



City of Leavenworth

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MEETING LINKS VIA ZOOM CONFERENCING July 28, 2026

Study Session Begins at 5:30 PM
Legislative Meeting Begins at 7:00 PM

Join Zoom Meeting

<https://zoom.us/j/93233531598?pwd=FisDVjslD1eaedJZ8wPfKdHhBFvRG6.1>

Meeting ID: 932 3353 1598
Passcode: 821270

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LEAVENWORTH CITY COUNCIL AGENDA
Leavenworth City Hall – Council Chambers
July 28, 2026 | 7:00 PM

Call to Order
Pledge of Allegiance
Roll Call

Consent Agenda

- 1.** Approval of Agenda
- 2.** Approval of June 23, 2026 Study Session Minutes
- 3.** Approval of June 23, 2026 Legislative Meeting Minutes
- 4.** Approval of June 30, 2026 Council Retreat Minutes
- 5.** 2026 Claims EFT & Checks 72441 - 72508 = \$337,855.49
- 6.** Transportation Benefit District Mid-Year Funding Update and History

Upcoming City Meetings
***In Council Chambers Unless Stated Otherwise**

Planning Commission Meeting
August 5th @ 7:00 PM
Parks & PW Committee Meeting
(in Upstairs Conference Room)
August 11th @ 4:15 PM

Comments from the Public on Items Not on the Agenda

- 7. Presentation:** Public Safety Reports – Deputy Jerrod Biggar of Chelan County Sheriff's Office and Deputy Chief Mike Smith of Chelan County Fire District #3
- 8. Presentation:** Upper Valley MEND – Kaylin Bettinger, Executive Director

Resolutions, Ordinances, Orders, and Other Business

- 9. Action:** Approval of Water Connection for 8120 Icicle Rd
- 10. Discussion:** Community Development Parking Regulations
- 11. Discussion:** Code Revision to LMC 14.14.100 – Water Supply Standards

Council/Staff Reports

Information Items & Future Considerations

- 12.** June 2026 Finance Report
- 13.** June 2026 Public Works Dept. Report
- 14.** June 2026 Planning Commission Minutes
- 15.** June 2026 Design Review Board Minutes
- 16.** May 2026 Parks & Public Works Committee Minutes
- 17.** May 2026 PRSA Minutes
- 18.** Thank You Letters for Leavenworth Funds
- 19.** Reminder: Mayor's Annual Breakfast at Kristall's – August 5, 2026 from 8:30-10:00 AM
- 20.** Reminder: Community Block Party – August 20, 2026 from 4:00-7:00 PM

Adjournment

(Next Ordinance is 1724 – Next Resolution is 13-2026)

CONSENT AGENDA ITEMS

1. City Council Meeting Agenda:

The following item is included under TAB 1.

2. Approval of June 23, 2026 Study Session Minutes

The following item is included under TAB 2.

3. Approval of June 23, 2026 Legislative Meeting Minutes

The following item is included under TAB 3.

4. Approval of June 30, 2026 Council Retreat Minutes

The following item is included under TAB 4.

5. 2026 Claims

The following items are included under TAB 5.

6. Transportation Benefit District Mid-Year Funding Update and History

The following item is included under TAB 6.

PROCLAMATIONS/PRESENTATIONS/PUBLIC HEARINGS

7. Presentation: Public Safety Reports – Deputy Jerrod Biggar of Chelan County Sheriff's Office and Deputy Chief Mike Smith of Chelan County Fire District #3

The following items are included under TAB 7.

- Chelan County Sheriff June 2026 Report
- Chelan County Fire District #3 June 2026 Report
- Chelan County Regional Jail June 2026 Report

8. Presentation: Upper Valley MEND – Kaylin Bettinger, Executive Director

Kaylin Bettinger, Executive Director of Upper Valley MEND, will provide the City Council with an update on current activities, ongoing initiatives, and items of interest relevant to the community.

The following items are included under TAB 8.

- Presentation Slides

SUPPLEMENTAL COUNCIL AGENDA

9. Action: Approval of Water Connection for 8120 Icicle Rd

On July 14, 2026, staff received a water availability request for a water connection at 8120 Icicle Rd. Per LMC 14.14.100(H), water connections outside of the UGA that do not fall within certain circumstances listed in subsection (G) require City Council approval. The subject property is identified as Lot 2, Short Plat 2857. The short plat identifies the water source as a community system, with an easement dedicated to the City of Leavenworth for installation and maintenance of the water system. This easement is located within what is now known as Alpenhof Lane (a private road).

As a reminder to the Council, per LMC 14.14.100(I)(1), not more than a total of three equivalent residential units (ERU) per calendar year shall be granted for connections outside of the UGA under subsection (G) or (H) of this section together, beginning the first of January of each year. On April 28, 2026 the Council approved one water connection for 7554 E. Leavenworth Road. On July 14, 2026 the Council approved one water connection for 7750 E. Leavenworth Road.

There were other water connections authorized under subsection (G) this year so no water connections are remaining.

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

- Water availability request form
- Short Plat 2857
- **MOTION FOR APPROVAL:** *The Leavenworth City Council moves to approve and authorize a water connection for 8120 Icicle Rd.*
- **MOTION FOR DENIAL:** *The Leavenworth City Council moves to deny a water connection for 8120 Icicle Rd.*

10. Discussion: Parking Regulation Update

In 2025, the Planning Commission was tasked with reviewing LMC 14.12, to update off-street parking requirements, specifically as they relate to commercial uses in commercial zones of the city. During this process, staff contracted with TranspoGroup, to analyze the City's existing parking requirements and provide recommendations to better align with typical engineering practices and similar jurisdictions.

Following the off-street parking discussion, the Planning Commission further discussed the potential for a "fee-in-lieu" of parking, specifically in the Central Commercial zoning district. Staff has drafted these proposed updates for Council review and discussion.

This time is set aside for the Council to review and discuss the draft parking code updates, the TranspoGroup Analysis, and fee-in-lieu parking program ideas and methods.

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

- Draft Code Amendments
- TranspoGroup Analysis Memo
- Fee-in-lieu Program Ideas for PC

11. Discussion: Code Revision to LMC 14.14.100 Water Supply Standards

This time is provided for the Council to review and discuss proposed changes to LMC 14.14.100 Water Supply Standards. As the code section currently reads, water connections outside of the UGA may be authorized by the City Administrator (when need is demonstrated) or by the City Council. The code states that whether approved by the City Administrator or the City Council, a maximum of 3 ERUs may be granted per calendar year. The current code does not detail at what point in the authorization/connection process a connection is counted towards the maximum annual limit of authorized connections.

Due to the recent number of water availability and water connection requests outside the UGA that City staff have received this year, staff is asking for code revisions to be made to clarify the process.

The proposed revisions include:

- Moving all approval authority of all connections outside the UGA to the City Council
- Having a required timeline for an applicant to complete a water connection permit and pay all associated fees after the City Council grants authorization to connection
- Detailing at what point in the process a water connection counts towards the maximum of 3 ERUs per year

The following items are included under **TAB 11.**

- LMC 14.14.100 – Redline

INFORMATION ITEMS & FUTURE CONSIDERATIONS

12. June 2026 Finance Report

The following item is included under **TAB 12.**

13. June 2026 Planning Commission Minutes

The following item is included under **TAB 13.**

14. June 2026 Design Review Board Minutes

The following item is included under **TAB 14.**

15. May 2026 Parks & Public Works Committee Minutes

The following item is included under **TAB 15.**

16. May 2026 PRSA Minutes

The following item is included under **TAB 16.**

17. Thank You Letter from Upper Valley Connection

The following item is included under **TAB 17.**

18. Reminder: Mayor's Annual Breakfast at Kristall's – August 5, 2026 from 8:30-10:00 AM

There are no items included under **TAB 18.**

19. Reminder: Community Block Party – August 20, 2026 from 4:00-7:00 PM

There are no items included under **TAB 19.**

LEAVENWORTH CITY COUNCIL STUDY SESSION MINUTES June 23, 2026

Mayor Pro Tempore Hessburg called the June 23, 2026 Study Session to order at 5:31 PM.

Council Present: Mayor Pro Tempore Anne Hessburg, Clint Strand, Zeke Reister, Shane Thayer, Mike Bedard and Rob Eaton.

Staff Present: Matthew "Selby," Chantell Steiner, Maggie Boles, Andi Zontek-Backstrum and Andrea Fischer.

1. Icicle Valley Trout Unlimited Presentation

Mike Wyant, representing the Icicle Valley Chapter of Trout Unlimited, opened by sharing the significance of the pond to the community.

Mr. Wyant provided a brief history of the pond, which was constructed around 2004 with grant funding from the Alcoa Foundation, with involvement from Chelan County PUD. A water right was secured allowing one cubic foot per second to be pumped from the Wenatchee River into the pond in a nonconsumptive arrangement. The PUD had used the site for a multi-year experiment to imprint juvenile steelhead from the Chiwawa facility in hopes they would return to spawn in the middle Wenatchee River. When the fish failed to imprint on the targeted reach, the PUD concluded the experiment and withdrew from the operation around 2018.

Following the PUD's departure, the pond continued informally as a kids' fishing site. Parks Supervisor John Schons and his crew had been maintaining it, but aging infrastructure eventually became unmanageable. Approximately three years ago, Mr. Schons indicated he could no longer sustain the effort, prompting Mr. Wyant to step into a stewardship role. After the December 2025 storm, the pond was left in poor condition; Mr. Wyant sent a community-wide email acknowledging that the chapter, described as a small, aging group, likely could not recover the facility alone.

Community member Trent Jackson responded to that email and took on a central role in the recovery effort. Mr. Jackson described pulling approximately 200 yards of debris from the pond using kayaks, ropes, and improvised equipment, with over 175 personal volunteer hours invested. He launched a GoFundMe campaign and engaged local business owners in fundraising. Combined with prior efforts, the community raised more than \$20,000 toward infrastructure repair and pond rehabilitation. He noted that the immediate capital priorities include rebuilding the deck below the pump house, potentially relocating the pump house structure approximately 20 feet inland to protect it from future flood events, and establishing a practice of removing the pump system from the water at the end of each season to prevent flood damage.

Canuche Terranella, Executive Director of the Wenatchee River Institute (WRI), presented a vision for WRI to take on long-term operational stewardship of the pond. He noted that while fishing is not a core part of WRI's programming, it is closely aligned with the organization's mission of connecting communities to the natural world, and that the pond represents an opportunity to engage children in conservation through the gateway of fishing. He explained that WRI, unlike volunteer-driven groups, has paid staff capable of responding to maintenance issues on an on-call basis, which is critical need given that the pump system must run continuously to keep fish alive.

Mr. Terranella estimated that an annual operating budget of approximately \$20,000 would cover staffing for maintenance, land stewardship, volunteer event coordination, and insurance coverage for programs. He emphasized that this figure does not include the cost of a new educator but rather reflects administrative and maintenance support. He proposed forming an advisory committee drawing on fishing experts, including individuals from Trout Unlimited, to guide programming and community engagement activities at the site.

Councilmember Eaton thanked all parties for their efforts and suggested that the matter be referred to the Parks and Public Works Committee to develop a formal stewardship plan. He noted that because the pond sits on City-owned property, a primary steward must be clearly identified, and he expressed a desire to discuss with the committee what role the City might appropriately play in funding the estimated \$20,000 annual operating cost.

The Council asked questions and discussed the information that was presented.

2. Housing Advisory Committee Presentation

Justin Horvath, Chair of the Leavenworth Housing Advisory Committee (HAC), provided an overview of the process that led to the project the committee is recommending to the Council. He explained that the HAC had developed a Request for Ideas (RFI) process titled "Build It Together Leavenworth: Community Housing and Workforce Innovation Challenge," aimed at connecting landowners, developers, property managers, and financiers who shared a common interest in addressing the workforce housing shortage. The HAC intentionally kept the RFI broad to encourage diverse and creative proposals.

The Committee received five presentations and three formal submissions. The proposals that were considered are a long-term development concept tied to the golf course, a financing model using existing housing funds to subsidize rent for essential workers, and a cottage housing development proposed by contractor Matt Melton in partnership with Upper Valley MEND. Mr. Horvath noted that while the other ideas had merit, the Melton-MEND proposal was selected as the top recommendation because it would directly increase the permanent housing stock, which was the Committee's primary objective, and represented a successful convergence of the partnership model the RFI was designed to create.

Mr. Melton, the project developer, described his background and the origins of the project. He and his wife own property in Leavenworth on which they plan to build eight cottage homes. He explained that the two-bedroom, two-bath units at 930 square feet each were designed to address a gap in the local housing market between high-cost single-family homes and condominiums. Drawing on his own family's experience living comfortably in a 780-square-foot home with four people for seven years, he argued the size is practical as a starter home or for smaller households such as retirees. The project emphasizes low maintenance through durable exterior materials, minimal landscaping using native plant species, and a streamlined HOA structure, targeted at approximately \$150 per month, covering shared utilities such as water and sewer, with individual electrical meters for each unit. Construction is being done with prefabricated modular units, with the first four units scheduled to be set on their foundations by the end of September 2026, and the second four in the spring.

Kaylin Bettinger, Executive Director of Upper Valley MEND, explained the three-way partnership model between the City, MEND, and the developer. Of the eight total units, four are proposed to be placed into a Community Land Trust (CLT) to ensure long-term affordability for future

owners. The City subsidy of \$150,000 per unit is intended to bring the purchase price from the list price of \$525,000, discounted to \$500,000 for CLT buyers, down to an affordable level of approximately \$350,000. Ms. Bettinger walked through the affordability calculation, explaining that target buyers in the 80–120% Area Median Income (AMI) range, encompassing one-to-three person households earning between \$83,000 and \$107,000 annually, can afford approximately \$350,000 in home price when housing costs are held to 35 percent of monthly income. She also noted that down payment assistance programs could be included for buyers at the lower end of that range.

The proposal calls for closing on the first three CLT units in November 2026, with a fourth unit potentially in 2027, which would require future funding beyond the current affordable housing fund balance. Ms. Bettinger acknowledged the tight timeline and noted that buyer qualifications would need to begin promptly following City Council approval. Community Development Director Maggie Boles confirmed that building permits have already been reviewed and approved, and that a unit lot subdivision has been finalized, enabling the project to move quickly. She noted that the project serves as a practical demonstration of two recently adopted City housing codes, cottage housing regulations and unit lot subdivision, working as intended to incentivize housing development.

The Council asked questions and discussed the information that was presented.

The Council expressed strong support for the project, calling it creative, innovative and an excellent partnership.

3. Increase Request for Leavenworth Fund

Executive Assistant Courtney Porter presented on behalf of the Economic Development Committee, recommending an increase to the Leavenworth Fund grant program in preparation for the 2027 grant cycle. She reported that during the 2026 cycle, available funds covered only 54 percent of general fund requests and 60 percent of lodging tax fund requests, with most unfunded applications scoring between 70 and 95 out of 100 points. The committee proposed increasing both the general fund allocation and the lodging tax fund allocation by \$25,000 each, which would allow approximately 75 percent of anticipated 2027 requests to be funded. The last increase to the funds was in 2022.

The Council asked questions and discussed the information that was presented.

Council expressed general support for the increase, noting that while modest relative to the City's overall budget, the additional funding would be significant for the nonprofit organizations that rely on it.

4. Cost Allocation Plan Update

Finance Director Chantell Steiner presented a comprehensive redline draft update to the City's cost allocation plan policy, the first such update since 2019. The revisions reflect changes in staffing, new positions created since the last update, and the need to remain compliant with auditing standards. All department directors and managers participated in the review, with staff going through the document approximately six times. The plan governs how personnel costs are distributed across City funds, using methods such as direct allocation of time for specialized roles

and proportional allocation based on operational expenditures for senior staff whose work spans multiple funds.

The Council asked questions and discussed the information that was presented.

Finance Director Steiner indicated her intent to bring the final resolution for formal action at the July 14, 2026 Council meeting.

Study Session adjourned at 6:49 PM.

APPROVED

Carl Florea
Mayor

ATTEST

Andrea Fischer
City Clerk

DRAFT

LEAVENWORTH CITY COUNCIL MINUTES
June 23, 2026

Mayor Pro Tempore Hessburg called the June 23, 2026 Leavenworth City Council meeting to order at 7:00 PM. Councilmember Strand led the City Council in the Pledge of Allegiance.

ROLL CALL

Council Present: Mayor Pro Tempore Anne Hessburg, Clint Strand, Zeke Reister, Shane Thayer and Rob Eaton.

Council Absent: Travis McMaster and Mike Bedard

Staff Present: Matthew "Selby", Chantell Steiner, Maggie Boles, Andi Zontek-Backstrum and Andrea Fischer.

Councilmember Strand moved to excuse Councilmembers McMaster and Bedard from the June 23, 2026 City Council meeting. The motion was seconded by Councilmember Reister and passed unanimously.

APPROVAL OF THE CONSENT AGENDA

Consent Agenda

1. Approval of Agenda
2. Approval of May 12, 2026 Study Session and Legislative Meeting Minutes
3. Approval of May 26, 2026 Study Session and Legislative Meeting Minutes
4. Approval of May 29, 2026 Council Retreat Minutes
5. 2026 Claims EFT & Checks 72177 - 72294 = \$855,437.69
6. May 2026 Payroll \$500,896.99
7. 2025 Annual Report Acceptance
8. Noise Variance for Block Party at 139 West Street for Etienne & Teara St-Onge on July 11, 2026 from 4:00- 9:00 PM
9. Noise Variance for Block Party at 162 W. Whitman Street for Matthew Moser on July 23, 2026 from 5:00-9:00 PM
10. Set Public Hearing for Parks, Recreation and Open Space Plan for July 14, 2026 @ 7:00 PM

Councilmember Strand moved to approve the consent agenda. The motion was seconded by Councilmember Reister and passed unanimously.

COMMENTS FROM THE PUBLIC ON ITEMS NOT ON THE AGENDA

11. Public Safety Reports:

CORPORAL RANDY LAKE, LIAISON OFFICER

Chelan County Sheriff Corporal Randy Lake provided the current Sheriff Report for the month of May 2026. He supplied information on the calls for service that have taken place within the City of Leavenworth. He stated the number of incidents, citations, traffic accidents, alarm calls and arrests for May. He reported on other items of interest and answered questions from the Council.

DEPUTY CHIEF MIKE SMITH, FIRE DISTRICT #3

Chelan County Fire District 3 Deputy Chief Mike Smith provided the current fire report for the month of May 2026, including the calls for service that have taken place around the City of Leavenworth and surrounding areas, as well as the number of incidents and Fire Marshal Services for May. He reported on other items of interest and answered questions from the Council.

12. Presentation: America 250 Celebration – Mike Worden

Mike Worden presented plans for a local America 250 bicentennial celebration to be held at Alpine Lakes Elementary School on the Fourth of July; framed as a nonpolitical, family-friendly, free community event for local residents. Due to budget constraints, the originally planned drone show was replaced with an innovative laser light show projected onto a 40-foot inflatable screen, featuring a narrative history of America. The event, running from 5:00 to 10:00 PM, will include a food court, patriotic games and activities, a water feature coordinated with the fire department, Latino and Western dancers, an air-conditioned history tent with a documentary on the Declaration of Independence, displays honoring eight historically significant upper valley families, a community Declaration of Independence signing.

13. Public Hearing: 2027-2032 Six-Year Transportation Improvement Plan on June 23, 2026 @ 7:00 PM

Mayor Pro Tempore Hessburg opened the public hearing at 7:29 PM.

Public Works Director Andi Zontek-Backstrum noted that the Transportation Improvement Plan's format is consistent with state submission requirements, and that design versus construction cost breakdowns may be incorporated in future cycles.

Councilmember Eaton raised concern regarding a planned sidewalk project on Evans to Pine Street and the potential removal of shade trees. Director Zontek-Backstrum explained that maintaining the project's categorical environmental exemption requires a net-zero increase in impervious surface, and that an arborist is being consulted to explore whether the sidewalk could be ramped over tree roots. Construction is not anticipated until 2027, allowing time for further evaluation.

No public comments were received either in person or online.

Hearing no additional comments, Mayor Pro Tempore Hessburg closed the public hearing at 7:34 PM.

RESOLUTIONS, ORDINANCES, ORDERS AND OTHER BUSINESS

14. Resolution 11-2026 – Adoption of the 2027-2032 Six-Year Transportation Improvement Plan

Councilmember Thayer moved to approve Resolution 11-2026 – Adoption of the 2027-2032 Six-Year Transportation Improvement Plan. The motion was seconded by Councilmember Reister and passed unanimously.

15. Bid Award – 2026 Public Works On-Call Construction Services

Councilmember Strand moved to accept and authorize the Mayor to sign a contract with J.M. Pacific, Inc. of Moses Lake, for on-call public works construction services. The motion was seconded by Councilmember Thayer.

16. Task Authorization 2026-03 – RH2 Engineering for Water Main Connections & Upgrades

Councilmember Reister moved to approve and authorize the Mayor to execute a Task Authorization 2026-03 with RH2 Engineering, Inc. for the water main connections & upgrades project in the amount of \$71,468.00. The motion was seconded by Councilmember Strand and passed unanimously.

17. Authorization to Purchase Garbage Truck & Surplus Garbage Truck

- A. Councilmember Strand moved to authorize the expenditure of funds for the purchase of a 2026 Peterbilt 520/Labrie garbage truck at a cost of \$500,714.68 including sales tax and excluding licensing fees. The motion was seconded by Councilmember Thayer and passed unanimously.
- B. Councilmember Strand moved to authorize the sale/auction of the 2010 Peterbilt 320 Diesel garbage truck (VIN#3BPZH58X2AF110100) and declare as surplus. The motion was seconded by Councilmember Thayer and passed unanimously.

18. Authorization to Purchase Asphalt Compaction Roller & Surplus 2006 Roller

- A. Councilmember Reister moved to authorize the expenditure of funds for the purchase of a Tandem Drum Vibratory Roller (Asphalt Compactor) in the amount of \$63,212, including sales tax. The motion was seconded by Councilmember Thayer and passed unanimously.
- B. Councilmember Reister moved to authorize the sale/auction of the 2006 Whacker RD11 Asphalt Compactor Roller and declare as surplus. The motion was seconded by Councilmember Thayer and passed unanimously.

19. Approval to Use Affordable Housing Dollars for Upper Valley MEND/Matt Melton Cottage Housing Project at 203 Orchard Street

Councilmember Thayer moved to approve the use of up to \$500,000 in affordable housing funds to assist in the Upper Valley MEND / Matt Melton Cottage Housing Project, at 203 Orchard Street. The motion was seconded by Councilmember Reister and passed unanimously.

20. Approve Amended Contract for Industrial Wastewater Disposal

Councilmember Thayer moved to approve and authorize the Mayor to sign the Icicle Brewing Company, LLC Industrial Wastewater Contract Authorization and Approval. The motion was seconded by Councilmember Strand and passed unanimously.

COUNCILMEMBER REPORTS

Councilmember Strand attended the Our Valley Our Future listening event in Peshastin and their Housing Summit in Leavenworth.

Councilmember Hessburg attended the Economic Development meeting, the Joint Planning Commission meeting, the Splash Bash at the City pool, the Leavenworth Area Promotions (LAP) Committee meeting and the Link Transit Board meeting. She also met with new Link Transit CEO Don Billen and discussed how Link can best serve Leavenworth.

Councilmember Reister attended Our Valley Our Future Housing Summit, the Finance Committee meeting and the Upper Valley Historical Society Board meeting.

Councilmember Thayer attended the Council Retreat, the Economic Development Committee meeting, the Joint Planning Commission meeting and the Peshastin Community Council meeting with Administrator Selby and Recreation and Tourism Manager Steven Rubinstein.

Councilmember Eaton had no report.

MAYOR/ADMINISTRATION REPORTS

City Administrator Selby reported that the Parking Advisory Committee directed staff to implement a validation-required policy for the Enchantment Lot (behind City Hall), limiting access to visitors of City Hall and the library on weekdays. This change is expected to roll out alongside the locals parking program offering \$1/hour rates for up to three hours, at the end of July. He also noted attending the Association of Washington Cities (AWC) conference in Spokane and he addressed Councilmember Thayer's report on the Peshastin Community Council meeting, suggesting that opposition to the community center project may not reflect the broader community's views.

Finance Director Chantell Steiner noted that the 2025 Annual Report was accepted via the consent agenda and that an audit is expected in the fall. She highlighted that federal grant expenditures came in below the \$1,000,000 threshold for the first time in many years,

reducing audit complexity. She also announced the formal launch of the 2027 budget process, with staff training beginning the following day.

Community Development Director Maggie Boles reported on the Planning Commission's progress on short-term rental regulations, noting a likely path forward on the 4% cap, though the treatment of the pre-approved plans used for Bed & Breakfasts remains under discussion and may return to Council separately.

She noted that the Parks, Recreation and Open Space Plan cleared its Planning Commission hearing with community-supported revisions and is scheduled for Council consideration on July 14th. The comprehensive plan update remains on track for a September Council Public Hearing.

She also announced that a conditional use permit was approved for a small new distillery, Base Camp Distilling, to be located at 939 Front Street.

Public Works Director Andi Zontek-Backstrum reported that fence installation at the water treatment plant and wellfield is expected to be completed by Thursday (6/25).

She noted that two trees in Front Street Park are scheduled for removal on approximately July 15th, including a large tree at the intersection of 9th Street and US Highway 2.

She confirmed that the utilities division is now fully staffed with the addition of new hire Spencer Smith.

She also shared that a kickoff meeting with HDR Engineering will explore hotel/motel customers as a separate rate class eligible for conservation-based pricing and evaluate appropriate connection fees for fire sprinkler service lines, with outcomes intended for inclusion in 2027 rate setting.

The amended contract for Icicle Brewing Company will require Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) testing which will then be required for all alcohol producers going forward.

INFORMATION ITEMS & FUTURE CONSIDERATIONS

- 21.** May 2026 Finance Report
- 22.** May 2026 Public Works Dept. Report
- 23.** May 2026 Design Review Board Minutes

ADJOURNMENT

Seeing no other business, Councilmember Thayer moved to adjourn the June 23, 2026 meeting of the Leavenworth City Council. The motion was seconded by Councilmember Reister and passed unanimously.

The meeting was adjourned at 8:28 PM.

APPROVED

ATTEST

Anne Hessburg
Mayor Pro Tempore

Andrea Fischer
City Clerk

DRAFT

LEAVENWORTH CITY COUNCIL ANNUAL RETREAT MINUTES

June 30, 2026

City Administrator Selby called the June 30, 2026 Leavenworth City Council Annual Retreat meeting to order at 5:35 PM.

ROLL CALL

Council Present: Anne Hessburg, Zeke Reister, Shane Thayer, Mike Bedard, Travis McMaster and Rob Eaton.

Council Absent: Clint Strand.

Staff Present: Matthew "Selby", Chantell Steiner, Andi Zontek-Backstrum, Brantley Bain, Steven Rubinstein, Shannon Lemons and Andrea Fischer.

Capital Planning Strategy Session

City Administrator Selby opened the session by framing the central challenge: the City's capital improvement plan contains four major projects that, at full scope in today's dollars, total approximately \$185 million, while the City's available bonding capacity is estimated at \$50 million. The four projects under discussion are the Community Center (inclusive of an indoor pool and library), the Parking Garage at the Blewett lot (minimum 300 stalls), a new Public Works Campus, and the Front Street Pedestrian Plaza.

Public Works Director Andi Zontek-Backstrum introduced a forced pair ranking exercise to help the Council establish project priorities. After Councilmembers completed their rankings, the results placed the Community Center as the top priority, followed by the Parking Garage, the Front Street Pedestrian Plaza, and the Public Works Campus in fourth place. The Council generally agreed that this ordering reflected community sentiment, though several Councilmembers noted the limitations of comparing projects with fundamentally different funding structures.

Public Works Campus

Staff proposed that a Public Works campus with reduced scope would cost about \$15 million and would be focused on building new office space and covered storage at the existing site. It could be funded through a combination of revenue bonds and low-interest loans by approximately 2030, without requiring voter approval. The Council did not agree with the reduced scope and agreed with a phased approach, that the full long-term vision of a \$40 million campus should be preserved so future grant opportunities are not missed. The PUD land was confirmed as infeasible for a full campus due to access and transmission line constraints. The Council agreed to plan for \$15 million as Phase 1 with a clear roadmap for future phases.

Parking Garage

Staff noted that the current estimate of \$45 million exceeds what the City can reasonably fund through a revenue bond alone, with any remaining balance requiring voter-approved general obligation debt, which the Council viewed as unlikely to succeed. The concept of a public-private partnership was introduced, drawing on a proposal previously shared by retired local architect Glen Peterson. The concept would have the City retain ownership of the land while a private developer constructs a mixed-use building incorporating parking stalls, commercial space and affordable/workforce housing, potentially without consuming the City's bonding capacity. The Council expressed strong interest in this approach and agreed to pause the current final design contract with ARC while the public-private partnership concept is further explored. The Council has requested that Mr. Peterson be invited to present to the full Council at a future Study Session.

Community Center

Administrator Selby and Recreation & Tourism Manager Steven Rubinstein outlined a funding path centered on the formation of a Public Facilities District (PFD), which would allow the City to bring a two-tenths of one percent sales tax measure to voters at the November 2027 general election. This measure alone could support bonding of approximately \$9–10 million, and would be supplemented by donations, USDA low-interest loans, PRSA bonding capacity, and potential partnerships such as with the YMCA. The Council discussed the possibility of eventually expanding the PFD to align with the Cascade School District boundaries, contingent on passage of House Bill 1037, which would significantly increase bonding capacity. The Council agreed the Community Center should not have its scope reduced, citing strong community demand, the deteriorating condition of the existing pool, and the potential for private donations and naming rights to offset a significant portion of costs.

Front Street Pedestrian Plaza

An updated cost estimate of approximately \$66 million was received from the consultant on the day of the meeting. The Council agreed the project should proceed with a phased approach, with buildable plans ready within approximately one year. Heated sidewalks were unanimously agreed to be removed from scope due to high installation, maintenance, and utility costs. The Council also agreed that the proposed performance stage, being a Chamber of Commerce priority rather than a City need, should be funded by the Chamber rather than the City. A phasing sequence was discussed, with Councilmember Hessburg suggesting work begin on the west end to drive foot traffic to underserved businesses, while City Engineer Brantley Bain noted that underground utility replacement, water and sewer, would need to occur as the true first phase regardless of surface phasing decisions. The Council agreed to have engineering staff develop a recommended phasing plan for future Council review.

The Council broadly supported this direction, agreeing that bonding capacity dollars could serve as valuable match funding for federal grant programs, some of which offer up to 80% federal funding. Staff were directed to explore this further.

The Council confirmed its final project priority order as:

1. Community Center
2. Parking Garage

3. Front Street Pedestrian Plaza
4. Public Works Campus.

Several Councilmembers noted that the parking garage and community center should be considered co-equal priorities (1a and 1b), with Front Street as a strong concurrent effort. The Council agreed that all four projects should be planned at full vision scope rather than reduced scope, with phased implementation strategies developed for each. The Council also agreed that dedicated study sessions should be held for each project to develop individualized funding strategies, and that the City should move forward promptly with a Request for Proposals (RFP) for grant writing and lobbying services.

Adjournment

Seeing no other business, City Administrator Selby adjourned the June 30, 2026 annual retreat meeting of the Leavenworth City Council. The meeting adjourned at 7:23 PM.

APPROVED

ATTEST

Matthew "Selby"
City Administrator

Andrea Fischer
City Clerk

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4295	07/15/2026	Claims	10	72449	APWA Membership	277.00	A. Zontek - APWA Annual Membership 2026
					501 - 548 68 49 000 - Misc-Reg/Dues/Subscriptions	277.00	
4296	07/15/2026	Claims	10	72450	Ag Supply Co.	58.20	Propane
					501 - 548 68 32 000 - Fuel Consumed	58.20	
4297	07/15/2026	Claims	10	72451	Alumichem	12,427.09	WRRF - Chemicals; WRRF - Chemicals
					404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt	4,926.72	
					404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt	7,500.37	
4298	07/15/2026	Claims	10	72452	American Contract Bridge League	6,420.00	2026 Leavenworth Fund Program Lodging Tax
					104 - 557 30 44 007 - Leavenworth Fund - Lodging S	6,420.00	
4299	07/15/2026	Claims	10	72453	Anatek Labs, Inc.	396.00	WRRF - Water Testing; WRRF - Water Testing; WTP - Water Testing; WTP - Water Testing
					403 - 534 80 41 000 - Water Testing	84.00	
					403 - 534 80 41 000 - Water Testing	168.00	
					404 - 535 80 41 000 - Professional Services	72.00	
					404 - 535 80 41 000 - Professional Services	72.00	
4300	07/15/2026	Claims	10	72454	Aperture EQ	217.20	Leading a Workforce Free of Harassment and Discrimination On-Demand Training
					001 - 513 10 43 001 - Professional Development - All	217.20	
4301	07/15/2026	Claims	10	72455	BHC Consultants LLC	5,500.00	2026 Comp Plan Update - Services 05/23/2026 - 06/19/2026
					410 - 531 30 41 000 - Professional Services	13.34	
					403 - 534 80 41 003 - Pro Svs - General	13.33	
					404 - 535 80 41 000 - Professional Services	13.33	
					415 - 542 65 41 009 - Prosvs - Comp Plan Support	40.00	
					101 - 543 10 41 000 - Prosvs - Comp Plan Support	90.00	
					104 - 557 30 41 008 - Prosvs - Comp Plan Tourism S	110.00	
					001 - 558 60 41 002 - Comp Plan Update	4,950.00	
					001 - 594 76 41 003 - City Parks Master Plan	270.00	
4302	07/15/2026	Claims	10	72456	Backflow Soutions, Inc	995.00	Annual BSI Online Subscription Fee - 2026
					403 - 534 80 49 000 - Misc/Reg/Dues/Subscriptions	995.00	
4303	07/15/2026	Claims	10	72457	Bitco Software LLC	16,957.20	Annual Maintenance Fee PermitTrax
					001 - 558 60 41 008 - Pro. Svs. Permit Tracking Softw	16,957.20	
4304	07/15/2026	Claims	10	72458	Cascade Community Markets	1,105.00	Leavenworth Fund Grant General Fund - Leavenworth Community Farmers Market
					001 - 571 23 49 000 - Leavenworth Fund - Youth/Sen	1,105.00	
4305	07/15/2026	Claims	10	72459	Cascade Quality Water	348.51	Various - June 2026
					001 - 518 30 31 000 - Office & Operating Supplies	106.59	City Hall - Water
					404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt	17.10	WRRF - Water
					415 - 542 65 31 001 - Office & Operating Supplies	33.34	Parking - Water
					501 - 548 68 31 000 - Office & Operating Supplies	24.24	Amber - OPS Shop - Water
					501 - 548 68 31 000 - Office & Operating Supplies	140.64	Utility Shop - Water
					001 - 576 80 31 000 - Office & Operating Supplies	26.60	Parks Building/Cemetary -Water
4306	07/15/2026	Claims	10	72460	Central Washington Water Center Inc.	561.27	Pool - Chemicals
					176 - 576 20 31 000 - Office & Operating Supplies	561.27	
4307	07/15/2026	Claims	10	72461	Certified Travel Media	2,247.27	LAP - Advertising

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			104 - 557 30 44 001 - Advertising-LAP			2,247.27	
4308	07/15/2026	Claims	10	72462	Chelan Co Fire Dist #3	15,000.00	Fire Marshal Services - 2nd Quarter 2026
			001 - 522 10 41 000 - Intergov Svs-Fire Dist #3 Contr			15,000.00	
4309	07/15/2026	Claims	10	72463	Chelan County PUD	12,475.97	Various - June 2026
			001 - 518 30 47 000 - Utilities			146.56	City Hall Lights
			001 - 518 30 47 001 - Utilities - Osborn			107.12	Osborn School
			403 - 534 80 47 000 - Utilities			43.51	WTP / Ski Hill Reservoir (Top of Ski Hill Dr.)
			403 - 534 80 47 000 - Utilities			182.10	WTP / Ski Hill Pump Station
			403 - 534 80 47 000 - Utilities			1,737.98	WTP / Pump Stations / Icicle Rd Reservoir
			404 - 535 80 47 000 - Utilities			8.16	SNAP
			404 - 535 80 47 000 - Utilities			2,798.65	WWTP / Pump Stations
			001 - 536 50 47 000 - Utilities			23.29	Cemetery
			402 - 537 80 47 000 - Utilities			47.92	Recycle Center
			101 - 542 63 47 000 - Utilities			165.39	Street Lights
			101 - 542 63 47 000 - Utilities			54.47	Ward Strasse/Pinegrass Street Lights
			101 - 542 63 47 000 - Utilities			26.13	Price & Pine Street Lights
			101 - 542 63 47 000 - Utilities			758.75	Street Lights / Hwy Snowflakes
			101 - 542 63 47 000 - Utilities			28.28	Front St. / Grange Hall street light
			101 - 542 63 47 000 - Utilities			58.83	Street Lights / Snow Melt
			415 - 542 65 47 000 - Utility Services			66.60	Car Wash (1451 US Hwy 2)
			415 - 542 65 47 000 - Utility Services			145.58	Glacier Parking Lot
			501 - 548 68 47 000 - Utilities			103.66	PW Shop
			501 - 548 68 47 000 - Utilities			22.20	Car Wash (1451 US Hwy 2)
			104 - 557 30 47 001 - Utilities-Restrooms			146.56	City Hall Lights
			104 - 557 30 47 001 - Utilities-Restrooms			113.27	9th Streetscape / 8th St. Bathrooms
			104 - 557 30 47 001 - Utilities-Restrooms			254.02	Front St. City Park
			104 - 557 30 47 001 - Utilities-Restrooms			47.38	Parks House
			104 - 557 30 47 002 - Utilities - Icicle Station			54.10	Icicle Train Station
			110 - 575 48 47 000 - Utility Services			445.32	Festhalle
			176 - 576 20 47 000 - Utilities			4,671.22	City Pool
			001 - 576 80 47 000 - Utilities			119.52	Parks Bldg/Enchantment Park / Waterfront Park
			001 - 576 80 47 000 - Utilities			52.01	Lions Club Park
			001 - 576 80 47 000 - Utilities			47.39	Parks House
4310	07/15/2026	Claims	10	72464	Chelan County Treasurer	11,109.00	Dump Fees- 05/01/2026-05/23/2026
			402 - 537 80 40 004 - Dump Fees			11,109.00	
4311	07/15/2026	Claims	10	72465	Cintas Corporation Loc #607	5,349.91	City Staff - Uniforms; City Staff - Uniforms; City Staff - Uniforms; Uniforms for Utilities; Shop - Eyewash; Booster Station - Eyewash; Booster Station - First Aid Supplies; WTP - Eyewash
			403 - 534 80 32 000 - Operating Supplies-Trtmnt Plnt			94.53	WTP
			403 - 534 80 32 000 - Operating Supplies-Trtmnt Plnt			96.65	
			403 - 534 80 32 000 - Operating Supplies-Trtmnt Plnt			240.20	
			403 - 534 80 32 000 - Operating Supplies-Trtmnt Plnt			193.31	
			404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt			327.17	WRRF
			404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt			199.39	WRRF
			501 - 548 68 31 000 - Office & Operating Supplies			920.88	Utilities
			501 - 548 68 31 000 - Office & Operating Supplies			194.48	Utilities
			501 - 548 68 31 000 - Office & Operating Supplies			412.65	Utilities
			501 - 548 68 31 000 - Office & Operating Supplies			349.00	
			501 - 548 68 31 000 - Office & Operating Supplies			96.65	
			001 - 576 80 31 000 - Office & Operating Supplies			1,416.18	Parks/Facilities

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			001 - 576 80 31 000 - Office & Operating Supplies			283.93	Parks/Facilities
			001 - 576 80 31 000 - Office & Operating Supplies			524.89	Parks/Facilities
4312	07/15/2026	Claims	10	72466	Deckard Technologies	7,868.07	Short Term Rental Monitoring - 7/31/2026 - 7/30/2027
			001 - 558 60 49 001 - Short-Term Rental Monitoring			7,868.07	
4313	07/15/2026	Claims	10	72467	Dept of Ecology	972.20	WRRF- Renewal Accreditation Period - 6/27/2026 - 6/26/2027
			404 - 535 80 40 006 - Lab Accreditation Permit			972.20	
4314	07/15/2026	Claims	10	72468	Enterprise FM Trust	122,441.14	Various
			501 - 548 68 41 003 - ProSvs - Fleet Vehicles Acct Fees			594.62	Fleet Vehicles Monthly Acct Fees - July 2026 (9 Vehicles)
			501 - 594 48 64 058 - New Light Pickup			417.60	2025 Chevy Silverado - Streets Truck Licensing Fees
			501 - 594 48 64 059 - Enterprise Fleet Rotations			36,086.15	2026 Chevy Equinox - City Hall #2
			501 - 594 48 64 059 - Enterprise Fleet Rotations			23,292.22	2026 Chevy Silverado - Parks #1
			501 - 594 48 64 059 - Enterprise Fleet Rotations			33,078.13	2026 Chevy Silverado - Parks #2
			501 - 594 48 64 059 - Enterprise Fleet Rotations			28,972.42	2026 RAM 2500 - Parks
4315	07/15/2026	Claims	10	72469	Firefly Inc.	146.34	Pool Laptop Setup
			176 - 576 20 35 000 - Small Tool & Minor Equipment			146.34	
4316	07/15/2026	Claims	10	72470	Gibbs Graphics LLC	6,352.07	Parking Signage - 50% Down Payment
			415 - 595 65 41 005 - Parking Wayfinding Signage			6,352.07	
4317	07/15/2026	Claims	10	72471	Gray & Osborne, Inc.	868.56	Leavenworth Meadows; Alpenglow Village 3 Phase 1 and 2 Review
			001 - 558 60 41 005 - Pro.Svs. Develop Review-Reimbursement			637.44	
			001 - 558 60 41 005 - Pro.Svs. Develop Review-Reimbursement			231.12	
4318	07/15/2026	Claims	10	72472	H.D. Fowler Company Inc.	1,525.65	K81 Parts; Water Main Connections Project
			403 - 534 80 31 000 - Operating Supplies-Distribution			171.62	
			403 - 594 34 62 063 - Cedar/Stafford/Center Water Main			1,354.03	
4319	07/15/2026	Claims	10	72473	Hach Company Inc.	414.75	WRRF - Chemicals
			404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt			414.75	
4320	07/15/2026	Claims	10	72474	Home Depot Credit Svc	1,721.50	Various
			404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt			154.44	WRRF - Supplies
			001 - 536 50 48 000 - Repairs & Maintenance			613.98	Cemetery - Sod
			001 - 536 50 48 000 - Repairs & Maintenance			434.78	Cemetery -Sod
			001 - 576 80 48 000 - Repairs & Maintenance			518.30	Parks - Repairs
4321	07/15/2026	Claims	10	72475	IPro Building Services LLC	1,437.00	June Building Service
			001 - 518 30 41 001 - Pro.Svs. City Hall Janitorial			1,437.00	
4322	07/15/2026	Claims	10	72476	J.J Keller	3,249.58	PW/Safety Trainings
			404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt			324.95	WRRF
			404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt			324.95	WTP
			501 - 548 68 31 000 - Office & Operating Supplies			1,299.84	Utilities/Admin
			001 - 576 80 31 000 - Office & Operating Supplies			1,299.84	Parks/Facilities
4323	07/15/2026	Claims	10	72477	Leavenworth Alphorn Association	3,000.00	2026 Leavenworth Fund Grant Program Lodging Tax
			104 - 557 30 44 007 - Leavenworth Fund - Lodging S			3,000.00	
4324	07/15/2026	Claims	10	72478	Local Planning	7,670.00	Festhalle Management - June 2026
			104 - 557 30 44 003 - Advertising-Festhalle			100.00	Social Media

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			110 - 575 48 41 000 - Managerial Services			4,300.00	Management Fee
			110 - 575 48 41 001 - Janitorial Services			1,470.00	Janitorial
			110 - 575 48 41 004 - Event Staffing			1,800.00	Event Staffing
4325	07/15/2026	Claims	10	72479	Mid-American Research	5,216.31	Parks - Supplies
			104 - 557 30 31 000 - Operating Supplies-Restroom/			5,216.31	
4326	07/15/2026	Claims	10	72480	Nash Consulting, Inc	390.00	Fall Planning - A. Zontek-Backstrum
			501 - 548 68 41 002 - Professional Services			390.00	
4327	07/15/2026	Claims	10	72481	Norco Inc.	803.64	Pool - Chemicals; Pool - Chemicals; Pool - Cylinder Rental
			176 - 576 20 31 000 - Office & Operating Supplies			207.54	
			176 - 576 20 31 000 - Office & Operating Supplies			442.65	
			176 - 576 20 31 000 - Office & Operating Supplies			153.45	
4328	07/15/2026	Claims	10	72482	One Call Concepts Inc	52.82	Utility Locates - June 2026
			410 - 531 30 31 000 - Office & Operating Supplies			1.58	
			403 - 534 80 31 000 - Operating Supplies-Distribution			27.47	
			404 - 535 80 31 000 - Operating Supplies-Collection			23.77	
4329	07/15/2026	Claims	10	72483	Oxarc Inc.	222.13	Chlorine - Cylinder Rental
			403 - 534 80 32 000 - Operating Supplies-Trtmnt Plnt			222.13	
4330	07/15/2026	Claims	10	72484	Parklync	1,250.00	Parklync Permit Management Software Services - June 2026
			415 - 542 65 41 004 - ProSvs- Enforcement Billing			1,250.00	
4331	07/15/2026	Claims	10	72485	Parkmobile, LLC	2,912.55	End User Fees - June 2026
			415 - 542 65 40 011 - CC Processing Charges			2,912.55	
4332	07/15/2026	Claims	10	72486	Place Landscape Architecture, LLC	192.50	Leavenworth 2024 Cem Exp
			001 - 594 76 41 000 - Cemetery Plat & Plan Review			192.50	
4333	07/15/2026	Claims	10	72487	Accounts Receivable RWC Group	925.78	#46 International Dump
			501 - 548 68 34 000 - Supp Purchased For Inventory			925.78	
4334	07/15/2026	Claims	10	72488	Ricoh USA, Inc.	65.39	Parking Copier Contract - 7/26/26 - 8/25/26
			415 - 542 65 45 000 - Operating Rentals & Leases - C			5.23	
			415 - 591 47 70 004 - Lease - Parking Copier			60.16	
4335	07/15/2026	Claims	10	72489	Ricoh USA, Inc	374.10	City Hall Copier Lease - July 2026
			502 - 518 90 45 000 - Operating Rentals & Leases			29.63	
			502 - 591 18 70 001 - Lease - Cityhall Copier			344.47	
4336	07/15/2026	Claims	10	72490	Sherpas IT	434.80	Website Hosting & Support - July 2026
			502 - 518 90 41 004 - Website Design-ProSvs			434.80	
4337	07/15/2026	Claims	10	72491	Stan's Merry Mart	846.93	Various
			404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt			194.38	B. Larson
			404 - 535 80 32 000 - Operating Supplies-Trtmnt Plnt			212.89	J. High
			501 - 548 68 31 000 - Office & Operating Supplies			236.03	A. Cox
			501 - 548 68 31 000 - Office & Operating Supplies			203.63	M. Thomas
4338	07/15/2026	Claims	10	72492	Staples	531.83	City Hall - Supplies
			502 - 518 90 34 000 - Office & Operating Supplies			531.83	City Hall - Supplies
4339	07/15/2026	Claims	10	72493	Stetner Electric, Inc.	1,679.82	WTP - Chlorine Analyzer TSP Wire
			403 - 534 80 41 003 - Pro Svs - General			1,679.82	

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4340	07/15/2026	Claims	10	72494	TK Elevator Corp.	1,911.65	Gold - Full Maintenance City Hall 7/1/2026 - 9/30/2026
					001 - 518 30 48 000 - Repairs & Maintenance City Ha	1,911.65	
4341	07/15/2026	Claims	10	72495	Tacoma Screw Products, Inc.	1,375.85	Shop - Supplies; Shop - Supplies
					501 - 548 68 31 000 - Office & Operating Supplies	992.62	
					501 - 548 68 31 000 - Office & Operating Supplies	383.23	
4342	07/15/2026	Claims	10	72496	The Center for Alcohol & Drug Treatment	183.63	2nd Quarter 2026 - Liquour Tax Profits
					001 - 566 00 41 000 - Substance Abuse Program - 29	183.63	
4343	07/15/2026	Claims	10	72497	Thompson Guildner & Associates Inc. P.S.	10,066.76	Mountain View Cemetery Tort Claim; Litigation - Beardsley; General Counsel - June 2026
					001 - 515 31 41 000 - City Attorney - Prosvs.	1,408.19	General Counsel
					001 - 515 31 41 001 - Other Legal - Prosvs.	1,255.57	
					001 - 515 31 41 009 - Legal - Community Developme	1,076.53	Community Development
					001 - 515 31 41 010 - Legal - Engineering/PW	4,601.89	Engineering/PW
					001 - 515 31 41 011 - Legal - Contract Admin	150.22	Contracts
					001 - 515 31 41 017 - Legal - Personnel Related	900.22	Personnel
					001 - 515 31 41 023 - Legal - Parking	142.14	Parking
					001 - 515 31 41 030 - Legal - Litigation	16.00	
					001 - 515 31 41 030 - Legal - Litigation	100.00	Litigation - Beardsley
					001 - 515 31 41 031 - Legal - Records Requests	416.00	Records Requests
4344	07/15/2026	Claims	10	72498	Tosibox Inc.	210.00	WWTP - Tosibox Data Plan - 2nd Quarter 2026
					404 - 535 80 41 000 - Professional Services	210.00	
4345	07/15/2026	Claims	10	72499	Treasurer State Of Washington	509.00	2nd Quarter 2026 - Building Permit Surcharges
					001 - 582 90 00 001 - Building Permit Surcharge	509.00	
4346	07/15/2026	Claims	10	72500	US Post Office	480.00	August Utility Billing Postage
					410 - 531 30 42 000 - Communications-Phone/Posta	14.40	
					403 - 534 80 42 000 - Comm-Phone/Postage/Fx	196.80	
					404 - 535 80 42 000 - Comm-Phone/Postage/Fx	168.00	
					402 - 537 80 42 000 - Comm-Phone/Postage/Fx	100.80	
4347	07/15/2026	Claims	10	72501	USIC Receivables, LLC	1,588.73	Utility Locates - June 2026; Fuel - May 2026
					410 - 531 30 31 000 - Office & Operating Supplies	47.51	
					410 - 531 30 31 000 - Office & Operating Supplies	0.15	
					403 - 534 80 31 000 - Operating Supplies-Distributi	823.49	
					403 - 534 80 31 000 - Operating Supplies-Distributi	2.65	
					404 - 535 80 31 000 - Operating Supplies-Collection	712.63	
					404 - 535 80 31 000 - Operating Supplies-Collection	2.30	
4348	07/15/2026	Claims	10	72502	Upper Valley Aquatic Boosters	1,600.00	2026 Splash Bash Expenses
					176 - 576 20 31 000 - Office & Operating Supplies	1,600.00	
4349	07/15/2026	Claims	10	72503	Varela & Associates, Inc	5,628.08	14-11 Wastewater Facilities Improvements - April 18, 2026 - June 26, 2026
					404 - 594 35 41 007 - TMDL Engineering / Design	5,628.08	
4350	07/15/2026	Claims	10	72504	Visa	17,483.10	Visa Two - Various; Visa Four - Various; Visa Five - Various; Visa Six - Various; Visa Three - Various; Visa One - Various
					415 - 362 30 00 012 - On Street Parking Fees	-3.00	On Street Parking
					001 - 511 60 31 003 - Community Engagement Night	0.48	Meta - CEN Ad

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		001 - 511 60 43 000 - Travel-Lodging/Meals/Mileage				194.12	5/26 Council Dinner Supplies
		001 - 513 10 31 000 - Office & Operating Supplies				119.66	Admin - Supplies
		001 - 513 10 31 000 - Office & Operating Supplies				18.98	Admin - Supplies
		001 - 513 10 31 000 - Office & Operating Supplies				9.99	Apple Storage - K. Raftery
		001 - 513 10 31 000 - Office & Operating Supplies				115.11	Printer Ink
		001 - 513 10 31 000 - Office & Operating Supplies				28.87	Trash Bin
		001 - 513 10 31 000 - Office & Operating Supplies				23.35	Recycling Bin
		001 - 513 10 31 000 - Office & Operating Supplies				317.64	COL Branded Apparel
		001 - 513 10 43 001 - Professional Development - All				150.00	PD Day - Gift Cards
		001 - 513 10 43 001 - Professional Development - All				65.16	PD Day - Gift Cards
		001 - 513 10 43 001 - Professional Development - All				2,791.06	Professional Dev. Day Canopy Rental
		001 - 513 10 43 001 - Professional Development - All				72.41	PD Day Supplies
		001 - 513 10 43 001 - Professional Development - All				149.98	PD Day Breakfast Supplies
		001 - 513 10 49 000 - Misc-Reg/Dues/Subscriptions				515.00	M. Selby - WFOA Conference Fees
		001 - 513 10 49 000 - Misc-Reg/Dues/Subscriptions				960.00	M. Selby - ICMA Membership Dues
		001 - 513 10 49 000 - Misc-Reg/Dues/Subscriptions				1.07	M. Selby - Outlook App
		001 - 513 10 49 000 - Misc-Reg/Dues/Subscriptions				156.00	Wenatchee World - Annual Subscription
		001 - 513 10 49 000 - Misc-Reg/Dues/Subscriptions				55.00	Leavenworth Echo Annual Subscription
		001 - 513 10 49 000 - Misc-Reg/Dues/Subscriptions				53.12	K. Raftery - Professional Dev.
		001 - 514 20 49 000 - Misc-Reg/Dues/Subscriptions				515.00	S. McLaughlin - WFOA Conference Fees
		502 - 518 90 31 000 - Wellness Committee Operating				243.45	Wellness Committee Prizes
		502 - 518 90 34 000 - Office & Operating Supplies				47.77	Business Card Holder
		502 - 518 90 34 000 - Office & Operating Supplies				130.00	City Hall - Pride Banner
		502 - 518 90 34 000 - Office & Operating Supplies				87.60	ID Badges
		502 - 518 90 34 000 - Office & Operating Supplies				23.64	ID Badges Lanyards
		502 - 518 90 34 000 - Office & Operating Supplies				25.91	Flagpole Holder for City Hall
		502 - 518 90 49 000 - Misc-Reg/Dues/Subscriptions				327.88	Adobe Consolidated Accounts
		502 - 518 90 49 000 - Misc-Reg/Dues/Subscriptions				156.10	K. Raftery Beautiful AI Subscription
		403 - 534 80 32 000 - Operating Supplies-Trtmnt Plnt				439.95	A. Pedack - Boots
		403 - 534 80 32 000 - Operating Supplies-Trtmnt Plnt				195.47	A. Pedack - Winter Jacket
		403 - 534 80 32 000 - Operating Supplies-Trtmnt Plnt				439.95	Missing - Duplicate Charge Reciept
		403 - 534 80 32 000 - Operating Supplies-Trtmnt Plnt				-430.00	A. Pedack Boots Refund
		403 - 534 80 48 000 - Repairs & Maintenance				60.00	WTP - Telemetry
		403 - 534 80 49 000 - Misc/Reg/Dues/Subscriptions				108.00	A. Pedack - PSI Test Registration
		403 - 534 80 49 000 - Misc/Reg/Dues/Subscriptions				154.25	A. Pedack - AWWA Test Registration
		404 - 535 80 42 000 - Comm-Phone/Postage/Fx				75.00	WRRF - Textlight - Pump Alarm
		404 - 535 80 43 000 - Travel-Lodging/Meals/Mileage				23.31	J. High - Meals for Conference
		404 - 535 80 43 000 - Travel-Lodging/Meals/Mileage				15.00	J. High - Meals for Conference
		404 - 535 80 43 000 - Travel-Lodging/Meals/Mileage				35.53	J. High - Meals for Conference
		404 - 535 80 43 000 - Travel-Lodging/Meals/Mileage				14.01	J. High - Meals for Conference
		404 - 535 80 43 000 - Travel-Lodging/Meals/Mileage				186.75	J. High - Hotel Fees for Training
		404 - 535 80 49 000 - Misc/Reg/Dues/Subscriptions				229.99	J. High - Training Fees - American Water College
		415 - 542 65 31 001 - Office & Operating Supplies				217.79	Parking - Ladder
		415 - 542 65 31 001 - Office & Operating Supplies				111.84	Dash Passes Parking
		415 - 542 65 31 002 - Office & Operating-Parking Lot				93.63	Parking Signs
		415 - 542 65 44 000 - Advertising				299.00	Parking Lot Attendant - Job Ad
		501 - 548 68 31 000 - Office & Operating Supplies				18.54	Report of Sale - 2012 Sweeper
		104 - 557 30 49 000 - RTM - Misc/Regs/Dues/Subscri				130.08	S. Rubinstein - Docusign Account
		001 - 558 60 31 000 - Office & Operating Supplies				48.79	A. Worden - Business Cards
		001 - 558 60 31 000 - Office & Operating Supplies				61.87	A. Worden - Desk Supplies
		001 - 558 60 31 000 - Office & Operating Supplies				17.53	A. Worden - Door Stop
		001 - 558 60 49 000 - Misc-Reg/Dues/Subscriptions				260.16	A. Worden - Docusign Account
		001 - 559 30 31 000 - Office & Operating Supplies				0.99	K. Winston - Apple Storage

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City Of Leavenworth

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07/15/2026 To: 07/15/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			176 - 576 20 31 000 - Office & Operating Supplies			129.78	Pool - Supplies
			176 - 576 20 31 000 - Office & Operating Supplies			36.75	Swimtest Wristbands
			176 - 576 20 31 000 - Office & Operating Supplies			-42.22	Refund - Swimtest Wristbands
			176 - 576 20 31 000 - Office & Operating Supplies			124.11	Pool - Swim Diapers
			176 - 576 20 44 000 - Advertising			8.40	Meta - Hiring Ad Pool
			176 - 576 20 44 000 - Advertising			54.30	Lifeguard - Job Ad
			176 - 576 20 49 000 - Misc-Reg/Dues/Subscriptions			130.08	S. Rubinstein - Docusign Account
			176 - 576 20 49 000 - Misc-Reg/Dues/Subscriptions			144.00	Pool Employee Redcross Recertifications
			176 - 576 20 49 000 - Misc-Reg/Dues/Subscriptions			213.96	K. Lemons - Smartsheet Subscription
			176 - 576 20 49 000 - Misc-Reg/Dues/Subscriptions			336.00	Pool Employees Redcross Certification
			001 - 576 80 35 000 - Small Tools & Minor Equipmen			4,096.80	Parks - Toolbox for Truck
			001 - 576 80 48 000 - Repairs & Maintenance			261.19	Parks - Link Restroom Repairs
			001 - 576 80 48 000 - Repairs & Maintenance			1,731.54	Parks - Enchantment Restroom Repairs
			104 - 594 76 63 021 - 2026 Front Street Short-Term Imp.			93.63	Construction Signs - Front St. Short-term Imp.
4351	07/15/2026	Claims	10	72505	Ward Media		43.50 Public Hearing for Parks and Recreation/Open Space Plan
			502 - 518 90 44 000 - Advertising			43.50	
4352	07/15/2026	Claims	10	72506	Washington State Patrol		11.00 Pool Employee Background Check
			176 - 576 20 31 000 - Office & Operating Supplies			11.00	
4353	07/15/2026	Claims	10	72507	Wenatchee Petroleum Co.		374.29 Dyed Diesel
			501 - 548 68 32 000 - Fuel Consumed			374.29	
4354	07/15/2026	Claims	10	72508	Wenatchee Valley Humane Society		1,875.00 Animal Control Contract Installment - June 2026
			001 - 554 30 41 000 - Humane Society-Prosvs.			1,875.00	
			001 Current Expense			81,923.42	
			101 Streets			1,181.85	
			104 Lodging Tax			17,932.62	
			110 Leavenworth Civic Center			8,015.32	
			176 Community Swimming Pool			8,928.63	
			402 Garbage			11,257.72	
			403 Water			9,294.24	
			404 Sewer			25,857.82	
			410 Stormwater			76.98	
			415 Parking			11,590.79	
			501 Equip Rental & Revolving Fund			129,864.70	
			502 Central Services			2,426.58	
			* Transaction Has Mixed Revenue And Expense Accounts			308,350.67	Claims: 308,350.67

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City Of Leavenworth

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07/15/2026 To: 07/15/2026

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

Signed

Date

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Date


Finance Director

7/14/2026
Date

CHECK REGISTER

City Of Leavenworth

Time: 09:31:30 Date: 07/07/2026

07/08/2026 To: 07/08/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4183	07/08/2026	Claims	10	72441	Autumn Leaf Association	21,595.92	Autumn Leaf Festival Association Expenses; Autumn Leaf Festival Association Expenses
					104 - 557 30 44 002 - Advertising-Autumn Leaf Assoc	4,008.20	
					104 - 557 30 44 002 - Advertising-Autumn Leaf Assoc	17,587.72	
4184	07/08/2026	Claims	10	72442	Certified Folder Display Inc	2,247.27	LAP - Adertising
					104 - 557 30 44 001 - Advertising-LAP	2,247.27	
4185	07/08/2026	Claims	10	72443	Jamie High	191.04	J. High - Mileage Reimbursment
					404 - 535 80 43 000 - Travel-Lodging/Meals/Mileage	191.04	
4186	07/08/2026	Claims	10	72444	Jose Marquez	50.00	Wellness Comm. Reimbursement
					502 - 518 90 31 000 - Wellness Committee Operating	50.00	
4187	07/08/2026	Claims	10	72445	Travis McMaster	416.05	AWC Annual Conference 2026
					001 - 511 60 43 000 - Travel-Lodging/Meals/Mileage	416.05	
4188	07/08/2026	Claims	10	72446	Performance Systems Integration	2,421.43	Fire Extinguisher Annual Maint.
					001 - 518 30 48 000 - Repairs & Maintenance City Ha	121.07	
					403 - 534 80 48 000 - Repairs & Maintenance	121.07	
					404 - 535 80 48 000 - Repairs & Maintenance	121.07	
					501 - 548 68 48 000 - Repairs & Maintenance	968.57	
					110 - 575 48 48 000 - Repairs & Maintenance	484.29	
					176 - 576 20 48 000 - Repairs & Maintenance	121.07	
					001 - 576 80 48 000 - Repairs & Maintenance	484.29	
4189	07/08/2026	Claims	10	72447	Matthew Selby	658.70	AWC Annual Meeting
					001 - 513 10 43 000 - Travel-Lodging/Meals/Mileage	658.70	
4190	07/08/2026	Claims	10	72448	ZoomGrants	731.00	Lodging Tax Grant Fund Tracking Program Annual Subscription - 7/1/26 - 6/30/27 - Sales Tax
					104 - 557 30 44 007 - Leavenworth Fund - Lodging S	731.00	
					001 Current Expense	1,680.11	
					104 Lodging Tax	24,574.19	
					110 Leavenworth Civic Center	484.29	
					176 Community Swimming Pool	121.07	
					403 Water	121.07	
					404 Sewer	312.11	
					501 Equip Rental & Revolving Fund	968.57	
					502 Central Services	50.00	
						28,311.41	Claims: 28,311.41

CHECK REGISTER

City Of Leavenworth

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07/08/2026 To: 07/08/2026

Page: 2

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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Finance Director

7/7/2026

Date

CHECK REGISTER

City Of Leavenworth

Time: 15:57:23 Date: 07/07/2026

07/01/2026 To: 07/31/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
4198	07/07/2026	Claims	10	EFT	Xpress Solutions, Inc.	1,193.41	Original Invoice INV-XPR037035
		001 - 514 20 31 000 - Office & Operating Supplies				238.68	
		410 - 531 30 42 000 - Communications-Phone/Postage				35.80	
		403 - 534 80 42 000 - Comm-Phone/Postage/Fx				369.96	
		404 - 535 80 42 000 - Comm-Phone/Postage/Fx				298.35	
		402 - 537 80 42 000 - Comm-Phone/Postage/Fx				250.62	
		001 Current Expense				238.68	
		402 Garbage				250.62	
		403 Water				369.96	
		404 Sewer				298.35	
		410 Stormwater				35.80	
						1,193.41	Claims: 1,193.41

CHECK REGISTER

City Of Leavenworth

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07/01/2026 To: 07/31/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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Signed

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Date



Finance Director

7/7/2026

Date

2026 Leavenworth Transportation Benefit District / City Revenue and Expense Project Tracking
As of June 30, 2026

TAB 6

TBD Revenue / Expenses	<u>TBD Revenue</u>	<u>TBD Expenses</u>	<u>TBD Remaining Funds</u>
	<u>Received (Includes</u>	<u>or Other</u>	
	<u>Current Year</u>	<u>Transfers to</u>	
	<u>Beginning Fund</u>	<u>Transportation</u>	
	<u>Balance)</u>	<u>Projects</u>	
	1,130,544.82	300,000.00	830,544.82

City Transportation Expenses	TBD Funds	City Street Funds	Real Estate Excise Tax Funds	Loans or Grants	Total Project Cost	Project Description
Operations Expenses	55,950.19	223,800.77	-	-	279,750.96	Roadway Engineering & Maintenance Costs (Personnel Included) - 80% Street Fund; 20% TBD Fund
	-	-	-	-	-	Sidewalk Repairs
	-	6,588.53	-	-	6,588.53	Street Lighting: Supplies, Utilities, Repairs
	-	13,945.81	-	-	13,945.81	Traffic Control Supplies
	-	1,732.18	-	-	1,732.18	Snow & Ice Control - 100% TBD Fund
	-	4,454.74	-	-	4,454.74	Street Cleaning
	81,974.27	327,897.07	-	-	409,871.34	Street Admin & Overhead 80% Street Fund; 20% TBD
Loan Expenses	-	-	-	-	-	None at this time
Debt Expenses	59,550.33	-	-	-	59,550.33	PWTF 09 Engineering & 2012 Front Street Construction Loan Debt Payments for Residential and Commercial Projects
Capital Expenses	-	-	-	-	-	Pine Street Phase II Study
	-	-	-	-	-	Riverbend Intersection Study (2019 Expenditure moved to 2026)
	25,732.13	-	-	-	25,732.13	WSDOT STBG/TA-Ski Hill P. II - Eng.
	(5,657.87)	-	-	22,440.32	16,782.45	USDOT-Safe Street/Roads Plan
	12,826.87	-	-	-	12,826.87	Blackbird Island Bridge
	2,535.86	-	-	-	2,535.86	ROW Land Purchase
	-	-	-	-	-	ROW Acq - Ski Hill
	-	-	-	-	-	Residential Road/Street Construction
	-	-	-	-	-	Annual Roadway Preventative Maint.
	-	-	-	-	-	2024 Sidewalk Add. Commercial & Scholze Const.
	-	-	-	-	-	WSDOT STBG/TA-Ski Hill P. II - Const.
	13,893.75	-	-	-	13,893.75	Citywide ADA Inventory
	-	-	-	-	-	Ward Strasse Sidewalk Extension
	-	-	-	-	-	Chum-Titus Multiuse Trail - Const.
	-	-	-	-	-	WSDOT STBG/TA-Ski Hill P. II - Const. Admin
TOTALS	246,805.53	578,419.10	-	22,440.32	847,664.95	
Percent of Total	29.1%	68.2%	0.0%	2.6%		

Street Fund Current Fund Balance (includes YTD transfer from TBD less any TBD/REET remaining to be spent this year from cells below)

4,528,250.53

TBD Remaining Funds in the Street Fund

53,194.47

REET Remaining Funds in the Street Fund

0.00

Total Street Fund Status with Remaining Transfer from TBD

4,581,445.00

These TBD funds are being held in the Street Fund for continued maintenance support and various capital projects anticipated for completion this year; notable this year will include street repairs with watermain improvements.

* 5% - 25% of costs for Roadway Maintenance/Street Administration is generally necessary to offset costs incurred for personnel, and operations related to street maintenance/preservation.

2011 - 2026 (16 Yrs) Transportation Benefit District (TBD) and City of Leavenworth Project History and Costs

Voters approved a 21-Year .2% Tax for the TBD commencing on 4/11/2011 and expiring on April 10, 2032 without a new vote.

	TBD Capital 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	13.80%
2012	\$195,000	\$ -	\$5,000	\$966,625	\$60,000	\$1,650,692	\$2,877,317	\$200,000	6.95%
2013	\$165,000	\$ -	\$5,000	\$674,513	\$50,000	\$269,264	\$1,163,777	\$170,000	14.61%
2014	\$199,260	\$62,974	\$35,766	\$772,548	\$50,000	\$473,511	\$1,594,059	\$298,000	18.69%
2015	\$187,811	\$61,717	\$100,472	\$619,810	\$100,000	\$1,160,661	\$2,230,471	\$350,000	15.69%
2016	\$3,049	\$62,397	\$69,555	\$659,148	\$80,000	\$393,928	\$1,268,075	\$135,000	10.65%
2017	\$30,922	\$62,112	\$56,966	\$526,836	\$0	\$169,086	\$845,921	\$150,000	17.73%
2018	\$599,416	\$61,827	\$2,500	\$1,110,452	\$0	\$21,493	\$1,795,688	\$663,743	36.96%
2019	\$386,189	\$61,543	\$60,786	\$232,810	\$0	\$940,534	\$1,681,862	\$508,518	30.24%
2020	\$20,179	\$61,258	\$94,970	\$580,866	\$0	\$97,914	\$855,187	\$176,407	20.63%
2021	\$6,680	\$60,973	\$104,001	\$621,595	\$0	\$20,149	\$813,398	\$171,655	21.10%
2022	\$272,986	\$60,689	\$79,959	\$842,577	\$0	\$422,603	\$1,678,814	\$413,633	24.64%
2023	\$629,592	\$60,404	\$170,794	\$878,933	\$0	\$422,277	\$2,162,000	\$860,790	39.81%
2024	\$270,626	\$72,120	\$184,142	\$942,619	\$475,000	\$1,162,981	\$3,107,488	\$526,888	16.96%
2025	\$241,144	\$71,835	\$687,021	\$343,372	\$0	\$796,970	\$2,140,342	\$1,000,000	46.72%
2026	\$71,771	\$59,550	\$115,484	\$578,419	\$0	\$22,440	\$847,665	\$246,806	29.12%
Totals	\$3,330,578	\$853,717	\$1,806,144	\$10,884,292	\$875,000	\$8,174,859	\$25,924,590	\$5,990,439	23.11%
Percent Total	12.85%	3.29%	6.97%	41.98%	3.38%	31.53%	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
2020	Res & Comm	Start Eng. design for 14th St. - 5% City match/95% TIB Funding; Finish Relight Washington Street Lights 5% City match/95% state grant; Finish SR2 Crosswalks - Total of all 3 = \$29,305
2020	Residential	Whitman Pilot Project - 92% TIB and 8% City match - \$88,788
2021	Residential	Pine Street Phase II Start Planning (advertising costs only at this time) - \$1,811
2021	Res & Comm	Continue Eng. design for 14th St. - 5% City match/95% TIB Funding for Street portion only; adding water line improvements from Water Fund - \$25,018
2022	Res & Comm	Pine Street Phase II Study, Ski Hill Sidewalks Eng., 14th Street Eng/Admin/Constr. complete, Alleway Study, and Snow Emerg. (75% funded by Lod. Tax)
2022	Res & Comm	Asphalt & Concrete Patches: Park Ave., Alleyway between 8th/9th, W. Center & Center, Stafford, Cascade, Burke, Cedar, Evans, Ski Hill, and Pine Streets
2023	Res & Comm	Pine Street Phase II Study, Ski Hill Sidewalks Eng/Const./Admin/ROW, TIB 2024 - Scrub Seal Red Town Eng. started, Sweeper Material Disposal (20% only), Residential/Commercial Street Repairs and Annual Roadway Preventative Maint - many locations throughout community, WSDOT Paving - 12th and Chumstick Intersection
2024	Res & Comm	TIB 2024 - Citywide Scrub Seal Red Town Project (special paving a majority of all city streets), TIB 2024 Street Maintenance Project - Various Streets, WSDOT Ski Hill Phase 2 Sidewalks Eng., TIB 2024 Curb Ramps
2025	Res & Comm	WSDOT Pine Street Phase II Eng/Design, USDOT Citywide Safe Streets/Road Plan, Blackbird Island Bridge Eng/Survey, ROW, TIB 2024 Curb Ramps, Commercial Street Railing, WSDOT Salt Shed, ADA Inventory, TIB 2024 Citywide Scrub Seal Red Town Project, TIB 2024 Street Maintenance Project - Various Streets, this year included significant support to annual operations and maintenance that will revert back to limited funding from the TBD in 2026
2026	Res & Comm	WSDOT Pine Street Phase II Eng/Design, USDOT Citywide Safe Streets/Road Plan, Blackbird Island Bridge Eng/Survey, ROW, Citywide ADA Inventory



Chelan County Sheriff Office

June 2026

Leavenworth Monthly Report

Offenses by Location LV

AGAS	Agency Assist	4
ALAR	Alarm	1
ALOA	Alcohol Offense, Adult	1
ANPR	Animal Problem	2
ASDV	Assault, Domestic Violence	1
ASNC	Assault, Not Classified	3
ASSM	Assault, Simple	2
ATL	Attempt to Locate	3
CITA	Citizen Assist	11
CIVL	Civil	5
CSNC	Controlled Substance, Not Classi	1
DCON	Disorderly Conduct	9
DEB	Dead Body	2
DUI	DUI Alcohol or Drugs	1
HARR	Harassment	5
JUVP	Juvenile Problem	2
MLNC	Mal Mischief Not Classified	1
MVAN	Motor Vehicle Accident Non Inj	4
MVHR	Motor-Vehicle Acc, Hit and Run	3
MVNC	Motor Vehicle Accident Not cla	3
MVPD	Motor Vehicle Acc, Prop Damage	1
NC	Not Classified	1
NOIS	Noise Violation	3
PARK	Parking Problem	1
PRFO	Property, Found	2
PRLO	Property, Lost	7
RIPO	Obstruct/Resist Officer	1
SCAM	Scam	2
SUSP	Suspicious Circumstances	8
TOFF	Traffic Offense	3
TOHA	Traffic Hazard	2
TPNC	Theft, Not Classified	2
TRES	Trespass	16
TVNC	Theft, Vehicle: not classified	1
VHPR	Vehicle Prowl - No Theft	1
VICO	Violation No Contact Order	1
VINC	Viol Court Order, Not Classif	1
WAR	Warrant Service	3
WELF	Welfare Check	13
Total Offenses		133

Citations Issued by Location LV

46.16A.030.5.L	FL RENEW EXPIRED REG<=2MONTH	1
46.16A.030.5.O	FL RENEW EXPIRED REG>2 MONTH	3
46.19.050.4	HANDICAPPED PARKING VIOL	4
46.30.020	NO PROOF OF LIABILITY INS	1
46.61.400.12	SPEED 12 OVR-OVR 40	1
46.61.502	DUI	1
46.61.504	PHYSICAL CONTROL W/INTOXICATED	1
66.44.100	DRINKING IN PUBLIC	1
7.105.450.1	PROTECTION ORDER VIOLATION	1
7.105.450.1DV	PROTECTION ORDER VIOLATION DV	1
9A.36.041.2	ASSAULT 4TH DEGREE	3
9A.36.041.2DV	ASSAULT 4TH DEGREE DV	1
9A.48.080	MALICIOUS MISCHIEF 2ND	1
9A.52.080	CRIMINAL TRESPASS 2ND	1
9A.76.040	RESISTING ARREST	2
9A.84.030	DISORDERLY CONDUCT	1

Total Violations: 24



Chelan County Sheriff Office

June 2026

Leavenworth Monthly Report

Arrests by Location

LV

CRIM Criminal Arrest Entry

100	WARRANT	1
7.105.450.1DV	PROTECTION ORDER	1
9A.36.041	ASSAULT 4TH DEGREE	2
9A.36.041.2DV	ASSAULT 4TH DEGREE DV	1
9A.52.080	CRIMINAL TRESPASS 2ND	1
9A.76.040	RESISTING ARREST	1
	Subtotal	7

FELO Felony Warrantless

9A.36.041	ASSAULT 4TH DEGREE	1
9A.46.020	HARASSMENT	1
9A.48.080	MALICIOUS MISCHIEF 2ND	1
9A.84.030	DISORDERLY CONDUCT	1
	Subtotal	4

TRAF Criminal Traffic Arrest

46.61.502	DUI	1
46.61.504	PHYSICAL CONTROL	1
	Subtotal	2

TOTAL 13

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



CHELAN COUNTY FIRE DISTRICT #3

The Bavarian Village in the heart of Washington State

228 Chumstick Hwy. • Leavenworth, WA. 98826 • (509) 548-7711 • www.chelanfd3.org • chief3@chelanfd3.org

TO: Public Safety Committee
FROM: Deputy Chief Mike Smith, Fire Marshal
DATE: 7/23/2026
RE: Fire Department Report

General

- We are now experiencing critical fuel moisture and are in full fire season here in Leavenworth. The fire danger is currently vacillating between Very High and Extreme. While we may see some relief from the heat with the occasional cold front, there is little to no chance of significant precipitation that would make a difference in fuel moisture.

Training

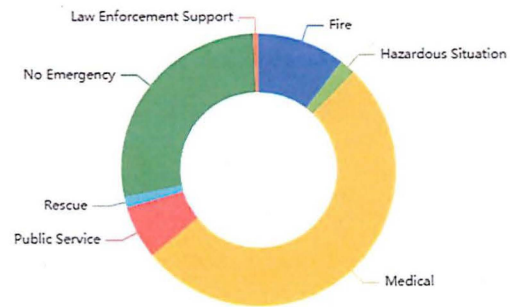
- CCFD #3 was allowed to utilize a structure slated for demolition for training purposes. In addition to utilizing simulated smoke (machine generated) for fire suppression and rescue evolutions, we were also able to practice forcible entry and search techniques.

Response

- CCFD#3 has responded to multiple mutual aid requests for brush fires and state mobilizations.
- On July 4th, E31 responded to the Chelan Hills fire to provide structure protection. During the day of the 4th, the strike team they were assigned to was cut-off from their escape route during the blow-up of McNeil Canyon. Their strike team was forced to take shelter in a stubble field as the fire arrived and burned them over. E31 sustained minor damage to air lines that temporarily disabled the rig. The crew was able to make hasty repairs and return the engine to service within an hour. A WA DNR rig was destroyed, and a Stevens County brush truck sustained serious damage. No firefighter injuries were reported from this area of the burnover.
- On Thursday, July 9th, Brush 33 responded to Okanogan for the B&O Fire. This was part of an "immediate need" request from Okanogan County. B33 and the Mid-Columbia Strike Team performed structure protection through the night and were released the next day.
- On Friday, July 17th, Brush 33 responded to the Nespelem area for the Kaiser Canyon Fire. B33 and two mid-Columbia strike teams performed structure protection throughout the night. B33 personnel reported saving 4 structures themselves. Other trucks in the strike team reported similar success. Unfortunately, at least 13 homes were reported destroyed in the fire. The crew returned the following week.
- CCFD# 3 has responded to a total of 383 calls in 2026, down from 395 at this time in 2025. We have been extremely busy with various brush fires region wide as well as our normal call volume locally.

End of Report. Any Questions???

A handwritten signature in black ink, appearing to be "Mike Smith", written over a light blue horizontal line.



Primary Incident Group	Count	Percent of Total
Fire	40	10.44%
Hazardous Situation	7	1.83%
Medical	199	51.96%
Public Service	24	6.27%
Rescue	5	1.31%
No Emergency	106	27.68%
Law Enforcement Support	2	0.52%
Total	383	100.00%



CHELAN COUNTY REGIONAL JUSTICE CENTER

Chris Sharp, Director

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

June 2026
CHELAN COUNTY REGIONAL JUSTICE CENTER
MONTHLY REPORT

<u>FACILITY STATISTICS</u>	<u>ADP</u>	<u>ALOS</u>
City of Cashmere	0.37	3.25
City of Chelan	1.13	2.71
City of East Wenatchee	10.44	7.95
City of Entiat	0.57	0.00
City of Leavenworth	0.67	3.14
City of Wenatchee	29.38	9.52
Chelan County	55.74	13.88
Department of Corrections	13.79	11.48
Douglas County	26.03	11.59
Juvenile	0.13	4.00
US Marshalls	0.00	0.00
Other	0.13	0.00
TOTALS:	138.39	7.50

<u>FAICILITY DEMOGRAPHICS</u>		<u>INMATE RACE</u>	<u>ADP</u>
<u>GENDER</u>	<u>ADP</u>	Asian/P. Islander	0.45
Male	108.73	Black	3.59
Female	29.65	Hispanic/Latin	33.25
		Indian/Alaskan	0.90
TOTAL:	138.39	Caucasian	96.15
		Hawaiian/Pacific	0.90
		Unknown	3.15
		TOTALS:	138.39

WORK RELEASE PROGRAM PARTICIPANTS:	1
EHM/GPS PROGRAM PARTICIPANTS:	9
ALCOHOL MONITORING PARTICIPANTS:	7



UPPER VALLEY MEND

MEETING EACH NEED WITH DIGNITY

*We envision an empowered community with equitable access to food, housing, wellness
and economic security.*

Leavenworth City Council
July 28, 2026

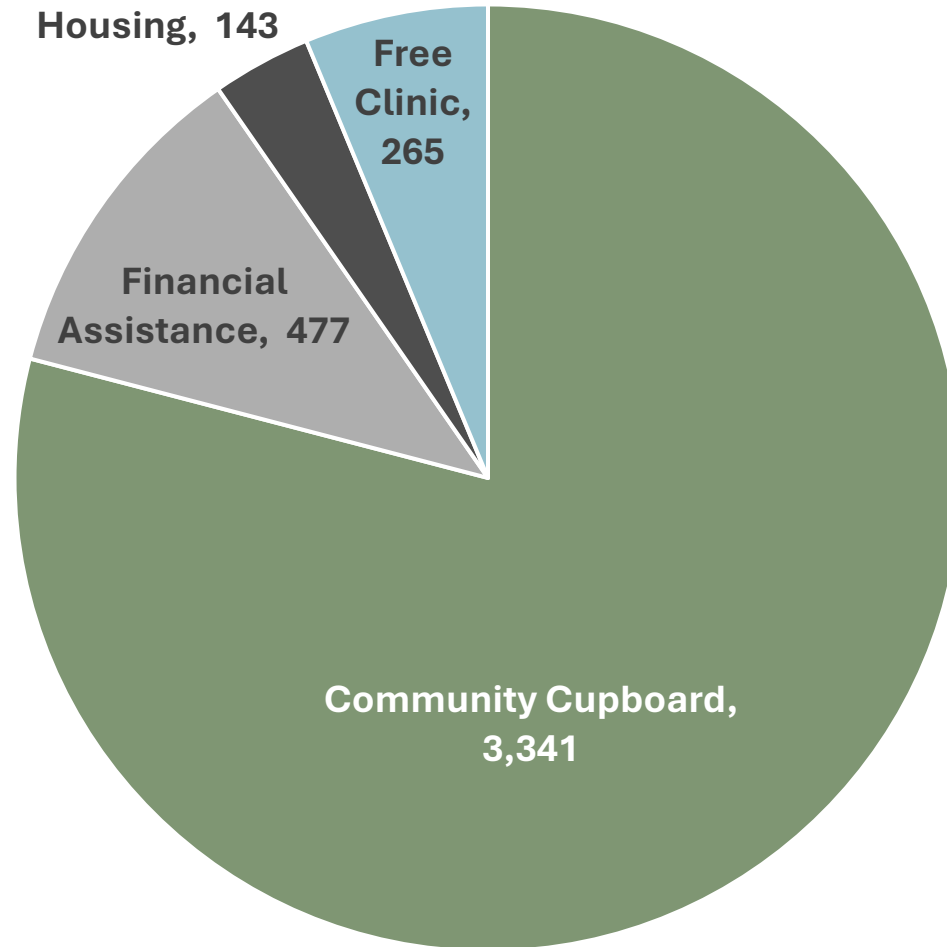


**UPPER VALLEY
MEND**

Services

- Food:
 - Community Cupboard food pantry
 - Produce gleaning program
 - Housing:
 - Affordable rentals
 - Affordable homeownership
 - Rent assistance
-
- Wellness
 - Free health clinic
 - Dental financial assistance
 - Economic security
 - Social worker
 - Financial assistance
 - Das Thrift

Upper Valley MEND 2025 individuals served





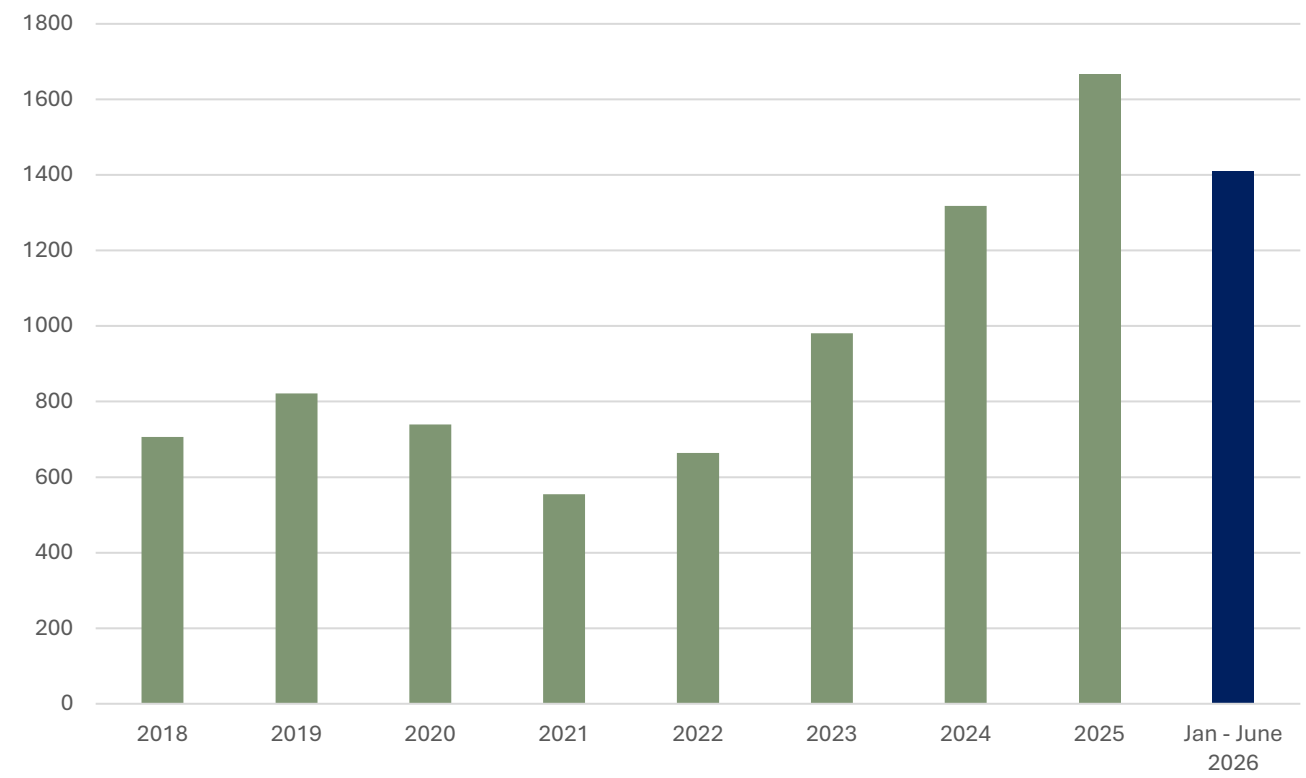


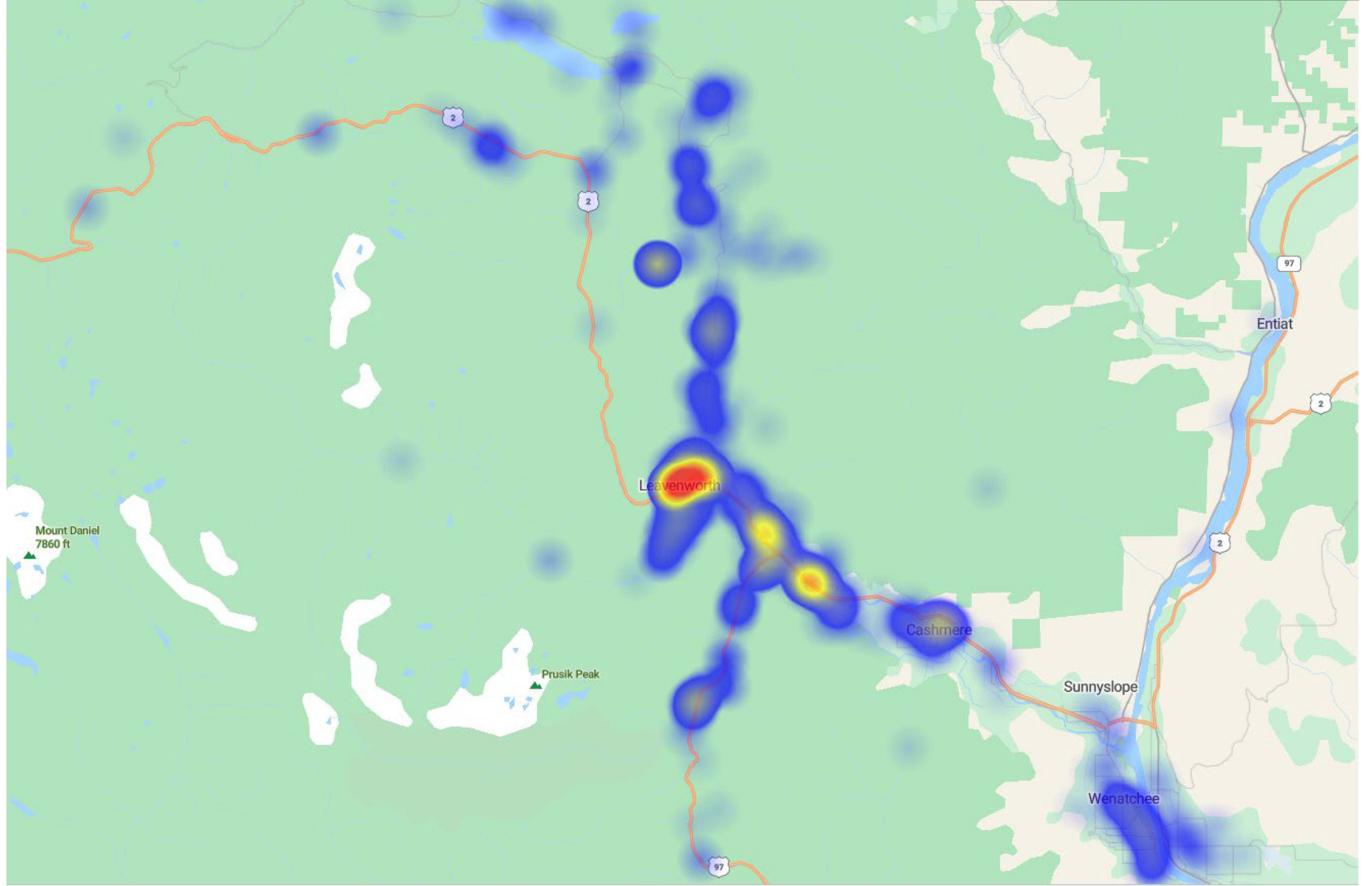


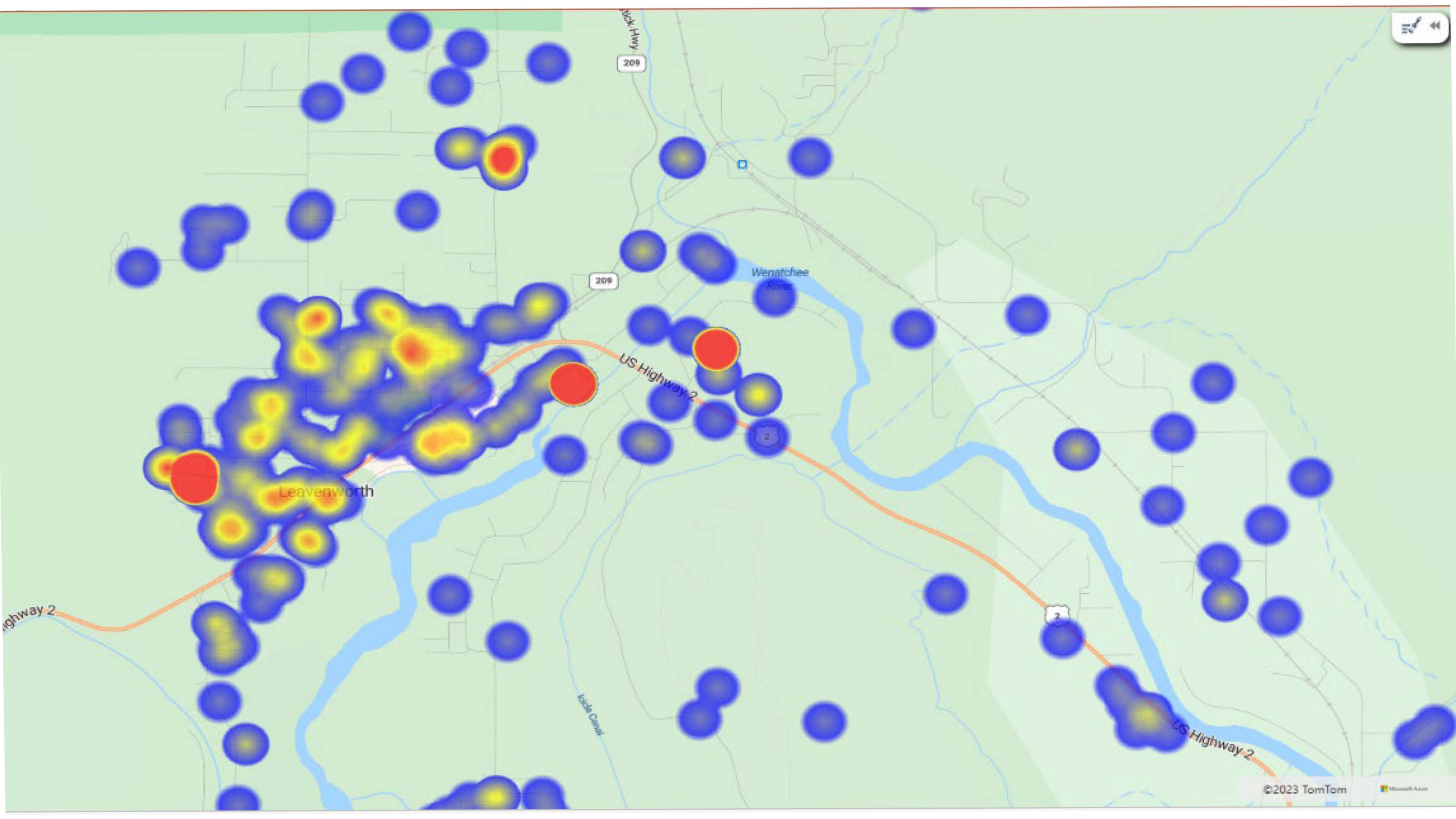




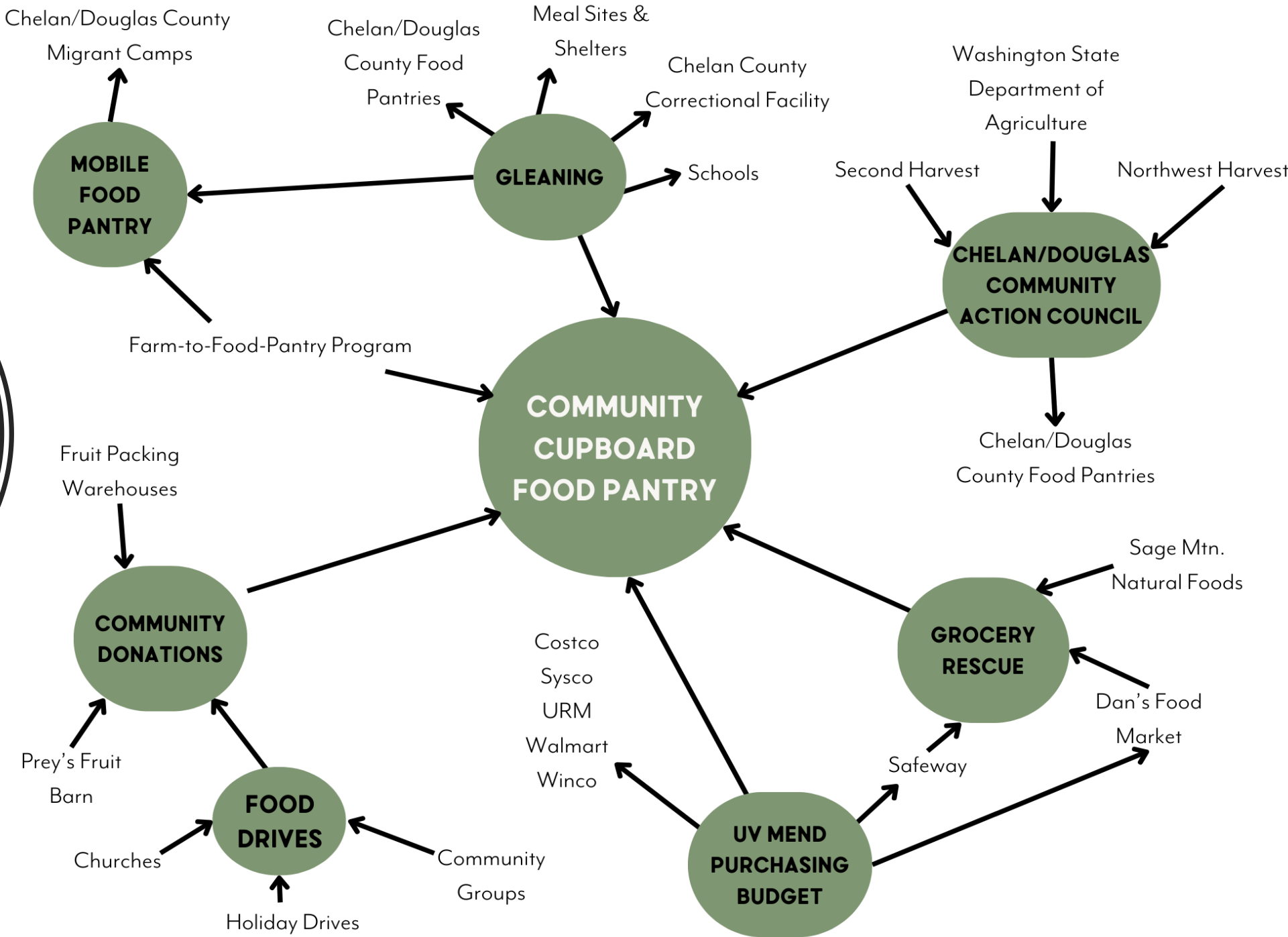
Households receiving food assistance at Community Cupboard







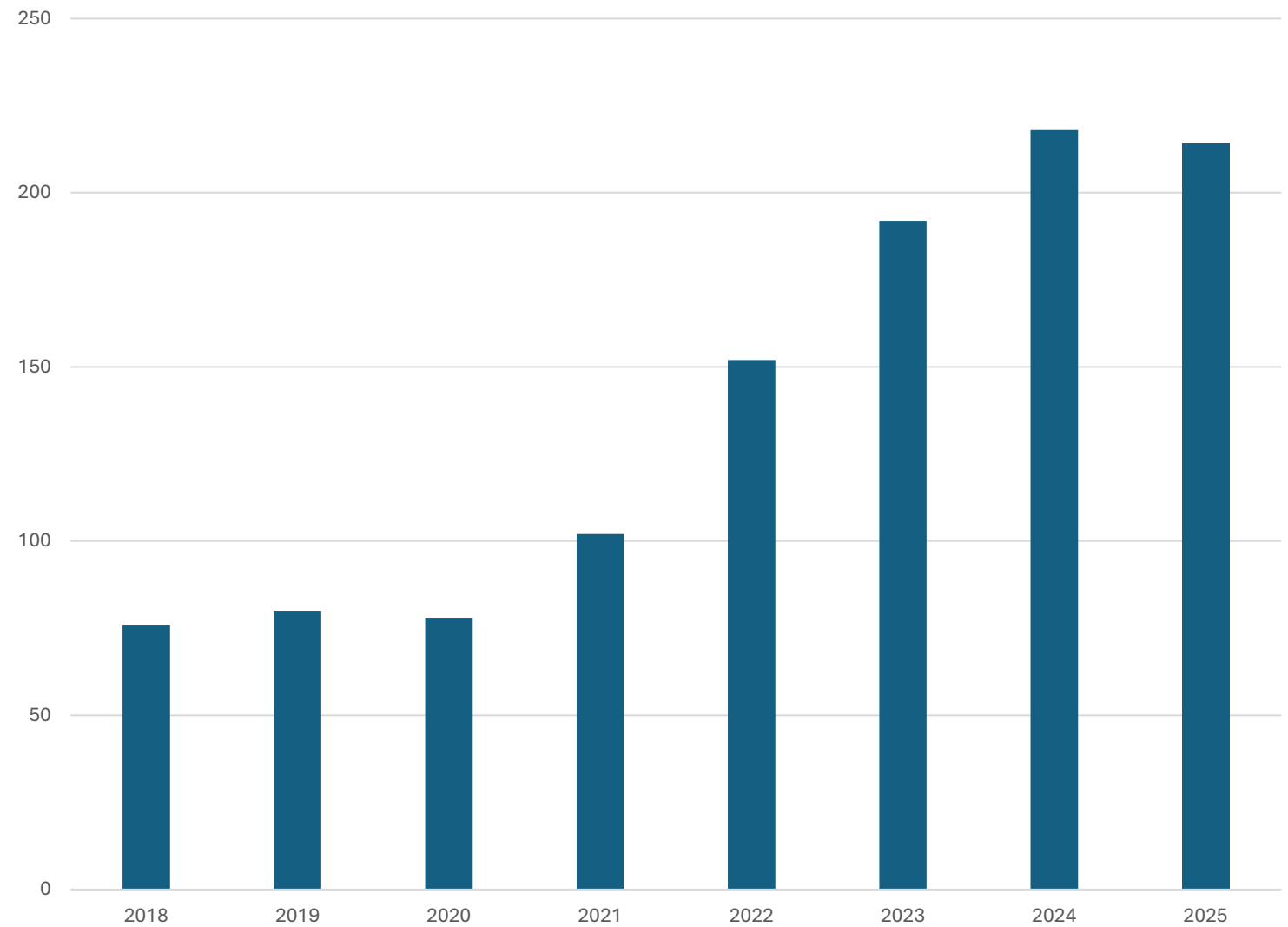
Food Programs





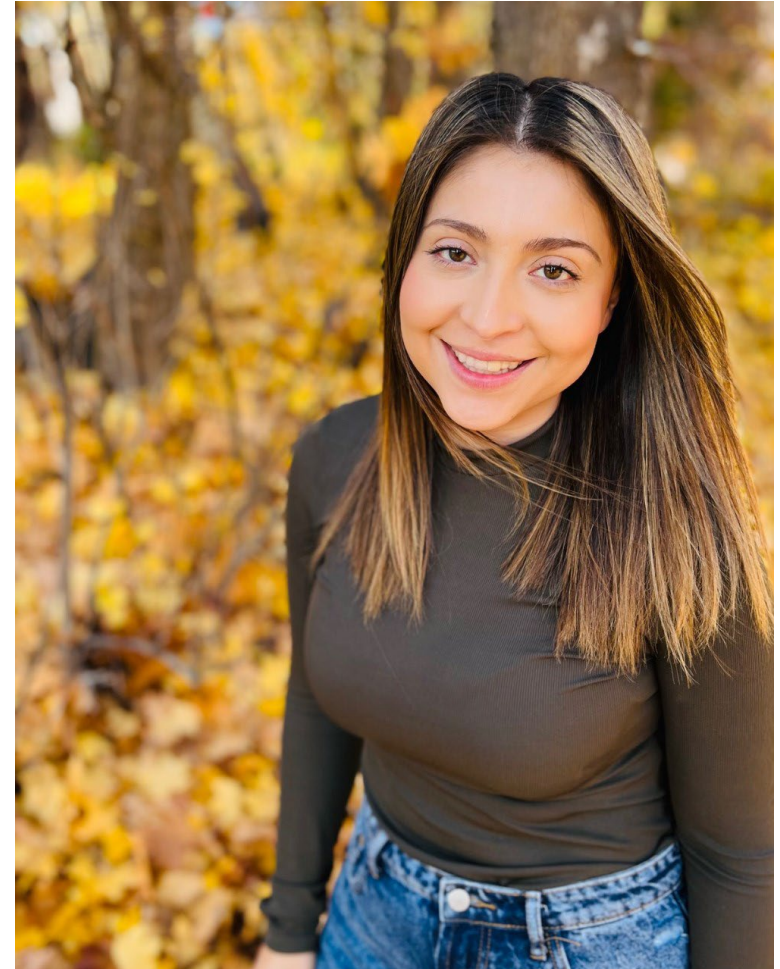
Economic Security

Households receiving financial assistance



Social worker and financial assistance

- One-time rent assistance up to \$1,500
- Utility payments – PUD, City of Leavenworth
- Hotel/motel stay
- Tank of gas, bus ticket
- Free clothing through Das Thrift
- Swim lesson vouchers - Leavenworth
- **Bilingual social worker – referrals, case management, assistance making a plan**



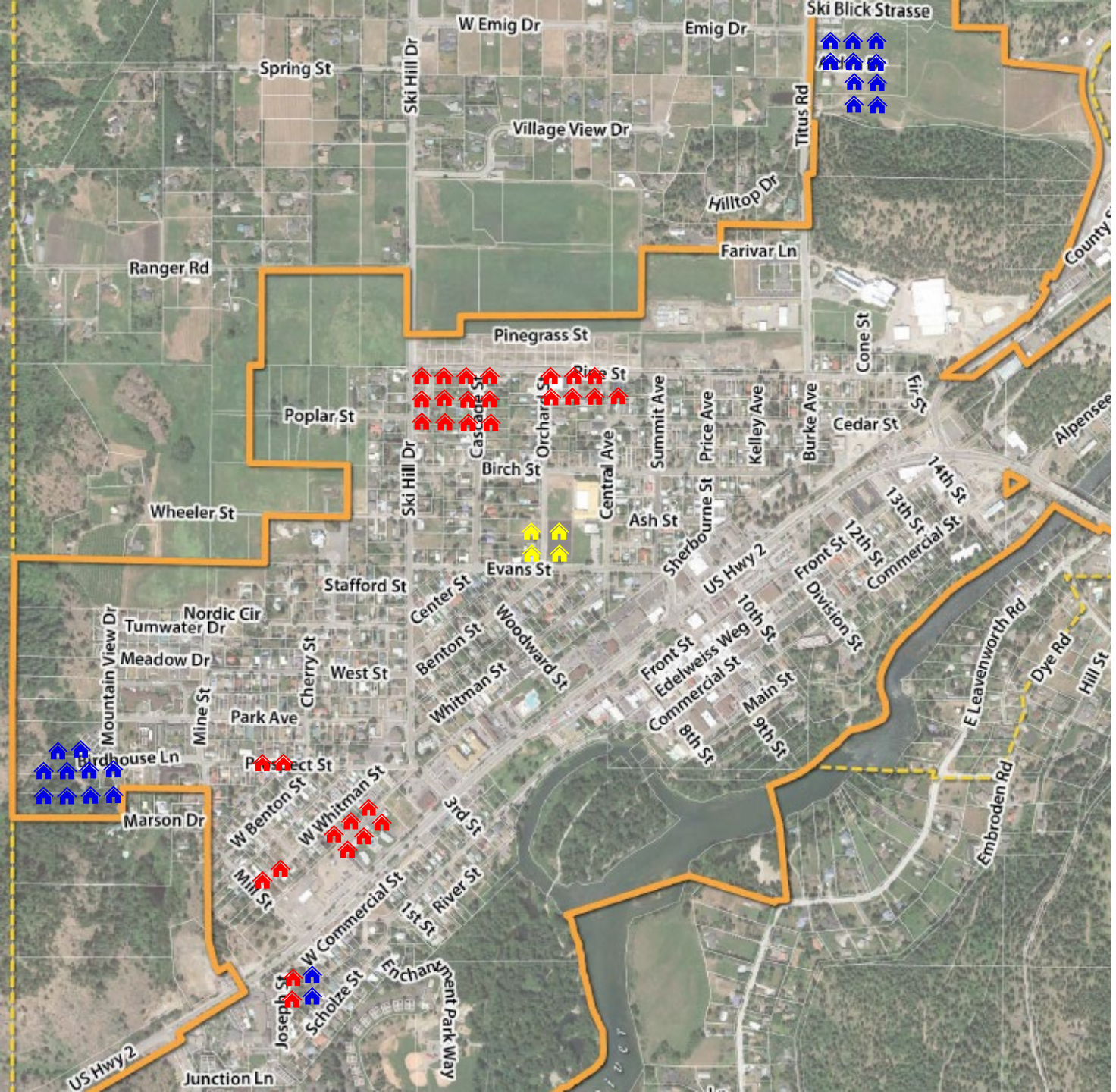
Liz Hurtado, MEND's social worker

Wellness



Housing





53 units and counting in Upper Valley
MEND's housing portfolio:



31 workforce rentals – 60% and
80% AMI



22 workforce homeownership - up
to 80% and 120% AMI

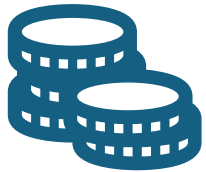


Leavenworth Cottages planned
CLT – up to 120% AMI

Das Thrift



What's next?



Expectation of
increasing need



Food pantry
expansion



Adding additional
affordable housing



Strategic planning

Questions?

—



AVAILABILITY FORM



City of Leavenworth

APPLICANT INFORMATION / INSTRUCTIONS

APPLICANT'S NAME: Alexandra Glover PHONE: 509-630-1708
 HOMEOWNER NAME: Heidi Forchener PHONE: 509-670-8982
 PROJECT NAME: Glover Residence EMAIL: alexandra.marlene@hotmail.com
 PHYSICAL ADDRESS: 8120 Icicle Rd. Leav. WA 98826 PARCEL NUMBER: 241723210220
 TYPE OF CONNECTION: residential city water IF ADU, HOW MANY SF: N/A
 PURPOSE OF REQUEST: Property transfer + new build project

PROPERTY LOCATION* (CHECK ONE):

- ☐ INSIDE LEAVENWORTH CITY LIMITS
☐ OUTSIDE LEAVENWORTH CITY LIMITS, BUT INSIDE THE CITY'S URBAN GROWTH AREA
☒ OUTSIDE LEAVENWORTH CITY LIMITS AND OUTSIDE THE URBAN GROWTH AREA – **STOP****

**** If you have indicated that the property is outside of the City and UGA, you must provide the following with this request:**

1. Documentation that the lot was legally created prior to March 12, 1996, and at least two attempts to drill wells in different locations on parcels 5 acres or greater, or 1 attempt on parcels less than 5 acres, down to bedrock yielded no potable water, or
2. Documentation of a recorded plat or short plat where the City indicated that water would be available and the County approved the lot sizes and final plat based on the City's commitment to provide water, or
3. Documentation that the lot was legally created prior to March 12, 1996, and a written commitment to upgrade or install a new 8-inch water main or request for connection to an existing city approved substandard main that meets the requirements of WAC 246-290-230.

****A legible map of the property, showing the general location, including street frontage and nearest cross-street must be attached****

FOR DEPARTMENT USE ONLY

CITY FILE #WA 20 _____ COUNTY FILE # _____
 DATE OF COMPLETED APPLICATION: _____ WATER SYSTEM: _____

WATER MAY BE AVAILABLE IF THE PROPERTY OWNER MEETS THE FOLLOWING CONDITIONS

Such listing is not intended to be an exhaustive list of all conditions which may be required in order to provide service. Other facts may be revealed during subsequent review which require new or changed conditions be met by the property owner prior to service. An application for connection is required to be approved by the City prior to connection to the City's water service:

Approval does not constitute or imply future mainline extension and/or connection to the City of Leavenworth water system. Permitting will be required at the time of development.

The conditions of water availability stated within this form expire within one (1) year of the water system purveyor's (City) signature date. A new water availability form shall be resubmitted after this date to confirm water availability.

T24 R17 S23

Sp 14/17

LEGEND

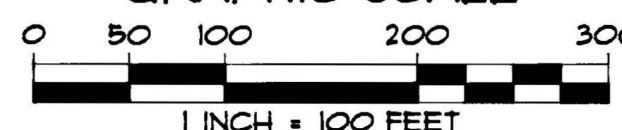
- FIND MON AS NOTED, TIED THIS SURVEY UNLESS OTHERWISE INDICATED
- SET 5/8" X 30" REBAR W/YELLOW PLASTIC CAP MARKED "WEINERT JCL L8 16231"
- ⊙ SET 5/8" REBAR IN THAT SURVEY RECORDED BK 13, PG. 1 OF SURVEYS IN MARCH OF 1981 (OUR JOB #1-81) ACCEPTED AS LOT CORNERS
- ⊙ FIRE HYDRANT

**CHELAN COUNTY SHORT PLAT NO. 2857****VINCE DAVENPORT**

A PORTION OF THE NE 1/4 OF THE NW 1/4 OF SEC. 23, T24N, R17E W.M.

BASIS OF BEARINGS

THAT MARCH 1981 SURVEY AS FILED WITH THE CHELAN COUNTY AUDITOR'S OFFICE IN BK 13 AT PG 1 (OUR JOB #1-81)

GRAPHIC SCALE**NOTE RE: ROAD MAINTENANCE**

THE ROAD MAINTENANCE AGREEMENT IS ON FILE WITH THE CHELAN COUNTY AUDITOR IN BK 1039 AT PG 1242 UNDER NO. 9503160055

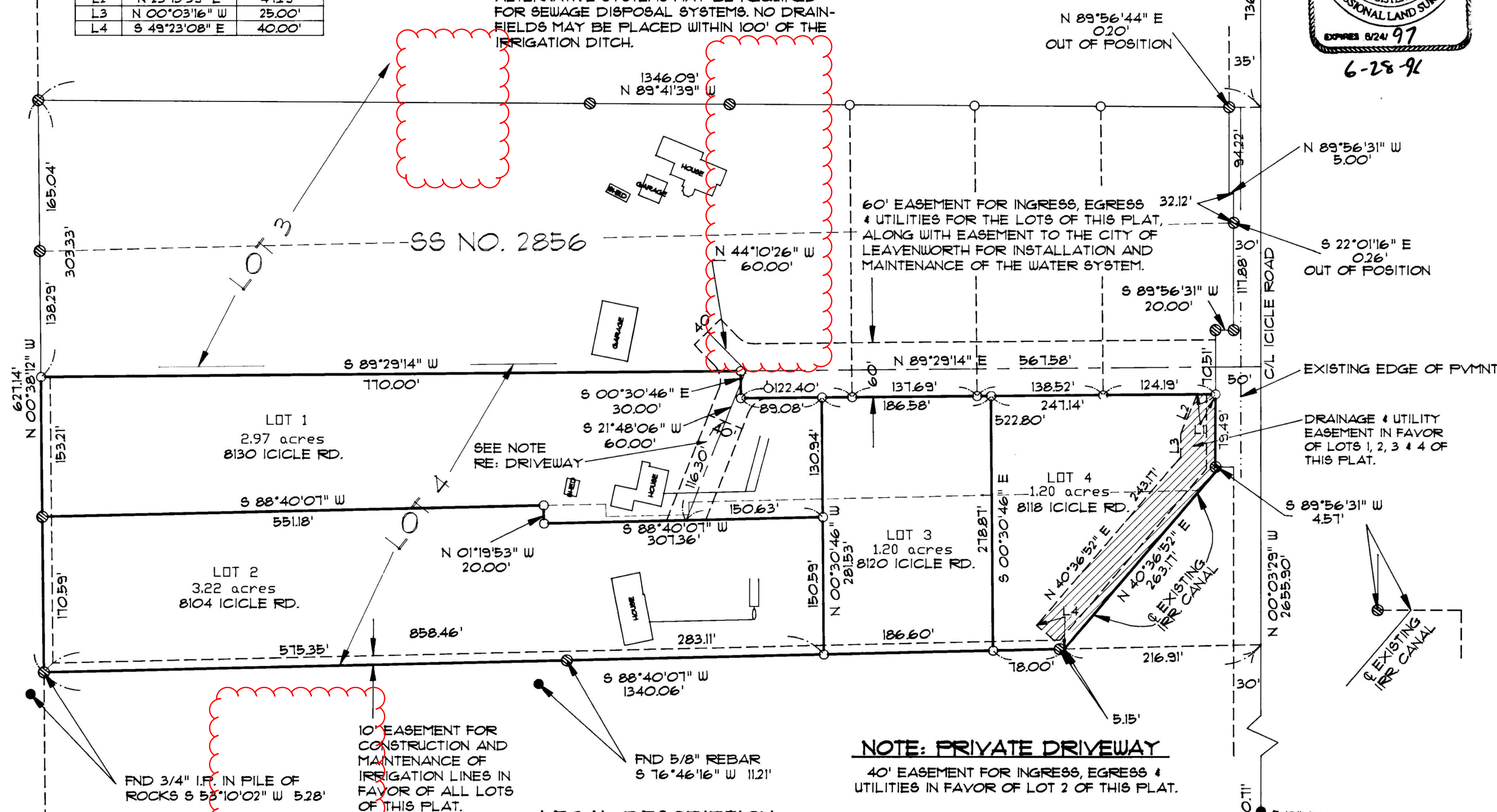
EASEMENT DATA

LINE	BEARING	DISTANCE
L1	N 89°29'14" E	20.00'
L2	N 23°15'39" E	47.29'
L3	N 00°03'16" W	25.00'
L4	S 49°23'08" E	40.00'

NOTE RE: SEPTIC SYSTEMS

ALTERNATIVE SYSTEMS MAY BE REQUIRED FOR SEWAGE DISPOSAL SYSTEMS. NO DRAIN-FIELDS MAY BE PLACED WITHIN 100' OF THE IRRIGATION DITCH.

SHORT PLAT AFN 511546

**LEGAL DESCRIPTION**

That portion of Lot 4 of the Drake Short Plat as filed with the Chelan County Auditor's Office in Book 126 at Page 1686 under #149460, lying in the Northeast 1/4 of the Northwest 1/4 of Section 23, T24N, R17E W.M. Chelan County, Washington, described as follows:

Commencing at the North 1/4 corner of the said Section 23, thence South 00°03'16" East along the North-South centerline of the said Section 23 a distance of 136.20 feet, thence North 89°41'39" West a distance of 35.00 feet to the Northeast corner of Parcel 3 of Short Plat #831 as filed with the Chelan County Auditor's Office in Book 188 at Pages 383-387 under #826839, thence continuing North 89°41'39" West along the North line of the said Parcel 3 a distance of 131.09 feet to the Northwest corner of the said Parcel 3, thence South 00°38'12" East along the West line of the said Lot 3 and Lot 4 a distance of 303.33 feet to the "point of beginning", thence North 89°29'14" East a distance of 170.00 feet, thence South 00°30'46" East a distance of 30.00 feet, thence North 89°29'14" East a distance of 567.58 feet to the Westerly R/W line of Icicle Road, being 50.00 feet West of the road centerline, thence South 00°03'16" East along the said R/W a distance of 79.49 feet to an angle point on the said R/W, thence North 89°56'44" East along the said R/W a distance of 4.65 feet to an angle point, thence South 40°36'52" West along the centerline of an existing canal a distance of 263.17 feet to the Southeast corner of the said Lot 4, thence South 88°40'07" West along the South line of the said Lot 4 a distance of 1123.06 feet to the Southwest corner of the said Lot 4, thence North 00°38'12" West along the West line of the said Lot 4 a distance of 323.80 feet to the point of beginning and the end of this description.

ASSESSOR'S PARCEL NO(s). (original tract):

24-17-23-2-1-0175, 0100 & 0180

ORIGINAL TRACT OWNER - (name, address, phone):

OWNER VINCE DAVENPORT
ADDRESS 8054 ICICLE ROAD, LEAVENWORTH, WA 98826
PHONE (509) 548-5112
EXISTING ZONING HR WATER SOURCE COMM SYSTEM
NO. SHORT PLATTED LOTS FOUR SEWAGE SYSTEM SEPTIC/DFLD

NOTE IF FOUR LOT SHORT PLAT:

SHORT SUBDIVISION MAY NOT BE FURTHER SHORT SUBDIVIDED FOR A PERIOD OF FIVE (5) YEARS FROM THE DATE OF APPROVAL.

CONSENT AND WAIVER OF CLAIMS:

I(we), THE OWNER(S) OF ALL THE PROPERTY INVOLVED IN THIS SHORT SUBDIVISION, HEREBY CONSENT TO THE DIVISION OF THE LAND AS PROPOSED IN THIS APPLICATION, DEDICATING TO THE USE OF THE PUBLIC FOR EVER ALL PUBLIC PROPERTY THERE IS SHOWN ON THE SHORT PLAT, & I(we) HEREBY GRANT A WAIVER BY MYSELF(OURSELVES) OF ALL CLAIMS FOR DAMAGES AGAINST ANY GOVERNMENTAL AUTHORITY WHICH MAY BE OCCASIONED TO THE ADJACENT LANDS BY THE ESTABLISHED CONSTRUCTION, DRAINAGE, & MAINTENANCE OF PUBLIC ROADS.

IN WITNESS WHEREOF, I(we) HAVE HERETO SET MY(OUR) SIGNATURE(S) THIS 8th DAY OF July, 1996

Vince Davenport *Donna C. Davenport*
Donna C. Davenport *Vince Davenport*

ACKNOWLEDGEMENT:

THIS IS TO CERTIFY THAT ON THE 8th DAY OF July, 1996, PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, *Vince Davenport*, and *Donna C. Davenport*, TO ME KNOWN TO BE THE PERSON(S) WHO EXECUTED THE FOREGOING STATEMENT OF CONSENT AND WAIVER OF CLAIMS, AND ACKNOWLEDGED TO ME THAT THEY SIGNED THE SAME AS THEIR OWN FREE AND VOLUNTARY ACT AND DEED FOR THE USES AND PURPOSES THEREIN MENTIONED.

WITNESS MY HAND AND OFFICIAL SEAL THE DAY AND YEAR LAST ABOVE MENTIONED.

Terry L. Timpe
NOTARY PUBLIC IN AND FOR THE STATE OF Washington
RESIDING AT Leavenworth

CHELAN-DOUGLAS HEALTH DISTRICT:

ON-SITE INSPECTION OF THESE LOTS REVEAL PROBABLE SUITABLE PHYSICAL CONDITIONS FOR DOMESTIC WATER AND SEWAGE DISPOSAL. THE HEALTH DISTRICT HAS NOT REVIEWED THE LEGAL AVAILABILITY OF WATER TO THIS PLAT.

Allen Hunter, Jr. 7/23/96
DIRECTOR OF ENVIRONMENTAL HEALTH DATE

PLANNING DEPARTMENT:

Karen Ann Peck 7/25/96
ADMINISTRATOR DATE

PUBLIC WORKS DEPARTMENT:

John G. Ryan 7/12/96
DIRECTOR DATE

AUDITOR'S CERTIFICATE: #9607260018, FEE: 54.00

FILED FOR RECORD THIS 25th DAY OF July, 1996 AT 4:02 P.M. IN BOOK Sp 14 OF SHORT PLATS AT PAGE 17

AT THE REQUEST OF VINCE DAVENPORT
Linda H. Brown *Ernest D. Arnold*
DEPUTY COUNTY AUDITOR

SURVEYOR'S CERTIFICATE:

THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME, OR UNDER MY DIRECTION, IN CONFORMANCE WITH THE REQUIREMENTS OF THE SURVEY RECORDING ACT, AT THE REQUEST OF VINCE DAVENPORT

Larry C. Weinert, S. 16231 6-28-96
SIGNATURE DATE

EQUIPMENT USED:

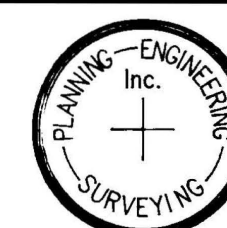
WILD TC-1010 THEODOLITE
LIETZ TRIBRACHS & GLASS

NOTE RE EASEMENTS:

CHELAN COUNTY WILL NOT MAINTAIN PRIVATE ROADS OR EASEMENTS WITHIN THIS PLAT.

METHOD OF BALANCE:

THE COMPASS RULE OF CLOSURE.



WEINERT - JCL ASSOCIATES, INC.
894 HWY 2
LEAVENWORTH, WA 98826
(509) 548-5228

PLOT DATE: 06/28/96 - 1:41:10 PM

#109-92

Sp 14/17

LMC 14.12.120 Off-street parking required when.

EXISTING CODE:

In all districts, except the central commercial district, for each new structure or change of use which increases the structure or use in area 50 percent or more, there shall be provided and maintained off-street parking facilities in conformance with the provisions of this chapter; provided, however, that in the central commercial district, hotels, motels, bed and breakfasts, apartments and condominiums shall provide off-street parking on a ratio of one parking stall per guest room, suite or dwelling unit, as the case may be. Off-street parking requirements, as contained in this chapter, shall also be mandatory for any new development in the central commercial district that is greater than 10,000 square feet in size.

PROPOSED CODE:

LMC 14.12.120 Off-street parking required when.

(A) *General requirement.* In all districts, the owner or applicant for any new structure, or for any change of use that increases the gross floor area of the structure or the intensity of the use by 50 percent or more, shall provide and maintain off-street parking facilities in conformance with this chapter.

(B) *Residential and transient accommodations.* All new residential units and transient accommodations shall provide off-street parking in accordance with the standards in Section 14.12.150.

(C) *Fee-in-lieu of parking.* For development located within the Central Commercial zoning district, the City Engineer may authorize a fee-in-lieu of providing off-street parking, provided [insert criteria for authorization, if any exist — e.g., findings the Engineer must make]. The City Council shall establish the fee amount, which shall be included in the city's adopted rate and fee schedule.

LMC 14.12.150 Off-street parking number of stalls required.

EXISTING CODE:

Standards for off-street parking shall be as follows:

When the city has received a shell building permit application, off-street parking requirements shall be based on the possible tenant improvements or uses authorized by the zone designation and compatible with the limitation of the shell permit. Where square feet are specified, the area measured shall be the gross floor area. Where fractional spaces result, the parking spaces required shall be rounded up to the nearest whole number.

A. Residential.

1. Single-, two- and multifamily dwellings, one stall per zero to 1,500-square-foot dwelling unit and two stalls for 1,500-square-foot and greater dwelling unit; however, multifamily developments, with more than 20 dwelling units, located within one-half mile from a public transit park-and-ride may reduce the associated parking requirements by five percent;
2. Boardinghouse, lodging or rooming house, two stalls per three guest accommodations plus one additional stall for the owner or manager and each employee.

B. Hotel or motel, one stall per sleeping unit and one stall per three employees and staff.

C. Institutional.

1. Welfare or correctional institution, sanitarium, nursing home, retirement home, rest home or convalescent home, one stall per five beds for patients or inmates and one stall per 3,000 square feet for employees and staff;
2. Hospital, one stall per bed and one stall per 3,000 square feet for employees and staff.

D. Places of Public Assembly.

1. Church, one stall per 350 square feet of floor area;
2. Library, reading room, museum, art gallery, one stall per 250 square feet of floor area;
3. Preschool, nursery, day nursery, kindergarten, one stall per teacher or adult supervisor and one pick-up and loading zone for every 25 students;
4. Elementary or junior high school, one stall per 500 square feet of floor area;
5. High school or college, one stall per 250 square feet of floor area;
6. Auditorium, gymnasium, club, lodge hall, or other place of public assembly, one stall per 250 square feet of floor area.

E. Commercial Amusement.

1. Stadium, arena, theater, one stall per 250 square feet of floor area;
2. Bowling alley, one stall per 250 square feet of floor area;
3. Dance hall, skating rink, one stall per 250 square feet of floor area;
4. Outdoor commercial amusement enterprise (except golf course and drive-in theater), one stall per 300 square feet of ground area;
5. Archery club, gun club, tennis club, swimming club, or similar athletic club, one stall per 100 square feet of floor area in clubhouse or 300 square feet of ground area, whichever requirement is greater;

6. Golf course, one stall per 100 yards in length of the course plus one stall per 500 square feet in the clubhouse.
- F. Commercial.
1. Retail store (except as provided in subsection (F)(2) of this section), one stall per 500 square feet of floor area;
 2. Retail store exclusively handling bulky merchandise such as automobiles or furniture, one stall per 3,000 square feet of floor area;
 3. Service or repair shop, one stall per 600 square feet of floor area;
 4. Bank, office (except medical or dental), one stall per 300 square feet of floor area;
 5. Medical or dental office, one stall per 200 square feet of floor area;
 6. Mortuary, one stall per 250 square feet of floor area;
 7. Eating or drinking establishments, one stall per 100 square feet of floor area. For the purposes of eating or drinking establishments parking calculations, the net floor area shall be used (assembly and service area only);
 8. Open-air market, used car sales lot, one stall per 1,500 square feet of land area.
- G. Industrial. Manufacturing, fabricating, assembling, processing, packing, or storage establishments, wholesale establishment, freight depot, one stall per 1,000 square feet of area used.
- H. Where electric vehicle charging stations are provided in parking lots or parking garages, accessible electric vehicle charging stations shall be provided at 50 percent of the total required ADA spaces.

PROPOSED CODE:

Off-street parking, where required, shall comply with the following table. Where square feet are specified, area measured is gross floor area (GFA) unless otherwise noted. Fractional spaces shall be rounded up to the nearest whole number.

Land Use Categories ¹	Off-Street Parking Required
<u>Residential</u>	
General Residential	1 per du
Co-Living	0.25 per sleeping unit
Assisted Living	0.5 per bed
<u>Institutional</u>	
Religious Institution	3 per 1,000 sf
Library	2.5 per 1,000 sf
Museum	1 per 1,000 sf
Day Care Center	1 per employee, 1 loading zone per 25 students
Elementary or Middle School	0.1 per student
High School or College	0.25 per student
Auditorium or Theater	0.25 per seat
<u>Recreational</u>	
Family Entertainment Center	2.75 per 1,000 sf
Athletic Club	3.25 per 1,000 sf
Health/Fitness Club	5.25 per 1,000 sf
Public Park	0.75 per acre
RV Park	1 per site
<u>Commercial</u>	
General Commercial/Office	2 per 1,000 sf
Medical/Dental Office	2.5 per 1,000 sf
Restaurant	9 per 1,000 sf
Restaurant with Drive Through	5 per 1,000 sf
Hotel	1 per guest room
<u>Industrial</u>	
General Industrial	0.75 per 1,000 sf
Warehousing	0.5 per 1,000 sf
Mini-Warehouse/Vehicle Storage	1.25 per 100 units or storage spaces

Notes: du = dwelling units, sf = square feet of gross floor area

1. Land uses listed in LMC 18.25.030 not included in this list require Director review or study to determine parking requirements

- A. When the city has received a shell building permit application, off-street parking requirements shall be based on the possible tenant improvements or uses authorized by the zone designation and compatible with the limitation of the shell permit.
- B. Where electric vehicle charging stations are provided in a parking lot or parking garage, accessible electric vehicle charging stations shall be provided in accordance with the Washington State Building Code (as amended), based on the total number of electric vehicle charging stations provided.

DRAFT MEMORANDUM

Date:	March 30, 2026	TG:	1.24426.00
To:	Maggie Boles – City of Leavenworth		
From:	Dan McKinney and Drew Heckathorn – Transpo Group		
Subject:	Leavenworth Parking Code Update		

This technical memorandum evaluates opportunities to update the City of Leavenworth’s off-street parking requirements (found in the Leavenworth Municipal Code (LMC) Chapter 14.12.150) to better align with current best practices, incorporate the City’s defined land uses, and support overall City policies, goals, and objectives. The analysis and findings described in this memorandum are based on a review of Leavenworth’s existing off-street parking requirements, a comparison to other jurisdictions, and industry standards derived from national studies.

The goal of this update is to support the City’s goals and objectives, including efficient land use development, economic vitality, multimodal accessibility, and supporting residents’ quality of life while accommodating tourism activity in the downtown area. This memorandum focuses on providing recommendations for updating the City’s off-street parking requirements but also provides an overview of Leavenworth’s and other jurisdictions’ related on-street and other parking policies for additional context and future considerations.

Background

Leavenworth Policies, Goals, and Objectives

Key planning documents, including the 2021 Comprehensive Plan (currently undergoing an update in 2026), the 2018 Downtown Strategic Parking Management Plan, and the 2024 Downtown Parking Strategic Management Action Plan, were reviewed to provide overall guidance to make sure any updated parking requirements align with overall City policies and long-term goals and objectives.

The Comprehensive Plan envisions a Leavenworth community that balances growth with preservation of its natural, historic, and neighborhood character, emphasizing sustainable development and multimodal transportation options. Policies within the Comprehensive Plan include consideration of public-private partnerships for shared parking facilities and encouraging underground or structured parking to promote efficient land use development and maintain street frontage aesthetics and walkability. The Transportation Element of the Comprehensive Plan emphasizes multimodal accessibility and reduced automobile dependency through an improved trail system, bicycle and pedestrian facilities, and enhanced Link Transit service.

The 2018 Downtown Strategic Parking Management Plan and subsequent 2024 Downtown Parking Strategic Management Action Plan formalized policies to manage parking efficiently as a tool for economic vitality and accessibility for all downtown users – visitors, residents, and employees. Specific outcomes from the 2018 plan included the introduction of time limit restrictions for on-street parking in the downtown area and an expansion of the off-street parking employee permit program. The 2024 plan evaluated adding public parking supply through building a new parking garage and funding mechanisms to support this added capacity through a fee-in-lieu program, enhanced enforcement, and adjustments to the City’s existing paid parking and permit programs.

Updating the City's off-street parking requirements to better right-size parking supply with demand would help support these planning policies and help achieve the City's long-term goals and objectives of improving accessibility, reducing reliance on single-occupancy vehicles, preserving neighborhood character and historic street frontages, and supporting sustainable growth.

Existing Parking Challenges

The City of Leavenworth, though a small residential community, is a nationally recognized year-round tourist destination with many visitors attending its festivals, shops, restaurants, and outdoor recreation. This tourism economy drives significant seasonal and weekend visitation, with a high concentration of tourists in the compact downtown core along Front Street, U.S. Highway 2, and adjacent streets. The historic, walkable nature of downtown constrains opportunities and desire to increase parking capacity in this high demand area. Parking spillover concerns are prominent, especially in adjacent residential neighborhoods where visitor overflow leads to short-term parking in residential areas, impacting residents. During peak festivals (e.g., Village of Lights, Oktoberfest), traffic and parking congestion intensify on narrow roadways, risking emergency access and pedestrian safety.

Parking challenges extend beyond the downtown core, particularly in residential and emerging development areas. Many neighborhoods and undeveloped areas in the City lack full curbs, gutters, sidewalks, and improved street frontage, limiting the feasibility of reliable on-street parking. Newer land uses – such as more compact residential developments, accessory dwelling units (ADUs), middle housing, and mixed-use projects encouraged by the Comprehensive Plan and recent state housing laws – are increasingly common as development opportunities but not well-reflected in the City's existing parking code, potentially leading to misalignments between the City's current regulations and actual parking behavior. Too much off-street parking required for new developments can potentially increase impervious surfaces, raise development costs, and detract from walkability; however, too little off-street parking required can potentially create additional parking spillover issues onto nearby residential streets.

Overall, these challenges highlight a need for right-sizing parking to support tourism/development-driven economic vitality and the City's goals for sustainable growth, housing affordability, and preservation of the downtown's compact, walkable character.

Existing Off-Street Parking Requirements

The number of off-street parking stalls required for new developments and changes of use (i.e., for changes of use increasing floor area by 50% or more) are described in LMC 14.12.150. The code includes minimum parking requirements for a variety of specialized land uses such as dance halls, bowling alleys, churches, mortuaries, and other specific recreational or institutional uses. While the parking code includes many types of land uses, LMC 14.12.150 does not cover all land uses defined in the LMC zoning code (as listed in LMC 18.25.030), creating potential gaps or inconsistencies when applying requirements. One of the goals of this update is to incorporate all the land uses listed in LMC 18.25.030 into the City's off-street parking requirements. Additionally, there are opportunities to consolidate the off-street parking requirements for some specialized land uses, which could help make administering the requirements more efficient for the City and clarify expectations with the development community.

Some of the independent variables utilized for calculating off-street parking requirements – such as square footage of dwelling area for residential developments (1 stall per unit under 1,500 square feet, 2 stalls per unit equal to or greater than 1,500 square feet), yards in length of the course for golf courses, and square feet of area used for industrial uses – do not align with the independent variables most commonly found in industry standards such as the ITE *Parking Generation Manual*. In the ITE manual, independent variables like per unit or per bedroom for

residential developments and gross floor area or gross leasable area for commercial or industrial developments are more common and have more empirical studies associated with them. Utilizing less common independent variables can create interpretation challenges and are potentially more difficult for developers to anticipate in the planning stages of their developments. Additionally, parking requirements derived from less common independent variables may also have fewer empirical studies associated with them to validate these requirements. Leavenworth's use of these less common independent variables may be leading to less reliable alignment of off-street parking supply with actual parking demand for some uses.

The requirements include some reductions and exemptions, including a 5% reduction for multifamily developments (>20 units) within 0.5 miles of a public transit park-and-ride. Within the downtown exemption area, off-street parking is required only for new developments exceeding 10,000 square feet and requirements for residential and hotel developments are less than other areas of the City due to the pedestrian-oriented nature of downtown and availability of on-street parking. These reductions and exemptions are a good example of the City's current practices to right-size parking, which this update intends to further support.

While the City does employ some right-sizing of parking requirements currently, additional opportunities exist to further align parking requirements to anticipated parking demand and support the City's policies, goals, and objectives. The following sections of this memorandum describe some of these opportunities, supported by current practices in other jurisdictions and industry standards.

Comparison to Other Jurisdictions

A number of other jurisdictions' off-street parking requirements were reviewed to provide a comparison with Leavenworth's requirements. Many consistencies were found between Leavenworth's requirements and other nearby jurisdictions such as the County of Chelan and City of Chelan as these jurisdictions likely all adopted requirements in similar periods and referenced similar supporting data. Looking farther out across the region, more variability exists between jurisdictions' adopted requirements. While many jurisdictions' requirements were reviewed, this memorandum focuses on the requirements found in two other jurisdictions (the City of Chelan and City of Snoqualmie) to offer insights into how small Washington cities with significant tourism activity require parking for new developments. This memorandum also provides an overview of innovative parking policies in a handful of other jurisdictions (the City of Hood River, City of Port Townsend, City of Seattle, and City of Bellevue) for additional context and highlight approaches Leavenworth could consider in the future as growth and development continues to evolve.

Parking Requirements Comparison

City of Chelan

Chelan's parking code is outlined in the *City of Chelan Development Standards* document (Section Nine), which provides a detailed framework for off-street parking requirements that, as shown in Table 1, is similar to Leavenworth's in the land uses included and specific requirements referenced. Like Leavenworth, Chelan's off-street parking requirements include specialized uses (not shown in Table 1) such as bakeries, bowling alleys, churches, and veterinary hospitals, with similar minimum requirements.

Table 1. Leavenworth and Chelan Minimum Parking Requirements Comparison

Land Use	Leavenworth ¹	Chelan ²
Studio/1-Bedroom/2-Bedroom Apartments	1 per du (<1,500 sf)	1.5 per du
3+ Bedroom Apartments/Single-Family Homes	2 per du (≥1,500 sf)	2 per du
Hotel	1 per room ³	1.2 per room
Retail	2 per 1,000 sf	5 per 1,000 sf
Office	3.3 per 1,000 sf	3.3 per 1,000 sf
Medical/Dental Office	5 per 1,000 sf	5 per 1,000 sf
Restaurant	10 per 1,000 sf ⁴	10 per 1,000 sf
Industrial	1 per 1,000 sf	1 per employee

Notes: du = dwelling units, sf = square feet

1. *Leavenworth Municipal Code*, Chapter 14.12.150

2. *City of Chelan Development Standards*, Chapter Nine

3. Leavenworth's hotel parking minimum includes additional requirements of 0.3 stalls per employee

4. Leavenworth's restaurant minimum requirement only applies to assembly and service area

Chelan's downtown, like Leavenworth's, is historic with many individual buildings not providing on-site parking as these developments pre-dated off-street parking requirements. Chelan's parking policies include notable provisions for flexibility in the downtown area, with off-street parking requirements exempt from the "High Density Commercial District" zone except for auto-dependent uses such as hotels and gas stations. This exemption is based on the pedestrian-oriented nature and on-street parking availability in Chelan's downtown, like Leavenworth's reduced downtown requirements but applied more broadly without a maximum square footage threshold. Chelan's exceptions for auto-dependent uses like hotels and gas stations are also an example of their effort to right-size parking depending on the unique travel behavior characteristics of each use type (i.e., most visitors travel to Chelan's hotels via private automobile due to limited taxi/Uber/Lyft services and airport access available).

Additionally, on-street parking credits allow reductions in Chelan's required off-street parking in return for improvement of on-street parking (curb, gutter, sidewalk, and catch basins if needed), with credit of one stall per each 10 feet of improved street frontage for angled parking and one stall per each 20 feet of improved street frontage for parallel parking, limited to 50% of the total off-street parking required. This policy provides a mechanism to offset off-street parking requirements through on-street public infrastructure contributions, helping to address peak public parking demand and spillover issues.

Leavenworth, with similar land use contexts and travel behavior as Chelan, could benefit from some of Chelan's unique parking requirements, such as exempting uniquely automobile-oriented uses from reduced parking requirements or allowing on-street parking credit incentives in exchange for improvements to the public right-of-way. Both of these adjustments to Leavenworth's requirements would support the City's policies, goals, and objectives, such as supporting sustainable growth and improving residents' quality of life.

City of Snoqualmie

Snoqualmie's parking code (found in the Snoqualmie Municipal Code, Chapter 17.65) features a consolidated off-street parking requirements table with relatively fewer land use categories than Leavenworth's, grouping uses more broadly (e.g., "retail sales and service" and "religious institutions") and omitting some specialized uses like dance halls and bowling alleys. This consolidated approach can help reduce the administrative burden of interpreting requirements, making it easier to apply requirements consistently across many developments and adapt to evolving land use patterns without frequent code amendments. Snoqualmie's parking code also employs independent variables that are more aligned with industry standards found in the ITE *Parking Generation* manual, such as per unit for residential uses, per room for hotels, and per

square foot of gross floor area for many retail, office, and industrial uses. As mentioned, the independent variables most referenced in the ITE manual have more empirical studies associated with them, providing a stronger justification for the validity of the parking demand rates determined by these variables.

Snoqualmie's off-street parking requirements also include a variety of reduction opportunities, with up to 50% parking requirement reductions for senior or affordable housing developments, 50% reductions through approved parking demand studies, 10% reductions for transportation demand management (TDM) programs, and 25% reductions for shared parking. Snoqualmie has also established parking maximums for some land uses, where total provided parking may not exceed 125% to 200% of the minimum requirements depending on the land use. Parking maximums cap the supply of parking allowed, for instances where a developer elects to supply more parking than is required, to avoid the aesthetic and environmental impacts of large surface parking lots.

Table 2 presents a comparison of the minimum parking requirements for many primary land uses for the City of Leavenworth and City of Snoqualmie.

Land Use	Leavenworth¹	Snoqualmie²
Studio/1-Bedroom/2-Bedroom Apartments	1 per du (<1,500 sf)	1 per du
3+ Bedroom Apartments/Single-Family Homes	2 per du (≥1,500 sf)	2 per du
Hotel	1 per room ³	1 per room
Retail	2 per 1,000 sf	4 per 1,000 sf
Office	3.3 per 1,000 sf	3.3 per 1,000 sf
Medical/Dental Office	5 per 1,000 sf	4 per 1,000 sf
Restaurant	10 per 1,000 sf ⁴	12.5 per 1,000 sf ⁵
Industrial	1 per 1,000 sf	1 per 1,000 sf

Notes: du = dwelling units, sf = square feet

1. *Leavenworth Municipal Code*, Chapter 14.12.150
2. *Snoqualmie Municipal Code*, Chapter 17.65
3. Leavenworth's hotel parking minimum includes additional requirements of 0.3 stalls per employee
4. Leavenworth's restaurant minimum requirement only applies to assembly and service area
5. Snoqualmie provides option to lower restaurant minimum requirement through demonstration of lower occupancy

Leavenworth could benefit from a similar consolidation of uses included in its off-street parking requirements (while ensuring that all land uses listed in LMC 18.25.030 are addressed) and utilizing independent variables commonly found in the ITE manual, as practiced in Snoqualmie. These updates would help the City efficiently administer its parking requirements and help right-size parking by utilizing requirements supported by more empirical studies and aligned with industry standards. Other unique parking requirements utilized by Snoqualmie may be considered in the future, such as greater reduction opportunities or parking maximums, especially if growth and development intensify as the City evolves.

Other Innovative Parking Policies

City of Hood River

While Hood River's downtown area does require minimum off-street parking for new developments, developers are provided with the option to pay an in-lieu fee to opt out of these requirements, depositing funds into a dedicated account for public parking, transit improvements, or pedestrian enhancements. Fees are set by Hood River City Council resolution and reviewed annually, based on inflation and costs of providing new off-street spaces – including land acquisition, financing, and construction costs. This program applies to much of the Hood River downtown area, enabling historic site preservation and intensification without needing to provide

off-street parking for each individual use. The program does not guarantee a specific number of spaces built elsewhere but generally supports shared public facilities like parking structures/garages, consistent with their adopted parking management plan. For Leavenworth, this type of in-lieu fee program, as recommended in the 2018 Downtown Strategic Parking Management Plan and the 2024 Downtown Parking Strategic Management Action Plan, could help generate funds for centralized parking solutions to manage seasonal tourism peaks and lessen spillover parking concerns. While implementing an in-lieu fee program is not part of this update to Leavenworth's parking requirements, the updates recommended in this memorandum support and work in tandem with the eventual implementation of an in-lieu fee program for Leavenworth's downtown area.

City of Port Townsend

In March 2024, the City of Port Townsend became Washington's first jurisdiction to fully eliminate minimum off-street parking requirements citywide, shifting to market-driven supply choices. Maximum parking limitations remain to prevent overparking (e.g., no more than 150% of former minimums in residential zones). This policy aims to reduce impervious surfaces for environmental benefits, support housing affordability, encourage active transportation, and facilitate infill and adaptive reuse developments within the City's historic downtown core. Eliminating parking minimums entirely is a less common but rapidly evolving approach to reduce development costs, preserve the historic character of a community, and support multimodal transportation options; however, this approach typically requires proactive community buy-in and active monitoring of on-street parking to ensure adverse parking spillover effects are not occurring. Since this approach requires further evaluation and ongoing monitoring, it is not included in this update to the Leavenworth's parking requirements, but should be considered in the future, especially if more jurisdictions start to adopt this approach.

City of Seattle

Seattle's parking policies emphasize flexibility and sustainability, with no parking minimums required in downtown, urban centers, or areas within 0.25 miles of frequent transit (i.e., 15-minute headways or less), shifting to a more market-driven policy like Port Townsend. Parking maximums apply in some areas to limit excessive parking. Seattle also allows for shared parking reductions of up to 50%, in-lieu fee options in some zones, and off-site parking credits for parcels within 1,000 feet of a development. Seattle's parking policies offer a variety of options for Leavenworth to consider; however, some of these policies may only work effectively in a larger city context, especially policies associated with unique travel behavior in Seattle, such as higher transit use.

City of Bellevue

Bellevue's parking code includes both parking maximums and a variety of reduction options, with reductions of up to 75% in mixed-use districts, up to 20% for shared parking, and 25-100% reductions for residential developments within 0.5 miles of frequent transit (i.e., 15-minute headways or less). Like Seattle, off-site parking credits for parcels within 1,000 feet of a development are available. Bellevue's parking policies, like Seattle's, may only work effectively in a larger city context with higher transit use, but serve as another benchmark for Leavenworth to consider as it continues to develop.

Comparison to Industry Standards

Another approach for considering updates to Leavenworth's off-street parking requirements is to compare them with established industry standards from the ITE *Parking Generation Manual*, 6th Edition (2023) and the ULI *Shared Parking*, 3rd Edition (2020). The ITE manual provides empirical data on observed peak parking demand for various land uses, based on field studies across the U.S. The ULI manual focuses on methodologies for assessing mixed-use developments,

emphasizing shared parking efficiencies that account for time-of-day or seasonal demand fluctuations and internal trips (e.g., residents patronizing on-site restaurants) or multimodal trips that reduce overall parking demand compared to standalone uses.

This comparison to industry standards focuses on uses currently prevalent and anticipated in Leavenworth's development patterns – residential, hotel, office, retail, restaurant, and industrial uses.

ITE Parking Generation Manual Comparison

Table 3 shows the average peak parking demand rates from the ITE manual compared to Leavenworth's minimum parking requirements.

Land Use	Leavenworth¹	ITE²	% Below Leavenworth
Studio/1-Bedroom/2-Bedroom Apartments	1 per du (<1,500 sf)	0.9 per du	10%
3+ Bedroom Apartments/Single-Family Homes	2 per du (≥1,500 sf)	1.4 per du	30%
Hotel	1 per room ³	0.6 per room	40%
Retail	2 per 1,000 sf	2.8 per 1,000 sf	-
Office	3.3 per 1,000 sf	2 per 1,000 sf	39%
Medical/Dental Office	5 per 1,000 sf	2.6 per 1,000 sf	48%
Restaurant	10 per 1,000 sf ⁴	9.8 per 1,000 sf	2%
Industrial	1 per 1,000 sf	0.7 per 1,000 sf	30%

Notes: du = dwelling units, sf = square feet

1. Leavenworth Municipal Code, Chapter 14.12.150

2. Institute of Transportation Engineers, *Parking Generation Manual*, 6th Edition (2023)

3. Leavenworth's hotel parking minimum includes additional requirements of 0.3 stalls per employee

4. Leavenworth's restaurant minimum requirement only applies to assembly and service area

As shown in the table, Leavenworth's minimum parking requirements often exceed the national average ITE peak parking demand rates, suggesting that Leavenworth's requirements could result in oversupplying parking for developments whose peak parking demand is more closely aligned with these ITE rates.

Leavenworth could consider adjusting its minimums closer to these observed averages while still customizing its requirements to recognize unique travel behavior in the Leavenworth context. For example, Leavenworth's limited airport access and relative lack of transportation network company (TNC) services like Uber or Lyft leads to higher reliance on personal automobiles to access hotels compared to cities in more urban areas. An example of how Leavenworth could update its parking requirements in LMC 14.12.150 is shown in Table 4 below. Further details of how these proposed requirements compare to the City's existing requirements are included as an attachment to this memorandum. This example incorporates consolidating land use categories while addressing the land uses listed in LMC 18.25.030, aligning the independent variables with those commonly found in the ITE manual, and adjusting the requirements closer to the average peak demand rates found in the ITE manual while maintaining requirements uniquely associated with Leavenworth's travel behavior characteristics. Land uses listed in LMC 18.25.030 that cannot be categorized within the land uses in Table 4 would require planning director review or study to determine parking requirements. These example updates to Leavenworth's parking requirements could help right-size parking supply for new developments, supporting the City's policies, goals, and objectives including sustainable growth, multimodal accessibility, and economic vitality.

Table 4. Example Updates to Leavenworth's Off-Street Parking Requirements

Proposed Land Use Categories ¹	Proposed Requirements	Basis for Proposed
<u>Residential</u>		
General Residential	1 per du	No Change ²
Co-Living	0.25 per sleeping unit	No Change
Assisted Living	0.5 per bed	ITE ³
<u>Institutional</u>		
Religious Institution	3 per 1,000 sf	No Change
Library	2.5 per 1,000 sf	ITE
Museum	1 per 1,000 sf	ITE
Day Care Center	1 per employee, 1 loading zone per 25 students	No Change
Elementary or Middle School	0.1 per student	ITE
High School or College	0.25 per student	ITE
Auditorium or Theater	0.25 per seat	ITE
<u>Recreational</u>		
Family Entertainment Center	2.75 per 1,000 sf	ULI ⁴
Athletic Club	3.25 per 1,000 sf	ITE
Health/Fitness Club	5.25 per 1,000 sf	ITE
Public Park	0.75 per acre	ITE
RV Park	1 per site	No Change ⁵
<u>Commercial</u>		
General Commercial/Office	2 per 1,000 sf	No Change ⁶
Medical/Dental Office	2.5 per 1,000 sf	ITE
Restaurant	9 per 1,000 sf	ITE
Restaurant with Drive Through	5 per 1,000 sf	ITE
Hotel	1 per sleeping unit	No Change ⁷
<u>Industrial</u>		
General Industrial	0.75 per 1,000 sf	ITE
Warehousing	0.5 per 1,000 sf	ITE
Mini-Warehouse/Vehicle Storage	1.25 per 100 units or storage spaces	ITE

Notes: du = dwelling units, sf = square feet of gross floor area

1. Land uses listed in LMC 18.25.030 not included in this list require Director review or study to determine parking requirements

2. Aligns with current residential requirement for units less than 1,500 sf, per LMC 14.12.150

3. Institute of Transportation Engineers, *Parking Generation Manual*, 6th Edition (2023)

4. Urban Land Institute, *Shared Parking*, Third Edition (2020)

5. Aligns with current requirement for recreational vehicle parks excluding additional visitor requirement, per LMC 18.51.080

6. Aligns with current retail store requirement, per LMC 14.12.150

7. Aligns with current hotel requirement excluding additional employee requirement, per LMC 14.12.150

ULI Shared Parking Manual Comparison

The ULI Shared Parking manual offers a comprehensive framework for calculating peak parking demand in mixed-use developments. The methodology begins with base parking ratios drawn from sources such as ITE, then applies monthly and daily adjustment factors (for example, retail demand peaking in December while residential demand remains steady throughout the year),

incorporates internal and multimodal trips, and combines the adjusted demand rates to arrive at a shared total parking demand that is typically lower than the sum of individual land use requirements.

For mixed-use developments, utilizing this methodology often results in substantial reductions – commonly 20-40% for office/retail/residential mixed developments through off-peak sharing (i.e., office daytime, residential nighttime), with additional reductions achieved through internal and multimodal trips. Leavenworth’s current off-street parking requirements lack shared parking provisions for mixed-use developments, so its minimum requirements may potentially exceed what ULI would suggest as the peak parking demand for these developments.

Consideration should be given to incorporating shared parking reduction opportunities into the Leavenworth parking requirements, like provisions already in place in jurisdictions like Snoqualmie (up to 25% reductions). Reductions could be aligned with typical ULI findings or require a shared parking study to validate the proposed reduction based on site-specific time-of-day demand, internal trip levels, and other occupancy patterns. This type of parking requirement reduction opportunity could help incentivize mixed-use infill development within Leavenworth, promoting its multimodal accessibility and sustainable growth goals and objectives.

Recommendations for Updating Leavenworth’s Off-Street Parking Requirements

This memorandum recommends updating Leavenworth’s off-street parking requirements to support the policies, goals, and objectives described in its long-range planning documents and better align with best practices from other jurisdictions and industry standards. Based on the analysis described in this memorandum, a suite of recommendation options is presented below. Each approach ties directly to the City’s policies, goals, and objectives from the Comprehensive Plan and Downtown Strategic Parking Management Plan, such as sustainable development, multimodal accessibility, preservation of the City’s historic character, efficient parking supply as a tool for economic vitality, and balancing tourism access with resident quality of life.

Consolidate the Land Uses Included in the Off-Street Parking Requirements

Consolidate the minimum parking requirements in LMC 14.12.150 into broader categories (e.g., combine retail subtypes into general retail), incorporate the land uses listed in LMC 18.25.030, and defer more specialized uses (including specialized uses in LMC 18.25.030) to planning director determination or parking studies. Also, show the parking requirements in a consolidated table like Snoqualmie’s.

This recommendation would:

- Increase administrative flexibility by reducing code complexity and the need for frequent amendments
- Minimize barriers for small-scale or innovative developments
- Promote consistent treatment of land uses within broader categories, potentially avoiding definition conflicts
- Potentially require more staff/planning director time to evaluate specialized land uses and review demand studies

Reduce Off-Street Parking Requirements to Align with ITE Rates while Maintaining Requirements Tailored to Leavenworth’s Unique Travel Behavior

Revise LMC 14.12.150 to set off-street parking requirements closer to ITE average peak rates where the City’s rates exceed the ITE rates, except where Leavenworth’s current requirements

better reflect Leavenworth's unique travel behavior like automobile-oriented hotels. See Table 4 as an example.

This recommendation would:

- Align requirements to empirically observed demand
- Potentially reduce development costs by avoiding the oversupply of parking
- Support affordable housing, mixed-use, and infill developments
- Advance Comprehensive Plan goals for sustainable growth
- Potentially decrease impervious surfaces for better stormwater management and environmental quality
- Promote multimodal accessibility by avoiding excess parking and decreasing walking distances between land uses

Provide Additional Parking Requirement Reduction Opportunities

Provide additional parking requirement reduction opportunities for shared parking (either a standard percentage or validated through a study).

This recommendation would:

- Potentially reduce development costs by avoiding the oversupply of parking
- Support affordable housing, mixed-use, and infill developments
- Advance Comprehensive Plan goals for sustainable growth
- Potentially decrease impervious surfaces for better stormwater management and environmental quality
- Promote multimodal accessibility by avoiding excess parking and decreasing walking distances between land uses
- Foster equitable funding of public infrastructure
- Utilize approaches from other jurisdictions with similar parking challenges

Attachment: Example Off-Street Parking Requirements Table

Current Land Use Category	Current Requirement	Proposed Land Use Category	Proposed Requirement
Residential			
Single-, two- and multifamily dwellings	1 per unit (<1,500 sf) 2 per unit (≥1,500 sf)	General Residential	1 per unit
Boardinghouse, lodging or rooming house	2 per 3 guest accommodations 1 per owner/manager and employee	Co-Living	0.25 per sleeping unit
Hotel			
Hotel or motel	1 per sleeping unit 1 per 3 employees	Hotel	1 per sleeping unit
Institutional			
Welfare or correctional institution, sanitarium, nursing home, retirement home, rest home or convalescent home	1 per 5 beds 1 per 3,000 sf	Assisted Living	0.5 per bed
Hospital	1 per bed 1 per 3,000 sf	<i>Requires parking study or director approval</i>	
Places of Public Assembly			
Church	1 per 350 sf	Religious Institution	3 per 1,000 sf
Library, reading room, museum, art gallery	1 per 250 sf	Library	2.5 per 1,000 sf
		Museum	1 per 1,000 sf
Preschool, nursery, day nursery, kindergarten	1 per teacher/supervisor 1 loading zone per 25 students	Day Care Center	1 per employee 1 loading zone per 25 students
Elementary or junior high school	1 per 500 sf	Elementary or Middle School	0.1 per student
High school or college	1 per 250 sf	High School or College	0.25 per student
Auditorium, gymnasium, club, lodge hall, or other place of public assembly	1 per 250 sf	Auditorium or Theater	0.25 per seat
Stadium, arena, theater	1 per 250 sf		
Commercial Amusement			
Bowling alley	1 per 250 sf	Family Entertainment Center	2.75 per 1,000 sf
Dance hall, skating rink	1 per 250 sf		
Outdoor commercial amusement enterprise (except golf course and drive-in theater)	1 per 300 sf of ground area		
Archery club, gun club, tennis club, swimming club, or similar athletic club	1 per 100 sf of clubhouse or 1 per 300 sf of ground area	Athletic Club	3.25 per 1,000 sf
		Health/Fitness Club	5.25 per 1,000 sf
Golf course	1 per 100 yards 1 per 500 sf of clubhouse	Public Park	0.75 per acre
New Land Use Category		RV Park	1 per site

Current Land Use Category	Current Requirement	Proposed Land Use Category	Proposed Requirement
Commercial			
Retail store	1 per 500 sf	General Commercial/Office	2 per 1,000 sf
Retail store exclusively handling bulky merchandise such as automobiles or furniture	1 per 3,000 sf		
Service or repair shop	1 per 600 sf		
Bank, office (except medical or dental)	1 per 300 sf		
Mortuary	1 per 250 sf		
Open-air market, used car sales lot	1 per 1,500 sf of land area		
Medical or dental office	1 per 200 sf	Medical/Dental Office	2.5 per 1,000 sf
Eating or drinking establishments	1 per 100 sf of net floor area	Restaurant	9 per 1,000 sf
		Restaurant with Drive Through	5 per 1,000 sf
Industrial			
Manufacturing, fabricating, assembling, processing, packing, or storage establishments, wholesale establishment, freight depot	1 per 1,000 sf of area used	General Industrial	0.75 per 1,000 sf
		Warehousing	0.5 per 1,000 sf
		Mini-Warehouse or Vehicle Storage	1.25 per 100 units or storage spaces

Fee-in-lieu (FIL) parking programs for Leavenworth

Simon Farivar

7/6/2026

City of Leavenworth Planning Commission:

The following is a proposal of ideas for a Fee-in-lieu (FIL) parking program for the commercial district in Leavenworth. The program allow developers to pay a fee instead of constructing required off-street parking spaces. The calculation methods vary significantly, below are a few approaches with examples.

1. Cost-to-Construct Method

The fee is based on the municipality's estimate of what it would cost to build one public parking space.

Formula:

Fee = Average cost per structured parking space × Number of waived spaces

Example:

For Leavenworth, the table below calculates the cost based on the Downtown Parking Garage Feasibility & Design study provided by ARC in February of 2026:

Lot Option	Total # of Stalls	Estimated Cost	Per stall cost
A/B +315	399	\$38,400,418	\$96,242
A/B +240	324	\$36,191,108	\$111,701
A/B +212	280	\$26,985,150	\$96,376
A/B +318	354	\$41,130,520	\$116,188
D/E +566	660	\$43,285,496	\$65,584
D/E +252	346	\$33,649,783	\$97,254
D/E +202	296	\$33,434,007	\$112,953
D/E +195	245	\$23,243,884	\$94,873

Averages		\$34,540,046	\$98,896
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Municipal costs approximately \$99,000 per stall (range \$65K-\$116K)

#2. Land Value + Construction Cost

Some cities calculate the fee using both the land consumed by a parking space and construction costs.

Example formula:

(Land value per square foot × 252 sq ft per parking stall including aisles) + construction cost + engineering + contingency

For example:

* Land value: \$138/sf

(based on vacant land sale NNA Front St, \$1.080MM, Evans EtAl)

* 252 sf per stall

(9x18 stall plus apron)

* Construction: \$6,300

(including grading and asphalt/concrete)

* Soft costs: \$4,000

(WAG)

Total:

Land = \$34,776 + Construction = \$10,300

Fee = \$45,076 per required space

This approach attempts to better reflect the 'true' economic cost of replacing private parking.

3. Percentage of Municipal Garage Cost

Some communities intentionally subsidize development where parking is already challenging. Instead of charging the full cost, they assess only a percentage.

Example for Leavenworth based on info in Method 1:

Municipal garage cost:

Approx \$99,000 per space

Developer discount table:

\$24,750	75%
\$29,700	70%
\$34,650	65%
\$39,600	60%
\$44,550	55%
\$49,500	50%
\$54,450	45%
\$59,400	40%
\$64,350	35%
\$69,300	30%
\$74,250	25%

Fee-in-lieu:

Established percentage

4. Flat Fee Established by Ordinance

Many cities simply adopt a fixed amount per parking space.

Examples have included:

*Kirkland, Burien, Blaine, and Port Townsend

These amounts are not consistent, vary widely with each municipality, and appear arbitrary in some instances.

Overall:

The ARC feasibility study appears to provide a concrete basis for estimating the public cost of supplying replacement parking. The table demonstrates that structured parking in Leavenworth is expensive. The most supportable methodology from a valuation

perspective appears to be the cost-to-construct approach, as it is directly tied to the municipality's actual cost of replacing parking spaces. Based on the 2026 Downtown Parking Garage Feasibility & Design Study, the estimated cost of structured parking in Leavenworth averages approximately \$98,900 per stall, with individual scenarios ranging from roughly \$65,600 to \$116,200 per stall. This analysis demonstrates the significant capital investment required for structured parking and provides a defensible benchmark for determining a fee-in-lieu amount.

The land value plus construction cost approach produces a substantially lower estimate of approximately \$45,100 per stall, most probably reflecting the cost of parking as a secondary or tertiary concern rather than truly structured parking as a primary concern.

While some jurisdictions establish fees through detailed cost analyses, others adopt flat fees by ordinance that may have limited correlation to actual parking replacement costs. This may be the easiest way to impose a fee, however it can appear quite arbitrary.

Opinion:

A fee-in-lieu parking program should be based on a rational, objective methodology rather than an arbitrary dollar amount. Establishing a fee without supporting analysis can create community concerns regarding fairness, consistency, and legal defensibility. If the fee is set too low, it will fail to recover the public cost of providing replacement parking, effectively shifting those costs to taxpayers. Conversely, if the fee is set too high, it may discourage redevelopment and function as a barrier to economic growth. In either case, an arbitrary fee may not reflect the actual economic impact of waiving required parking spaces.

Basing the fee on measurable factors such as the cost of constructing public parking facilities, the market value of land required to replace parking, or another documented cost methodology provides a transparent and defensible foundation for the program. An objective approach demonstrates to the Leavenworth constituency that the fee bears a reasonable relationship to Leavenworth's actual costs and policy objectives. Additionally, a methodology tied to periodically updated market data or construction costs allows the fee to remain relevant over time without relying on subjective adjustments or politically driven decisions.

14.14.100 Water supply standards.

A. All projects shall be served by the water system of the city of Leavenworth as approved by the public works director or city engineer working in consultation with the community development director.

B. It is compulsory for every new building(s) or existing building(s) meeting the criteria below within the UGA to hook up to the city water system, if said buildings are located within 200 feet of existing water mains. The existing domestic water source (well) shall be abandoned in conformance with local and state regulations with any rights associated with the well transferred to the city at the option of the city.

Pursuant to LMC § 13.04.040, all individuals, firms or organizations located within city limits requiring domestic water service shall be required to be connected to the city's water system. Private domestic wells are not permitted. Any existing private domestic well shall be abandoned in conformance with local and state regulations with any rights associated with the well transferred to the city at the option of the city. Private irrigation wells will be permitted within the city limits on parcels two acres or larger; provided, that the city reserves the right to deny approval of wells which may threaten the city's present or future domestic supplies or water rights. A permit signed by the city administrator must be obtained for such systems. Appropriate backflow prevention devices are required and inspection of the installation by the city is required for such systems.

1. For existing buildings, as described above, which become located within the 200 feet as a result of improvements to the city water system, connection to those improvements shall be made when one of the following occurs:

- a. Remodeling or expansion of the existing building which exceeds 50 percent of the value of the building/structure;
- b. Remodeling or expansion of the existing building occurs which would require an upgrade of an existing on-site water system, as determined by the Chelan-Douglas health district; or
- c. The existing water system is failing, as determined by the Chelan-Douglas health district.

C. All water supply systems shall be designed and constructed according to all applicable provisions of this chapter and specifications on file in the office of the city engineer unless otherwise provided for in the Leavenworth Municipal Code.

D. When water rights are appurtenant to the land, the property owner shall covenant to transfer water rights to the city in a quantity which is equal to the quantity to be utilized by the development and the covenant shall run with the land into perpetuity.

The transfer may occur at the time of development or at a future point in time, as decided by the city. Property owner shall cooperate with the transfer.

- E. Whenever possible, if either a public or private irrigation source is available and is currently being utilized for the applicable property, the property owner shall continue to utilize this source for all outside irrigation. The feasibility of this shall be evaluated and a determination of applicability made by the city as part of the application process. The property owner shall provide such information the city determines necessary to make this decision.
- F. Public Works Director or City Engineer Approval. For properties located inside of the city's UGA and its city limits, the city public works director or city engineer shall approve water connection subject to requirements for connection as found within the Leavenworth Municipal Code.

~~G.—City Administrator Approval. For properties located outside of the city's UGA and need is demonstrated, the city administrator may grant connection to the city water system subject to the following:~~

- ~~1.—Providing documentation that at least one attempt to drill a well down to bedrock yielded insufficient quantities of potable water necessary to serve one single-family resident as determined by the city; and prior to connection, the requestor transfers the water right to the city of Leavenworth.~~
- ~~2.—Providing documentation that an existing well to bedrock yields insufficient quantities of potable water necessary to serve one single-family resident as determined by the city; and prior to connection, the requestor transfers the water right to the city of Leavenworth.~~
- ~~3.—Providing documentation that an existing well is to be abandoned in favor of connection to the city domestic water system; and prior to connection, the requestor transfers the water right to the city of Leavenworth.~~
- ~~4.—A recorded subdivision in situations where the final plat was based on the city's prior commitment to provide water, and if the lot was legally created prior to March 12, 1996.~~
- ~~5.—Transfer of water rights to the city shall follow the procedure found within RCW 90.44.105, or other applicable statute, and as approved by the city for consolidating exempt well water rights into the city's water rights when adding customers to the city water system who were previously served by exempt well withdrawals.~~

H.G. Council Approval. ~~In addition to the circumstances permitted in subsection (G) of this section, f~~For properties located outside of the city's UGA ~~and not falling within subsection (G) of this section,~~ the city council may grant (at the

council's sole discretion) an exception to allow an extension and/or connection to the city water system subject to the following:

1. Consideration for the protection of water use for properties within the city as a priority and paramount prior to granting water outside of the city. Granting water connections outside of the city UGA is a not a right, and the intent is to ensure water is available to the citizens of Leavenworth; and

2. After purchase of property, a plight of the applicant is due to unique and unexpected circumstances over which the property owner has no control, including but not limited to:

- a. At least one attempt to drill a well down to bedrock yielded insufficient quantities of potable water necessary to serve one single-family resident as determined by the city; or
- b. An existing well to bedrock yields insufficient quantities of potable water necessary to serve one single-family resident as determined by the city; or
- c. An existing well is to be abandoned in favor of connection to the city domestic water system due to contamination or other similar health risk from the existing well; or

- ~~2-d.~~ A recorded subdivision in situations where the final plat was based on the city's prior commitment to provide water and the lot was legally created prior to March 12, 1996; and

3. The authorization of the exception shall not be materially detrimental to the purposes of this title, be injurious to property in the same district or neighborhood in which the property is located, or be otherwise detrimental to the objectives of any comprehensive plan; and

- ~~4.~~ Water extension and/or connection for the creation of a lot shall be a one-time waiver, shall not be allowed to serve more than one lot, shall not be transferable, and the properties created shall not be allowed future/additional water extension and/or connection for a period of no less than 10 years. Such moratorium shall include a notice to title recorded with the Chelan County auditor's office which shall be recorded at the expense of the property owner; ~~and:~~

~~4.~~

- ~~1.~~ Regardless of approval process, subsection (G) or (H) of this section, and for all properties located outside of the city's UGA, all of the following standards shall be met:

5. When a water connection outside of the UGA has been authorized, the Applicant shall complete all Water Connection Permit processing with the

Commented [AZ1]: These items have all been moved from Section G (City Administrator approval) to this section

City of Leavenworth, including payment of all applicable fees, within one year from the date upon which the City Council authorized the connection. If the Water Connection Permit is not paid for and issued within this time period, the connection authorization shall be considered null and void; and

6. If the Applicant has not completed the physical connection to the City's water system prior to the expiration date of the Water Connection Permit, both the Water Connection Permit and the connection authorization shall be considered null and void; and

1-7. Not more than a total of three equivalent residential units (ERU) per calendar year shall be ~~granted~~ authorized for connections outside of the UGA under subsection (G) or (H) of this section together, beginning the first of January of each year, ~~and allowance will be issued as vested by application; and For purposes of the annual ERU calculation, a connection shall be counted on the date the City Council authorizes the connection, regardless of when the Water Connection Permit is issued; and~~

2-8. Prior to ~~physical~~ connection, the property owner shall transfer to the city of Leavenworth their present domestic water rights and cooperate in any process to transfer those rights to the city, unless otherwise specifically waived by the city council; and

3-9. The applicant shall install a new water main to the property within right-of-way or public utility easement. The line size shall be determined by the city engineer; and

4-10. The applicant shall be responsible to install necessary appurtenances for the water line extension; such may include but are not limited to fire hydrant(s). At no time may an extension of water line, for the purposes of this provision, be extended beyond that of the original approval; and

5-11. Construction and installation shall adhere to the adopted Construction Standard Details and/or applicable LMC standards and specifications; and

6-12. A water connection shall not be allowed to split into two or more. The lateral line (connection) shall serve a maximum of a single structure; and

7-13. The property owner, their successors, heirs, and assigns shall record with the Chelan County auditor's office a notice to title, as approved by the city of Leavenworth, which provides notice of and binds all future property owners to the following waivers of protest and other requirements. It shall also be the obligation of the property owner, their successors, heirs, and assigns to inform potential buyers of these items:

- a. Property owners, their successors, heirs, and assigns shall not protest annexation. Provided further, nothing in approval of extension of city water shall bind the city to annex said property nor obligate the city to approve future subdivision and development of the property, nor impose or not impose any particular conditions or requirements for said development and land use actions, nor implement improvements to its utilities and/or roads that may be required to serve the development. If the city agrees to annex this property, the city does not warrant that existing facilities are adequate to serve this development.
- b. Property owners, their successors, heirs, and assigns agree to participate in future local improvement districts (LID) and/or other similar financing mechanisms for the redevelopment of streets, sidewalks, utilities and related infrastructure in the area. This participation shall be in accordance with reasonable methods established by Washington State law and/or by local law, and shall be for a pro-rata share of improvements in the geographic area as established by a benefits assessment or other similar mechanism.

8-14. No extension or connection for water service may be allowed if such connection or extension outside the city's UGA would violate the Growth Management Act of the state of Washington.

Finance Report

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Finance Department Year Over Year Notable Statistics

Statistic	June 2025	June 2026	% Change
Total Phone Calls	470	434	-8%
• Phone Calls Assisted by Finance Staff Only	329	310	-6%
Business License Payments Processed	84	91	+8%
Payroll Total Cost	\$485,382.45	\$529,699.93	+9%
• Payroll # of Employees (inc. Boards)	63	90	+43%
Utility Billing Total	\$496,153.57	\$601,748.21	+21%
• Utilities # of Accts Billed	1,580	1,585	+0.3%
Total Revenues Received	\$2,014,825.91	\$1,803,453.58	-10.5%
• Revenues # of Transactions	388	454	+17%
Total Expenses Paid	\$1,360,968.94	\$1,877,103.20	+38%
• Expenses # of Transactions	235	309	+31%

Did you know... What do my property tax dollars pay for? Property tax in most communities is the primary funding source for essential local services, including public schools, public safety, health, and welfare, parks/recreation, and capital improvements. The average property tax distribution in Chelan County is broken up by the following:

- 58% Schools
- 15% Counties
- 11% Fire/EMS
- 5% Cities/Towns
- 11% Other (includes special districts such as libraries, Port, LINK Transit & UVPRSA)

In 2026, Leavenworth property taxes will account for 20% of the City's General Fund total tax revenues while retail sales across multiple funds are upwards of 69% of tax revenues (not including Lodging Tax revenues) due to tourism. A small non-tourist City tends to be high on property tax and generally quite low on retail sales tax.



Memo

To: Mayor and City Council
From: Chantell Steiner, Finance Director
Date: July 6, 2026
Re: June 2026 Finance Report

Revenue / Expenditure Reports by Fund/Department - Attached is the June 2026 Revenue and Expenditure report through June 30, 2026. The first page of the report includes revenues and expenses without the beginning and ending fund balance budget and actuals, allowing for a true picture of revenues versus expenditures. Please note that a particular fund may not show on this page if there were no revenues or expenses. In reviewing this page, you will find that we have received 39.5% of revenues and have spent 26.7% on expenses. In reviewing the revenues (fund balances excluded) to date across all funds the City is 5.2% higher than it was in 2025 and 1.9% lower than it was in 2024 (second half of the last biennial budget). In reviewing the expenditures (fund balances excluded) to date across all funds the City is 0.5% lower than it was in 2025 and 1.5% higher than it was in 2024.

Investment Report - The City's overall investment return for June decreased slightly, going from 3.794% in May to 3.739% in June. The City's overall return rate is currently trending below the 2-Year US Treasury Bills by -0.401% and above the Local Government Investment Pool (LGIP) by 0.047%. The current return rate for the LGIP is 3.69%, the CVBMM (Cashmere Valley Bank Money Market) is 3.75%, the CVB (Cashmere Valley Bank) Checking is 1.86%, and the average return rate of the TVI Investments is 3.92%. Due to federal rate cuts stabilizing currently, the City is not experiencing much fluctuation in rate changes; as of the end of the month 44.28% of all cash on hand is invested in longer term maturities with TVI Investments.

Cash Flow Figures and Charts - Cash on hand in all funds combined increased, going from \$30.3M in May to \$30.4M in June. Revenues are currently trending above expenditures with cash flow showing a decrease in carryover of \$2,298,583, down from \$2,372,232 in May. Please note that Chelan County has not billed their quarterly invoices that the City owes for Sherrieff, RiverCom, and Emergency Mgmt – roughly \$433K due to be paid.

Major Tax Revenue Summary Reports – Major tax revenues for June have come in slightly above prior year figures with the year-to-date totals continuing to rebound with negative impacts being slightly less than last month. The Base Retail Sales Tax through the month of June increased slightly going from -11.16% in May to -9.42% in June. The Public Safety and Transportation Benefit District (TBD) Retail Sales Taxes continue to come in with a similar trend to the base Retail Sales Tax with an overall percent of -9.53% for the Public Safety Tax and -9.42% for the TBD Tax. The Lodging (Hotel/Motel) Tax also rebounded, going from -9.98% in May to -8.02% in June. Property Taxes remained stable as anticipated; the City has received nearly \$442K of the \$780K budget that is about 57% and is exceeding 2025 totals by 8.11%. Real Estate Excise Taxes (REET) remains well above expectations with \$372K of the \$200K budget being booked through June. The City did not receive any payments in June; however, this could be a ramification to the County financial system being down.

Parking Revenue Summary Reports – Parking revenues in June continue to fluctuate between the past two years. All revenues combined came in with a total of nearly \$1.515M for 2026 compared to \$1.523M in 2025 and \$1.164M in 2024. This equates to a decrease of -0.49% compared to 2025 and an increase over 2024 of 30.13%.

Project Updates – Financial Status

Planning / Engineering / Design / Construction Administration

- Comp Plan Update – BHC Consultants (83.1% on the contract of \$342,000)
- Cemetery Expansion Project (64.1% on the contract of \$47,000)
- WSDOT Ski Hill Active Transportation Phase 2 (82% on the contract of \$314,097)
- USDOT Safety Action Plan (100% on the contract of \$133,579) - Done
- Blackbird Island Bridge Repair (ST/LT – After April 26) (19.1% on the contract of \$88,028)
- Front Street Restrooms Design/Eng/Const. Admin (97.5% on the contract of \$472,258)
- Front Street Pedestrian Plaza (83.1% on the contract of \$495,506)
- Water Conservation/Drought Plan & Source Replacement Study (23.6% on \$550K Budget)
- Water Transmission Main - Well Site to Mill Eng. (77% on the contract of \$1.257M)
- Well Field Fencing (91.7% on the contract of \$172,501)
- Water System Generators (90.4% on the contract of \$110,074)
- Water Main Upgrades Cedar/Stafford/Center Design/Eng/Const. Admin (47% on the contract of \$211,089)
- 2027 Water System Upgrade Project (0% on the contract of \$134,775)
- WWTP Phase I, II, III (88.7% complete on the contract of \$3.719M)
- WW KOA Lift Station (85.6% on the contract of \$73,800)
- WW Facility & General Sewer Plan (20.5% on the contract of \$472,000)
- Parking Garage Feasibility Study (7.2% on the contract of \$2,689,273)

Construction

- Osborn Building Asbestos Abatement (95.4% on the contract of \$233,444)
 - Front Street Restrooms (98.9% on the contract of \$2.312M w/tax inc.)
 - Front Street Short-Term Imp. (0% on the contract of \$214,240)
 - Water Transmission Main - Well Site to Mill (94.8% on the contract of \$5.38M)
 - Well Field Fencing (0% on the contract of \$205,651)
 - Water System Emergency Generators (0% on the contract of \$589,165)
 - Water Main & Connections Upgrade (Streets for \$200K) (0% on the contract of \$1.061M)
 - WWTP Phase III (Allied Trenchless - Trans. Lines) (94.8% on the contract of \$2.534M) - Done
 - WWTP Phase III/Priority III Comm St. Lift Station (0% on the contract of \$ 2.852M)
 - WW KOA Lift Station (0% on the contract of \$272,287)
 - Various Parking Lot Improvements (101.5% on the contract of \$407,166) - Done
- Engineering Underway: WSDOT Ski Hill Active Transportation Phase 2, Cemetery Expansion Project, Front Street Pedestrian Plaza, Parking Garage.

REVENUES LESS BEGINNING FUND BALANCES JUNE 2026

City Of Leavenworth

Months: 01 To: 06

Time: 10:45:48 Date: 07/02/2026

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Current Expense	4,953,309.79	2,136,167.59	43.1%	0.00	0.00	0%
101 Streets	2,732,670.26	1,070,446.03	39.2%	0.00	0.00	0%
102 Transportation Benefit District	735,253.00	339,299.61	46.1%	0.00	0.00	0%
104 Lodging Tax	4,604,617.00	1,945,043.05	42.2%	0.00	0.00	0%
107 P.W. Capital Improvement	215,000.00	394,764.49	183.6%	0.00	0.00	0%
110 Leavenworth Civic Center	218,250.00	147,188.10	67.4%	0.00	0.00	0%
176 Community Swimming Pool	741,098.00	455,025.72	61.4%	0.00	0.00	0%
203 2013 G.O. Bond	184,619.00	27,309.50	14.8%	0.00	0.00	0%
402 Garbage	1,298,153.00	689,674.32	53.1%	0.00	0.00	0%
403 Water	6,181,190.03	2,231,631.70	36.1%	0.00	0.00	0%
404 Sewer	6,234,197.58	1,548,372.41	24.8%	0.00	0.00	0%
405 Water Bond Reserve	0.00	0.00	0.0%	0.00	0.00	0%
406 Sewer Bond Reserve	0.00	0.00	0.0%	0.00	0.00	0%
407 Sewer Short Lived Assets Reserve	57,400.00	28,700.00	50.0%	0.00	0.00	0%
410 Stormwater	195,953.00	104,342.41	53.2%	0.00	0.00	0%
415 Parking	3,892,876.00	1,515,579.49	38.9%	0.00	0.00	0%
501 Equip Rental & Revolving Fund	1,507,000.00	646,195.33	42.9%	0.00	0.00	0%
502 Central Services	308,087.00	165,346.30	53.7%	0.00	0.00	0%
601 Cemetery Endowment Fund	22,000.00	12,344.77	56.1%	0.00	0.00	0%
	<u>34,081,673.66</u>	<u>13,457,430.82</u>	<u>39.5%</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>

EXPENDITURES LESS ENDING FUND BALANCES JUNE 2026

City Of Leavenworth

Months: 01 To: 06

Time: 10:45:20 Date: 07/02/2026

Page: 1

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
001 Current Expense	0.00	0.00	0.0%	6,566,832.08	2,024,147.54	31%
101 Streets	0.00	0.00	0.0%	3,195,159.15	847,664.95	27%
102 Transportation Benefit District	0.00	0.00	0.0%	600,000.00	300,000.00	50%
104 Lodging Tax	0.00	0.00	0.0%	5,579,257.11	1,986,589.29	36%
107 P.W. Capital Improvement	0.00	0.00	0.0%	425,000.00	212,500.00	50%
110 Leavenworth Civic Center	0.00	0.00	0.0%	207,443.00	128,995.98	62%
176 Community Swimming Pool	0.00	0.00	0.0%	692,241.00	200,236.63	29%
203 2013 G.O. Bond	0.00	0.00	0.0%	184,619.00	27,309.50	15%
402 Garbage	0.00	0.00	0.0%	1,168,553.00	486,585.44	42%
403 Water	0.00	0.00	0.0%	6,722,855.18	1,518,295.93	23%
404 Sewer	0.00	0.00	0.0%	7,881,225.67	1,498,197.10	19%
405 Water Bond Reserve	0.00	0.00	0.0%	0.00	0.00	0%
406 Sewer Bond Reserve	0.00	0.00	0.0%	0.00	0.00	0%
407 Sewer Short Lived Assets Reserve	0.00	0.00	0.0%	30,000.00	15,000.00	50%
410 Stormwater	0.00	0.00	0.0%	239,626.00	59,435.55	25%
415 Parking	0.00	0.00	0.0%	6,303,251.09	1,280,320.58	20%
501 Equip Rental & Revolving Fund	0.00	0.00	0.0%	1,658,988.00	408,223.48	25%
502 Central Services	0.00	0.00	0.0%	308,087.00	165,346.30	54%
601 Cemetery Endowment Fund	0.00	0.00	0.0%	0.00	0.00	0%
	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>	<u>41,763,137.28</u>	<u>11,158,848.27</u>	<u>26.7%</u>

2026 JUNE BUDGET POSITION

City Of Leavenworth

Time: 10:44:50 Date: 07/02/2026

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001 Current Expense

Revenues	Amt Budgeted	June	YTD	Remaining	
308 Beginning Balances	6,564,607.00	0.00	6,564,607.18	(0.18)	100.0%
310 Taxes	3,861,108.00	157,532.61	1,845,274.05	2,015,833.95	47.8%
320 Licenses & Permits	309,500.00	43,528.24	237,071.50	72,428.50	76.6%
330 Intergovernmental Revenues	445,001.79	4,817.66	351,957.50	93,044.29	79.1%
340 Charges For Goods & Services	166,200.00	11,169.59	43,657.80	122,542.20	26.3%
350 Fines & Penalties	2,000.00	1,000.00	1,800.00	200.00	90.0%
360 Interest & Other Earnings	120,000.00	32,927.35	(353,764.94)	473,764.94	294.8%
380 Non Revenues	49,500.00	1,653.30	10,171.68	39,328.32	20.5%
390 Other Financing Sources	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	11,517,916.79	252,628.75	8,700,774.77	2,817,142.02	75.5%
Expenditures	Amt Budgeted	June	YTD	Remaining	
511 Legislative	193,476.00	10,398.50	58,506.86	134,969.14	30.2%
512 Judicial	17,400.00	4,350.00	4,350.00	13,050.00	25.0%
513 Executive	345,520.00	23,621.76	136,491.29	209,028.71	39.5%
514 Financial, Recording & Elections	276,565.00	27,264.70	153,909.68	122,655.32	55.7%
515 Legal Services	87,000.00	8,069.85	29,330.32	57,669.68	33.7%
518 Centralized Services	238,298.00	14,050.41	158,932.03	79,365.97	66.7%
521 Law Enforcement	930,178.00	0.00	30,563.33	899,614.67	3.3%
522 Fire Control	110,000.00	0.00	15,000.00	95,000.00	13.6%
525 Disaster Services	10,459.00	0.00	0.00	10,459.00	0.0%
536 Cemetery	190,796.00	16,722.61	77,420.49	113,375.51	40.6%
551 Public Housing Services	600,000.00	0.00	59,817.43	540,182.57	10.0%
554 Environmental Services	22,500.00	1,875.00	9,375.00	13,125.00	41.7%
558 Planning & Community Devel	704,911.38	39,565.10	247,847.64	457,063.74	35.2%
559 Housing & Community Develop	319,465.00	24,095.36	140,919.14	178,545.86	44.1%
562 Public Health	3,000.00	0.00	2,745.00	255.00	91.5%
565 Welfare	0.00	0.00	0.00	0.00	0.0%
566 Substance Abuse	800.00	0.00	174.64	625.36	21.8%
569 Aging & Adult Services	1,000.00	0.00	0.00	1,000.00	0.0%
571 Education & Recreation	55,000.00	9,657.63	23,365.03	31,634.97	42.5%
576 Park Facilities	1,112,197.00	159,069.32	558,132.43	554,064.57	50.2%
580 Non Expenditures	61,000.00	(4,997.70)	21,372.25	39,627.75	35.0%
594 Capital Expenditures	1,267,266.70	25,229.10	285,894.98	981,371.72	22.6%
597 Interfund Transfers	20,000.00	0.00	10,000.00	10,000.00	50.0%
999 Ending Balance	4,951,084.71	0.00	0.00	4,951,084.71	0.0%
Fund Expenditures:	11,517,916.79	358,971.64	2,024,147.54	9,493,769.25	17.6%
Fund Excess/(Deficit):	0.00	(106,342.89)	6,676,627.23		

2026 JUNE BUDGET POSITION

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101 Streets

Revenues	Amt Budgeted	June	YTD	Remaining	
308 Beginning Balances	4,358,664.00	0.00	4,358,663.92	0.08	100.0%
310 Taxes	1,383,560.00	86,673.15	595,363.11	788,196.89	43.0%
330 Intergovernmental Revenues	644,110.26	5,748.32	49,604.06	594,506.20	7.7%
360 Interest & Other Earnings	105,000.00	8,642.04	125,478.86	(20,478.86)	119.5%
397 Interfund Transfers	600,000.00	0.00	300,000.00	300,000.00	50.0%
Fund Revenues:	7,091,334.26	101,063.51	5,429,109.95	1,662,224.31	76.6%
Expenditures	Amt Budgeted	June	YTD	Remaining	
030 Roadway	484,471.00	46,008.16	279,750.96	204,720.04	57.7%
061 Sidewalks	9,250.00	0.00	0.00	9,250.00	0.0%
063 Street Lighting	17,000.00	1,062.10	6,588.53	10,411.47	38.8%
064 Traffic Control	6,000.00	4,798.68	13,945.81	(7,945.81)	232.4%
066 Snow & Ice	105,000.00	0.00	1,732.18	103,267.82	1.6%
067 Street Cleaning	17,500.00	59.51	4,454.74	13,045.26	25.5%
542 Streets - Maintenance	639,221.00	51,928.45	306,472.22	332,748.78	47.9%
543 Streets Admin & Overhead	724,755.98	21,802.98	409,871.34	314,884.64	56.6%
591 Debt Service - Principal Repayment	71,925.00	0.00	56,924.35	15,000.65	79.1%
592 Debt Service - Interest Costs	2,626.00	0.00	2,625.98	0.02	100.0%
595 Capital Expenditures- Streets	1,756,631.17	12,633.75	71,771.06	1,684,860.11	4.1%
999 Ending Balance	3,896,175.11	0.00	0.00	3,896,175.11	0.0%
Fund Expenditures:	7,091,334.26	86,365.18	847,664.95	6,243,669.31	12.0%
Fund Excess/(Deficit):	0.00	14,698.33	4,581,445.00		

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102 Transportation Benefit District

Revenues	Amt Budgeted	June	YTD	Remaining	
308 Beginning Balances	791,245.00	0.00	791,245.21	(0.21)	100.0%
310 Taxes	723,253.00	45,318.49	311,295.42	411,957.58	43.0%
360 Interest & Other Earnings	12,000.00	802.26	28,004.19	(16,004.19)	233.4%
Fund Revenues:	1,526,498.00	46,120.75	1,130,544.82	395,953.18	74.1%
Expenditures	Amt Budgeted	June	YTD	Remaining	
543 Streets Admin & Overhead	0.00	0.00	0.00	0.00	0.0%
597 Interfund Transfers	600,000.00	0.00	300,000.00	300,000.00	50.0%
999 Ending Balance	926,498.00	0.00	0.00	926,498.00	0.0%
Fund Expenditures:	1,526,498.00	0.00	300,000.00	1,226,498.00	19.7%
Fund Excess/(Deficit):	0.00	46,120.75	830,544.82		

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104 Lodging Tax

Revenues	Amt Budgeted	June	YTD	Remaining	
308 Beginning Balances	3,752,198.00	0.00	3,752,197.87	0.13	100.0%
310 Taxes	4,534,617.00	239,486.68	1,794,320.16	2,740,296.84	39.6%
330 Intergovernmental Revenues	0.00	0.00	5,665.62	(5,665.62)	0.0%
360 Interest & Other Earnings	70,000.00	2,189.39	145,057.27	(75,057.27)	207.2%
Fund Revenues:	8,356,815.00	241,676.07	5,697,240.92	2,659,574.08	68.2%
Expenditures	Amt Budgeted	June	YTD	Remaining	
557 Community Services	3,891,044.24	257,539.14	1,711,999.75	2,179,044.49	44.0%
591 Debt Service - Principal Repayment	194,480.00	0.00	28,950.00	165,530.00	14.9%
592 Debt Service - Interest Costs	15,919.00	0.00	7,784.26	8,134.74	48.9%
594 Capital Expenditures	1,354,015.87	21,219.84	114,057.28	1,239,958.59	8.4%
597 Interfund Transfers	123,798.00	0.00	123,798.00	0.00	100.0%
999 Ending Balance	2,777,557.89	0.00	0.00	2,777,557.89	0.0%
Fund Expenditures:	8,356,815.00	278,758.98	1,986,589.29	6,370,225.71	23.8%
Fund Excess/(Deficit):	0.00	(37,082.91)	3,710,651.63		

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107 P.W. Capital Improvement

Revenues	Amt Budgeted	June	YTD	Remaining	
308 Beginning Balances	860,958.00	0.00	860,958.43	(0.43)	100.0%
310 Taxes	200,000.00	0.00	372,267.39	(172,267.39)	186.1%
360 Interest & Other Earnings	15,000.00	2,252.64	22,497.10	(7,497.10)	150.0%
Fund Revenues:	1,075,958.00	2,252.64	1,255,722.92	(179,764.92)	116.7%
Expenditures	Amt Budgeted	June	YTD	Remaining	
597 Interfund Transfers	425,000.00	0.00	212,500.00	212,500.00	50.0%
999 Ending Balance	650,958.00	0.00	0.00	650,958.00	0.0%
Fund Expenditures:	1,075,958.00	0.00	212,500.00	863,458.00	19.7%
Fund Excess/(Deficit):	0.00	2,252.64	1,043,222.92		

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110 Leavenworth Civic Center

Revenues	Amt Budgeted	June	YTD	Remaining	
308 Beginning Balances	98,448.00	0.00	98,447.65	0.35	100.0%
340 Charges For Goods & Services	195,500.00	20,134.02	134,596.81	60,903.19	68.8%
360 Interest & Other Earnings	2,000.00	346.09	1,996.92	3.08	99.8%
380 Non Revenues	750.00	100.58	594.37	155.63	79.2%
397 Interfund Transfers	20,000.00	0.00	10,000.00	10,000.00	50.0%
Fund Revenues:	316,698.00	20,580.69	245,635.75	71,062.25	77.6%
Expenditures	Amt Budgeted	June	YTD	Remaining	
575 Cultural & Recreational Facilities	203,943.00	21,788.08	125,556.09	78,386.91	61.6%
580 Non Expenditures	3,500.00	604.32	3,439.89	60.11	98.3%
594 Capital Expenditures	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	109,255.00	0.00	0.00	109,255.00	0.0%
Fund Expenditures:	316,698.00	22,392.40	128,995.98	187,702.02	40.7%
Fund Excess/(Deficit):	0.00	(1,811.71)	116,639.77		

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176 Community Swimming Pool

Revenues	Amt Budgeted	June	YTD	Remaining	
308 Beginning Balances	6,491.00	0.00	6,490.78	0.22	100.0%
310 Taxes	487,000.00	0.00	260,000.00	227,000.00	53.4%
340 Charges For Goods & Services	96,500.00	33,466.51	66,240.52	30,259.48	68.6%
360 Interest & Other Earnings	4,800.00	3,530.89	4,987.20	(187.20)	103.9%
380 Non Revenues	29,000.00	0.00	0.00	29,000.00	0.0%
397 Interfund Transfers	123,798.00	0.00	123,798.00	0.00	100.0%
Fund Revenues:	747,589.00	36,997.40	461,516.50	286,072.50	61.7%
Expenditures	Amt Budgeted	June	YTD	Remaining	
576 Park Facilities	497,442.00	47,674.50	152,824.83	344,617.17	30.7%
580 Non Expenditures	29,000.00	0.00	0.00	29,000.00	0.0%
594 Capital Expenditures	165,799.00	(31,050.88)	47,411.80	118,387.20	28.6%
999 Ending Balance	55,348.00	0.00	0.00	55,348.00	0.0%
Fund Expenditures:	747,589.00	16,623.62	200,236.63	547,352.37	26.8%
Fund Excess/(Deficit):	0.00	20,373.78	261,279.87		

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203 2013 G.O. Bond

Revenues	Amt Budgeted	June	YTD	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%
397 Interfund Transfers	184,619.00	0.00	27,309.50	157,309.50	14.8%
Fund Revenues:	184,619.00	0.00	27,309.50	157,309.50	14.8%
Expenditures	Amt Budgeted	June	YTD	Remaining	
591 Debt Service - Principal Repayment	130,000.00	0.00	0.00	130,000.00	0.0%
592 Debt Service - Interest Costs	54,619.00	0.00	27,309.50	27,309.50	50.0%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	184,619.00	0.00	27,309.50	157,309.50	14.8%
Fund Excess/(Deficit):	0.00	0.00	0.00		

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402 Garbage

Revenues	Amt Budgeted	June	YTD	Remaining	
308 Beginning Balances	859,369.00	0.00	859,368.68	0.32	100.0%
340 Charges For Goods & Services	1,255,000.00	114,070.09	670,815.75	584,184.25	53.5%
360 Interest & Other Earnings	43,153.00	3,313.67	18,858.57	24,294.43	43.7%
Fund Revenues:	2,157,522.00	117,383.76	1,549,043.00	608,479.00	71.8%
Expenditures	Amt Budgeted	June	YTD	Remaining	
537 Garbage & Solid Waste	1,147,553.00	54,111.24	485,442.74	662,110.26	42.3%
594 Capital Expenditures	21,000.00	0.00	1,142.70	19,857.30	5.4%
999 Ending Balance	988,969.00	0.00	0.00	988,969.00	0.0%
Fund Expenditures:	2,157,522.00	54,111.24	486,585.44	1,670,936.56	22.6%
Fund Excess/(Deficit):	0.00	63,272.52	1,062,457.56		

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403 Water

Revenues	Amt Budgeted	June	YTD	Remaining	
308 Beginning Balances	1,923,601.00	0.00	1,923,601.03	(0.03)	100.0%
330 Intergovernmental Revenues	660,356.05	0.00	5,622.64	654,733.41	0.9%
340 Charges For Goods & Services	2,875,000.00	285,830.76	1,383,102.81	1,491,897.19	48.1%
350 Fines & Penalties	7,000.00	765.00	5,865.00	1,135.00	83.8%
360 Interest & Other Earnings	60,000.00	6,008.01	60,283.64	(283.64)	100.5%
380 Non Revenues	0.00	0.00	0.00	0.00	0.0%
390 Other Financing Sources	2,153,833.98	0.00	564,257.61	1,589,576.37	26.2%
397 Interfund Transfers	425,000.00	0.00	212,500.00	212,500.00	50.0%
Fund Revenues:	8,104,791.03	292,603.77	4,155,232.73	3,949,558.30	51.3%
Expenditures	Amt Budgeted	June	YTD	Remaining	
534 Water Utilities	1,882,911.00	98,380.33	929,084.97	953,826.03	49.3%
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%
591 Debt Service - Principal Repayment	306,340.00	0.00	251,340.84	54,999.16	82.0%
592 Debt Service - Interest Costs	58,748.00	0.00	60,300.86	(1,552.86)	102.6%
594 Capital Expenditures	4,474,856.18	9,233.38	277,569.26	4,197,286.92	6.2%
999 Ending Balance	1,381,935.85	0.00	0.00	1,381,935.85	0.0%
Fund Expenditures:	8,104,791.03	107,613.71	1,518,295.93	6,586,495.10	18.7%
Fund Excess/(Deficit):	0.00	184,990.06	2,636,936.80		

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404 Sewer

Revenues	Amt Budgeted	June	YTD	Remaining	
308 Beginning Balances	2,842,343.00	0.00	2,842,343.20	(0.20)	100.0%
330 Intergovernmental Revenues	3,289,764.58	36,596.23	47,456.73	3,242,307.85	1.4%
340 Charges For Goods & Services	2,395,433.00	243,432.06	1,324,525.63	1,070,907.37	55.3%
350 Fines & Penalties	7,000.00	0.00	0.00	7,000.00	0.0%
360 Interest & Other Earnings	40,000.00	2,928.83	120,297.74	(80,297.74)	300.7%
390 Other Financing Sources	472,000.00	0.00	41,092.31	430,907.69	8.7%
397 Interfund Transfers	30,000.00	0.00	15,000.00	15,000.00	50.0%
Fund Revenues:	9,076,540.58	282,957.12	4,390,715.61	4,685,824.97	48.4%
Expenditures	Amt Budgeted	June	YTD	Remaining	
535 Sewer	1,971,230.00	97,541.05	1,156,632.66	814,597.34	58.7%
591 Debt Service - Principal Repayment	259,872.00	0.00	11,851.75	248,020.25	4.6%
592 Debt Service - Interest Costs	140,118.00	0.00	316.37	139,801.63	0.2%
594 Capital Expenditures	5,452,605.67	162,045.70	300,696.32	5,151,909.35	5.5%
597 Interfund Transfers	57,400.00	0.00	28,700.00	28,700.00	50.0%
999 Ending Balance	1,195,314.91	0.00	0.00	1,195,314.91	0.0%
Fund Expenditures:	9,076,540.58	259,586.75	1,498,197.10	7,578,343.48	16.5%
Fund Excess/(Deficit):	0.00	23,370.37	2,892,518.51		

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405 Water Bond Reserve

Revenues	Amt Budgeted	June	YTD	Remaining	
308 Beginning Balances	132,024.00	0.00	132,023.85	0.15	100.0%
380 Non Revenues	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	132,024.00	0.00	132,023.85	0.15	100.0%
Expenditures	Amt Budgeted	June	YTD	Remaining	
580 Non Expenditures	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	132,024.00	0.00	0.00	132,024.00	0.0%
Fund Expenditures:	132,024.00	0.00	0.00	132,024.00	0.0%
Fund Excess/(Deficit):	0.00	0.00	132,023.85		

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406 Sewer Bond Reserve

Revenues	Amt Budgeted	June	YTD	Remaining	
308 Beginning Balances	387,243.16	0.00	387,243.00	0.16	100.0%
397 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
Fund Revenues:	387,243.16	0.00	387,243.00	0.16	100.0%
Expenditures	Amt Budgeted	June	YTD	Remaining	
597 Interfund Transfers	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	387,243.16	0.00	0.00	387,243.16	0.0%
Fund Expenditures:	387,243.16	0.00	0.00	387,243.16	0.0%
Fund Excess/(Deficit):	0.00	0.00	387,243.00		

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407 Sewer Short Lived Assets Reserve

Revenues	Amt Budgeted	June	YTD	Remaining	
308 Beginning Balances	117,180.84	0.00	117,180.84	0.00	100.0%
397 Interfund Transfers	57,400.00	0.00	28,700.00	28,700.00	50.0%
Fund Revenues:	174,580.84	0.00	145,880.84	28,700.00	83.6%
Expenditures	Amt Budgeted	June	YTD	Remaining	
597 Interfund Transfers	30,000.00	0.00	15,000.00	15,000.00	50.0%
999 Ending Balance	144,580.84	0.00	0.00	144,580.84	0.0%
Fund Expenditures:	174,580.84	0.00	15,000.00	159,580.84	8.6%
Fund Excess/(Deficit):	0.00	0.00	130,880.84		

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410 Stormwater

Revenues	Amt Budgeted	June	YTD	Remaining	
308 Beginning Balances	316,021.00	0.00	316,021.08	(0.08)	100.0%
340 Charges For Goods & Services	186,250.00	20,329.41	98,290.47	87,959.53	52.8%
360 Interest & Other Earnings	9,703.00	1,005.31	6,051.94	3,651.06	62.4%
Fund Revenues:	511,974.00	21,334.72	420,363.49	91,610.51	82.1%
Expenditures	Amt Budgeted	June	YTD	Remaining	
531 Storm Water Services	117,370.00	4,243.32	54,179.72	63,190.28	46.2%
591 Debt Service - Principal Repayment	4,958.00	0.00	4,958.33	(0.33)	100.0%
592 Debt Service - Interest Costs	298.00	0.00	297.50	0.50	99.8%
594 Capital Expenditures	117,000.00	0.00	0.00	117,000.00	0.0%
999 Ending Balance	272,348.00	0.00	0.00	272,348.00	0.0%
Fund Expenditures:	511,974.00	4,243.32	59,435.55	452,538.45	11.6%
Fund Excess/(Deficit):	0.00	17,091.40	360,927.94		

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415 Parking

Revenues	Amt Budgeted	June	YTD	Remaining	
308 Beginning Balances	3,224,339.00	0.00	3,224,338.65	0.35	100.0%
330 Intergovernmental Revenues	0.00	0.00	0.00	0.00	0.0%
360 Interest & Other Earnings	3,892,876.00	371,236.10	1,515,579.49	2,377,296.51	38.9%
Fund Revenues:	7,117,215.00	371,236.10	4,739,918.14	2,377,296.86	66.6%
Expenditures	Amt Budgeted	June	YTD	Remaining	
542 Streets - Maintenance	1,359,539.03	108,638.96	613,868.56	745,670.47	45.2%
580 Non Expeditures	186,060.00	12,055.20	79,028.19	107,031.81	42.5%
591 Debt Service - Principal Repayment	725.00	60.16	360.96	364.04	49.8%
594 Capital Expenditures	74,214.40	0.00	36,739.66	37,474.74	49.5%
595 Capital Expenditures- Streets	4,498,093.66	426,634.78	523,013.71	3,975,079.95	11.6%
597 Interfund Transfers	184,619.00	0.00	27,309.50	157,309.50	14.8%
999 Ending Balance	813,963.91	0.00	0.00	813,963.91	0.0%
Fund Expenditures:	7,117,215.00	547,389.10	1,280,320.58	5,836,894.42	18.0%
Fund Excess/(Deficit):	0.00	(176,153.00)	3,459,597.56		

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501 Equip Rental & Revolving Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
308 Beginning Balances	1,012,120.00	0.00	1,012,119.70	0.30	100.0%
340 Charges For Goods & Services	1,247,000.00	0.00	623,620.00	623,380.00	50.0%
360 Interest & Other Earnings	30,000.00	3,980.05	22,575.33	7,424.67	75.3%
390 Other Financing Sources	230,000.00	0.00	0.00	230,000.00	0.0%
Fund Revenues:	2,519,120.00	3,980.05	1,658,315.03	860,804.97	65.8%
Expenditures	Amt Budgeted	June	YTD	Remaining	
548 Public Works - Centralized Services	612,872.00	34,632.02	293,177.77	319,694.23	47.8%
591 Debt Service - Principal Repayment	180,626.00	0.00	0.00	180,626.00	0.0%
592 Debt Service - Interest Costs	68,108.00	0.00	31,044.20	37,063.80	45.6%
594 Capital Expenditures	797,382.00	79,560.10	84,001.51	713,380.49	10.5%
999 Ending Balance	860,132.00	0.00	0.00	860,132.00	0.0%
Fund Expenditures:	2,519,120.00	114,192.12	408,223.48	2,110,896.52	16.2%
Fund Excess/(Deficit):	0.00	(110,212.07)	1,250,091.55		

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502 Central Services

Revenues	Amt Budgeted	June	YTD	Remaining	
308 Beginning Balances	0.00	0.00	0.00	0.00	0.0%
340 Charges For Goods & Services	307,837.00	11,427.80	165,346.30	142,490.70	53.7%
360 Interest & Other Earnings	250.00	0.00	0.00	250.00	0.0%
Fund Revenues:	308,087.00	11,427.80	165,346.30	142,740.70	53.7%
Expenditures	Amt Budgeted	June	YTD	Remaining	
518 Centralized Services	266,500.00	26,205.03	147,910.95	118,589.05	55.5%
591 Debt Service - Principal Repayment	5,087.00	650.11	2,759.16	2,327.84	54.2%
594 Capital Expenditures	36,500.00	0.00	14,676.19	21,823.81	40.2%
999 Ending Balance	0.00	0.00	0.00	0.00	0.0%
Fund Expenditures:	308,087.00	26,855.14	165,346.30	142,740.70	53.7%
Fund Excess/(Deficit):	0.00	(15,427.34)	0.00		

2026 JUNE BUDGET POSITION

City Of Leavenworth

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601 Cemetery Endowment Fund

Revenues	Amt Budgeted	June	YTD	Remaining	
308 Beginning Balances	402,569.00	0.00	402,569.36	(0.36)	100.0%
340 Charges For Goods & Services	10,000.00	0.00	4,496.10	5,503.90	45.0%
360 Interest & Other Earnings	12,000.00	1,210.45	7,848.67	4,151.33	65.4%
Fund Revenues:	424,569.00	1,210.45	414,914.13	9,654.87	97.7%
Expenditures	Amt Budgeted	June	YTD	Remaining	
536 Cemetery	0.00	0.00	0.00	0.00	0.0%
999 Ending Balance	424,569.00	0.00	0.00	424,569.00	0.0%
Fund Expenditures:	424,569.00	0.00	0.00	424,569.00	0.0%
Fund Excess/(Deficit):	0.00	1,210.45	414,914.13		

2026 JUNE BUDGET POSITION

City Of Leavenworth

Months: 01 To: 06

Time: 10:44:50 Date: 07/02/2026

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Fund	Revenue	June	Received		Expenditures	June	Spent	
001 Current Expense	11,517,916.79	252,628.75	8,700,774.77	75.5%	11,517,916.79	358,971.64	2,024,147.54	17.6%
101 Streets	7,091,334.26	101,063.51	5,429,109.95	76.6%	7,091,334.26	86,365.18	847,664.95	12.0%
102 Transportation Benefit District	1,526,498.00	46,120.75	1,130,544.82	74.1%	1,526,498.00	0.00	300,000.00	19.7%
104 Lodging Tax	8,356,815.00	241,676.07	5,697,240.92	68.2%	8,356,815.00	278,758.98	1,986,589.29	23.8%
107 P.W. Capital Improvement	1,075,958.00	2,252.64	1,255,722.92	116.7%	1,075,958.00	0.00	212,500.00	19.7%
110 Leavenworth Civic Center	316,698.00	20,580.69	245,635.75	77.6%	316,698.00	22,392.40	128,995.98	40.7%
176 Community Swimming Pool	747,589.00	36,997.40	461,516.50	61.7%	747,589.00	16,623.62	200,236.63	26.8%
203 2013 G.O. Bond	184,619.00	0.00	27,309.50	14.8%	184,619.00	0.00	27,309.50	14.8%
402 Garbage	2,157,522.00	117,383.76	1,549,043.00	71.8%	2,157,522.00	54,111.24	486,585.44	22.6%
403 Water	8,104,791.03	292,603.77	4,155,232.73	51.3%	8,104,791.03	107,613.71	1,518,295.93	18.7%
404 Sewer	9,076,540.58	282,957.12	4,390,715.61	48.4%	9,076,540.58	259,586.75	1,498,197.10	16.5%
405 Water Bond Reserve	132,024.00	0.00	132,023.85	100.0%	132,024.00	0.00	0.00	0.0%
406 Sewer Bond Reserve	387,243.16	0.00	387,243.00	100.0%	387,243.16	0.00	0.00	0.0%
407 Sewer Short Lived Assets Reserve	174,580.84	0.00	145,880.84	83.6%	174,580.84	0.00	15,000.00	8.6%
410 Stormwater	511,974.00	21,334.72	420,363.49	82.1%	511,974.00	4,243.32	59,435.55	11.6%
415 Parking	7,117,215.00	371,236.10	4,739,918.14	66.6%	7,117,215.00	547,389.10	1,280,320.58	18.0%
501 Equip Rental & Revolving Fund	2,519,120.00	3,980.05	1,658,315.03	65.8%	2,519,120.00	114,192.12	408,223.48	16.2%
502 Central Services	308,087.00	11,427.80	165,346.30	53.7%	308,087.00	26,855.14	165,346.30	53.7%
601 Cemetery Endowment Fund	424,569.00	1,210.45	414,914.13	97.7%	424,569.00	0.00	0.00	0.0%
	61,731,094.66	1,803,453.58	41,106,851.25	66.6%	61,731,094.66	1,877,103.20	11,158,848.27	18.1%

City of Leavenworth
Investment Report
June 30, 2026

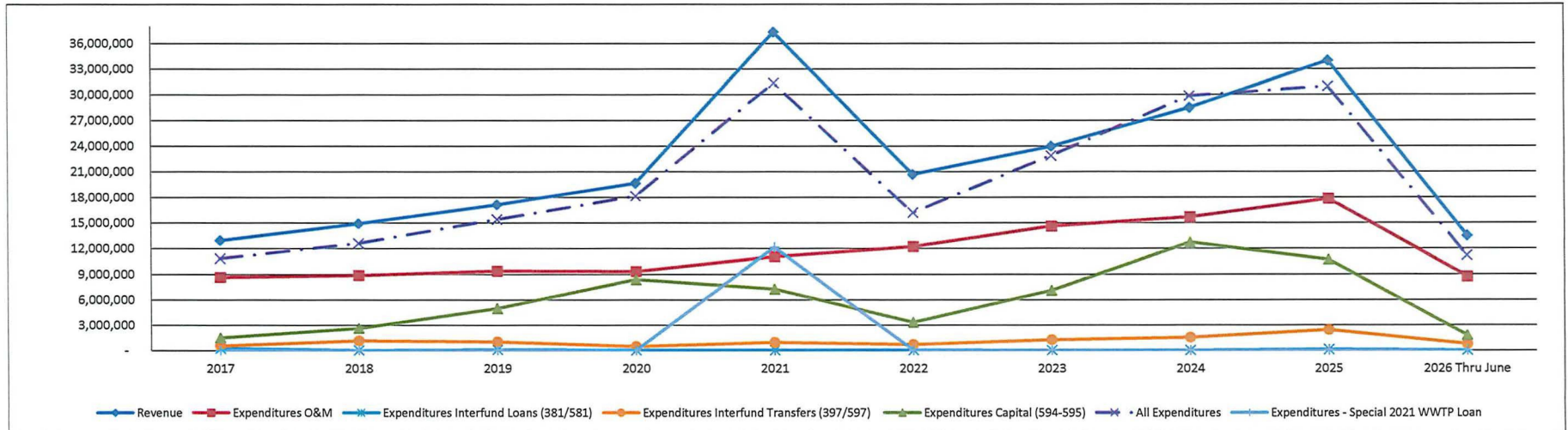
Issued By:	Maturity Date	Term Length	Rate of Return	Current Value
Local Government Investment Pool				
Primary Account			3.69%	\$ 159,692.77
Cashmere Valley Bank				
Money Market Savings Account			3.75%	\$ 15,390,519.22
Cashmere Valley Bank				
Checking Account			1.86%	\$ 1,404,865.73
*Less Outstanding Cks - \$481,242.06				
*Includes Month End Deposit + \$517,593.79				
Other Accounts				
TVI Investments - 9 Bonds currently maturing between 36 months and 77 months.				
TVI Investments - All Bonds Combined with Return Rate @ Average-Varies from 3.45% to 4.537%			3.92%	\$ 13,471,561.18
City's Petty Cash on Hand (Reports only in December)			0.00%	\$ -
Total All Investments				\$ 30,426,638.90
Total June Banking Service Charges	(Note: CVB = \$187.34, LGIP = \$0.36)			\$ 187.70
Total June Interest Received	(Note: CVB = \$187.34, CVBMM = \$47,028.84, LGIP = \$483.54, TVI \$0)			\$ 47,699.72
Total Monthly Interest Less Banking Service Fees				\$ 47,512.02
Total 2026 Interest Received to Date (Actual)				\$ 903,088.82

Performance Matrix	Prior Year	Current Year	Difference
Rate of Return (TVI Investments @ Average Rate)	4.167%	3.739%	-0.428%
Baseline (LGIP)	4.383%	3.692%	-0.691%
Difference	-0.216%	0.047%	0.263%
Other Benchmarks			
US Treasury Bill - 2 Year	3.720%	4.140%	0.420%
Difference from Rate of Return	0.447%	-0.401%	-0.848%

Cash Flow Figures and Charts

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026 Thru June
Revenue	12,928,343	14,884,266	17,106,856	19,625,165	37,300,558	20,644,310	23,945,935	28,480,874	33,956,923	13,457,431
Expenditures O&M	8,605,977	8,844,755	9,339,213	9,288,341	11,027,631	12,168,826	14,577,357	15,641,202	17,806,715	8,684,566
Expenditures Interfund Loans (381/581)	202,600	-	61,045	20,348	20,348	20,348	-	-	71,000	-
Expenditures Interfund Transfers (397/597)	511,275	1,118,825	1,009,412	448,993	926,901	657,951	1,210,089	1,509,349	2,417,457	717,308
Expenditures Capital (594-595)	1,470,909	2,609,812	4,944,276	8,338,319	7,218,694	3,302,383	7,056,442	12,683,710	10,660,724	1,756,974
Expenditures - Special 2021 WWTP Loan	-	-	-	-	12,146,000	-	-	-	-	-
All Expenditures	10,790,760	12,573,391	15,353,946	18,096,002	31,339,574	16,149,509	22,843,888	29,834,262	30,955,895	11,158,848
Revenue less Expense	2,137,583	2,310,875	1,752,910	1,529,163	5,960,984	4,494,801	1,102,048	(1,353,388)	3,001,028	2,298,583

Figures do not include beginning and ending fund balances in any given year.



Notable Capital Related Items:

2017: Regional Study, Skatepark, Eng-Crosswalks/Paving, Const-Res.Paving, LT Projects, Pool Sand Filter, Eng-Pine St., Utility Rate Study, WTP Plan/Bldg Imp., WWTP Plan/TMDL/LID Lift Station, Parking Study/Imp, Equip Replace

2018: Regional Study, Park Levy Imp., Various Facility Improvements, ROW Purchases-Various Funds, Crosswalks, Res. Paving-TIB, Pine St Eng, WTP Assessment, KOA Watermain, WWTP Eng TMDL, Parking Study & Imp - Lots 1&2, Equip. Replace

2019: GF Park Imp. (\$188K), Streets Crosswalks (\$623K), Lodging Tax (\$128K / LINK Park-N-Ride), Pool Resurface/Repair (\$87K), Pine Street (\$2.3M), Garbage (\$24K), WTP Repairs/Meters (\$84K), WWTP (\$858K), Parking (\$423K DOT Lot Purchase), Equip Replace (\$230K Tiger Vector)

2020: GF-Various Proj. & Park Imp. (\$57K), Street Imp. (\$118K), Lodging Tax (\$39K), Festhalle (\$19K), Pool Resurface (\$132K), Pine Street (\$53K), WTP Repairs/Meters (\$562K), WWTP (\$6.35M), Parking (\$584K Downtown Meters), Equip Replace (\$394K new garbage truck)

2021: GF-Various Proj. (\$114K) & Osborn Purchase (\$622K), Street Projects (\$26K; Eng 14th Street), Lodging Tax (\$17.5K), Pool (\$23.5K), LID 24 (\$705K), Water (\$1.06M), Sewer (\$5.25M), Equip Replace (\$53K); Sewer \$12.1M Loan Rollover

2022: GF-City Hall/Park Imp, Compost Trailer & Cemetery Plat (\$40K), Streets Projects (\$663K), Snow Emergency - Street and LT (\$413K), Lodging Tax - Front St Closure (\$60K) & Golf Course Imp. (\$25K), Garbage - Recycle Shed (\$7K), Water - Imp. Planning, Well #1 Rehab, Plant Imp., Stafford St Dev. Agree., 14th St. Waterline, Fire Hydrants, Water Meters Final (\$596K), Sewer - Engineering/WWTP Imp., Equip. Upgrades, Waterfront Restroom Sewer Relocate (\$1.281M), Parking - Eng. DOT/P1/P2/P3 (\$104K), Equip Replace (62K) & Space Needs (\$30K)

2023: GF-Loader, Explore Car Wash Prop & Osborn Demo, Park/Cemetery/City Hall Imp. (\$208K), Street Projects (\$1.157M), Lodging Tax-Loader, Closure Planning, Festhalle Security, Front St. Restrooms, Dntn Paving (\$400K), Pool Feasibility (\$83K), Water Planning/Facility Imp. (\$806K), Sewer Planning/Facility Imp. (\$3.153M), Parking Planning/Facility Imp. (\$296K), Equip Replace (\$746K), Computers (\$27K)

2024: GF-Various Proj., ARPA/Osborn Playground, Osborn/Car Wash Studies, Park/Cemetery/City Hall Imp. (\$1.87M), Street Projects (\$2.06M), Lodging Tax-Various Proj., Front St. Restrooms & Link Roundabout (\$1.57M), Water Planning/Facility Imp., Wells to Icicle Watermain/Roundabout (\$921K), Sewer Planning/Facility Imp. (\$669K), Storm Planning (\$26K), Parking Planning/Facility Imp./DOT Lot /On-Street Meter Upgrades (\$4.44M), Equip Replace (\$861K), Computers (\$12K), Car Wash Prop. Purchase (GF, ST, W, S, Storm, Garbage, Parking \$1.9M)

2025: GF- Various Proj. (\$256K), Street Projects (\$925K), Lodging Tax - Various Proj. & Front St. Restroom & Pedestrian Plaza (\$1.97M), Pool (\$128K), Water - Various Proj. & Wells to Icicle Water Main (\$5.9M), Sewer Planning/Various Proj. (\$733K), Parking Proj. (\$326K), Equip Replace (\$372K), Computers (\$22K)

2026 BUDGET: GF- Various Proj. (\$797K) & Osborn (\$1.6M), Street Projects (\$1.6M), Lodging Tax - Various Proj. & Pedestrian Plaza Planning (\$1M), Pool (\$200K), Water - Planning/Various Proj. (\$4M), Sewer Planning/Various Proj. (\$4.1M), Storm Planning (\$117K), Parking Planning/ Various Projects (\$4.5M), Equip Replace (\$507K), Computers (\$26K)

CITY OF LEAVENWORTH CASH FLOW ANALYSIS

General Fund 2023 - BFB: \$ 5,469,307.95

Month	Revenue	Expenditures	Gain/Loss
January	370,575.31	451,413.01	(80,837.70)
February	156,391.35	144,266.18	12,125.17
March	422,031.95	198,438.19	223,593.76
April	761,745.63	495,049.65	266,695.98
May	372,937.15	298,762.51	74,174.64
June	151,718.83	189,416.49	(37,697.66)
July	365,590.58	492,807.43	(127,216.85)
August	395,749.07	238,936.33	156,812.74
September	292,750.12	206,563.99	86,186.13
October	413,206.44	502,416.48	(89,210.04)
November	720,116.60	\$231,422.62	488,693.98
December	390,411.40	1,027,944.77	(637,533.37)
Total	4,813,224.43	4,477,437.65	335,786.78
Average	401,102.04	373,119.80	27,982.23

General Fund 2024 - BFB: \$ 5,805,094.73

Month	Revenue	Expenditures	Gain/Loss
January	356,830.84	522,266.59	(165,435.75)
February	274,779.48	196,413.30	78,366.18
March	293,607.34	185,669.73	107,937.61
April	563,101.49	538,449.08	24,652.41
May	612,148.39	339,447.44	272,700.95
June	376,107.34	254,719.13	121,388.21
July	380,202.35	2,216,365.86	(1,836,163.51)
August	675,422.98	257,251.67	418,171.31
September	436,501.03	233,093.73	203,407.30
October	412,985.28	492,831.21	(79,845.93)
November	527,712.53	\$234,459.20	293,253.33
December	342,592.89	268,156.26	74,436.63
Total	5,251,991.94	5,739,123.20	(487,131.26)
Average	437,666.00	478,260.27	(40,594.27)

General Fund 2025 - BFB: \$ 5,316,384.33

Month	Revenue	Expenditures	Gain/Loss
January	482,888.36	553,008.43	(70,120.07)
February	478,456.11	221,273.55	257,182.56
March	323,384.53	249,625.14	73,759.39
April	671,398.82	491,512.87	179,885.95
May	507,155.04	288,368.33	218,786.71
June	293,004.70	323,682.19	(30,677.49)
July	512,711.02	619,193.11	(106,482.09)
August	400,272.21	264,212.41	136,059.80
September	366,856.08	294,733.77	72,122.31
October	584,430.78	408,540.58	175,890.20
November	586,598.34	\$405,748.00	180,850.34
December	446,302.09	285,336.85	160,965.24
Total	5,653,458.08	4,405,235.23	1,248,222.85
Average	471,121.51	367,102.94	104,018.57

Original Bud. (1,023,552.00)
 December Budget Amendment (137,284.00)
 Difference from Current Budget: 1,385,506.85

All Funds 2023 - BFB: \$ 23,332,647.34

Month	Revenue	Expenditures	Gain/Loss
January	2,153,161.78	2,091,155.49	62,006.29
February	1,562,697.47	929,516.67	633,180.80
March	1,471,709.58	1,357,875.46	113,834.12
April	2,365,132.38	1,866,249.01	498,883.37
May	1,468,379.92	1,391,559.02	76,820.90
June	1,273,247.60	1,087,845.91	185,401.69
July	2,149,901.92	1,808,653.59	341,248.33
August	1,842,196.59	1,579,802.89	262,393.70
September	1,822,865.10	1,424,657.03	398,208.07
October	2,884,664.54	1,983,562.29	901,102.25
November	2,888,977.92	2,746,532.11	142,445.81
December	2,063,000.60	4,576,478.30	(2,513,477.70)
Total	23,945,935.40	22,843,887.77	1,102,047.63
Average	1,995,494.62	1,903,657.31	91,837.30

Exc: BFB, Inc: Int. Trans, Insurance, Sheriff
 Inc: Stable rev, GF invest. Losses, \$117K grants/\$300K Capital
 Inc: Strong rev, GF invest. gains, \$17K grants/\$500K Capital
 Inc: Prop Tax, High developer plan fees, Sheriff, Int Trans, Budget
 Amend, H/M high, \$71K grants/\$200K capital
 Inc: Debt Pay, Prop Taxes, Loader Purchase
 Inc: Stable rev/invest adj in GF; low capital & grant spending
 Inc: GF Sheriff, Int Trans, & Various PW Cap Proj's
 Inc: Strong rev overall, \$700K in Capital - mostly WWTP Phase III
 Inc: Strong rev/\$464K in Capital - mostly Street & Sewer
 Inc: Strong rev/Sheriff & Prop Tax, Int Trans, \$412K in Capital
 Inc: Strong rev/Prop Tax/Grant Reimb/Debt Pay/Cap Proj/Sweeper
 Inc: Strong rev/Grant Reimb/~ \$2.2 M Cap Projs/GF-\$600K Housing

All Funds 2024 - BFB: \$ 26,001,779.97

Month	Revenue	Expenditures	Gain/Loss
January	2,236,892.71	2,241,660.79	(4,768.08)
February	2,207,079.10	982,257.22	1,224,821.88
March	2,697,679.40	975,185.12	1,722,494.28
April	2,201,286.60	2,420,801.62	(219,515.02)
May	1,989,745.43	1,486,890.28	502,855.15
June	1,590,396.13	1,285,508.78	304,887.35
July	2,417,542.46	5,596,082.71	(3,178,540.25)
August	3,031,078.05	2,859,983.28	171,094.77
September	1,876,001.06	1,599,084.65	276,916.41
October	4,003,226.83	4,500,474.19	(497,247.36)
November	1,927,896.43	2,464,602.77	(536,706.34)
December	2,304,801.34	3,421,730.19	(1,116,928.85)
Total	28,483,625.54	29,834,261.60	(1,350,636.06)
Average	2,373,635.46	2,486,188.47	(112,553.01)

Exc: BFB, Inc: Int. Trans, Insurance, Sheriff
 Inc: Strong Rev / grant & loan reimb / low capital
 Inc: Modest Rev/taxes decline, \$1.3M grants/\$322K Capital
 Inc: Prop Tax, Modest Rev., Sheriff, Int Trans, BA, \$566K-Vactor
 Inc: Debt Pay, Prop Taxes, Various \$340K Capital/Consultants
 Inc: Stable rev; \$339K capital & minor grant reimb.
 Inc: Stable Rev; GF Sheriff,Trans,\$1.8M GF Cap, Car Wash,All Cap = \$3.6M
 Inc: Stable Rev with \$1M in Dev., \$1.8M in Cap.-Parking/Front St. Restroom
 Inc: Stable Rev; \$550K in Capital - mainly Glacier Lot
 Inc: Strong Rev/Sheriff & Prop Tax, Int Trans, \$2.2M in Capital/\$1M in Grants
 Inc: Strong Retail, Low LT / Prop Tax/ Debt Pay / \$1.1M Capital / \$18K Grants
 Inc: Year-end Adj / Strong Rev /\$1.5 M Cap Projs/\$148KGrant Reimb

All Funds 2025 - BFB: \$ 24,648,392.47

Month	Revenue	Expenditures	Gain/Loss
January	2,917,132.12	2,858,760.19	58,371.93
February	2,359,442.54	1,375,603.58	983,838.96
March	1,771,972.92	1,653,381.46	118,591.46
April	2,788,987.66	2,199,089.88	589,897.78
May	1,639,154.07	2,547,165.43	(908,011.36)
June	2,014,825.91	1,360,968.94	653,856.97
July	2,998,162.78	2,819,577.77	178,585.01
August	2,330,280.62	2,224,334.29	105,946.33
September	3,020,032.90	1,565,558.03	1,454,474.87
October	4,782,501.42	5,824,350.70	(1,041,849.28)
November	3,658,023.13	3,751,563.64	(93,540.51)
December	3,676,406.92	2,775,541.12	900,865.80
Total	33,956,922.99	30,955,895.03	3,001,027.96
Average	2,829,743.58	2,579,657.92	250,085.66

Exc: BFB, Inc: Strong Rev, Int. Trans, Insur., Sheriff, \$44K Cap/\$85K Grants
 Inc: Strong Retail, Flat LT / \$340K grant & loan reimb / \$465K Capital
 Inc: Strong Rev, \$11K grants / \$735K Capital - Front. St. Restroom
 Inc: Prop Tax, Strong Rev., Sheriff, Int Trans, BA, \$197K Grant/\$200K Cap
 Inc: Stable Rev/Low LT, Debt Pay, Prop Tax, \$700K Cap./Consult. & \$74K Grants
 Inc: Stable Rev; \$473K Capital & \$319K Grants
 Inc: Strong Rev; GF Sheriff,Trans, \$764K Capital & \$559K Grants/Loans
 Inc: Stable Rev; \$1.07M in Cap.- Mostly Watermain; \$300K Grants
 Inc: Stable Rev; \$219K in Capital & \$974K Grants/Loans
 Inc: Stable Rev & Prop Tax, Int Trans, \$3.2M in Capital/\$1.1M Grants/Loans
 Inc: Low Retail & LT/Prop Tax/Sheriff/Debt Pay/\$1.9M Capital/\$1.5M Grants/Loans
 Inc: Year-end Adj / Low Retail/Stable LT/ \$891K Capital/\$1.34M Grants/Loans

Original Bud. (3,229,470.00) See projects list on next page
 December Budget Amendment 110,796.37
 Difference from Current Budget: 2,890,231.59

CITY OF LEAVENWORTH CASH FLOW ANALYSIS

General Fund 2026 - BFB: \$ 6,564,607.18

Month	Revenue	Expenditures	Gain/Loss
January	445,783.60	398,879.47	46,904.13
February	388,066.97	187,981.44	200,085.53
March	(294,078.07)	312,874.76	(606,952.83)
April	620,778.80	528,465.82	92,312.98
May	722,987.54	236,974.41	486,013.13
June	252,628.75	358,971.64	(106,342.89)
July			0.00
August			0.00
September			0.00
October			0.00
November			0.00
December			0.00
Total	2,136,167.59	2,024,147.54	112,020.05
Average	356,027.93	337,357.92	18,670.01

Original Bud. (740,716.00)
 Updated Budget Amendment (1,613,522.29)
 Difference from Current Budget: 1,725,542.34

All Funds 2026 - BFB: \$ 27,649,420.43

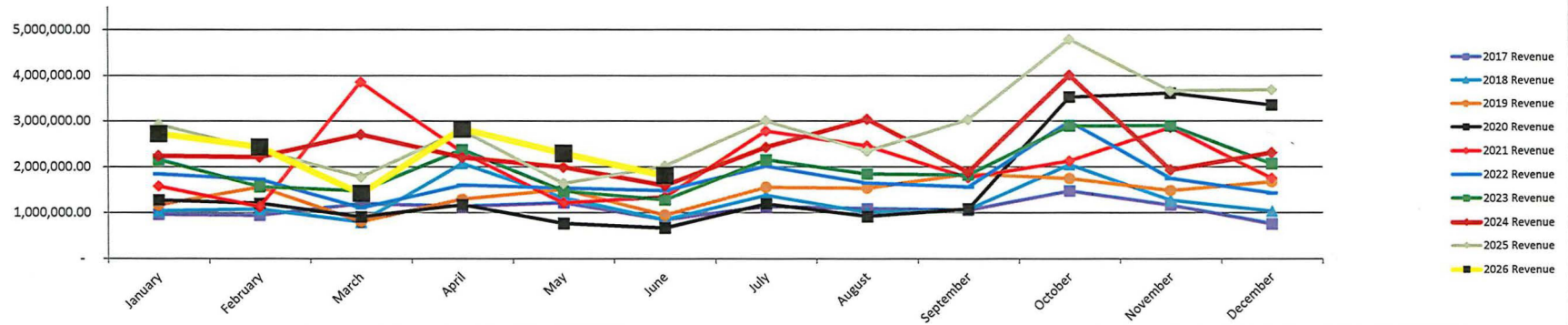
Month	Revenue	Expenditures	Gain/Loss
January	2,715,592.54	2,693,451.69	22,140.85
February	2,422,485.32	1,280,564.62	1,141,920.70
March	1,414,243.51	1,319,961.89	94,281.62
April	2,817,332.92	2,190,261.43	627,071.49
May	2,284,322.95	1,797,505.44	486,817.51
June	1,803,453.58	1,877,103.20	(73,649.62)
July			0.00
August			0.00
September			0.00
October			0.00
November			0.00
December			0.00
Total	13,457,430.82	11,158,848.27	2,298,582.55
Average	2,242,905.14	1,859,808.05	383,097.09

Original Bud. (847,819.00) See projects list on next page
 Updated Budget Amendment (7,681,463.62)
 Difference from Current Budget: 9,980,046.17

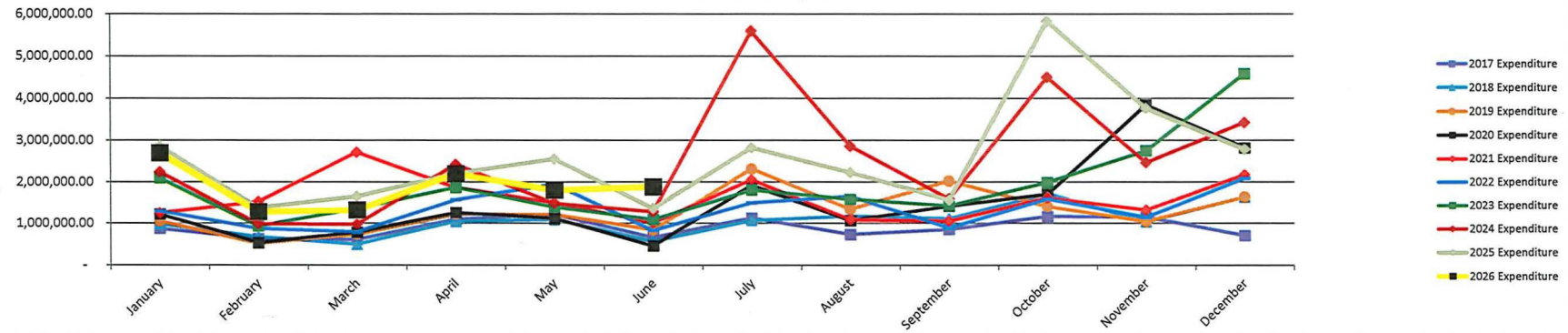
Exc: BFB, Inc: Stable Rev, Int. Trans, Insur., near \$0 Cap & Grants/Loans
 Inc: Major Drop Retail & LT (Dec storm) / \$277K Capital / \$602K Grant/Loans
 Inc: Stable Rev, GF Int Adj., Taxes decline, \$223K Capital / \$32K Grant/Loans
 Inc: Prop Tax, Stable Rev., Int Trans, BA, \$295K Capital / \$91K Grant/Loans
 Inc: Stable Rev, Debt Pay, Prop Tax, \$254K Cap / \$210K Grants/Loans
 Inc: Stable Rev, \$705K Capital / \$37K Grant/Loans

Note: Chelan County Systems Down - They have not billed their services - about \$433K is past due invoicing from them to our GF - normally in January & April.

Cash Flow Charts - All Funds Revenue 2017-2026



Cash Flow Charts - All Funds Expenditures 2017-2026



**Not all capital items are included but major ones are noted as years progress.

2017: Regional Study, Skatepark, Eng-Crosswalks/Paving, Const-Res.Paving, LT Projects, Pool Sand Filter, Eng-Pine St., Utility Rate Study, WTP Plan/Bldg Imp.,WWTP Plan/TMDL/LID Lift Station, Parking Study/Imp, Equip Replace

2018: Regional Study, Park Levy Imp., Various Facility Improvements, ROW Purchases-Various Funds, Crosswalks, Res. Paving-TIB, Pine St Eng, WTP Assessment, KOA Watermain, WWTP Eng TMDL, Parking Study & Imp - Lots 1&2, Equip. Replace

2019: GF Park Imp. (\$188K), Streets Crosswalks (\$623K), Lodging Tax (\$128K / LINK Park-N-Ride), Pool Resurface/Repair (\$87K), Pine Street (\$2.3M), Garbage (\$24K), WTP Repairs/Meters (\$84K), WWTP (\$858K), Parking (\$423K DOT Lot Purchase), Equip Replace (\$230K Tiger Vactor)

2020: GF-Various Proj. & Park Imp. (\$57K), Street Imp. (\$118K), Lodging Tax (\$39K), Festhalle (\$19K), Pool Resurface (\$132K), Pine Street (\$53K), WTP Repairs/Meters (\$562K), WWTP (\$6.35M), Parking (\$584K Downtown Meters), Equip Replace (\$394K new garbage truck)

2021: GF-Various Proj. (\$114K) & Osborn Purchase (\$622K), Street Projects (\$26K; Eng 14th Street), Lodging Tax (\$17.5K), Pool (\$23.5K), LID 24 (\$705K), Water (\$1.06M), Sewer (\$5.25M), Equip Replace (\$53K); Sewer \$12.1M Loan Rollover

2022: GF-City Hall/Park Imp, Compost Trailer & Cemetery Plat (\$40K), Streets Projects (\$663K), Snow Emergency - Street and LT (\$413K), Lodging Tax - Front St Closure (\$60K) & Golf Course Imp. (\$25K), Garbage - Recycle Shed (\$7K), Water - Imp. Planning, Well #1 Rehab, Plant Imp., Stafford St Dev. Agree., 14th St. Waterline, Fire Hydrants, Water Meters Final (\$596K), Sewer - Engineering/WWTP Imp., Equip. Upgrades, Waterfront Restroom Sewer Relocate (\$1.281M), Parking - Eng. DOT/P1/P2/P3 (\$104K), Equip Replace (62K) & Space Needs (\$30K)

2023: GF-Loader, Explore Car Wash Prop & Osborn Demo, Park/Cemetery/City Hall Imp. (\$208K), Street Projects (\$1.157M), Lodging Tax-Loader, Closure Planning, Festhalle Security, Front St. Restrooms, Dntn Paving (\$400K), Pool Feasibility (\$83K), Water Planning/Facility Imp. (\$806K), Sewer Planning/Facility Imp. (\$3.153M), Parking Planning/Facility Imp. (\$296K), Equip Replace (\$746K), Computers (\$27K)

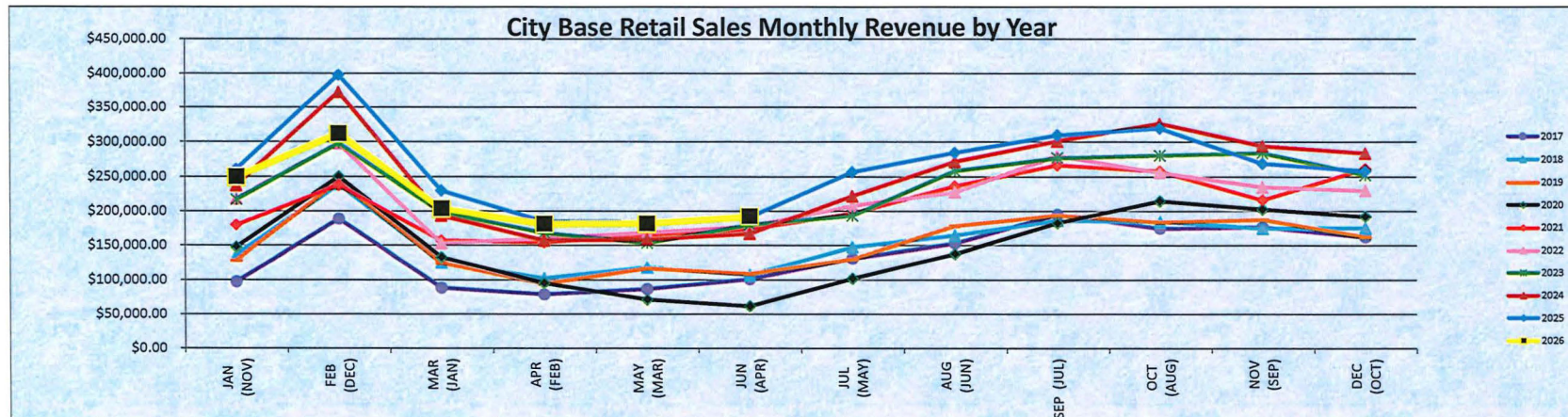
2024: GF-Various Proj., ARPA/Osborn Playground, Osborn/Car Wash Studies, Park/Cemetery/City Hall Imp. (\$1.87M), Street Projects (\$2.06M), Lodging Tax-Various Proj., Front St. Restrooms & Link Roundabout (\$1.57M), Water Planning/Facility Imp., Wells to Icicle Watermain/Roundabout (\$921K), Sewer Planning/Facility Imp. (\$669K), Storm Planning (\$26K), Parking Planning/Facility Imp./DOT Lot /On-Street Meter Upgrades (\$4.44M), Equip Replace (\$861K), Computers (\$12K), Car Wash Prop. Purchase (GF, ST, W, S, Storm, Garbage, Parking \$1.9M)

2025: GF- Various Proj. (\$256K), Street Projects (\$925K), Lodging Tax - Various Proj. & Front St. Restroom & Pedestrian Plaza (\$1.97M), Pool (\$128K), Water - Various Proj. & Wells to Icicle Water Main (\$5.9M), Sewer Planning/Various Proj. (\$733K), Parking Proj. (\$326K), Equip Replace (\$372K), Computers (\$22K)

2026 BUDGET: GF- Various Proj. (\$797K) & Osborn (\$1.6M), Street Projects (\$1.6M), Lodging Tax - Various Proj. & Pedestrian Plaza Planning (\$1M), Pool (\$200K), Water - Planning/Various Proj. (\$4M), Sewer Planning/Various Proj. (\$4.1M), Storm Planning (\$117K), Parking Planning/ Various Projects (\$4.5M), Equip Replace (\$507K), Computers (\$26K)

CITY OF LEAVENWORTH
THROUGH JUNE 30, 2026
CITY BASE RETAIL SALES TAX REVENUE SUMMARY

	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget		
	\$1,275,000	\$1,715,990	\$1,836,110	\$1,627,915	\$2,436,751	\$2,884,836	\$2,711,160	\$2,842,883	\$2,928,169	\$3,074,578		
	7.05%	34.59%	7.00%	-11.34%	49.69%	18.39%	-6.02%	4.86%	3.00%	5.00%		
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	24 to Date	25 to Date
JAN (NOV)	\$97,302.92	\$136,335.65	\$129,014.21	\$147,715.44	\$180,452.72	\$218,383.53	\$216,985.89	\$237,463.09	\$260,168.72	\$249,871.83	\$237,463.09	\$260,168.72
FEB (DEC)	\$189,107.87	\$238,724.49	\$243,993.03	\$249,831.47	\$238,092.44	\$297,977.63	\$298,114.57	\$372,721.67	\$397,608.62	\$312,302.29	\$372,721.67	\$397,608.62
MAR (JAN)	\$88,257.10	\$124,583.08	\$125,247.44	\$132,384.79	\$157,623.04	\$153,487.93	\$198,320.26	\$193,813.89	\$229,788.46	\$204,192.97	\$193,813.89	\$229,788.46
APR (FEB)	\$78,615.06	\$101,955.14	\$94,539.57	\$94,944.04	\$154,826.77	\$160,703.07	\$168,294.26	\$157,482.93	\$184,692.31	\$181,631.80	\$157,482.93	\$184,692.31
MAY (MAR)	\$86,585.11	\$117,659.77	\$117,002.37	\$70,779.44	\$165,394.94	\$168,880.53	\$153,280.08	\$159,012.28	\$184,329.12	\$182,422.42	\$159,012.28	\$184,329.12
JUN (APR)	\$100,978.89	\$106,682.59	\$108,856.81	\$61,353.24	\$174,283.28	\$177,969.50	\$179,718.68	\$167,442.98	\$191,086.30	\$192,606.99	\$167,442.98	\$191,086.30
JUL (MAY)	\$131,063.10	\$147,757.16	\$130,383.81	\$101,443.79	\$197,366.65	\$208,247.47	\$193,434.49	\$222,191.19	\$256,445.64			
AUG (JUN)	\$153,385.69	\$164,581.44	\$178,811.94	\$137,690.04	\$236,826.17	\$228,318.59	\$257,982.20	\$271,834.54	\$284,385.04			
SEP (JUL)	\$195,185.29	\$186,209.09	\$194,413.72	\$182,717.28	\$266,738.85	\$280,071.50	\$276,737.33	\$301,389.84	\$309,744.10			
OCT (AUG)	\$174,682.50	\$184,941.19	\$184,191.73	\$214,470.24	\$258,458.15	\$256,142.26	\$280,256.56	\$326,868.77	\$319,365.02			
NOV (SEP)	\$176,809.77	\$174,484.50	\$188,291.75	\$202,759.14	\$216,840.05	\$235,267.90	\$284,087.24	\$294,550.37	\$268,733.04			
DEC (OCT)	\$162,302.89	\$175,329.85	\$162,834.58	\$191,747.44	\$261,649.48	\$230,283.41	\$252,634.19	\$284,077.86	\$258,401.35			
TOTAL	\$1,634,276.19	\$1,859,243.95	\$1,857,580.96	\$1,787,836.35	\$2,508,552.54	\$2,615,733.32	\$2,759,845.75	\$2,988,849.41	\$3,144,747.72	\$1,323,028.30	\$1,287,936.84	\$1,447,673.53
Yearly % Change	22.68%	13.77%	-0.09%	-3.75%	40.31%	4.27%	5.51%	8.30%	5.22%			
Dollar Change	\$302,109.71	\$224,967.76	(\$1,662.99)	(\$69,744.61)	\$720,716.19	\$107,180.78	\$144,112.43	\$229,003.66	\$155,898.31	(\$124,645.23)	\$35,091.46	(\$124,645.23)
Percent Change	18.49%	12.10%	-0.09%	-3.90%	28.73%	4.10%	5.22%	7.66%	4.96%	-9.42%	Budget Target: -2.23%	
								Previous Month		-11.16%		

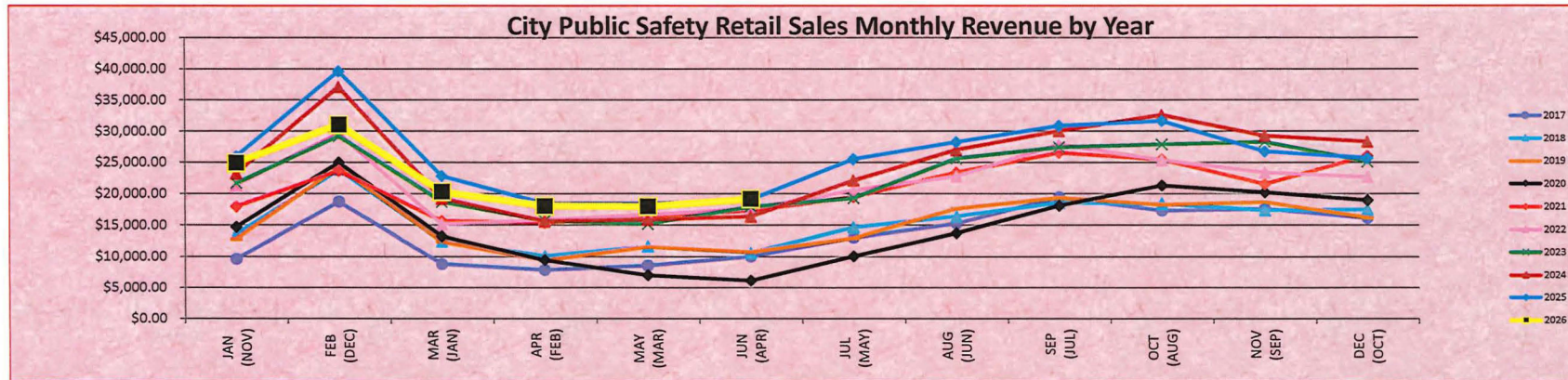


This chart shows annual trends on a month by month basis with the data point pertaining to the month the City received its portion only of revenues. The month in parenthesis represents the month in which the sales were made by a customer, signifying a two-month lag in revenue posting. Retail Sales taxes are limited for city portions by RCW 82.14.030 to a maximum of 1% less .15% for County purposes. The City of Leavenworth portion of the total tax is at the current maximum receivable of .85%. Voter approved bonds or levies can increase tax collections for a City or County. In 2010, voters approved a 21-year .2% increase for the Leavenworth Transportation Benefit District that began collections in April 2011 with first revenues received in June 2011 bringing the total tax in Leavenworth to 8.3% at that time. In 2013, voters approved a .1% increase for a Public Safety tax that began collections in April 2014 with first revenues received in June 2014 bringing the total tax in Leavenworth to 8.4%; of this tax the City receives 85% of the .1% and the remaining 15% goes to Chelan County. In 2019 Voters approved a .1% increase for LINK Transit which began in January 2020 bringing the new total to 8.5%; a second .1% was approved for January 2022 but LINK postponed the increase until 2024 for the current rate of 8.6%. The total current breakdown of retail taxes is 6.5% to Washington State, .85% to City of Leavenworth, .2% voted to Leavenworth Transportation Benefit District, .1% voted Public Safety Tax to City of Leavenworth (less 15% to County), .15% to Chelan County, .6% to LINK, .1% voted to Chelan County for Juvenile Detention Facilities, and .1% voted to Chelan County for 911.

In 2014 the City experienced several off/on days of fire related smoke with July being the most affected, prior major downturns from fire occurred in 2012 and 1994. 2017, 2021, 2022 and 2024 included significant development throughout the community and is anticipated to continue with new housing developments in 2025 through 2026. Coronavirus breakout in USA started in mid-March 2020 with a rebound occurring in August 2020; governor ended initial restrictions on June 30, 2021; new restrictions started again in August 2021 due to 2nd round of COVID.

CITY OF LEAVENWORTH
THROUGH JUNE 30, 2026
PUBLIC SAFETY RETAIL SALES TAX REVENUE SUMMARY

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026		
	\$126,000	\$170,331	\$182,254	\$159,867	\$241,550	\$286,505	\$268,260	\$280,025	\$288,425	\$302,847		
	7.96%	35.18%	7.00%	-12.28%	51.09%	18.61%	-6.37%	4.39%	3.00%	5.00%		
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	24 to Date	25 to Date
JAN (NOV)	\$9,619.70	\$13,542.17	\$12,836.28	\$14,665.25	\$17,978.90	\$21,391.63	\$21,665.01	\$23,237.46	\$25,903.14	\$24,930.37	\$23,237.46	\$25,903.14
FEB (DEC)	\$18,740.81	\$23,806.58	\$24,281.24	\$24,937.12	\$23,684.40	\$29,706.21	\$29,219.01	\$37,101.04	\$39,596.20	\$31,102.34	\$37,101.04	\$39,596.20
MAR (JAN)	\$8,806.51	\$12,408.38	\$12,420.89	\$13,200.31	\$15,676.42	\$15,172.23	\$18,713.06	\$19,278.26	\$22,793.38	\$20,337.38	\$19,278.26	\$22,793.38
APR (FEB)	\$7,826.72	\$10,090.32	\$9,410.55	\$9,432.39	\$15,395.17	\$15,869.43	\$15,663.92	\$15,610.69	\$18,435.95	\$18,068.90	\$15,610.69	\$18,435.95
MAY (MAR)	\$8,559.09	\$11,616.27	\$11,575.02	\$6,987.70	\$16,438.69	\$16,676.70	\$15,155.80	\$15,868.40	\$18,394.19	\$18,015.02	\$15,868.40	\$18,394.19
JUN (APR)	\$10,007.99	\$10,578.57	\$10,754.88	\$6,128.24	\$17,366.58	\$17,616.42	\$17,925.18	\$16,375.60	\$19,059.08	\$19,178.16	\$16,375.60	\$19,059.08
JUL (MAY)	\$13,021.92	\$14,627.21	\$12,967.43	\$10,028.08	\$19,530.38	\$20,580.44	\$19,298.87	\$22,145.85	\$25,505.11			
AUG (JUN)	\$15,248.01	\$16,403.37	\$17,671.54	\$13,732.42	\$23,402.81	\$22,794.29	\$25,571.66	\$27,022.81	\$28,240.49			
SEP (JUL)	\$19,407.23	\$18,565.36	\$19,378.61	\$18,086.68	\$26,558.82	\$27,864.02	\$27,420.79	\$30,072.42	\$30,861.63			
OCT (AUG)	\$17,303.09	\$18,399.00	\$18,298.14	\$21,269.85	\$25,499.15	\$25,413.13	\$27,845.19	\$32,655.86	\$31,643.73			
NOV (SEP)	\$17,568.16	\$17,365.51	\$18,688.05	\$20,203.49	\$21,560.06	\$23,402.26	\$28,291.81	\$29,288.61	\$26,709.24			
DEC (OCT)	\$16,110.76	\$17,465.25	\$16,194.76	\$18,937.44	\$26,049.56	\$22,702.76	\$25,100.65	\$28,340.76	\$25,661.58			
TOTAL	\$162,219.99	\$184,867.99	\$184,477.39	\$177,608.97	\$249,140.94	\$259,189.52	\$271,870.95	\$296,997.76	\$312,803.72	\$131,632.17	\$127,471.45	\$144,181.94
Yearly % Change	23.01%	13.96%	-0.21%	-3.72%	40.27%	4.03%	4.89%	9.24%	5.32%			
Dollar Change	\$30,343.76	\$22,648.00	(\$390.60)	(\$6,868.42)	\$71,531.97	\$10,048.58	\$12,681.43	\$25,126.81	\$15,805.96	(\$12,549.77)	\$4,160.72	(\$12,549.77)
Percent Change	18.71%	12.25%	-0.21%	-3.87%	28.71%	3.88%	4.66%	8.46%	5.05%	-9.53%	Budget Target: -3.18%	
								Previous Month		-11.27%		



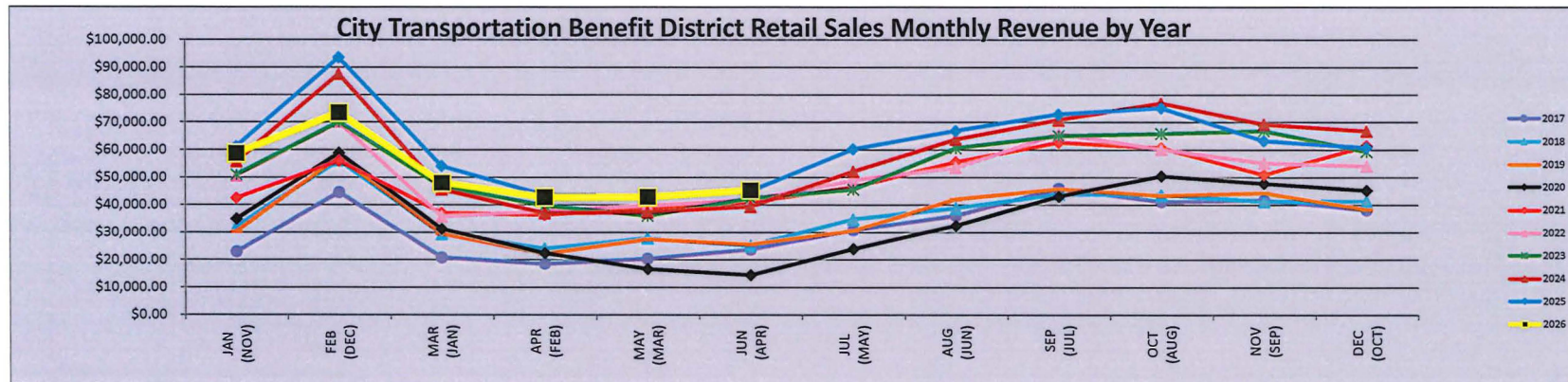
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LEAVENWORTH TRANSPORTATION BENEFIT DISTRICT
THROUGH JUNE 30, 2026
RETAIL SALES TAX REVENUE SUMMARY

	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026		
	\$300,000	\$404,065	\$476,150	\$382,250	\$573,150	\$679,125	\$637,500	\$668,750	\$688,812	\$723,253		
	3.09%	34.69%	17.84%	-19.72%	49.94%	18.49%	-6.13%	4.90%	3.00%	5.00%		
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	24 to Date	25 to Date
JAN (NOV)	\$22,909.52	\$32,114.43	\$30,415.67	\$34,811.02	\$42,495.34	\$50,578.46	\$51,041.54	\$55,861.87	\$61,215.11	\$58,792.80	\$55,861.87	\$61,215.11
FEB (DEC)	\$44,507.32	\$56,205.74	\$57,453.88	\$58,825.87	\$56,056.90	\$70,109.76	\$70,133.15	\$87,682.78	\$93,554.46	\$73,481.71	\$87,682.78	\$93,554.46
MAR (JAN)	\$20,792.42	\$29,365.40	\$29,546.04	\$31,228.10	\$37,125.61	\$35,937.72	\$46,650.02	\$45,596.50	\$54,067.43	\$48,044.51	\$45,596.50	\$54,067.43
APR (FEB)	\$18,550.99	\$24,016.71	\$22,287.30	\$22,389.75	\$36,459.08	\$37,795.72	\$39,584.58	\$37,051.72	\$43,456.33	\$42,736.07	\$37,051.72	\$43,456.33
MAY (MAR)	\$20,352.44	\$27,703.16	\$27,506.39	\$16,689.20	\$38,943.45	\$39,719.51	\$36,054.77	\$37,411.13	\$43,370.63	\$42,921.84	\$37,411.13	\$43,370.63
JUN (APR)	\$23,777.19	\$25,131.34	\$25,653.54	\$14,456.77	\$41,026.35	\$41,861.42	\$42,272.69	\$39,393.00	\$44,960.72	\$45,318.49	\$39,393.00	\$44,960.72
JUL (MAY)	\$30,861.66	\$34,781.39	\$30,693.88	\$23,885.31	\$46,454.49	\$48,983.21	\$45,502.99	\$52,279.96	\$60,339.66			
AUG (JUN)	\$36,116.79	\$38,778.16	\$42,124.08	\$32,415.09	\$55,742.42	\$53,709.06	\$60,690.25	\$63,960.11	\$66,913.28			
SEP (JUL)	\$45,953.28	\$43,829.96	\$45,805.02	\$43,017.23	\$62,779.99	\$65,882.02	\$65,100.44	\$70,909.85	\$72,880.41			
OCT (AUG)	\$41,132.46	\$43,571.20	\$43,406.39	\$50,501.37	\$60,834.39	\$60,257.41	\$65,925.84	\$77,072.93	\$75,143.96			
NOV (SEP)	\$41,642.42	\$41,118.44	\$44,366.48	\$47,756.38	\$51,042.42	\$55,343.42	\$66,832.56	\$69,304.93	\$63,229.99			
DEC (OCT)	\$38,227.99	\$41,315.33	\$38,364.37	\$45,156.77	\$61,581.96	\$54,167.73	\$59,424.08	\$66,841.18	\$60,799.45			
TOTAL	\$384,824.48	\$437,931.26	\$437,623.04	\$421,132.86	\$590,542.40	\$614,345.44	\$649,212.91	\$703,365.96	\$739,931.43	\$311,295.42	\$302,997.00	\$340,624.68
Yearly % Change	22.78%	13.80%	-0.07%	-3.77%	40.23%	4.03%	5.68%	8.34%	5.20%			
Dollar Change	\$71,402.33	\$53,106.78	(\$308.22)	(\$16,490.18)	\$169,409.54	\$23,803.04	\$34,867.47	\$54,153.05	\$36,565.47	(\$29,329.26)	\$8,298.42	(\$29,329.26)
Percent Change	18.55%	12.13%	-0.07%	-3.92%	28.69%	3.87%	5.37%	7.70%	4.94%	-9.42%	Budget Target: -2.25%	
								Previous Month		-11.16%		

Note: Dollar amounts include retail sales tax interest accrued and paid by Chelan County to the TBD.

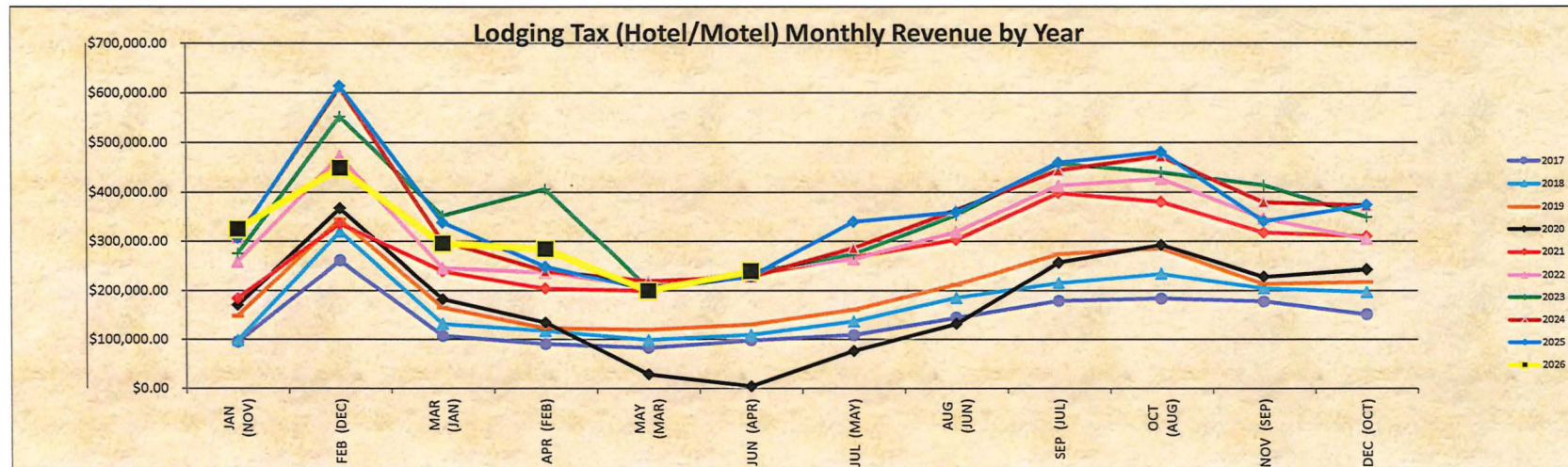


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CITY OF LEAVENWORTH
THROUGH JUNE 30, 2026
HOTEL/MOTEL TAX SUMMARY

	2017 Budget	2018 Budget	2019 Budget	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget		
	\$1,500,000	\$1,763,016	\$2,354,578	\$1,934,923	\$3,317,650	\$4,054,183	\$3,830,073	\$4,442,975	\$4,543,035	\$4,534,617		
	10.40%	17.53%	33.55%	-17.82%	71.46%	22.20%	-5.53%	16.00%	2.25%	-0.19%		
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	24 to Date	25 to Date
JAN (NOV)	\$95,340.51	\$98,211.25	\$148,594.67	\$170,079.97	\$184,040.80	\$259,177.39	\$275,557.40	\$307,871.00	\$306,825.27	\$325,130.81	\$307,871.00	\$306,825.27
FEB (DEC)	\$260,890.62	\$320,052.39	\$345,482.36	\$366,886.16	\$336,555.81	\$473,099.41	\$552,036.46	\$611,173.04	\$613,778.69	\$449,763.52	\$611,173.04	\$613,778.69
MAR (JAN)	\$107,191.45	\$131,234.19	\$165,437.21	\$181,847.51	\$240,288.62	\$246,124.73	\$352,218.61	\$300,516.54	\$338,587.48	\$295,896.74	\$300,516.54	\$338,587.48
APR (FEB)	\$90,805.15	\$116,716.72	\$123,034.17	\$133,847.18	\$204,259.76	\$237,517.46	\$405,865.02	\$239,817.89	\$248,229.52	\$284,291.60	\$239,817.89	\$248,229.52
MAY (MAR)	\$82,866.52	\$98,718.52	\$120,197.09	\$28,350.26	\$200,059.75	\$208,179.79	\$205,354.82	\$219,809.50	\$202,580.39	\$199,750.81	\$219,809.50	\$202,580.39
JUN (APR)	\$98,096.31	\$108,978.41	\$131,381.60	\$4,232.15	\$233,275.78	\$239,749.58	\$235,584.37	\$228,317.11	\$228,281.69	\$239,486.68	\$228,317.11	\$228,281.69
JUL (MAY)	\$108,994.63	\$136,432.39	\$161,159.74	\$75,678.61	\$267,779.05	\$263,928.60	\$274,081.40	\$286,379.47	\$339,400.42			
AUG (JUN)	\$144,150.28	\$184,855.59	\$212,493.20	\$131,284.23	\$303,411.70	\$319,765.34	\$353,140.85	\$364,039.30	\$359,243.32			
SEP (JUL)	\$178,515.63	\$214,987.03	\$274,193.12	\$256,637.10	\$398,592.02	\$413,446.86	\$457,127.73	\$444,349.75	\$459,173.46			
OCT (AUG)	\$183,634.34	\$234,031.10	\$286,226.53	\$292,296.82	\$380,973.92	\$427,226.02	\$439,731.67	\$472,340.79	\$480,426.30			
NOV (SEP)	\$177,474.76	\$204,145.02	\$214,012.80	\$227,941.49	\$318,447.51	\$347,231.20	\$413,668.12	\$379,707.92	\$340,550.90			
DEC (OCT)	\$151,102.66	\$196,503.69	\$217,710.05	\$242,942.99	\$310,801.06	\$305,005.03	\$349,259.22	\$373,490.29	\$373,580.58			
GRAND TOTAL	1,679,062.86	2,044,866.30	2,399,922.54	2,112,024.47	3,378,485.78	3,740,451.41	4,313,625.67	4,227,812.60	4,290,658.02	1,794,320.16	\$1,907,505.08	\$1,938,283.04
Yearly % Change	11.01%	21.79%	17.36%	-12.00%	59.96%	10.71%	15.32%	-1.99%	1.49%			
Dollar Change	\$166,539.24	\$365,803.44	\$355,056.24	(\$287,898.07)	\$1,266,461.31	\$361,965.63	\$573,174.26	(\$85,813.07)	\$62,845.42	(\$143,962.88)	(\$113,184.92)	(\$143,962.88)
Percent Change	9.92%	17.89%	14.79%	-13.63%	37.49%	9.68%	13.29%	-2.03%	1.46%	-8.02%	Budget Target: 5.69%	
								Previous Month		-9.98%		



This chart shows annual trends on a month by month basis with the data point pertaining to the month the City received the revenues. The month in paranthesis represents the month in which the customer paid for the lodging stay, signifying a two-month lag in revenue posting. The most current year has a thicker line for ease of viewing. Lodging taxes are imposed by RCW 82.08 and have been set at a special rate of 5% by the City of Leavenworth.

In Sept 2012 significant fires and smoke in the area for much of the month reduced sales taxes and had cancelled hotel reservations. 2014 experienced several off/on days of fire related smoke with July being the most affected. Starting in 2015/2016 significant commercial development with expansions of the Bavarian Lodge & Icicle Inn occurred, the new Posthotel had a soft opening in 2017 and was closer to full operations in 2018/2019, and the new Hampton Inn had limited operation in 2018 and was fully operational in 2019 - these large increases occurred that will be one-time and anticipated to continue into 2020 with similar but stabilizing trends. Coronavirus breakout in USA started in mid-March 2020 with a rebound occurring in August 2020; governor ended restrictions on June 30, 2021; new restrictions started again in August 2021 due to 2nd round of COVID. 2023 increases are partly due to incorrect payments by a major overnight rental facility that was audited by DOR; 3-year backpayment made in April. A new La Quinta hotel is being built in 2025 with potential opening in the fall.

**CITY OF LEAVENWORTH
THROUGH JUNE 30, 2026
PROPERTY TAX REVENUE SUMMARY - GENERAL FUND ONLY**

	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Actual 2024	Actual 2025	BUDGET 2026 Budget
Property Tax	\$475,608.08	\$576,511.67	\$564,802.29	\$608,263.01	\$654,026.51	\$686,494.84	\$721,784.04	\$729,595.72	\$733,896.80	\$780,000.00
TOTAL	\$475,608.08	\$576,511.67	\$564,802.29	\$608,263.01	\$654,026.51	\$686,494.84	\$721,784.04	\$729,595.72	\$733,896.80	\$780,000.00
Yearly % Change	5.35%	21.22%	-2.03%	7.69%	7.52%	4.96%	5.14%	1.08%	0.59%	6.28%
Dollar Change	\$24,164.69	\$100,903.59	(\$11,709.38)	\$43,460.72	\$45,763.50	\$32,468.33	\$35,289.20	\$7,811.68	\$4,301.08	\$46,103.20
Percent Change	5.08%	17.50%	-2.07%	7.15%	7.00%	4.73%	4.89%	1.07%	0.59%	5.91%

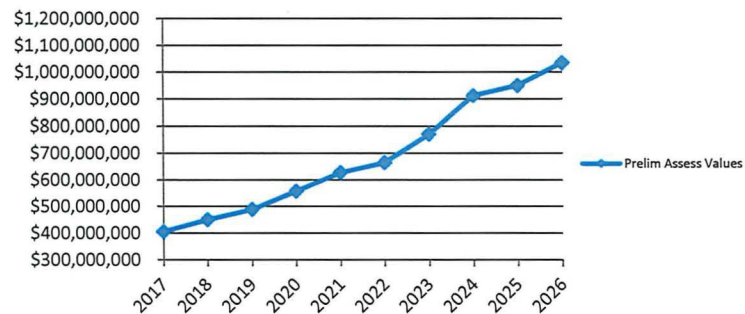
Note: 2014 Taxes were reduced ~ \$106,000 due to the annexation into the Fire District; this was banked capacity for future increases; 2015 no banked capacity taken, capacity grew; 2016 took banked capacity of ~ \$20,000; 2017 took banked capacity of ~ \$20,000; 2018 took banked capacity of ~ \$56,000 97 Firehall Levy drop, kept to pay for Voted Park Levy rather than bond for project; 2019 no banked capacity taken, capacity grew; 2020 took remaining banked capacity ~ \$25,000

Year to Date 2024	Year to Date 2025	Year to Date 2026 Budget
\$436,248.44	\$409,202.51	\$442,375.76
	(\$27,045.93) -6.20%	\$33,173.25 8.11%

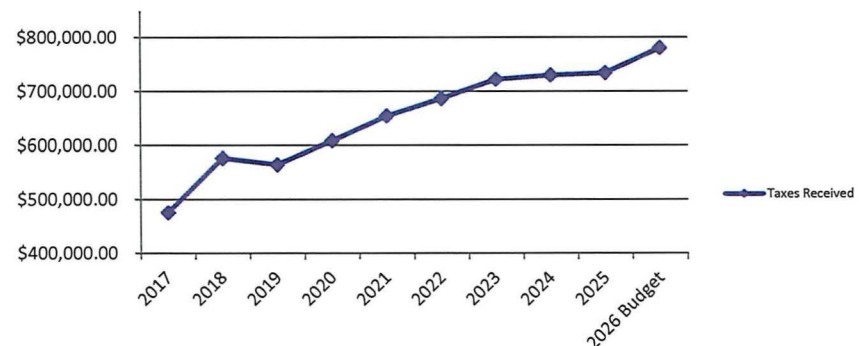
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Annual Levy Rate	1.12483	1.16962	1.22066	1.16625	1.11154	1.05065	1.03719	0.91584	0.80276	0.78114
PrelimAssess Value	\$405,610,784	\$450,548,876	\$489,160,742	\$556,774,706	\$627,356,831	\$663,532,721	\$770,727,668	\$911,701,557	\$949,771,747	\$1,034,668,642

* Figures above represent the prior year levy rate with the preliminary assessed value for the year shown in columns; this is not updated for actuals after the fact.

Prelim Assess Values



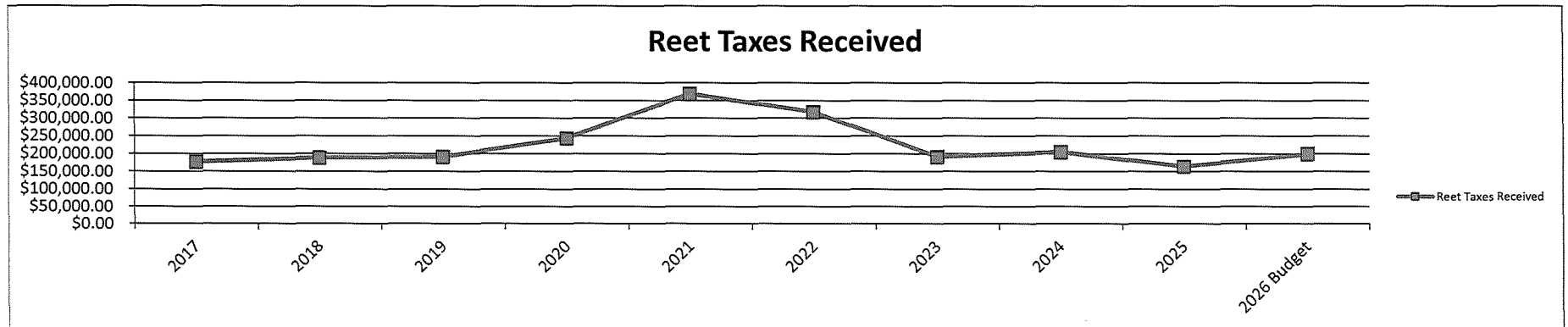
Taxes Received



**CITY OF LEAVENWORTH
THROUGH JUNE 30, 2026
REAL ESTATE EXCISE TAX (REET) REVENUE SUMMARY**

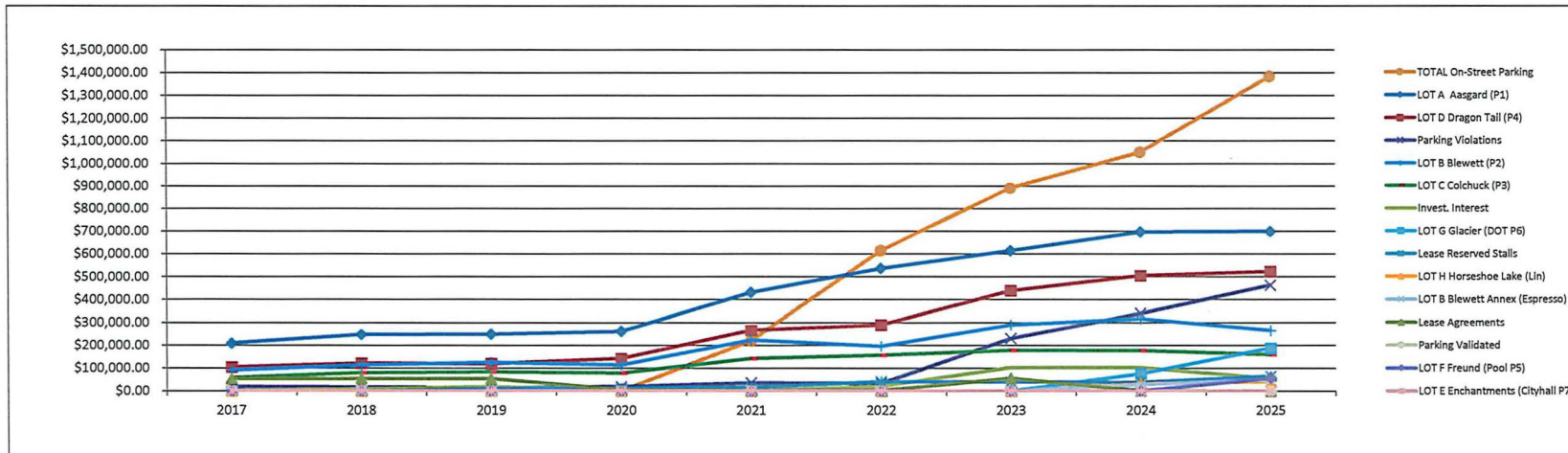
	Actual 2017	Actual 2018	Actual 2019	Actual 2020	Actual 2021	Actual 2022	Actual 2023	Actual 2024	Actual 2025	BUDGET 2026 Budget
<i>REET Tax</i>	\$177,058.96	\$188,475.42	\$190,866.80	\$243,468.71	\$369,258.16	\$317,816.49	\$191,758.04	\$204,480.74	\$164,757.36	\$200,000.00
TOTAL	\$177,058.96	\$188,475.42	\$190,866.80	\$243,468.71	\$369,258.16	\$317,816.49	\$191,758.04	\$204,480.74	\$164,757.36	\$200,000.00
Yearly % Change	-0.57%	6.45%	1.27%	27.56%	51.67%	-13.93%	-39.66%	6.63%	-19.43%	21.39%
Dollar Change	(\$1,017.57)	\$11,416.46	\$2,391.38	\$52,601.91	\$125,789.45	(\$51,441.67)	(\$126,058.45)	\$12,722.70	(\$39,723.38)	\$35,242.64
Percent Change	-0.57%	6.06%	1.25%	21.61%	34.07%	-16.19%	-65.74%	6.22%	-24.11%	17.62%

NOTE:										
2nd 1/4% REET began in 2007										
2009 Significant drop due to downturn in economy										
								Year to Date 2024	Year to Date 2025	Year to Date 2026
								\$101,344.96	\$41,051.68	\$372,267.39
									(\$60,293.28)	\$331,215.71
									-59.49%	806.83%



CITY OF LEAVENWORTH
THROUGH JUNE 30, 2026
PARKING REVENUE SUMMARY OF FEES

	Budget \$473,357.00 27.31% 2017	Budget \$561,189.00 18.56% 2018	Budget \$607,360.00 8.23% 2019	Budget \$568,290.00 -6.43% 2020	Budget \$1,282,000.00 125.59% 2021	Budget \$1,952,000.00 52.26% 2022	Budget \$2,065,500.00 5.81% 2023	Budget \$3,046,900.00 47.51% 2024	Budget \$3,433,000.00 12.67% 2025	Budget \$3,599,000.00 4.84% 2026 YTD	24 to Date	25 to Date
LOT A Aasgard (P1)	\$208,871.75	\$247,025.25	\$248,370.25	\$261,023.10	\$430,645.95	\$536,127.50	\$613,262.60	\$696,508.97	\$698,261.40	\$264,846.45	\$252,607.29	\$246,140.25
LOT B Blewett (P2)	\$90,086.57	\$113,601.89	\$125,176.25	\$112,917.47	\$223,160.00	\$195,177.78	\$289,341.56	\$315,514.42	\$264,984.58	\$78,290.15	\$87,664.90	\$70,104.80
LOT B Blewett Annex (Espresso)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$28,377.70	\$48,872.00	\$10,120.40	\$0.00	\$14,539.00
LOT C Colchuck (P3)	\$58,133.32	\$79,681.75	\$83,451.34	\$78,880.50	\$141,284.54	\$156,781.30	\$177,880.86	\$176,757.77	\$159,542.15	\$55,770.10	\$54,908.02	\$48,101.70
LOT D Dragon Tail (P4)	\$104,040.25	\$121,109.00	\$119,041.75	\$141,546.32	\$265,717.00	\$289,191.00	\$438,516.30	\$503,885.03	\$522,447.50	\$180,950.02	\$169,790.05	\$152,991.60
LOT E Enchantments (Cityhall P7)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LOT F Freund (Pool P5)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$56,831.38	\$56,323.34	\$0.00	\$0.00
LOT G Glacier (DOT P6)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$76,199.08	\$187,026.74	\$44,028.36	\$0.00	\$57,052.73
LOT H Horseshoe Lake (Lin)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$32,166.55	\$41,774.20	\$9,797.00	\$0.00	\$15,844.70
On Street Parking	\$0.00	\$0.00	\$0.00	\$12.50	\$220,192.35	\$614,110.00	\$889,549.79	\$1,049,276.02	\$1,382,835.28	\$554,690.45	\$328,319.19	\$676,427.73
Parking Validated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lease Agreements	\$53,899.28	\$54,253.76	\$53,544.80	\$4,962.72	\$3,544.80	\$3,190.32	\$56,026.16	\$1,417.92	\$0.00	\$0.00	\$5,216.42	\$0.00
Lease Reserved Stalls	\$0.00	\$0.00	\$10,040.00	\$11,790.00	\$15,705.60	\$41,113.19	\$40,534.04	\$37,960.48	\$64,728.08	\$10,490.50	\$13,037.50	\$31,022.46
Parking Violations	\$18,558.35	\$16,990.65	\$14,737.42	\$18,135.46	\$35,787.33	\$32,512.06	\$229,292.00	\$338,978.22	\$462,104.63	\$155,271.59	\$183,840.64	\$188,003.18
Invest. Interest	\$3,847.89	\$9,132.37	\$19,293.34	\$5,438.83	\$1,001.40	\$19,920.02	\$101,864.70	\$102,161.55	\$53,436.32	\$95,001.13	\$69,249.40	\$22,838.64
GRAND TOTAL	\$537,437.41	\$641,794.67	\$673,655.15	\$634,706.90	\$1,337,038.97	\$1,888,123.17	\$2,836,268.01	\$3,359,203.71	\$3,942,844.26	\$1,515,579.49	\$1,164,633.41	\$1,523,066.79
Yearly % Change	13.42%	19.42%	4.96%	-5.78%	110.65%	41.22%	50.22%	18.44%	17.37%	% Inc from 2026:	30.13%	-0.49%



Notes: Lower Lot P2 started Jan 2012 with honor system and began metered parking on June 23, 2017; the Upper Lot P1 started honor system in Sept 2012 with metered parking beginning on September 20, 2013; Festhalle Lot P3 started honor system in November 2012 and began metered parking on June 23, 2017; P4 Lot (adjacent to City Hall) came online with metered parking on June 14, 2013. The City started selling lease reserved stalls within lots 2, 4 and added 3 stalls in the City Hall lot as a pilot program in 2019 and expanded to a set program between 2020 and 2021 (these are not tracked by lot on this spreadsheet). City Hall reserved parking was eliminated in 2024 and moved to the Pool Lot. Coronavirus breakout in USA started in mid-March 2020 with a rebound occurring in August 2020; governor ended restrictions on June 30, 2021. Parking increased dramatically due to closure of downtown parking. On-Street Downtown Parking went fully live in October 2021. Due to COVID-19 Governor closure requirements lease partner revenues of \$50K from Projekt Bayern did not occur in 2020; the City did not receive the lease payment in 2021 and the City officially cancelled the lease agreement in 2021 for the 2022 calendar year; settlement payment of the 2021 year was received in 2023. In April 2022 the City hired the first Parking Program Manager and in November 2022 a full-time parking enforcement officer was added as well as the monthly parking violation billing was outsourced from the Finance Dept. In February 2024 a second enforcement officer was hired and in 2025 2 more positions for enforcement were hired for a total of 5 parking employees - this helped reduce outsourcing to Pacific Security. The Blewett Annex and Horseshoe Lake (special agreement to manage Tom Lin's lot) lots came online in September 2024 and Glacier came online in November 2024.

Annual Average Debt Service Payment for Parking is \$185,262 with the final 20-year payment ending on 12/1/2033; began on 12/1/2013 for the Aasgard, Blewett, and Blewett Annex lots.



Planning Commission City Council

Joint Meeting Minutes

Wednesday, June 3, 2026, at 7:00 PM
City Hall Council Chambers
700 Hwy 2, Leavenworth WA

Open of the Meeting: Chairman Drew Foulk called the planning commission meeting to Order at 7:02 pm. Mayor Florea called the city council meeting to order at 7:04pm.

Planning Commission Roll Call: *James Whitesides; Alison Miller, Elizabeth Sall, Amanda Taub, Drew Foulk, Colin Forsyth. Absent: James Whitesides, Simon Farivar.*

City Council Roll Call: *Anne Hessburg, Mike Bedard, Shane Thayer, Travis McMaster, Zeke Reister.*

City Staff: *Mayor Carl Florea, City Clerk Andrea Fischer, Maggie Boles, Community Development Director and Celeste Barry, Senior Planner*

Community Present: Andy Day, Ellen Farley, Victoria Sandborn, Shane Thayer.

Docket discussion: Director Boles discussed the Docket. Comp Plan and development regulations are taking most of the Planning Commissions' time. Discussed the parking code and the CUP code which are next up in the list of docket items. The PC will likely not have time to work on other items until the Comp Plan is adopted. The one exception is The Bed & Breakfast code review that was added to the Docket to look at how we calculate the 4% cap and how to use pre-approved ADU plan sets. Councilmember Hessburg asked about getting the plan sets from Syndicate Smith for pre-approved ADU's. B&B code moratorium ends in October.

Other items discussed: Co-living State code requirements were explained to the City Council. Commissioner Miller brought up the issue of the last City Council meeting discussion about "low hanging fruit", R3 zoning, multifamily zones, and feeling disrespected by some councilmembers. Councilmember Hessburg disagreed with this assessment and stated that the Council listens to the Planning Commission and does attempt to solve affordable housing issues. Discussion ensues regarding housing within city limits, and housing struggles outside the city limits. Housing density should be within city limits. Commissioner Miller wants the Council to think about making more large-scale changes that will be more impactful on affordable housing.

City Council adjournment: 7:38pm

Planning Commission meeting:

Review and approval of Minutes: The minutes for May 6, 2026, were reviewed and approved. Chair Foulk motioned to approve the minutes, and Commissioner Miller seconded. Motion carried by all.

Public Hearing on the PROS Plan: Chairman Foulk opens the Public Hearing on the Parks, Recreation and Open Space Plan at 7:42pm. Director Boles presented the PROS Plan and explains that it is being brought forward separately from the Comprehensive Plan in order to qualify for State grants available this summer. The PROS Plan will go to the City Council for Hearing on July 14, 2026.

Public Comments:

Andy Day, 225 Pinegrass. Approves of the PROS Plan in general, endorses the Osborn Community Center. Wants us to add something regarding interlocal agreements for the pickleball and tennis courts between the City and the Cascade School District.

Ellen Farley 58 Eckman Ln. Supports Andy Day's ideas and the PROS Plan.

Victoria Sandborn 9546 E. Leavenworth Rd. Supports the PROS Plan.

Shane Thayer 305 ? Drive. Any noise dampening looked at for the pickleball courts? He receives complaints about this.

Public comment portion of hearing closed at 7:59pm.

Discussion:

Alison Miller recommends adding a Policy under Goal 6 addressing the public comments. Elizabeth Sall suggests adding courts to “such as” in Policy 6.3. Add “*Partner with Cascade School District to support public access to school grounds and maintenance and improvements to facilities such as ball fields, courts, playgrounds, trails*”

Commissioner Miller moves to approve the PROS Plan with recommended edits in Policy 6.3. Commissioner Forsyth seconds. Motion passes unanimously.

Public Hearing is closed at 8:11pm.

Nomination of new Chairperson.

Drew Foulk steps down as Chairperson. Drew Foulk nominates Elizabeth Sall. Elizabeth Sall passes and nominates Alison Miller. Commissioner Forsyth seconds. Passes unanimously. Alison Miller will be the chairperson through the end of 2026.

Updates:

Staff is looking for additional funding sources for the Comp Plan update, as budget is running low.

Planning Commission discusses B&B code changes. Will bring forward the 4% cap calculations but do not want to remove pre-approved ADU’s from the B&B code. Staff will draft a B&B code change to bring to the Planning Commission.

Planning Commission also discusses wooden fences and the WUI code.

Comments from Planning Commission on the 2026 Comp Plan Elements are due to Staff by June 17, 2026

Future Meeting: The Commission moves not to hold a special meeting in June. Next meeting is the regular July 1 meeting.

Adjournment: Commission Chair Drew Foulk adjourned the meeting at 8:59pm.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Maggie Boles". The signature is fluid and cursive, with the first name "Maggie" being larger and more prominent than the last name "Boles".

Maggie Boles
Community Development Director



Design Review Board Meeting Minutes

Wednesday May 27, 2026, at 3:00 PM

Open of the Meeting: Chair Todd Smith called the meeting to order at 3:03 pm.

Design Review Board Roll Call: *Todd Smith (Chair), Kevin Rieke, Oliver Brulotte, Mary Kornienko Morse, Erika Szuster; and Robin John*

City Staff: Maggie Boles, Community Development Director; and Amy McCoy, Assistant Planner

Community Present: none

Review and approval of Minutes: Meeting minutes from May 13, 2026 were reviewed. Kevin Rieke motioned to approve the minutes; Robin John seconded. Motion carried.

Discussion on clarifying and defining Murals

Chair Todd Smith called the meeting to order and started the discussion about Murals and their consistency with the applicable standards in LMC 14.08 (Decorative Painting).

The Board discussed decorative paintings found in Old World Bavaria and shared examples. Key notes include:

- Proportionality and scale
- Embellishment – decorative trims adorning architectural elements
- Murals: telling a story – all murals include people or animals portraying an activity
- Adding clarifying language to “Decorative Painting” in code and include purpose and intent statements.

Ms. McCoy will request the Board members to submit 10 visual examples by email no later than June 3, 2026.

Staff Updates: Next meeting will be on June 10, 2026.

Adjournment: The meeting was adjourned by Chair Todd Smith at 5:00 pm.

Respectfully Submitted,


Amy McCoy
Assistant Planner

Parks & Public Works Committee

Meeting Notes
May 12, 2026

ATTENDEES:

Committee Members Present: Rob Eaton, Anne Hessburg, Clint Strand.

Staff: Matthew “Selby” and Brantley Bain.

MEETING:

1. Approval of Meeting Minutes

The meeting minutes from April 2026 were approved.

2. Water Connection Requests for Outside of UGA – Follow-up

City Engineer Brantley Bain reported on research conducted into the city's available water connections. He explained that the city's water rights authorize a total of 3,131 connections, with approximately 2,000 currently in use, leaving an estimated 1,000 remaining connections available. He cautioned that the 2,000 figure is approximate due to significant documentation gaps in the city's records, including undocumented lateral connections, informal hookups authorized in council minutes dating back to the 1970s and 1980s, and situations where a single service connection feeds multiple homes without the city's knowledge.

Mr. Bain illustrated the problem with specific examples, including a situation on Icicle Road where shutting off one service line inadvertently cut water to four homes, and Shore Street, where three separate water mains of unknown location exist, one of which is currently leaking. He noted that in some cases the City has effectively assumed ownership and maintenance responsibility for privately installed lines simply because meters were placed at those locations. Councilmember Hessburg questioned whether these informal connections represented a legal obligation and whether the County's building permit process could be leveraged to prevent further unauthorized hookups.

City Administrator Selby noted that the City had requested a list of all County building permits issued since 2015 and was in the process of reviewing them to identify potential unpermitted water connections. It was also noted that the City wishes to be included in the County's building permit review process when applicants claim City water availability, similar to the role health districts play. The County has suggested the City would need to purchase access to their SmartGov permit software, a position the Committee questioned, noting that the health district coordinates with the County without being on that system.

Regarding the specific pending requests, Mr. Bain noted that the East Leavenworth Road connection had previously been committed to by a prior public works director and was moving forward. A request from a property owner on Icicle Road (Bain Road) sought not a water connection per se, but an extension of the water main to install a fire hydrant for insurance purposes. It was noted that fire suppression alternatives, such as on-site water storage tanks, exist and that installing a main extension carries the risk of future unauthorized tapping.

The Committee agreed that improving the accuracy of water system records is an important long-term goal and that opportunities should be taken to gather data whenever maintenance work is performed. Bain suggested that artificial intelligence tools might help scan decades of historical Council minutes to identify previously authorized connections.

The Committee directed staff to continue gathering information and to develop a more systematic data collection process.

3. Cemetery Wood Debris Follow-up

Staff reported that wood debris from the December 2025 storms at the cemetery falls into three categories. Wood chips from the cleanup are being considered for use in City landscaping beds and playground surfaces before being made available to the public. Large log sections unsuitable for milling are being auctioned off, with the expectation that a contractor with appropriate insurance and equipment will remove them as firewood. Smaller-diameter material is being coordinated with the Cascadia Conservation District for potential biochar processing.

The committee directed staff to first assess whether the wood chips can be used internally, particularly in landscaping beds and playground fall zones, before offering them publicly.

4. Update on Downtown Improvements

City Engineer Bain reported that contractor KRCI has been selected to perform the downtown Front Street improvements. He advised that the original project schedule, which called for work beginning May 18 through May 29, presented a significant concern: concrete poured on the Friday before Memorial Day weekend would need to be protected from traffic and pedestrian activity during one of the City's busiest weekends, requiring the placement of cones throughout the Front Street area.

After consultation with City administration, the Committee agreed to delay the start of construction until Tuesday, May 26, following Memorial Day weekend. Under the revised schedule, asphalt patching and seal coat work would occur during the week of May 26, followed by the concrete dance floor work the following week. This sequencing would allow the final concrete pour to occur on Thursday, with cones removed by Friday

afternoon after approximately 36 hours of cure time, avoiding any major disruption to downtown commerce or event operations.

It was noted that the delay was originally caused by a legal determination that the type of street repair work required fell outside the scope of KRCI's existing on-call contract, necessitating a separate competitive bid process, which KRCI ultimately won. The Committee directed staff to communicate the revised schedule to downtown business owners and other affected parties. Mr. Bain noted he would accompany staff in notifying shop owners directly.

5. Update on Landscaping Maintenance and Improvements

Mr. Bain reported that irrigation issues along Front Street, previously believed to involve a broken line, were found to involve a partial blockage rather than a full break. Rather than excavating the road, staff is converting the affected irrigation zones to drip irrigation, a process expected to take a couple of weeks. Once complete, the parks crew will begin planting in those areas. A similar irrigation upgrade and replanting is planned for the landscaped parking area behind Festhalle.

Councilmember Eaton raised the broader issue of weed management across downtown and in right-of-way areas such as the Pine Street swales, noting that the current public works crew is stretched thin and that weeds are becoming a significant aesthetic problem. He proposed soliciting proposals from a landscaping contractor to perform a dedicated weeding effort citywide, allowing City staff to focus on higher-priority work. Councilmember Hessburg expressed general support for the idea, and Mr. Bain noted that while City staff has good morale and investment in their work, the workload is real and outside help could be beneficial.

It was noted that the Front Street improvements came in under budget, with KRCI at approximately \$200,000 of the \$250,000 Council-approved amount, leaving approximately \$50,000 that could potentially be directed toward landscaping services within the Mayor's signing authority. The Committee discussed the importance of proceeding carefully given the City's labor relations environment and agreed that any contract for outside landscaping should be preceded by a written acknowledgment from City staff that they do not have capacity to perform the work within the needed timeframe.

Discussion also touched on the need to refresh beauty bark in planter beds along Highway 2, the possibility of using cemetery wood chips for that purpose, and a suggestion to consider a community "adopt a tree" initiative for decorating the row of conifer trees along the park in the winter. It was also noted that the new bathroom/pavilion structure had not been decorated with lights during the last holiday season, and the committee expressed interest in addressing that for the coming year.

6. Waterfront Parks and Trails Maintenance Needs

Mr. Bain reported that storm-related damage to the waterfront trails has been substantially addressed. The primary remaining concern is the Trout Unlimited fishing pond near Enchantment Park, which suffered significant debris accumulation, including large driftwood, and erosion along the shoreline as a result of high river levels during winter storms.

Staff clarified that the pump house and pond infrastructure belong to Trout Unlimited under a use agreement on city property, and as such the damage was not included in the City's FEMA or insurance claim. Staff advised that Trout Unlimited could pursue their own funding applications. City staff had already connected the organization with Jason Lundgren to explore potential funding opportunities. Trout Unlimited has indicated plans to hire an electrician to restore the pump and to seek removal of the debris, though Mr. Bain noted that the scale of the log debris is substantial and that accessing the area with heavy equipment would be challenging. Councilmember Eaton noted that Trout Unlimited members have expressed urgency, as the fish hatchery has a release deadline of approximately June 18.

A separate environmental permitting matter was also noted: a large fallen tree near Commercial Street is partially suspended over the water pointing toward Blackbird Island, creating a potential hazard for paddlers. Staff has been working through the environmental permitting process for several weeks to obtain authorization for its removal.

7. List of Parks & Public Works Projects for 2026 with Dates (For Information)

Mr. Bain provided an overview of upcoming and planned projects. He noted that the current project list has grown to 26 active projects and 26 design/study items, with a 2027 project list already being developed, which he anticipates will be even busier than the current year.

Bain reported that he and City Administrator Selby recently met with a representative from the Transportation Improvement Board (TIB) regarding the Citywide scrub seal that was applied a few years ago, which has since functionally failed. The TIB has indicated a willingness to provide funding to remediate the condition, with grant applications to be submitted this summer and construction funding potentially available this fall.

Regarding the Commercial Street lift station project, Bain indicated that USDA appears willing to defer that funding by one year to allow the City to address ongoing right-of-way issues, though no written confirmation has been received. The parking garage project is currently on track for design completion in summer or early fall of 2027, with construction anticipated to begin in spring of 2028 to avoid conflicts with major annual events.

Discussion turned to the planned installation of bollards along Front Street Park to replace the practice of parking school buses along Highway 2 during major winter events as a vehicle barrier. Bain explained that the bollard concept arose from a Homeland Security assessment conducted during the COVID era, which identified the potential for a vehicle attack on the crowded sledding hill as a mass casualty risk. While no written documentation of that assessment could be located, staff with firsthand knowledge of the meeting confirmed its occurrence. The committee expressed general discomfort with the appearance of large, utilitarian bollards in a prominent downtown location, and several members noted that the school buses have long been an eyesore. Councilmember Strand acknowledged the security rationale while sharing those aesthetic concerns. The Committee discussed the possibility of using decorative bollards similar to those found near national monuments, which are less obtrusive while still providing vehicle protection. Mr. Bain indicated that design concepts had just been received and would be shared with the committee shortly.

The Committee also discussed the need for a Citywide backflow prevention assessment and compliance program. Mr. Bain explained that while current code requires backflow prevention devices on all connections serving irrigation, pools, or similar systems, many older connections lack these devices. Of an estimated 2,000 connections, only approximately 200 annual test reports are received. The Committee agreed that this issue warrants a dedicated discussion and directed that it be placed on the agenda for a future study session.

The Committee also reviewed the updated 2026 project list and Capital Improvement Plan (CIP) provided by Mr. Bain.

Councilmember Eaton raised the topic of the proposed ice-skating rink and covered multipurpose pavilion, a project of longstanding community interest that is referenced several times in the parks plan. He noted that the Leavenworth Heritage Foundation is working to re-energize efforts around this concept and asked how the City could ensure the existing parks plan would qualify it for relevant state or federal grant funding, such as from the Recreation and Conservation Office (RCO), when the project is ready to move forward.

Councilmember Hessburg noted that the current City pool site could be a logical future location for such a facility once the pool is relocated to the Osborn property. The Committee discussed the importance of sequencing, agreeing that clarity on the Osborn community center and pool project must come first, but that preliminary groundwork on an ice rink concept, such as confirming grant eligibility within the parks plan, could proceed in parallel so the City is positioned to act when the time comes. Staff indicated that the City's consultant who previously reached out to RCO regarding the community center could be asked to inquire specifically about ice rink-related grant eligibility.

The committee also briefly discussed the need to replace removed trees on City property with appropriate, regionally suitable species of meaningful size, rather than leaving stumps or planting ornamental trees ill-suited to the local climate. Mr. Bain confirmed that the trees removed near City Hall would be replaced with a more appropriate shade tree variety, as recommended by parks staff.

8. Adjourn

Meeting adjourned at 4:18 PM

UPPER VALLEY PARKS AND RECREATION SERVICE AREA

BOARD MEETING MINUTES

Thursday, May 14, 2026, at 3:00 PM

City Hall, Council Chambers

(700 US Highway 2, Leavenworth, WA 98826)

The Mission of the Upper Valley Parks and Recreation Service Area is to provide recreational activities and facilities to enhance the quality of life of everyone.

I. Roll Call

Board Members Present: Chair Shane Thayer, Secretary Shannon Lemons, Kristian Winston, Cyndi Garza and Shon Smith.

City Staff Present: City Administrator Matthew Selby, Finance Director Chantell Steiner, Pool Manager Kelley Lemons, and Recreation and Tourism Manager Steven Rubinstein.

Guest Speakers: Upper Valley Aquatic Booster Representative Kurt Peterson.

II. Approval of Consent Agenda

- A. Approval of Agenda
- B. March 10, 2026 Special Joint Meeting Minutes with City Council
- C. March 12, 2026, Meeting Minutes
- D. Chelan County Property Tax Requests & Claims Items = \$260,000.00

Board member Thayer moved to approve the consent agenda. The motion was seconded by Board member Garza and approved unanimously.

III. Information Items

A. Upper Valley Aquatics Booster Update (UVAB) (10 Minutes)

Kurt Peterson, participating remotely, reported that the primary focus of UVAB is currently on preparations for the Summer Splash Bash 2026. Volunteer recruitment is at approximately 75 percent of the target number of volunteers, managed through SignUpGenius, and a reminder will be sent to the UVAB email list. The event will incorporate recycling and composting stations, with dedicated volunteer coverage for those activities.

Peterson noted that securing event insurance proved significantly more difficult than anticipated, requiring outreach to no fewer than nine insurance companies before obtaining coverage through Sadler Insurance. As a result of the policy terms, event attendees will be required to sign a liability waiver upon entry. UVAB is working out logistics for a wristband

system to identify participants who have signed waivers, and a single-page waiver with a consolidated signature page is being considered to reduce friction at the entrance.

Finance Director Steiner raised a question about whether WCIA, the city's insurance provider, had been considered for a special events permit, noting the city is often able to obtain event coverage at favorable rates. Peterson responded that he had been directed toward the swim team's provider, which led to Sadler. Steiner agreed to follow up with staff offline and suggested UVAB explore the WCIA option in future years.

Regarding event funding, Peterson reiterated the request—carried over from the prior year—for city support to offset food, beverage, and insurance costs, estimated at approximately \$1,600 or less (excluding insurance). Chair Thayer indicated a willingness to bring the request before the City Council. Steiner cautioned that the Council previously approved a similar request but encouraged the group to apply through the Leavenworth Grant Fund going forward, and that Councilmember Hessburg may raise that point again. City Administrator Selby recommended that UVAB apply in the next Leavenworth Fund grant round, anticipated to be published in July with an application deadline near Labor Day, and confirmed that the swim team could serve as UVAB's fiscal sponsor in the absence of a 501(c)(3) designation. Peterson confirmed UVAB would pursue that path.

B. Pool & Facility Updates – Kelley Lemons & Administrator Selby

Pool Manager Kelley Lemons reported the following completed items in preparation for the upcoming season: the pool has been fully converted to a chlorine treatment system (replacing the prior salt system); liner coating has been completed; a new primary pump has been installed with a secondary pump available on-site as a backup; the new automated vacuum is operational; and lounge chairs have been placed on the pool deck. Additionally, staff member Ara Arakelian is working to bring the rooftop solar units back online, though their status does not affect pool operations.

Lifeguard training is currently underway, with water training scheduled for the following week. The pool remains on track for a Memorial Day weekend opening. The seasonal schedule is expected to be posted online shortly, and season pass sales are already live. A brief discussion clarified that the pool's season pass structure allows for two adults from the same household plus their children (up to six), with add-on passes available for additional adults. Lemons noted a small number of purchasers appeared to be circumventing the add-on structure and would need to be contacted for corrections.

A pop-up in-person pass sales event is scheduled for the following day (Friday, May 15) at the pool, from 10:00 AM to noon and 5:00 to 7:00 PM. The Board discussed the limited social media promotion of the event and the season pass launch generally, noting a city website post dated May 12 existed but had not been amplified on Facebook. Peterson offered to share approved content through UVAB's social channels and email list. City Administrator Selby

agreed to forward the existing post content to Peterson. Lemons reported that pass sales have generated approximately \$8,000 in revenue within the first two days of being live.

A constituent inquiry regarding early pool opening during warm weather was raised by Chair Thayer. Steiner and Selby noted that the pool's Memorial Day opening reflects the full operational timeline required of Public Works and the staffing and training requirements managed by Lemons. The pool has historically not opened before Memorial Day weekend, and even upon opening, programming remains limited until school is out and lifeguards are available for daytime shifts.

C. 2026 City Pool Budget Position Draft through 4/30/2026 – Chantell Steiner

Finance Director Steiner reported that the April budget amendment has been incorporated and the 2026 appropriated budget is current. Property taxes were collected correctly, including the additional one-third increment expected in 2026. Steiner and staff plan to complete and submit the draw request the following day, which would bring in the \$260,000 in property tax revenue. With approximately \$16,000 remaining in the fund at the end of April, the draw request is critical to maintaining operations without triggering an interfund loan, at least in the near term.

Steiner also reported that the upcoming state audit will cover three years (2023, 2024, and 2025) rather than the originally anticipated two, following a request to add the 2025 year when the State Auditor's Office made contact. The estimated additional cost for the third year is approximately \$3,000, consistent with the standard rate of approximately \$1,000 per audit year.

Board member Smith asked for clarification on the salary and benefits figures appearing significantly higher in the 2026 appropriated column compared to prior-year actuals. Steiner explained that the 2026 budget is built for full operational capacity across a full season, whereas prior-year figures represent actuals only through April of each respective year, making the comparison appear larger than it would at year-end.

D. Vision & Values – Board Discussion

Board members shared the vision and values statements they had prepared as homework from the March meeting. The discussion was lively and collaborative, with participants building on each other's language and identifying common themes.

Board Member Cindy Garza presented a draft vision statement: "To provide recreational opportunities and spaces that are inviting, inclusive, available, and sustainable for residents and visitors alike." Her proposed core values included accessibility, cleanliness, being well-

maintained, being valued by the community, and sustainability both financially and ecologically.

Finance Director Steiner relayed that absent Board Member Travis McMaster had submitted values including safety first, community wellness, lifelong learning and recreation, and connection to place.

Board Member Kristian Winston shared a similar set of values—safety, welcoming, responsible (financially and in terms of stewardship), and active—and offered several vision statement framings such as "improve the quality of life by..." and "to enrich the lives of our residents by..." as starting points for wordsmithing.

Chair Thayer offered a vision statement: "A vibrant community where parks, nature, and recreation inspire healthy lifestyles, connections, and lifelong enjoyment." The word "vibrant" resonated strongly with other members. He also highlighted learning and discovery as a value, emphasizing the importance of encouraging exploration and connection to the outdoors.

Board Member Smith suggested adding language around confidence building and growth through experience, noting the value of recreation in helping individuals—particularly youth—achieve things they previously thought impossible. He also raised the idea of incorporating year-round access language, should the PRSA expand beyond seasonal pool operations.

The conversation touched briefly on the PRSA's potential to expand into trails, parks, and other recreational facilities. Steiner noted that while the PRSA currently holds no land of its own, it can operate facilities under agreements such as the existing arrangement with the City for the pool. City Administrator Selby mentioned an upcoming visit to review the disc golf course at the mill site as one potential future opportunity.

The discussion turned to the City of Peshastin's possible desire to exit the PRSA. Several PRSA board members confirmed that they were aware of this sentiment. Board member Winston stated that surveys conducted among a small subset of constituents indicated a slight negative sentiment, with 54 respondents in favor of exiting the PRSA and 46 against. Several board members indicated that, based on their discussions with elected representatives in Peshastin, they did not believe it was likely that the City of Peshastin would pursue an exit before the next vote due to the outsized resource requirement of such an action.

Following the discussion, Steiner proposed a path forward: staff would compile all submitted vision statements and core value keywords into a consolidated document. At the next meeting, the Board would work through core values first—since having a defined value set makes crafting the vision statement more coherent—and then finalize the vision statement. Key words surfaced during this meeting's discussion included: vibrant, safety, welcoming,

responsible, community-oriented, fun, stewardship, inclusion, and growth through experience.

IV. Action Items

No formal action items were presented for board consideration during this meeting.

V. Adjournment

Board Member Garza motioned to adjourn the meeting. The motion was seconded by Board Member Lemons and carried unanimously. The meeting adjourned at approximately 3:59 PM.

Respectfully submitted by: Steven Rubinstein, Recreation and Tourism Manager

June 29, 2026

Dear Friends at the City of Leavenworth:

We wanted to take a moment to thank you once again for your generous support of Upper Valley Connection. The programs offered by UVC are such an important part of the lives of those we serve, and your generosity and support help ensure that these programs will continue for years to come.

We just completed our 2026 Theatre Camp where we presented *Guys & Dolls* to over 800 community members over two performances. Thirty-eight actors, thirty-seven volunteers, and twelve staff members spent the week experiencing a special kind of joy only the arts in community can provide. *This week was so successful due in no small part to your generosity – Thank you!*

We are honored to count the City of Leavenworth as a supporter of UVC and the Icicle Players.

Sincerely,



Maren Cagle
Executive Director

Thank you! ♥

*Thank
You!*





To The City of Heavensworth,
 The Icicle Bicycle Team is grateful and
 thankful for the grant awarded to our
 program through the General Fund this
 year. We wrapped up a successful season
 with a team that doubled in size! Thanks
 to you we were able to purchase our new
 pop up tents, riding gloves, and race day
 fuel. Our State championship race May 31st
 at Ski Hill was a huge success. Thank
 you for supporting our program,
 encouraging youth to get outdoors and
 have fun doing what they love.
 Sincerely, The Icicle Bicycle Team



WSCL State Race Ski Hill 5/31/26, 475 riders