

**UPPER VALLEY PARKS AND RECREATION SERVICE AREA
BOARD MEETING**

**Wednesday, November 16, 2016 3:00 p.m.
Leavenworth City Hall Conference Room**

I. Roll Call

II. Approval of Consent Agenda

- A. Approval of Agenda
- B. August 17, 2016 Minutes
- C. PRSA Claims Items from January 1, 2016 – October 31, 2016 = \$85,006.25

III. Information Items

- A. Pool Facility Update – Herb Amick
 - i. Quote Review for Pool Resurfacing
- B. 2016 City Pool 5 Year Budget Comparison through October 31, 2016 Review
- C. 2017-2018 City Pool Proposed Budget Review
- D. Upper Valley Park & Rec – Regular Levy Preliminary Values for 2017 Tax Year
- E. Bond Debt Schedule
- F. 2017-2018 PRSA Budget Document
- G. 2017 Meeting Dates

IV. Action Items

Public Hearing: 2017 PRSA Budget

- A. Resolution 1-2016 Amending 2016 Budget
- B. Resolution 2-2016 Levy for Annual Regular Property Tax Levy / DOR Form
- C. Resolution 3-2016 Excess Levy for Bonded Debt
- D. Resolution 4-2016 Adopting a Budget for 2017
- E. Motion to Authorize the Chair to Sign the Levy Certification

V. Adjournment

UPPER VALLEY PARKS AND RECREATION SERVICE AREA (PRSA)
Leavenworth City Hall Conference Room
August 17, 2016

MINUTES

I. CALL TO ORDER

PRSA Chair Carolyn Wilson, called the August 17, 2016 meeting of the PRSA to order at 3:05 PM.

Board Present: Carolyn Wilson, Keith Goehner, Mia Bretz and Cindy Puckett (via telephone for consent agenda approval only).

City Staff Present: Joel Walinski, Herb Amick, Kelley Lemons, and Chantell Steiner.

II. APPROVAL OF CONSENT AGENDA

- A. Approval of Agenda
- B. May 18, 2016 Minutes
- C. Claims and Payroll May 12, 2016 – August 10, 2016 = \$111,452.16

Boardmember Goehner moved to approve the consent agenda. The motion was seconded by Boardmember Bretz and passed unanimously.

III. INFORMATION ITEMS

- A. Pool Manager & Facility Update – Kelley Lemons & Herb Amick

Pool Manager Kelley Lemons updated the Board on the operations noting that everything is going fairly well this year. She stated that although they have been very busy with many season pass holder visitors, she is carefully monitoring the staffing levels to keep personnel costs down due to the decrease in daily entrance revenues. She identified an issue that the Cashmere City Pool was experiencing regarding private lessons and that they are now following the Leavenworth City Pool policy and procedures for splitting revenues with the lifeguards administering the lessons.

Public Works Director Herb Amick reported on an issue with the new solar panels noting that they are under warranty so the repairs will not cost the City. He stated that the Slabjack work completed last year for the deck and interior walls of the pool is holding up well.

Board Chair Wilson recognized two citizens in attendance and asked them if they wanted to speak to the Board prior to proceeding with the agenda items.

Mr. Aaron Simon representing the Leavenworth Soccer Club stated that he was just here to see what the Board does.

Mr. Mike Cummings representing the Ski Hill Heritage Foundation stated that he would like to provide an update on the Foundation's ongoing investigation into an ice rink for Leavenworth. He said that the Foundation has been relooking at how to bring down the costs from the previous design that was estimated at about \$4.2 million dollars. Two options that are being explored now include the use of a temporary ice rink that would still be regulation size for hockey games (approximately 85 x 200 foot oval). The first option is a three to four month rental where the rental company provides

the set-up and removal at an annual fee of about \$250,000. This would require that there be appropriate infrastructure available and is determined to be at a minimum, a 3-phase electrical hook-up, which the City currently does not have available at the Foundation's desired location of the P1 parking lot. The second option is about \$550,000 to purchase and own the system of which the Foundation volunteers would be responsible for set-up, tear-down and operations. The expected life of the facility would be between seven and ten year's dependant on use and proper storage. With this option there would need to be the infrastructure as well as a storage site. This option will include costs for the purchase of storage containers (possibly two) for the off season; either option will include the purchase of skates, lighting and bleachers at an estimated additional one-time cost of about \$100,000 to \$150,000. Mr. Cummings noted that the Foundation has been discussing the use of Stevens Pass's zamboni for ice maintenance. Mr. Cummings then expressed the idea of a third option that might include more management by the City for the operations and suggested considering the use of Lodging Tax dollars to provide any gap funding needed. He added that the PUD has expressed nominal support, possibly \$50,000 annually and that the Foundation has been seeking other major donors within the community such as Projekt Bayern and the Harriet Bullitt Foundation. In closing he reminded the Board that the Ice Rink Study, completed in June 2015, identified that daily revenues would likely support ongoing operational costs but not the capital improvements. City Administrator Joel Walinski addressed concerns regarding the use of the P1 parking lot for a four month period noting that this would likely generate a negative response from the residents and downtown merchants who have come to rely heavily on the use of that lot for visitors; utilizing this lot would increase visitor parking and traffic in the residential zones and merchants have shown increases in sales due to the close proximity of the P1 parking lot. He also noted that the loss in parking revenue would have to be addressed from ice skating revenues to continue the annual debt service payments that the City owes on the purchase of the land; he further noted that Projekt Bayern pays the City an annual fee of \$50,000 for the 3-week period during Oktoberfest.

B. 2016 Pool Budget Position through 7/31/2016 – Chantell Steiner

Finance Director Chantell Steiner reviewed the current status of the Pool revenues noting that the pool passes are showing at record levels; however, the daily entrance fees are down significantly, about 1/3, compared to previous years. Due to this change in revenues, the staff is looking carefully at personnel staffing to hold the line on expenditures. In reviewing other expenditures she identified a slight increase in annual insurance costs, an increase in utilities and the capital replacement of the pump that went out as the pool was gearing up for the season. Regarding utility increases, she explained that there may be a link to this from the solar panel that is being repaired as well as the low temperatures in June and July where the heater had to be on more than usual. She stated that the Pool Fund did start with a healthy fund balance of \$30,000 and she anticipates the ending fund balance to remain about the same rather than showing growth if August revenues are not significant over prior years.

Director Steiner gave a brief recap on pool pass sales for the year. Of the 261 passes, 250 were purchased by inside PRSA residents and 11 were from outside. There were 171 family passes, 53 individual passes, and 37 senior passes.

C. Pool Restroom/changing Rooms – Transgender Impacts – Cindy Puckett

The Board questioned what the concerns are for this topic. Manager Lemons stated that she believes that there is no concern at this time as the Pool building has single room options for dressing. She stated that there was one minor incident last year where a visitor was not comfortable with a transgender situation but since they have the family changing room and several single room options available it has not been an issue since. The Board concurred that having the multiple options for changing is an acceptable solution at this time.

D. Board Formation and Strategic Planning Ideas Continued Discussion

a) Review City Park Plan and Regional Trails Plan

Director Steiner stated that the City has a 2011 Parks and Recreation Plan and a 2009 Upper Valley Regional Trails Plan that would be a valuable resource for the PRSA Board members to read and review to help assist in learning what the City and Community have previously studied and implemented for Leavenworth. She identified the location of both of these documents that are located on the City's Development Services web pages for downloading.

b) Pool Pass Options for Hotel/Motels – Chantell Steiner

Director Steiner informed the Board that she received an anonymous recommendation to consider for the following pool season regarding special price options to sale daily pool passes to local lodging facilities. She stated that this could be an option to consider helping increase daily revenue fees and increasing visitor support.

c) Cascade School District Boundary Review

Director Steiner updated the Board on research with the County Assessor for expansion of the PRSA Boundary from the current boundary to a new boundary that would encompass the entire Cascade School District. She stated that the expansion would increase property tax revenues by 47% or approximately \$108,000 to \$110,000 in new revenue annually. The additional boundaries generally include additional homes out the Chumstick, Plain, and the Lake Wenatchee area residents. She stated that she did confirm that if the Board presented a boundary change and it was rejected, that the current boundary would remain in effect for taxation purposes. It was noted that expanding the area is a good idea but the Board needs to consider what purpose the new funds would be used for to explain this to the voters when presented. Board member Bretz discussed ideas for working more closely with other recreational groups, such as the Soccer Club, Winter Sports Club, Cascade School District and residents wanting a Recreation Center. Director Steiner questioned the option for a Rec Center to be joined with the current Senior Center. Discussion ensued on the Senior Center noting that they do own their own building but may not have room or options for additional space; however, this could be explored further. Board members concurred that there needs to be community outreach to learn more about what the interests are as well as reaching out to the outlying area residents to see if there is interest in being voted into the PRSA boundaries. Director Steiner and Board member Goehner recognized the potential option to run two separate maintenance and operation levies in a future year to separate the pool operations from other recreational activity funding. This would help in allowing the current voters to continue the pool operations if they were not willing to support other recreational endeavors. The Board had a brief discussion on the School District's plans noting that at this time the use or sale of the Osborn Elementary School property is still unknown.

IV. ACTION ITEMS

None.

V. ADJOURNMENT

Seeing no other business, Board Chair Wilson adjourned the meeting at 4:45 PM.

Respectfully submitted by Chantell Steiner.

Upper Valley Park & Recreation Service Area

Check Register

January 1, 2016 – October 31, 2016

Total Expenditures for the Period: \$85,006.25

Signed	Date
Staff Volunteer	Date

Expenditure Detail Report

Chelan County of Washington
 01/01/2016 through 10/31/2016

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
677 Upper Valley Park & Rec						
001 Upper Valley Park & Rec						
57000 Culture and Recreation						
57600 Park Facilities						
57600.60 Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00
57600.60.000 Capital Outlay		15,000.00				
4/18/2016 apinvice IN 2016-01						
Vendor: 100383 CITY OF LEAVENWORTH	Check # 780106					
5/24/2016 apinvice IN 2016-02		52,000.00				
Vendor: 100383 CITY OF LEAVENWORTH	Check # 782948					
10/21/2016 apinvice IN 2016-03		12,000.00				
Vendor: 100383 CITY OF LEAVENWORTH	Check # 790827					
57600.60.000 Capital Outlay	0.00	79,000.00	79,000.00	0.00	-79,000.00	0.00
Total Upper Valley Park & Rec	0.00	79,000.00	79,000.00	0.00	-79,000.00	0.00

Expenditure Detail Report
 Chelan County of Washington
 01/01/2016 through 10/31/2016

677 Upper Valley Park & Rec
 110 Upper Valley Park & Rec Bond

Account Number	Adjusted Appropriation	Expenditures	Year-to-date Expenditures	Year-to-date Encumbrances	Balance	Prct Used
58000 Non-Expenditures						
58600 Agency Type Disbursements						
58600.00 Transfers Out	0.00	0.00	0.00	0.00	0.00	0.00
58600.00.000 Upper Valley Park & Rec Bond						
9/27/2016 remits GJ 71231		300.00				
58600.00.000 Upper Valley Park & Rec Bond	0.00	300.00	300.00	0.00	-300.00	0.00
Total Non-Expenditures	0.00	300.00	300.00	0.00	-300.00	0.00
59000 Miscellaneous Expenditures						
59100 Redemption of Long-Term Debt						
59100.70 Debt Service Principal						
Total Redemption of Long-Term Debt	0.00	0.00	0.00	0.00	0.00	0.00
59200 Interest & Other Debt Service Costs						
59200.80 Debt Service Interest						
59276.80.000 Bond Payment Interest						
6/22/2016 bip GJ 631		5,706.25				
59276.80.000 Bond Payment Interest	0.00	5,706.25	5,706.25	0.00	-5,706.25	0.00
Total Miscellaneous Expenditures	0.00	5,706.25	5,706.25	0.00	-5,706.25	0.00
Total Upper Valley Park & Rec Bond	0.00	6,006.25	6,006.25	0.00	-6,006.25	0.00
Total Upper Valley Park & Rec	0.00	85,006.25	85,006.25	0.00	-85,006.25	0.00
Grand Total	0.00	85,006.25	85,006.25	0.00	-85,006.25	0.00

W.M. SMITH & ASSOCIATES, INC.

Proudly Serving the Aquatic Industry for Over 30 Years!

800 - 426 - 9460
 Fax: (509) 962-4751
 www.wmsaquatics.com

Ellensburg, WA 98926

Quotation

Quote For:

**City of Leavenworth
 Leavenworth Upper Valley Swim Team
 10463 Titus Rd
 Leavenworth, WA 98826**

Fax: 509-548-6429

Quotation # 15725
Quotation Expires 30 Days From: 4/21/2016
Payment Terms: Net 20
Prepared by: SLC

Attn: City of Leavenworth

Thank you for the opportunity to bid on swimming pool equipment.
 W.M. Smith and Associates, Inc. is pleased to offer the following price quotation:

#	509-664-4934
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Catalog #	Quantity	Description	Unit Cost	Total
Contract Labor	1	City of Leavenworth Pool Coating All prep work required for pool coating including 3-step cleaning process, undercutting of all tile, inlets and drains, trowel mixing, masking, mobilization, etc Labor to install one coat of AquaGuard 5001 Sealer/Primer and one coat sprayed or two coats rolled AquaGuard 5000 white top-coat resulting in 40-60 mils coverage. Also includes non-skid texture in all areas shallower than 3' Contract - Materials required to preform coating including masking, blades, tools, protective gear, solvents, rollers, etc. Travel costs required for 12 working days. All tile removal and repair in zero entry will be charged at \$20/square ft plus materials. Up to 300 square feet included in this quote. 62 kits #69-66906 AquaGuard 5000 Coating, Top Coat, 4 gallon unit, 40-60 mils Thick, White 14 kits #69-66907 AquaGuard 5001 Coating, Primer/Sealer, 3.7 gal/unit. 36 each #69-66918 AquaGuard Super Epoxy Trowel Repair 400 ml Cartridge	114,780.80	114,780.80T

GSA # GS-07F-5990R

Subtotal

Sales Tax (8.4%)

Total

Indicate approval by signing here
 and faxing back to WMS
 Fax # 509-962-4751

THANK YOU!

W.M. SMITH & ASSOCIATES, INC.

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#

509-664-4934

Catalog #	Quantity	Description	Unit Cost	Total
		1 #69-66908 Pool Grip, 20lb bucket, for non-skid surface Freight Charges Included		

GSA # GS-07F-5990R

Subtotal \$114,780.80

Indicate approval by signing here
and faxing back to WMS

Fax # 509-962-4751

Sales Tax (8.4%) \$9,641.59

Total \$124,422.39

If there are questions concerning this quotation or you are ready to place an order,
please contact our Ellensburg office at 800-426-9460.

THANK YOU!

All Years Thru October 31

5 YEAR BUDGET COMPARISON

City Of Leavenworth
MCAG #: 0222

176 Community Swimming Pool

Time: 13:21:35 Date: 11/07/2016
Page: 1

Account	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2016 Appropriated	2017 Appropriated	2017 Comment
308 10 01 76 Reserved Beginning Net Cash & Invest	0.00	0.00	0.00	30,335.68	30,336.00	0.00	
308 80 01 76 Beginning Net Cash & Invest	15,230.80	301.18	12,402.04	0.00	0.00	0.00	
308 Beginning Balances	15,230.80	301.18	12,402.04	30,335.68	30,336.00	0.00	
311 10 00 01 Real & Personal Property Taxes	62,400.00	62,000.00	75,200.00	0.00	0.00	0.00	
310 Taxes	62,400.00	62,000.00	75,200.00	0.00	0.00	0.00	
347 30 00 00 Pool Pass Ent. Fees	14,730.00	29,924.50	28,420.00	30,280.00	27,000.00	0.00	
347 30 00 01 Pool Concession Fees	4,581.05	5,959.69	4,439.33	3,349.78	6,000.00	0.00	
347 30 00 02 Pool Daily Ent. Fees	62,753.99	47,736.89	46,122.18	38,641.64	55,000.00	0.00	
347 30 00 03 Pool Rental Fees	450.00	3,356.01	5,257.50	890.00	3,000.00	0.00	
347 30 00 04 Pool Swim Lessons	0.00	267.00	300.00	847.50	0.00	0.00	
347 30 00 05 Pool Swim Team Prep	0.00	0.00	0.00	4,740.00	0.00	0.00	
340 Charges For Goods & Services	82,515.04	87,244.09	84,539.01	78,748.92	91,000.00	0.00	
361 11 17 60 Investment Interest	0.00	0.00	0.00	31.70	0.00	0.00	
367 11 01 76 Pool Donations	0.00	0.00	0.00	180.00	0.00	0.00	
369 91 00 02 Misc Revenue - Refunds Pool	140.00	2,011.00	0.00	0.00	500.00	0.00	
369 91 01 76 Miscellaneous Revenue	87.00	144.00	0.00	111.00	75.00	0.00	
360 Interest & Other Earnings	227.00	2,155.00	0.00	322.70	575.00	0.00	
381 10 99 00 Interfund Loan-FM #001 Curr Exp	30,000.00	0.00	0.00	0.00	0.00	0.00	
381 10 99 01 Temp Int. Loan-Fm#001 Curr Exp.	59,500.00	37,500.00	0.00	0.00	40,000.00	0.00	
380 Non Revenues	89,500.00	37,500.00	0.00	0.00	40,000.00	0.00	
397 00 00 10 Trans In-Fm 635 PRSA	0.00	0.00	0.00	79,000.00	118,228.00	0.00	
397 Interfund Transfers	0.00	0.00	0.00	79,000.00	118,228.00	0.00	
TOTAL REVENUES:	249,872.84	189,200.27	172,141.05	188,407.30	280,139.00	0.00	
576 20 10 00 Salaries & Wages	76,862.56	84,324.55	87,055.17	100,596.70	90,000.00	0.00	
576 20 20 00 Benefits	14,223.62	14,166.21	12,609.37	13,549.12	15,000.00	0.00	
576 20 31 00 Office & Operating Supplies	22,517.83	21,892.06	20,569.86	22,848.75	22,000.00	0.00	
576 20 31 01 Operating Supplies-Concessions	3,292.61	7,307.63	3,263.53	2,155.22	6,000.00	0.00	
576 20 35 00 Small Tool & Minor Equipment	205.76	25.32	194.03	0.00	500.00	0.00	

5 YEAR BUDGET COMPARISON

City Of Leavenworth
MCAG #: 0222

Time: 13:21:35 Date: 11/07/2016
Page: 2

176 Community Swimming Pool

Account	2013 Actual	2014 Actual	2015 Actual	2016 Actual	2016 Appropriated	2017 Appropriated	2017 Appropriated Comment
576 20 40 01 Other Interfund Svs & Chgs	0.00	2,111.86	3,112.00	2,458.00	2,458.00	0.00	0.00
576 20 41 00 Professional Services	7,950.68	0.00	0.00	135.51	0.00	0.00	0.00
576 20 42 00 Comm-Phone/Postage/Fx	694.36	598.17	623.94	582.37	700.00	0.00	0.00
576 20 43 00 Travel-Lodging/Meals/Mileage	469.18	0.00	0.00	0.00	0.00	0.00	0.00
576 20 44 00 Advertising	257.76	301.51	220.58	451.84	500.00	0.00	0.00
576 20 46 00 Insurance	14,761.00	16,015.00	11,255.00	11,942.35	11,408.00	0.00	0.00
576 20 47 00 Utilities	14,654.66	18,481.05	15,711.13	19,093.15	18,500.00	0.00	0.00
576 20 48 00 Repairs & Maintenance	707.91	340.48	366.71	858.55	5,000.00	0.00	0.00
576 20 49 00 Misc-Reg/Dues/Subscriptions	0.00	570.00	590.00	245.00	500.00	0.00	0.00
576 20 53 00 External Taxes-Sales-B&O Taxes	6,284.46	6,127.44	6,469.32	5,826.49	6,500.00	0.00	0.00
576 Park Facilities	162,882.39	172,261.28	162,040.64	180,743.05	179,066.00	0.00	0.00
581 20 00 99 Interfund Loan Repay - To CE	0.00	13,500.00	0.00	0.00	50,000.00	0.00	0.00
589 00 00 00 Pool Pass/Lesson Refunds	230.00	0.00	0.00	0.00	250.00	0.00	0.00
580 Non Expenditures	230.00	13,500.00	0.00	0.00	50,250.00	0.00	0.00
592 76 82 00 Interest On Interfund Loan	0.00	0.01	0.00	0.00	75.00	0.00	0.00
592 Debt Service - Interest Costs	0.00	0.01	0.00	0.00	75.00	0.00	0.00
594 76 62 00 Pool Sign Structure	0.00	3,312.16	0.00	0.00	0.00	0.00	0.00
594 76 63 00 Pool Heater Cabinet Repair	39,540.76	0.00	0.00	0.00	0.00	0.00	0.00
594 76 63 01 Pool Lane Ropes	0.00	0.00	0.79	0.00	0.00	0.00	0.00
594 76 63 02 Pool Interior Maint.	0.00	0.00	9,141.04	6,888.86	5,000.00	0.00	0.00
594 76 63 06 New System For Water Recycling	33,275.35	0.00	0.00	0.00	0.00	0.00	0.00
594 76 63 07 ADA Handicap Wheelchair	2,801.21	0.00	0.00	0.00	0.00	0.00	0.00
594 76 63 08 Pool Heater Elements	3,519.02	0.00	0.00	0.00	0.00	0.00	0.00
594 Capital Expenditures	79,136.34	3,312.16	9,141.83	6,888.86	5,000.00	0.00	0.00
508 80 01 76 Ending Fund Balance	0.00	0.00	0.00	0.00	45,748.00	0.00	0.00
999 Ending Balance	0.00	0.00	0.00	0.00	45,748.00	0.00	0.00
TOTAL EXPENDITURES:	242,248.73	189,073.45	171,182.47	187,631.91	280,139.00	0.00	0.00
FUND GAIN/LOSS:	7,624.11	126.82	958.58	775.39	0.00	0.00	0.00

City of Leavenworth

176 COMMUNITY SWIMMING POOL FUND

BARS CODE	Description	2014 Actual	2015 Actual	2016 Amended Budget	2016 To Date Actuals Thru 6/30/2016	2017 Proposed	2018 Proposed	% Change from 2016 Amended Budget to 2017 Proposed Budget
308.10.01.76	RESTRICTED BEGINNING FUND BALANCE	301	12,402	30,336	30,336	26,925	31,881	-11%
	Taxes							
311.10.00.01	Real & Personal Property Taxes	113,625	118,450	0	0	0	0	#DIV/0!
	TOTAL TAXES	113,625	118,450	0	0	0	0	#DIV/0!
	Charges for Goods & Services							
347.30.00.00	Pool Pass Ent. Fees	29,925	28,420	27,000	12,260	28,000	28,000	4%
347.30.00.01	Pool Concession Fees	5,960	4,439	6,000	1,254	5,000	5,000	-17%
347.30.00.02	Pool Daily Ent. Fees	47,737	46,172	55,000	23,623	45,000	45,000	-18%
347.30.00.03	Pool Rental Fees	3,709	5,258	3,000	330	3,000	3,000	0%
347.30.00.04	Pool Swim Lessons	267	300	0	0	0	0	#DIV/0!
347.30.00.05	Pool Swim Team Prep	0	0	0	1,440	1,500	1,500	#DIV/0!
	TOTAL CHARGES FOR GOODS & SERVICES	87,597	84,589	91,000	38,907	82,500	82,500	-9%
	Interest & Other Earnings							
361.11.17.60	Investment Interest	0	0	0	0	50	50	#DIV/0!
367.11.01.76	Donations	0	0	0	160	0	0	#DIV/0!
369.10.00.02	Sales of Scrap and Junk	0	0	0	0	0	0	#DIV/0!
360.90.00.02	Misc Revenue - Refunds Pool	2,011	0	500	0	0	0	-100%
369.90.01.76	Misc. Revenue	144	0	75	0	0	0	-100%
	TOTAL INTEREST & OTHER EARNINGS	2,155	0	575	160	50	50	-91%
	Non Revenues							
381.10.99.01	Temp. Interfund Loan-FM #001 Curr Exp	37,500	0	40,000	0	25,000	25,000	-38%
	TOTAL NON REVENUES	37,500	0	40,000	0	25,000	25,000	-38%
	Interfund Transfers							
397.00.00.10	Transfer In-FM #635 PRSA	0	0	118,228	67,000	120,000	121,200	1%
	TOTAL INTERFUND TRANSFERS	0	0	118,228	67,000	120,000	121,200	1%
	TOTAL BEG. FUND BALANCE + REVENUES	241,178	215,441	280,139	136,403	254,475	260,631	-9%
	EXPENSES							
	Park Facilities							
576.20.10.00	Salaries & Wages	84,325	87,055	90,000	10,485	90,000	90,000	0%
576.20.20.00	Benefits	14,166	12,609	15,000	1,176	15,000	15,000	0%
576.20.31.00	Office & Operating Supplies	23,318	20,633	22,000	10,075	22,000	22,000	0%
576.20.31.01	Operating Supplies-Concessions	6,569	3,264	6,000	682	5,000	5,000	-17%
576.20.35.00	Small Tools & Minor Equipment	25	194	500	0	500	500	0%
576.20.40.01	Other Interfund Svs & Charges	1,936	2,900	2,458	1,844	2,624	1,918	7%

176 COMMUNITY SWIMMING POOL FUND

BARS CODE	Description	2014 Actual	2015 Actual	2016 Amended Budget	2016 To Date Actuals Thru 6/30/2016	2017 Proposed	2018 Proposed	% Change from 2016 Amended Budget to 2017 Proposed Budget
576.20.41.00	Professional Services	0	0	0	136	0	0	#DIV/0!
576.20.42.00	Communications/Phone/Postage	709	744	700	352	700	700	0%
576.20.43.00	Travel-Lodging/Meals/Mileage	0	0	0	0	0	0	#DIV/0!
576.20.44.00	Advertising	564	252	500	108	500	500	0%
576.20.46.00	Insurance	16,015	11,255	11,408	9,251	10,130	10,406	-11%
576.20.47.00	Utilities	19,719	16,610	18,500	4,819	18,000	18,500	-3%
576.20.48.00	Repairs & Maintenance	340	507	5,000	660	5,000	5,000	0%
576.20.49.00	Misc-Reg/Dues/Subscriptions	570	590	500	245	600	600	20%
576.20.53.00	External Taxes-Sales B & O Taxes	6,162	6,476	6,500	508	6,500	6,500	0%
	TOTAL PARK FACILITIES	174,419	163,088	179,066	40,338	176,554	176,624	-1%
	Non Expenditures							
581.20.00.99	Interfund Loan Repay - To #001	51,000	10,000	50,000	0	25,000	25,000	-50%
589.00.00.00	Pool Pass/Lesson Refunds	0	0	250	0	0	0	-100%
	TOTAL NON EXPENDITURES	51,000	10,000	50,250	0	25,000	25,000	-50%
	Debt Services							
592.76.82.00	Interest on Interfund Loan	45	31	75	0	40	40	-47%
	TOTAL DEBT SERVICE	45	31	75	0	40	40	-47%
	Capital Expenditures							
594.76.62.00	Pool Sign Structure	3,312	0	0	0	0	0	#DIV/0!
594.76.63.01	Pool Lane Ropes	0	1	0	0	1,500	0	#DIV/0!
594.76.63.02	Pool Equipment Replacement	0	9,141	5,000	6,889	0	5,000	-100%
594.76.63.03	Pool Sand Filter Rebuild	0	0	0	0	17,000	0	#DIV/0!
594.76.63.08	Pool Heater Elements/Salt Cells	0	0	0	0	2,500	2,500	#DIV/0!
594.76.63.09	DOE Solar/Energy Grant Project	0	2,844	0	0	0	0	#DIV/0!
	TOTAL CAPITAL EXPENDITURES	3,312	11,986	5,000	6,889	21,000	7,500	320%
508.80.01.76	ENDING FUND BALANCE	12,402	30,336	45,748	89,176	31,881	51,467	-30%
	TOTAL END. FUND BALANCE + EXPENSES	241,178	215,441	280,139	136,403	254,475	260,631	-9%

SUMMARY

TOTAL REVENUES LESS FUND BALANCE	240,877	203,039	249,803	106,067	227,550	228,750	-9%
TOTAL EXPENDITURES LESS FUND BALANCE	228,776	185,105	234,391	47,227	222,594	209,164	-5%
REVENUES LESS EXPENDITURES	12,101	17,934	15,412	58,841	4,956	19,586	-68%

176 COMMUNITY SWIMMING POOL FUND

BARS CODE	Description	2014 Actual	2015 Actual	2016 Amended Budget	2016 To Date Actuals Thru 6/30/2016	2017 Proposed	2018 Proposed	% Change from 2016 Amended Budget to 2017 Proposed Budget
	BEGINNING FUND BALANCE	301	12,402	30,336	30,336	26,925	31,881	-11%
	GRAND TOTAL: PROJECTED FUND BALANCE	12,402	30,336	45,748	89,176	31,881	51,467	-30%

% of Fund Balance to Operational Expenses

7%	19%	26%	221%	18%	29%
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Footnotes:

Financial Policies adopted by the City Council & PRSA recommends striving for a minimum fund balance of 25% (about \$45,000 - 10% for cash flow and 15% for capital) by 2020 of the Pool Fund's total expenditures excluding ending fund balances, debt service payments, capital expenses and one time expenses. For 2017/2018 the projected fund balance increases from 26% to 29% by 2018. Capital expense costs are for the repair of the sand filter in 2017 and maintenance of potential equipment issues for 2018 at this time; future capital costs for resurfacing the pool interior walls are estimated at about \$115K - PRSA may need to borrow funding to do project.

RECEIVED
OCT 24 2016

Your preliminary assessed value for 2017 taxes is: \$1,206,291,165 Values may change slightly, we do not have state assessed utilities at this time and there may be supplements to the tax roll up to the time of final certification of values for tax collection. Timber value, if any, is not included.

Basic calculation for district with population under 10,000

The IPD (Implicit Price Deflator) for 2017 tax year is : 100.953 percent

If the IPD falls below 1%, a second resolution is needed for districts over 10,000 population

Basic calculation for Regular Levy

Amount of last year's levy	\$120,679.91	
Dollar amount increase over last year's levy	\$1,206.80 if increased by 1%	
Highest lawful levy since 1985:	\$120,229.91	\$120,229.91
x 1% (Initiative 747 limits the rate increase to 1%):	\$1,202.30	\$1,202.30
Possible budget amount less new construction and annexations:		\$121,432.21
New construction assessed value:	\$ 14,336,505	
multiplied by last year's levy rate	0.10235 /\$1,000	
Add preliminary new construction revenue:		\$1,467.41
Annexation AV	0	
Add preliminary annexation revenue	\$0.00	\$0.00
Amount that can be refunded		0.00
Preliminary maximum allowed for regular property tax:		\$122,899.62

The Total Preliminary 2017 Maximum

The Total Preliminary 2017 Maximum Regular Property Tax Levy:

Bond Refund Amount = \$408.51

The Total Preliminary 2017 Maximum Regular Property Tax Levy: \$122,899.62

*notes:

*If the district takes less than the allowable amount, the balance will be automatically banked for future budget needs, when using only one resolution or ordinance.

Bonded Debt Ratios

2011 Bond Assessed Value ("AV") ¹	\$	1,039,801,371
Estimated 2011 Population		1,970
Ratio of:		
Net Direct Debt to Assessed Value		0.06%
Net Direct Debt and Estimated Overlapping Debt to Assessed Value		1.49%
Per Capita:		
Net Direct Debt	\$	327
Net Direct Debt and Estimated Overlapping Debt	\$	7,886
Assessed Value	\$	527,818

¹ For 2011 tax collections, assessed values used for excess levies.

Source: Chelan County Assessor's and Treasure's Offices

Upper Valley Park and Recreation Service Area Chelan County Debt Service Schedule

Year Ending	Outstanding 2000 UTGO Bonds ¹		The Bonds			Total Annual Debt Service
	Principal	Interest	Principal	Interest	Annual Debt Service	
2011	\$ 50,000	\$ 35,690	\$ -	\$ -	\$ -	\$ 85,690
2012	-	-	55,000	15,473	70,473	70,473
2013	-	-	65,000	15,093	80,093	80,093
2014	-	-	60,000	14,118	74,118	74,118
2015	-	-	65,000	13,038	78,038	78,038
2016	-	-	70,000	11,413	81,413	81,413
2017	-	-	65,000	9,488	74,488	74,488
2018	-	-	70,000	7,538	77,538	77,538
2019	-	-	70,000	5,263	75,263	75,263
2020	-	-	75,000	2,813	77,813	77,813
Totals	50,000	35,690	\$ 595,000	\$ 94,233	\$ 689,233	\$774,923

¹ Portion not being refunded.

TAXING POWERS AND LIMITATIONS

The following provides a general description of the Service Area's taxing authority, limitations on taxing authority, the method of determining the assessed value of property, tax collection procedures, and tax collection information.

Service Area Taxing Powers

The Service Area is authorized to levy both "regular" property taxes and "excess" property taxes.

For its general operations, the Service Area is authorized to impose a *regular* property tax levy of up to \$0.60 per \$1,000 of assessed value. The regular levy is imposed without a vote of the people for general Service Area purposes (including payment of limited tax general obligations of the Service Area) and is subject to limitations. See "Limitations on Regular Property Tax Levies" below.

UPPER VALLEY PARK AND RECREATION SERVICE AREA 2017-2018 BUDGET

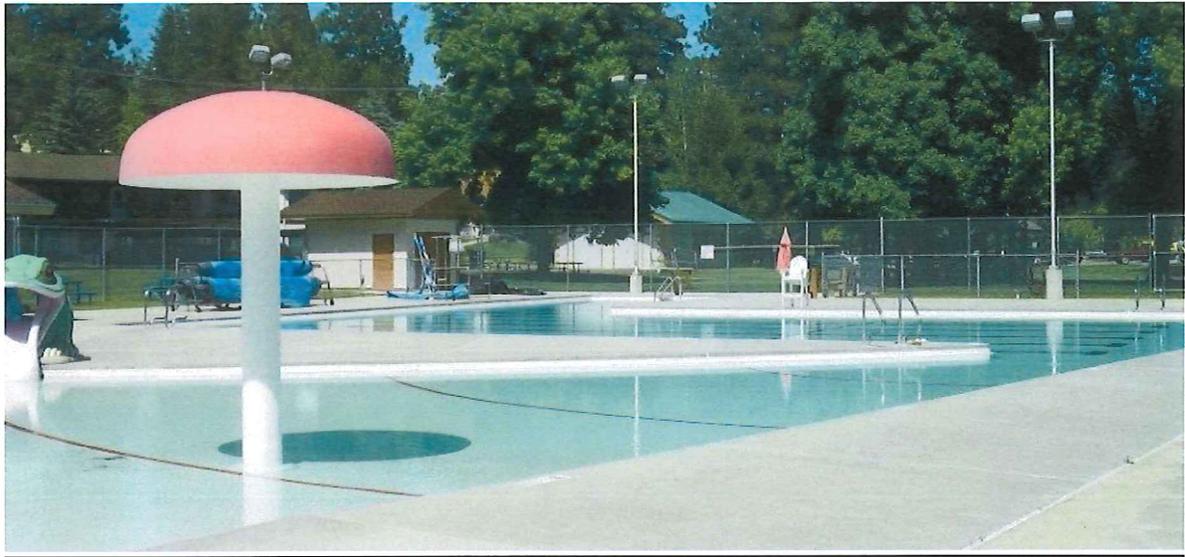
UVPRSA BOARD BUDGET TRANSMITTAL & PLANNING DOCUMENT



Leavenworth Hopkins Memorial Pool

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**UPPER VALLEY PARK AND RECREATION SERVICE AREA
BOARD**

BOARD CHAIR CAROLYN WILSON

VICE CHAIR KEITH GOEHNER

SECRETARY ELIZABETH THOMSON

MIA BRETZ

CINDY PUCKETT

DOUG CLARKE

SECTION 1: BOARD CHAIR AND ADMINISTRATOR'S BUDGET MESSAGE

Honorable Upper Valley Park and Recreation Service Area Board and Citizens of Leavenworth
City of Leavenworth, Washington

Submitted herein is the 2017 Upper Valley Park and Recreation Service Area (PRSA) annual operating Budget. This annual budget is submitted consistent with RCW 36.68.530. The enclosed financial data has been reviewed by both the PRSA Board and City of Leavenworth staff toward final adoption of the 2017 annual budget by Resolution to be held at the November 16, 2016 PRSA Board meeting. In addition to representing the legal authority to expend public funds, this document describes the 2017 budget process and resulting transfers of the districts funds to the City of Leavenworth for authorized use in support of the operation of the Leavenworth City Pool.

READER'S GUIDE TO THE BUDGET / Explanation of the Budget Document

The PRSA was established by voter approval at the November 4, 1997 General Election and the PRSA Board was formed in April 1998. Through the creation of an Interlocal Agreement, as authorized under RCW Chapter 39.34 Interlocal Cooperation Act, the Board established membership to include one County Commissioner, two Leavenworth City Council Members, and one representative each from the Cascade School District #228, the Peshastin Community Council and the Chumstick Community Council. The budget document incorporates the PRSA Board's priorities that are annually incorporated in the Board's Resolutions for passage of a budget to assist in operating the Leavenworth City Pool.

Budget Preparation Timeline

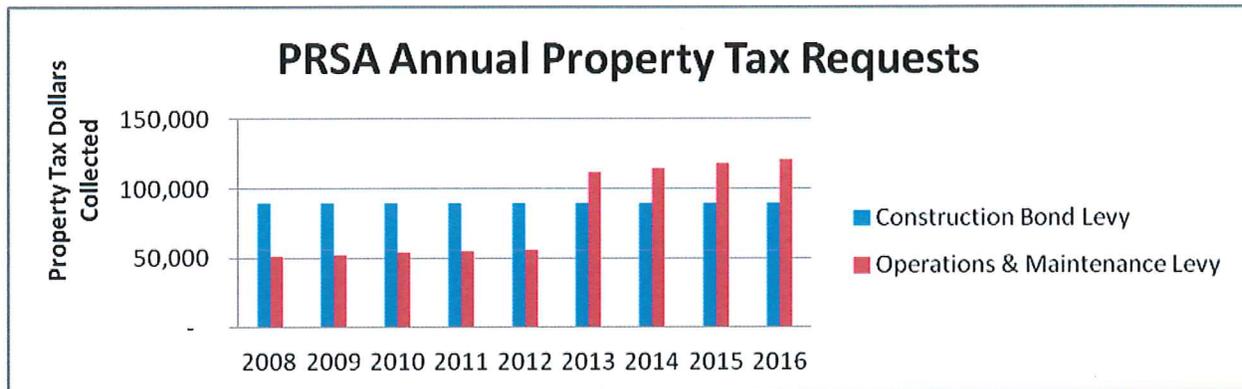
The Board's budget is prepared with the input of the Chair, Board members, and city staff based on on-going reviews of the pool's budget. The 2017 budget development process incorporates quarterly meeting discussions of the pool's annual priority needs and future capital improvements. Due to the limited time that the Board meets, the budget is compiled by city staff and distributed for Board consideration prior to the annual meeting in November of each year. The Board is tasked with adopting the annual operational budget and any bond levy resolutions necessary to request property taxes through the Chelan County Assessor's Office by no later than November 30 of each year.

Key Budget Issues: Revenue, Initiatives and Expenditure Sources

The PRSA's revenue is compiled of property, excise and timber taxes of which a portion is then transferred to the City of Leavenworth for the operation of the Leavenworth City Pool. Continuous investment for improvements and maintenance of the pool has been challenging in recent years as there previously has not been a plan in place to reserve funds for major capital maintenance needs. The pool, which was constructed between 2000 and 2002, is currently 14 years old and will need a significant funding source by 2018 to resurface the interior of the pool. At this time staff has researched the upcoming capital cost to be about \$125,000. The 2017 budget year will not address the capital needs; however, a small funding reserve is slowly being accumulated for month to month cash flow purposes that began in 2013 with an increase in the annual operation and maintenance levy that was approved by voters in 2012. This cash reserve is maintained with the City of Leavenworth Pool Budget. In 2017 the Board will need to look at revenue options, including but not limited to, a new construction bond option for 2018 to assist in covering the cost of the resurface project.

The PRSA's budget relies solely on taxes, included within the PRSA's budget is property tax funding for the original construction bond of \$986,000, which will mature on December 1, 2020 and an annual operation and maintenance (O&M) levy that must be renewed at least every six years. The operation and maintenance levy collections are captured within the General Fund while the bond collections are captured in a separate Bond Fund. The 2017 budget is currently in the 5th year of the six year O&M levy; the Board will need to prepare a new levy request in 2018 for the 2019 calendar year.

The City of Leavenworth, who owns and operates the Leavenworth Pool, charges additional user fees for season and daily passes, which generates approximately \$90,000 to assist in offsetting the Pool's estimated annual \$210,000 operating budget. Of the taxes collected by the PRSA, approximately \$120,000 is transferred to the City of Leavenworth and the remaining \$89,000 is collected towards the payoff of the Construction Bond Levy. Below is a chart of the PRSA's annual property tax requests for the Construction Bond and Maintenance and Operations Levies:



Acknowledgments

We would like to express our sincere appreciation to the PRSA Board and city staff for their effort, dedication and diligence in developing a budget that reflects the expectations of the Board and citizens of the Upper Valley Park and Recreation Service Area. We also want to express our gratitude to the residents within the Service Area and the citizens of Leavenworth for their support of the operations and maintenance tax levy and in providing the City with the tools to accomplish the maintenance and improvements necessary to operate the City Pool.

We would also like to thank the Leavenworth City Council for their interest and support in planning and conducting the financial operations of the City Pool in a responsible and progressive manner.

Sincerely,

 Carolyn Wilson
 Board Chair

 Joel Walinski
 City Administrator



SECTION 2: POLICIES, ORDINANCES AND RESOLUTIONS

The Policies, Ordinances and Resolutions section reviews the Board's accounting and budgeting procedures. This section includes the budget creation process which explains the steps involved in the preparation and administration of the budget that reflects the final adoption by resolution for the 2017 Operating Budget.

BUDGET CREATION AND PLANNING

This operating budget represents the Upper Valley Park and Recreation Service Area's comprehensive financial and operational plan for 2017. The primary intent of this document is to answer two basic questions: Where do the District's funds come from? And how will those funds be used?

In addition to providing the obvious financial planning and legal authority to obligate public funds, the annual budget provides significant policy direction by the Service Area Board to the City of Leavenworth Staff and the Community. As a result, the Service Area Board, Staff, and public are all involved in the process of budget development.

Since the PRSA only has one source of revenue, property taxes, it is simplistic from a budget perspective in that only one revenue source is necessary for the budget. Due to the varied nature of projects and funding packages that the City of Leavenworth needs to operate the pool, funds generated by the District will be directly transferred to the City for project specific expenditures. This process allows for the District to be less restricted in budget development and annual reporting requirements with only one general fund being identified. In addition to the General Fund, a separate Bond Fund was established to receive property taxes and make the annual debt service payments for the construction of the pool that are completed by the Chelan County Treasurer's Office.



SECTION 3: Board Roles and Protocol

Board Roles

The Board Chair and the Board Members have previously discussed their respective roles and expectations in order to reach an understood protocol for conducting Board business. The Board operates similar to a Mayor/City Council form of government.

The role of the Board Members is to adopt policies for the District, while the Chair's role is to administer and execute those policies. This accurate yet simplistic distinction, however, can create both confusion and antagonism. Although the Chair does not specifically set policy, it is certainly appropriate for the chief executive to introduce policy options and recommendations, which comprises part of the leadership role of the Chair.

Under the 'separation of powers doctrine', the Chair and Board Members exercise certain defined powers that are free from unreasonable interference by the other. As the chief executive and administrative officer of the Board, the Chair is responsible for carrying out the policies set by the Board and seeing that local laws are enforced. Additionally, the Chair and his/her administrative staff run the day to day operations of the Service Area.

It is also the role of the Chair or Chair's designee, in this case it includes the Leavenworth City Staff, to prepare meeting agendas, preside over meetings, report to the Board on matters involving Administration, and to propose policy initiatives or changes. While agenda preparation is left to the City Staff, the agenda content is based on both Staff and Board Members input.

In addition to setting policy, the Board Members have final authority over budgeting and contracting. The Board may, however, delegate purchasing authority to the Chair and Staff.

Parliamentary Procedure

Additional clarification is presented regarding parliamentary procedure. Upon considering an agenda item, the Chair will entertain a motion and a second of that motion from the Board to approve an agenda item in order to open Board discussion of an issue.

In the event that a staff presentation and/or public hearing are required for the agenda item, the presentation and/or hearing will take place prior to any Board discussion. Board Member questions of staff will take place during the staff presentation, which will be followed by the public hearing, if required.

The Chair, upon completion of the staff presentation and/or public hearing, will then entertain the motions from the Board, as described above, in order to begin discussion of the issue. Board Members may 'call for the question' to bring forth a vote on the issue, but that 'call for the question' itself may require a vote to end Board discussion on the item of business.



SECTION 4: Revenues and Expenditures

GENERAL FUND

The PRSA's General Fund is used to account for the revenues and expenditures that provide general government services. Revenues for the General Fund come solely from taxes that are collected by the Chelan County Treasurer and issued to the PRSA Board when requested. In order to minimize reporting requirements and ease of distribution of revenues, the Service Area Board only adopts one operating expenditure line that will transfer funds to the City of Leavenworth's Pool Fund. The Board Members will annually evaluate the City Pool's revenues and expenditures to determine the amount of funds to be transferred each year. In compliance with budgeting and annual reporting requirements, the budget includes a one-year look back on actuals with the current year showing budget versus actual year to date totals and the future year's biennial budget estimates.

General Fund Revenues – Fund 001

Description	2015 Actual	2016 Budget	2016 Actual thru 6/30/2016	2017 Budget Estimate	2018 Budget Estimate
Beginning Fund Balance	\$ 1,133	\$ 1,245	\$ 1,245	\$ 1,580	\$ 1,915
Taxes					
Property Taxes	\$118,191	\$118,228	\$ 66,960	\$120,000	\$121,200
Leasehold Taxes	\$ 34	\$ 35	\$ 19	\$ 35	\$ 35
Timber Excise Taxes	\$ 337	\$ 300	\$ 71	\$ 300	\$ 300
Total Revenues:	\$119,695	\$119,808	\$ 68,295	\$121,915	\$123,450

General Fund Expenditures

Description	2015 Actual	2016 Budget	2016 Actual thru 6/30/2016	2017 Budget Estimate	2018 Budget Estimate
Transfer to City of Leavenworth.	\$118,450	\$118,228	\$ 67,000	\$120,000	\$121,200
Total Expenditures:	\$118,450	\$118,228	\$ 67,000	\$120,000	\$121,200
General Fund Balance:	\$ 1,245	\$ 1,580	\$ 1,295	\$ 1,915	\$ 2,250

BOND FUND

The PRSA's Bond Fund is used to account for the revenues and expenditures that provide for the debt service payments for the original construction of the Pool. The current debt schedule identifies December 1, 2020 as the maturity date for final payment of the bond. The Board in the past several years has been maintaining the annual request of \$89,000 in tax collections to build up the ending fund balance with the expectation of having the debt payments available one year earlier than required. By doing this the Board will be able to reduce the property tax collections by nearly half in the 2019 Budget as there will be dollars available to cover a majority of the final debt payments that are due in 2019 and 2020. Staff will annually evaluate the progress of this schedule to ensure excess collections are not requested which would require a refund process to the tax payers. A small carryover of bond funds is acceptable and can be transferred to the General Fund in the final year of debt payments.

Bond Fund Revenues – Fund 110

Description	2015 Actual	2016 Budget	2016 Actual thru 6/30/2016	2017 Budget Estimate	2018 Budget Estimate
Beginning Fund Balance	\$ 70,392	\$ 81,696	\$ 81,696	\$ 89,233	\$103,695
<u>Taxes</u>					
Property Taxes	\$ 89,558	\$ 89,000	\$ 49,344	\$ 89,000	\$ 89,000
Leasehold Taxes	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Timber Excise Taxes	\$ 262	\$ 250	\$ 226	\$ 250	\$ 250
Total Revenues:	\$160,212	\$170,946	\$131,266	\$178,483	\$192,945

Bond Fund Expenditures

Description	2015 Actual	2016 Budget	2016 Actual thru 6/30/2016	2017 Budget Estimate	2018 Budget Estimate
Bond Processing Fee	\$ 479	\$ 300	\$ 0	\$ 300	\$ 300
Bond Debt Principle	\$ 65,000	\$ 70,000	\$ 0	\$ 65,000	\$ 70,000
Bond Debt Interest	\$ 13,037	\$ 11,413	\$ 5,706	\$ 9,488	\$ 7,538
Total Expenditures:	\$ 78,516	\$ 81,713	\$ 5,706	\$ 74,788	\$ 77,838
Bond Fund Balance:	\$ 81,696	\$ 89,233	\$125,560	\$103,695	\$115,107

2017 PRSA Meeting Dates

Location: Leavenworth City Hall Conference Room

Time: 3:00 P.M.

February 15

Wednesday

May 17

Wednesday

August 16

Wednesday

November 15

Wednesday

**UPPER VALLEY PARK AND RECREATION SERVICE AREA
CHELAN COUNTY, WASHINGTON**

RESOLUTION NO. 1 -2016

**A RESOLUTION OF THE UPPER VALLEY PARK AND RECREATION
SERVICE AREA BOARD, CHELAN COUNTY, WASHINGTON, AMENDING
THE BUDGET FOR 2016, AND RESOLUTION 3-2015.**

WHEREAS, the Upper Valley Park and Recreation Service Area Board (“Board”) finds that it is necessary and in the best interest of the Service Area to increase and decrease certain appropriations authorized by the 2016 budget to provide for amended 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; and

WHEREAS, during the audit of the 2015 Annual Report for the Board was conducted and recommended to modify revenues and expenditures to only identify those items pertaining directly to the Board, which excludes revenues and expenditures authorized and administered by the City of Leavenworth in conjunction with the Interlocal Agreement; and

WHEREAS, on April 29, 1998, the Upper Valley Park and Recreation Service Area Board (“Board”) approved an interlocal agreement with the City of Leavenworth (“City”) designating the City as the lead agency for the construction, operation, maintenance and management of an aquatic center pool project to be located in the Leavenworth vicinity; and

WHEREAS, on November 18, 2015 the Board of the PRSA approved Resolution 1-2015 setting the regular tax levy for maintenance and operations at \$0.11 per \$1,000 of assessed valuation in year 2016 unless otherwise modified by the Assessor’s revaluations, to include a regular property tax levy increase of \$1,176.48 in 2016 as outlined in Resolution 1-2015; and

WHEREAS, the debt on the voter-approved construction bond, the costs of construction activity and the operations of the pool in 2016 require the adoption of an annual budget;

NOW THEREFORE BE IT RESOLVED BY THE UPPER VALLEY PARK AND RECREATION SERVICE AREA BOARD, CHELAN COUNTY, WASHINGTON, as follows:

Section 1. Budget The 2016 budget shall be as follows:

Maintenance and Operating Fund.....	\$125,000.00
Bond Repayment Fund.....	\$85,000.00

Section 2. Authorization of Officials. The Secretary and Chair of the Board, the Chelan County Treasurer, and the Board of County Commissioners of Chelan County, Washington, are hereby authorized and directed to take all action, to do all things consistent with this Resolution,

and to execute all documents necessary to effectuate this Resolution, including the collection of excess and regular property tax levies, and the distribution of funds as approved by the Board or the City of Leavenworth on behalf of the Board.

ADOPTED by the Upper Valley Park and Recreation Service Area Board, Chelan County, Washington, at an open public meeting thereof, of which due notice was given as provided by law, this 16th day of November, 2016, the following Members being present and voting:

UPPER VALLEY PARK AND RECREATION SERVICE AREA
CHELAN COUNTY, WASHINGTON

Chair and Boardmember

Boardmember

Boardmember

Boardmember

Boardmember

Secretary and Boardmember



Ordinance / Resolution No. 2-2016
RCW 84.55.120

WHEREAS, the _____ Board of _____ Upper Valley Park & _____ has met and considered
(Governing body of the taxing district) (Name of the taxing district) Recreation Service Area
its budget for the calendar year 2017; and,

WHEREAS, the districts actual levy amount from the previous year was \$ 120,679.91; and,
(Previous year's levy amount)

WHEREAS, the population of this district is more than or less than 10,000; and now, therefore,
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2017 tax year.
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 1,206.80
which is a percentage increase of 1.00 % from the previous year. This increase is exclusive of
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 16 day of November, 2016.

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30th. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTxForms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format for the visually impaired, please call (360) 7056715. Teletype (TTY) users, please call (360) 705-6718. For tax assistance, call (360) 534-1400.

**UPPER VALLEY PARK AND RECREATION SERVICE AREA
CHELAN COUNTY, WASHINGTON**

RESOLUTION NO. 3 - 2016

**A RESOLUTION FOR LEVYING THE EXCESS LEVY TO PAY FOR DEBT ON
BONDS IN 2017**

WHEREAS, the Board of the Upper Valley Parks and Recreation Service Area has met and considered its budget for the calendar year 2017; now, therefore,

BE IT RESOLVED that the Board of the Upper Valley Parks and Recreation Service Area on the 16th day of November, 2016, do hereby authorize and fix an excess levy of \$89,000 for bond payments to be collected in 2017.

ADOPTED by the Board of the Upper Valley Park and Recreation Service Area, Chelan County, Washington, at a regular open meeting thereof this 16th day of November, 2016.

Chair and Boardmember

Boardmember

Boardmember

Boardmember

Boardmember

Secretary and Boardmember

**UPPER VALLEY PARK AND RECREATION SERVICE AREA
CHELAN COUNTY, WASHINGTON**

RESOLUTION NO. 4 -2016

**A RESOLUTION OF THE UPPER VALLEY PARK AND RECREATION
SERVICE AREA BOARD, CHELAN COUNTY, WASHINGTON, ADOPTING A
BUDGET FOR 2017, AND PROVIDING FOR OTHER MATTERS PROPERLY
RELATING THERETO.**

WHEREAS, on April 29, 1998, the Upper Valley Park and Recreation Service Area Board (“Board”) approved an interlocal agreement with the City of Leavenworth (“City”) designating the City as the lead agency for the construction, operation, maintenance and management of an aquatic center pool project to be located in the Leavenworth vicinity; and

WHEREAS, on November 18, 2015 the Board of the PRSA approved Resolution 1-2015 setting the regular tax levy for maintenance and operations at \$0.11 per \$1,000 of assessed valuation in year 2016 unless otherwise modified by the Assessor’s revaluations, to include a regular property tax levy increase of \$1,176.48 in 2016 as outlined in Resolution 1-2015; and

WHEREAS, the debt on the voter-approved construction bond, the costs of construction activity and the operations of the pool in 2017 require the adoption of an annual budget;

NOW THEREFORE BE IT RESOLVED BY THE UPPER VALLEY PARK AND RECREATION SERVICE AREA BOARD, CHELAN COUNTY, WASHINGTON, as follows:

Section 1. Budget The 2017 budget shall be as follows:

Maintenance and Operating Fund.....	\$125,000.00
Bond Repayment Fund.....	\$80,000.00

Section 2. Authorization of Officials. The Secretary and Chair of the Board, the Chelan County Treasurer, and the Board of County Commissioners of Chelan County, Washington, are hereby authorized and directed to take all action, to do all things consistent with this Resolution, and to execute all documents necessary to effectuate this Resolution, including the collection of excess and regular property tax levies, and the distribution of funds as approved by the Board or the City of Leavenworth on behalf of the Board.

ADOPTED by the Upper Valley Park and Recreation Service Area Board, Chelan County, Washington, at a special open public meeting thereof, of which due notice was given as provided by law, this 16th day of November, 2016, the following Members being present and voting:

UPPER VALLEY PARK AND RECREATION SERVICE AREA
CHELAN COUNTY, WASHINGTON

Chair and Boardmember

Boardmember

Boardmember

Boardmember

Boardmember

Secretary and Boardmember



Levy Certification

Submit this document to the county legislative authority on or before November 30 of the year preceding the year in which the levy amounts are to be collected and forward a copy to the assessor.

In accordance with RCW 84.52.020, I, Carolyn Wilson,
(Name)

Chair, for Upper Valley Park & Rec. Service, do hereby certify to
(Title) (District Name)

the Chelan County legislative authority that the Board
(Name of County) (Commissioners, Council, Board, etc.)

of said district requests that the following levy amounts be collected in 2017 as provided in the district's
(Year of Collection)

budget, which was adopted following a public hearing held on 11/16/16 :
(Date of Public Hearing)

Regular Levy: \$133,000.00
(State the total dollar amount to be levied)

Excess Levy: \$89,000.00
(State the total dollar amount to be levied)

Refund Levy: \$0.00
(State the total dollar amount to be levied)

Bond Refund Levy: \$ 408.51

Signature: _____

Date: 11/16/16

To ask about the availability of this publication in an alternate format for the visually impaired, please call (360) 7056715. Teletype (TTY) users, please call (360) 705-6718. For tax assistance, call (360) 534-1400.