



City of Leavenworth

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Leavenworth, Washington 98826
(509) 548-5275 / Fax: (509) 548-6429
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City Council
Carl J. Florea - *Mayor*
Carolyn Wilson
Mia Bretz
Sharon Waters
Clint Strand
Jason Lundgren
Anne Hessburg - *Mayor Pro Tem*
Zeke Reister
Ana Cortez-Steiner - *City Administrator*

MEETINGS VIA ZOOM CONFERENCING June 23, 2020 Pacific Time (US and Canada)

Afternoon Committee Meetings 4:30 – 6:00 PM – All 3 Meetings will run for ½ hour each via the same zoom meeting beginning at 4:30 PM; Councilmembers will attend based on their specific assignments.

Join Zoom Meeting

<https://us02web.zoom.us/j/87635119697>

Meeting ID: 876 3511 9697

Password: None Required

Regular Evening Meeting Begins at 6:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/89220597009?pwd=VFhBPS3dUTZRWm13cEE3aFhJajI5dz09>

Meeting ID: 892 2059 7009

Password: 222904

All Meetings allow for the same dial by your location option using the numbers listed below:

+1 253 215 8782 US

+1 301 715 8592 US

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

The City requests that all non-essential visits to City Hall for the Council Meetings be observed. The City Hall Council Chambers will be open for the public that wants to attend the meetings 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 each of the scheduled meetings; no meeting business may be discussed prior to the official opening of the meetings. The public is encouraged to submit written comments prior to the meetings by sending to the City Clerk at financedir@cityofleavenworth.com; comments via email will need to be submitted by no later than 5:00 PM on Monday, June 22, 2020 in order for them to be received and prepared for submission into the record; comments received for the evening meeting 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, Extension 123; prior to 1:00 PM on Monday, June 22, 2020 to schedule an appointment for delivery. Comments received through US Mail will be included if they are received prior to the meetings.

LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall – Council Chambers

June 23, 2020 – 6:30 PM

Call to Order

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of June 9, 2020 Study Session Minutes
3. Approval of June 9, 2020 Regular Meeting Minutes
4. 2020 Claims \$92,101.34
5. Set Public Hearing on Code Inconsistencies for July 14, 2020 at 6:45 PM

Councilmember and Committee Reports

Mayor / Administration Reports

Comments from the Public on Items Not on the Agenda

Presentation: 2019 Annual Water Use Efficiency Report

Presentation: Chelan County PUD Presentation with Andy Wendell – Customer Service Mgr.

Resolutions, Ordinances, Orders, and Other Business

1. Action: Communications & Downtown Coordinator & Community Builder
2. Action: Professional Services Agreement for Fehr & Peers - Transportation Element Update
3. Action: Bond Counsel Services Agreement for Wastewater Treatment Plant Funding
4. Action: Professional Services Agreement with IntegriTech – Parking Meters
5. Action: Professional Services Agreements for Environmental/Appraisal of Osborn Property
6. Action: Authorization to Bid – Whitman Pilot Project
7. Action: 2019 Annual Report for the City of Leavenworth
8. Discuss: Website Redesign
9. Discuss: City Council Meetings Zoom vs. Council Chambers

Information Items for Future Consideration

1. Six-Year Capital Facility Plan Review – Study Session July 14, 2020
2. Public Hearing on Code Inconsistencies – July 14, 2020 @ 6:45 PM

Adjournment

Council Committees – 4th Tuesday

Housing – 4:30 PM

Public Safety – 5:00 PM

Finance - 5:30 PM

(Next Ordinance is 1612 – Next Resolution is 14-2020)

SUPPLEMENTAL COUNCIL AGENDA

1. Communications & Downtown Coordinator & Community Builder

Staff is asking for Council authority to repurpose two pool related positions and to appropriate \$20,000 to cover salaries and related expenses. Staff requests the authorization to reclassify the Pool Manager Position and the Pool Manager Assistant to Communications Facilitator and Downtown Outreach Coordinator and Community Builder respectively; these positions are temporary and end on September 15, 2020. Both positions are designed to dedicate 50% of their time to COVID education activities in the Downtown, to support on-going efforts to ensure the safety of visitors, and to educate merchants about public health guidelines. 50% of the funding for these tasks will come from the Lodging Tax and will be submitted for COVID reimbursement. The other 50% of the positions will be used for specific community building projects including: webpage design, social media, real estate research, and housing research; this portion of the expense will be covered by the General Fund.

There are no items included under **TAB 1**.

- **MOTION:** *The Leavenworth City Council moves to authorize the reclassification of City of Leavenworth personnel for uses related to COVID-19 education and additional City related functions at a cost of \$20,000.*

2. Professional Services Agreement with Fehr & Peers - Transportation Element Update

The City Council is being asked to approve the Transportation Element Update Agreement with Fehr & Peers for a not to exceed amount of \$60,000. The City Council was able to review the proposed contract at the June 9, 2020 Study Session. The work to be completed includes incorporating the 2018 Parking Study, the US 2 Upper Wenatchee Valley Corridor Study, reviewing peak hour travel and various level of service standards in coordination with an evaluation of the impacts of new and future development, and updating the 20-year Transportation Improvement Plan.

The update will focus on public engagement through the Planning Commission meetings. The City will be creating a new "Transportation Element Update" webpage to provide a focused resource of information as well as links or forms for public comment.

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

- Fehr & Peers Professional Services Agreement with Scope of Work
- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the Professional Services Agreement for the Transportation Element update with Fehr & Peers for a not to exceed amount of \$60,000.*

3. Bond Counsel Services Agreement for Wastewater Treatment Plant Funding

The City Council is being asked to approve a modified Agreement for Bond Counsel Services in relation to the Wastewater Treatment Plant / Rural Development Loan funding. Bond Counsel

services are based on a flat fee plus a fee for the total bond amount based on the number of bond issuances. The previous agreement included \$21,800 for the base fee plus \$7,200 based on the issuance of one note. The current agreement maintains the base fee of \$21,800 and will include the same \$7,200 per note issuance. Originally the City anticipated one note; with the addition of the new funding from Rural Development, the City anticipates the potential of two separate notes. The approval of the contract allows for the payments based on the total number of bond notes requested and will be based on the timing of those requests.

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

- Foster Garvey Bond Counsel Services Agreement
- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the Bond Counsel Services Agreement with Foster Garvey.*

4. Professional Services Agreement with IntegriTech – Parking Meters

Staff seeks authority from the City Council to enter into a Professional Services Agreement with IntegriTech for engineering consulting and coordination related to parking meter installation. This Agreement complements an already miscellaneous Agreement entered between the firm and the City in January 2020. The proposed new Agreement is specific to tasks related to the parking meter installation project. The Professional Services Agreement shall not exceed \$10,000 and funding will come from parking revenues.

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

- Professional Services Agreement – IntegriTech
- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign a Professional Services Agreement with IntegriTech for a not to exceed amount of \$10,000.*

5. Professional Services Agreements for Environmental/Appraisal of Osborn Property

Staff is seeking authority from the City Council to enter into a Professional Services Agreement with V Environmental to conduct a Phase One Environmental Site Assessment and review historical development data relative to the site and the adjacent properties to ascertain whether previous land usage may have created an adverse impact. V Environmental personnel will also conduct a detailed site reconnaissance. V Environmental's sub, ORION, will conduct a regulated hazardous material (HAZMAT) survey that will include asbestos and lead-based paint that may be impacted during potential demolition activities. The survey may also encompass other components, such as potential PCB ballasts, mercury thermostat, bulbs, exit signs, etc. Staff documents that the Department of Ecology has already examined soils at the site and has determined the absence of lead and arsenic. The Professional Services Agreement shall not exceed \$10,866 and funding will come from the General Fund.

Staff is seeking authority from the City Council to enter into a Professional Services Agreement with ABS Valuation for an appraisal report of the Osborn property that includes information that conforms to Uniform Standards of Professional Appraisal Practice (USPAP) and will include all

appropriate approaches to value. The report will evaluate the fee simple interest in the property assuming it is free of hazardous materials and environmental contamination. The Professional Services Agreement shall not exceed \$6,250 and funding will come from the General Fund.

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

- Professional Services Agreement – V Environmental
- Professional Services Agreement – ABS Valuation

- **MOTION 1:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign a Professional Services Agreement with V Environmental for a not to exceed amount of \$10,866.*

- **MOTION 2:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign a Professional Services Agreement with ABS Valuation for a not to exceed amount of \$6,250.*

6. Authorization to Bid – Whitman Pilot Project

The City Council is being asked to approve the advertisement for bid of the Transportation Improvement Board (TIB) Pavement Pilot Project, Whitman Street. This project includes pavement improvements to Whitman Street from Woodward Street (previous end point of TIB improvement) to Evans Street. The project is estimated at \$300,000 and is funded by a \$285,000 TIB grant and a \$15,000 City contribution from the Transportation Benefit District funds.

This City project is managed entirely by TIB through Jackson Civil Engineering, who is providing the design, specifications, bid advertisement, bid evaluation and award recommendation, as well as project oversight and inspection. Payment will be managed by the City with reimbursement from TIB. Once the bids are closed and evaluated by Jackson Civil, a recommendation will be brought to Council for a bid award.

There are no items included under **TAB 6**.

- **MOTION:** *The Leavenworth City Council moves to approve the advertisement for bid of the Transportation Improvement Board Pavement Pilot Project, Whitman Street.*

7. 2019 Annual Report for the City of Leavenworth

The City Council is being asked to approve the 2019 Annual Report for the City of Leavenworth. This year, due to time constraints from the COVID-19 pandemic, a separate full review is not being incorporated by a second individual; however, some sections of the annual report were completed by Deputy Clerk Tami Gates and was reviewed for completeness by Finance Director Chantell Steiner. The report was filed online to the Washington State Auditor's Office on June 16, 2020; one day prior to the extended deadline of June 17, 2020.

The following item is included in the **FRONT BINDER**.

- 2019 Annual Financial Report for the City of Leavenworth

- **MOTION:** *The Leavenworth City Council moves to approve the 2019 Annual Financial Report for the City of Leavenworth.*

8. Website Redesign

This time is provided to discuss the pending contract with Fallon Technology, INC dba 3-Sherpas for re-design of the City's website. The development stages include (1) Evaluation & Discovery (2) Project Specification (3) Design (4) Theme Development (5) Training & Content Migration (6) Launch & Warranty.

The specific tasks, which will occur, include the following:

- Evaluate the current website and provide a transition plan to implement a new website.
- Review the development of the website with the City Council and/or Council Committee throughout the process.
- Provide web design tools to increase website capabilities to improve the engagement with citizens and users.
- Develop a customized, modern template for the website that allows for it to be displayed on any size device.
- Assist the City with transition of content from the current website to the new redesigned website.
- Provide all hosting and security related services for the new website.
- Provide training to administrators, department heads, and content managers.

The final contract and scope of work will be presented for action at the July 14, 2020 City Council meeting.

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

- 3-Sherpas Submittal
- Request for Proposal, Website Design and Development

9. City Council Meetings Zoom vs. Council Chambers

This time is set aside to discuss options for continuing Council meetings in July via Zoom or to consider transitioning back to the Council Chambers. Limitations will be considered for social distancing purposes and options for both can be considered.

There are no items included under **TAB 9.**

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF LEAVENWORTH, WASHINGTON
AND FEHR & PEERS
FOR CONSULTANT SERVICES**

THIS AGREEMENT (“Agreement”) is made and entered into by and between the City of, Leavenworth Washington, a Washington State municipal corporation (“City”), and Fehr & Peers, a California corporation authorized to transact business in the State of Washington as a foreign corporation. (“Consultant”).

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

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services regarding the update of the City’s Transportation Element as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

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

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

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

Extra Work. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

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

In the event that the Consultant shall default on this Agreement or in the event that this Agreement shall be terminated prior to its completion as herein provided, all work product of the Consultant, along

with a summary of work as of the date of default or termination, shall become the property of the City. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

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

III.3 **TERM.** The term of this Agreement shall commence on May 1, 2020 and shall terminate at midnight, December 31, 2020. The parties may extend the term of this Agreement by written mutual agreement.

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

III.5 **EMPLOYMENT.**

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

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

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

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

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

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

system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

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

b. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties.

d. **Public Records Requests.**
In addition to Paragraph IV.3 b, when the City provides the Consultant with notice of a public records request per Paragraph IV. 3 b, Consultant agrees to save, hold harmless, indemnify and defend the City its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the consultants violation of the Public Records Act RCW 42.56, or consultant's failure to produce public records as required under the Public Records Act.

e. The provisions of this section III.6 shall survive the expiration or termination of this agreement.

III.7 INSURANCE.

a. **Insurance Term**

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

b. **No Limitation**

Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

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

- (1). Automobile Liability insurance covering all owned, non-owned, hired and

leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.

- (2). Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
- (3). Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4). Professional Liability insurance appropriate to the Consultant's profession.

d. **The minimum insurance limits shall be as follows:**

Consultant shall maintain the following insurance limits:

- (1) Comprehensive General Liability. \$1,000,000 combined single limit per occurrence for bodily injury personal injury and property damage; \$2,000,000 general aggregate.
- (2) Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage.
- (3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.
- (4) Professional Liability/Consultant's Errors and Omissions Liability. \$1,000,000 per claim and \$1,000,000 as an annual aggregate.

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

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

g. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

h. **Insurance shall be Primary - Other Insurance Provision.** The Consultant's insurance coverage shall be primary insurance as respect the City. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

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

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

k. **Public Entity Full Availability of Consultant Limits**
If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

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

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

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

III.11 INDEPENDENT CONTRACTOR.

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

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

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

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

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

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

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

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

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

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

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

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$60,000.00 without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

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

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

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

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

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

b. Public Records

The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the

records request.

ARTICLE V. GENERAL

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

Lilith Vespier, AICP
PO Box 287
Leavenworth, WA 98826
Email: dsmanager@cityofleavenworth.com

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

Kendra Breiland
Fehr & Peers
1001 Fourth Avenue Suite 4120
Seattle, WA 98154
k.breiland@fehrandpeers.com
Phone: 206.576.4223
Facsimile: 206.576.4220

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

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

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

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

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

V.5 SEVERABILITY

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

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

V.6 **NONWAIVER.** A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict

performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

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

V.8 **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

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

V.10 **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this _____ day of June, 2020.

CITY OF LEAVENWORTH,

By _____
Carl J. Florea, Mayor

FEHR & PEERS,

By 
Kendra Breiland

Approved as to form:

Thom Graafstra, City Attorney

Exhibit A
Scope of Services

The transportation element (TE) is a local functional plan that will inform and support the long-range transportation vision of Leavenworth's Comprehensive Plan. The plan is needed to guide the City's transportation investments and to ensure that the transportation decision making is consistent with the City's other priorities. This Scope represents the technical work needed to update Leavenworth's TE by October 2020. This work includes the following components:

Task 1: Staff Coordination and Planning Commission Engagement

Project Management

To meet the October schedule, frequent and efficient communication between the project team and City staff will be required. To facilitate this, the Consultant's Project Manager will participate in bi-weekly conference calls with City staff. These meetings will include discussion topics provided in advance and a list of action items and next steps following the call. This task also includes monthly invoicing and progress reports provided to the City.

Project Management Deliverables:

- Project Manager participation in up to 15 half-hour calls with City staff.
- Monthly invoicing and progress report updates.

Public Engagement & the Planning Commission

Leavenworth's Planning Commission will play an important role in shaping this TE update. To effectively and efficiently engage the Planning Commission in the process, the Consultant will facilitate four workshops with the Planning Commission, with the option to include an opportunity for input from community members as determined appropriate by City staff. Given the current pandemic situation it is anticipated that at least the two workshops will be facilitated virtually using Zoom or other video conferencing platforms. When the City determines that it is safe to do so, workshops will be held in-person. The four Planning Commission Workshops will focus on:

- **Leavenworth's Vision.** This workshop will focus on developing Leavenworth's vision for transportation, key mobility priorities, and confirming future growth assumptions.
- **Identifying Leavenworth's Layered Network.** This workshop will focus on identifying how different modes (walk, bike, transit, vehicle, freight) should be accommodated by Leavenworth's transportation system, including key networks for each mode.
- **Peak Hour and Level of Service Policy.** This workshop will be preceded by a white-paper that describes the concept of level of service and policy choices for communities in establishing their LOS policies and will be facilitated by Kendra Breiland, the Consultant LOS expert. The goal of this workshop will be to share the different options for traffic analysis peak hours, the effects of those choices, and for the Planning Commission to understand the LOS options that could be adopted as part of this TE update. The Consultant will seek input from the Planning Commission in terms of the LOS policy they believe would best serve Leavenworth.



- **Selecting Projects.** At this workshop, the Consultant team will present a draft list of projects that have been identified as advancing the vision for the Leavenworth TE, such that Planning Commission can provide input that leads to a final project list for the plan.

Planning Commission Engagement Deliverables

- Facilitation of four Planning Commission workshops, at least two of which will be completed virtually.
- Agendas and materials in advance and meeting summaries following the meetings.
- Level of service white paper

Task 2: Transportation Needs Assessment

This task will focus on understanding the current and future transportation conditions in the City of Leavenworth. This task will leverage data available from the City and recently completed studies to assess key transportation facilities in the City of Leavenworth. This assessment will focus on:

- Vehicle congestion and Level of Service calculations at the study locations listed below.
- Multimodal networks (e.g. biking, walking, transit)
- Network connectivity and completeness
- Parking
- Safety

The parking assessment will rely on parking data and findings documented in the Downtown Strategic Parking Management Plan completed in 2018. Safety data and findings will rely on information collected for and documented in the US 2 Upper Wenatchee Valley Corridor Study completed in 2020 and the City's Local Road Safety Plan, recently completed by the City.

This information will be compiled in a technical memorandum which will be included as an appendix in the final plan. Findings from this memo and will presented at the first and second Planning Commission Workshop as this will establish a baseline for how the transportation system is meeting the needs of users today and in the future.

Based on coordination with the City and a review of available information, LOS calculations will be completed for the following locations:

Based on coordination with the City and a review of available information, LOS calculations will be completed for up to 10 intersections and 10 roadway segments. These locations will be selected through coordination with City staff and a review of available traffic data as no data collection is assumed.

To evaluate future conditions, the Consultant will develop future year trip growth forecasts that are consistent with the land use growth expected to occur within Leavenworth and the Leavenworth Urban



Growth Area provided by the City. Traffic growth resulting from approved developments within the City, including the Adventure Park Development and Willkommen Village and any others identified by the City will also be accounted for in future forecasts.

Transportation Needs Assessment Deliverables

- Technical memorandum document existing and future conditions
- Traffic volume for existing and future conditions

Task 3: Policy Development

The purpose of this task is to update, refine, and condense the City's existing set of transportation policies. The resulting set of policies will be concise, user friendly, and will guide the development of the Transportation Element.

As part of the policy review, the Consultant will review and recommend updates to the City's current LOS policies. As described in Task 1,

a workshop will be conducted to explore alternative LOS approaches, including several factors: geographic locations considered, time period of measurement, and modes. The selection of an LOS standard and methodology will guide the transportation improvements to be included in the 20 year project list.

Policy Development Deliverables:

- Updated set of goal and policies
- Memo summarizing how goals and policies are being updated
- White paper to be shared with Planning Commission defining Peak Hour and LOS and clearly outlining options (also listed as a deliverable in Task 1)

Task 4: Develop the Project List

Based on the results from the above tasks, the Consultant will recommend transportation capital improvements. These improvements will address needs identified for all modes (as described in Task 2) and will follow the goals and policies established in Task 3. This task will leverage the work of recent studies including the Parking Management Plan, US 2 Upper Wenatchee Valley Transportation Study, and the City's current Transportation Element to create one succinct list of projects that sets the path for the future of transportation in Leavenworth. This task will leverage cost-estimates completed as part of previous studies and includes up to 16 hours of time to refine previously completed cost-estimates to align with current costs, ensuring more realistic cost-estimates to be used in future funding applications. All recommended improvements will be based on preliminary designs, further detailed design and analysis would be necessary prior to implementation.



Project List Deliverables

- 20-year project list, identifying high-priority projects that should be implemented in the next six years.
- 16 hours of time dedicated to updating or refining existing planning-level cost-estimates, as necessary.

Task 5: Transportation Element Development

The final task will assemble the various plan components into a draft and final plan. This will combine the technical transportation analyses, funding and implementation strategies, and other broad policy direction into an updated Comprehensive Transportation Element.

The Consultant will develop a reader-friendly Transportation Element of the Comprehensive Plan. The document will be concise and user friendly, while also conveying the necessary information to fulfill the scope items described above.

Transportation Element Deliverables

- Draft and Final Plan





June 3, 2020

Chantell Steiner
Finance Director/City Clerk
City of Leavenworth
700 Hwy 2
P.O. Box 287
Leavenworth, WA 98826

Re: Bond Counsel Services

Dear Ms. Steiner:

We greatly appreciate the opportunity to continue to serve as bond counsel to the City of Leavenworth, Washington (the “City”). The purpose of this letter is to update the terms of our initial engagement letter (dated March 13, 2018) concerning the services we will perform as the City’s bond counsel in connection with the issuance of approximately \$12,146,000 principal amount of sewer revenue bonds (the “Bonds”) to finance upgrades to the City’s sewer system. The Bonds will be purchased by the U.S. Department of Agriculture, Rural Development (the “USDA”). USDA regulations require the City to retain bond counsel to render an opinion that the Bonds are valid. USDA regulations also require the City to secure interim financing pending the issuance of the Bonds. This can be accomplished by establishing a line or lines of credit with a local bank or by issuing a bond anticipation note or notes. For purposes of this letter, the obligations issued by the City relative to the interim financing will be referred to as the “Notes.”

SCOPE OF ENGAGEMENT

In this engagement, we expect to perform the following duties: (i) subject to the completion of proceedings to our satisfaction, render our legal opinions (the “Opinions”) regarding the validity and binding effect of the Notes and the Bonds, the source of payment and security for the Notes and the Bonds, and, if applicable, the federal tax treatment of interest on the Notes from gross income for federal income tax purposes; (ii) prepare and review documents necessary or appropriate to the authorization, issuance and delivery of the Notes and the Bonds, and coordinate the authorization and execution of such documents; and (iii) review legal issues relating to the structure of the interim financing and the Bond issue.

The Opinions will be addressed to the City and will be delivered by us on the respective dates the Notes and the Bonds are issued in exchange for their respective purchase prices (the “Closings”). The Opinions will be based on facts and law existing as of their dates. In rendering our Opinions, we will rely upon the certified proceedings and other certifications of public officials and other persons furnished to us without undertaking to verify the same by independent investigation, and we will assume continuing compliance by the City after the Notes and the Bonds are issued with applicable laws relating to the Notes and the Bonds. During the

course of this engagement, we will rely on the City to provide us with complete and timely information on all developments pertaining to any aspect of the Notes, the Bonds and their security. We understand that officials and employees of the City will cooperate with us in this regard.

ATTORNEY-CLIENT RELATIONSHIP

Our services as bond counsel regarding the Notes and the Bonds are limited to those described in this letter. The City's execution of this letter will constitute an acknowledgment of those limitations. Our representation of the City regarding the Notes and the Bonds will be concluded upon the issuance of the Bonds. Nevertheless, subsequent to each Closing, we will prepare and distribute to the participants in the transaction a transcript of the proceedings pertaining to the applicable Notes or the Bonds, as appropriate. We will also mail the Internal Revenue Service Form 8038-G to be prepared with regard to each Note.

CONFLICTS

Our firm represents many political subdivisions, companies and individuals. It is possible that during the time that we are representing the City, one or more of our present or future clients will have transactions with the City. We do not foresee that any such representation, if it occurs, will adversely affect our ability to represent the City as provided in this letter, either because such matters will be sufficiently different from the issuance of the Notes and the Bonds so as to make such representations not adverse to our representation of the City, or because the potential for such adversity is remote or minor and outweighed by the consideration that it is unlikely that advice given to the other client will be relevant to any aspect of the issuance of the Notes and the Bonds. Execution of this letter will signify the City's consent to our representation of others consistent with the circumstances described in this paragraph.

FEES

Based upon our current understanding of the terms, structure, size and schedule of the financing represented by the Notes and the Bonds; the duties we will undertake pursuant to this engagement letter; and the responsibilities we will assume in connection therewith, our fees will be: (i) \$7,200 for all legal services relating to the authorization, issuance and delivery of each issuance of Notes issued at separate times; and (ii) \$21,800 for all legal services relating to the authorization, issuance and delivery of the first issuance of Bonds, plus \$7,200 for each issuance of Bonds after the first issuance. For example, if the City issues two Notes at separate times and issues the Bonds at one time, our aggregate fee would be \$36,200. This amount is calculated as the sum of \$7,200 (the initial Note issuance), \$7,200 (the subsequent Note issuance), and \$21,800 (the initial issuance of Bonds). For any subsequent issuance of Notes or Bonds at separate times, the additional \$7,200 fee will apply.

Chantell Steiner
June 3, 2020
Page 3

Our fee may vary if: (a) the principal amount of the Bonds actually issued differs significantly from the estimated amount of \$12,146,000; (b) a supplemental loan from the USDA requires the issuance of one or more series of additional bonds; (c) material changes in the structure or schedule of the financing occur; or (d) unusual or unforeseen circumstances arise which require a significant increase in our time or responsibility. If, at any time, we believe that circumstances require an adjustment of our original fee estimate, we will advise you. Our invoice for legal services will be presented to the City for each Closing.

RECORDS

Upon request, papers and property furnished by you will be returned promptly. Our own files, including lawyer work product, pertaining to the transaction will be retained by us. For various reasons, including the minimization of unnecessary storage expenses, we reserve the right to dispose of any documents or other materials retained by us after the termination of this engagement.

If the foregoing terms are acceptable, the engagement letter should be approved by the City Council, and the Mayor should sign and date two copies. Please return one copy to me, and the remaining copy should be retained in the City's files. We look forward to continuing to work with you and the City.

Very truly yours,

FOSTER GARVEY P.C.



Lee Marchisio

Accepted and Approved:

CITY OF LEAVENWORTH, WASHINGTON

By: _____

Its: _____

Date: _____, 2020

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

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

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

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services consistent with city engineering and project management tasks related to installation of 226 parking meters in the downtown area and Highway 2 as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

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

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

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

Extra Work. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

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

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

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

III.3 **TERM.** The term of this Agreement shall commence on **January 1, 2020** and shall terminate at midnight, **December 31, 2020**. The parties may extend the term of this Agreement by written mutual agreement no more than one time.

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

III.5 **EMPLOYMENT.**

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

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

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

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

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

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney’s fees incurred in defending the claim of the

Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

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

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

III.7 INSURANCE.

a. **Insurance Term**

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

b. **No Limitation**

The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

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

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance

policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

d. The minimum insurance limits shall be as follows:

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

e. Other Insurance Provision

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Consultant's insurance and shall not contribute with it.

f. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

g. Verification of Coverage

The Consultant shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.

h. Notice of Cancellation.

The Consultant shall provide the Public Entity with written notice of any policy cancellation within two business days of their receipt of such notice.

i. Failure to Maintain Insurance.

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums

so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Consultant from the Public Entity.

j. **Public Entity Full Availability of Consultant Limits**

If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

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

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

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

III.11 INDEPENDENT CONTRACTOR.

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

b. The Consultant shall be solely responsible for paying all taxes, deductions, and

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

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

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

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

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

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

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

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

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

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

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall

the compensation paid to Consultant under this Agreement exceed **\$10,000** without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

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

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

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

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

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

b. Public Records

The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

ARTICLE V. GENERAL

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

**Ana Cortez-Steiner
City Administrator
City of Leavenworth**

**700 US Hwy 2 / PO Box 287
Leavenworth, WA 98826**

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

**Aaron Schmidt, PE
IntegriTech
4350 Icicle Road
Leavenworth, WA 98826**

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

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

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

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

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

V.5 SEVERABILITY

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

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

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

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

V.8 **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

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

V.10 **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this 1st day of January 2020.

CITY OF LEAVENWORTH

INTEGRITECH

By _____
Carl J. Florea, Mayor

By _____
Aaron Schmidt, PE

Approved as to form:

Thomas H. Graafstra, City Attorney

Exhibit A
Scope of Services

Consultant shall be compensated according to the fee schedule below:

\$75.00 per hour.

Consultant shall provide the following services:

1. Project management services related to the installation of parking meters in the downtown and Highway 2.
2. Attend meetings as needed to ensure progress and completion of project.
3. Ensure that the installation of 226 meters has been completed according to specifications, ADA requirements and that proper environmental evaluations were conducted.
4. Perform the duties consistent with a City Engineer at the request of the City Administrator.

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF LEAVENWORTH, WASHINGTON
AND V ENVIRONMENTAL
FOR CONSULTANT SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of, Leavenworth Washington, a Washington State municipal corporation ("City"), and V ENVIRONMENTAL, an Idaho LLC ("Consultant").

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

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services consistent with due diligence related to the environmental assessments for the old Osborn Elementary School in Leavenworth WA as indicated in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

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

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

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

Extra Work. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

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

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

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

III.3 **TERM.** The term of this Agreement shall commence on **June 15, 2020** and shall terminate at midnight, **December 31, 2020**. The parties may extend the term of this Agreement by written mutual agreement no more than one time.

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

III.5 **EMPLOYMENT.**

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

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

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

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

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

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all

expenses and costs, including reasonable attorney's fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

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

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

III.7 INSURANCE.

a. **Insurance Term**

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

b. **No Limitation**

The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

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

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and

advertising injury. The Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the Consultant's profession.

d. The minimum insurance limits shall be as follows:

Consultant shall maintain the following insurance limits:

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

2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

e. Other Insurance Provision

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Consultant's insurance and shall not contribute with it.

f. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

g. Verification of Coverage

The Consultant shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.

h. Notice of Cancellation.

The Consultant shall provide the Public Entity with written notice of any policy cancellation within two business days of their receipt of such notice.

i. Failure to Maintain Insurance.

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after

giving five business days' notice to the Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Consultant from the Public Entity.

j. Public Entity Full Availability of Consultant Limits

If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

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

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

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

III.11 INDEPENDENT CONTRACTOR.

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

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

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

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

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

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

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

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

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

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

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

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

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed \$9,690 without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

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

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

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

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

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

b. **Public Records**

The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

ARTICLE V. GENERAL

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

**Ana Cortez-Steiner
City Administrator
City of Leavenworth
700 US Hwy 2 / PO Box 287
Leavenworth, WA 98826**

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

**Verna Lee Curry
V Environmental
PO Box 819
Hayden, ID 83835**

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

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

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

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

V.5 **SEVERABILITY**

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

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

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

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

V.8 **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

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

V.10 **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this _____ day of _____ 2020.

CITY OF LEAVENWORTH

V ENVIRONMENTAL, LLC

By _____
Carl J. Florea, Mayor

By _____
Verna Lee Curry

Approved as to form:

Thomas H. Graafstra, City Attorney

Exhibit A
Scope of Services

ATTACH LETTERS OF ENGAGEMENT FROM V ENVIRONMENTAL AND ORION.

V ENVIORNMENTAL	\$3,026
ORION	\$7,840



June 10, 2020

Ms. Ana Cortez-Steiner
City Administrator
City of Leavenworth
700 Highway 2
PO Box 287
Leavenworth, Washington 98826

SUBJECT: PHASE ONE ENVIRONMENTAL SITE ASSESSMENT PROPOSAL
Former Osborn Elementary School
225 Central Avenue
Leavenworth, Washington 98826

Dear Ms. Cortez-Steiner,

V Environmental appreciates the opportunity to provide this proposal for due diligence technical support for the property located at 225 Central Avenue in Leavenworth, Chelan County, Washington. This proposal is based on a 2019 appraisal provided by the City and a review of assessor tax records.

V Environmental is a Washington State firm operating out of Hayden, Idaho and is a Women-Owned Business. We operate on a “no surprises” basis and maintain communication with our clients throughout an investigation. Any findings that may suggest further investigation is required or that need a decision are relayed to the client immediately.

SCOPE OF WORK

This section describes the specific tasks and associated activities that are proposed to meet the project objectives. The objective of this investigation is to conduct a Phase One Environmental Site Assessment All Appropriate Inquiry in accordance with ASTM 1527-05 Standard Practices.

PHASE ONE ESA

As part of a Phase One ESA, V Environmental staff will review historical development data relative to the Site and the adjacent properties to ascertain whether previous land usage may have created an adverse impact. Historical sources include:

- Aerial photographs;
- Topographic maps;
- Maps (Sanborn Fire Insurance, Metsker County Atlases and Kroll Atlases, when available and where coverage is applicable);
- Historical societies or archived records as available; and

- City Street Directories (R.L. Polk and Cole).

V Environmental personnel will also conduct a detailed Site reconnaissance. In conducting the Site reconnaissance, the following conditions will be documented:

- Evidence of stressed vegetation, altered topography, stained soil, or surface water sheens on the Site
- Adjacent properties, to the extent practical, to assess the possible impact of their operations on the site (e.g., contaminant sources, storm water drainage)
- Evidence of dumping of hazardous material, debris or construction materials on the Site, and topographic features that indicate extensive use of fill from unknown sources

Any previous studies, investigations or client-supplied documents that may be available for review will be incorporated into the Phase One ESA. These documents may include previous environmental and geotechnical reports, title and deed searches, building records, permits, and documents pertaining to compliance with federal and state environmental regulations.

V Environmental will contact various people and agencies regarding current and historic conditions at the Site, including former and current property owners (as possible):

Local Officials-V Environmental will contact the fire department, police department, and county offices/departments to obtain information regarding the Site. Information collected from these agencies will include the source of potable water used at the Site and surrounding area, records of underground storage tanks, and known environmental incidents such as clandestine drug laboratories and spills or releases on or near Property.

Washington State Department of Ecology (Ecology) -V Environmental will contact Ecology, as appropriate, to obtain available information regarding environmental concerns such as the Area-Wide Contamination Zone for Arsenic and Lead as a result of historic commercial orchard land use, reported spills, or violations for the Site and adjacent properties. This review will include any properties identified in the database review considered as having the potential to adversely affect the Site and sites previously identified in other environmental reports. WDOE databases will also be reviewed for listed hazardous waste sites, underground storage tanks and landfills located within a maximum distance of one mile of the Site. This radius may be modified based on the existing conditions of the area, as provided in the ASTM procedures.

V Environmental will review a regulatory database that identifies sites of interest to the United States Environmental Protection Agency (EPA) National Priority List (Superfund), Comprehensive Environmental Response, Compensation and Liability Information System (CERCLIS), Resource Conservation and Recovery Act (RCRA), and Emergency Response Notification System (ERNS). V Environmental will identify facilities on these lists that are located within a maximum distance of one mile from the Site. This radius may be modified based on the existing conditions of the area, as provided for in the ASTM procedures.

V Environmental will include all the above data in the assessment. The results of this assessment will be presented in a written report and will include our conclusions regarding any areas of recognized environmental concern.

ESTIMATED COSTS AND SCHEDULE

The Phase One investigation cost is based on several considerations, including, but not limited to, size of property, number of buildings, current or most recent building usage, and adjacent properties and types of business conducted on those properties. V Environmental estimates the Phase One ESA will take approximately 40 hours of investigative and writing time.

PHASE ONE ESA COST..... \$3,026

The Phase One ESA cost includes the mark-up for tax purposes related to Orion Environmental Services subcontractor costs.

You will be advised of our findings throughout the Phase One ESA investigation.

CLOSING

V Environmental appreciates the opportunity to provide environmental consulting technical support to you and is available to start this project beginning immediately. We would anticipate that the research and report would be completed within three weeks from the date of approval.

Respectfully,

V Environmental, LLC



Verna Lee Curry
(253) 939-9369 cell
(509) 267-1955 fax
PO Box 819
Hayden, Idaho 83835

I authorize V ENVIRONMENTAL, LLC to conduct the scope of work described in this proposal.

Name: _____

Signature: _____

Title: _____

Date: _____



From the Desk of Nelson Miles
34004 9th Avenue South A5
Federal Way, Washington 98003
(253) 952-6717; email nmiles@oriones.net

June 11, 2020

Verna Lee Curry
V Environmental

Basis of Understanding

**RE: Regulated Hazardous Materials and Testing Consulting Services
John H. Osborne Elementary School**

Hello Verna,

On behalf of ORION Environmental Services, Inc. (dba ORION), thank you for selecting us as to provide you costs for conducting the regulated hazardous materials survey for the John H. Osborn Elementary School located at 225 Central Avenue in Leavenworth, Washington 98826. I am submitting for your consideration the projected fees for testing and consulting services as follows:

1. HAZMAT Full Good Faith Demolition Survey is estimated at \$7,840.

Both are based on our discussion from June 10, 2020 the breakdown in cost for survey and report (along with optional items) are provided in this proposal.

Please let me know if you have any question or if I need to re-tailor this proposal to ensure you requests and needs are met. I look forward to meeting you in person, and until then, do not hesitate to contact me at your earliest convenience.

Professionally Your,

ORION Environmental Services

Nelson Miles, Sr. Industrial Hygienist
Project Manager

1 Encl - Proposal

ORION Environmental Services
Teams & Long Lasting Relationships for Over 30 Years

SCOPE OF WORK



The John H. Osborn Elementary School is a masonry-constructed single-story commercial building built in 1955 which approximately 25,000 square feet of active space will be impacted during renovation and/or demolition activities. The building at one was used as a public school by the Cascade School District and is now permanently closed. The only know renovation is the addition of the multi-purpose room which was built in 1983, along with the roof, exterior siding and mechanical equipment being updated.

V Environmental (owner's representative) has requested a proposal from ORION to conduct a regulated hazardous material (HAZMAT) survey that will include asbestos and lead-based paint that may be impacted during upcoming demolition activities. The survey may also encompass other components such as potential PCB ballasts, mercury thermostat, bulbs, exit signs, etc.

Survey Activity Totals - \$7,840

Field Technician Labor (asbestos, lead paint, PCBs and mercury): \$5,640

Work will be performed by a two or three-man team to complete the field work within 3 business days. Lead paint will also be examined for compliance measures regulated by OSHA's and Washington State's Lead in Construction Compliance rules, as well as giving consideration to Washington State Department of Commerce Lead compliance for potential lead exposure to children at the age of 6 and under. The survey will be performed by accredited AHERA Building Inspectors (asbestos) and Lead Paint Inspectors/Risk Assessors (lead-paint). Lead paint will be tested using and XRF. In all accessible locations, we will also examine fluorescent light fixture for potential PCB containing ballasts and mercury tubes.



Bulk Asbestos Samples: \$1,000 (NTE)

Up to 100 individual samples is estimated. For multiple-layered components such as flooring systems and roofing systems, each layer counts as a sample. If less samples are collected the billing will reflect the lesser amount at \$10.00 per sample or per layer. Suspect materials during the survey may include (but will not be limited to) plaster and wallboard wall systems, ceiling tiles, thermal system insulations, vinyl flooring and adhesives, cove base adhesives, ceramic flooring, glazings and putty's, mortars and roofing materials.

Report: \$1,200

Report will be completed within 7-10 business days following completion of laboratory analysis and will include the components of an executive summary, full narrative, photographs, hand drawn sample location map, certificate of analyses and inspector's accreditations. Three bound and one electronic copy will be provided.

The report will include: (but not be limited to):

1. Suspect ACM and other hazardous materials observed and concealed.
2. General locations of suspect materials.
3. Current condition of the material observed.
4. Materials that would be impacted by construction.
5. Comments and opinions regarding construction concerns.
6. Photographs of suspect materials.
7. Full summary of findings
8. Engineering estimate for abatement (separate from report)

Survey Notes

1. Client will be responsible for providing a lift to all elevated locations where samples need to be collected (e.g. gymnasium ceiling). If a lift is not available, all suspect materials will be presumed asbestos or lead containing or a lift will be rented at cost.
2. Ten percent of ballast and fluorescent fixtures will be visually examined and findings documented in the report.
3. All work is for daytime operations.
4. Energized systems, such as electrical wiring, will not be sampled for safety reasons.

Optional Components for your Consideration

The following components of the survey was not requested, however, should be considered and is priced accordingly.



CADD Drawing: \$1,500 (NTE)

Although not included in the survey activities, all findings as can be provided on CADD drawings and can be inclusive with the report. With this optional item, we can supply you with both electronic and paper copies, all drawings can be produced at scale, ranging from 1:50 to 1:500 with data supplied in hard or soft copy (AutoCAD DWG/ PDF). We estimate that the CADD will take up to 40 hours for a final document. Coordination will be between the inspectors and the CADD technician to ensure accuracy and completeness. Original drawings will need to be provided by the client.

TIME AND MATERIAL FEE SCHEDULE FOR OPTIONS 1 OR 2

OES works on a consulting time spent and disbursement incurred basis for most types of consulting services. Our 2020 fee goal appears in the schedule below. This fee schedule would be applicable to this project should additional charges be deemed necessary. The hazardous material survey and assessment component is projected at a high-ended capped fee.

The schedule below can also be used to budget for construction management. In order to assign a budget for design/build projects we will need information regarding the hazardous materials discovered and how it will be impacted. Designs will need to come from the architect in order for us to assign a budget for construction management oversight. The usual charge for surveys oversight will be between the Industrial Hygienist Project Manager (PM) and the Field Technician.

Professional Services & Project Management

Industrial Hygienist 3 (Project Manager) \$165 per hour

Technical Services – Field

Industrial Hygienist 1 \$95 per hour
CADD \$85.00 per hour

Administrative Services

Administrative 1 \$35 per hour

Samples

Bulk Asbestos \$10.00 per sample or per layer

Professionally Yours,

ORION Environmental Services

Nelson Miles, Project Manager

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF LEAVENWORTH, WASHINGTON
AND ABS VALUATION
FOR CONSULTANT SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Leavenworth Washington, a Washington State municipal corporation ("City"), and Bruce C. Allen & Associates, Inc., DBA as ABS Valuation, a Washington S-Corp ("Consultant").

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

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services consistent with due diligence related to the appraisal for the old Osborn Elementary School in Leavenworth WA as indicated in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

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

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

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

Extra Work. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

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

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

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

III.3 **TERM.** The term of this Agreement shall commence on **June 15, 2020** and shall terminate at midnight, **December 31, 2020**. The parties may extend the term of this Agreement by written mutual agreement no more than one time.

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

III.5 **EMPLOYMENT.**

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

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

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

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

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

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all

expenses and costs, including reasonable attorney's fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

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

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

III.7 INSURANCE.

a. **Insurance Term**

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

b. **No Limitation**

The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

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

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and

advertising injury. The Public Entity shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Professional Liability insurance appropriate to the Consultant's profession.

d. The minimum insurance limits shall be as follows:

Consultant shall maintain the following insurance limits:

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

2. Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.

e. Other Insurance Provision

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Consultant's insurance and shall not contribute with it.

f. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

g. Verification of Coverage

The Consultant shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.

h. Notice of Cancellation.

The Consultant shall provide the Public Entity with written notice of any policy cancellation within two business days of their receipt of such notice.

i. Failure to Maintain Insurance.

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after

giving five business days notice to the Consultant to correct the breach, immediately terminate the Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Consultant from the Public Entity.

j. **Public Entity Full Availability of Consultant Limits**

If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

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

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

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

III.11 INDEPENDENT CONTRACTOR.

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

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

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

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

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

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

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

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

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

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

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

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

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed **\$6,250** without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

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

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

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

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

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

b. **Public Records**

The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

ARTICLE V. GENERAL

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

**Ana Cortez-Steiner
City Administrator
City of Leavenworth
700 US Hwy 2 / PO Box 287
Leavenworth, WA 98826**

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

**S. Murray Bracket, MAI
ABS Valuation
18728 Bothell Way NE, Suite B
Bothell, WA 98011**

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

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

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

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

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

V.5 **SEVERABILITY**

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

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

V.6 **NONWAIVER.** A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail

itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

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

V.8 **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

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

V.10 **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this _____ day of _____ 2020.

CITY OF LEAVENWORTH

ABS VALUATION

By _____
Carl J. Florea, Mayor

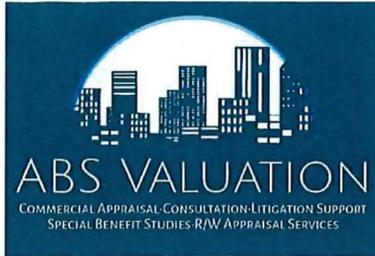
By _____
S. Murray Brackett, MAI, Principal

Approved as to form:

Thomas H. Graafstra, City Attorney

Exhibit A
Scope of Services

ATTACH LETTERS OF ENGAGEMENT FROM ABS VALUATION



Corporate Office

Smith Tower
506 2nd Avenue
Suite 3200
Seattle, WA 98104
206-209-3016 phone
425-252-1210 fax

2927 Colby Avenue
Suite 100
Everett, WA 98201
425-258-2611 phone
425-252-1210 fax

18728 Bothell Way NE
Suite B
Bothell, WA 98104
425-450-4040 phone
425-252-1210 fax

419 Berkeley Avenue
Suite A
Fircrest, WA 98466
253-274-0099 phone
425-252-1210 fax

absvaluation.com

June 15, 2020

Ms. Anna Cortez-Steiner
City Administrator
City of Leavenworth
700 Hwy. 2
P.O Box 287
Leavenworth, WA 98826
acortez@cityofleavenworth.com

**RE: APPRAISAL OF THE FORMER OLSON ELEMENTARY SCHOOL IN LEAVENWORTH,
WASHINGTON**

Dear Ms. Cortez-Steiner,

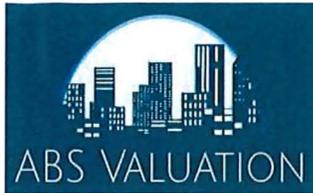
As requested, I have reviewed information relating to the property referenced above for the purpose of estimating a fee and timing to prepare a *Narrative Appraisal*. The purpose of the assignment is to assist the client with a potential acquisition. My work product will conform to Uniform Standards of Professional Appraisal Practice (USPAP) and will include all appropriate approaches to value. The Appraisal is intended for use by the Client only.

The subject of the assignment includes a 2.69-acre parcel of land owned by the Cascade School District. It is improved with a U-shaped former school building with 25,300 square feet, according to Assessor information. The property is currently zoned for single-family residential use. The site is currently a portion of a larger single tax parcel; however, due to the nature of the assignment I am proceeding under the Hypothetical Condition that the site is segregated and available for sale as an independent parcel.

The client has indicated that a soils assessment, asbestos testing, and SEPA will be provided and these issues will be considered by the client, along with my analysis of a site, as clean. Thus, my appraisal will evaluate the fee simple interest in the property assuming it is free of hazardous materials and environmental contamination. The underlying land will be evaluated pursuant to Highest and Best Use, exclusive or improvements.

A *Narrative Appraisal* can be completed within 45 days of your approval, for \$6,250. This fee quote and timing is valid for one week from the date of this letter. In order to proceed with this assignment, I request the following information:

1. A signed copy of the enclosed contract or equivalent, returned to us.
2. Copy of title report(s), if available.
3. Copies of any current leases, if any.
4. Copies of any recent property-specific studies, if any.
5. Name and number of contact person(s) to authorize site inspection.



Ms. Anna Cortex-Steiner
PAGE 2

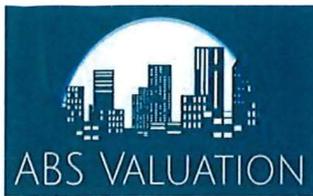
Thank you for your consideration. I look forward to the opportunity of working with you on this assignment. Please call if you have any questions.

Sincerely,

ABS VALUATION

A handwritten signature in blue ink, appearing to read "S. Murray Brackett". The signature is fluid and cursive, with a prominent initial "S" and a long, sweeping underline.

S. Murray Brackett, MAI



CONTRACT FOR CONSULTING/APPRaisal SERVICES

ABS VALUATION, herein referred to as the "Consultant," and **CITY OF LEAVENWORTH** herein referred to as the "Client," hereby agree and contract as follows:

I. Contract Work

The Consultant will provide a *Narrative Appraisal Report* of 2.69 acres of the former Olson Elementary School property, in Leavenworth, Washington. We will develop and report our services in conformity with USPAP and our work product will also be subject to the requirements of the Code of Ethics & Standards of Professional Appraisal Practice of the Appraisal Institute. Assumptions used are identified on the accompanying proposal letter. The consultant will provide the Client with a PDF Appraisal report within 45 days of authorization to proceed.

II. Contract Sum

The Consultant will perform the Appraisal on a fixed fee basis for \$6,250. If further consultation or court testimony is required, the additional charge is \$375 per hour for Mr. Brackett and \$175 per hour for associates.

III. Time of Payment

The Consultant shall submit a statement at the completion. Payment shall be due on the date of the statement and shall be deemed delinquent if not made within 30 days of the due date. Delinquent payments shall accrue interest at the rate of 18% per annum from the due date. Should it be necessary for the Consultant to employ the services of an attorney or begin legal proceedings to collect any delinquent payments, the Client shall be liable to the Consultant for a reasonable attorney's fee and the court costs incurred.

IV. Termination

In the event the consulting services are stopped by the Client at any time, the Consultant's fee shall be calculated, due and payable on the basis of the Consultant's fee schedule in effect on the date of the contract, and the actual hours and direct non-salary expenses incurred to the date of termination.

June 15, 2020

DATE

By: 

ABS VALUATION

DATE

By: _____
(CLIENT)



City of Leavenworth

Website Design & Development Proposal

April 10, 2020



3Sherpas
819 Front Street Ste 2B
Leavenworth WA 98826
(509) 548-4100
3sherpas.com

Prepared For:

City of Leavenworth
City Clerk, Chantell Steiner
700 Hwy 2
Leavenworth WA 98826

COVER LETTER

Thank you for considering 3Sherpas for the opportunity to design and develop a website for the City of Leavenworth. 3Sherpas is a dba of Fallon Technology, an IT Service organization with offices in Leavenworth Washington.

For the last 21 years we have been developing, implementing, and supporting technology solutions for organizations. By selecting 3Sherpas, you are choosing a highly experienced team with deep ties to the Leavenworth community and the many challenges and opportunities we face.

We have observed that many of our area municipal websites have migrated to the Granicus SAAS platform. While this is a robust solution that has many merits, our proposal may offer a contrasting option and perhaps a lower cost of use to the citizens of Leavenworth.

Regardless, we are confident that we can exceed the expectations of your guiding principles:

- Develop an easily understood and navigable website that combines all City services
- Balance design, effectiveness, and accessibility
- Improve communication and access to City information.
- Developed in a manner that supports content management by staff with no coding experience.

If we can answer any questions for you, please do not hesitate to ask. We are quite literally right across the street from City Hall.

We look forward to working with you to bring the City of Leavenworth's online presence to its full potential.

On behalf of our entire team – thank you for your consideration.

Sincerely,



Rob Fallon
Principal

Fallon Technology, Inc.

dba 3Sherpas
819 Front St Ste 2B
Leavenworth WA 98826
+1-509-548-4100

WA UBI: 602 491 472 WA State Electricians #FALLORF812DF
Fed EIN: 20-2643321

Business Structure: S Corp est 1999

COMPANY PROFILE

Fallon Technology (dba 3Sherpas) was formed over twenty years ago with the one goal - helping companies become more profitable. Mostly through efficient use of technology to reduce time in process and overall expense. We have been successful with this goal and currently work with over 85 organizations throughout the Northwest on tasks ranging from help desk, to websites, to cloud infrastructure, to enterprise network management.

We make every effort to keep the technology as simple and transparent as possible so that your organization can fulfill its objectives. We have broad experience and deep knowledge with enterprise technology lifecycles, business transformation, and managing the day to day needs of the small and mid-size organization.

“Eager, Willing, and Able” might best describe our approach to IT Support. While we live in a world of contracts and service agreements that often define our working relationships, we make every effort to keep IT as friendly and human as possible. As a team we value empathy and humility as key character traits, and we pride ourselves in imparting as much IT knowledge as possible with every interaction. All while being responsive and available.

Our team includes 8 full time employees and an office manager whom all make the Wenatchee Valley their home. Our office is located in the historic Elliot Building in downtown Leavenworth from which our help desk, network operations support, and development team work. Our website development business is conducted under our 3Sherpas brand (www.3sherpas.com) and is made up the same team members.

Additionally, we are licensed WA State Electricians (#FALLORF812DF) for telecommunications and network wiring.

Our Service Offerings

Our core business is providing information technology and integrated online solutions for businesses. We provide online services in the following areas:

Design

User-centered design based upon an understanding of your business goals and target users. Integrating usability, architecture, and brand = design that works.

- Art Direction
- Online Branding
- Web Design
- Wireframing

Technology

We combine a mix of innovation, customized functionality, and appropriate web technology that will grow and maintain your online market.

- Cloud Infrastructure
- User Experience Architecture
- Content Management Systems
- 3rd Party & Social Systems Integration
- Mobile Development
- Training

Marketing

We have been strategically marketing websites for clients since 2000 and recognize the importance of taking time to learn about your business before developing a plan.

- Social Media Marketing
- Search Engine Optimization
- Search Engine Marketing
- E-mail Marketing
- Online Campaigning
- Performance & Measurement

Strategy

Online business can be complex. We make sense of the opinions, emerging technologies, and social considerations to deliver you a comprehensive online strategy.

- Site Audit & Analysis
- Online Business Planning
- Online Campaign Strategy
- Competitive Research

Our core network and IT service offerings include:

- LAN/WAN/Wireless Network Management
- Cloud Infrastructure (Azure & AWS)
- IP Telephony
- Desktop Technical Support
- Website Development & Management
- Licensing
- Quality Monitoring
- Spam and Virus Filtering
- Network Security Monitoring
- Backup & Business Continuity
- Hardware Sales
- Annual Reporting

Key Personnel

Rob Fallon

President & Owner
System Engineer & Solution Architect
University of Washington, 1995
Bachelor of Science in Geology
25 Years of IT Experience

Rob Dilling

Network Engineer & Project Management
Lewis & Clark College, 1992
Bachelor of Art in Biology
20 Years of IT Experience

Kara Simon

Web Development, Design, Project Management
Indiana University, 2000
Bachelor of Art in Graphic Design
19 Years of Graphic and Web Development

Thomas Bloom

Network Engineer & Cloud Service Manager
Central Washington University, 2013
Bachelor of Science in Information Technology
10 years of IT Experience

John Foote

Help Desk & Desktop Support
Whatcom Community College, 2009
Associates Degree in Information Technology
10 Years of IT Experience

Tyler Judevine

Help Desk & Desktop Support
Wenatchee Valley College, 2019
Associate of Arts and Sciences
4 Years of IT Experience

Jean-Luc Robichaux

Help Desk, Network Install & Support
Industrial Design & Projects
10 Years of IT Experience

OUR PROCESS

While every project is unique, managing them is systematic. As a result, we can work efficiently and adhere to agreed-upon timelines and budgets. From the estimate stage through project completion, we refer to development phases, making it easier to map out—and follow—where we are on the road to completion via our online project management system. The following phases are common across all our website development projects:

I. Discovery - Requirements Capture & Specification

Our process works on the principal that truly great web sites are born out of a true understanding of client needs and requirements. Before we meet with you, we will audit your current website and analytics so that we can benchmark visitor trends, pinpoint strengths and weaknesses, and use it to measure the net effect of the new website once it's live. We invest a lot of time in understanding your organization, your stakeholders, your goals, and objectives (city-wide and online specific) and what you perceive your requirements to be.

Through an iterative and collaborative Discovery process we capture as much as we can and share our thoughts and expertise with you. This takes place through a series of meetings with your key stakeholders and internal website project leader(s) during which time we work through specific modules in a workshop-like format. These meetings are preferably in-person or via Skype/phone should geography be a factor and travel not a reality in your budget. Depending on your project requirements, we apply and schedule appropriate modules:

- **Core Business Overview** - Through this module we work toward an understanding of industry specific market and challenges as well as company-specific goals and objectives, both short and long term. We need to see the cities 'big picture' before we can deploy an online solution that will deliver.
- **Envisioning and Brand** - Defining your core brand essence and how well it's demonstrated is our focus in this session: articulating brand personality, understanding brand advocacy and how the City of Leavenworth is perceived alongside other communities and its citizens, both on and offline. We also spend time identifying asset requirements and reviewing graphic standards in preparation of Design.
- **Social Media and Communications** - This module is key in defining challenges, city-specific goals and objectives, and resources available. This module also applies to new development clients initiating social media integration and pursuing ongoing, online marketing initiatives beyond the website build.
- **Development Discovery** - Time is spent here at the onset of any Development project to determine resources available to the project, specifically in terms of budget, content contribution and internal time availability. This session also identifies any must-have elements within the solution, including, for example, integration with existing 3rd party platforms, weather stations, etc. This is the final Discovery module during which key objectives for the solution are reiterated.

Clients are provided with a working agenda in advance of the sessions, and meeting notes are documented throughout.

At the conclusion of this process we can identify the functionality that needs to be included in your solution to achieve your goals. The result of this process is the presentation and delivery of a set of **Solution**

Overview documents which are the initial blueprints for your website build. This package states the business case supporting our proposed solution and walks through project deliverables in a way your whole team will be able to envision and understand.

Key package components include:

- **Solution Overview** - summary document that addresses the objectives revealed through the Discovery process. Details our proposed solution in terms of functional elements and overall scope of deliverables, including features, 3rd party integration, content strategy and search engine optimization (SEO).
- **Website Architecture** - a visual architecture document proposing high level website structure, functionality, and navigation elements.
- **Creative Brief** - articulates the key brand direction and messaging from which the design process can evolve and take shape.
- **Project Budget** - demonstrates how we have allocated the resources you have already shared with us to required components OR provides a recommended budget to deliver our proposed solution. Suggested timelines would include milestones for design, development, content loading, quality-assurance and go-live.

At the completion of the Discovery process, we can be engaged in a Development contract and the Design and Development phases of your project can commence simultaneously.

II. Project Specification

Once engaged in a Development contract, we provide the Project Specification document and review it with you. The purpose of this document is to outline the full functional scope of our solution, further to the Solution Overview package. It serves as both the technical reference during website development and as a tool to aid clarification should there be any confusion about what is/is not within the scope of this project. Any functionality not listed within this documentation is not included within the project build. Upon sign-off of this document, Design and Development Milestones are set through to the web site Go-Live date.

III. Design - Collaborative & Iterative

We understand the importance of designing a highly engaging user interface to enhance your online brand. Our philosophy is that a website must immediately align the user expectations with tone and feel of the brand but remain intuitive.

Graphical Direction

From the Creative Brief document and any wireframes that may have been created, our design team begins by presenting you with a graphical direction. This is presented as a flat design file (.jpg) and will show the layout of one or more of your website pages (e.g. home page). The client can provide feedback on this graphical direction, and see their changes and suggestions reflected in further presentations.

Once graphical direction has been approved by the client, Design continues using 'Live' Designs:

'Live' Designs

The remaining website designs, as identified in the Project Specification document, are presented as 'Live' Designs, i.e. in code, through the browser. This allows for us to preview the website design in the medium

through which it will ultimately be viewed and get the very best understanding of how the design will manifest itself online. This provides us the opportunity to view the website design in different browsers and on different platforms, and to interact with the design to a limited extent (e.g. see rollover states etc.).

This process is, again, an iterative process, and the client can provide feedback and see the modified pages presented back to them.

Once all parties are satisfied with the designs presented, the Design phase is signed off and then integrated into the website platform.

IV. Development

With the project deliverables and functional requirements in place, the build of your website can begin. Design is abstracted from development, with the final design being incorporated into your website system as a 'theme'. Our websites are built to your Project Specification with future extensibility in mind - we always endeavor to leave doors open for new features and development. We adhere to strict coding standards and continually test our code across browser to minimize bug-fixing at the end of the project life cycle.

Open Source

Wherever possible we use open source solutions for your project and should code or functionality present itself as being useful to contribute to open source communities, we will do so (on our own time!). It's the open source communities behind the open source software that make their use so compelling: thousands of developers maintaining and developing software they have a vested interest in means that open source software is often amongst the most secure and stable. And, by definition, open source is license-free, meaning cost savings that can be invested in other areas of the project.

Development Snapshots

If your project build warrants it, we can present you with development snapshots usually to demonstrate a certain aspect of your website. These are useful to make sure the functionality is working as expected and allows for feedback on that item and tweaks to be made before proceeding with the next development cycle.

V. Training & Content Loading

Once your website has been built and your design realized as a website 'theme', we will take the time to present your website to you, walk you through the website features and provide training for the website administrators. Training is best conducted in person but, failing that, screen-sharing via video conference tools is a good second alternative. Often, we will record training videos, particularly in the instance of websites with multiple administrators, so that best practices can be observed time and again.

During the development and testing phases, we may migrate some content from your existing site; however, some of the content loading will be undertaken by yourselves. This aids training and system familiarity and allows you to re-write content where required. For projects where large amounts of content needs to be migrated, there is certainly the potential to automate this process.

VI. Testing, Bug fixing, Launch and Warranty

From Discovery, through to continuous testing during Development, we consistently deliver a final website product that satisfies our clients' expectations. We always ensure there is time for proper testing prior to launch, and for the first 30 days following the deployment of your website, we will be on hand to fix any issues that might have slipped through the net during the Quality Assurance and Testing processes. This covers only issues and does not cover feature requests. We do not anticipate that you will need us at all during this time; however, we offer this service as peace of mind.

OUR SOLUTION & RECOMMENDATIONS

We have been successfully customizing websites for organizations with similar requirements using two of the most widely used open source solutions in use today – WordPress (and Drupal).

WordPress – Given the size of the Leavenworth community and the limited possibility of the site to outgrow this solution we recommend staying with WordPress for your core Website Content Management Solution. WordPress is free (aside from optional 3rd Party Plugins) and widely used commercially and for government. The cityofleavenworth.com website currently uses WordPress CMS solution. If the City of Leavenworth is looking for an iterative step in updating their website, we would recommend simply re-theming the WordPress site and using the site data that is in place. Applying and updating sites with fully responsive and rich user interfaces is a standard request and very economical.



Within the WordPress core offerings or via other integrated solutions that are integrated within solutions like Microsoft Office 365 the core requirements of the RFP can be accomplished.

RFP Solution Requirements

Most of the requirements look to be written to favor the Granicus CMS solutions or closely align with their marketing. We have listed options to a single source SAAS option and would be happy to highlight some pitfalls to committing to a single solution for some of the options. (For example we see many Granicus sites use other tools for scheduling and payment options).

E-Communication platform & Alerts & Emergency Notification – WordPress has plugins and API options for this. Send Press plugin allows for message delivery to multiple lists and delivery options. Alternatively there are low cost and robust message delivery platforms such as Sendy that deliver the same results.

News & Announcements – Available in WordPress Core

Citizen Sourcing Tool – WordPress Plugins, Microsoft 365 Forms, Google Forms, Survey Monkey

Quick Links – WordPress Core

Spotlight - WordPress Core

Online Payments – Various solutions (all good). Usually dependent upon how bills are generated. Stripe, Xpress Bill Pay, can be integrated into CRM with WooCommerce.

Online Forms – WP Plugin - Captain Forms for single response delivery & Microsoft 365 Forms & Flow for complex workflows and analytics.

Facility Management – WP Plugin – Captain Forms – Offers integrated payment options

Online Job Postings and Application – WP Plugin - Ultimate Member or Buddy Press

RFP/RFQ/Bid Posting – Word Press Core

Printable Pages – Word Press Core and CSS

Calendar – WP Plugin - EventOn

Agenda Management – WP Core and plugins

Forward to a Friend – WP Plugin – Send Press

Frequently Asked Questions – WP Core & HTML5 Responsive FAQ

Multi-Lingual Support – Using Google Translate.

Departmental Home Pages – WP Core

Third Party Integration – External Links or iFrames. API and other coding options available. Example would be Google or ESRI Mapping integration.

Directories, Listing for Staff and Departments – WP Core

RSS Feeds – WP Core or Plugins

Social Media Interface – WP Core

Site Search – WP Core

Archive Center – WP core or Archive Control Plugins

Management Tools:

- **Site Statistics** – Google Analytics (free)
- **Spell-check** – WP Spell Check
- **Document Center** – WP core and Mephis Docs Plugins
- **Photo Center** – WP core and Mephis Docs Plugins
- **Rotating Photos/Banners** – WP Core
- **Responsive Design and Mobile Friendly** – WP Core and Theme
- **Approval Rights** – WP Core
- **Intranet/Extranet** – WP Core (we often set this up on another instance from the public facing site)
- **HTML Code** – WP Core
- **Content Preview** – WP Core
- **Live Edit** – Create and edit pages live from the front end.
- **Browser Based Administration** – WP Core & WPBakery Page Builder
- **Broken Links Finder** – WP Core
- **Automatic expirations** – WP Core

ADA Compliance

We have years of deploying CMS solutions (including WordPress) that have state and federal requirements for ADA Compliance. The WordPress CMS has core features and plugins that make it as easy as possible for the content inputting user as well as front end users.

A few examples of the automatic tools are:

- Alt attribute to image tags when one is not provided
- Design only images are added via CSS-background so they will not interfere with screen readers
- WYSIWYG Editor provides a table wizard that adds <TH> tags where necessary
- Form Editor adds a label to every input

Other elements that are added to websites are:

- ALT Tag content correction lookup
- Low Graphics (text only) version is self-generated with CSS reduction to eliminate redundant input.
- HTML Table Markup is only used for tabular data and not design or layout

During quality assurance and site launch and part of our workflow, every site goes through a quality assurance process using ADA available tools and human testing before sites go-live.

ADA testing can continue after launch.

WORDPRESS CORE FEATURES

WordPress powers more than 35% of the web — a figure that rises every day. Everything from simple websites, to blogs, to complex portals and enterprise websites, and even applications, are built with WordPress.

WordPress combines simplicity for users and publishers with under-the-hood complexity for developers. This makes it flexible while still being easy-to-use. The following is a list of some of the features that come as standard with WordPress; however, there are literally thousands of plugins that extend what WordPress does, so the actual functionality is nearly limitless. You are also free to do whatever you like with the WordPress code, extend it or modify in any way or use it for commercial projects without any licensing fees. That is the beauty of free software, free refers not only to price but also the freedom to have complete control over it.

Here are some of the core features:

Simplicity

Simplicity makes it possible for you to get online and get publishing, quickly. Nothing should get in the way of you getting your website up and your content out there. WordPress is built to make that happen.

Flexibility

With WordPress, you can create any type of website you want: a personal blog or website, a photoblog, a business website, a professional portfolio, a government website, a magazine or news website, an online community, even a network of websites. You can make your website beautiful with themes, and extend it with plugins. You can even build your very own application.

Publish with Ease

You can create Posts and Pages, format them easily, insert media, and with the click of a button your content is live and on the web.

Publishing Tools

WordPress makes it easy for you to manage your content. Create drafts, schedule publication, and look at your post revisions. Make your content public or private, and secure posts and pages with a password.

User Management

Not everyone requires the same access to your website. Administrators manage the site, editors work with content, authors and contributors write that content, and subscribers have a profile that they can manage. This lets you have a variety of contributors to your website, and let others simply be part of your community.

Media Management

Quickly and easily upload images and media to WordPress. Drag and drop your media into the uploader to add it to your website. Add alt text and captions and insert images and galleries into your content.

Full Standards Compliance

Every piece of WordPress generated code is in full compliance with the standards set by the W3C. This means that your website will work in today's browser, while maintaining forward compatibility with the next generation of browser. Your website is a beautiful thing, now and in the future.

Built-in Comments

Your blog is your home, and comments provide a space for your friends and followers to engage with your content. WordPress's comment tools give you everything you need to be a forum for discussion and to moderate that discussion.

Search Engine Optimized

WordPress is optimized for search engines right out of the box. For more fine-grained SEO control, there are plenty of SEO plugins to take care of that for you.

Use WordPress in Your Language

WordPress is available in more than 70 languages. If you or the person you're building the website for would prefer to use WordPress in a language other than English, that's easy to do.

Easy Installation and Upgrades

WordPress has always been easy to install and upgrade. Plenty of web hosts offer one-click WordPress installers that let you install WordPress with, well, just one click! Or, if you're happy using an FTP program, you can create a database, upload WordPress using FTP, and run the installer.

Own Your Data

Using WordPress means no one has access to your content. Own your data, all of it — your website, your content, your data.

Freedom

WordPress is licensed under the GPL which was created to protect your freedoms. You are free to use WordPress in any way you choose: install it, use it, modify it, distribute it. Software freedom is the foundation that WordPress is built on.

Community

As the most popular open source CMS on the web, WordPress has a vibrant and supportive community.

Plugin System

The WordPress APIs make it possible for you to create plugins to extend WordPress. WordPress's extensibility lies in the

thousands of hooks at your disposal. Once you've created your plugin, we've even got a plugin repository for you to host it on.

Theme System

WordPress provides the extensibility to create themes as simple or as complex as you wish.

Application Framework

If you want to build an application, WordPress can help with that too. WordPress provides a lot of the features under the hood that your app will need: translations, user management, HTTP requests, databases, URL routing and much, much more. You can also use our REST API to interact with it.

Custom Content Types

WordPress comes with default content types, but for more flexibility you can add a few lines of code to create your own custom post types, taxonomies, and metadata. Take WordPress in whatever direction you wish.

PROJECT SCOPE & ESTIMATES

[Website Development - cityofleavenworth.com](#)

Phase	Estimated Cost
I. Evaluation & Discovery (through Solution Overview)	\$3,500.00
II. Project Specification	\$2,000.00
III. Design	\$1,500.00
IV. Theme Development	\$4,400.00
V. Training & Content Migration	\$2,800.00
VI. Launch & Warranty	\$1,000.00
Subtotal Development	\$15,200.00

We offer monthly payment options of up to 3 years for the initial development fees

Recurring Costs (Monthly) \$400.00

Monthly Hosting & Security Updates & Unlimited Support

Google Site Search and Google Analytics Integration Included

3rd Party Integrations (external link / iframe / API) Included

WordPress CMS deliverables will be the property of the City of Leavenworth. 3rd party services for messaged delivery, and payment processing may utilize services hosted on AWS or Azure.

Timeline

We average delivering solutions between 12 to 20 weeks. Discovery through Theme Development usually takes 1 month. Content, Training, and site QA often takes 2 months for projects of this nature. This is highly dependent upon your team and signoff on milestones.

Hosting & Security

We host all our web servers on either Microsoft Azure (Quincy WA) or Amazon AWS (Boardman OR). Both solutions provide best in class datacenter solutions with geo-redundant hosting and data backup options. These are either fully managed by 3Sherpas or hosted within a customer's Azure Tenant Space or AWS Account and managed by 3Sherpas.

Hosting exceeds the minimum requirements of on-line status monitor, event notification emails, recovery time objective of at least 8 days, recovery point objectives for at least 24 hours, multi-geographic region redundant back up data center

We have live support M-F 8:00AM – 5:00PM and staff on call 24/7 via email or on-call support.

TECHNICAL SUPPORT & MAINTENANCE

Software Warranty

3Sherpas fully warrants the Content Management Software and website to be free of all bugs and defects for 12 months from the date the website goes live.

We remain committed to a long-term partnership with all clients and our staff will be available during regular business hours to assist personnel in all aspects of the website maintenance and also to advise staff on the development of any applications required to interface with other e-government initiatives. These services will be provided free of charge for a three-month period post the website go-live date.

Should any additional professional services be required regarding the design, implementation, content conversion or training either beyond that included in the proposal or after the three-month initial period the services would be billed at \$100/hr.

Annual Maintenance Program

An annual maintenance and upgrade program is available that will ensure all website and modules installed contain the latest features and updates. In addition, it will provide city staff with access to our support staff during normal business hours to consult on any website and software integration issues.

Ongoing Training & Custom Development

In this case it is easy or dare we say neighborly. We can walk across the street and deliver training and support in person (circumstances allowing) or schedule remote work sessions or phone calls.

Ongoing training and support are included with the monthly service costs.

Updates

We monitor updates weekly and apply all security and feature updates on a monthly schedule at minimum.

Service Delivery

In general – if the device is connected to the network, we will provide support to it. If the hardware falls out of the scope of our service agreement, we will assist with escalating the issue to solution.

- 1 Hour to response to initial ticket.
- 4 Hours for a resolution. Resolution implies a solution to issue.
- Primary service delivery would be remote help desk and phone support.
- Support Hours are Monday - Friday from 6:00AM - 6:00PM
- SLA is 1 Hour Response Time with Resolution within 4 hours during business hours.
- No additional charges for onsite, after hours, or weekend support or maintenance.

CUSTOMER REFERENCES

Customer	Projects
Cascade Medical Center Rachel Hansen <i>PR Coordinator</i> rachelh@cascademedical.org (509) 548-5815	Website Development Website Hosting & Management cascademedical.org
Columbia Valley Community Health Katharine Grove katharine.grove@cvch.org (509) 664-3564	Website Development Website Hosting & Management cvch.org
Confluence Health Foundation Megan Parrish megan.parrish@confluencehealth.org (509) 665-6150	Website Development Website Hosting & Management confluencehealthfoundation.org
Sleeping Lady Mtn Resort Paula Helsel <i>General Manager</i> phelsel@sleepinglady.com (509) 548-6344	Managed IT Support Conference Room Support – Audio Visual Website Hosting & Management sleepinglady.com
Mission Ridge Ski & Board Resort Josh Jorgensen <i>General Manager</i> jjorgensen@missionridge.com (509) 548-9402	IT Management & Planning Website Development Website Hosting & Management missionridge.com
Chelan-Douglas Land Trust Jessica Kendall <i>Associate Director</i> jessica@cdlandtrust.org (509) 667-9708	Managed IT Support Conference Room Support – Audio Visual IP Phone System Website Development Website Hosting & Management cdlandtrust.org
Marson & Marson Lumber Rodney Bullion <i>Regional General Manager</i> rodney.bullion@marsonandmarson.com (509) 548-5829	Managed IT Support IP Phone System 5 Stores – 50 PCs – 5 Servers

Customer

Chelan County PUD

Christy Shearer

New Media Communications Strategist

christy.shearer@chelanpud.org

(509) 661-4258

Projects

Website Development

Project Management

ourpublicpower.org

Icicle Village Resort

Karl Ruether

General Manager

karl@iciclevillage.com

(509) 548-7000

Managed IT Support

Conference Room Support – Audio Visual

Website Development

Website Hosting & Management

iciclevillage.com

NEXT STEPS

Please let us know if you have any questions regarding this information. We are more than happy to meet with and/or present to you and your stakeholders to discuss moving forward. Should you wish to engage us, we can start work right away.

Contact Details

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CITY OF LEAVENWORTH WASHINGTON

REQUEST FOR PROPOSAL (RFP)

FOR

WEBSITE DESIGN & DEVELOPMENT

EXTENDED DEADLINE FOR SUBMITTALS

DUE DATE: ~~April 3, 2020~~ April 24, 2020 - 5:00 PM

City of Leavenworth

PO Box 287 / 700 US Hwy 2

Leavenworth, WA 98826

P (509) 548-5275 / F (509) 548-6429

www.cityofleavenworth.com

OVERVIEW

The City of Leavenworth is seeking proposals from firms to update and maintain its website (www.cityofleavenworth.com) to enhance the user experience, simplify content management, and provide better information and customer service to the community, while ensuring design quality and visual appeal.

The City seeks the assistance of an experienced company that can accomplish all of the functionality identified in this RFP with the flexibility of providing this functionality over time, if needed, due to budgetary constraints. The City also seeks a company that has the capability of integrating additional features and functionality that may be identified in the future. The experienced company should have a team of experts who understand local government, to help us achieve our vision – all while providing 24/7/365 support.

ABOUT LEAVENWORTH, WASHINGTON

The City of Leavenworth (population 2,040) is located on the eastern slopes of the Cascade Mountain Range in the upper reaches of the Wenatchee River Valley in Chelan County, Washington. Leavenworth is 118 miles east of Seattle and 22 miles northwest of Wenatchee on U.S. Highway 2.

The City is a dynamic community with engaged residents and businesses. The City of Leavenworth's primary industry for its economic growth is tourism, hospitality, and recreation. Leavenworth is a tourist destination that attracts millions of visitors each year, due to its Old-World Bavarian Alpine Theme, as well as the abundance and variety of year-round recreational opportunities afforded by the surrounding mountains and rivers.

SCOPE OF SERVICES

The contractor is expected to provide the following services:

- Evaluate the current website and provide a transition plan to implement a new website.
- Review the development of the website with the City Council and/or Council Committee throughout the process.
- Provide web design tools to increase website capabilities to improve the engagement with citizens and users.
- Develop a customized, modern template for the website that allows for it to be displayed on any size device.
- Assist the City with transition of content from the current website to the new redesigned website.
- Provide all hosting and security related services for the new website.
- Provide training to administrators, department heads, and content managers.

GUIDING PRINCIPLES

To facilitate effective decision making and analysis throughout the process, a series of four principles are to be used to guide the design, content, and management for the development of the redesigned website:

1. Develop an easily understood and navigable website that combines all City services.
2. Balance design, effectiveness, and accessibility.
3. Improve communication and access to City information.
4. Developed in a manner that supports content management by staff with no coding experience.

SELECTION AND CRITERIA FOR EVALUATION

Selection of a qualified contractor will be made at the discretion of the City, which reserves the right to accept or reject any and all proposals.

The following items will be considered in making a selection of the contractor, though they may not be equally weighed in the review process: Item Maximum Points

- Experience, skills and qualifications - 25 points
- Merits of the Proposal including scope of work and approach to addressing tasks - 25 points
- Timeline and proposed schedule - 15 points
- Hosting and Security - 15 points
- Customer support, responsiveness, and timeliness - 20 points

SUBMITTAL FORMAT AND CONTENT

Proposals shall be in a single volume (PDF or binding) with a separate cover letter with contact information. The proposal shall include:

- Overview and summary of how your company will achieve the City's website objectives.
- Company profile, including similar work completed by the company, number of clients, years in this type of work, and key personnel.
- Scope of Work
 - Project phase deliverables
 - What will be expected of the City
 - What the City can expect from the company
 - Project Development Approach
 - Detailed explanation of all project phases including consultation, design, development, training, implementation
 - Estimated timeline
 - Statement that website will meet Accessibility Compliance requirements
 - Training options
- Hosting and Security services available, including 24/7/365 system monitoring
 - Minimum requirements: 24/7 emergency support, on-line status monitor, event notification emails, recovery time objective of at least 8 days, recovery point

objective for at least 24 hours, multi-geographic region redundant back up data center

- System ownership
- Ongoing training opportunities and availability of robust, self-service documentation and technical support (videos and training manuals, etc.)
- Availability of continued communications post website implementation (with consultants and support staff)
- Support services - emergency and non-emergency situations
- Project Pricing Estimate/Cost for Services Outlined Specify amounts of items below:
 - First Year development fees including: Days/hours of training, number of employees to be trained, on-site or webinar; Amount of content migration (entire website or a specific number of pages); Additional products/functionality; and, Ongoing fees for hosting, maintenance, and support for Year 2 and beyond
- Description of Features and Functionality Included
- Give brief descriptions of other products offered by the company
- References (minimum three references, including contact information)

REQUIRED FEATURES

The information below represents required functional capabilities in the selected CMS (content management system). It is not all inclusive, other functionality may be recommended or added. The City's new website vendor must be able to provide at a minimum, the components shown.

- E-Communication platform – Integrated within the centralized Content Management System (file cabinet) for creating visually rich, fully responsive, non-emergency e-communication. Create unlimited subscriber lists, and communicate by – email, text, and social media from a single point of access.
 - Alerts & Emergency Notification – Alerts posted on website and public notifications sent out through email, text message, and social media.
 - News & Announcements – Ability to post press releases, what’s happening, feature stories, and announcements, as well as emergency messages.
- Citizen Sourcing Tool – Encourages citizen idea submission, engaging discussions, voting, etc.
- Quick Links – Links can be placed directly on the pages.
- Spotlight – Ability to highlight important text on one or more pages.
- Online Payments – Secure online transaction by department.
- Online Forms – Forms/publishing/tracking.
- Facility Management – Reservations and/or listing.
- Online Job Postings and Application – Applicants can also create an online profile, fill out application, and attach additional documents.

- RFP/RFQ/Bid Posting – Allow for easy posting of bids to the site, along with amendments and updates. Schedulable with ability to set auto-expire date.
- Printable Pages – Print-friendly function.
- Calendar – Update/publish calendars. Includes unlimited number of event listings, single or reoccurring. Viewable by list, week, or month.
- Agenda Management – Upload, create and manage agendas.
- Forward to a Friend – Email extension.
- Frequently Asked Questions – Dynamic content.
- Multi-Lingual Support – Using Google Translate.
- Departmental Home Pages – The ability for departments to have dedicated pages within the site that follow the same design as the other interior pages.
- Third Party Integration – Ability to integrate third-party applications, including but not limited to permit tracking and GIS.
- Directories, Listing for Staff and Departments – Ability to allow citizens to search for staff or business information.
- RSS Feeds out – Registration by Department. RSS Feeds are an easy way to stay up to date with your favorite websites. If a site offers an RSS feed, you get notified whenever a post goes up, and then you can read a summary or the whole post.
- Social Media Interface – Ability to integrate Facebook and Twitter.
- Site Search – Internal site search engine, site search log.
- Archive Center – Store agendas, minutes, newsletters, and other documents
- Management Tools:
 - Site Statistics – Analytics and site audit reports.
 - Spell-check – The ability to spell-check content via the editor.
 - Document Center – Upload/download capability, back-end ability to search within.
 - Photo Center – Display community photos in a central location on website.
 - Rotating Photos/Banners – Dynamic image display.
 - Responsive Design and Mobile Friendly – Fully mobile responsive design – site adjusts to the screen size of all devices its being view on, includes forms, calendars, etc.
 - Approval Rights – Allow system administrator to establish specific rights and capabilities for internal staff to update content based upon the role they have in updating the website.
 - Intranet/Extranet – User restricted pages.
 - HTML Code – Capability to view and edit the HTML code of any page.
 - Content Preview – The ability to preview content before publishing live.

- Live Edit – Create and edit pages live from the front end.
- Browser Based Administration – Update, delete. and create template-based web pages.
- Broken Links Finder – Site visitors can enter comments concerning how they accessed the page.
- Automatic expirations – The ability to set a date for content to automatically expire.

SUBMITTAL REQUIREMENTS

The deadline for RFP responses is Friday, ~~April 3, 2020~~ **April 24, 2020** at 5:00 p.m. PST. Submit five (5) hardcopies of the proposal and/or a thumb drive, to the address shown below. Proposers are solely responsible for ensuring that proposals are delivered on time.

City of Leavenworth
 City Clerk, Chantell Steiner
 Attn: Web Design RFP
 PO Box 287 / 700 Highway 2
 Leavenworth, WA 98826

Questions may be directed to Lilith Vespier, Development Services Manager at dsmanager@cityofleavenworth.com.

Submittals that are not received on or before the specified deadline will not be accepted (no exceptions). The City reserves the right to request follow-up information or clarification from vendors in consideration. Vendor is responsible to ensure delivery by the date and time included.

The City reserves the right to reject any or all submittals, to compare the relative merits of the respective responses, and to choose a vendor that will best serve the interests of the City.

Each response to this RFP shall be done at the sole cost and expense of each proposing vendor and with the express understanding that no claims against the City for reimbursement will be accepted.

All materials submitted in response to this RFP will become the property of the City upon delivery.

SELECTION PROCESS

The selection process will involve the following phases:

Phase 1: A City review team, made up of two or more of the Council Economic Development Committee members and select staff, will evaluate vendor submittals. The evaluation will be on conformance to submission requirements (25 pts), completion of similar projects (25 pts), ability to provide each of the key functions (25 pts), ability to provide support services (20 pts), and cost estimate for services (5pts).

Phase 2: The City may interview of most qualified applicants. Firms interviewed may elect to prepare a presentation of up to one half hour in length.

Phase 3: The review team will check references given, and the selected firm will be invited to submit a draft scope of work to accomplish the tasks identified. This draft scope of work will form the basis of further contract negotiation with the selected firm.

Phase 4: Once the contract has been agreed with the selected firm, it will be presented to the City Council for approval. Please note that the City of Leavenworth requires contractors to use the City's standard contract language. If negotiations between the City and the selected firm fail to produce a contract agreeable to both parties, the City reserves the right to cease further negotiation and commence negotiations with another firm.

SCHEDULE

The approximate RFP schedule is summarized below:

- Issuance of RFP: March 4, 2020
- Vendor submittals due: ~~April 3, 2020~~ **April 24, 2020**
- Vendor interviews, reference checks, draft scope of work: (Optional at the City's request)
April 2020
- Contract agreement, Vendor approval, Notice to Proceed: April/May 2020

Dates are subject to change, at the City's discretion.

Meeting notes – Leavenworth City Administrator & CCPUD Staff

Date: February 4, 2020

Attendees: Joel Walinski, Leavenworth City Administrator – Andy Wendell, Bill Sanborn, Teka Sellers

- Herb Amick, Leavenworth Public Works Director was unable to attend
 - Carl Florea, Leavenworth Mayor unable to attend

 - Andy Wendell, PUD Customer Service Director and Justin Erickson, PUD Managing Director of District Services will meet with Mayor Flore on Thursday, Feb. 20

 - Andy Wendell will present to City Council on Tuesday, June 21
1. Trees in City Right-of-Way
 - a. Bill recapped the recent wind storm events, downed trees, line damage
 - b. Reminder – PUD removes trees within 10 ft. of power lines
 - c. Danger trees may be located on private or public property
 - i. The location dictates who is responsible for the cost of removing
 - ii. Also who can mandate the removal
 - d. Discussed opportunities for partnership in identifying and maintaining danger trees
 - e. PUD will draft an interlocal agreement and present to City staff; components include:
 - i. Cost sharing
 - ii. Contractor sharing (PUD has multi-year contracts)
 1. Possible to have mutual agreement to provide same pricing
 - iii. Maintenance
 - iv. Collaboration on inventory of trees
 - f. Fire prevention is a priority for the PUD and the City
 - g. City is working on code language to align with Firewise USA © in downtown area
 - h. Currently if a resident calls with concern about a tree on public property, the City has an arborist assess it and they plan a course of action
 - i. The City does not currently have a hazard tree program
 - ii. Moving forward, the Firewise USA © language could create resources
 - i. City is working to increase density and it's possible it will have an impact on trees
 - j. WSDOT is requiring City to have a traffic safety plan to include possible removal of vegetation on corner intersections

 2. Overhead vs. Underground (Aesthetics)
 - a. Joel said some members of the City Council and the Planning Commission have the desire to underground all infrastructure
 - b. PUD wants to ensure the public has the information they need
 - i. PUD needs to be transparent – policies, Strategic Plan, etc.
 - ii. PUD can listen and recognize where there may be opportunity for the City to pursue an undergrounding project – Cost sharing when there is direct benefit to the PUD

- iii. PUD staff will ensure the City understands the path to move forward on undergrounding projects if there is desire by Council and/or Commissions
 - c. Andy reviewed the PUD's standard practice related to underground versus overhead distribution including repairs, maintenance and new infrastructure
 - i. PUD understands the City's values around aesthetics
 - ii. Franchise agreements – new development underground
 - iii. Pros and cons for both OH and UG infrastructure
 - iv. PUD's Facility Modification Policy available
 - d. Shoreline Community Advisory Group, Aesthetics Survey, Strategic Plan:
 - i. All of these confirmed PUD's standard practice
 - ii. Those who benefit should be required to pay
 - iii. PUD is committed to enhanced outreach around facilitating the modification policy
 - e. During Critical Area Zoning, Andy worked to get alignment

3. Substation and associated transmission update

- a. Scheduled for 30% design by June 30
 - i. Layout of equipment inside the substation, general PUD site arrangement and transmission taps
 - ii. Preliminary engineering will begin in May
- b. Design on associated transmission – Route 3 – will begin after 30% substation design
- c. New transmission routes will create a “loop” to increase reliability
- d. Engagement with interested stakeholders on other design elements such as fencing, lighting, landscaping, etc. will begin later this year – will use virtual/online engagement tools
- e. Plan is to use a local architect to create renderings and ask for feedback from stakeholders
- f. Construction is scheduled to begin in 2022 with energization planned by the end of 2022

4. Upper Valley Transmission

- a. The PUD is currently taking a “seat at the table” approach rather than leading the effort. A wildfire resiliency summit was scheduled for March has been postponed due to COVID. at the 20-30 stakeholders including Bob Bugert, USFS, etc. Group is using an outside facilitator.
- b. Possible that fire hardening on section from Anderson Cyn. to Chumstick Hwy. could be treated as a separate project. No decisions yet.

5. Alpensee Wetland update

- a. Rayfield Excavation finished the excavation of the channel end of Oct./early Nov.
- b. Next – mitigation planting – in spring – when snow melts
- c. Joel question – Teka to follow up – Is the PUD maintaining the channel and where does the excess water go? Into the City's stormwater system?

6. Capital Projects

- a. Underground Cable Replacements:
 - i. Alpensee Strasse – traffic impacts – coordinating with Fiber
 - ii. Sunitsch Canyon
 - iii. Chumstick Highway
 - iv. Eagle Creek
 - v. Bayne Road
- b. River Bend Road – reconductor

7. Fiber Projects

- a. Expansion:
 - i. Alpensee Strasse
 - ii. Riverbend Drive
 - iii. Eagle Creek
 - iv. Chumstick & Upper Chumstick
- b. Infill in the Lake Wenatchee area
- c. Map on Fiber website

8. City of Leavenworth updates

- a. New smart water meters are out for RFP – should be getting back in March – City has funding in place – grant from Icicle Fund for half
 - i. PUD would be interested to know which vendor the City chooses – Andy asked the City to reach out at that time – possibility to share the communications on the data backhaul
- b. FYI for the PUD - Chelan County has a design standard overlay up Icicle Road – where it does apply, there is no provision in the code for utilities – the City's water plant is in the checkered area – the City asked for an exemption
- c. Waste treatment plant improvements – bids are back
- d. South interceptor project – 8th Street to the park – pipe to sewer plant will be replaced, the pipe is currently bursting in some places
- e. 20201 – rebuild 14th St. from Front St. to the Shop – have funding – will start design in 2020
- f. Pine Street 2nd Phase – Titus Rd. to Chumstick Hwy. – have funding – RFQ in Feb./Marc.
- g. Smart meter parking – 60% done on plan



Memo

To: Mayor Florea, City Council, and City Administrator Ana Cortez-Steiner

From: Chantell Steiner - Finance Director/City Clerk

Date: June 17, 2020

Re: 2019 Annual Financial Report

I am pleased to present you with a copy of the 2019 Annual Financial Report for the City of Leavenworth. This document has been submitted to the State Auditor's Office pursuant to RCW 43.09.230.

I would like to thank Deputy Clerk Tami Gates who assisted in the compilation of the Schedule 9 materials for the annual report. A full review has not been completed by a second person this year due to staff constraints from the COVID-19 Pandemic; however, if anyone is interested in reviewing the report in detail please contact me to schedule a time later this year. I encourage you to read Section II, which includes the Notes to the Financial Statements, as it provides detailed explanations as to how the City operates and if it is in compliance with State laws. I would specifically direct your attention to the items listed under Note 10: Other Disclosures (beginning on page 11 of the Notes Section).

The City of Leavenworth operates on a two-year audit process; our next biennial audit will include 2019 and 2020 that I anticipate to occur sometime in the summer of 2021. The City anticipates expending more than \$750,000 in Federal Grants in 2020, which is due to the Wastewater Treatment Plant Loan and Street related funding; the City will prepare for an early audit process in 2021 as federal deadlines for auditing occurs earlier than state deadlines.

Should you have any questions pertaining to the items contained in this report, please do not hesitate to contact me.

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ANNUAL REPORT CERTIFICATION

City of Leavenworth
(Official Name of Government)

0222
MCAG No.

Submitted pursuant to RCW 43.09.230 to the Washington State Auditor's Office

For the Fiscal Year Ended 12/31/2019

GOVERNMENT INFORMATION:

Official Mailing Address PO Box 287
Leavenworth, WA 98826

Official Website Address www.cityofleavenworth.com

Official E-mail Address chantell@cityofleavenworth.com

Official Phone Number 509-548-5275

AUDIT CONTACT or PREPARER INFORMATION and CERTIFICATION:

Audit Contact or Preparer Name and Title Chantell R Steiner Finance Director/City Clerk

Contact Phone Number 509-548-5275

Contact E-mail Address chantell@cityofleavenworth.com

I certify 16th day of June, 2020, that annual report information is complete, accurate and in conformity with the Budgeting, Accounting and Reporting Systems Manual, to the best of my knowledge and belief, having reviewed this information and taken all appropriate steps in order to provide such certification. I acknowledge and understand our responsibility for the design and implementation of controls to ensure accurate financial reporting, comply with applicable laws and safeguard public resources, including controls to prevent and detect fraud. Finally, I acknowledge and understand our responsibility for immediately submitting corrected annual report information if any errors or an omission in such information is subsequently identified.

Signatures

Chantell R Steiner (chantell@cityofleavenworth.com)

CITY OF LEAVENWORTH

2019 PRINCIPAL OFFICIALS

<u>Elected:</u>		<u>Term Expires:</u>
Mayor:	Cheryl Kelley Farivar	12-31-19
Council:	Elmer Larsen	12-31-19
	Carolyn Wilson	12-31-21
	Mia Bretz	12-31-19
	Margaret Neighbors	12-31-19
	Sharon Waters	12-31-21
	Clint Strand	12-31-21
	Jason Lundgren	12-31-19

Appointed:

City Administrator:	Joel Walinski
Finance Director/City Clerk:	Chantell Steiner
Public Works Director:	Herb Amick
Development Services:	Lilith Vespier
City Attorney:	Tom Graafstra

CITY OF LEAVENWORTH
2019 FUND KEY

<u>Fund Number</u>	<u>Fund Name</u>
001	CURRENT EXPENSE (GENERAL) FUND
110	LEAVENWORTH CIVIC CENTER (ROLLS INTO FUND 001)
601	CEMETERY ENDOWMENT FUND (ROLLS INTO FUND 001)
101	STREETS FUND
102	TRANSPORTATION BENEFIT DISTRICT FUND
104	LODGING TAX FUND
107	PUBLIC WORKS CAP IMPROVEMENT FUND
176	COMMUNITY SWIMMING POOL FUND
203	2013 G.O. BOND FUND
204	LID GUARANTY FUND
205	LID-24 FUND
305	PINE STREET CAPITAL PROJECT
402	GARBAGE FUND
403	WATER FUND
405	WATER BOND RESERVE FUND (ROLLS INTO FUND 403)
404	SEWER FUND
406	SEWER BOND RESERVE FUND (ROLLS INTO FUND 404)
410	STORMWATER FUND
415	PARKING FUND
501	EQUIPMENT RENTAL & REVOLVING FUND
502	CENTRAL SERVICES FUND

TABLE OF CONTENTS

Page Number(s)	Statement Or Schedule	INCLUDED		
		Yes	No	
Section I	Statement C-4	Statement of Fund Resources and Uses Arising from Cash Transactions - Summarized Prepared for all Funds except Fiduciary Funds	X	
Section I	Statement C-5	Statement of Fund Resources and Uses Arising from Cash Transactions - Summarized Prepared for Fiduciary Funds		X
Section II		Notes To Financial Statements	X	
Section III	Schedule 01	Detail of Revenues, Expenditures, and Other Sources/Expenses: Prepared for All Funds	X	
Section IV	Schedule 06	Summary of Bank Reconciliation	X	
Section IV	Schedule 09	Liabilities: General Obligation Debt Revenue & LID Debt Other Debt (compensated absences and pension liabilities)	X	
Section IV	Schedule 15	State Financial Assistance	X	
Section IV	Schedule 16	Expenditures of Federal Awards Notes To Schedule 16 Federal Awards	X X	
Section IV	Schedule 17	Public Works		X
Section IV	Schedule 19	Labor Relations Consultant(s)	X	
Section IV	Schedule 20	Sale and Use Tax for Public Facilities - Rural Counties		X
Section IV	Schedule 21	Risk Management		X
Section IV	Schedule 22	Annual Questionnaire for Audit Assessment		X

** Statement C-5 and Schedules 17, 20, 21, and 22 are not applicable to the City of Leavenworth by definitions of the Budgeting, Accounting and Reporting System (BARS) Manual; therefore, are not included.

SECTION I

C-4

City of Leavenworth
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2019

		Total for All Funds (Memo Only)	001 Current Expense	101 Streets	102 Transportation Benefit District
Beginning Cash and Investments					
30810	Reserved	2,968,093	-	200,359	205,501
30880	Unreserved	6,626,696	2,534,126	-	-
388 / 588	Net Adjustments	-	-	-	-
Revenues					
310	Taxes	6,490,538	2,465,667	835,911	436,872
320	Licenses and Permits	333,108	333,108	-	-
330	Intergovernmental Revenues	2,117,294	66,863	986,142	-
340	Charges for Goods and Services	5,518,377	326,959	-	-
350	Fines and Penalties	13,260	1,450	-	-
360	Miscellaneous Revenues	1,038,758	121,091	16,350	5,843
Total Revenues:		15,511,335	3,315,138	1,838,403	442,715
Expenditures					
510	General Government	595,245	497,362	-	-
520	Public Safety	723,381	723,381	-	-
530	Utilities	2,731,511	105,927	-	-
540	Transportation	1,134,996	-	656,937	-
550	Natural and Economic Environment	1,982,181	410,300	-	-
560	Social Services	2,602	2,602	-	-
570	Culture and Recreation	1,017,374	815,857	-	-
Total Expenditures:		8,187,290	2,555,429	656,937	-
Excess (Deficiency) Revenues over Expenditures:		7,324,045	759,709	1,181,466	442,715
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	989,412	-	179,411	-
385	Special or Extraordinary Items	-	-	-	-
386 / 389	Custodial Activities	15,964	9,978	-	-
381, 382, 395, 398	Other Resources	570,146	480,805	-	-
Total Other Increases in Fund Resources:		1,575,522	490,783	179,411	-
Other Decreases in Fund Resources					
594-595	Capital Expenditures	4,944,278	188,462	622,783	-
591-593, 599	Debt Service	1,078,453	54,646	61,544	-
597	Transfers-Out	989,412	61,045	-	520,011
585	Special or Extraordinary Items	-	-	-	-
586 / 589	Custodial Activities	71,545	12,781	-	-
581, 582	Other Uses	62,966	62,966	-	-
Total Other Decreases in Fund Resources:		7,146,654	379,900	684,327	520,011
Increase (Decrease) in Cash and Investments:		1,752,913	870,592	676,550	(77,296)
Ending Cash and Investments					
5081000	Reserved	4,214,459	529,500	876,912	128,205
5088000	Unreserved	7,133,243	2,875,216	-	-
Total Ending Cash and Investments		11,347,702	3,404,716	876,912	128,205

The accompanying notes are an integral part of this statement.

C-4

City of Leavenworth
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2019

	104 Lodging Tax	107 P.W. Capital Improvement	176 Community Swimming Pool	203 2013 G.O. Bond
Beginning Cash and Investments				
30810	978,654	595,102	68,284	-
30880	-	-	-	-
388 / 588	-	-	-	-
Revenues				
310	2,399,922	190,866	161,300	-
320	-	-	-	-
330	-	-	-	-
340	-	-	94,104	-
350	-	-	-	-
360	32,711	16,521	2,185	-
Total Revenues:	2,432,633	207,387	257,589	-
Expenditures				
510	-	-	-	-
520	-	-	-	-
530	-	-	-	-
540	-	-	-	-
550	1,571,881	-	-	-
560	-	-	-	-
570	-	-	201,517	-
Total Expenditures:	1,571,881	-	201,517	-
Excess (Deficiency) Revenues over Expenditures:	860,752	207,387	56,072	-
Other Increases in Fund Resources				
391-393, 596	-	-	-	-
397	-	-	122,090	187,913
385	-	-	-	-
386 / 389	-	-	-	-
381, 382, 395, 398	-	-	61,045	-
Total Other Increases in Fund Resources:	-	-	183,135	187,913
Other Decreases in Fund Resources				
594-595	128,594	-	87,359	-
591-593, 599	137,431	-	-	187,913
597	61,045	-	-	-
585	-	-	-	-
586 / 589	-	-	-	-
581, 582	-	-	-	-
Total Other Decreases in Fund Resources:	327,070	-	87,359	187,913
Increase (Decrease) in Cash and Investments:	533,682	207,387	151,848	-
Ending Cash and Investments				
5081000	1,512,338	802,491	220,131	-
5088000	-	-	-	-
Total Ending Cash and Investments	1,512,338	802,491	220,131	-

The accompanying notes are an integral part of this statement.

C-4

City of Leavenworth
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2019

		204 LID Guaranty	205 LID-24	305 Pine Street Capital Project	402 Garbage
Beginning Cash and Investments					
30810	Reserved	84,364	1,188	716,641	-
30880	Unreserved	-	-	-	183,286
388 / 588	Net Adjustments	-	-	-	-
Revenues					
310	Taxes	-	-	-	-
320	Licenses and Permits	-	-	-	-
330	Intergovernmental Revenues	-	-	1,062,864	-
340	Charges for Goods and Services	-	-	-	611,445
350	Fines and Penalties	-	-	-	-
360	Miscellaneous Revenues	-	68,900	13,145	3,902
Total Revenues:		-	68,900	1,076,009	615,347
Expenditures					
510	General Government	-	-	-	-
520	Public Safety	-	-	-	-
530	Utilities	-	-	-	648,280
540	Transportation	-	-	-	-
550	Natural and Economic Environment	-	-	-	-
560	Social Services	-	-	-	-
570	Culture and Recreation	-	-	-	-
Total Expenditures:		-	-	-	648,280
Excess (Deficiency) Revenues over Expenditures:		-	68,900	1,076,009	(32,933)
Other Increases in Fund Resources					
391-393, 596	Debt Proceeds	-	-	-	-
397	Transfers-In	-	-	499,998	-
385	Special or Extraordinary Items	-	-	-	-
386 / 389	Custodial Activities	-	-	-	-
381, 382, 395, 398	Other Resources	-	-	-	-
Total Other Increases in Fund Resources:		-	-	499,998	-
Other Decreases in Fund Resources					
594-595	Capital Expenditures	-	-	2,292,647	23,669
591-593, 599	Debt Service	-	68,570	-	-
597	Transfers-Out	-	-	-	-
585	Special or Extraordinary Items	-	-	-	-
586 / 589	Custodial Activities	-	-	-	-
581, 582	Other Uses	-	-	-	-
Total Other Decreases in Fund Resources:		-	68,570	2,292,647	23,669
Increase (Decrease) in Cash and Investments:		-	330	(716,640)	(56,602)
Ending Cash and Investments					
5081000	Reserved	84,364	1,518	-	-
5088000	Unreserved	-	-	-	126,685
Total Ending Cash and Investments		84,364	1,518	-	126,685

The accompanying notes are an integral part of this statement.

C-4

City of Leavenworth
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2019

	<u>403 Water</u>	<u>404 Sewer</u>	<u>410 Stormwater</u>	<u>415 Parking</u>
Beginning Cash and Investments				
30810	Reserved	-	118,000	-
30880	Unreserved	659,734	2,035,655	53,033
388 / 588	Net Adjustments	-	-	-
Revenues				
310	Taxes	-	-	-
320	Licenses and Permits	-	-	-
330	Intergovernmental Revenues	1,425	-	-
340	Charges for Goods and Services	1,786,921	1,854,545	105,793
350	Fines and Penalties	5,905	5,905	-
360	Miscellaneous Revenues	18,800	53,043	1,076
	Total Revenues:	<u>1,813,051</u>	<u>1,913,493</u>	<u>106,869</u>
Expenditures				
510	General Government	-	-	-
520	Public Safety	-	-	-
530	Utilities	963,424	946,677	67,203
540	Transportation	-	-	-
550	Natural and Economic Environment	-	-	-
560	Social Services	-	-	-
570	Culture and Recreation	-	-	-
	Total Expenditures:	<u>963,424</u>	<u>946,677</u>	<u>67,203</u>
	Excess (Deficiency) Revenues over Expenditures:	<u>849,627</u>	<u>966,816</u>	<u>39,666</u>
Other Increases in Fund Resources				
391-393, 596	Debt Proceeds	-	-	-
397	Transfers-In	-	-	-
385	Special or Extraordinary Items	-	-	-
386 / 389	Custodial Activities	5,114	-	-
381, 382, 395, 398	Other Resources	-	-	-
	Total Other Increases in Fund Resources:	<u>5,114</u>	<u>-</u>	<u>-</u>
Other Decreases in Fund Resources				
594-595	Capital Expenditures	84,264	858,148	-
591-593, 599	Debt Service	333,428	154,058	5,429
597	Transfers-Out	96,798	22,600	40,000
585	Special or Extraordinary Items	-	-	-
586 / 589	Custodial Activities	4,602	-	-
581, 582	Other Uses	-	-	-
	Total Other Decreases in Fund Resources:	<u>519,092</u>	<u>1,034,806</u>	<u>45,429</u>
	Increase (Decrease) in Cash and Investments:	<u>335,649</u>	<u>(67,990)</u>	<u>(5,763)</u>
Ending Cash and Investments				
5081000	Reserved	-	59,000	-
5088000	Unreserved	995,382	2,026,665	47,269
	Total Ending Cash and Investments	<u>995,382</u>	<u>2,085,665</u>	<u>47,269</u>
		<u>630,391</u>	<u>630,391</u>	<u>630,391</u>

The accompanying notes are an integral part of this statement.

C-4

City of Leavenworth
Fund Resources and Uses Arising from Cash Transactions
For the Year Ended December 31, 2019

		<u>501 Equip Rental & Revolving Fund</u>	<u>502 Central Services</u>
Beginning Cash and Investments			
30810	Reserved	-	-
30880	Unreserved	407,297	-
388 / 588	Net Adjustments	-	-
Revenues			
310	Taxes	-	-
320	Licenses and Permits	-	-
330	Intergovernmental Revenues	-	-
340	Charges for Goods and Services	636,144	102,466
350	Fines and Penalties	-	-
360	Miscellaneous Revenues	11,537	-
Total Revenues:		<u>647,681</u>	<u>102,466</u>
Expenditures			
510	General Government	-	97,883
520	Public Safety	-	-
530	Utilities	-	-
540	Transportation	345,802	-
550	Natural and Economic Environment	-	-
560	Social Services	-	-
570	Culture and Recreation	-	-
Total Expenditures:		<u>345,802</u>	<u>97,883</u>
Excess (Deficiency) Revenues over Expenditures:		301,879	4,583
Other Increases in Fund Resources			
391-393, 596	Debt Proceeds	-	-
397	Transfers-In	-	-
385	Special or Extraordinary Items	-	-
386 / 389	Custodial Activities	872	-
381, 382, 395, 398	Other Resources	28,296	-
Total Other Increases in Fund Resources:		<u>29,168</u>	-
Other Decreases in Fund Resources			
594-595	Capital Expenditures	230,400	4,581
591-593, 599	Debt Service	75,434	-
597	Transfers-Out	-	-
585	Special or Extraordinary Items	-	-
586 / 589	Custodial Activities	872	-
581, 582	Other Uses	-	-
Total Other Decreases in Fund Resources:		<u>306,706</u>	<u>4,581</u>
Increase (Decrease) in Cash and Investments:		24,341	2
Ending Cash and Investments			
5081000	Reserved	-	-
5088000	Unreserved	431,635	-
Total Ending Cash and Investments		<u>431,635</u>	<u>-</u>

The accompanying notes are an integral part of this statement.

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SECTION II

2019 NOTES TO FINANCIAL STATEMENTS

CITY OF LEAVENWORTH

TABLE OF CONTENTS

<u>NOTE 1:</u>	<u>SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES</u>	<u>Page</u>
	a. Fund Accounting	1
	b. Basis of Accounting and Measurement Focus	2
	c. Cash and Investments	2
	d. Capital Assets	3
	e. Compensated Absences	3
	f. Long-Term Debt	3
	g. Reserved Portion of Ending Cash and Investments	3
<u>NOTE 2:</u>	<u>BUDGET COMPLIANCE</u>	5
<u>NOTE 3:</u>	<u>DEPOSITS AND INVESTMENTS</u>	6
<u>NOTE 4:</u>	<u>PROPERTY TAX</u>	8
<u>NOTE 5:</u>	<u>INTERFUND LOANS</u>	8
<u>NOTE 6:</u>	<u>DEBT SERVICE REQUIREMENTS</u>	8
<u>NOTE 7:</u>	<u>PENSION PLANS</u>	9
<u>NOTE 8:</u>	<u>RISK MANAGEMENT</u>	10
<u>NOTE 9:</u>	<u>RELATED PARTIES</u>	11
<u>NOTE 10:</u>	<u>OTHER DISCLOSURES</u>	11

NOTES TO FINANCIAL STATEMENTS

CITY OF LEAVENWORTH

January 1, 2019 through December 31, 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Leavenworth was incorporated in 1906 and operates under the laws of the State of Washington applicable to a Non Charter Code City with a Mayor-Council form of Government. The City of Leavenworth is a general purpose local government and provides the following services: administrative, police (contracted through Chelan County), fire protection (contracted through Fire District #3), library (through the North Central Regional Library District), cemetery, parks and recreation, street/parking maintenance and improvement, and garbage collection. In addition, the City owns and operates its own water, sewer and stormwater systems.

The City of Leavenworth reports financial activity in accordance with the *Cash Basis Budgeting, Accounting and Reporting Systems (BARS)* Manual prescribed by the State Auditor's Office under the authority of Washington State law, Chapter 43.09 RCW. This manual prescribes a financial reporting framework that differs from generally accepted accounting principles (GAAP) in the following manner:

- Financial transactions are recognized on a cash basis of accounting as described below.
- Component units are required to be disclosed, but are not included in the financial statements.
- Government-wide statements, as defined in GAAP, are not presented.
- All funds are presented, rather than a focus on major funds.
- The *Schedule of Liabilities* is required to be presented with the financial statements as supplementary information.
- Supplementary information required by GAAP is not presented.
- Ending balances are not presented using the classifications defined in GAAP.

a. Fund Accounting

Financial transactions of the City of Leavenworth are reported in individual funds. Each fund uses a separate set of self-balancing accounts that comprises its cash and investments, revenues and expenditures. The City of Leavenworth's resources are allocated to and accounted for in individual funds depending on their intended purpose. Each fund is reported as a separate column in the financial statements, except for fiduciary funds, which are presented by fund types. The total column is presented as "memo only" because any interfund activities are not eliminated. The following fund types are used by the City of Leavenworth:

GOVERNMENTAL FUND TYPES:

Current Expense (General) Fund (001)

This fund is the primary operating fund of the City of Leavenworth. It accounts for all financial resources except those required or elected to be accounted for in another fund.

Special Revenue Funds (100-199)

These funds account for specific revenue sources that are restricted or committed to expenditures for specified purposes of the City of Leavenworth.

Debt Service Funds (200-299)

These funds account for the financial resources that are restricted, committed, or assigned to expenditures for principal, interest and related costs on general long-term debt.

Capital Projects Fund (300-399)

These funds account for the financial resources which are restricted, committed, or assigned for the acquisition or construction of capital facilities or other capital assets.

PROPRIETARY FUND TYPES:

Enterprise Funds (400-499)

These funds account for operations that provide goods or services to the general public and are supported primarily through user charges.

Internal Service Funds (500-599)

These funds account for operations that provide goods or services to other departments or funds of the City of Leavenworth on a cost-reimbursement basis.

b. Basis of Accounting and Measurement Focus

Financial statements are prepared using the cash basis of accounting and measurement focus. Revenues are recognized when cash is received and expenditures are recognized when paid.

In accordance with state law, the City of Leavenworth also recognizes expenditures paid during twenty days after the close of the fiscal year for claims incurred during the previous period.

c. Cash and Investments

See Note 3, Deposits and Investments.

d. Capital Assets

Capital assets are assets with an initial individual cost of more than \$5,000 and an estimated useful life in excess of three years. The capital assets of the City of Leavenworth are recorded as expenditures when purchased.

e. Compensated Absences

Vacation leave may be accumulated up to 30 days for a prospective retiree (within four years of retirement). Otherwise, up to 15 days for Public Works and Office Staff and 10 days for Returning Seasonal Staff may be carried over from year to year at the employee's request. Non-Union Exempt employees may accumulate up to 40 days for annual carryover. Upon separation or retirement, employees are compensated for accrued and unused vacation time. In 2019, the total vacation payout liability for all employees includes 16 hours of Floating Holiday that one employee could not use during 2019 due to a staffing shortage. Floating Holiday hours typically are a "use it or lose it" benefit if not utilized by December 31st; however, the City Administrator has authority and provided permission to roll over these Floating Holiday hours into 2020, which created a liability for the City. As of December 31, 2019, the total payout liability of all employees for vacation and the floating holiday hours totals \$69,695.78.

Sick leave may accumulate up to 1200 hours. Upon separation or retirement, employees having at a minimum of five years of employment with the City may receive payment of unused leave, up to 240 hours; one exception in 2019 included 250 hours per the City Administrator's Contract. As of December 31, 2019, the total payout liability of eligible employees totals \$108,487.08.

Compensatory leave may accumulate for union employees to a maximum of 40 hours and should not be carried over in any given year without prior authorization by the City Administrator; generally any accrued comp time is paid out with the final year end check. Upon separation or retirement, employees are compensated for accrued and unused comp time. As of December 31, 2019, the total payout liability of all employees totals \$0.00.

All leave payments are recognized as expenditures when paid.

f. Long-Term Debt

See Note 6, Debt Service Requirements.

g. Reserved Portion of Ending Cash and Investments

Beginning and Ending Cash and Investments is reported as reserved when it is subject to restrictions on use imposed by external parties or due to internal commitments established by ordinance or resolution of the City Council. When expenditures that meet restrictions are incurred, the City of Leavenworth intends to use reserved resources first before using unreserved amounts. The City of Leavenworth has the following reserve funds:

FUND 001 – In 2019, the City Council adopted Ordinance 1603 and Resolution 19-2019 with specific purposes of restricting funds within the Current Expense (General) Fund. Ordinance 1603 restricts \$49,500 for the purpose of surplusing right-of-way at the wastewater treatment plant facility and is identified with the following requirement: The City of Leavenworth shall pay the fair market value of the property established by the appraisal to be held by the City and used by the City only for acquiring additional beach or water access, acquiring additional public view sites to a body of water, or acquiring additional moorage or launching sites. Resolution 19-2019 restricts \$480,000, the final proceeds of the sale of two Golf Course Lots; the resolution contains the following requirements: Upon the sale of all or individually, the Golf Course Properties (9139, 9125, and 9111 Icicle Road), the City of Leavenworth City Council directs the City Finance Director to establish a restricted fund balance within the City’s General fund to account for the funds received from the sale of properties. Those funds shall be used for the acquisition of property by the City for additional park land or land for recreational use by the citizens of Leavenworth. The City sold two of the three lots in calendar year 2019; the third lot currently remains for sale. Reserve Fund Balance on December 31, 2019 was \$529,500.

FUND 101 Ordinance No. 1093 passed in 1998 created the purpose of the Street Fund into which moneys shall be placed for the purpose of constructing and maintaining arterial highways and city streets, or for the payment of any municipal indebtedness which may be incurred in the construction, improvement, chip sealing, seal-coating, repair and maintenance of arterial highways and city streets. This fund may also receive dedicated revenues from motor vehicle fuel taxes, real estate excise taxes and Leavenworth Transportation Benefit taxes all of which require reserving these funds for street related capital improvements. Fund Balance on December 31, 2019 was \$876,912.

FUND 102 is the Transportation Benefit District Fund that was assumed by the City of Leavenworth in December 2018 by RCW 36.74. Previously these funds were held in a Custodial Fund. These funds are restricted by State Law – RCW 36.73, for transportation related capital improvements. Fund Balance on December 31, 2019 was \$128,205.

FUND 104 Ordinance No. 1051 passed in 1997 established the Lodging Tax Fund for the City. These funds are generated by revenue from transient lodging tax and used for the construction of tourist facilities or for tourist promotion within the meaning of RCW 35.21.700 and RCW 67.28.1815 and bears on the tourist expansion in the City of Leavenworth or the areas adjacent to the City of Leavenworth which bear upon its economic condition. Fund Balance on December 31, 2019 was \$1,512,338.

FUND 107 is the Public Works Capital Improvement Fund generated by real estate excise taxes as imposed by the state under chapter 82.46 RCW. Fund Balance on December 31, 2019 was \$802,491.

FUND 176 is the Community Swimming Pool Fund that the City operates by interlocal agreement in conjunction with the Upper Valley Park & Recreation Service Area (UVPRSA). Annual resolutions are adopted by the UVPRSA to collect property tax dollars that are committed by voter approval to the operations and maintenance of the pool. All other revenues

of the pool would be dedicated to the pool fund per the interlocal agreement between the City and the UVPRSA. Fund Balance on December 31, 2019 was \$220,131.

FUNDS 204 & 205 are the LID Guaranty Fund & LID 24 Fund, which are debt service funds. Debt service funds are typically restricted due to the nature of these funds being reserved specifically for payment on current and future debt and are not generally classified as restricted; however, due to the issuing bank covenants to create and maintain the LID Guaranty Fund with a specific reserve balance and creation of the LID 24 Fund noting restrictions for debt payments to the bank, these are being included for transparency purposes. Fund Balances on December 31, 2019 for the LID Guaranty is \$84,364 and the LID 24 is \$1,518 for a combined total of \$85,882.

FUND 305 is a Capital Projects Fund specifically for the Pine Street Capital Project that was created by the City Council of which revenues are 100% required to be dedicated to the design and construction of the Pine Street Project. This fund will receive State and Federal restricted dollars, additional developer donations and/or dollars from Real Estate Excise Taxes and Leavenworth Transportation Benefit District dollars, all of which will be restricted to the completion of the street improvements. Once this project is completed it will be closed out; closeout is anticipated to occur in 2020. Fund Balance on December 31, 2019 was \$0.00.

FUND 404 (Includes rolled funds from FUND 406 Sewer Bond Reserve) Sewer Fund includes a reserve amount on a Department of Ecology Loan that was issued in 2000 and stated a bond covenant requirement to reserve one year of annual payments which equates to \$118,000; this requirement will reduce to \$59,000 at year end for 2019 and will end when the bonds are paid in full in 2020. Reserve Fund Balance on December 31, 2019 was \$59,000.

TOTAL BALANCE of all reserved funds is \$4,214,459.

NOTE 2: BUDGET COMPLIANCE

The City of Leavenworth adopts biennial appropriated budgets for all funds, which includes the Current Expense (General), Streets, Transportation Benefit District, Lodging Tax, P.W. Capital Improvement, Leavenworth Civic Center, Community Swimming Pool, 2013 G.O. Bond, LID Guaranty, LID 24, Pine Street Capital Project, Garbage, Water, Sewer, Water Bond Reserve, Sewer Bond Reserve, Stormwater, Parking, Equipment Rental & Revolving, Central Services, and Cemetery Endowment. These budgets are appropriated at the fund level including use of ending fund reserved and unreserved balances unless otherwise noted. The budget constitutes the legal authority for expenditures at that level. Any managerial funds are combined with the appropriate fund for reporting purposes only, as required by the BARS manual; these would include the Leavenworth Civic Center (Fund 110) and the Cemetery Endowment Fund (Fund 601) being included within the Current Expense (General) Fund (001); the Water Bond Reserve Fund (405) being included in the Water Fund (403); and the Sewer Bond Reserve Fund (406) being included in the Sewer Fund (404). Interfund activity between managerial funds is eliminated. Biennial appropriations for all funds lapse at the fiscal year end of the second year of the Biennial Budget.

Biennial appropriated budgets are adopted on the same basis of accounting as used for financial reporting. The appropriated and actual expenditures for the legally adopted 2019-2020 combined budgets were as follows as of December 31, 2019:

Fund	Final Appropriated Amounts	Actual Expenditures	Variance
Current Expense (General) Fund	\$10,923,609.00	\$ 2,762,143.26	\$ 8,161,465.74
Leavenworth Civic Center	\$ 454,792.00	\$ 173,185.22	\$ 281,606.78
Cemetery Endowment Fund	\$ 548,943.00	\$ 0.00	\$ 548,943.00
Streets Fund	\$ 3,765,332.00	\$ 1,341,261.58	\$ 2,424,070.42
Transportation Benefit District Fund	\$ 1,698,308.00	\$ 520,011.19	\$ 1,178,296.81
Lodging Tax Fund	\$ 6,185,135.00	\$ 1,898,950.44	\$ 4,286,184.56
P.W. Capital Improvement Fund	\$ 1,076,823.00	\$ 0.00	\$ 1,076,823.00
Community Swimming Pool Fund	\$ 836,708.00	\$ 288,875.42	\$ 547,832.58
2013 GO Bond Fund	\$ 372,676.00	\$ 187,913.00	\$ 184,763.00
LID Guaranty	\$ 168,728.00	\$ 0.00	\$ 168,728.00
LID-24	\$ 159,486.00	\$ 68,570.75	\$ 90,915.25
Pine Street Capital Project	\$ 2,458,086.00	\$ 2,292,647.94	\$ 165,438.06
Garbage Fund	\$ 1,834,481.00	\$ 671,947.87	\$ 1,162,533.13
Water Fund	\$ 5,081,605.00	\$ 1,482,516.41	\$ 3,599,088.59
Water Bond Reserve Fund	\$ 264,048.00	\$ 0.00	\$ 264,048.00
Sewer Fund	\$ 7,619,459.00	\$ 1,981,483.13	\$ 5,637,975.87
Sewer Bond Reserve Fund	\$ 264,048.00	\$ 0.00	\$ 264,048.00
Stormwater Fund	\$ 362,937.00	\$ 112,633.34	\$ 250,303.66
Parking Fund	\$ 2,240,699.00	\$ 796,829.99	\$ 1,443,869.01
Equip Rental & Revolving Loan Fund	\$ 2,320,705.00	\$ 652,510.92	\$ 1,668,194.08
Central Services	\$ 216,883.00	\$ 102,465.56	\$ 114,417.44
TOTAL	\$48,853,491.00	\$15,333,946.02	\$33,519,544.98

The department head in conjunction with the Finance Director is authorized to transfer budgeted amounts between fund/object classes within any department within any fund; however, any revisions that alter the total expenditures of a fund, or that affect the number of authorized employee positions, salary ranges, hours, or other conditions of employment must be approved by the City of Leavenworth's legislative body.

NOTE 3: DEPOSITS AND INVESTMENTS

Investments are reported at amortized cost meaning interest earnings are recorded when earned. Deposits and investments by type at December 31, 2019 are as follows:

Type of Deposit or Investment	Leavenworth's own deposits and investments	Deposits and investments held by Leavenworth as an agent for other local governments, individual or private organizations.	Total
Bank Deposits	53,982	0.00	\$53,982
L.G.I.P.	132,247	0.00	\$132,247
Cashmere Valley Bank MM	9,078,158	0.00	\$9,078,158
U.S. Government Securities	2,083,313	0.00	\$2,083,313
Totals	11,347,700	0	11,347,700

It is the City of Leavenworth's policy to invest all temporary cash surpluses. The interest on investments is prorated to the various funds based on the monthly ending cash balance in each fund from the previous month. All monthly service fees in the City's Checking Account are first offset by interest credits and then remaining proceeds, if provided by the issuing bank, are prorated monthly based on the monthly ending cash balance in each fund from the previous month. Interest gains on all interfund loans are posted to the fund issuing the interfund loan as required by resolutions. Interest gains for the Water Bond Reserve Fund are recorded in the Water Fund, gains for the Sewer Bond Reserve Fund are recorded in the Sewer Fund, gains for the Central Services Fund are recorded in the General Fund, and gains for the LID Guaranty are recorded in the LID 24 Fund.

Investments in the State Local Government Investment Pool (LGIP)

The City of Leavenworth is a voluntary participant in the Local Government Investment Pool, an external investment pool operated by the Washington State Treasurer. The pool is not rated and not registered with the SEC. Rather, oversight is provided by the State Finance Committee in accordance with Chapter 43.250 RCW. Investments in the LGIP are reported at amortized cost, which is the same as the value of the pool per share. The LGIP does not impose any restrictions on participant withdrawals.

The Office of the State Treasurer prepares a stand-alone financial report for the pool. A copy of the report is available from the Office of the State Treasurer, PO Box 40200, Olympia, Washington 98504-0200, online at www.tre.wa.gov.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in event of a failure of a depository financial institution, the City of Leavenworth would not be able to recover deposits or would not be able to recover collateral securities that are in possession of an outside party. The City of Leavenworth's deposits and certificates of deposit are mostly covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool administered by the Washington Public Deposit Protection Commission (PDPC).

All investments are insured, registered or held by the City of Leavenworth or its agent in the City's name.

NOTE 4: PROPERTY TAX

The Chelan County Treasurer acts as an agent to collect property tax levied in the county for all taxing authorities. Collections are generally distributed at the end of each month while mid-month distributions occur in April, May, October and November when taxes are due.

Property tax revenues are recognized when cash is received by the City of Leavenworth. Delinquent taxes are considered fully collectible because a lien affixes to the property after tax is levied.

The City of Leavenworth's regular levy for 2019 was \$1.1662451335 per \$1,000 on an assessed valuation of \$490,266,706 for a total regular levy of \$571,771.16.

NOTE 5: INTERFUND LOANS

The following table identified below displays interfund loan activity during 2019; payments and balances include principle only. Interest is charged for short-term loans at the current rate of the LGIP or as defined by resolution and is typically paid back at the time of the principle payment; in the case of a multi-year interfund loan, interest is typically paid by December 31 of each year.

In 2019 the City Council authorized one short-term (3 years or less) interfund loan of \$61,045 via Resolution 4-2019 from the Current Expense (General) Fund to the Pool Fund for a capital improvement resurface project for the Pool. Payments are set at \$20,348.33 per year for 2020 and 2021 with the final payment of \$20,348.34 due in 2022.

Borrowing Fund	Lending Fund	Balance 1/1/2019	New Loans	Repayments	Balance 12/31/2019
Pool	Current Expense	\$ 0	\$61,045	\$0	\$61,045
TOTAL		\$ 0	\$61,045	\$0	\$61,045

NOTE 6: DEBT SERVICE REQUIREMENTS

The accompanying Schedule of Liabilities (09) provides more details of the outstanding debt and liabilities of the City of Leavenworth and summarizes the City's debt transactions for year ended December 31, 2019. The debt service requirements for general obligation bonds, revenue bonds, special assessment bonds, and public works loans from the Departments of Ecology and Commerce are as follows:

Year	Principle	Interest	Total Debt
2020	812,370	185,612	997,982
2021	697,001	170,526	867,527

2022	689,470	156,460	845,930
2023	692,235	140,264	832,499
2024	581,520	124,591	706,111
2025-2029	2,309,027	407,132	2,716,159
2030-2034	1,286,731	114,859	1,401,590
2035-2039	148,750	1,488	150,238
TOTALS	7,217,104	1,300,932	8,518,036

Debt Refunding

The City of Leavenworth did not issue any refunding bonds to retire existing series bonds in 2019.

Debt Guarantees

The City of Leavenworth did not guarantee any debt for any other agency in 2019.

NOTE 7: PENSION PLANS

A. State Sponsored Pension Plans

Substantially all City of Leavenworth full-time and qualifying part-time employees participate in the following statewide retirement systems administered by the Washington State Department of Retirement Systems (DRS), under cost-sharing, multiple-employer public employee defined benefit and defined contribution retirement plans Public Employees' Retirement System (PERS) plans 1, 2, and 3.

The State Legislature establishes, and amends, laws pertaining to the creation and administration of all public retirement systems.

The Department of Retirement Systems, a department within the primary government of the State of Washington, issues a publicly available comprehensive annual financial report (CAFR) that includes financial statements and required supplementary information for each plan. The DRS CAFR may be obtained by writing to:

Department of Retirement Systems
Communications Unit
P.O. Box 48380
Olympia, WA 98540-8380

Also, the DRS CAFR may be downloaded from the DRS website at www.drs.wa.gov.

At June 30, 2019, the City of Leavenworth’s proportionate share of the collective net pension liabilities, as reported on the Schedule 09, was as follows:

	Allocation %	Liability (Asset)
PERS 1	0.012427%	\$477,862
PERS 2/3	0.016054%	\$155,939

NOTE 8: RISK MANAGEMENT

The City of Leavenworth is a member of the Washington Cities Insurance Authority (WCIA). Utilizing Chapter 48.62 RCW (self-insurance regulation) and Chapter 39.34 RCW (Interlocal Cooperation Act), nine cities originally formed WCIA on January 1, 1981. WCIA was created for the purpose of providing a pooling mechanism for jointly purchasing insurance, jointly self-insuring, and / or jointly contracting for risk management services. WCIA has a total of 163 members. New members initially contract for a three-year term, and thereafter automatically renew on an annual basis. A one-year withdrawal notice is required before membership can be terminated. Termination does not relieve a former member from its unresolved loss history incurred during membership. Liability coverage is written on an occurrence basis, without deductibles [1]. Coverage includes general, automobile, police, errors or omissions, stop gap, employment practices and employee benefits liability. Limits are \$4 million per occurrence in the self-insured layer, and \$16 million in limits above the self-insured layer is provided by reinsurance. Total limits are \$20 million per occurrence subject to aggregates and sublimits. The Board of Directors determines the limits and terms of coverage annually. Insurance for property, automobile physical damage, fidelity, inland marine, and boiler and machinery coverage are purchased on a group basis. Various deductibles apply by type of coverage. Property coverage is self-funded from the members’ deductible to \$750,000, for all perils other than flood and earthquake, and insured above that to \$300 million per occurrence subject to aggregates and sublimits. Automobile physical damage coverage is self-funded from the members’ deductible to \$250,000 and insured above that to \$100 million per occurrence subject to aggregates and sublimits. In-house services include risk management consultation, loss control field services, and claims and litigation administration. WCIA contracts for certain claims investigations, consultants for personnel and land use issues, insurance brokerage, actuarial, and lobbyist services. WCIA is fully funded by its members, who make annual assessments on a prospectively rated basis, as determined by an outside, independent actuary. The assessment covers loss, loss adjustment, reinsurance and other administrative expenses. As outlined in the interlocal, WCIA retains the right to additionally assess the membership for any funding shortfall. An investment committee, using investment brokers, produces additional revenue by investment of WCIA’s assets in financial instruments which comply with all State guidelines. A Board of Directors governs WCIA, which is comprised of one designated representative from each member. The Board elects an Executive Committee and appoints a Treasurer to provide general policy direction for the organization. The WCIA Executive Director reports to the Executive Committee and is responsible for conducting the day to day operations of WCIA.

Risk Pool Financial Statements are available for WCIA at <http://www.wciapool.org/communications/annual-reports>.

NOTE 9: RELATED PARTIES

The Mayor, City Council, City Administrator and Finance Director/City Clerk are all positions considered for transactions with related parties. Included as a separate attachment to this report is a detailed sheet identifying each of the elected and appointed officials of the City of Leavenworth and the spouses of each person, if applicable, regarding employer information and whether any funds were expended or anticipated from these individuals during the financial statement period. No funds were directly expended to any of the individuals listed, with exception to payroll and travel or office supply related reimbursements. Some funds may be expended with their employers for services rendered; however, these would be minor in nature and not material related.

NOTE 10: OTHER DISCLOSURES

There have been no material violations of finance-related legal or contractual provisions. There have been no expenditures exceeding legal appropriations in any of the funds of the City of Leavenworth.

Extraordinary & Subsequent Events

In February 2020, the Governor of the State of Washington declared a state of emergency in response to the spread of a deadly new virus. In the weeks following the declaration, precautionary measures to slow the spread of the virus have been ordered. These measures include closing schools, colleges and universities, cancelling public events, prohibiting public and private gatherings, and requiring people to stay home unless they are leaving for an essential function. As of the completion of this report the City is aware that there will be impacts to the City's Parking Fund revenue, Retail Sales Taxes and Lodging Taxes; a conservative estimate of losses is estimated to be in the range of \$500,000 to \$750,000. Due to the length of time these measures may be in place, it is unknown what the full extent of the financial impact on the City of Leavenworth will be; however, the City is functioning with strong reserves in the General Fund and Lodging Tax Fund that may have a minor effect on the overall budget for 2020.

Significant Commitments or Obligations

Residential Garbage Contract: The City of Leavenworth finalized an agreement with Waste Management to take over residential garbage collections on October 23, 2018 with an effective transition date of February 1, 2019. Since the City will continue to collect/dispose of commercial related garbage, the City did not transfer any of the garbage trucks currently owned by the City. This transition affected the 2019 Budget year due to an estimated decrease of approximately 25% of revenues; similarly, a reduction of expenses of approximately 25% were incorporated with wages and benefits being recalculated across other funds for affected employees.

Construction Commitments: The City of Leavenworth has active construction projects as of December 31, 2019. Below is the list of major projects, minor capital related projects of less

than \$35,000, not including tax, are not included. At year-end the City's commitments with contractors are as follows:

Project #	Project	Spent To Date	Remaining Commitment	Financing Needed
1.	Downtown and DOT Parking	\$479,176	\$600,000	No – see comments
2.	LED Streetlight Conversion	\$79,693	\$3,860	No – see comments
3.	WWTP / Shop Upgrades	\$1,404,666	\$18,322,935	Yes – see comments
4.	Hwy 2 & Gustav Crosswalks	\$615,000	\$25,000	No – see comments
5.	Pine Street	\$2,594,790	\$15,000	No – see comments
6.	Pool Resurface / Surge Tank	\$87,359	\$114,007	Yes – see comments
7.	Water Meters	\$0	\$650,000	Yes – see comments
8.	Fish Screen/Boulder Project	\$0	\$240,000	No – see comments

The major projects include the following information and, if applicable, committed balances needing funding are identified below:

- Project 1: The City has been continuing ongoing project improvements related to parking over the past several years; in 2019 the City completed the purchase of land known as the DOT Parking Lot for a total of \$479,176 from parking cash reserves. In 2019, the City furthered discussion of Downtown Meters and further improvements for the DOT Lot. Subsequently, the City has entered into an agreement to purchase meters to be installed throughout the City's parking lots and downtown surface streets; the current commitment is \$600,000 for the purchase, a majority of the installation, and training. The City has an additional \$200,000 earmarked in the Lodging Tax Fund to assist with this improvement project. Due to the change in direction for the DOT Lot, funding for surfacing that lot has been postponed.
- Project 2: The LED Street Light Conversion is a fully funded grant from the Transportation Improvement Board that was awarded in early 2018; this project was completed in the Leavenworth area in 2018; however, the City is awaiting final retainage billing that will occur in 2020.
- Project 3: The Wastewater Treatment Plant (WWTP) / Shop upgrades also known as the TMDL (Total Maximum Daily Load) improvements for reducing phosphorus discharges into the river is required by the Department of Ecology for implementation by 2020. The City has been expending funds on this project since about 2016. At this time, the City is working on the project in phases with full engineering/design work being completed by Varela & Associates; costs through 2019 have utilized cash reserves. In 2017, the City acquired approval of funding through the USDA Rural Development Program for \$10,670,000 in loan funding and \$3,270,000 in grant funding to complete the WWTP upgrades and assist in the City Shop and other vicinity building improvements; as of 2019, no funds have been acquired/spent. In 2020, the City requested an increase from the USDA for a total project cost of \$19,506,000 which includes \$12,146,000 in loan funding, \$7,237,000 in grant funding and a city match requirement of \$123,000. Prior to the City getting underway with construction, the City found the need to add an

emergency upgrade to the Pista Grit Removal System that was failing; this added an additional cost of \$221,601 to the capital related improvements and is being paid for out of the City's Wastewater Fund cash reserves.

- Project 4: The Highway 2 and Gustav's Crosswalks started in 2016 and includes grants that the City has been awarded State funding from the Department of Transportation (DOT); total State award for both crosswalks is \$503,500; City match costs that are being funded by the Leavenworth Transportation Benefit District are estimated at \$136,500 for a total project cost of \$640,000. Construction was completed in 2019 with the City awaiting final closure and retainage release occurring in 2020.
- Project 5: The Pine Street Project initially began in 2013 with preliminary studies and design engineering that was paid for out of City Street funds through 2016. Beginning in May 2016 the City created a new Pine Street Capital Project Fund to receipt in the project specific revenues for offsetting eligible expenditures. At that time, the City received \$200,000 from project developers and the City was awarded a grant for \$705,600 from the Chelan Douglas Transportation Council that was disbursed through the DOT for engineering and construction expenses. In addition, the City was awarded \$250,000 in February 2017 from the Transportation Improvement Board (TIB), of which revenues were deposited with the City in March 2017; these funds are specific for use of a multi-use pathway, sidewalks, crosswalks and ADA transition compliance that occurred in 2019. In November of 2017 the City was awarded an additional \$550,000 from the TIB for the construction of Pine Street. This final commitment concluded the grant funding needed for the City to match approximately \$904,190 for a total estimated project cost of \$2,609,790. The City match costs are coming from Leavenworth Transportation Benefit District Funds and City Street Funds. The project is currently awaiting closeout and final construction related administration costs.
- Project 6: The Pool Resurface / Surge Tank Project was awarded in early 2019, this project is a total of \$201,366 that is being paid from 3 sources. The General Fund and Lodging Tax Fund are both paying \$61,045 of the project cost with the remaining coming from the Pool Fund via cash reserves and a 3-year interfund loan from the General Fund for \$61,045. This project will be split with the surge tank repair occurring in the spring of 2019 and the resurface portion occurring in the spring of 2020.
- Project 7: The Water Meter Project has been under review for several years and is planned to get underway in 2020; the project entails replacing all existing meters with AMI Smart Meters and repeater towers. The original budget estimate was set at \$1,000,000; however, current cost estimates are approximately \$650,000. The City has secured funding from two grant sources that includes \$300,000 from a Federal WaterSMART Grant and \$487,500 from the Icicle Work Group through a State funded Department of Ecology Grant.
- Project 8: The Fish Screen/Boulder Project has been under discussion for several years with the Icicle Work Group and is being completed by Trout Unlimited. As part of the agreement to fund the City's Water Meter Project noted above, the City agreed to

participate in the Icicle Work Group's Project with a project commitment of \$240,000. This is anticipated to be completed in 2020 and will come out of the City's Water Fund cash reserves.

- Two other significant projects are anticipated in 2020; however, it is undetermined what the final costs will be or when they will be implemented. The two projects are summarized as follows:
 - Water Plant Improvements – The City has approximately \$450,000 allocated in the 2020 Budget to address long needed improvements at the Water Plant Facility. At this time specific improvements are being analyzed through a Water Plant Assessment. Improvements will range from temporary fixes of up to \$450,000 to long-term improvements that could be several million dollars.
 - Osborn Elementary – The City has a right of first refusal to purchase a portion of the Cascade School District's Osborn Elementary School. The City has an agreement to either make an offer for the property or regain \$100,000 for the removal of the City's Skate Park that was demolished by the School District to expand the High School. The City built a new Skate Park and determined the value from the School District to be \$100,000. In June of 2020 the City will begin discussions of the purchase and will have until September 30, 2020 to finalize a purchase agreement with the District.

City of Leavenworth Council and Executive Management Staff - Transactions with Related Parties

NAME:	POSITIONS HELD / NATURE OF RELATIONSHIP:	MEMBERS EMPLOYERS & BUSINESSES OWNED BY PERSON AND/OR SPOUSE	TERM DATES FOR BOARD	Dollar Amount of Related Transactions Other Than Employee Compensation
Joel Walinski	City Administrator - City of Leavenworth	N/A	01/01/2019 - 12/31/2019	\$0.00
Chantell Steiner	Finance Director/City Clerk - City of Leavenworth and Secretary - Leavenworth Transportation Benefit District	N/A	01/01/2019 - 12/31/2019	\$0.00
Cheri Kelley Farivar	Board Chair	Touchstone Appraisal	01/01/2019 - 12/31/2019	\$0.00
Carolyn Wilson	Board Member	Retired N/A	01/01/2019 - 12/31/2019	\$0.00
Elmer Larsen	Board Member	Retired N/A	01/01/2019 - 5/28/2019 - Resigned / Position stayed vacant due to election underway	\$0.00
Mia Bretz	Board Member	Leavenworth City Councilmember, Mountain Sprouts Children's Community / Spouse works at Cascade Medical Center & Confluence Health	01/01/2019 - 12/31/2019	\$0.00
Margaret Neighbors	Board Member	Retired N/A	01/01/2019 - 12/31/2019	\$0.00
Sharon Waters	Board Member	Retired and works Part-Time for the City of Leavenworth as a Pool Manager	01/01/2019 - 12/31/2019	\$0.00
Clint Strand	Board Member	Confluence Health Communications-PR Specialist / Spouse works at The Hope Project and Longdrop Cider Company	01/01/2019 - 12/31/2019	\$0.00
Jason Lundgren	Board Member	Executive Director Cascade Columbia Fisheries Enhancement Group / Spouse works at Washington Fire Adapted Communities	01/01/2019 - 12/31/2019	\$0.00

SECTION III

City of Leavenworth

Schedule 01

For the year ended December 31, 2019

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	001	Current Expense	3088000	Unreserved Cash and Investments - Beginning	\$2,534,126
0222	001	Current Expense	3111000	Property Tax	\$564,802
0222	001	Current Expense	3131100	Local Retail Sales and Use Tax	\$1,021,670
0222	001	Current Expense	3131500	Special Purpose Sales and Use Tax	\$184,477
0222	001	Current Expense	3137100	Criminal Justice Sales and Use Tax	\$53,990
0222	001	Current Expense	3164400	Business and Occupation Taxes on Utilities	\$10,579
0222	001	Current Expense	3164400	Business and Occupation Taxes on Utilities	\$58,790
0222	001	Current Expense	3164400	Business and Occupation Taxes on Utilities	\$148,482
0222	001	Current Expense	3164400	Business and Occupation Taxes on Utilities	\$150,305
0222	001	Current Expense	3164500	Business and Occupation Taxes on Utilities	\$12,894
0222	001	Current Expense	3164600	Business and Occupation Taxes on Utilities	\$71,151
0222	001	Current Expense	3164700	Business and Occupation Taxes on Utilities	\$54,173
0222	001	Current Expense	3164800	Business and Occupation Taxes on Utilities	\$134,354
0222	001	Current Expense	3217000	Amusements	\$300
0222	001	Current Expense	3217000	Amusements	\$700
0222	001	Current Expense	3219100	Franchise Fees and Royalties	\$22,495
0222	001	Current Expense	3219900	Other Business Licenses and Permits	\$16,045
0222	001	Current Expense	3219900	Other Business Licenses and Permits	\$89,001

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	001	Current Expense	3221000	Buildings, Structures and Equipment	\$2,245
0222	001	Current Expense	3221000	Buildings, Structures and Equipment	\$190,872
0222	001	Current Expense	3224000	Street and Curb Permits	\$2,500
0222	001	Current Expense	3229000	Other Non-Business Licenses and Permits	\$8,950
0222	001	Current Expense	3350091	PUD Privilege Tax	\$16,534
0222	001	Current Expense	3360621	Criminal Justice - Violent Crimes/Population	\$1,000
0222	001	Current Expense	3360625	Criminal Justice - Contracted Services	\$3,751
0222	001	Current Expense	3360626	Criminal Justice - Special Programs	\$2,189
0222	001	Current Expense	3360651	DUI and Other Criminal Justice Assistance	\$283
0222	001	Current Expense	3360694	Liquor/Beer Excise Tax	\$11,099
0222	001	Current Expense	3360695	Liquor Control Board Profits	\$16,548
0222	001	Current Expense	3370000	Local Grants, Entitlements and Other Payments	\$3,237
0222	001	Current Expense	3370000	Local Grants, Entitlements and Other Payments	\$12,222
0222	001	Current Expense	3412600	Recording Surcharge - Affordable Housing	\$6,203
0222	001	Current Expense	3417000	Sales of Merchandise	\$7
0222	001	Current Expense	3417000	Sales of Merchandise	\$474
0222	001	Current Expense	3417000	Sales of Merchandise	\$1,170
0222	001	Current Expense	3418100	Data/Word Processing, Printing, Duplicating and IT Services	(\$8)
0222	001	Current Expense	3421000	Law Enforcement Services	\$10
0222	001	Current Expense	3436000	Cemetery Sales and Services	\$820
0222	001	Current Expense	3436000	Cemetery Sales and Services	\$1,530
0222	001	Current Expense	3436000	Cemetery Sales and Services	\$10,105

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	001	Current Expense	3436000	Cemetery Sales and Services	\$11,635
0222	001	Current Expense	3436000	Cemetery Sales and Services	\$13,225
0222	001	Current Expense	3452900	Other Environmental Services	\$5,745
0222	001	Current Expense	3458100	Zoning and Subdivision Services	\$1,100
0222	001	Current Expense	3458300	Plan Checking Services	\$2,342
0222	001	Current Expense	3458300	Plan Checking Services	\$2,410
0222	001	Current Expense	3458300	Plan Checking Services	\$91,663
0222	001	Current Expense	3458900	Other Planning and Development Services	\$306
0222	001	Current Expense	3458900	Other Planning and Development Services	\$850
0222	001	Current Expense	3458900	Other Planning and Development Services	\$1,876
0222	001	Current Expense	3473000	Activity Fees	(\$500)
0222	001	Current Expense	3473000	Activity Fees	(\$500)
0222	001	Current Expense	3473000	Activity Fees	(\$250)
0222	001	Current Expense	3473000	Activity Fees	\$1,396
0222	001	Current Expense	3473000	Activity Fees	\$3,674
0222	001	Current Expense	3473000	Activity Fees	\$6,139
0222	001	Current Expense	3473000	Activity Fees	\$28,436
0222	001	Current Expense	3473000	Activity Fees	\$46,181
0222	001	Current Expense	3473000	Activity Fees	\$90,470
0222	001	Current Expense	3479000	Other Fees	\$450
0222	001	Current Expense	3537000	Non-Traffic Infraction Penalties	\$250
0222	001	Current Expense	3569000	Other Criminal Non-Traffic Fines	\$1,200
0222	001	Current Expense	3611000	Investment Earnings	\$1,207
0222	001	Current Expense	3611000	Investment Earnings	\$63,727
0222	001	Current Expense	3611100	Investment Earnings	\$6,688
0222	001	Current Expense	3614000	Other Interest	\$3,602
0222	001	Current Expense	3623000	Rents and Leases	\$112
0222	001	Current Expense	3625000	Rents and Leases	\$873
0222	001	Current Expense	3625000	Rents and Leases	\$8,001

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	001	Current Expense	3625000	Rents and Leases	\$34,000
0222	001	Current Expense	3671100	Contributions and Donations from Nongovernmental Sources	\$1,031
0222	001	Current Expense	3699100	Miscellaneous Other	\$1,850
0222	101	Streets	3081000	Reserved Cash and Investments - Beginning	\$200,359
0222	101	Streets	3131100	Local Retail Sales and Use Tax	\$835,911
0222	101	Streets	3340360	State Grant from Department of Transportation	\$435,634
0222	101	Streets	3340380	State Grant from Transportation Improvement Board (TIB)	\$83,553
0222	101	Streets	3340380	State Grant from Transportation Improvement Board (TIB)	\$421,347
0222	101	Streets	3360071	Multimodal Transportation - Cities	\$2,810
0222	101	Streets	3360087	Motor Vehicle Fuel Tax - City Streets	\$42,798
0222	101	Streets	3611100	Investment Earnings	\$16,350
0222	102	Transportation Benefit District	3081000	Reserved Cash and Investments - Beginning	\$205,501
0222	102	Transportation Benefit District	3132100	Public Transportation Systems Sales and Use Tax	\$436,872
0222	102	Transportation Benefit District	3611000	Investment Earnings	\$5,092
0222	102	Transportation Benefit District	3614000	Other Interest	\$751
0222	104	Lodging Tax	3081000	Reserved Cash and Investments - Beginning	\$978,654
0222	104	Lodging Tax	3133100	Hotel/Motel Sales and Use Tax	\$959,654
0222	104	Lodging Tax	3133100	Hotel/Motel Sales and Use Tax	\$1,440,268
0222	104	Lodging Tax	3611100	Investment Earnings	\$32,711
0222	107	P.W. Capital Improvement	3081000	Reserved Cash and Investments - Beginning	\$595,102

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	107	P.W. Capital Improvement	3183400	REET 1 - First Quarter Percent	\$95,433
0222	107	P.W. Capital Improvement	3183500	REET 2 - Second Quarter Percent	\$95,433
0222	107	P.W. Capital Improvement	3611100	Investment Earnings	\$16,521
0222	176	Community Swimming Pool	3081000	Reserved Cash and Investments - Beginning	\$68,284
0222	176	Community Swimming Pool	3111000	Property Tax	\$161,300
0222	176	Community Swimming Pool	3473000	Activity Fees	\$888
0222	176	Community Swimming Pool	3473000	Activity Fees	\$1,860
0222	176	Community Swimming Pool	3473000	Activity Fees	\$3,750
0222	176	Community Swimming Pool	3473000	Activity Fees	\$4,104
0222	176	Community Swimming Pool	3473000	Activity Fees	\$15,508
0222	176	Community Swimming Pool	3473000	Activity Fees	\$33,793
0222	176	Community Swimming Pool	3473000	Activity Fees	\$34,201
0222	176	Community Swimming Pool	3611100	Investment Earnings	\$1,307
0222	176	Community Swimming Pool	3671100	Contributions and Donations from Nongovernmental Sources	\$139
0222	176	Community Swimming Pool	3699100	Miscellaneous Other	\$739
0222	204	LID Guaranty	3081000	Reserved Cash and Investments - Beginning	\$84,364
0222	205	LID-24	3081000	Reserved Cash and Investments - Beginning	\$1,188
0222	205	LID-24	3611000	Investment Earnings	\$2,349
0222	205	LID-24	3614000	Other Interest	\$30,147
0222	205	LID-24	3685000	Special Assessments - Service	\$36,404
0222	305	Pine Street Capital Project	3081000	Reserved Cash and Investments - Beginning	\$716,641

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	305	Pine Street Capital Project	3332020	Federal Indirect Grant from Department of Transportation	\$577,000
0222	305	Pine Street Capital Project	3340380	State Grant from Transportation Improvement Board (TIB)	\$485,864
0222	305	Pine Street Capital Project	3611000	Investment Earnings	\$13,145
0222	402	Garbage	3088000	Unreserved Cash and Investments - Beginning	\$183,286
0222	402	Garbage	3437000	Solid Waste Sales and Services	(\$135)
0222	402	Garbage	3437000	Solid Waste Sales and Services	\$23,683
0222	402	Garbage	3437000	Solid Waste Sales and Services	\$587,897
0222	402	Garbage	3611100	Investment Earnings	\$3,902
0222	403	Water	3088000	Unreserved Cash and Investments - Beginning	\$659,734
0222	403	Water	3338100	Federal Indirect Grant from Department of Energy	\$1,425
0222	403	Water	3434000	Water Sales and Services	\$302,102
0222	403	Water	3434000	Water Sales and Services	\$1,484,819
0222	403	Water	3599000	Non-Court Fines and Penalties	\$5,905
0222	403	Water	3611100	Investment Earnings	\$18,800
0222	404	Sewer	3081000	Reserved Cash and Investments - Beginning	\$118,000
0222	404	Sewer	3088000	Unreserved Cash and Investments - Beginning	\$2,035,655
0222	404	Sewer	3435000	Sewer/Reclaimed Water Sales and Services	\$351,499
0222	404	Sewer	3435000	Sewer/Reclaimed Water Sales and Services	\$1,503,046
0222	404	Sewer	3599000	Non-Court Fines and Penalties	\$5,905
0222	404	Sewer	3611100	Investment Earnings	\$53,043
0222	410	Stormwater	3088000	Unreserved Cash and Investments - Beginning	\$53,033

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	410	Stormwater	3438300	Combined Utilities Sales and Services	\$105,793
0222	410	Stormwater	3611100	Investment Earnings	\$1,076
0222	415	Parking	3088000	Unreserved Cash and Investments - Beginning	\$753,565
0222	415	Parking	3611000	Investment Earnings	\$19,293
0222	415	Parking	3623000	Rents and Leases	\$14,737
0222	415	Parking	3623000	Rents and Leases	\$83,451
0222	415	Parking	3623000	Rents and Leases	\$119,042
0222	415	Parking	3623000	Rents and Leases	\$125,176
0222	415	Parking	3623000	Rents and Leases	\$248,370
0222	415	Parking	3625000	Rents and Leases	\$3,545
0222	415	Parking	3625000	Rents and Leases	\$10,040
0222	415	Parking	3625000	Rents and Leases	\$50,000
0222	501	Equip Rental & Revolving Fund	3088000	Unreserved Cash and Investments - Beginning	\$407,297
0222	501	Equip Rental & Revolving Fund	3480500	Internal Service Funds Sales and Services	\$636,144
0222	501	Equip Rental & Revolving Fund	3611100	Investment Earnings	\$11,537
0222	502	Central Services	3480500	Internal Service Funds Sales and Services	\$102,466
0222	001	Current Expense	5081000	Reserved Cash and Investments - Ending	\$529,500
0222	001	Current Expense	5088000	Unreserved Cash and Investments - Ending	\$2,875,216
0222	001	Current Expense	5116010	Legislative Activities	\$57,000
0222	001	Current Expense	5116020	Legislative Activities	\$4,413
0222	001	Current Expense	5116030	Legislative Activities	\$3,386
0222	001	Current Expense	5116040	Legislative Activities	\$540
0222	001	Current Expense	5116040	Legislative Activities	\$1,304
0222	001	Current Expense	5116040	Legislative Activities	\$1,710
0222	001	Current Expense	5131010	Executive Office	\$81,857
0222	001	Current Expense	5131020	Executive Office	\$33,096
0222	001	Current Expense	5131030	Executive Office	\$882
0222	001	Current Expense	5131040	Executive Office	\$595
0222	001	Current Expense	5131040	Executive Office	\$2,179

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	001	Current Expense	5131040	Executive Office	\$4,993
0222	001	Current Expense	5142010	Financial Services	\$49,275
0222	001	Current Expense	5142020	Financial Services	\$21,131
0222	001	Current Expense	5142030	Financial Services	\$66
0222	001	Current Expense	5142030	Financial Services	\$2,591
0222	001	Current Expense	5142040	Financial Services	\$648
0222	001	Current Expense	5142040	Financial Services	\$670
0222	001	Current Expense	5142040	Financial Services	\$27,728
0222	001	Current Expense	5144040	Election Services	\$1,299
0222	001	Current Expense	5149040	Voters Registration Services	\$3,604
0222	001	Current Expense	5153140	Internal Legal Services - Advice	\$234
0222	001	Current Expense	5153140	Internal Legal Services - Advice	\$234
0222	001	Current Expense	5153140	Internal Legal Services - Advice	\$332
0222	001	Current Expense	5153140	Internal Legal Services - Advice	\$409
0222	001	Current Expense	5153140	Internal Legal Services - Advice	\$460
0222	001	Current Expense	5153140	Internal Legal Services - Advice	\$827
0222	001	Current Expense	5153140	Internal Legal Services - Advice	\$1,153
0222	001	Current Expense	5153140	Internal Legal Services - Advice	\$6,209
0222	001	Current Expense	5153140	Internal Legal Services - Advice	\$6,597
0222	001	Current Expense	5153140	Internal Legal Services - Advice	\$12,714
0222	001	Current Expense	5153140	Internal Legal Services - Advice	\$32,086
0222	001	Current Expense	5153140	Internal Legal Services - Advice	\$62,137
0222	001	Current Expense	5183010	Maintenance/Security/Insurance/Janitorial Services	\$355
0222	001	Current Expense	5183010	Maintenance/Security/Insurance/Janitorial Services	\$20,176

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	001	Current Expense	5183020	Maintenance/Security/Insurance/Janitorial Services	\$180
0222	001	Current Expense	5183020	Maintenance/Security/Insurance/Janitorial Services	\$8,435
0222	001	Current Expense	5183030	Maintenance/Security/Insurance/Janitorial Services	\$6,155
0222	001	Current Expense	5183040	Maintenance/Security/Insurance/Janitorial Services	\$430
0222	001	Current Expense	5183040	Maintenance/Security/Insurance/Janitorial Services	\$707
0222	001	Current Expense	5183040	Maintenance/Security/Insurance/Janitorial Services	\$9,545
0222	001	Current Expense	5183040	Maintenance/Security/Insurance/Janitorial Services	\$13,819
0222	001	Current Expense	5183040	Maintenance/Security/Insurance/Janitorial Services	\$15,201
0222	001	Current Expense	5211040	Administration	\$1,308
0222	001	Current Expense	5211040	Administration	\$19,750
0222	001	Current Expense	5211040	Administration	\$28,547
0222	001	Current Expense	5211040	Administration	\$63,244
0222	001	Current Expense	5211040	Administration	\$551,220
0222	001	Current Expense	5221040	Administration	\$53,750
0222	001	Current Expense	5251040	Administration	\$5,562
0222	001	Current Expense	5365010	Cemetery	\$3,686
0222	001	Current Expense	5365010	Cemetery	\$59,495
0222	001	Current Expense	5365020	Cemetery	\$1,568
0222	001	Current Expense	5365020	Cemetery	\$26,042
0222	001	Current Expense	5365030	Cemetery	\$3,416
0222	001	Current Expense	5365040	Cemetery	\$365
0222	001	Current Expense	5365040	Cemetery	\$401
0222	001	Current Expense	5365040	Cemetery	\$2,011
0222	001	Current Expense	5365040	Cemetery	\$8,943
0222	001	Current Expense	5543040	Animal Control	\$16,823

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	001	Current Expense	5586010	Planning	\$100,537
0222	001	Current Expense	5586020	Planning	\$47,319
0222	001	Current Expense	5586030	Planning	\$81
0222	001	Current Expense	5586030	Planning	\$5,634
0222	001	Current Expense	5586040	Planning	\$161
0222	001	Current Expense	5586040	Planning	\$2,333
0222	001	Current Expense	5586040	Planning	\$2,589
0222	001	Current Expense	5586040	Planning	\$4,014
0222	001	Current Expense	5586040	Planning	\$5,717
0222	001	Current Expense	5586040	Planning	\$6,124
0222	001	Current Expense	5586040	Planning	\$15,989
0222	001	Current Expense	5586040	Planning	\$16,260
0222	001	Current Expense	5586040	Planning	\$17,558
0222	001	Current Expense	5586040	Planning	\$34,426
0222	001	Current Expense	5593010	Property Development	\$61,890
0222	001	Current Expense	5593020	Property Development	\$28,217
0222	001	Current Expense	5593030	Property Development	\$1,702
0222	001	Current Expense	5593040	Property Development	\$1,680
0222	001	Current Expense	5593040	Property Development	\$41,246
0222	001	Current Expense	5625940	Public Health Services	\$1,575
0222	001	Current Expense	5660040	Chemical Dependency Services	\$553
0222	001	Current Expense	5690040	Aging and Disability Services	\$474
0222	001	Current Expense	5712340	Educational and Recreational Activities	\$3,955
0222	001	Current Expense	5754830	Fairgrounds and Convention Centers	\$1,647
0222	001	Current Expense	5754830	Fairgrounds and Convention Centers	\$11,841
0222	001	Current Expense	5754840	Fairgrounds and Convention Centers	(\$1,314)
0222	001	Current Expense	5754840	Fairgrounds and Convention Centers	\$177
0222	001	Current Expense	5754840	Fairgrounds and Convention Centers	\$1,016
0222	001	Current Expense	5754840	Fairgrounds and Convention Centers	\$1,919

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	001	Current Expense	5754840	Fairgrounds and Convention Centers	\$2,291
0222	001	Current Expense	5754840	Fairgrounds and Convention Centers	\$2,377
0222	001	Current Expense	5754840	Fairgrounds and Convention Centers	\$10,539
0222	001	Current Expense	5754840	Fairgrounds and Convention Centers	\$12,111
0222	001	Current Expense	5754840	Fairgrounds and Convention Centers	\$21,809
0222	001	Current Expense	5754840	Fairgrounds and Convention Centers	\$24,297
0222	001	Current Expense	5754840	Fairgrounds and Convention Centers	\$32,849
0222	001	Current Expense	5754840	Fairgrounds and Convention Centers	\$49,249
0222	001	Current Expense	5768010	General Parks	\$15,528
0222	001	Current Expense	5768010	General Parks	\$270,139
0222	001	Current Expense	5768020	General Parks	\$6,375
0222	001	Current Expense	5768020	General Parks	\$114,237
0222	001	Current Expense	5768030	General Parks	\$7,407
0222	001	Current Expense	5768030	General Parks	\$37,882
0222	001	Current Expense	5768040	General Parks	\$86
0222	001	Current Expense	5768040	General Parks	\$645
0222	001	Current Expense	5768040	General Parks	\$809
0222	001	Current Expense	5768040	General Parks	\$892
0222	001	Current Expense	5768040	General Parks	\$2,850
0222	001	Current Expense	5768040	General Parks	\$5,198
0222	001	Current Expense	5768040	General Parks	\$6,857
0222	001	Current Expense	5768040	General Parks	\$10,292
0222	001	Current Expense	5768040	General Parks	\$41,245
0222	001	Current Expense	5768040	General Parks	\$120,652
0222	101	Streets	5081000	Reserved Cash and Investments - Ending	\$876,912
0222	101	Streets	5423010	Roadway	\$8,531
0222	101	Streets	5423010	Roadway	\$159,716
0222	101	Streets	5423020	Roadway	\$3,819
0222	101	Streets	5423020	Roadway	\$78,843

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	101	Streets	5423030	Roadway	\$4,767
0222	101	Streets	5423040	Roadway	\$2,331
0222	101	Streets	5423040	Roadway	\$6,349
0222	101	Streets	5423040	Roadway	\$14,904
0222	101	Streets	5426130	Sidewalks	\$587
0222	101	Streets	5426330	Street Lighting	\$119
0222	101	Streets	5426340	Street Lighting	\$268
0222	101	Streets	5426340	Street Lighting	\$17,445
0222	101	Streets	5426430	Traffic Control Devices	\$3,117
0222	101	Streets	5426630	Snow and Ice Control	\$11,413
0222	101	Streets	5426640	Snow and Ice Control	\$8,000
0222	101	Streets	5426640	Snow and Ice Control	\$8,129
0222	101	Streets	5431010	Management	\$49,931
0222	101	Streets	5431020	Management	\$20,751
0222	101	Streets	5431040	Management	\$9,161
0222	101	Streets	5431040	Management	\$13,713
0222	101	Streets	5431040	Management	\$235,043
0222	102	Transportation Benefit District	5081000	Reserved Cash and Investments - Ending	\$128,205
0222	104	Lodging Tax	5081000	Reserved Cash and Investments - Ending	\$1,512,338
0222	104	Lodging Tax	5573010	Tourism	\$4,100
0222	104	Lodging Tax	5573010	Tourism	\$53,118
0222	104	Lodging Tax	5573010	Tourism	\$64,800
0222	104	Lodging Tax	5573010	Tourism	\$127,468
0222	104	Lodging Tax	5573020	Tourism	\$1,916
0222	104	Lodging Tax	5573020	Tourism	\$59,264
0222	104	Lodging Tax	5573030	Tourism	\$17,321
0222	104	Lodging Tax	5573040	Tourism	\$1,071
0222	104	Lodging Tax	5573040	Tourism	\$2,919
0222	104	Lodging Tax	5573040	Tourism	\$5,000
0222	104	Lodging Tax	5573040	Tourism	\$5,000
0222	104	Lodging Tax	5573040	Tourism	\$5,403
0222	104	Lodging Tax	5573040	Tourism	\$6,803
0222	104	Lodging Tax	5573040	Tourism	\$7,556

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	104	Lodging Tax	5573040	Tourism	\$9,529
0222	104	Lodging Tax	5573040	Tourism	\$9,918
0222	104	Lodging Tax	5573040	Tourism	\$10,000
0222	104	Lodging Tax	5573040	Tourism	\$10,000
0222	104	Lodging Tax	5573040	Tourism	\$13,790
0222	104	Lodging Tax	5573040	Tourism	\$20,000
0222	104	Lodging Tax	5573040	Tourism	\$20,000
0222	104	Lodging Tax	5573040	Tourism	\$21,880
0222	104	Lodging Tax	5573040	Tourism	\$22,868
0222	104	Lodging Tax	5573040	Tourism	\$30,762
0222	104	Lodging Tax	5573040	Tourism	\$36,062
0222	104	Lodging Tax	5573040	Tourism	\$361,382
0222	104	Lodging Tax	5573040	Tourism	\$643,951
0222	107	P.W. Capital Improvement	5081000	Reserved Cash and Investments - Ending	\$802,491
0222	176	Community Swimming Pool	5081000	Reserved Cash and Investments - Ending	\$220,131
0222	176	Community Swimming Pool	5762010	Swimming Pools	\$105,388
0222	176	Community Swimming Pool	5762020	Swimming Pools	\$15,123
0222	176	Community Swimming Pool	5762030	Swimming Pools	\$743
0222	176	Community Swimming Pool	5762030	Swimming Pools	\$1,094
0222	176	Community Swimming Pool	5762030	Swimming Pools	\$1,109
0222	176	Community Swimming Pool	5762030	Swimming Pools	\$30,988
0222	176	Community Swimming Pool	5762040	Swimming Pools	\$640
0222	176	Community Swimming Pool	5762040	Swimming Pools	\$1,648
0222	176	Community Swimming Pool	5762040	Swimming Pools	\$1,731
0222	176	Community Swimming Pool	5762040	Swimming Pools	\$2,810
0222	176	Community Swimming Pool	5762040	Swimming Pools	\$3,068

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	176	Community Swimming Pool	5762040	Swimming Pools	\$6,582
0222	176	Community Swimming Pool	5762040	Swimming Pools	\$9,388
0222	176	Community Swimming Pool	5762040	Swimming Pools	\$21,205
0222	204	LID Guaranty	5081000	Reserved Cash and Investments - Ending	\$84,364
0222	205	LID-24	5081000	Reserved Cash and Investments - Ending	\$1,518
0222	402	Garbage	5088000	Unreserved Cash and Investments - Ending	\$126,685
0222	402	Garbage	5378010	Solid Waste Utilities	\$5,779
0222	402	Garbage	5378010	Solid Waste Utilities	\$149,055
0222	402	Garbage	5378020	Solid Waste Utilities	\$3,016
0222	402	Garbage	5378020	Solid Waste Utilities	\$71,198
0222	402	Garbage	5378030	Solid Waste Utilities	\$382
0222	402	Garbage	5378030	Solid Waste Utilities	\$2,826
0222	402	Garbage	5378040	Solid Waste Utilities	\$75
0222	402	Garbage	5378040	Solid Waste Utilities	\$1,335
0222	402	Garbage	5378040	Solid Waste Utilities	\$1,473
0222	402	Garbage	5378040	Solid Waste Utilities	\$2,819
0222	402	Garbage	5378040	Solid Waste Utilities	\$2,879
0222	402	Garbage	5378040	Solid Waste Utilities	\$3,799
0222	402	Garbage	5378040	Solid Waste Utilities	\$5,148
0222	402	Garbage	5378040	Solid Waste Utilities	\$8,892
0222	402	Garbage	5378040	Solid Waste Utilities	\$9,053
0222	402	Garbage	5378040	Solid Waste Utilities	\$32,292
0222	402	Garbage	5378040	Solid Waste Utilities	\$58,790
0222	402	Garbage	5378040	Solid Waste Utilities	\$85,000
0222	402	Garbage	5378040	Solid Waste Utilities	\$204,469
0222	403	Water	5088000	Unreserved Cash and Investments - Ending	\$995,382
0222	403	Water	5348010	Water Utilities	\$12,368
0222	403	Water	5348010	Water Utilities	\$300,535
0222	403	Water	5348020	Water Utilities	\$5,617
0222	403	Water	5348020	Water Utilities	\$139,992

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	403	Water	5348030	Water Utilities	\$201
0222	403	Water	5348030	Water Utilities	\$484
0222	403	Water	5348030	Water Utilities	\$26,067
0222	403	Water	5348030	Water Utilities	\$32,259
0222	403	Water	5348040	Water Utilities	\$195
0222	403	Water	5348040	Water Utilities	\$924
0222	403	Water	5348040	Water Utilities	\$1,042
0222	403	Water	5348040	Water Utilities	\$1,062
0222	403	Water	5348040	Water Utilities	\$1,338
0222	403	Water	5348040	Water Utilities	\$2,795
0222	403	Water	5348040	Water Utilities	\$2,863
0222	403	Water	5348040	Water Utilities	\$3,682
0222	403	Water	5348040	Water Utilities	\$6,197
0222	403	Water	5348040	Water Utilities	\$6,862
0222	403	Water	5348040	Water Utilities	\$7,452
0222	403	Water	5348040	Water Utilities	\$10,161
0222	403	Water	5348040	Water Utilities	\$13,437
0222	403	Water	5348040	Water Utilities	\$17,359
0222	403	Water	5348040	Water Utilities	\$18,001
0222	403	Water	5348040	Water Utilities	\$63,525
0222	403	Water	5348040	Water Utilities	\$65,907
0222	403	Water	5348040	Water Utilities	\$74,617
0222	403	Water	5348040	Water Utilities	\$148,482
0222	404	Sewer	5081000	Reserved Cash and Investments - Ending	\$59,000
0222	404	Sewer	5088000	Unreserved Cash and Investments - Ending	\$2,026,665
0222	404	Sewer	5358010	Sewer/Reclaimed Water Utilities	\$8,518
0222	404	Sewer	5358010	Sewer/Reclaimed Water Utilities	\$264,585
0222	404	Sewer	5358020	Sewer/Reclaimed Water Utilities	\$3,681
0222	404	Sewer	5358020	Sewer/Reclaimed Water Utilities	\$122,578
0222	404	Sewer	5358030	Sewer/Reclaimed Water Utilities	\$11

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	404	Sewer	5358030	Sewer/Reclaimed Water Utilities	\$108
0222	404	Sewer	5358030	Sewer/Reclaimed Water Utilities	\$4,046
0222	404	Sewer	5358030	Sewer/Reclaimed Water Utilities	\$35,590
0222	404	Sewer	5358040	Sewer/Reclaimed Water Utilities	\$149
0222	404	Sewer	5358040	Sewer/Reclaimed Water Utilities	\$367
0222	404	Sewer	5358040	Sewer/Reclaimed Water Utilities	\$600
0222	404	Sewer	5358040	Sewer/Reclaimed Water Utilities	\$728
0222	404	Sewer	5358040	Sewer/Reclaimed Water Utilities	\$729
0222	404	Sewer	5358040	Sewer/Reclaimed Water Utilities	\$1,338
0222	404	Sewer	5358040	Sewer/Reclaimed Water Utilities	\$2,048
0222	404	Sewer	5358040	Sewer/Reclaimed Water Utilities	\$3,682
0222	404	Sewer	5358040	Sewer/Reclaimed Water Utilities	\$6,479
0222	404	Sewer	5358040	Sewer/Reclaimed Water Utilities	\$7,475
0222	404	Sewer	5358040	Sewer/Reclaimed Water Utilities	\$10,151
0222	404	Sewer	5358040	Sewer/Reclaimed Water Utilities	\$13,238
0222	404	Sewer	5358040	Sewer/Reclaimed Water Utilities	\$17,344
0222	404	Sewer	5358040	Sewer/Reclaimed Water Utilities	\$23,501
0222	404	Sewer	5358040	Sewer/Reclaimed Water Utilities	\$35,212
0222	404	Sewer	5358040	Sewer/Reclaimed Water Utilities	\$39,003
0222	404	Sewer	5358040	Sewer/Reclaimed Water Utilities	\$88,935
0222	404	Sewer	5358040	Sewer/Reclaimed Water Utilities	\$106,276

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	404	Sewer	5358040	Sewer/Reclaimed Water Utilities	\$150,305
0222	410	Stormwater	5088000	Unreserved Cash and Investments - Ending	\$47,269
0222	410	Stormwater	5313010	Storm Drainage Utilities	\$707
0222	410	Stormwater	5313010	Storm Drainage Utilities	\$20,763
0222	410	Stormwater	5313020	Storm Drainage Utilities	\$326
0222	410	Stormwater	5313020	Storm Drainage Utilities	\$9,550
0222	410	Stormwater	5313030	Storm Drainage Utilities	\$1,748
0222	410	Stormwater	5313040	Storm Drainage Utilities	\$257
0222	410	Stormwater	5313040	Storm Drainage Utilities	\$368
0222	410	Stormwater	5313040	Storm Drainage Utilities	\$938
0222	410	Stormwater	5313040	Storm Drainage Utilities	\$1,338
0222	410	Stormwater	5313040	Storm Drainage Utilities	\$1,571
0222	410	Stormwater	5313040	Storm Drainage Utilities	\$10,579
0222	410	Stormwater	5313040	Storm Drainage Utilities	\$19,058
0222	415	Parking	5088000	Unreserved Cash and Investments - Ending	\$630,391
0222	415	Parking	5423010	Roadway	\$1,301
0222	415	Parking	5423010	Roadway	\$37,746
0222	415	Parking	5423020	Roadway	\$604
0222	415	Parking	5423020	Roadway	\$18,612
0222	415	Parking	5426530	Parking Facilities	\$1,707
0222	415	Parking	5426540	Parking Facilities	\$1,546
0222	415	Parking	5426540	Parking Facilities	\$1,842
0222	415	Parking	5426540	Parking Facilities	\$4,179
0222	415	Parking	5426540	Parking Facilities	\$4,770
0222	415	Parking	5426540	Parking Facilities	\$7,623
0222	415	Parking	5426540	Parking Facilities	\$24,360
0222	415	Parking	5426540	Parking Facilities	\$27,967
0222	501	Equip Rental & Revolving Fund	5088000	Unreserved Cash and Investments - Ending	\$431,635
0222	501	Equip Rental & Revolving Fund	5486810	Equipment Rental Services	\$1,034
0222	501	Equip Rental & Revolving Fund	5486810	Equipment Rental Services	\$72,929

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	501	Equip Rental & Revolving Fund	5486820	Equipment Rental Services	\$510
0222	501	Equip Rental & Revolving Fund	5486820	Equipment Rental Services	\$35,199
0222	501	Equip Rental & Revolving Fund	5486830	Equipment Rental Services	\$5,315
0222	501	Equip Rental & Revolving Fund	5486830	Equipment Rental Services	\$14,150
0222	501	Equip Rental & Revolving Fund	5486830	Equipment Rental Services	\$27,544
0222	501	Equip Rental & Revolving Fund	5486830	Equipment Rental Services	\$39,955
0222	501	Equip Rental & Revolving Fund	5486830	Equipment Rental Services	\$56,624
0222	501	Equip Rental & Revolving Fund	5486830	Equipment Rental Services	\$60,003
0222	501	Equip Rental & Revolving Fund	5486840	Equipment Rental Services	\$203
0222	501	Equip Rental & Revolving Fund	5486840	Equipment Rental Services	\$206
0222	501	Equip Rental & Revolving Fund	5486840	Equipment Rental Services	\$774
0222	501	Equip Rental & Revolving Fund	5486840	Equipment Rental Services	\$3,388
0222	501	Equip Rental & Revolving Fund	5486840	Equipment Rental Services	\$3,997
0222	501	Equip Rental & Revolving Fund	5486840	Equipment Rental Services	\$5,103
0222	501	Equip Rental & Revolving Fund	5486840	Equipment Rental Services	\$5,818
0222	501	Equip Rental & Revolving Fund	5486840	Equipment Rental Services	\$13,050
0222	502	Central Services	5189030	Other Centralized Services	\$115
0222	502	Central Services	5189030	Other Centralized Services	\$9,554
0222	502	Central Services	5189040	Other Centralized Services	\$640
0222	502	Central Services	5189040	Other Centralized Services	\$1,457
0222	502	Central Services	5189040	Other Centralized Services	\$4,358

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	502	Central Services	5189040	Other Centralized Services	\$5,373
0222	502	Central Services	5189040	Other Centralized Services	\$6,925
0222	502	Central Services	5189040	Other Centralized Services	\$10,011
0222	502	Central Services	5189040	Other Centralized Services	\$12,210
0222	502	Central Services	5189040	Other Centralized Services	\$21,599
0222	502	Central Services	5189040	Other Centralized Services	\$25,641
0222	001	Current Expense	3893000	Custodial Type Collections	\$299
0222	001	Current Expense	3893000	Custodial Type Collections	\$1,778
0222	001	Current Expense	3893000	Custodial Type Collections	\$7,901
0222	001	Current Expense	3951000	Proceeds from Sales of Capital Assets	\$480,805
0222	101	Streets	3970000	Transfers-In	\$179,411
0222	176	Community Swimming Pool	3811000	Interfund Loans Received	\$61,045
0222	176	Community Swimming Pool	3977600	Transfers-In	\$61,045
0222	176	Community Swimming Pool	3977600	Transfers-In	\$61,045
0222	203	2013 G.O. Bond	3977500	Transfers-In	\$187,913
0222	305	Pine Street Capital Project	3979500	Transfers-In	\$22,600
0222	305	Pine Street Capital Project	3979500	Transfers-In	\$40,000
0222	305	Pine Street Capital Project	3979500	Transfers-In	\$96,798
0222	305	Pine Street Capital Project	3979500	Transfers-In	\$340,600
0222	403	Water	3899200	Other Custodial Activities	\$5,114
0222	501	Equip Rental & Revolving Fund	3893000	Custodial Type Collections	\$872
0222	501	Equip Rental & Revolving Fund	3951000	Proceeds from Sales of Capital Assets	\$28,296

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	001	Current Expense	5811000	Interfund Loans	\$61,045
0222	001	Current Expense	5821000	Refund of Deposits	\$1,921
0222	001	Current Expense	5893000	Custodial Type Remittances	\$693
0222	001	Current Expense	5893000	Custodial Type Remittances	\$1,778
0222	001	Current Expense	5893000	Custodial Type Remittances	\$2,376
0222	001	Current Expense	5893000	Custodial Type Remittances	\$9,587
0222	001	Current Expense	5899900	Other Custodial Activities	(\$1,653)
0222	001	Current Expense	5911870	Debt Repayment - Centralized/General Services	\$18,640
0222	001	Current Expense	5911870	Debt Repayment - Centralized/General Services	\$32,000
0222	001	Current Expense	5921880	Interest and Other Debt Service Cost - Centralized/General Services	\$1,446
0222	001	Current Expense	5921880	Interest and Other Debt Service Cost - Centralized/General Services	\$2,560
0222	001	Current Expense	5943740	Capital Expenditures/Expenses - Solid Waste Utilities	\$2,045
0222	001	Current Expense	5947660	Capital Expenditures/Expenses - Park Facilities	\$2,058
0222	001	Current Expense	5947660	Capital Expenditures/Expenses - Park Facilities	\$2,098
0222	001	Current Expense	5947660	Capital Expenditures/Expenses - Park Facilities	\$2,475
0222	001	Current Expense	5947660	Capital Expenditures/Expenses - Park Facilities	\$3,126
0222	001	Current Expense	5947660	Capital Expenditures/Expenses - Park Facilities	\$8,919

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	001	Current Expense	5947660	Capital Expenditures/Expenses - Park Facilities	\$15,994
0222	001	Current Expense	5947660	Capital Expenditures/Expenses - Park Facilities	\$151,747
0222	001	Current Expense	5977600	Transfers-Out	\$61,045
0222	101	Streets	5919570	Debt Repayment - Roads/Streets and Other Infrastructure	\$19,737
0222	101	Streets	5919570	Debt Repayment - Roads/Streets and Other Infrastructure	\$37,188
0222	101	Streets	5929580	Interest and Other Debt Service Cost - Roads/Streets and Other Infrastructure	\$1,086
0222	101	Streets	5929580	Interest and Other Debt Service Cost - Roads/Streets and Other Infrastructure	\$3,533
0222	101	Streets	5953060	Capital Expenditures/Expenses - Roadway	\$45
0222	101	Streets	5953060	Capital Expenditures/Expenses - Roadway	\$72,229
0222	101	Streets	5953060	Capital Expenditures/Expenses - Roadway	\$365,833
0222	101	Streets	5956360	Capital Expenditures/Expenses - Street Lighting	\$79,693
0222	101	Streets	5959040	Capital Expenditures/Expenses - Construction Administration and Overhead	\$104,983
0222	102	Transportation Benefit District	5979500	Transfers-Out	\$179,411
0222	102	Transportation Benefit District	5979500	Transfers-Out	\$340,600
0222	104	Lodging Tax	5917570	Debt Repayment - Cultural and Recreational Facilities	\$95,000

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	104	Lodging Tax	5927580	Interest and Other Debt Service Cost - Cultural and Recreational Facilities	\$300
0222	104	Lodging Tax	5927580	Interest and Other Debt Service Cost - Cultural and Recreational Facilities	\$42,131
0222	104	Lodging Tax	5943740	Capital Expenditures/Expenses - Solid Waste Utilities	\$2,045
0222	104	Lodging Tax	5947360	Capital Expenditures/Expenses - Cultural and Community Activities	\$22,907
0222	104	Lodging Tax	5947660	Capital Expenditures/Expenses - Park Facilities	\$1,105
0222	104	Lodging Tax	5947660	Capital Expenditures/Expenses - Park Facilities	\$9,400
0222	104	Lodging Tax	5947660	Capital Expenditures/Expenses - Park Facilities	\$93,137
0222	104	Lodging Tax	5977600	Transfers-Out	\$61,045
0222	176	Community Swimming Pool	5947660	Capital Expenditures/Expenses - Park Facilities	\$87,359
0222	203	2013 G.O. Bond	5919570	Debt Repayment - Roads/Streets and Other Infrastructure	\$105,000
0222	203	2013 G.O. Bond	5929580	Interest and Other Debt Service Cost - Roads/Streets and Other Infrastructure	\$82,913
0222	205	LID-24	5913870	Debt Repayment - Combined Utilities	\$39,786
0222	205	LID-24	5923880	Interest and Other Debt Service Cost - Combined Utilities	\$28,784
0222	305	Pine Street Capital Project	5951040	Capital Expenditures/Expenses - Engineering	\$10,362
0222	305	Pine Street Capital Project	5952060	Capital Expenditures/Expenses - Right-Of-Way	\$246,204

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	305	Pine Street Capital Project	5953060	Capital Expenditures/Expenses - Roadway	\$1,911,905
0222	305	Pine Street Capital Project	5959040	Capital Expenditures/Expenses - Construction Administration and Overhead	\$39,357
0222	305	Pine Street Capital Project	5959040	Capital Expenditures/Expenses - Construction Administration and Overhead	\$84,819
0222	402	Garbage	5943740	Capital Expenditures/Expenses - Solid Waste Utilities	\$2,045
0222	402	Garbage	5943760	Capital Expenditures/Expenses - Solid Waste Utilities	\$3,974
0222	402	Garbage	5943760	Capital Expenditures/Expenses - Solid Waste Utilities	\$8,250
0222	402	Garbage	5943760	Capital Expenditures/Expenses - Solid Waste Utilities	\$9,400
0222	403	Water	5899200	Other Custodial Activities	\$4,602
0222	403	Water	5913470	Debt Repayment - Water Utilities	\$5,454
0222	403	Water	5913470	Debt Repayment - Water Utilities	\$7,000
0222	403	Water	5913470	Debt Repayment - Water Utilities	\$9,868
0222	403	Water	5913470	Debt Repayment - Water Utilities	\$27,662
0222	403	Water	5913470	Debt Repayment - Water Utilities	\$35,699
0222	403	Water	5913470	Debt Repayment - Water Utilities	\$50,000
0222	403	Water	5913470	Debt Repayment - Water Utilities	\$79,845
0222	403	Water	5913470	Debt Repayment - Water Utilities	\$87,133
0222	403	Water	5923480	Interest and Other Debt Service Cost - Water Utilities	\$300

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	403	Water	5923480	Interest and Other Debt Service Cost - Water Utilities	\$518
0222	403	Water	5923480	Interest and Other Debt Service Cost - Water Utilities	\$543
0222	403	Water	5923480	Interest and Other Debt Service Cost - Water Utilities	\$560
0222	403	Water	5923480	Interest and Other Debt Service Cost - Water Utilities	\$968
0222	403	Water	5923480	Interest and Other Debt Service Cost - Water Utilities	\$2,499
0222	403	Water	5923480	Interest and Other Debt Service Cost - Water Utilities	\$3,992
0222	403	Water	5923480	Interest and Other Debt Service Cost - Water Utilities	\$6,099
0222	403	Water	5923480	Interest and Other Debt Service Cost - Water Utilities	\$15,288
0222	403	Water	5943440	Capital Expenditures/Expenses - Water Utilities	\$2,570
0222	403	Water	5943460	Capital Expenditures/Expenses - Water Utilities	\$1,031
0222	403	Water	5943460	Capital Expenditures/Expenses - Water Utilities	\$1,165
0222	403	Water	5943460	Capital Expenditures/Expenses - Water Utilities	\$9,740
0222	403	Water	5943460	Capital Expenditures/Expenses - Water Utilities	\$17,757
0222	403	Water	5943460	Capital Expenditures/Expenses - Water Utilities	\$20,175
0222	403	Water	5943460	Capital Expenditures/Expenses - Water Utilities	\$31,826
0222	403	Water	5979500	Transfers-Out	\$96,798

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	404	Sewer	5913570	Debt Repayment - Sewer/Reclaimed Water Utilities	\$1,983
0222	404	Sewer	5913570	Debt Repayment - Sewer/Reclaimed Water Utilities	\$9,868
0222	404	Sewer	5913570	Debt Repayment - Sewer/Reclaimed Water Utilities	\$9,911
0222	404	Sewer	5913570	Debt Repayment - Sewer/Reclaimed Water Utilities	\$11,000
0222	404	Sewer	5913570	Debt Repayment - Sewer/Reclaimed Water Utilities	\$118,000
0222	404	Sewer	5923580	Interest and Other Debt Service Cost - Sewer/Reclaimed Water Utilities	\$188
0222	404	Sewer	5923580	Interest and Other Debt Service Cost - Sewer/Reclaimed Water Utilities	\$543
0222	404	Sewer	5923580	Interest and Other Debt Service Cost - Sewer/Reclaimed Water Utilities	\$880
0222	404	Sewer	5923580	Interest and Other Debt Service Cost - Sewer/Reclaimed Water Utilities	\$1,685
0222	404	Sewer	5943540	Capital Expenditures/Expenses - Sewer/Reclaimed Water Utilities	\$822,786
0222	404	Sewer	5943560	Capital Expenditures/Expenses - Sewer/Reclaimed Water Utilities	\$5,242
0222	404	Sewer	5943560	Capital Expenditures/Expenses - Sewer/Reclaimed Water Utilities	\$6,912
0222	404	Sewer	5943560	Capital Expenditures/Expenses - Sewer/Reclaimed Water Utilities	\$9,333

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	404	Sewer	5943560	Capital Expenditures/Expenses - Sewer/Reclaimed Water Utilities	\$13,875
0222	404	Sewer	5979500	Transfers-Out	\$22,600
0222	410	Stormwater	5913170	Debt Repayment - Storm Drainage Utilities	\$4,958
0222	410	Stormwater	5923180	Interest and Other Debt Service Cost - Storm Drainage Utilities	\$471
0222	410	Stormwater	5979500	Transfers-Out	\$40,000
0222	415	Parking	5893000	Custodial Type Remittances	\$53,290
0222	415	Parking	5952060	Capital Expenditures/Expenses - Right-Of-Way	\$420,277
0222	415	Parking	5956460	Capital Expenditures/Expenses - Traffic Control Devices	\$2,869
0222	415	Parking	5956560	Capital Expenditures/Expenses - Parking Facilities	\$225
0222	415	Parking	5977500	Transfers-Out	\$187,913
0222	501	Equip Rental & Revolving Fund	5893000	Custodial Type Remittances	\$872
0222	501	Equip Rental & Revolving Fund	5914870	Debt Repayment - Public Works Centralized Services	\$18,625
0222	501	Equip Rental & Revolving Fund	5914870	Debt Repayment - Public Works Centralized Services	\$19,903
0222	501	Equip Rental & Revolving Fund	5914870	Debt Repayment - Public Works Centralized Services	\$28,692
0222	501	Equip Rental & Revolving Fund	5924880	Interest and Other Debt Service Cost - Public Works Centralized Services	\$672
0222	501	Equip Rental & Revolving Fund	5924880	Interest and Other Debt Service Cost - Public Works Centralized Services	\$2,527
0222	501	Equip Rental & Revolving Fund	5924880	Interest and Other Debt Service Cost - Public Works Centralized Services	\$5,015

MCAG	Fund #	Fund Name	BARS Account	BARS Name	Amount
0222	501	Equip Rental & Revolving Fund	5944860	Capital Expenditures/Expenses - Public Works Centralized Services	(\$750)
0222	501	Equip Rental & Revolving Fund	5944860	Capital Expenditures/Expenses - Public Works Centralized Services	\$2,704
0222	501	Equip Rental & Revolving Fund	5944860	Capital Expenditures/Expenses - Public Works Centralized Services	\$7,466
0222	501	Equip Rental & Revolving Fund	5944860	Capital Expenditures/Expenses - Public Works Centralized Services	\$21,000
0222	501	Equip Rental & Revolving Fund	5944860	Capital Expenditures/Expenses - Public Works Centralized Services	\$28,122
0222	501	Equip Rental & Revolving Fund	5944860	Capital Expenditures/Expenses - Public Works Centralized Services	\$40,418
0222	501	Equip Rental & Revolving Fund	5944860	Capital Expenditures/Expenses - Public Works Centralized Services	\$131,440
0222	502	Central Services	5941460	Capital Expenditures/Expenses - Financial, Recording, and Election Services	\$1,075
0222	502	Central Services	5945860	Capital Expenditures/Expenses - Community Planning and Economic Development	\$3,506

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SECTION IV

City of Leavenworth
SCHEDULE SUMMARY OF BANK RECONCILIATION
 For the Fiscal Year ended December 31, 2019

Bank & Investment Account name (1)	FROM BANK STATEMENTS					Ending Bank Balance (7)
	Beginning Bank Balance (2)	Deposits		Withdrawals		
		Receipts (3)	Inter-bank transfers In (4)	Disbursements (5)	Inter-bank transfers out (6)	
5 - LGIP	\$ 129,235	\$ 3,012	\$ -	\$ -	\$ -	\$ 132,247
10 - CVB Checking	\$ 1,052,657	\$ 14,874,244	\$ 3,715,970	\$ 13,793,764	\$ 5,260,000	\$ 589,106
11 - CVB Money Market	\$ 6,316,198	\$ 181,960	\$ 5,260,000	\$ -	\$ 2,680,000	\$ 9,078,158
12 - Petty Cash	\$ 500	\$ 500	\$ -	\$ 500	\$ -	\$ 500
14 - TVI/ProEquities	\$ 3,037,505	\$ 81,777	\$ -	\$ -	\$ 1,035,970	\$ 2,083,313
Bank Totals	\$ 10,536,096	\$ 15,141,492	\$ 8,975,970	\$ 13,794,264	\$ 8,975,970	\$ 11,883,324

RECONCILING ITEMS						
Beginning Deposits in Transit (8)	\$ 20,302	\$ (20,302)				
Year-end Deposits in Transit (9)		\$ 13,332				\$ 13,332
Beginning Outstanding & Open Period Items (10)	\$ (961,608)			\$ (961,608)		
Year-end Outstanding & Open Period Items (11)				\$ 548,956		\$ (548,956)
NSF Checks (12)		\$ -		\$ -		
Cancellation of unredeemed checks/warrants (13)						
Interfund transactions (14)		\$ 2,157,222		\$ 2,157,222		
Netted Transactions (15)		\$ (209,636)		\$ (209,636)		
Authorized balance of revolving, petty cash and change funds (16)						
Other Reconciling Items, net (17)	\$ -	\$ 5,997		\$ 5,997		
Reconciling Items Totals	\$ (941,305)	\$ 1,946,613		\$ 1,540,932		\$ (535,624)

FROM GENERAL LEDGER					
	Beginning Cash & Investment Balance (19)	Revenues & Other Increases (20)		Expenditures & Other Decreases (21)	Ending Cash & Investment Balance (22)
General Ledger Totals (18)	\$ 9,594,790	\$ 17,086,856		\$ 15,333,946	\$ 11,347,700
Unreconciled Variance (23)	\$ -	\$ 1,250		\$ 1,250	\$ -

**City of Leavenworth
Schedule of Liabilities
For the Year Ended December 31, 2019**

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
General Obligation Debt/Liabilities						
263.96	General Obligation Non-Voted 11/17/2009	12/1/2019	28,692	-	28,692	-
263.96	General Obligation Non-Voted 11/16/2011	12/1/2021	58,139	-	18,625	39,514
251.11	General Obligation Non-Voted 11/22/2011	12/1/2026	415,000	-	50,000	365,000
263.96	General Obligation Non-Voted 3/19/2013	6/1/2023	110,259	-	19,903	90,356
251.22	General Obligation Voted 9/5/2013	12/1/2028	1,040,000	-	90,000	950,000
251.11	General Obligation Non-Voted 9/5/2013	12/1/2028	90,000	-	5,000	85,000
251.11	General Obligation Non-Voted 9/5/2013	12/1/2033	2,005,000	-	105,000	1,900,000
263.96	General Obligation Non-Voted 3/24/2015	6/1/2020	38,236	-	18,640	19,596
263.96	General Obligation Non-Voted 3/24/2015	6/1/2020	67,200	-	32,000	35,200
263.96	General Obligation Non-Voted 3/24/2015	6/1/2020	23,100	-	11,000	12,100
263.96	General Obligation Non-Voted 3/24/2015	6/1/2020	14,700	-	7,000	7,700
Total General Obligation Debt/Liabilities:			3,890,326	-	385,860	3,504,466
Revenue and Other (non G.O.) Debt/Liabilities						
263.84	Proprietary - DOE Loan 3/1/2000	3/31/2020	177,000	-	118,000	59,000
263.84	Proprietary - DWSRF Loan 10/27/2004	10/1/2023	399,223	-	79,845	319,378
263.84	Proprietary - DWSRF Loan 10/21/2008	10/1/2025	609,933	-	87,133	522,800
263.88	Proprietary - PWTF Loan 1/24/2007	7/1/2025	193,631	-	27,662	165,969
263.88	Governmental - PWTF Loan 7/3/2009	7/1/2029	206,289	-	19,737	186,552
263.88	Proprietary - PWTF Loan 7/3/2009	7/1/2029	113,961	-	9,868	104,093
263.88	Proprietary - PWTF Loan 7/3/2009	7/1/2029	113,961	-	9,868	104,093
263.88	Governmental - PWTF Loan 2/15/2013	6/1/2037	717,166	-	37,188	679,978
263.88	Proprietary - PWTF Loan 2/15/2013	6/1/2037	98,126	-	5,454	92,672
263.88	Proprietary - PWTF Loan 2/15/2013	6/1/2037	32,582	-	1,983	30,599
263.88	Proprietary - PWTF Loan 2/15/2013	6/1/2037	94,208	-	4,958	89,250
263.88	Proprietary - PWTF Loan 8/21/2013	6/1/2032	499,791	-	35,699	464,092
263.84	Proprietary - DOE SRF Loan 7/31/2016	12/1/2021	100,218	-	9,911	90,307

**City of Leavenworth
Schedule of Liabilities
For the Year Ended December 31, 2019**

ID. No.	Description	Due Date	Beginning Balance	Additions	Reductions	Ending Balance
264.30	Pension Liability		834,175	-	200,374	633,801
259.12	Compensated Absences	12/31/2019	177,278	905	-	178,183
	Total Revenue and Other (non G.O.) Debt/Liabilities:		4,367,542	905	647,680	3,720,767
Assessment Debt/Liabilities (with commitments)						
253.11	Special Assessment - LID 24 08/08/2018	5/1/2033	843,641	-	39,786	803,855
	Total Assessment Debt/Liabilities (with commitments):		843,641	-	39,786	803,855
	Total Liabilities:		9,101,509	905	1,073,326	8,029,088

City of Leavenworth
SCHEDULE OF STATE FINANCIAL ASSISTANCE (unaudited)
For Fiscal Year ended December 31, 2019

Grantor	Program Title	Identificaton Number	Amount
State Grant from Department of Transportation			
	US 2 Crosswalks	LA-8806	356,620
			Sub-total: 356,620
State Grant from Transportation Improvement Board (TIB)			
	LED Streetlight Conversion	S-E-850(001)-1	79,693
	Pine Street Ski Hill Dr to Burke Small City Arterial	6-#-850(011)-1	540,067
	Complete Streets Award-Pine Street	C-E-850(001)-1	250,000
			Sub-total: 869,760
			Grand total: 1,226,380

**City of Leavenworth
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2019**

Federal Agency (Pass-Through Agency)	Federal Program	CFDA Number	Other Award Number	Expenditures			Passed through to Subrecipients	Note
				From Pass- Through Awards	From Direct Awards	Total		
Highway Planning and Construction Cluster								
FEDERAL HIGHWAY ADMINISTRATION, TRANSPORTATION, DEPARTMENT OF (via Department of Transportation)	Highway Planning and Construction	20.205	STPR-B042	511,376	-	511,376	-	1,2
Total Highway Planning and Construction Cluster:				511,376	-	511,376	-	
Total Federal Awards Expended:				511,376	-	511,376	-	

The accompanying notes are an integral part of this schedule.

CITY OF LEAVENWORTH

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

NOTE 1 – BASIS OF ACCOUNTING

This schedule is prepared on the same basis of accounting as the City of Leavenworth's financial statements. The City of Leavenworth uses single-entry, cash basis accounting, which is a departure from generally accepted accounting principles (GAAP).

NOTE 2 – PROGRAM COSTS

The amounts shown as current year expenditures represent only the federal grant portion of the program costs. Entire program costs, including the City of Leavenworth's portion, are more than shown. Such expenditures are recognized following, as applicable, either the cost principles in the OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments, or the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 7 – INDIRECT COST RATE

The City of Leavenworth has elected to use the 10-percent de minimis indirect cost rate allowed under Uniform Guidance.

LABOR RELATIONS CONSULTANT(S)
For the Year Ended December 31, 2019Has your government engaged labor relations consultants? Yes No

If yes, please provide the following information for each consultant:

Name of Firm: Law Offices of Weed, Graafstra & Associates, Inc., P.S.
Name of Consultant: Thom Graafstra
Business Address: 110 Cedar Avenue, Suite 102 Snohomish, WA 98290
Amount Paid to Consultant During Fiscal Year: \$234.00
Terms and Conditions, as Applicable, Including: Rates (E.g., Hourly, etc.) <u>\$195 per hour</u> Maximum Compensation Allowed <u>N/A</u> Duration of Services <u>12/1/2019– 12/31/2019</u> Services Provided <u>Assistance with development of Administrator Severance and Release Agreement.</u>

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ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 06/24/2020

Time: 15:12:57 Date: 06/18/2020
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
32478	06/24/2020	06/24/2020	41		
			Apple Valley Pumping, Inc	130.00	Portable Toilet Rental Train Station
	557 30 47 002	Utilities - Icicle Station	104 000 557	Lodging Tax	130.00
32479	06/24/2020	06/24/2020	41		
			Apple Valley Pumping, Inc	115.00	Portable Toilet Rental - Recycle Center
	537 80 31 001	Recycling Operating Supp	402 000 537	Garbage	115.00
			Total Apple Valley Pumping, Inc	245.00	
32403	06/24/2020	06/24/2020	60		
			Autumn Leaf Association	3,200.00	Autumn Leaf Insurance Coverage With Mitchell, Reed & Schmitten Insurance
	557 30 44 002	Advertising-Autumn Leaf	104 000 557	Lodging Tax	3,200.00
32488	06/24/2020	06/24/2020	10041		
			Award Construction	6,934.50	WWTP Pista Grit - #3
	594 35 64 006	WWTP - Pista Grit	404 000 594	Sewer	6,934.50
32489	06/24/2020	06/24/2020	10041		
			Award Construction	1,420.02	WWTP Pista Grit - #4
	594 35 64 006	WWTP - Pista Grit	404 000 594	Sewer	1,420.02
			Total Award Construction	8,354.52	
32477	06/24/2020	06/24/2020	7592		
			BERK	3,157.50	City Of Leavenworth Housing Action Plan 2020
	558 60 41 010	Housing Affordability Act	001 000 558	Current Expens	3,157.50
32480	06/24/2020	06/24/2020	9343		
			Blue Logix, LLC	547.15	WTP - SCADA Support
	534 80 41 003	Pro Svs - General	403 000 534	Water	547.15
32425	06/24/2020	06/24/2020	10642		
			Cairncross & Hempelmann	7,957.88	Riverstone Ranch - Chelan County Appeal
	515 31 41 029	Legal - CC GMB Appeal	001 000 515	Current Expens	7,957.88
32404	06/24/2020	06/24/2020	123		
			Cascade Analytical, Inc.	38.00	WTP Water Testing
	534 80 41 000	Water Testing	403 000 534	Water	38.00
32405	06/24/2020	06/24/2020	123		
			Cascade Analytical, Inc.	62.00	WTP Water Testing
	534 80 41 000	Water Testing	403 000 534	Water	62.00
32406	06/24/2020	06/24/2020	123		
			Cascade Analytical, Inc.	121.00	WWTP Water Testing
	535 80 41 000	Professional Services	404 000 535	Sewer	121.00

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 06/24/2020

Time: 15:12:57 Date: 06/18/2020
Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			Total Cascade Analytical, Inc.	221.00	
32426	06/24/2020	06/24/2020	2313 Chelan County PUD	754.59	Street Lights / PW Shop / Festhalle
	542 63 47 000	Utilities	101 000 542 Streets	93.25	
	548 68 47 000	Utilities	501 000 548 Equip Rental &	178.17	
	575 48 47 000	Utility Services	110 000 575 Leavenworth C:	483.17	
32427	06/24/2020	06/24/2020	2313 Chelan County PUD	136.77	City Pool
	576 20 47 000	Utilities	176 000 576 Community Sw	136.77	
32428	06/24/2020	06/24/2020	2313 Chelan County PUD	340.88	City Hall Lights / 8th St. Restrooms
	518 30 47 000	Utilities	001 000 518 Current Expens	170.44	
	557 30 47 001	Utilities-Restrooms	104 000 557 Lodging Tax	170.44	
32429	06/24/2020	06/24/2020	2313 Chelan County PUD	38.36	Chumstick Lift Station
	535 80 47 000	Utilities	404 000 535 Sewer	38.36	
32430	06/24/2020	06/24/2020	2313 Chelan County PUD	40.88	Parks House
	557 30 47 001	Utilities-Restrooms	104 000 557 Lodging Tax	20.44	
	576 80 47 000	Utilities	001 000 576 Current Expens	20.44	
32431	06/24/2020	06/24/2020	2313 Chelan County PUD	26.55	Recycle Center
	537 80 47 000	Utilities	402 000 537 Garbage	26.55	
32432	06/24/2020	06/24/2020	2313 Chelan County PUD	1,263.23	WWTP / Pump Stations
	535 80 47 000	Utilities	404 000 535 Sewer	1,263.23	
32433	06/24/2020	06/24/2020	2313 Chelan County PUD	2,188.07	WTP / Pump Stations / Icicle Rd. Reservoir
	534 80 47 000	Utilities	403 000 534 Water	2,188.07	
32434	06/24/2020	06/24/2020	2313 Chelan County PUD	783.36	Street Lights
	542 63 47 000	Utilities	101 000 542 Streets	783.36	
32435	06/24/2020	06/24/2020	2313 Chelan County PUD	25.19	Ward Strasse Street Lights
	542 63 47 000	Utilities	101 000 542 Streets	25.19	
32436	06/24/2020	06/24/2020	2313 Chelan County PUD	67.86	Lions Club Park
	576 80 47 000	Utilities	001 000 576 Current Expens	67.86	

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 06/24/2020

Time: 15:12:57 Date: 06/18/2020
Page: 3

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
32437	06/24/2020	06/24/2020	2313		
			Chelan County PUD	8.16	SNAP
	535 80 47 000	Utilities	404 000 535 Sewer	8.16	
32438	06/24/2020	06/24/2020	2313		
			Chelan County PUD	343.41	PW Office / Parks Bldg / Enchantment & Waterfront Park / Front St. Park
	548 68 47 000	Utilities	501 000 548 Equip Rental &	29.01	
	557 30 47 001	Utilities-Restrooms	104 000 557 Lodging Tax	142.70	
	557 30 47 001	Utilities-Restrooms	104 000 557 Lodging Tax	14.50	
	576 80 47 000	Utilities	001 000 576 Current Expens	142.70	
	576 80 47 000	Utilities	001 000 576 Current Expens	14.50	
32439	06/24/2020	06/24/2020	2313		
			Chelan County PUD	31.89	Cemetery
	536 50 47 000	Utilities	001 000 536 Current Expens	31.89	
32440	06/24/2020	06/24/2020	2313		
			Chelan County PUD	50.08	Street Lights / Snow Melt
	542 63 47 000	Utilities	101 000 542 Streets	50.08	
32441	06/24/2020	06/24/2020	2313		
			Chelan County PUD	22.01	Front St. / Grange Hall Street Light
	542 63 47 000	Utilities	101 000 542 Streets	22.01	
			Total Chelan County PUD	6,121.29	
32446	06/24/2020	06/24/2020	162		
			Chelan County Treasurer	2,354.25	2nd Quarter Solid Waste Services
	537 80 40 006	Intergov Prof Serv-SWAC	402 000 537 Garbage	2,354.25	
32458	06/24/2020	06/24/2020	162		
			Chelan County Treasurer	2,758.07	June 2020 Inmate Housing
	521 10 41 004	Chel. Co. Sheriff - Jail	001 000 521 Current Expens	2,758.07	
32461	06/24/2020	06/24/2020	162		
			Chelan County Treasurer	7,559.00	Dump Fees For May 2020
	537 80 40 004	Dump Fees	402 000 537 Garbage	7,559.00	
			Total Chelan County Treasurer	12,671.32	
32407	06/24/2020	06/24/2020	171		
			Cintas Corporation Loc #607	95.41	Mats & Supplies
	518 30 48 000	Repairs & Maintenance Cj	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	

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 06/24/2020

Time: 15:12:57 Date: 06/18/2020
Page: 4

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
576 80 48 000	Repairs & Maintenance		001 000 576 Current Expens	17.33	
32481	06/24/2020	06/24/2020	171	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	
Total Cintas Corporation Loc #607				206.58	
32475	06/24/2020	06/24/2020	199	525.05	Summer Newsletter
513 10 41 000	Professional Services		001 000 513 Current Expens	525.05	
32409	06/24/2020	06/24/2020	4592	3,358.15	15 Meter Setters
534 80 31 000	Operating Supplies-Distrl		403 000 534 Water	3,358.15	
32482	06/24/2020	06/24/2020	239	778.00	WTP - Intake Screen Review
594 34 62 052	Fish Screen / Boulder Proj		403 000 594 Water	778.00	
32410	06/24/2020	06/24/2020	249	1,961.09	May Fuel
548 68 32 000	Fuel Consumed		501 000 548 Equip Rental &	1,961.09	
32411	06/24/2020	06/24/2020	5698	426.45	4 Meters - SR2 1 Inch
594 34 64 033	Meter Upgrades		403 000 594 Water	426.45	
32408	06/24/2020	06/24/2020	2966	1,388.80	WTP Pump Control Valve Repair
534 80 48 000	Repairs & Maintenance		403 000 534 Water	1,388.80	
32421	06/24/2020	06/24/2020	4854	712.50	Downtown Parking Meter Improvements
595 65 60 004	Downtown Parking Impro		415 000 595 Parking	712.50	
32422	06/24/2020	06/24/2020	4854	225.00	DOT Lot Improvements
595 65 60 003	DOT Parking Lot Improve		415 000 595 Parking	225.00	
32423	06/24/2020	06/24/2020	4854	2,437.50	WTP Intake
534 80 41 006	Pro Svs - Intake Screen Re		403 000 534 Water	2,437.50	

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 06/24/2020

Time: 15:12:57 Date: 06/18/2020
Page: 5

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			Total Integritech LLC	3,375.00	
32420	06/24/2020	06/24/2020	417 Jerry's Auto Supply	292.85	Various
548 68 31 000	Office & Operating Suppli	501 000 548	Equip Rental &	21.68	Shop Supply
548 68 31 000	Office & Operating Suppli	501 000 548	Equip Rental &	12.36	Shop Supply
548 68 31 000	Office & Operating Suppli	501 000 548	Equip Rental &	160.57	Shop Supply
548 68 34 000	Supp Purchased For Inven	501 000 548	Equip Rental &	29.28	Shop Vehicle Parts
548 68 34 000	Supp Purchased For Inven	501 000 548	Equip Rental &	4.32	F250 #32 Parks
548 68 34 001	SPFI-Garbage Truck	501 000 548	Equip Rental &	27.11	Garbage Truck #1
576 80 31 000	Office & Operating Suppli	001 000 576	Current Expens	37.53	Parks Supply
32483	06/24/2020	06/24/2020	5626 KCDA Purchasing Cooperative	672.55	City Supplies
518 30 31 000	Office & Operating Suppli	001 000 518	Current Expens	27.14	
518 30 31 000	Office & Operating Suppli	001 000 518	Current Expens	51.92	
537 80 31 000	Office & Operating Suppli	402 000 537	Garbage	325.66	
575 48 31 000	Office & Operating Suppli	110 000 575	Leavenworth C:	162.83	
575 48 31 000	Office & Operating Suppli	110 000 575	Leavenworth C:	77.86	
576 80 31 000	Office & Operating Suppli	001 000 576	Current Expens	27.14	
32445	06/24/2020	06/24/2020	482 Leavenworth Senior Center Inc.	500.00	Restroom Locking For May 2020
576 80 41 000	ProSvs-Restroom Lockup	001 000 576	Current Expens	500.00	
32450	06/24/2020	06/24/2020	489 LocalTel Communications Inc	177.02	City Hall Internet / WTP Internet
518 90 42 000	Comm-Phone/Postage/Fx	502 000 518	Central Service	71.64	
534 80 42 000	Comm-Phone/Postage/Fx	403 000 534	Water	105.38	
32412	06/24/2020	06/24/2020	519 Mid-American Research	427.53	City Supplies
518 30 31 000	Office & Operating Suppli	001 000 518	Current Expens	21.38	
535 80 32 000	Operating Supplies-Trtmn	404 000 535	Sewer	106.88	
575 48 31 000	Office & Operating Suppli	110 000 575	Leavenworth C:	106.88	
576 80 31 000	Office & Operating Suppli	001 000 576	Current Expens	192.39	
32447	06/24/2020	06/24/2020	475 NCW Media, Inc.	79.76	Ordinances 1609 & 1610
518 90 44 000	Advertising	502 000 518	Central Service	79.76	
32468	06/24/2020	06/24/2020	595 Oxarc Inc.	291.65	Festhalle Annual Fire Extinguisher Maint.
575 48 48 000	Repairs & Maintenance	110 000 575	Leavenworth C:	291.65	
32469	06/24/2020	06/24/2020	595 Oxarc Inc.	275.81	Parks Annual Fire Extinguisher Maint.

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 06/24/2020

Time: 15:12:57 Date: 06/18/2020
Page: 6

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	576 80 48 000	Repairs & Maintenance	001 000 576	275.81	Current Expens
32470	06/24/2020	06/24/2020	595 Oxarc Inc.	110.24	WWTP Annual Fire Extinguisher Maint.
	535 80 48 000	Repairs & Maintenance	404 000 535	110.24	Sewer
32471	06/24/2020	06/24/2020	595 Oxarc Inc.	83.11	Pool Annual Fire Extinguisher Maint.
	576 20 48 000	Repairs & Maintenance	176 000 576	83.11	Community Sw
32472	06/24/2020	06/24/2020	595 Oxarc Inc.	44.49	WTP Annual Fire Extinguisher Maint.
	534 80 48 000	Repairs & Maintenance	403 000 534	44.49	Water
32473	06/24/2020	06/24/2020	595 Oxarc Inc.	181.30	City Hall Annual Fire Extinguisher Maint.
	518 30 48 000	Repairs & Maintenance Ci	001 000 518	181.30	Current Expens
32474	06/24/2020	06/24/2020	595 Oxarc Inc.	402.32	Shop / Vehicles Annual Fire Extinguisher Maint.
	548 68 48 000	Repairs & Maintenance	501 000 548	402.32	Equip Rental &
32484	06/24/2020	06/24/2020	595 Oxarc Inc.	18.60	WTP - Clinder Rental
	534 80 32 000	Operating Supplies-Trtmn	403 000 534	18.60	Water
			Total Oxarc Inc.	1,407.52	
32452	06/24/2020	06/24/2020	600 Pacific Engineering And Design, PLLC	43.50	Cascade High School Engineering
	558 60 41 005	Pro.Svs. Develop Review-	001 000 558	43.50	Current Expens
32457	06/24/2020	06/24/2020	4334 Pacific Security	3,450.02	Guard Service / Overnight Rental Complaint Line
	521 10 41 001	Overnight Rental Enforce	001 000 521	109.00	Current Expens
	542 65 41 002	ProSvs-Parking Enforcem	415 000 542	265.67	Parking
	542 65 41 002	ProSvs-Parking Enforcem	415 000 542	265.67	Parking
	542 65 41 002	ProSvs-Parking Enforcem	415 000 542	380.00	Parking
	542 65 41 002	ProSvs-Parking Enforcem	415 000 542	33.21	Parking
	542 65 41 002	ProSvs-Parking Enforcem	415 000 542	33.21	Parking
	557 30 15 000	Festival & Event Security	104 000 557	797.00	Lodging Tax
	557 30 15 000	Festival & Event Security	104 000 557	797.00	Lodging Tax
	557 30 15 000	Festival & Event Security	104 000 557	570.00	Lodging Tax
	557 30 15 000	Festival & Event Security	104 000 557	99.63	Lodging Tax
	557 30 15 000	Festival & Event Security	104 000 557	99.63	Lodging Tax
32456	06/24/2020	06/24/2020	10563 Quadient Finance USA, Inc.	500.00	Postage For Meter

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 06/24/2020

Time: 15:12:57 Date: 06/18/2020
Page: 7

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	518 90 42 000	Comm-Phone/Postage/Fx	502 000 518 Central Service	500.00	
32413	06/24/2020	06/24/2020	6264 Raymond's Upholstery	215.80	Cemetery Tarp Repairs
	536 50 48 000	Repairs & Maintenance	001 000 536 Current Expens	215.80	
32414	06/24/2020	06/24/2020	2390 Reinhart, Angela	44.58	Cemetery Flags
	536 50 31 000	Office & Operating Suppli	001 000 536 Current Expens	44.58	
32455	06/24/2020	06/24/2020	4644 Ricoh USA Inc.	308.28	Copier Copies
	518 90 45 000	Operating Rentals & Leas	502 000 518 Central Service	308.28	
32448	06/24/2020	06/24/2020	3393 Ridgeline Graphics	57.00	Scans For Records Request - J. McDevitt
	341 81 00 000	Sale Of Maps/Documents/	001 000 340 Current Expens	-57.00	
32424	06/24/2020	06/24/2020	10451 Rolluda Architects	1,679.03	Front Street Park Restroom
	594 76 63 084	Front Street Restroom Exp	001 000 594 Current Expens	839.52	
	594 76 65 006	Front Street Restroom Exp	104 000 594 Lodging Tax	839.51	
32416	06/24/2020	06/24/2020	8300 SWS Equipment	118.32	Garbage Truck #1 Repairs
	548 68 34 001	SPFI-Garbage Truck	501 000 548 Equip Rental &	118.32	
32417	06/24/2020	06/24/2020	8300 SWS Equipment	114.22	Garbage Truck #1 Repairs
	548 68 34 001	SPFI-Garbage Truck	501 000 548 Equip Rental &	114.22	
32418	06/24/2020	06/24/2020	8300 SWS Equipment	92.33	Garbage Truck #1 Repairs
	548 68 34 001	SPFI-Garbage Truck	501 000 548 Equip Rental &	92.33	
			Total SWS Equipment	324.87	
32485	06/24/2020	06/24/2020	7198 Sherwin-Williams	2,052.49	Street & Parking Paint
	542 30 48 000	Repairs & Maintenance	101 000 542 Streets	1,231.49	
	542 65 48 001	Repairs & Maintenance	415 000 542 Parking	821.00	
32476	06/24/2020	06/24/2020	740 Stutesman Enterprises LLC	2,151.69	Work On WWTP Dump Truck
	548 68 34 000	Supp Purchased For Inven	501 000 548 Equip Rental &	2,151.69	
32419	06/24/2020	06/24/2020	754 TMG Services Inc	3,373.80	Annual Maintenance Chlorine Gas System
	534 80 48 000	Repairs & Maintenance	403 000 534 Water	3,373.80	

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 06/24/2020

Time: 15:12:57 Date: 06/18/2020
Page: 8

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
32486	06/24/2020	06/24/2020	7324		
			Tacoma Screw Products, Inc.	60.34	Shop Supply
	548 68 31 000	Office & Operating Suppli	501 000 548 Equip Rental &	60.34	
32459	06/24/2020	06/24/2020	817		
			US Post Office	300.00	Postage For July 2020 Utility Bills
	531 30 42 000	Communications-Phone/P	410 000 531 Stormwater	12.00	
	534 80 42 000	Comm-Phone/Postage/Fx	403 000 534 Water	120.00	
	535 80 42 000	Comm-Phone/Postage/Fx	404 000 535 Sewer	120.00	
	537 80 42 000	Comm-Phone/Postage/Fx	402 000 537 Garbage	48.00	
32460	06/24/2020	06/24/2020	786		
			Valentine, Tracy	125.00	T. Valentine Boot Allowance
	534 80 32 000	Operating Supplies-Trtmn	403 000 534 Water	125.00	
32449	06/24/2020	06/24/2020	829		
			Varela & Associates, Inc	798.00	14-80 Misc. Engineering Assistance - Water Rights
	534 80 41 012	Legal-ProSvs-Water Right	403 000 534 Water	798.00	
32462	06/24/2020	06/24/2020	829		
			Varela & Associates, Inc	797.99	14-116 Cherry St. & Park Rd Development
	558 60 41 000	Pro.Svs. Non-Reimbursed	001 000 558 Current Expens	797.99	
			Total Varela & Associates, Inc	1,595.99	
32442	06/24/2020	06/24/2020	833		
			Verizon Wireless	38.84	City Cell Phones
	548 68 42 000	Comm-Phone/Postage/Fx	501 000 548 Equip Rental &	19.42	
	576 80 47 000	Utilities	001 000 576 Current Expens	19.42	
32443	06/24/2020	06/24/2020	833		
			Verizon Wireless	191.78	Mobile 311
	537 80 42 000	Comm-Phone/Postage/Fx	402 000 537 Garbage	75.26	
	548 68 42 000	Comm-Phone/Postage/Fx	501 000 548 Equip Rental &	58.26	
	576 80 47 000	Utilities	001 000 576 Current Expens	58.26	
32444	06/24/2020	06/24/2020	833		
			Verizon Wireless	557.01	City Smart Phones / Tablets
	534 80 42 000	Comm-Phone/Postage/Fx	403 000 534 Water	18.57	
	535 80 42 000	Comm-Phone/Postage/Fx	404 000 535 Sewer	74.62	
	537 80 42 000	Comm-Phone/Postage/Fx	402 000 537 Garbage	19.12	
	548 68 42 000	Comm-Phone/Postage/Fx	501 000 548 Equip Rental &	213.49	
	559 30 47 000	Utilities/Phone	001 000 559 Current Expens	76.03	
	576 20 47 000	Utilities	176 000 576 Community Sw	26.92	
	576 80 47 000	Utilities	001 000 576 Current Expens	128.26	

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 06/24/2020

Time: 15:12:57 Date: 06/18/2020
Page: 9

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
			Total Verizon Wireless	787.63	
32490	06/24/2020	06/24/2020	837 Visa	707.11	Card Three
511 60 31 000	Office & Operating Suppli	001 000 511	Current Expens	15.00	Wenatchee World Sub.
513 10 31 000	Office & Operating Suppli	001 000 513	Current Expens	27.11	A. Cortez Bus. Cards
513 10 31 000	Office & Operating Suppli	001 000 513	Current Expens	32.53	Chargers For Administrator
518 90 34 000	Office & Operating Suppli	502 000 518	Central Service	69.65	Thermometer For COVID-19
518 90 34 000	Office & Operating Suppli	502 000 518	Central Service	-69.65	Return Thermometer For COVID-19
534 80 32 000	Operating Supplies-Trtmn	403 000 534	Water	75.56	Safety Inspection Tabs
536 50 31 000	Office & Operating Suppli	001 000 536	Current Expens	258.23	Flags For Memorial Day
548 68 49 000	Misc-Reg/Dues/Subscripti	501 000 548	Equip Rental &	129.12	Amazon Prime Membership Fee
558 60 41 000	Pro.Svs. Non-Reimbursed	001 000 558	Current Expens	134.56	PC Meeting Minutes
558 60 49 000	Misc-Reg/Dues/Subscripti	001 000 558	Current Expens	35.00	L. Vespier Class
32453	06/24/2020	06/24/2020	870 Waste Managment Of	142.24	20 Yd. Recycling Dumpster
537 80 41 002	Recycling Dumpster Rent:	402 000 537	Garbage	142.24	
32454	06/24/2020	06/24/2020	870 Waste Managment Of	221.62	4 Yd. Recycling Dumpster
537 80 41 002	Recycling Dumpster Rent:	402 000 537	Garbage	221.62	
			Total Waste Managment Of	363.86	
32487	06/24/2020	06/24/2020	4673 Wenatchee Petroleum Co.	125.99	Dyed Diesel
548 68 32 000	Fuel Consumed	501 000 548	Equip Rental &	125.99	
32451	06/24/2020	06/24/2020	892 Wenatchee Valley Humane Society	1,430.46	Animal Control Contract For July 2020
554 30 41 000	Humane Society-Prosvs.	001 000 554	Current Expens	1,430.46	
32463	06/24/2020	06/24/2020	10596 Zply Fiber	36.98	Parks Irrigation 8th Street
576 80 47 000	Utilities	001 000 576	Current Expens	36.98	
32464	06/24/2020	06/24/2020	10596 Zply Fiber	36.98	Parks Irrigation - Enchantment
576 80 47 000	Utilities	001 000 576	Current Expens	36.98	
32465	06/24/2020	06/24/2020	10596 Zply Fiber	30.59	Telemetry Pump Station - WTP
534 80 42 000	Comm-Phone/Postage/Fx	403 000 534	Water	30.59	
32466	06/24/2020	06/24/2020	10596 Zply Fiber	165.25	City Pool & Parks DSL

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 06/24/2020

Time: 15:12:57 Date: 06/18/2020
Page: 10

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
576 20 42 000	Comm-Phone/Postage/Fx		176 000 576 Community Sw	82.63	
576 80 47 000	Utilities		001 000 576 Current Expens	82.62	
32467	06/24/2020	06/24/2020	10596	1,274.58	City Phone Lines
518 90 42 000	Comm-Phone/Postage/Fx		502 000 518 Central Service	354.93	
534 80 42 000	Comm-Phone/Postage/Fx		403 000 534 Water	47.24	
535 80 42 000	Comm-Phone/Postage/Fx		404 000 535 Sewer	49.43	
535 80 42 000	Comm-Phone/Postage/Fx		404 000 535 Sewer	49.43	
535 80 42 000	Comm-Phone/Postage/Fx		404 000 535 Sewer	79.42	
535 80 42 000	Comm-Phone/Postage/Fx		404 000 535 Sewer	89.00	
535 80 42 000	Comm-Phone/Postage/Fx		404 000 535 Sewer	118.99	
557 30 44 001	Advertising-LAP		104 000 557 Lodging Tax	55.83	
575 48 42 000	Phone/Postage/Fax		110 000 575 Leavenworth C:	134.13	
576 20 42 000	Comm-Phone/Postage/Fx		176 000 576 Community Sw	173.72	
576 80 47 000	Utilities		001 000 576 Current Expens	122.46	
Total Ziplly Fiber				1,544.38	
				Report Total:	79,293.83
Fund					
001 Current Expense				20,829.67	
101 Streets				2,205.38	
104 Lodging Tax				6,936.68	
110 Leavenworth Civic Center				1,271.97	
176 Community Swimming Pool				503.15	
402 Garbage				10,886.70	
403 Water				15,981.35	
404 Sewer				10,613.04	
410 Stormwater				12.00	
415 Parking				2,736.26	
501 Equip Rental & Revolving Fund				6,003.02	
502 Central Services				1,314.61	

ACCOUNTS PAYABLE

City Of Leavenworth
MCAG #: 0222

As Of: 06/24/2020

Time: 15:12:57 Date: 06/18/2020
Page: 11

Accts
Pay # Received Date Due Vendor 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.

_____	_____	_____
Councilmember	Councilmember	Councilmember
_____	_____	_____
Councilmember	Councilmember	Councilmember
_____		_____

CHECK REGISTER

City Of Leavenworth
MCAG #: 0222

06/01/2020 To: 06/30/2020

Time: 10:10:59 Date: 06/17/2020
Page: 1

Trans Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3419	06/17/2020	Claims	10	EFT Dept of Revenue	11,607.51	Combined Excise Tax Return
		001 - 518 30 48 000 - Repairs & Maintenance City I			5.67	
		001 - 518 30 48 000 - Repairs & Maintenance City I			1.74	
		410 - 531 30 40 005 - Excise Tax-Dept Of Revenue			172.58	
		403 - 534 80 40 005 - Water-Excise Tax-Dept. Reve:			98.37	
		403 - 534 80 40 005 - Water-Excise Tax-Dept. Reve:			5,940.57	
		404 - 535 80 32 000 - Operating Supplies-Trtmnt Pl			42.50	
		404 - 535 80 32 000 - Operating Supplies-Trtmnt Pl			13.08	
		404 - 535 80 40 005 - Excise Tax-Dept Of Revenue			1,837.69	
		404 - 535 80 40 005 - Excise Tax-Dept Of Revenue			58.02	
		404 - 535 80 40 005 - Excise Tax-Dept Of Revenue			1,011.26	
		001 - 536 50 40 005 - External Taxes-Excise Tax			66.46	
		402 - 537 80 40 005 - Excise Tax-Dept Of Revenue			583.27	
		402 - 537 80 40 005 - Excise Tax-Dept Of Revenue			1,220.70	
		501 - 548 68 34 001 - SPFI-Garbage Truck			124.80	
		501 - 548 68 34 001 - SPFI-Garbage Truck			38.40	
		104 - 557 30 44 001 - Advertising-LAP			28.21	
		104 - 557 30 44 001 - Advertising-LAP			8.68	
		110 - 575 48 48 000 - Repairs & Maintenance			8.51	
		110 - 575 48 48 000 - Repairs & Maintenance			2.62	
		176 - 576 20 31 000 - Office & Operating Supplies			17.29	
		176 - 576 20 31 000 - Office & Operating Supplies			5.32	
		001 - 576 80 31 000 - Office & Operating Supplies			11.86	
		001 - 576 80 31 000 - Office & Operating Supplies			3.65	
		001 - 576 80 48 000 - Repairs & Maintenance			14.18	
		001 - 576 80 48 000 - Repairs & Maintenance			4.36	
		110 - 589 30 00 003 - Sales Tax Disbursements			-79.57	
		110 - 589 30 00 003 - Sales Tax Disbursements			-0.82	
		110 - 589 30 00 003 - Sales Tax Disbursements			-11.38	
		110 - 589 30 00 003 - Sales Tax Disbursements			-3.50	
		415 - 589 30 00 004 - External Taxes - Excise Tax			20.11	
		415 - 589 30 00 004 - External Taxes - Excise Tax			277.50	
		415 - 589 30 00 004 - External Taxes - Excise Tax			85.38	
					107.92	
001 Current Expense					107.92	
104 Lodging Tax					36.89	
110 Leavenworth Civic Center					-84.14	
176 Community Swimming Pool					22.61	
402 Garbage					1,803.97	
403 Water					6,038.94	
404 Sewer					2,962.55	
410 Stormwater					172.58	
415 Parking					382.99	
501 Equip Rental & Revolving Fund					163.20	
					11,607.51	
					11,607.51	Claims: 11,607.51

CHECK REGISTER

City Of Leavenworth
MCAG #: 0222

06/01/2020 To: 06/30/2020

Time: 10:03:43 Date: 06/10/2020
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3275	06/11/2020	Claims	10	62302	KOHO 101.1 FM	1,200.00	Close The Distance Campaign Advertising/Business Recovery
			104 - 557 30 44 001 - Advertising-LAP			1,200.00	
			104 Lodging Tax			1,200.00	
						<u>1,200.00</u>	Claims: 1,200.00
						1,200.00	

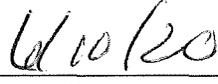
I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a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