



City of Leavenworth

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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 July 14, 2020 Pacific Time (US and Canada)

Morning Study Session 8:30 AM to 10:30 AM

Join Zoom Meeting

<https://us02web.zoom.us/j/89719505158?pwd=SOIUU3JRNNGg4SS9rVEJGb0xCaTRYUT09>

Meeting ID: 897 1950 5158

Password: 256533

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/82960262125?pwd=UDhCbitRWDdUeDdJMDg4OWt0c1R0Zz09>

Meeting ID: 829 6026 2125

Password: 159792

Regular Evening Meeting Begins at 6:30 PM

<https://us02web.zoom.us/j/87959607419?pwd=YlBjL1UwV1IHM2dpeVE5dWxzYU1odz09>

Meeting ID: 879 5960 7419

Password: 866696

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://us02web.zoom.us/u/keoKh4hQ3E>

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, July 13, 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 prior to 1:00 PM on Monday, July 13, 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

July 14, 2020 – 6:30 PM

Call to Order

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of June 23, 2020 Regular Meeting Minutes
3. June 2020 Payroll \$228,085.18
4. 2020 Claims \$1,053,503.57
5. Motion to Set Public Hearing on Six-Year Capital Facilities Plan on 9/22/2020 at 6:45 PM
6. Authorization to Proceed with a Request for Proposal – Pine Street Phase II Engineering

Council Committees – 2nd Tuesday

Economic Development 4:30 PM

Parks 5:00 PM

Public Works 5:30 PM

Public Safety Report: Sergeant Scott Lawrence, Liaison Officer

Councilmember and Committee Reports

Mayor / Administration Reports

Comments from the Public on Items Not on the Agenda

Presentation: Census Complete Count – Brooklyn Holton

Public Hearing on Code Inconsistencies at 6:45 PM

Resolutions, Ordinances, Orders, and Other Business

1. Action: Ordinance 1612 – Code Inconsistencies Chapter 12.08
2. Action: Ordinance 1613 – Code Inconsistencies Chapter 21.07
3. Action: Ordinance 1614 – Code Inconsistencies Chapter 15.04
4. Action: Ordinance 1615 – Code Inconsistencies Chapter 14.10
5. Action: Ordinance 1616 – Quarterly Budget Amendment
6. Action: Development Services Mid-Year Report
7. Action: Consultant Agreement with TD&H for 14th Street Pavement Project
8. Action: Professional Services Agreement with 3Sherpas for Website Redesign
9. Action: Cascade School District Skateboard Park Memorandum Amendment #2
10. Action: Ratification of Resolution 14-2020 – Updated Proclamation of Emergency

Information Items for Future Consideration

Executive Session: RCW 42.30.110 (1)(c) Minimum Price of Real Estate

Adjournment

(Next Ordinance is 1617 – Next Resolution is 15-2020)

SUPPLEMENTAL COUNCIL AGENDA

1. Ordinance 1612 – Code Inconsistencies Chapter 12.08

The City Council is being asked to amend the Leavenworth Municipal Code to address code inconsistencies to Chapter 12.08 Street and Sidewalk Obstructions. This section of code currently references enforcement actions which conflict with Chapter 21.13 Enforcement. The amendment removes the outdated enforcement actions and replaces them by referencing Chapter 21.10 Enforcement. This amendment will address an inconsistency in how code enforcement is to be handled. The Planning Commission recommended approval of the amendments after conducting a Hearing on June 3, 2020 where no public comment was received.

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

- Staff Report, for June 3, 2020 Hearing
- Planning Commission Minutes June 3, 2020
- Ordinance 1612

- **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1612 amending the Leavenworth Municipal Code Chapter 12.08, Street and Sidewalk Obstruction, to reference existing enforcement procedures.*

2. Ordinance 1613 – Code Inconsistencies Chapter 21.07

The City Council is being asked to amend the Leavenworth Municipal Code Chapter 21.07, Application Process, to include a “right of entry” for City employees to enter an applicant’s property after a land use or pre-application application is received by the City. These types of site visits allow City employees time to review the proposal in relation to the site conditions. The “right of entry” is covered in multiple areas of code but was not specifically included for land use applications.

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

- See **TAB 1**, Staff Report and Planning Commission Minutes
- Ordinance 1613

- **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1613 amending the Leavenworth Municipal Code Chapter 21.07, Application Process, to provide a right of entry of City employees when a permit has been applied for.*

3. Ordinance 1614 – Code Inconsistencies Chapter 15.04

The City Council is being asked to amend the Leavenworth Municipal Code Chapter 15.04, Building Codes, to clarify two items; (1) swimming pool covers are not a substitute for fencing, which is required to be 5’ tall, and (2) define exempt accessory storage shed uses for tools, storage, playhouse, or similar use with a limit of 200 square feet or less. The use of a storage shed is

separate from accessory buildings, such as cabanas or crafting rooms, which are regulated under the building codes as habitable spaces.

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

- See **TAB 1**, Staff Report and Planning Commission Minutes
- Ordinance 1614
- **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1614 amending the Leavenworth Municipal Code Chapter 15.04, Building Codes, to clarify swimming pool and accessory shed requirements.*

4. Ordinance 1615 – Code Inconsistencies Chapter 14.10

The City Council is being asked to amend the Leavenworth Municipal Code Chapter 14.10, Signs, to exempt Service Activity Signs which are used to identify community service groups, such as the Lions Club and Rotary. The placement of these signs is typically located in the public right-of-way or private property at the gateway to the community or business core. The current Service Activity Sign is located near the east end of town.

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

- See **TAB 1**, Staff Report and Planning Commission Minutes
- Example Image of a Service Activity Sign
- Ordinance 1615
- **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1615 amending the Leavenworth Municipal Code Chapter 14.10, Signs, to add Service Activity Signs as an exempt sign.*

5. Ordinance 1616 – Quarterly Budget Amendment

The City Council is being asked to adopt Ordinance 1616 Quarterly Budget Amendment, which amends the budget at the fund level. A majority of this amendment includes the approved Council actions over the past quarter. Due to the COVID-19 shutdown, additional reductions are being incorporated to the City's major revenue streams, which includes parking, retail sales, and lodging tax revenues; see specific comments on the detailed line item sheet for various projections anticipated through year-end. Some minor amendments have been included for the reductions in the Festhalle Fund revenues that have been refunded, removal of additional funding that was previously budgeted for the Water Meter Replacement Project, a request from City Administrator Ana Cortez for Lodging Tax Funds to assist in downtown restrooms (utilization of the Festhalle restrooms on busy weekends), previously approved requests by Public Works to keep two fleet related vehicles for the Park and Street Departments, and an increase to the ER&R (Equipment Rental & Replacement) Fund for the additional repairs this year to the existing garbage truck. There are no recommended reductions to the City's major enterprise funds that includes the Garbage, Water, Sewer, and Stormwater Funds.

At this time, there remains an uncertainty of what the total effects of lost revenues will have on the City's individual funds; however, making these necessary major revenue reductions now will greatly assist in the development of the 2021-2022 Budget. The City Council will see another amendment in October that will reflect the changes from now through July 31 (current actual losses only reflect through April). The greatest financial impact is occurring in the Lodging Tax Fund that had previously had an estimated ending fund balance of \$1,307,766; based on the lost revenues to date, plus the projections noted through year-end, the current loss amounts to approximately \$825,000 for the Fund by year-end.

Based on the City's current Financial Policy, which is being reviewed by the Finance Committee for future potential changes, the chart below is a current snapshot of the City's fund balances versus the policy recommendations; if a fund is not listed there is no set policy for that fund (these figures take into account this budget amendment for budgeted figures, not actuals, and includes the change from the last snapshot):

Fund	Reserve Policy	Reserve After QBA
General	40% by 2020 - Revenues	40% - down from 56%
Garbage	25% - Expenditures	15% - down from 16%
Water	25% - Expenditures	50% - up from 48%
Sewer	35% - Expenditures	100% - down from 101%
Stormwater	25% - Expenditures	125% - down from 129%
Parking	100% - Annual Debt Due	26% - down from 109%
Lodging Tax	\$300,000	160% - \$482,766 - down from 436% or \$1,307,766
ER&R	Sustain Operations/Capital	No issues EFB = \$343,666 - down from \$410,870
Civic Center – Festhalle	50% - Expenditures	0% of \$74,104 – down from 11%
City Pool	25% - Expenditures	90-95% - up from 55%

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

- Ordinance 1616
- Revenue and Expense Line Item Details
 - **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1616 Quarterly Budget Amendment.*

6. Development Services Mid-Year Report

This time is provided for the City Council to review and discuss development activities for the first six months of 2020. The Mid-Year Report provides a summary of 2019 permits, a breakdown of

2020 permits, and an overview of the Development Services Department Objectives and Achievements.

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

- Mid-Year Report 2020

7. Consultant Agreement with TD&H for 14th Street Pavement Project

The City Council is being asked to approve a Transportation Improvement Board (TIB) Consultant Agreement with TD&H Engineering for the construction engineering requirements associated with the 14th Street Pavement Project – Commercial Street to Front Street. This work includes full depth pavement reclamation as well as curb, gutter, sidewalk, and drainage improvements. The City, utilizing the assistance of TD&H Engineering, applied for and was awarded a grant for the project through the TIB; the agreement was approved by the City Council and signed by the Mayor on December 10, 2019. The City's portion of the project will be \$25,800 and the total project engineering estimate is \$488,300. The actual project will not begin until 2021 when the Wastewater Treatment Plant project is completed to eliminate construction overlap.

The total cost of the TIB approved Consultant Agreement with TD&H is an amount not to exceed \$39,191.57; however, the full budgeted engineering amount is \$69,200. This difference is allotted to allow the City to directly hire geotechnical engineering services and other subconsultants as needed or prescribed by TD&H.

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

- TIB Consultant Agreement – 14th Street Project
 - **MOTION:** *The Leavenworth City Council moves to approve the Consultant Agreement with TD&H Engineering in an amount not to exceed \$39,197.57 and authorizes the Mayor to sign the agreement.*

8. Professional Services Agreement with 3Sherpas for Website Redesign

The City Council is being asked to authorize the Mayor to sign a Professional Services Agreement with Fallon Technology, Inc, dba 3Sherpas, for the redesign of the City's website.

The following item is included under **TAB 8:**

- Professional Services Agreement – Fallon Technology, Inc., dba 3Sherpas
 - **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign a contract with Fallon Technology, Inc, doing business as, 3Sherpas for the redesign of the City website.*

9. Cascade School District Skateboard Park Memorandum Amendment No. 2

Staff seeks authorization from Council to execute a second amendment to the July 25, 2016 Memorandum of Understanding between the City and Cascade School District. This amendment requests an extension for entering into an intergovernmental disposition of property on or before December 31, 2020; the previous date for such transaction was September 30, 2020. With Council direction, staff will meet with District staff to ensure full execution of this extension.

The following items are included under **TAB 9**:

- Amendment No. 2 to Skateboard Park Memorandum of Understanding
 - **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign Amendment No. 2 to the Skateboard Park Memorandum of Understanding between the City of Leavenworth and Cascade School District.*

10. Ratification of Resolution 14-2020 – Updated Proclamation of Emergency

The City Council is being asked to approve and adopt Resolution 14-2020, ratifying a proclamation of emergency from Mayor Florea, which was signed as of Friday, July 2, 2020 in response to the novel coronavirus (COVID-19) outbreak.

The following items are included under **TAB 10**:

- Resolution 14-2020
- Updated Proclamation of Emergency 2020-05
 - **MOTION:** *The Leavenworth City Council moves to approve and adopt Resolution 14-2020 – Proclamation of Emergency.*



Amended Staff Report Code Amendments

To: Leavenworth Planning Commission
From: City of Leavenworth Development Services Department
Date of Report: May 26, 2020 for the June 3, 2020 Hearing
Subject: Code Amendments

OVERVIEW

This amended staff report replaces the prior report, dated for the April 1, 2020 hearing. The changes reflect the Planning Commission discussions at the May 6, 2020 meeting. The purpose of proposed amendments is to address minor inconsistencies in the Leavenworth Municipal Code.

- A. Chapter 12.08 Street and Sidewalk Obstruction – this section of code outlines a code violation process which is inconsistent with Chapter 21.13, Enforcement. The purposed amendment will remove some text and reference LMC 21.13 for consistent enforcement.
- B. Chapter 21.07 Application Process – the current processing review of land use applications does not explicitly permit City staff to enter the applicant’s property. Site visits allow the staff to review the proposal in relation to the site conditions including, but not limited to, identifying potential environmental issues and mitigation options. The purposed amendment will add a “right of entry” provision.
- C. Chapter 14.10 Signs – the City has existing Service Activity Sign, identifying community groups such as the Lions Club and Rotary. This type of sign is not identified in the sign code and therefore nonconforming. Replacement and relocation of the signs is needed and for this reason clarification in the code is required. This purposed amendment will exempt service signs when they are less than fifty square feet (same size limit as a business sign).
- D. Chapter 15.04 Building Codes – the Building Official has identified two items which need to be clarified in the International Residential Code (IRC) building code adopted for the City. First, under Appendix G Pools should clearly state that pool covers are not a substitute for fencing and the fence height is required to be 5’. Second, exempt accessory storage sheds should clearly be defined and listed as no greater than 200 square feet.

The Planning Commission is being asked to review these amendments, consider public comment and make a recommendation to the City Council.

PUBLIC HEARING NOTICE COMPLIANCE

60-day Agency review – expedited review requested	Material ID# 2020-S-1290 Comment period ending 3/25/2020
SEPA Determination	Exempt per WAC 197-11-800(19) Procedural Action.
Notice of Planning Commission Public Hearing	Published in the Echo: March 18, 2020 Published in the echo: May 20, 2020

Planning Commission Public Hearing	April 1, 2020 continued to May 6, 2020 and re-noticed and held June 3, 2020
City Council Public Hearing:	Tentatively Scheduled for July

PUBLIC/AGENCY COMMENTS

There were no public or agency comments received, at the time of drafting this staff report. The public is encouraged to attend the Planning Commission Hearing and provide testimony before a recommendation is forwarded to the City Council. The Planning Commission may incorporate comments and testimony into the recommendation. Additionally, the City Council will have an opportunity for public testimony at the Council Public Hearing.

RECOMMENDATIONS AND FINDINGS

Staff recommends approval of proposed code amendments based on the following findings of fact and conclusions of law:

- 1. The amendment is necessary to resolve inconsistencies in the provisions of the comprehensive plan and/or development regulations or to address state or federal mandates.**

Staff Finding: The proposed amendments are intended to address minor inconsistencies in the Leavenworth Municipal Code, including, lack of reference to the enforcement regulations, inability to conduct site visits for active applications, missing sign type, and building clarifications.

Conclusion: The amendments are necessary to resolve inconsistencies in the provisions of the Leavenworth Municipal Code.

- 2. The amendment is consistent with the overall intent of the existing comprehensive plan and the other documents incorporated therein.**

Staff Finding: The Comprehensive Plan provides limited guidance on land use processing with one policy. The Comprehensive Plan is silent on building code and enforcement requirements. Finally, signs are noted as regulated under the Design Review board but there is no specific direction regarding exemptions.

Policy 5: Encourage efficient City permitting and design review processes.

Conclusion: The amendments are consistent with the existing comprehensive plan.

- 3. The amendment is consistent with the assumptions and/or other factors such as population, employment, land use, housing, transportation, capital facilities, economic conditions, etc., contained in the comprehensive plan.**

Staff Finding: The proposed amendments have no impact on the assumptions/factors used to develop the Comprehensive Plan.

Conclusion: This criterion does not apply.

- 4. The amendments are consistent with the requirements of the Growth Management Act and the county- wide planning policies.**

Staff Finding: The existing Comprehensive Plan is compliant with the Growth Management Act and the County-Wide Planning Policies. The proposed code amendments do not change the substance or intent of the Comprehensive Plan.

Conclusion: The amendments are consistent with the requirements of the Growth Management Act and the county-wide planning policies.

5. **The amendments are consistent with and do not adversely affect the supply of land for various purposes which are available to accommodate projected growth over a twenty-year period.**

Staff Finding: The overall land available for development will not change as a result of the proposed amendments.

Conclusion: The amendments are consistent with and do not adversely affect the supply of land for various purposes which are available to accommodate projected growth over a twenty-year period.

6. **Where applicable, conditions have changed such that assumptions and/or other factors such as population, employment, land use, housing, transportation, capital facilities, economic conditions, etc., contained in the comprehensive plan have been revised and/or enhanced to reflect said conditions;**

Staff Finding: The proposed amendments do not pose any change to the Comprehensive Plan.

Conclusion: This criterion does not apply.

7. **Amendments to the comprehensive plan land use designation map(s) are either consistent and/or compatible with, or do not adversely affect, adjacent land uses and surrounding environment;**

Staff Finding: The proposed code amendments will not change the Comprehensive Plan maps.

Conclusion: This criterion does not apply.

8. **The proposed amendments are consistent with and do not negatively impact public facilities, utilities and infrastructure, including transportation systems, and any adopted levels of service.**

Staff Finding: The proposed amendments relate to processes and will not change the requirements for concurrent infrastructure.

Conclusion: This criterion does not apply.

9. **The proposed amendment does not adversely affect lands designated resource lands of long-term commercial significance or critical areas.**

Staff Finding: There are no designated resource lands within the City limits. The proposed amendments have no change to the requirements for environmental review and compliance with critical area regulations.

Conclusion: The proposed amendments do not adversely affect lands designated resource lands of long-term commercial significance or critical areas.

- A. **Attachments:** (A) Chapter 12.08 Chapter 12.08 Street and Sidewalk Obstruction; (B) Chapter 21.07 Application Process; (C) Chapter 14.10 Signs; and, (D) Chapter 15.04 Building Codes



Planning Commission Meeting Minutes

City Hall Council Chambers
700 Highway 2, Leavenworth, WA

Wednesday, June 3, 2020 at 7:00 PM

OPEN OF THE MEETING: Chairman Andy Lane called the meeting to order at 7:03 PM.

ROLL CALL: Andy Lane, Chuck Reppas, Steven Booher, Allison Miller, Angela Harrison and Colin Forsythe.

STAFF: Lilith Vespier.

COMMUNITY MEMBERS: Sharon Waters.

Review and approval of May 6, 2020 Planning Commission Minutes: There were no minutes to approve at this meeting.

Public Hearing on Code Amendments: The Hearing was opened and staff noted that all items discussed at the May meeting workshop were incorporated into the hearing materials.

Changes being made to LMC Chapter 12.08; street and sidewalk obstruction. This will allow the City to handle code violations more consistently.

New section being added to LMC Chapter 21.07.015; Right of Entry for application review. The signature on the land use applications will allow City staff to the right to enter property for purposes of reviewing applications. City staff will give owner 24-hour notice of needing to inspect the property, but will allow the City to go on the property if the property owner was not able to be reached.

Changes being made to LMC Chapter 14.10.055; Exemption of service signs. These signs must still be consistent with the current DRB standards.

Clarifying language for LMC Section 15.04.010; Pools need to have a fence put around them and not covered and storage sheds less than 200 square feet do not require a building permit.

Motion made by Chuck Reppas to approve the changes to the code and seconded by Steven Booher. 6 Aye, 0 No

District Use Chart: Discussion for 1 hour and 30 minutes.

Housing Action Plan: Ms. Vespier stated that the City Council would like to review the draft communication document with terms and definitions to help the public understand and be more engaged. The Planning Commission members suggested using all forms of social media to get the word out about the Community Workshop.

Adjournment Meeting adjourned at 8:58 PM

(Meeting recording available on request)

Respectfully Submitted,
Andrea Fischer
Office Assistant
City of Leavenworth

ORDINANCE NO. 1612

**AN ORDINANCE OF THE CITY OF LEAVENWORTH, WASHINGTON
ADOPTING AMENDMENTS TO THE LEAVENWORTH MUNICIPAL
CODE ADDRESSING INCONSISTENCIES AMENDING CHAPTER 12.08
STREET AND SIDEWALK OBSTRUCTION.**

WHEREAS, the Leavenworth City Council directed the Planning Commission through the 2020 Planning Commission Docket to address “H. Code Inconsistencies, Clarifications & Incorporation of Policies and Interpretations;” and

WHEREAS, the Planning Commission was scheduled to review proposed amendments during an April 1, 2020 hearing which was continued to May 6, 2020 due to COVID-19 restriction; and

WHEREAS, the Planning Commission reviewed proposed amendments during the May 6, 2020 meeting and agreed to re-notice the hearing for June 3, 2020; and

WHEREAS, on June 3, 2020, the Planning Commission held a public hearing to receive public testimony on the amendments to the Municipal Code, of which there was none, and voted unanimously to recommend adoption of the amendments with three minor corrections; and

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

WHEREAS, on March 12, 2020, the City of Leavenworth sent the request for comment to the Department of Commerce, pursuant to the requirements of RCW 36.70A.106; and

WHEREAS, the Department of Commerce reviewed, material ID #2020-S-1290, and concluded on May 10, 2020 with no agency comment; and

WHEREAS, on July 1, 2020, a “Notice of Public Hearing” was published in the Leavenworth Echo and posted in three locations in City Hall; and

WHEREAS, on July 14, 2020, the City Council held a public hearing to receive public testimony and consider the proposed amendments; and

WHEREAS, the City Council made the following findings:

1. The requirements of RCW 43.21C, the State Environmental Policy Act, and WAC 197-11 have been satisfied.
2. The requirements of the Leavenworth Municipal Code related to the updates and amendments have been satisfied.
3. The Planning Commission recommendation was based on the Staff Report findings of fact and conclusion of law.
4. The amendments are consistent with the purpose and intent of the City’s Comprehensive Plan.

5. The amendments have undergone sufficient research and evaluation to determine that they will accomplish the purposes for which they are enacted and are intended to further the public health, safety, and welfare.
6. The amendments are in the best interest of the public and further the health, safety, and welfare of the citizens of the City of Leavenworth.
7. The City Council decision is final unless appealed as provided in Chapter 21.11 LMC, Appeals. The appeal shall meet the requirements of the Growth Management Hearing Board process and procedures.
8. The complete case file, including findings, conclusions and conditions of approval, if any, is available for inspection at City Hall during normal business hours, 700 US Hwy 2, Leavenworth, WA. Contact the Development Services Manager, (509) 548-5275.

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

Section 1. The amendments regarding design review requirements, amending Leavenworth Municipal Code Section LMC 12.08 Street and Sidewalk Obstruction are hereby adopted to read as set out in Attachment A.

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

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

Passed by the City Council of the City of Leavenworth, Washington and approved by the Mayor at an open public meeting on the 14th day of July, 2020.

CITY OF LEAVENWORTH

By: _____
Carl J. Florea, Mayor

Attest:

Chantell Steiner
City Clerk/Finance Director

Approved as to form:

Thom H. Graafstra, City Attorney

Enforcement is regulated pursuant to LMC 21.13. Older code section(s) have been updated to the correct reference chapter.

Chapter 12.08 Street and Sidewalk Obstruction

12.08.010 Prohibited – Exception.

It is a violation for any person or persons, corporation or corporations to obstruct any street, alley or sidewalk within the city by placing thereon any signs, boxes, merchandise, implements, vehicles, stands, fences, gate openings over sidewalks, wood piles, rubbish, garbage or other thing of any nature or description for purposes of display or storage or any other purpose, or to in any other fashion exclusively occupy by their person or possessions any street, alley or sidewalk within the city and obstruct the same. "Obstruct" shall mean to unreasonably impede or inconvenience passage of the public on the street, alley or sidewalk considering the congestion on the street, alley or sidewalk.

12.08.020 Violation – Penalty.

Any person or persons willfully violating LMC 12.08.010 is guilty of a civil infraction and shall pay a civil penalty of up to \$250.00 per day for each day of such violation, [pursuant to LMC 21.13](#).

12.08.025 Removal of overhanging or obstructing vegetation – Removal – Destroying debris.

A. The owner of any property in the city of Leavenworth is required to remove or destroy all trees, plants, shrubs or vegetation, or parts thereof, which overhang any sidewalk or street or which are growing thereon in such a manner as to obstruct or impair the free and full use of the sidewalk or street by the public. Any such owner is further required, at the direction of the mayor or the mayor's designee, to remove or destroy all grass, weeds, shrubs, bushes, trees or vegetation growing or which has grown and died, and to remove or destroy all debris upon property owned or occupied by such owner which are a fire hazard or a menace to the public health, safety or welfare.

~~B. It is a violation of this section, subject to civil enforcement under subsection (C) of this section, for the owner of any premises in the city or the owner's agent or the occupant of any premises in the city to overhang any sidewalk or street with growing vegetation thereon in such a manner as to obstruct or impair the free and full use of the sidewalk or street by the public.~~

~~C. Upon violation under subsection (B) of this section, a notice of violation shall be issued to the owner or occupant which shall order abatement of the condition. If compliance is not achieved, the city may itself abate the condition at the owner's expense. Any such proceedings by the city directed to such property owner shall be initiated by a notice which shall describe the property involved and the hazardous condition, and require the owner to make such removal or destruction within five days of notice given as provided above. In the event the owner fails to make such removal or destruction after notice is given as provided in this section, the city may cause the removal or destruction thereof, and shall charge the cost to the owner of the property and may file a lien against the property for all such charges incurred. Notice of any such lien shall, as nearly as practicable, be in substantially the same form and filed with the same officer and within the same time and manner, and be enforced and foreclosed as is provided by law for liens for labor or materials under the laws of the state of Washington.~~

ORDINANCE NO. 1613

**AN ORDINANCE OF THE CITY OF LEAVENWORTH, WASHINGTON
ADOPTING AMENDMENTS TO THE LEAVENWORTH MUNICIPAL
CODE ADDRESSING INCONSISTENCIES AMENDING CHAPTER 21.07
APPLICATION PROCESS.**

WHEREAS, the Leavenworth City Council directed the Planning Commission through the 2020 Planning Commission Docket to address “H. Code Inconsistencies, Clarifications & Incorporation of Policies and Interpretations;” and

WHEREAS, the Planning Commission was scheduled to review proposed amendments during an April 1, 2020 hearing which was continued to May 6, 2020 due to COVID-19 restriction; and

WHEREAS, the Planning Commission reviewed proposed amendments during the May 6, 2020 meeting and agreed to re-notice the hearing for June 3, 2020; and

WHEREAS, on June 3, 2020, the Planning Commission held a public hearing to receive public testimony on the amendments to the Municipal Code, of which there was none, and voted unanimously to recommend adoption of the amendments with three minor corrections; and

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

WHEREAS, on March 12, 2020, the City of Leavenworth sent the request for comment to the Department of Commerce, pursuant to the requirements of RCW 36.70A.106; and

WHEREAS, the Department of Commerce reviewed, material ID #2020-S-1290, and concluded on May 10, 2020 with no agency comment; and

WHEREAS, on July 1, 2020, a “Notice of Public Hearing” was published in the Leavenworth Echo and posted in three locations in City Hall; and

WHEREAS, on July 14, 2020, the City Council held a public hearing to receive public testimony and consider the proposed amendments; and

WHEREAS, the City Council made the following findings:

1. The requirements of RCW 43.21C, the State Environmental Policy Act, and WAC 197-11 have been satisfied.
2. The requirements of the Leavenworth Municipal Code related to the updates and amendments have been satisfied.
3. The Planning Commission recommendation was based on the Staff Report findings of fact and conclusion of law.
4. The amendments are consistent with the purpose and intent of the City’s Comprehensive Plan.

5. The amendments have undergone sufficient research and evaluation to determine that they will accomplish the purposes for which they are enacted and are intended to further the public health, safety, and welfare.
6. The amendments are in the best interest of the public and further the health, safety, and welfare of the citizens of the City of Leavenworth.
7. The City Council decision is final unless appealed as provided in Chapter 21.11 LMC, Appeals. The appeal shall meet the requirements of the Growth Management Hearing Board process and procedures.
8. The complete case file, including findings, conclusions and conditions of approval, if any, is available for inspection at City Hall during normal business hours, 700 US Hwy 2, Leavenworth, WA. Contact the Development Services Manager, (509) 548-5275.

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

Section 1. The amendments regarding design review requirements, amending Leavenworth Municipal Code Section 21.07.015; (3) Exemption for Service Sign, LMC Section 14.10.055 are hereby adopted to read as set out in Attachment A.

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

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

Passed by the City Council of the City of Leavenworth, Washington and approved by the Mayor at an open public meeting on the 14th day of July, 2020.

CITY OF LEAVENWORTH

By: _____
Carl J. Florea, Mayor

Attest:

Chantell Steiner
City Clerk/Finance Director

Approved as to form:

Thom H. Graafstra, City Attorney

The City Codes provide for right of entry for multiple uses and inspections. Land Use application is currently not listed as a right to enter.

21.07 Application Process

21.07.015 Right of Entry.

Anyone submitting an application for a pre-application meeting or an Administrative, Quasi-Judicial or Legislative action which is located on a specific site(s), is authorizing City staff or agent to enter the property for the purposes of verification of site conditions and evaluation of proposed use or development. Whenever practicable, City staff will attempt to inform the property owner or applicant of the site visit at least 24 hours prior to the site visit.

ORDINANCE NO. 1614

**AN ORDINANCE OF THE CITY OF LEAVENWORTH, WASHINGTON
ADOPTING AMENDMENTS TO THE LEAVENWORTH MUNICIPAL
CODE ADDRESSING INCONSISTENCIES AMENDING CHAPTER 15.04
BUILDING CODES.**

WHEREAS, the Leavenworth City Council directed the Planning Commission through the 2020 Planning Commission Docket to address “H. Code Inconsistencies, Clarifications & Incorporation of Policies and Interpretations;” and

WHEREAS, the Planning Commission was scheduled to review proposed amendments during an April 1, 2020 hearing which was continued to May 6, 2020 due to COVID-19 restriction; and

WHEREAS, the Planning Commission reviewed proposed amendments during the May 6, 2020 meeting and agreed to re-notice the hearing for June 3, 2020; and

WHEREAS, on June 3, 2020, the Planning Commission held a public hearing to receive public testimony on the amendments to the Municipal Code, of which there was none, and voted unanimously to recommend adoption of the amendments with three minor corrections; and

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

WHEREAS, on March 12, 2020, the City of Leavenworth sent the request for comment to the Department of Commerce, pursuant to the requirements of RCW 36.70A.106; and

WHEREAS, the Department of Commerce reviewed, material ID #2020-S-1290, and concluded on May 10, 2020 with no agency comment; and

WHEREAS, on July 1, 2020, a “Notice of Public Hearing” was published in the Leavenworth Echo and posted in three locations in City Hall; and

WHEREAS, on July 14, 2020, the City Council held a public hearing to receive public testimony and consider the proposed amendments; and

WHEREAS, the City Council made the following findings:

1. The requirements of RCW 43.21C, the State Environmental Policy Act, and WAC 197-11 have been satisfied.
2. The requirements of the Leavenworth Municipal Code related to the updates and amendments have been satisfied.
3. The Planning Commission recommendation was based on the Staff Report findings of fact and conclusion of law.
4. The amendments are consistent with the purpose and intent of the City’s Comprehensive Plan.

5. The amendments have undergone sufficient research and evaluation to determine that they will accomplish the purposes for which they are enacted and are intended to further the public health, safety, and welfare.
6. The amendments are in the best interest of the public and further the health, safety, and welfare of the citizens of the City of Leavenworth.
7. The City Council decision is final unless appealed as provided in Chapter 21.11 LMC, Appeals. The appeal shall meet the requirements of the Growth Management Hearing Board process and procedures.
8. The complete case file, including findings, conclusions and conditions of approval, if any, is available for inspection at City Hall during normal business hours, 700 US Hwy 2, Leavenworth, WA. Contact the Development Services Manager, (509) 548-5275.

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

Section 1. The amendments regarding design review requirements, amending Leavenworth Municipal Code Section 15.04.010 are hereby adopted to read as set out in Attachment A.

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

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

Passed by the City Council of the City of Leavenworth, Washington and approved by the Mayor at an open public meeting on the 14th day of July, 2020.

CITY OF LEAVENWORTH

By: _____
Carl J. Florea, Mayor

Attest:

Chantell Steiner
City Clerk/Finance Director

Approved as to form:

Thom H. Graafstra, City Attorney

Amendment for pools and clarification of exempt accessory structures

15.04 Building Codes

15.04.010 Adoption of referenced codes

B. The International Residential Code published by the International Code Council, Inc. (IRC) with the appendices and amendments set forth in Chapter 51-51 WAC as the same now exists or may hereafter be amended.

1. Appendix J, Existing Buildings and Structures;

2. Appendix G, Pools, with the following amendments:

i. Pool covers shall not be used to substitute for required fencing

ii. Fence height shall be at least five feet (5');

3. Appendix M, Home Day Care.

4. IRC Section Exemptions Section R105.2(1) Accessory structures shall be defined as "one-story detached accessory structures used as tool and storage sheds, playhouses and similar uses provided the floor area is not greater than 200 square feet."

EXHIBIT D



ORDINANCE NO. 1615

**AN ORDINANCE OF THE CITY OF LEAVENWORTH, WASHINGTON
ADOPTING AMENDMENTS TO THE LEAVENWORTH MUNICIPAL
CODE ADDRESSING INCONSISTENCIES AMENDING CHAPTER 14.10
SIGNS.**

WHEREAS, the Leavenworth City Council directed the Planning Commission through the 2020 Planning Commission Docket to address “H. Code Inconsistencies, Clarifications & Incorporation of Policies and Interpretations;” and

WHEREAS, the Planning Commission was scheduled to review proposed amendments during an April 1, 2020 hearing which was continued to May 6, 2020 due to COVID-19 restriction; and

WHEREAS, the Planning Commission reviewed proposed amendments during the May 6, 2020 meeting and agreed to re-notice the hearing for June 3, 2020; and

WHEREAS, on June 3, 2020, the Planning Commission held a public hearing to receive public testimony on the amendments to the Municipal Code, of which there was none, and voted unanimously to recommend adoption of the amendments with three minor corrections; and

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

WHEREAS, on March 12, 2020, the City of Leavenworth sent the request for comment to the Department of Commerce, pursuant to the requirements of RCW 36.70A.106; and

WHEREAS, the Department of Commerce reviewed, material ID #2020-S-1290, and concluded on May 10, 2020 with no agency comment; and

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WHEREAS, on July 14, 2020, the City Council held a public hearing to receive public testimony and consider the proposed amendments; and

WHEREAS, the City Council made the following findings:

1. The requirements of RCW 43.21C, the State Environmental Policy Act, and WAC 197-11 have been satisfied.
2. The requirements of the Leavenworth Municipal Code related to the updates and amendments have been satisfied.
3. The Planning Commission recommendation was based on the Staff Report findings of fact and conclusion of law.
4. The amendments are consistent with the purpose and intent of the City’s Comprehensive Plan.

5. The amendments have undergone sufficient research and evaluation to determine that they will accomplish the purposes for which they are enacted and are intended to further the public health, safety, and welfare.
6. The amendments are in the best interest of the public and further the health, safety, and welfare of the citizens of the City of Leavenworth.
7. The City Council decision is final unless appealed as provided in Chapter 21.11 LMC, Appeals. The appeal shall meet the requirements of the Growth Management Hearing Board process and procedures.
8. The complete case file, including findings, conclusions and conditions of approval, if any, is available for inspection at City Hall during normal business hours, 700 US Hwy 2, Leavenworth, WA. Contact the Development Services Manager, (509) 548-5275.

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

Section 1. The amendments regarding design review requirements, amending Leavenworth Municipal Code Section 14.10.055 are hereby adopted to read as set out in Attachment A.

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

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

Passed by the City Council of the City of Leavenworth, Washington and approved by the Mayor at an open public meeting on the 14th day of July, 2020.

CITY OF LEAVENWORTH

By: _____
Carl J. Florea, Mayor

Attest:

Chantell Steiner
City Clerk/Finance Director

Approved as to form:

Thom H. Graafstra, City Attorney

Amendment to Sign regulations to add a new "Service Activity Sign" as exempt.

14.10 Signs

14.10.055 Exempt signs.

The following types of exterior and visible from public rights-of-way or located in the interior of a structure and visible from public rights-of-way signs and devices do not require a permit, are exempt from compliance with the Old World Bavarian Alpine theme and LMC 14.10.180, [unless specifically required below](#), and may be made of any material; provided, that any standards specified in this chapter are met; and such signs are not listed as prohibited within LMC 14.10.040. Temporary signs installed pursuant to this section do not have vested status and cannot become permanent installations. The city administrator or his/her designee shall be responsible for determining compliance of "exempt signs." Exemptions shall be construed narrowly. Only those signs that meet the precise terms of one or more of the listed exemptions may be granted exemption. For example: if the sign includes any nonexempt element, then the sign will not meet the exemption. An exempt sign is not an exemption from compliance with any other regulatory requirements. Such signage is not limited in number, height, size or area, and is exempt from compliance with the Old World Bavarian Alpine theme and LMC 14.10.180. For example: neon signs; provided, that such sign is not visible from the adjacent street, alley, sidewalk and/or right-of-way (neon signage located interior to a property and not visible from right-of-way).

- A) All signs interior to a building or property when not visible from public rights-of-way. Any signage located in such a way as to not be visible from any adjacent street, alley, sidewalk, and/or right-of-way (signage located interior to a property and not visible from public rights-of-way).
- B) Nonilluminated window signs; provided, that such sign is placed more than five feet back from the interior window surface.
- C) Sale/price tags attached to the product less than one square foot in total area.
- D) License plates, license plate frames or vehicle brand.
- E) Governmental flags (see Chapter 14.17 LMC).
- F) Signs of a public body (government).
- G) Signs affixed to and integral to vending machines, newspaper stands, and/or other similar freestanding dispensers/machines.
- H) Signs affixed to and integral to utilities or other equipment.
- I) Signs affixed to and integral to portable and temporary services including but not limited to: portable sanitary, garbage/recycle receptacles, and other similar facilities.
- J) Signs located on the property of a residence; provided, that the sign is noncommercial in nature and shall not exceed four square feet in area.
- K) Garage sale signs when located within residential district and not affixed to utility poles or within rights-of-way.
- L) Warning sign (public).
- M) Private use signs; provided, that:
 - 1) The signs are no more than two square feet in area;
 - 2) The signs are located in a residential district on private property, in a designated sign area, or within community bulletin boards;
 - 3) Signs shall not be posted on any utility post, traffic post or street light post;
 - 4) Signs shall be removed the day the event or special condition ends; and
 - 5) Such signs are considered temporary signs.
- N) Political speech signs; provided, that:

- 1) Such signs are considered temporary signs;
 - 2) The area of individual signs shall not exceed four square feet;
 - 3) Such sign may be made of any material; and
 - 4) Such signs are allowed within right-of-way; provided, that they shall not be located on sidewalks or other traveled ways. At no time shall signs block or obstruct safe sight distance, and/or become a nuisance, hazard and/or danger to the public as determined by the public works department.
- O) Political election signs; provided, that:
- 1) Such signs are considered temporary signs;
 - 2) The area of individual signs shall not exceed four square feet;
 - 3) Such signs are allowed within right-of-way; provided, that they shall not be located on sidewalks or other traveled ways. At no time shall signs block or obstruct safe sight distance, and/or become a nuisance, hazard and/or danger to the public as determined by the public works department; and
 - 4) Political election signs shall be removed no later than 15 days after the election.
- P) Label sign; provided, that:
- 1) Such signs shall not exceed one square foot in area; and
 - 2) Such signs are limited to one.
- Q) Integral signs; provided, that:
- 1) Such signs shall not exceed three square feet in area.
- R) Parking lot signs; provided, that:
- 1) Such signs shall not exceed four square feet in area;
 - 2) Such signs are limited to a maximum of one per five parking stalls; and
 - 3) Such signs shall be compliant with Chapter 46.55 RCW and/or state the rules for parking in the lot.
- S) Construction signs; provided, that:
- 1) Only one such sign shall be allowed per street frontage of a building;
 - 2) The area of each sign shall not exceed 32 square feet;
 - 3) The signs shall be removed within 30 days of completion or occupancy of the building, whichever comes first; and
 - 4) Such signs are considered temporary signs.
- T) Commemorative plaques; provided, that:
- 1) Such signs shall not exceed three square feet in area.
- U) Service Activity Sign (WAC 468-66-050); provided, that:
- 1) Individual service activity plaques contain the name of the nonprofit organization, its address, and/or time of its meeting or service. A service logo, medallion or symbol may be used; and,
 - 2) The design, layout and "welcome" or other general text, not related to the service logo, medallion or symbol, shall be consistent with the Old World Bavarian Alpine Theme; and,
 - ~~2)~~3) Overall sign area does not exceed fifty square feet.

ORDINANCE NO. 1616

AN ORDINANCE OF THE CITY OF LEAVENWORTH, WASHINGTON, AMENDING CERTAIN REVENUE AND EXPENDITURE APPROPRIATIONS IN THE 2019-2020 BUDGET AND ORDINANCE #1579 FOR THE CITY OF LEAVENWORTH

WHEREAS, the City of Leavenworth finds that it is necessary and in the best interest of the City to increase and decrease certain appropriations authorized by the 2019-2020 budget to provide for amendments to revenues and expenditures not identified at the time of adoption of the original budget and to allocate resources more efficiently within and among the funds identified below.

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

Section 1: Ordinance #1579 and the 2019-2020 budget for the City of Leavenworth is amended as follows to amend the annual appropriations at the fund level as identified below:

<u>FUND</u>	<u>ADDITIONAL APPROPRIATIONS</u>
General Fund	\$ -229,000
Street	\$ -157,500
Transportation Benefit District	\$ -75,000
Lodging Tax	\$ -800,000
P.W. Capital Improvement	\$ 0
Leavenworth Civic Center	\$ -38
Water	\$ 160,000
Parking	\$ -143,551
Equip Rental & Revolving (ER&R)	<u>\$ -37,204</u>
 TOTAL APPROPRIATIONS	 \$ -1,282,293

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

Passed by the City Council of the City of Leavenworth and approved by the Mayor this 14th day of July, 2020.

CITY OF LEAVENWORTH

APPROVED:

Carl J. Florea, Mayor

APPROVED AS TO FORM:

ATTEST:

Thom Graafstra, City Attorney

Chantell R. Steiner, Finance Director/City Clerk

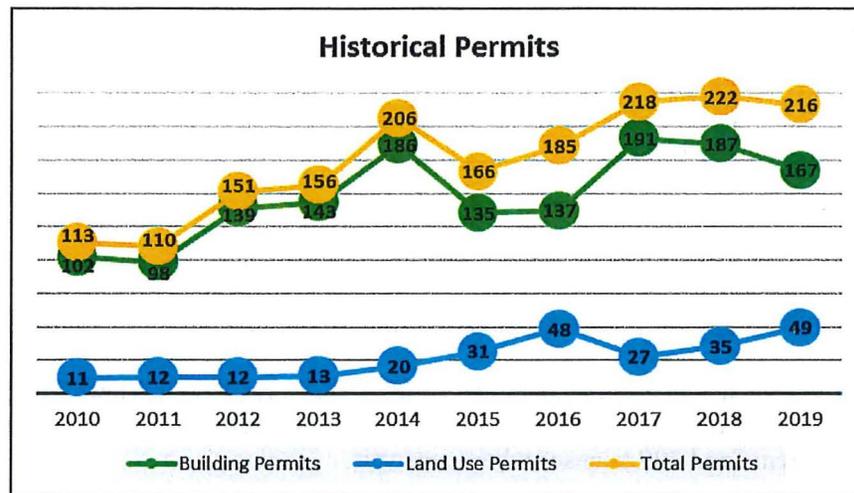
Fund	Account	Account Name	Revenue	Expense	Notes
General (CE)	001.313.11.00.00	Retail Sales Tax 55%	(192,500)		COVID Reduction Based on Current Trends of 65% of Average Last Year
General (CE)	001.313.15.00.00	Public Safety Retail Sales Tax	(36,500)		COVID Reduction Based on Current Trends of 65% of Average Last Year
General (CE)	001.513.10.10.00	Salaries & Wages		8,875	Council approved Downtoan Ambassadors \$20K - 50/50 GF/LT- 6/23/20
General (CE)	001.513.10.20.00	Benefits		1,125	Council approved Downtoan Ambassadors \$20K - 50/50 GF/LT- 6/23/20
General (CE)	001.515.31.41.18	Legal - CC GMB Appeal		30,000	Council approved Andy Lane GMA Appeal Fees - 5/12/20
General (CE)	001.558.60.41.11	Pro.Svs. Transportation Element Update		60,000	Council approved Agreement w/Fehr & Peers - 6/23/20
General (CE)	001.594.54.00.00	Environmental - Osborn Elementary		10,866	Council approved Agreement w/Venvironmental - 6/23/20
General (CE)	001.594.54.00.00	Environmental - Osborn Elementary		6,250	Council approved Agreement w/ABS Valuation - 6/23/20
General (CE)	001.597.75.00.03	Transfer Out-To #110 Civic Center		20,000	Council approved additional \$20K as needed - 5/26/2020
General (CE)	001.508.80.01.00	Ending Fund Balance (EFB)		(366,116)	Decrease EFB
Total			(229,000)	(229,000)	
Street	101.313.11.01.00	Retail Sales Tax 45%	(157,500)		COVID Reduction Based on Current Trends of 65% of Average Last Year
Street	101.508.10.01.01	Restricted EFB		(157,500)	Decrease EFB
Total			(157,500)	(157,500)	
Trans. Benefit District	102.313.21.00.00	TBD Retail Sales Tax	(75,000)		COVID Reduction Based on Current Trends of 65% of Average Last Year
Trans. Benefit District	102.508.10.01.02	Restricted EFB		(75,000)	Decrease EFB
Total			(75,000)	(75,000)	
Lodging Tax	104.313.31.00.00	Motel Tax 2%	(320,000)		COVID \$800K Reduction Based on Current Trends of 35% of Average Last Year - begins with 20% for May and increases to a high of 50% by October
Lodging Tax	104.313.31.01.00	Motel Tax 3%	(480,000)		
Lodging Tax	104.557.30.10.00	Salaries & Wages - Toursim Support Svs		8,875	Council approved Downtoan Ambassadors \$20K - 50/50 GF/LT- 6/23/20
Lodging Tax	104.557.30.20.00	Benefits-Tourism Support Svs		1,125	Council approved Downtoan Ambassadors \$20K - 50/50 GF/LT- 6/23/20
Lodging Tax	104.557.3041.01	ProSvs. COVID Downtown		15,000	Administrator Request for Festhalle Restrooms/Public Use Busy Weekends
Lodging Tax	104.508.80.01.04	EFB		(825,000)	Decrease EFB
Total			(800,000)	(800,000)	
PW Cap. Imp. (REET)	107.597.34.00.01	Trans Out-To #403 Water Fund		(250,000)	Removing Transfer - Not Needed Due to Grant Funding Received
PW Cap. Imp. (REET)	107.508.80.01.07	EFB		250,000	Increase EFB Removing Transfer - Not Needed Due to Grant Funding Received
Total			-	-	
Festhalle	110.347.30.06.01	Room Rental	(6,624)		Refunds Initiated April thru Mid-June
Festhalle	110.347.30.06.02	Equipment Rental	(510)		Refunds Initiated April thru Mid-June
Festhalle	110.347.30.06.03	Room Deposit Fees	(8,472)		Refunds Initiated April thru Mid-June
Festhalle	110.347.30.06.07	Event Staffing	(4,432)		Refunds Initiated April thru Mid-June
Festhalle	110.397.75.00.03	Trans In-Fm #001 General Fund	20,000		Council approved additional \$20K as needed - 5/26/2020
Festhalle	110.508.80.01.10	EFB		(38)	Decrease EFB to offset refunds to date with Council approved transfer
Total			(38)	(38)	
Water	403.334.03.10.02	Trout Unlimited/DOE State Grant	410,000		Council approved Boulder Project Fiscal Agent for TU - 5/26/20
Water	403.397.34.00.01	Trans In-Fm #107 PW Cap. Imp.	(250,000)		Removing Transfer - Not Needed Due to Grant Funding Received
Water	403.594.34.62.52	Fish Screen / Boulder Project		410,000	Council approved Boulder Project Fiscal Agent for TU - 5/26/20
Water	403.594.34.64.40	Water Meter Citywide Replacements		(250,000)	Removing Project Overage - Not Needed Due to Grant Funding Received
Total			160,000	160,000	
Parking	415.362.30.00.07	Parking Fees Lot 1	(42,085)		COVID-Reduction of 25-30% for remaining year; includes \$22K increase for Oct.
Parking	415.362.30.00.08	Parking Fees Lot 2	(18,176)		COVID-Reduction of 25-30% for remaining year; includes \$22K increase for Oct.
Parking	415.362.30.00.09	Parking Fees Lot 3	(12,636)		COVID-Reduction of 25-30% for remaining year; includes \$22K increase for Oct.
Parking	415.362.30.00.11	Parking Fees Lot 4	(20,654)		COVID-Reduction of 25-30% for remaining year; includes \$22K increase for Oct.

<u>Fund</u>	<u>Account</u>	<u>Account Name</u>	<u>Revenue</u>	<u>Expense</u>	<u>Notes</u>
Parking	415.362.50.00.06	Partner Organizastions Parking	(50,000)		Cancellation of Oktoberfest Payment - Per Contract if City does not Permit
Parking	415.595.65.60.04	Downtown Parking Improvements		10,000	Council approved Agreement w/Integritech for Eng/Design - 6/23/20
Parking	415.508.80.04.15	EFB		(153,551)	Decrease EFB
Total			(143,551)	(143,551)	
ER&R	501.395.10.00.00	Proceeds Sale of Cap. Assets	(37,204)		City keeping Parks Chevy Truck & WW Sludge Truck Rather than Surplus
ER&R	501.548.68.34.01	SPFI - Garbage Truck		30,000	Increasing Expenditure Costs to Date for Repairs to Existing Garbage Truck
ER&R	501.508.80.05.01	EFB		(67,204)	Decrease EFB
Total			(37,204)	(37,204)	
Grand Total All Funds			(1,282,293)	(1,282,293)	
			<u>Revenue</u>	<u>Expense</u>	
Actual Changes to BFB & EFB's				(1,394,409)	Total increase (decrease) to beginning and ending fund balances
Less Total Fund Adjustments from Above			(1,282,293)	(1,282,293)	
Actual Adjustments to Revenues & Expenses			(1,282,293)	112,116	

2020 Mid-Year Report Development Services Department

Overview Building and Land Use Permits

Permit applications have doubled over the last ten years with consistently high number of permits over the last three years. One area one great change has been the number of residential building permits, single-family (SFR), accessory dwellings (ADU) and multi-family. For 2020, we are anticipating a record number of new construction permits, especially residential building permit, despite the office closure.



Key Indicators for Residential Housing Growth

Over the last five years, there has been a strong increase in the number of residential permits.

	2015	2016	2017	2018	2019	1 st half of 2020
Single-Family Residence (SFR)	5	7	7	16	14	12
Accessory Dwelling Unit (ADU)	1	6	4	8	10	9

In 2015, there were five SFRs and one ADU; in 2016, there were seven SFRs and 6 ADUs; in 2017, there were seven SFRs and 4 ADUs. For the last two years (2018 and 2019) new construction residential building permits had more than double from prior years to twenty-four per year. These changes are reflective of changes to the Leavenworth Municipal code allowing for ADUs and several new subdivisions, creating new vacant building lots. For 2020, residential permits are expected to further increase as we have already received 21 permits for either single-family residences (SFR) or accessory dwellings (ADU). Additionally, the department has talked with several land owners and developers about new subdivisions (short and major plats) which are expected to be submitted for City approval this year and next year. These new lots will continue to provide land for new residential development.

Regarding rental housing, the Leavenworth Haus with 200 rental units, will start leasing apartments this summer through 2021, as each new building is completed. It is expected that this new housing option will provide a substantial benefit for residents and anyone commuting to Leavenworth to work. The rental rates are still being finalized but the company has stated that studios will start at \$1150, 1 bed 1 bath units will

start at \$1305, 2 bed 1 bath will start at \$1670 and 2 bed 2 bath will start at \$1770. The most affordable Efficiency Unit rates have not been determined yet. These rental rates are consistent with Wenatchee.

OVERALL PERMITS BY MONTH

		January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Permits, Based on Date of Submittal														
2018 (SFR:16 & ADU:8)		26	14	25	25	14	27	15	31	4	24	13	4	222
2019 (SFR:14 & ADU:10)		10	9	13	32	39	16	19	13	20	24	15	6	216
2020		10	28	20	17	32	30							137
Building*	New Commercial**	2												2
	New Single-Family Residence		1	1	4	1	5							12
	New Accessory Dwelling Unit		2	1	3	2	1							9
	Design Review	2	6	3	1	3	3							18
Land Use*	Boundary Line Adjustment			1	1	1	1							4
	Conditional Use	1												1
	Subdivision (short & major)		1											1

* Not all permit types listed ** Includes major remodel of LOGE Camps Building at 9th and Main Street

The total construction evaluation for projects January – June 30th is estimated at 8.3 million dollars.

Business Licenses: Between January and June, the office has received and reviewed 372 business licenses, down from last year’s count of 403 business licenses. Of these 73 where for new businesses, 67 for the same time last year, and the remained 299 licenses where renewals.

Staffing Levels: It is worth noting that while work has increased staffing has remained consistent since 2011 with some support from Finance Department staff at the front counter. At the March City Council Study Session, the Council stated support for re-instating an Assistant Planner/Code Officer position in 2020, prior to COVID-19. Development Services has held off on advertising this position until the budget impacts of COVID-19 can better be determined.

Department Objectives

Work Management Objective & Achievements

Objective: Provide timely issuance of all permits, effective processing procedures, attention to risk management and professional customer service.

Achievements:

- Permit Portal went public May 2020
- New on-site inspection reports are available using the Permit Portal tablet
- Application forms have been updated for uniformity, clarity and simplification
- Notice of Decision has been replaced conditions of approval on the permit creating more clarity and simplification

Training/Evaluations Objective & Achievements

Objective: Promote staff training and professional development.

Achievement:

- Mark Barnes completed the first test for certification as a Building Official and is schedule for final training and testing in October 2020

- Maggie Boles is studying for the American Institute of Certified Planners
- City office staff, Public Works Administrative Assistant, and managers have been trained on the Permit Portal (thanks Maggie!)
- Ongoing training for planning, code enforcement and building is occurring as it is available

Permit System Objective & Achievements

Objective: Establish a tracking system for permits which supports staff efficiency and provides information to the public.

Achievements included activating the portal, training staff, and using the system by staff and the public

Council, Commission and Committed Objective & Achievements

Objective: Work with Council, Commission and Committees to ensure that all sectors of the community are considered in the planning process, and identify where potential Comprehensive Plan and code amendments may be necessary to reflect the changing needs of the community.

Achievement

- Better Coordination between the Planning Commission and the Housing Committee
- Increase updates, as available, during regular meetings and Study Session of the City Council

2019-20 Docket Updates, as approved since June of 2019

- Ordinance 1588 – Planned Development Code Amendment
- Ordinance 1596 – Mandatory Development Regulations Update
- Ordinance 1597 – Mandatory Critical Area Regulations Update
- Ordinance 1606 – Grant Option for Affordable Housing Codified
- Ordinance 1608 – Affordable Housing Tax Revenue and Expenditure Code Added
- Ordinance 1609 – Design Review Board Code Updated
- Ordinance 1610 – Short Subdivision redefined as 9 lots

Regional Collaboration Objective & Achievements

Objective: Work will continue with Chelan County, State of Washington, and other jurisdictions, agencies and organization to proactively engage regional planning efforts and address local needs.

- Continuing to support the Fire District with fire protection tools
- Provided comment on the County Short-Term Vacation Rental regulation
- Increased collaboration with County Commissioner Bob Bugert and the Housing Committee



Transportation Improvement Board (TIB)
Consultant Agreement

TIB PROJECT NUMBER 6-E-850(012)-1 LEAVENWORTH	PROJECT PHASE (check one) <input checked="" type="checkbox"/> Design <input type="checkbox"/> Construction
PROJECT TITLE & WORK DESCRIPTION 14TH STREET FROM COMMERCIAL ST TO FRONT STREET – FULL DEPTH RECLAMATION AND POSSIBLE CEMENT TREATED BASE REHABILITATION OF THE ROADWAY. IMPROVEMENTS ALSO INCLUDE CURB, GUTTER, SIDEWALK, DRAINAGE IMPROVEMENTS, SIGNING AND STRIPING	
CONSULTANT NAME & ADDRESS TD&H ENGINEERING, INC – 303 E. SECOND AVENUE, SPOKANE, WA 99202	
AGREEMENT TYPE (check one)	
<input checked="" type="checkbox"/> LUMP SUM \$ 39,191.57 <input type="checkbox"/> COST PLUS FIXED FEE OVERHEAD PROGRESS PAYMENT RATE _____ % OVERHEAD COST METHOD <input type="checkbox"/> Actual Cost <input type="checkbox"/> Actual Cost Not To Exceed _____ % <input type="checkbox"/> Fixed Rate _____ % FIXED FEE \$ _____ <input type="checkbox"/> SPECIFIC RATES OF PAY <input type="checkbox"/> Negotiated Hourly Rate <input type="checkbox"/> Provisional Hourly Rate <input type="checkbox"/> COST PER UNIT WORK	
DBE PARTICIPATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No _____ %	WBE PARTICIPATION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No _____ %
COMPLETION DATE DECEMBER 31, 2022	MAXIMUM AMOUNT PAYABLE \$39,191.57

THIS AGREEMENT, made and entered into this _____ day of _____, between the City/County of **LEAVENWORTH**, Washington, hereinafter called the AGENCY, and the above organization hereinafter called the CONSULTANT. The Transportation Improvement Board hereinafter called the TIB, administers the following accounts: Urban Arterial Trust Account funds, Transportation Improvement Account funds, Small City Account funds, and City Hardship Assistance Account funds.

WITNESSETH THAT:

WHEREAS, the AGENCY desires to accomplish the above referenced project, with the aid of TIB funds in conformance with the rules and regulations promulgated by the TIB; and

WHEREAS, the AGENCY does not have sufficient staff to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the PROJECT; and

WHEREAS, the CONSULTANT represents that he/she is in compliance with the Washington State Statutes relating to professional registration, if applicable, and has signified a willingness to furnish Consulting services to the AGENCY,

NOW THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein, or attached and incorporated and made a part hereof, the parties hereto agree as follows:

**I
GENERAL DESCRIPTION OF WORK**

The work under this AGREEMENT shall consist of the above described work and services as herein defined and necessary to accomplish the completed work for this PROJECT. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work as designated elsewhere in this AGREEMENT.

**II
SCOPE OF WORK**

The Scope of Work and project level of effort for this project is detailed in Exhibit B attached hereto, and by this reference made a part of this AGREEMENT.



**III
GENERAL REQUIREMENTS**

All aspects of coordination of the work of this AGREEMENT, with outside agencies, groups or individuals shall receive advance approval by the AGENCY. Necessary contacts and meetings with agencies, groups or individuals shall be coordinated through the AGENCY.

The CONSULTANT shall attend coordination, progress and presentation meetings with the AGENCY or such Federal, Community, State, City or County officials, groups or individuals as may be requested by the AGENCY. The AGENCY will provide the CONSULTANT sufficient notice prior to meetings requiring CONSULTANT participation. The minimum number of hours or days notice required shall be agreed to between the AGENCY and the CONSULTANT and shown in Exhibit B attached hereto and made part of this AGREEMENT. The CONSULTANT shall prepare a monthly progress report, in a form approved by the AGENCY, that will outline in written and graphical form the various phases and the order of performance of the work in sufficient detail so that the progress of the work can easily be evaluated. Goals for Disadvantaged Business Enterprises (DBE), Minority Business Enterprises (MBE), and Women-owned Business Enterprises (WBE) if required shall be shown in the heading of this Agreement.

The original copies of all reports, PS&E, and other data furnished to the CONSULTANT by the AGENCY shall be returned. All designs, drawings, specifications, documents, and other work products prepared by the CONSULTANT prior to completion or termination of this AGREEMENT are instruments of service for the PROJECT and are property of the AGENCY. Reuse by the AGENCY or by others acting through or on behalf of the AGENCY of any such instruments of service, not occurring as a part of this PROJECT, shall be without liability of legal exposure to the CONSULTANT.

**IV
TIME FOR BEGINNING AND COMPLETION**

The CONSULTANT shall not begin any work under the terms of this AGREEMENT until authorized in writing by the AGENCY. All work under this AGREEMENT shall be completed by the date shown in the heading of this AGREEMENT under completion date.

The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the AGENCY, in the event of a delay attributable to the AGENCY, or because of unavoidable delays caused by an act of GOD or governmental actions or other conditions beyond the control of the CONSULTANT. A prior supplemental agreement issued by the AGENCY is required to extend the established completion time.

**V
PAYMENT**

The CONSULTANT shall be paid by the AGENCY for completed work and services rendered under this AGREEMENT as provided in Exhibit C attached hereto, and by this reference made part of this AGREEMENT. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in Section II, Scope of Work.

**VI
SUBCONTRACTING**

The AGENCY permits subcontracts for those items of work as shown in Exhibit G to this Agreement. Compensation for this subconsultant work shall be based on the cost factors shown on Exhibit G, attached hereto and by this reference made a part of this AGREEMENT.

The work of the subconsultant shall not exceed its maximum amount payable unless a prior written approval has been issued by the AGENCY.

All reimbursable direct labor, overhead, direct non-salary costs and fixed fee costs for the subconsultant shall be substantiated in the same manner as outlined in Section V. All subcontracts exceeding \$10,000 in cost shall contain all applicable provisions of this AGREEMENT.

The CONSULTANT shall not subcontract for the performance of any work under this AGREEMENT without prior written permission of the AGENCY. No permission for subcontracting shall create, between the AGENCY and subcontractor, any contract or any other relationship.

**VII
EMPLOYMENT**

The CONSULTANT warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warrant, the AGENCY shall have the right to annul this AGREEMENT without liability, or in its discretion, to deduct from the AGREEMENT price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

Any and all employees of the CONSULTANT or other persons while engaged in the performance of any work or services required of the CONSULTANT under this AGREEMENT, shall be considered employees of the CONSULTANT only and not of the AGENCY, and any and all claims that may or might arise under any Worker's Compensation Act on behalf of said employees or other persons while so engaged, and any and all claims made by a third party as a consequence of any act or omission on the part of the CONSULTANTs employees or other persons while so engaged on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT.

The CONSULTANT shall not engage, on a full or part time basis, or other basis, during the period of the contract, any professional or technical personnel who are, or have been, at any time during the period of the contract, in the employ of the STATE, or the AGENCY, except regularly retired employees, without written consent of the public employer of such person.

**VIII
NONDISCRIMINATION**

The CONSULTANT agrees not to discriminate against any client, employee or applicant for employment or for services because of race, creed, color, national origin, marital status, sex, age or handicap except for a bona fide occupational qualification with regard to, but not limited to the following: employment upgrading, demotion or transfer, recruitment or any recruitment advertising, layoffs or terminations, rates of pay or other forms of compensation, selection for training, rendition of services. The CONSULTANT understands and agrees that if it violates this provision, this AGREEMENT may be terminated by the AGENCY and further that the CONSULTANT shall be barred from performing any services for the AGENCY now or in the future unless a showing is made satisfactory to the AGENCY that discriminatory practices have terminated and that recurrence of such action is unlikely.

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees, and successors in interest agrees as follows:

- A. COMPLIANCE WITH REGULATIONS: The CONSULTANT shall comply with the Regulations relative to nondiscrimination in the same manner as in



Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this AGREEMENT.

Executive Orders numbered E.O.70-01 and E.O.66-03 of the Governor of the State of Washington.

**IX
TERMINATION OF AGREEMENT**

- B. **NONDISCRIMINATION:** The CONSULTANT, with regard to the work performed by it during the AGREEMENT, shall not discriminate on the grounds of race, creed, color, sex, age, marital status, national origin or handicap except for a bona fide occupational qualification in the selection and retention of subconsultants, including procurements of materials and leases of equipment. The CONSULTANT shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix II of the Regulations.
- C. **SOLICITATIONS FOR SUBCONSULTANTS, INCLUDING PROCUREMENTS OF MATERIALS AND EQUIPMENT:** In all solicitations either by competitive bidding or negotiation made by the CONSULTANT for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subconsultant or supplier shall be notified by the CONSULTANT of the CONSULTANT's obligations under this AGREEMENT and the Regulations relative to nondiscrimination on the grounds of race, creed, color, sex, age, marital status, national origin and handicap.
- D. **INFORMATION AND REPORTS:** The CONSULTANT shall provide all information and reports required by the Regulations, or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the AGENCY or TIB to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of the CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this information the CONSULTANT shall so certify to the AGENCY, or the TIB as appropriate, and shall set forth what efforts it has made to obtain the information.
- E. **SANCTIONS FOR NONCOMPLIANCE:** In the event of the CONSULTANT's noncompliance with the nondiscrimination provisions of this AGREEMENT, the AGENCY shall impose such sanctions as it or the Transportation Improvement Board may determine to be appropriate, including, but not limited to:
 - 1. Withholding of payments to the CONSULTANT under the AGREEMENT until the CONSULTANT complies, and/or
 - 2. Cancellation, termination or suspension of the AGREEMENT, in whole or in part.
- F. **INCORPORATION OF PROVISIONS:** The CONSULTANT shall include the provisions of paragraphs (A) through (G) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The CONSULTANT shall take such action with respect to any subconsultant or procurement as the AGENCY or the Transportation Improvement Board may direct as a means of enforcing such provisions including sanctions for noncompliance; provided, however, that, in the event a CONSULTANT becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the CONSULTANT may request the AGENCY to enter into such litigation to protect the interests of the AGENCY, and in addition, the CONSULTANT may request the TIB to enter into such litigation to protect the interests of the TIB.
- G. **UNFAIR EMPLOYMENT PRACTICES:** The CONSULTANT shall comply with RCW 49.60.180 prohibiting unfair employment practices and the

The right is reserved by the AGENCY to terminate this AGREEMENT at any time upon ten days written notice to the CONSULTANT.

In the event this AGREEMENT is terminated by the AGENCY other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT as shown in Exhibit F for the type of AGREEMENT used.

No payment shall be made for any work completed after ten days following receipt by the CONSULTANT of the Notice of Termination. If the accumulated payment made to the CONSULTANT prior to Notice of Termination exceeds the total amount that would be due computed as set forth herein above, then no final payment shall be due and the CONSULTANT shall immediately reimburse the AGENCY for any excess paid.

In the event the services of the CONSULTANT are terminated by the AGENCY for fault on the part of the CONSULTANT, the above formula for payment shall not apply. In such an event, the amount to be paid shall be determined by the AGENCY with consideration given to the actual costs incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which was satisfactorily completed to date of termination, whether that work is in a form or a type which is usable to the AGENCY at the time of termination; the cost to the AGENCY of employing another firm to complete the work required and the time which maybe required to do so, and other factors which affect the value to the AGENCY of the work performed at the time of termination. Under no circumstances shall payment made under this subsection exceed the amount which would have been made using the formula set forth in the previous paragraph.

If it is determined for any reason that the CONSULTANT was not in default or that the CONSULTANT's failure to perform is without it or its employees fault or negligence, the termination shall be deemed to be a termination for the convenience of the AGENCY in accordance with the provision of this AGREEMENT.

In the event of the death of any member, partner or officer of the CONSULTANT or any of its supervisory personnel assigned to the project, or, dissolution of the partnership, termination of the corporation, or disaffiliation of the principally involved employee, the surviving members of the CONSULTANT hereby agree to complete the work under the terms of this AGREEMENT, if requested to do so by the AGENCY. The subsection shall not be a bar to renegotiation of the AGREEMENT between the surviving members of the CONSULTANT and the AGENCY, if the AGENCY so chooses.

In the event of the death of any of the parties listed in the previous paragraph, should the surviving members of the CONSULTANT, with the AGENCY's concurrence, desire to terminate this AGREEMENT, payment shall be made as set forth in the second paragraph of this section.

In the event this AGREEMENT is terminated prior to completion, the original copies of all reports and other data, PS&E materials furnished to the CONSULTANT by the AGENCY and documents prepared by the CONSULTANT prior to said termination, shall become and remain the property of the AGENCY and may be used by it without restriction. Such unrestricted use, not occurring as a part of this PROJECT, shall be without liability or legal exposure to the CONSULTANT.

Payment for any part of the work by the AGENCY shall not constitute a waiver by the AGENCY of any remedies of any type it may have against the CONSULTANT



for any breach of this AGREEMENT by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it by the AGENCY. Forbearance of any rights under the AGREEMENT will not constitute waiver of entitlement to exercise those rights with respect to any future act or omission by the CONSULTANT.

**X
CHANGES OF WORK**

The CONSULTANT shall make such changes and revisions in the complete work of this AGREEMENT as necessary to correct errors appearing therein, when required to do so by the AGENCY, without additional compensation thereof. Should the AGENCY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the AGENCY. This work shall be considered as Extra Work and will be paid for as herein provided under Section XIV.

**XI
DISPUTES**

Any dispute concerning questions of fact in connection with the work not disposed of by AGREEMENT between the CONSULTANT and the AGENCY shall be referred for determination to the Director of Public Works or AGENCY Engineer, whose decision in the matter shall be final and binding on the parties of this AGREEMENT, provided however, that if an action is brought challenging the Director of Public Works or AGENCY Engineer's decision, that decision shall be subject to the scope of judicial review provided under Washington Case Law.

**XII
VENUE, APPLICABLE LAW AND
PERSONAL JURISDICTION**

In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this AGREEMENT, the parties hereto agree that any such action shall be initiated in the Superior Court of the State of Washington, situated in the county the AGENCY is located in. The parties hereto agree that all questions shall be resolved by application of Washington law and that the parties to such action shall have the right of appeal from such decisions of the Superior court in accordance with the laws of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, situated in the county the AGENCY is located in.

**XIII
LEGAL RELATIONS AND INSURANCE**

The CONSULTANT shall comply with all Federal, State, and local laws and ordinances applicable to the work to be done under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accord with the laws of Washington.

The CONSULTANT shall indemnify and hold the AGENCY and the STATE of Washington, and their officers and employees harmless from and shall process and defend at its own expense all claims, demands, or suits at law or equity arising in whole or in part from the CONSULTANT's negligence or breach of any of its obligations under this AGREEMENT; provided that nothing herein shall require a CONSULTANT to indemnify the AGENCY and the STATE against and hold harmless the AGENCY and the STATE from claims, demands or suits based solely upon the conduct of the AGENCY and the STATE, their agents, officers and employees and provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the CONSULTANT's agents or employees and (b) the AGENCY and the STATE, their agents, officers and employees, this indemnity provision with respect to (1) claims or suits based upon such negligence, (2) the costs to the AGENCY and the STATE of defending such claims and suits, etc. shall be valid and enforceable only to the extent of the CONSULTANT's negligence or the negligence of the CONSULTANT's agents or employees.

The CONSULTANT's relation to the AGENCY shall be at all times as an independent contractor.

The CONSULTANT specifically assumes potential liability for actions brought by the CONSULTANT's own employees against the AGENCY and, solely for the purpose of this indemnification and defense, the CONSULTANT specifically waives any immunity under the state industrial insurance law, Title 51 RCW. The CONSULTANT recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation.

Unless otherwise specified in the AGREEMENT, the AGENCY shall be responsible for administration of construction contracts, if any, on the project. Subject to the processing of an acceptable, supplemental agreement, the CONSULTANT shall provide on-call assistance to the AGENCY during contract administration. By providing such assistance, the CONSULTANT shall assume no responsibility for: proper construction techniques, job site safety, or any construction contractor's failure to perform its work in accordance with the contract documents.

The CONSULTANT shall obtain and keep in force during the terms of the AGREEMENT, or as otherwise required, the following insurance with companies or through sources approved by the State Insurance Commissioner pursuant to RCW 48.

Insurance Coverage

A. Worker's compensation and employer's liability insurance as required by the STATE.

B. General commercial liability insurance in an amount not less than a single limit of one million and 00/100 Dollars (\$1,000,000.00) for bodily injury, including death and property damage per occurrence.

Excepting the Worker's Compensation insurance and any professional liability insurance secured by the CONSULTANT, the AGENCY will be named on all certificates of insurance as an additional insured. The CONSULTANT shall furnish the AGENCY with verification of insurance and endorsements required by this AGREEMENT. The AGENCY reserves the right to require complete, certified copies of all required insurance policies at any time.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. The CONSULTANT shall submit a verification of insurance as outlined above within 14 days of the execution of this AGREEMENT to the AGENCY. No cancellation of the foregoing policies shall be effective without thirty (30) days prior notice to the AGENCY.

The CONSULTANT's professional liability to the AGENCY shall be limited to the amount payable under this AGREEMENT or one million dollars, whichever is the greater unless modified by Exhibit H. In no case shall the CONSULTANT's professional liability to third parties be limited in any way.

The AGENCY will pay no progress payments under Section V until the CONSULTANT has fully complied with this section. This remedy is not exclusive; and the AGENCY and the STATE may take such other action as is available to them under other provisions of this AGREEMENT, or otherwise in law.

**XIV
EXTRA WORK**

A. The AGENCY may at any time, by written order, make changes within the general scope of the AGREEMENT in the services to be performed.

- B. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work under this AGREEMENT, whether or not changed by the order, or otherwise affects any other terms and conditions of the AGREEMENT, the AGENCY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule, or both; and (3) other affected terms and shall modify the AGREEMENT accordingly.
- C. The CONSULTANT must submit any proposal for adjustment (hereafter referred to as proposal) under this clause within 30 days from the date of receipt of the written order. However, if the AGENCY decides that the facts justify it, the AGENCY may receive and act upon a proposal submitted before final payment of the AGREEMENT.
- D. Failure to agree to any adjustment shall be a dispute under the disputes clause. However nothing in this clause shall excuse the CONSULTANT from proceeding with the AGREEMENT as changed.
- E. Notwithstanding the terms and condition of paragraphs (a) and (b) above, the maximum amount payable for this AGREEMENT, shall not be increased or considered to be increased except by specific written supplement to this AGREEMENT.

**XV
ENDORSEMENT OF PLANS**

The CONSULTANT shall place his endorsement on all plans, estimates or any other engineering data furnished by him.

**XVI
TIB AND AGENCY REVIEW**

The AGENCY and TIB shall have the right to participate in the review or examination of the work in progress.

**XVII
CERTIFICATION OF THE
CONSULTANT AND THE AGENCY**

Attached hereto as Exhibit A-1, are the Certifications of the Consultant and the Agency.

**XVIII
COMPLETE AGREEMENT**

This document and referenced attachments contains all covenants, stipulations and provisions agreed upon by the parties. No agent, or representative of either party has authority to make, and the parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein. No changes, amendments, or modifications of the terms hereof shall be valid unless reduced to writing and signed by the parties as an amendment to this AGREEMENT.

**XIX
EXECUTION AND ACCEPTANCE**

This AGREEMENT may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The CONSULTANT does hereby ratify and adopt all statements, representations, warranties, covenants, and agreements contained in the proposal, and the supporting materials submitted by the CONSULTANT, and does hereby accept the AGREEMENT and agrees to all of the terms and conditions thereof.

In witness whereof the parties hereto have executed this AGREEMENT as of the day and year first above written.

By _____ By _____
Consultant TD&H ENGINEERING, INC. City/County of LEAVENWORTH



EXHIBIT A-1 Certification of Consultant

Project No. 6-E-850(012)-1 LEAVENWORTH	City/County LEAVENWORTH
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I hereby certify that I am **STEVEN N. MARSH** a duly authorized representative of the firm of **TD&H ENGINEERING, INC.** whose address is **303 E. SECOND AVENUE, SPOKANE, WA 99202** and that neither I nor the above firm I here represent has:

- (a) Employed or retained for a commission, percentage, brokerage, contingent fee or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this contract.
- (b) Agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of a firm or person in connection with carrying out the contract.
- (c) Paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation or consideration of any kind for, or in connection with procuring or carrying out the contract; except as here expressly stated (if any):

I further certify that the firm I hereby represent is authorized to do business in the State of Washington and that the firm is in full compliance with requirements of the Board of Professional Registration.

I acknowledge that this certificate is to be available to the Transportation Improvement Board (TIB), in connection with this contract involving participation of TIB funds and is subject to applicable State and Federal laws, both criminal and civil.

 June 16, 2020
 Date

 Signature

Certification of Agency Official

I hereby certify that I am the AGENCY Official of the City/County of **LEAVENWORTH**, Washington and that the above consulting firm or his/her representative has not been required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this contract to:

- (a) Employ or retain, or agree to employ or retain, any firm or person, or
- (b) Pay or agree to pay to any firm, person or organization, any fee, contribution, donation or consideration of any kind, except as here expressly stated (if any).

I acknowledge that this certificate is to be available to the TIB, in connection with this contract involving participation of TIB funds and is subject to applicable State and Federal laws, both criminal and civil.

 Date

 Signature

EXHIBIT B-1 Scope of Work

Project No. 6-E-850(012)-1 LEAVENWORTH
Describe the Scope of Work The scope of work includes surveying and civil engineering for a full depth reclamation and possible cement treated base of 14 th Street from Front Street (where the bad pavement starts on 14 th Street) to Commercial Street. Specific improvements include full depth reclamation, possible cement treated base (dependent upon geotechnical analysis), curb replacement, gutter replacement, sidewalk replacement, signing and striping, and drainage improvements. The fee also includes bidding assistance. Anticipated deliverables include: <ul style="list-style-type: none">• Construction Plans – Cover sheet, notes/sections/detail sheet, demolition plan, 14th Street plan and profile sheet, intersection details, stormwater plan and profile sheet, erosion and sediment control plan, traffic control plan, signing and striping plan.• Project Manual – Advertisement for bids, bid proposal forms, post award contract forms, amendments to WSDOT standard specifications, general special provisions, prevailing wage rates, standard plans, and appendices.• Engineer's Opinion of Probable Construction Cost – Unit bid analysis.• Three meetings via conference call, Zoom or other software. The Consultant assumes the City will contract directly with the geotechnical firm and any other necessary professional services. If the scope/service is not specifically included herein, the scope/service is expressly excluded.
Documents to be Furnished by the Consultant See above.

NOT USED
EXHIBIT B-2
Scope of Work
(Task Order Agreement)

Each item of work under this AGREEMENT will be provided by task assignment. Each assignment will be individually negotiated with the CONSULTANT. The amount established for each assignment will be the maximum amount payable for that assignment unless modified in writing by the AGENCY. The AGENCY is not obligated to assign any specific number of tasks to the CONSULTANT, and the AGENCY'S and CONSULTANT'S obligations hereunder are limited to tasks assigned in writing. Task assignments may include, but are not limited to, the following types of work:

- A.
- B.
- C.
- D.
- E.
- F.
- G.
- H.
- I.

Task assignments made by the AGENCY shall be issued in writing using a Formal Task Assignment Document. The following page, showing a Formal Task Assignment Document, may be copied and completed for each Task Assignment.

An assignment shall become effective when a formal Task Assignment Document is signed by the CONSULTANT and the AGENCY, except that emergency actions requiring a 24-hour or less response can be handled by an oral authorization. Such oral authorization shall be followed up with a Formal Task Assignment Document within four working days, and any billing rates agreed to orally (for individuals, subconsultants, or organizations whose rates were not previously established in the AGREEMENT) shall be provisional and subject to final negotiation and acceptance by the AGENCY.

NOT USED
FORMAL TASK ASSIGNMENT DOCUMENT
 Task Number _____

The general provisions and clauses of Agreement _____ shall be in full force and effect for the Task Assignment.

Project Title	
Location of Project	
Maximum Amount Payable Per Task Assignment	
Completion Date	
Description of Work <i>(Note attachments and give brief description)</i>	
Agency Project Manager Signature	Date
Oral Authorization Date	See Letter Dated
Consultant Signature	Date

EXHIBIT C-1
Payment
(Lump Sum)

A. Lump Sum Agreement

Payment for all consulting services for this project shall be on the basis of a lump sum amount as shown in the heading of this AGREEMENT.

The maximum amount payable, by the AGENCY to the CONSULTANT under this AGREEMENT, shall not exceed the amount shown in the heading of this AGREEMENT as maximum amount payable unless a supplemental agreement has been negotiated and executed by the AGENCY prior to incurring any costs in excess of the maximum amount payable.

B. Monthly Progress Payments

Partial payments may be made upon request of the CONSULTANT to cover the percentage of work completed and are not to be more frequent than one (1) per month.

C. Final Payment

Final payment of any balance due the CONSULTANT of the gross amount earned will be made promptly upon its verification by the AGENCY after the completion of the work under this AGREEMENT contingent upon receipt of all PS&E, plans, maps notes, reports, and other related documents which are required to be furnished under the AGREEMENT. Acceptance of such final payment by the CONSULTANT shall constitute a release of all claims for payment which the CONSULTANT may have against the AGENCY unless such claims are specifically reserved in writing and transmitted to the AGENCY by the CONSULTANT prior to its acceptance. Said final payment shall not, however, be a bar to any claims the AGENCY may have against the CONSULTANT or to any remedies the AGENCY may pursue with respect to such claims.

D. Inspection of Cost Records

The CONSULTANT and his/her subconsultants shall keep available for inspection by representatives of the AGENCY and/or the TIB for a period of three years after final payment the cost records and accounts pertaining to this AGREEMENT and all items related to or bearing upon these records with the following exception: if any litigation, claim, or audit arising out of, in connection with, or related to this contract is initiated before the expiration of the three-year period, the cost records and accounts shall be retained until such litigation, claim or audit involving the records is completed.

NOT USED
EXHIBIT C-2
Payment
(Cost Plus Fixed Fee)

The CONSULTANT shall be paid by the AGENCY for completed work and services rendered under this AGREEMENT as provided hereinafter. Such payment shall be full compensation for all work performed or services rendered and for all labor, materials, equipment, and incidentals necessary to complete the work specified in Section II, "Scope of Work."

A. Actual Costs

Payment for all consulting services for this project shall be on the basis of the CONSULTANTs actual cost plus a fixed fee. The actual cost shall include direct salary cost, overhead, and direct nonsalary cost.

1. Direct Salary Costs

The direct salary cost is the direct salary paid to principals, professional, technical, and clerical personnel for the time they are productively engaged in work necessary to fulfill the terms of this AGREEMENT.

2. Overhead Costs

Overhead costs are those costs other than direct costs which are included as such on the books of the CONSULTANT in the normal everyday keeping of its books. Progress payments shall be made at the rate shown in the heading of this AGREEMENT, under "Overhead Progress Payment Rate." Total overhead payment shall be based on the method shown in the heading of the AGREEMENT. The three options are explained as follows:

- a. **Actual Cost:** If this method is indicated in the heading of the AGREEMENT, the AGENCY agrees to reimburse the CONSULTANT the actual overhead costs verified by audit, up to maximum amount payable, authorized under this AGREEMENT, when accumulated with all other actual costs.
- b. **Actual Cost Not To Exceed Maximum Percent:** If this method is indicated in the heading of this AGREEMENT, the AGENCY agrees to reimburse the CONSULTANT at the actual overhead rate verified by audit up to the maximum percentage shown in the space provided. Final overhead payment when accumulated with all other actual costs shall not exceed the total maximum amount payable shown in the heading of this AGREEMENT.
- c. **Fixed Rate:** If this method is indicated in the heading of the AGREEMENT, the AGENCY agrees to reimburse the CONSULTANT for overhead at the percentage rate shown. This rate shall not change during the life of the AGREEMENT.

A summary of the CONSULTANTs cost estimate and the overhead computation are attached hereto as Exhibits D and E and by this reference made part of this AGREEMENT. When an actual cost overhead rate or actual cost not to exceed overhead rate is used, the actual overhead rate determined at the end of each fiscal year shall be used for the computation of progress payments during the following year and for retroactively adjusting the previous year's overhead cost to reflect the actual rate.

The CONSULTANT shall advise the AGENCY as soon as possible of the actual overhead rate for each fiscal year and of the actual rate incurred to the date of completion of the work. The AGENCY and/or TIB may perform an audit of the CONSULTANTs books and records at any time during regular business hours to determine the actual overhead rate, if they so desire.

3. Direct Nonsalary Cost

Direct nonsalary costs will be reimbursed at the actual cost to the CONSULTANT applicable to this contract. These charges may include, but are not limited to the following items: travel, printing, long distance telephone, supplies, computer charges, and fees of subconsultants. Air or train travel will only be reimbursed to economy class levels unless otherwise approved by the AGENCY. The billing for nonsalary cost, directly identifiable with the Project, shall be an itemized listing of the charges supported by original bills or legible copies of invoices, expense accounts, and miscellaneous supporting data retained by the CONSULTANT. Copies of the original supporting documents shall be provided to the AGENCY upon request. All of the above charges must be necessary for services to be provided under this AGREEMENT.

4. Fixed Fee

The fixed fee, which represents the CONSULTANTs profit, is shown in the heading of this AGREEMENT under Fixed Fee. This fee is based on the scope of work defined in this AGREEMENT and the estimated man-months required to perform the stated scope of work. In the event a supplemental agreement is entered into for additional work by the CONSULTANT, the supplemental agreement may include provision for the added costs and appropriate additional fee. The fixed fee will be prorated and paid monthly in proportion to the percentage of work completed by the CONSULTANT and reported in the monthly progress reports accompanying the invoices.

Any portion of the fixed fee earned by not previously paid in the progress payments will be cover in the final payment, subject to the provisions of Section IX, Termination of Agreement.

5. Maximum Total Amount Payable

The maximum total amount payable, by the AGENCY to the CONSULTANT under this AGREEMENT, shall not exceed the amount shown in the heading of this AGREEMENT as maximum amount payable, which includes the Fixed Fee, unless a supplemental agreement has been negotiated and executed by the AGENCY prior to incurring any costs in excess of the maximum amount payable.

B. Monthly Progress Payments

The CONSULTANT may submit invoices to the AGENCY for reimbursement of actual costs plus the calculated overhead and fee not more often than once per month during the progress of the work. Such invoices shall be in a format approved by the AGENCY and accompanied by the monthly progress reports required under Section III, General Requirements, of the AGREEMENT. The invoices will be supported by itemized listing and support document for each item including direct salary, direct nonsalary, and allowable overhead costs to which will be added the prorated Fixed Fee.

C. Final Payment

Final Payment of any balance due the CONSULTANT of the gross amount earned will be made promptly upon its verification by the AGENCY after the completion of the work under this AGREEMENT, contingent upon receipt of all PS&E, plans, maps, notes, reports, and other related documents which are required to be furnished under this AGREEMENT. Acceptance of such final payment by the CONSULTANT shall constitute a release of all claims of any nature which the CONSULTANT may have against the AGENCY unless such claims are specifically reserved in writing and transmitted to the AGENCY by the CONSULTANT prior to its acceptance. Said final payment shall not, however, be a bar to any claims that the AGENCY may have against the CONSULTANT or to any remedies the AGENCY may pursue with respect to such claims that the AGENCY may have against the CONSULTANT or to any remedies the AGENCY may pursue with respect to such claims.

D. Inspection of Cost Records

The CONSULTANT and his subconsultants shall keep available for inspection by representatives of the AGENCY and/or TIB, for a period of three years after final payment, the cost records and accounts pertaining to this AGREEMENT. If any litigation, claim, or audit arising out of, in connection with, or related to this contract is initiated before the expiration of the three-year period, the cost records and accounts shall be retained until such litigation, claim, or audit involving the records is completed.

NOT USED
EXHIBIT C-3
Payment
(Negotiated Hourly Rate)

The CONSULTANT shall be paid by the AGENCY for completed work and services under this AGREEMENT as provided hereinafter. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work.

1. Hourly Rates

The CONSULTANT shall be paid by the AGENCY for work done, based upon the negotiated hourly rates shown in Exhibits D and E attached hereto and by this reference made part of this AGREEMENT. The rates listed shall be applicable for the first 12-month period and shall be subject to negotiation for the following 12-month period upon request of the CONSULTANT or the AGENCY. The rates are inclusive of direct salaries, payroll additives, overhead, and fee.

In the event renegotiation of the hourly rates is conducted, the AGENCY reserves the right to audit for any change in the overhead rate currently in use by the CONSULTANT and modify the hourly rates to be paid to the CONSULTANT subsequent to the renegotiation accordingly. Any changes in the CONSULTANT's fixed hourly rates may include salary or overhead adjustments.

2. Direct Nonsalary Costs

Direct nonsalary costs will be reimbursed at the actual cost to the CONSULTANT. These charges may include, but are not limited to the following items: travel, printing, long distance telephone, supplies, computer charges, and fees of subconsultants. Air or train travel will only be reimbursed to economy class levels unless otherwise approved by the AGENCY. The billing for nonsalary cost, directly identifiable with the PROJECT, shall be an itemized listing of the charges supported by the original bills, invoices, expense accounts, and miscellaneous supporting data retained by the CONSULTANT. Copies of the original supporting documents shall be supplied to the AGENCY upon request. All above charges must be necessary for the services provided under this AGREEMENT.

3. Maximum Amount

The maximum amount payable for completion of work under this AGREEMENT shall not exceed the amount shown in the heading of this AGREEMENT. No minimum amount payable is guaranteed under this AGREEMENT. This does not include payment for extra work as stipulated in Section XIV, Extra Work.

4. Monthly Progress Payments

Progress payments may be claimed on a monthly basis for all costs authorized in 1 and 2 above. The monthly invoices shall be supported by detailed statements for hours expended at the rates established in Exhibits D and E, including names and classifications of all employees, and invoices for all direct expenses.

5. Inspection of Cost Records

The CONSULTANT and his/her subconsultants shall keep available for inspection by representatives of the AGENCY, and/or TIB, for a period of three years after final payment, the cost records and accounts pertaining to this AGREEMENT, and all items related to or bearing upon these records with the following exception: if any litigation, claim, or audit is started before the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved. The three-year period begins when the CONSULTANT receives final payment.

6. Final Payment

Final payment of any balance due the CONSULTANT of the gross earned will be made promptly upon its verification by the AGENCY after the completion of the work under this AGREEMENT, contingent upon receipt of all PS&E, plans, maps, notes, reports, and other related documents which are required to be furnished under this AGREEMENT. Acceptance of such final payment by the CONSULTANT shall constitute a release of claims of any nature which the CONSULTANT may have against the AGENCY, unless such claims are specifically reserved in writing and transmitted to the AGENCY by the CONSULTANT prior to its acceptance. Said final payment shall not, however, be a bar to any claims that the AGENCY may have against the CONSULTANT or to any remedies the AGENCY may pursue with respect to such claims.

The rates and total price of the original contract and any additions or changes thereto shall be adjusted to exclude any significant sums by which the AGENCY determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates or overhead rates, supplied to the AGENCY by the CONSULTANT.

NOT USED
EXHIBIT C-4
Payment
(Provisional Hourly Rate)

The CONSULTANT shall be paid by the AGENCY for completed work and services under this AGREEMENT as provided hereinafter. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work.

1. Hourly Rates

The CONSULTANT shall be paid by the AGENCY for work done, based upon the provisional hourly rates shown in Exhibits D and E attached hereto and by this reference made part of this AGREEMENT. The actual hourly rates will be determined by an audit of 19____ and/or 19____ cost data. The provisional rates listed shall be utilized until the results of the audit are known and will be retroactively adjusted to reflect actual costs. The provisional and/or audited rates listed shall be applicable for the first 12-month period and shall be subject to negotiation for the following 12-month period upon request of the CONSULTANT or the AGENCY. The rates are inclusive of direct salaries, payroll additives, overhead, and fee.

In the event renegotiation of the hourly rates is conducted, the AGENCY reserves the right to audit for any change in the overhead rate currently in use by the CONSULTANT and modify the hourly rates to be paid to the CONSULTANT subsequent to the renegotiation accordingly. Any changes in the CONSULTANT's fixed hourly rates may include salary or overhead adjustments.

2. Direct Nonsalary Costs

Direct nonsalary costs will be reimbursed at the actual cost to the CONSULTANT. These charges may include, but are not limited to the following items: travel, printing, long distance telephone, supplies, computer charges, and fees of subconsultants. Air or train travel will only be reimbursed to economy class levels unless otherwise approved by the AGENCY. The billing for nonsalary cost, directly identifiable with the PROJECT, shall be an itemized listing of the charges supported by the original bills, invoices, expense accounts, and miscellaneous supporting data retained by the CONSULTANT. Copies of the original supporting documents shall be supplied to the AGENCY upon request. All above charges must be necessary for the services provided under this AGREEMENT.

3. Maximum Amount

The maximum amount payable for completion of work under this AGREEMENT shall not exceed the amount shown in the heading of this AGREEMENT. No minimum amount payable is guaranteed under this AGREEMENT. This does not include payment for extra work as stipulated in Section XIV, Extra Work.

4. Monthly Progress Payments

Progress payments may be claimed on a monthly basis for all costs authorized in 1 and 2 above. The monthly invoices shall be supported by detailed statements for hours expended at the rates established in Exhibits D and E, including names and classifications of all employees, and invoices for all direct expenses.

5. Inspection of Cost Records

The CONSULTANT and his/her subconsultants shall keep available for inspection by representatives of the AGENCY, and/or TIB, for a period of three years after final payment, the cost records and accounts pertaining to this AGREEMENT and all items related to or bearing upon these records with the following exception: if any litigation, claim, or audit is started before the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved. The three-year period begins when the CONSULTANT receives final payment.

6. Final Payment

Final payment of any balance due the CONSULTANT of the gross earned will be made promptly upon its verification by the AGENCY after the completion of the work under this AGREEMENT, contingent upon receipt of all PS&E, plans, maps, notes, reports, and other related documents which are required to be furnished under this AGREEMENT. Acceptance of such final payment by the CONSULTANT shall constitute a release of claims of any nature which the CONSULTANT may have against the AGENCY, unless such claims are specifically reserved in writing and transmitted to the AGENCY by the CONSULTANT prior to its acceptance. Said final payment shall not, however, be a bar to any claims that the AGENCY may have against the CONSULTANT or to any remedies the AGENCY may pursue with respect to such claims.

The rates and total price of the original contract and any additions or changes thereto shall be adjusted to exclude any significant surms by which the AGENCY determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates or overhead rates, supplied to the AGENCY by the CONSULTANT.

NOT USED
EXHIBIT C-5
Payment
(Cost per Unit of Work)

1. When the AGENCY requests that a project be undertaken, the CONSULTANT shall prepare a fee proposal based upon a typical scope of work. Upon agreement by the AGENCY and the CONSULTANT upon a scope of work and related fee, a maximum encumbrance, inclusive of expenses, will be established, to serve as a maximum amount payable for the project. For accounting purposes, the CONSULTANT will be paid by the AGENCY for work done, based upon mutually agreed unit rates for work defined in Exhibits D and E. The listed rates shall be applicable throughout the life of this AGREEMENT. The rates are inclusive of actual salaries, overhead, profit, tools, materials, and equipment necessary or incidental for the completion of the AGREEMENT work.

Compensation for the following expenditures will be allowed when these costs are incurred directly in fulfilling the terms of this AGREEMENT:

2. The maximum total amount payable by the AGENCY to the CONSULTANT under this AGREEMENT shall not exceed the amount shown on page 1 of this AGREEMENT, unless a supplemental AGREEMENT has been negotiated and executed by the AGENCY prior to incurring any costs in excess of the maximum amount payable.
3. The CONSULTANT may submit invoices to the AGENCY not more often than once per month during the progress of the work for partial payment of completed to date. The invoices will indicate the units of work completed each day during the invoice period in addition to the previous total. Direct nonsalary costs, such as travel, reproduction, telephone, supplies, and computer costs, shall be supported by an original or a copy of the invoice or billing instrument the CONSULTANT received for payment. For example, a copy of the telephone company's itemized listing showing each call is necessary to verify the billing for long distance telephone calls. Such invoices will be checked by the AGENCY and payment will be made in full for the amount thereof as has been found to represent the value of the completed work, less the amounts previously paid.

Page 17 removed due to confidentiality.

NOT USED
EXHIBIT E-1

Breakdown of Overhead Cost

(Sample Only - Actual line item and cost categories and percentage for firm should be submitted.)

FRINGE BENEFITS	
FICA	
Unemployment	
Medical Aid and Industrial Insurance	
Company Insurance and Medical	
Vacation, Holiday, and Sick Leave	
Commission, Bonuses/Pension Plan	
TOTAL FRINGE BENEFITS	
GENERAL OVERHEAD	
State B&O Taxes	
Insurance	
Administration and Time Not Assignable	
Printing, Stationery, and Supplies	
Professional Services	
Travel Not Assignable	
Telephone and Telegraph Not Assignable	
Fees, Dues, Professional Meetings	
Utilities and Maintenance	
Professional Development	
Equipment Support	
Office Miscellaneous, Postage	
TOTAL GENERATED OVERHEAD	
GRAND TOTAL	

EXHIBIT F-1
Payment Upon Termination of Agreement
by the Agency Other than for Fault of the Consultant
(Refer to Agreement, Section IX)

Lump Sum Contracts

A final payment shall be made to the CONSULTANT which when added to any payments previously made shall total the same percentage of the Lump Sum Amount as the work completed at the time of termination is to the total work required for the PROJECT. In addition, the CONSULTANT shall be paid for any authorized extra work completed.

Cost Plus Fixed Fee Contracts

A final payment shall be made to the CONSULTANT which when added to any payments previously made, shall total the actual costs plus the same percentage of the fixed fee as the work completed at the time of termination is to the total work required for the PROJECT. In addition, the CONSULTANT shall be paid for any authorized extra work completed.

Specific Rates of Pay Contracts

A final payment shall be made to the CONSULTANT for actual hours charged at the time of termination of this AGREEMENT plus and direct nonsalary costs incurred at the time of termination of this AGREEMENT.

Cost Per Unit of Work Contracts

A final payment shall be made to the CONSULTANT for actual units of work completed at the time of termination of this AGREEMENT.

**EXHIBIT G-1
Subcontracted Work**

The AGENCY permits subcontracts for the following portions of the work of this AGREEMENT:

ABADAN REPRODUCTION – Large scale printing, plotting, and reproduction.

NOT USED
EXHIBIT G-2
Subconsultant Fee Determination Summary Sheet

Prepared by				Date	
Project					
Direct Salary Cost (DSC)					
Classification	Man Hours		Rate		Cost
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
TOTAL DSC					\$
OVERHEAD (OH Cost including Salary Additives)					
OH Rate x DSC or _____ % x \$ _____					\$
FIXED FEE (FF)					
FF Rate x DSC or _____ % x \$ _____					\$
REIMBURSABLES					
Itemized					\$
GRAND TOTAL					\$

NOT USED
EXHIBIT G-3

Breakdown of Subconsultant's Overhead Cost

(Sample Only - Actual line item and cost categories and percentage for firm should be submitted.)

FRINGE BENEFITS	
FICA	
Unemployment	
Medical Aid and Industrial Insurance	
Company Insurance and Medical	
Vacation, Holiday, and Sick Leave	
Commission, Bonuses/Pension Plan	
TOTAL FRINGE BENEFITS	
GENERAL OVERHEAD	
State B&O Taxes	
Insurance	
Administration and Time Not Assignable	
Printing, Stationery, and Supplies	
Professional Services	
Travel Not Assignable	
Telephone and Telegraph Not Assignable	
Fees, Dues, Professional Meetings	
Utilities and Maintenance	
Professional Development	
Equipment Support	
Office Miscellaneous, Postage	
TOTAL GENERATED OVERHEAD	
GRAND TOTAL	

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF LEAVENWORTH, WASHINGTON
AND FALLON TECHNOLOGY, INC.
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 Fallon Technology, Inc dba 3-Sherpas, a Washington 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 re-design of the City's website including hosting and long-term support 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 July 15, 2020 and shall terminate at midnight, December 31, 2021. 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)*

 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.

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 \$15,200.00 for website redesign followed by a monthly hosting, security and support fee of \$400.00 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:

Ana Cortez
City Administrator
PO Box 287
700 US Hwy 2
Leavenworth, WA 98826

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

Robert Fallon
819 Front Street #2b
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 _____ day of July, 2020.

CITY OF LEAVENWORTH

FALLON TECHNOLOGY, INC.

By

By

Carl J. Florea, Mayor

Rob Fallon, President

Approved as to form:

Thomas H. Graafstra, City Attorney

**Exhibit A
Scope of Services**

Website Development - cityofleavenworth.com

- 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.

Development Stages & Timelines

<u>Phase</u>	<u>Start Date</u>	<u>Completion Date</u>	<u>Estimated Cost</u>
I. Evaluation & Discovery	7/15/2020	7/24/2020	\$3,500.00
II. Project Specification	7/20/2020	7/27/2020	\$2,000.00
III. Design	7/27/2020	8/8/2020	\$1,500.00
IV. Theme Development	8/10/2020	8/22/2020	\$4,400.00
V. Training & Content Migration	8/24/2020	9/12/2020	\$2,800.00
VI. Soft Launch & Testing	9/8/2020	9/18/2020	\$1,000.00
<u>Subtotal Development</u>			<u>\$15,200.00</u>
<u>Recurring Costs (Monthly)</u>			<u>\$400.00</u>
<i><u>Monthly Hosting & Security Updates & Unlimited Support</u></i>			

These suggested dates are tentative and dependent upon city resources being available to approve work and milestones. Many of the project stages and tasks are concurrent and dependent. Dates will be confirmed during for the Project Specification document and we will do our utmost to ensure the final presentation is provided on time and within budget.

Our deliverables are based on the following assumptions:

- All deliverables will have one review cycle (i.e. present > revise > present > revise > present > approve)
- City staff will provide us with all analytics access, graphic assets, website logs, and all necessary website elements available for review

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.

Amendment No. 2 to Skateboard Park Memorandum of Understanding

This Amendment No. 2 to Skateboard Park Memorandum of Understanding (the "Second Amendment") is made this 14th day of July, 2020 between the City of Leavenworth, Washington, a Washington municipal corporation ("City") and Cascade School District No. 228, a Washington School District ("School District"), sometimes collectively referred to as the "Parties."

Recitals

- A. The City and School District are parties to a Skateboard Park Memorandum of Understanding dated July 25, 2016 (the "MOU");
- B. The MOU contained certain dates and deadlines that have not been met;
- C. The parties extended certain deadlines by Amendment No. 1;
- D. The parties wish to agree to extend the dates and deadlines again and provide more details for the City's exercise of an option as provided in the MOU.

Now, therefore City and School District agree as follows:

1. Paragraph 4 G of the MOU. Paragraph 4 G of the MOU is amended to provide as follows:

G. If the School District decides to not surplus the SP Portion by June 30, 2020 or if an Intergovernmental disposition of property agreement is not entered by the Parties on or before December 31, 2020, of if the City does not timely exercise its Option, herein extended to December 31, 2020, then the Option set forth herein shall terminate and be of no further force or effect between the Parties, and the School District shall pay the city the sum of one-half of the cost to rebuild the skate park up to a maximum of One Hundred Thousand and NO/100 Dollars (\$100,000) on or before January 31, 2021, in total satisfaction of all obligations arising under this MOU. The City shall have sixty days from exercise of its option to close. Closing under and Intergovernmental Disposition of Property Agreement shall be as set out in said agreement.

2. Ratification. All other terms of the MOU are hereby ratified and confirmed.

Dated: _____

CITY OF LEAVENWORTH

By: _____

Dated: _____

CASCADE SCHOOL DISTRICT

By: _____

RESOLUTION NO 14-2020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEAVENWORTH RATIFYING PROCLAMATION OF EMERGENCY AND PROVIDING TEMPORARY PROCEDURES TO RESPOND TO THE COVID-19 EPIDEMIC.

WHEREAS, the Revised Code of Washington (RCW) Chapter 38.52 authorizes the Mayor to exercise emergency powers; and

WHEREAS, the novel coronavirus (COVID-19) is a respiratory disease that may result in serious illness or death and is easily transmissible from person to person; and

WHEREAS, on January 31, 2020, the United States Department of Public Health and Human Services Secretary, Alex Azar, declared a public emergency for the novel coronavirus (COVID-19) beginning on January 27, 2020; and

WHEREAS, on February 29, 2020, Governor Jay Inslee signed a Proclamation declaring a state of emergency exists in all counties in the state of Washington due to the number of confirmed cases of COVID-19 in the state and directed that the plans and procedures of the Washington State Comprehensive Emergency Plan be implemented; and

WHEREAS, on March 19, 2020, Mayor Carl J. Florea declared herein an emergency for the City of Leavenworth due to the anticipated spread of COVID-19 which constitutes an emergency as defined by RCW 38.52.010 and necessitates the utilization of emergency powers granted pursuant to RCW 38.52.070; and

WHEREAS, on March 23, 2020, Mayor Carl J. Florea declared by Proclamation that businesses and residents of Leavenworth were urged to stay at home and “shelter in place,” effective 5:00 PM on Monday, March 23, 2020, and until further notice; and

WHEREAS, the health, safety and welfare of City residents, businesses, visitors and staff is of utmost importance to the City and additional future measures may be needed to protect the community; and

WHEREAS, the City may require additional assistance in the future, and a formal declaration of emergency allows additional resources to flow to the City in a timely fashion; and

WHEREAS, existing conditions related to the COVID-19 warrant the proclamation of an emergency, as defined by Revised Code of Washington (RCW) Section 38.52.010; and

WHEREAS, RCW 36.40.180, RCW 38.52.070(2), and RCW 39.04.280(3), authorize the waiver of the requirements of competitive bidding and public notice with reference to any contract relating to the City's lease or purchase of supplies, equipment, personal services or public works as defined by RCW 39.04.010, or to any contract for the selection and award of professional and/or technical consultant contracts in emergency situations; and

WHEREAS, there is an emergency present which necessitates the utilization of emergency powers granted pursuant to chapter 38.52 RCW, and other relevant provisions of state and federal law; and

WHEREAS, the Open Public Meetings Act, Chapter 42.30 RCW, requires Cities to take action in an open public meeting where members of the public are able to attend such meetings without any conditions placed on attendance; and

WHEREAS, due to the multiple declarations of emergency adopted as set forth herein, the public's ability to attend public meetings must be balanced with the need to limit continued exposure, or risk of exposure, through social interaction to the COVID-19 virus; and

WHEREAS, the Attorney General has issued guidance to public agencies attempting to comply with the Open Public Meetings Act (OPMA) and reducing and limiting the risk of social exposure indicating that using a remote speakerphone available at an agency meeting location (agency office or other designated physical location) where the public can attend to listen to the discussion, using a phone call-in number that the public can use, or real time streaming of the meeting online, or GoToMeeting, or similar remote means for the public to listen to the discussion would be appropriate under existing Emergency Proclamation(s);

WHEREAS, on July 2, 2020, Mayor Carl J. Florea declared by Proclamation that a State of Emergency continues to exist in the City of Leavenworth, as a result of the aforementioned conditions, which significantly impacts the life and health of our residents, the economy of the City of Leavenworth, and is a disaster that affects life, health, property, or the public peace.

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

SECTION 1. That the Emergency Proclamation signed by Mayor Carl J. Florea dated July 2, 2020 is hereby ratified and confirmed and all acts consistent with and prior to the adoption of this Resolution are further ratified and confirmed.

SECTION 2. Emergency Authorizations. The City of Leavenworth shall employ the emergency powers granted under RCW 38.52.070 including but not limited to the following: (1) Enter into contracts and incur obligations necessary to combat such emergency situations to protect the health and safety of persons, property and the environment; and (2) request assistance from outside agencies; and (3) provide appropriate emergency assistance to the victims of such disaster.

SECTION 3. Personnel Matters. Each City of Leavenworth Department Director is authorized to exercise the powers vested under this Proclamation in light of the urgencies of an extreme emergency situation without regard to time consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements). These authorizations include the ability for Department Directors to work with employees on a case by case basis to address flex scheduling as needed, leaves of absences directly related to illnesses from the COVID-19 epidemic that affects employees and family members as defined within the current Collective Bargaining Agreement between the City of Leavenworth and Teamsters Local Union No. 760 and to consider use of the City's Shared Sick Leave Policy as defined within the City's Personnel Policy. Additional considerations that may arise outside of these specified policies will be reviewed and approved by the Mayor who is authorized as the Personnel Officer of the City of Leavenworth per Leavenworth Municipal Code 2.01.010.

SECTION 4. Council Procedures. During the term of the COVID-19 pandemic the following amendments to City Council Procedures are hereby adopted:

- A. Any rule or procedure adopted by City Council that would prevent or prohibit all City Councilmembers from attending City Council meetings telephonically are temporarily suspended and all City Councilmembers are encouraged to attend all meetings via telephone.
- B. All in-person Committee meetings of the City Council are cancelled.
- C. The City council recognizes and affirms that the Mayor may cancel all meetings of ad hoc committees. In addition, the Mayor may direct that City Staff not attend outside meetings, Boards and Committees.
- D. Council directs that the public comment portion of Council meetings and any scheduled public hearings be temporarily suspended to discourage public in-person attendance of City Council meetings. City Council and staff encourages and will accept public comment via email to the City Clerk, financedir@cityofleavenworth.com or written

comment as mailed or provided to the City via the drop-box location identified at City Hall. Public comments received will be read aloud to the City Council during the regularly scheduled time on the Agenda.

- E. Any Council rules that are inconsistent with this Resolution are hereby waived and suspended during the term of this Resolution.

SECTION 5. City Response and Communication. The City is committed to protecting the public and staff by minimizing the spread of COVID-19. The City has and will continue to follow the guidelines provided by the State of Washington and the Chelan-Douglas County Health District, who prescribe social distancing and minimizing gatherings of people. City Hall offices were officially closed to appointments only as of Wednesday, March 18, 2020 until further notice. Residents and businesses may pay utility bills, contact staff regarding licenses, permits and other transactions needed via telephone and email.

SECTION 6. Ratification and Finding of Fact. The Leavenworth City Council hereby ratifies this Proclamation of Emergency issued by Mayor Carl J. Florea on July 2, 2020. Council further finds that an emergency exists pursuant to RCW 39.04.280(2)(b) RCW and authorizes the Mayor to waive any necessary competitive bidding requirements related to the COVID-19 emergency.

APPROVED AND ADOPTED by the City Council of the City of Leavenworth this 14th day of July, 2020.

APPROVED:

Carl J. Florea, Mayor

APPROVED AS TO FORM:

ATTEST:

Thom H. Graafstra, City Attorney

Chantell Steiner, Finance Director/City Clerk

OFFICE OF THE MAYOR OF LEAVENWORTH, WASHINGTON

EMERGENCY PROCLAMATION

2020-05

WHEREAS, the Revised Code of Washington (RCW) Chapter 38.52 authorizes the Mayor to exercise emergency powers; and

WHEREAS, the novel coronavirus (COVID-19) is a respiratory disease that may result in serious illness or death and is easily transmissible from person to person; and

WHEREAS, on January 31, 2020, the United States Department of Public Health and Human Services Secretary Alex Azar declared a public emergency for the novel coronavirus (COVID-19) beginning on January 27, 2020; and

WHEREAS, on February 29, 2020, Governor Jay Inslee declared a state of emergency exists in all counties in the State of Washington due to the number of confirmed cases of COVID-19 in the State; and

WHEREAS, on March 11, 2020 Governor Jay Inslee issued an additional Emergency Proclamation ordering that all events that takes place in King, Snohomish, and Pierce counties with more than 50 people are prohibited by the state. The order applies to gatherings for social, spiritual and recreational activities. These include but are not limited to: community, civic, public, leisure, faith-based, or sporting events; parades; concerts; festivals; conventions; fundraisers and similar activities; and

WHEREAS, the health, safety and welfare of City residents, businesses, visitors and staff is of utmost importance to the City and additional future measures may be needed to protect the community; and

WHEREAS, the City may require additional assistance in the future, and a formal declaration of emergency allows additional resources to flow to the City in a timely fashion; and

WHEREAS, existing conditions related to the COVID-19 warrant the proclamation of emergency, as defined by Revised Code of Washington (RCW) Section 38.52.010; and

WHEREAS, RCW 36.40.180, RCW 38.52.070(2), and RCW 39.04.280(3), authorize the waiver of the requirements of competitive bidding and public notice with reference to any contract relating to the City's lease or purchase of supplies, equipment, personal services or public works as defined by RCW 39.04.010, or to any contract for the selection and award of professional and/or technical consultant contracts in emergency situations; and

WHEREAS, there is an emergency present which necessitates the utilization of emergency powers granted pursuant to chapter 38.52 RCW, and other relevant provisions of state and federal law;

WHEREAS on March 19, 2020, the Office of the Mayor issued an emergency proclamation authorizing necessary actions to mitigate and prevent impacts related to COVID 19;

NOW THEREFORE, BE IT DECLARED BY MAYOR CARL J. FLOREA FOR THE CITY OF LEAVENWORTH:

SECTION 1

It is hereby declared under RCW 38.52.020(1)(b) that a State of Emergency continues to exist in the City of Leavenworth, as a result of the aforementioned conditions, which significantly impacts the life and health of our residents, the economy of the City of Leavenworth, and is a disaster that affects life, health, property, or the public peace.

SECTION 2

I hereby continue to direct designated City departments under this proclamation and those authorities designated within the Chelan County Comprehensive Emergency Management Plan to take actions deemed necessary to otherwise mitigate and prevent impacts and potential impacts upon private property and publicly owned infrastructure, including any necessary actions needed to obtain emergency permitting through municipal, county, state or federal agencies.

SECTION 3

In order to prepare for, prevent and continue to respond to this emergency, pursuant to RCW 36.40.180, RCW 38.52.070(2), and RCW 39.04.280(3), the requirements of competitive bidding and public notice are hereby waived with reference to any contract relating to the City's lease or purchase of supplies, equipment, personal services or public works as defined by RCW 39.04.010, or to any contract for the selection and award of professional and/or technical consultant contracts. Each designated department is hereby authorized to exercise the powers vested in this proclamation in light of the demands of a dangerous and escalating emergency situation without regard to time consuming procedures and formalities otherwise normally prescribed by law (excepting mandatory constitutional requirements).

SECTION 4

To mitigate impacts, for the duration of modified Phase 1, which remains in effect, all fees, as established by resolution 25-2019, or as amended hereafter, for Special Use Permit for sidewalk and street use issue in commercial zones are suspended;

SECTION 5

To mitigate impact, for the duration of modified Phase 1, which remains in effect, all other requirements for Special Use Permits in commercial zones will apply but applicants will not have to comply with the Old World Bavarian Alpine Theme Standards as established in 14.08 LMC;

SECTION 6

To mitigate impacts, for the duration of modified Phase 1, which remains in effect, LMC 14.10.010(a) is suspended as it applies to signs less than four square feet in commercial zones.

SECTION 7

A copy of this declaration, to the extent practicable, shall be posted at the City's regular locations for official notices and shall be made available to members of the local news media and the general public.

DATED this 2nd day of July, 2020.

MAYOR OF THE CITY OF LEAVENWORTH


Mayor Carl J. Florea

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
July 14, 2020 8:30 – 10:30 AM

8:30 – 8:40 Chamber Report

This time is provided for a Chamber of Commerce representative to provide an update to the City Council on items of interest to the Chamber and City.

8:40 – 9:20 Water Capital Improvement Plan / Alternatives – Gray & Osborne

This time has been provided to allow Mr. Adam Miller, PE and Mr. Keith Stewart, PE with Gray and Osborne, Inc. (G&O) to review the revised Water Treatment Plant Assessment and Recommendation Report. The initial Council review of the assessment and the possible upgrade alternatives were presented to the Council at the December 11, 2019 Study Session. Since that time, the Department of Health also reviewed the original assessment and requested “Slow Sand” filtration also be investigated as an alternative filtering system upgrade, which G&O subsequently completed with Council approval. In addition to that added study, the City has since been awarded uninterruptable additional water rights at the City’s Wenatchee River wells, which has further allowed the City and G&O to limit the proposed alternatives to the lower water production upgrade alternatives (1400gpm) for Council consideration.

In today’s discussion, Gray and Osborn will provide an update to the City Council on the “Slow Sand” and other findings, as well as present and discuss a reduced list of upgrade alternatives for Council consideration and eventual selection to allow for design refinement and potential project funding procurement.

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

- PowerPoint Presentation – G&O
- WTP Alternative Report

9:20 – 9:30 Draft Resolution XX-2020 – Six Year Capital Improvement/Facilities Plan

This time is provided to familiarize the City Council with the draft Capital Improvement Plan and draft Decision Matrix that will be discussed in detail at the next study session.

The Capital Improvement Plan (CIP), formally the Capital Facilities Plan (CFP), outlines the City’s plan for achieving the goals of the Comprehensive Plan, and other related plans, by providing infrastructure necessary to meet the 20-year population growth at the adopted levels of service. It is a component of the Capital Facilities Plan Element within the Comprehensive Plan. Simply put, it defines what the City has, what it needs, when it needs it, and how it gets paid for. The CIP is the project list for the next 6-years, including costs and funding sources. The CIP is required by the Growth Management Act and by most grant funding agencies.

The CIP provides a mechanism to help prioritize capital projects and match projects with local budget and funding options. Additionally, it provides transparency to the public and an orderly development/replacement of capital assets. If a project cannot be adequately funded, or funding falls short of the need, the Growth Management Act requires the City to reassess the land use element to ensure that the CIP, capital facilities plan and financing plan are coordinated and consistent. For example, if the land use element requires a specific level of service for water to serve growth, generally detailed in the Water Plan, but the CIP shows inadequate funding for required projects, then the City would need to reassess the land use element while still meeting the requirement to provide for projected growth. Capital facilities include:

- **Water Systems**
 - The 2018 Water System Plan project list is used to identify projects for the 6-year CIP
- **Sewer Systems**
 - The 2017 Wastewater General Sewer Plan and Facility Plan is used to identify projects for the 6-year CIP
- **Stormwater Systems**
 - The 2017 Stormwater/Wetland Management Master Plan is used to identify projects for the 6-year CIP
- **Streets including curb, gutter, and sidewalk** (along with street lighting, bridges and traffic signals)
 - The 20-year Transportation Improvement Plan (TIP) is used to identify projects for the 6-year CIP
- **Parks/Pool**
 - The 2017 Parks and Recreation Plan is used to identify projects for the 6-year CIP
- **Solid Waste Systems**
 - The Capital Facilities Element includes a summary and project list for the City's solid waste system, which has been incorporated in the 6-year CIP
- **Schools, Hospital, Fire Protection, Law Enforcement, and Library**
 - These capital facilities are not provided or maintained by the City but are required to be addressed within the Capital Facilities Element. They are not listed in the CIP.

The CIP is an important management tool showing the link between community infrastructure needs and financial capacity. The current draft shows projects identified in other plans, past CFP listed projects, funding options and estimated costs.

The City Council has the ability to prioritize projects by including them on the CIP and by scheduling when they start. Most of the projects are pulled from existing planning documents. But new projects should be reviewed using a decision matrix. The Department of Commerce guidelines recommend using a decision matrix to help prioritize projects.

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

- Resolution 12-2018, last CFP update
- Draft CIP

- Department of Commerce guidance for a Capital Facilities Plan Chapter 6 – Smaller Jurisdictions

9:30 – 9:35 2020 Project Tracker / 2020 Future Council Agenda Items

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

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

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

9:35 – 9:45 Annual Retreat Agenda Review

The City Council directed staff to prepare a draft agenda for its annual retreat that will be held on July 31, 2020. The meeting will be held via Zoom Conferencing. The current draft agenda is divided into themes:

1. Council priorities
2. Municipal governance fundamentals
3. Revenues and Expenses

Historically, this Retreat marked the beginning of the budget process. The 2020 pandemic has drastically modified historical processes and operations, including the timing of this retreat. Although later than intended, the annual retreat provides a space to discuss policy priorities, municipal finances, and to refresh foundations of municipal government. A draft agenda is included for Council review and discussion. Once the Council has approved the agenda, staff will continue working with the Mayor Pro Tem on the specific activities under each agenda item.

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

- Draft Annual Retreat Agenda

9:45 – 10:10 Review of Ordinances of Code Inconsistencies

This time is provided to review pending code amendments, prior to tonight’s public hearing. The 2020 Docket identified several code inconsistencies. Of those, four amendments were considered to be very straight forward and good “filler” items between the Planning Commissions busy schedule. The original workshop/hearing was planned for the April Planning Commission meeting. Unfortunately, it was placed on hold due to the COVID-19 limitations until a workshop could be conducted in May and the Planning Commission hearing could be re-noticed for June.

The amendments cover four sections of code, as summarized below:

- Chapter 12.08 Street and Sidewalk Obstructions. This section of code currently references enforcement actions that conflict with Chapter 21.13 Enforcement. The amendment removes the outdated enforcement actions and replaces them by referencing Chapter 21.10 Enforcement. This amendment will address an inconsistency in how code enforcement is to be handled.
- Chapter 21.07, Application Process, to include a “right of entry” for City employees to enter an applicant’s property after a land use or pre-application application is received by the City. These types of site visits allow City employees time to review the proposal in relation to the site conditions. The “right of entry” is covered in multiple areas of code but was not specifically included for land use applications.
- Chapter 14.10, Signs, to exempt Service Activity Signs that are used to identify community service groups, such as the Lions Club and Rotary. The placement of these signs is typically located in the public right-of-way or private property at the gateway to the community or business core. The current Service Activity Sign is located near the east end of town.
- Chapter 15.04, Building Codes, to clarify two items; (1) swimming pool covers are not a substitute for fencing, which is required to be 5’ tall, and (2) define exempt accessory storage shed uses for tools, storage, playhouse, or similar use with a limit of 200 square feet or less. The use of a storage shed is separate from accessory buildings, such as cabanas or crafting rooms, which are regulated under the building codes as habitable spaces.

The Planning Commission recommended approval of the amendments after conducting a Hearing on June 3, 2020 where no public comment was received.

The following items are included under **TAB 1, 2, 3 & 4 Evening Agenda:**

- Staff Reports, Planning Commission Minutes, and associated ordinances

10:10 – 10:15 Quarterly City Newsletter Recommendations – Distribution in August

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

- “A Minute with the Mayor” – Topic to be determined
- TIB Pilot Pavement Project – Herb Amick / Sue Cragun
- Housing Action Plan Update – Lilith Vespier / Sue Cragun
- Former Osborn School Site Update – Sue Cragun / Ana Cortez
- Upcoming Fall Cleanup – Herb Amick / Sue Cragun
- Short Term Rental Enforcement / Leavenworth Leash Law – Sue Cragun
- Project Update – Sue Cragun / Herb Amick

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

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

- Fall 2019 Newsletter

10:15 – 10:25 Allowing Bees in the City Limits

The City’s Municipal Code, Chapter 6.16 section 6.16.020 provides a list of prohibited animals. This list includes honey bees. Residents have inquired about the feasibility of removing honey bees from the list of prohibited animals. The Federal Drug Administration has stated that “Honey bees are indispensable to U.S. agriculture”. Staff seeks direction from Council whether to further explore pros and cons of allowing honey bees within the City limits.

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

- Leavenworth Municipal Code (LMC) Section 6.16

10:25 – 10:30 Public Comment Period

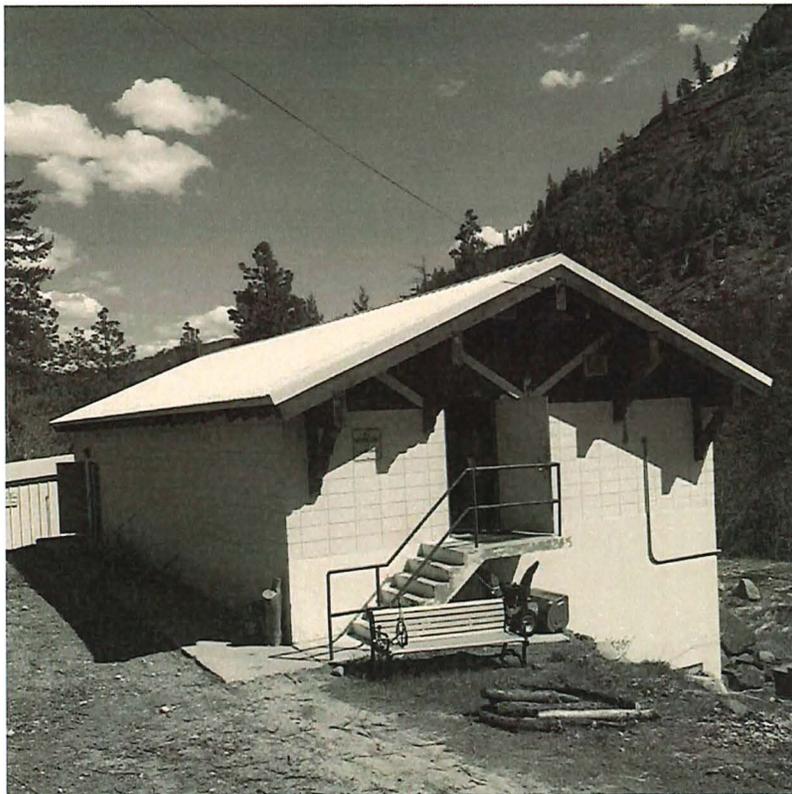
The remainder of this time slot allows for the public to discuss items with the Council.

City of Leavenworth

Icicle Creek WTP Condition Assessment

City Council Presentation

Tuesday, July 14, 2020



TAB A



Presentation Outline

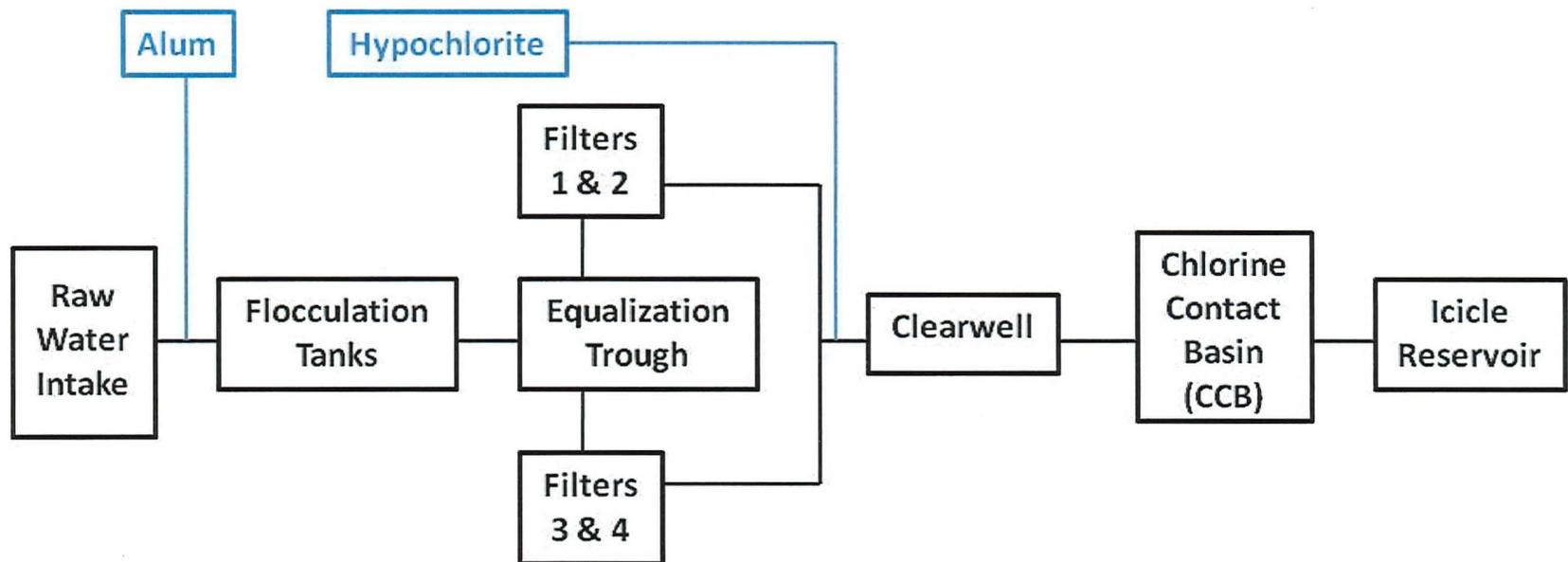
- Project Description & Purpose
- WTP Description
- Project Approach
- Summary of Findings
- WTP Assessment Report
- Key Questions / Considerations
- Work to Date
- Next Steps

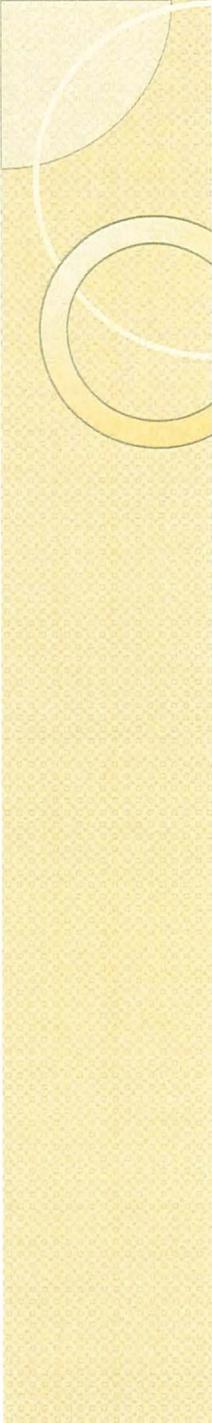


Project Description & Purpose

- Assess the Icicle Creek WTP
 - WTP Assessment
 - Separate Icicle Creek water quality review
- Purpose
 - **Evaluate** the current condition of the WTP
 - **Assess** the viability of existing facilities
 - **Evaluate** alternative treatment techniques compatible with the City's overall water treatment and delivery goals.

WTP Description





Project Approach

- Review existing documentation
- Perform WTP assessment
 - April 19, 2018
 - Structural, Architectural, Mechanical, Electrical, Process / Operational perspective
 - G&O Team, Arnica Briody, Tracy Valentine
 - Included several follow-up visits
- Prepare written report
- Assist the City with Alternative Selection and Funding

Summary of Findings

- Structural
 - Structures are generally in serviceable condition
 - Vermiculite (asbestos) insulation present in walls
 - Limited access to existing sub-grade basins
 - Basement stairs do not meet current codes
 - Corrosion of structural members in CCB present



Corrosion – Typical corrosion of metal components.



Safety – Basement stairs w/o hand/guardrail.



Corrosion – Typical corrosion of metal components.

Summary of Findings

- Architectural
 - Minor repairs needed to building façade
 - Space is tight with limited room for expansion
 - Workspace above flocculation basins



Space – Workbench above flocculation tanks and raw water supply.



Site Security – Lack of perimeter fencing and access restrictions.

Summary of Findings

- Mechanical
 - Minor coating/surface wear from weather/exposure
 - Superfluous equipment limits space
 - Basement HVAC inadequate



Ventilation – Window added for ventilation is undersized.



Flashing – Vent fan flashing is loose and can lead to leaks / deterioration.

Summary of Findings

- Electrical
 - Minor code issues
 - Lack of system documentation
 - SCADA system lacks redundancy and reliability



SCADA – System lacks redundancy and has been unreliable at times in past.



Electrical – Existing MCC is in lab/work space. Clear distance and access not optimized.



Summary of Findings

- Process / Operational
 - Lower Level
 - Significant corrosion, lack of ventilation
 - Coagulation / Flocculation Basins
 - Lack of access for cleaning, undersized for flow >700
 - Filters
 - Outdated technology, component deterioration
 - Undersized backwash basin
 - Clearwell, CCB, and Finished water
 - Leaky valves & outdated flow meters
 - Gas disinfection technology

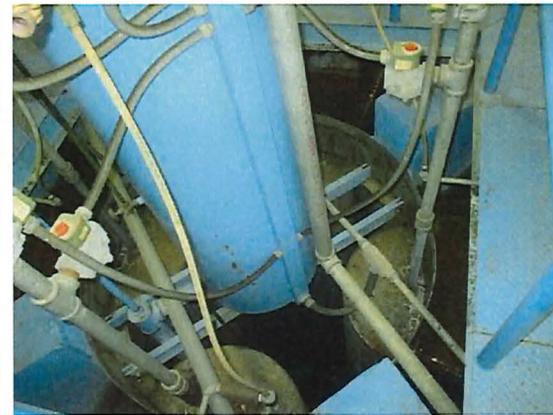
Summary of Findings

- Process / Operational

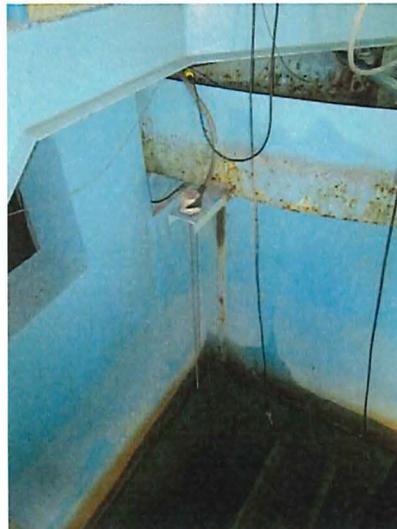
Corrosion – Lower level materials in poor condition due to inadequate ventilation



Filters – Performance has decreased, and technology is outdated.



Access – Lack of access to existing filters and flocculation basins.



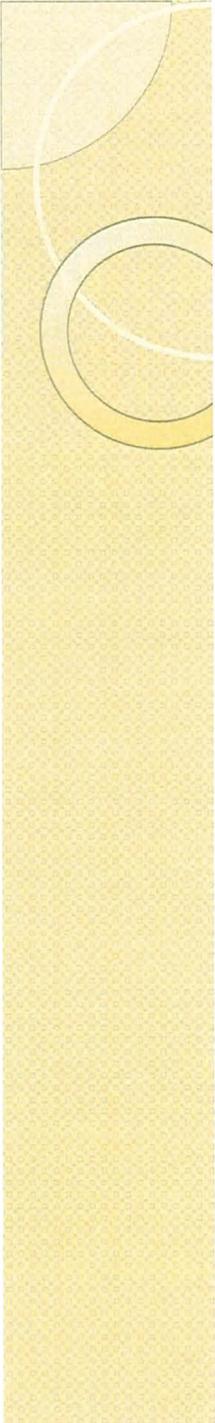
Disinfection – Gas chlorine currently utilized.





WTP Assessment Report

- **WTP Assessment Report**
 - Chapter 1 – Introduction and Existing Facilities
 - Description of existing facilities, flows, and operation
 - Chapter 2 – WTP Condition Assessment
 - Description of the Assessment conditions and findings
 - Chapter 3 – Treatment Improvements
 - Identification of “High-Priority” and “Recommended” improvements
 - Chapter 4 – System Alternatives Analysis
 - Description of various alternative treatment technologies based on desired flow/system capacities



WTP Assessment Report

- Prioritized recommendations
 - “High-Priority”
 - Necessary to ensure safety, function, and longevity of the existing WTP
 - “Recommended”
 - Recommended to optimize efficiency of the WTP and its staff. Also recommended to prevent larger, more costly repairs within 5-10 years.

WTP Assessment Report – High Priority Modifications

- All High Priority items are included in Alternative 1 except for lines 9, 10, 20, 21, and 24
- All High Priority items are included in Alternative 2A & 2B
- Items marked with ** are included with Alternative 3
- Items marked with + are included with Alternative 4

<u>NO.</u>	<u>ITEM</u>	<u>DISCIPLINE</u>	<u>AMOUNT</u>
1	Repair deteriorated wood rafters at eaves of building ⁺	S	\$ 15,000
2	Repair corroded structural members in CCB ^{** +}	S	\$ 30,000
3	Repair / Replace corroded CCB wall fasteners ^{** +}	S	\$ 10,000
4	Address stair tread/rise distances and guard/hand rail	S	\$ 25,000
5	Clean / Repair Icicle Ridge Reservoir topping slab ^{** +}	S	\$ 32,000
6	Clean / Repair Icicle Ridge Reservoir concrete curb ^{** +}	S	\$ 1,500
7	Assess existing water main piping and connection points ⁺	S	\$ 15,000
8	Design and install auxiliary generator ^{** +}	E	\$ 105,000
9	Vacuum pump disconnect switch	E	\$ 10,000
10	Filter backwash pump disconnect switch	E	\$ 10,000
11	Upgrade SCADA system hardware / software ^{** +}	E	\$ 35,000
12	Provide additional ventilation in basement ⁺	M	\$ 40,000
13	Repair chlorine room exhaust fan flashing ⁺	M	\$ 1,000
14	Install covered grating above sedimentation basins ⁺	BS	\$ 18,000
15	Address lack of wash-up / potable water at WTP ⁺	BS	\$ 6,000
16	Additional shelving / storage at existing workshop area ⁺	BS	\$ 1,000
17	Install hand and/or guard rail at the intake structure ^{** +}	BS	\$ 8,000
18	Provide confined space safety equipment at the WTP ^{** +}	BS	\$ 5,000
19	Basement piping, fittings, and appurtenances ⁺	P	\$ 70,000
20	Repair / Replace filter inlet and distribution trough	P	\$ 150,000
21	Assess and repair/replace filter surface wash valves	P	\$ 2,000
22	Reprogram existing secondary clearwell level sensor ⁺	P	\$ 2,000
23	Repair / Replace existing CCB mud valves ^{** +}	P	\$ 22,000
24	Design and construct new, larger, backwash storage basin	P	\$ 400,000
25	Add additional gas cylinder chain restraints ⁺	P	\$ 500
26	Replace finished water flow meter, valve, and actuator ^{** +}	P	\$ 35,000
Subtotal			\$ 1,049,000
Contingency (30%)			\$ 314,700
Subtotal			\$ 1,363,700
Washington State Sales Tax (8.7%)			\$ 118,600
Subtotal			\$ 1,482,300
Design and Project Administration (25%)			\$ 370,600
TOTAL CONSTRUCTION COST			\$ 1,852,900

WTP Assessment Report – Recommended Modifications

- Items marked with ** are included with Alternative 2B
- Items marked with ^ are included with Alternative 3B
- Items marked with + are included in Alternative 4B

<u>NO.</u>	<u>ITEM</u>	<u>DISCIPLINE</u>	<u>AMOUNT</u>
1	Repair grade depression at Icicle Ridge Reservoir ^	S	\$ 500
2	Perform vermiculite insulation testing	S	\$ 1,500
3	Verify and retrofit roof diaphragm connections	S	\$ 20,000
4	Install handrail / guardrail on basement stairs	S	\$ 3,000
5	Repair roof sheathing	S	\$ 4,000
6	Install filter cell access ladders **	S	\$ 20,000
7	Assess needs for lifting beams and devices in filter cells **	S	\$ 5,000
8	Inspect the interior of the existing CT enclosure **+	E	\$ 500
9	Inspect the interior of the main circuit breaker **+	E	\$ 500
10	Construct power distribution diagram **+	E	\$ 2,400
11	Construct system control diagram including field devices **+	E	\$ 4,200
12	Replace existing fluorescent lighting with LED lighting	E	\$ 7,500
13	Provide chlorine room exhaust fan mesh screen	M	\$ 500
14	Remove existing 125 hp pump and superfluous fittings **+	BS	\$ 15,000
15	Provide additional workspace and shelving at 125-hp pump **+	BS	\$ 10,000
16	Remove plant growth from building	BS	\$ 500
17	Provide trim and finish work for south wall vinyl window	BS	\$ 1,000
18	Recoat WTP access doors	BS	\$ 8,000
19	Replace CCB relight panels **+^	BS	\$ 8,000
20	Prepare and recoat WTP corbels and ext. wood surfaces **+	BS	\$ 12,000
21	Assess needs for additional security at each facility ^	BS	\$ 1,000
22	Install chain-link security fencing with access gate at WTP ^	BS	\$ 50,000
23	Install basement modifications to provide chemical storage **+	P	\$ 80,000
24	Provide FRP ladders within each filter cell **	P	\$ 15,000
25	Provide FPR ladders within each sedimentation basin **	P	\$ 15,000
26	Replace existing turbidimeters **+	P	\$ 64,000
27	Provide equipment labels and tags **+	P	\$ 500
28	Repair / Replace primary clearwell ladder and valve **+	P	\$ 35,000
29	Provide mesh screen on chlorine room exhaust fan **+	P	\$ 500
30	Complete alternatives analysis for chlorine disinfection **+	P	\$ 12,000
Subtotal			\$ 397,100
Contingency (30%)			\$ 119,100
Subtotal			\$ 516,200
Washington State Sales Tax (8.7%)			\$ 44,900
Subtotal			\$ 561,100
Design and Project Administration (25%)			\$ 140,300
TOTAL CONSTRUCTION COST			\$ 701,400



WTP Assessment Report

- Capacity Analysis
 - Icicle Creek Surface Water Rights
 - 2,782 gpm (1,355 un-interruptible and 1,427 gpm interruptible)
 - Intake
 - New proposed capacity: 2,800 gpm
 - Coagulation / Flocculation
 - Estimated Capacity: 700 gpm
 - Filtration
 - Estimated Capacity: 1,600 – 2,100 gpm
 - Backwash
 - Estimated Capacity: 1,000 gpm
 - Disinfection
 - Estimated Capacity: 1,200 gpm (winter)
 - Distribution System
 - Estimated Capacity: 750 – 800 gpm



WTP Assessment Report

- Alternatives

- 1: Status Quo
 - 700 – 950 gpm
- 2: Upgrade Existing Treatment Equipment
 - Option A: 1,400 gpm; Option B: 2,800 gpm
- 3: Install New Filtration Equipment
 - Option A: 1,400 gpm; Option B: 2,800 gpm
- 4: Install New Membrane Filter Equipment
 - Option A: 1,400 gpm; Option B: 2,800 gpm
- 5: Construct new WTP
 - 3,600 gpm
- 6: Additional groundwater well
 - 1,400 gpm
- 7: Install Slow Sand Filtration Equipment
 - Option A: 1,400 gpm, Option B: 1,400, gpm Option C: 2,800 gpm



Alternative I: Status Quo

- Continue to operate the plant using existing equipment
 - Repair facilities as they break
 - Maintain the facilities in good working order
 - 700 – 950 gpm
- \$0.927M ⁽¹⁾
 - Includes all High Priority Modifications **except**
 - Equipment disconnect switches (#9 & 10)
 - Inlet water trough and surface nozzles (#20 & 21)
 - Backwash basin (#24)

(1) Includes Contingency (30%), Tax (8.7%) and Design (25%)

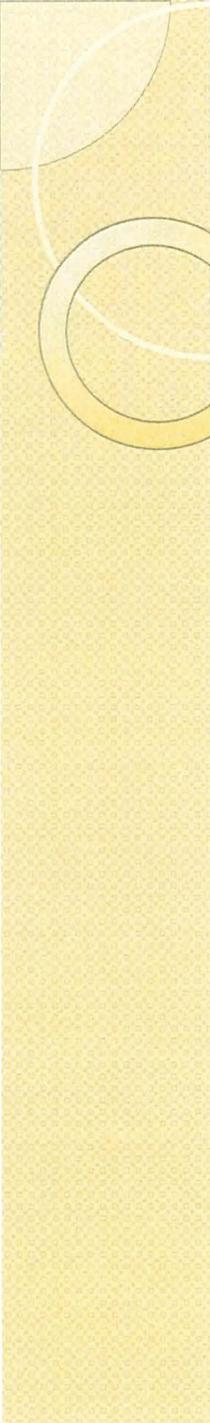


Alternative 2:

Upgrade Existing Equipment

- **Option 2A – 1,400 gpm**
 - New backwash system/storage
 - New filter media
 - Includes all high-priority modifications
 - \$4.502M ⁽¹⁾
- **Option 2B – 2,800 gpm**
 - New backwash system/storage
 - New filter media
 - New contact adsorption clarifier
 - Includes all high-priority modifications
 - Includes select recommended modifications
 - \$5.696M ⁽¹⁾

(1) Includes Contingency (30%), Tax (8.7%) and Design (25%)



Alternative 3: New Filter Equipment

- **Option 3A – 1,400 gpm**
 - New package filter system w/CAC
 - New filter building and backwash system
 - Select high-priority modifications
 - Electrical & telemetry upgrades
 - \$6.069M ⁽¹⁾
- **Option 3B – 2,800 gpm**
 - New package filter system w/CAC
 - New filter building and backwash system
 - Select high-priority modifications
 - Select recommended modifications
 - Electrical & telemetry upgrades
 - \$7.137M ⁽¹⁾

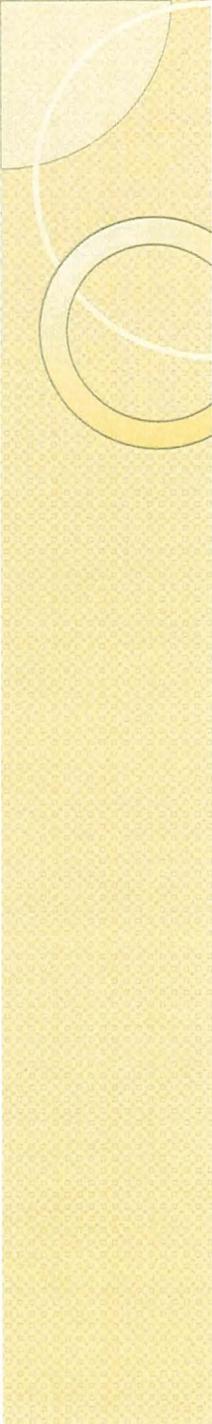
(1) Includes Contingency (30%), Tax (8.7%) and Design (25%)



Alternative 4: Membrane Filter Equipment

- **Option 4A – 1,400 gpm**
 - New membrane filter system
 - New backwash system
 - Select high-priority modifications
 - Pre-filtration system & electrical & telemetry upgrades
 - \$7.653M ⁽¹⁾
- **Option 4B – 2,800 gpm**
 - New membrane filter system
 - New backwash system
 - Select high-priority modifications
 - Select recommended modifications
 - Pre-filtration system & electrical & telemetry upgrades
 - \$11.816M ⁽¹⁾

(1) Includes Contingency (30%), Tax (8.7%) and Design (25%)



Alternative 5: New WTP

- **Option 5 – 3,600 gpm**
 - New WTP
 - Near cemetery and/or hatchery?
 - New intake facilities
 - New filter facilities
 - Package rapid sand filtration
 - New disinfection facilities
 - On-site sodium hypochlorite generation
 - New finished water pumping facilities
 - For connections up Icicle Creek Road
 - **\$10.54IM (1)**

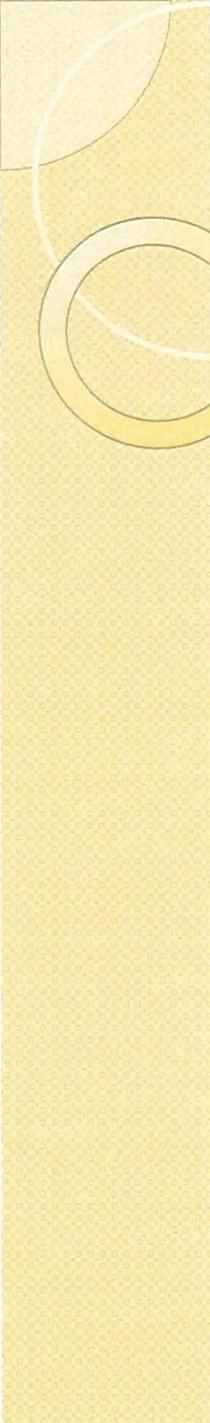
(1) Includes Contingency (30%), Tax (8.7%) and Design (25%)



Alternative 6: Groundwater Expansion

- **Option 6 – 1,400 gpm**
 - Transfer existing water rights
 - New groundwater removal facility
 - Icicle and/or Wenatchee River groundwater
 - New finished water pumping facilities
 - For connections up Icicle Creek Road
 - **\$3.468M (1)**

(1) Includes Contingency (30%), Tax (8.7%) and Design (25%)



Alternative 7: Slow Sand Filtration

- **Option 7A – 1,400 gpm**
 - New slow sand filtration equipment at new site
 - New booster pumping and/or storage to serve upper Icicle
 - \$9.841M⁽¹⁾
- **Option 7B – 1,400 gpm**
 - New slow sand filtration equipment at existing site
 - New disinfection facilities
 - \$9.841M⁽¹⁾
- **Option 7C – 2,800 gpm**
 - New slow sand filtration equipment at new site
 - New booster pumping and/or storage to serve upper Icicle
 - May need new distribution system facilities for high flows
 - \$11.114M⁽¹⁾

(1) Includes Contingency (30%), Tax (8.7%) and Design (25%)

Alternatives Summary

City of Leavenworth

WTP Assessment and Recommendation Report – WTP Treatment Alternatives Summary Table

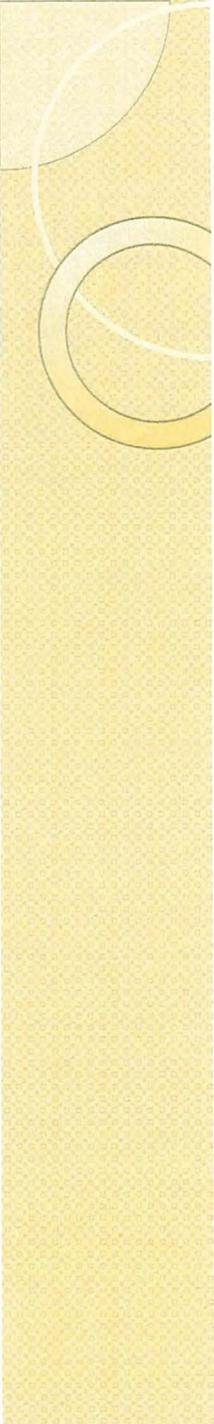
Alternative No.	Description	Target Capacity (gpm)	Estimated Project Cost	Advantages	Disadvantages	Additional Consideration	Other Potential Cost Impacts (not included Estimated Project Cost)
1	Status Quo	700 – 950	\$927,000	<ul style="list-style-type: none"> Low operational complexity 	<ul style="list-style-type: none"> Cost of ongoing maintenance Low filter capacity Continued deterioration of filter equipment and other parts of plant Reuse of existing cramped facility 	<ul style="list-style-type: none"> Minimum to keep the WTP functioning 	<ul style="list-style-type: none"> May need to upgrade distribution system piping to maintain reliable delivery of existing flows
2A	Upgrade Existing Equipment	1,400	\$4,502,000	<ul style="list-style-type: none"> Operational familiarity Utilize existing equipment 	<ul style="list-style-type: none"> Cost of ongoing maintenance Continued deterioration of filter equipment Must avoid spring/fall high turbidity Portions of WTP are still 50 years old and will require additional maintenance and replacement Reuse of existing cramped facility 		<ul style="list-style-type: none"> May need to upgrade distribution system piping for increased flows Approximately \$300,000 in non-critical WTP improvements is recommended in the next 5-15 years
2B	Upgrade Existing Equipment	2,800	\$5,696,000	<ul style="list-style-type: none"> Higher filtration capacity Operational familiarity Utilize existing equipment 	<ul style="list-style-type: none"> Cost of ongoing maintenance Additional optimization testing required Uncertain final filter capacity Must avoid spring/fall high turbidity Portions of WTP are still ~50 years old and will require additional maintenance and replacement Reuse of existing cramped facility 	<ul style="list-style-type: none"> CAC for coagulation/flocculation 	<ul style="list-style-type: none"> Need to upgrade distribution system piping for increased flows
3A	New Rapid Rate Filtration Equipment	1,400	\$6,069,000	<ul style="list-style-type: none"> Operational familiarity Can be used year-round Significant increase in available workspace 	<ul style="list-style-type: none"> Loss of work/storage space Building expansion required 	<ul style="list-style-type: none"> New building 	<ul style="list-style-type: none"> May need to upgrade distribution system piping for increased flows Approximately \$300,000 in non-critical WTP improvements is recommended in the next 5 to 15 years
3B	New Rapid Rate Filtration Equipment	2,800	\$7,137,000	<ul style="list-style-type: none"> Higher filtration capacity Operational familiarity Can be used year-round Significant increase in available workspace 	<ul style="list-style-type: none"> Building expansion required Loss of work/storage space 	<ul style="list-style-type: none"> New building 	<ul style="list-style-type: none"> Need to upgrade distribution system piping for increased flows
4A	New Membrane Filtration Equipment	1,400	\$7,653,000	<ul style="list-style-type: none"> Utilize existing filter cells Can be used year-round 	<ul style="list-style-type: none"> High operational cost Increased operational complexity Reuse of existing cramped facility 	<ul style="list-style-type: none"> Reuse building Additional pumping 	<ul style="list-style-type: none"> May need to upgrade distribution system piping for increased flows Approximately \$300,000 in non-critical WTP improvements is recommended in the next 5 to 15 years
4B	New Membrane Filtration Equipment	2,800	\$11,816,000	<ul style="list-style-type: none"> Higher filtration capacity Utilize existing filter cells Can be used year-round 	<ul style="list-style-type: none"> High operational cost Increased operational complexity Reuse of existing cramped facility 	<ul style="list-style-type: none"> Reuse building Additional pumping 	<ul style="list-style-type: none"> Need to upgrade distribution system piping for increased flows Approximately \$300,000 in non-critical WTP improvements is recommended in the next 5 to 15 years

Alternatives Summary

City of Leavenworth

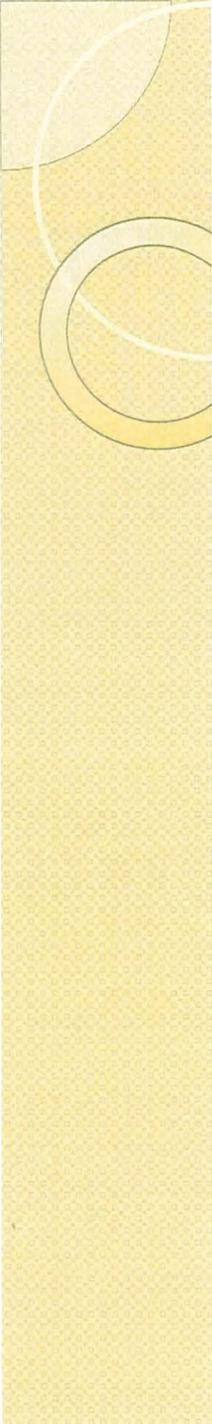
WTP Assessment and Recommendation Report – WTP Treatment Alternatives Summary Table – (continued)

Alternative No.	Description	Target Capacity (gpm)	Estimated Project Cost	Advantages	Disadvantages	Additional Consideration	Other Potential Cost Impacts (not included Estimated Project Cost)
5	New WTP Facility – Rapid Sand Filtration	3,600	\$10,541,000	<ul style="list-style-type: none"> Higher filtration capacity Utilize new technology and equipment Can be used year-round 	<ul style="list-style-type: none"> Would require new site, permitting 	<ul style="list-style-type: none"> At new location (cemetery site) 	<ul style="list-style-type: none"> Need to upgrade distribution system piping for increased flows Modifications to distribution system to serve Icicle Creek Road and existing Icicle Reservoir.
6	Additional groundwater wells	1,400	\$3,468,000	<ul style="list-style-type: none"> Reduced operational cost Reduced staffing requirements Low operational complexity 	<ul style="list-style-type: none"> Decreased source redundancy Must pump to serve upper Icicle Creek Road Difficulty in transferring water rights Increased risk due to approval complexity and other unknown costs 	<ul style="list-style-type: none"> New well at alternate location New booster station 	<ul style="list-style-type: none"> Replace or upgrade distribution system piping to maintain service/fire flow to existing customers on Icicle/East Leavenworth Should not require improvements to intake screen and piping Booster station and/or new storage tank to serve upper Icicle connections
7A	New Slow Sand Filtration Equipment – New site	1,400	\$9,841,000	<ul style="list-style-type: none"> Low maintenance requirements Proven technology and performance Low operational complexity 	<ul style="list-style-type: none"> Large footprint Not suited well for spring/fall runoff periods with higher turbidity Would require new site and permitting. 	<ul style="list-style-type: none"> At new location (cemetery site) 	<ul style="list-style-type: none"> Need to provide modifications to distribution system to serve Icicle Creek Road and existing Icicle Reservoir. Booster station and/or new storage tank to serve upper Icicle connections
7B	New Slow Sand Filtration Equipment – Existing Site	1,400	\$9,841,000	<ul style="list-style-type: none"> Low maintenance requirements Proven technology and performance Low operational complexity Reuse of <i>some</i> existing facilities may be possible 	<ul style="list-style-type: none"> Large footprint – <i>extremely</i> difficult to fit on existing site and additional property may be required. Not suited well for spring/fall runoff periods with high turbidity 	<ul style="list-style-type: none"> At existing WTP site. 	<ul style="list-style-type: none"> <i>May</i> need to upgrade distribution system for increased flows. Approximately \$300,000 in non-critical WTP improvements is recommended in the next 5-15 years
7C	New Slow Sand Filtration Equipment – New Site	2,800	\$11,114,000	<ul style="list-style-type: none"> Low maintenance requirements Proven technology and performance Low operational complexity 	<ul style="list-style-type: none"> Large footprint Not suited well for spring/fall runoff periods with higher turbidity Would require new site and permitting. 	<ul style="list-style-type: none"> At new location (cemetery site) 	<ul style="list-style-type: none"> <i>May</i> need to upgrade distribution system for increased flows. Need to provide modifications to distribution system to serve Icicle Creek Road and existing Icicle Reservoir. Booster station and/or new storage tank to serve upper Icicle connections



Key Questions/Considerations

- Does the City want to maintain an Icicle Creek Source?
- What is the desired WTP Capacity?
 - ~750 - 950 gpm – existing capacity
 - ~1,400 gpm – un-interruptible surface water rights
 - ~2,800 gpm – total surface water rights
- How does City want to operate system?
 - WTP with wells as backup
 - Wells with WTP as backup
 - Wells only
- What are the potential impacts to supporting systems?
 - Intake structure and piping
 - Distribution System piping



Work to Date

- 2019

- Amendment to WTP Assessment Report
 - Slow-sand filtration option (requested by DOH)
- IACCC Funding Conference (October)
 - Funding agencies (DOH, USDA-RD, PWB, CDBG, DWWSRF)
 - Project up to \$11M proposed to agencies
 - USDA-RD; up to 45% grant funding
 - DWWSRF; up to 30% principal forgiveness

- 2020

- WTP Essential Improvements Project
 - Address lower level corrosion, faulty equipment, valves



Next Steps

- Identify short- and long-term objectives for water treatment and delivery (2020)
- Explore funding opportunities (2020-21)
- Proceed with selected design alternatives
 - Pilot Testing (2021-2022, as required by DOH)
 - Design (2022-2023)
 - Advertising & bidding (2023)
 - Construction (2023-2024)

Questions?

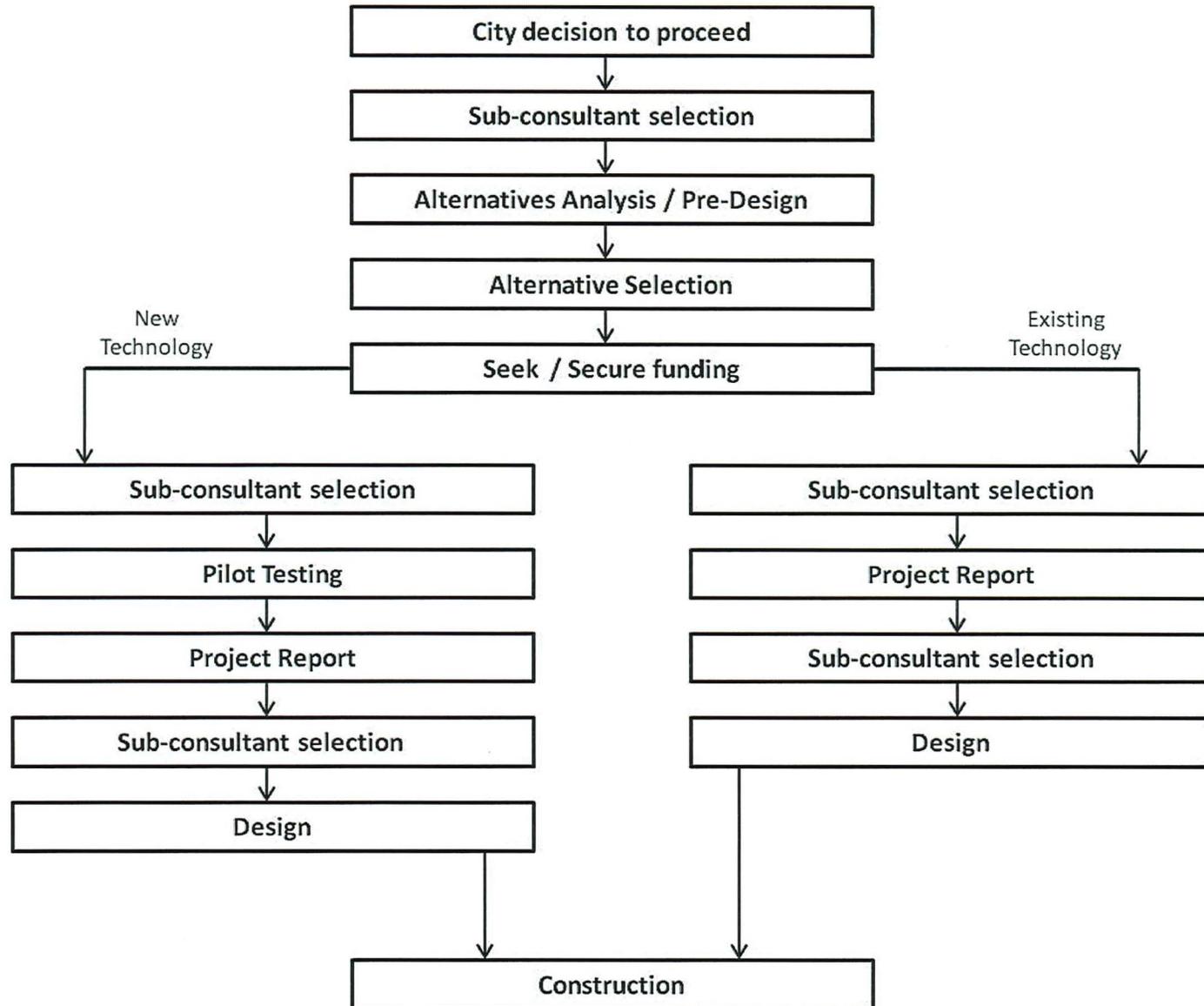




Potential Funding Sources

- **Drinking Water State Revolving Fund (DWSRF)**
 - Emphasis on systems with water quality issues
 - Applications typically due October/November
 - Typically large funds available for both design/const.
 - *Leavenworth may qualify for up to 30% principal forgiveness*
- **USDA Rural Development (USDA-RD)**
 - For small communities unable to secure alternate funding
 - Applications accepted year-round
 - Typically includes very low-interest rate loans with some potential for forgivable loans
 - *Leavenworth may qualify for up to 45% grant funding*
- **Public Works Board (PWB)**
 - Design or Construction
 - Applications typically due April/May
 - Typically a small pool of funds available
- **Community Development Block Grant (CDBG)**
 - Prioritizes low-to-moderate income communities
 - Applications typically due in spring
 - Typically \$10M available each year (*Leavenworth not eligible*)
- **Fish Restoration**
 - May be a viable alternative base on local groups / funding

Project Sequencing



4B	New Membrane Filtration Equipment	2,800	\$11,816,000	<ul style="list-style-type: none"> Higher filtration capacity Utilize existing filter cells Can be used year-round 	<ul style="list-style-type: none"> High capital cost High operational cost Increased operational complexity 	<ul style="list-style-type: none"> Reuse building Additional pumping 	<ul style="list-style-type: none"> Need to upgrade distribution system piping for increased flows Approximately \$300,000 in non-critical WTP improvements is recommended in next 5-15 years.
5	New WTP Facility – Rapid Sand Filtration	3,600	\$10,541,000	<ul style="list-style-type: none"> Higher filtration capacity Utilize new technology and equipment Can be used year-round 	<ul style="list-style-type: none"> Would require new site, permitting 	<ul style="list-style-type: none"> At a new location (cemetery) 	<ul style="list-style-type: none"> Need to upgrade distribution system piping for increased flows Modification to distribution system to serve Icicle Creek Road and existing Icicle Reservoir
6	Additional groundwater wells	1,400	\$3,468,000	<ul style="list-style-type: none"> Reduced operational cost Reduced staffing requirements Low operational complexity 	<ul style="list-style-type: none"> Decreased source redundancy Must pump to serve upper Icicle Creek Road Difficulty in transferring water rights Increased risk due to approval complexity and other unknown costs 	<ul style="list-style-type: none"> New well at alternate location New booster station 	<ul style="list-style-type: none"> Replace or upgrade distribution system piping to maintain service/fireflow to existing customers on Icicle/East Leavenworth Should not require improvements to intake screen and piping Booster station and/or new storage tank to serve upper Icicle connections
7A	New slow sand filtration equipment – New site	1,400	\$9,841,000	<ul style="list-style-type: none"> Low maintenance requirements Proven technology and performance Low operational complexity 	<ul style="list-style-type: none"> Large footprint Not suited well for fall/spring runoff periods with high turbidity Would require new site and permitting 	<ul style="list-style-type: none"> At a new location (cemetery) 	<ul style="list-style-type: none"> Need to provide modifications to distribution system to serve Icicle Creek Road and existing Icicle Reservoir Booster station and/or new storage tank to serve upper Icicle connections
7B	New slow sand filtration equipment – Existing site	1,400	\$9,841,000	<ul style="list-style-type: none"> Low maintenance requirements Proven technology and performance Low operational complexity Reuse of <i>some</i> existing facilities may be possible 	<ul style="list-style-type: none"> Large footprint – <i>extremely</i> difficult to fit on existing site and additional property may be required Not suited well for fall/spring runoff periods with high turbidity 	<ul style="list-style-type: none"> At existing WTP site 	<ul style="list-style-type: none"> <i>May</i> need to upgrade distribution system for increased flows Approximately \$300,000 in non-critical WTP improvements is recommended in next 5-15 years.
7C	New slow sand filtration equipment – New site	2,800	\$11,114,000	<ul style="list-style-type: none"> Low maintenance requirements Proven technology and performance Low operational complexity 	<ul style="list-style-type: none"> Large footprint Not suited well for fall/spring runoff periods with high turbidity Would require new site and permitting 	<ul style="list-style-type: none"> At a new location (cemetery) 	<ul style="list-style-type: none"> <i>May</i> need to upgrade distribution system for increased flows Need to provide modifications to distribution system to serve Icicle Creek Road and existing Icicle Reservoir Booster station and/or new storage tank to serve upper Icicle connections

RESOLUTION NO. 12-2018

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

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

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

WHEREAS, the City of Leavenworth Comprehensive Plan includes a 20-year Capital Facilities Plan within the “Capital Facilities Inventory and Forecast of Future Needs” assessment and concurrency sections; and

WHEREAS, the 6-year Capital Facilities Plan is a subset of the adopted City's Capital Facilities Element within the Comprehensive Plan and other adopted Plans and/or Elements; and

WHEREAS, the Capital Facilities Plan (CFP) is the capital improvement plan of the city; and

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

WHEREAS, the Capital Facilities Plan is to be for six years. The 6-year Capital Facilities Plan may be updated concurrently with the adoption or amendment of the city's budget; and

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

WHEREAS, On July 10, 2018, the City Council motioned to set a public hearing for August 14, 2018 at 6:45 PM to receive public testimony, and consider adoption of the Six-year Capital Facilities Plan;

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

Section 1. The City Council adopts the Six-year Capital Facilities Plan "Attachment A."

PASSED by the City Council and **APPROVED** by the Mayor this 14th day of August, 2018.

CITY OF LEAVENWORTH

By:

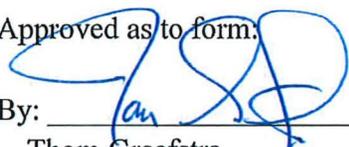


Cheryl Kelley Farivar, Mayor

Attest:



Chantell Steiner,
Finance Director/City Clerk

Approved as to form:

By: _____
Thom Graafstra,
City Attorney

ATTACHMENT A

Leavenworth Capital Facilities Plan (CFP) 2019 – 2024 Six-Year Project List*

**Project construction dates, cost estimates for construction and engineering, and potential sources of funding for all projects are anticipated to be developed during the budget process.*

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

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

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

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

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

It is understood that some capital needs may go beyond the resources available through the general City revenues. Furthermore, future issues may develop quickly in response to citizens' desires or a change in community standards or circumstances. The CFP is designed to be flexible

to these situations by identifying different possibilities for funding beyond the norm, as well as attempting to identify which foreseeable needs will require some future action in order to be completed. The availability of optional funding sources such as bond issues, levies, tax, and/or rate increases, loan or grant applications, etc., do exist. If the community is unable to contribute the full amount planned for in the CFP in any one year, the Plan is not abandoned but instead reviewed and amended to reflect changing circumstances.

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

Sanitary Sewer System Projects

Project	Description	Amount
Waste Water Treatment Facility Update / Construction	Update plant for implementation of new TMDL requirements. (2020 Deadline).	\$9,200,000
Clarifier Modifications Wastewater Treatment Plant	Addition and replacement of waste treatment plant equipment. (Will be considered with WWTP Updates)	\$360,000
South Interceptor Sewer Trunk Line Replacement	May include the repair and/or replacement of the 12" sewer line located within the 42" stormwater line running under Highway 2 (included with WWTP).	\$1,500,000
Pine Street Sewer Main Extension	Will be completed with street reconstruction project. Project and funding included in Rural Development Grant	\$300,000
Ski Hill Combined Access Manholes	Upgrade, eliminate combined manholes. Project and funding included in Rural Development Grant	TBD
West End Restrooms (potentially the WSDOT parking area)	Addition of permanent restrooms.	\$290,000
City-wide sewer mainline (conveyance) replacement	Evaluate and prioritized sewer mainline (conveyance) replacement program	\$80,000

Water System Projects

Project	Description	Amount
Pine Street Water Main Installation	Will be completed with street reconstruction project.	\$300,000
Water Meter Replacement / Upgrade	System-wide replacement of aging/failing 20+ year old meters to include upgrades to all radio read meters.	\$800,000
Well Pump 2	Rebuild well #2 Pump and repair to well house with painting.	\$70,000
City-wide water mainline	Evaluate and prioritized water mainline	\$80,000

(conveyance) replacement	(conveyance) replacement program	
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Storm System Projects

Project	Description	Amount
Pine Street Stormwater Main Replacement	Will be completed with street reconstruction project.	\$300,000
Alpensee - Cascade High School	Chumstick Road: Replace 84 LF of 18" dia. pipe with 30" dia. smooth wall pipe.	\$17,000
Ski Hill - Basin BS-4D	Whitman Street - Slip line ±829 LF of 18" pipe.	\$83,000
Downtown East - Commercial Avenue	Commercial Ave: Division to 14th, Slip line ±1,159 LF of 18" pipe.	\$116,000

Parks / Trails / Recreation

Project	Description	Amount
Waterfront / Blackbird / Enchantment - Park Trail Improvements	Pathways, erosion, turf, etc. Some improvements have been completed with the purchase of a special brush mower and gravel was laid in 2016 and 2017; remaining funding needed will cover additional rock.	\$8,000
Purchase of Park Property	Purchase of property on the NW side of Hwy. 2 for future park (Possible - Osborne School Site). Costs include potential for Phase 1 Environmental Review.	\$400,000 - \$600,000
Possible Osborne School Site Park Development Planning	Development planning – Design and use; work with the community and develop strategy, layout, and park use types.	\$30,000
Possible Osborne School Site	Construct basketball courts and other site improvements	\$50,000
Front Street Park Rehabilitation	Design and refurbish Front Street Park.	\$329,528
Lions Club Park Pavilion	Construct new pavilion.	\$300,000
Pocket Park	New park residential pocket parks.	\$175,000
Ice Skating Rink option 1 (major)	New Ice Skating Rink – Site location and size will affect the total cost.	\$2,000,000 - \$4,000,000
Ice Skating Rink option 2 (minor)	Seasonal (portable) Ice Skating Rink – Site location and size will affect the total cost.	\$900,000
Enchantment Park- Ball Park Refurbishing	Refurbishment of existing ball parks re-grading and enlargement to league standard and address drainage).	\$100,000
Royal Lady Plaza	Triangle park with public access/enhancement areas with possible sculptures, water feature, and Bob and Ted Memorial.	\$360,000

Waterfront Park	Additional Parking.	\$250,000
Waterfront Park – Play Structure	Add a play structure.	\$100,000
Waterfront Park Restroom	Refurbishment, electrical upgrade.	\$50,000
Waterfront Park Parking Area Restroom	Install restroom facilities along trail system near Barn Beach Reserve.	\$110,000
City Pool Building	Interior/Exterior paint and staining with fixture upgrade; and shade canopy.	\$50,000
City Golf Course	Reconstruct cart paths.	\$21,000

Public Facilities

Project	Description	Amount
City Hall	Refurbishment - reroof, interior/exterior paint, carpet.	\$75,000
City Shop / Yard (Streets)	Refurbishment – reconstruct total rebuild or Retro/improvements to existing building.	\$2,530,000 Or \$350,000
City Shop / Yard (Parks)	Refurbishment –reconstruct.	\$400,000
City Shop (Water Plant)	Reconstruct expand lab and office, security fencing.	\$100,000
Public Works Facility Improvements	Improvements include completion of additional lighting, landscaping, and painting of existing facility.	\$55,000
Front Street Restrooms	Refurbishment – enlarge, reconstruct.	\$175,000
Gazebo	Reconstruct basement.	\$50,000
Parking Lots – P1, P2, and P3 improvements	Surfacing, drainage, security & lighting, striping, fencing, signage and landscaping for lots.	\$390,000
Department of Transportation Lot	Acquisition (\$480K), drainage, security & lighting, striping, signage and landscaping for lot (\$600K).	\$1,080,000
Parking Study Results	Additional costs to improve current parking and way finding signage, consider other downtown parking restrictions, metering, etc.	TBD
Cemetery Improvements	TBD	TBD

Plans

Project	Description	Amount / Year
Wastewater General Sewer and Facility Plan	Updated in February 2017, final approval in process. Next update is 8-10 years.	\$TBD / 2025 - 2027
Water System Plan	RESOLUTION NO. 9-2018 approved the 2018 update. A new Plan will not be needed for 10-years.	\$TBD / 2028

Regional Stormwater / Wetland Master Plan	RESOLUTION NO. 06-2017 approved the Regional Stormwater / Wetland Master Plan. An update may not be necessary unless new state statutes require such.	TBD
Comprehensive Plan	ORDINANCE NO. 1559 adopted the 2017 Plan. Update is needed within 8-years. The Comprehensive Plan was prepared by the citizens of Leavenworth, the City of Leavenworth Planning Commission, and the Leavenworth City Council in accordance with Section 36.70A.070 of the Growth Management Act to address growth issues in the City of Leavenworth and its Urban Growth Area. It represents the City's policy plan for growth for the next 20 years.	\$TBD / 2025
Six-Year Transportation Improvement Plan	This plan is adopted annually per State regulations for transportation improvements, costs and timelines; updates are detailed specifically in the Six-Year Transportation Improvement Plan.	In-house Cost / Annually
Hwy 2 Corridor Study	This study is being conducted by the WSDOT and Chelan-Douglas Transportation Council; funding costs at this time are not borne by the City of Leavenworth.	\$300,000 / 2018
Upper Valley Regional Trails Plan	This plan was adopted in 2009 and may need to be updated.	\$80,000 / TBD
Shoreline Master Program	ORDINANCE NO. 1436 and 1482 adopted the 2012 City of Leavenworth Shoreline Master Program. This plan is only referenced in this plan as a portion of all Citywide plans – improvements, costs and timelines for updates would be detailed specifically in the Shoreline Master Program. Next update is within 8-years.	\$TBD / 2020
Downtown Master Plan	This plan was adopted on 2009, and may need to be updated.	\$60,000 / TBD
Financial Plan	Financial Policies for defining fund balances, reserves, debt capacity, and investments to assist in annual budgeting,	\$N/A / Reviewed Annually
Utility Rate Study	This Study is typically done about every 6 years to ensure that revenues of the utilities are meeting expenditures as required by State law. The most current study was completed in 2017 for rates effective from 2018 to 2023 with 2024 included for reference purposes.	\$60,000 / 2022-2023

Project	Description	Est. Total Project Cost	Source of Funding	2021	2022	2023	2024	2025	2026
BUILDING AND FACILITY IMPROVEMENTS									
City Hall	Refurbishment - interior/exterior paint, carpet	\$ 45,000							
City Shop (Streets)	Reconstruction of existing buildings	\$ 350,000							
City Shop (Water Plant)	Reconstruct and expand lab and office, security and fencing	\$ 100,000							
City Shop (Parks)	Refurbish existing shop	\$ 400,000							
Public Works Facility	Additional lighting, landscaping and painting	\$ 55,000							
Front Stret Restrooms	Enlarge and reconstruct restrooms	\$ 175,000							
Gazebo	Reconstruct basement	\$ 50,000							
Parking Lot Improvements (P1)	Surfacing, drainage, lighting, striping, fencing, signange and landscaping	\$ 135,000							
Parking Lot Improvements (P2)	Surfacing, drainage, lighting, striping, fencing, signange and landscaping	\$ 135,000							
Parking Lot Improvements (P3)	Surfacing, drainage, lighting, striping, fencing, signange and landscaping	\$ 130,000							
Parking Lot Improvements (WSDOT)	Surfacing, drainage, lighting, striping, fencing, signange and landscaping	\$ 600,000		\$ 50,000					
West End Restrooms	New Restrooms (WSDOT parking lot)	\$ 290,000					\$ 290,000		
Parking Study Improvements	Additional way finding signs, metering, etc.		City Parking Fund						
Cemetery Improvements	Placeholder		City General Fund		N/A				
<i>Total Estimated Cost</i>		\$ 2,465,000		\$ 50,000	\$ -	\$ -	\$ 290,000	\$ -	\$ -
REVENUE SOURCES									
City General Fund									
<i>Total Estimated Revenue</i>		\$ -							
<i>Balance</i>		\$ (2,465,000)		\$ (50,000)	\$ -	\$ -	\$ (290,000)	\$ -	\$ -
SANITARY SEWER SYSTEM PROJECTS									
Waste Water Treatment Update	Update Wastewater plant for implementation of new TMDL requirements (Phase 1, 2 and 3); Collection System Smoke Testing; Clean and Video Inspction	\$ 125,600,000	City Waste Water Fund, Clean Water State Revolving Fund Loan Program, Rural Development						
South Interceptor Sewer Trunk Line	Replacement of Trunk Line	\$ 1,500,000	Rural Development Grant	\$ to finish?					
Ski Hill Combined Access Manholes	Upgrade, eliminate and combine manholes.		Rural Development Grant						
City-wide sewer mainline	Evaluate and prioritize sewer mainline replacement	\$ 80,000	City Waste Water Fund			\$ 80,000			
<i>Total Estimated Cost</i>		\$ 127,180,000		\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ -
REVENUE SOURCES									
City General Fund									
City Waste Water Fund									
Clean Water State Revolving Fund									
Rural Development									
Other:									
<i>Total Estimated Revenue</i>		\$ -							
<i>Balance</i>		\$ (127,180,000)		\$ -	\$ -	\$ (80,000)	\$ -	\$ -	\$ -
WATER SYSTEM PROJECTS									

Project	Description	Est. Total Project Cost	Source of Funding	2021	2022	2023	2024	2025	2026
Water Meter Replacement	System-wide replacemtn of meters	\$ 800,000	City Water Fund, Public Works Trust Fund, Community Developmetn Block Grant	\$ to finish?					
Well Pump 2	Rebuild well #2 and repair well house	\$ 70,000	City Water Fund		\$ 70,000				
City-wide water mainline	Evaluate and prioritize water mainline replacement	\$ 80,000				\$ 80,000			
Water Supply Improvements	Water Treatment Plant: 1. Conduit in-depth evaluation and analysis of WTP 31-60,000; 2. Onsite Water storage and pump system for maintenance 80,000; 3. Expand lab/office 75,000; 4. onsite chemical storage shed 25,000; 5. fence perimeter 25,000; 6. other reported WTP issues 610,000	\$ 875,000							
Water Booster Zones	Zone 2 - upgrade booster pump capacity								
	Zone 3 - new booster staion, reservoir and transmission main								
	Zone 4 - new closed system booster station								
Water Supply Treansmission	3400LF of 18" main on Commercial from Mill to 3rd	\$ 700,000							
	2000LF of 12" main from Icile Reservoir to Commercial & Mill	\$ 520,000							
	5800LF of 16" main on Icicle from W Leavenworth to well field transmission main	\$ 1,090,000							
Downtown Transmission	1400LF of 18" main on Commercial from Mill to 3rd	\$ 330,000							
	1300LF of 12" main on Commercial from Division to 14th	\$ 140,000							
	800LF of 12" main on Front from 8th to between 9th and 10th	\$ 220,000							
Deteriorating Mains	12000LF of 16" main on East Leavenworth								
	12400LF of 18" main from WTP to East Leavenworth								
PRV	PRV between Zone 2 (Titus Road) and Zone 1 (Chumstick Hwy)	\$ 50,000							
Control System - PLC	PLC upgrads at WTP, reservoirs and booster station	\$ 260,000							
Total Estimated Cost		\$ 4,905,000		\$ -	\$ 70,000	\$ 160,000	\$ -	\$ -	\$ -
REVENUE SOURCES									
City General Fund									
City Water Fund									
Public Trust Fund									
Community Block Grant									
Total Estimated Revenue		\$ -							
Balance		\$ (4,905,000)		\$ -	\$ (70,000)	\$ (160,000)	\$ -	\$ -	\$ -
STORM SYSTEM PROJECTS									

Project	Description	Est. Total Project Cost	Source of Funding	2021	2022	2023	2024	2025	2026
Alpensee - Cascade High School	Chumstick Road: Replace 84LF of 18" dia. Pipe with 30" dia pipe	\$ 17,000							
Ski Hill - Basin BS-4D	Whitman Street - slip line 829LF of 18" pipe	\$ 83,000							
Downtown East	Commercial Ave: Division to 14th - slip line 1159LF of 18" pipe	\$ 116,000							
Total Estimated Cost		\$ 4,551,000		\$ -	\$ 70,000	\$ 80,000	\$ -	\$ -	\$ -
REVENUE SOURCES									
City General Fund									
City Stormwater Fund									
Public Trust Fund									
Community Block Grant									
Total Estimated Revenue		\$ -		\$ -	\$ (70,000)	\$ (80,000)	\$ -	\$ -	\$ -
Balance		\$ (4,551,000)		\$ -	\$ (70,000)	\$ (80,000)	\$ -	\$ -	\$ -
PARK IMPROVEMENTS									
Land Purchase	Osborne School Site or Other (estimated cost range of 400-600,000)	\$ 400,000	City General Fund?	\$ 400,000					
Park Planning	Osborne School Site or Other	\$ 30,000	City General Fund?	\$ 30,000					
Park Development	Osborne School Site or Other	\$ 50,000			\$ 50,000				
Front Street Park Rehabilitation	Design and refurbishing	\$ 329,528							
Lions Club Park Pavilion	Construct new pavilion	\$ 300,000							
Pocket Park Development	WHERE? New residential pocket parks	\$ 175,000							
Royal Lady Plaza	New triangle park with possible sculputures, water feature, and Bob and Ted Memorial	\$ 360,000							
Waterfront Park	Additional Parking	\$ 250,000							
Waterfront Park	Additional play structure	\$ 100,000							
Waterfront Park	Install restroom facility along trail system near Barn Beach Reserve	\$ 110,000							
City Pool	Building improvements - paint/staining, fixture upgrade and shade canopy	\$ 50,000							
Golf Course	Reconstruct cart paths	\$ 21,000							
Total Estimated Cost		\$ 2,175,528		\$ 430,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -
REVENUE SOURCES									
City General Fund									
RCO grant									
National Recreational Trails Program									
Land and Water Conservation Fund									
Total Estimated Revenue		\$ -		\$ (430,000)	\$ (50,000)	\$ -	\$ -	\$ -	\$ -
Balance		\$ (2,175,528)		\$ (430,000)	\$ (50,000)	\$ -	\$ -	\$ -	\$ -
STREET IMPROVEMENTS									
Pine Street Phase II	Titus Road to Chumstick Hwy: this transportation study will look at roadway design and intersections critical to the planning	\$ 125,000	City 25,000 other?	\$ 125,000					
Fine Street Phase II - development	Titus Road to Chumstick Hwy: street construction, sidewalk, stormwater, waterline and sewer; Chumstick and Fir Street intersection resolution	\$ 5,025,861	City General Fund?						
14th Street - Front to Commercial	Rully depth reclamation asphalt overlay sidewalks west side	\$ 514,100	City 25,800 other (which fund), and TIB \$ 488,300	\$ 514,100					

Project	Description	Est. Total Project Cost	Source of Funding	2021	2022	2023	2024	2025	2026
Parking Improvements	Based on outcome of study construct additional infrastructure for improving parking management and or capacity	\$ 700,000							
Multi-use Trail: Chumstick to Titus Road	Construction of 10' wide multi use trail on the north side of Rattlesnake Hill		Ped/Bike Safety Grant Application 2018?						
Sidewalk Addition Orchard Street (Evans to Pine)	Construction of new sidewalk on east side of Orchard to extend SafeWalk to School (Alpine Lakes). Safe Walk to school Grant Application	\$ 12,000	City Funds	\$ 11,000					
Residential Street Restoration Program	Asphalt Overlays for 1. Orchard Street - Pine to Evans; 2. Scholze Street - Commercial to Enchantment Way; 3. Benton Street - Ski Hill to Evans; 4. 14th Street - Front to Commercial; 5. Commercial Street - Devision to 14th; 6. Joseph Street	\$ 60,000	City Funds	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Reconstruction of Front Street with Plaza	Reconstruction of Front Street with addition of Park Plaza on Front Street								
Sidewalk Addition Commercial& Scholze	Construction of new sidewalk to extend existing sidewalk to entrance to Enchantment Park		TIB						
Total Estimated Cost		\$ 6,436,961		\$ 710,100	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
REVENUE SOURCES									
City General Fund									
Transportation Improvement Board									
Community Development Grant									
Safe Routes to School									
Pedestrian and Bike Safety Grants									
Surface Transportation Program									
Rural Development									
Total Estimated Revenue		\$ -							
Balance		\$ (6,436,961)		\$ (710,100)	\$ (60,000)	\$ (60,000)	\$ (60,000)	\$ (60,000)	\$ (60,000)

Chapter 6: Smaller Jurisdictions

Overview

This chapter speaks to communities that have limited budgets and staff and focuses on the requirements for a Capital Facility Plan (CFP). Helpful examples are provided.

When introducing the concept of a CFP to the commission or council, staff, or public it may be helpful to share that the CFP has several purposes:

- It's a requirement for communities that are fully-planning under the Growth Management Act (GMA).
- Several funding agencies require it and others will give additional points for it in the application process for grants or loans.
- It guides the implementation of the community's comprehensive plan.
- It provides a framework for decision makers about what to buy, when to buy, how to pay for it.
- It provides a mechanism to help prioritize capital projects and match projects with the local budget and funding options.
- It provides transparency for purchasing decisions to the public.
- It provides for the orderly replacement of capital assets, and
- It helps AVOID SURPRISES.

What must be included?

RCW 36.70A.070 requires a capital facilities plan element consisting of:

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

Inventory of existing capital facilities, showing the locations and capacities

The first step in developing an inventory is to determine what should be included.

The RCW's are not specific about what constitutes a "capital facility" (please see the Introduction section for more detail). However, the following public facilities and services are mentioned in several sections of the RCWs, WACs and the REET 2 statute¹:

¹ RCW 36.70A.030(13), Subsection (5) of the REET 2 statute, RCW 82.46.035, [WAC 365-195-210](#)

- Streets, highways & sidewalks
- Bridges
- Street and road lighting systems
- Traffic signals
- Water systems
- Sewer systems
- Stormwater systems
- Solid waste systems
- Schools
- Parks facilities and equipment
- Fire protection and suppression
- Law enforcement

Some additional facilities you might want to consider include:

- Bikeways & pedestrian paths
- Rolling stock (vehicles)
- Electric systems
- Public Buildings
- Airports
- Computers
- Equipment – generators, heating, ventilation & air conditioning systems (HVAC)

*In addition to including facilities owned by public entities, if there are private companies that provide a public service within your jurisdiction, such as garbage and recycling, **you will need to include them as well.***

Commerce recommends that each jurisdiction defines capital facilities and clearly identifies which capital facilities and public services are necessary to support development. Those that are necessary to support development should have an identified level of service (LOS) standard so forecasts of needs can be determined.

To help determine what projects to include in the capital facility plan, jurisdictions should decide on a dollar amount or other criteria such as:

- Anything that has a life cycle cost
- Everything that has a life cycle cost and is over \$500 - \$25,000
- A structure, improvement, piece of equipment, or other major asset having a useful life greater than two – five years
- Capital facilities owned by the local jurisdiction which cannot be paid for out of general fund revenues

You may not know what to include until you start preparing your inventory and determine the age of certain facilities and when they may need to be substantially repaired, expanded, or replaced. The inventory form for existing capital facilities might be organized with the Facility Name/Designation on the left axis and the following columns across the top:

- Project Name
- Location

- Date Acquired
- Capacity
- Present Condition
- Estimated Present Value
- Improvements/Projects Needed
- Year(s) Improvements/Projects Needed
- Estimated Cost
- Insurance Policy Coverage?

If this information isn't readily available, you may need to ask staff, councilmembers, planning commissioners, or county or District councilmembers or commissioners to help gather the information. The most likely sources are individual system plans (sewer, water), previous comprehensive plans, and insurance policies.

It's important to give each project a "name" which will be the same throughout the life of the project. For locations, if there is not a street address, use GIS coordinates. For Date Acquired, check the insurance policy for the facility. Capacity refers to how much water a reservoir will hold, or the service level of a local street, which may be included in the 6-year Transportation Improvement Plan (TIP).

For Estimated Present Value, you may need to check with a supplier or with your engineer. For condition, improvements/projects needed, year needed and estimated cost, ask the Public Works staff about the life cycle costs of the facilities and projected routine maintenance and replacement costs over the 20-year planning period of this plan. Some examples of life cycle costs include:

- Pavement is designed to last 15 to 25 years.
- Curbs are designed to last 25 to 35 years.
- Bridges are designed to last 35 to 50 years.
- Water mains can last up to 50 years.
- Mechanical equipment is designed to last 10 to 15 years.
- Ditches can last forever.
- Street right of way should last forever.
- Eliminate excess right of way. Lowers maintenance costs and liability.
- Life cycle of sewage lagoons depends upon type of system, effluent make-up, climate, etc.

Some of this information can be found in the insurance policy for the capital facility. However, there may not be an insurance policy for a particular facility, or research may show insurance for equipment no longer owned. Facility plans (also known as functional plans) such as sewer and water plans will also provide useful information.

A forecast of future needs

Once the inventory is known, take a look at the different elements of the comprehensive plan (housing, parks, economic development, land use, etc.) and identify what capital facilities will be needed to implement the plan over the next 20 years. For example, if the land use element has a policy that states any development within the city's urban growth

area that is annexed to the city will receive city services you will need to ensure that services will be provided.

The following is an example of a Future Needs matrix for Parks & Trails for a small community in Grays Harbor County (Grays Harbor Council of Governments):

Step 2: Future Needs - Parks & Trails

Facility Name/ Description	Location	Capacity	Present Condition	Improvements Required	Project Needed	Year or Priority	Cost Est.
Milo Schneider Park	832 Ocean Shores Blvd	.71 ac		fence, lighting, picnic furn., play equip., misc.	any/all improvements	5	85,000
Limpet Park	Limpet and Copalis Dr.						
Skate Park	Minard Ave.		new in 2010				
North End Grand Canal Park	J.K. Lewis/Pt. Brown			new dock, picnic facilities			
Emerson Park	Bass Ave./W. Court L			new vinyl surface for tennis court			
North Bay Park	Duck Lake Dr./Chance	7.1 ac		fields, fence, lighting, restrooms, shelter, seating	any/all improvements	1	1,129,000
Chinook Park	Duck Lake Drive	1 ac		parking, restrooms, utilities, lighting, water access	any/all improvements	4	206,000
Pt. Brown Pathway	Pt. Brown Ave.			complete city loop of sidewalk/bike pathways	same; can stage	3	Transp.
Ocean Shores Blvd. Pathways	Ocean Shores Blvd.			complete city loop of sidewalk/bike pathways	same; can stage	3	Transp.
Chance a la Mer Pathway	E. Chance from P.O.			bike/ped pathways, Post Office to N. Bay Pk	can do in stages	3	Transp.

Now review the planning policies and see if there are capital facilities that need to be coordinated in order to prepare for future growth. During the last GMA update, the County-wide Planning Policies should have been adopted by reference as a part of the Comprehensive Plan. You may need to contact county staff to find out if those policies that pertain to land use and capital facilities have been updated. If for example, the school district(s) within your jurisdiction have opted in to allow school impact fees be collected on new development, check with their plans to make sure the capital facility plans include or adopt the school district plans (refer to RCW Chapter 20.75 School Facility Impact Fees).

Also, solicit input from the different city/county Departments (especially Public Works, Parks and Treasurer’s office) as to future needs that may not be included in the current Comprehensive Plan, or that need to be updated and included in the six-year capital improvement plan. Do the same coordination with any Special Purpose Districts and/or Tribes that provide services within the Urban Growth Boundary.

Check with the public – there may be capital facility needs that haven’t been identified in any planning document but which are important to your constituents. Once you’ve gathered this information, add these future needs to your inventory and include capacities and locations.

Provide at least a six-year plan that will finance such capital facilities.

The 20-year Capital Facilities Plan must include a six-year financing plan that will start on the year the Capital Facilities Plan is adopted or updated. This is often referred to as the “Capital Improvement Plan or CIP”. Here’s an example of a six-year plan for Parks and Trails (taken from Grays Harbor COG example):

Capital Facilities Planning

Step 3: Cost/Funding Sources - Parks & Trails

Cost/Funding Sources	2012	2013	2014	2015	2016	2017	6 Year Total	20 Year Total
Cost (in thousands)								
North Bay Park		\$ 1,129					\$ 1,129	\$ 1,129
Damon Point Access Area						\$ 140	\$ 140	\$ 140
Chinook Park				\$ 206			\$ 206	\$ 206
Milo Schneider Park					\$ 85		\$ 85	\$ 85
Wastewater Trtmt Plant Access			\$ 400				\$ 400	\$ 400
S. End Beach Access							\$ -	\$ -
Emerson Park							\$ -	\$ -
No. End Grand Canal Park			\$ 33				\$ 33	\$ 33
So. End Grand Canal Park						\$ 25	\$ 25	\$ 25
Funding Sources								
GF General Fund (C)	\$ 125	\$ 126	\$ 103	\$ 100	\$ 130	\$ 151	\$ 735	\$ 735
Capital Fund -REET (C)	\$ 50	\$ 50	\$ 79	\$ 57	\$ 27	\$ 30	\$ 293	\$ 293
GO General Obligation Bonds							\$ -	\$ -
OD Other Debt Proceeds							\$ -	\$ -
GL Public/Private Grants/Loans (A)		\$ 173	\$ 20	\$ 100		\$ 329	\$ 622	\$ 622
SF SEPA Impact Fees							\$ -	\$ -
LN Loans (USDA, PWTF, etc.)							\$ -	\$ -
LV Park Levy							\$ -	\$ -
UN Unknown							\$ -	\$ -

PR Program Funds							\$ -	\$ -
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Summary								
Costs	\$ -	\$ 1,129	\$ 433	\$ 206	\$ 85	\$ 165	\$ 2,018	\$ 2,018
Funding Sources	\$ 175	\$ 349	\$ 202	\$ 257	\$ 157	\$ 510	\$ 1,650	1,650
Balance	\$175	\$(780)	\$(231)	\$51	\$72	\$345	\$(368)	\$(368)

This format can be used for sewer, water, roads, bridges, and so on. To be most useful, the CIP should be updated annually or biennially to align with the jurisdiction’s budget cycle.

As of the date of this Guidance, there are discussions about the need to capture and continually update capital needs data statewide and for specific funding information to be included so that the data is realistic, rather than a “wish list”. In order to do that, you will need to identify specific sources of state and federal funding resources as well as local funds that could be used. You might want to consider using the terms: Committed (C), Anticipated (A), and Unknown (U) to describe your funding sources, committed being those that are “in-hand” or having an award letter from the agency. Anticipated are those funds that you have applied for or are planning on applying for, and unknown would be unidentified resources.

This information will likely be asked of you within the next year or two so adding these parameters to your capital improvement plan now is good planning.

A requirement to reassess the land use element if probable funding falls short.

There is a requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities element, and financing plan within the capital facilities plan element are coordinated and consistent. If funding falls short of what is needed to provide capital facilities at the adopted levels, a local government must reassess the land use element. If projected costs of extending services to a previously planned development, for example, are too costly and would be unsustainable in the long-term, the land use element must be reassessed in relation to that development. At the same time, funding possibilities and levels of service might also be reassessed and appropriate action taken to ensure consistency (please see WAC 365-195-312(2)(f) for more guidance). During the recent economic downturn, there was an increase in the number of housing foreclosures which had a big impact on many small town property tax revenues. And the Public Works Assistance Account funds were diverted from infrastructure funding to fund schools, which may continue for several years. The Community Development Block Grant funding was reduced at the Federal level which resulted in fewer grants for small rural communities nation-wide. Some projects that had been planned for did not occur. When these types of state and/or federal conditions happen, jurisdictions need to either develop alternative sources of funding (i.e. bonding, setting higher rates, finding adequate volunteer labor, etc.), or reduce their expectations and adjust budgets accordingly.

The requirement to ensure consistency between the various elements in a Comprehensive Plan and with the financing plan or capital improvement plan ensures that plan policies and projects will be implemented in a coordinated manner.

Using a Decision Matrix to help prioritize funding commitments

Having a funding prioritization process in-place will help guide future funding decisions and provide transparency to the public. If the council, commissioners and/or public wants to know why a new pump for the sewage treatment plant was funded over a new water reservoir, the decision matrix will show the funding and prioritization of projects.

The decision matrix can include as many fields as needed. The City of Waterville in their 2006 Comprehensive Plan used a 5 point rating system:

DECISION CHECKLIST

Key/Rating	Criteria	Explanation
Life, Health & Safety 5	Is the proposed improvement needed to protect public health, safety and welfare?	This criterion should be considered one of the most important since one of the basic functions of government is to protect the public health, safety and welfare.
Legal Mandate 5	Is the proposed improvement required to comply with a legal mandate?	Compliance with legal mandates is often a prerequisite to obtaining state or federal funding assistance needed for utility improvements and failure to comply can result in severe penalties to the Town.
Tax Base 4	Does the proposed improvement contribute to or directly improve the community's tax base?	It is important to judge a proposed improvement's impact on the local tax base. For example, an improvement which extends water service to an area outside the corporate limits in most circumstances does little to improve the Town's tax base while upgrading services to an area within the corporate limits that would allow for more commercial or industrial development would.
Funding Available 4	Is funding available?	It is important to separate improvements that have an identifiable and available source of funding from those that require applications for funding, bond issues or other financing mechanisms that may or may not be approved. For example, an improvement which could be directly budgeted out of the Town Current Expense or General Fund would rate higher than one which required a lengthy grant or loan application and approval process.
Revenue Generation 4	Is the proposed improvement part of a service that generates revenue?	Improvements to revenue-generating utilities (water and wastewater) are better able to pay for themselves or at least generate matching dollars for loans/grants.

Key/Rating	Criteria	Explanation
Maintenance 4	Does the proposed improvement have a clearly identified source of revenue for ongoing maintenance and operation?	It is important to provide an opportunity to incorporate a project's long term maintenance needs into the prioritization process. A project with high maintenance costs and no identified funding source for maintenance would rate low, while a project with a clear source of maintenance funds would rate high.
Cost Effective Service 4	Will the proposed improvement result in cost effective service delivery?	There should be some consideration of the proposed improvement's long term impact on the Town's financial situation. For example, an improvement which corrects an existing maintenance problem or a project which results in an improvement with low maintenance requirements should rate better than an improvement which does not correct an existing maintenance or will result in higher maintenance costs.
Coordination 4	Is the proposed improvement a part of another project?	This criterion gives projects that, considered alone would not rate well, a chance to be given a higher priority because it is part of another improvement. For example a street is scheduled for an overlay and there are water and/or sewer lines under the street that are not planned to be upgraded for several more years. These water and/or sewer lines should be upgraded prior to the street overlay and thus become part of that project
Partnership 3	Does the proposed improvement create opportunities for public/private partnerships, intergovernmental cooperation or further existing commitments to private or public parties.	Improvements that involve other private or public entities are important. For example, a developer is extending a Town water main to serve a new private development in an area that is presently undeserved. The partnership in this instance could be that the Town would participate in increasing the size of the line over that required for the new development as a means of improving service to existing customers.
Consistency 3	Is the proposed improvement consistent with the elements of the comprehensive plan, including the goals and policies of the capital facilities element?	Planned improvements, particularly utility upgrades and expansions, must be consistent with the comprehensive plan. The issue of consistency also comes into play if the Town seeks outside funding for all or parts of planned improvements.
Level of Service	Will the proposed improvement enhance the provision of that service for	This criterion is used to determine a project's impact on the current residents of Waterville.

Key/Rating	Criteria	Explanation
3	existing residents?	
Forecast Demand	Is the proposed improvement needed to help meet forecasted demand?	This criterion is used to determine a project's impact on forecasted demand.
2		

The City of Olympia developed a prioritization process which included 28 fields, all weighted differently depending upon whether it was a regulatory requirement or not. Capital Facility Projects were listed in rows and the Decision criteria were listed across the top in an excel spreadsheet. Each decision item was weighted according to the importance assigned to each value. After filling out the excel spreadsheet, it would calculate the number of points assigned to each project and thereby prioritize which projects should get funded first. To view the full matrix, go to: www.commerce.wa.gov/cfp and look for CFP Templates.

Resources for developing capital facility plans

Growth Management Services at the Department of Commerce has a website devoted to Capital Facility Planning which includes downloadable tools that you can use in developing your plan. At www.commerce.wa.gov/cfp, there are templates for:

- Capital Facility Inventory
- Project Costs Workbook
- Comprehensive Policies Matrix
- Decision Matrix
- Project Proposal form

There are a number of resources on asset management, how to determine financing for your projects, rate setting and other funding opportunities. Links to those resources include the following (however this is not an exhaustive list):

- The Rural Community Assistance Corporation (RCAC) helps small water and wastewater systems complete rate studies and they have on-line tools that are very useful at: <http://www.rcac.org/washington>.
- Consider mutual aid networks for small water systems sharing one certified operator or a group of public works managers jointly purchasing chemicals or renting equipment.
- The Municipal Research and Services Center (MRSC) has a multitude of research, local examples and legal resources on capital facility planning. Go to: www.mrsc.org, click on “subjects” then “planning” and choose Capital Facilities Planning from the menu.

- The Infrastructure Assistance Coordinating Council (IACC) website has several resources, including a summary of funding options for sewer and water projects as well as links to training resources on infrastructure issues at: www.infracfunding.wa.gov.
- There are a number of resources on sustainability or green building ideas which can reduce on-going energy costs significantly:
 - The U.S. Green Building Council Web site: www.usgbc.org.
 - The Washington State Department of Enterprise Services has information about Energy Performance Contracting, Energy Life Cycle Cost Analysis, Green Building & LEED and other topics along this line at: <http://des.wa.gov/services/facilities/Energy/Pages/default.aspx>.
 - The City of Seattle's Sustainability Web site: www.ci.seattle.wa.us/environment
 - Municipal Research and Services Web site on Green Communities and Building Design: www.mrsc.org/Subjects/Planning/GreenBuild.aspx.
 - Puget Sound Partnership Web Site has information about stormwater and low-impact development: <http://www.psp.wa.gov/stormwater.php>.

Good Examples

A Small City Capital Facilities Plan Case Study – City of Westport:

http://www.newpartners.org/2010/docs/presentations/friday/np10_gibb.pdf

City of Oak Harbor Capital Improvements Plan 2013-2018:

http://www.oakharbor.org/uploads/documents/6176adopted_capital_improvements_plan_2013_2018.pdf

City of Walla Walla Capital Facilities Element –

<http://www.wwjcd.org/vertical/sites/%7BA99EFDD8-2880-46D9-8872-33C0125E020B%7D/uploads/%7B4801DFAA-EF9C-46B6-AF14-CB478B106025%7D.PDF>

Annual Objective and Project Tracker 2020
July 14, 2020

Objective Description	Lead	Estimated Completion Date	% Completion				Comment (Updated Quarterly)
			APR	JUL	OCT	DEC	
Financial Policy Review	CS	Oct 2020	0	50			This is an annual review of the Financial Policies now amended as Res. 7-2018. The policy defines and establishes fund balances, reserves, debt capacity, and investments to assist in annual budgeting. The Finance Committee started the review of this at the May meeting for any recommended changes this year; the Committee will await recommended fund balance percentages until late summer/early fall when more information is known on losses from COVID-19.
City Biennial Budget Approval and PRSA Annual Budget	CS	Nov/Dec 2020	0	5			The City Budget is on a biennial basis; 2021-2022 is underway and modifications have occurred from 2019 project carryovers. First steps begin with the budget retreat that is scheduled for July 31; the budget development began in June as usual with staff requests kicking off the process. The Upper Valley Park & Recreation Service Area (PRSA) budget is adopted yearly by the PRSA Board and is incorporated as part of the City's biennial budget process for the City's Pool Fund. A detailed budget calendar as of June is on the City's website.
Grant Administration	CS	Dec 2020	25	50			Currently the finance department is administering 14 open grants/loans. Crosswalks (2 State), Pine Street (1 Fed remaining). LED Lighting (1 TIB), USDA RD – (1 Fed Loans/1 Grant) for the WWTP. Of the 14, 8 new grants are in line for 2020-2021 that includes 2 for the Water Meter Project (1 Fed, 1 Local), Shoreline Master Planning (1-DOE-State), Housing Affordability Action Plan (1-DOC-State), the Whitman Pilot (1-TIB), Pine Street Phase II (1-WWTC(DOT), and 14 th Street Improvements (2 TIB) Staff continues to seek more grant funding for other future projects including the Water Plant/Distribution Line Improvements.
Quarterly City Newsletter	ALL		0	25			Four issues published annually. – Spring skipped due to COVID-19 issues.

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<p>Icicle Work Group</p>	<p>AC</p>	<p>Dec 2020</p>	<p>0</p>	<p>25</p>		<p>The Icicle Work Group is made up of various stakeholders with interests in the stream flow and water rights associated with Icicle Creek. The City Council by resolution (RES#3 – 2019) supported moving forward with Preferred Alternative #1, the base package of projects. Lobbying for additional funding and data collection continue to be the priority items for the group. 50% of the City Water Meter Project was funded by the IWG that is currently on hold while awaiting the Federal WaterSMART Grant approval. Work is beginning on Water Conservations and the Fish Screen Project has secured funding and is underway.</p>
<p>City/PRSA Annual Reports – 2019</p>	<p>CS</p>	<p>May 29, 2020</p>	<p>10</p>	<p>100</p>		<p>These reports are required annually by the State, to be completed within 150 days in the year following the previous year. Council and Board members annually participate in the reviews; however, this year no additional reviews are occurring.. Due to COVID-19, an extension was provided and the City’s report was completed prior to the June 17th deadline; the PRSA report was completed prior to the normal deadline.</p>
<p>Lodging Tax Annual Report</p>	<p>CS</p>	<p>May 15, 2020</p>	<p>100</p>			<p>This report is required by the State to be completed annually by May 15th of each year.</p>
<p>Reassessment of Lodging Tax Allocation Policy and Scoring Procedures & Implement Contracts for Partnership Funding</p>	<p>AC/CS</p>	<p>Nov 2020</p>	<p>50</p>	<p>50</p>		<p>The Council Economic Development Committee created new procedures in 2019 for the two grant programs for Festivals/Events and Tourism Hospitality; beginning in September 2020 the Committee will reassess the application and scoring procedures for the 2021 process. The City’s goal is to have the 2021 call for applications in September with a review process occurring in October and allocations made by November. The Committee completed the review for new contracts related to partnership organization funding in early 2019; these will be brought to the Council for consideration in the fall for 2021 contracts. Timelines are being affected by the development of the COVID-19 pandemic; several 2020 events that were cancelled will be reconsidered for the 2021 year. Due to the major loss of revenues in the lodging tax fund the Council may need to consider suspending 2021 event support.</p>

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Personnel	AC	Dec 2020	50	50		Assuming that financial projections support the recruitment of new positions, the following hiring will occur: Code Enforcement (this would include Parking). Public Works vacancies are underway that includes the Water Plant Operator, a Utility Worker position, and Parks Part-time positions. Each of these public works positions are being filled from in-house staff which will create new vacancies in other positions that are also being considered for replacement.
Docket Item #1 Transportation Element	LV	Dec 2020	10	15		The consulting firm Fehr & Peers is starting the update of the Transportation Element to incorporate the Parking Plan, Corridor Study, 20-year Transportation Improvement Plan (TIP) and review peak hour policies. This update may impact other areas of the Comprehensive Plan. RFP for consultant services is being reviewed.
Docket Item #2 Housing Action Plan	LV	June 30, 2021	10	20		Develop a Housing Action Plan, through a Department of Commerce grant. The HAP will be used to determine other housing Comprehensive Plan and code amendments. RFQ has been completed and staff will move forward with contract discussions. Funded through Department of Commerce grant. The consulting firm, BERK Consulting, has started the background research, drafted a Communications Plan and is planning on the first open house at the August 5, 2020 Planning Commission meeting.
Docket Item #3 Fire Code Amendments	LV	July 2020	25	25		The City has been identified as a high risk for fire. The Fire District and Building Official are working on recommended Wildland Urban Interface (WUI) code recommendations. This project has been on hold as the Fire District is coordinating the COVID-19 response.
Docket Item #4 Osborn Property Ideas/Planning	LV	2020/2021	0	0		Review and planning for the Osborn Property, should the City purchase the property, will require a review of the desired uses and the zoning. Changes to the Comprehensive Plan map and zoning map may be required.

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Docket Item #5 District Use Chart	LV	Dec 2020	10	15			The Planning Commission is reviewing all uses for each zoning district in a chart format. Additionally, various uses within each zoning district will be reviewed along with the Conditional Use requirements.
Docket Item #7 Alley Access	LV/HA	TBD	0	0			Creation of a white paper addressing current alley conditions, pros and cons of development of alleys, and the cost of development and maintenance of alleys.
Docket Item #8 Code Inconsistencies	LV	TBD	5	25			Code Inconsistencies, clarifications and Incorporation of policies and interpretations. This item includes a group of items that will be reviewed, as time permits, see the Docket for specific items. A partial list of potential amendments is schedule to be heard at the May Planning Commission. This partial list is scheduled for a July 14, 2020 Council Hearing.
Design Review Board	LV	June 2020	60	100			These amendments are to provide clarity of design requirements and processes.. Completed and passed by Ordinance 1609.
Pista Grit Project (WWTP)	HA/AV	April 2020	98	100			This Project has been completed with final City acceptance.

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WWTP / Water Plant SCADA/Software Upgrades	HA	Spring 2021	10	10			City has contracted and purchased new SCADA equipment for the WWTP and Water Plan. This purchase does include new software and hardware. Implementation of this project will provide a redundancy of equipment and information at either site.
Wastewater Treatment Plant/South Interceptor, and other utility related projects: Improvement Financing Closeout	CS	2021 - 2022	0	0			City must finance construction costs – all financing was acquired in fall 2019; additional financing was finalized in spring 2020. Rural Development Funds are paid on a reimbursement basis after Construction Contract Award. Closeout of interim financing will be completed upon closeout of the WWTP, South Interceptor, and other utility related projects that are currently under review, transfer of interim financing to long-term low-interest financing will be the final step.
Wastewater Treatment Plant: Construction	HA/AC	Spring/Summer 2021	10	15			Work commenced by Stellar J Construction in May 2020 with total completion of all upgrades anticipated for June 2021. Work will proceed as essential throughout the COVID-19 restrictions. City has applied for an extension of the NPDES compliance schedule with the Department of Ecology.
South Interceptor Project	HA/AC	September 2020 – 2021?	5	5			Replacement of 15-inch sewer interceptor pipeline with 18-inch line. Direct burial and pipe bursting. The bid was originally awarded to Clackamas Construction, however, due to an accidental death of the owner, the company will no longer be able to perform the contract. Varela and Associates is exploring options available to the City. Construction was to begin in July 2020 with estimated completion in September 2020.
Replacement of Water Intake Screens (Icicle)	HA/TV	Fall 2020	5	20			This is a joint project between WDFW, TU and COL. This project initiated with TU Boulder Field Fish Passage Project which required upgrading of City intake screens and supporting water intake pipes. Strider Construction began work in May and has replaced a portion of the City water intake line at this time. Oversight of the project will be through WDFW and TU with regular inspections by City staff/consultants. The project remains on schedule with completion estimated in September 2020.

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Water System Capital Improvement Plan	HA/TV	AUG 2020	10	10			Development of 6 – 10-year Capital Improvement Plan for City water distribution and production system based on Water Plan and Water Plant Assessment. City will need to determine and begin process for a major water plant improvement within the next 3 – 5 years. This will require the selection of water treatment equipment and identifying the funding and financial planning for the project. Council to review the Water Plant Assessment Options in July of 2020.
Public Works Facility Master Planning	HA	TBD	10	10			RH2 has provided a master plan for phased development of the Public Works complex for review and future consideration by the City. This project is currently on hold.
Water Meter Replacement	HA/CS	Fall 2020	10	15			<p>This is the full replacement of City Water meters with a smart meter AMI Infrastructure System. Funding is fully in place with \$487K from the Icicle Work Group, \$300K from the WaterSMART grant and any remaining dollars to come out of either REET or Water reserves if needed. The project has been awarded to Correct Equipment, Inc. with the contract being finalized. Work still scheduled to begin Summer of 2020.</p> <p>WaterSMART Grant: City received notice that funding has been approved from the federal government. City is currently awaiting final “Notice to Proceed” from the Bureau of Reclamation.</p> <p>Icicle Work Group Grant is in place and awaiting construction.</p>
Festhalle Improvements	CS	March 2020	100				Next projects on list include the resurfacing of concrete floors. Council approved floor expenditure in September 2019, work was completed as planned in March 2020. No new projects currently in the queue.

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Downtown Parking Improvements	AC/ Consultant	Fall 2020 or Spring 2021	25	35		Contract was awarded to CivicSmart in early 2020. The Parking Committee has developed a workplan outlining key tasks associated with the installation of 226 parking meters downtown. Currently, the workplan shows installation taking place in September/October 2020.
DOT Property Improvements	AC	2021	5	20		Temporary improvements to the West End Parking Lot started in July and the lot should be operational by August. This element is also a component of the Parking Meter project. Permanent improvements remain necessary and will be reassessed as funding becomes available; previous funding has been reallocated to the Downtown Parking Improvements.
DOT Crosswalk Changes	AC / HA	TBD	0	15		The City Administrator is in conversations with DOT to discuss improvements to the crosswalk including better coordination of the traffic lights and the return to a more traditional traffic signal configuration.
Christmas Lighting Public Safety Review	AC	Dec. 2020	0	50		This will be an ongoing discussion in preparation for the 2020 Chamber sponsored event. Meetings and preparations continue monthly. Meetings have been postponed due to COVID-19.
Apple Maggot Quarantine Issue/Green Waste Disposal	HA	2020	0	75		Spring burn of 2020 has been canceled in cooperation with the Department of Ecology and a grant by DOE to cover dump fees for the City to haul to the newly permitted Winton composting site has been secured. All future Apple Maggot brush will be hauled to the site in lieu of burning.
Review Solid Waste Collection and Recycling Operations	HA	Dec 2020	50	50		Ongoing project of addressing waste reduction, increased recycling and cleanliness of commercial solid waste accounts. Current work on the Waste Stream Assessment has been delayed due to COVID-19.

Annual Objective and Project Tracker 2020
July 14, 2020

Sale of City Property: Golf Course Lots	AC	July 2020	0	0			This is the sale of the remaining City owned residential lot on Iccle Road abutting the golf course property. Lot is listed with West Realty, sale activity typically occurs in early/late spring.
Pine Street Reconstruction Phase 1	HA/CS	Fall 2020	95	95			Project Close Out with WSDOT is in process.
14th Street Reconstruction	HA/CS	2021	0	5			Project is the full reconstruction of roadway with pedestrian, stormwater facilities. TIB Funding awarded in 2020, design work is planned for 2020 with construction in 2021. Consultant agreement with TD&H to be approved by Council in July 2020.
Whitman Street - Pavement Treatment	HA	Aug 2020	10	15			TIB requested a Pavement Treatment test program on Whitman Street from Woodward to Central. Project oversight by TIB; engineering contract includes \$55,000 through Jackson Civil Engineering. Project construction currently estimated at \$235,960 for a total project of \$291,000; requires 5% (roughly \$15,000) match by City. Project scheduled to go to bid July 2020; funding is already included in City Budget with match dollars coming from the Transportation Benefit District funds.
Street Extension from Titus to Chumstick Hwy.	AC	TBD	5	5			Begin conversations with developer and Chelan County on future road construction project. Design and funding program needs to be developed. Meadowlark property currently listed for sale.
Pine Street Phase II Transportation Planning	HA	Dec 2020	5	5			City was awarded a \$125,000 grant for Pine Street Phase II Transportation Planning. RFP for Engineer/Transportation Planning. Scope of project is Pine Street to Chumstick Hwy. City will be advertising an RFQ for the project Summer of 2020.

Annual Objective and Project Tracker 2020
July 14, 2020

Lions Park Pavilion Demolition and Replacement	HA	TBD	0	0		Design at approximately 90%. Project awaiting funding source. Existing structure is estimated to be required for removal by 2020 due to lack of structural integrity.
Lions Park Ice Rink	JS/HA	Dec 2020	0	90		Reseeding of Lions Park where Ice Rink was constructed, discussion with Holidays on Ice for 2020/2021 Season (March/April – postponed until Sept) Park Committee recommendation is to renew agreement for additional year with contract modifications. Renewal agreement awaiting COVID restriction requirements.
Road Safety Plan	LV/HA	Fall 2020	90	90		Newer funding requirement by WSDOT; cities need to develop road safety program that identifies road safety issues; those projects then become eligible for competitive grant funding. Draft has been reviewed by WSDOT and Public Safety Committee.
Front Street Park Master Planning	AC	TBD	0	5		JA Brennan Associates presented draft of master plan to committee. Need public discussion regarding Master Plan and funding. Funding plan needed for advancement of project. Downtown Steering Committee recommends phasing at this time and to consider the Front Street restroom expansion and terraced seating with heated sidewalks in 2019 if funding can be secured. RFQ's were received in regard to restroom expansion design in June 2019 and Rolluda Architects was selected by the committee; the Downtown Steering Committee has been reviewing current plans..
Front Street Park Restroom Expansion	AC/HA	Fall 2020	15	15		Restroom Assessment currently underway with the Downtown Steering Committee. Assessing cost difference between rebuild and expansion. Rolluda Architects under contract for design work. Will need to consult with DRB after COVID-19.

Annual Objective and Project Tracker 2020
July 14, 2020

Hwy. 2 Corridor Study	AC	APR 2020	90	90			A final list of projects has been identified by the stakeholders group. Public meeting for presentation of recommendations scheduled for Feb 13, 2020. Website to take in more Public Input with final draft of report to be reviewed by participating agencies. On hold due to COVID-19.
Osborn School Site	AC	Dec 2020	0	25			School District has completed an appraisal and working through the Public Surplus Procedure. City has begun due diligence investigation as property has been declared surplus property. City is working on a Phase I ESA. May also want to have a structural/engineer assessment of structure prior to purchase negotiations.
Sidewalk Extension on Ski Hill (Enzian lot to Whitman) / Mine Street	HA	2020	0	0			Minor sidewalk areas to complete gaps in sidewalk system identified by community.

Equipment Purchases:	Lead	Completion Date	2020 Recommended Equipment Purchases				
2020 Loader Snowblower	HA/CS	October 2020	0	0			This is a new equipment purchase that will assist the City in moving snow from the current process of storing in the downtown to being able to truck the snow to a remote location, such as the cemetery. Currently the City pays \$8K annually to store snow in the downtown on private property that will soon no longer be an option. The industrial sized snowblower will be able to put snow directly into a loader for removal; the estimated budget is \$160,000 that is shared between the General, Street, Lodging Tax and Parking Funds. Due to COVID-19 and loss of revenues in all funds noted, this may be postponed.

Annual Objective and Project Tracker 2020
July 14, 2020

2020 Parks New Bobcat	HA/CS	Spring 2020	100				This is a new Bobcat that will expand the City's current fleet from two to three to accommodate the increase in sidewalk snow removal for safe routes to school and future increases in sidewalks from current development underway. The previous schedule intended to replace a 2010 Bobcat that will now be extended to replacement in 2022. This purchase was approved by the Council in November 2019 and is in process of payment at this time; total estimated cost is \$38,000.
2020 Gator – John Deere	HA/CS	Fall 2020	50	100			This is the replacement of a 2012 John Deere Utility Gator. This is included in the budget for replacement with a new Gator for a total cost of \$11,938; Once the purchase has been made the City will surplus the old Gator on public surplus.
2020 Parks Mowers	HA/CS	Spring 2020	100				This is the replacement of two 2013 Walk Behind Mowers. This is included in the budget for replacement with new mowers for a total cost of \$9,053. Once new mowers have been purchased the City will surplus the older mowers on public surplus. Council has approved the replacement mowers which are on order for Spring delivery.
2020 Garbage Truck	HA/CS	Fall 2020	50	50			The City's 2010 Garbage Truck has reached its useful life and is scheduled for replacement in 2020. Rather than borrow for this the City has opted to pay out of reserves the full price of \$317,000. Council approved the purchase, the order has been made, and delivery is anticipated by late 2020.

Annual Objective and Project Tracker 2020
July 14, 2020

LEGAL

Objective Description	Lead	Comment
Water Rights Negotiations	AC	Tom Pors, legal consultant, ongoing discussion with Department of Ecology to develop a settlement agreement. Icicle Water Work Group working on identifying projects that may result in additional water rights and litigation settlement. Update to District Court submitted by City and DOE Sept. 2015, Icicle Work Group solution still appears as the best option for both parties. 1 st Qtr. 2018 notice to Court on stay have been filed by City and DOE extended for an additional 6 months. A presentation for a Council Study Session will take place on August 11, 2020.
Water Rights Transfer Process	AC	City has had several land owners requesting the transfer of water rights (typically well water rights) to the City. Process needs to be explored and developed to acquire these rights. This narrative will be part of the August 11, 2020 presentation.
Overnight Rental Enforcement	AC/LV	City has to build capacity for code enforcement duties including overnight rentals.

OTHER

Objective Description	<p align="center">New Projects, Initiatives or Pending Projects The items listed below are items that are new for 2020 or on hold from previous years:</p>
Emergency Response Ordinance.	Staff will be reviewing ordinances pertaining to emergency response powers necessary when the Council/Mayor declares a significant disaster has occurred. Ordinance changes may be necessary to ensure City can recover reimbursement funding where possible and address public health issues quickly and deliberately.

CITY COUNCIL

2020 FUTURE AGENDA ITEMS

ITEMS NOT SCHEDULED AT THIS TIME

- Elected Officials Training – Ongoing
 - Rate & Fee Amendments:
 - Parking – Parking Committee Recommendation
 - Cemetery Rate Adjustments – Herb/Chantell
 - Ordinance 1589 – Development Standards – *Tabled from June 11, 2019*
 - Personnel Policy Update (Includes Audit Recommendations for Travel) – Chantell
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January 14, 2020

8:30 AM Study Session:

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

Council Meeting:

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

January 28, 2020 Council Meeting

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

February 11, 2020

8:30 AM Study Session:

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

Council Meeting:

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

February 25, 2020

Council Meeting:

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

March 10, 2020

8:30 AM Study Session:

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

Council Meeting:

- Consent Agenda: Authorization for Mayor to Sign South Interceptor Agreements/ MOU's
 - Consent Agenda: Set Public Hearing for Design Review Board Code Amendments on April 14, 2020 @ 6:45 PM
 - Consent Agenda: Set Public Hearing for Subdivision Code Amendments on April 14, 2020 @ 6:45 PM
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- Public Hearing for LMC 3.44 Authorizing Tax for Affordable Housing Per HB 1406 @ 6:45 PM
 - Ordinance 1608 LMC 3.44 Authorizing Tax for Affordable Housing HB 1406 – Lilith
 - Resolution 04-2020 - Mosquito Control District #2 Consent of Annexation – Chantell
 - Planning Commission Appointments – Carl
 - Appointment of Momi Palmieri Residential Rep – Ad Hoc Parking Committee - Carl
 - Autumn Leaf Festival Association Agreement for Lodging Tax Funds – Carl
 - Greater Leavenworth Museum Agreement for Lodging Tax Funds – Carl
 - Bike & Juice Festival – Youth Funding Request – Chantell
 - Upper Valley Connection – Youth Funding Request – Chantell
 - Transportation Improvement Board Whitman Street Pilot Project Grant Award Acceptance – Herb
 - Resolution 05-2020 Feshhalle Facility Policy – Sue/Carl
 - Equipment Replacements - Herb
 - Mower
 - John Deer Gator
 - Authorize the Mayor to Sign Easement Acknowledgement Adventure Park – Lilith/Thom
 - Info Items: LIFE 2.0 Community Discussions April 6, 13, 20, 2020 Icicle River Middle School @ 6:30 PM
 - Info Items: Housing Open House and Discussion - March 26, 2020 CSD High School @ 6:30 PM
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March 24, 2020 Council Meeting:

- Mayoral Emergency Proclamation – Order to Stay Home – Carl
 - Ratification of Resolution 06-2020 – Proclamation of Emergency - Carl
 - Resolution 08-2020 – Employee Supplemental Leave – Chantell
 - ~~Conflict of Interest Waiver – Cascade School District No. 228 – Chantell~~
 - Mayoral Reappointment of Andy Lane to the Planning Commission – exp 4/30/2020 – Sue / Lilith
 - CivicSmart Contract Amendment #1 - Carl
 - Resolution 07-2020 City Facilities Rules and Standards of Conduct – Sue/Carl
 - Memo of Understanding Fish Screen/Boulder Field Project – Trout Unlimited – Herb
 - Authorize to Advertise Request for Qualifications for On-Call Engineering Services– Lilith/Herb
 - Info Items: Reminder – Public Disclosure Commission Filing Deadline April 15th
 - Info Items: LIFE 2.0 Community Discussions April 6, 13, 20, 2020 Icicle River Middle School @ 6:30 PM-
Postponed
 - Info Items: Housing Open House and Discussion - March 26, 2020 CSD High School @ 6:30 PM –
Postponed
 - Executive Session: RCW 42.30.110(1)(i)(ii) Potential Litigation – Action to be Taken
 - Mayoral Letter to Department of Commerce Appealing Chelan County Riverstone Comprehensive Plan Amendment, CC Resolution 2020-31 – Lilith/Carl
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April 14, 2020

8:30 AM Study Session – Cancelled Due to COVID-19

Council Meeting:

- Public Hearing for Design Review Board Code Amendments on April 14, 2020 @ 6:45 PM – To be Continued to June 9, 2020
 - Public Hearing for Subdivision Code Amendments on April 14, 2020 @ 6:45 PM – To be Continued to June 9, 2020
 - Ordinance 1609 – Design Review Board Code Amendments – To be Continued to June 9, 2020 – Lilith
 - Ordinance 1610 – Subdivision Code Amendments – To be Continued to June 9, 2020 - Lilith
 - Garbage Truck Purchase – Herb
 - Ordinance 1611 – Quarterly Budget Amendment – Chantell
 - Discus: 2020 Project Tracker / 2020 Future Council Agenda Items – All Staff
 - Discus: Quarterly City Newsletter Recommendations – Distribution in May – Sue
 - Discus: Wastewater Treatment Plant/Collection System Budget/Funding Update – Chantell/Herb/Carl
 - Info Items: Final Reminder – Public Disclosure Commission Filing Deadline April 15th
 - Executive Session: RCW 42.30.110(1)(i)(ii) Potential Litigation
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April 28, 2019 Council Meeting:

- Consent Agenda: PRSA Voucher Request
 - Mayor Reappointment of Lisa Romine to the Housing Authority of Chelan Cty. Board of Commissioners (Exp. 5/23/2020 - Alicia McCray 663-4721) – Sue
 - Discus: Wastewater Plant/Collection System – Rural Development Funding Update – Chantell
 - Discus: Financial Status Update – Chantell
 - Motion to Set Public Hearing for Rural Development WWTP Funding - Chantell
 - Executive Session: RCW 42.30.110(1)(i)(ii) Potential Litigation
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May 12, 2020**8:30 – 10:00 AM Study Session:**

- Chamber Report
- Water Meter Replacement Proposals Review – Herb
- Draft Resolution XX-2020 Six-Year Transportation Improvement Plan – Herb
- Vacation of Alley – Lilith
- City Administrator Contract Review - Carl
- Festhalle Funding - Chantell

Council Meeting:

- Public Hearing on Rural Development Amendment for Funding Wastewater Facility Upgrades @ 6:45 PM
 - Engagement Agreement – Andy Lane – Lilith
 - Motion to Authorize a Petition for Review to the Growth Management Hearings Board - Lilith
 - Resolution 09-2020 Review Rate & Fee Changes for Pool and Festhalle – All Staff
 - Resolution 10-2020 Council Ratification of Mayoral Proclamation for Utility Relief - Chantell
 - Pacific Engineering – On-Call Engineering Services Contract Amendment #1 – Chantell/Lilith
 - Housing Action Plan Contract - Lilith
 - Iccle Work Group / Chelan County Water Meter Grant Agreement – Chantell
 - USDA Rural Development Letter of Conditions Amendment – Chantell
 - City Administrator Contract Approval - Carl
 - Info Items: Joint Mid-Year Meeting with the Planning Commission on June 3, 2020 @ 7:00 PM – Consider Postpone or Cancel
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May 26, 2020 Council Meeting:

- Consent Agenda – PRSA Voucher Request
 - Consent Agenda: Set Public Hearing on Six-Year Trans. Imp. Plan on 6/9/2020 @ 6:45 PM
 - ~~Group Funding Report: Cascade Medical Center Charm Walk (Contact Marlene Farrell @ 548-2523) – Cancelled moving funding to 2021~~
 - Group Funding Report: Wenatchee River Institute Spring Bird Fest 2020 (Contact Carolyn Griffin-Bugert @ 548-0181)
 - Water Meter Presentation & Bid Award – Herb
 - Mayoral Reappointment of Oliver Brulotte to the Design Review Board – exp June 1, 2020 – Sue / Lilith
 - Trout Unlimited Fish Screen/Boulder Field Project Agreement – Amendment #1 – Carl/Chantell
 - Festhalle Funding – Chantell
 - USDA Rural Development Loan Documents - Chantell
 - a) Water and Waste System Grant Agreement
 - b) Resolution 11-2020 USDA Rural Development Loan – Grant for WWTP
 - Info Items: Public Hearings Schedule for June 9, 2020: 1. Design Review Board Code Amendments Continued from April 14, 2020; 2. Subdivision Code Amendments Continued from April 14, 2020; 3. Six-Year Transportation Improvement Plan
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June 9, 2020**8:30 – 10:30 AM Study Session:**

- Chamber Report
 - Update on Osborn School Property – Decision Due by September 30, 2020 – Ana
 - Transportation Element Update / Budget - Lilith
 - Annual Council Retreat Meeting Topics and Date– Ana
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- Discussion on Protocol for Mayor and City Council Public Communications - Ana
 - Emergency Management Overview/Wildfire Planning – Kent Sisson, Rich Magnussen & Stan Smoke - Chantell

Council Meeting:

- ~~Group Funding Report: Leavenworth Soccer Club Bavarian Battle (Contact Aaron Simon @ 393-5678) Event Cancelled move funding to 2021 if not used in late 2020.~~
 - Public Hearing for Design Review Board Code Amendments Continued from April 14, 2020 - Lilith
 - Public Hearing for Subdivision Code Amendments Continued from April 14, 2020 - Lilith
 - Public Hearing on Six-Year Transportation Improvement Plan @ 6:45 PM – Herb
 - Ordinance 1609 – Design Review Board Code Amendments – Continued from 4/14/2020 – Lilith
 - Ordinance 1610 – Subdivision Code Amendments – Continued from 4/14/2020 - Lilith
 - Resolution 12-2020 – Amending Six-Year Transportation Improvement Plan for 2021 – 2026 – Herb
 - Resolution 09-2020 – Review Rate & Fee Changes for Pool and Festhalle Tabled/Continued from 5/12/2020 – Chantell
 - Gray & Osborne, Inc. Professional Services Agreement - On-Call Engineering Services – Lilith
 - Resolution 13-2020 – Suspending Limited Regulations During Phase 2 - Lilith
 - Bid Award for South Interceptor - Herb
 - Executive Session: RCW 42.30.110(1)(i)(ii) Potential Litigation
-

June 23, 2020 Council Meeting:

- Consent Agenda: Set Public Hearing on Code Inconsistencies for July 14, 2020 @ 6:45PM - Lilith
 - Presentation: 2019 Water Use Efficiency Report Presentation – Herb/Tracy
 - Presentation: Chelan County PUD with John Stoll (20 min presentation / 5 min Q & A) – Teka Sellers 509-661-4294
 - Communications & Downtown Coordinator & Community Builder - Ana
 - Professional Services Agreement with Fehr & Peers - Transportation Element Update– Lilith
 - Bond Counsel Services Agreement for Wastewater Treatment Plant Funding – Chantell
 - Professional Services Agreement with IntegriTech – Parking Meters – Ana
 - Professional Services Agreements for Environmental/Appraisal of Osborn Property – Ana
 - Authorization to Bid – Whitman Pilot Project - Herb
 - 2019 Annual Report for the City of Leavenworth – Chantell
 - Discus: Website Redesign – Lilith
 - Discus: City Council Meetings Zoom vs. Council Chambers
 - Info: Six-Year Capital Facility Plan Review – Study Session July 14, 2020
 - Info: Public Hearing on Code Inconsistencies – July 14, 2020 @ 6:45 PM
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July 14, 2020

8:30 – 10:30 AM Study Session:

- Chamber Report
- Water Capital Improvement Plan / Alternatives – Gray & Osborne – Herb
- Draft Resolution xx-2020 – Six Year Capital Facilities Plan – All Staff
- 2020 Project Tracker / 2020 Future Council Agenda Items – All Staff
- Annual Retreat Agenda Review - Ana
- Review of Ordinances of Code Inconsistencies - Lilith
- Quarterly City Newsletter Recommendations – Distribution in August – Sue
- Allowing Bees in the City Limits – Carl/Ana

Council Meeting:

- Consent Agenda: Motion to Set Public Hearing on Six-Year Capital Facilities Plan on 9/22/2020 @ 6:45 PM
 - Consent Agenda: Authorization to Proceed with Request for Proposal - Pine Street Phase II Engineering
 - ~~Group Funding Report: Cascade Medical Foundation Golf Classic (Contact Marlene Farrell @ 548-2523) Event cancelled moving funding to 2021~~
 - Presentation – Census Complete Count – Brooklyn Holton
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- Public Hearing on Code Inconsistencies for July 14, 2020 @ 6:45PM – Lilith
 - Ordinance 1612 – Code Inconsistencies Chapter 21.08 – Lilith
 - Ordinance 1613 – Code Inconsistencies Chapter 21.07 – Lilith
 - Ordinance 1614 – Code Inconsistencies Chapter 15.04 – Lilith
 - Ordinance 1615 – Code Inconsistencies Chapter 14.10 – Lilith
 - Ordinance 1616 – Quarterly Budget Amendment – Chantell
 - Development Services Mid-Year Report – Lilith
 - Consultant Agreement with TD&H for 14th Street Pavement Project – Herb
 - Professional Services Agreement with 3Sherpas for Website Redesign – Lilith
 - Cascade School District Skateboard Park Memorandum Amendment #2 - Ana
 - Ratification of Resolution 14-2020 – Updated Proclamation of Emergency
 - Executive Session: RCW 42.30.110 (1)(c) Minimum Price of Real Estate
-

July 28, 2020 Council Meeting:

- Group Funding Report: Waste Loop Sustainable Living & Farm Tour (Contact Ariaehna Jones @ 360-420-4758) – Postponed from May 12 - Chantell to follow-up on actual date – possibly late summer/fall.
 - Tentative - WaterSMART Grant Agreement – Ana/Chantell
 - Tentative – Professional Services Agreement with Correct Equipment for Water Meters – Herb
 - Discuss: Community Block Party – Ana/Herb
 - Discus: City Council Meetings Zoom vs. Council Chambers
 - Info Items: Council Retreat, July 31, 2020, 7:00 a.m. – 3:00 p.m. – Via Zoom
-

July 31, 2020, 7:00 AM – 3:00 PM Council Retreat Tentative Agenda:

- TBD
-

August 11, 2020

8:30 AM – 11:30 AM Study Session:

- Chamber Report
- Water Rights Update – Tom Pors, Thom Graafstra, Joel Walinski? - 2 HOURS ESTIMATE
- Council Retreat Follow-up – Ana
- Osborn Elementary Update on Purchase Options - Ana

Council Meeting:

- Consent Agenda: Council Retreat Minutes
 - Special Use Permit – Oktoberfest Noise Permit – Sue / Ana
 - Surplus Computers – Chantell
 - Info Items: Finance Committee Review Draft Budget – 8/25/2020
-

August 25, 2020 Council Meeting:

- Finance Committee Review Draft Budget
 - Discus: City Council Meetings Zoom vs. Council Chambers
 - Info Items: Economic Development & Public Works Committees Review Draft Budget 9/8/2020
 - Info Items: Mayor's Annual Breakfast - 9/xx/2020 – Location TBD from 7:00 – 9:00 AM
-

September 2, 2020 Special Council Meeting @ 7:00 PM:

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

September 8, 2020

8:30 AM Study Session:

- Rescheduled from March – Waling / History Tours with Bob Stroup – 8-10 AM – may need special advertising for start time – Ana
 - Chamber Report
 - Resolution XX-2020 – Legislative Priorities for 2020-2021 – Ana
 - Lodging Tax Group Funding – Review 2021 Funding & Award Process – Chantell
 - Lodging Tax Partnership Funding Contracts – Ana
 - Tentative: Waste Loop Presentation / HS (Moved from April) – Herb
-

Council Meeting:

- Economic Development & Public Works Committees Review Draft Budget (will have on their agendas)
 - Consent Agenda: Set Public Hearing on Ad Valorem (Property) Tax @ 6:45 PM on 10/27/2020
 - Mosquito Control Update – Larry Meyer
 - Current Year Budget Review and 2021-2022 Preliminary Budget Review – Ana/Chantell
 - Approve Traffic/foot Patrols Needed for Oktoberfest – Ana/Sue
 - Approve Traffic Control Contract for Christmas Lighting – ana
 - Approval of Special Use Permit – Holidays on Ice 2020 – Ana/Herb
 - Info Items: Budget Priorities Finance Committee Special Review 9.22.2020 – 1:00 – 3:00 PM if Needed
 - Info Items: Mayor’s Annual Breakfast 9/22/2020 – Location TBD from 7:00 – 9:00 AM
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September 22, 2020 Council Meeting:

- Public Hearing on Six-Year Capital Improvement Plan @ 6:45 PM – Lilith or Herb
 - Resolution xx-2020 – Amending Six-Year Capital Facilities Plan for 2021 – 2026 – All Staff
 - Budget Priorities Finance Committee Special Review – 1:00 – 3:00 PM if Needed
 - Presentation: Chelan County Sheriff Annual Report – Sheriff Brian Burnett
 - Convenience Store Coaching – Festhalle Manager Contract – expires 10/11/2020 – Ana
 - Info Item: Preliminary Budget Public Hearing November 10, 2020
-
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October 13, 2020**8:30 AM Study Session:**

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

Council Meeting:

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

- Consent Agenda: Set Public Hearing on 2021-2022 Preliminary Budget on Nov 10, 2020 @ 6:45 PM
 - Consent Agenda: Set Public Hearing on 2021-2022 Final Budget on Nov 24, 2020 @ 6:45 PM
 - Public Hearing on Ad Valorem (Property) Tax @ 6:45 PM – Ana / Chantell
 - Special Use Permit Noise - Timbrrr! Winter Music Festival – Ana / Sue
 - Chelan County Prosecution Services Agreement for 2021 – Exp. 12/31/2020 – Sue / Ana
 - Emergency Management Services Contract for 2021 – Exp. 12/31/2020 – Sue/Ana
 - Resolution xx-2020 – Legislative Priorities for 2020-2021 – Ana
 - Contract – Rob/Nancy Johnson for Snow Storage – expires 11/1/2020 – Ana
 - Info Items: Ad Valorem Tax Ordinance / Public Hearing Preliminary Budget on 11/10/2020
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November 10, 2020**8:30 AM Study Session:**

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

Council Meeting:

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

November 24, 2020 Council Meeting

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

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

- Chamber Report
- Council Open Discussion Item: Mayor Pro-Tem and Committee Assignments – Ana

Council Meeting

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

2021 ITEMS:

- **April 27, 2021** - Mayor Reappointment of Lisa Romine to the Housing Authority of Chelan Cty. Board of Commissioners (Exp. 5/23/2023 - Alicia McCray 663-4721) – Sue
- EXECUTIVE SESSION: RCW 42.30.110 (1)(i)(ii) Potential Litigation
- EXECUTIVE SESSION: RCW 42.30.140 (4)(b) Collective Bargaining
- EXECUTIVE SESSION: RCW 42.30.110 (1)(c) Property Sale
- EXECUTIVE SESSION: RCW 42.30.110 (1)(d) Review Negotiations of Sheriff Contract
- EXECUTIVE SESSION: RCW 42.30.110 (1)(b) Property Purchase
- EXECUTIVE SESSION: RCW 42.30.110 (1)(i)(i) Litigation
- EXECUTIVE SESSION: RCW 42.30.110 (g)/42.30.140 (4)(b) Wages and Collective Bargaining
- EXECUTIVE SESSION: RCW 42.30.110(1)(b) Real Estate Acquisition – Ana



City of Leavenworth
700 Highway 2 / Post Office Box 287
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Web: www.cityofleavenworth.com

TAB D

Sharon Waters
Clint Strand
Jason Lundgren
Anne Hessburg – *Mayor Pro Tem*
Zeke Reister
Ana Cortez-Steiner – *City Administrator*

AGENDA

2020 Strategic Dialogue

Date: Friday 7/31/2020
7:00 a.m. – 3:00 p.m.

7:00 – 7:15	Mayor: Welcome + Mayor Pro tem: Purpose + Desired Outcomes	TBD
7:15 – 9:45	Council Priorities Policy Discussion: Mayor and Council Desired Outcome: council members and mayor describe policy priorities	Location
9:45- 10:00	BREAK: stretch + blink + turn off video	
10:00 – 11:30	Mayor-Council form of Government 101 <ul style="list-style-type: none">• Mayor as Chief Executive• Council as Chief Legislator• Open Public Meetings Act• Quasi-Judicial Role: Planning Commission + Municipal Code	

-
- Mayor pro tempore
 - City Administrator
-

11:45-12:15

LUNCH

12:15- 1:45

**Taxes, fees and Rates: How do we Spend +
How can it be Spent?**

Location

COVID Impact

1:45 – 3:00

**General Fund Expenses + Hotel Tax Expenses
+ Enterprise Funds**

Location

Adjourn



Leavenworth Courier

News from the Leavenworth City Council

FALL 2019



INSIDE THIS ISSUE:

- Leavenworth's Leash Law 2
- Residential Advisory Committee 2
- Apple Maggot Quarantine 2
- Central Ave 2-Way Traffic 2
- Fall Festivals & Events 3
- Park Improvements Complete! 3
- News from the City Council 4



Keep informed about the latest news, events, press releases, job openings, and more from the City of Leavenworth! Sign up at www.cityofleavenworth.com

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"A Minute with the Mayor" All City Block Party & City Council Social



MAYOR CHERYL K. FARIVAR

The Leavenworth City Council hosted our first ever All City Block Party & City Council Social on August 20th and it was a huge success! It was great to see such a crowd of local residents and families enjoying each other's company, visiting, eating, and watching kids playing. I had a wonderful time talking with those of you that I've known for years and I truly enjoyed meeting so many new residents.

Earlier this summer, we hatched an idea of some sort of a community social event and decided to host a block party near the Osborne Elementary School property. We chose Orchard Street so that we could have a bouncy castle and a picnic area on the grass and to hear from our residents about their thoughts about what should happen to Osborne School. Councilmember Clint Strand acted as DJ and provided great recorded music. We also had a special live performance by the brass quintet of our local Bavarian Band, Musikapelle. The Fire Department brought out the ladder truck and our own Public Works Department had both a road grader and a backhoe for the kids to "Touch a Truck". Four of our current Councilmembers and I served the burgers and sausages cooked up by our Public Works crew while many other City employees did all they could to make the event a success. We planned for 300 people and ended up going to the store for another 36 burgers as well! So, it looks like we had about 350 residents in attendance. With this kind of success, I guess it has to become an annual event!

Thank you all for coming out and spending time with the City Council and your neighbors. If you weren't able to make it this year, please try to come out to next year's Annual Block Party & City Council Social. See you there!



Leavenworth's Leash Law!



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

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



Short Term Rental Enforcement

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

Complaint Line
(509) 436-7630



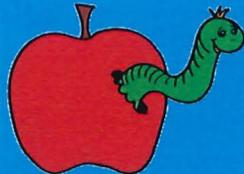
Residential Advisory Committee

The Residential Advisory Committee (RAC) was formed to provide an additional two-way communication avenue between Leavenworth's residential community members and the City Council. The Committee meets monthly to discuss ongoing issues that specifically involve the residential community. Those may include park, street, or sidewalk improvement projects, changes in City operations and maintenance, or new initiatives by the City Council. The Committee meeting offers another conduit for community members to bring ideas forward for consideration. The Committee has worked on Safe Route to School Funding, identifying sidewalk gaps, and festival residential interaction issues. The Committee allows for open discussion and problem solving; suggestions or solutions are then forwarded to the Council for consideration. Current Committee members include Anne Hessburg, Susan Noland, Matt Fields, Michael Bedard, Alison Miller, Travis Blue, and Steven Booher; City Council Member Clint Strand currently chairs the Committee. Have an idea or suggestion? Please reach out to a current RAC or City Council Member.



Residential Advisory
Committee

LEAVENWORTH FALLS WITHIN THE APPLE MAGGOT QUARANTINE AREA



The City of Leavenworth falls within the Washington State Department of Agriculture Apple Maggot Quarantine area. This quarantine includes the transfer of any homegrown or foraged fruit, brush, and yard waste out of the quarantine area. Currently, the City is allowed to transfer solid waste to the Dryden Transfer Station; if residents and businesses fail to comply with keeping yard waste and brush out of the solid waste stream, the City will be forced to find another transfer site. If our garbage haulers identify yard waste or brush in your garbage dumpster, your garbage will not be picked up until those items are removed. Residents may dispose of their yard waste and brush at the City Recycling Center. Remember not to sweep up driveway waste into your garbage, as that may also be infected. A map of the quarantine area is available on the City's website.

Central Avenue is going back to two-way traffic

On August 27, 2019, the City Council voted to approve to return the two-block portion of Central Avenue, adjacent to the Osborn Elementary site, between Birch Street and Evans Street, to a two-way street. The street was changed to a one-way street in 2008 to allow for safer pick-up and drop-off of students attending the elementary school. With the construction of the new Alpine Lakes Elementary School, the Osborn School site has been vacated and the one-way configuration is no longer necessary. The City's Public Works Crews will remove the one-way signage, add new signs, and stripe the street for two-way traffic.



Fall Festivals and Events

Leavenworth Oktoberfest

Mark your calendars for the 2019 Leavenworth Oktoberfest! The dates are **October 4-5, 11-12, and 18-19, 2019.**

Start making plans now to attend! Tickets are on sale now, or you can always purchase them at the gate!



Leavenworth, Washington

www.leavenworthoktoberfest.com

Leavenworth Winter Sports Club Ski Swap

Sunday, October 27, 2019 at the Leavenworth Festhalle!



The ski swap is a great event to sell your unused equipment that has been collecting dust and to find new equipment you can use! You can swap or purchase ski and human powered gear, watch ski flicks, enjoy music, and socialize.

www.skileavenworth.com

Autumn Leaf Festival and Parade

The 2019 Autumn Leaf Festival takes place over the weekend of **September 28—29.**

This is Leavenworth's longest running event. The Autumn Leaf Festival celebrates the turning colors of the Autumn Leaves and is the town's original festival.

www.wastalfa.org



Snowfest 2019

Saturday, November 16, 2019 at the Leavenworth Festhalle!

Get it on your calendar now! The latest gear, the best raffles, and the best place in Leavenworth to get your sledneck fix each November.

www.bavarianboondockers.com



Leavenworth Winter Sports Club Banff Mountain Film Festival

Tuesday, November 19, 2019 at the Leavenworth Festhalle!

www.skileavenworth.com

Park Improvements Completed!



The final voter approved 2017 Park Improvements are now complete. In November of 2017, the Leavenworth City voters were asked to approve Proposition No. 1, Leavenworth Park and Recreation Bond Levy. The Bond Levy, Proposition No. 1, passed with nearly 70% of the vote. The \$500,000 Levy provided the City the bonding capacity for park improvements which included athletic field drainage and turf improvement at Enchantment Park, lighting one of the fields at Enchantment Park, and replacement of the

Waterfront Park playground equipment. In 2018, the City Council opted to use General Fund Reserves to pay for the project as they reviewed the 2019 Property Tax numbers. This eliminated the need for bonding and the associated debt service, which saved the taxpayers an estimated \$160,000.

The new playground equipment was installed at Waterfront Park in the summer of 2018 and new lighting was installed on Field #3 at Enchantment Park in the fall of 2018. In July of this year, Greenshield Systems began work installing drainage to the ballfields at Enchantment Park. Following up on the drain improvements, the fields were then prepped, fertilized, and hydroseeded. The new grass is growing and the fields should be in good shape for play in the Spring of 2020.





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Carolyn Wilson



Mia Bretz



Margaret Neighbors



Sharon Waters



Clint Strand



Jason Lundgren

News from the City Council

Pine Street Reconstruction Phase I Project

Please come out and join us for a Ribbon Cutting on

Thursday, September 26, 2019

at 5:00 PM

at the intersection of Pine Street & Titus Road

Chapter 6.16 DOMESTIC AND WILD ANIMALS

Sections:

6.16.010 Purpose.

6.16.020 Prohibited animals.

6.16.030 Domestic animals subject to permit.

6.16.040 Permit conditions.

6.16.050 Other ordinances not affected.

6.16.060 Revocation of permits.

6.16.070 Ownership and control of animals.

6.16.080 Civil remedies – Generally.

6.16.090 Injunction and abatement.

6.16.100 Attorney fees.

6.16.110 Violation – Penalty.

6.16.010 Purpose.

The purpose of this chapter is to protect the public health and welfare of the residents of the city by preventing annoyance, injury or the endangerment of comfort, repose, health or safety by regulating the keeping and maintaining of certain wild animals as well as domestic farm animals within the city limits. Certain specified domestic farm animals may be allowed with a permit granted by the city council as provided in this chapter. [Ord. 747 § 1, 1984.]

6.16.020 Prohibited animals.

It is unlawful for any person, firm or corporation to keep, harbor or maintain within the city limits any bear, chimpanzee, gorilla, badger, wolf, coyote, fox, nondomestic feline, including, but not limited to, lions, tigers, leopards, jaguars, bobcats, ocelots, lynx and cougars, or vicious or venomous or poisonous wild animals or honey bees. Also prohibited are domestic farm animals including, but not limited to, pigs, hogs or swine, goats or sheep of any description, horses, mules, cattle or roosters of

any description. The prohibitions shall not apply to the Humane Society or the Washington State Department of Game, or to the keeping, harboring or maintaining of goats as part of a commercial amusement enterprise in the tourist commercial district of the city authorized in accordance with Chapter [18.44](#) LMC. The following restrictions shall apply to the keeping, harboring or maintaining of goats as part of a commercial amusement enterprise:

A. No unaltered male goats shall be allowed.

B. All goats shall be kept in a fenced area. The fence shall meet the requirements of RCW [16.60.010](#) and [16.60.011](#).

C. There shall be no more than one goat per one-half acre.

D. No goat or goats shall be allowed to devegetate an area so as to cause erosion problems.

E. Should goat feces accumulate and create an odor problem, the feces shall be cleaned up from the site.

F. Goat or goats shall be kept at least 25 feet (measured in a horizontal distance) from any open water drainage system.

G. The Leavenworth planning commission shall require, in any conditional use permit for a commercial amusement enterprise allowing the keeping, harboring or maintaining of goats pursuant to this section, that such permit be granted for a one-year trial period and that the operation be reviewed after said one-year trial period to determine if allowing goats should be continued, further conditioned or revoked. [Ord. 1041 § 1, 1996; Ord. 747 § 2, 1984.]

6.16.030 Domestic animals subject to permit.

It is unlawful for any person, firm or corporation to keep, harbor or maintain rabbits, hares, hens, ducks, geese, pigeons or any other domestic fowl without first having procured a permit to do so from the city. [Ord. 959 § 1, 1994; Ord. 747 § 3, 1984.]

6.16.040 Permit conditions.

Permits referred to in LMC [6.16.030](#) may be applied for in writing on a form to be provided by the city clerk-treasurer. Any permit to keep such animals shall be granted only upon a showing by the applicant that appropriate provisions have been made for sanitation, care, caging and odor control. All accessory structures used for the purposes of housing or keeping animals and fowl permitted shall be set back a distance of 10 feet from the applicant's property line. No accessory building, structure or pen shall occupy any portion of a front yard, or be within 20 feet of a public right-of-way. Permits may

be granted by the mayor or the mayor's designee. In the event a permit is denied, the applicant may appeal the denial to the city council within 10 days of denial. The city council shall schedule the hearing on the denial for the next regular city council meeting and may affirm or reverse the denial. [Ord. 959 § 2, 1994; Ord. 747 § 4, 1984.]

6.16.050 Other ordinances not affected.

Nothing contained in this chapter shall be deemed to revoke, modify or alter any regulation or restriction contained in any other ordinance of the city including, without limitation, the Leavenworth zoning ordinance. [Ord. 747 § 5, 1984.]

6.16.060 Revocation of permits.

The city council shall have the right to revoke any permit that may be granted in accordance with LMC [6.16.040](#) for violation of the permit conditions or violation of this chapter by giving the holder of such permit no less than seven days' notice to appear before the city council at its next regular meeting, and to show cause, if any, why such permit should not be revoked. A majority vote of the members of the city council present shall be sufficient to revoke any permit granted in accordance with the terms of this chapter, and said revocation shall become effective at such time as shall be designated by the city council. [Ord. 747 § 6, 1984.]

6.16.070 Ownership and control of animals.

Within the meaning of this chapter, ownership of any animal shall not be necessary to constitute a violation of this chapter; but the said person, persons, firms, corporations or partnerships who shall have control or shall have possession of such animal or animals shall be deemed likewise in violation of this chapter, irrespective of the ownership thereof. Possession and control of such animal shall be sufficient to constitute a violation of this chapter. [Ord. 747 § 7, 1984.]

6.16.080 Civil remedies – Generally.

The violation of or failure to comply with any of the provisions of this chapter is declared to be unlawful. [Ord. 747 § 8, 1984.]

6.16.090 Injunction and abatement.

The city, through its authorized agents, may initiate injunction or abatement proceedings or other appropriate action in the Leavenworth municipal court, or the courts of the state of Washington, against any person who violates or fails to comply with any provision of this chapter, or against the owner or possessor of any animal or insect prohibited by this chapter to prevent, enjoin, abate or terminate violations of this chapter. [Ord. 747 § 8(A), 1984.]

6.16.100 Attorney fees.

In any action brought by the city to enforce this chapter or in any action brought by any other person in which the city is joined as a party challenging this chapter, in the event the city is a prevailing party, then the nonprevailing party challenging the provisions of this chapter or the party against whom this chapter is enforced in such action, shall pay in addition to the city's costs a reasonable attorney fee at trial and in any appeal incurred by the city. [Ord. 747 § 8(C), 1984.]

6.16.110 Violation – Penalty.

Any person who violates or fails to comply with any of the provisions of this chapter or the owner or possessor of any property on which an animal or insect is located in violation of this chapter shall be subject to a maximum civil penalty of \$25.00 for each day that the violation of this chapter has continued, except that the owner of the property on which the violation is continued, who is not also the owner or possessor of the prohibited animal or insect, shall be subject to the penalty only if demand for removal or abatement of the unlawful condition shall have been mailed to the said owner at his last known address by registered mail, return receipt requested and the demand has remained uncomplished with for more than 10 days. [Ord. 747 § 8(B), 1984.]

The Leavenworth Municipal Code is current through Ordinance 1611, passed April 14, 2020.

Disclaimer: The City Clerk's office has the official version of the Leavenworth Municipal Code. Users should contact the City Clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: <https://cityofleavenworth.com/>

City Telephone: (509) 548-5275

[Code Publishing Company](#)

CITY OF LEAVENWORTH
CALENDAR FOR PREPARATION OF 2021-2022 BIENNIAL BUDGET

- June 26, 2020** (Friday) Finance Director Request to Staff for Detailed Budget Estimates
- July 17, 2020** (Friday) ___ Staff Requests Due to Finance Director for Budget Development
- July 31, 2020** (Friday) ___ Departmental Budgets Submitted to Administrator for Review
- July 31, 2020** (Friday) ___ Annual Retreat – Budget Priorities/Planning ~~(Postponed from Mar/Apr)~~
- Aug 5, 2020** (Wednesday) ___ Staff Meeting to Review/Finalize Preliminary Budget for Presentation
- Aug 25, 2020** - 2nd meeting in Aug: ___ Finance (5:00) Committee Review Prelim Budget Worksheets
- Sept 8, 2020** – 1st meeting in Sept: ___ Economic Dev (3:00) & Public Works (5:00) Committees Review Prelim
 ___ Set Public Hearing on Ad Valorem (Property) Tax, **Oct 27**
 ___ CAO Presentation Current Year & Prelim Budget Review
- Sept 22, 2020** – 1:00 PM - 3:00 PM ___ Special Finance Committee Meeting – ~~Priority Review if Necessary~~
- Oct 13, 2020** – 1st meeting in Oct: ___ Study Session – ~~Priority Review if Necessary~~
- Oct 27, 2020** - 2nd meeting in Oct: ___ Public Hearing on Ad Valorem (Property) Tax
 ___ Set Public Hearing on Preliminary Budget, **Nov 10**
 ___ Set Public Hearing on Final Budget, **Nov 24**
- Nov 6, 2020** (Friday) ___ Preliminary Budget Available to Public w/Admin's Budget Message
- Nov 10, 2020** – 1st meeting in Nov: ___ Public Hearing and Preliminary Budget Review by Administrator
 ___ Ad Valorem (Property) Tax Ordinances-Adopt (DUE COUNTY **Nov 30**)
- Nov 24, 2020** – 2nd meeting in Nov: ___ Public Hearing on Final Budget
- Dec 8, 2020** – 1st meeting in Dec: ___ Resolution for Rate & Fee Schedule
 ___ 2019-2020 Final Budget Amendment Ordinance
 ___ Adoption of 2021-2022 Biennial Budget Ordinance
- 2nd Half Biennium Modification (2022 Budget)** -----
- April 9, 2021** (Friday) ___ Annual Retreat – Budget Priorities/Planning
- Sept 8, 2021** (Monday) ___ Staff Meeting to Review 2022 Budget for Modification
- Sept 28, 2021** - 2nd meeting in Sep: ___ Finance (5:00) Committees Review ~~(if Necessary)~~
 ___ Set Public Hearing on Ad Valorem (Property) Tax, **Oct 26**
 ___ Set Public Hearing for Biennial Budget Review/Modification, **Oct 26**
- Oct 12, 2021** – 1st meeting in Oct: ___ Econ (3:00) & Public Works (5:00) Committees Review ~~(if Necessary)~~
- Oct 22, 2021** (Friday) ___ Mid-Biennium Budget Updates Available to Public ~~(if Necessary)~~
- Oct 26, 2021** – 2nd meeting in Oct: ___ Public Hearing on Ad Valorem (Property) Tax
 ___ Public Hearing on Biennial Budget Review/Modification
- Nov 9, 2021** – 1st meeting in Nov: ___ Ad Valorem (Property) Tax Ordinances-Adopt (DUE COUNTY **Nov 30**)
- Dec 14, 2021** – 1st meeting in Dec: ___ Resolution for Rate & Fee Schedule
 ___ Ordinance Amending Biennial Budget Review/Modification ~~(if Necessary)~~

CITY OF LEAVENWORTH PUBLICATION SCHEDULE

- ___ Notice of Annual Retreat - Budget Priorities/Planning – **July 8, 2020**
- ___ Notice of public hearing on first year ad valorem tax (once) – **Oct 7, 2020** (Advertisement date)
- ___ Notice of public hearing on prelim budget (once) – **Oct 28, 2020** (Advertisement date)
- ___ Notice of filing preliminary budget and public hearing on final budget – **Nov 4, 2020 & Nov 11, 2020** (Ad dates)
- ___ Ad Valorem tax ordinance (once) – **Nov 18, 2020** (Advertisement date)
- ___ Budget ordinance (once) - **Dec 16, 2020** (Advertisement date)
- ___ FINAL BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 31, 2020**
- ___ Upload Budget to MSRB/EMMA by **Dec 31, 2020**
- ___ Notice of Annual Retreat - Budget Priorities/Planning – **Mar 3, 2021**
- ___ Notice of public hearing on second year ad valorem tax and budget review/modification (once) – **Oct 6, 2021**
- ___ Ad Valorem tax ordinance (once) - **Nov 17, 2021**
- ___ Resolution for Rate & Fee Schedule and budget modification ordinance if necessary (once) - **Dec 22, 2021**
- ___ MID BIENNIUM BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 31, 2021**
- ___ Upload Budget to MSRB/EMMA by **Dec 31, 2021**

Other Leavenworth Entities Budget and Publication Deadlines **PRSA = Upper Valley Park & Receptions Service Area**

- | | |
|--|--|
| Sept 11, 2020 (Friday) | ___ Secretary submits PRSA 2021 Budget to CAO |
| Oct 9, 2020 (Friday) | ___ CAO provides PRSA 2021 Budget to Board |
| Nov 6, 2020 (Friday) | ___ PRSA Budget Available to Public |
| Nov 12, 2020 (Thursday) | ___ PRSA Public Hearing/Adoption of 2021 Budget & Ad Valorem Tax |
| Sept 10, 2021 (Friday) | ___ Secretary submits PRSA 2022 Budget to CAO |
| Oct 8, 2021 (Friday) | ___ CAO provides PRSA 2022 Budget to Board |
| Nov 5, 2021 (Friday) | ___ PRSA Budget Available to Public |
| Nov 12, 2021 – (Friday (Thurs Holiday)) | ___ PRSA Public Hearing/Adoption of 2022 Budget & Ad Valorem Tax |

Publication Schedule

- ___ PRSA Notice of filing prelim budget/public hearing on final budget – **Oct 28, 2020 & Nov 4, 2020** (Ad dates)
- ___ PRSA Budget & Ad Valorem tax resolution (once) – **Nov 18, 2020** (Advertisement date)
- ___ PRSA FINAL BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 31, 2020**
- ___ PRSA Notice of filing prelim budget and public hearing on final budget – **Oct 27 & Nov 3, 2021**
- ___ PRSA Ad Valorem tax resolution (once) - **Nov 24, 2021**
- ___ PRSA FINAL BUDGET TRANSMITTED TO STATE AUDITOR'S OFFICE AND MRSC by **Dec 31, 2021**

**2020 Leavenworth Transportation Benefit District / City Revenue and Expense Project Tracking
As of June 30, 2020**

TBD Revenue / Expenses	<u>TBD Revenue</u>	<u>Transfer to City Street Fund</u>	<u>TBD Expenses</u>	<u>TBD Remaining Funds</u>
	<u>Received (Includes Current Year Beginning Fund Balance)</u>		<u>or Other Transfers (Pine Street)</u>	
	307,481.12	90,469.50	40,681.99	176,329.63

City Transportation Expenses	TBD Funds	City Street Funds	Real Estate Excise Tax Funds	Loans or Grants	Total Project Cost	Project Description
Operations Expenses	13,532.11	121,788.95	-	-	135,321.05	Roadway Engineering & Maintenance Costs (Personnel Included) - 90% Street Fund; 10% TBD
	-	5,712.68	-	-	5,712.68	Sidewalk Repairs
	-	6,510.52	-	-	6,510.52	Street Lighting: Supplies, Utilities, Repairs
	-	1,947.12	-	-	1,947.12	Traffic Control Supplies
	-	8,296.96	-	-	8,296.96	Snow & Ice Control
	-	-	-	-	-	Street Cleaning
	19,400.63	174,605.69	-	-	194,006.32	Street Admin & Overhead 90% Street Fund; 10% TBD
Loan Expenses	-	-	-	-	-	Transit Systems & Railroads
	-	-	-	-	-	None at this time
Debt Expenses	61,258.06	-	-	-	61,258.06	PWTF 09 Engineering & 2012 Front Street Construction Loan Debt Payments for Residential and Commercial Projects
Capital Expenses	-	-	-	-	-	Loader Snowblower (2020 Expenditure)
	-	-	-	-	-	Riverbend Intersection Study (Moved to 2020)
	(2,361.27)	-	-	-	(2,361.27)	SR2 Ped Crossings Construction
	-	-	-	-	-	Residential Road/Street Construction
	-	-	-	-	-	TIB 2020 Whitman Pilot Project
	-	-	-	-	-	Relight WA Street Lights
	-	-	-	-	-	SR2 PED Crossing - Const. Admin
TOTALS	91,829.53	318,861.91	-	-	410,691.44	
Percent of Total	22%	78%	0%	0%		

City Current Funding Status in the Street Fund (includes outstanding transfer from TBD less any TBD/REET remaining to be spent this year from cells below)

913,022.65

These remaining dollars plus remaining transfer of \$90,469.50 will be offset by the Riverbend Intersection Study (\$15,000, currently on hold), SR2 Crosswalks (approx. \$24,000 remaining on closure), Residential Road/Street Construction (\$60K in budget but no projects identified at this time), Relight WA Street Lights (\$3,860.11 remaining on closure), TIB 2020 Whitman Pilot (up to \$15,000 in City match funds), and remaining costs for year of O&M for Roadway/Admin Maintenance. At year-end any unused funds will not be transferred and will remain in the TBD Fund for future project allocations.

TBD Remaining Funds in the Street Fund (2019 Carryover Balance of \$11,493.98 less remaining credit over the 50% funding for 2020 on SR2 Crossings)

10,133.95

REET Remaining Funds in the Street Fund (\$0.00 Funding)

0.00

Total Fund Status with Remaining Transfer from TBD

923,156.60

* 5% - 20% (10% on avg) of costs for Roadway Maintenance/Street Administration is necessary to offset costs incurred for personnel, and operations related to street maintenance/preservation.

2011 - 2019 Transportation Benefit District (TBD) and City of Leavenworth Project History and Costs

	TBD Project Funding	TBD Project Debt (2009 Engineering & 2012 Front St)	TBD Streets & Sidewalk Maintenance	City Street Funds (Retail Sales / Fuel Taxes)	City Real Estate Excise Tax (REET) Funds	City Grant and Loan Funds	Total	TBD Total Funds Combined	TBD % of Total Transportation Related Dollars
2011	\$50,954	\$34,319	\$33,727	\$533,169	\$60,000	\$150,357	\$862,526	\$119,000	14%
2012	\$195,000	\$ -	\$5,000	\$966,625	\$60,000	\$1,650,692	\$2,877,317	\$200,000	7%
2013	\$165,000	\$ -	\$5,000	\$674,513	\$50,000	\$269,264	\$1,163,777	\$170,000	15%
2014	\$199,260	\$62,974	\$35,766	\$772,548	\$50,000	\$473,511	\$1,594,059	\$298,000	19%
2015	\$187,811	\$61,717	\$100,472	\$619,810	\$100,000	\$1,160,661	\$2,230,471	\$350,000	16%
2016	\$3,049	\$62,397	\$69,555	\$659,148	\$80,000	\$393,928	\$1,268,075	\$135,000	11%
2017	\$30,922	\$62,112	\$56,966	\$526,836	\$0	\$169,086	\$845,921	\$150,000	18%
2018	\$599,416	\$61,827	\$2,500	\$1,110,452	\$0	\$21,493	\$1,795,688	\$663,743	37%
2019	\$386,189	\$61,543	\$60,786	\$232,810	\$0	\$940,534	\$1,681,862	\$508,518	30%
Totals	\$1,817,601	\$406,888	\$369,772	\$6,095,911	\$400,000	\$5,229,525	\$14,319,696	\$2,594,261	18.12%
Percent Total	12.69%	2.84%	2.58%	42.57%	2.79%	36.52%	100.00%		

Year	Residential / Commercial	Major Projects Completed by Year
2011	Residential	Double Shot Sealcoating Ash & Summit
2012	Res & Comm	Reconstruction of Front Street (Division—14th)
2012	Residential	Double Shot Sealcoating River, Prospect, Cedar Streets
2013	Res & Comm	Alleyway Imp, P4 Parking Lot, City Hall Ped Crossing, Sidewalk Imp.
2013/2014	Residential	Ski Hill Drive & West Street Overlay
2014	Residential	West Street Asphalt and Sidewalk Improvements (Safe Routes)
2014	Residential	Intersection Improvements (Evans & Benton)
2014/2015	Res & Comm	Commercial Street Reconstruction (3rd—8th)
2015	Residential	Pine Street Planning, Chumstick Trail, Alleyways, West Street
2016	Res & Comm	Final Closures of Various Projects & General Maintenance
2017	Res & Comm	Hwy 2 Crosswalks Engineering
2017	Residential	Emergency Asphalt Repairs - Benton, Birch & Burke, Burke & Cedar, Cascade, Evans, Price & Ash, Scholze, Center, Cherry, Orchard, O'Grady, Prospect, Stafford, West Whitman
2017	Commercial	Emergency Asphalt Repairs 10th & Commercial and 14th & Front
2018	Residential	Pine Street Reconstruction - \$385,100
2018	Res & Comm	Parking Lot Improvements - P1 & P2 Double Shot
2018	Res & Comm	Parking - Joint Purchase ROW/Land - Safeway Link Transit Park-n-Ride
2018	Res & Comm	Hwy 2 Crosswalks Construction
2018	Residential	Street Preservations - Commerical, Whitman & Enchantment Way
2019	Residential	Pine Street Reconstruction - \$340,600
2019	Res & Comm	Hwy 2 Crosswalks Construction
2019	Res & Comm	Street Preservations - Chip Seals: Portions of Front, Commercial/9th Intersection, Scholz/Joseph Intersection, Prospect, Pine/Cone, West, Ski Hill, Front/8th, Cedar, Clinton, Mine, Cherry, Price, Icicle Bridge, Forest Service Streets; South Side of new Pinegrass



Chelan County Sheriff Office

May 2020

Leavenworth Monthly Report

Offenses by Location LV

AGAS	Agency Assist	6
ALAR	Alarm	4
ANPR	Animal Problem	1
ASNC	Assault, Not Classified	1
ATL	Attempt to Locate	1
CITA	Citizen Assist	3
CIVL	Civil	2
DCON	Disorderly Conduct	2
FORG	Counterfeiting/Forgery	2
FRID	Identity Theft	6
MLMC	Malicious Mischief	1
MLNC	Mal Mischief Not Classified	1
MVAN	Motor Vehicle Accident Non Inj	2
MVPD	Motor Vehicle Acc, Prop Damage	1
NC	Not Classified	3
NOIS	Noise Violation	3
PRFO	Property, Found	3
PRNC	Property, Not Classified	1
PROW	Prowler	1
REND	Reckless Endangerment	1
SCAM	Scam	1
SUSP	Suspicious Circumstances	15
TOFF	Traffic Offense	3
TPMV	Theft, Property, From Mtr Veh	2
TPNC	Theft, Not Classified	2
TRES	Trespass	2
VEDS	Verbal Dispute	1
WATR	WATER RESCUE	1
WELF	Welfare Check	7
	Total Offenses	79

Citations Issued by Location LV

46.16A.180.1	FAIL TO SIGN/CARRY/DISP VEH RE	1
46.61.080	INTERFERE W/TRAFFIC CONTROL DE	1
9A.36.050	RECKLESS ENDANGER	1
9A.56.050	THEFT 3RD /SHOPLIFTING	1
	Total Violations:	4

Arrests by Location

LV

CRIM Criminal Arrest Entry

9A.36.050	RECKLESS ENDANGER	1
9A.56.050	THEFT 3RD /SHOPLIFTING	1
	Subtotal	2

FELO Felony Warrantless

9.35.020.1.2A	IDENTITY THEFT 1ST	1
9A.56.030	THEFT 1ST	1
9A.56.068	POSS OF STOLEN VEHICLE	1
	Subtotal	3

TOTAL 5

If CRIM, FELO or JUV do not appear on Screen there are no arrests for this month.



Planning Commission Meeting Minutes

City Hall Council Chambers
700 Highway 2, Leavenworth, WA

Wednesday, March 4, 2020 at 7:00 PM

1. **OPEN OF THE MEETING:** Acting Chairman Andy Lane called the meeting to order at 7:00 PM.
2. **ROLL CALL:** Pete Olson, Andy Lane, Chuck Reppas, and Steven Booher.

STAFF PRESENT: Lilith Vespier.

3. **Introduction of new members:** N/A

4. **Appointment of new Planning Commission Chair:**

Commissioner Pete Olson motioned to appoint Andy Lane as Chairman of the Planning Commission. The motion was seconded by Commissioner Chuck Reppas and passed unanimously.

5. **Review and approval of February 5, 2020 Planning Commission Minutes**

Commissioner Chuck Reppas motioned to approve the February 5, 2020 Planning Commission minutes. The motion was seconded by Commissioner Pete Olson and passed unanimously.

6. **Public Hearing – LMC Chapter 14.08 Old World Bavarian Architectural Theme and Chapter 2.38 Design Review Board**

Chairman Andy Lane opened the public hearing.

Development Services Manager Lilith Vespier noted that staff has been working with the Design Review Board on the code updates throughout 2019. Additionally, the Planning Commission and DRB Chair, Todd Smith, held a workshop February 4, 2020. She noted that the staff report included all changes requested at the workshop and provides analysis of the code amendments finding them consistent with the Leavenworth Municipal Code, state law, and the Comprehensive plan; staff is recommending approval.

Chairman Andy Lane asked if there were any comments from the public; hearing none, he closed the public hearing.

Planning Commissioners briefly noted three typographical errors within the code amendment document.

Commissioner Chuck Reppas motioned to accept the document as amended, including the staff report, findings of fact, and conclusions. The motion was seconded by Commissioner Steven Booher and passed unanimously.

7. **Public Hearing – LMC Title 17 Subdivisions and Chapter 21.90 Definitions**

Chairman Andy Lane opened the Public Hearing.

Development Services Manager Lilith Vespier stated that this is a very simple modification to the processing of subdivisions, changing a short plat from a four-lot maximum to a nine-lot maximum. She said that staff has reviewed the amendment for consistency with the Leavenworth Municipal Code, the Comprehensive Plan, and state law, and find that it is consistent and recommend approval.

Chairman Andy Lane asked if there were any comments from the public; hearing none, he closed the public hearing.

Commissioner Steven Booher motioned to accept the proposed revisions to the subdivision code for the short subdivision code, including the staff report, findings of fact and conclusions. The motion was seconded by Commissioner Chuck Reppas and passed unanimously.

8. District Use Chart – Overview

- a. Review format: Ms. Vespier noted that all existing land uses currently in the code were pulled into a new chart format. The change is intended to provide clarity of what is permitted in each zoning district; additionally, it will be a quick way to reference uses. Reviewing each land use, its definition and the zoning district is estimated to take approximately 10 months to complete, working on small sections monthly. It was noted that it is important to receive public participation throughout the process, especially for such a comprehensive change.
- b. Review existing zoning district purpose statements: Ms. Vespier noted that some of the purpose statement for each zone include outdated language. This would also be a time to ask questions about the function of each district. The Planning Commission requested that staff provide their recommended changes at the next meeting.
- c. Identify common uses: Uses will be labeled as P for permitted use, AU for accessory use, and C for conditional use. Any blank spaces would be prohibited.
- d. Discuss the amendment process – where to start (type of uses or zones, other), how/when to address controversial uses, how/when to address conditional uses, etc.: The Planning Commission and staff reviewed all the residential uses and talked about how those worked together and fit in commercial zones. There was further discussion of various housing units, apartments, and their coinciding zoning requirements and uses.

9. Prep for Missing Middle Community Workshop

- a. Overview of meeting: Ms. Vespier stated that there will be 4 stations that Commissioners will manage; 1.) History and Affordability, 2.) Accessory Dwelling Units (ADU) and Triplexes, 3.) Fourplex Units and Courtyard Bungalow, and 4.) Tiny home, either by itself or as a community development. She said that each station will also have a large writing pad and post it notes for those who wish to write their own ideas to stick on the large pad.
- b. Assigning of stations to Planning Commission members: ADU and Triplexes – Chuck Reppas; Fourplex Units and Courtyard Bungalow – Steven Booher; Pete Olson – Tiny Homes; and Andy Lane – History and Affordability.

10. Draft Upcoming Meeting Topics

- a. March 26, 2020 @ 6:30pm Community Housing Workshop @ High School
- b. April 1, 2020 – Recap of Community Workshop; District Use Chart – start review of uses

11. Open Discussion Items, at the Chair's discretion: No discussion.

12. Adjournment

Adjournment Meeting adjourned at 8:28 PM

(Meeting recording available on request)

Respectfully Submitted,

Sue Z. Cragun
Executive Assistant
City of Leavenworth



Planning Commission Meeting Minutes

City Hall Council Chambers
700 Highway 2, Leavenworth, WA

Wednesday, June 3, 2020 at 7:00 PM

OPEN OF THE MEETING: Chairman Andy Lane called the meeting to order at 7:03 PM.

ROLL CALL: Andy Lane, Chuck Reppas, Steven Booher, Allison Miller, Angela Harrison and Colin Forsythe.

STAFF: Lilith Vespier.

COMMUNITY MEMBERS: Sharon Waters.

Review and approval of May 6, 2020 Planning Commission Minutes: There were no minutes to approve at this meeting.

Public Hearing on Code Amendments: The Hearing was opened and staff noted that all items discussed at the May meeting workshop were incorporated into the hearing materials.

Changes being made to LMC Chapter 12.08; street and sidewalk obstruction. This will allow the City to handle code violations more consistently.

New section being added to LMC Chapter 21.07.015; Right of Entry for application review. The signature on the land use applications will allow City staff to the right to enter property for purposes of reviewing applications. City staff will give owner 24-hour notice of needing to inspect the property, but will allow the City to go on the property if the property owner was not able to be reached.

Changes being made to LMC Chapter 14.10.055; Exemption of service signs. These signs must still be consistent with the current DRB standards.

Clarifying language for LMC Section 15.04.010; Pools need to have a fence put around them and not covered and storage sheds less than 200 square feet do not require a building permit.

Motion made by Chuck Reppas to approve the changes to the code and seconded by Steven Booher. 6 Aye, 0 No

District Use Chart: Discussion for 1 hour and 30 minutes.

Housing Action Plan: Ms. Vespier stated that the City Council would like to review the draft communication document with terms and definitions to help the public understand and be more engaged. The Planning Commission members suggested using all forms of social media to get the word out about the Community Workshop.

Adjournment Meeting adjourned at 8:58 PM

(Meeting recording available on request)

Respectfully Submitted,
Andrea Fischer
Office Assistant
City of Leavenworth

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
32530	07/15/2020	07/15/2020	5760 Amazon/SYNC	4,838.87	Various Dept. City Supply
518 30 31 000	Office & Operating Suppli	001 000 518	Current Expens	60.74	COVID - Social Distance Signs
534 80 32 000	Operating Supplies-Trtmn	403 000 534	Water	23.43	COVID - Facemasks
534 80 32 000	Operating Supplies-Trtmn	403 000 534	Water	28.06	WTP Supplies
534 80 32 000	Operating Supplies-Trtmn	403 000 534	Water	11.72	COVID - Hand Sanitizer
534 80 32 000	Operating Supplies-Trtmn	403 000 534	Water	112.92	COVID - Thermometer
534 80 32 000	Operating Supplies-Trtmn	403 000 534	Water	56.76	COVID - Facemasks
535 80 32 000	Operating Supplies-Trtmn	404 000 535	Sewer	23.43	COVID - Facemasks
535 80 32 000	Operating Supplies-Trtmn	404 000 535	Sewer	11.72	COVID - Hand Sanitizer
535 80 32 000	Operating Supplies-Trtmn	404 000 535	Sewer	112.92	COVID - Thermometer
535 80 32 000	Operating Supplies-Trtmn	404 000 535	Sewer	56.76	COVID - Facemasks
535 80 48 000	Repairs & Maintenance	404 000 535	Sewer	60.28	WWTP Pressure Washer
548 68 31 000	Office & Operating Suppli	501 000 548	Equip Rental &	62.48	COVID - Facemasks
548 68 31 000	Office & Operating Suppli	501 000 548	Equip Rental &	11.91	Phone Screen Protectors
548 68 31 000	Office & Operating Suppli	501 000 548	Equip Rental &	6.04	Shop Supply
548 68 31 000	Office & Operating Suppli	501 000 548	Equip Rental &	8.67	Shop Supply
548 68 31 000	Office & Operating Suppli	501 000 548	Equip Rental &	31.24	COVID - Hand Sanitizer
548 68 31 000	Office & Operating Suppli	501 000 548	Equip Rental &	301.12	COVID - Thermometer
548 68 31 000	Office & Operating Suppli	501 000 548	Equip Rental &	151.37	COVID - Facemasks
548 68 31 000	Office & Operating Suppli	501 000 548	Equip Rental &	1,054.97	Shop Facility Improvements
548 68 35 000	Small Tools & Minor Equ	501 000 548	Equip Rental &	223.50	Shop Tools
576 80 31 000	Office & Operating Suppli	001 000 576	Current Expens	35.77	Phone Accessories
576 80 31 000	Office & Operating Suppli	001 000 576	Current Expens	27.11	Phone Accessories
576 80 31 000	Office & Operating Suppli	001 000 576	Current Expens	46.86	COVID - Facemasks
576 80 31 000	Office & Operating Suppli	001 000 576	Current Expens	11.91	Phone Screen Protectors
576 80 31 000	Office & Operating Suppli	001 000 576	Current Expens	16.26	Amazon Music
576 80 31 000	Office & Operating Suppli	001 000 576	Current Expens	23.42	COVID - Hand Sanitizer
576 80 31 000	Office & Operating Suppli	001 000 576	Current Expens	225.84	COVID - Thermometer
576 80 31 000	Office & Operating Suppli	001 000 576	Current Expens	113.53	COVID - Facemasks
576 80 31 000	Office & Operating Suppli	001 000 576	Current Expens	124.78	Parks Parts
576 80 31 000	Office & Operating Suppli	001 000 576	Current Expens	162.64	Parks Parts
576 80 31 000	Office & Operating Suppli	001 000 576	Current Expens	348.28	Parks Parts
576 80 31 000	Office & Operating Suppli	001 000 576	Current Expens	1,054.97	Parks Facility Imporvements
576 80 31 000	Office & Operating Suppli	001 000 576	Current Expens	94.28	Parks Parts
576 80 31 000	Office & Operating Suppli	001 000 576	Current Expens	143.18	Parks Parts
32541	07/15/2020	07/15/2020	10106 Bitco Software LLC	16,275.00	Annual Maintenance Fee - Permit Trax
558 60 41 008	Pro. Svs. Permit Tracking	001 000 558	Current Expens	16,275.00	
32531	07/15/2020	07/15/2020	91 Blewett Rock & Gravel	525.61	5/8" Top Course

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542 30 31 000	Office & Operating Suppli		101 000 542 Streets	525.61	
32590	07/15/2020	07/15/2020	10642		Cairncross & Hempelmann
515 31 41 029	Legal - CC GMB Appeal		001 000 515 Current Expens	1,755.00	CC - GMB Appeal - Riverstone Ranch
32532	07/15/2020	07/15/2020	123		Cascade Analytical, Inc.
535 80 41 000	Professional Services		404 000 535 Sewer	75.00	WWTP Water Testing
32533	07/15/2020	07/15/2020	123		Cascade Analytical, Inc.
535 80 41 000	Professional Services		404 000 535 Sewer	38.00	WWTP Water Testing
32534	07/15/2020	07/15/2020	123		Cascade Analytical, Inc.
535 80 41 000	Professional Services		404 000 535 Sewer	38.00	WWTP Water Testing
32566	07/15/2020	07/15/2020	123		Cascade Analytical, Inc.
535 80 41 000	Professional Services		404 000 535 Sewer	38.00	WWTP Water Testing
32567	07/15/2020	07/15/2020	123		Cascade Analytical, Inc.
535 80 41 000	Professional Services		404 000 535 Sewer	670.00	WWTP Water Testing
32568	07/15/2020	07/15/2020	123		Cascade Analytical, Inc.
535 80 41 000	Professional Services		404 000 535 Sewer	52.00	WWTP Water Testing
32569	07/15/2020	07/15/2020	123		Cascade Analytical, Inc.
535 80 41 000	Professional Services		404 000 535 Sewer	121.00	WWTP Water Testing
32570	07/15/2020	07/15/2020	123		Cascade Analytical, Inc.
535 80 41 000	Professional Services		404 000 535 Sewer	38.00	WWTP Water Testing
32571	07/15/2020	07/15/2020	123		Cascade Analytical, Inc.
534 80 41 000	Water Testing		403 000 534 Water	38.00	WTP Water Testing
32572	07/15/2020	07/15/2020	123		Cascade Analytical, Inc.
534 80 41 000	Water Testing		403 000 534 Water	31.00	WTP Water Testing
Total Cascade Analytical, Inc.				1,139.00	
32557	07/15/2020	07/15/2020	6084		Cascade Quality Water
				22.62	City Hall Water

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518 30 31 000	Office & Operating Suppli		001 000 518 Current Expens	22.62	
32558	07/15/2020	07/15/2020	6084	Cascade Quality Water	82.94 Shop Water
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	82.94	
32559	07/15/2020	07/15/2020	6084	Cascade Quality Water	15.08 WWTP Water
535 80 32 000	Operating Supplies-Trtmn		404 000 535 Sewer	15.08	
32560	07/15/2020	07/15/2020	6084	Cascade Quality Water	75.40 Parks Water
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	75.40	
			Total Cascade Quality Water	196.04	
32607	07/15/2020	07/15/2020	4843	Cashmere Mailing House, LLC	561.99 Postage For Summer Newsletter 2020
513 10 41 000	Professional Services		001 000 513 Current Expens	561.99	
32608	07/15/2020	07/15/2020	153	Chelan Co Fire Dist #3	10,750.00 2nd Quarter Fire Marshal Services
522 10 41 000	Intergov Svs-Fire Dist #3		001 000 522 Current Expens	10,750.00	
32554	07/15/2020	07/15/2020	2313	Chelan County PUD	68.55 Icicle Train Station
557 30 47 002	Utilities - Icicle Station		104 000 557 Lodging Tax	68.55	
32594	07/15/2020	07/15/2020	2313	Chelan County PUD	1,774.97 WTP / Pump Stations / Icicle Rd. Reservoir
534 80 47 000	Utilities		403 000 534 Water	1,774.97	
32595	07/15/2020	07/15/2020	2313	Chelan County PUD	44.79 Lions Club Park
576 80 47 000	Utilities		001 000 576 Current Expens	44.79	
32596	07/15/2020	07/15/2020	2313	Chelan County PUD	18.63 Cemetery
536 50 47 000	Utilities		001 000 536 Current Expens	18.63	
32597	07/15/2020	07/15/2020	2313	Chelan County PUD	17.25 WTP / Ski Hill Reservoir
534 80 47 000	Utilities		403 000 534 Water	17.25	
32598	07/15/2020	07/15/2020	2313	Chelan County PUD	20.54 Price & Pine Street Lights
542 63 47 000	Utilities		101 000 542 Streets	20.54	
32599	07/15/2020	07/15/2020	2313	Chelan County PUD	120.61 WTP / Ski Hill Pump Station

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
534 80 47 000	Utilities		403 000 534 Water	120.61		
Total Chelan County PUD				2,065.34		
32512	07/15/2020	07/15/2020	162	Chelan County Treasurer	3,377.50	Inmate Medical Billing
521 10 41 004	Chel. Co. Sheriff - Jail		001 000 521 Current Expens	3,377.50		
32589	07/15/2020	07/15/2020	162	Chelan County Treasurer	25.00	2020 Property Taxes For The Portion Of The DOT Lot That We Purchased.
562 59 41 000	Mosquito Control District		001 000 562 Current Expens	25.00		
32612	07/15/2020	07/15/2020	162	Chelan County Treasurer	2,758.07	July 2020 Inmate Housing
521 10 41 004	Chel. Co. Sheriff - Jail		001 000 521 Current Expens	2,758.07		
32616	07/15/2020	07/15/2020	162	Chelan County Treasurer	165,232.33	3rd Quarter 2020 Law Enforcement Services, Emergency Management Services, RiverCom And Prepaid Overtime.
521 10 41 002	Chel. Co. Sheriff's Contract		001 000 521 Current Expens	142,903.50		
521 10 41 003	Chelan County Sheriff Riv		001 000 521 Current Expens	18,334.53		
525 10 41 000	Chel Co Emergency Ser C		001 000 525 Current Expens	1,494.30		
557 30 15 000	Festival & Event Security		104 000 557 Lodging Tax	2,500.00		
Total Chelan County Treasurer				171,392.90		
32535	07/15/2020	07/15/2020	171	Cintas Corporation Loc #607	95.41	Mats & Supplies
518 30 48 000	Repairs & Maintenance Ci		001 000 518 Current Expens	13.76		
535 80 48 000	Repairs & Maintenance		404 000 535 Sewer	16.23		
548 68 48 000	Repairs & Maintenance		501 000 548 Equip Rental &	48.09		
576 80 48 000	Repairs & Maintenance		001 000 576 Current Expens	17.33		
32545	07/15/2020	07/15/2020	171	Cintas Corporation Loc #607	3,038.00	4000 Masks For Downtown
557 30 31 001	Operating Supplies - COV		104 000 557 Lodging Tax	3,038.00		
32546	07/15/2020	07/15/2020	171	Cintas Corporation Loc #607	95.41	Mats & Supplies
518 30 48 000	Repairs & Maintenance Ci		001 000 518 Current Expens	13.76		
535 80 48 000	Repairs & Maintenance		404 000 535 Sewer	16.23		
548 68 48 000	Repairs & Maintenance		501 000 548 Equip Rental &	48.09		
576 80 48 000	Repairs & Maintenance		001 000 576 Current Expens	17.33		

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
32573	07/15/2020	07/15/2020	171		
			Cintas Corporation Loc #607	95.41	Mats & Supplies
518 30 48 000	Repairs & Maintenance Ci		001 000 518 Current Expens	13.76	
535 80 48 000	Repairs & Maintenance		404 000 535 Sewer	16.23	
548 68 48 000	Repairs & Maintenance		501 000 548 Equip Rental &	48.09	
576 80 48 000	Repairs & Maintenance		001 000 576 Current Expens	17.33	
Total Cintas Corporation Loc #607				3,324.23	
32591	07/15/2020	07/15/2020	174		
			City Of Leavenworth	11,735.82	City Utility Bills
518 30 47 000	Utilities		001 000 518 Current Expens	358.26	
534 80 47 000	Utilities		403 000 534 Water	38.88	
534 80 47 000	Utilities		403 000 534 Water	38.88	
535 80 47 000	Utilities		404 000 535 Sewer	810.82	
535 80 47 000	Utilities		404 000 535 Sewer	261.90	
536 50 47 000	Utilities		001 000 536 Current Expens	447.36	
548 68 47 000	Utilities		501 000 548 Equip Rental &	83.88	
557 30 41 003	ProSvs-Recycling Collecti		104 000 557 Lodging Tax	218.56	
557 30 47 000	Utilities-Street Cans		104 000 557 Lodging Tax	3,694.60	
557 30 47 001	Utilities-Restrooms		104 000 557 Lodging Tax	106.06	
557 30 47 001	Utilities-Restrooms		104 000 557 Lodging Tax	41.95	
557 30 47 001	Utilities-Restrooms		104 000 557 Lodging Tax	326.76	
557 30 47 001	Utilities-Restrooms		104 000 557 Lodging Tax	1,342.51	
557 30 47 001	Utilities-Restrooms		104 000 557 Lodging Tax	66.65	
575 48 47 000	Utility Services		110 000 575 Leavenworth C:	594.30	
575 48 47 000	Utility Services		110 000 575 Leavenworth C:	64.92	
576 20 47 000	Utilities		176 000 576 Community Sw	415.94	
576 80 47 000	Utilities		001 000 576 Current Expens	112.82	
576 80 47 000	Utilities		001 000 576 Current Expens	207.20	
576 80 47 000	Utilities		001 000 576 Current Expens	41.61	
576 80 47 000	Utilities		001 000 576 Current Expens	551.67	
576 80 47 000	Utilities		001 000 576 Current Expens	41.95	
576 80 47 000	Utilities		001 000 576 Current Expens	38.88	
576 80 47 000	Utilities		001 000 576 Current Expens	204.66	
576 80 47 000	Utilities		001 000 576 Current Expens	328.78	
576 80 47 000	Utilities		001 000 576 Current Expens	201.39	
576 80 47 000	Utilities		001 000 576 Current Expens	129.45	
576 80 47 000	Utilities		001 000 576 Current Expens	129.45	
576 80 47 000	Utilities		001 000 576 Current Expens	144.71	
576 80 47 000	Utilities		001 000 576 Current Expens	129.45	
576 80 47 000	Utilities		001 000 576 Current Expens	38.88	
576 80 47 000	Utilities		001 000 576 Current Expens	38.88	
576 80 47 000	Utilities		001 000 576 Current Expens	129.45	

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
576 80 47 000	Utilities		001 000 576 Current Expens	64.92	
576 80 47 000	Utilities		001 000 576 Current Expens	157.87	
576 80 47 000	Utilities		001 000 576 Current Expens	66.65	
576 80 47 000	Utilities		001 000 576 Current Expens	64.92	
32510	07/15/2020	07/15/2020	9851 Consolidated Technology Services	425.00	Web Platform - Maintenance And Support For June 2020
518 90 41 004	Website Design-ProSvs		502 000 518 Central Service	425.00	
32539	07/15/2020	07/15/2020	8282 Convenience Store Coaching, LLC	2,132.50	COVID - Feshalle Restrooms For Public Use
557 30 41 001	ProSvs - COVID Downto		104 000 557 Lodging Tax	2,132.50	
32540	07/15/2020	07/15/2020	8282 Convenience Store Coaching, LLC	3,408.00	Feshalle Management Services
575 48 41 000	Managerial Services		110 000 575 Leavenworth C:	2,530.50	
575 48 41 001	Janitorial Services		110 000 575 Leavenworth C:	877.50	
			Total Convenience Store Coaching, LLC	5,540.50	
32538	07/15/2020	07/15/2020	4844 Correct Equipment	776.59	New Meters
594 34 64 040	Water Meter Citywide Ref		403 000 594 Water	776.59	
32555	07/15/2020	07/15/2020	10660 Cortez, Ana	7,561.00	A. Cortez Moving Expenses Per Employment Contract
513 10 43 000	Travel-Lodging/Meals/Mi		001 000 513 Current Expens	7,561.00	
32575	07/15/2020	07/15/2020	227 Dan's Food Market	67.48	Various Depts. - City Supply
534 80 32 000	Operating Supplies-Trtmn		403 000 534 Water	6.99	WTP Supplies
535 80 32 000	Operating Supplies-Trtmn		404 000 535 Sewer	38.80	Waste Water Supplies
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	21.69	Parks Propane Exchange
32579	07/15/2020	07/15/2020	8844 Deere & Company	13,737.53	2020 John Deere Gator
594 48 64 065	Gator - John Deere		501 000 594 Equip Rental &	13,737.53	
32529	07/15/2020	07/15/2020	238 Dept of Enterprise Services	344.86	5000 #10 Window Envelopes
518 90 34 000	Office & Operating Suppli		502 000 518 Central Service	344.86	
32576	07/15/2020	07/15/2020	249 Dept of Transportation	2,094.30	June Fuel
548 68 32 000	Fuel Consumed		501 000 548 Equip Rental &	2,094.30	

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32615	07/15/2020	07/15/2020	256	Divco, Inc.	1,061.78	Festhalle HVAC Repair
	575 48 48 000	Repairs & Maintenance	110 000 575 Leavenworth C:	1,061.78		
32526	07/15/2020	07/15/2020	298	Firefly Inc.	1,630.96	Web / Email Hosting, Remote Access Agents & Server Management
	518 90 41 000	Professional Services	502 000 518 Central Service	1,630.96		
32601	07/15/2020	07/15/2020	298	Firefly Inc.	210.60	Spam / AV Filtering 7/1/20-9/30/20
	518 90 41 000	Professional Services	502 000 518 Central Service	210.60		
32606	07/15/2020	07/15/2020	298	Firefly Inc.	337.20	Shadow Protect Renewal
	518 90 41 000	Professional Services	502 000 518 Central Service	337.20		
			Total Firefly Inc.	2,178.76		
32611	07/15/2020	07/15/2020	3774	Frontier Communications	81.62	Overpayment Of B & O Tax For January 2020
	316 47 00 000	Telephone B & O Tax	001 000 310 Current Expens	-81.62		
32610	07/15/2020	07/15/2020	4422	Frontier Communications	218.80	Overpayment Of B & O Taxes For January 2020
	316 47 00 000	Telephone B & O Tax	001 000 310 Current Expens	-218.80		
32577	07/15/2020	07/15/2020	319	Gibbs Graphics LLC	1,309.13	COVID - Signage
	557 30 31 001	Operating Supplies - COV	104 000 557 Lodging Tax	1,309.13		
32578	07/15/2020	07/15/2020	9952	Go With the Flow	300.00	WWTP Backflow Test
	535 80 41 000	Professional Services	404 000 535 Sewer	300.00		
32536	07/15/2020	07/15/2020	340	H.D. Fowler Company Inc.	1,000.10	Water Distribution Valves
	534 80 31 000	Operating Supplies-Distrit	403 000 534 Water	1,000.10		
32547	07/15/2020	07/15/2020	358	Home Depot Credit Svc	707.33	Parks Small Tools & Equipment And Supplies
	576 80 31 000	Office & Operating Suppli	001 000 576 Current Expens	35.72		
	576 80 35 000	Small Tools & Minor Equ	001 000 576 Current Expens	671.61		
32508	07/15/2020	07/15/2020	4854	Integritech LLC	1,668.75	Downtown Parking Meters
	595 65 60 004	Downtown Parking Impro	415 000 595 Parking	1,668.75		
32509	07/15/2020	07/15/2020	4854	Integritech LLC	1,575.00	WTP Intake Screens

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534 80 41 006	Pro Svcs - Intake Screen R		403 000 534 Water	1,575.00		
Total Integritech LLC				3,243.75		
32537	07/15/2020	07/15/2020	10604	Irricloud, LLC	379.75	Parks Camera Equipment
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	379.75		
32580	07/15/2020	07/15/2020	417	Jerry's Auto Suppy	528.50	Various Depts. - City Supply
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	17.33	Shop Supply	
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	195.29	Shop Supply	
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	61.54	Shop Supply	
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	48.42	Shop Supply	
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	48.91	Shop Supply	
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	36.02	Shop Supply	
548 68 34 000	Supp Purchased For Inven		501 000 548 Equip Rental &	27.70	#44 - Gator	
548 68 34 000	Supp Purchased For Inven		501 000 548 Equip Rental &	6.36	#36 - Chevy Colorado	
548 68 34 001	SPFI-Garbage Truck		501 000 548 Equip Rental &	8.07	Garbage Truck #1	
548 68 34 002	SPFI-Cardboard Truck		501 000 548 Equip Rental &	7.52	Cardboard Truck #2	
548 68 35 000	Small Tools & Minor Equ		501 000 548 Equip Rental &	14.86	Shop Small Tools	
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	26.86	Parks - Lawn Edgers	
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	29.62	Parks Oil	
32548	07/15/2020	07/15/2020	5626	KCDA Purchasing Cooperative	407.19	City Supplies
518 30 31 000	Office & Operating Suppli		001 000 518 Current Expens	20.36		
537 80 31 000	Office & Operating Suppli		402 000 537 Garbage	244.31		
575 48 31 000	Office & Operating Suppli		110 000 575 Leavenworth C	122.16		
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	20.36		
32588	07/15/2020	07/15/2020	6371	Landline Surveyors	150.00	DOT Parking Lot
595 65 60 003	DOT Parking Lot Improve		415 000 595 Parking	150.00		
32587	07/15/2020	07/15/2020	10578	Law Office of Thomas M. Pors	1,365.00	Leavenworth Water Rights
534 80 41 012	Legal-ProSvs-Water Right		403 000 534 Water	1,365.00		
32513	07/15/2020	07/15/2020	4389	Lemons, Kelley	27.03	Mileage For K. Lemons To Get Hand Sanitizer For Downtown Core During COVID-19
557 30 31 001	Operating Supplies - COV		104 000 557 Lodging Tax	27.03		
32527	07/15/2020	07/15/2020	489	LocalTel Communications Inc	51.44	Cemetery WiFi

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536 50 47 000	Utilities		001 000 536 Current Expens	51.44	
32528	07/15/2020	07/15/2020	489 LocalTel Communications Inc	74.14	Festhalle Internet
575 48 42 000	Phone/Postage/Fax		110 000 575 Leavenworth C:	74.14	
Total LocalTel Communications Inc				125.58	
32553	07/15/2020	07/15/2020	504 Marson & Marson Lumber Inc.	2,856.75	Various Depts. - City Supplies
534 80 32 000	Operating Supplies-Trtmn		403 000 534 Water	56.69	Water Supply
534 80 32 000	Operating Supplies-Trtmn		403 000 534 Water	85.48	WTP Parts
534 80 32 000	Operating Supplies-Trtmn		403 000 534 Water	65.34	WTP Parts
534 80 32 000	Operating Supplies-Trtmn		403 000 534 Water	14.42	WTP Parts
535 80 32 000	Operating Supplies-Trtmn		404 000 535 Sewer	52.51	WWTP Parts
535 80 32 000	Operating Supplies-Trtmn		404 000 535 Sewer	6.82	WWTP Parts
536 50 31 000	Office & Operating Suppli		001 000 536 Current Expens	17.53	Cemetery Parts
536 50 31 000	Office & Operating Suppli		001 000 536 Current Expens	153.73	Cemetery Supply
542 30 48 000	Repairs & Maintenance		101 000 542 Streets	69.17	Streets
542 30 48 000	Repairs & Maintenance		101 000 542 Streets	9.23	Streets Paint
542 65 48 001	Repairs & Maintenance		415 000 542 Parking	46.11	Parking
542 65 48 001	Repairs & Maintenance		415 000 542 Parking	6.16	Parking Paint
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	37.07	Shop Supply
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	33.52	Shop Parts
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	123.30	Shop Supply
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	15.46	Shop Supply
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	124.61	Shop Parts
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	15.27	Shop Supply
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	29.36	Shop Supply
548 68 31 000	Office & Operating Suppli		501 000 548 Equip Rental &	12.35	Shop Supply
548 68 34 000	Supp Purchased For Inven		501 000 548 Equip Rental &	15.94	Truck #3
548 68 34 000	Supp Purchased For Inven		501 000 548 Equip Rental &	42.69	Shop Vehicle Parts
576 20 31 000	Office & Operating Suppli		176 000 576 Community Sw	14.42	Pool Parts
576 20 31 000	Office & Operating Suppli		176 000 576 Community Sw	28.74	Pool Parts
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	8.33	Parks Parts
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	3.90	Parks Parts
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	19.04	Parks Supply
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	13.88	Parks - Peat Moss
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	17.92	Parks Supply
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	29.67	Parks Supply
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	16.24	Parks Supply

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594 18 62 000	Public Works Facility Ren		001 000 594 Current Expens	57.97	Utility Streets Remodel
594 18 62 000	Public Works Facility Ren		001 000 594 Current Expens	173.26	PW Utility Remodel
594 18 62 000	Public Works Facility Ren		001 000 594 Current Expens	117.11	PW Utility Remodel
594 18 62 000	Public Works Facility Ren		001 000 594 Current Expens	272.42	PW Utility Remodel
594 18 62 000	Public Works Facility Ren		001 000 594 Current Expens	204.80	PW Utility Remodel
594 18 62 000	Public Works Facility Ren		001 000 594 Current Expens	47.94	PW Utility Remodel
594 18 62 000	Public Works Facility Ren		001 000 594 Current Expens	80.50	PW Utility Remodel
594 18 62 000	Public Works Facility Ren		001 000 594 Current Expens	382.96	PW Utility Remodel
594 18 62 000	Public Works Facility Ren		001 000 594 Current Expens	334.89	PW Utility Remodel
32514	07/15/2020	07/15/2020	519 Mid-American Research	171.48	City Supplies
518 30 31 000	Office & Operating Suppli		001 000 518 Current Expens	17.15	
557 30 31 001	Operating Supplies - COV		104 000 557 Lodging Tax	51.45	
575 48 31 000	Office & Operating Suppli		110 000 575 Leavenworth C:	51.44	
576 80 31 000	Office & Operating Suppli		001 000 576 Current Expens	51.44	
32562	07/15/2020	07/15/2020	475 NCW Media, Inc.	137.76	Request For Bids For Whitman Pilot Program
595 30 63 010	TIB 2020 Whitman Pilot I		101 000 595 Streets	137.76	
32605	07/15/2020	07/15/2020	475 NCW Media, Inc.	101.50	Notice Of Hearing Examiner For VAR2020-018
558 60 44 000	Advertising		001 000 558 Current Expens	101.50	
32614	07/15/2020	07/15/2020	475 NCW Media, Inc.	72.50	Council Public Hearing To Consider Amendments Addressing Inconsistancies In 4 LMC Sections
518 90 44 000	Advertising		502 000 518 Central Service	72.50	
			Total NCW Media, Inc.	311.76	
32609	07/15/2020	07/15/2020	588 One Call Concepts Inc	38.52	One Call Concepts
531 30 31 000	Office & Operating Suppli		410 000 531 Stormwater	7.70	
534 80 31 000	Operating Supplies-Distrit		403 000 534 Water	15.41	
535 80 31 000	Operating Supplies-Collec		404 000 535 Sewer	15.41	
32581	07/15/2020	07/15/2020	595 Oxarc Inc.	18.23	WTP Cylinder Rental
534 80 32 000	Operating Supplies-Trtmn		403 000 534 Water	18.23	
32586	07/15/2020	07/15/2020	4334 Pacific Security	3,923.25	Parking Enforcement / Guard Service / Overnight Rental Complaint Line
521 10 41 001	Overnight Rental Enforce		001 000 521 Current Expens	119.00	

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542 65 41 002	ProSvs-Parking Enforcem		415 000 542 Parking	1,394.57		
542 65 41 002	ProSvs-Parking Enforcem		415 000 542 Parking	397.10		
557 30 15 000	Festival & Event Security		104 000 557 Lodging Tax	1,416.93		
557 30 15 000	Festival & Event Security		104 000 557 Lodging Tax	595.65		
32524	07/15/2020	07/15/2020	7202	Paper Roll Products	830.40	32 Rolls Of Parking Paper
542 65 31 001	Office & Operating Suppli		415 000 542 Parking	830.40		
32515	07/15/2020	07/15/2020	634	Precision Pest Solutions, LLC	1,038.95	Streets - Bareground Weed Control
542 30 48 000	Repairs & Maintenance		101 000 542 Streets	1,038.95		
32516	07/15/2020	07/15/2020	634	Precision Pest Solutions, LLC	298.38	WTP - Noxious Weed Control
534 80 48 000	Repairs & Maintenance		403 000 534 Water	298.38		
			Total Precision Pest Solutions, LLC	1,337.33		
32592	07/15/2020	07/15/2020	3057	Projekt Bayern	1,330.00	Event Cancelled Due To COVID-19 Concerns
347 30 06 001	Room Rental		110 000 340 Leavenworth C:	-1,050.00		
347 30 06 007	Event Staffing		110 000 340 Leavenworth C:	-280.00		
32593	07/15/2020	07/15/2020	3057	Projekt Bayern	8,742.50	Event Cancelled Due To COVID-19 Concerns
347 30 06 001	Room Rental		110 000 340 Leavenworth C:	-8,637.50		
347 30 06 007	Event Staffing		110 000 340 Leavenworth C:	-105.00		
			Total Projekt Bayern	10,072.50		
32517	07/15/2020	07/15/2020	10691	Ricoh USA, Inc.	130.54	Copier Contract - PW
548 68 45 000	Operating Rentals & Leas		501 000 548 Equip Rental &	130.54		
32604	07/15/2020	07/15/2020	666	Ricoh USA, Inc	324.88	Copier Contract
518 90 45 000	Operating Rentals & Leas		502 000 518 Central Service	324.88		
32561	07/15/2020	07/15/2020	3393	Ridgeline Graphics	130.20	Scans For Becker Homes - 4 Sets Of Plans
341 81 00 000	Sale Of Maps/Documents/		001 000 340 Current Expens	-130.20		
32518	07/15/2020	07/15/2020	8300	SWS Equipment	77.78	Cardboard Truck #2
548 68 34 002	SPFI-Cardboard Truck		501 000 548 Equip Rental &	77.78		
32552	07/15/2020	07/15/2020	8300	SWS Equipment	5,103.84	6 - 300 Gallon / 10 - 96 Gallon Trash Containers

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594 37 64 001	Dumpsters-Mach&Equip		402 000 594 Garbage	5,103.84	
32582	07/15/2020	07/15/2020	8300 SWS Equipment	2,468.42	Garbage Truck #1 Repairs
548 68 34 001	SPFI-Garbage Truck		501 000 548 Equip Rental &	2,468.42	
			Total SWS Equipment	7,650.04	
32519	07/15/2020	07/15/2020	7198 Sherwin-Williams	1,149.45	Street & Parking Paint
542 30 48 000	Repairs & Maintenance		101 000 542 Streets	689.67	
542 65 48 001	Repairs & Maintenance		415 000 542 Parking	459.78	
32549	07/15/2020	07/15/2020	7198 Sherwin-Williams	1,360.86	Streets & Parking Paint
542 30 48 000	Repairs & Maintenance		101 000 542 Streets	816.52	
542 65 48 001	Repairs & Maintenance		415 000 542 Parking	544.34	
32550	07/15/2020	07/15/2020	7198 Sherwin-Williams	137.11	Streets & Parking Paint Supplies
542 30 48 000	Repairs & Maintenance		101 000 542 Streets	82.27	
542 65 48 001	Repairs & Maintenance		415 000 542 Parking	54.84	
32551	07/15/2020	07/15/2020	7198 Sherwin-Williams	21.46	Streets & Parking Paint
542 30 48 000	Repairs & Maintenance		101 000 542 Streets	12.88	
542 65 48 001	Repairs & Maintenance		415 000 542 Parking	8.58	
			Total Sherwin-Williams	2,668.88	
32563	07/15/2020	07/15/2020	8252 Staples Business Credit	444.11	City Office Supplies
518 90 34 000	Office & Operating Suppli		502 000 518 Central Service	-3.67	
518 90 34 000	Office & Operating Suppli		502 000 518 Central Service	96.27	
518 90 34 000	Office & Operating Suppli		502 000 518 Central Service	121.38	
518 90 34 000	Office & Operating Suppli		502 000 518 Central Service	111.54	
518 90 34 000	Office & Operating Suppli		502 000 518 Central Service	151.13	
518 90 34 000	Office & Operating Suppli		502 000 518 Central Service	-32.54	Overpayment On May Bill
32556	07/15/2020	07/15/2020	10694 Stellar J Corporation	704,284.09	WWTP Improvements
594 35 64 003	WWTP - Construction - 20		404 000 594 Sewer	704,284.09	
32602	07/15/2020	07/15/2020	4415 T2 Systems Canada Inc.	303.80	Monthly Parking Service
542 65 41 001	ProSvs-Monthly EMS Ser		415 000 542 Parking	303.80	

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32520	07/15/2020	07/15/2020	7324 Tacoma Screw Products, Inc.	68.28	WTP Parts
	534 80 32 000	Operating Supplies-Trtmn	403 000 534 Water	68.28	
32521	07/15/2020	07/15/2020	7324 Tacoma Screw Products, Inc.	11.05	Shop Parts
	548 68 31 000	Office & Operating Suppli	501 000 548 Equip Rental &	11.05	
			Total Tacoma Screw Products, Inc.	79.33	
32543	07/15/2020	07/15/2020	8772 The Center for Alcohol & Drug Treatment	144.79	2nd Quarter Liquor Tax Profits
	566 00 41 000	Substance Abuse Program	001 000 566 Current Expens	144.79	
32574	07/15/2020	07/15/2020	10695 The Collins Group, Inc.	333.75	Cemetery Flags
	536 50 31 000	Office & Operating Suppli	001 000 536 Current Expens	333.75	
32613	07/15/2020	07/15/2020	8672 The Personalize Shop	38.00	T-shirts For Downtown Ambassadors / COVID-19
	557 30 31 001	Operating Supplies - COV	104 000 557 Lodging Tax	38.00	
32617	07/15/2020	07/15/2020	779 Thyssenkrupp Elevator Corp	1,372.47	City Hall Gold Elevator Maint. 7/1/20 To 9/30/20
	518 30 48 000	Repairs & Maintenance Ci	001 000 518 Current Expens	1,372.47	
32583	07/15/2020	07/15/2020	8835 Tokay Software Inc	171.00	Web Test Report - June 2020
	534 80 31 001	Software Water	403 000 534 Water	171.00	
32544	07/15/2020	07/15/2020	790 Treasurer State Of Washington	172.00	2nd Quarter Bldg. Permit Surcharges
	589 30 01 000	Building Permit Surcharge	001 000 580 Current Expens	172.00	
32584	07/15/2020	07/15/2020	8435 USIC Locating Services, LLC	1,221.20	Utility Locates
	531 30 31 000	Office & Operating Suppli	410 000 531 Stormwater	244.24	
	534 80 31 000	Operating Supplies-Distril	403 000 534 Water	488.48	
	535 80 31 000	Operating Supplies-Collec	404 000 535 Sewer	488.48	
32585	07/15/2020	07/15/2020	825 Valley Tractor & Rentals	145.43	Toro Mower Stand Kit
	548 68 34 000	Supp Purchased For Inven	501 000 548 Equip Rental &	145.43	
32603	07/15/2020	07/15/2020	10608 Waste Loop	720.00	Recycle Attendant / Admin.
	537 80 41 000	ProSvs - Recycle Ctr Mgn	402 000 537 Garbage	300.00	
	537 80 41 001	Recycling Pro-Svs-Attend	402 000 537 Garbage	420.00	

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32618	07/15/2020	07/15/2020	870 Waste Managment Of	3,299.44	June Dump Fees While Dryden Transfer Station Was Closed For Repairs.
	537 80 40 004	Dump Fees	402 000 537	Garbage	3,299.44
32511	07/15/2020	07/15/2020	3792 Weed, Graafstra & Associates, Inc. P.S.	3,900.00	General Counsel
	515 31 41 000	City Attorney - Prosvs.	001 000 515	Current Expens	2,037.75
	515 31 41 009	Legal-Development Svs	001 000 515	Current Expens	1,154.00
	515 31 41 011	Legal-Contract Admin	001 000 515	Current Expens	708.25
32564	07/15/2020	07/15/2020	4673 Wenatchee Petroleum Co.	141.06	Dyed Diesel
	548 68 32 000	Fuel Consumed	501 000 548	Equip Rental &	141.06
32565	07/15/2020	07/15/2020	4673 Wenatchee Petroleum Co.	42.14	Dyed Diesel
	548 68 32 000	Fuel Consumed	501 000 548	Equip Rental &	42.14
Total Wenatchee Petroleum Co.				183.20	
32542	07/15/2020	07/15/2020	892 Wenatchee Valley Humane Society	40.00	June 2020 Animal Licenses
	322 30 00 000	Dog Licenses	001 000 320	Current Expens	-40.00
32522	07/15/2020	07/15/2020	907 Wilbur Ellis Company	953.04	Parks Turf Chemicals
	576 80 31 000	Office & Operating Suppli	001 000 576	Current Expens	953.04
32523	07/15/2020	07/15/2020	3318 Zero Waste USA, Inc.	228.66	Dog Waste Bags
	576 80 31 000	Office & Operating Suppli	001 000 576	Current Expens	228.66
32600	07/15/2020	07/15/2020	10596 Zply Fiber	36.98	Parks Irrigation - 8th St.
	576 80 47 000	Utilities	001 000 576	Current Expens	36.98

Report Total: 1,016,727.43

Fund

001 Current Expense	223,280.28
101 Streets	3,402.60
104 Lodging Tax	16,974.33
110 Leavenworth Civic Center	15,449.24
176 Community Swimming Pool	459.10
402 Garbage	9,367.59
403 Water	8,297.87

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			404 Sewer	707,657.71	
			410 Stormwater	251.94	
			415 Parking	5,864.43	
			501 Equip Rental & Revolving Fund	21,932.23	
			502 Central Services	3,790.11	

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

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City Of Leavenworth
MCAG #: 0222

07/01/2020 To: 07/31/2020

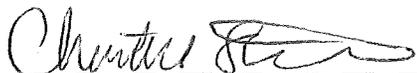
Time: 10:17:27 Date: 07/08/2020
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3839	07/09/2020	Claims	10	62360	Leavenworth Chamber Of Commerce	562.84	Advertising
			104 - 557 30 44 001 - Advertising-LAP			562.84	
			104 Lodging Tax			562.84	
						562.84	Claims: 562.84

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Signed

Date



Finance Director



Date

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City Of Leavenworth
MCAG #: 0222

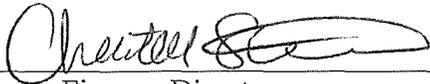
07/01/2020 To: 07/31/2020

Time: 11:24:52 Date: 07/01/2020
Page: 1

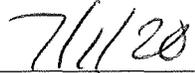
Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3733	07/02/2020	Claims	10	62357	Howell At The Moon	7,130.00	Ready For Your Return Campaign - Final
			104 - 557 30 44 001 - Advertising-LAP			7,130.00	
3734	07/02/2020	Claims	10	62358	Intersection Media, LLC	7,126.55	Seattle KCM-Ultra Super King Advertising
			104 - 557 30 44 001 - Advertising-LAP			7,126.55	
104 Lodging Tax						14,256.55	
						<u>14,256.55</u>	Claims: 14,256.55
						14,256.55	

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Finance Director



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City Of Leavenworth
MCAG #: 0222

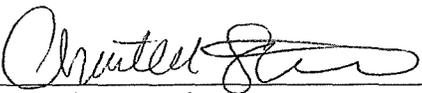
06/01/2020 To: 06/30/2020

Time: 10:02:45 Date: 06/24/2020
Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3580	06/25/2020	Claims	10	62355	Howell At The Moon	4,623.75	Design And Post Production: Ready For Your Return Campaign
					104 - 557 30 44 001 - Advertising-LAP	4,623.75	
3581	06/25/2020	Claims	10	62356	Icicle TV	17,333.00	2nd QRTR 2020 Socials; Website Updates; COVID 19 Website Updates
					104 - 557 30 44 001 - Advertising-LAP	17,333.00	
104 Lodging Tax						21,956.75	
						<u>21,956.75</u>	Claims: 21,956.75
						21,956.75	

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Finance Director

6/24/20

Date

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Time: 10:54:39 Date: 07/09/2020
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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3060	06/05/2020	Payroll	10	EFT	Salvador Alvarez	2,012.54	May Payroll
3061	06/05/2020	Payroll	10	EFT	Herbert R Amick	4,193.17	May Payroll
3062	06/05/2020	Payroll	10	EFT	Ara P Arakelian	2,276.53	May Payroll
3063	06/05/2020	Payroll	10	EFT	Mark Barnes	2,926.40	May Payroll
3064	06/05/2020	Payroll	10	EFT	Brian S Boblenz	266.16	May Payroll
3065	06/05/2020	Payroll	10	EFT	Margaret R Boles	2,229.59	May Payroll
3066	06/05/2020	Payroll	10	EFT	Thomas R Bolin	1,676.90	May Payroll
3067	06/05/2020	Payroll	10	EFT	Kyle B Breaux	2,462.50	May Payroll
3068	06/05/2020	Payroll	10	EFT	Marvin Breshears	2,803.29	May Payroll
3069	06/05/2020	Payroll	10	EFT	Mi-Sook T Bretz	460.48	May Payroll
3070	06/05/2020	Payroll	10	EFT	Arnica M Briody	2,450.01	May Payroll
3071	06/05/2020	Payroll	10	EFT	ToveAnn Brownlee-Delte	245.54	May Payroll
3072	06/05/2020	Payroll	10	EFT	Douglas R Compau	1,539.64	May Payroll
3073	06/05/2020	Payroll	10	EFT	Ramon Cortes	3,235.77	May Payroll
3074	06/05/2020	Payroll	10	EFT	Sue Z Cragun	2,054.06	May Payroll
3075	06/05/2020	Payroll	10	EFT	Manuel T Diaz	2,379.03	May Payroll
3076	06/05/2020	Payroll	10	EFT	Richard W Emmons	3,154.12	May Payroll
3077	06/05/2020	Payroll	10	EFT	Andrea K Fischer	1,927.62	May Payroll
3078	06/05/2020	Payroll	10	EFT	Carl J Florea	1,226.45	May Payroll
3079	06/05/2020	Payroll	10	EFT	Tami A Gates	2,192.48	May Payroll
3080	06/05/2020	Payroll	10	EFT	Derek L Gildersleeve	1,358.73	May Payroll
3081	06/05/2020	Payroll	10	EFT	Anne Hessburg	460.48	May Payroll
3082	06/05/2020	Payroll	10	EFT	James A High	3,286.26	May Payroll
3083	06/05/2020	Payroll	10	EFT	Larry Hills	986.06	May Payroll
3085	06/05/2020	Payroll	10	EFT	Jason Lundgren A	460.48	May Payroll
3086	06/05/2020	Payroll	10	EFT	Tessa R McCormick	115.54	May Payroll
3087	06/05/2020	Payroll	10	EFT	Robert C McCurdy Jr	2,596.88	May Payroll
3088	06/05/2020	Payroll	10	EFT	Antonio L Muro	4,110.55	May Payroll
3089	06/05/2020	Payroll	10	EFT	Gary Parsley	2,431.34	May Payroll
3090	06/05/2020	Payroll	10	EFT	Galen Presler	2,177.99	May Payroll
3091	06/05/2020	Payroll	10	EFT	Angela D Reinhart	2,419.63	May Payroll
3092	06/05/2020	Payroll	10	EFT	Zeke S Reister	460.48	May Payroll
3093	06/05/2020	Payroll	10	EFT	John J Schons	3,308.97	May Payroll
3094	06/05/2020	Payroll	10	EFT	Chantell Steiner	3,831.14	May Payroll
3096	06/05/2020	Payroll	10	EFT	Matthew B Thomason	2,568.82	May Payroll
3097	06/05/2020	Payroll	10	EFT	Tracy L Valentine	1,741.46	May Payroll
3098	06/05/2020	Payroll	10	EFT	Lilith Vespier	3,738.64	May Payroll
3099	06/05/2020	Payroll	10	EFT	Joel T Walinski	6,585.93	May Payroll
3100	06/05/2020	Payroll	10	EFT	Sharon F Waters	392.15	May Payroll
3101	06/05/2020	Payroll	10	EFT	Carolyn A Wilson	460.48	May Payroll
3102	06/05/2020	Payroll	10	EFT	Kristian L Winston	1,780.58	May Payroll
3103	06/05/2020	Payroll	10	EFT	Cashmere Valley Bank	36,982.73	941 Deposit for Pay Cycle(s) 06/05/2020 - 06/05/2020
3104	06/05/2020	Payroll	10	EFT	Dept of Retirement System	33,396.17	Pay Cycle(s) 06/05/2020 To 06/05/2020 - Deferred Comp -State; Pay Cycle(s) 06/05/2020 To 06/05/2020 - PERS 2; Pay Cycle(s) 06/05/2020 To 06/05/2020 - PERS 3
3105	06/05/2020	Payroll	10	EFT	Washington State Support Registry	642.25	Pay Cycle(s) 06/05/2020 To 06/05/2020 - Child Support
3084	06/05/2020	Payroll	10	31192	Kelley J Lemons	1,423.58	May Payroll
3095	06/05/2020	Payroll	10	31193	Clinton L Strand	460.48	May Payroll
3106	06/05/2020	Payroll	10	31194	American Fidelity Assurance Company	147.20	Pay Cycle(s) 06/05/2020 To 06/05/2020 - AF - Life; Pay Cycle(s) 06/05/2020 To 06/05/2020 - AF - Cancer

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
3107	06/05/2020	Payroll	10	31195	HRA VEBA Trust	2,240.00	Pay Cycle(s) 06/05/2020 To 06/05/2020 - VEBA
3108	06/05/2020	Payroll	10	31196	Hartford Life Insurance	300.00	Pay Cycle(s) 06/05/2020 To 06/05/2020 - Hartford 457
3109	06/05/2020	Payroll	10	31197	Inland Empire Teamsters	34,692.00	Pay Cycle(s) 06/05/2020 To 06/05/2020 - Health Insurance
3110	06/05/2020	Payroll	10	31198	Local Union #760	1,351.00	Pay Cycle(s) 06/05/2020 To 06/05/2020 - Union Dues
3370	06/20/2020	Payroll	10	EFT	Salvador Alvarez	600.00	June 2020 Draw
3371	06/20/2020	Payroll	10	EFT	Herbert R Amick	1,200.00	June 2020 Draw
3372	06/20/2020	Payroll	10	EFT	Ara P Arakelian	1,200.00	June 2020 Draw
3373	06/20/2020	Payroll	10	EFT	Mark Barnes	1,000.00	June 2020 Draw
3374	06/20/2020	Payroll	10	EFT	Brian S Boblenz	650.00	June 2020 Draw
3375	06/20/2020	Payroll	10	EFT	Margaret R Boles	1,643.90	June 2020 Draw
3376	06/20/2020	Payroll	10	EFT	Thomas R Bolin	1,300.00	June 2020 Draw
3377	06/20/2020	Payroll	10	EFT	Kyle B Breaux	1,200.00	June 2020 Draw
3378	06/20/2020	Payroll	10	EFT	Marvin Breshears	800.00	June 2020 Draw
3379	06/20/2020	Payroll	10	EFT	Ana M Cortez	2,500.00	June 2020 Draw
3380	06/20/2020	Payroll	10	EFT	Sue Z Cragun	1,000.00	June 2020 Draw
3381	06/20/2020	Payroll	10	EFT	Manuel T Diaz	800.00	June 2020 Draw
3382	06/20/2020	Payroll	10	EFT	Richard W Emmons	1,100.00	June 2020 Draw
3383	06/20/2020	Payroll	10	EFT	Andrea K Fischer	500.00	June 2020 Draw
3384	06/20/2020	Payroll	10	EFT	Tami A Gates	1,200.00	June 2020 Draw
3385	06/20/2020	Payroll	10	EFT	Derek L Gildersleeve	1,300.00	June 2020 Draw
3386	06/20/2020	Payroll	10	EFT	Larry Hills	1,000.00	June 2020 Draw
3387	06/20/2020	Payroll	10	EFT	Robert C McCurdy Jr	700.00	June 2020 Draw
3388	06/20/2020	Payroll	10	EFT	Antonio L Muro	797.00	June 2020 Draw
3389	06/20/2020	Payroll	10	EFT	Gary Parsley	900.00	June 2020 Draw
3390	06/20/2020	Payroll	10	EFT	Galen Presler	1,000.00	June 2020 Draw
3391	06/20/2020	Payroll	10	EFT	Angela D Reinhart	1,200.00	June 2020 Draw
3392	06/20/2020	Payroll	10	EFT	John J Schons	1,200.00	June 2020 Draw
3393	06/20/2020	Payroll	10	EFT	Chantell Steiner	1,500.00	June 2020 Draw
3394	06/20/2020	Payroll	10	EFT	Matthew B Thomason	800.00	June 2020 Draw
3395	06/20/2020	Payroll	10	EFT	Tracy L Valentine	974.00	June 2020 Draw
3396	06/20/2020	Payroll	10	EFT	Kristian L Winston	1,400.00	June 2020 Draw
		001 Current Expense				83,730.69	
		101 Streets				23,630.57	
		104 Lodging Tax				16,503.93	
		176 Community Swimming Pool				2,050.38	
		402 Garbage				22,490.40	
		403 Water				32,906.69	
		404 Sewer				31,330.68	
		410 Stormwater				1,912.14	
		415 Parking				4,380.67	
		501 Equip Rental & Revolving Fund				9,149.03	
						228,085.18	Payroll: 228,085.18

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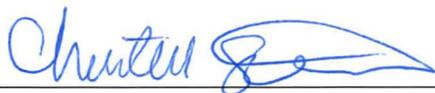
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Page: 3

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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Signed

Date



Finance Director



Date