmere	.75	8.80
City of Chelan	4.56	6.56
City of East Wenatchee	8.92	4.29
City of Kent	1.00	30.00
City of Leavenworth	1.43	3.58
City of Wenatchee	62.75	8.95
Chelan County	150.32	15.20
Department of Corrections	43.06	9.21
Douglas County	1.10	1.55
Juvenile	.17	2.50
US Marshalls	.03	2.00
Other	2.17	3.10
<b>TOTALS:</b>	<b>276.26</b>	<b>7.98</b>

<u>FACILITY DEMOGRAPHICS</u>		<u>INMATE RACE</u>	<u>ADP</u>
<u>GENDER</u>	<u>ADP</u>	ASIAN/P. ISLANDER	1.52
MALE	216.20	BLACK	11.22
FEMALE	60.06	HISPANIC/LATIN	47.82
		INDIAN/ALASKAN	7.37
		UNKNOWN	1.99
<b>TOTALS:</b>	<b>276.26</b>	CAUCASIAN	206.34
		<b>TOTALS:</b>	<b>276.26</b>

WORK RELEASE PROGRAM PARTICIPANTS:	12
EHM/GPS PROGRAM PARTICIPANTS:	14

ACCOUNTS PAYABLE

City Of Leavenworth  
MCAG #: 0222

As Of: 07/13/2016

Time: 08:10:34 Date: 07/08/2016  
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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
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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

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Councilmember

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Councilmember

  
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Time: 08:10:34 Date: 07/08/2016

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>22570</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>4046</b>		
			<b>A WorkSAFE Service, Inc,</b>	<b>260.00</b>	<b>Drug Tests</b>
	576 20 31 00	Office & Operating Supplie	176 000 576 Community Sw	208.00	
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	52.00	
<b>22571</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>4202</b>		
			<b>Advanced Analytical Solutions</b>	<b>79.00</b>	<b>WWTP Supplies</b>
	535 80 41 00	Professional Services	404 000 535 Sewer	79.00	
<b>22479</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>36</b>		
			<b>Apple Barrel Bark Inc.</b>	<b>2,465.02</b>	<b>Bark</b>
	576 80 31 00	Office & Operating Supplie	001 000 576 Current Expens	2,465.02	
<b>22517</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>46</b>		
			<b>Aquatic Specialty Service Inc</b>	<b>668.19</b>	<b>Pool Supplies</b>
	576 20 31 00	Office & Operating Supplie	176 000 576 Community Sw	668.19	
<b>22550</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>6101</b>		
			<b>BDK Consulting, LLC</b>	<b>943.08</b>	<b>Park Supplies</b>
	576 80 35 00	Small Tools & Minor Equip	001 000 576 Current Expens	943.08	
<b>22557</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>3013</b>		
			<b>Bear Signs LLC</b>	<b>601.62</b>	<b>P4 Parking Lot</b>
	542 65 31 01	Office & Operating Supplie	415 000 542 Parking	601.62	
<b>22488</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>91</b>		
			<b>Blewett Rock &amp; Gravel</b>	<b>126.15</b>	<b>Top Course</b>
	542 30 31 00	Office & Operating Supplie	101 000 542 Streets	126.15	
<b>22573</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>123</b>		
			<b>Cascade Analytical, Inc.</b>	<b>36.05</b>	<b>Water Testing</b>
	534 80 51 00	Water Testing	403 000 534 Water	36.05	
<b>22574</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>123</b>		
			<b>Cascade Analytical, Inc.</b>	<b>72.10</b>	<b>Water Testing</b>
	535 80 41 00	Professional Services	404 000 535 Sewer	72.10	
			<b>Total Cascade Analytical, Inc.</b>	<b>108.15</b>	
<b>22583</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>125</b>		
			<b>Cascade Auto Parts Inc</b>	<b>878.83</b>	<b>Vehicle Parts</b>
	535 80 32 00	Operating Supplies-Trtmnt	404 000 535 Sewer	10.01	
	548 68 31 00	Office & Operating Supplie	501 000 548 Equip Rental &	84.60	
	548 68 31 00	Office & Operating Supplie	501 000 548 Equip Rental &	27.52	
	548 68 31 00	Office & Operating Supplie	501 000 548 Equip Rental &	17.87	
	548 68 34 00	Supp Purchased For Invent	501 000 548 Equip Rental &	174.63	
	548 68 34 01	SPFI-Garbage Truck	501 000 548 Equip Rental &	64.65	
	548 68 34 01	SPFI-Garbage Truck	501 000 548 Equip Rental &	35.44	

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As Of: 07/13/2016

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
548 68 34 02	SPFI-Cardboard Truck		501 000 548 Equip Rental &	32.57	
548 68 34 02	SPFI-Cardboard Truck		501 000 548 Equip Rental &	15.85	
548 68 35 00	Small Tools & Minor Equip		501 000 548 Equip Rental &	415.69	
<b>22526</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>6084 Cascade Quality Water</b>	<b>21.45</b>	<b>City Hall Bottled Water</b>
518 20 31 00	Office & Operating Supplie		001 000 518 Current Expens	21.45	
<b>22527</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>6084 Cascade Quality Water</b>	<b>13.30</b>	<b>WWTP Bottled Water</b>
535 80 32 00	Operating Supplies-Trtmnt		404 000 535 Sewer	13.30	
<b>22528</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>6084 Cascade Quality Water</b>	<b>53.20</b>	<b>Parks/PW/Cemetary Bottled Water</b>
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	53.20	
<b>22529</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>6084 Cascade Quality Water</b>	<b>19.95</b>	<b>Shop Bottled Water</b>
548 68 31 00	Office & Operating Supplie		501 000 548 Equip Rental &	19.95	
			Total Cascade Quality Water	107.90	
<b>22560</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>135 Cascade Quick Lube, LLC</b>	<b>10.84</b>	<b>Fuel</b>
548 68 32 00	Fuel Consumed		501 000 548 Equip Rental &	10.84	
<b>22587</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>153 Chelan Co Fire Dist #3</b>	<b>10,750.00</b>	<b>2Q 2016 Fire Marshall Service</b>
522 10 51 00	Intergov Svs-Fire Dist #3 C		001 000 522 Current Expens	10,750.00	
<b>22484</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>2313 Chelan County PUD</b>	<b>16.98</b>	<b>WTP/Ski Hill Reservoir</b>
534 80 47 00	Utilities		403 000 534 Water	16.98	
<b>22485</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>2313 Chelan County PUD</b>	<b>124.66</b>	<b>WTP/Ski Hill Pump Station</b>
534 80 47 00	Utilities		403 000 534 Water	124.66	
<b>22489</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>2313 Chelan County PUD</b>	<b>86.91</b>	<b>Icicle Train Station</b>
557 30 47 02	Utilities - Icicle Station		104 000 557 Lodging Tax	86.91	
<b>22540</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>2313 Chelan County PUD</b>	<b>1.17</b>	<b>Snap</b>
535 80 47 00	Utilities		404 000 535 Sewer	1.17	
<b>22561</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>2313 Chelan County PUD</b>	<b>26.32</b>	<b>Cemetary</b>
536 50 47 00	Utilities		001 000 536 Current Expens	26.32	

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City Of Leavenworth  
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<b>22562</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>2313 Chelan County PUD</b>	<b>313.80</b>	<b>Parks Bldg Enchantment, Waterfront, Front St &amp; City Parks</b>
557 30 47 01	Utilities-Restrooms		104 000 557	156.90	Lodging Tax
576 80 47 00	Utilities		001 000 576	156.90	Current Expens
<b>22563</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>2313 Chelan County PUD</b>	<b>1,218.36</b>	<b>Street Lights</b>
542 63 47 00	Utilities		101 000 542	1,218.36	Streets
<b>22564</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>2313 Chelan County PUD</b>	<b>1,282.05</b>	<b>WTP/Pump Stations Icicle Rd Reservoir</b>
534 80 47 00	Utilities		403 000 534	1,282.05	Water
<b>22565</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>2313 Chelan County PUD</b>	<b>19.35</b>	<b>Front &amp; Grange St. Lights</b>
542 63 47 00	Utilities		101 000 542	19.35	Streets
<b>22566</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>2313 Chelan County PUD</b>	<b>1,714.73</b>	<b>WWTP Pump Stations</b>
535 80 47 00	Utilities		404 000 535	1,714.73	Sewer
<b>22567</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>2313 Chelan County PUD</b>	<b>56.39</b>	<b>Comm St Lighting Control</b>
542 63 47 00	Utilities		101 000 542	56.39	Streets
<b>22568</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>2313 Chelan County PUD</b>	<b>32.26</b>	<b>PW Shop</b>
537 80 47 00	Utilities		402 000 537	32.26	Garbage
<b>22577</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>2313 Chelan County PUD</b>	<b>677.72</b>	<b>PW Shop/Street Lights/Festhalle</b>
542 63 47 00	Utilities		101 000 542	59.06	Streets
548 68 47 00	Utilities		501 000 548	111.79	Equip Rental &
575 48 47 00	Utility Services		110 000 575	506.87	Leavenworth Ci
<b>22578</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>2313 Chelan County PUD</b>	<b>362.30</b>	<b>City Hall &amp; 8th St Restrooms</b>
518 20 47 00	Utilities		001 000 518	133.15	Current Expens
542 63 47 00	Utilities		101 000 542	57.02	Streets
557 30 47 01	Utilities-Restrooms		104 000 557	133.15	Lodging Tax
576 80 47 00	Utilities		001 000 576	38.98	Current Expens
<b>22579</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>2313 Chelan County PUD</b>	<b>3,973.44</b>	<b>City Pool</b>
576 20 47 00	Utilities		176 000 576	3,973.44	Community Sw
<b>Total Chelan County PUD</b>				<b>9,906.44</b>	

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<b>22468 07/13/2016 07/13/2016 163</b>	<b>Chelan-Douglas Health District</b>	<b>500.00</b>	<b>\$500 In Support For The Purchase Of Portable Aire Cleaning Units</b>
569 00 50 00 Council On Aging	001 000 569 Current Expens	500.00	
<b>22554 07/13/2016 07/13/2016 171</b>	<b>Cintas Corporation Loc #607</b>	<b>70.46</b>	<b>WWTP Supplies</b>
535 80 32 00 Operating Supplies-Trtmnt	404 000 535 Sewer	70.46	
<b>22555 07/13/2016 07/13/2016 171</b>	<b>Cintas Corporation Loc #607</b>	<b>221.37</b>	<b>Mats</b>
518 20 48 00 Repairs & Maintenance Cit	001 000 518 Current Expens	28.35	
535 80 48 00 Repairs & Maintenance	404 000 535 Sewer	29.61	
548 68 48 00 Repairs & Maintenance	501 000 548 Equip Rental &	114.41	
576 80 48 00 Repairs & Maintenance	001 000 576 Current Expens	49.00	
<b>22556 07/13/2016 07/13/2016 171</b>	<b>Cintas Corporation Loc #607</b>	<b>221.37</b>	<b>Mats</b>
518 20 48 00 Repairs & Maintenance Cit	001 000 518 Current Expens	28.35	
535 80 48 00 Repairs & Maintenance	404 000 535 Sewer	29.61	
548 68 48 00 Repairs & Maintenance	501 000 548 Equip Rental &	114.41	
576 80 48 00 Repairs & Maintenance	001 000 576 Current Expens	49.00	
Total Cintas Corporation Loc #607		513.20	
<b>22496 07/13/2016 07/13/2016 174</b>	<b>City Of Leavenworth</b>	<b>9,296.10</b>	<b>City Utilities</b>
518 20 47 00 Utilities	001 000 518 Current Expens	240.33	
534 80 47 00 Utilities	403 000 534 Water	214.76	
535 80 47 00 Utilities	404 000 535 Sewer	637.11	
536 50 47 00 Utilities	001 000 536 Current Expens	1,379.01	
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	223.26	
557 30 47 01 Utilities-Restrooms	104 000 557 Lodging Tax	265.24	
557 30 47 01 Utilities-Restrooms	104 000 557 Lodging Tax	837.16	
575 48 47 00 Utility Services	110 000 575 Leavenworth Ci	639.25	
575 48 47 00 Utility Services	110 000 575 Leavenworth Ci	61.77	
576 20 47 00 Utilities	176 000 576 Community Sw	318.00	
576 80 47 00 Utilities	001 000 576 Current Expens	86.85	
576 80 47 00 Utilities	001 000 576 Current Expens	222.62	
576 80 47 00 Utilities	001 000 576 Current Expens	208.71	
576 80 47 00 Utilities	001 000 576 Current Expens	228.16	
576 80 47 00 Utilities	001 000 576 Current Expens	174.12	
576 80 47 00 Utilities	001 000 576 Current Expens	216.06	
576 80 47 00 Utilities	001 000 576 Current Expens	331.90	

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576 80 47 00	Utilities		001 000 576 Current Expens	186.77	
576 80 47 00	Utilities		001 000 576 Current Expens	74.39	
576 80 47 00	Utilities		001 000 576 Current Expens	74.39	
576 80 47 00	Utilities		001 000 576 Current Expens	77.49	
576 80 47 00	Utilities		001 000 576 Current Expens	74.39	
576 80 47 00	Utilities		001 000 576 Current Expens	59.24	
576 80 47 00	Utilities		001 000 576 Current Expens	59.24	
576 80 47 00	Utilities		001 000 576 Current Expens	67.20	
576 80 47 00	Utilities		001 000 576 Current Expens	74.39	
576 80 47 00	Utilities		001 000 576 Current Expens	74.39	
<b>22480</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>199 Commercial Printing Inc</b>	<b>40.97</b>	<b>Business Cards J Walinski</b>
513 10 31 00	Office & Operating Supplie		001 000 513 Current Expens	40.97	
<b>22481</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>199 Commercial Printing Inc</b>	<b>40.74</b>	<b>Business Cards C Seiss</b>
558 60 31 00	Office & Operating Supplie		001 000 558 Current Expens	40.74	
			Total Commercial Printing Inc	81.71	
<b>22486</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>4604 Confluence Health</b>	<b>151.00</b>	<b>Drug Tests/CDL Exam</b>
548 68 31 00	Office & Operating Supplie		501 000 548 Equip Rental &	105.00	
576 20 31 00	Office & Operating Supplie		176 000 576 Community Sw	46.00	
<b>22533</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>227 Dan's Food Market</b>	<b>124.08</b>	<b>City Supplies</b>
534 80 31 00	Operating Supplies-Distrib		403 000 534 Water	12.25	
534 80 31 00	Operating Supplies-Distrib		403 000 534 Water	9.93	
535 80 32 00	Operating Supplies-Trtmnt		404 000 535 Sewer	17.07	
535 80 32 00	Operating Supplies-Trtmnt		404 000 535 Sewer	43.78	
537 80 31 00	Office & Operating Supplie		402 000 537 Garbage	9.06	
576 20 31 00	Office & Operating Supplie		176 000 576 Community Sw	28.24	
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	3.75	
<b>22581</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>512 Deason, Michael</b>	<b>536.63</b>	<b>Acton Addition Utilities</b>
534 80 41 05	Pro Svs - Developer Review		403 000 534 Water	536.63	
<b>22582</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>512 Deason, Michael</b>	<b>318.00</b>	<b>Chumstick Hwy Trail Water/Sewer</b>
595 90 41 06	Chumstick Const. Admin D		101 000 595 Streets	318.00	
			Total Deason, Michael	854.63	

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<b>22514</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>2365</b>	<b>2,000.90</b>	<b>Apr-June Excise Tax 2016</b>
	586 00 02 00	Leasehold Excise Tax	001 000 580	2,000.90	Current Expens
<b>22491</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>378</b>	<b>35.36</b>	<b>Advertising</b>
	518 90 44 00	Advertising	502 000 518	35.36	Central Service
<b>22487</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>5698</b>	<b>748.05</b>	<b>WTP 8 3/4 Meters</b>
	594 34 64 33	Meter Upgrades	403 000 594	748.05	Water
<b>22513</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>298</b>	<b>2,751.98</b>	<b>Troubleshooting, Spam/AV, N. Pate Computer, J Schons Computer</b>
	518 90 41 00	Professional Services	502 000 518	181.82	Central Service
	594 14 64 01	PC/Public Works	502 000 594	1,040.64	Central Service
	594 58 64 00	PC/Comm. Dev Staff	502 000 594	1,529.52	Central Service
<b>22585</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>345</b>	<b>80.11</b>	<b>Maibaum &amp; Lions Club Park Plaques</b>
	576 80 31 00	Office & Operating Supplie	001 000 576	80.11	Current Expens
<b>22497</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>358</b>	<b>1,289.54</b>	<b>City Supplies</b>
	534 80 32 00	Operating Supplies-Trtmnt	403 000 534	0.63	Water
	575 48 31 00	Office & Operating Supplie	110 000 575	413.81	Leavenworth Ci
	575 48 31 00	Office & Operating Supplie	110 000 575	183.93	Leavenworth Ci
	575 48 31 00	Office & Operating Supplie	110 000 575	117.90	Leavenworth Ci
	576 20 31 00	Office & Operating Supplie	176 000 576	233.47	Community Sw
	576 80 31 00	Office & Operating Supplie	001 000 576	298.64	Current Expens
	576 80 31 00	Office & Operating Supplie	001 000 576	41.16	Current Expens
<b>22522</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>6768</b>	<b>1,117.54</b>	<b>Downtown Tourist Plaza</b>
	594 76 65 03	Downtown Tourist Plaza	104 000 594	1,117.54	Lodging Tax
<b>22551</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>417</b>	<b>72.66</b>	<b>City Supplies</b>
	548 68 31 00	Office & Operating Supplie	501 000 548	14.08	Equip Rental &
	548 68 34 00	Supp Purchased For Invent	501 000 548	31.48	Equip Rental &
	576 80 31 00	Office & Operating Supplie	001 000 576	27.10	Current Expens
<b>22492</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>5422</b>	<b>1,050.00</b>	<b>Mapping &amp; Analysis GIS</b>
	531 30 41 14	Pro.Svs. Non-Reimbursed (	410 000 531	175.00	Stormwater
	534 80 41 14	Pro.Svs. Non-Reimbursed (	403 000 534	175.00	Water
	535 80 41 14	Pro.Svs. Non-Reimbursed (	404 000 535	175.00	Sewer

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558 60 41 06	Pro.Svs. Non-Reimbursed (		001 000 558 Current Expens	525.00	
<b>22537</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>5626 KCDA Purchasing Cooperative</b>	<b>1,198.69</b>	<b>City Supplies</b>
518 20 31 00	Office & Operating Supplie		001 000 518 Current Expens	16.52	
537 80 31 00	Office & Operating Supplie		402 000 537 Garbage	165.25	
548 68 31 00	Office & Operating Supplie		501 000 548 Equip Rental &	16.27	
575 48 31 00	Office & Operating Supplie		110 000 575 Leavenworth Ci	99.15	
576 20 31 00	Office & Operating Supplie		176 000 576 Community Sw	33.05	
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	868.45	
<b>22538</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>5626 KCDA Purchasing Cooperative</b>	<b>37.16</b>	<b>Festhalle Supplies</b>
575 48 31 00	Office & Operating Supplie		110 000 575 Leavenworth Ci	37.16	
Total KCDA Purchasing Cooperative				1,235.85	
<b>22523</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>434 Keyhole Security Inc</b>	<b>1,164.22</b>	<b>Festhalle Service Calls</b>
575 48 48 00	Repairs & Maintenance		110 000 575 Leavenworth Ci	1,164.22	
<b>22534</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>434 Keyhole Security Inc</b>	<b>130.08</b>	<b>Locksmith - SUS - Pool</b>
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	130.08	
<b>22542</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>434 Keyhole Security Inc</b>	<b>487.80</b>	<b>Festhalle Inspection</b>
575 48 48 00	Repairs & Maintenance		110 000 575 Leavenworth Ci	487.80	
Total Keyhole Security Inc				1,782.10	
<b>22493</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>453 Kottkamp &amp; Yedinak PLLC</b>	<b>550.00</b>	<b>V2015-03 Hartwig</b>
558 60 41 01	Hearing Exam-ProSvs.		001 000 558 Current Expens	550.00	
<b>22494</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>453 Kottkamp &amp; Yedinak PLLC</b>	<b>550.00</b>	<b>CUP2016-03 Blewitt Bre</b>
558 60 41 01	Hearing Exam-ProSvs.		001 000 558 Current Expens	550.00	
Total Kottkamp & Yedinak PLLC				1,100.00	
<b>22536</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>4890 Kyle Mathison Orchards, INC</b>	<b>120.00</b>	<b>Recycling Dump Fees</b>
537 80 41 03	Recycling Dump Fees		402 000 537 Garbage	120.00	
<b>22525</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>4576 Leavenworth Int'l Accordion Festival</b>	<b>750.00</b>	<b>Festhalle Deposit Refund</b>

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347 30 06 03	Room Deposit Fees		110 000 340 Leavenworth Ci	-500.00		
347 30 06 04	Equipment Deposit Fees		110 000 340 Leavenworth Ci	-250.00		
<b>22530</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>482</b>	<b>Leavenworth Senior Center Inc.</b>	<b>335.40</b>	<b>Recycle Attendant</b>
537 80 41 01	Recycling Pro-Svs-Attenda		402 000 537 Garbage	335.40		
<b>22531</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>482</b>	<b>Leavenworth Senior Center Inc.</b>	<b>500.00</b>	<b>Restroom Lockup Services</b>
576 80 41 00	ProSvs-Restroom Lockup		001 000 576 Current Expens	500.00		
<b>22532</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>482</b>	<b>Leavenworth Senior Center Inc.</b>	<b>619.20</b>	<b>Restroom Attendant Services</b>
557 30 41 02	ProSvs - Restroom Attenda		104 000 557 Lodging Tax	619.20		
Total Leavenworth Senior Center Inc.				1,454.60		
<b>22559</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>488</b>	<b>Les Schwab Tires</b>	<b>1,392.67</b>	<b>#1 Trash Truck Maintenance</b>
548 68 34 01	SPFI-Garbage Truck		501 000 548 Equip Rental &	1,392.67		
<b>22584</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>504</b>	<b>Marson &amp; Marson Lumber Inc.</b>	<b>2,189.21</b>	<b>City Supplies</b>
534 80 31 00	Operating Supplies-Distrib		403 000 534 Water	14.49		
534 80 32 00	Operating Supplies-Trtmnt		403 000 534 Water	53.93		
535 80 32 00	Operating Supplies-Trtmnt		404 000 535 Sewer	6.59		
535 80 32 00	Operating Supplies-Trtmnt		404 000 535 Sewer	7.67		
535 80 32 00	Operating Supplies-Trtmnt		404 000 535 Sewer	5.90		
535 80 32 00	Operating Supplies-Trtmnt		404 000 535 Sewer	27.09		
536 50 31 00	Office & Operating Supplie		001 000 536 Current Expens	35.74		
542 30 31 00	Office & Operating Supplie		101 000 542 Streets	15.06		
542 30 31 00	Office & Operating Supplie		101 000 542 Streets	13.00		
542 30 31 00	Office & Operating Supplie		101 000 542 Streets	32.48		
542 30 31 00	Office & Operating Supplie		101 000 542 Streets	38.36		
542 30 35 00	Small Tools & Minor Equip		101 000 542 Streets	54.19		
542 30 48 00	Repairs & Maintenance		101 000 542 Streets	12.65		
542 30 48 00	Repairs & Maintenance		101 000 542 Streets	25.44		
542 61 31 00	Office & Operating Supplie		101 000 542 Streets	16.64		
542 65 31 01	Office & Operating Supplie		415 000 542 Parking	58.43		
542 65 31 01	Office & Operating Supplie		415 000 542 Parking	51.13		
547 50 31 00	Office & Operating Supplie		101 000 547 Streets	193.44		
547 50 31 00	Office & Operating Supplie		101 000 547 Streets	12.12		
547 50 31 00	Office & Operating Supplie		101 000 547 Streets	7.58		
547 50 31 00	Office & Operating Supplie		101 000 547 Streets	318.87		
547 50 31 00	Office & Operating Supplie		101 000 547 Streets	2.93		
547 50 31 00	Office & Operating Supplie		101 000 547 Streets	9.20		

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547 50 31 00	Office & Operating Supplie		101 000 547 Streets	43.57		
548 68 31 00	Office & Operating Supplie		501 000 548 Equip Rental &	19.48		
575 48 31 00	Office & Operating Supplie		110 000 575 Leavenworth Ci	7.97		
576 20 31 00	Office & Operating Supplie		176 000 576 Community Sw	217.76		
576 20 31 00	Office & Operating Supplie		176 000 576 Community Sw	17.33		
576 20 31 00	Office & Operating Supplie		176 000 576 Community Sw	15.17		
576 20 31 00	Office & Operating Supplie		176 000 576 Community Sw	21.48		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	7.00		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	64.93		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	7.57		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	38.96		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	12.99		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	120.10		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	36.55		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	12.99		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	7.01		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	47.75		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	92.27		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	12.31		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	8.02		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	128.82		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	195.86		
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	5.07		
576 80 48 00	Repairs & Maintenance		001 000 576 Current Expens	13.01		
594 76 63 20	Way Finding Signage (Hwy		104 000 594 Lodging Tax	22.31		
<b>22552</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>4344</b>	<b>McConkey Company</b>	<b>120.27</b>	<b>Parks Freight &amp; Tax</b>
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	120.27		
<b>22520</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>519</b>	<b>Mid-American Research</b>	<b>252.76</b>	<b>Festhalle Supplies</b>
575 48 31 00	Office & Operating Supplie		110 000 575 Leavenworth Ci	252.76		
<b>22521</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>519</b>	<b>Mid-American Research</b>	<b>278.37</b>	<b>Parks Supplies</b>
576 80 31 00	Office & Operating Supplie		001 000 576 Current Expens	278.37		
			<b>Total Mid-American Research</b>	<b>531.13</b>		
<b>22586</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>475</b>	<b>NCW Media, Inc.</b>	<b>45.86</b>	<b>Ord 1528</b>
518 90 44 00	Advertising		502 000 518 Central Service	45.86		
<b>22543</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>3061</b>	<b>Norco Inc.</b>	<b>86.76</b>	<b>Pool Supplies</b>

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576 20 31 00	Office & Operating Supplie		176 000 576 Community Sw	86.76	
<b>22544</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>3061 Norco Inc.</b>	<b>184.82</b>	<b>Pool Supplies</b>
576 20 31 00	Office & Operating Supplie		176 000 576 Community Sw	184.82	
<b>22545</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>3061 Norco Inc.</b>	<b>311.88</b>	<b>Pool Supplies</b>
576 20 31 00	Office & Operating Supplie		176 000 576 Community Sw	311.88	
<b>22546</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>3061 Norco Inc.</b>	<b>258.76</b>	<b>Pool Supplies</b>
576 20 31 00	Office & Operating Supplie		176 000 576 Community Sw	258.76	
<b>22547</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>3061 Norco Inc.</b>	<b>258.76</b>	<b>Pool Supplies</b>
576 20 31 00	Office & Operating Supplie		176 000 576 Community Sw	258.76	
<b>22548</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>3061 Norco Inc.</b>	<b>311.88</b>	<b>Pool Supplies</b>
576 20 31 00	Office & Operating Supplie		176 000 576 Community Sw	311.88	
<b>22549</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>3061 Norco Inc.</b>	<b>430.56</b>	<b>Pool Supplies</b>
576 20 31 00	Office & Operating Supplie		176 000 576 Community Sw	430.56	
Total Norco Inc.				1,843.42	
<b>22512</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>7037 North Central WA Behavioral Health</b>	<b>265.21</b>	<b>2% Liquor Tax &amp; Profits - 1st And 2nd Quarter 2016</b>
566 00 51 00	Douglas Cty Substance Abu		001 000 566 Current Expens	265.21	
<b>22495</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>588 One Call Concepts Inc</b>	<b>29.96</b>	<b>Excavation Notifcations</b>
534 80 31 00	Operating Supplies-Distribu		403 000 534 Water	29.96	
<b>22515</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>588 One Call Concepts Inc</b>	<b>35.31</b>	<b>Excavation Notifications</b>
534 80 31 00	Operating Supplies-Distribu		403 000 534 Water	35.31	
Total One Call Concepts Inc				65.27	
<b>22516</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>595 Oxarc Inc.</b>	<b>444.05</b>	<b>Pointy People</b>
594 76 63 20	Way Finding Signage (Hwy		104 000 594 Lodging Tax	444.05	
<b>22535</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>595 Oxarc Inc.</b>	<b>15.45</b>	<b>WTP Supplies</b>

# ACCOUNTS PAYABLE

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
534 80 32 00	Operating Supplies-Trtmnt		403 000 534 Water	15.45		
Total Oxarc Inc.				459.50		
<b>22569</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>4759</b>	<b>Pacific Power Batteries</b>	<b>24.42</b>	<b>WTP Supplies</b>
534 80 32 00	Operating Supplies-Trtmnt		403 000 534 Water	24.42		
<b>22539</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>627</b>	<b>Plumbco Inc</b>	<b>450.00</b>	<b>Annual Fire Sprinkler Inspection</b>
575 48 48 00	Repairs & Maintenance		110 000 575 Leavenworth Ci	450.00		
<b>22572</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>627</b>	<b>Plumbco Inc</b>	<b>300.00</b>	<b>City Hall Annual Fire Sprinkler Inspection</b>
518 20 48 00	Repairs & Maintenance Cit		001 000 518 Current Expens	300.00		
Total Plumbco Inc				750.00		
<b>22490</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>666</b>	<b>Ricoh USA, Inc</b>	<b>295.03</b>	<b>Copier Maintenance</b>
518 90 45 00	Operating Rentals & Leases		502 000 518 Central Service	295.03		
<b>22541</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>715</b>	<b>Solid Waste Systems Inc</b>	<b>122.79</b>	<b>Garbage Truck #1</b>
548 68 34 01	SPFI-Garbage Truck		501 000 548 Equip Rental &	122.79		
<b>22498</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>731</b>	<b>Staples Credit Plan</b>	<b>330.90</b>	<b>City Supplies</b>
513 10 31 00	Office & Operating Supplie		001 000 513 Current Expens	23.39		
518 90 34 00	Office & Operating Supplie		502 000 518 Central Service	138.48		
518 90 34 00	Office & Operating Supplie		502 000 518 Central Service	33.04		
518 90 34 00	Office & Operating Supplie		502 000 518 Central Service	10.83		
548 68 31 00	Office & Operating Supplie		501 000 548 Equip Rental &	35.44		
558 60 31 00	Office & Operating Supplie		001 000 558 Current Expens	6.50		
575 48 31 00	Office & Operating Supplie		110 000 575 Leavenworth Ci	45.54		
576 20 31 00	Office & Operating Supplie		176 000 576 Community Sw	25.24		
576 20 31 00	Office & Operating Supplie		176 000 576 Community Sw	12.44		
<b>22474</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>3963</b>	<b>TD&amp;H Engineering Inc.</b>	<b>1,901.50</b>	<b>S16-063 Leavenworth 2017 TIB Preservation Projects</b>
595 10 40 20	TIB 2017 Preservation - En		101 000 595 Streets	1,901.50		
<b>22475</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>3963</b>	<b>TD&amp;H Engineering Inc.</b>	<b>4,068.20</b>	<b>S15-098 City Of Leavenworth Highway 2 Crosswalks</b>
595 10 40 17	SR2 Pedestrian Crossing - I		101 000 595 Streets	4,068.20		

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>22476</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>3963</b>		
			<b>TD&amp;H Engineering Inc.</b>	<b>1,644.00</b>	<b>S16-080 Leavenworth Park Plaza</b>
	594 76 65 03	Downtown Tourist Plaza	104 000 594 Lodging Tax	1,644.00	
<b>22477</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>3963</b>		
			<b>TD&amp;H Engineering Inc.</b>	<b>174.75</b>	<b>S16-036 Cascade High School</b>
	558 60 41 05	Pro.Svs. Develop Review-R	001 000 558 Current Expens	174.75	
<b>22478</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>3963</b>		
			<b>TD&amp;H Engineering Inc.</b>	<b>174.75</b>	<b>S16-035 Alpine Lakes Elementary School</b>
	558 60 41 05	Pro.Svs. Develop Review-R	001 000 558 Current Expens	174.75	
			<b>Total TD&amp;H Engineering Inc.</b>	<b>7,963.20</b>	
<b>22575</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>779</b>		
			<b>Thyssenkrupp Elevator Corp</b>	<b>1,203.14</b>	<b>City Hall Elevator Maintenance</b>
	518 20 48 00	Repairs & Maintenance Cit	001 000 518 Current Expens	1,203.14	
<b>22576</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>885</b>		
			<b>Town Ford</b>	<b>67.73</b>	<b>Truck Parts</b>
	548 68 34 00	Supp Purchased For Invent	501 000 548 Equip Rental &	67.73	
<b>22553</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>787</b>		
			<b>Traffic Safety Supply Co., Inc.</b>	<b>71.12</b>	<b>Parking Sign</b>
	542 65 31 01	Office & Operating Supplie	415 000 542 Parking	71.12	
<b>22511</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>790</b>		
			<b>Treasurer State Of Washington</b>	<b>148.50</b>	<b>Building Code Surcharges</b>
	589 00 01 00	Building Permit Surcharge	001 000 580 Current Expens	148.50	
<b>22482</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>817</b>		
			<b>US Post Office</b>	<b>310.20</b>	<b>Postage</b>
	531 30 42 00	Communications-Phone/Po	410 000 531 Stormwater	6.20	
	534 80 42 00	Comm-Phone/Postage/Fx	403 000 534 Water	124.08	
	535 80 42 00	Comm-Phone/Postage/Fx	404 000 535 Sewer	124.08	
	537 80 42 00	Comm-Phone/Postage/Fx	402 000 537 Garbage	55.84	
<b>22469</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>829</b>		
			<b>Varela &amp; Associates, Inc</b>	<b>5,750.69</b>	<b>14-09 Wastewater Treatment Plant Engineering</b>
	594 35 41 06	TMDL-Prelim Facilities Pla	404 000 594 Sewer	5,750.69	
<b>22558</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>912</b>		
			<b>WMS Aquatics, Inc.</b>	<b>810.41</b>	<b>Pool Salt</b>
	576 20 31 00	Office & Operating Supplie	176 000 576 Community Sw	810.41	
<b>22483</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>870</b>		
			<b>Waste Managment Of</b>	<b>85.95</b>	<b>Recycling Dumpster Rental Fee</b>
	537 80 41 02	Recycling Dumpster Rental	402 000 537 Garbage	85.95	

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<b>22524</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>3792</b>		
			<b>Weed, Graafstra &amp; Associates, Inc. P.S.</b>	<b>10,362.00</b>	<b>General Counsel</b>
515 30 41 00	City Attorney - Prosvs.		001 000 515 Current Expens	2,559.50	
515 30 41 09	Legal-Development Svs		001 000 515 Current Expens	223.25	
515 30 41 19	Legal - School District		001 000 515 Current Expens	1,679.75	
515 30 41 20	Legal - Short-term Rentals		001 000 515 Current Expens	2,022.50	
515 30 41 20	Legal - Short-term Rentals		001 000 515 Current Expens	3,035.75	
534 80 41 13	Legal - ProSvs-Meadowlar		403 000 534 Water	420.63	
535 80 41 13	Legal - ProSvs- Meadowlar		404 000 535 Sewer	420.62	
<b>22580</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>883</b>		
			<b>Weinstein Beverage Co., Inc</b>	<b>73.98</b>	<b>City Hall Pop Machine</b>
518 20 31 00	Office & Operating Supplie		001 000 518 Current Expens	73.98	
<b>22518</b>	<b>07/13/2016</b>	<b>07/13/2016</b>	<b>932</b>		
			<b>Yonaka Baker, Anita</b>	<b>750.00</b>	<b>Janitorial Services</b>
518 20 48 01	Repairs & Maint-Janitorial		001 000 518 Current Expens	750.00	

Report Total: 90,047.23

Fund	
001 Current Expense	38,764.43
101 Streets	8,619.56
104 Lodging Tax	7,739.62
110 Leavenworth Civic Center	5,218.13
176 Community Swimming Pool	8,471.64
402 Garbage	803.76
403 Water	3,875.26
404 Sewer	9,235.59
410 Stormwater	181.20
415 Parking	782.30
501 Equip Rental & Revolving Fund	3,045.16
502 Central Services	3,310.58

# CHECK REGISTER

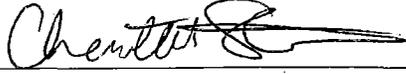
City Of Leavenworth  
MCAG #: 0222

07/01/2016 To: 07/31/2016

Time: 16:53:21 Date: 07/05/2016  
Page: 1

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4356	07/05/2016	Claims	10	EFT Xpress Solutions, Inc.	383.25	Orig. Invoice# 22574 June 2016 For EFT / CC Fees
		410 - 531 30 42 00 - Communications-Phone/Postag			7.66	
		403 - 534 80 42 00 - Comm-Phone/Postage/Fx			153.30	
		404 - 535 80 42 00 - Comm-Phone/Postage/Fx			153.30	
		402 - 537 80 42 00 - Comm-Phone/Postage/Fx			68.99	
					68.99	
					153.30	
					153.30	
					7.66	
					383.25	Claims: 383.25
					383.25	

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.

Signed	Date
 Finance Director	7/1/16 Date

CHECK REGISTER

City Of Leavenworth  
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07/01/2016 To: 07/01/2016

Time: 14:14:19 Date: 07/01/2016  
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4239	07/01/2016	Claims	10	56063	Dept of Licensing	47.75	New Truck Lisencing
			501 Equip Rental & Revolving Fund			47.75	
						47.75	Claims: 47.75

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\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Finance Director

  
\_\_\_\_\_  
Date

# CHECK REGISTER

City Of Leavenworth  
MCAG #: 0222

06/01/2016 To: 06/30/2016

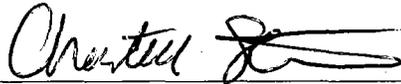
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Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4217	06/30/2016	Claims	10	56059	Corwin Ford	25,733.68	2016 F-350 Truck
					501 - 594 48 64 70 - F-350 Pickup/Utility Box/ Plov	25,733.68	
					501 Equip Rental & Revolving Fund	25,733.68	
						25,733.68	Claims: 25,733.68

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\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date



Finance Director

6/29/16

Date

# CHECK REGISTER

City Of Leavenworth  
MCAG #: 0222

06/01/2016 To: 06/30/2016

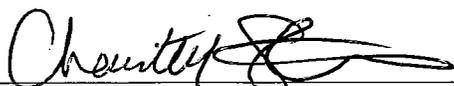
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Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4218	06/30/2016	Claims	10	56060	Icicle TV	4,085.00	Social May And June
					104 - 557 30 44 01 - Advertising-LAP	4,085.00	
4219	06/30/2016	Claims	10	56061	Leavenworth Chamber Of Commerce	1,473.15	Travel Writer / Advertising
					104 - 557 30 44 01 - Advertising-LAP	1,473.15	
4220	06/30/2016	Claims	10	56062	Obertal Inn	220.58	Guest Writer Reservation June 29-30, 2016
					104 - 557 30 44 01 - Advertising-LAP	220.58	
						5,778.73	
104 Lodging Tax						5,778.73	
						5,778.73	Claims: 5,778.73

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.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Finance Director

6/29/16  
\_\_\_\_\_  
Date

# CHECK REGISTER

City Of Leavenworth  
MCAG #: 0222

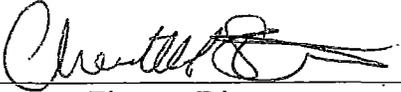
06/01/2016 To: 06/30/2016

Time: 10:54:27 Date: 07/05/2016  
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Trans Date	Type	Acct #	Chk #	Claimant	Amount Memo
					220,329.48 Payroll: 220,329.48

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.

_____ Signed	_____ Date

  
\_\_\_\_\_  
Finance Director

7/5/16  
\_\_\_\_\_  
Date

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3465	06/05/2016	Payroll	10	EFT	Olivia Abbott	156.22	May Payroll
3466	06/05/2016	Payroll	10	EFT	Stanley D Adams	2,769.39	May Payroll
3467	06/05/2016	Payroll	10	EFT	Salvador Alvarez	1,929.60	May Payroll
3468	06/05/2016	Payroll	10	EFT	Herbert R Amick	3,198.01	May Payroll
3469	06/05/2016	Payroll	10	EFT	Ara P Arakelian	2,196.21	May Payroll
3472	06/05/2016	Payroll	10	EFT	Sorsha C Baldwin	780.44	May Payroll
3473	06/05/2016	Payroll	10	EFT	Brian S Boblenz	1,539.39	May Payroll
3474	06/05/2016	Payroll	10	EFT	Thomas R Bolin	1,493.84	May Payroll
3476	06/05/2016	Payroll	10	EFT	Kyle B Breaux	1,950.29	May Payroll
3477	06/05/2016	Payroll	10	EFT	Marvin Breshears	2,403.71	May Payroll
3478	06/05/2016	Payroll	10	EFT	Mi-Sook T. Bretz	461.32	May Payroll
3479	06/05/2016	Payroll	10	EFT	Carrie J Brewer	2,649.73	May Payroll
3481	06/05/2016	Payroll	10	EFT	Arnica M. Briody	1,454.38	May Payroll
3482	06/05/2016	Payroll	10	EFT	Ramon Cortes	2,946.60	May Payroll
3483	06/05/2016	Payroll	10	EFT	Sue Z Cragun	1,748.10	May Payroll
3484	06/05/2016	Payroll	10	EFT	Manuel T Diaz	2,396.04	May Payroll
3485	06/05/2016	Payroll	10	EFT	Richard W Emmons	2,572.39	May Payroll
3486	06/05/2016	Payroll	10	EFT	Cheryl K Farivar	882.25	May Payroll
3488	06/05/2016	Payroll	10	EFT	Robert A. Francis	230.61	May Payroll
3490	06/05/2016	Payroll	10	EFT	Darrell Gray	2,119.79	May Payroll
3491	06/05/2016	Payroll	10	EFT	Don S Hefner	3,280.50	May Payroll
3493	06/05/2016	Payroll	10	EFT	Mackenzie V Imes	142.98	May Payroll
3494	06/05/2016	Payroll	10	EFT	Annabelle Knight L	1,552.81	May Payroll
3497	06/05/2016	Payroll	10	EFT	Elmer H. Larsen	461.32	May Payroll
3499	06/05/2016	Payroll	10	EFT	Daryl D Mathena	688.32	May Payroll
3500	06/05/2016	Payroll	10	EFT	Tessa McCormick	1,182.61	May Payroll
3501	06/05/2016	Payroll	10	EFT	Robert C McCurdy Jr.	2,194.57	May Payroll
3503	06/05/2016	Payroll	10	EFT	Amanda Muro	101.19	May Payroll
3504	06/05/2016	Payroll	10	EFT	Antonio L Muro	3,647.37	May Payroll
3505	06/05/2016	Payroll	10	EFT	Margaret J. Neighbors	430.55	May Payroll
3506	06/05/2016	Payroll	10	EFT	Gary Parsley	2,000.04	May Payroll
3507	06/05/2016	Payroll	10	EFT	Nathan D Pate	4,267.12	May Payroll
3508	06/05/2016	Payroll	10	EFT	Galen Presler	2,640.70	May Payroll
3509	06/05/2016	Payroll	10	EFT	Thomas H Radach	3,164.93	May Payroll
3510	06/05/2016	Payroll	10	EFT	Angela D Reinhart	2,039.71	May Payroll
3511	06/05/2016	Payroll	10	EFT	Kieran K Ringel	72.24	May Payroll
3512	06/05/2016	Payroll	10	EFT	Janessa R Russ	246.48	May Payroll
3513	06/05/2016	Payroll	10	EFT	John J Schons	3,269.66	May Payroll
3514	06/05/2016	Payroll	10	EFT	Cary Siess	2,340.05	May Payroll
3515	06/05/2016	Payroll	10	EFT	Chantell Steiner	3,257.20	May Payroll
3516	06/05/2016	Payroll	10	EFT	Matthew B Thomason	2,648.81	May Payroll
3517	06/05/2016	Payroll	10	EFT	Tracy L Valentine	1,862.03	May Payroll
3518	06/05/2016	Payroll	10	EFT	Joel T Walinski	6,051.13	May Payroll
3519	06/05/2016	Payroll	10	EFT	Sharon F Waters	269.21	May Payroll
3520	06/05/2016	Payroll	10	EFT	Gretchen W. Wearne	461.32	May Payroll
3521	06/05/2016	Payroll	10	EFT	Carolyn A Wilson	230.44	May Payroll
3545	06/05/2016	Payroll	10	EFT	Cashmere Valley Bank	41,298.78	941 Deposit For 06/01/2016 - 06/30/2016
3546	06/05/2016	Payroll	10	EFT	Dept of Retirement System	27,168.69	06/01/2016 To 06/30/2016 - Deferred Comp -State; 06/01/2016 To 06/30/2016 - PERS 2; 06/01/2016 To 06/30/2016 - PERS 3
3470	06/05/2016	Payroll	10	30013	Schylar R Archer	102.82	May Payroll
3471	06/05/2016	Payroll	10	30014	Alberto Avilez	1,422.33	May Payroll
3475	06/05/2016	Payroll	10	30015	Andrew Bradford	421.08	May Payroll
3480	06/05/2016	Payroll	10	30016	Richard L Brinkman	230.61	May Payroll
3487	06/05/2016	Payroll	10	30017	Chan S Ferry	68.55	May Payroll

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3489	06/05/2016	Payroll	10	30018	Maria Gonzalez	333.27	May Payroll
3492	06/05/2016	Payroll	10	30019	Daniel R. Hollingsworth	680.56	May Payroll
3495	06/05/2016	Payroll	10	30020	Hannah L Knight	539.69	May Payroll
3496	06/05/2016	Payroll	10	30021	Alexander LaCombe	195.77	May Payroll
3498	06/05/2016	Payroll	10	30022	Kelley J Lemons	2,408.90	May Payroll
3502	06/05/2016	Payroll	10	30023	Roy A McGregor	276.23	May Payroll
3522	06/05/2016	Payroll	10	30024	James R Young	111.38	May Payroll
3547	06/05/2016	Payroll	10	30025	American Fidelity	183.22	06/01/2016 To 06/30/2016 - AF - Life; 06/01/2016 To 06/30/2016 - AF - Cancer
3548	06/05/2016	Payroll	10	30026	HRA VEBA Trust	2,240.00	06/01/2016 To 06/30/2016 - VEBA
3549	06/05/2016	Payroll	10	30027	Hartford Life Insurance	225.00	06/01/2016 To 06/30/2016 - Hartford 457
3550	06/05/2016	Payroll	10	30028	ICMA	125.00	06/01/2016 To 06/30/2016 - ICMA - 457
3551	06/05/2016	Payroll	10	30029	Inland Empire Teamsters	30,212.00	06/01/2016 To 06/30/2016 - Health Insurance
3552	06/05/2016	Payroll	10	30030	Local Union #760	1,256.00	06/01/2016 To 06/30/2016 - Union Dues
3553	06/05/2016	Payroll	10	30031	Wenatchee Valley FCU	75.00	06/01/2016 To 06/30/2016 - Wenatchee Valley FCU
3895	06/20/2016	Payroll	10	EFT	Salvador Alvarez	752.00	June 2016 / Draw
3896	06/20/2016	Payroll	10	EFT	Herbert R Amick	1,200.00	June 2016 / Draw
3897	06/20/2016	Payroll	10	EFT	Ara P Arakelian	1,200.00	June 2016 / Draw
3899	06/20/2016	Payroll	10	EFT	Brian S Boblenz	1,500.00	June 2016 / Draw
3900	06/20/2016	Payroll	10	EFT	Thomas R Bolin	900.00	June 2016 / Draw
3901	06/20/2016	Payroll	10	EFT	Kyle B Breaux	1,200.00	June 2016 / Draw
3902	06/20/2016	Payroll	10	EFT	Marvin Breshears	800.00	June 2016 / Draw
3903	06/20/2016	Payroll	10	EFT	Carrie J Brewer	300.00	June 2016 / Draw
3904	06/20/2016	Payroll	10	EFT	Arnica M. Briody	1,500.00	June 2016 / Draw
3905	06/20/2016	Payroll	10	EFT	Sue Z Cragun	1,000.00	June 2016 / Draw
3906	06/20/2016	Payroll	10	EFT	Manuel T Diaz	800.00	June 2016 / Draw
3907	06/20/2016	Payroll	10	EFT	Richard W Emmons	1,100.00	June 2016 / Draw
3908	06/20/2016	Payroll	10	EFT	Darrell Gray	1,000.00	June 2016 / Draw
3909	06/20/2016	Payroll	10	EFT	Annabelle Knight L	700.00	June 2016 / Draw
3910	06/20/2016	Payroll	10	EFT	Daryl D Mathena	475.00	June 2016 / Draw
3911	06/20/2016	Payroll	10	EFT	Robert C McCurdy Jr.	700.00	June 2016 / Draw
3912	06/20/2016	Payroll	10	EFT	Antonio-L Muro	797.00	June 2016 / Draw
3913	06/20/2016	Payroll	10	EFT	Gary Parsley	900.00	June 2016 / Draw
3914	06/20/2016	Payroll	10	EFT	Nathan D Pate	400.00	June 2016 / Draw
3915	06/20/2016	Payroll	10	EFT	Galen Presler	775.00	June 2016 / Draw
3916	06/20/2016	Payroll	10	EFT	Thomas H Radach	700.00	June 2016 / Draw
3917	06/20/2016	Payroll	10	EFT	Angela D Reinhart	1,200.00	June 2016 / Draw
3918	06/20/2016	Payroll	10	EFT	John J Schons	1,200.00	June 2016 / Draw
3919	06/20/2016	Payroll	10	EFT	Cary Siess	1,200.00	June 2016 / Draw
3920	06/20/2016	Payroll	10	EFT	Chantell Steiner	1,500.00	June 2016 / Draw
3921	06/20/2016	Payroll	10	EFT	Matthew B Thomason	800.00	June 2016 / Draw
3922	06/20/2016	Payroll	10	EFT	Tracy L Valentine	974.00	June 2016 / Draw
3898	06/20/2016	Payroll	10	30032	Alberto Avilez	800.00	June 2016 / Draw

001 Current Expense	70,629.52
101 Streets	27,871.12
104 Lodging Tax	4,566.39
110 Leavenworth Civic Center	1,603.85
176 Community Swimming Pool	9,673.20
402 Garbage	14,984.27
403 Water	40,722.70
404 Sewer	42,106.08
501 Equip Rental & Revolving Fund	8,172.35