



City of Leavenworth

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

City Council
Carl J. Florea - *Mayor*
Carolyn Wilson
Mia Bretz
Sharon Waters
Clint Strand
Jason Lundgren
Anne Hessburg - *Mayor Pro Tem*
Zeke Reister
City Administrator - *Vacant*

MEETING VIA ZOOM CONFERENCING April 14, 2020 06:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/430158431?pwd=dVcycDd4Wk10MW8vNzZ3Rm8ybTdqUT09>

Meeting ID: 430 158 431

Password: 810960

or

Dial by your location

+1 301 715 8592 US

+1 253 215 8782 US

Find your local number: <https://zoom.us/u/aeGK1g6nYa>

The City requests that all non-essential visits to City Hall for the Council Meeting be observed. City Hall will be open for the public that wants to attend the meeting in person; however, social distancing will be required for those that choose to attend. Space may be limited. We encourage all Councilmembers and the public to utilize the zoom meeting feature. Staff will ensure hosting of the access approximately 10 minutes prior to the Council meeting; no meeting business may be discussed prior to the official opening of the meeting beginning at 6:30 PM. The public is encouraged to submit written comments prior to the meeting by sending to the City Clerk at financedir@cityofleavenworth.com; comments via email will need to be submitted by no later than 6:00 PM on April 14, 2020 in order for them to be received and prepared for submission into the record; comments received will be read aloud as part of the Comments From the Public on Items Not on the Agenda or during the discussion of specific items. If you would like to deliver comments you may contact City Hall at 509-548-5275 prior to 1:00 PM on April 13, 2020 to schedule an appointment for delivery. Comments received through US Mail will be included if they are received prior to the meeting.

PUBLIC NOTICE

Notice is hereby given that the City of Leavenworth Study Session meeting scheduled to take place on April 14, 2020 at 8:30 AM has been canceled.

Chantell Steiner
Finance Director / City Clerk
City of Leavenworth

LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall – Council Chambers

April 14, 2020 – 6:30 PM

Call to Order

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of March 24, 2020 Regular Meeting Minutes
3. Approval of April 2, 2020 Special Meeting Minutes
4. March 2020 Payroll \$247,926.80
5. 2020 Claims \$339,268.10

Council Committees – 2nd Tuesday

Economic Development 3:00 PM – *Canceled*

Parks 4:00 PM – *Canceled*

Public Works 5:00 PM – *Canceled*

Public Safety Report: Sergeant Scott Lawrence, Liaison Officer

Councilmember and Committee Reports

Mayor / Administration Reports

Comments from the Public on Items Not on the Agenda

Public Hearing for Design Review Board Code Amendments @ 6:45 PM –

- **MOTION:** *The Leavenworth City Council moves to continue the public hearing to 6:45 pm, June 9, 2020 at City Hall, Council Chambers.*

Public Hearing for Subdivision Code Amendments @ 6:45 PM –

- **MOTION:** *The Leavenworth City Council moves to continue the public hearing to 6:45 pm, June 9, 2020 at City Hall, Council Chambers.*

Resolutions, Ordinances, Orders, and Other Business

1. Action: Ordinance 1609 – Design Review Board Code Amendments
2. Action: Ordinance 1610 – Subdivision Code Amendments
3. Action: Garbage Truck Purchase
4. Action: Ordinance 1611 – Quarterly Budget Amendment
5. Discuss: 2020 Project Tracker / 2020 Future Council Agenda Items
6. Discuss: Quarterly City Newsletter Recommendations
7. Discuss: Wastewater Treatment Plant/Collection System Budget/Funding Update

Information Items for Future Consideration

1. Final Reminder – Public Disclosure Commission Filing Deadline April 15, 2020

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

Adjournment

(Next Ordinance is 1612 – Next Resolution is 09-2020)

SUPPLEMENTAL COUNCIL AGENDA

1. Ordinance 1609: Design Review Board Code Amendments

The Design Review Board code update was initiated by the 2019 Docket. The Board and staff started reviewing Chapter 14.08 Old World Bavarian Architectural Theme in May of 2019 and worked through December 2019. The initial review started as a discussion to provide for more administrative approval of sign permits, but quickly changed into a discussion about how to provide clarity to the applicants and the Board on design objectives and process steps.

The Planning Commission reviewed the proposed amendment at their regular February 2020 meeting where several items were modified. The public hearing was held on March 4, 2020 with no public comment. The Planning Commission recommendation for approval included three clarifications to the proposed amendments, specifically, page 3 “A change of use or occupancy...”, page 12 addition of an “a”, and page 16 correction of a reference for quasi-judicial review in LMC 21.09.050. The Planning Commission is forwarding the proposed amendments to the City Council with a recommendation of approval.

At this time, Staff is requesting that the Ordinance be continued until the conclusion of the Hearing schedule for June 9, 2020, based on Governor Inslee’s March 24, 2020 Proclamation (20-28) that clarified certain state law requirements related to the open public meetings act and states “Public entities are further prohibited from taking “action” as defined in RCW 42.30.020, unless those matters are necessary and routine matters or are matters necessary to respond to the COVID-19 outbreak and the current public health emergency.”

COUNCIL GOALS

<i>Revenue & Fiscal Health</i>	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	
<i>Infrastructure</i>	Does the request/action support a safe and efficient infrastructure?	
<i>Economic Development Growth and Vitality</i>	Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base?	
<i>Transparency and Accountability</i>	Does the request/action further public understanding and engagement?	✓
<i>Community Building</i>	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	✓

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

- Attachment A – *Redline version*
- Ordinance 1609 and Attachment A – *Clean version*
- **MOTION:** *The Leavenworth City Council moves to continue Ordinance 1609 to a date certain of June 9, 2020.*

2. Ordinance 1610: Subdivision Code Amendments

The 2020 Docket included a simple code modification to permit the review of short subdivisions of nine or fewer lots (rather than the existing four) as an Administrative process. Major Subdivisions would change from five or more proposed lots to ten or more proposed lots. This change would not

change the number of lots to be permitted in the zoning district or the requirements for infrastructure (such as roads).

The benefits of a Short Subdivision are the reduced time for processing, which in turn, means reduced costs and not having to present at a hearing. For the City, the benefits of a Short Subdivision are encouraging infill development where existing city services are readily available. Infill development increases the number of users on water and sewer lines without extending City infrastructure resulting in reduced costs for all users and reduced maintenance for City workers. Generally, infill development within the City has been for housing.

At this time, Staff is requesting that the Ordinance be continued until the conclusion of the Hearing scheduled for June 9, 2020, based on Governor Inslee’s March 24, 2020 Proclamation (20-28) that clarified certain state law requirements related to the open public meetings act and states “Public entities are further prohibited from taking “action” as defined in RCW 42.30.020, unless those matters are necessary and routine matters or are matters necessary to respond to the COVID-19 outbreak and the current public health emergency.”

COUNCIL GOALS

<i>Revenue & Fiscal Health</i>	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	
<i>Infrastructure</i>	Does the request/action support a safe and efficient infrastructure?	
<i>Economic Development Growth and Vitality</i>	Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base?	
<i>Transparency and Accountability</i>	Does the request/action further public understanding and engagement?	✓
<i>Community Building</i>	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	✓

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

- Attachment A – *Redline version*
- Ordinance 1610 and Attachment A – *Clean version*
- **MOTION:** *The Leavenworth City Council moves to continue Ordinance 1610 to a date certain of June 9, 2020.*

3. Garbage Truck Purchase

The City Council is being asked to authorize the expenditure of funds for the purchase of a 2021 Peterbilt 520/Labrie garbage truck at a cost of \$316,301.98 including sales tax, excluding licensing, to replace the Utility Department 2010 Peterbilt 320/Labrie garbage truck (VIN#38PZH58X2AF110100). The ER&R identified a 2020 replacement cost of \$253,967. The vehicle quote was provided by Peterbilt through a Sourcewell Agreement, which eliminates the State 3-bid requirement for purchase. The new garbage truck will have a larger capacity (31 cu. yds. versus 24 cu. yds. contributing to some of the additional cost increase) and was test driven by staff in 2019 to ensure maneuverability in the City’s small alleys.

Approval for purchase will allow for the possible sale of the 2010 truck; however, Public Works would like for Council to consider retaining the replaced vehicle for “back-up” of the two active garbage trucks for the following reasons:

1. The garbage trucks are highly complex vehicles with many moving parts and are subject to frequent breakdown and repair.
2. The City presently uses one truck for commercial garbage pickup and the other for cardboard recycling pickup. In the event of a breakdown of either truck, Public Works is forced to combine garbage and cardboard (thus eliminating the recycling) until such time repairs are completed.
3. In the event that both trucks go down for repairs at the same time, the City has no means of collecting commercial garbage.

In conclusion, retaining the replaced truck will allow the City, in the event of breakdowns, to ultimately show no change in service and minimally maintain the essential commercial garbage service.

Due to the Garbage Fund having significant shortfalls from the COVID-19 pandemic, staff is recommending that the City Council approve the purchase with a 50/50 split to come from the Garbage Fund and Lodging Tax Fund, of which funds are transferred to the Equipment Rental & Revolving (ER&R) Fund on an annual basis over a ten-year period. In addition, this split would include annual operating costs associated directly with the garbage trucks and is more detailed below in the budget amendment item. The ER&R Fund currently has the reserve to purchase the garbage truck but will need to have annual transfers to replenish its reserves. Previously the Lodging Tax Fund did not support garbage related major capital or maintenance costs; however, now that a majority of the garbage collected comes from the businesses and hotel/motels it makes sense to supplant the Garbage Fund with Lodging Tax Fund support. Several years ago, the City did increase costs to the Lodging Tax Fund for personnel related costs associated with commercial garbage collections but has not provided capital related support. The Lodging Tax Fund currently has a large surplus of revenues and does have the ability to continue this annual cost.

COUNCIL GOALS

<i>Revenue & Fiscal Health</i>	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	✓
<i>Infrastructure</i>	Does the request/action support a safe and efficient infrastructure?	
<i>Economic Development Growth and Vitality</i>	Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base?	
<i>Transparency and Accountability</i>	Does the request/action further public understanding and engagement?	✓
<i>Community Building</i>	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	

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

- Western Peterbilt, Inc. Quote
- Peterbilt 520 Garbage truck information
- **MOTION OPTION A PREFERRED:** *The Leavenworth City Council moves to authorize the expenditure of funds for the purchase of a 2021 Peterbilt 520/Labrie garbage truck at a cost of \$316,301.98 including sales tax, excluding licensing, and agrees to retain the replaced vehicle (VIN#38PZH58X2AF110100) in City inventory.*
- **MOTION OPTION B:** *The Leavenworth City Council moves to authorize the expenditure of funds for the purchase of a 2021 Peterbilt 520/Labrie garbage truck*

at a cost of \$316,301.98 including sales tax, excluding licensing, and agrees to sale/auction the replaced vehicle (VIN#38PZH58X2AF110100) as surplus.

4. Ordinance 1611: Quarterly Budget Amendment

The City Council is being asked to adopt Ordinance 1611 Quarterly Budget Amendment, which amends the budget at the fund level. A majority of this amendment includes the necessary adjustments to the beginning and ending fund balances, salaries and wages due to the required 3-year Cost Allocation analysis, and reconfiguration of the Garbage Fund that removes residential garbage services. The Council will find other amendments based on past approved Council actions or necessary corrections to the 2020 budget that either have been carried over from the 2019 budget or require amendment due to changes not foreseen in the development of the original budget in 2018. Due to the COVID-19 shutdown, additional conservative reductions are being incorporated to the City’s major revenue streams, which includes parking, retail sales, and lodging tax revenues. At this time there are no recommended reductions to Water, Sewer, and Stormwater for collections; however, late/shut-off fees will be reduced from Water and Sewer at a later date. Due to amendments only showing an adjustment and not identifying what a “real” ending fund balance is estimated to be, I have included what the “Real Balance” is on each fund’s notes for their adjusted ending fund balance (EFB) lines.

Due to the magnitude of changes needed to the Garbage Fund, a separate spreadsheet is being provided to identify the original 2020 budget versus the amended budget. Included in this amendment is the anticipated transition to fund the Garbage Truck with a 50/50 split with the Garbage Fund and Lodging Tax Fund; these are included as an annual transfer of \$42,500 from each fund to the ER&R Fund; previously this has been covered entirely at \$85,000 by the Garbage Fund. If Council does not support this action, an amendment will be needed to this ordinance during passage. It should be noted that if the Council chooses not to support this, it will put the Garbage Fund in a critically low fund balance and will require an updated rate study by 2021 that will result in significant increased costs to commercial accounts.

At this time, it is uncertain what the total effects of lost revenues will have on the City’s individual funds. Based on the City’s current Financial Policy, which is planned for review by the Finance Committee in May, below is a current snapshot (these figures take into account this budget amendment for budgeted figures, not actuals) of the City’s fund balances versus the policy recommendations; if a fund is not listed there is no set policy for that fund:

Fund	Reserve Policy	Reserve After QBA
General	40% by 2020 - Revenues	56%
Garbage	25% - Expenditures	16%
Water	25% - Expenditures	48%
Sewer	35% - Expenditures	101%
Stormwater	25% - Expenditures	129%
Parking	100% - Annual Debt Due	109%
Lodging Tax	\$300,000	436% - \$1,307,766
ER&R	Sustain Operations/Capital	No issues EFB = \$410,870
Civic Center – Festhalle	50% - Expenditures	11%
City Pool	25% - Expenditures	55%

COUNCIL GOALS

<i>Revenue & Fiscal Health</i>	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	✓
<i>Infrastructure</i>	Does the request/action support a safe and efficient infrastructure?	
<i>Economic Development Growth and Vitality</i>	Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base?	
<i>Transparency and Accountability</i>	Does the request/action further public understanding and engagement?	✓
<i>Community Building</i>	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	

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

- Ordinance 1611
- Revenue and Expense Line Item Details – Garbage Truck transfer and purchase items highlighted
- 2020 Garbage Fund Amendments
- **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1611 Quarterly Budget Amendment.*

5. 2020 Project Tracker / 2020 Future Council Agenda Items

This time is provided to review the Annual Objective and 2020 Project tracking document, and the Future Council Agenda Items document. The Project Tracker provides the Council with quarterly updates on the work and status of a number of Council Priorities or required projects/tasks that need to be completed by the City. It is not a comprehensive list; the project tracker does not include the daily tasks required to provide services and maintain service levels to residents, businesses, or visitors, but provides a good review of the work being completed by the City.

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

- Annual Objective and Project Tracker 2020
- 2020 Future Council Agenda Items

6. Quarterly City Newsletter Recommendations – Distribution in May

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

- “A Minute with the Mayor” – TBD by Mayor Florea
- COVID-19 Information – Sue Cragun
- 2020 Census Information – Lilith Vespier
- City Pool & Water Safety – Sue Cragun
- Upcoming Festivals and Events – Sue Cragun
- Leavenworth Recycle Center / Waste Loop – Sue Cragun
- Residential Advisory Committee – Mayor Florea

- Update on current / upcoming City projects – Herb Amick / Sue Cragun
 - WWTP Plant
 - Water Meters
 - Parking Meters
- Reminders: Leash Law and Overnight Rental Hotline – Sue Cragun
- Welcome New Planning Commission Members – Sue Cragun

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

The following item is included under **TAB 6:**

- Summer 2019 Newsletter

7. Wastewater Treatment Plant/Collection System Budget/Funding Update

The City Council is being presented with an updated cost estimate for the Phase 1 – Wastewater Treatment Plant, Phase 2 – South Interceptor Collection Improvements, and Phase 3 – Additional Collection Improvement. Mayor Florea and Directors Amick and Steiner have been meeting over the past two weeks with engineer Dana Cowger with Varela and Associates as well as Rick Rose with Rural Development to discuss current funding shortfalls and potential new loan and grant funding opportunities. As you know, the City did receive bids and has awarded construction for the Wastewater Treatment Plant, which came in over the original engineer estimate by \$1,934,000. This funding gap has been reduced by \$450,000 from some portion of the contingency included within that phase. Staff is nearly ready to proceed with advertising bids for the South Interceptor portion of the project. There is some potential that upcoming bids will do better, as contractors have lost many of their projects during the stay at home orders. However, based on the cost increases that occurred for the Wastewater Treatment Plant, Mr. Cowger has provided the City with the attached estimated budget update and total estimated funding shortfall of \$5,565,000 over the original budget estimate of \$13,941,000. The original funding of \$13,941,000 includes \$10,670,000 in loan and \$3,271,000 in grant from Rural Development.

Discussions over the last week have been in regard to funding these new costs through either an amendment to the original application, versus a new application to Rural Development for the shortfall. The advantage of a new application would be an extended period of time to complete the project and possibly stop construction of portions of Phase 3, in turn, taking on less total debt if necessary; the disadvantage is increased staff time and costs for analysis, application processing, and bonding fees; roughly a \$20,000 to \$25,000 increase. The advantage of an amended application is a minimal cost increase to implement and process through Rural Development and bonding fees; roughly a \$10,000 increase. Mr. Rose suggested moving forward with an amendment after further discussion with his colleagues at Rural Development. He has stated that not only is it easier to process an amendment internally but also the potential for additional grant support will be greater, as well as, there could be new stimulus potential funding that could come over the next few months from the federal government. Already having a project in Rural Development could open the City up to larger grant opportunities, as this project is already considered shovel ready. In the 2008 recession, many new grant funding opportunities occurred; there is high confidence that this will once again come about over the next year.

At this time, Mayor Florea and staff would like to proceed with completing the amended application process with Rural Development so that the City Council can have the opportunity to proceed and take advantage of any additional grant increases. Rural Development has an upcoming deadline of May 15, 2020 to complete new or amended requests for the current funding cycle, so the City will need to act swiftly to complete the application paperwork over the next month. **No commitments to add additional funding for the project will be made without Council authorization.** Also, if additional funding is approved, the Council will still have options later, to consider reducing the total project, which would also reduce the loan and grant awards taken.

The following item is included under **TAB 7**:

- WWTP Summary of Budget Update for NEW or Supplemental RD Funding Application provided by Varela Engineering

Chapter 14.08 OLD WORLD BAVARIAN ~~ARCHITECTURAL~~ ALPINE THEME

14.08.010 Purpose.

The purpose of this chapter is to assist all involved in the design of new buildings, structures, walkways, plazas, lighting, or other miscellaneous items identified herein or the alteration of existing buildings, structures, walkways, plazas, lighting, or other miscellaneous items identified herein in order to develop and promote Leavenworth's Old World ~~Alpine~~-Bavarian ~~village theme~~ Theme.

14.08.020 Applicability.

A. Within all of the commercial zone districts of the city and the city's urban growth area, the following shall conform in exterior design to the Old World Bavarian ~~architectural~~ Alpine ~~Theme~~, to the greatest extent practicable:

1. New buildings, structures, walkways, plazas, lighting, or other miscellaneous items identified herein;
2. Additions, substantial alterations and individual changes to structures and buildings; and
3. Modifications to walkways, plazas, lighting and other miscellaneous items identified herein.

B. For purposes of subsection (A) of this section, the term "substantial alteration" shall be defined as any interior and/or exterior alteration of an existing building or structure, the total cost of which (including but not limited to electrical, mechanical, plumbing and structural changes) within any 18-month period equals or exceeds 75 percent of the value of that building or structure at the time that a permit is applied for. The value shall be determined by using a contractor's estimate for construction or the IBC construction estimates and either the most recent assessed value as stated in the Chelan County assessor's current year tax records or an appraisal submitted by a licensed real estate appraiser. The estimate and the appraisal shall be dated no later than six months prior to the date of permit submittal.

C. When a permit for new construction and/or an addition is applied for, the entire structure and/or addition shall comply with all of the requirements of this chapter except as follows:

1. For zero lot line buildings, at a minimum, partial-pitched roofs which comply with the requirements of LMC 14.08.040(B) shall be incorporated on all sides of the structure which front on a street and/or alley. At a minimum, the partial-pitched roof shall span the entire length of the wall fronting on the public street and/or alley and shall extend 16 feet from the perimeter edge of the structure back toward the center of the structure, which measurement shall not include that portion overhanging the edge of the structure.

D. When a permit for a substantial alteration is applied for, the entire structure, including all existing components, shall comply with all of the requirements of this chapter, with the exception of roof and wall treatments, which at a minimum shall comply with the following:

1. If the substantial alteration is equal to or greater than 75 percent, ~~but less than 90 percent~~ of the value of the structure (using the valuation methodologies and time frame in subsection (B) of this section), the following requirements shall apply:
 - a. If the existing roof is not in conformance with the requirements of this chapter, it shall be replaced on all sides of the structure which front on a street and/or alley with a partial-pitched roof which complies with the requirements of LMC 14.08.040(B). The partial-pitched roof shall span the entire length of the wall fronting on the public street and/or alley and shall extend 16 feet from the perimeter edge of the structure back

toward the center of the structure, which measurement shall not include that portion overhanging the edge of the structure.

- b. If the existing wall treatment is not in conformance with the requirements of this chapter, the entire surface of those walls of the structure which front on a public street shall be resurfaced with wall treatment which complies with the requirements of LMC 14.08.040(C). The remaining walls of the structure (which do not front on a public street) shall not be required to be resurfaced with a compliant wall treatment, but shall be painted in an identical or complementary color to the compliantly surfaced walls. This exception to wall treatment requirements applies only to the wall surfacing materials; all other requirements of this chapter, including, but not limited to, decorative windows, doors, and trims shall apply.

~~2. If the substantial alteration is 90 percent or more of the value of the structure (using the valuation methodologies and time frame in subsection (B) of this section), the application shall be treated as new construction and/or an addition and the entire structure and/or addition shall comply with the requirements of this chapter except as follows:~~

- a. ~~For zero lot line buildings, at a minimum, partial pitched roofs which comply with the requirements of LMC 14.08.040(B) shall be incorporated on all sides of the structure which front on a street and/or alley. At a minimum, the partial pitched roof shall span the entire length of the wall fronting on the public street and/or alley and shall extend 16 feet from the perimeter edge of the structure back toward the center of the structure, which measurement shall not include that portion overhanging the edge of the structure.~~

E. Every change to an exterior element of a structure, including, but not limited to, doors, windows, wall finishes, paint, roofing materials, and/or structural elements shall comply with the requirements of this chapter unless such change is routine maintenance and repair; in which case, it may be repaired with a material which is identical to that of the original materials or a material which is determined equally or more compliant by the ~~community development director or his/her designee~~ [Development Services Manager or designee, pursuant to LMC 14.08.030.J. The painting of a new or existing building in a color different from the color originally approved shall require approval by the design review board.](#) ~~This determination of compliance may be remanded at his/her discretion to the design review board. For purposes of this chapter, routine maintenance and repair is defined as corrective and/or preventative actions which do not result in an alteration but which allow for a structure to perform its intended, original purpose.~~

F. [Noncompliant Structures.](#)

~~An existing structure which is not compliant with the Old World Bavarian Architectural Theme shall not be relocated to the commercial zone districts or be moved from one place to another within the commercial zone districts. A determination of the compliance or noncompliance of the structure shall be made by making application to the design review board, which shall render findings of fact in making this determination. If a structure can be determined to be compliant with minor improvements which do not exceed 25 percent of the value (using the valuation methodologies in subsection (B) of this section), the structure shall be allowed to be relocated subject to compliance with conditions placed on the permit by the design review board. To ensure that when a structure is placed it shall comply completely and in a timely manner with the permit requirements, the applicant shall be required to bond for all improvements at 150 percent of the total value (using valuation methodologies in~~

~~subsection (B) of this section) and all improvements shall be completed within 120 days of the date of permit approval. Noncompliance will result in a requirement for the property owner to remove the structure.~~

1. Moving Noncompliant Structures. ~~An existing structure which is not compliant with the Old World Bavarian Architectural Alpine Theme shall not be relocated to the commercial zone districts or be moved from one place to another within the commercial zone districts.~~ Except, if a structure can be determined to be compliant with minor improvements which do not exceed 25 percent of the value, (using the valuation methodologies in subsection (B) of this section), the structure shall be allowed to be relocated subject to compliance with conditions placed on the permit by the design review board. To ensure that when a structure is placed it shall comply completely and in a timely manner with the permit requirements, the applicant shall be required to bond for all improvements at 150 percent of the total value (using valuation methodologies in subsection (B) of this section) and all improvements shall be completed within 120 days of the date of permit approval. Noncompliance will result in a requirement for the property owner to remove the structure.

G. Change in Use or occupancy.

A change of use or occupancy which results in physical changes to the structure shall be treated as either new construction, a substantial alteration or changes to individual elements in accordance with how the said change or changes meets the thresholds described in subsections (B) through (F) of this section and shall be held to the requirements as delineated thereto with the following exceptions:

1. An existing single-family residential structure which converts to another use other than an overnight rental and undergoes a change of use or occupancy, pursuant to the building code, shall be treated as new construction and shall comply with the requirements of this chapter applicable to new construction; except the roof shall not be required to be brought into compliance; however, fascia shall be trimmed with materials which comply with the requirements of this chapter.
 - a. When roof materials and/or structural roof components are replaced in a manner which is not routine maintenance and repair (e.g., a patch job), the materials and structural components shall comply with the requirements of LMC 14.08.040(B).
- ~~2. An existing single-family residential structure which converts to an overnight rental shall not be required to comply with this chapter except as follows:~~
 - ~~a. If there are exterior and/or interior alterations proposed to the structure which exceed 50 percent of the value of the structure (using the valuation methodologies and time frame in subsection (B) of this section) the structure shall be treated as new construction and shall comply with the requirements of this chapter; except the roof structure shall not be required to be brought into compliance with this chapter.~~
 - ~~b. When roof materials and/or structural roof components are replaced in a manner which is not routine maintenance and repair (e.g., a patch job), the materials and structural components shall comply with the requirements of LMC 14.08.040(B).~~
 - ~~c. When an overnight rental converts to a subsequent use, it shall be required to comply with subsection (G) of this section.~~

14.08.025 Exemptions.

Temporary structures used for festivals and events may include white or solid colored tents with no signage (or lettering).

14.08.030 Design review board review.

A. No building or structure (regardless of the size), walkway, plaza, lighting or other miscellaneous items identified herein shall be placed, constructed, changed, altered, added to, and/or undergo a change in occupancy status pursuant to the building code in any commercial zone district without first obtaining design review board approval and a permit. All applications for permits for construction, changes, alterations, additions, and/or changes of use of buildings, structures, walkways, plazas, lighting, or other miscellaneous items identified herein shall first be submitted to and be reviewed and approved by the design review board, who shall determine if the application is compliant with this chapter for the Old World Bavarian ~~architectural~~ Alpine Theme.

B. All applications for permits required by this chapter shall be accompanied by a complete set of plans and blueprints clearly defining the construction, changes, alterations, or remodeling and stating the proposed location, dimension, and types of construction and design. The plans and blueprints shall be drawn to scale and shall clearly define the roofing materials and siding materials to be used and also the finish, paint or other materials to be used or applied on all exterior walls, trims, and other details and shall state a contemplated date of commencement and completion of the project, and shall become the property of the city upon submission of the application. All applications submitted shall be accompanied by payment of a permit fee for the amount identified in the city's fee schedule.

C. The applicant shall submit an accurate colored rendering of the proposal. The colored rendering shall either be done in a form of paint, colored pencils, colored pens, or be computer-generated. Paint chips or paint samples shall be submitted with the colored rendering for all colors included in the rendering.

D. In determining whether the proposed placement, construction, change, addition, or alteration conforms to exterior design of the Old World Bavarian ~~architectural~~ Alpine Theme, the design review board shall consider the compatibility of the proposed exterior design with the existing design review board approved Bavarian structures and designs in the commercial zone districts of the city and the city's urban growth area and may, in addition, consult the following publications which contain many examples of architecture, including some examples that are specific to the Old World Bavarian ~~architectural~~ Alpine Theme:

1. "Bayern in Bildern." Illustrations of Bavaria. Munchen, L. Muller (1971);
2. "Häuser in den Alpen," by Viktor Proksch. Pinquin Verlag, Innsbruck, and Umschau Verlag, Frankfurt A.M. (1964) (this book is also available in an English/French version);
3. "Bemalte Fassaden," by Margarete Baur-Heinbold. Verlag Georg D.W. Callwey, Munchen (1975);
4. "Bayern – Bavaria – La Baviere: e. Bildbd.," by Otto Siegner. Munchen-Pullach: Simon (1975);
5. "Wohnen im Alpenland," by S. Staffa. Verlag, Kitzbuhel;
6. "Die Schönsten Bauernhufe Oberbayerns," by Ottmar Schuberth. Munchen (1999).

E. Copies of the above publications and similar related reference works shall be kept on hand by the city for review by applicants and by members of the design review board.

F. An applicant may submit a preliminary sketch prior to furnishing a complete application for review at a regularly scheduled design review board meeting. Following review by the board, the applicant shall complete the application as directed by the board in accordance with this chapter.

G. Design review applications shall be processed in accordance with the quasi-judicial review process, pursuant to Chapter 21.09 LMC. In order to schedule a design review board meeting, a complete application shall be received by the development services department at least 10 working days prior to the meeting.

H. Changes to a design review board approved design, which are subsequently proposed after the initial approval of the design review board permit, shall require submission of an application to the design review board for approval prior to construction of the change.

I. Supporting reference materials shall be supplied to the design review board by the applicant at the request of the board.

J. The ~~development~~ Development services ~~Services manager~~ Manager or designee may administratively approve, conditionally approve or deny individual components of a project, listed below, when not associated with a larger project that would require design review board review. However, the Development Services Manager has the discretion to require ~~At the discretion of the city, the application, or portions of the application, may be required~~ the application or portions of the application to be submitted ~~presented~~ to the design review board for review and approval. Additionally, the Development Services Manager may consult with the Design Review Board on the merits of whether or not a project complies ~~applies (?)~~ to the Old World Bavarian Alpine Theme.

the

1. design of ~~R~~ Retaining walls, landscaping structures, landscaping planter sign bases, lighting, fences or fence-type walls, garbage enclosures, walkways, plazas, publicly owned equipment, or similar structures ~~when they are not proposed in conjunction with a larger project that would require design review board review. In addition, the development services manager or designee may administratively approve~~
2. C ~~hanges to the individual exterior elements (LMC 14.08.020) which collectively do not exceed five percent of the value of the structure (using the valuation methodologies and time frame in LMC 14.08.020(B))~~ ~~when they are not proposed in conjunction with a larger project that would require design review board review.~~ Approval shall be subject to the standards contained in this chapter. ~~At the discretion of the city, the application, or portions of the application, may be required to be submitted to the design review board for review and approval.~~
3. Moving approved signs which meet the design standards of LMC Chapter 14.08.080.
4. Repair of structures with identical materials to the original materials or a material which is determined equally or more compliant by the Development Services Manager. For purposes of this chapter, routine maintenance and repair is defined as corrective and/or preventative actions which do not result in an alteration but which allow for a structure to perform its intended, original purpose.

K. The applicant or a representative of the applicant shall be in attendance at the design review board meeting for an application to be reviewed by the design review board.

L. Chelan County has adopted the city's codes within the city's urban growth area, including this chapter, the Old World Bavarian ~~architectural~~ Alpine T theme. The city's design review board will perform reviews of applications for projects located in the urban growth area and relay its findings to the county for inclusion in the county decision-making process. The county is the decision-making authority within the geographic boundary of the city's urban growth area.

14.08.035 Design review permit – Conditions and effect.

Architectural design review permits issued on the basis of plans and applications approved by the design review board or administrative official (as applicable) authorize only the arrangement and design set forth in such approved plans and applications, and no other use, arrangement, design or construction. Use, arrangement, design or construction at variance with that authorized shall be deemed violation of this title and punishable as provided in Chapter 21.13 LMC.

14.08.040 Design elements.

The design review board, in granting or denying approval of a permit in accordance with this chapter, should consider the following criteria. This list is intended to serve as a guide for prospective developers of representative Old World Bavarian design features which have proven effective on commercial buildings in the city. The following design elements shall be incorporated, as applicable, in design proposals brought before the Leavenworth design review board to implement the Old World Bavarian architectural Alpine Theme in the City of Leavenworth. A minimum of three decorative design details (in addition to structural elements) shall be included on a building or structure. Decorative design details include, but are not limited to, painted trim, decorative fascia, window treatments, balconies, and murals.

A) Typical building shapes and streetscapes, see Portfolio Chapter A.

~~The single most defining shape of Bavarian Alpine architecture is the low pitched roof with expansive overhangs, regardless of building size. An alpine roof is designed to hold snow for insulation. The overhangs deal with ice buildup and help keep the area right next to the house free of snow. In the rainy regions of Germany where snow is not prevalent, the roofs are very steep in order to shed water.~~

- 1) Buildings are rectangular or are combinations of rectangles, square, rectangular, and/or combinations thereof.
- 2) Projecting window bays, ecker or sections of balcony may be added.
- 3) Very large warehouse-Adjoining Structures. Consideration of where structures join or how rooflines meet or overhang should be considered.
- 4) Non-traditional buildings or market-type buildings pose special problems-challenges to this design theme. They must, however, include traditional Bavarian design elements and materials.

B) Roofs, see Portfolio Chapter B.

- 1) Low-pitched roof. The single most defining shape of Bavarian Alpine architecture is the low-pitched roof with expansive overhangs, regardless of building size. An alpine roof is designed to hold snow for insulation and safety.
- 2) Expansive Overhangs. The overhangs deal with ice buildup and help keep the area right next to the structure free of snow.
- 3) Primary Roofs have a pitch of 3:12 to 6:12. On occasion, there will be projects that warrant steeper or lower pitches; these will be reviewed on a case-by-case basis. ~~three and one-half to five and one-half.~~
- 4) Roof overhangs are expansive on the front and sides and usually require rafter and lookout beams. Typical overhangs are 24 inches or more on the sides and 36 inches or more at the front with the back reflecting either the side or front. "Expansive" shall be determined by the Design Review Board based on the building size and overall design to balance the building. For example, larger buildings will have larger overhangs. Large: 4' on sides, and 6'+ on front overhangs are encouraged and increase the appeal of a building's roof aesthetic.
- 5) Lookout or rafter beams shall be scrolled and/or have decorative faceplates (pfettenbretter). The scrolling shall be traditional Rococo, Baroque or folk designs. Lookout beams shall not extend beyond the fascia.
- 6) Face plates (pfettenbretters) shall be behind the fascia.
- 7) Pitched Roof Materials.

- a) Tile, simulated tile, standing seam metal, high-profile asphalt shingles, composite wood-appearance shake/shingles or heavy shakes (when approved by the Fire District) are acceptable. Copper as a roof or as an accent roof are also typical. "High-profile" means the depth of the shingle overlay or the distance from the top of a shingle or layer to the top of the overlaying shingle or layer. For highly visible areas, high-profile asphalt roofing shall have a depth of at least ¼ inch.
- b) Acceptable colors for standing seam metal are clay red (to mimic "terracotta" tile), brown, green (to mimic oxidized copper) or gray. Acceptable colors for tile or asphalt shingle colors should be red, gray, or brown earth tones (to mimic wood shingles).
- ~~b)c) Unacceptable materials include galvanized metal, overlap metal, plain shingles, and profileless (less than ¼-inch) asphalt shingles. Tile or asphalt shingle colors should be red, gray, or brown earth tones.~~
- ~~c) Standard overlap metal, plain shingles, and profileless asphalt shingles are not acceptable.~~
- 4)8) Fascia shall be scrolled or multiple profile. Other designs from Bavaria may be approved by the Board. "Multiple profile" means a minimum of three layers of wood with each overlapping layer being shorter than the previous. Differing depth of each layer is also common. If a scrolled layer is incorporated, a minimum of three layers shall be used, not including the drip edge. Scrolling shall be traditional Rococo, Baroque or folk designs.
- 5)9) When snow guards are used or intended to be used, they shall be included in the overall design review approval. Preferred styles are turned logs, tab style to match the roof or bar style but not bent ("v" shaped) metal.
- 6)10) If roof rafters are exposed (open soffit), the underside of the roof covering shall be one of the following materials to mimic traditional Bavarian exterior: resawn plywoods, tongue and groove boards (beveled or plain), plywood mimicking solid wood T-111 run lengthwise, solid wood, or exterior finish ~~sheeting~~sheathing. Additional fire protection measures may be required by the Fire and Building codes.
- C) Walls, see Portfolio Chapter C. Wall treatments shall consist of the following:
- 1) Stucco or stucco-like material. Stucco should have minimal or concealed expansion joints, which will be emphasized during project review;
 - 2) Wood, ~~usually on~~typically the whole building or on the upper level of ~~the wall~~a first level stucco base building;
 - 3) A combination of stucco for the first floor and wood for additional floors;
 - 2)4) Slate, stacked stone or other rectangular rock/stone (not river rock) is usually at the foundation;
 - 3) ~~A combination of the above;~~
 - 4)5) Unacceptable materials or methods are (see Portfolio Chapter K):
 - a) Metal siding;
 - b) Stucco board, or panelized preapplied stucco, except that the use of Hardipanel® cementitious panel may be allowed for ~~zero lot line walls where there are no required side yard setbacks and where another building either has already been built to each side of the new building or is being built concurrently~~adjoining buildings, and when the walls being covered with Hardipanel® cementitious panel will not be generally visible;
 - c) Half timbering (generally defined as 1/2 round or timber frame with panel infill) ~~(see LMC 14.08.100(K))~~;
 - d) Concrete block (cracked or plain). If concrete block is used, it shall be stuccoed;

- 6) Retaining walls, landscaping structures, permanent or semi-permanent (because of size and/or weight) landscape planters, landscaping planter sign bases, and similar structures may be constructed of stucco, landscaping timbers ~~(not railroad ties)~~, stacked stone, irregularly shaped rock, large boulders, poured concrete, split-faced concrete block landscaping stones, or other new materials as approved by the design review board. Cultured stone that has the appearance of stone, irregularly shaped rock or large boulders is acceptable.
- ~~e)a) Unacceptable material include railroad ties and r~~ Round river rock ~~is not acceptable.~~
- 7) Fences or fence type walls may be constructed of decorative metal, wrought iron, wood, stone, stucco, irregularly shaped rock, poured concrete, split-faced concrete block stones, or other new materials as approved by the design review board. Cultured stone that has the appearance of stone, irregularly shaped rock or large boulders is acceptable.
- ~~f)a) Unacceptable materials are r~~ Round river rock ~~and is not acceptable.~~ Chain link fencing ~~is not allowed in any commercial zone district~~, except chain link may be approved as follows:
- ~~g)b)~~ When required by state or federal law.
- ~~h)c)~~ When deemed necessary by a public safety official for public safety purposes.
- ~~i)d)~~ When used for security purposes on property owned and/or leased by a public entity.
- ~~j)e)~~ When used as temporary construction fencing.
- ~~k)f) At the At its-~~ Development Services Manager's discretion, the city may require that shielding components be incorporated into the fencing, apply time limits to the installation, and/or apply other conditions as determined necessary to mitigate impacts.
- D) Balconies, see Portfolio Chapter D. Balconies are optional. Where architectural balconies not intended for actual use are proposed, they shall have an apparent means of access, i.e., a door or false door, or large window. If balconies are present, they shall contain traditional design elements, such as:
- 1) Heavy beam supports;
 - 2) Scrolled slats;
 - 3) Flower boxes (optional). ~~This is the traditional location for them.~~
- E) Doors and Doorways, see Portfolio Chapter E. A handcrafted wood door is preferred.
- 1) Doors are constructed of wood or materials with a wood-like appearance; however, doors used for utility and/or service entrances (generally not visible from the right-of-way) can be constructed of other materials but shall be colored to blend with adjacent surfaces.
 - 2) Where wood is utilized on the wall surface, the door trim shall be wood. Where stucco is utilized, the stucco shall be wrapped around the inset for the door.
 - 3) Doors frames shall be recessed (not surfaced mounted), preferably 3 inches or more.
 - 4) Doors, doorways and entryways like vestibules or porticos are often ~~Many doorways are~~ arched. The arched doorway or entryway should be constructed of wood or stucco.
- ~~E)F)~~ Windows, see Portfolio Chapter F. Window treatment options are:
- 1) White or wood appearance is acceptable if harmonious with surrounding structure.
 - ~~1)2)~~ Recessed (preferably 3 inches), with or without painted decorative trim;
 - 3) Where wood is utilized on the wall surface, the window trim shall be wood or wood appearance. Where stucco is utilized on the wall surface, the recessed window area shall be wrapped in stucco.

- 2)4) When sshutters are used, they shall be proportional to the window and appear operable. Shutter are desirable when painted trim is not applied;
- 3)5) Painted decorative trim;
- 4)6) Grid inserts in the glazing Gridded divisions in the glazing (also known as muntins, simulated grids or divided lites) may be required by the Board in proportion to the window size and location. Such grids shall be on the exterior of the window glazing;
- 7) A minimum of one of the following treatment options, or a combination of options, shall be included:
- a) Painted decorative treatments around windows located on stucco walls with Baroque, Rococo, Classical or Bavarian folk art in design;
 - b) Shutters with or without painted trim
 - a)c) Flower boxes, wood finish or painted;
 - b)d) Arched wWindows may be arched;
 - e) ~~A combination of the above is acceptable; however, one of the window treatment options in subsections (F)(1) through (5) of this section is mandatory;~~
- 8) Flush, unadorned- mounted windows are unacceptable.
- 5)9) On occasion, there may be a case for an unadorned window; this will be viewed on a case-by-case basis.
- F)G) Trim, see Portfolio Chapter G. Trim is the least of the design elements, not the focus of the design.
- 1) ~~Scrolling-~~Decorative scroll work shall be required on fascia board and/or other trim. In general, scrolling follows traditional or Rococo designs. Design details for scroll work shall be included with the application.
 - 2) Stone ~~is can be~~ used in rectangular linear forms for accents. River rock, concrete block (cracked or plain), and irregular stone slabs are unacceptable.
 - 3) Wood shall not be used as trim over stucco.
- G)H) Decorative Painting, see Portfolio Chapter H. Designs for murals or art work on exterior walls or around windows and doors shall be presented for design review board approval before application to the building. All murals are subject to design approval by the design review board. Murals may incorporate a sign, or may stand alone. When a sign is incorporated into the mural, then a sign permit and compliance with Chapter 14.10 LMC, Signs, are required.
- 1) Corner walls may be painted to simulate rectangular stone quoins using a trompe l'oeil style.
 - 2) Three-dimensional painting is encouraged around windows and doors when shutters are not present. Classic as well as Rococo designs should be used.
 - 3) Murals may be of a traditional Bavarian theme. Scenic murals are also acceptable.
 - 4) Mural placement shall be floating rather than framed by trim or other design elements. All murals are subject to design approval by the design review board. Murals may incorporate a sign, or may stand alone. When a sign is incorporated into the mural, then a sign permit and compliance with Chapter 14.10 LMC, Signs, are required.
- 3)5) Murals are accents. The intent is not to cover a complete wall with a mural.
- H)I) Colors, see Portfolio Chapter I. Color selection shall incorporate the following:
- 1) The predominant stucco color is white or off-white. Pastels are acceptable, but only with white or off-white accents, or stone accents, on stucco trim.

- a) Unacceptable – any b ~~Bold bright colors are unacceptable.~~
- 2) All W wood trim (including beams, fascia and siding) ~~shall~~ may be stained with transparent wood-tone stain or, occasionally stained with ~~Very seldom is~~ opaque stain or painted. ~~(color) trim used over wood. However, hunter green and other accent colors are sometimes used for shutters and flower boxes.~~
- ~~(a)~~
- ~~2)3)~~ A paint chip or paint sample shall be submitted with the colored rendering of a design for all colors incorporated in the rendering. This requirement applies to the sign and architectural theme sections of this code. The sign portion of the mural is not exempt from this requirement, although the rest of the mural is.

14.08.050 Supplemental regulations.

A. The design review board may require the following structures or items to comply to the maximum extent practical and feasible with the Old World Bavarian ~~architectural~~ Alpine Theme when they are located in any commercial zone district:

1. Street furnishings.
2. Walkways and/or plazas.
3. Garbage enclosures.
4. Kiosks.
5. ~~Public telephone booths~~ Vehicle infrastructure, such as gas, pay and charging stations.
6. Display cabinets per LMC 5.22.030
7. Any type of display or permitted structure not enclosed within a building structure.

B. Meters, utility boxes, vents, louvers, conduit covers and other similar items shall be colored to blend with adjacent surfaces or colored black.

C. Serving windows to outdoor, privately owned staging areas shall be set back a minimum of eight feet from the sidewalk or public right-of-way.

D. The terms, provisions and requirements of this chapter shall be in addition to and not in lieu of the requirements set forth in the International Building Code and other uniform codes adopted by the city or in any other ordinance, state statute or regulation governing the construction, building, zoning or other similar regulations applicable to the city.

E. The painting of a new or existing building in a color different from the color originally approved shall require approval by the design review board.

F. Buildings shall not be occupied or opened for business until the approved exterior design features of that building are finished. A temporary certificate of occupancy/exemption may be granted by the city with a surety to perform work for not more than the time period allowed by the surety to perform work; provided, that the reason for delayed completion is due to weather or other circumstances beyond the control of the owner.

G. Until all applicable fees, charges, and expenses have been paid in full, as required, no action shall be taken by the city on any application, appeal or request excepting that of design review board consultation.

H. Design review board approved architectural and sign permits shall expire in conformance with LMC 15.04.030 and associated building permits (as necessary).

I. All mechanical equipment, e.g., heating and air conditioning equipment, air handling ducts, and compressors, shall be screened from view. False balconies, false chimneys, railings, and parapet walls may be utilized as long as they do not detract from the Bavarian Alpine Theme. Screening plans/designs must be included in architectural elevations presented for board review and approval. Reduction of fire hazards should be considered in the material and design of screening.

J. Rain gutters, downspouts, and heat tapes shall be required for all eaves to eliminate the possibility of drainage onto sidewalks.

~~K.~~ As a condition of approval for the issuance of a permit ~~of any design review board approved architectural and sign permit or any permit issued under this title or other associated titles contained in this code,~~ a performance or surety bond may be required, subject to the following:

1. The city attorney shall approve all performance and surety bonds as to form and securities.
2. The director(s) of the affected department(s) shall approve all performance and surety bonds as to amount and adequacy.
3. Alternative sureties may be considered by the city upon approval by the city attorney and the affected departments of the city.
4. The value of the bond/surety shall be equal to at least 150 percent of the estimated cost of the improvement(s) to be performed for improvements completed within a one-year time frame or 200 percent for improvements completed within a two-year time frame, or to be utilized by the city to perform any necessary work, or to reimburse the city for performing any necessary work and documented administrative costs associated with action on the bond/surety. To determine this value, the applicant must submit a bid for the improvements to be performed. If costs incurred by the city exceed the amount provided by the assurance device, the property owner shall reimburse the city in full, or the city may file a lien against the subject property for the amount of any deficit. Upon written request, the city may grant a one-time extension of the bond/surety.
5. Upon completion of the required work by the property owner and approval by the city at or prior to the completion date identified in the assurance device, the city shall promptly release the device.
6. If the performance bond or surety is required, the property owner shall provide the city with an irrevocable notarized agreement, with a form provided by the city or form acceptable to the city, granting the city and its agents the right to enter the property and perform any required work remaining uncompleted at the expiration of the completion date identified in the assurance device.

~~J. Rain gutters, downspouts, and heat tapes shall be required for all eaves to eliminate the possibility of drainage onto sidewalks.~~

14.08.060 Small commercial buildings.

Small commercial buildings less than 160 square feet, see Portfolio Chapter J, shall meet the following standards:

- A. ~~Single-story buildings, such as roadside stands, bratwurst stands, etc., that are less than 160 square feet, follow~~ Follow the same low-angle Bavarian Alpine roof construction as larger buildings.

~~Chapter 14.08 Old World Bavarian Alpine Theme~~

- B. These buildings may have all wood outside wall construction. If all wood siding is used, the siding must be tongue and groove cedar, pine, or squared log construction. Usually the siding is applied horizontally. Plywood siding is unacceptable. Stucco may be used.
- C. These buildings should have extensive overhangs front and back, with more modest overhangs on the sides.
- D. Natural wood tone stains predominate in Bavaria, with little or no painting of the trim.
- E. Most of the ornate features are scrolled trim with window shutter cutouts.
- F. Roofing materials are the same as for larger buildings.
- G. The overall feeling should be rustic in nature.

~~14.08.070 Mechanical equipment.~~

~~All mechanical equipment, e.g., heating and air conditioning equipment, air handling ducts, and compressors, shall be screened from view. False balconies, false chimneys, railings, and parapet walls may be utilized as long as they do not detract from the Bavarian Alpine theme. Screening plans/designs must be included in architectural elevations presented for board review and approval.~~

14.08.080 Signs.

- A. All signs must conform with the city sign ordinance, [LMC Chapter 14.10](#).
- B. Examples of approved signs are found in LMC 14.08.100(M).
- C. General locations for signing is to be indicated on the design review application drawings, with evidence that flowers and other features will not interfere.

14.08.090 Enforcement.

This chapter shall be enforced pursuant to Chapter 21.13 LMC.

14.08.100 Appendix: Portfolio of Photographs of Old World Bavarian Architecture and Signs for the City of Leavenworth.

The community development director shall make color copies of the "Portfolio of Photographs of Old World Bavarian Architecture and Signs for the City of Leavenworth" available to the public to view. The "Portfolio of Photographs of Old World Bavarian Architecture and Signs for the City of Leavenworth," dated January 23, 2001, is incorporated herein by this reference and is hereby adopted as part of this chapter. A monetary deposit according to the city's adopted fee schedule shall be required to check out the portfolio of photographs. The following are included in the portfolio:

- | | |
|--|---|
| A. Typical building shapes and streetscape ; | I. Colors; |
| B. Roofs; | J. Small buildings; |
| C. Walls; | K. Inappropriate design elements; |
| D. Balconies; | L. Local Bavarian Alpine buildings; |
| E. Doorways; | M. Signs; |
| F. Windows; | N. Regional Bavarian Alpine building styles and |
| G. Trim; | map. |
| H. Decorative painting; | |

Chapter 2.38 DESIGN REVIEW BOARD

2.38.010 Created – Membership, terms, appointments, approval and compensation.

A. There is established a design review board consisting of five members, plus an alternate and a construction advisor. The term of appointment to the board shall be four years and members can be reappointed for succeeding terms. Positions one, two, and five shall have terms expiring June 1st of succeeding years. Positions three and four shall have terms that expire December 1st of succeeding years. New appointments shall be made in a timely manner in order to assure staggering of time for appointments.

B. All members shall be appointed by the mayor and confirmed by a majority of the city council. Vacancies occurring other than through the expiration of a term shall be filled by the mayor with confirmation by a majority of the city council. Any member may be removed at any time by the mayor.

C. Members shall be selected without regard to political affiliation. Serving on the design review board requires residing within the boundaries of the Cascade School District or being a resident of Chelan County and owning a business within the city. Prior to appointment, members must demonstrate a fundamental knowledge of Old World Bavarian Alpine design and the purpose of the city's ordinances regulating architectural design and signs. The mayor shall appoint members based on consideration of the candidates' knowledge regarding the Old World Bavarian Alpine theme and/or demonstration of the following:

1. Travel throughout the Bavarian Alpine region of Bavaria;
2. Working or living in the Bavarian Alpine region of Bavaria;
3. Demonstrate a fundamental knowledge of Old World Bavarian Alpine architecture through the design or building of Old World Bavarian Alpine style structures;
4. Demonstrate a fundamental knowledge of Old World Bavarian Alpine design elements such as color, window treatment, murals, overhangs and building materials;
5. Demonstrate, via travel throughout Germany, Austria, and/or Switzerland, the ability to differentiate between regional design elements.

~~D. One member shall be "at large." This "ombudsman" will serve as a trusted intermediary between meeting the criteria above and representing the broad scope of the Old World Bavarian Alpine theme. Such individual should have knowledge from study of the Old World Bavarian Alpine theme.~~

~~E~~D. Members of the design review board shall serve without compensation.

~~F~~E. An alternate design review board member shall be appointed by the mayor, as outlined in subsection (B) of this section, and shall be selected as outlined in subsection (C) of this section. The alternate shall

serve a term of four years from time of appointment and can be reappointed for succeeding terms. The alternate shall be called upon to attend design review board meetings which cannot obtain a quorum, and shall fill the seat of any regular member of the design review board that is absent. Should the full board be present and the alternate also be present, the alternate shall not make motions or vote but may participate in the discussion. The alternate shall serve without compensation. The alternate shall automatically be appointed to a regular position should a vacancy in such position occur during the alternate's tenure.

F. A non-voting construction advisor may be appointed by the mayor, as outlined in subsection (B) of this section, and shall be selected as outlined in subsection (C) of this section. The advisor shall provide technical expertise to the design review board members when requested. They shall serve a term of four years from time of appointment and can be reappointed for succeeding terms. The advisor shall serve without compensation.

2.38.020 Powers and duties.

A. Generally. The design review board shall perform all duties specified under Chapters 14.08 and 14.10 LMC as the same now exist or are hereafter amended, together with any other duties or authorities which may be conferred upon them by the city council; provided, that nothing in this chapter shall be construed as limiting the right of the city to exercise any power granted to a code city as provided by law.

B. Rules and Procedures. The design review board may adopt rules of procedure for the conduct of meetings and other functions delegated to the design review board by the city council; provided, that the rules of procedure adopted are in accordance with state law and city ordinances.

2.38.030 Report to council.

The design review board shall, as requested by the council, make a written report to the mayor and city council. In its report, the design review board shall make written recommendations to the mayor and city council on matters that are covered under the prescribed duties and authority of the design review board.

2.38.040 Meetings.

The time and place of the board's meetings shall be established in the bylaws. All meetings shall be open to the public and shall be conducted in accordance with Chapter 42.30 RCW, State Open Public Meetings Act, as the same now exists or is hereafter amended.

2.38.050 Quorum and voting.

A. Three members of the design review board shall constitute a quorum for the transaction of business.

B. A quorum shall be required for the transaction of any business of the design review board.

C. Each regularly appointed member, including the chairperson, shall be entitled to one vote on any matter that may come before the design review board. The alternate member shall vote when one of the regular members is absent; otherwise, the alternate shall participate but not vote. The record shall show the individual vote of each member.

D. Actions requiring a vote of the design review board must have a simple majority of the quorum present for a favorable vote.

E. If there are only three board members at a meeting and one member is subject to the appearance of fairness doctrine, the meeting may proceed under the doctrine of necessity. However, the board may postpone its review of an item until the next meeting if the affected applicant agrees to the postponement.

F. The design review board shall take action to approve, approve with conditions, deny, or continue a decision to another specified time and date on any matter which comes before it on which it is authorized to act. On any matter that the design review board is authorized to act, if there is failure to make a motion to approve, approve with conditions, or continue a decision on such matter, such shall be regarded as a denial.

2.38.060 ~~Secretary~~ Roles and Procedures.

A. ~~The city administrator or his/her designee shall serve as secretary to the design review board. The design review board secretary shall be charged with preparing and transmitting a report with compliance review of applicable sections of code to the design review board.~~ [The design review board roles and responsibilities are defined in LMC 21.03.050.](#)

B. ~~The report shall include compliance analysis with the location, dimension, size, and other applicable technical standards and specifications outside Old World Bavarian Alpine theme for signs.~~ [All applications shall be processed consistent with LMC 21.09.050.](#)

C. ~~The report shall include compliance analysis with LMC 14.08.020, 14.08.030(A) through (C), and 14.08.050 for building/structure design.~~

D. ~~Compliance analysis shall include, but is not limited to, comparing the submitted application with the Portfolio of Photographs of Old World Bavarian Alpine Architecture and Signs for the City of Leavenworth.~~

E. ~~The secretary shall prepare action sheets for all approvals, approvals with conditions, and denials of submitted applications.~~

F. ~~The action sheet shall be forwarded to (mailed or emailed) the applicant within 10 working days of final action.~~

2.38.070 Appeals.

Any person aggrieved by a final decision on a sign or design application may ~~within 10 days of a decision on the permit file an appeal. The appeal shall be heard by the city's hearing examiner.~~ [appeal pursuant to LMC 21.11.025.](#)

ORDINANCE NO. 1609

**AN ORDINANCE OF THE CITY OF LEAVENWORTH, WASHINGTON
ADOPTING AMENDMENTS TO THE LEAVENWORTH MUNICIPAL
CODE REGARDING DESIGN REVIEW REQUIREMENTS, AMENDING
CHAPTER 14.08 OLD WORLD BAVARIAN ALPINE THEME AND
CHAPTER 2.38 DESIGN REVIEW BOARD.**

WHEREAS, the Leavenworth City Council directed the Planning Commission through the 2019 Amendment Docket to review and amend Title 14, items “a. Update of Title 14 – Signs Request to Administratively review and approve signs” and “d. Design Review Board Request to update LCM 14.08 to clarify”; and

WHEREAS, the Design Review Board meet and discussed the proposed amendments at their regularly scheduled meetings from May 2019 through December 2019; and

WHEREAS, the Planning Commission reviewed proposed amendments with representative Todd Smith from the Design Review Board during its regular meeting of February 5, 2020; and

WHEREAS, the proposed amendments are exempt from the State Environmental Policy Act, pursuant to RCW 43.21C and WAC 197-11-800(19); and

WHEREAS, the City of Leavenworth sent the request for comment to the Department of Commerce on January 17, 2020, pursuant to the requirements of RCW 36.70A.106; and

WHEREAS, the Department of Commerce review, material ID #2020-S-1135, which was concluded on March 17, 2020 with no agency comment; and

WHEREAS, on March 18, 2020, a “Notice of Public Hearing” on the amendments was published in the Leavenworth Echo and posted in three locations in City Hall; and

WHEREAS, a staff report was prepared and given to the Planning Commission and posted on the City website on February 6, 2020; and

WHEREAS, on March 4, 2020, the Planning Commission held a public hearing to receive public testimony on the amendments to the Municipal Code, of which there was none, and voted unanimously to recommend adoption of the amendments with three minor corrections; and

WHEREAS, the City Council opened the public hearing on April 14, 2020 and continued it to June 9, 2020 due to the COVID-19 Stay Home Stay Healthy mandate; and

WHEREAS, the City Council reviewed the draft amendment at its June 9, 2020 Study Session; and

WHEREAS, the City Council made the following findings:

1. The requirements of RCW 43.21C, the State Environmental Policy Act, and WAC 197-11 have been satisfied.
2. The requirements of the Leavenworth Municipal Code related to the updates and amendments have been satisfied.
3. The Planning Commission recommendation was based on the Staff Report findings of fact and conclusion of law.
4. The amendments are consistent with the purpose and intent of the City's Comprehensive Plan.
5. The amendments have undergone sufficient research and evaluation to determine that they will accomplish the purposes for which they are enacted and are intended to further the public health, safety, and welfare.
6. The amendments are in the best interest of the public and further the health, safety, and welfare of the citizens of the City of Leavenworth.
7. The City Council decision is final unless appealed as provided in Chapter 21.11 LMC, Appeals. The appeal shall meet the requirements of the Growth Management Hearing Board process and procedures.
8. The complete case file, including findings, conclusions and conditions of approval, if any, is available for inspection at City Hall during normal business hours, 700 Hwy 2, Leavenworth, contact the Development Services Manager, 509-548-5275.

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

Section 1. The amendments regarding design review requirements, amending Leavenworth Municipal Code Chapter 14.08 Old World Bavarian Alpine Theme and Chapter 2.38 Design Review Board are hereby adopted to read as set out in Attachment A.

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

Section 3. If any section or part of this Ordinance, or of Attachment A is declared unlawful, the balance of the section of the Ordinance or of Attachment A shall be unaffected and shall remain in full force and effect.

Passed by the City Council of the City of Leavenworth, Washington and approved by the Mayor at an open public meeting on the 9th day of June, 2020.

CITY OF LEAVENWORTH

By: _____
Carl J. Florea, Mayor

Attest:

Chantell Steiner
City Clerk/Finance Director

Approved as to form:

Thom H. Graafstra, City Attorney

Chapter 14.08 OLD WORLD BAVARIAN ALPINE THEME

14.08.010 Purpose.

The purpose of this chapter is to assist all involved in the design of new buildings, structures, walkways, plazas, lighting, or other miscellaneous items identified herein or the alteration of existing buildings, structures, walkways, plazas, lighting, or other miscellaneous items identified herein in order to develop and promote Leavenworth's Old World Bavarian Alpine Theme.

14.08.020 Applicability.

A. Within all of the commercial zone districts of the city and the city's urban growth area, the following shall conform in exterior design to the Old World Bavarian Alpine Theme, to the greatest extent practicable:

1. New buildings, structures, walkways, plazas, lighting, or other miscellaneous items identified herein;
2. Additions, substantial alterations and individual changes to structures and buildings; and
3. Modifications to walkways, plazas, lighting and other miscellaneous items identified herein.

B. For purposes of subsection (A) of this section, the term "substantial alteration" shall be defined as any interior and/or exterior alteration of an existing building or structure, the total cost of which (including but not limited to electrical, mechanical, plumbing and structural changes) within any 18-month period equals or exceeds 75 percent of the value of that building or structure at the time that a permit is applied for. The value shall be determined by using a contractor's estimate for construction or the IBC construction estimates and either the most recent assessed value as stated in the Chelan County assessor's current year tax records or an appraisal submitted by a licensed real estate appraiser. The estimate and the appraisal shall be dated no later than six months prior to the date of permit submittal.

C. When a permit for new construction and/or an addition is applied for, the entire structure and/or addition shall comply with all of the requirements of this chapter except as follows:

1. For zero lot line buildings, at a minimum, partial-pitched roofs which comply with the requirements of LMC 14.08.040(B) shall be incorporated on all sides of the structure which front on a street and/or alley. At a minimum, the partial-pitched roof shall span the entire length of the wall fronting on the public street and/or alley and shall extend 16 feet from the perimeter edge of the structure back toward the center of the structure, which measurement shall not include that portion overhanging the edge of the structure.

D. When a permit for a substantial alteration is applied for, the entire structure, including all existing components, shall comply with all of the requirements of this chapter, with the exception of roof and wall treatments, which at a minimum shall comply with the following:

1. If the substantial alteration is equal to or greater than 75 percent of the value of the structure (using the valuation methodologies and time frame in subsection (B) of this section), the following requirements shall apply:
 - a. If the existing roof is not in conformance with the requirements of this chapter, it shall be replaced on all sides of the structure which front on a street and/or alley with a partial-pitched roof which complies with the requirements of LMC 14.08.040(B). The partial-pitched roof shall span the entire length of the wall fronting on the public street and/or alley and shall extend 16 feet from the perimeter edge of the structure back toward the center of the structure, which measurement shall not include that portion overhanging the edge of the structure.

- b. If the existing wall treatment is not in conformance with the requirements of this chapter, the entire surface of those walls of the structure which front on a public street shall be resurfaced with wall treatment which complies with the requirements of LMC 14.08.040(C). The remaining walls of the structure (which do not front on a public street) shall not be required to be resurfaced with a compliant wall treatment, but shall be painted in an identical or complementary color to the compliantly surfaced walls. This exception to wall treatment requirements applies only to the wall surfacing materials; all other requirements of this chapter, including, but not limited to, decorative windows, doors, and trims shall apply.

E. Every change to an exterior element of a structure, including, but not limited to, doors, windows, wall finishes, paint, roofing materials, and/or structural elements shall comply with the requirements of this chapter unless such change is routine maintenance and repair; in which case, it may be repaired with a material which is identical to that of the original materials or a material which is determined equally or more compliant by the Development Services Manager or designee, pursuant to LMC 14.08.030.J. The painting of a new or existing building in a color different from the color originally approved shall require approval by the design review board.

F. Noncompliant Structures.

A determination of the compliance or noncompliance of the structure shall be made by making application to the design review board, which shall render findings of fact in making this determination.

1. Moving Noncompliant Structures. An existing structure which is not compliant with the Old World Bavarian Alpine Theme shall not be relocated to the commercial zone districts or be moved from one place to another within the commercial zone districts. Except, if a structure can be determined to be compliant with minor improvements which do not exceed 25 percent of the value, (using the valuation methodologies in subsection (B) of this section), the structure shall be allowed to be relocated subject to compliance with conditions placed on the permit by the design review board. To ensure that when a structure is placed it shall comply completely and in a timely manner with the permit requirements, the applicant shall be required to bond for all improvements at 150 percent of the total value (using valuation methodologies in subsection (B) of this section) and all improvements shall be completed within 120 days of the date of permit approval. Noncompliance will result in a requirement for the property owner to remove the structure.

G. Change in Use or occupancy.

A change of use or occupancy which results in physical changes to the structure shall be treated as either new construction, a substantial alteration or changes to individual elements in accordance with how the said change or changes meets the thresholds described in subsections (B) through (F) of this section and shall be held to the requirements as delineated thereto with the following exceptions:

1. An existing single-family residential structure which converts to another use and undergoes a change of use or occupancy, pursuant to the building code, shall be treated as new construction and shall comply with the requirements of this chapter applicable to new construction; except the roof shall not be required to be brought into compliance; however, fascia shall be trimmed with materials which comply with the requirements of this chapter.
 - a. When roof materials and/or structural roof components are replaced in a manner which is not routine maintenance and repair (e.g., a patch job), the materials and structural components shall comply with the requirements of LMC 14.08.040(B).

14.08.025 Exemptions.

Temporary structures used for festivals and events may include white or solid colored tents with no signage (or lettering).

14.08.030 Design review board review.

A. No building or structure (regardless of the size), walkway, plaza, lighting or other miscellaneous items identified herein shall be placed, constructed, changed, altered, added to, and/or undergo a change in occupancy status pursuant to the building code in any commercial zone district without first obtaining design review board approval and a permit. All applications for permits for construction, changes, alterations, additions, and/or changes of use of buildings, structures, walkways, plazas, lighting, or other miscellaneous items identified herein shall first be submitted to and be reviewed and approved by the design review board, who shall determine if the application is compliant with this chapter for the Old World Bavarian Alpine Theme.

B. All applications for permits required by this chapter shall be accompanied by a complete set of plans and blueprints clearly defining the construction, changes, alterations, or remodeling and stating the proposed location, dimension, and types of construction and design. The plans and blueprints shall be drawn to scale and shall clearly define the roofing materials and siding materials to be used and also the finish, paint or other materials to be used or applied on all exterior walls, trims, and other details and shall state a contemplated date of commencement and completion of the project, and shall become the property of the city upon submission of the application. All applications submitted shall be accompanied by payment of a permit fee for the amount identified in the city's fee schedule.

C. The applicant shall submit an accurate colored rendering of the proposal. The colored rendering shall either be done in a form of paint, colored pencils, colored pens, or be computer-generated. Paint chips or paint samples shall be submitted with the colored rendering for all colors included in the rendering.

D. In determining whether the proposed placement, construction, change, addition, or alteration conforms to exterior design of the Old World Bavarian Alpine Theme, the design review board shall consider the compatibility of the proposed exterior design with the existing design review board approved Bavarian structures and designs in the commercial zone districts of the city and the city's urban growth area and may, in addition, consult the following publications which contain many examples of architecture, including some examples that are specific to the Old World Bavarian Alpine Theme:

1. "Bayern in Bildern." Illustrations of Bavaria. Munchen, L. Muller (1971);
2. "Häuser in den Alpen," by Viktor Proksch. Pinguin Verlag, Innsbruck, and Umschau Verlag, Frankfurt A.M. (1964) (this book is also available in an English/French version);
3. "Bemalte Fassaden," by Margarete Baur-Heinbold. Verlag Georg D.W. Callwey, Munchen (1975);
4. "Bayern – Bavaria – La Baviere: e. Bildbd.," by Otto Siegener. Munchen-Pullach: Simon (1975);
5. "Wohnen im Alpenland," by S. Staffa. Verlag, Kitzbuhel;
6. "Die Schönsten Bauernhofe Oberbayerns," by Ottmar Schuberth. Munchen (1999).

E. Copies of the above publications and similar related reference works shall be kept on hand by the city for review by applicants and by members of the design review board.

F. An applicant may submit a preliminary sketch prior to furnishing a complete application for review at a regularly scheduled design review board meeting. Following review by the board, the applicant shall complete the application as directed by the board in accordance with this chapter.

G. Design review applications shall be processed in accordance with the quasi-judicial review process, pursuant to Chapter 21.09 LMC. In order to schedule a design review board meeting, a complete application shall be received by the development services department at least 10 working days prior to the meeting.

H. Changes to a design review board approved design, which are subsequently proposed after the initial approval of the design review board permit, shall require submission of an application to the design review board for approval prior to construction of the change.

I. Supporting reference materials shall be supplied to the design review board by the applicant at the request of the board.

J. The Development Services Manager or designee may administratively approve, conditionally approve or deny individual components of a project, listed below, when not associated with a larger project that would require design review board review. However, the Development Services Manager has the discretion to require the application or portions of the application to be presented to the design review board for review and approval. Additionally, the Development Services Manager may consult with the Design Review Board on the merits of whether or not a project complies to the Old World Bavarian Alpine Theme.

1. Retaining walls, landscaping structures, landscaping planter sign bases, lighting, fences or fence-type walls, garbage enclosures, walkways, plazas, publicly owned equipment, or similar structures.
2. Changes to the individual exterior elements (LMC 14.08.020) which collectively do not exceed five percent of the value of the structure (using the valuation methodologies and time frame in LMC 14.08.020(B)). Approval shall be subject to the standards contained in this chapter.
3. Moving approved signs which meet the design standards of LMC Chapter 14.08.080.
4. Repair of structures with identical materials to the original materials or a material which is determined equally or more compliant by the Development Services Manager. For purposes of this chapter, routine maintenance and repair is defined as corrective and/or preventative actions which do not result in an alteration but which allow for a structure to perform its intended, original purpose.

K. The applicant or a representative of the applicant shall be in attendance at the design review board meeting for an application to be reviewed by the design review board.

L. Chelan County has adopted the city's codes within the city's urban growth area, including this chapter, the Old World Bavarian Alpine Theme. The city's design review board will perform reviews of applications for projects located in the urban growth area and relay its findings to the county for inclusion in the county decision-making process. The county is the decision-making authority within the geographic boundary of the city's urban growth area.

14.08.035 Design review permit – Conditions and effect.

Architectural design review permits issued on the basis of plans and applications approved by the design review board or administrative official (as applicable) authorize only the arrangement and design set forth in such approved plans and applications, and no other use, arrangement, design or construction. Use, arrangement, design or construction at variance with that authorized shall be deemed violation of this title and punishable as provided in Chapter 21.13 LMC.

14.08.040 Design elements.

The design review board, in granting or denying approval of a permit in accordance with this chapter, should consider the following criteria. This list is intended to serve as a guide for prospective developers of representative Old World Bavarian design features which have proven effective on commercial buildings in the city. The following design elements shall be incorporated, as applicable, in design

proposals brought before the Leavenworth design review board to implement the Old World Bavarian Alpine Theme in the City of Leavenworth. A minimum of three decorative design details (in addition to structural elements) shall be included on a building or structure. Decorative design details include, but are not limited to, painted trim, decorative fascia, window treatments, balconies, and murals.

- A) Typical building shapes and streetscapes, see Portfolio Chapter A.
- 1) Buildings are square, rectangular, and/or combinations thereof.
 - 2) Projecting window bays, ecker or sections of balcony may be added.
 - 3) Adjoining Structures. Consideration of where structures join or how rooflines meet or overhang should be considered.
 - 4) Non-traditional buildings or market-type buildings pose special challenges to this design theme. They must, however, include traditional Bavarian design elements and materials.
- B) Roofs, see Portfolio Chapter B.
- 1) Low-pitched roof. The single most defining shape of Bavarian Alpine architecture is the low-pitched roof with expansive overhangs, regardless of building size. An alpine roof is designed to hold snow for insulation and safety.
 - 2) Expansive Overhangs. The overhangs deal with ice buildup and help keep the area right next to the structure free of snow.
 - 3) Primary roofs have a pitch of 3:12 to 6:12. On occasion, there will be projects that warrant steeper or lower pitches; these will be reviewed on a case-by-case basis.
 - 4) Roof overhangs are expansive on the front and sides and usually require rafter and lookout beams. Typical overhangs are 24 inches or more on the sides and 36 inches or more at the front with the back reflecting either the side or front. "Expansive" shall be determined by the Design Review Board based on the building size and overall design to balance the building. For example, larger buildings will have larger overhangs. Large: 4' on sides, and 6'+ on front overhangs are encouraged and increase the appeal of a building's roof aesthetic.
 - 5) Lookout or rafter beams shall be scrolled and/or have decorative faceplates (pfettenbretter). The scrolling shall be traditional Rococo, Baroque or folk designs. Lookout beams shall not extend beyond the fascia.
 - 6) Face plates (pfettenbretters) shall be behind the fascia.
 - 7) Pitched Roof Materials.
 - a) Tile, simulated tile, standing seam metal, high-profile asphalt shingles, composite wood-appearance shake/shingles or heavy shakes (when approved by the Fire District) are acceptable. Copper as a roof or as an accent roof are also typical. "High-profile" means the depth of the shingle overlay or the distance from the top of a shingle or layer to the top of the overlaying shingle or layer. For highly visible areas, high-profile asphalt roofing shall have a depth of at least ¼ inch.
 - b) Acceptable colors for standing seam metal are clay red (to mimic "terracotta" tile), brown, green (to mimic oxidized copper) or gray. Acceptable colors for tile or asphalt shingle are red, gray, or brown earth tones (to mimic wood shingles).
 - c) Unacceptable materials include galvanized metal, overlap metal, plain shingles, and profileless (less than ¼-inch) asphalt shingles.
 - 8) Fascia shall be scrolled or multiple profile. Other designs from Bavaria may be approved by the Board. "Multiple profile" means a minimum of three layers of wood with each overlapping layer being shorter than the previous. Differing depth of each layer is also common. If a scrolled layer

is incorporated, a minimum of three layers shall be used, not including the drip edge. Scrolling shall be traditional Rococo, Baroque or folk designs.

- 9) When snow guards are used or intended to be used, they shall be included in the overall design review approval. Preferred styles are turned logs, tab style to match the roof or bar style but not bent ("v" shaped) metal.
 - 10) If roof rafters are exposed (open soffit), the underside of the roof covering shall be one of the following materials to mimic traditional Bavarian exterior: resawn woods, tongue and groove boards (beveled or plain), plywood mimicking solid wood, solid wood, or exterior finish sheathing. Additional fire protection measures may be required by the Fire and Building codes.
- C) Walls, see Portfolio Chapter C. Wall treatments shall consist of the following:
- 1) Stucco or stucco-like material. Stucco should have minimal or concealed expansion joints, which will be emphasized during project review
 - 2) Wood, typically the whole building or on the upper level of a first level stucco base building;
 - 3) A combination of stucco for the first floor and wood for additional floors;
 - 4) Slate, stacked stone or other rectangular rock/stone (not river rock) is usually at the foundation;
 - 5) Unacceptable materials or methods are (see Portfolio Chapter K):
 - a) Metal siding;
 - b) Stucco board, or panelized preapplied stucco, except that the use of cementitious panel may be allowed for adjoining buildings, and when the walls being covered with cementitious panel will not be generally visible;
 - c) Half timbering (generally defined as 1/2 round or timber frame with panel infill);
 - d) Concrete block (cracked or plain). If concrete block is used, it shall be stuccoed;
 - 6) Retaining walls, landscaping structures, permanent or semi-permanent (because of size and/or weight) landscape planters, landscaping planter sign bases, and similar structures may be constructed of stucco, landscaping timbers, stacked stone, irregularly shaped rock, large boulders, poured concrete, split-faced concrete block landscaping stones, or other new materials as approved by the design review board. Cultured stone that has the appearance of stone, irregularly shaped rock or large boulders is acceptable.
 - a) Unacceptable material include railroad ties and round river rock.
 - 7) Fences or fence type walls may be constructed of decorative metal, wrought iron, wood, stone, stucco, irregularly shaped rock, poured concrete, split-faced concrete block stones, or other new materials as approved by the design review board. Cultured stone that has the appearance of stone, irregularly shaped rock or large boulders is acceptable.
 - a) Unacceptable materials are round river rock and Chain link fencing, except chain link may be approved as follows:
 - b) When required by state or federal law.
 - c) When deemed necessary by a public safety official for public safety purposes.
 - d) When used for security purposes on property owned and/or leased by a public entity.
 - e) When used as temporary construction fencing.
 - f) At the Development Services Manager's discretion, they may require that shielding components be incorporated into the fencing, apply time limits to the installation, and/or apply other conditions as determined necessary to mitigate impacts.
- D) Balconies, see Portfolio Chapter D. Balconies are optional. Where architectural balconies not intended for actual use are proposed, they shall have an apparent means of access, i.e., a door or

false door, or large window. If balconies are present, they shall contain traditional design elements, such as:

- 1) Heavy beam supports;
- 2) Scrolled slats;
- 3) Flower boxes (optional).

- E) Doors and Doorways, see Portfolio Chapter E. A handcrafted wood door is preferred.
- 1) Doors are constructed of wood or materials with a wood-like appearance; however, doors used for utility and/or service entrances (generally not visible from the right-of-way) can be constructed of other materials but shall be colored to blend with adjacent surfaces.
 - 2) Where wood is utilized on the wall surface, the door trim shall be wood. Where stucco is utilized, the stucco shall be wrapped around the inset for the door.
 - 3) Doors frames shall be recessed (not surfaced mounted), preferably 3 inches or more.
 - 4) Doors, doorways and entryways like vestibules or porticos are often arched. The arched doorway or entryway should be constructed of wood or stucco.
- F) Windows, see Portfolio Chapter F. Window treatment options are:
- 1) White or wood appearance is acceptable if harmonious with surrounding structure.
 - 2) Recessed (preferably 3 inches), with or without painted decorative trim;
 - 3) Where wood is utilized on the wall surface, the window trim shall be wood or wood appearance. Where stucco is utilized on the wall surface, the recessed window area shall be wrapped in stucco.
 - 4) When shutters are used, they shall be proportional to the window and appear operable. Shutters are desirable when painted trim is not applied;
 - 5) Painted decorative trim;
 - 6) Gridded divisions in the glazing (also known as muntins, simulated grids or divided lites) may be required by the Board in proportion to the window size and location. Such grids shall be on the exterior of the window glazing;
 - 7) A minimum of one of the following treatment options, or a combination of options, shall be included:
 - a) Painted decorative treatments around windows located on stucco walls with Baroque, Rococo, Classical or Bavarian folk art in design;
 - b) Shutters with or without painted trim
 - c) Flower boxes, wood finish or painted;
 - d) Arched windows;
 - 8) Flush mounted windows are unacceptable.
 - 9) On occasion, there may be a case for an unadorned window; this will be viewed on a case-by-case basis.
- G) Trim, see Portfolio Chapter G. Trim is the least of the design elements, not the focus of the design.
- 1) Decorative scroll work shall be required on fascia board and/or other trim. In general, scrolling follows traditional or Rococo designs. Design details for scroll work shall be included with the application.
 - 2) Stone can be used in rectangular linear forms for accents. River rock, concrete block (cracked or plain), and irregular stone slabs are unacceptable.
 - 3) Wood shall not be used as trim over stucco.

- H) Decorative Painting, see Portfolio Chapter H. Designs for murals or art work on exterior walls or around windows and doors shall be presented for design review board approval before application to the building. All murals are subject to design approval by the design review board. Murals may incorporate a sign, or may stand alone. When a sign is incorporated into the mural, then a sign permit and compliance with Chapter 14.10 LMC, Signs, are required.
- 1) Corner walls may be painted to simulate rectangular stone quoins using a trompe l'oeil style.
 - 2) Three-dimensional painting is encouraged around windows and doors when shutters are not present. Classic as well as Rococo designs should be used.
 - 3) Murals may be of a traditional Bavarian theme. Scenic murals are also acceptable.
 - 4) Mural placement shall be floating rather than framed by trim or other design elements.
 - 5) Murals are accents. The intent is not to cover a complete wall with a mural.
- I) Colors, see Portfolio Chapter I. Color selection shall incorporate the following:
- 1) The predominant stucco color is white or off-white. Pastels are acceptable with white or off-white accents, or stone accents, on stucco trim.
 - a) Unacceptable – any bold bright colors.
 - 2) Wood trim (including beams, fascia and siding) may be stained with transparent wood-tone stain or, occasionally stained with opaque stain or painted.
 - 3) A paint chip or paint sample shall be submitted with the colored rendering of a design for all colors incorporated in the rendering. This requirement applies to the sign and architectural theme sections of this code. The sign portion of the mural is not exempt from this requirement, although the rest of the mural is.

14.08.050 Supplemental regulations.

A. The design review board may require the following structures or items to comply to the maximum extent practical and feasible with the Old World Bavarian Alpine Theme when they are located in any commercial zone district:

1. Street furnishings.
2. Walkways and/or plazas.
3. Garbage enclosures.
4. Kiosks.
5. Vehicle infrastructure, such as gas, pay and charging stations.
6. Display cabinets per LMC 5.22.030
7. Any type of display or permitted structure not enclosed within a building structure.

B. Meters, utility boxes, vents, louvers, conduit covers and other similar items shall be colored to blend with adjacent surfaces or colored black.

C. Serving windows to outdoor, privately owned staging areas shall be set back a minimum of eight feet from the sidewalk or public right-of-way.

D. The terms, provisions and requirements of this chapter shall be in addition to and not in lieu of the requirements set forth in the International Building Code and other uniform codes adopted by the city or in any other ordinance, state statute or regulation governing the construction, building, zoning or other similar regulations applicable to the city.

E. The painting of a new or existing building in a color different from the color originally approved shall require approval by the design review board.

F. Buildings shall not be occupied or opened for business until the approved exterior design features of that building are finished. A temporary certificate of occupancy/exemption may be granted by the city with a surety to perform work for not more than the time period allowed by the surety to perform work; provided, that the reason for delayed completion is due to weather or other circumstances beyond the control of the owner.

G. Until all applicable fees, charges, and expenses have been paid in full, as required, no action shall be taken by the city on any application, appeal or request excepting that of design review board consultation.

H. Design review board approved architectural and sign permits shall expire in conformance with LMC 15.04.030 and associated building permits (as necessary).

I. All mechanical equipment, e.g., heating and air conditioning equipment, air handling ducts, and compressors, shall be screened from view. False balconies, false chimneys, railings, and parapet walls may be utilized as long as they do not detract from the Bavarian Alpine Theme. Screening plans/designs must be included in architectural elevations presented for board review and approval. Reduction of fire hazards should be considered in the material and design of screening.

J. Rain gutters, downspouts, and heat tapes shall be required for all eaves to eliminate the possibility of drainage onto sidewalks.

K. As a condition of approval for the issuance of a permit a performance or surety bond may be required, subject to the following:

1. The city attorney shall approve all performance and surety bonds as to form and securities.
2. The director(s) of the affected department(s) shall approve all performance and surety bonds as to amount and adequacy.
3. Alternative sureties may be considered by the city upon approval by the city attorney and the affected departments of the city.
4. The value of the bond/surety shall be equal to at least 150 percent of the estimated cost of the improvement(s) to be performed for improvements completed within a one-year time frame or 200 percent for improvements completed within a two-year time frame, or to be utilized by the city to perform any necessary work, or to reimburse the city for performing any necessary work and documented administrative costs associated with action on the bond/surety. To determine this value, the applicant must submit a bid for the improvements to be performed. If costs incurred by the city exceed the amount provided by the assurance device, the property owner shall reimburse the city in full, or the city may file a lien against the subject property for the amount of any deficit. Upon written request, the city may grant a one-time extension of the bond/surety.
5. Upon completion of the required work by the property owner and approval by the city at or prior to the completion date identified in the assurance device, the city shall promptly release the device.
6. If the performance bond or surety is required, the property owner shall provide the city with an irrevocable notarized agreement, with a form provided by the city or form acceptable to the city, granting the city and its agents the right to enter the property and perform any required work remaining uncompleted at the expiration of the completion date identified in the assurance device.

14.08.060 Small commercial buildings.

Small commercial buildings less than 160 square feet, see Portfolio Chapter J, shall meet the following standards:

- A. Follow the same low-angle Bavarian Alpine roof construction as larger buildings.
- B. These buildings may have all wood outside wall construction. If all wood siding is used, the siding must be tongue and groove cedar, pine, or squared log construction. Usually the siding is applied horizontally. Plywood siding is unacceptable. Stucco may be used.
- C. These buildings should have extensive overhangs front and back, with more modest overhangs on the sides.
- D. Natural wood tone stains predominate in Bavaria, with little or no painting of the trim.
- E. Most of the ornate features are scrolled trim with window shutter cutouts.
- F. Roofing materials are the same as for larger buildings.
- G. The overall feeling should be rustic in nature.

14.08.080 Signs.

- A. All signs must conform with the city sign ordinance, LMC Chapter 14.10.
- B. Examples of approved signs are found in LMC 14.08.100(M).
- C. General locations for signing is to be indicated on the design review application drawings, with evidence that flowers and other features will not interfere.

14.08.090 Enforcement.

This chapter shall be enforced pursuant to Chapter 21.13 LMC.

14.08.100 Appendix: Portfolio of Photographs of Old World Bavarian Architecture and Signs for the City of Leavenworth.

The community development director shall make color copies of the "Portfolio of Photographs of Old World Bavarian Architecture and Signs for the City of Leavenworth" available to the public to view. The "Portfolio of Photographs of Old World Bavarian Architecture and Signs for the City of Leavenworth," dated January 23, 2001, is incorporated herein by this reference and is hereby adopted as part of this chapter. A monetary deposit according to the city's adopted fee schedule shall be required to check out the portfolio of photographs. The following are included in the portfolio:

- A. Typical building shapes and streetscape;
- B. Roofs;
- C. Walls;
- D. Balconies;
- E. Doorways;
- F. Windows;
- G. Trim;
- H. Decorative painting;
- I. Colors;
- J. Small buildings;
- K. Inappropriate design elements;
- L. Local Bavarian Alpine buildings;
- M. Signs;
- N. Regional Bavarian Alpine building styles and map.

Chapter 2.38 DESIGN REVIEW BOARD

2.38.010 Created – Membership, terms, appointments, approval and compensation.

A. There is established a design review board consisting of five members, plus an alternate and a construction advisor. The term of appointment to the board shall be four years and members can be reappointed for succeeding terms. Positions one, two, and five shall have terms expiring June 1st of succeeding years. Positions three and four shall have terms that expire December 1st of succeeding years. New appointments shall be made in a timely manner in order to assure staggering of time for appointments.

B. All members shall be appointed by the mayor and confirmed by a majority of the city council. Vacancies occurring other than through the expiration of a term shall be filled by the mayor with confirmation by a majority of the city council. Any member may be removed at any time by the mayor.

C. Members shall be selected without regard to political affiliation. Serving on the design review board requires residing within the boundaries of the Cascade School District or being a resident of Chelan County and owning a business within the city. Prior to appointment, members must demonstrate a fundamental knowledge of Old World Bavarian Alpine design and the purpose of the city's ordinances regulating architectural design and signs. The mayor shall appoint members based on consideration of the candidates' knowledge regarding the Old World Bavarian Alpine theme and/or demonstration of the following:

1. Travel throughout the Bavarian Alpine region of Bavaria;
2. Working or living in the Bavarian Alpine region of Bavaria;
3. Demonstrate a fundamental knowledge of Old World Bavarian Alpine architecture through the design or building of Old World Bavarian Alpine style structures;
4. Demonstrate a fundamental knowledge of Old World Bavarian Alpine design elements such as color, window treatment, murals, overhangs and building materials;
5. Demonstrate, via travel throughout Germany, Austria, and/or Switzerland, the ability to differentiate between regional design elements.

D. Members of the design review board shall serve without compensation.

E. An alternate design review board member shall be appointed by the mayor, as outlined in subsection (B) of this section, and shall be selected as outlined in subsection (C) of this section. The alternate shall serve a term of four years from time of appointment and can be reappointed for succeeding terms. The alternate shall be called upon to attend design review board meetings which cannot obtain a quorum, and shall fill the seat of any regular member of the design review board that is absent. Should the full board be present and the alternate also be present, the alternate shall not make motions or vote but may participate in the discussion. The alternate shall serve without compensation. The alternate shall

automatically be appointed to a regular position should a vacancy in such position occur during the alternate's tenure.

F. A non-voting construction advisor may be appointed by the mayor, as outlined in subsection (B) of this section, and shall be selected as outlined in subsection (C) of this section. The advisor shall provide technical expertise to the design review board members when requested. They shall serve a term of four years from time of appointment and can be reappointed for succeeding terms. The advisor shall serve without compensation.

2.38.020 Powers and duties.

A. Generally. The design review board shall perform all duties specified under Chapters 14.08 and 14.10 LMC as the same now exist or are hereafter amended, together with any other duties or authorities which may be conferred upon them by the city council; provided, that nothing in this chapter shall be construed as limiting the right of the city to exercise any power granted to a code city as provided by law.

B. Rules and Procedures. The design review board may adopt rules of procedure for the conduct of meetings and other functions delegated to the design review board by the city council; provided, that the rules of procedure adopted are in accordance with state law and city ordinances.

2.38.030 Report to council.

The design review board shall, as requested by the council, make a written report to the mayor and city council. In its report, the design review board shall make written recommendations to the mayor and city council on matters that are covered under the prescribed duties and authority of the design review board.

2.38.040 Meetings.

The time and place of the board's meetings shall be established in the bylaws. All meetings shall be open to the public and shall be conducted in accordance with Chapter 42.30 RCW, State Open Public Meetings Act, as the same now exists or is hereafter amended.

2.38.050 Quorum and voting.

A. Three members of the design review board shall constitute a quorum for the transaction of business.

B. A quorum shall be required for the transaction of any business of the design review board.

C. Each regularly appointed member, including the chairperson, shall be entitled to one vote on any matter that may come before the design review board. The alternate member shall vote when one of the regular members is absent; otherwise, the alternate shall participate but not vote. The record shall show the individual vote of each member.

D. Actions requiring a vote of the design review board must have a simple majority of the quorum present for a favorable vote.

E. If there are only three board members at a meeting and one member is subject to the appearance of fairness doctrine, the meeting may proceed under the doctrine of necessity. However, the board may

postpone its review of an item until the next meeting if the affected applicant agrees to the postponement.

F. The design review board shall take action to approve, approve with conditions, deny, or continue a decision to another specified time and date on any matter which comes before it on which it is authorized to act. On any matter that the design review board is authorized to act, if there is failure to make a motion to approve, approve with conditions, or continue a decision on such matter, such shall be regarded as a denial.

2.38.060 Roles and Procedures.

A. The design review board roles and responsibilities are defined in LMC 21.03.050.

B. All applications shall be processed consistent with LMC 21.09.050.

2.38.070 Appeals.

Any person aggrieved by a final decision on a sign or design application may appeal pursuant to LMC 21.11.025.

Chapter 17.08 Short Plats

17.08.010 Applicability.

Every division of land into ~~four~~-nine or fewer lots, plots, sites, parcels, or tracts within the city of Leavenworth shall proceed in compliance with this chapter.

17.08.070 Prohibition on re-subdivision.

Land within a short subdivision, the short plat of which has been approved within five years immediately preceding, may not be further divided unless a final major subdivision has been approved and filed for record pursuant to Chapter 17.12 LMC; except, ~~the owner who filed the original application for~~ a short subdivision containing fewer than ~~four~~-nine lots may apply to further divide within five years, provided the total lots created do not exceed ~~four~~nine.

Chapter 17.12 Major Subdivisions

17.12.010 Applicability.

Every division of land into ~~five~~-ten or more lots, plots, sites, parcels, or tracts within the city of Leavenworth shall proceed in compliance with this chapter.

LMC 21.90.030 Definitions

“Plat, final short” means the final drawing of the short subdivision (~~four~~-nine lots or less) and dedication prepared for filing for record with the Chelan County auditor and containing all elements and requirements set forth in Chapter 58.17 RCW and LMC Title 17, as amended.

“Plat, final” means the final drawing of the subdivision (~~five~~-ten or more lots) and dedication prepared for filing for record with the Chelan County auditor and containing all elements and requirements set forth in Chapter 58.17 RCW and LMC Title 17, as amended.

“Subdivision, major” means the division or redivision of land into ~~five~~-ten or more lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership, in conformance with Chapter 17.12 LMC.

“Subdivision, short” means the division or redivision of land into ~~four~~-nine or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease, or transfer of ownership, in conformance with Chapter 17.08 LMC.

ORDINANCE NO. 1610

**AN ORDINANCE OF THE CITY OF LEAVENWORTH, WASHINGTON
ADOPTING AMENDMENTS TO THE LEAVENWORTH MUNICIPAL
CODE REGARDING SUBDIVISIONS, AMENDING CHAPTER 17.08
SHORT SUBDIVISIONS, CHAPTER 17.12 MAJOR SUBDIVISIONS AND
SECTION 21.90.030 COMMON DEFINITIONS.**

WHEREAS, the Leavenworth City Council directed the Planning Commission through the 2020 Amendment Docket to review and amend “LMC Title 17 Subdivision – permitting nine lot short plats per RCW 58.17”; and,

WHEREAS, the Planning Commission reviewed proposed amendments during its regular meeting of February 5, 2020; and

WHEREAS, the proposed amendments are exempt from the State Environmental Policy Act, pursuant to RCW 43.21C and WAC 197-11-800(19); and

WHEREAS, the City of Leavenworth sent the request for review comment to the Department of Commerce on January 17, 2020, pursuant to the requirements of RCW 36.70A.106; and

WHEREAS, the Department of Commerce expedited review, material ID #2020-S-1133, which was concluded on February 4, 2020 with no agency comment; and

WHEREAS, on March 18, 2020, a “Notice of Public Hearing” on the amendments was published in the Leavenworth Echo and posted in three locations in City Hall; and

WHEREAS, a staff report was prepared and given to the Planning Commission and posted on the City website on February 6, 2020; and

WHEREAS, on March 4, 2020, the Planning Commission held a public hearing to receive public testimony on the amendments to the Municipal Code, of which there was none, and voted unanimously to recommend adoption of the amendments; and

WHEREAS, the City Council opened the public hearing on April 14, 2020 and continued it to June 9, 2020 due to the COVID-19 Stay Home Stay Healthy mandate; and

WHEREAS, the City Council reviewed the draft amendment at its June 9, 2020 Study Session; and

WHEREAS, the City Council made the following findings:

1. The requirements of RCW 43.21C, the State Environmental Policy Act, and WAC 197-11 have been satisfied.

2. The requirement of the Leavenworth Municipal Code related to updates and amendments have been satisfied.
3. The Planning Commission recommendation was based on the Staff Report findings of fact and conclusion of law.
4. The amendments are consistent with the purpose and intent of the City's Comprehensive Plan.
5. The amendments have undergone sufficient research and evaluation to determine that they will accomplish the purposes for which they are enacted and are intended to further the public health, safety, and welfare.
6. The amendments are in the best interest of the public and further the health, safety, and welfare of the citizens of the City of Leavenworth.
7. The City Council decision is final unless appealed as provided in Chapter 21.11 LMC, Appeals. The appeal shall meet the requirements of the Growth Management Hearing Board process and procedures.
8. The complete case file, including findings, conclusions and conditions of approval, if any, is available for inspection at City Hall during normal business hours, 700 Hwy 2, Leavenworth, contact the Development Services Manager, 509-548-5275.

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

Section 1. The amendments regarding subdivisions, amending Chapter 17.08 Short Subdivisions, Chapter 17.12 Major Subdivisions and Section 21.90.030 Common Definitions are hereby adopted to read as set out in Attachment A.

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

Section 3. If any section or part of this Ordinance, or of Attachment A is declared unlawful, the balance of the section of the Ordinance or of Attachment A shall be unaffected and shall remain in full force and effect.

Passed by the City Council of the City of Leavenworth, Washington and approved by the Mayor at an open public meeting on the 9th day of June, 2020.

CITY OF LEAVENWORTH

By: _____
Carl J. Florea, Mayor

Attest:

Chantell Steiner
City Clerk/Finance Director

Approved as to form:

Thom H. Graafstra, City Attorney

Chapter 17.08 Short Plats

17.08.010 Applicability.

Every division of land into nine or fewer lots, plots, sites, parcels, or tracts within the city of Leavenworth shall proceed in compliance with this chapter.

17.08.070 Prohibition on re-subdivision.

Land within a short subdivision, the short plat of which has been approved within five years immediately preceding, may not be further divided unless a final major subdivision has been approved and filed for record pursuant to Chapter 17.12 LMC; except, a short subdivision containing fewer than nine lots may apply to further divide within five years, provided the total lots created do not exceed nine.

Chapter 17.12 Major Subdivisions

17.12.010 Applicability.

Every division of land into ten or more lots, plots, sites, parcels, or tracts within the city of Leavenworth shall proceed in compliance with this chapter.

LMC 21.90.030 Definitions

“Plat, final short” means the final drawing of the short subdivision (nine lots or less) and dedication prepared for filing for record with the Chelan County auditor and containing all elements and requirements set forth in Chapter 58.17 RCW and LMC Title 17, as amended.

“Plat, final” means the final drawing of the subdivision (ten or more lots) and dedication prepared for filing for record with the Chelan County auditor and containing all elements and requirements set forth in Chapter 58.17 RCW and LMC Title 17, as amended.

“Subdivision, major” means the division or redivision of land into ten or more lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership, in conformance with Chapter 17.12 LMC.

“Subdivision, short” means the division or redivision of land into nine or fewer lots, tracts, parcels, sites or divisions for the purpose of sale, lease, or transfer of ownership, in conformance with Chapter 17.08 LMC.



WESTERN PETERBILT, INC.

3801 Airport Way South
 Seattle, Washington, 98108
 (206) 624-7383

TAB 3

March 24, 2020

Mr. Herb Amick
 City of Leavenworth
 700 State Highway 2
 Leavenworth, WA 98826

RE: AGREEMENT FOR SOURCEWELL BID# 081716-PMC-PETERBILT 520. LABRIE BID #091219-LEG

Western Peterbilt, Inc. would like to formally extend all bid prices, terms, and conditions to the City of Leavenworth for the purchase of (1) one or more Residential Automated Side Loader Refuse Trucks through the Sourcewell contract with Peterbilt Motors and Labrie.

Following, please find the breakdown of the base prices and options.

-2021 Peterbilt 520 Right Hand Drive Residential Automated Side Loader Chassis SN 110113. Current list price \$243,418.00 minus 41.32% discount of \$100,580.32 for a total of \$142,837.68.	\$ 142,837.68
-Flooring Charge to cover interest from Chassis invoice until Final Payment. 175 days at \$17.23/day.	\$ 3,015.00
-2020 Labrie Automizer Fully Automated Side Loader Body per the City of Leavenworth's specifications. \$269,740.00 minus Sourcewell Contract Bid discount of 51% \$137,567.4.40 for a Total of \$132,172.60.	\$ 132,172.60
-Groeneveld EP-0 SingleLine Automated Lubrication System for Labrie Refuse Collection Arm and Body.	\$ 5,556.00
-Driveaway Service from Labrie-Canada to SWS-Spokane, WA.	\$ 6,576.00
-Pre-Delivery Inspection.	\$ 1,944.00
-Delivery to end customer (City of Leavenworth)	<u>\$ 500.00</u>
Sub Total	\$ 292,601.28
Washington State Sales Tax(8.1%)	<u>\$ 23,700.70</u>
Total	\$ 316,301.98

=====

3801 Airport Way South
 Seattle, WA, 98108
 (206) 624-7383
 FAX: (206) 340-0416
 1-800-255-7383

2028 Rudkin Rd.
 Yakima, WA, 98909
 (509) 453-3700
 FAX: (509) 457-0702
 1-800-734-7383

3443 20th Street, E.
 Fife, WA, 98424
 (253) 922-7383
 FAX: (253) 927-7931
 1-800-439-7383

15330 Smokey Point Blvd
 Marysville, WA, 98271
 (360) 659-7383
 FAX: (360) 659-1705
 1-888-755-7383

6214 E Broadway
 Spokane, WA, 99212
 (509) 535-4241
 FAX: (509) 536-3949
 1-800-572-6219

1435 E. Hillsboro St.
 Pasco, WA, 99301
 (509) 545-3700
 FAX: (509) 545-1454
 1-888-330-7383

2200 Spar Ave.
 Anchorage, AK, 99501
 (907) 276-2020
 FAX: (907) 276-2164

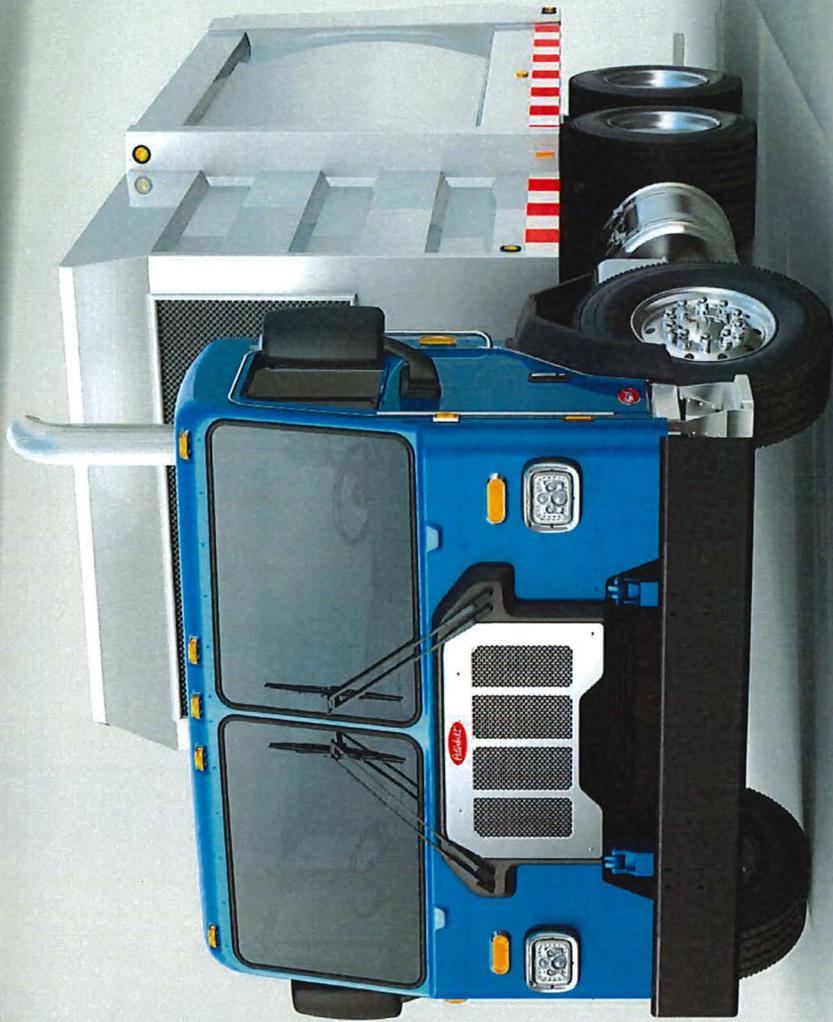
Again, all other terms, prices, delivery quotations and all conditions follow the Sourcewell format. Please see the attached documentation.

Thank you for the opportunity to earn your business!

Stu Fox

Stu Fox
Director of Refuse Sales
Western Peterbilt, Inc.

520



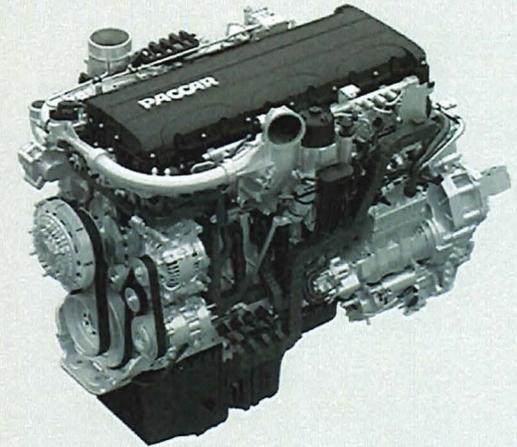
Cab Features

- Durable, Lightweight Aluminum Cab
- Zinc Coated Steel Sub-Frame
- Durable Bulkhead Style Doors with Proven Piano-Style Hinges
- Easy-to-Read Gauges
- Dual Sit Down Drive Configuration



Powertrain & Chassis

- PACCAR MX-11 / PX-9, Cummins ISX12 Diesel
Cummins Westport ISL G & ISX12 G Natural Gas Engines
- Up To 430 HP and 1,650 lb. ft. Torque
- Allison or Fuller Transmissions
- Steer Axles up to 20,000 lbs.
- Tandem Steer up to 36,000 lbs.
- Drive Axles up to 69,000 lbs.
- Flexible Wheelbase and Chassis Equipment Options



Serviceability

- Easy Access to Service Points
- Available Air Assist Cab Tilt
- Right Hand Service Module
 - Coolant
 - Power Steering
 - Air Filter
 - Transmission Fluid
 - Engine Oil
- Optional Central Air Drain



Visibility

- Standard Tri-Plane Mirrors
- Dual Convex
- 4-Way Power Adjust
- Passenger Mirror Available Mounted to Front of Cab
- Pantograph Wipers 27% More Coverage



All New Interior

- Integrated Mounting for Body Controls
- Overhead HVAC and Audio Controls
- Cab Corner Windows
- LED Backlit Gauges
- Enhanced Storage



520

CLASS PAYS

- ✓ Efficiency
- ✓ Reliability
- ✓ Durability
- ✓ Driver Comfort
- ✓ Peterbilt Style
- ✓ Peterbilt Value



ORDINANCE NO. 1611

AN ORDINANCE OF THE CITY OF LEAVENWORTH, WASHINGTON, AMENDING CERTAIN REVENUE AND EXPENDITURE APPROPRIATIONS IN THE 2019-2020 BUDGET AND ORDINANCE #1579 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 2019-2020 budget to provide for amendments to 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 #1579 and the 2019-2020 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	\$ 1,1065,068
Street	\$ 670,899
Transportation Benefit District	\$ -461,652
Lodging Tax	\$ 915,358
P.W. Capital Improvement	\$ 592,770
Leavenworth Civic Center	\$ -43,643
Pool	\$ 169,142
Local Improvement District (LID)	\$ -3,244
Pine Street Capital Project	\$ -45,000
Garbage	\$ -297,191
Water	\$ 482,054
Sewer	\$ 8,473,410
Stormwater	\$ -38,280
Parking	\$ 341,458
Equip Rental & Revolving (ER&R)	\$ -81,453

Cemetery Endowment	\$	16,994
UVPRSA Agency Fund	\$	<u>-131,300</u>
 TOTAL APPROPRIATIONS	\$	11,625,390

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 14th day of April, 2020.

CITY OF LEAVENWORTH

APPROVED:

Carl J. Florea, Mayor

APPROVED AS TO FORM:

ATTEST:

Thom Graafstra, City Attorney

Chantell R. Steiner, Finance Director/City Clerk

Fund	Account	Account Name	Revenue	Expense	Notes
General Fund	001.308.10.01.00	Reserved BFB	49,500		Restricted Ord 1603 11/26/19 - Public Water Access Viewing (WWTP)
General Fund	001.308.80.01.00	BFB	872,383		Increase BFB = Beginning Fund Balance, less restricted above
General Fund	001.311.10.00.00	Property Taxes	33,682		Increase due to Assessor calculations
General Fund	001.313.11.00.00	Retail Sales	(55,000)		COVID-19 1st Estimate of Loss - partial March/full April - 100K total
General Fund	001.313.15.00.00	Public Safety Retail Sales	(10,000)		COVID-19 1st Estimate of Loss - partial March/full April - 10K total
General Fund	001.316.44.02.00	Garbage B&O Tax	(26,330)		COVID-19 1st Estimate of Loss & Residential Removal from 2019
General Fund	001.316.45.00.00	Garbage B&O Tax - Waste Mgmt	13,180		Offsets portion of Residential Removal in 2019
General Fund	001.334.03.10.00	DOE Grant - SMP Planning	11,200		Shoreline Master Plan Grant Received July 2019
General Fund	001.334.04.20.01	DOC Grant - Housing Action Plan	45,800		Housing Action Plan Grant Received Nov 2019
General Fund	001.345.89.01.00	Surplused Right of Way	60,000		Settlement received for ROW frontage of Rhine Haus Building
General Fund	001.361.40.00.01	Interest on Interfund Loan	805		Pool 2019 Loan - Interest due in 2020
General Fund	001.381.20.99.00	Interfund Loan Repay-Rec Pool	20,348		Pool 1/3 principle loan payback - due 2020
General Fund	001.395.10.00.01	Proceeds Sale of Cap Assets	49,500		Revenue received from Ord 1603 - for Public Water Access Viewing
General Fund	001.513.10.10.00	Salaries & Wages		38,314	Increase wages for Administrator severance and new hire consideration
General Fund	001.513.10.20.00	Benefits		(1,361)	Administrator - reduction as benefits will subside with vacancy period
General Fund	001.513.10.41.00	Professional Services		23,000	Council approved 1/28/2020 - Prothman Contract-City Administrator
General Fund	001.514.20.10.00	Salaries & Wages		(2,282)	Finance - based on actuals to occur
General Fund	001.514.20.20.00	Benefits		(1,361)	Finance - based on actuals to occur
General Fund	001.518.30.10.00	Salaries & Wages		5,340	Ctrl Svs - City Hall support - based on actuals to occur
General Fund	001.518.30.15.00	Overtime		136	Ctrl Svs - City Hall support - based on actuals to occur
General Fund	001.518.30.20.00	Benefits		2,698	Ctrl Svs - City Hall support - based on actuals to occur
General Fund	001.521.41.03.00	CC Rivercom Contract		8,339	Contract Finalized
General Fund	001.521.41.04.00	CC Jail Contract		5,349	Contract Finalized
General Fund	001.521.41.05.00	CC Prosecuting Svs Contract		6,500	Contract Finalized
General Fund	001.536.50.10.00	Salaries & Wages		14,769	Cemetery - cost allocation changes & additional 24-hour park emp.
General Fund	001.536.50.15.00	Overtime		413	Cemetery - cost allocation changes & additional 24-hour park emp.
General Fund	001.536.50.20.00	Benefits		6,695	Cemetery - cost allocation changes & additional 24-hour park emp.
General Fund	001.558.60.10.00	Salaries & Wages		(9,296)	Community Development - based on actuals to occur
General Fund	001.558.60.20.00	Benefits		(5,687)	Community Development - based on actuals to occur
General Fund	001.558.60.41.08	Pro. Svs. Permit Tracking Software		16,275	Council approved 8/27/2019 - \$15K, extra includes tax
General Fund	001.558.60.41.09	Shoreline Master Program Grant		11,200	Shoreline Master Plan Grant Received July 2019
General Fund	001.558.60.41.10	Housing Affordability Action Plan		45,800	Housing Action Plan Grant Received Nov 2019
General Fund	001.559.30.10.00	Salaries & Wages		3,487	Code Administrator - based on actuals to occur
General Fund	001.559.30.20.00	Benefits		153	Code Administrator - based on actuals to occur
General Fund	001.565.10.41.00	Affordable Housing-ProSvs		80,000	Council approved 10/22/2019 for Garten Haus Senior Housing Imp.
General Fund	001.576.80.10.00	Salaries & Wages		2,983	Parks - cost allocation changes & additional 24-hour park emp.
General Fund	001.576.80.15.00	Overtime		(1,663)	Parks - cost allocation changes & additional 24-hour park emp.
General Fund	001.576.80.20.00	Benefits		(5,379)	Parks - cost allocation changes & additional 24-hour park emp.
General Fund	001.576.80.41.06	Pool - Com. Needs Assessment		5,000	Project carryover from 2019
General Fund	001.576.80.46.00	Insurance (Parks)		13,954	Increase due to ongoing claim - Front St Park snow maint related
General Fund	001.576.80.48.01	Dntwn Floral Hanging Baskets		(22,000)	These moved to Lodging Tax in 2019; adjusting in 2020
General Fund	001.576.80.48.02	Hanging Baskets Soil/Fertilizer		(3,000)	These moved to Lodging Tax in 2019; adjusting in 2020
General Fund	001.594.18.62.00	Public Works Facility Remodel		30,000	Mayoral approval per purchasing policy limits
General Fund	001.594.76.63.84	Front Street Restroom Expansion		3,126	2019 Project Carryover - JA Brennan Contract
General Fund	001.508.10.10.00	Restricted EFB - Public Access		49,500	Restricted Ord 1603 11/26/19 - Public Water Access Viewing (WWTP)
General Fund	001.508.80.01.00	EFB		744,066	Increase EFB = Ending Fund Balance - Real Balance = \$2,837,559
Total			1,065,068	1,065,068	
Streets	101.308.10.01.01	Reserved BFB	430,899		Increase BFB

Fund	Account	Account Name	Revenue	Expense	Notes
Streets	101.313.11.01.00	Retail Sales	(45,000)		COVID-19 1st Estimate of Loss - partial March/April - 100K total
Streets	101.334.03.80.11	State Grant-TIB 2020 Whitman Pilot	285,000		Council approved 3/10/2020
Streets	101.542.30.10.00	Salaries & Wages		29,072	Streets Maintenance - cost allocation changes
Streets	101.542.30.15.00	Overtime		199	Streets Maintenance - cost allocation changes
Streets	101.542.30.20.00	Benefits		16,003	Streets Maintenance - cost allocation changes
Streets	101.543.10.10.00	Salaries & Wages		13,053	Streets Administration - cost allocation changes
Streets	101.543.10.20.00	Benefits		1,680	Streets Administration - cost allocation changes
Streets	101.543.10.46.00	Insurance (Streets)		20,662	Increase due to street/sidewalk slip/fall ongoing claims
Streets	101.543.10.46.01	Insurance - TBD		(2,500)	TBD absorbed by City in 2019
Streets	101.595.30.63.10	TIB 2020 Whitman Pilot Project		300,000	Council approved 3/10/2020 - \$15K match from TBD Dollars
Streets	101.508.10.01.01	Reserved EFB		292,730	Increase EFB - Real Balance = \$980,128
Total			670,899	670,899	
Trans. Benefit District	102.308.10.01.02	Reserved BFB	(380,194)		Decrease BFB - Spent in 2019 on Pine Street - some will return in 2020
Trans. Benefit District	102.313.21.00.00	TBD Retail Sales	(77,458)		COVID-19 1st Assessment of Loss and adj. down from 2019 actuals
Trans. Benefit District	102.361.10.01.02	Investment Interest	(4,000)		Adjustment needed due to funds spent in 2020
Trans. Benefit District	102.543.30.41.00	Professional Services		11,295	Council approved 12/10/19 - US 2 Study Match Support
Trans. Benefit District	102.597.95.00.23	Trans Out to #305 Pine Street		(45,000)	No further transfers needed
Trans. Benefit District	102.508.10.01.02	Reserved EFB		(427,947)	Decrease EFB - Real balance = \$329,871
Total			(461,652)	(461,652)	
Lodging Tax	104.308.10.01.04	Reserved BFB	773,488		Increase BFB
Lodging Tax	104.313.31.00.00	Motel Tax-2%	56,750		COVID-19 1st Assessment / gains due to underbudgeted figures
Lodging Tax	104.313.31.01.00	Motel Tax-3%	85,120		COVID-19 1st Assessment / gains due to underbudgeted figures
Lodging Tax	104.557.30.10.00	Salaries & Wages		31,331	Tourism Support - cost allocation changes
Lodging Tax	104.557.30.15.01	Overtime		(470)	Tourism Support - cost allocation changes
Lodging Tax	104.557.30.20.00	Benefits		9,544	Tourism Support - cost allocation changes
Lodging Tax	104.557.30.40.00	Interfund Rentals & Leases		42,500	Including for Council approval - increase for Garbage Truck/Maint.
Lodging Tax	104.557.30.44.00	Advertising Chamber		54,837	Chamber increase per 18.5% contract council approved 12/10/19
Lodging Tax	104.557.30.44.01	Advertising - LAP		135,280	Council approved contract 12/10/2019
Lodging Tax	104.557.30.44.03	Advertising - Festhalle		10,000	Festhalle Committee Approved increase in 2019 for 2019 & 2020 budgets
Lodging Tax	104.557.30.44.08	Advertising - Festival/Events		5,000	Council approved increases 10/22/2019
Lodging Tax	104.557.30.44.09	Advertising - Hospitality/Spec Proj		30,000	Council approved increases 10/22/2019
Lodging Tax	104.557.30.44.10	Advertising - Operations/Museum		4,000	Council approved increase 3/10/2020 - Partnership Funding
Lodging Tax	104.557.30.48.01	Dntwn Floral Hanging Baskets		22,000	These moved to Lodging Tax in 2019; adjusting in 2020
Lodging Tax	104.557.30.48.02	Hanging Baskets Soil/Fertilizer		3,000	These moved to Lodging Tax in 2019; adjusting in 2020
Lodging Tax	104.594.76.65.06	Front Street Restroom Expansion		1,105	2019 Project Carryover - JA Brennan Contract
Lodging Tax	104.508.80.01.04	EFB		567,231	Increase Unreserved EFB - Real Balance = \$1,007,766
Total			915,358	915,358	
P.W. Cap Imp	107.308.10.01.07	Reserved BFB	592,770		Increase BFB
P.W. Cap Imp	107.597.34.00.01	Trans Out-To #403 Water Fund		(250,000)	Reduction due to Water Meter Grants acquired
P.W. Cap Imp	107.508.80.01.07	EFB		842,770	Increase EFB - Real Balance = \$688,491
Total			592,770	592,770	
Leav. Civic Ctr.	110.308.80.01.10	BFB	(43,643)		Decrease BFB
Leav. Civic Ctr.	110.575.48.46.00	Insurance		(1,940)	Recognizing actual to balance budget
Leav. Civic Ctr.	110.508.80.01.10	EFB		(41,703)	Decrease EFB - Real Balance = \$27,248

Fund	Account	Account Name	Revenue	Expense	Notes
Total			(43,643)	(43,643)	
Pool	176.308.10.01.76	Reserved BFB	134,242		Increase BFB
Pool	176.311.10.00.01	Property Taxes	34,700		Increase due to Assessor final assessments
Pool	176.347.30.00.02	Pool Daily Entrance Fees	(1,000)		UVPRSA Reviewed - Recommended Changes/approved 2/13/20
Pool	176.347.30.00.03	Pool Rental Fees	(7,000)		UVPRSA Reviewed - Recommended Changes/approved 2/13/20
Pool	176.347.30.00.04	Pool Swim Lessons	2,000		UVPRSA Reviewed - Recommended Changes/approved 2/13/20
Pool	176.347.30.00.05	Pool Swim Special Lessons Rate	500		UVPRSA Reviewed - Recommended Changes/approved 2/13/20
Pool	176.347.30.00.06	Swim Team Rental	4,000		UVPRSA Reviewed - Recommended Changes/approved 2/13/20
Pool	176.361.11.17.60	Investment Interest	900		UVPRSA Reviewed - Recommended Changes/approved 2/13/20
Pool	176.369.91.01.76	Miscellaneous Revenue	800		UVPRSA Reviewed - Recommended Changes - CC Revenues
Pool	176.576.20.31.02	Credit Card Service Charges		800	UVPRSA Reviewed - Recommended Changes - CC Expenses
Pool	176.576.20.41.02	Comm. Needs Assesment Study		10,000	Project Carryover from 2019
Pool	176.576.20.42.00	Comm-Phone/Postage/Fx		550	UVPRSA Reviewed - Recommended Changes/approved 2/13/20
Pool	176.576.20.46.00	Insurance		(414)	UVPRSA Reviewed - Recommended Changes/approved 2/13/20
Pool	176.576.20.47.00	Utilities		500	UVPRSA Reviewed - Recommended Changes/approved 2/13/20
Pool	176.581.20.00.99	Interfund Loan Repay - To CE		20,348	Pool 1/3 principle loan payback - due 2020
Pool	176.592.76.82.00	Interest on Interfund Loan		805	Pool 2019 Loan - Interest due in 2020
Pool	176.594.76.63.04	Chemical Remote Sensor		15,000	UVPRSA Reviewed - Recommended Changes/approved 2/13/20
Pool	176.508.80.01.76	EFB		121,553	Increase EFB - Real Balance = \$109,123
Total			169,142	169,142	
LID	205.308.10.02.05	Reserved BFB	(3,244)		Decrease BFB
LID	205.508.10.02.05	Reserved EFB		(3,244)	Decrease EFB - Real Balance = \$5,200
Total			(3,244)	(3,244)	
Pine Street Capital Proj	305.397.95.00.23	Trans In Fm #102 TBD	(45,000)		No further transfers needed
Pine Street Capital Proj	305.595.20.61.35	ROW Acquisitions		3,000	Project Cost Adjustment - Final TBD
Pine Street Capital Proj	305.595.30.63.50	Pine Street Construction		50,000	Project Cost Adjustment - Final TBD
Pine Street Capital Proj	305.595.90.41.51	Pine Street Constr. Admin TD&H		35,468	Council approved CO 1/14/2020 of \$56,569
Pine Street Capital Proj	305.508.10.03.05	Restricted EFB		(133,468)	Decrease Restricted EFB - Real Balance = \$5,668
Total			(45,000)	(45,000)	
Garbage	402.308.80.04.02	BFB	(44,387)		Recognize actual balance/2019 adj was \$113,592
Garbage	402.343.70.00.00	Garbage Collections	(263,304)		2019 Total * 1.04 -\$50,000 for COVID-19 ~ 1 month
Garbage	402.343.70.01.00	Garbage Collections-Cardboard	14,500		2019 Total less 2 months @ \$2000/month - COVID-19
Garbage	402.343.70.01.03	Recycle Rebates	1,000		Removing credit program no longer used
Garbage	402.361.11.04.02	Investment Interest	(1,000)		Recognize what's currently occurring
Garbage	402.369.10.00.00	Recycle-Cardboard (Recycle Ctr)	(4,000)		Have not been getting/may get some with outsourcing
Garbage	402.537.80.10.00	Salaries & Wages		(37,397)	20% reduction - due to residential removal/Cost Allocation Update
Garbage	402.537.80.15.00	Overtime		(2,675)	20% reduction - due to residential removal/Cost Allocation Update
Garbage	402.537.80.20.00	Benefits		(25,525)	20% reduction - due to residential removal/Cost Allocation Update
Garbage	402.537.80.31.00	Office & Operating Supplies		(1,000)	Cuts to balance fund
Garbage	402.537.80.31.01	Recycling Operating Supplies		(2,000)	Cuts to balance fund
Garbage	402.537.80.40.00	Interfund Rentals & Leases		(42,500)	Cut in half/ other half out of Lodging Tax-Commerical accts
Garbage	402.537.80.40.02	B&O Tax To Current Expense		(26,330)	10% of new budgeted revenues
Garbage	402.537.80.40.04	Dump Fees		(68,031)	2019 total less 1.25 months ~ \$17,500 - COVID-19
Garbage	402.537.80.40.05	Excise Tax-Dept Of Revenue		(13,382)	30% reduction based on new revenues collected

Fund	Account	Account Name	Revenue	Expense	Notes
Garbage	402.537.80.40.06	Intergov Prof Serv-SWAC		4,269	Increased due to new SWAC Contract
Garbage	402.537.80.41.00	Professional Services		(1,000)	Cuts to balance fund
Garbage	402.537.80.41.01	Recycling Pro-Svs-Attendant		(4,000)	Not needed - was in wages, now contracted out
Garbage	402.537.80.41.03	Recycling Yard Waste Fees		8,000	2019 Costs to burn - equip rental mostly
Garbage	402.537.80.42.00	Comm-Phone/Postage/Fx		1,300	Increased due to phones/tablet transitions
Garbage	402.537.80.44.00	Advertising		(750)	Cuts to balance fund
Garbage	402.537.80.46.00	Insurance		(909)	Actual Paid
Garbage	402.537.80.47.00	Utilities		(300)	2019 total + inflation
Garbage	402.537.80.48.00	Repairs & Maintenance		(200)	Cuts to balance fund
Garbage	402.537.80.49.00	Misc-reg/Dues/Subscriptions		100	Annual Fee for Zero Waste Membership
Garbage	402.594.37.62.00	PW Site Imp / Recycling		(16,000)	Cuts to balance fund
Garbage	402.594.37.64.01	Dumpsters-Mach&Equip		(7,500)	Cuts to balance fund
Garbage	402.594.37.64.03	Downtown Garbage Cans		(7,500)	Cuts to balance fund
Garbage	402.508.80.04.02	EFB		(53,861)	Decrease EFB - Real Balance = \$88,439
Total			(297,191)	(297,191)	
Water	403.308.80.04.03	BFB	444,554		Increase BFB
Water	403.331.00.00.00	Watersmart Grant - Fed. Direct	300,000		Watersmart Grant for Water Meters
Water	403.336.00.00.00	Icicle Work Group Grant -Local	487,500		Icicle Work Group Grant for Water Meters
Water	403.391.20.00.00	Revenue Bond TBD For Meters	(500,000)		No longer needed, project funded by grants
Water	403.397.34.00.01	Trans In - Fm #107 PW Cap Imp	(250,000)		Reduced in half due to Watersmart Grant award
Water	403.534.80.10.00	Salaries & Wages		27,582	Water - Cost Allocation Changes
Water	403.534.80.15.00	Overtime		(3,103)	Water - Cost Allocation Changes
Water	403.534.80.20.00	Benefits		5,604	Water - Cost Allocation Changes
Water	403.534.80.46.00	Insurance		(16,359)	Decrease due to shared claims expenses across other funds
Water	403.591.34.78.11	Dept Redemp-Prin Water Meters		(50,000)	No longer needed, project funded by grants
Water	403.592.34.83.11	Dept Rdemp-Int Water Meters		(10,000)	No longer needed, project funded by grants
Water	403.594.34.62.52	Fish Screen / Boulder Project		240,000	Council approved 10/8/2019
Water	403.508.80.04.03	EFB		288,330	Increase EFB - Real Balance = \$489,788
Total			482,054	482,054	
Sewer	404.308.80.04.04	BFB	361,838		Increase BFB
Sewer	404.331.10.00.00	USDA/RD Loan (Fed-Direct)	8,111,572		Initial Start for Project - total with current budget = \$10M
Sewer	404.535.80.10.00	Salaries & Wages		3,467	Sewer - Cost Allocation Changes
Sewer	404.535.80.15.00	Overtime		(2,166)	Sewer - Cost Allocation Changes
Sewer	404.535.80.20.00	Benefits		(5,349)	Sewer - Cost Allocation Changes
Sewer	404.535.80.46.00	Insurance		(29,093)	Decrease due to shared claims expenses across other funds
Sewer	404.535.80.41.15	Legal-ProSvs-WWTP Upgrade		30,000	Costs incurred for Attorney ROW and future contract reviews
Sewer	404.594.35.41.07	TMDL Engineering/Design		966,399	Council approved Varela Contract Increase 2/25/2020
Sewer	404.594.35.64.03	WWTP-Construction 2019-2021		8,161,572	Council approved \$8,111,572 on 2/11/2020 - extra for costs incurred
Sewer	404.594.35.64.08	WWTP - South Interceptor Constr.		3,500	Costs incurred to date for ROW Assessments
Sewer	404.508.80.04.04	EFB		(654,920)	Decrease EFB - Real Balance = \$966,722
Total			8,473,410	8,473,410	
Stormwater	410.308.80.04.10	BFB	(38,280)		Decrease BFB - Spent funds in 2019 on Pine Street Match
Stormwater	410.531.30.10.00	Salaries & Wages		337	Stormwater - Cost Allocation Changes
Stormwater	410.531.30.15.00	Overtime		(530)	Stormwater - Cost Allocation Changes
Stormwater	410.531.30.20.00	Benefits		(2,241)	Stormwater - Cost Allocation Changes

Fund	Account	Account Name	Revenue	Expense	Notes
Stormwater	410.508.80.04.10	EFB		(35,846)	Decrease EFB - Real Balance = \$88,061
Total			(38,280)	(38,280)	
Parking	415.308.80.04.15	BFB	372,298		Increase BFB
Parking	415.362.30.00.07	Parking Lot 1	(21,000)		COVID-19 - 1st Estimate of Loss - 1/2 March / Full April
Parking	415.362.30.00.08	Parking Lot 2	(6,000)		COVID-19 - 1st Estimate of Loss - 1/2 March / Full April
Parking	415.362.30.00.09	Parking Lot 3	(4,000)		COVID-19 - 1st Estimate of Loss - 1/2 March / Full April
Parking	415.362.30.00.11	Parking Lot 4	(6,500)		COVID-19 - 1st Estimate of Loss - 1/2 March / Full April
Parking	415.362.50.00.07	Lease Reserved Parking Program	6,660		Recognize revenues received to date
Parking	415.542.30.10.01	Salaries & Wages		7,053	Parking - Cost Allocation Changes
Parking	415.542.30.15.01	Overtime		(685)	Parking - Cost Allocation Changes
Parking	415.542.30.20.01	Benefits		1,242	Parking - Cost Allocation Changes
Parking	415.595.65.60.03	DOT Parking Lot Improvements		(440,000)	Reducing to transition funds to Dntwn Project, \$10K for engineering
Parking	415.595.65.60.04	Downtown Parking Improvements		450,000	Funds moved from DOT Parking Lot
Parking	415.508.80.04.15	EFB		323,848	Increase BFB - Real Balance = \$201,780
Total			341,458	341,458	
Equip Rental (ER&R)	501.308.80.05.01	BFB	(81,453)		Decrease BFB
Equip Rental (ER&R)	501.548.68.10.00	Salaries & Wages		5,074	ER&R - Cost Allocation Changes
Equip Rental (ER&R)	501.548.68.15.00	Overtime		(4,099)	ER&R - Cost Allocation Changes
Equip Rental (ER&R)	501.548.68.20.00	Benefits		(634)	ER&R - Cost Allocation Changes
Equip Rental (ER&R)	501.594.48.64.55	New Bobcat		3,261	Council approved additional cost on 11/26/2019
Equip Rental (ER&R)	501.594.48.64.76	2021 Garbage Truck		317,000	Council approval on 4/14/2020 - additional for licensing
Equip Rental (ER&R)	501.508.80.05.01	EFB		(402,055)	Decrease EFB - Real Balance = \$410,870
Total			(81,453)	(81,453)	
Cemetery Endowment	601.308.80.06.01	BFB	16,994		Increase BFB
Cemetery Endowment	601.508.80.06.01	EFB		16,994	Increase EFB
Total			16,994	16,994	
UVPRSA	635.337.00.00.07	Intergovern-PRSA Revenue	(131,300)		Removed Fund in 2019 - per audit recommendation - already in books
UVPRSA	635.597.95.00.10	Trans Out-To #176 Pool		(131,300)	Removed Fund in 2019 - per audit recommendation - already in books
Total			(131,300)	(131,300)	
Grand Total All Funds			11,625,390	11,625,390	
			<u>Revenue</u>	<u>Expense</u>	
Actual Changes to BFB & EFB's			2,585,382	1,444,478	
Less Total Fund Adjustments from Above			11,625,390	11,625,390	
Actual Adjustments to Revenues & Expenses			9,040,008	10,180,912	

2020 Garbage Fund Amendments

			2020 Budget	2020 Amended Budget	Increase (Decrease)	
402	308 80 04 002	Beginning Net Cash & Invest	171,072	126,685	-44,387	Recognize actual balance/2019 adj was \$113,592
402	343 70 00 000	Garbage Collections	824,824	561,520	-263,304	2019 Total * 1.04 -\$50,000 for COVID-19 ~ 1 month
402	343 70 01 000	Garbage Collections-Cardboard (Comm Accts)	5,500	20,000	14,500	2019 Total less 2 months @ \$2000/month - COVID-19
402	343 70 01 001	Recycling Collections (alum/paper)	150	150	0	
402	343 70 01 003	Recycle Rebates	-1,000	0	1,000	Removing credit program no longer used
402	343 70 02 000	Dumpster Purchases	0	0	0	
402	361 11 04 002	Investment Interest	2,000	1,000	-1,000	Recognize what's currently occurring
402	369 10 00 000	Recycle-Cardboard (Recycle Ctr)	5,000	1,000	-4,000	Have not been getting/may get some with outsourcing
402	389 10 00 005	Payroll Reimbursements	0	0	0	
402	537 80 10 000	Salaries & Wages	196,446	159,049	-37,397	20% reduction - due to residential removal/Cost Allocation Update
402	537 80 15 000	Overtime	7,155	4,480	-2,675	20% reduction - due to residential removal/Cost Allocation Update
402	537 80 20 000	Benefits	101,547	76,022	-25,525	20% reduction - due to residential removal/Cost Allocation Update
402	537 80 25 000	Overtime Benefits	0	0	0	
402	537 80 31 000	Office & Operating Supplies	4,000	3,000	-1,000	Cuts to balance fund
402	537 80 31 001	Recycling Operating Supplies	3,000	1,000	-2,000	Cuts to balance fund
402	537 80 35 000	Small Tools & Minor Equipment	0	0	0	
402	537 80 40 000	Interfund Rentals & Leases	85,000	42,500	-42,500	Cut in half/ other half out of Lodging Tax-Commerical accts
402	537 80 40 001	Other Interfund Svs & Chgs	11,955	11,955	0	
402	537 80 40 002	B&O Tax To Current Expense	82,482	56,152	-26,330	10% of new budgeted revenues
402	537 80 40 004	Dump Fees	255,000	186,969	-68,031	2019 total less 1.25 months ~ \$17,500 - COVID-19
402	537 80 40 005	Excise Tax-Dept Of Revenue	44,792	31,410	-13,382	30% reduction based on new revenues collected
402	537 80 40 006	Intergov Prof Serv-SWAC	5,148	9,417	4,269	Increased due to new SWAC Contract
402	537 80 41 000	Professional Services	1,000	0	-1,000	Cuts to balance fund
402	537 80 41 001	Recycling Pro-Svs-Attendant	4,000	0	-4,000	Not needed - was in wages, now contracted out
402	537 80 41 002	Recycling Dumpster Rental Fee	5,000	5,000	0	
402	537 80 41 003	Recycling Yard Waste Fees	1,000	9,000	8,000	2019 Costs to burn - equip rental mostly
402	537 80 41 004	Recycling Cans Dump Fees (See LT Fund)	0	0	0	
402	537 80 41 011	Online Bill Pay Charges	1,500	1,500	0	
402	537 80 42 000	Comm-Phone/Postage/Fx	2,000	3,300	1,300	Increased due to phones/tablet transitions
402	537 80 44 000	Advertising	1,000	250	-750	Cuts to balance fund
402	537 80 45 000	Operating Rentals & Leases	0	0	0	
402	537 80 46 000	Insurance	3,016	2,107	-909	Actual Paid
402	537 80 47 000	Utilities	1,800	1,500	-300	2019 total + inflation
402	537 80 48 000	Repairs & Maintenance	200	0	-200	Cuts to balance fund
402	537 80 49 000	Misc-reg/Dues/Subscriptions	0	100	100	Annual Fee for Zero Waste Membership
402	594 37 41 000	Utility Rate Study	0	0	0	
402	594 37 41 001	Garbage Waste Assessment	9,705	9,705	0	
402	594 37 61 000	ROW Land Purchase	0	0	0	
402	594 37 62 000	PW Site Imp / Recycling	16,000	0	-16,000	Cuts to balance fund
402	594 37 62 001	SWAC - Hazardous Facility	0	0	0	
402	594 37 64 001	Dumpsters-Mach&Equip	15,000	7,500	-7,500	Cuts to balance fund
402	594 37 64 003	Downtown Garbage Cans	7,500	0	-7,500	Cuts to balance fund
402	508 80 04 002	Ending Fund Balance	142,300	88,438	-53,861	EFB Reduction based on changes above - rounded for balancing

Annual Objective and Project Tracker 2020
 April 14, 2020

Objective Description	Lead	Estimated Completion Date	% Completion				Comment (Updated Quarterly)
			APR	JUL	OCT	DEC	
Financial Policy Review	CS	May 2020	0				This is an annual review of the Financial Policies now amended as Res. 7-2018. The policy defines and establishes fund balances, reserves, debt capacity, and investments to assist in annual budgeting. The Finance Committee will possibly review this at the May meeting for any recommended changes this year.
City Biennial Budget Approval and PRSA Annual Budget	CS	Nov/Dec 2020	0				The City Budget is on a biennial basis; 2020 is underway and modifications have occurred from 2019 project carryovers. First steps begin with the budget retreat that will be scheduled later this year to allow for a new City Administrator to participate; the budget development will begin in June as usual with staff requests kicking off the process for the 2021-2022 Budget. The Upper Valley Park & Recreation Service Area (PRSA) budget is adopted yearly by the PRSA Board and is incorporated as part of the City's biennial budget process for the City's Pool Fund. A detailed budget calendar will be available by June on the City's website.
Grant Administration	CS	Dec 2020	25				Currently the finance department is administering 14 open grants/loans. Crosswalks (2 State), Pine Street (1 Fed remaining). LED Lighting (1 TIB), USDA RD – (2 Fed Loans/1 Grant) for the WWTP. Of the 14, 7 new grants are in line for 2020-2021 that includes 2 for the Water Meter Project (1 Fed, 1 Local), 1 grant for Shoreline Master Planning (DOE-State), 1 grant for the Housing Affordability Action Plan (DOC-State), and 1 each for the Whitman Pilot, Pine Street Phase II, and 14 th Street Improvements (2 TIB, 1 WWT(CDOT)) Staff continues to seek more grant funding for other future projects including the WWTP/Collection system updated costs and the Water Plant/Distribution Line Improvements.
Quarterly City Newsletter	ALL		0				Four issues published annually. – Spring skipped due to COVID-19 issues.

TAB 5

Annual Objective and Project Tracker 2020
April 14, 2020

Icicle Work Group	TBD	TBD	0				The Icicle Work Group is made up of various stakeholders with interests in the stream flow and water rights associated with Icicle Creek. The City Council by resolution (RES#3 – 2019) supported moving forward with Preferred Alternative #1, the base package of projects. Lobbying for additional funding and data collection continue to be the priority items for the group. 50% Of the City Water Meter Project was funded by the IWG. Work will need to continue on Water Conservations and Fish Screen Projects.
City/PRSA Annual Reports – 2019	CS	May 29, 2020	10				These reports are required annually by the State, to be completed within 150 days in the year following the previous year. Council and Board members annually participate in the reviews and will be requested to participate later this year.
Lodging Tax Annual Report	CS	May 15, 2020	100				This report is required by the State to be completed annually by May 15th of each year.
Reassessment of Lodging Tax Allocation Policy and Scoring Procedures & Implement Contracts for Partnership Funding	Staff	Nov 2020	50				The Council Economic Development Committee created new procedures in 2019 for the two grant programs for Festivals/Events and Tourism Hospitality; beginning in September 2020 the Committee will reassess the application and scoring procedures for the 2021 process. The City’s goal is to have the 2021 call for applications in September with a review process occurring in October and allocations made by November. The Committee completed the review for new contracts related to partnership organization funding in early 2019; these will be brought to the Council for consideration in the fall for 2021 contracts.
Personnel	Mayor		50				Current openings include the City Administrator Position and a Utility Maintenance Position. Future positions need to address responsibilities for parking program, parking enforcement, code enforcement and planning personnel.

Annual Objective and Project Tracker 2020
April 14, 2020

Docket Item #1 Transportation Element	LV	Dec 2020	10				Update of the Transportation Element to incorporate the Parking Plan, Corridor Study, 20-year Transportation Improvement Plan (TIP) and review peak hour policies. This update may impact other areas of the Comprehensive Plan. RFP for consultant services is being reviewed.
Docket Item #2 Housing Action Plan	LV	June 30, 2021	10				Develop a Housing Action Plan, through a Department of Commerce grant. The HAP will be used to determine other housing Comprehensive Plan and code amendments. RFQ has been completed and staff will move forward with contract discussions. Funded through Department of Commerce grant.
Docket Item #3 Fire Code Amendments	LV	July 2020	25				The City has been identified as a high risk for fire. The Fire District and Building Official are working on recommended Wildland Urban Interface (WUI) code recommendations.
Docket Item #4 Osborn Property Ideas/Planning	LV	TBD	0				Review and planning for the Osborn Property, should the City purchase the property, will require a review of the desired uses and the zoning. Changes to the Comprehensive Plan map and zoning map may be required.
Docket Item #5 District Use Chart	LV	Dec 2020	10				The Planning Commission requested that the uses identified in each zoning district be compiled into a chart. Additionally, various uses within each zoning district will be reviewed along with the Conditional Use requirements. The Planning Commission is reviewing a new chart and all uses. This work is anticipated to take 10 meetings.
Docket Item #7 Alley Access	LV/HA	TBD	0				Creation of a white paper addressing current alley conditions, pros and cons of development of alleys, and the cost of development and maintenance of alleys.

Annual Objective and Project Tracker 2020
April 14, 2020

Docket Item #8 Code Inconsistencies	LV	TBD	5				Code Inconsistencies, clarifications and Incorporation of policies and interpretations. This item includes a group of items that will be reviewed, as time permits, see the Docket for specific items. A partial list of potential amendments is schedule to be heard at the May Planning Commission.
Design Review Board	LV	June 2020	60				The Design Review Board has been reviewing code amendments most of 2019; the Planning Commission has recommended approval. The City Council continued hearing is scheduled for June. These amendments are to provide clarity of design requirements and processes. After the code updates are completed the DRB is reviewing and updating the Portfolio.
Pista Grit Project (WWTP)	HA/AV	April 2020	98				Equipment is installed and awaiting hard "start-up" by the manufacturer, Smith & Loveless which has been delayed due to travel restrictions in place due to COVID-19'
WWTP / Water Plant SCADA/Software Upgrades	HA	Fall 2020	10				City has contracted and purchased new SCADA equipment for the WWTP and Water Plan. This purchase does include new software and hardware. Implementation of this project will provide a redundancy of equipment and information at either site.
Wastewater Treatment Plant: Improvement Financing	CS	Apr 2021	0				City must finance construction costs. Rural Development Funds are paid on a reimbursement basis after Construction Contract Award. Will need gap funding to cover construction cash flow; paperwork is currently completed with Cashmere Valley Bank and RD for interim financing. Closeout of interim financing will be completed on closeout of WWTP construction, transfer of interim financing to long-term low-interest financing.

Annual Objective and Project Tracker 2020
April 14, 2020

Wastewater Treatment Plant: Construction	HA	Spring 2021	10				Bid Awarded to Stellar J Construction and contract is in place. Preconstruction meeting was held on April 2, 2020 and work is scheduled to commence in May 2020 with total completion of all upgrades anticipated for June 2021. Work will proceed as essential throughout the COVID-19 restrictions.
South Interceptor Project	HA	September 2020	5				Replacement of 15-inch sewer interceptor pipeline with 18-inch line. Direct burial and pipe bursting. ROW Easement certification nears completion with advertisement for bid to follow. Tentative construction to begin in June 2020 with estimated completion in September 2020.
Replacement of Water Intake Screens (Icicle)	HA/AB	Fall 2020	5				This is a joint project between WDFW, TU and COL. This project initiated with TU Boulder Field Fish Passage Project which required upgrading of City intake screens and supporting water intake pipes. Funding is in place and the project is currently out for bid. Oversight of the project will be through WDFW and TU with regular inspections by City staff/consultants.
Water System Capital Improvement Plan	HA/AB	AUG 2020	10				Development of 6 – 10-year Capital Improvement Plan for City water distribution and production system based on Water Plan and Water Plant Assessment. Plan. City will need to determine and begin process for a major water plant improvement within the next 3 – 5 years. This will require the selection of water treatment equipment and identifying the funding and financial planning for the project. Council to review the Water Plant Assessment Options in July of 2020.
Public Works Facility Master Planning	HA	TBD	10				RH2 has provided a master plan for phased development of the Public Works complex for review and future consideration by the City.

Annual Objective and Project Tracker 2020
April 14, 2020

Water Meter Replacement	HA/CS	Fall 2020	10			<p>This is the full replacement of City Water meters with a smart meter AMI Infrastructure System. Project currently out for bids which are due April 27, 2020. Funding is fully in place with \$487K from the Icicle Work Group, \$300K from the Watersmart grant and remaining dollars to come out of either REET or Water reserves.</p> <p>Watersmart Grant: City received notice that funding has been approved from the federal government. Awaiting paperwork from feds to prepare for fall implementation.</p> <p>Icicle Work Group Grant: Chantell working to get contract in place with agencies providing funding.</p>
Festhalle Improvements	CS	March 2020	100			<p>Next projects on list include the resurfacing of concrete floors. Council approved floor expenditure in September 2019, work was completed as planned in March 2020.</p>
Parking Improvements	Mayor	Fall 2020 or Spring 2021	25			<p>Parking Advisory Committee has recommended implementing paid on-street parking program. PAC currently conducting public meetings. Contract was awarded to CivicSmart in early 2020. Currently needs an RFP for installation of poles for parking meters. Project on hold due to COVID-19.</p>
DOT Property Improvements	Mayor	2021	5			<p>Parking Advisory Committee developing a recommendation for use and improvements. Aaron Schmidt, IntegriTech, assisting with design work currently. Funding is no longer available due to diversion to downtown parking improvements; construction could occur in 2021 if Parking revenues restore; currently experiencing \$0 revenues due to COVID-19.</p>
DOT Crosswalk Changes	Mayor / HA	TBD	0			<p>WSDOT has identified changes to HAWK crosswalks and RFP at LINK PR for better coordination with existing signal lights. More discussion needed regarding scope of project and funding.</p>

Annual Objective and Project Tracker 2020
April 14, 2020

Christmas Lighting Public Safety Review	Mayor	Dec. 2020	0				This will be an ongoing discussion in preparation for the 2020 Chamber sponsored event. Meetings and preparations continue monthly. Meetings have been postponed due to COVID-19.
Apple Maggot Quarantine Issue/Green Waste Disposal	HA	2020	0				Recent legislation has allowed the City to apply for and be granted a temporary burn permit for 2018. Initial burn completed of collected material. City continues discussion with DOE on alternative disposal method. Second prescribed burn was completed May of 2019. The City has applied for the second-year legislative allowed burn permit which has been approved by the DOE. Fall burn scheduled for late October 2019.
Review Solid Waste Collection and Recycling Operations	HA	Dec 2020	50				Ongoing project of addressing waste reduction, increased recycling and cleanliness of commercial solid waste accounts. Current work on the Waste Stream Assessment has been delayed due to COVID-19.
Sale of City Property: Golf Course Lots	Mayor	July 2020	0				This is the sale of the remaining City owned residential lot on Icycle Road abutting the golf course property. Lot is listed with West Realty, sale activity early/late spring.
Pine Street Reconstruction Phase 1	HA/CS	2020	95				Project Close Out in process.
14th Street Reconstruction	HA/CS	2021	0				Project is the full reconstruction of roadway with pedestrian, stormwater facilities. TIB Funding awarded in 2020, design work in 2020 and construction 2021. Need RFQ for identifying engineering consultant for this project.

Annual Objective and Project Tracker 2020
April 14, 2020

Whitman Street - Pavement Treatment	HA	Aug 2020	10				TIB requested a Pavement Treatment test program on Whitman Street from Woodward to Central. Project oversight by TIB, requires 10-15 % match by City. TIB to follow-up annual to measure quality of pavement in test area.
Street Extension from Titus to Chumstick Hwy.	Mayor	TBD	5				Begin conversations with developer and Chelan County on future road construction project. Design and funding program needs to be developed. Meadowlark property currently listed for sale.
Pine Street Phase II Transportation Planning	HA	Dec 2020	5				City was awarded a \$125,000 grant for Pine Street Phase II Transportation Planning. RFP for Engineer/Transportation Planning. Scope of project is Pine Street to Chumstick Hwy. City will be advertising an RFQ for the project Spring of 2020.
Lions Park Pavilion Demolition and Replacement	HA	TBD	0				Design at approximately 90%. Project awaiting funding source. Existing structure is estimated to be required for removal by 2020 due to lack of structural integrity.
Lions Park Ice Rink	JS/HA	Dec 2020	0				Reseeding of Lions Park where Ice Rink was constructed, discussion with Holidays on Ice for 2020/2021 Season (March/April) Park Committee recommendation is to renew agreement for additional year with contract modifications.
Road Safety Plan	LV/HA	March 2020	90				Newer funding requirement by WSDOT; cities need to develop road safety program that identifies road safety issues; those projects then become eligible for competitive grant funding. Draft has been reviewed by WSDOT and Public Safety Committee.

Annual Objective and Project Tracker 2020
April 14, 2020

Front Street Park Master Planning	Mayor	TBD	0				JA Brennan Associates presented draft of master plan to committee. Need public discussion regarding Master Plan and funding. Funding plan needed for advancement of project. Downtown Steering Committee recommends phasing at this time and to consider the Front Street restroom expansion and terraced seating with heated sidewalks in 2019 if funding can be secured. RFQ's were received in regard to restroom expansion design in June 2019 and Rolluda Architects was selected by the committee and a contract is being negotiated.
Front Street Park Restroom Expansion	Mayor/ HA	Fall 2020	15				Restroom Assessment currently underway with the Downtown Steering Committee. Assessing cost difference between rebuild and expansion. Rolluda Architects under contract for design work. Will need to consult with DRB after COVID-19.
Hwy. 2 Corridor Study	Mayor	APR 2020	90				A final list of projects has been identified by the stakeholders group. Public meeting for presentation of recommendations scheduled for Feb 13, 2020. Website to take in more Public Input with final draft of report to be reviewed by participating agencies.
Osborn School Site	Mayor	2020	0				School District has completed an appraisal and working through the Public Surplus Procedure. City will begin due diligence investigation once property has been declared surplus property. City will need to complete a Phase I ESA and possibly Phase II. May also want to have a structural/engineer assessment of structure prior to purchase negotiations.
Sidewalk Extension on Ski Hill (Enzian lot to Whitman) / Mine Street	HA	2020	0				Minor sidewalk areas to complete gaps in sidewalk system identified by community.

Annual Objective and Project Tracker 2020
April 14, 2020

Equipment Purchases:	Lead	Completion Date				2020 Recommended Equipment Purchases
2020 Loader Snowblower	HA/CS	October 2020	0			This is a new equipment purchase that will assist the City in moving snow from the current process of storing in the downtown to being able to truck the snow to a remote location, such as the cemetery. Currently the City pays \$8K annually to store snow in the downtown on private property that will soon no longer be an option. The industrial sized snowblower will be able to put snow directly into a loader for removal; the estimated budget is \$160,000 that is shared between the General, Street, Lodging Tax and Parking Funds.
2020 Parks New Bobcat	HA/CS	Spring 2020	100			This is a new Bobcat that will expand the City's current fleet from two to three to accommodate the increase in sidewalk snow removal for safe routes to school and future increases in sidewalks from current development underway. The previous schedule intended to replace a 2010 Bobcat that will now be extended to replacement in 2022. This purchase was approved by the Council in November 2019 and is in process of payment at this time; total estimated cost is \$38,000.
2020 Gator – John Deere	HA/CS	Fall 2020	50			This is the replacement of a 2012 John Deere Utility Gator. This is included in the budget for replacement with a new Gator for a total cost of \$11,938; Once the purchase has been made the City will surplus the old Gator on public surplus.
2020 Parks Mowers	HA/CS	Spring 2020	100			This is the replacement of two 2013 Walk Behind Mowers. This is included in the budget for replacement with new mowers for a total cost of \$9,053. Once new mowers have been purchased the City will surplus the older mowers on public surplus. Council has approved the replacement mowers which are on order for Spring delivery.

Annual Objective and Project Tracker 2020
April 14, 2020

2020 Garbage Truck	HA/CS	Fall 2020	50			<p>The City's 2010 Garbage Truck has reached its useful life and is scheduled for replacement in 2020. At this time staff is working on the Garbage Waste Assessment that will help to determine what type of replacement is needed. Due to this equipment purchase being in the range of \$300,000; the City borrows for this from a low interest State Loan Program over the 10-year life of the equipment. The last truck payment was made in 2019 allowing for the new loan process to begin in 2020.</p>
---------------------------	-------	-----------	----	--	--	---

LEGAL

Objective Description	Lead	Comment
Water Rights Negotiations	Mayor	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. 1 st Qtr. 2018 notice to Court on stay have been filed by City and DOE extended for an additional 6 months.
Water Rights Transfer Process	Mayor	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.
Overnight Rental Enforcement	Mayor/ LV	Public outreach and investigation underway at this time. Pacific Patrol contracted with City for enforcement assistance.

OTHER

Objective Description	<p align="center">New Projects, Initiatives or Pending Projects The items listed below are items that are new for 2020 or on hold from previous years:</p>
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.

CITY COUNCIL

2020 FUTURE AGENDA ITEMS

ITEMS NOT SCHEDULED AT THIS TIME

- Elected Officials Training – Ongoing
 - Rate & Fee Amendments:
 - Parking – Parking Committee Recommendation
 - Cemetery Rate Adjustments – Herb/Chantell
 - Ordinance 1589 – Development Standards – *Tabled from June 11, 2019*
 - Personnel Policy Update (Includes Audit Recommendations for Travel) – Chantell
-

January 14, 2020

8:30 AM Study Session:

- Oath of Office - Chantell
- Chamber Report
- Mayor and Mayor Pro-Tem Committee Assignments and Council Policy, Procedures and Rules of Conduct – Joel/Chantell
- Overview of the Process and Priority Review of the Docket for the Joint Meeting with Planning Commission – Lilith
- Public Community Workshop on Housing with Planning Commission – Lilith
- Lodging Tax Grant Applications Review Process - Chantell
- Review of Link Dedication Process – Lilith
- Parking Advisory Committee Recommendation - Joel
- Council Open Discussion Item:
 - a) Confirm a Council Retreat Date and Location Preferences
 - b) Chelan County Emergency Management, Open Public Meetings and Open Public Records Act Training Reminders
 - c) Open Discussion

Council Meeting:

- Oath of Office (if needed) - Chantell
 - Consent Agenda: Set Public Hearing for LMC Chapter 3.42 Affordable Housing on 2/11/20 @ 6:45 PM
 - Motion to Elect Mayor Pro-Tempore – Joel
 - Authorization to Advertise Request for Proposal for Water Meter Replacement – Herb
 - Pine Street Contract Amendment – TD&H Engineering – Joel
 - ~~Parking Advisory Committee Recommendation to the City Council—Joel~~
 - Link Dedication and Bill of Sale Authorizing Mayor to Sign – Lilith/Herb
 - Info Items: January 28, 2020 Mayor & Mayor Pro Tem Committee Assignments
 - Info Items: January 28, 2020 Joint Meeting with Planning Commission / 2020 Docket Acceptance
-

January 28, 2020 Council Meeting

- Joint Meeting with Planning Commission – Lilith
 - Acceptance of 2020 Planning Commission Docket – Lilith
 - Mayor Pro Tempore Standing Committee Assignments – Joel
 - Mayor Ad Hoc Committee Assignments – Joel
 - Resolution 1-2020 – Council Policy, Procedures and Rules of Conduct – Joel/Carl
 - Prothman Contract for City Administrator Search - Joel
 - Info: City Council Vacancy Review 2/11/2020
 - Info: Public Hearing for Affordable Housing New LMC Chapter 3.42 – 2/11/2020
-

February 11, 2020**8:30 AM Study Session:**

- Chamber Report
- City Council Vacancy Review – Joel
- Wastewater Treatment Plant Update with Varela & Associates – Joel/Herb
- Resolution xx-2020 Rules and Standards of Conduct & Resolution xx-2020 Festhalle Facility Policy Amendment (See Res 10-2013) – Joel
- Review LMC 3.44 – Authorizing Tax for Affordable Housing per HB 1406 and City Resolution 13-2019 – Lilith
- Website Redesign – Joel/Lilith
- Special Use Permits – Joel/Lilith
- 2020 Project Tracker / 2020 Future Council Agenda Items – All Staff
- Quarterly City Newsletter Recommendations – Distribution in March – Sue

Council Meeting:

- Consent Agenda: Set Public Hearing for LMC 3.44 Authorizing Tax for Affordable Housing Per HB 1406 on March 10, 2020 @ 6:45 PM
- Presentation: Link Transit – Richard DeRock – Update on New Funding – Laura 664-7608
- Public Hearing – LMC Chapter 3.42 Affordable Housing @ 6:45 PM - Lilith
- Ordinance 1606 – Chapter 3.42 Affordable Housing Grant/Loan Program - Lilith
- Appropriation of Lodging Tax Group Funding Requests - Chantell
- 2020 Pacific Security Contract – (current extension ends on 1/31/2020) – Joel
- Authorize to Advertise Request for Qualifications – Transportation Element Update – Lilith
- Authorize to Advertise Request for Qualifications – Housing Action Plan – Lilith
- Employment Settlement Agreement – City Administrator - Joel
- Wastewater Treatment Plant Bid Award – Herb/Joel
- Info Items: Salary Schedule Update – Pool Employees – 2/25/2020

February 25, 2020**Council Meeting:**

- Leavenworth Ski Hill Heritage Foundation Contract for Lodging Tax Funds – Joel
- CivicSmart Contract for Parking – Joel
 - a) Resolution 03-2020 Sole Source Vendor
 - b) Contract Approval
- Varela & Associates Contract Amendment #3 Construction Engineering for WWTP – Joel
- Resolution 02-2020 – Temporary Purchasing Authority Wastewater Treatment Plant – Herb/Joel
- Ordinance 1607 – 2020 Salary Schedule Update – Chantell/Joel
- Authorize to Advertise Request for Proposal - Website Redesign – Joel
- Mayor Pro Tempore Standing Committee Assignments – Joel
- Mayor Ad Hoc Committee Assignments – Joel
- Info Items: Housing Open House and Discussion - March 26, 2020 CSD High School @ 6:30 PM
- Info Items: LIFE 2.0 Community Discussions April 6, 13, 20, 2020 Icicle River Middle School @ 6:30 PM

March 10, 2020**8:30 AM Study Session:**

- Chamber Report
 - Enforcement Policy Discussion - Review of Resolution 07-2012 – Lilith
 - City Council Walking / History Tour - Carl
 - Planning Commission Report per LMC 2.40.090 - Lilith
 - Resolution xx-2020 City Facilities Rules and Standards of Conduct – Sue/Carl
 - Easement Acknowledgement Adventure Park – Lilith/Thom
 - Discussion on Parking Meters - Carl
-
-

Council Meeting:

- Consent Agenda: Authorization for Mayor to Sign South Interceptor Agreements/ MOU's
- Consent Agenda: Set Public Hearing for Design Review Board Code Amendments on April 14, 2020 @ 6:45 PM
- Consent Agenda: Set Public Hearing for Subdivision Code Amendments on April 14, 2020 @ 6:45 PM
- Public Hearing for LMC 3.44 Authorizing Tax for Affordable Housing Per HB 1406 @ 6:45 PM
- Ordinance 1608 LMC 3.44 Authorizing Tax for Affordable Housing HB 1406 – Lilith
- Resolution 04-2020 - Mosquito Control District #2 Consent of Annexation – Chantell
- Planning Commission Appointments – Carl
- Appointment of Momi Palmieri Residential Rep – Ad Hoc Parking Committee - Carl
- Autumn Leaf Festival Association Agreement for Lodging Tax Funds – Carl
- Greater Leavenworth Museum Agreement for Lodging Tax Funds – Carl
- Bike & Juice Festival – Youth Funding Request – Chantell
- Upper Valley Connection – Youth Funding Request – Chantell
- Transportation Improvement Board Whitman Street Pilot Project Grant Award Acceptance – Herb
- Resolution 05-2020 Festhalle Facility Policy – Sue/Carl
- Equipment Replacements - Herb
 - Mower
 - John Deer Gator
- Authorize the Mayor to Sign Easement Acknowledgement Adventure Park – Lilith/Thom
- Info Items: LIFE 2.0 Community Discussions April 6, 13, 20, 2020 Icicle River Middle School @ 6:30 PM
- Info Items: Housing Open House and Discussion - March 26, 2020 CSD High School @ 6:30 PM

March 24, 2020 Council Meeting:

- Mayoral Emergency Proclamation – Order to Stay Home – Carl
- Ratification of Resolution 06-2020 – Proclamation of Emergency - Carl
- Resolution 08-2020 – Employee Supplemental Leave – Chantell
- ~~Conflict of Interest Waiver – Cascade School District No. 228 – Chantell~~
- Mayoral Reappointment of Andy Lane to the Planning Commission – exp 4/30/2020 – Sue / Lilith
- CivicSmart Contract Amendment #1 - Carl
- Resolution 07-2020 City Facilities Rules and Standards of Conduct – Sue/Carl
- Memo of Understanding Fish Screen/Boulder Field Project – Trout Unlimited – Herb
- Authorize to Advertise Request for Qualifications for On-Call Engineering Services– Lilith/Herb
- Info Items: Reminder – Public Disclosure Commission Filing Deadline April 15th
- Info Items: LIFE 2.0 Community Discussions April 6, 13, 20, 2020 Icicle River Middle School @ 6:30 PM–
Postponed
- Info Items: Housing Open House and Discussion - March 26, 2020 CSD High School @ 6:30 PM –
Postponed
- Executive Session: RCW 42.30.100(1)(i)(ii) Potential Litigation – Action to be Taken
- Mayoral Letter to Department of Commerce Appealing Chelan County Riverstone Comprehensive Plan Amendment, CC Resolution 2020-31 – Lilith/Carl

April 14, 2020**8:30 AM Study Session – Cancelled Due to COVID-19****Council Meeting:**

- Public Hearing for Design Review Board Code Amendments on April 14, 2020 @ 6:45 PM – To be Continued to June 9, 2020
 - Public Hearing for Subdivision Code Amendments on April 14, 2020 @ 6:45 PM – To be Continued to June 9, 2020
 - Ordinance 1609 – Design Review Board Code Amendments – To be Continued to June 9, 2020 – Lilith
 - Ordinance 1610 – Subdivision Code Amendments – To be Continued to June 9, 2020 - Lilith
 - Garbage Truck Purchase – Herb
-

-
-
- Ordinance 1611 – Quarterly Budget Amendment – Chantell
 - Discus: 2020 Project Tracker / 2020 Future Council Agenda Items – All Staff
 - Discus: Quarterly City Newsletter Recommendations – Distribution in May – Sue
 - Discus: Wastewater Treatment Plant/Collection System Budget/Funding Update – Chantell/Herb/Carl
 - Info Items: Final Reminder – Public Disclosure Commission Filing Deadline April 15th
 - Executive Session: RCW 42.30.100(1)(i)(ii) Potential Litigation
-
-

April 28, 2019 Council Meeting:

- Consent Agenda: PRSA Voucher Request
 - Resolution xx-2020 Review Rate & Fee Changes for Pool and Festhalle – All Staff
 - Mayor Reappointment of Lisa Romine to the Housing Authority of Chelan Cty. Board of Commissioners (Exp. 5/23/2020 - Alicia McCray 663-4721) – Sue
-
-

May 12, 2020

8:30 AM Study Session:

- Chamber Report
- Walking / History Tours with Bob Stroup – 8-10 AM – need special advertising for start time – Carl
- Water Meter Replacement Proposals Review – Herb
- Draft Resolution XX-2020 Six-Year Transportation Improvement Plan – Herb
- Annual Council Retreat Meeting Topics – Carl/Administrator

Council Meeting:

- Consent Agenda – PRSA Voucher Request
 - Group Funding Report: Waste Loop Sustainable Living & Farm Tour (Contact Ariaehna Jones @ 360-420-4758)
 - Pacific Engineering – On-Call Engineering Services Contract Amendment #1 – Chantell/Lilith
 - Info Items: Joint Mid-Year Meeting with the Planning Commission on June 3, 2020 @ 7:00 PM
-
-

May 26, 2020 Council Meeting:

- Consent Agenda: Set Public Hearing on Six-Year Trans. Imp. Plan on 6/9/2020 @ 6:45 PM
 - Group Funding Report: Cascade Medical Center Charm Walk (Contact Marlene Farrell @ 548-2523)
 - Group Funding Report: Wenatchee River Institute Spring Bird Fest 2020 (Contact Carolyn Griffin-Bugert @ 548-0181)
 - Mayoral Reappointment of Oliver Brulotte to the Design Review Board – exp June 1, 2020 – Sue / Lilith
 - Special Use Permit - Oktoberfest Noise Permit – Sue / Carl/Administrator
 - Placeholder – Pine Street Phase II RFP - Herb
 - Info Items: Joint Mid-Year Meeting with the Planning Commission on June 3, 2020 @ 7:00 PM
 - Info Items: Council Retreat, June xx, 2020, 7:00 a.m. – 3:00 p.m. – Location TBD
-
-

June 3, 2020 Special Council Meeting @ 7:00 PM:

- Discussion: Joint Mid-Year Meeting with Planning Commission – Lilith Vespier
-
-

June XX, 2020, 7:00 AM – 3:00 PM Council Retreat Tentative Agenda (from 2019):

- Lodging Tax Allocation – Policy Discussion
 - Setting Priorities
 - Capital Improvements Update
 - Development Updates
-
-

June 9, 2020**8:30 AM Study Session:**

- Chamber Report
- Update on Osborn School Property – Decision Due by June 30, 2020 - Mayor
- Tentative: Waste Loop Presentation / HS (Moved from April, need to schedule) - Herb
- Emergency Management Overview/Wildfire Planning – Kent Sisson and Rich Magnussen – Time – 10-10:30 - Chantell – Emailed Kent 3/16 – may move to June or July

Council Meeting:

- Consent Agenda: Annual Retreat Minutes
- Presentation: 2019 Water Use Efficiency Report Presentation – Arnica
- Group Funding Report: Leavenworth Soccer Club Bavarian Battle (Contact Aaron Simon @ 393-5678)
- Public Hearing for Design Review Board Code Amendments Continued from April 14, 2020
- Public Hearing for Subdivision Code Amendments Continued from April 14, 2020
- Public Hearing on Six-Year Transportation Improvement Plan @ 6:45 PM – Herb
- Ordinance 1609 – Design Review Board Code Amendments – Continued from 4/14/2020 – Lilith
- Ordinance 1610 – Subdivision Code Amendments – Continued from 4/14/2020 - Lilith
- Resolution xx-2020 – Amending Six-Year Transportation Improvement Plan for 2020 – 2025 – Herb
- Motion to Approve the 2019 Annual Report for the City of Leavenworth – Chantell
- Surplus Computers – Chantell
- WSDOT Non-Discrimination Agreement – Chantell

June 23, 2020 Council Meeting:

- PUD Presentation with John Stoll (20 min presentation / 5 min Q & A) – Teka Sellers 509-661-4294
- Approval of Special Use Permit – Holidays on Ice 2020 – Carl/Administrator

July 14, 2020**8:30 AM Study Session:**

- Chamber Report
- Tentative – Water Capital Improvement Plan / Alternatives – Herb (discussed at 3/9 staff mtg, Herb to coordinate with consultant)
- Draft Resolution xx-2020 – Six Year Capital Facilities Plan – All Staff
- Development Services Mid-Year Report – Lilith
- 2020 Project Tracker / 2020 Future Council Agenda Items – All Staff
- Quarterly City Newsletter Recommendations – Distribution in August – Sue
- Council Annual Retreat Follow-up - Carl/Administrator

Council Meeting:

- Consent Agenda: Motion to Set Public Hearing on Six-Year Capital Facilities Plan on 8/11/2020 @ 6:45 PM
- Group Funding Report: Cascade Medical Foundation Golf Classic (Contact Marlene Farrell @ 548-2523)
- Ordinance xxxx – Quarterly Budget Amendment – Chantell

July 28, 2020 Council Meeting:

- Discuss: Community Block Party – Carl/Administrator/Herb

August 11, 2020**8:30 AM Study Session:**

- 2 HOURS ESTIMATE – Water Rights Update – Tom Pors and Thom Graafstra
 - Discussion on Budget Processes – Carl/Administrator/Chantell
-
-

Council Meeting:

- Public Hearing on Six-Year Capital Facilities Plan @ 6:45 PM – Herb
- Resolution xx-2020 – Amending Six-Year Capital Facilities Plan for 2021 – 2026 – Herb
- Info Items: Finance Committee Review Draft Budget – 8/25/2020

August 25, 2020**8:30 AM Study Session:**

- Chamber Report

Council Meeting:

- Finance Committee Review Draft Budget
- Info Items: Economic Development & Parks Committees Review Draft Budget 9/8/2020
- Info Items: Mayor's Annual Breakfast - 9/xx/2020 – Location TBD from 7:00 – 9:00 AM

September 8, 2020**8:30 AM Study Session:**

- Chamber Report
- Resolution XX-2020 – Legislative Priorities for 2020-2021 – Carl/Administrator
- Lodging Tax Group Funding – Review 2021 Funding & Award Process - Chantell
- Lodging Tax Partnership Funding Contracts - Carl/Administrator

Council Meeting:

- Economic Development & Parks Committees Review Draft Budget (note will have on their agendas)
- Consent Agenda: Set Public Hearing on Ad Valorem (Property) Tax @ 6:45 PM on 10/27/2020
- Mosquito Control Update – Larry Meyer
- Current Year Budget Review and 2021-2022 Preliminary Budget Review – Carl/Administrator/Chantell
- Approve Traffic/Foot Patrols Needed for Oktoberfest – Carl/Administrator / Sue
- Approve Traffic Control Contract for Christmas Lighting – Carl/Administrator
- Info Items: Budget Priorities Finance Committee Special Review 9/22/2020 – 1:00 – 3:00 if Needed
- Info Items: Mayor's Annual Breakfast - 9/xx/2020- Location TBD from 7:00 – 9:00 AM

September 22, 2020 Council Meeting:

- Budget Priorities Finance Committee Special Review – 1:00 – 3:00 PM if Needed
- Presentation: Chelan County Sheriff Annual Report – Sheriff Brian Burnett
- Convenience Store Coaching – Festhalle Manager Contract – expires 10/11/2020 – Carl/Administrator
- Info Item: Preliminary Budget Public Hearing November 10, 2020

October 13, 2020**8:30 AM Study Session:**

- Chamber Report
- Budget Priorities Review – Carl/Administrator/Chantell
- Review of Rates & Fees for 2021 (Call for changes) – All Staff
- 2020 Project Tracker / 2020 Future Council Agenda Items – All Staff
- Quarterly City Newsletter Recommendations – Distribution in November – Sue

Council Meeting:

- Consent Agenda: PRSA Voucher Request
 - Mayoral Proclamation – Public Power Week – Sue
 - Ordinance xxxx – Quarterly Budget Amendment – Chantell
 - Info Item: Public Hearings - Valorem (Property) Tax - @ 6:45 PM on 10/27/2020
-
-

October 27, 2020 Council Meeting:

- Consent Agenda: Set Public Hearing on 2021-2022 Preliminary Budget on Nov 10, 2020 @ 6:45 PM
- Consent Agenda: Set Public Hearing on 2021-2022 Final Budget on Nov 24, 2020 @ 6:45 PM
- Public Hearing on Ad Valorem (Property) Tax @ 6:45 PM – Carl/Administrator / Chantell
- Special Use Permit Noise - Timbrrr! Winter Music Festival – Carl/Administrator Walinski / Sue
- Chelan County Prosecution Services Agreement for 2021 – Exp. 12/31/2020 – Sue / Carl/Administrator
- Emergency Management Services Contract for 2021 – Exp. 12/31/2020 – Sue/Carl/Administrator
- Resolution xx-2020 – Legislative Priorities for 2020-2021 – Carl/Administrator
- Contract – Rob/Nancy Johnson for Snow Storage – expires 11/1/2020 – Carl/Administrator
- Info Items: Ad Valorem Tax Ordinance / Public Hearing Preliminary Budget on 11/10/2020

November 10, 2020**8:30 AM Study Session:**

- Chamber Report
- Traffic Control for Christmas Lighting with Chelan County Sheriff's Office – Carl/Administrator
- Review of 2021 Planning Commission Docket – Lilith
- Lodging Tax Biennial Budget Request – Leavenworth Area Promotions (LAP) – Carl/Administrator
- Lodging Tax Group Funding Requests Review - Chantell
- 2021 Rate & Fee Schedule (Review Changes)– All Staff

Council Meeting:

- Consent Agenda: PRSA Voucher Request
- Public Hearing: 2021-2022 Preliminary Budget Administrator Review @ 6:45 PM
- Ordinance xxxx – Adopting Ad Valorem Tax –Chantell
- Authorize Mayor to Sign Tax Levy – Chantell
- Info Items: Public Hearing Final Budget on 11/24/2020 @ 6:45 PM

November 24, 2020 Council Meeting

- Public Hearing: 2021-2022 Final Budget Administrator Review @ 6:45 PM
- Lodging Tax Group Funding Requests Appropriations - Chantell
- Interlocal Agreement: 2021 Chelan County Regional Justice Center Contract (exp. 12/31/2020) – Carl/Administrator
- ~~Interlocal Agreement: Chelan County Fire District #3 exp. 12/31/2022 – Carl/Administrator~~
- Boulder Park Project for WWTP Biosolids Contract – expires 12/31/2020 – Herb
- Mayoral Reappointment of Robert Smith to the Design Review Board- exp 12/1/2020 – Sue / Lilith
- Info Items: 2021 Rate & Fee Schedule /2019-2020 Budget Amendment/2021-2022 Budget Adoption

December 8, 2020**8:30 AM Study Session:**

- Chamber Report
- Council Open Discussion Item: Mayor Pro-Tem and Committee Assignments – Carl/Administrator

Council Meeting

- Consent Agenda: PRSA Voucher Request
 - Resolution xx-2020 – 2021 Rate & Fee Schedule – Chantell/Carl/Administrator
 - Ordinance xxxx – 2019-2020 Final Budget Amendment– Chantell
 - Ordinance xxxx – 2021 Salary Schedule – Chantell
 - Ordinance xxxx – Adopting 2021-2022 Budget - Chantell
 - Leavenworth Area Promotions 2021 Biennial Budget Approval – Carl/Administrator
 - Professional Services Agreement: IntegrITech exp. 12/31/2020 – Sue / Herb
 - Cancel December 22, 2020 Regular Council Meeting and Subcommittee Meetings – Sue / Mayor
-
-

- EXECUTIVE SESSION: RCW 42.30.110 (1)(i)(ii) Potential Litigation
- EXECUTIVE SESSION: RCW 42.30.140 (4)(b) Collective Bargaining
- EXECUTIVE SESSION: RCW 42.30.110 (1)(c) Property Sale
- EXECUTIVE SESSION: RCW 42.30.110 (1)(d) Review Negotiations of Sheriff Contract
- EXECUTIVE SESSION: RCW 42.30.110 (1)(b) Property Purchase
- EXECUTIVE SESSION: RCW 42.30.110 (1)(i)(i) Litigation
- EXECUTIVE SESSION: RCW 42.30.110 (g)/42.30.140 (4)(b) Wages and Collective Bargaining
- EXECUTIVE SESSION: RCW 42.30.110(1)(b) Real Estate Acquisition – Carl/Administrator



Leavenworth Courier

News from the Leavenworth City Council

SUMMER 2019



INSIDE THIS ISSUE:

- Before the Fire, Plan for What Matters 2
- Apple Maggot Quarantine 2
- Navigating a HAWK Signal 3
- Short Term Rental Enforcement 3
- Leavenworth Leash Law 3
- Project Updates 4



2018 Annual Consumer Confidence Water Report

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

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

You may review the report at www.cityofleavenworth.com

"A Minute with the Mayor"

City Projects Underway...



Mayor Cheryl K. Farivar

Pine Street Reconstruction Project—Phase 1: Finally, the reconstruction of Pine Street will be underway beginning June 17, 2019, weather permitting. On May 20, 2019 at a Special City Council meeting, the Leavenworth City Council approved the bid award for the Pine Street Reconstruction Phase I project to Strider Construction. This is the first phase of the Pine Street Project and construction will take place between Ski Hill Drive and Titus Road. The project will have two 11-foot travel lanes, on-street parking from Orchard Street to Titus Road on the south side of Pine Street, a 5-foot sidewalk on the south side of Pine Street, the completion of the 10-foot multi-use pathway on the north side of Pine Street, stormwater treatment and conveyance system, upgraded school crossing flashing beacons at the Summit Avenue and Price Avenue intersections, and the replacement of 740 feet of water main. Strider Construction's bid was \$1,862,522.25, which was at the low end of the engineer's estimate. The project is funded with a Chelan Douglas Transportation Council Surface Transportation Program Grant (CDTC-STP), a Transportation Improvement Board (TIB) Grant, a TIB Complete Streets Grant, deferred road improvement funds from the Cascade School District, and funds from the City's Transportation Benefit District (TBD). The planning for the next phase, Pine Street Phase II is beginning with a grant request for initial design work. The second phase will be from the Titus intersection to Chumstick Highway.

US Hwy 2 Crosswalk Improvement Project: Three new Hwy 2 crosswalks are currently being installed to assist residents in their walk downtown or their ability to catch a Link Transit Bus. The Flashing Beacon System at City Hall will be replaced with a HAWK System Crossing, which will be coordinated with the existing WSDOT traffic light at the intersection of Hwy 2 and 9th Street. The Gustav's crossing will also have a HAWK System Crossing installed and be coordinated with the Hwy 2 and 9th Street intersection. The other crosswalk improvement will be at the Link Park & Ride, with the installation of a Flashing Beacon Crossing. In addition, all of the crosswalks will have new striping, new pedestrian lighting, curb-cuts, and ADA upgrades will be made as a part of the project.

High-intensity Activated crossWalk signal—HAWK

So how does one use the HAWK Crosswalk? Unlike an ordinary traffic signal, the vehicular indicators/lights of a HAWK beacon are dark until activated by a pedestrian who wishes to cross. The pedestrian indicators/faces operate as a normal corner crosswalk, displaying an upraised hand (don't walk) signal during the time that vehicles have the right of way. When a pedestrian activates the beacon (generally by a push-button), the HAWK beacon sequence is started, first with flashing yellow, then steady yellow, and finally steady red over a period of several seconds. Pedestrian signal heads at either end of the crosswalk display the upraised hand (don't walk) signal until the HAWK beacon displays the steady red signal, at which time, the pedestrian heads display the walking-person (walk) indication.



(Continued on page 3)

Apple Maggot Quarantine



Did you know a portion of the City of Leavenworth is within the Washington State Department of Agriculture Apple Maggot Quarantine Area? This is why removing yard waste and brush from the solid waste stream is important. The City's Recycling Center accepts brush from City residents. The City recycling center is located at 216 14th Street between the Parks Shop Building and Public Works Building, across the street from the Community Cupboard. The hours of operation are Wednesday from 4:30 PM – 6:30 PM and Saturday from 11:00 AM – 3:00 PM. For more information on the Apple Maggot and the Quarantine area go to

<https://agr.wa.gov/PlantsInsects/InsectPests/AppleMaggot/>



Season Pool Passes on Sale Now!

Family Pass
PRSA \$150 / Non \$190

Individual Pass
PRSA \$90 / Non \$120

Senior Pass
PRSA \$60 / Non \$75

Day Use
PRSA \$4.00 / Non \$6.00

Day Use Senior
PRSA \$3.00 / Non \$5.00

Day Use Lap Swim
PRSA \$4.00 / Non \$6.00

BEFORE THE FIRE, PLAN FOR WHAT MATTERS—PREPARE NOW

YOUR HOME & LANDSCAPE

Identify and create areas of **defensible space around your home**. Defensible space is a buffer around homes or on the landscape that have been maintained or created to limit the transmission of fire. Defensible space also includes areas where firefighters have a safe place to defend structures and allow for emergency vehicle ingress and egress. Defensible space is crucial to protecting your home or property from wildfire if firefighters are not present.

10 THINGS TO DO TO LOWER YOUR HOME'S WILDFIRE RISK

1. Request an assessment from the Fire District to determine fire risk factors, such as ember intrusion.
2. Harden your home by replacing flammable siding, roof, and deck materials with non-combustible materials.
3. Replace vent screens with 1/8" or smaller metal mesh.
4. Clear brush from along your driveway to allow better access for emergency vehicles and make sure your address sign is clearly visible so emergency crews can find your home and respond to fire, ambulance, or police calls quickly without delay.
5. Clean roofs, gutters and decks (move flammable furniture, remove dead branches and pine needles.)
6. Move wood piles at least 30 feet away from structures.
7. Complete a home inventory by using the State Farm Home Inventory Checklist or by video-taping or photographing your entire home and contents.
8. Talk with your insurance company to make sure your insurance is up-to-date and adequate for your needs.
9. Join or become a recognized Firewise Community and implement Firewise recommendations.
10. Learn about your Community Wildfire Protection Plan.



YOUR FAMILY

5 QUICK TIPS TO PREPARE YOUR FAMILY

1. Have a plan! Complete your Family Disaster and Community Plan (include the care of pets, aiding family members with access and functional needs, and safely shutting off utilities.)
2. Make a kit for your family! Include supplies for infants and young children and seniors.
3. Prepare your kids at a level appropriate for their age.
4. Complete the Chelan County Special Needs Registry if you live with persons with special needs.
5. Know at least two ways out of your home and neighborhood and PRACTICE.

www.chumstickcoalition.org



How to navigate a **H**igh-intensity **A**ctivated cross **W**alk (HAWK) signal

Navigating a HAWK Signal

(cont. from page 1)



The signal is off when no pedestrians are using it.



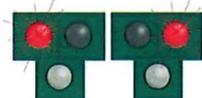
The yellow warning light flashes to warn drivers to begin slowing.



The yellow light is solid to warn drivers to come to a stop.



Two solid red lights stop drivers so pedestrians may cross the intersection.



The red lights begin to flash, indicating drivers may pull up to the stop line, stop, verify the crosswalk is clear and then proceed through the intersection. All cars must stop before proceeding through the flashing reds.



The signal turns off again, indicating cars may proceed without stopping.

The HAWK beacon is not illuminated until it is activated by a pedestrian, triggering the warning flashing yellow lens to the vehicles on the street. After a set amount of time, the indication changes to a solid yellow light to inform drivers to prepare to stop. The beacon then displays a dual solid red light to drivers on the street and a walking person symbol to pedestrians. At the conclusion of the walk phase, the beacon displays an alternating flashing red light, and pedestrians are shown an up-raised hand symbol with a countdown display informing them of the time left to cross. During the alternating flashing red lights, drivers can proceed after coming to a full stop and checking that pedestrians have already crossed their lane of travel. Each successive driver is legally required to come to a full stop before proceeding during the alternating flashing red phase.

The alternating flashing red phase allows the driver delay to match the actual crossing needs of the pedestrian. Drivers can proceed with a stop-and-go operation during the flashing red phase if a pedestrian walks faster than the assumed walking speed and clears the lanes or roadway, as appropriate. If pedestrians need more time, then the drivers remain stopped until they finish crossing. The ability to balance the needs of the pedestrians with driver delay is a valuable component of the HAWK treatment.



View All Notices to Public: In the Washington State Department of Transportation (WSDOT) policy to ensure that all parties that, on the grounds of race, race-related origin or sex, as provided by Title VI of the Civil Rights Act of 1964, are not excluded from participation in the benefits of, or are not denied a primary purpose and activity of, its federally funded programs and activities. Any person who believes that he or she is the victim of discrimination in the provision of any WSDOT program or service is invited to contact the WSDOT Office of Equal Opportunity (OEO) for additional information regarding their complaint procedure and/or information regarding our non-discrimination policy. Please contact OEO at Title VI Coordinator, Jennifer Franks at (509) 734-7799. Individuals with disabilities and/or hearing impairment: This material may be made available in an alternate form if by emailing the WSDOT Office of Equal Opportunity at oeo@wsdot.wa.gov or by calling (509) 734-7799. Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711. 10-09-0508

Courtesy of the US Dept. of Transportation Federal Highway Administration and the WA State Dept. of Transportation

Short Term Rental Enforcement

On January 24, 2017, the Leavenworth City Council reconfirmed the existing provision within the Leavenworth Municipal Code that prohibits overnight rental, less than 30 days in the residential zoned areas or unless allowed through a Conditional Use Permit to operate a Bed & Breakfast.

Complaint Line (509) 436-7630



Leavenworth's Leash Law!

Animals—Leavenworth Municipal Code (LMC) 6.12.030 Prohibited acts - Generally.



No dog shall be permitted by its owner to run at large or to commit any of the following acts on any premises or property, private or public, within the city: bite or attempt to bite any person, destroy private property, scatter refuse, chase vehicles, or deposit fecal matter on any property not that of his owner, nor shall the dog be permitted, by frequent or habitual barking, yelping, or howling, or by habitual threat of attacking or biting, to cause annoyance to the neighborhood or to passerby. [Ord. 1160 § 1, 2001; Ord. 645 § 8, 1979.]

"At large" means any animal which is found on the streets of the city or upon public property or upon property of persons other than the owner or a consenting property owner, when said animal is not on a leash.



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 *



Mayor Farivar Elmer Larsen



Carolyn Wilson Mia Bretz



Margaret Neighbors Sharon Waters



Jason Lundgren Clint Strand

News from the City Council

City Project Update...

ENCHANTMENT PARK BALLFIELD PROJECT

The improvements to the Enchantment Park ballfields are underway and scheduled to be completed by the end of 2019. The light structures have been installed on Field #3 and the final power installation will be completed by mid-June. Greenshield Systems, LLC will begin installation of new drainage on July 22 and estimates completion of the work by mid-August. All fields will remain closed for use for the remainder of the year in order to protect the hydroseeding and re-establishment of the turf. Reopening of the newly renovated fields will be assessed in the Spring of 2020 by the Parks Department.



City of Leavenworth Mission Statement:

The City of Leavenworth is a community of creative people dedicated, as partners, to effectively serving the diverse needs of City residents, business interests, visitors, and our Upper Valley neighbors.

CITY OF LEAVENWORTH WASTEWATER SYSTEM IMPROVEMENTS					4/8/20
Summary of Budget Update for NEW or Supplemental RD Funding Application					DVC
<i>Revision of earlier 4/2/20 RD funding budget with April 2020 updated Phase 3 collection system costs incorporated</i>					
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6
Summary of	Description	Original 2017 Funding ⁽¹⁾	2020 Updated Budget ⁽¹⁾	Add'l RD Funding Application ⁽¹⁾	Notes / Comments
WASTEWATER IMPROVEMENTS (by phase)					
WW Treatment Upgrades (Phase 1)					
Construction (including ST)	Const. + sales tax	\$6,178,000	\$8,112,000	\$1,934,000	Based on contract award amount 2/19/20.
Contingency \$ Amt		\$1,140,000	\$690,000	(\$450,000)	Contingency reduction to 8.5% based on actual bids.
Contingency % Amt		18.5%	8.5%		
S. Interceptor Sewer Replacement (Phase 2)					
Construction (including ST)	Const. + sales tax	\$575,000	\$1,144,000	\$569,000	Approximation break-out of planning level estimate from 2017 GSP/FP. Also, contingency increased from 15% to 20% (\$57k add) as additional allowance for rerouting force main for existing restroom facility, not currently included.
Contingency \$ Amt		\$106,000	\$229,000	\$123,000	
Contingency % Amt		18.4%	20.0%		
<i>Remaining Collection System Impr (Phase 3)</i>					
Construction (including ST)	Const. + sales tax	\$2,512,000	\$4,441,000	\$1,929,000	<i>Updated collection system costs based on current predesign analysis, design survey and aerial photogrammetry. Original costs (\$2.512 mil + \$0.439 mil contin) based on planning level costs per 2017 Fac Plan analysis.</i>
Contingency \$ Amt		\$439,000	\$888,000	\$449,000	
Contingency % Amt		17.5%	20.0%		
TOTAL PHASE 1 + PHASE 2 + PHASE 3					
Construction (including ST)	Const. + sales tax	\$9,265,000	\$13,697,000	\$4,432,000	
Contingency \$ Amt		\$1,685,000	\$1,807,000	\$122,000	
Contingency % Amt		18.2%	13.2%	2.8%	
Architectural, Engineering & Planning	Engr. all phases	\$2,706,000	\$3,532,000	\$826,000	Per earlier estimate (\$350k) discussed w/City; and addtl est engr (20%) associated with updated collection improvements.
Bond Counsel	Budget allowance	\$30,000	\$30,000	\$0	
Interest	Interim financing	\$250,000	\$300,000	\$50,000	Est. additional interim interest for added loan
Legal Services	Budget allowance	\$5,000	\$40,000	\$35,000	Addtl budget allowance for potential ROW issues
Budget Allowance for SCADA System Programing	Added Item	\$0	\$100,000	\$100,000	Z Engineers – SCADA/controls programming. Direct contract with City
Total Estimated Capital Cost		\$13,941,000	\$19,506,000	\$5,565,000	Current City reserves not considered or reflected. Addtl consideration will occur during the RD process.
⁽¹⁾ All numbers rounded to nearest \$1000					

Council - FYI -
2019 Chamber Actuals Attached
- checked

RECEIVED
APR 08 2020
BY: 474

104,557.30.44.00 OK to pay

\$ 94,525.07
4th Quarter 2019 Lodging Tax
Payment
CS 4/8/20

March 31, 2020

City of Leavenworth
PO Box 287
Leavenworth, WA 98826

Dear Honorable Mayor:

Please accept this letter as the Chamber's request for payment for 4th Quarter, 2019.

The Leavenworth Chamber of Commerce recognizes tourism as our chief economic driver and we continue to keep our edge as a destination amongst great competition.

Here are a few of the significant places Leavenworth was featured in during this past quarter: Wine Press NW, Hendricks County, TriCity Herald, Vancouver is Awesome, Seattle's Child, Spokesman-Review, Yakima Herald, Mountain Life Media, 2TravelDads, Outside, Crazy Family Adventure, King TV, Parade, Just Short of Crazy, MSN, KORD & KEYW FM, PlanetWare, ParentMap, Vacation Ideas, Forbes, Family Handyman, Wedding Wire, KUHL Born in the Mountains, Oregonian, Thrillist, Only in Your State, Country Living, Seattle Times, Washington Post, VIA, Durango Herald, Detroit Free Press, Red Tricycle, USA Today, Saginaw News, Arizona Republic, 425 Magazine, Business Insider, Active Times, HGTV Online, Toronto Star, Lansing State Journal, Elite Daily.

The Leavenworth Chamber of Commerce:

- Visitor Center is open 361 days a year, 8am-6pm, *Friday and Saturday until 8 pm*
- Processes approximately 60,000 emails annually
- Mails out 30,000 Visitors Guides a year
- Receives approximately 3,300 hits a day on its web site, 4 Million Page Views in a year
- Receives approximately 50,000 phone calls annually, from potential visitors
- Serves 22,000 walk-in visitors, 20,000 subscribers to Leavenworth e-newsletter

We are very appreciative of the ongoing support that the City has shown for economic development in Leavenworth and the continued support of the Leavenworth Chamber of Commerce.

Sincerely,

Nancy Smith
Executive Director

Enclosure

City of Leavenworth/Leavenworth Chamber of
Commerce Visitor Center

Lodging Tax Use
Chamber of Commerce

2018/2019

		Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Actuals
		\$ 361,381.87	\$ 77,656.66	\$ 94,575.07	\$ 94,575.07	\$ 94,575.07	\$ 361,381.87
Expenses							
Economic Development	Dues & Memberships	\$ 3,000.00	\$ 647.00	\$ 150.00	\$ 300.00	\$ 475.00	\$ 1,572.00
	Festival/Special Projects	\$ 15,000.00	\$ 2,207.00	\$ 703.00	\$ 8,305.00	\$ 1,352.00	\$ 12,567.00
	Other Festival Support	\$ 2,500.00		\$ 583.00			\$ 583.00
	Off Season/Midweek Support	\$ 15,000.00		\$ 762.00	\$ 2,500.00		
	Infrastructure	\$ 10,000.00		\$ 2,500.00	\$ 5,400.00		
	Historical Tour	\$ 6,000.00					
	Advertising	\$ 18,000.00	\$ 4,353.00	\$ 16,692.00	\$ 3,157.00		\$ 24,202.00
		<u>\$ 69,500.00</u>	<u>\$ 7,207.00</u>	<u>\$ 21,390.00</u>	<u>\$ 19,662.00</u>	<u>\$ 1,827.00</u>	<u>\$ 50,086.00</u>
Visitor Center Operation							
Building Expenses	Mortgage	\$ 15,810.00	\$ 3,952.50	\$ 3,952.50	\$ 3,952.50	\$ 3,952.50	\$ 15,810.00
	Condominium Dues	\$ 2,628.00	\$ 657.00	\$ 657.00	\$ 657.00	\$ 1,314.00	\$ 3,285.00
	Utilities	\$ 1,000.00	\$ 440.00	\$ 133.00	\$ 267.00	\$ 376.00	\$ 1,216.00
	Insurance	\$ 5,500.00			\$ 2,041.00		\$ 2,041.00
	Property Tax	\$ 5,000.00		\$ 2,076.00	\$ 2,077.00		\$ 4,153.00
	Storage	\$ 2,300.00	\$ 1,170.00	\$ 1,170.00	\$ 1,170.00	\$ 990.00	\$ 4,500.00
		<u>\$ 32,238.00</u>	<u>\$ 6,219.50</u>	<u>\$ 7,988.50</u>	<u>\$ 10,164.50</u>	<u>\$ 6,632.50</u>	<u>\$ 31,005.00</u>
Office Expenses							
	Bankcard fees	\$ 1,850.00		\$ 598.00	\$ 127.54	\$ 2,688.00	\$ 3,413.54
	Technology Fees	\$ 2,500.00	\$ 921.00	\$ 1,021.50	\$ 417.72	\$ 1,389.00	\$ 3,749.22
	Copier Lease	\$ 3,000.00	\$ 2,532.00	\$ 1,256.50	\$ 527.24	\$ 355.00	\$ 4,670.74
	Outsource copies	\$ 4,500.00					\$ -
	Office/Computer supplies	\$ 4,000.00	\$ 441.21	\$ 1,391.50	\$ 1,392.00	\$ 1,295.00	\$ 4,519.71
	Phones/Long Distance	\$ 7,000.00	\$ 2,595.00	\$ 1,950.00	\$ 1,731.00	\$ 2,053.00	\$ 8,329.00
	Postage	\$ 6,400.00	\$ 1,095.00	\$ 1,699.50	\$ 1,909.00	\$ 1,521.00	\$ 8,329.00
	Bookkeeping	\$ 3,000.00	\$ 1,535.00	\$ 758.50	\$ 1,008.25	\$ 2,313.00	\$ 5,614.75
	Professional Fees	\$ 2,000.00			\$ 140.00		\$ 140.00
	Equipment	\$ 7,500.00	\$ 1,300.00		\$ 576.63		\$ 1,876.63
	Computer/Printers	\$ 4,500.00			\$ 2,104.00	\$ 4,754.00	\$ 6,858.00
	Facilities & Studies	\$ 6,000.00					
	Parking	\$ 4,782.78					
	Visitor Center Update	\$ 7,500.00	\$ 3,440.00	\$ 7,800.00	\$ 5,837.63	\$ 2,477.08	\$ 19,554.71
		<u>\$ 64,532.78</u>	<u>\$ 13,859.21</u>	<u>\$ 16,475.50</u>	<u>\$ 15,771.01</u>	<u>\$ 18,845.08</u>	<u>\$ 64,950.80</u>
Personnel							
	Front Office + % Director	\$ 133,547.71	\$ 37,741.00	\$ 35,383.00	\$ 34,921.00	\$ 45,704.00	\$ 153,749.00
	Payroll Taxes	\$ 26,825.38	\$ 6,920.35	\$ 6,706.25	\$ 6,025.00	\$ 7,230.00	\$ 26,881.60
	Benefits	\$ 24,738.00	\$ 6,238.47	\$ 5,308.00	\$ 5,308.00	\$ 5,308.00	\$ 22,162.47
	Staff Travel/Meetings/Seminar	\$ 5,000.00	\$ 1,372.00	\$ 1,473.00	\$ 1,874.00	\$ 3,695.00	\$ 8,414.00
	Uniform/Bavarian	\$ 5,000.00	\$ 531.00	\$ 337.00	\$ 597.00	\$ 2,668.00	\$ 4,133.00
		<u>\$ 195,111.09</u>	<u>\$ 52,802.82</u>	<u>\$ 49,207.25</u>	<u>\$ 48,725.00</u>	<u>\$ 64,605.00</u>	<u>\$ 215,340.07</u>
Total		<u>\$ 361,381.87</u>	<u>\$ 80,088.53</u>	<u>\$ 95,061.25</u>	<u>\$ 94,322.51</u>	<u>\$ 91,909.58</u>	<u>\$ 361,381.87</u>



RECEIVED
APR 07 2020

P.O. Box 2137
Leavenworth WA 98826
Phone: 509-888-4181
uppervalleyconnection@gmail.com
www.uppervalleyconnection.org

BY:

April 2, 2020

Dear Friends at the City of Leavenworth:

Thank you *so much* for your amazing support of Upper Valley Connection. The programs offered by Upper Valley Connection are such an important part of the lives of those we serve and your generosity and support help ensure that these programs will continue for years to come.

Because of your donation these individuals will have the opportunity to play sports, make art, act, dance, sing. They will have the opportunity to make and sustain friendships, to feel included. The value you place on these very special members of our community through your support means the world to them and to us.

If you have any questions about our programming or would like to come out and see what your support makes possible (as soon as we're all able to leave our homes), please don't hesitate to contact me.

We are honored to count the City of Leavenworth as a supporter of Upper Valley Connection. Thank you!

Sincerely,

Maren Cagle
Executive Director

Thank you!



ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 04/15/2020

Time: 16:03:14 Date: 04/09/2020
Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
31997	04/15/2020	04/15/2020	10041	Award Construction	55,302.12	WWTP PISTA Grit
	594 35 64 006	WWTP - Pista Grit	404 000 594	Sewer	55,302.12	
31980	04/15/2020	04/15/2020	10497	Built-Right	26,506.55	Floor Refinishing For Festhalle
	594 75 63 000	Festhalle Capital Imp.	110 000 594	Leavenworth C:	13,253.28	
	594 76 65 010	Festhalle Floor Resurface	104 000 594	Lodging Tax	13,253.27	
31998	04/15/2020	04/15/2020	3622	Business Radio Licensing	95.00	City Hall Base - KNBA790
	518 90 49 000	Misc-Reg/Dues/Subscripti	502 000 518	Central Service	95.00	
32015	04/15/2020	04/15/2020	123	Cascade Analytical, Inc.	37.08	WWTP Water Testing
	535 80 41 000	Professional Services	404 000 535	Sewer	37.08	
32016	04/15/2020	04/15/2020	123	Cascade Analytical, Inc.	120.51	WWTP Water Testing
	535 80 41 000	Professional Services	404 000 535	Sewer	120.51	
32017	04/15/2020	04/15/2020	123	Cascade Analytical, Inc.	37.08	WWTP Water Testing
	535 80 41 000	Professional Services	404 000 535	Sewer	37.08	
32018	04/15/2020	04/15/2020	123	Cascade Analytical, Inc.	37.08	WWTP Water Testing
	535 80 41 000	Professional Services	404 000 535	Sewer	37.08	
32019	04/15/2020	04/15/2020	123	Cascade Analytical, Inc.	37.08	WTP Water Testing
	534 80 41 000	Water Testing	403 000 534	Water	37.08	
32020	04/15/2020	04/15/2020	123	Cascade Analytical, Inc.	29.87	WTP Water Testing
	534 80 41 000	Water Testing	403 000 534	Water	29.87	
32021	04/15/2020	04/15/2020	123	Cascade Analytical, Inc.	29.87	WTP Water Testing
	534 80 41 000	Water Testing	403 000 534	Water	29.87	
32051	04/15/2020	04/15/2020	123	Cascade Analytical, Inc.	37.08	WTP Water Testing
	534 80 41 000	Water Testing	403 000 534	Water	37.08	
32052	04/15/2020	04/15/2020	123	Cascade Analytical, Inc.	31.00	WTP Water Testing
	534 80 41 000	Water Testing	403 000 534	Water	31.00	
32053	04/15/2020	04/15/2020	123	Cascade Analytical, Inc.	120.51	WWTP Water Testing

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 04/15/2020

Time: 16:03:14 Date: 04/09/2020
Page: 3

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
535 80 41 000	Professional Services		404 000 535 Sewer	120.51	
Total Cascade Analytical, Inc.				517.16	
32071	04/15/2020	04/15/2020	133	Cascade Orchard Irrig. Co	814.00 2020 Irrigation Assessment
536 50 47 000	Utilities		001 000 536 Current Expens	814.00	
31992	04/15/2020	04/15/2020	6084	Cascade Quality Water	82.95 Parks Water
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	82.95	
31993	04/15/2020	04/15/2020	6084	Cascade Quality Water	15.08 WWTP Water
535 80 32 000	Operating Supplies-Trtmn		404 000 535 Sewer	15.08	
31994	04/15/2020	04/15/2020	6084	Cascade Quality Water	37.70 Shop Water
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	37.70	
31995	04/15/2020	04/15/2020	6084	Cascade Quality Water	54.41 City Hall Water
518 30 31 000	Office & Operating Suppli		001 000 518 Current Expens	54.41	
Total Cascade Quality Water				190.14	
32068	04/15/2020	04/15/2020	136	Cascade School District	11,535.53 Pine St. / CSD Sharing Culture Resources, Boulder & Sidewalk
595 30 63 050	Pine Street Construction		305 000 595 Pine Street Cap	11,535.53	
31964	04/15/2020	04/15/2020	153	Chelan Co Fire Dist #3	10,750.00 1st Quarter Fire Marshal Services
522 10 41 000	Intergov Svs-Fire Dist #3		001 000 522 Current Expens	10,750.00	
31961	04/15/2020	04/15/2020	2313	Chelan County PUD	22.41 Pine & Price Street Lights
542 63 47 000	Utilities		101 000 542 Streets	22.41	
31962	04/15/2020	04/15/2020	2313	Chelan County PUD	19.22 WTP / Ski Hill Reservoir
534 80 47 000	Utilities		403 000 534 Water	19.22	
31963	04/15/2020	04/15/2020	2313	Chelan County PUD	164.64 WTP / Ski Hill Pump Station
534 80 47 000	Utilities		403 000 534 Water	164.64	
32076	04/15/2020	04/15/2020	2313	Chelan County PUD	783.36 Street Lights

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 04/15/2020

Time: 16:03:14 Date: 04/09/2020
Page: 4

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
	542 63 47 000	Utilities	101 000 542 Streets	783.36		
32077	04/15/2020	04/15/2020	2313	Chelan County PUD	50.38	Cemetery
	536 50 47 000	Utilities	001 000 536 Current Expens	50.38		
32078	04/15/2020	04/15/2020	2313	Chelan County PUD	29.68	Ward Strasse Street Lights
	542 63 47 000	Utilities	101 000 542 Streets	29.68		
32079	04/15/2020	04/15/2020	2313	Chelan County PUD	976.33	Icicle Train Station
	557 30 47 002	Utilities - Icicle Station	104 000 557 Lodging Tax	976.33		
32080	04/15/2020	04/15/2020	2313	Chelan County PUD	118.40	Lions Club Park
	576 80 47 000	Utilities	001 000 576 Current Expens	118.40		
32081	04/15/2020	04/15/2020	2313	Chelan County PUD	23.10	Front St. / Grange Hall Street Light
	542 63 47 000	Utilities	101 000 542 Streets	23.10		
32082	04/15/2020	04/15/2020	2313	Chelan County PUD	27.16	Recycle Center
	537 80 47 000	Utilities	402 000 537 Garbage	27.16		
			Total Chelan County PUD	2,214.68		
31987	04/15/2020	04/15/2020	162	Chelan County Treasurer	2,354.25	1st Quarter Solid Waste Services
	537 80 40 006	Intergov Prof Serv-SWAC	402 000 537 Garbage	2,354.25		
31988	04/15/2020	04/15/2020	162	Chelan County Treasurer	2,758.07	April 2020 Inmate Housing
	521 10 41 004	Chel. Co. Sheriff - Jail	001 000 521 Current Expens	2,758.07		
			Total Chelan County Treasurer	5,112.32		
31999	04/15/2020	04/15/2020	171	Cintas Corporation Loc #607	141.05	Gloves - Various Depts.
	518 30 31 000	Office & Operating Suppli	001 000 518 Current Expens	14.11	Gloves - City Hall	
	535 80 32 000	Operating Supplies-Trtmn	404 000 535 Sewer	35.26	Gloves - WWTP	
	575 48 31 000	Office & Operating Suppli	110 000 575 Leavenworth C:	28.21	Gloves - Festhalle	
	576 80 31 000	Office & Operating Suppli	001 000 576 Current Expens	63.47	Gloves - Parks	
32000	04/15/2020	04/15/2020	171	Cintas Corporation Loc #607	95.41	Mats & Supplies
	518 30 48 000	Repairs & Maintenance Ci	001 000 518 Current Expens	13.76		

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 04/15/2020

Time: 16:03:14 Date: 04/09/2020
Page: 5

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
535 80 48 000	Repairs & Maintenance		404 000 535 Sewer	16.23	
548 68 48 000	Repairs & Maintenance		501 000 548 Equip Rental &	48.09	
576 80 48 000	Repairs & Maintenance		001 000 576 Current Expens	17.33	
32022	04/15/2020	04/15/2020	171 Cintas Corporation Loc #607	111.17	Mats & Supplies
518 30 48 000	Repairs & Maintenance Ci		001 000 518 Current Expens	22.54	
535 80 48 000	Repairs & Maintenance		404 000 535 Sewer	13.53	
548 68 48 000	Repairs & Maintenance		501 000 548 Equip Rental &	45.84	
575 48 48 000	Repairs & Maintenance		110 000 575 Leavenworth C:	15.45	
576 80 48 000	Repairs & Maintenance		001 000 576 Current Expens	13.81	
32054	04/15/2020	04/15/2020	171 Cintas Corporation Loc #607	379.75	Various Depts. - Gloves
518 30 31 000	Office & Operating Suppli		001 000 518 Current Expens	37.97	
535 80 32 000	Operating Supplies-Trtmn		404 000 535 Sewer	94.94	
575 48 31 000	Office & Operating Suppli		110 000 575 Leavenworth C:	75.95	
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	170.89	
32055	04/15/2020	04/15/2020	171 Cintas Corporation Loc #607	95.41	Mats & Supplies
518 30 48 000	Repairs & Maintenance Ci		001 000 518 Current Expens	13.76	
535 80 48 000	Repairs & Maintenance		404 000 535 Sewer	16.23	
548 68 48 000	Repairs & Maintenance		501 000 548 Equip Rental &	48.09	
576 80 48 000	Repairs & Maintenance		001 000 576 Current Expens	17.33	
			Total Cintas Corporation Loc #607	822.79	
31969	04/15/2020	04/15/2020	174 City Of Leavenworth	7,578.47	City Utility Bills
518 30 47 000	Utilities		001 000 518 Current Expens	358.26	
534 80 47 000	Utilities		403 000 534 Water	20.80	
534 80 47 000	Utilities		403 000 534 Water	38.88	
535 80 47 000	Utilities		404 000 535 Sewer	962.44	
535 80 47 000	Utilities		404 000 535 Sewer	261.90	
536 50 47 000	Utilities		001 000 536 Current Expens	26.00	
548 68 47 000	Utilities		501 000 548 Equip Rental &	82.80	
557 30 41 003	ProSvs-Recycling Collecti		104 000 557 Lodging Tax	218.56	
557 30 47 000	Utilities-Street Cans		104 000 557 Lodging Tax	1,847.30	
557 30 47 001	Utilities-Restrooms		104 000 557 Lodging Tax	41.40	
557 30 47 001	Utilities-Restrooms		104 000 557 Lodging Tax	323.38	
557 30 47 001	Utilities-Restrooms		104 000 557 Lodging Tax	1,321.80	
557 30 47 001	Utilities-Restrooms		104 000 557 Lodging Tax	66.65	
557 30 47 001	Utilities-Restrooms		104 000 557 Lodging Tax	106.06	
575 48 47 000	Utility Services		110 000 575 Leavenworth C:	594.30	

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 04/15/2020

Time: 16:03:14 Date: 04/09/2020
Page: 6

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
575 48 47 000	Utility Services		110 000 575 Leavenworth C:	20.80		
576 20 47 000	Utilities		176 000 576 Community Sw	233.91		
576 80 47 000	Utilities		001 000 576 Current Expens	20.80		
576 80 47 000	Utilities		001 000 576 Current Expens	551.67		
576 80 47 000	Utilities		001 000 576 Current Expens	41.40		
576 80 47 000	Utilities		001 000 576 Current Expens	38.88		
576 80 47 000	Utilities		001 000 576 Current Expens	20.80		
576 80 47 000	Utilities		001 000 576 Current Expens	35.01		
576 80 47 000	Utilities		001 000 576 Current Expens	20.80		
576 80 47 000	Utilities		001 000 576 Current Expens	20.80		
576 80 47 000	Utilities		001 000 576 Current Expens	20.80		
576 80 47 000	Utilities		001 000 576 Current Expens	20.80		
576 80 47 000	Utilities		001 000 576 Current Expens	20.80		
576 80 47 000	Utilities		001 000 576 Current Expens	20.80		
576 80 47 000	Utilities		001 000 576 Current Expens	20.80		
576 80 47 000	Utilities		001 000 576 Current Expens	20.80		
576 80 47 000	Utilities		001 000 576 Current Expens	49.22		
576 80 47 000	Utilities		001 000 576 Current Expens	66.65		
576 80 47 000	Utilities		001 000 576 Current Expens	20.80		
576 80 47 000	Utilities		001 000 576 Current Expens	20.80		
32014	04/15/2020	04/15/2020	185	Code Publishing Co., Inc	212.19	Web Update - Ordinances: 1606-1608
518 90 41 002	LMC-ProSvs		502 000 518 Central Service	212.19		
32056	04/15/2020	04/15/2020	4604	Confluence Health	115.00	T. Valentine - CDL Exam
534 80 32 000	Operating Supplies-Trtmn		403 000 534 Water	115.00		
31967	04/15/2020	04/15/2020	9851	Consolidated Technology Services	425.00	Web Platform - Maintenance & Support March 2020
518 90 41 004	Website Design-ProSvs		502 000 518 Central Service	425.00		
31979	04/15/2020	04/15/2020	8282	Convenience Store Coaching, LLC	4,914.00	Festhalle Managerial Services
575 48 41 000	Managerial Services		110 000 575 Leavenworth C:	2,866.50		
575 48 41 001	Janitorial Services		110 000 575 Leavenworth C:	1,972.50		
575 48 41 004	Event Staffing		110 000 575 Leavenworth C:	75.00		
32072	04/15/2020	04/15/2020	224	Daily Journal Of Commerce	120.00	RFQ For On Call Engineering & Planning Services
558 60 44 000	Advertising		001 000 558 Current Expens	120.00		

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 04/15/2020

Time: 16:03:14 Date: 04/09/2020
Page: 7

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
32057	04/15/2020	04/15/2020	227 Dan's Food Market	8.25	Parks Supply
	576 80 31 000	Office & Operating Suppli	001 000 576	8.25	Current Expens
32058	04/15/2020	04/15/2020	36 Dave's Apple Barrel Bark LLC	468.72	Parks Topsoil
	576 80 31 000	Office & Operating Suppli	001 000 576	468.72	Current Expens
32075	04/15/2020	04/15/2020	5666 Dept of Licensing	1.20	IVIPS
	542 65 31 001	Office & Operating Suppli	415 000 542	1.20	Parking
31970	04/15/2020	04/15/2020	3769 Dept of Retirement Systems	25.00	OASI 2020
	518 90 41 000	Professional Services	502 000 518	25.00	Central Service
31990	04/15/2020	04/15/2020	8278 Eco Counter	420.00	Annual Contract Renewal 2020
	542 30 48 000	Repairs & Maintenance	101 000 542	420.00	Streets
32010	04/15/2020	04/15/2020	292 Fedex	34.46	Shipping Charges - Sent Back Computer To Union Arbitrator For PW Concerns
	548 68 31 000	Office & Operating Suppli	501 000 548	34.46	Equip Rental &
31986	04/15/2020	04/15/2020	298 Firefly Inc.	1,630.96	Web / Email Hosting, Remote Access Agents And Server Management
	518 90 41 000	Professional Services	502 000 518	1,630.96	Central Service
32009	04/15/2020	04/15/2020	298 Firefly Inc.	445.74	City Hall Server & Spam / AV Filter 4/1/2020 To 6/30/2020
	518 90 41 000	Professional Services	502 000 518	198.90	Central Service
	594 18 64 030	Server Equipment	502 000 594	246.84	Central Service
			Total Firefly Inc.	2,076.70	
32001	04/15/2020	04/15/2020	4195 Global Equipment Company	1,745.75	PW Facility Remodel
	594 18 62 000	Public Works Facility Ren	001 000 594	1,745.75	Current Expens
32023	04/15/2020	04/15/2020	331 Graybeal Signs Inc.	915.74	Waterfront Park Sign
	594 76 63 078	Waterfront Park Imp.	001 000 594	915.74	Current Expens
32002	04/15/2020	04/15/2020	340 H.D. Fowler Company Inc.	135.22	WTP Parts
	534 80 32 000	Operating Supplies-Trtmn	403 000 534	135.22	Water

ACCOUNTS PAYABLE

City Of Leavenworth
 MCAG #: 0222

As Of: 04/15/2020

Time: 16:03:14 Date: 04/09/2020
 Page: 8

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
32024	04/15/2020	04/15/2020	340		
			H.D. Fowler Company Inc.	-113.77	Water Distribution Parts
	534 80 31 000	Operating Supplies-Distrit	403 000 534 Water	-113.77	
32025	04/15/2020	04/15/2020	340		
			H.D. Fowler Company Inc.	608.18	Water Plant Parts
	534 80 32 000	Operating Supplies-Trtmn	403 000 534 Water	608.18	
32059	04/15/2020	04/15/2020	340		
			H.D. Fowler Company Inc.	26.05	Water Distribution Parts
	534 80 31 000	Operating Supplies-Distrit	403 000 534 Water	26.05	
			Total H.D. Fowler Company Inc.	655.68	
32026	04/15/2020	04/15/2020	342		
			H2 Pre-Cast Inc	649.80	Enchantment Park 6 Foot Parking Curb
	594 76 63 079	Enchantment Park Imp.	001 000 594 Current Expens	649.80	
32012	04/15/2020	04/15/2020	358		
			Home Depot Credit Svc	2,578.16	Various
	534 80 32 000	Operating Supplies-Trtmn	403 000 534 Water	102.06	Water Parts
	534 80 32 000	Operating Supplies-Trtmn	403 000 534 Water	-20.50	Water Parts - Returned
	534 80 32 000	Operating Supplies-Trtmn	403 000 534 Water	2.13	Water Parts
	548 68 31 000	Office & Operating Suppli	501 000 548 Equip Rental &	253.66	Shop Parts
	576 80 31 000	Office & Operating Suppli	001 000 576 Current Expens	761.00	Parks Parts
	594 18 62 000	Public Works Facility Ren	001 000 594 Current Expens	552.88	Utility Shop Remodel
	594 18 62 000	Public Works Facility Ren	001 000 594 Current Expens	926.93	Utility Shop Remodel
31959	04/15/2020	04/15/2020	3584		
			Icicle Creek Center for the Arts	5,864.65	Festhalle Refund - Cancelled Because Of COVID-19
	347 30 06 001	Room Rental	110 000 340 Leavenworth C:	-1,082.60	
	347 30 06 002	Equipment Rental	110 000 340 Leavenworth C:	-116.00	
	347 30 06 003	Room Deposit Fees	110 000 340 Leavenworth C:	-1,466.60	
	347 30 06 007	Event Staffing	110 000 340 Leavenworth C:	-3,004.15	
	362 30 00 009	Parking Fees Lot 3 (Festha	415 000 360 Parking	-185.60	
	389 30 00 002	State Remittance - Sales T	110 000 380 Leavenworth C:	-9.70	
32037	04/15/2020	04/15/2020	4854		
			Integritech LLC	1,875.00	Downtown Parking Meters
	595 65 60 004	Downtown Parking Impro	415 000 595 Parking	1,875.00	
32038	04/15/2020	04/15/2020	4854		
			Integritech LLC	975.00	DOT Lot Improvements
	595 65 60 003	DOT Parking Lot Improve	415 000 595 Parking	975.00	

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 04/15/2020

Time: 16:03:14 Date: 04/09/2020
Page: 9

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
32039	04/15/2020	04/15/2020	4854		
			Integritech LLC	1,162.50	Water Intake Review W/ WDFW
	534 80 41 006	Pro Svs - Intake Screen Re	403 000 534 Water	1,162.50	
Total Integritech LLC				4,012.50	
32067	04/15/2020	04/15/2020	417		
			Jerry's Auto Suppy	1,673.74	Various
	548 68 31 000	Office & Operating Suppli	501 000 548 Equip Rental &	115.55	Shop Supply
	548 68 31 000	Office & Operating Suppli	501 000 548 Equip Rental &	28.19	Shop Supply
	548 68 31 000	Office & Operating Suppli	501 000 548 Equip Rental &	1.07	Shop Supply
	548 68 31 000	Office & Operating Suppli	501 000 548 Equip Rental &	37.58	Shop Supply
	548 68 34 000	Supp Purchased For Inven	501 000 548 Equip Rental &	117.17	Utility Trailer
	548 68 34 000	Supp Purchased For Inven	501 000 548 Equip Rental &	22.52	Truck #22
	548 68 34 000	Supp Purchased For Inven	501 000 548 Equip Rental &	38.59	Tymco Sweeper #11
	548 68 34 000	Supp Purchased For Inven	501 000 548 Equip Rental &	12.56	Ex Mark Stand Up Creator
	548 68 34 000	Supp Purchased For Inven	501 000 548 Equip Rental &	6.55	#21 Utility Dump Truck
	548 68 34 000	Supp Purchased For Inven	501 000 548 Equip Rental &	33.14	#28 Stellar Hook Recycle
	548 68 34 000	Supp Purchased For Inven	501 000 548 Equip Rental &	12.41	#28 Stellar Hook
	548 68 34 000	Supp Purchased For Inven	501 000 548 Equip Rental &	24.09	#28 Stellar Hook
	548 68 34 000	Supp Purchased For Inven	501 000 548 Equip Rental &	486.36	#21 - Battery
	548 68 34 000	Supp Purchased For Inven	501 000 548 Equip Rental &	-87.89	Truck #21 Battery Credit
	548 68 34 002	SPFI-Cardboard Truck	501 000 548 Equip Rental &	679.12	#2 Labrie Garbage/Cardboard
	576 80 31 000	Office & Operating Suppli	001 000 576 Current Expens	55.60	Parks Supply
	576 80 31 000	Office & Operating Suppli	001 000 576 Current Expens	56.70	Parks Supply
	576 80 31 000	Office & Operating Suppli	001 000 576 Current Expens	34.43	Parks Parts
32027	04/15/2020	04/15/2020	5626		
			KCDA Purchasing Cooperative	1,469.67	City Supplies
	518 30 31 000	Office & Operating Suppli	001 000 518 Current Expens	118.71	
	535 80 32 000	Operating Supplies-Trtmn	404 000 535 Sewer	27.61	
	548 68 31 000	Office & Operating Suppli	501 000 548 Equip Rental &	55.23	
	557 30 31 000	Operating Supplies-Restro	104 000 557 Lodging Tax	525.03	
	575 48 31 000	Office & Operating Suppli	110 000 575 Leavenworth C:	218.07	
	576 80 31 000	Office & Operating Suppli	001 000 576 Current Expens	525.02	
32028	04/15/2020	04/15/2020	5626		
			KCDA Purchasing Cooperative	1,017.86	City Supplies
	518 30 31 000	Office & Operating Suppli	001 000 518 Current Expens	82.84	
	535 80 32 000	Operating Supplies-Trtmn	404 000 535 Sewer	27.61	
	548 68 31 000	Office & Operating Suppli	501 000 548 Equip Rental &	55.23	
	557 30 31 000	Operating Supplies-Restro	104 000 557 Lodging Tax	370.86	
	575 48 31 000	Office & Operating Suppli	110 000 575 Leavenworth C:	110.46	
	576 80 31 000	Office & Operating Suppli	001 000 576 Current Expens	370.86	

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 04/15/2020

Time: 16:03:14 Date: 04/09/2020
Page: 10

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
			Total KCDA Purchasing Cooperative	2,487.53		
32070	04/15/2020	04/15/2020	434	Keyhole Security Inc	1,015.56	Fire Alarm Monitoring - Festhalle
	575 48 48 000	Repairs & Maintenance	110 000 575 Leavenworth C:	1,015.56		
31984	04/15/2020	04/15/2020	6371	Landline Surveyors	337.50	Review Of The Water Reservoir Easement Next To The Adventure Park
	558 60 41 000	Pro.Svs. Non-Reimbursed	001 000 558 Current Expens	337.50		
31966	04/15/2020	04/15/2020	10578	Law Office of Thomas M. Pors	1,085.00	Leavenworth Water Rights
	534 80 41 012	Legal-ProSvs-Water Right	403 000 534 Water	1,085.00		
32069	04/15/2020	04/15/2020	474	Leavenworth Chamber Of Commerce	94,525.07	4th Quarter 2019 Lodging Tax Payment
	557 30 44 000	Advertising-Chamber	104 000 557 Lodging Tax	94,525.07		
31960	04/15/2020	04/15/2020	9278	Leavenworth Film Festival	4,527.60	Festhalle Refund - Cancelled Because Of COVID-19
	347 30 06 001	Room Rental	110 000 340 Leavenworth C:	-2,525.00		
	347 30 06 002	Equipment Rental	110 000 340 Leavenworth C:	-150.00		
	347 30 06 003	Room Deposit Fees	110 000 340 Leavenworth C:	-1,250.00		
	347 30 06 007	Event Staffing	110 000 340 Leavenworth C:	-350.00		
	362 30 00 009	Parking Fees Lot 3 (Festha	415 000 360 Parking	-240.00		
	389 30 00 002	State Remittance - Sales T	110 000 380 Leavenworth C:	-12.60		
31991	04/15/2020	04/15/2020	6823	Link Transit	2,710.10	LINK Willkommen Park N Ride Snow Maintenance
	542 66 48 000	Repairs & Maintenance	101 000 542 Streets	2,710.10		
32013	04/15/2020	04/15/2020	504	Marson & Marson Lumber Inc.	1,896.94	Various
	518 30 48 000	Repairs & Maintenance Ci	001 000 518 Current Expens	22.81	City Hall Drinking Fountain	
	518 30 48 000	Repairs & Maintenance Ci	001 000 518 Current Expens	51.32	City Hall Drinking Fountain	
	518 30 48 000	Repairs & Maintenance Ci	001 000 518 Current Expens	14.50	City Hall Drinking Fountain	
	518 30 48 000	Repairs & Maintenance Ci	001 000 518 Current Expens	24.88	City Hall Drinking Fountain	
	518 30 48 000	Repairs & Maintenance Ci	001 000 518 Current Expens	20.82	City Hall Drinking Fountain	
	518 30 48 000	Repairs & Maintenance Ci	001 000 518 Current Expens	58.33	City Hall Drinking Fountain	
	518 30 48 000	Repairs & Maintenance Ci	001 000 518 Current Expens	85.50	City Hall Drinking Fountain	
	518 30 48 000	Repairs & Maintenance Ci	001 000 518 Current Expens	-17.57	City Hall Drinking Fountain	
	518 30 48 000	Repairs & Maintenance Ci	001 000 518 Current Expens	8.48	City Hall Drinking Fountain	

ACCOUNTS PAYABLE

City Of Leavenworth
 MCAG #: 0222

As Of: 04/15/2020

Time: 16:03:14 Date: 04/09/2020
 Page: 11

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
534 80 32 000	Operating Supplies-Trtmn		403 000 534 Water	5.63	WTP Parts
534 80 32 000	Operating Supplies-Trtmn		403 000 534 Water	56.73	WTP Parts
534 80 32 000	Operating Supplies-Trtmn		403 000 534 Water	13.65	WTP - Filter Pumps Install
534 80 32 000	Operating Supplies-Trtmn		403 000 534 Water	9.81	WTP Parts
534 80 32 000	Operating Supplies-Trtmn		403 000 534 Water	7.57	WTP Parts
535 80 32 000	Operating Supplies-Trtmn		404 000 535 Sewer	34.03	WWTP Parts
535 80 32 000	Operating Supplies-Trtmn		404 000 535 Sewer	23.43	WWTP Parts
535 80 32 000	Operating Supplies-Trtmn		404 000 535 Sewer	18.11	WWTP Parts
542 30 31 000	Office & Operating Suppli		101 000 542 Streets	36.33	Streets Supply For Curb Stops
542 30 31 000	Office & Operating Suppli		101 000 542 Streets	-36.33	Streets Supply - Returned
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	14.42	Shop Parts
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	-5.32	Shop Parts - Returned
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	6.72	Shop Supply
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	8.22	Shop Supply
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	18.42	Shop Supply
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	14.38	Parks Supply
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	262.82	Parks Parts
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	25.97	Parks Supply
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	51.60	Parks Supply
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	150.54	Parks Supply
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	26.29	Parks Parts
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	22.34	Parks Parts
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	26.29	Parks Parts
576 80 35 000	Small Tools & Minor Equ		001 000 576 Current Expens	187.34	Parks Small Tools
576 80 35 000	Small Tools & Minor Equ		001 000 576 Current Expens	191.38	Parks - 18V Drill Kit
594 18 62 000	Public Works Facility Ren		001 000 594 Current Expens	28.74	Utility Shop Remodel
594 18 62 000	Public Works Facility Ren		001 000 594 Current Expens	63.90	Utility Shop Remodel
594 18 62 000	Public Works Facility Ren		001 000 594 Current Expens	18.76	Utility Shop Remodel
594 18 62 000	Public Works Facility Ren		001 000 594 Current Expens	98.21	Utility Shop Remodel
594 18 62 000	Public Works Facility Ren		001 000 594 Current Expens	128.33	Utility Shop Remodel
594 18 62 000	Public Works Facility Ren		001 000 594 Current Expens	58.88	Utility Shop Remodel
594 18 62 000	Public Works Facility Ren		001 000 594 Current Expens	14.42	Utility Shop Remodel
594 18 62 000	Public Works Facility Ren		001 000 594 Current Expens	46.26	Utility Shop Remodel
32029 04/15/2020 04/15/2020 519			Mid-American Research	571.26	City Supplies
518 30 31 000	Office & Operating Suppli		001 000 518 Current Expens	28.56	
535 80 32 000	Operating Supplies-Trtmn		404 000 535 Sewer	142.82	
557 30 31 000	Operating Supplies-Restro		104 000 557 Lodging Tax	128.53	
575 48 31 000	Office & Operating Suppli		110 000 575 Leavenworth C:	142.82	
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	128.53	

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 04/15/2020

Time: 16:03:14 Date: 04/09/2020
Page: 12

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
32060	04/15/2020	04/15/2020	519		
			Mid-American Research	413.88	City Supplies
518 30 31 000	Office & Operating Suppli		001 000 518	41.39	Current Expens
557 30 31 000	Operating Supplies-Restro		104 000 557	124.17	Lodging Tax
575 48 31 000	Office & Operating Suppli		110 000 575	124.16	Leavenworth C:
576 80 31 000	Office & Operating Suppli		001 000 576	124.16	Current Expens
32061	04/15/2020	04/15/2020	519		
			Mid-American Research	468.72	City Supplies
518 30 31 000	Office & Operating Suppli		001 000 518	93.74	Current Expens
535 80 32 000	Operating Supplies-Trtmn		404 000 535	46.87	Sewer
548 68 31 000	Office & Operating Suppli		501 000 548	140.62	Equip Rental &
557 30 31 000	Operating Supplies-Restro		104 000 557	93.74	Lodging Tax
576 80 31 000	Office & Operating Suppli		001 000 576	93.75	Current Expens
Total Mid-American Research				1,453.86	
32031	04/15/2020	04/15/2020	546		
			N C Machinery Co., Inc	67.31	#15 CAT Backhoe
548 68 34 000	Supp Purchased For Inven		501 000 548	67.31	Equip Rental &
31982	04/15/2020	04/15/2020	475		
			NCW Media, Inc.	52.25	Public Works Utility Worker Job Ad
548 68 31 000	Office & Operating Suppli		501 000 548	52.25	Equip Rental &
31989	04/15/2020	04/15/2020	475		
			NCW Media, Inc.	79.76	Rescheduled Public Hearing For CUP 2020-01
558 60 44 000	Advertising		001 000 558	79.76	Current Expens
32073	04/15/2020	04/15/2020	475		
			NCW Media, Inc.	27.00	Lifeguard Job Ad
576 20 44 000	Advertising		176 000 576	27.00	Community Sw
Total NCW Media, Inc.				159.01	
32003	04/15/2020	04/15/2020	3167		
			Northstar Chemical, Inc.	2,997.86	WWTP Chemicals
535 80 32 000	Operating Supplies-Trtmn		404 000 535	2,997.86	Sewer
32030	04/15/2020	04/15/2020	3167		
			Northstar Chemical, Inc.	4,062.24	WWTP Chemicals
535 80 32 000	Operating Supplies-Trtmn		404 000 535	4,062.24	Sewer
Total Northstar Chemical, Inc.				7,060.10	
31968	04/15/2020	04/15/2020	588		
			One Call Concepts Inc	24.61	Utility Locates

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 04/15/2020

Time: 16:03:14 Date: 04/09/2020
Page: 13

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
531 30 31 000	Office & Operating Suppli		410 000 531 Stormwater	4.93	
534 80 31 000	Operating Supplies-Distrib		403 000 534 Water	9.84	
535 80 31 000	Operating Supplies-Collec		404 000 535 Sewer	9.84	
32062	04/15/2020	04/15/2020	595 Oxarc Inc.	18.60	WTP Cylinder Rental
534 80 32 000	Operating Supplies-Trtmn		403 000 534 Water	18.60	
32032	04/15/2020	04/15/2020	6652 PACWEST Machinery LLC	2,078.72	#11 Tymco Sweeper
548 68 34 000	Supp Purchased For Inven		501 000 548 Equip Rental &	2,078.72	
32088	04/15/2020	04/15/2020	4334 Pacific Security	2,235.66	Parking Enforcement / Rental Complaint Line
521 10 41 001	Overnight Rental Enforce		001 000 521 Current Expens	109.00	
542 65 41 002	ProSvs-Parking Enforcem		415 000 542 Parking	1,176.66	
542 65 41 002	ProSvs-Parking Enforcem		415 000 542 Parking	380.00	
557 30 15 000	Festival & Event Security		104 000 557 Lodging Tax	570.00	
32033	04/15/2020	04/15/2020	5788 RWC International LTD	640.05	#11 Tymco Sweeper
548 68 34 000	Supp Purchased For Inven		501 000 548 Equip Rental &	640.05	
32083	04/15/2020	04/15/2020	4644 Ricoh USA Inc.	377.91	Copier Copies
518 90 45 000	Operating Rentals & Leas		502 000 518 Central Service	377.91	
32089	04/15/2020	04/15/2020	666 Ricoh USA, Inc	324.88	Copier Contract
518 90 45 000	Operating Rentals & Leas		502 000 518 Central Service	324.88	
32087	04/15/2020	04/15/2020	3393 Ridgeline Graphics	16.28	Scans For Records Request - Mottler Bldg / Jarrett Ellington
341 81 00 000	Sale Of Maps/Documents/		001 000 340 Current Expens	-16.28	
31973	04/15/2020	04/15/2020	10451 Rolluda Architects	424.45	376-19-01 City Of Leavenworth Front Street Park Restroom
594 76 63 084	Front Street Restroom Exp		001 000 594 Current Expens	212.22	
594 76 65 006	Front Street Restroom Exp		104 000 594 Lodging Tax	212.23	
32011	04/15/2020	04/15/2020	8252 Staples Business Credit	438.55	City Office Supplies
518 90 31 000	Print & Duplication Servic		502 000 518 Central Service	39.08	City Supply
518 90 34 000	Office & Operating Suppli		502 000 518 Central Service	-4.34	City Supply Price Match
518 90 34 000	Office & Operating Suppli		502 000 518 Central Service	26.03	City Supply
518 90 34 000	Office & Operating Suppli		502 000 518 Central Service	-8.22	City Supply Price Match

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 04/15/2020

Time: 16:03:14 Date: 04/09/2020
Page: 14

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
518 90 34 000	Office & Operating Suppli		502 000 518 Central Service	65.19	City Supply
518 90 34 000	Office & Operating Suppli		502 000 518 Central Service	69.43	City Supply
518 90 34 000	Office & Operating Suppli		502 000 518 Central Service	69.09	City Supply
518 90 34 000	Office & Operating Suppli		502 000 518 Central Service	152.72	City Supply
558 60 31 000	Office & Operating Suppli		001 000 558 Current Expens	-25.10	Dev. Services Filing Folders Price Match
558 60 31 000	Office & Operating Suppli		001 000 558 Current Expens	54.67	Dev. Services Filing Folders
558 60 31 000	Office & Operating Suppli		001 000 558 Current Expens	-25.05	Dev. Serv. iPad Screen Protector Returned
558 60 31 000	Office & Operating Suppli		001 000 558 Current Expens	25.05	Dev. Serv. iPad Screen Protector
32063	04/15/2020	04/15/2020	7479 Stetner Electric, Inc.	1,149.60	WTP - Water Backwash Solenoid Replace
534 80 41 003	Pro Svs - General		403 000 534 Water	1,149.60	
31977	04/15/2020	04/15/2020	9076 Sunitsch Canyon LLC	32.00	Parks Trash Pickup - Leo Black
576 80 41 001	Professional Services		001 000 576 Current Expens	32.00	
31965	04/15/2020	04/15/2020	4415 T2 Systems Canada Inc.	303.80	Monthly Parking Service - April 2020
542 65 41 001	ProSvs-Monthly EMS Ser		415 000 542 Parking	303.80	
31985	04/15/2020	04/15/2020	4415 T2 Systems Canada Inc.	0.89	Digital Connect Usage For February 2020
542 65 41 001	ProSvs-Monthly EMS Ser		415 000 542 Parking	0.89	
32036	04/15/2020	04/15/2020	4415 T2 Systems Canada Inc.	4,774.00	Annual Warranty P1 - P4 2020
542 65 41 003	ProSvs-Annual DPT Warr		415 000 542 Parking	4,774.00	
			Total T2 Systems Canada Inc.	5,078.69	
32004	04/15/2020	04/15/2020	754 TMG Services Inc	2,341.72	Water Plant Repairs
534 80 48 000	Repairs & Maintenance		403 000 534 Water	2,341.72	
32034	04/15/2020	04/15/2020	7324 Tacoma Screw Products, Inc.	39.85	Shop Supply
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	39.85	
32035	04/15/2020	04/15/2020	7324 Tacoma Screw Products, Inc.	178.04	Recycle Dumpster / Cardboard Parts
537 80 31 001	Recycling Operating Supp		402 000 537 Garbage	178.04	
			Total Tacoma Screw Products, Inc.	217.89	
31976	04/15/2020	04/15/2020	8772 The Center for Alcohol & Drug Treatment	136.00	1st Quarter Liquor Tax Profits

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 04/15/2020

Time: 16:03:14 Date: 04/09/2020
Page: 15

Accts Pay #	Received	Date Due	Vendor	Amount	Memo		
	566 00 41 000		Substance Abuse Program	001 000 566	Current Expens	136.00	
32084	04/15/2020	04/15/2020	779	Thyssenkrupp Elevator Corp		1,372.47	City Hall Gold Elevator Maint. 4/1/20-6/30/20
	518 30 48 000		Repairs & Maintenance Ci	001 000 518	Current Expens	1,372.47	
32064	04/15/2020	04/15/2020	783	Titan Truck		489.30	Ford Super Duty - Grip Step
	548 68 34 000		Supp Purchased For Inven	501 000 548	Equip Rental &	489.30	
32065	04/15/2020	04/15/2020	8835	Tokay Software Inc		4.00	WTP - Tokay Web Test March 2020
	534 80 31 001		Software Water	403 000 534	Water	4.00	
31974	04/15/2020	04/15/2020	790	Treasurer State Of Washington		136.50	1st Quarter Building Permit Surcharges
	589 30 01 000		Building Permit Surcharge	001 000 580	Current Expens	136.50	
32066	04/15/2020	04/15/2020	8435	USIC Locating Services, LLC		664.20	Utility Locates
	531 30 31 000		Office & Operating Suppli	410 000 531	Stormwater	132.84	
	534 80 31 000		Operating Supplies-Distrit	403 000 534	Water	265.68	
	535 80 31 000		Operating Supplies-Collec	404 000 535	Sewer	265.68	
32005	04/15/2020	04/15/2020	825	Valley Tractor & Equip.,Inc.		54.31	Parks - Areator Parts
	576 80 31 000		Office & Operating Suppli	001 000 576	Current Expens	54.31	
32006	04/15/2020	04/15/2020	825	Valley Tractor & Equip.,Inc.		256.31	Parks Parts
	576 80 31 000		Office & Operating Suppli	001 000 576	Current Expens	256.31	
32007	04/15/2020	04/15/2020	825	Valley Tractor & Equip.,Inc.		-239.01	Parks - Parts Return Credit
	576 80 31 000		Office & Operating Suppli	001 000 576	Current Expens	-239.01	
			Total Valley Tractor & Equip.,Inc.			71.61	
31996	04/15/2020	04/15/2020	861	WMCA		75.00	C. Steiner WMCA Membership
	514 20 49 000		Misc-Reg/Dues/Subscripti	001 000 514	Current Expens	75.00	
32085	04/15/2020	04/15/2020	870	Waste Managment Of		456.18	20 Yd. Recycle Dumpster
	537 80 41 002		Recycling Dumpster Rent:	402 000 537	Garbage	456.18	
32086	04/15/2020	04/15/2020	870	Waste Managment Of		260.36	4 Yd. Recycle Dumpster
	537 80 41 002		Recycling Dumpster Rent:	402 000 537	Garbage	260.36	

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 04/15/2020

Time: 16:03:14 Date: 04/09/2020
Page: 16

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			Total Waste Managment Of	716.54	
31978	04/15/2020	04/15/2020	3792 Weed, Graafstra & Associates, Inc. P.S.	26,435.16	General Counsel
515 31 41 000			City Attorney - Prosvs.	1,616.50	001 000 515 Current Expens
515 31 41 009			Legal-Development Svs	1,344.00	001 000 515 Current Expens
515 31 41 011			Legal-Contract Admin	480.50	001 000 515 Current Expens
515 31 41 025			Legal-Adventure Park - PI	5,723.00	001 000 515 Current Expens
515 31 41 028			Legal - COVID-19	1,770.00	001 000 515 Current Expens
534 80 41 012			Legal-ProSvs-Water Right	391.00	403 000 534 Water
535 80 41 015			Legal - Pro Svs- WWTP U	15,110.16	404 000 535 Sewer
31975	04/15/2020	04/15/2020	892 Wenatchee Valley Humane Society	15.00	March 2020 Animal Licenses
322 30 00 000			Dog Licenses	-15.00	001 000 320 Current Expens
31981	04/15/2020	04/15/2020	898 Wenatchee World, The	139.41	RFQ For On-call Engineering & Planning Services
558 60 44 000			Advertising	139.41	001 000 558 Current Expens
31983	04/15/2020	04/15/2020	898 Wenatchee World, The	312.38	Public Works Utility Worker Job Ad
548 68 31 000			Office & Operating Suppli	312.38	501 000 548 Equip Rental &
			Total Wenatchee World, The	451.79	
32090	04/15/2020	04/15/2020	9817 Winston, Kristian	50.00	K. Winston Application Fee For WWTP Certification Exam
535 80 49 000			Misc/Reg/Dues/Subscripti	50.00	404 000 535 Sewer
32008	04/15/2020	04/15/2020	931 Z Engineers PLLC	2,023.20	WTP - On Call Services - Values & VPN Configuration
534 80 41 003			Pro Svs - General	2,023.20	403 000 534 Water
			Report Total:	316,424.93	

Fund	
001 Current Expense	41,479.54
101 Streets	3,988.65
104 Lodging Tax	115,484.38
110 Leavenworth Civic Center	30,479.71
176 Community Swimming Pool	315.91

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 04/15/2020

Time: 16:03:14 Date: 04/09/2020
Page: 17

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			305 Pine Street Capital Project	11,535.53	
			402 Garbage	3,400.99	
			403 Water	9,807.34	
			404 Sewer	79,886.25	
			410 Stormwater	137.77	
			415 Parking	9,912.15	
			501 Equip Rental & Revolving Fund	6,051.05	
			502 Central Services	3,945.66	

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

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember

Councilmember



CHECK REGISTER

City Of Leavenworth
MCAG #: 0222

04/01/2020 To: 04/30/2020

Time: 10:58:56 Date: 04/08/2020
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2114	04/09/2020	Claims	10	62030	Lamar Companies	16,500.00	Advertising Campaign Portland 2020 / Campaign Opportunity 2020
			104 - 557 30 44 001 - Advertising-LAP			16,500.00	
2115	04/09/2020	Claims	10	62031	Leavenworth Chamber Of Commerce	1,649.85	Advertising / Prize Promotions / Travel Writer
			104 - 557 30 44 001 - Advertising-LAP			1,649.85	
104 Lodging Tax						18,149.85	
						<u>18,149.85</u>	Claims: 18,149.85
						18,149.85	

CHECK REGISTER

City Of Leavenworth
 MCAG #: 0222

04/01/2020 To: 04/30/2020

Time: 09:10:13 Date: 04/08/2020
 Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2104	04/06/2020	Claims	10	EFT	Xpress Solutions, Inc.	512.82	Original Invoice #46308 / March 2020 EFT & CC Fees
					001 - 514 20 31 001 - Bank Service Charges	102.55	
					410 - 531 30 42 000 - Communications-Phone/Posta	10.26	
					403 - 534 80 42 000 - Comm-Phone/Postage/Fx	153.85	
					404 - 535 80 42 000 - Comm-Phone/Postage/Fx	153.85	
					402 - 537 80 42 000 - Comm-Phone/Postage/Fx	92.31	
						<hr/>	
					001 Current Expense	102.55	
					402 Garbage	92.31	
					403 Water	153.85	
					404 Sewer	153.85	
					410 Stormwater	10.26	
						<hr/>	
						512.82	Claims: 512.82

CHECK REGISTER

City Of Leavenworth
MCAG #: 0222

04/02/2020 To: 04/02/2020

Time: 13:13:58 Date: 04/02/2020
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
2039	04/02/2020	Claims	10	62025	Chelan Co Auditor	17.00	South Interceptor / Johnson REET Affidavit
					404 - 594 35 64 008 - WWTP - South Interceptor Ct	17.00	
2040	04/02/2020	Claims	10	62026	Chelan Co Auditor	110.50	Johnson's Acknowledgement Re: Vacation Of Streets & Alleys, 8 Pages
					404 - 594 35 64 008 - WWTP - South Interceptor Ct	110.50	
2041	04/02/2020	Claims	10	62027	Chelan Co Auditor	111.50	Johnson's Utility Easement, City To Johnson, 9 Pages
					404 - 594 35 64 008 - WWTP - South Interceptor Ct	111.50	
2042	04/02/2020	Claims	10	62028	Chelan Co Auditor	112.50	Johnson's Temporary Construction Easement, 10 Pages
					404 - 594 35 64 008 - WWTP - South Interceptor Ct	112.50	
2043	04/02/2020	Claims	10	62029	Robert K. & Nancy Johnson	750.00	South Interceptor Settlement Agreement
					404 - 594 35 64 008 - WWTP - South Interceptor Ct	750.00	
						1,101.50	
404 Sewer						1,101.50	Claims: 1,101.50

CHECK REGISTER

City Of Leavenworth
MCAG #: 0222

03/01/2020 To: 03/31/2020

Time: 14:22:14 Date: 03/25/2020
Page:

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1932	03/26/2020	Claims	10	62021	Chelan Co Auditor	112.50	South Interceptor ROW / Haire Property
			404 - 594 35 64 008 - WWTP - South Interceptor Co			112.50	
1933	03/26/2020	Claims	10	62022	Chelan Co Auditor	111.50	South Interceptor ROW
			404 - 594 35 64 008 - WWTP - South Interceptor Co			111.50	
1934	03/26/2020	Claims	10	62023	K&L Media, Inc.	2,150.00	Advertising April 2020 Bellingham Alive
			104 - 557 30 44 001 - Advertising-LAP			2,150.00	
1935	03/26/2020	Claims	10	62024	Trach Thanh J S Pham	450.00	March 2020 Social Marketing
			104 - 557 30 44 001 - Advertising-LAP			450.00	
						2,600.00	
						224.00	
						2,824.00	Claims: 2,824.00

CHECK REGISTER

City Of Leavenworth
 MCAG #: 0222

03/20/2020 To: 03/20/2020

Time: 14:26:59 Date: 03/20/2020
 Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1826	03/20/2020	Claims	10	61960	Chelan Co Auditor	117.50	South Interceptor ROW
			404 - 594 35 64 008 -	WWTP -	South Interceptor Ct	117.50	
1827	03/20/2020	Claims	10	61961	Chelan Co Auditor	117.50	South Interceptor ROW
			404 - 594 35 64 008 -	WWTP -	South Interceptor Ct	117.50	
1828	03/20/2020	Claims	10	61962	Chelan County Treasurer	10.00	South Interceptor ROW
			404 - 594 35 64 008 -	WWTP -	South Interceptor Ct	10.00	
1829	03/20/2020	Claims	10	61963	Chelan County Treasurer	10.00	South Interceptor ROW
			404 - 594 35 64 008 -	WWTP -	South Interceptor Ct	10.00	
404 Sewer						255.00	
						255.00	Claims: 255.00

CHECK REGISTER

City Of Leavenworth
MCAG #: 0222

03/01/2020 To: 03/31/2020

Time: 09:51:52 Date: 04/08/2020

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1397	03/05/2020	Payroll	10	EFT	Salvador Alvarez	436.30	February Payroll
1398	03/05/2020	Payroll	10	EFT	Herbert R Amick	4,196.89	February Payroll
1399	03/05/2020	Payroll	10	EFT	Ara P Arakelian	2,321.46	February Payroll
1400	03/05/2020	Payroll	10	EFT	Mark Barnes	2,927.21	February Payroll
1401	03/05/2020	Payroll	10	EFT	Margaret R Boles	2,230.44	February Payroll
1402	03/05/2020	Payroll	10	EFT	Thomas R Bolin	1,670.18	February Payroll
1403	03/05/2020	Payroll	10	EFT	Kyle B Breaux	2,402.77	February Payroll
1404	03/05/2020	Payroll	10	EFT	Marvin Breshears	2,789.98	February Payroll
1405	03/05/2020	Payroll	10	EFT	Mi-Sook T Bretz	460.48	February Payroll
1406	03/05/2020	Payroll	10	EFT	Arnica M Briody	2,387.16	February Payroll
1407	03/05/2020	Payroll	10	EFT	ToveAnn Brownlee-Delte	426.08	February Payroll
1408	03/05/2020	Payroll	10	EFT	Douglas R Compau	1,184.35	February Payroll
1409	03/05/2020	Payroll	10	EFT	Ramon Cortes	3,164.10	February Payroll
1410	03/05/2020	Payroll	10	EFT	Sue Z Cragun	2,054.99	February Payroll
1411	03/05/2020	Payroll	10	EFT	Manuel T Diaz	2,398.63	February Payroll
1412	03/05/2020	Payroll	10	EFT	Richard W Emmons	3,274.86	February Payroll
1413	03/05/2020	Payroll	10	EFT	Andrea K Fischer	1,924.88	February Payroll
1414	03/05/2020	Payroll	10	EFT	Carl J Florea	1,226.45	February Payroll
1415	03/05/2020	Payroll	10	EFT	Tami A Gates	2,190.67	February Payroll
1416	03/05/2020	Payroll	10	EFT	Derek L Gildersleeve	1,676.86	February Payroll
1417	03/05/2020	Payroll	10	EFT	Anne Hessburg	460.48	February Payroll
1418	03/05/2020	Payroll	10	EFT	James A High	3,550.55	February Payroll
1419	03/05/2020	Payroll	10	EFT	Jason Lundgren A	460.48	February Payroll
1420	03/05/2020	Payroll	10	EFT	Robert C McCurdy Jr	2,586.93	February Payroll
1421	03/05/2020	Payroll	10	EFT	Antonio L Muro	4,061.89	February Payroll
1422	03/05/2020	Payroll	10	EFT	Gary Parsley	2,437.83	February Payroll
1423	03/05/2020	Payroll	10	EFT	Galen Presler	2,171.55	February Payroll
1424	03/05/2020	Payroll	10	EFT	Angela D Reinhart	2,416.30	February Payroll
1425	03/05/2020	Payroll	10	EFT	Zeke S Reister	460.48	February Payroll
1426	03/05/2020	Payroll	10	EFT	John J Schons	3,247.07	February Payroll
1427	03/05/2020	Payroll	10	EFT	Chantell Steiner	3,831.71	February Payroll
1429	03/05/2020	Payroll	10	EFT	Matthew B Thomason	1,668.81	February Payroll
1430	03/05/2020	Payroll	10	EFT	Tracy L Valentine	1,804.16	February Payroll
1431	03/05/2020	Payroll	10	EFT	Lilith Vespier	3,743.62	February Payroll
1432	03/05/2020	Payroll	10	EFT	Joel T Walinski	6,129.18	February Payroll
1433	03/05/2020	Payroll	10	EFT	Sharon F Waters	392.15	February Payroll
1434	03/05/2020	Payroll	10	EFT	Carolyn A Wilson	460.48	February Payroll
1435	03/05/2020	Payroll	10	EFT	Kristian L Winston	1,284.81	February Payroll
1436	03/05/2020	Payroll	10	EFT	Cashmere Valley Bank	40,495.07	941 Deposit for Pay Cycle(s) 03/05/2020 - 03/05/2020
1437	03/05/2020	Payroll	10	EFT	Dept of Retirement System	58,018.43	Pay Cycle(s) 03/05/2020 To 03/05/2020 - Deferred Comp -State; Pay Cycle(s) 03/05/2020 To 03/05/2020 - PERS 2; Pay Cycle(s) 03/05/2020 To 03/05/2020 - PERS 3
1438	03/05/2020	Payroll	10	EFT	Washington State Support Registry	642.25	Pay Cycle(s) 03/05/2020 To 03/05/2020 - Child Support
1428	03/05/2020	Payroll	10	31171	Clinton L Strand	460.48	February Payroll
1439	03/05/2020	Payroll	10	31172	American Fidelity Assurance Company	147.20	Pay Cycle(s) 03/05/2020 To 03/05/2020 - AF - Life; Pay Cycle(s) 03/05/2020 To 03/05/2020 - AF - Cancer
1440	03/05/2020	Payroll	10	31173	Armada Corp.	781.25	Pay Cycle(s) 03/05/2020 To 03/05/2020 - Garnishment #3
1441	03/05/2020	Payroll	10	31174	HRA VEBA Trust	2,240.00	Pay Cycle(s) 03/05/2020 To 03/05/2020 - VEBA

CHECK REGISTER

City Of Leavenworth
MCAG #: 0222

03/01/2020 To: 03/31/2020

Time: 09:51:52 Date: 04/08/2020
Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
1442	03/05/2020	Payroll	10	31175	Hartford Life Insurance	300.00	Pay Cycle(s) 03/05/2020 To 03/05/2020 - Hartford 457
1443	03/05/2020	Payroll	10	31176	Inland Empire Teamsters	34,692.00	Pay Cycle(s) 03/05/2020 To 03/05/2020 - Health Insurance
1444	03/05/2020	Payroll	10	31177	Local Union #760	1,422.00	Pay Cycle(s) 03/05/2020 To 03/05/2020 - Union Dues
1750	03/20/2020	Payroll	10	EFT	Herbert R Amick	1,200.00	March 2020 Draw
1751	03/20/2020	Payroll	10	EFT	Ara P Arakelian	1,200.00	March 2020 Draw
1752	03/20/2020	Payroll	10	EFT	Mark Barnes	1,000.00	March 2020 Draw
1753	03/20/2020	Payroll	10	EFT	Margaret R Boles	1,643.90	March 2020 Draw
1754	03/20/2020	Payroll	10	EFT	Thomas R Bolin	1,300.00	March 2020 Draw
1755	03/20/2020	Payroll	10	EFT	Kyle B Breaux	1,200.00	March 2020 Draw
1756	03/20/2020	Payroll	10	EFT	Marvin Breshears	800.00	March 2020 Draw
1757	03/20/2020	Payroll	10	EFT	Arnica M Briody	1,500.00	March 2020 Draw
1758	03/20/2020	Payroll	10	EFT	Sue Z Cragun	1,000.00	March 2020 Draw
1759	03/20/2020	Payroll	10	EFT	Manuel T Diaz	800.00	March 2020 Draw
1760	03/20/2020	Payroll	10	EFT	Richard W Emmons	1,100.00	March 2020 Draw
1761	03/20/2020	Payroll	10	EFT	Andrea K Fischer	500.00	March 2020 Draw
1762	03/20/2020	Payroll	10	EFT	Tami A Gates	1,200.00	March 2020 Draw
1763	03/20/2020	Payroll	10	EFT	Derek L Gildersleeve	1,300.00	March 2020 Draw
1764	03/20/2020	Payroll	10	EFT	Robert C McCurdy Jr	700.00	March 2020 Draw
1765	03/20/2020	Payroll	10	EFT	Antonio L Muro	797.00	March 2020 Draw
1766	03/20/2020	Payroll	10	EFT	Gary Parsley	900.00	March 2020 Draw
1767	03/20/2020	Payroll	10	EFT	Galen Presler	1,000.00	March 2020 Draw
1768	03/20/2020	Payroll	10	EFT	Angela D Reinhart	1,200.00	March 2020 Draw
1769	03/20/2020	Payroll	10	EFT	John J Schons	1,200.00	March 2020 Draw
1770	03/20/2020	Payroll	10	EFT	Chantell Steiner	1,500.00	March 2020 Draw
1771	03/20/2020	Payroll	10	EFT	Matthew B Thomason	800.00	March 2020 Draw
1772	03/20/2020	Payroll	10	EFT	Tracy L Valentine	974.00	March 2020 Draw
1773	03/20/2020	Payroll	10	EFT	Kristian L Winston	1,400.00	March 2020 Draw

001 Current Expense	84,874.93
101 Streets	27,809.79
104 Lodging Tax	20,322.94
402 Garbage	20,856.46
403 Water	41,368.82
404 Sewer	34,363.43
410 Stormwater	2,834.63
415 Parking	5,450.78
501 Equip Rental & Revolving Fund	10,045.02

247,926.80 Payroll: 247,926.80

CHECK REGISTER

City Of Leavenworth
MCAG #: 0222

03/01/2020 To: 03/31/2020

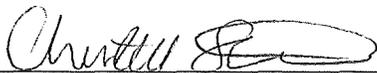
Time: 09:51:52 Date: 04/08/2020
Page: 3

Trans Date Type Acct # Chk # Claimant Amount Memo

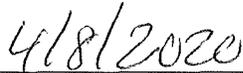
I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a 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



Date