



WENATCHEE CITY COUNCIL

Thursday, April 8, 2021

Wenatchee City Hall Council Chambers

301 Yakima Street, 2nd Floor

Wenatchee, WA 98801

AGENDA

Due to the COVID-19 pandemic, and current legislative resolution extending the gubernatorial orders issued in response to the state of emergency (SCR 8402), for the health and safety of the community and city staff and councilmembers, City Hall is closed to the public. The public may view the City Council meeting which is broadcast live on the city's YouTube channel "Wenatchee TV". Members of the public without internet access may listen to the City Council meeting and participate in any public hearings by calling **(509) 888-3298, passcode 66516**.

5:15 p.m. Regular Meeting

1. Call to Order, Pledge of Allegiance, and Roll Call

2. Consent Items

- Motion to approve agenda, vouchers, and minutes from previous meetings.

Vouchers:

Wires #1521 and #1522 in the amount of \$43,564.99 for March 25, 2021

Claim checks #198475 through #198558 in the amount of \$473,913.33 for March 25, 2021

Payroll distribution in the amount of \$12,728.71 for March 31, 2021

Payroll distribution in the amount of \$488,539.91 for April 5, 2021

Benefits/deductions in the amount of \$1,043,800.89 for March 31, 2021

Claim checks #198586 through #198659 in the amount of \$1,009,869.97 for April 1, 2021

3. Presentations

- Arbor Day Proclamation

4. Action Items

A. Arts, Recreation and Parks Commission Appointment

Presented by Parks, Recreation & Cultural Services Director David Erickson

Action Requested: Move approval of Resolution 2021-14 appointing Ryan Harmon to position eight of the Arts, Recreation and Parks Commission.

- B.** Park Design Standards and Development Policies
Presented by Parks, Recreation & Cultural Services Director David Erickson
Action Requested: *Move approval of the Park Design Standards and Development Polices update.*
- C.** Vandalism Reduction Program Policies
Presented by Parks, Recreation & Cultural Services Director David Erickson
Action Requested: *Move approval of Resolution 2021-16 Removal of Garbage and Temporary Shelter Policy and Procedure, Resolution 2021-17 Loose Needle Collection Policy and Procedure, and Resolution 2021-18 Lost and Found Policy and Procedure.*
- D.** Wastewater Treatment Plant Digester #4 – Project No. 1810 – Authorization for Consultant Supplemental Agreement #3
Presented by Senior Engineer Jeremy Hoover
Action Requested: *Staff recommends the City Council authorize the Mayor to sign Consultant Supplemental Agreement #3 on behalf of the City with HDR Engineering, Inc. for additional design services for the Wastewater Treatment Plant Digester #4 - Project No. 1810.*
- E.** School Street Sanitary Sewer Extension – Project No. 2105 – Authorization to Negotiate Design Services with RH2 Engineering, Inc.
Presented by Senior Engineer Jeremy Hoover
Action Requested: *Staff recommends the City Council authorize the Mayor to negotiate with RH2 Engineering, Inc. for design services for the School Street Sanitary Sewer Extension - Project No. 2105 and further authorize the Mayor to sign a contract on behalf of the City.*
- F.** Resolution to update and combine existing financial policies into one manual
Presented by Finance Director Brad Posenjak
Action Requested: *Staff requests the City Council approve Resolution 2021-19 adopting an amended, restated, and combined Financial Policy and Procedure Manual.*
- G.** Revisions to utility customer low income assistance programs
Presented by Finance Director Brad Posenjak
Action Requested: *Staff recommends the City Council adopt Ordinance No 2021-14, relating to low income assistance for utility customers; amending WCC 9.02.010(4) and WCC 9.02.010(7).*
- H.** Ordinance No. 2021-15, amending Chapter 6A.30 Wenatchee City Code pertaining to controlled substances, declaring a public emergency regarding controlled substances and providing for an effective date
Presented by City Attorney Steve Smith
Action Requested: *Motion to approve Ordinance 2021-15 amending Chapter 6A.30 of the Wenatchee City Code pertaining to controlled substances, declaring a public emergency regarding controlled substances and providing for an effective date.*

5. Reports

- a. Mayor's Report
- b. Reports/New Business of Council Committees

6. Announcements

7. Adjournment



DRAFT

WENATCHEE CITY COUNCIL

Thursday, March 25, 2021

Wenatchee City Hall Council Chambers

301 Yakima Street, 2nd Floor

Wenatchee, WA 98801

MINUTES

Present: Mayor Frank Kuntz, Councilmember Position 1 Jose Cuevas, Councilmember Position 2 Jim Bailey, Councilmember Position 3 Ruth Esparza, Councilmember Position 4 Travis Hornby, Councilmember Position 5 Mark Kulaas, Councilmember At-Large "A" Linda Herald, Councilmember At-Large "B" Keith Huffaker

Staff Present: Executive Services Director Laura Merrill, City Attorney Steve Smith, City Clerk Tammy Stanger, IS Support Jessi Saucedo, Community Development Director Glen DeVries, Housing Program Coordinator Sandra Van Osten, Finance Director Brad Posenjak, Public Works Director Rob Jammerman, Police Chief Steve Crown, Parks, Recreation & Cultural Services Director David Erickson, Engineering Services Manager Jacob Huylar, Neighborhood and Community Services Coordinator Brooklyn Holton, Building/Fire Official Cliff Burdick

5:15 p.m. Regular Meeting

1. Call to Order, Pledge of Allegiance, and Roll Call. Mayor Frank J. Kuntz called the regular meeting to order at 5:15 p.m. Councilmember Jim Bailey led the Pledge of Allegiance. All Councilmembers were present, with Councilmember Mark Kulaas participating via phone.

2. Consent Items.

Motion by Councilmember Ruth Esparza for City Council to approve the agenda, vouchers, and minutes from previous meetings, to accept the work performed by the contractor, J & K Earthworks, LLC on the 2020 Sewer Rehabilitation, Project #1909, and further authorize the Mayor to sign the Final Contract Voucher Certification on behalf of the City of Wenatchee. Councilmember Linda Herald seconded the motion. Motion carried (7-0).

3. Presentation.

- Child Abuse Prevention Month Proclamation read by Councilmember Travis Hornby. Lisa Melvin, Program Director for CASA, spoke about the CASA program and thanked the Council for the proclamation.

4. Public Hearing Items.

The Mayor called the public hearing to order and stated the ground rules.

A. Proposed adoption of City of Wenatchee Ordinance 2021-13

Community Development Director Glen DeVries, Housing Programs Coordinator Sandra Van Osten, and Councilmember Linda Herald provided the staff report and a presentation outlining the current issues, community impacts, and staff recommendations. Police Chief Steve Crown provided his input relative to law enforcement's limited ability to prohibit homeless from sleeping/camping on public property, and Parks, Recreation and Cultural Services Director Dave Erickson provided input on the effect that the current vandalism issues are causing in public parks, including the safety issues employees have faced (a handout was provided to the Council and City Clerk for the record). City Attorney Steve Smith provided legal background for the Ordinance, and Finance Director Brad Posenjak provided the financial aspect of the proposed Ordinance.

Councilmembers asked questions of staff and discussed in depth the proposed Ordinance.

The Mayor asked for public comment. The following individuals spoke on the matter:

1. Russ Speidel stated that the cities were doing a good job of looking at this serious issue, and the Salvation Army is currently working through a five-year plan and hope to work together with the two cities to increase their efforts.
2. Laurel Turner, Executive Director of the Women's Resource Center, spoke in support of the increased sales tax.
3. Linda Haglund, Executive Director of the Wenatchee Downtown Association, thanked the Council for having the discussion.
4. Dan Hamilton, downtown property/business owner, spoke in support of the increased sales tax.
5. Rachel Petro, owner of Petro Strategic Services and Advocacy Chair for the Wenatchee Valley Chamber of Commerce spoke in favor of the tax, and as indicated in the letter sent to the City Council from the Chamber, would like to see a sunset clause for the tax and that the entire region support the effort.
6. Diane Young spoke in support of the sales tax.
7. Alicia McRae, Executive Director of the Housing Authority, spoke in support of the tax.
8. Alma Chacon spoke in favor of the sales tax.
9. Karen Keleman spoke in favor of the tax.

10. Mario Reyes spoke in favor of the tax.
11. Chuck Engel spoke in favor of the tax.
12. East Wenatchee Mayor Jerrilea Crawford stated she appreciates the partnership with the City of Wenatchee.
13. East Wenatchee Councilmember Shayne Magdoff spoke in favor of the sales tax and she was pleased to see the engagement in the process.
14. Rory Turner, downtown business/property owner spoke in favor of the tax.
15. Tod McLaughlin, local business owner and President of the Chamber of Commerce spoke of his concerns with the sales tax and supported the Chamber's request for a sunset clause and the need for Chelan and Douglas County to participate.
16. Taylor Burton, Housing Grants Coordinator with the City of Moses Lake, spoke about Moses Lake's low-barrier shelter and the success they are experiencing with that.
17. Lorena (no last name provided) requested this be a community-wide decision.
18. Rachel Petro spoke on behalf of her client, Community Choice, and their desire to partner to assist.

Letters received from Alan Walker, Ralph and Diane Jiminez, Sam Mills, Wenatchee Valley Chamber of Commerce, and Herb and Diane Young were included as part of the record. Also included was the chat log from the meeting, which included support from Dr. Julie Rickard.

The City Council then asked additional questions of staff and discussed further, including the need for a review period and metrics to be included in the interlocal agreement.

Motion by Councilmember Travis Hornby for the City Council to adopt Ordinance 2021-13 imposing an additional sales and use tax of one-tenth of one percent for affordable housing and housing-related services as authorized by RCW 82.14.530; adding a new chapter to the Wenatchee City Code; and providing for severability and establishing an effective date, and to incorporate the implementation components identified in the staff's presentation for an interlocal agreement with the City of East Wenatchee. Councilmember Jose Cuevas seconded the motion. Motion carried (7-0).

At 7:20 p.m. the Mayor called for a 5-minute recess. Councilmember Mark Kulaas left the meeting at this time. The meeting resumed at 7:25 p.m.

B. Public Hearing for the 2019 Community Development Block Grant (CDBG) Consolidated Annual Performance and Evaluation Report (CAPER)

Neighborhood and Community Services Coordinator Brooklyn Holton presented the staff report. Council asked questions.

The Mayor asked for public comment. There was none.

Motion by Councilmember Ruth Esparza to accept the 2019 CDBG CAPER. Councilmember Travis Hornby seconded the motion. Motion carried (6-0).

5. Action Items.

C. Amendment No. 12 to Service Agreement SA No. 10-182, between the Chelan County Public Utility District #1 and the City of Wenatchee

Police Chief Steve Crown presented the staff report. Council asked questions.

Motion by Councilmember Keith Huffaker for City Council to approve Amendment No. 12 to Service Agreement SA No. 10-182 which reflects the chargeable overtime rates for police officers. Councilmember Jim Bailey seconded the motion. Motion carried (6-0).

D. WCC Chapter 1.99, Fee Schedule amendments

Community Development Director Glen DeVries and Building/Fire Code Official Cliff Burdick presented the staff report. Council asked questions.

Motion by Councilmember Jim Bailey for City Council to adopt Ordinance No. 2021-09 amending portions of WCC 1.99 Fee Schedules. Councilmember Keith Huffaker seconded the motion. Motion carried (6-0).

E. Olds Station Stormwater Pond Outfall Permit

Public Works Director Rob Jammerman presented the staff report. Council asked questions.

Motion by Councilmember Linda Herald for City Council to authorize the Mayor to sign the Temporary Permit for Use of Rock Island Hydroelectric Project Lands for the Olds Station stormwater pond outfall. Councilmember Keith Huffaker seconded the motion. Motion carried (6-0).

F. Regional Waterline Easement

Public Works Director Rob Jammerman presented the staff report. Council asked questions.

Motion by Councilmember Linda Herald for City Council to authorize the Mayor to sign the Easement for the Regional Waterline with Washington State Department of Transportation. Councilmember Travis Hornby seconded the motion. Motion carried (6-0).

- G. Tacoma Street Improvements, City Project #1907 - Authorization to Award Construction Contract in the amount of \$1,134,508.68, pending TIB approval

Engineering Services Manager Jacob Huylar presented the staff report. Council asked questions.

Motion by Councilmember Keith Huffaker for City Council to award the contract for the construction of the Tacoma Street Improvements, Project 1907, to Selland Construction, in the amount of \$1,134,508.68 (pending TIB approval) and authorize the Mayor to sign the construction contract documents. Councilmember Travis Hornby seconded the motion. Motion carried (6-0).

- H. Tacoma Street Improvements, City Project #1907 – Supplement #2 to Agreement with SCJ Alliance

Engineering Services Manager Jacob Huylar presented the staff report. Council asked questions.

Motion by Councilmember Travis Hornby for City Council to approve of and authorize the Mayor to execute Supplement #2 with SCJ Alliance for construction engineering services for the Tacoma Street Improvements (Project No. 1907). Councilmember Ruth Esparza seconded the motion. Motion carried (6-0).

- I. Amendment to Interlocal Governance Agreement to Include Colville Tribes

The Mayor went over the information for the Transportation Council requesting to have the Colville Tribes as a voting member.

Motion by Councilmember Jim Bailey for the City Council to approve the First Amendment to Interlocal Agreement and authorize execution of the same. Councilmember Jose Cuevas seconded the motion. Motion carried (6-0).

6. Reports.

- a. Mayor's Report. The Mayor reported on the following:
- (1) City offices will reopen to the public again on April 12 after being closed for over a year since the pandemic began.
 - (2) He and staff attended a call with Standards & Poors yesterday for the bond rating for the sewer bonds which will go to the bond market in mid-April.
 - (3) The INFRA grant was submitted last Friday.
 - (4) The new city hall bid should be going out this next month.

b. Reports/New Business of Council Committees. None.

7. Announcements.

Councilmember Jim Bailey announced that the Wenatchee Downtown Association annual banquet is scheduled for Thursday, April 22. The Mayor asked staff to keep the Council meeting agenda light that evening so he and the City Council could attend.

8. Adjournment. With no further business the meeting adjourned at 8:04 p.m.

Frank J. Kuntz, Mayor

Attest:

Tammy L. Stanger, City Clerk

Proclamation

Of the City of Wenatchee, Washington

- WHEREAS,** The Greater Wenatchee Arbor Day Committee has distributed trees in North Central Washington for 32 years, and
- WHEREAS,** Arbor Day celebrations have provided over 175,000 trees to be planted in our area, and
- WHEREAS,** trees, a renewable resource, cool our homes, clear the air and provide food and shelter for birds and beneficial insects, and
- WHEREAS,** planting trees beautifies our community and provides a healthy, happy family activity, and
- WHEREAS,** to help celebrate Arbor Day safely this year, pre-purchased seedlings will be distributed during a drive through event on Saturday, April 10th at the Wenatchee Cemetery.

Now Therefore, I Frank Kuntz, Mayor of the City of Wenatchee hereby proclaim that April 10th, 2021 is ARBOR DAY in the City of Wenatchee, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our community forestry resources, and further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the great seal of the City of Wenatchee to be affixed on this 8th day of April, 2021.

A handwritten signature in blue ink, appearing to read "Frank Kuntz", is written over a horizontal line.

Frank Kuntz, Mayor



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

FROM: David Erickson, Parks, Recreation and Cultural Services Director

MEETING DATE: April 8, 2021

I. SUBJECT

Arts, Recreation and Parks Commission Appointment

II. ACTION REQUESTED

Move approval of Resolution 2021-14 appointing Ryan Harmon to position eight of the Arts, Recreation and Parks Commission.

III. OVERVIEW

The Arts, Recreation and Parks Commission is a nine-member citizen volunteer commission that serves in an advisory capacity to the Wenatchee City Council. The primary functions of the Commission are to:

- Review and make recommendations concerning recreation program offerings of the City.
- Oversee the City's art collection and comprehensive arts program.
- Provide recommendations regarding the acquisition, development and maintenance of park areas.
- Serve as the City Forestry Board and oversee the Urban Forestry Program.
- Review and make recommendations regarding the implementation of the City Parks, Recreation and Open Space Plan.
- Provide advice and make recommendations concerning the Wenatchee Community Center and Cemetery.
- Review art, recreation and park related proposals.
- Complete regular reviews of fees and charges for services.

Ryan Harmon has applied for appointment to a vacant position on the Commission. He is an engineering tech with the City and would like to get involved with the community.

A copy of his application is attached.

Staff is recommending his appointment to the Commission.

IV. FISCAL IMPACT

None.

V. PROPOSED PROJECT SCHEDULE

If City Council approves the agenda item, Ryan would join the Commission in time for the April meeting.

VI. REFERENCE(S)

VII. ADMINISTRATIVE ROUTING

Tammy Stanger, City Clerk
Laura Merrill, Executive Services Director
Brad Posenjak, Finance Director

RESOLUTION NO. 2021-14

A RESOLUTION, appointing a member to the Arts, Recreation and Parks Commission.

WHEREAS, a vacancy currently exists on the Arts, Recreation and Parks Commission; and

WHEREAS, Ryan Harmon has expressed interest in contributing to the community by servicing on the Commission, attended a meeting and applied for appointment; and

WHEREAS, Ryan Harmon brings valuable engineering experience to the Commission.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF WENATCHEE makes the following appointment to the Arts, Recreation and Parks Commission Position Eight with a term ending on December 31, 2021:

NAME & ADDRESS

Ryan Harmon
1618 McKittrick Street
Wenatchee, WA 98801

TERM EXPIRES

December 31, 2021

PASSED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE at a regular meeting thereof this 8th day of April 2021.

CITY OF WENATCHEE,
a Municipal Corporation

By: _____
FRANK KUTNZ, Mayor

ATTEST:

By: _____
TAMMY STANGER, City Clerk

APPROVED:

By: _____
STEVE D. SMITH, City Attorney



City of Wenatchee
Volunteer Commission and Board Application

COMMISSION/BOARD INFORMATION

Board (s) I would like to be considered for: (If more than one, please rank them in order of preference)

- | | |
|---|---|
| <input checked="" type="checkbox"/> Arts, Recreation & Parks Commission | <input type="checkbox"/> Greater Wenatchee Regional Events Center PFD Board |
| <input type="checkbox"/> Cemetery Advisory Board | <input type="checkbox"/> Historic Preservation Board |
| <input type="checkbox"/> Civil Service Board | <input type="checkbox"/> Lodging Tax Advisory Committee |
| <input type="checkbox"/> Code Enforcement Board | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Diversity Advisory Committee | <input type="checkbox"/> Tourism Promotion Area Board |

APPLICANT INFORMATION

City of Wenatchee Resident Yes No

*Residency Requirement: Applicants must reside within the City Limits of Wenatchee
except the Arts Commission, Diversity Advisory Committee, Historic Preservation Board, and the Parks & Recreation Advisory Board*

Last Name: HARMON First Name: RYAN Initial: E

Physical Address: 1618 MCKITTRICK STREET City: WENATCHEE Zip: 98801

Mailing Address: " " City: " " Zip: " "

Day Phone: 509-670-6428 Evening Phone: " "

E-mail: ~~ryanharmon@ryanharmon14@gmail.com~~ Years lived in Wenatchee Valley: 24

Occupation: PROJECT ENGINEER Years of Experience: 6

Work Address: 1350 MCKITTRICK STREET City: WENATCHEE Zip: 98801

Education and Formal Training: B.S. CIVIL ENGINEERING, P.E. LICENSE

Have you ever been convicted of a felony or released from prison? Yes No

(A conviction record will not necessarily bar you from serving. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence, and the nature of the position for which you have applied will be considered.)

Volunteer/Community Experience:

Organization and Duties: _____ Length of Service: _____

Organization and Duties: _____ Length of Service: _____

Organization and Duties: _____ Length of Service: _____

Organization and Duties: _____ Length of Service: _____

Organization and Duties: _____ Length of Service: _____

Skills/Special Interests: PARK DESIGN (EAST WENATCHEE GATEWAY PARK, CRESCENT BAR RECREATION AREA, CHELAN WOODIN AVE BRIDGE)

Experience related to the Commission/Board: AS MENTIONED ABOVE, I HAVE EXPERIENCE DESIGNING PARKS AND PARKS ELEMENTS. I ALSO HAVE AND PLAN TO CONTINUE UTILIZING THE RECREATION OPPORTUNITIES PROVIDED BY THE CITY.

Why are you seeking this appointment? I KNOW THERE ARE SEVERAL PARKS PROJECTS ON THE HORIZON AND I WOULD LIKE TO USE MY EXPERIENCES TO HELP IN IMPLEMENTING THOSE PROJECTS. ALSO PARKS, RECREATION AND ARTS ARE ALL FUN ASPECTS ABOUT LIVING IN THE WENATCHEE VALLEY THAT I WOULD LIKE TO SHARE WITH OTHERS.

Would any conflict of interest be created as a result of your appointment? Yes No

If yes, please explain: POSSIBLY, IN MY ROLE AS PROJECT ENGINEER IT IS POSSIBLE I WOULD HAVE A PROJECT TO PRESENT TO THE BOARD. IN THESE RARE INSTANCES, I WOULD REFUSE MYSELF

REFERENCES

Name: JACOB HUYLAR → 428 ALLISON STREET
Address: ~~JHUYLAR@WENATCHEE~~ City: WENATCHEE Zip: 98801
Phone: 509-860-8160 Email: JHUYLAR@WENATCHEE.WA.GOV
Occupation: ENGINEERING SERVICES MANAGER Years known: 3

Name: DAN IRELAND
Address: 1600 WASHINGTON STREET City: WENATCHEE Zip: 98801
Phone: ~~509~~ 360-870-1640 Email: dan.ireland@scjalliance.com
Occupation: PRINCIPAL OF SCS ALLIANCE Years known: 7

Name: AARON GALE
Address: 2370 4) MALAGA ROAD City: MALAGA Zip: 98828
Phone: 509-679-9756 Email: _____
Occupation: AG CHEMICAL SALES, ORCHARD OWNER Years known: 14

AFFIDAVIT OF APPLICANT

I, RYAN HARMON, do hereby certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief. I also understand that this completed application may be made available for public inspection.



(Signature)

Date: 3/17/2021

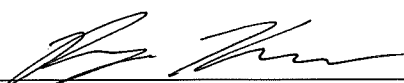


City of Wenatchee
Volunteer Board, Commission and Committee Responsibilities

To be selected and serve as a City of Wenatchee volunteer Board, Commission or Committee Member is a high honor and provides an unusual opportunity for genuine public service. Although the specific duties of each of the City's Boards vary widely with the purpose for which they are formed, there are certain responsibilities that are common to all members. As a volunteer Board, Commission or Committee representative of the City of Wenatchee, I agree to:

1. Understand my role and scope of responsibility. I will be informed of the individual group's scope of responsibility and operating procedures.
2. Represent the majority views of the group. Individual "opinions" to the public and press are discouraged, and, if given, must be identified as such.
3. Practice open and accountable government. I will be as open as possible about my decisions and actions, and also protect confidential information.
4. Represent the public interest and not special interest groups.
5. Not make decisions in order to gain financial or other benefits for myself, my family, or friends.
6. Serve as a liaison between the City and its citizens and can help reconcile contradictory viewpoints and to build a consensus around common goals and objectives. I will serve as a communication link between community, staff, and City, representing City programs and recommending and providing a channel for citizen expression.
7. Understand my role as a supportive relationship with the City Council and City staff and to follow the proper channel of communication through the designated staff person providing support for the group.
8. Do my homework and be thorough in recommendations. I will review agenda items under consideration prior to the meeting in order to be fully prepared to discuss, evaluate, and act on all matters scheduled for consideration. My conclusions will be based on careful preparation to strengthen the value of the group's recommendation.
9. Adhere to the highest standards of integrity and honesty in all endeavors and strive to safeguard the public trust. I shall announce any direct or remote conflict of interests prior to the discussion (RCW 42.36).
10. Understand that my authority is limited to decisions made by the group, and that in most cases, the decisions are advisory.
11. Understand that in my role I recommend policy while administrators and staff carry out approved policy.
12. Establish a good working relationship with fellow group members. I will respect individual viewpoints and allow other members time to present their views fully before making comments. I will be open and honest and welcome new members.
13. Not use or involve my membership in the conduct of political activities. However, I am not restricted from participating in political activities outside of my involvement in the group.

I hereby pledge to be positive in my role as a volunteer with the City and accept responsibility for my participation.

Signed: 

Date: 3/17/2021



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

FROM: David Erickson, Parks, Recreation and Cultural Services Director

MEETING DATE: April 8, 2021

I. SUBJECT

Park Design Standards and Development Policies

II. ACTION REQUESTED

Move approval of the Park Design Standards and Development Policies update.

III. OVERVIEW

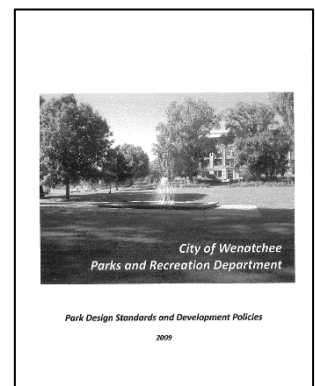
The Park Design Standards and Development Policies document was first prepared from 2007-2009 to address goals contained in the 2006 Parks, Recreation and Open Space Comprehensive Plan. These included:

- *“Working through the Wenatchee Park Board, develop a standard for neighborhood parks to define access inclusion, neighborhood interests, energy efficiency, vandal resistance and ease of maintenance all to provide for safe and healthy use.” Chapter V page 1.*
- *“Create and implement a Wenatchee Park Facilities Standards Policy for neighborhood and community parks as well as field development.” Chapter V page 10.*

There are also other references in the comp plan that identify specific policy and design language such as: *“The site should be flat, provide for active and passive use with at least half developed. Parks should have entry signs providing clear identification. Neighborhood Parks will address the identified need for children’s play areas in Wenatchee.” Chapter V page 2.*

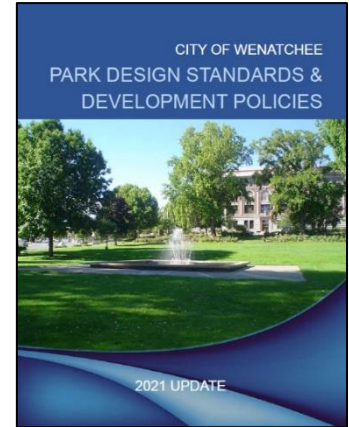
The design standards document was completed in 2009 and due to work load issues, not formally adopted until 2011 by Resolution 2011-23.

In December 2020 staff prepared and update to the design standards to update information to be consistent with the current Parks, Recreation and Open Space Comprehensive plan and construction standards.



At the January and February 2021 Arts, Recreation and Parks Commission meeting staff provided a copy of the current Park Design Standards and Development Policies document and the updated draft for review and comment. The principle changes in this update include:

- General formatting.
- Section One - Updated the introduction.
- Section Two – Content unchanged except for Department name.
- Section Three – Updated the information to be consistent with the currently adopted Parks, Recreation and Open Space Comprehensive Plan.
- Section Four - Reduced the document from 6 sections to 5 by consolidating and updating the content from the current version into one chapter. Updated the information.
- Section Five – Minor wording changes.



A copy of the update is attached.

The document was also reviewed at the February 2 Public Works and Economic Development Committee meeting and was unanimously recommended for approval by the Arts, Recreation and Parks commission at their March 16, 2021 meeting.

Staff recommends approval.

IV. FISCAL IMPACT

None anticipated.

V. PROPOSED PROJECT SCHEDULE

Use as needed when approved.

VI. REFERENCE(S)

VII. ADMINISTRATIVE ROUTING

Tammy Stanger, City Clerk
Laura Merrill, Executive Services Director
Brad Posenjak, Finance Director

CITY OF WENATCHEE PARK DESIGN STANDARDS & DEVELOPMENT POLICIES



2021 UPDATE

DRAFT

TABLE OF CONTENTS

4	Introduction
6	Park Dedication Policies
11	Park Development Standards
21	Specialized Features and Park Amenities
22	Baseball/Softball Fields
29	Multi-Use Field
30	Soccer/Lacrosse/Football/Rugby Fields
33	Disc Golf Course
35	Fences and Gates
39	Landscaping
41	Off Leash Recreation Area
43	Parking
46	Picnic Shelter
50	Play Equipment
52	Shade Canopies
53	Restrooms
55	Security Cameras
56	Security Lighting
57	Signs
61	Bicycle Parking
62	Bleachers and Spectator Seating
63	Drinking Fountain
64	Park Benches
66	Picnic Tables
67	Trash/Dog Waste Receptacles
68	Yard Hydrant
69	Skate Areas
71	Water Features (Spray Park, Wading Pools and Fountains)
72	Basketball Court
74	Bocce Ball Court
77	Futsal Court
79	Pickleball Court
80	Tennis Court
81	Volleyball Court
82	Roller Hockey and Skating Rink
83	Accessible Route of Travel
85	Trailheads
87	Trails and Pathways
95	Community Gardens
97	Table Tennis/Ping Pong
97	Park Disposition and Conversion Policies



COVER PHOTO | Memorial Park is the oldest City Park. It was acquired in 1892, 1922 and 1929. The 3.8-acre park contains historical displays, rose garden and Fountain. The park hosts of the annual Washington State Apple Blossom Festival.

CHAPTER PHOTOS | Introduction – Pennsylvania Park, Park Dedication Policies – Chase Park, Park Development Standards – Hale Park Off Leash Area, Specialized Features and Park Amenities – Hale Park Skate Park, Park Disposition and Conversion Policies – Saddle Rock Gateway.

INTRODUCTION



The City of Wenatchee is committed to providing a quality public parks and recreation system that will meet the anticipated needs and desires of current and future residents. The purpose of the Park Design Standards and Development Policies is to establish guidance for acceptance of park land, disposition or conversion of park property, and criteria for development of park areas and to help ensure that individual park components relate to each other as well as to the City's park system as a whole.

This document was originally prepared from 2007 through 2009 and updated in 2011 and again in 2020-2021.

This document was developed through extensive input from City Parks, Recreation and Cultural Services Department staff, special interest and user groups and the Arts, Recreation and Parks Commission.

It is the City's standard that all sites shall be easily accessible to the public by all modes of transportation: vehicular, bicycle, and pedestrian. Standards for ADA accessibility are incorporated throughout this document. ADA accessibility shall be accommodated at all sites to the fullest extent practical. The preparation of this document meets the following three objectives:

- The development and utilization of a single standards document.
- The establishment of a pattern of common elements and an identifiable quality throughout all the City's park areas.
- The utilization of consistent, safe, sustainable and cost-effective materials that are easily maintained and managed, are vandal resistant and are implemented system-wide.

Key Components:

The Design Standards Manual identifies standard elements, materials, product information, specifications (as needed), and implementation practices. The main components of the manual are listed below. Each section includes text, images, and details to communicate the City's standards. However, the details provided throughout the manual are not to be used for construction, but for general guidance as to common practices and design elements.

- Park Development Standards
- Park Dedication and Disposition Policies
- Specialized Facilities
- Park Structures
- Planting Design
- Athletic Fields
- Play Courts
- Play Equipment Systems
- Walkways and Trails
- Fencing
- Signage
- Site Furnishings



Unless otherwise covered in this document, stormwater management shall follow city stormwater standards and the current WSDOT/APWA standards shall apply.

PARK DEDICATION POLICIES



Park Land Dedication:

Land proposed to be dedicated for park purposes shall be shown on the preliminary plat map. It is preferred that dedications occur at the time of the final plat.

Land that shall be conveyed in fee simple to the City of Wenatchee shall be free and clear of all encumbrances, except those which will not interfere with the use of the land for its intended purposes as defined in the City of Wenatchee Parks, Recreation and Open Space Plan and which the City of Wenatchee agrees to accept.



A Phase One Environmental Assessment and Cultural Resources Inventory shall be provided to the City for the property prior to final acceptance.

Private Park Dedication:

Private park dedications shall be evaluated on a case-by-case basis. If several areas are proposed for dedication, they should be physically linked together to form a network of recreational opportunities; however, each individual area should be a minimum of 0.33 (one-third) usable contiguous acre and shall be a minimum of 100 feet wide and evaluated for special design considerations. Subdivisions which include land required as a private park shall submit for approval a written instrument reserving such park land in perpetuity. Building permits are issued by the Community Development following review and approval.

Private recreation facilities either required or provided at the option of the applicant, shall meet the standards for site improvements contained herein. When choosing improvements for a recreational area, the anticipated characteristics and needs of the residents shall be considered in conjunction with the size of the development, any physical constraints posed by the site, and the availability of other improvements within the same general area as the subdivision. As an example, a basketball court located in an adjacent, existing subdivision and the availability of the facility for use by residents of the proposed subdivision may indicate to the applicant that another facility, such as a pickleball court, would be more appropriate.

Conditions of approval for private park dedications for subdivisions and/or residential development projects may be applied on a case-by-case basis depending upon the specifics of the application.

Park Dedication Requirements:

The following outlines the provisions for the dedication of property to the City for park purposes.

On-site recreation - space required.

- A. Residential developments of more than four units in the R zones, stand-alone townhouse developments if more than four units, and mixed-use developments, if more than four units, shall provide play, sport and recreation space for leisure meeting or exceeding Americans with Disabilities Standards, as follows:

1. Residential subdivisions - 450 square feet per unit;
 2. Manufactured Home Park - 260 square feet per unit;
 3. Apartment, townhouses and condominiums:
 - a. Studio and one bedroom - 200 square feet per unit;
 - b. Two bedrooms - 350 square feet per unit; and
 - c. Three or more bedrooms - 400 square feet per unit.
 4. Senior housing or other age restricted facilities – 200 square feet per unit.
- B. Recreation space shall be placed in a designated recreation space tract if part of a subdivision. Unless the recreation space is dedicated to the City, the tract shall be dedicated to a homeowner's association or other workable organization acceptable to the City, to provide long term maintenance and operation of the recreation space tract. In addition to the criteria contained in subsections C and E, recreation space proposed to be dedicated to the City shall meet the following criteria:
1. The dedicated area is at least three acres in size, unless adjacent to an existing or planned City, County or PUD Park, School District campus or serves a minimum of 50 new lots;
 2. The dedicated land provides one or more of the following:
 - A. Shoreline access;
 - B. Community or Regional trail linkages;
 - C. Habitat corridors;
 - D. Recreation facilities;
 - E. Athletic Fields;
 - F. Heritage sites;
- C. Any recreation space located outdoors shall:
1. Be of a grade and surface suitable for the designated recreation activity;
 2. Be on the site of the proposed development;
 3. Be located in an area where the topography, soils, hydrology and other physical characteristics are of such quality as to create a flat, dry, obstacle-free space in a configuration which allows for passive and active recreation;
 4. Be centrally located with good visibility of the site from roads and sidewalks;
 5. Have no dimensions less than 20 feet, (except trail or habitat corridors);
 6. Be located in one designated area, unless the City determines that residents of large subdivisions, townhouses and apartment developments would be better served by multiple areas developed with recreation or play facilities;

7. In single detached or townhouse subdivisions: If the required outdoor recreation space exceeds five thousand square feet (5,000), shall have a street roadway or parking area frontage along ten percent or more of the recreation space perimeter, except trail segments;
 8. Be ADA accessible and convenient to all residents within the development;
 9. Be located adjacent to, and be accessible by, trail or walkway to any existing or planned municipal, County or regional park, public open space or trail system, which may be located on adjoining property.
 10. Lighting shall be provided for safe use of any recreational facility as determined by the City. Such lighting shall be maintained by the responsible party if not part of a City maintenance program.
- D. Indoor recreation areas may be credited toward the total recreation space requirement, if the City determines that the areas are located, designed, and improved in a manner that provides recreational opportunities equivalent to those recreational opportunities available outdoors. For senior citizen assisted housing, indoor recreation areas need not be functionally equivalent but may include social areas, game and craft rooms, and other multi-purpose entertainment and education areas.
- E. Play equipment or age appropriate amenities shall be provided within dedicated recreation space areas according to the following requirements:
1. For developments of five dwelling units or more, children's play equipment, which includes age appropriate play equipment, signing, trash receptacles and benches, shall be provided;
 - A. Play equipment area designs shall:
 1. Provide at least 45 square feet per dwelling unit, with a minimum size of nine hundred square feet;
 2. Be adjacent to main accessible routes of travel, pedestrian paths or near building entrances and provide ADA accessible play options;
 3. Approved by the City;
 4. Meet the requirements of Wenatchee Municipal Code; and
 5. Provide play equipment that meets, at a minimum, ASTM 1487 and Consumer Product Safety Standards for equipment, soft surfacing, spacing and compliance with all applicable ADA accessibility standards.
 2. For developments of five to 25 dwelling units, one of the following recreation facilities shall be provided in addition to the children's play equipment area:
 - A. Sport Court (basketball, pickleball, tennis, skate, etc.);
 - B. Splash Pad;

- C. Athletic Field;
 - D. Additional Play Equipment area;
 - E. Trail; or
 - F. Any other recreation facility proposed by the applicant and approved by the Director.
3. For developments of 26 to 50 dwelling units, at least two or more of the recreation facilities listed in subsection E.2 of this section shall be provided in addition to the children's play equipment area;
4. For developments of more than 50 dwelling units, one or more of the recreation facilities listed in subsection E.2 of this section shall also be provided for every 25 dwelling units in addition to the children's play equipment area. If calculations result in a fraction, the fraction shall be rounded to the nearest whole number as follows:
- A. Fractions of 0.50 or above shall be rounded up;
 - B. Fractions below 0.50 shall be rounded down.
- G. A recreation space plan shall be submitted to the City for review.
- 1. The recreation space plan shall address all portions of the site that will be used to meet recreation space requirements of this section. The plans shall show dimensions, finished grade, equipment, landscaping, irrigation, lighting and other improvements, as required by the City, to demonstrate that the requirements of the on-site recreation space have been met.
 - 2. In the case of joint use of the tract for storm water facilities and recreation the on-site storm water facilities or storm water tract must be shown in relation to the recreation facilities on the recreation space plan and indicate how the required minimum recreation space will be met.



Property adjacent to Kenzie's Landing donated to City for habitat and recreation

PARK DEVELOPMENT STANDARDS



Introduction

A park is considered a parcel or contiguous parcels of land which is owned, operated, and maintained by a public agency or private association and which provides recreational land and facilities for the benefit and enjoyment of the residents and visitors of the City. The City designates parks into classifications as defined in the City of Wenatchee Parks, Recreation and Open Space Plan and contained below in this section.

There are distinct differences between public and private parks in terms of general use, programs and amenities.

Public Park

Public parks are facilities and areas that serve the general public. They should be a minimum of one acre in size, excluding encumbrances that limit design opportunities such as: Wetlands, storm water facilities, easements, greenbelts, and school grounds. Typical facilities include active and passive open space, playground equipment, athletic fields and picnic areas. Public neighborhood parks are owned, operated and maintained by the City. Public neighborhood park sites shall be accessible by an existing or proposed public street(s) and visible and open to the general public. Whenever possible, park facilities should be located adjacent to other existing or proposed public facilities such as trails, schools, libraries, storm water facilities, open spaces, trails etc.



Private Park

Private parks and recreation facilities are those that serve an immediate subdivision, development or specific planned community in which they are located. Typical facilities include passive and active play areas, sport courts. Private neighborhood parks and recreation facilities are typically owned and maintained by a homeowner's association. Private parks may be larger than one acre in size.

Trail segments connecting to the community trail system located within a gated community must remain accessible to pedestrians and bicyclists of the general public. Except to the extent otherwise required by law, no access requirement prescribed herein shall have the effect of superseding a homeowner association's right to restrict the use of private neighborhood parks under its ownership.

Neighborhood Park

Definition:

Neighborhood Parks should be equitably distributed throughout the City of Wenatchee to serve citizens close to home. They are small in size (under five acres), used for non-supervised or organized neighborhood recreational activities and generally location in every square mile section (one half mile radius) where residential development occurs. Typically, a neighborhood park accommodates a variety of amenities including children's play equipment, seasonal wading pools or water feature, picnic area, open grass for passive use, outdoor sport court and may include multi-use sports fields for soccer and softball.



Design Policies:

1. Development of Neighborhood Parks should be aimed to achieve a balance between active and passive park uses. For this reason, neighborhood parks should be located on a site that has some natural aesthetic appeal and is predominately flat.
2. Active recreational facilities in neighborhood parks are intended to be used in an informal and unstructured manner. Appropriate facilities include: Multi-use, open fields for informal play; opportunities for non-supervised, non-organized recreation activities such as basketball, pickleball and tennis; facilities for picnicking; children's play areas; trails; and viewpoints.
3. Restroom facilities are typically not provided as the park is designed to serve the local neighborhood.
4. Ease of access and walking distance are critical factors in locating a Neighborhood Park. Accessibility is usually by way of sidewalks along residential streets or neighborhood trails. The park design should encourage access by foot or bicycle and provide bicycle racks at each primary access point.
5. Parking requirements: If less than 300 lineal feet of street frontage exists, a minimum of 3 spaces per acre of usable active park areas should be provided with a proportionate number of ADA van accessible parking stall (s). Bicycle parking must be provided.
6. Security cameras may be provided depending upon the park features and potential for incidents.

Existing Neighborhood Parks:

Chase Park, Pennsylvania Park, Centennial Park, Kiwanis Methow Park, Western Hills Park, Washington Park and Okanogan Street Park site.

Community Park



Definition:

Community Parks serve a much larger area and offer more facilities than neighborhood parks. They serve as a focal point for community-wide activities and, as such are intended to provide either the facilities or intensity of activities that are appropriate in the community where noise, lighting vehicular traffic are appropriate for the neighborhood. They generally provide parking and restroom facilities. Where there are no neighborhood parks, community parks can also provide that function. Community Parks often include one specific use or focal point that makes them special. A Community Park, depending on size, visual character, natural determinant factors, or location can address one or more of the following recreational needs of the community:

- Ecologically sensitive and/or unique natural areas where, through public stewardship, the character of the area is preserved for future generations. Uses will be primarily passive in nature and may include trails; picnicking; wildlife viewing; and environmental education. Interpretive sites of historic land use such as agriculture or mining may also be included in these parks.
- Areas intended to provide diversity of either structured or non-structured outdoor recreation activities.
- Areas intended to address the needs for indoor recreation activities. These may include gyms; daycare; fitness facilities; meeting space; classrooms; game rooms; swimming pools; theaters; and recreation centers.

Community Parks may contain certain park components benefiting adjacent neighborhoods. The intent is to make accessible to the community a wide variety of recreational opportunities through

an appropriate distribution of activities and facilities. Community Parks should be served by arterial or collector streets and be fully accessible.

Design Policies:

1. Community Parks are generally 5-30 acres in size but may vary outside of these parameters depending upon the location, amenities and function.
2. At least 2/3 of the site should be available for active recreation use.
3. Appropriate facilities include: Formal athletic fields – softball, baseball, soccer; sports courts for tennis, pickleball, basketball; sand or grass volleyball; community gardens; open grass areas; water activity areas; disc golf courses; restrooms; skate parks; picnic facilities; trails; children's play areas; and space for special outdoor special community events.
4. Parking requirements depend upon facilities provided. Generally, 5 spaces per acre of active use area plus proportionate number of ADA van accessible spaces are to be provided. Bicycle parking must be provided.
5. Security cameras are provided.

Existing Community Parks:

Hale Park, Lincoln Park, Memorial Park, Pioneer Park, Rotary Park.

Upper Right: Pioneer Park
Lower Right: Lincoln Park
Below: Memorial Park



Regional Park

Definition:

Regional Parks are large recreation areas that may serve the entire City and beyond. They are large in size with special features that are unique to the area and may include significant areas of natural space. Regional Parks are generally designed to accommodate large numbers of people for a variety of day use activities. Regional Parks that are largely in a natural state or designed to reestablish a natural setting may be used to separate various urban uses (urban separators),



protect environmental quality, and provide opportunities for both active and passive outdoor recreation. Linear regional parks can contribute to the City's image of a coordinated park and open space system and can provide a visual and/or functional link between other City parks and open space lands. They may serve as linkages to open space corridors and greenways more regional in nature.

Design Policies:

1. Parking to serve 100-300 vehicles is typical plus proportionate number of ADA van accessible spaces and electric vehicle charging stations are to be provided. Gates located at parking lot entrances. Bicycle parking must be provided.
2. Typical development includes: Large play areas, athletic field complexes, sport courts, trails, picnic areas, golf course, disc golf course, skate courts, bmx areas, tennis courts, pavilions, senior center, recreation center, restrooms.
3. Should be located near major circulation routes including access to public transportation.
4. Security cameras are provided in parking/access locations and where the potential for incidents occurring exists.

Existing Regional Parks:

Saddle Rock.

Natural Areas

Definition:

A municipal preservation area whose primary purpose is to preserve the indigenous vegetation and wildlife in order to serve as green infrastructure and a scenic environment for Wenatchee residents to enjoy. Natural Areas include areas for protection and management of the natural/cultural environment with recreation use as a secondary objective. Recreation uses may include passive recreation activities such as hiking, birding or wildlife viewing, fishing, and environmental education. Natural Areas can vary in function and size but shall be sufficient to protect the resource and provide for appropriate usage. A network of natural areas can be comprised of wetlands, habitat areas, steep hillsides, or similar spaces. Sites may or may not have public access.



Mule Deer in Foothills North Natural Area

Design Policies:

1. The site must serve as wildlife habitat for conservation, science, education or have other significant natural amenities.
2. Parking may or may not be provided. Primary access points will be securable and allow for regulatory and interpretive signing to be posted.
3. Trailhead amenities, trails, interpretive and historical signs may be provided.
4. Security or web cameras may be provided at access points or strategically placed at wildlife viewing areas to provide an ADA accessible viewing alternative.



Existing Natural Areas:

Foothills North Natural Area, Lower Castle Rock Natural Area, Sage Hills Gateway.

Special Use Areas



Definition:

Special Use Areas are public recreation facilities used for a special or specific purpose such as city gateways, trailheads, viewpoints, cultural activities, historic facilities, or specialized recreation.

Design Policies:

1. Each type of site may have specialized design and facility standards which are addressed more specifically in the Parks, Recreation and Open Space Comprehensive Plan. However, the amenities found within the Special Use Areas utilize the standards found herein.
2. Parking may or may not be provided. Parking requirements depend upon facilities provided. Generally, 5 spaces per acre of active use area plus proportionate number of ADA van accessible spaces are to be provided. Electric vehicle charging stations may also be provided. Bicycle parking must be provided. Primary access points will be securable and allow for regulatory signing to be posted.
3. There is no minimum or maximum size requirements.
4. Security or web cameras may be provided depending upon the nature of the area. Cameras will be provided at trailheads.

Existing Special Use Areas:

Castle Rock Trailhead, Saddle Rock Gateway and Outdoor Education Area, Wenatchee Cemetery, Skyline Drive Overlook, Rainbow Park, Lions Locomotive Park, Day Drive Trailhead, Kenzie's Landing.

Trail Systems

Trails, pathways and bikeways are designed to provide walking, bicycling and other non-motorized recreational opportunities. By providing linkages to other areas and facilities, they also allow safe, non-vehicular options for travel throughout the community. Trails can be designed for single or multiple types of users.

Primary Trail:

Intended for multiple uses, are accessible wherever possible, and are located conveniently to connect several community facilities.



Secondary Trail:

Provides access for bicyclists, pedestrians, and equestrians, and are located to connect amenities, facilities or neighborhoods or to provide access to primary trails.



Equestrian Trail:

Typically, 6 feet wide, soft surface trails consisting of native soil material for use by horses and their riders.

Pathways:

Informal connections through or between neighborhoods, and are appropriate for pedestrian, equestrian, or off-road bicycle use.



Bikeways:

Bikeways are different than park trails in that their principal focus is on safe and efficient transportation. Typical bikeway user groups would include bicycle commuters, fitness enthusiasts, and competitive athletes. Their emphasis is on speed, which can be a serious conflict with recreation-type trails and their user groups. For this reason, it is important in planning trails and bikeways that trails not be substitutes for bikeways (and vice-versa). If such dual uses cannot be avoided, it is important that the trail or bikeway be designed with more flexibility, such as for higher speeds, including passing zones and greater widths. Bikeway standards are contained within the transportation planning component in the Engineering Division of the City.



Specialized Features and Park Amenities

Definition:

These are specialized and specific features or amenities that are designed to facilitate both structured and unstructured play, provide support and are typically used for a single purpose. The following chapter of this document contains more specific information about the features.

Design Policies:

1. The location and development of specialized facilities and park amenities is determined on a case by case basis and is dependent upon Level of Service, proximity to other similar facilities and results of design input processes.
2. Accessibility, vandal resistance and sustainability will be considered in all features and amenities.

Typical Features:

The following table is a summary of specific features or amenities typically found in park areas, by classification.

	Neighborhood Park	Community Park	Regional Park	Natural Area	Special Use Area
Baseball/Softball Field		X	X		X
Multi-Use Field	X	X	X		
Soccer/Lacrosse/Football/Rugby Field		X	X		X
Bicycle Parking	X	X	X		X
Drinking Fountain	X	X	X		X
Disc Golf Course		X	X		X
Fences, Gates and Bollards	X	X	X	X	X
Landscaping	X	X	X	X	X
Off Leash Recreation Area		X	X		X
Park Benches	X	X	X	X	X
Parking	X	X	X		X
Picnic Shelters and Stages	X	X	X		X
Picnic Tables	X	X	X		X
Play Equipment	X	X	X		X
Restroom	X	X	X		X
Security Cameras	X	X	X	X	X
Security Lighting	X	X	X		X
Signs	X	X	X	X	X
Bleachers and Spectator Seating		X	X		X
Trailheads					X
Skate Park		X	X		X
Water Features	X	X	X		X
Basketball Court	X	X	X		X
Bocce Ball Court	X	X	X		X
Futsal Court	X	X	X		X
Pickleball Court	X	X	X		X
Tennis Court		X	X		X
Table Tennis/Ping Pong	X	X	X		X
Roller Hockey Court/Skating Rink		X	X		X
Volleyball Court		X	X		X
Trails and Pathways		X	X	X	X
Trash/Pet Waste Receptacles	X	X	X		X

SPECIALIZED FEATURES & PARK AMENITIES



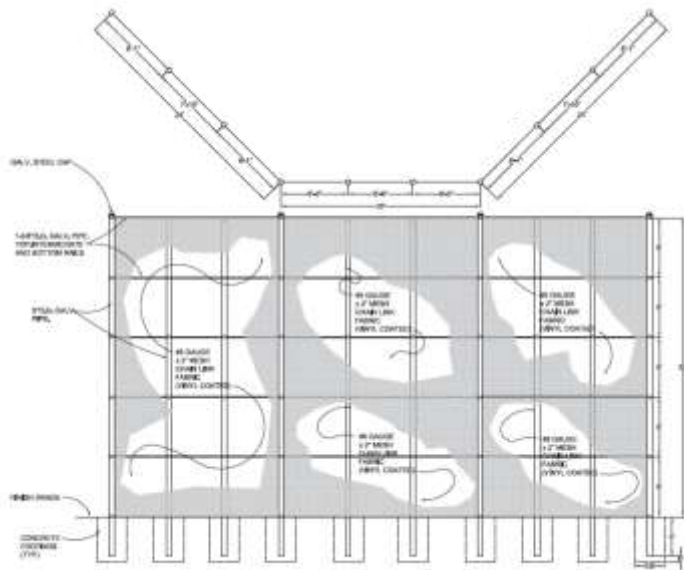
Baseball and Softball Fields



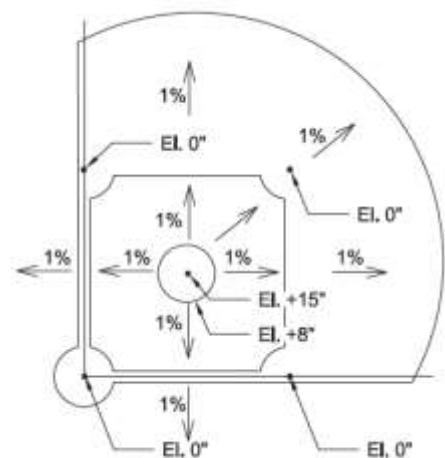
Baseball Fields

Design Standards:

1. All fields, dugouts and spectator areas shall provide access individuals by way of walkways, ramps or other acceptable means. An unobstructed area minimum 4 feet wide in front of and on each side of the bleachers and minimum 6 feet wide at the rear of the bleachers shall be provided. Concrete or asphalt walkways shall be provided for access to the area.
2. The preferred field orientation places the back of the home plate facing due north to northeast, and the first baseline running west. However, optimum utilization of the site may require variations from this preferred orientation.
3. Backstops and wings shall be 30 feet in height. Back of backstop, centered behind the home plate, shall be 20 feet long, with each wing extending 90 feet parallel to each foul line, including front of the dugout.
 - a. All chain link fence walls to be strung through stretcher bars and attached to end post with clips.



- b. All chain link fence along pipe frame to be wire tied.
 - c. All weld points shall be cleaned and painted with powdered zinc primer.
 - d. All galvanized steel pipe shall be A.S.A galvanized schedule 40.
 - e. Splices should only occur at cross rails.
 - f. Cap tops of posts shall have set screws so they may be removed.
 - g. All fence fabric shall be knuckled down.
 - h. All post clips and other hardware to be galvanized.
 - i. Mesh fabric shall be pvc coated (black) gauges shown on plans.
 - j. All concrete for footings shall be class A 3000 psi.
4. The area behind the backstop and wings, from first base to third base, shall be poured concrete. The minimum width of the concrete pad shall be 24 feet, including the bleachers and the access area.
 5. Backstops shall be surrounded by a 6 inch high concrete curb or block wall on the outside of the backstop to keep water from draining onto the field. All concrete surrounding the backstop shall slope 1 percent away from the field.
 6. An accessible drinking fountain shall be located on the concrete area behind home plate, providing a 15 foot radius to allow space for pedestrian traffic.
 7. Batting cages are required when more than two fields are located on one site. Each batting cage shall have a minimum inside dimension of 70 feet by 15 feet (for Regulation and Pony Baseball use) or 60 feet by 15 feet (for youth baseball or softball use). The floor shall be a 4-inch thick concrete pad with a centered floor drain. The perimeter fencing shall be 12 feet high chain link fence supported by 2 3/4 galvanized steel posts, maximum 8 feet on center. The chain link shall be 2-inch grid, 6-gauge chain link fabric with galvanized top rail and knuckled selvage at bottom. All chain link shall be covered on the inside with #36 nylon netting, 1 3/4 square inch, latex treated, with poly rope border, or approved equals. The chain link shall be fastened with screen rings 18 inches long on center. Each batting cage shall have two 120V outlets, located at the door end of the cage. Each batting cage shall have its own door with lockable latch.
 8. 15 parking spaces will be provided for each field. A proportionate number of ADA van accessible spaces will be provided. Bicycle parking will be provided.
 9. 30 amp electrical outlets shall be placed behind the backstop at home plate (1) and behind both dugouts. The outlets shall be secured with lockable metal covers to help prevent vandalism.
 10. The fields will typically be crowned in the center with drainage to the sides. Field gradients will range from 1.00 to 1.25 percent for skinned and turf infields and from 1.25 to 1.50 percent for outfield turf. However, if the specific site or field overlay makes this drainage pattern unacceptable, other drainage patterns may be considered. Control boxes and drainage grates shall not be located on playing fields



and shall be vandal resistant. All drain pipes coming from drains with exposed grates, will be a minimum of 6-inch diameter. Any turns in the pipe greater than a 45 degree angle will be made with sweep ells.

11. Infields and base paths shall be covered with a 6 inch deep composition of 45 percent brick dust, 30 percent clay and 25 percent Turface MVP or equivalent.
12. Home plate, bases, and the pitching rubber shall be installed at the time of construction. For athletic fields with turf infields, a pitcher's mound cover and a home plate cover shall be provided.
13. All infields shall have a manual irrigation watering system that is capable of watering all infield areas. Sufficient number of valves shall be provided depending on the available pressure and the size of the main line at the site. Sprinklers shall be installed along the perimeter of the infield area flush with the surface. The sprinkler heads shall be Hunter 1-42-ADS high speed with brown rubber tops. Valves and valve boxes shall be installed at the end of the dugout fence, on the spectator side of the fence. Valves shall be 1 1/2 - inch to 2-inch ball type, made of bronze with rubber coated handles. Valves shall be installed in rectangular valve boxes at least 14 inches by 20 inches and installed per industry standards.
14. Field lighting is not provided for play. Security lights shall illuminate the dugouts and walkways.
15. Permanent outfield fencing shall be required where there is no field overlay. All permanent fencing shall be a minimum 6 feet high and constructed of 9-gauge chain link. The fences shall have top, center, and bottom rails. For permanent fencing there shall be concrete mow strips and the fence will be covered with windscreen fabric. When field overlay occurs, temporary fencing shall be provided that is 3 feet high made of flexible mesh. Permanent fencing shall have a poly fence safety cap along its distance.
16. All poles within or in the vicinity of the playing area that are not protected by a fence shall have six 6 feet high pole pads.
17. Three (3) quick coupler valves shall be placed as follows: two along the field lines near the fence at the dugouts, and one in the grass area immediately behind the second base.
18. A concrete spectator area is required. Spectator areas shall consist of five (5) rows of aluminum bleachers placed on a concrete pad. Companion seating for wheelchair users shall be provided within or immediately adjacent to each bleacher. All concrete shall drain away from the playing field.
19. Turf type shall be a Hybrid Bermuda variety and installed by stolonizing, sodding, or another acceptable method.

REGULATION BASEBALL

Base Length:	90 feet.
Mound size:	18 feet diameter, 10 inches high.
Infield radius:	95 feet from center of the mound. Infield shall be turf with conditioner for base paths, batters area and mound to manufacturers specifications.
Pitching rubber:	60 feet 6 inches from back point of Homeplate to front of rubber.
Foul line to home plate:	Minimum 300 feet, ideal 310 feet to 340 feet.
Center field to home plate:	Minimum 380 feet; ideal 380 feet to 400 feet.
Backstop to home plate:	50 feet
Minimum setback:	125 feet from home plate/foul lines to street right of way, sidewalk or building.
Field drainage:	A sub grade infield drainage system shall be installed for all regulation fields.
Scorekeepers area:	An elevated concrete scorekeepers' area shall be provided behind the backstop, directly behind Homeplate.
Spectator area:	Required.
Backstop:	Permanent winged style backstop required.

YOUTH BASEBALL

Base Length:	60 feet, 70 feet.
Mound distance/Type:	44 feet (12 feet diameter, 4 inches high) 48 feet (12 feet diameter, 6 inches high).
Infield radius:	65 feet from center of mound.
Pitching rubber to Home plate:	44 feet, 46 feet, or 48 feet from back point of home plate to front of rubber.
Foul line to home plate:	200 feet.
Backstop to home plate:	30 feet.
Minimum setback:	75 feet from home plate/foul lines to street, right of way, sidewalk, or building.
Backstop:	Permanent winged-style backstop required.

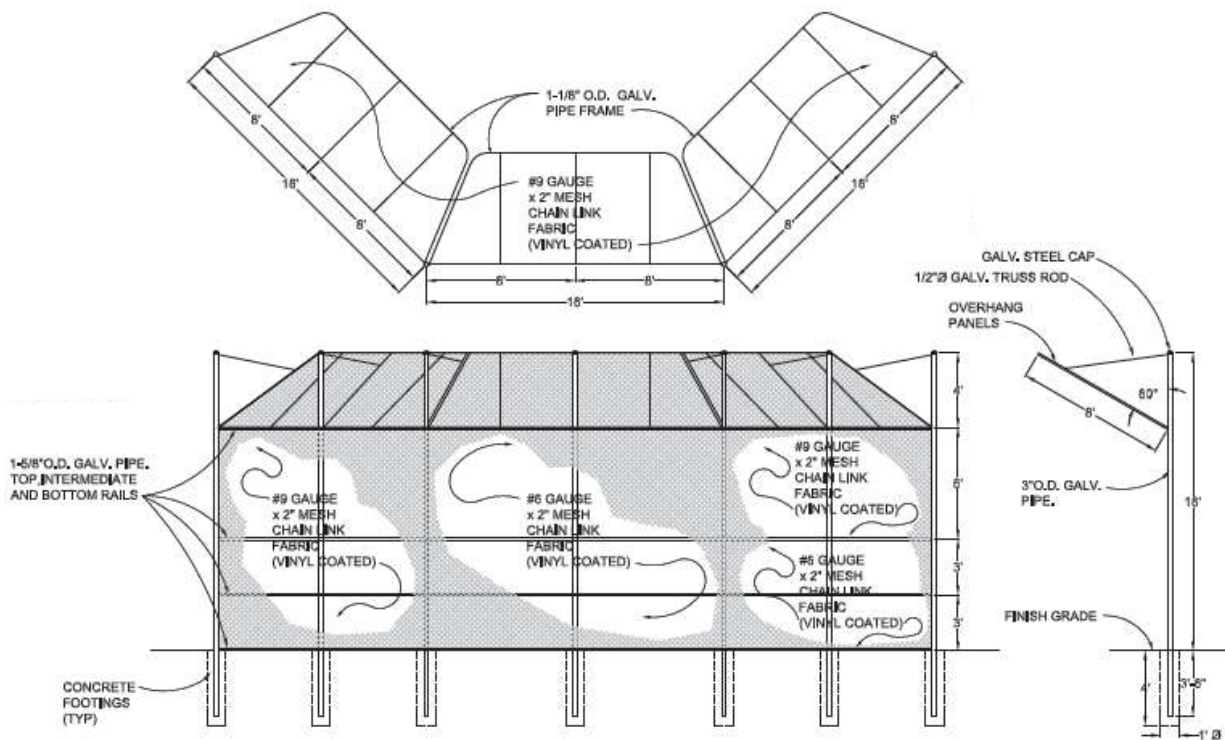


Softball Fields

Field and grading standards are comparable to baseball fields with the exception that the infield areas of softball fields are fully skinned and backstops are configured differently as noted below.

Design Standards:

1. Backstop.
 - k. All chain link fence walls to be strung through stretcher bars and attached to end post with clips.
 - l. All chain link fence along pipe frame to be wire tied.
 - m. All weld points shall be cleaned and painted with powdered zinc primer.
 - n. All galvanized steel pipe shall be A.S.A galvanized schedule 40.
 - o. Splices should only occur at cross rails.
 - p. Cap tops of posts shall have set screws so they may be removed.
 - q. All fence fabric shall be knuckled down.
 - r. All post clips and other hardware to be galvanized.
 - s. Mesh fabric shall be pvc coated (black) gauges shown on plans.
 - t. All concrete for footings shall be class A 3000 psi.



YOUTH SOFTBALL

Base Length:	60 feet, 70 feet.
Mound distance/Type:	44 feet (12 feet diameter, 4 inches high) 48 feet (12 feet diameter, 6 inches high).
Infield radius:	65 feet from center of mound.
Pitching rubber to Home plate:	
Softball:	38 feet or 40 feet from back point of home plate to front of rubber.
Foul line to home plate:	200 feet.
Backstop to home plate:	30 feet.
Minimum setback:	75 feet from home plate/foul lines to street, right of way, sidewalk, or building.
Backstop:	Permanent winged-style backstop required.

ADULT SOFTBALL

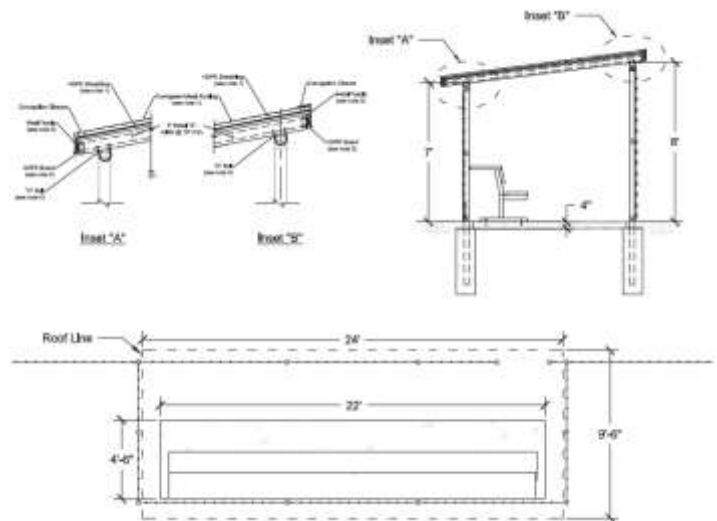
Base Length:	60 feet, 65 feet
Infield Radius:	65 feet from center of rubber.
Pitching Rubber:	50 feet from back point of home plate to front of rubber.
Foul Line to Home Plate:	275 feet minimum.
Backstop to Home Plate:	30 feet.
Minimum Setback:	125 feet from home plate /foul lines to street right of way, sidewalk or building.
Backstop:	Permanent winged-style backstop required.

Dugouts

Dugouts shall be located along the first and third baselines, behind the backstop wings

Design Standards:

1. Dugouts shall consist of 4" thick concrete floors with a light broom finish, at field grade, sloped away from the field, and surrounded by an 8 foot high 6 gauge chain link fence.
2. The top of the dugout shall be a metal roof attached at an 8-foot height to the backstop wing, and at the top of the 7-foot high dugout fence.
3. The dugouts shall be 24 feet long, 9 foot 6 inches wide, and equipped with a 22 foot long aluminum bench, bat rack, and a latching gate to the infield.
4. The frame shall be 4" deep "C" joist (20 gauge galvanized steel) spaced at 16" O.C.
5. Sheathing and sub-fascia shall be



- 3/4" HDPE. (white)
6. The roof shall be constructed of 2-1.2"x 1/2" corrugated galvanized metal (20 gauge). The metal roof and exposed metal fascia's (all sides) shall be powder coated to match façade of site.
 7. All hardware shall be galvanized or stainless steel.
 8. Construction Metal "C" joist to be attached to ball field fence railing by using galvanized "U" bolts. (16" O.C./each joist).
 9. Attach 4"x 3/4" sub-fascia HDPE boards around perimeter of frame using self-tapping galvanized sheet metal screws and attaching the ends of the "C" joist with 14 gauge 90 degree clip angles.
 10. Attach roof sheathing (4'x 8' x3/4" HDPE) to the "C" joist fasten from underneath "C" joist so that only the screw heads are visible).
 11. Attach continuous hook strip to perimeter sub-fascia 6" O.C. Attach corrugated metal fascia and roof material using galvanized or stainless-steel screws.

Field Equipment Specifications:

Bat Rack:	Tomark number 10979.
Player Benches:	22 foot long aluminum bench with galvanized pedestals. Bench with back.
Bases:	Hollywood impact bases.
First Base:	Hollywood impact double first base
Home Plate:	Hollywood HPS home plate.
Outfield Portable Fence:	42-inch-high pvc, spring loaded white fence.
Pole Pads:	Depends upon thickness of pole. Dark green color.
Spectator Seating:	15-foot-long, 5 row aluminum bleachers with full width footboards and 4 inch horizontal bar guard rails.
Pitchers rubber:	Removable rubber.
Pitcher's Mound Cover:	Dark Green.
Outfield Fence Cap:	Tomark number: 11132.
Fence windscreen:	Poly windscreen. Dark green color.
Foul poles:	Powder coated yellow metal.

Multi-Use Field



Definition:

Multi-use fields are designed for informal and unstructured play. They are typically large, flat irrigated grass spaces without any improvements.

Design Standards:

1. Multi-use fields should be located equitably throughout the community.
2. General park amenities provide support features for this type of field including: restrooms, drinking fountains and benches.

Soccer/Lacrosse/Football/Ruby Field

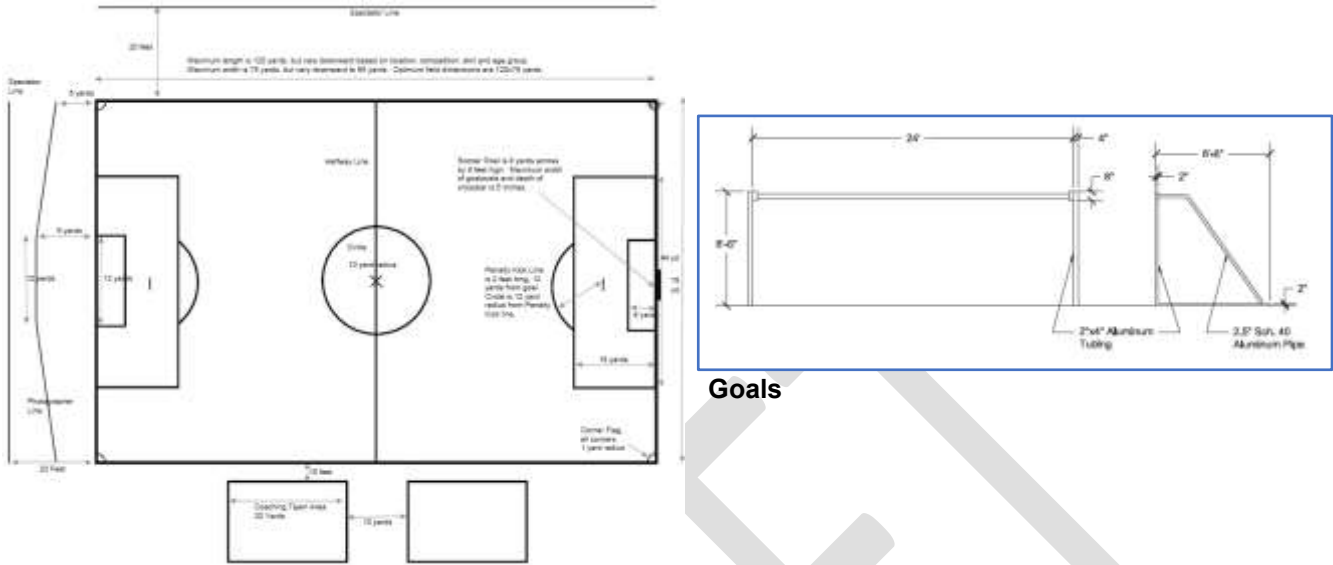
Large, generally flat fields that share similar dimensions may accommodate multiple sports including soccer, lacrosse, football and rugby.



Design Standards:

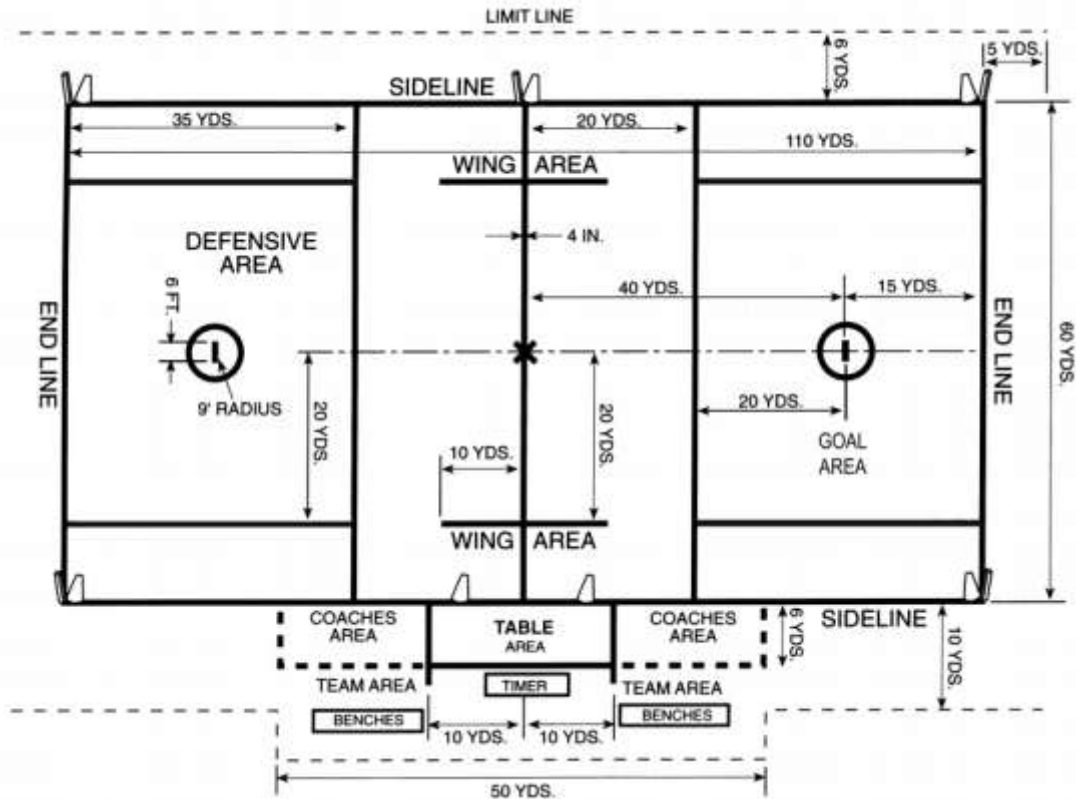
1. The long axis of the fields should extend north/south.
2. Multiple fields placed adjacent to one another shall be placed side-by-side. Fields may be “off-set” to facilitate layout, but may not be end-to-end. The minimum separation between fields shall be 10 feet.
3. An unobstructed area, minimum 15 feet wide, will be provided around the field where possible, with no trees, berms, planters, or sidewalks within 15 feet of the side lines.
4. Field grass shall be turf type 100% Hybrid Bermuda variety. Hybrid Bermuda shall be installed by stolonizing, sodding, or an acceptable alternative.
5. A minimum of 10 parking spaces will be provided for each field with a proportionate number of ADA accessible spaces. Bicycle parking is also provided.
6. The acceptable gradient range for soccer fields is 1.5 to 1.75%. Long central axis shall serve as high point with 1% slope draining to each side however; field overlays and site situations may require the use of other patterns. Permanent, dedicated, full time fields will have approved subsurface drains under the penalty and/or goal areas that will remove the water from the field.
7. Portable combination goals are for use on the field as needed. Combination goal must have removable football posts. In-ground single use goals are also options for these fields.
8. Field markings and goal placement vary depending upon the sport. Playing field dimensions are:

Soccer: 360 feet long by 225 feet wide

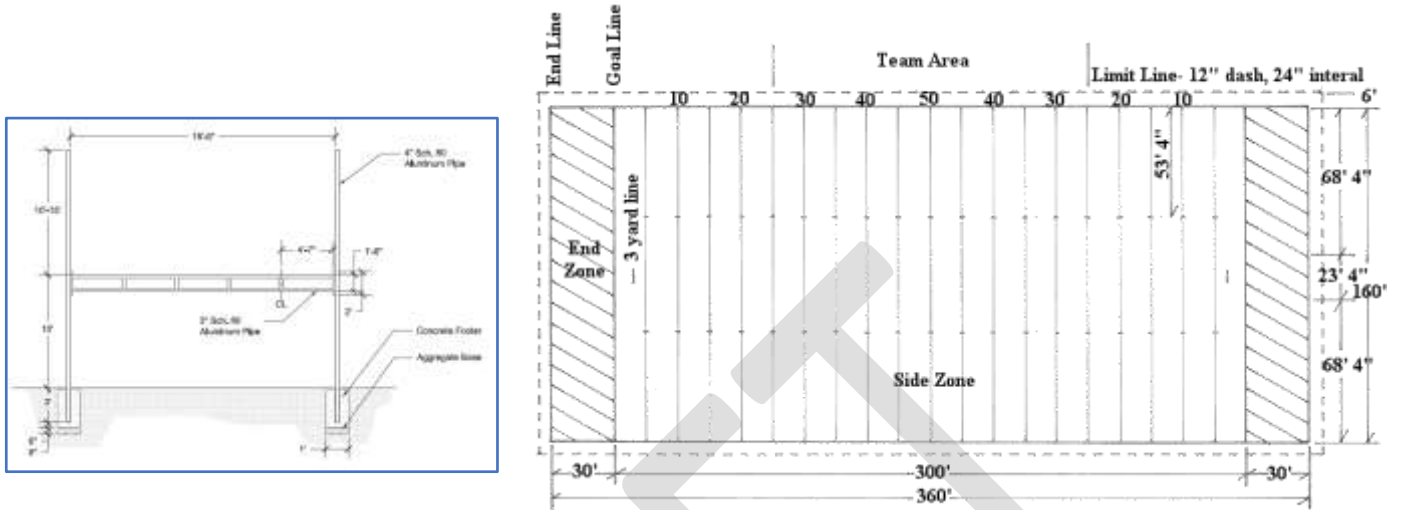


Goals

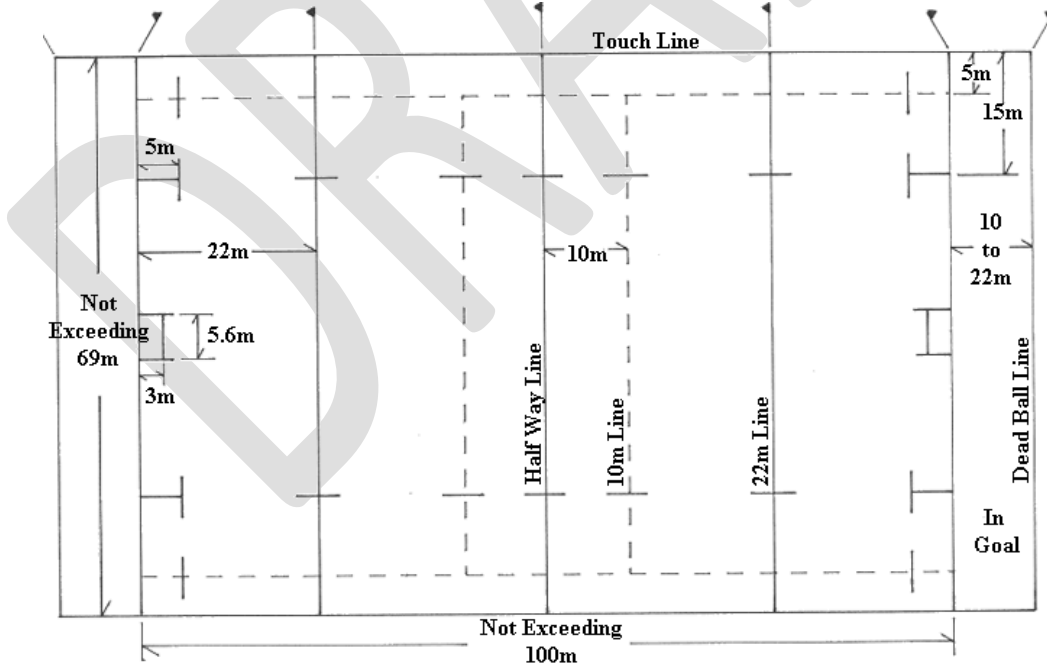
Lacrosse: 330 feet long by 180 feet wide



Football: 360 feet long by 160 feet wide



Rugby: 367 feet long by 223 feet wide



Disc Golf Course

Description:

Disc golf is played much like traditional golf, except players use a flying disc instead of a ball and clubs. A golf disc is thrown from a tee pad area to a target, which is an elevated basket.

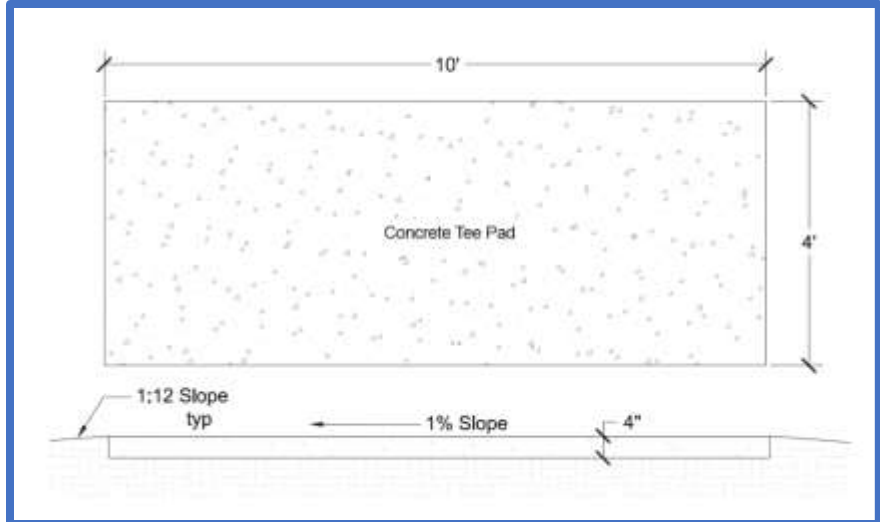
Existing courses are located at Lincoln Park and Rotary Park.

Design Standards:

1. Ideally, a well-balanced course has a mixture of holes that go completely through wooded areas and also open areas. Typically, fairways in wooded area range from 20-40 feet wide. Small recreational courses can usually fit 2 to 3 holes per acre depending on the terrain.
2. Fairways should not cross one another (if possible) and should be far enough apart so errant throws do not become a safety hazard for other players. Avoid installing fairways that are close to public streets, sidewalks and other areas where non-players congregate.
3. Most courses are either 9 or 18 holes.
4. All parts of disc golf targets shall be hot dipped galvanized steel or stainless steel. Targets with Base shall have 24 chains, minimum 2/0 straight link. Poles shall be minimum 1 7/8" OD. Collars for attaching basket shall be a minimum of 5 inches long, and chain rack collar shall be a minimum of 4 inches long. Locking bases for disc golf targets shall be 18 inches long minimum.
5. The length of the course for recreational players should average less than 250 feet per hole, although, no hole should be shorter than 120 feet.



6. Tee Pads - Two (2) 4 foot by 10 foot x 4 inch thick 3000 psi fiber reinforced with a heavy broom/raked finish tee pads shall be located for each hole. This will provide opportunities for players of varying skill levels. Tee pads shall be level from left to right. The maximum slope from front to back shall be 1%.

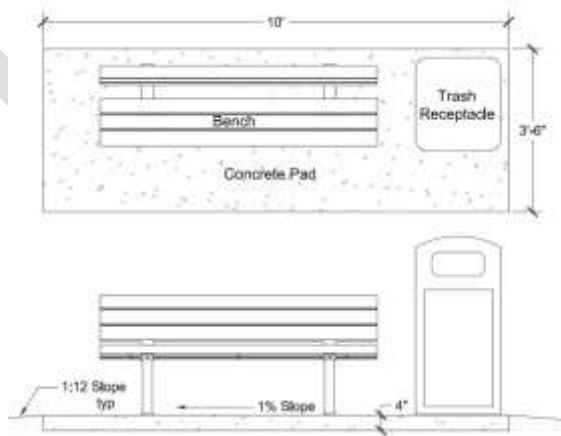


7. A rules sign will be prominently displayed before the first tee. Tee pads on each hole should have permanent signs indicating the hole number, length, recreational par and a graphic representation of the hole. Hole Sponsor names may also be included. The signs are mounted on galvanized steel poles at the rear right corner of the tee box.



8. Efforts shall be made to provide a legitimate opportunity to play for those with disabilities. If all holes cannot be made accessible, a hole route on part of the course may provide that opportunity.

9. A bench/trash receptacle concrete pad shall be located near the tee pad area. There will be one bench and trash receptacle for every 6 holes of the course. The concrete pad will be 3 feet 6 inches by 10 feet long by 4-inch-thick 3000 psi fiber reinforced with a light broom finish.

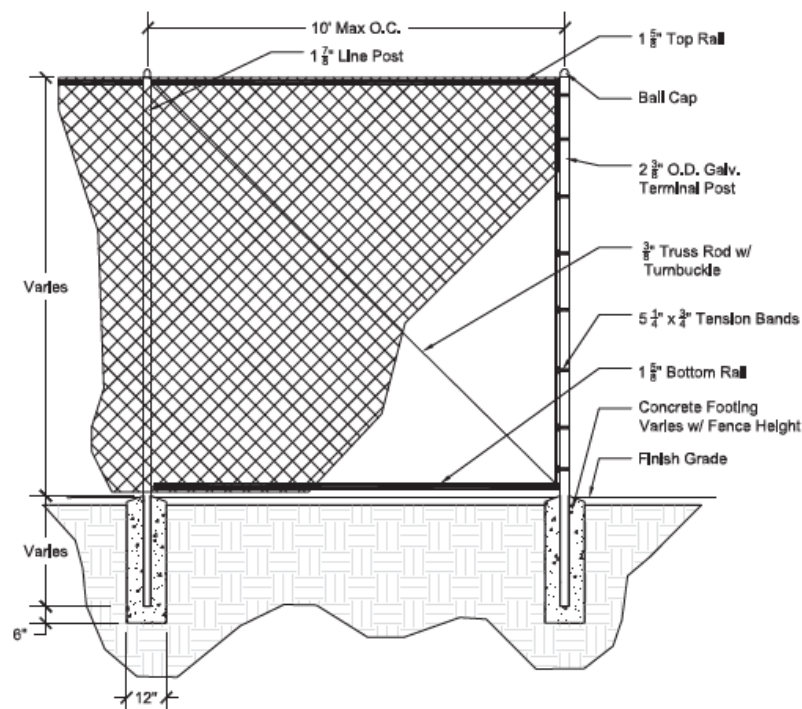


Fences, Gates and Bollards

A variety of permanent fence types are utilized within park settings for security, safety and direct vehicular and pedestrian traffic flow.

Chain Link Fence – General Park and Security Uses

1. All security fencing shall be constructed using 6' tall black vinyl coated chain link fence.
2. The fences shall utilize an 1-5/8 inch O.D. galvanized metal top rail and 1-5/8 inch O.D. galvanized metal bottom rail. Line Posts: 1-7/8 inch O.D. galvanized metal.
3. Terminal Posts shall be 2-3/8 inch O.D. galvanized metal.
4. Fence fabric shall be 9-gauge mesh core minimum.
5. All fastener hardware will be hot dipped galvanized.
6. Posts, rails and hardware shall have black polyester coating. 3 mil color powder will be electrostatically applied. Fence mesh shall be vinyl coated.
7. Fence fabric will be knuckled down with the pointed ends faced downward.
8. All footings for post installation will be a minimum depth of 24 inches below finish grade surface.
9. All chain link fence within grassed areas will have an 8 inch-wide concrete mow strip under the bottom rail unless part of a proposed concrete slab.

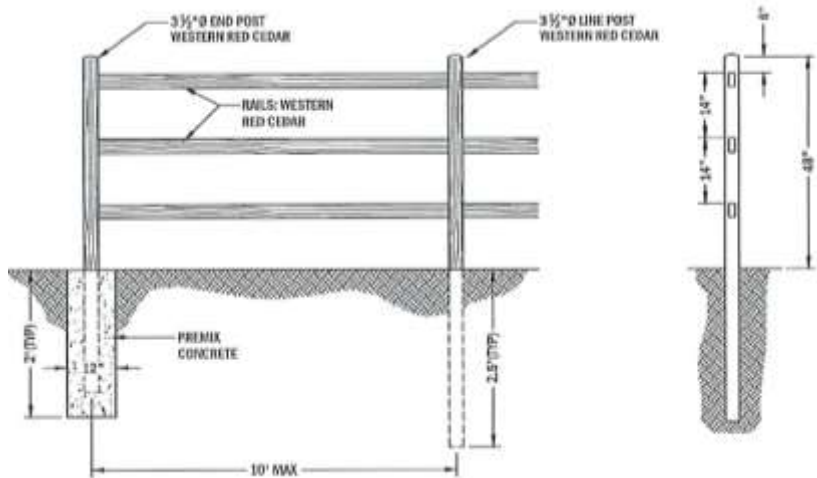


Wood Rail Fence

Wood rail fences are used at trailhead locations near trailhead pedestrian amenities to protect sensitive areas, define space and direct pedestrian travel.

Design Standards:

1. Fence posts shall be 6 foot long chamfered end western red cedar and morticed to accept the cedar fence rails.
2. Fence rails shall be installed 14 inches apart and extend 8 feet with a maximum distance of 10 feet.
3. Posts shall be set in concrete with a 24 inch deep by 12 inch diameter concrete footing.
4. Fence shall be left untreated.

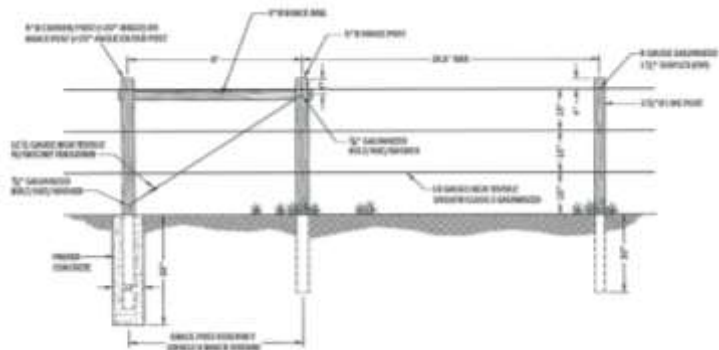


3 Strand Wire Fence

Three strand wire fences are used at trailhead locations away from the primary pedestrian amenities to protect sensitive areas, define space and direct pedestrian travel.

Design Standards:

1. Fence posts are 5 inch diameter western red cedar. Post shall extend 52 inches above grade.
2. All posts shall have concrete footings with corner post footings 12 inches in diameter and 36 inches deep and all other posts with 12 inch diameter footing that are 30 inches deep as shown in the details.
3. Third Rail Option 4 foot tall (3) three full round rail wood fencing to be used in select cases.
4. 14 gauge galvanized weld wire shall be utilized as rails, spaced 16 inches vertically.
5. Corner posts will include a 12 1/2 gauge wire tensioner as shown in the detail.
6. All splices shall be western union splice.
7. Staples shall be 9 gauge galvanized.

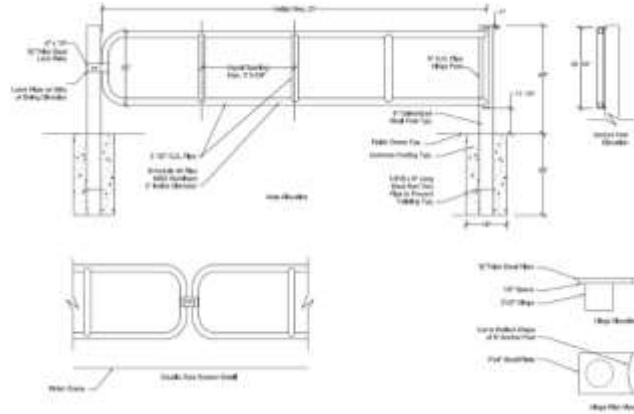


Entrance Gates

For uses where access is to be restricted.

Design Standards:

1. If the gate opening is larger than 23 feet, a twin gate system is required.
2. All gate pipe shall be schedule 40, 6063 aluminum.
3. Posts shall include a 6 inch gate stop post, 6 uninch anchor post, hinges, locking plate. All components shall be made of galvanized steel.
4. Hinge post and anchor post shall be capped with steel plate welded to pipe and reflect the shape of the post.
5. All fastener hardware shall be hot dipped galvanized and all welds shall be continuous and ground down to be free of all protrusions.
6. Finish Hinges, locking plates and welds to receive one coat of primer (galvanized color).

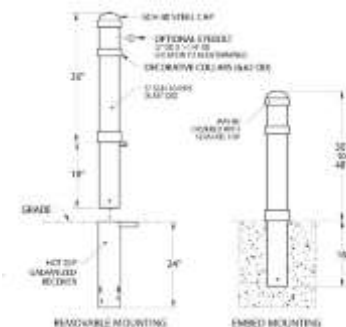


Bollards

Permanent and removable bollards are used when traffic is to be restricted permanently or on a temporary basis depending upon the situation.

Design Standards:

1. Bollards shall extend a minimum of 30 inches above grade and a maximum of 48 inches with the preferred height of 36 inches.
2. Footings for permanent bollards shall be concrete with a diameter of 12 inches and a depth of 18 inches. Removable bollard sleeves will be set in concrete at a depth of 24 inches below grade.
3. Bollards shall be a 5 inch diameter pipe with decorative collars. The color will vary depending upon the location and function (decorative/warning).
4. Removable bollards will include a hasp top allow for a padlock to be attached.



Landscaping



Plantings within city parks shall focus on creating a simple and natural design that blends with the site, is efficient to maintain, and is vandal resistant rather than an elaborate and formal landscape solution.

Plants shall be located in random groupings to reflect natural environments. Avoid linear plantings except where special circumstances warrant that placement. The overall landscape plan shall address conditions of the site such as controlling erosion, filtering storm water,

screening of unsightly elements or opening areas up to provide for visual surveillance, creating shade and softening the appearance of structures. Avoid plantings that would restrict sight distance, require unusual maintenance, or interfere with already established indigenous plantings. The principals of Crime Prevention Through Environmental Design) CPTED shall be followed.

The following documents are hereby incorporated as part of these standards:

1. Refer to the American Nursery and Landscape Association, American Standard for Nursery Stock, most recent edition, for various nursery stock standards.
2. Park landscape plans shall focus on the use of tree and shrub massing with limited perennial/annual beds.
3. Landscape plans shall utilize large canopy trees (particularly on the south and west edges) of playground, picnic and sport court areas to provide an average of 50% shade coverage at maturity.
4. Foothills and trailheads shall utilize native, drought tolerant plants to enhance habitats and blend sites into the landscape. They shall incorporate firewise planning and utilize lower growing ground covers near the urban wildland interface border and trees and shrub plantings further from the urbanized areas to aid in the reduction and force of wildfires. Irrigation will be incorporated around developed areas of trailheads when possible to allow for increased fire protection.
5. A 20 foot minimum vegetative buffer shall be incorporated around all water edges. Pedestrian access to the water's edge shall be limited to pre-determined areas. The vegetative buffer shall retain an open character to allow for visual inspection of the border and provide an added level of safety.
6. 3 inches of rock mulch will be utilized in all planting areas.

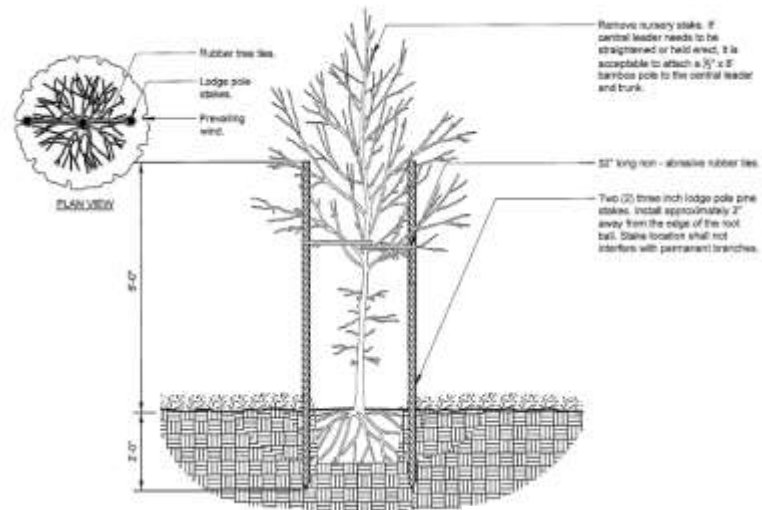
7. Whenever possible, street trees will be irrigated and be of a columnar variety. Tree species shall be varied so that no more than 10% of any particular species will be present in the urban forest to reduce the potential of mass failure.
8. Safety and security of park patrons shall be considered in all plant selections and placement and designers shall keep in mind the principles of Crime Prevention Through Environmental Design.

Tree Planting

This detail is the minimum planting standard for container or balled and burlapped trees up to a 3 inch caliper.

The standard size of tree for park plantings is 2 ½ inch caliper.

All trees shall be planted so that the top of the root collar is at the same grade, or slightly higher, than existing grade in accordance with accepted horticultural practice.

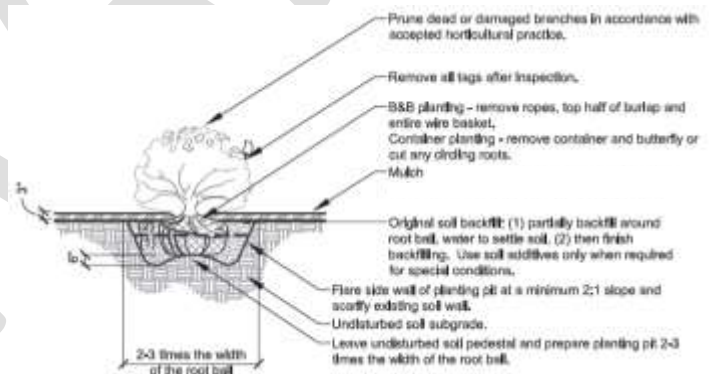


Tree Staking Detail

Shrub Planting

This detail is the minimum planting standard for container or balled & burlapped shrubs.

All shrubs shall be planted so that the top of the root collar is at the same grade, or slightly higher, than existing grade in accordance with accepted horticultural practice.

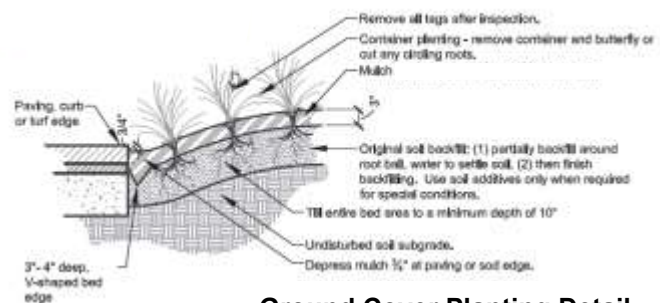


Shrub Planting Detail

Ground/Ornamentals Cover Planting

This detail is the minimum planting standard for container ornamental grasses, groundcovers and perennials.

All ornamental grasses, groundcovers and perennials shall be planted so that the top of the root collar is at the same grade, or slightly higher, than existing grade in accordance with accepted horticultural practice.



Ground Cover Planting Detail

Off Leash Recreation Area



Hale Park

The following is the criteria for off leash recreation areas that was developed as part of the Off Leash Recreation Area Feasibility Study. Locations that are suitable for off leash areas:

- Are without established recreational uses;
- Consider previous planning processes;
- Provide generous residential buffers;
- Assure close-by parking;
- Are compatible with other adjacent uses;
- Complement visual park character;
- Can address sensitive environmental concerns;
- Consider transit and bus routes; and
- Geographically dispersed

The ideal site would in excess of one acre in size, would not be in an environmentally sensitive area, would be at least 100 feet away from the nearest residences (or would have soundproof fencing installed), would not require road frontage improvements, would be in an area free of “spillover” conflicts and compatible with other adjacent uses and would have adequate parking.

Design Standards:

1. A decomposed granite surface is preferred due to its ease and cost of maintenance and reduction.
2. Pathways should be composed of an ADA approved surfacing.
3. A separate, smaller area for small and shy dogs is desirable
4. The off leash area shall utilize a 6 foot, 9-gauge, black vinyl-coated chain link fence with the bottom of the fence buried below grade or a concrete mow strip beneath is the preferred alternative to provide safety and durability while allowing for efficient maintenance and visually blending into the environment.
5. A dual water fountain for both humans and dogs should be provided.
6. In order to prevent dogs from escaping when entering or exiting, multiple double-gated entrances (vestibule) should be installed. The entry should have a broomed finish concrete floor.



7. Standard pet waste bag stations should be provided. At the entrances and within the park boundary.
8. Restrooms should be accessible to the park.
9. A regulation and welcome sign must be provided at the off leash area entrance.
10. As the park is used by people for social interaction, benches and covered area (for people) are amenities that could be added.
11. The off leash area shall be ADA accessible and contain accessible routes of travel.
12. A minimum of five standard parking spaces and one van accessible parking space shall be provided for every acre of off leash area space. An additional space will be provided for every half acre above one acre.



Parking



Parking lots shall be designed to provide safe and convenient access to the site and its facilities. A variety of paving options exist within the park system. Parking requirements will vary from little to no need for off-street parking at many neighborhood parks, to the need for large off-street parking lots at more active community and regional parks.

Design Standards:

1. Accessible parking requirements are established by the State of Washington. In addition to the minimum requirement of the State and City codes, Americans with Disabilities Act, 50% of the required accessible parking stalls in city parks shall be “van accessible”. Dimensions for access aisles and spaces must meet or exceed current standards.
2. From any accessible parking space, there must be a connecting 48 inch wide minimum accessible route. The accessible route must not be obstructed by any objects including vehicles that may extend into the accessible route, a curb, outdoor furniture, or shrubbery.
3. The surface slope of the handicapped parking space and access aisle shall not exceed 2%.
4. A curb ramp is required when an accessible walkway is at a different elevation than a parking space. The ramp may not encroach into loading/unloading zones, parking spaces, or vehicular traffic lanes.
5. Parking lots shall incorporate methods for storm water management utilizing Low Impact Development (LID) techniques. These include:
 - a. End of island bio retention cell(s) with underdrain(s) and landscaping.
 - b. Bio retention cells or drainage inlets (or curb cuts) in the end-of-island bioretention cells and bio retention strips to collect runoff.

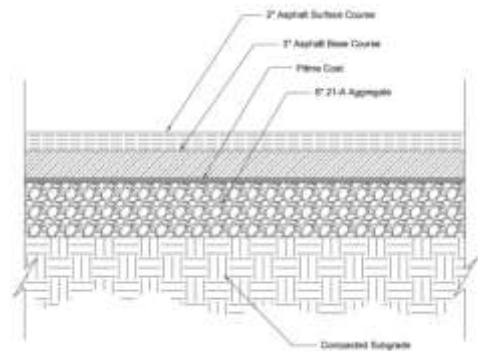
- c. Bio retention cells between lines of parking stalls to increase the total treatment surface area of these systems.
 - d. One-way drive aisles to reduce impervious surfaces, where appropriate.
 - e. Permeable paving systems where appropriate. Where it is not feasible for the entire parking lot, it shall be considered for portions of the parking lot such as overflow areas and/or parking stall areas.
6. Safety Pedestrian movement in parked vehicle areas must be planned to provide the highest degree of safety and convenience. Plans for parking lots shall include pedestrian circulation incorporating walkways, narrowed crossways, and striped paving. Proposed landscaping shall ensure the visibility and separation of pedestrians from vehicular paths.
7. All entrances and exits shall have a clear visibility zone. The zone will vary due to adjacent street widths and speeds. Entrances and exits shall be located either directly across from or as far as possible from street intersections.
8. Bicycle lanes and parking shall be provided, where appropriate, on ingress and egress.

Asphalt Parking Lot

Use General standard for most applications.

Design Standards:

1. Edging Encroachment barriers such as wheel stops or continuous concrete curbing of at least 6 inches in height shall be preferred.
2. Standard size parking spaces are 9 foot by 18 feet'. Utilize standard white thermoplastic striping to delineate all stalls.
3. Provide a minimum of two, 8 foot x 18 foot parking stalls with a central van accessible area.

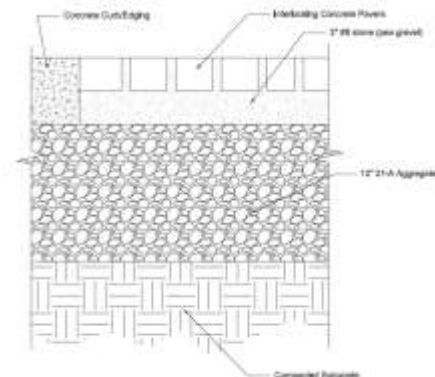


PerVIOUS Parking Lot

Use For use in environmentally sensitive areas or where a pervious pavement application is desired.

Design Guidelines:

1. Edging Encroachment barriers such as wheel stops or continuous concrete curbing of at least 6 inches in height shall be preferred.



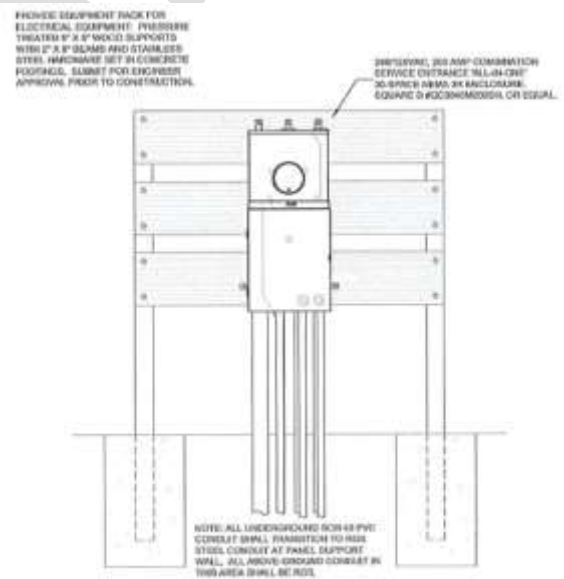
2. Standard size parking spaces are 9 foot by 18 feet. Utilize standard white thermoplastic striping to delineate stalls if paving material allows. Otherwise, utilize contrasting color pavers, or alternate patterns to delineate stalls.
3. Provide a minimum of two 8 foot by 18 feet parking stalls with a central van accessible area.

Electric Vehicle Charging Station

Electric vehicle charging stations will be provided in park areas which have features or amenities that lend themselves to longer visits such as trailheads or regional parks.

Design Standards:

1. Locate the charging station to the back right in the parking stall.
2. The charging station should be located in the parking lot to make the most efficient connections to the electrical service.
3. Parking spaces shall be marked and signed as Electric Vehicle Charging Parking.



Picnic Shelters

Park shelters provide guests with the opportunity for group picnic and special events. There are a number of picnic shelters in city park areas with design standards that are unique to each location to create a sense of identity for the park. Future shelter additions will need to adhere to the character of the existing shelters.

General Standards:

The following standards apply to all park shelters:

1. An accessible route of travel will be provided to each shelter.
2. Standard and ADA picnic tables will be provided in the shelter. See the picnic table section for quantity of standard and ADA tables.
3. Trash receptacles are provided in the shelter. See the trash receptacle section for the type and quantity of receptacles required.
4. Shelters that are able to be reserved will include a reservation kiosk attached to the shelter so that a schedule may be posted. Size, color and materials of the kiosks will vary depending upon the shelter but will include a Lexan front and be lockable.
5. Electricity is not provided at the shelters.
6. Water hose bibs are provided for maintenance personnel to be able to clean the shelters.
7. Where possible, motion controlled led security lighting is provided on the interior ceiling of the shelters. Fixtures will vary depending upon the shelter.
8. All shelters shall meet or exceed current city building codes.

Additional Metal Shelter Standards:

Metal shelters are available in a variety of sizes and configurations (square, rectangular, hexagon). Sizes range from 12 foot by 12 foot to 30 feet by 60 feet; hexagonal shelters range from 20 foot to 45 foot diameter.

Design Standards:

All metal shelters shall comply with the following guidelines and standards:

1. All material and fabrication shall comply with the American Society for Testing and Materials (ASTM) guidelines and specifications as related.
2. Structural Framing Columns, rafters, tie-beams, purlins, etc. shall be Hollow Structural Sections (HSS) meeting ASTM A500 grade B. "I" beams tapered columns, open "C" channels, cold-formed box sections or wood products shall not be accepted.
3. Compression rings shall be made of structural channel sections or welded plate sections that meet ASTM A36 grade steel.

4. Structural connections shall be made with A325 high-strength bolts and A563 structural Connections nuts, ASTM A307 grade anchor bolts, self-drilling screws and pop-rivets.
5. Metal Roof Panel 24-gauge galvalume roof panel with a Kynar 500 paint finish or similar. The ribs shall be 1-3/16" high and 12" on center. Roof panel coverage shall be 36" wide; all angles shall be factory cut. The ribs shall run with the slope of the building for proper drainage.

Additional Wood Shelter Standards:

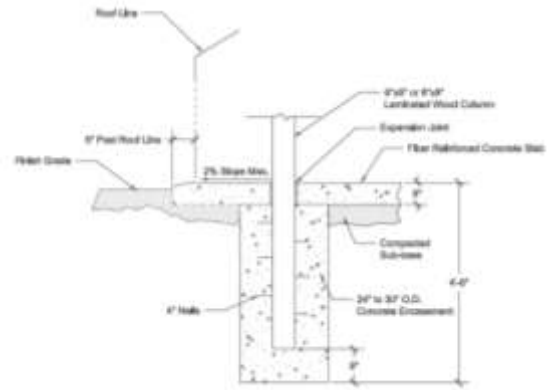
Wood Shelters are available in a variety of sizes and configurations (square, rectangular, hexagon). All structural members, support columns, beams, and arches are made of pressure treated laminated wood. Sizes range from 12 feet by 12 feet to 30 feet by 60 feet; hexagonal shelters range from 20 foot to 45 foot in diameter.

Design Standards:

All wood shelters shall comply with the following guidelines and standards:

1. The manufacturer of the structural glued laminated wood components shall conform to the manufacturing requirements of the American Institute of Timber Construction Standards and the Standard Specification or Glued Laminated Timber, AITC 117.
2. Quality Control shall be provided in accordance with the American National Standard of Wood Products Structural Glued Laminated Timber (ANSI/AITC A 190.1) and the American Institute of Timber Construction Inspection Manual (AITC-200).
3. Laminated Lumber All lumber shall be kiln dried graded to meet the requirements of Standard Specifications for Structural Glued Laminated Timber, AITC 117. Adhesives shall be wetuse (waterproof) complying with ANSI/AITC A190.1– latest edition.
4. Beams and columns shall be embedded glued laminated wood. Column sizes range from 6 inch by 6 inch to 8 inch by 8 inch. Beam/column spacing ranges from 8' O.C. to 10' O.C. for larger shelters. Glulam beams/columns are to be pressure treated in accordance with American Wood Preservers' Association Standards.
5. Roof Decks All roof decks are to be 2 inch (nominal) #1 grade, single tongue and groove with V-joint bottom face and kiln-dried.
6. Fascia All fascia will be 2 inch by 6 inch pressure treated in accordance with American Wood Preservers' Association Standards.
7. Roof Surfaces Architectural shingles or standing seam aluminum roof with one layer of 30 pound. felt (a minimum 25 year written warranty is required)
8. Fasteners All steel and hardware fasteners are to be hot-dipped galvanized unless stainless steel is specified with purchase order as required by site location.

9. All exposed faces of glulam members are to be treated with one coat of factory-applied clear penetrating sealer.
10. All column footings are to be 24 inches to 30 inch O.D. x 4 foot depth concrete encasements.
11. Contractor will excavate 6 inches of soil and compact subsurface prior to pouring class A3, 3000 psi fiber-reinforced concrete slab. All concrete will be finished by a process of floating and troweling to a smooth non slip light broom finish. All outer edges shall be finished to a ¼ inch radius. Surfaces shall have a positive sheet drainage with no greater than 2% cross slope (see detail).



Specific Standards by Park Area:

The following are shelter details by park area:

Lincoln Park

Lincoln Park shelters utilize black, powder coated steel framing member and evergreen color off-set metal roof. The eave ends contain basic sculptural components.



Washington Park

Washington Park is the only wooden shelter in the park system. It utilizes curved wooded glulam posts and beams, wooded ceiling and evergreen metal roof. This shelter has a copula with a copper roof. The shelter has motion activated led lights in the ceiling and electrical outlets at the base of several posts.



Hale Park

The shelter in Hale Park has powder coated, black posts and framing members with evergreen metal roof. There is no power or water available. The shelter is square in shape.





Saddle Rock Gateway

Foothills/Trailheads

Shelters at the trailheads in the Wenatchee foothills at the Saddle Rock Gateway, Kenzie's Landing, and Castle Rock are located in the Urban Wildland Interface Zone. As such the 40 foot by 40 foot square shelters are constructed with concrete posts, metal roofs and all wooden members are encased in cement fiber board. Floor surfaces are crushed rock and a yard hydrant is provided. In some cases motion activated, led surety lighting is included.



Pennsylvania Park

Pennsylvania Park

The Pennsylvania Park shelter is rectangular and is the standard for small, neighborhood parks. The shelter has metal posts and beams and metal roof. The colors of this shelter were selected by the Kiwanis Club as it originated in Kiwanis Methow Park and was moved to this location in 2020.

Rotary Park

Rotary Park utilizes three shelter types. All shelters have brown metal roofs with beige posts. There are several one table shelters in the park. This type of shelter may be utilized in other park areas by following the color pattern of the park that it is to be located in. The other two shelters have water and electricity available.



Rotary Park



Play Equipment

The department believes that access, safety and creativity are high priorities for the design of children's play areas.

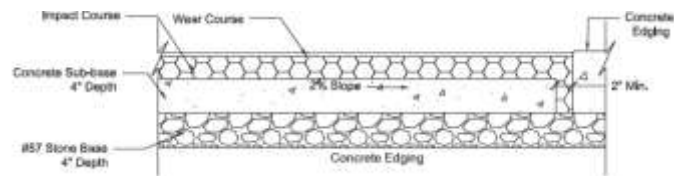
The City has developed design standards for play areas intended to increase safety, improve access, provide diverse play experiences, and reduce maintenance costs and vandalism.



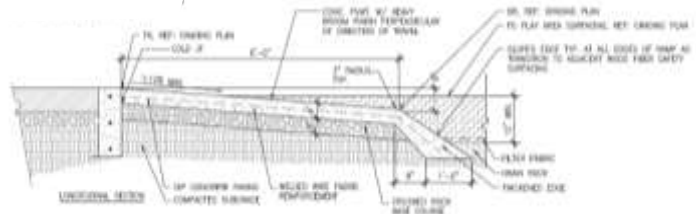
Design Standards:

1. The play area shall adhere to the standards of several nationally recognized organizations where the design, construction, and maintenance of play areas are involved. The following documents are hereby incorporated as part of these Standards:
 - a. American Society for Testing and Materials (ASTM) "Standard Consumer Safety Performance Specification for Playground Equipment for Public Use," F1487 (most recent edition).
 - b. U.S. Consumer Product Safety Commission (CPSC) "Handbook for Public Playground Safety," Publication No. 235 (or most recent edition).
 - c. U.S. Architectural and Transportation Barriers Compliance Board, Americans with Disabilities Act (ADA), Accessibility Guidelines for Buildings and Facilities; Play Areas; October 2000, amended November 2000 (or most recent edition).
2. In addition to compliance to State and Federal guidelines, all newly constructed play areas shall be subject to the following City design standards:
 - a. No more than 9 inches between preschool age (2-5 years) steps and platforms.
 - b. No more than 12 inches between school age (5-12 years) steps and platforms.
 - c. When two or more play areas are provided on one site, there should be distinct separation between preschool age play areas (2-5 years) and school age play areas (5-12 years) using walkways, seating areas or landscaped buffers to separate the two distinct areas. Signs designating age levels and use rules for the play areas will be posted.
 - d. No metal slides, or merry-go-rounds are allowed. Slides shall be one-piece, molded plastic.

- e. A variety of play experiences and graduated play challenges should be provided, including crawling, pulling/pushing, balancing, swinging, climbing, spinning, sliding and fantasy/social play opportunities.
- f. The play area should be located a minimum of 50 feet in all directions from any hazards such as streets, parking lots and bike paths, barbecues, and tripping hazards. If located closer than 50 feet from streets, a 36 inch tall black, vinyl chain link fence with gate will be provided to enclose the play area.
- g. The play area should be open for visual supervision and should have be visible from the street or parking lot for surveillance.
- h. A minimum of one shaded park bench with trash receptacle within or adjacent to the play area or a perimeter seating wall shall be provided to foster adult supervision of children.
- i. Play equipment shall not be composed of wood materials. Wood-look materials, such as recycled plastic lumber, may be used if approved by the City. Structural components shall be powder coated metal.
- j. Prior to the acceptance of completion of any play area, a letter shall be submitted to the City stating that the play equipment installation has been inspected by a person authorized by the manufacturer, that the equipment has been installed per manufacturer's specifications, and that it complies with the minimum play area safety regulations as specified above.
- k. Color Colors shall be determined based on the park's overall character and community aesthetics.
- l. Poured in place rubberized safety surfacing or pre-engineered wood fiber is required. Recommended depth depends on fall heights.
- m. It is a goal that all public parks have swings within the play area, unless space limitations exist. It is preferred that both belt swings for the 5-12 year age group, and tot swings (swings to be used with adult assistance) for the 4 year and under age group be provided.
- n. All play areas shall have nighttime security lighting to deter vandalism.



- o. All public play equipment shall be of high-quality materials designed to be vandal resistant, and shall have a demonstrated record of durability and availability of parts.
- p. The boundary material shall be concrete curbing or asphalt edging.
- q. All fastener hardware will be hot dipped galvanized fasteners.
- r. The inner area of the playground shall have 4 inches of material excavated and graded, maintaining a 1.5% slope. A 4 inch layer of pea gravel shall then cover the area and then a layer of filter fabric will be installed over the entire area prior to installing the wood fiber mulch.



Shade Canopies

Shade Canopies are available in a variety of sizes and configurations.

Design Standards:

1. All shade canopies shall comply with the following guidelines and standards:
2. All material and fabrication shall comply with the American Society for Testing and Materials (ASTM) guidelines and specifications as related.
3. Shade canopies provide relief from the sun installed above bleachers and benches and in areas where little to no shade exists.
- 4.
5. Structural Framing Columns, rafters, tie-beams, purlins, etc. shall be Hollow Structural Sections (HSS) meeting ASTM A500 grade B. "I" beams tapered columns, open "C" channels, cold-formed box sections or wood products shall not be accepted.
6. Structural connections shall be made with A325 high-strength bolts and A563 structural connections nuts, ASTM A307 grade anchor bolts, self-drilling screws and pop-rivets.
7. Shade material will be light, natural colors.
8. Post colors will be consistent with other park amenities.



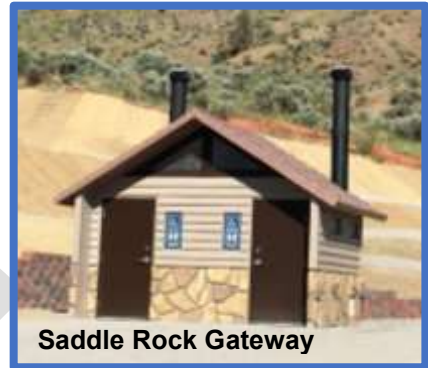
Rotary Park

Restrooms

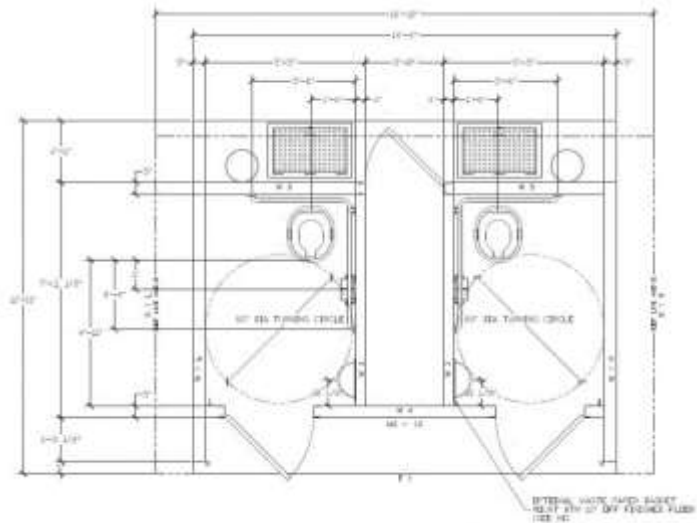
Restrooms are provided in community and regional parks, medium and high amenity trailheads and neighborhood parks only when specific amenities require them.

Design Standards:

1. Whenever possible, flush restrooms would be utilized. Vault restrooms may be required in locations such as trailheads when sewer connections are not feasible. Single and double vault restrooms may be used at trailheads.
2. Fixtures must be as vandal resistant as possible and are typically stainless steel.
3. Restrooms must meet current building codes.
4. Restroom size is determined upon location, park type, amenities and visitation rates. Size shall be determined based on average daily park use and not special events.
5. Restrooms must be ADA compliant including the sixty-inch turning radius inside toilet room specified by the American with Disabilities Act Requirements and Uniform Federal Accessibility Standards.
6. and located on an accessible route of travel.
7. Restrooms include and accessible, exterior, frost free drinking fountain.
8. Restrooms heated to an internal temperature of 45 degrees Fahrenheit to allow for year-round use.
9. Internal motion activated led lighting is provided.
10. The structure should be CMU block, brick, concrete or similar material to reduce vandalism. Wood frame buildings are discouraged.
11. Restroom exterior colors will be consistent with the park theme. Interior colors shall be gloss white. All paint shall be sealed with an anti-graffiti sealer. Trailhead restrooms will be natural colors.
12. Water will be provided when possible at vault restrooms via yard hydrant to provide the ability to clean the restrooms.
13. Vault restrooms will be unisex.



14. Signs will be provided to meet ADA standards.
15. Park restrooms will have a standing seam metal roof. Vault or trailhead restrooms will be concrete.
16. Interior heaters, conduits or other potential protrusions will not be allowed unless absolutely necessary.
17. Interior floors will be a chemical resistant urethane. The color will be gray.
18. Flush restroom ceilings will be sheet rock encased $\frac{3}{4}$ inch plywood.
19. Doors will be flush panel type 1-3/4 inch thick, minimum 16-gauge galvanized steel, top painted with DTM ALKYD. There will be 3 hinges per door with automatic closures and interior and exterior lever handles. Either handle operates latch unless outside handle is locked by inside push-button. Push-button will automatically release when inside lever handle is turned or door is closed. Emergency slot on exterior so door can be unlocked from the outside with a coin, screwdriver and etc. Inside lever always active. Door sweep will be provided at the bottom of door and will be an adjustable brush type.
20. Door frames will be knockdown or welded type, single rabbet, minimum 16-gauge prime coated steel top painted with DTM ALKYD, width to suit wall thickness. 3 rubber door silencers will be provided on latch side of frame.
21. The lockset will be consistent with City locks. Lockset will meet ANSI A156.2 Series 4000, Grade 1 cylindrical lockset for exterior door.
22. Vault restrooms will have a minimum 7/12 roof pitch.
23. The toilet paper dispenser will be constructed of $\frac{1}{4}$ inch thick, type 304 stainless steel. The dispenser will be capable of holding three (3) standard rolls of toilet paper. Toilet paper holder fastening system will be able to withstand 300-pound top loading.
24. Concrete surfaces will be sealed with a clear exterior sealer.
25. Grab bars will be 18-gauge, type 304 stainless steel with 1-1/2 inch clearance. Grab bars will each be able to withstand 300 pound top loading.

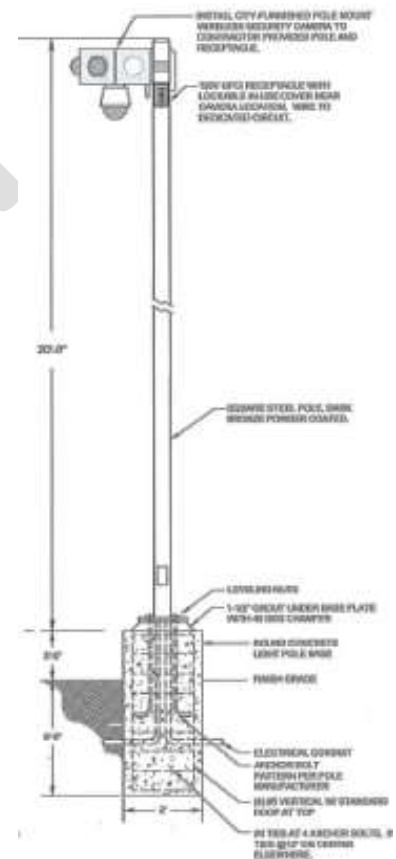


Security Cameras

Security cameras area provided in park areas to help provide a deterrent for vandalism and also to assist in the identification of suspects.

Design Standards:

1. Cameras shall be located in areas where vandalism is frequently occurring or have a high volume of police responses. Cameras will be located in trailhead parking lots. Sun angles and availability of ambient light will be taken into consideration. The Police Department shall be consulted with to determine final orientation.
2. Typically, cameras will be mounted on poles as high as possible to prevent tampering, but within the range of the City boom truck.
3. Signs shall be posted announcing the presence of cameras (an example may be found in the Signs section).
4. Cameras will be cell based and have the ability to be plugged into a standard power outlet to aid in locational flexibility.
5. In areas where electricity is not available, solar powered cameras may be provided.
6. High definition, pan, tilt, zoom cameras are required.
7. Cameras should have night vision capability.
8. Cameras should have the ability to record video for a minimum of 30 days.
9. The camera housing should be steel to reduce the potential for vandalism.

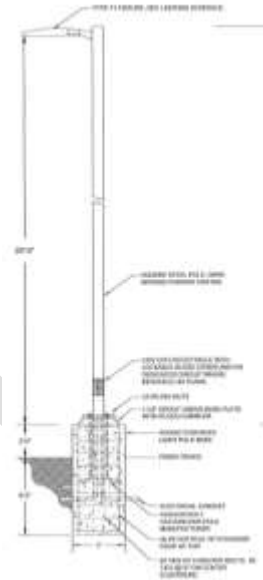


Security Lighting

Security lighting is provided in park areas to aid in the reduction of vandalism.

Design Standards:

1. Lighting is typically located in parking areas, inside picnic shelters, inside and outside restrooms, at trailheads and other park amenities.
2. Typically, lights are installed on dark bronze steel poles with the optimum height being 20 feet. Light poles in Memorial and Chase Parks are required to be lower, pedestrian scale with a historic theme.
3. Pole base are 24 inch diameter wide by 6-foot-deep reinforced concrete footings. Bases extend 3 feet above the final grade. Chase and Memorial Park poles would be 10 foot or 14 foot mounting height; round tapered, fiberglass pole; with colonial, black finish (example is below left).
4. Lighting is not designed for nighttime athletic field or sport court play.
5. Light fixtures are LED based.



Specifications

EPA:	1.01 ft
Length:	33"
Width:	13"
Height:	7-1/2"
Weight (max):	27 lbs



Signs

Signs are an important element in a park system. They identify, inform, regulate, protect, and educate. The goal for these standards is to establish consistency throughout the park system, reduce the overall number of signs placed at park sites, and develop easily recognizable sign panels that efficiently relay the necessary information. For the purposes of this document, signs have been broken out into several categories: Regulatory Signs, Educational and Interpretive Signs and Park Entry Signs.

General Signs:

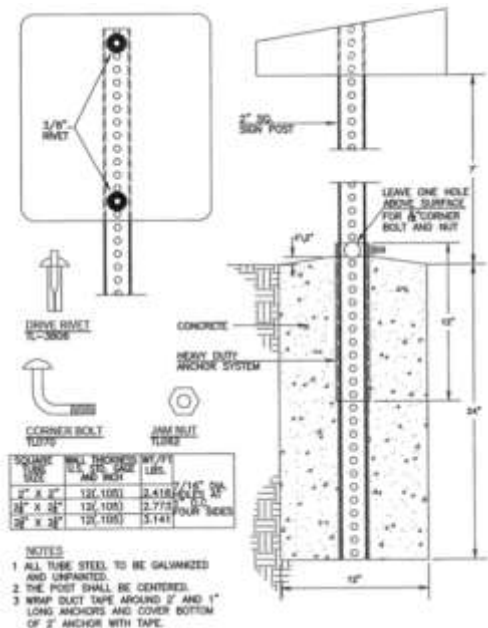
Design Standards:

1. Signs shall be located at the entrance to the facility or adjacent to a walkway, amenity or public space.
2. The placement of multiple signs on fences, trees, light poles, etc. is prohibited.
3. Directional signs indicating the distance to the nearest accessible path of travel should be placed at all park pedestrian entrances and at handicapped parking areas. All directional signs must be accompanied by the International Symbol of Accessibility.
4. All permanent directional or informational signs, when suspended or projected 80" or more above the ground along the path of travel, must have the title in upper case letters at least 3 inches high.
5. Signs identifying permanent use of rooms and spaces shall have 1/32 inch raised letters 5/8 inch to 2 inches high, sans serif uppercase, and Grade II Braille, mounted on the latch side of any doors at 60 inches above the floor. These signs must be approachable to within 3 inches without obstruction.
6. Pictograms are recommended in addition to text, but must be accompanied by the equivalent verbal description placed below in raised letters and Grade II Braille when used in a permanently signed room or space. Pictograms should have 6 inch borders. The International Symbol of Accessibility and circles and triangles are not considered pictograms.
7. All signs must have a non-glare finish and contrasting characters with backgrounds; all signs shall have numbers and letters that are legible.
8. The International Symbol of Accessibility symbol should only be used to indicate access for individuals with limited mobility, including wheelchair users.
9. The Access to Low Vision pictogram may be used to indicate access for people who are blind or have low vision, including: a guided tour, a path to a nature trail or a scent garden in a park; and a tactile tour or an exhibition that may be touched.

Regulatory, Warning and Informational Signs:

Design Standards:

1. Graphic Standard Nationally recognized graphic symbols shall be used whenever possible to relay Symbols information. Recreational symbols can be found in the Manual of Uniform Traffic Control Devices (MUTCD), "Recreational and Cultural Interest Signs."
2. Where an activity is prohibited, the standard red circle with slash shall be utilized.
3. The sizes of the sign will vary depending upon the messaging and view distance.
4. Signs shall be located at the entrance to the facility or adjacent to a walkway, amenity or public space.
5. Where park specific rules and regulations are listed, text shall be in English and Spanish.
6. Regulatory signs will be printed on reflective, graffiti resistant.
7. Where applicable, City code sections will be listed on the sign.
8. Sign panels shall be S/F Baked Aluminum .080.
9. Signs may be installed on fences utilizing tamper resistant brackets or mounted to posts. They may also be installed on 2 inch by 2 inch galvanized metal post anchored in the ground with a 12 inch diameter by 24 inch deep footing.
10. Heights of the text shall be 1 to 2 inches, although, the size may vary slightly depending on the site and the viewing distance. The size of all other graphic components will be proportionally related to the height of the text.
11. Sign panel color is typically white with red border and black letters.



Educational and Interpretive Signs

These are artistic signs used to convey a story or message about the culture, history, environment or other information of interest.

Design Standards:

1. The dimensions of the sign are typically 2 feet by 3 feet.
2. Sign panels are exterior grade high-pressure laminate fused with anti-UV layers and graffiti resistant technologies.
3. Sign text will vary but must include both English and Spanish language.
4. The base support structure is a 3 inch by 3 inch, 1/8 inch square steel posts. Posts are to be 30" tall plus a 24" extension on a 45° angle and shall be constructed out of powder coated steel with angled, framed top to include the ability to slide, bolt and lock the interpretive panel into place.
5. The single or double base support is anchored in the ground with a 12 inch diameter by 2 foot deep concrete footing. Surface mount options are acceptable if in ground footings are not possible.
6. The base support color is dark brown.
7. Signs shall be located on an accessible surface adjacent to a walkway, area of interest, viewpoint or public space.



Park Entry Signs:

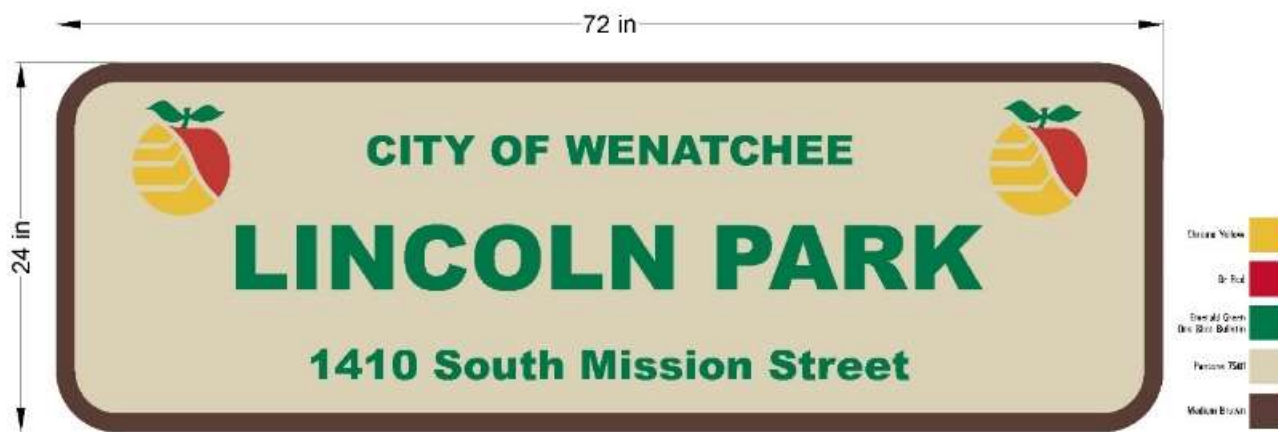
Park entry signs shall be posted at the primary access point to the park area.

Design Standards:

1. Entry signs shall include the name of the park, address, city logo and City of Wenatchee.
2. Heights of the dominating text shall be 6".
3. For long park names, the use of two lines is recommended.
4. Sign panels are 2 inch thick, sandblasted cedar, measuring 6 feet in length and 2 feet wide.
5. The sign will utilize automobile quality paint with a high gloss finish. The background color is tan, border medium brown, park text is dark green and logo red, yellow and green.



6. Signs shall be post mounted 6 inches from the ends into 6 inch by 6 inch posts. Post footings shall be concrete, 24 inches deep and 12 inch diameter.
7. It is preferred to have park entry signs incorporated into a 75 square foot planting bed at its base.
8. The site's numerical address shall be located on the entry sign.
9. The following depicts the graphic layout for entry signs.



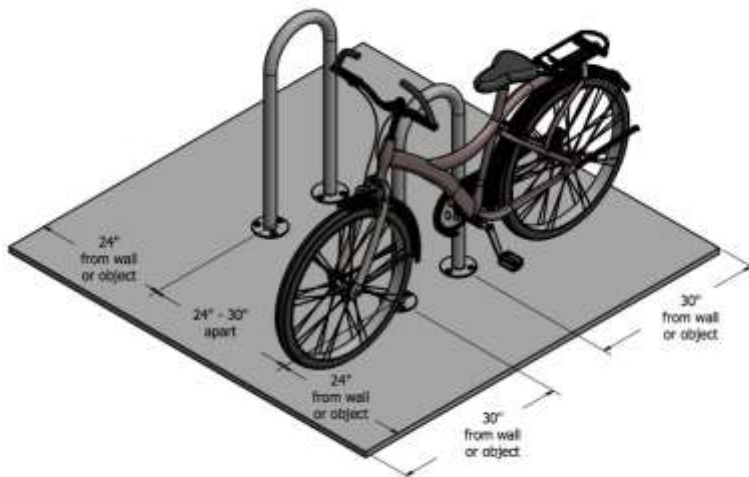
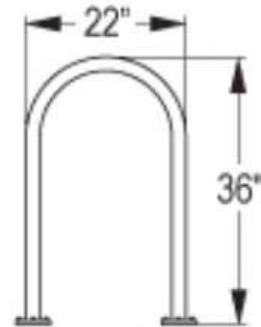
S/F Sandblasted Cedar signage

Bicycle Parking

Bicycle parking is provided at all park areas and strategic locations in the City and park system depending upon the use, availability of vehicular parking, potential for gathering and bicycle visitations. There are existing bicycle parking areas at Kiwanis Methow Park, Saddle Rock Gateway and the Castle Rock Trailhead.

Design Standards:

1. All bicycle racks shall be 1 7/8 inch O.D. inverted “U” shaped, tubular powder coated or stainless steel. Powder coated racks will be dark green/evergreen in color for City park areas and tan/beige for trailheads or areas in the foothills.
2. Surface mounted. Anchored with stainless steel drop-in anchor with appropriate size stainless steel hex head bolts, lock washer and 3/8-inch flat washer.
3. Locate bike racks in the vicinity of the activity areas of the park facility. It is essential the racks be visible from areas such as entries, athletic fields, security lighting and cameras, sports courts and play areas so that security will be maximized at all times.
4. Bicycle parking areas may not extend into sidewalks, doorways or accessible routes of travel.
5. Bike racks shall be placed on and secured to a 12 foot by 12 foot (maximum) asphalt or concrete pad that is installed flush with surrounding grades on all sides. Extend the pad in all directions around the racks so that mowing may be accomplished around racks and bicycles. Generally, 4 inch reinforced concrete slabs shall be used except where asphalt, pavers or other paving method is approved through the design development process.



Bicycle parking spacing.

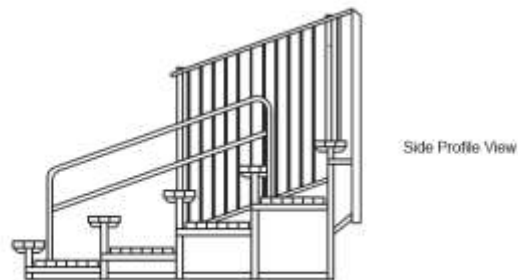
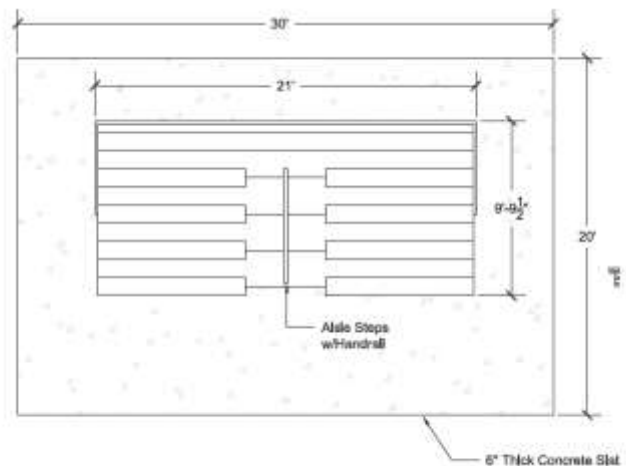
Bleachers and Spectator Seating

Areas for spectator seating which may include park benches or bleachers should be provided at all athletic fields and sport courts. The size and type of seating will depend upon the type of facility being viewed, likelihood of spectators and space available.



Design Standards:

1. All athletic fields and sport courts that do not have spectator seating provided shall have an accessible area on each side of the field, outside the field or court buffer area that is suitable for viewing the game, without being a safety hazard.
2. All constructed spectator viewing areas such as bleachers, shall be accessible from the main park walkway system and/or parking area and have integrated accessible seating with companion seating. Additional information may be found in the Accessible Route of Travel section.
3. A companion seat shall be provided adjacent to each required wheelchair seating pad. The space shall be marked with a reduced size blue universal sign painted or stenciled on the concrete pad. This wheelchair seating pad shall be 4 feet by 5 feet in size and include the blue universal sign painted on the concrete pad.
4. All wheelchair seating must provide a comparable line of sight to the athletic field or sport court as other spectator seating. If wheelchair seating is located behind other spectator seating and the spectators are expected to stand during the activity, the wheelchair seating must provide a comparable line of sight over standing spectators. A comparable line of sight allows a person using a wheelchair to see the playing surface between the heads and over the shoulders of the persons standing in the row immediately in front and over the heads of the persons standing in front.
5. Bleachers shall be 5 row, 21 foot long aluminum with picket railing and ADA compliant center stair system.
6. Bleachers shall be anchored to a 20 foot wide by 30 foot long and 6 inch thick 3000psi fiber reinforced concrete slab.

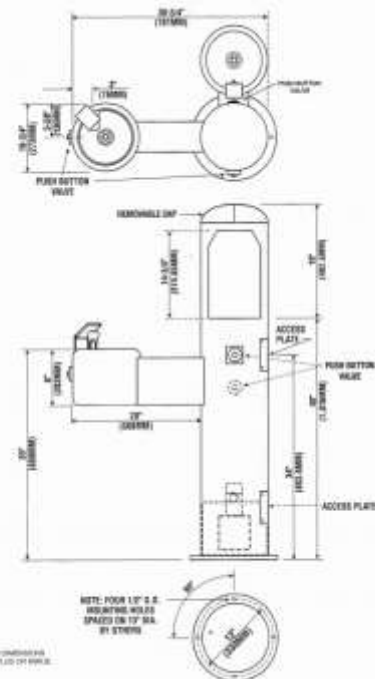


Drinking Fountain

Drinking fountains will be free standing or integrated into restroom structures and provided at trailheads and near activity areas such as play areas and athletic fields and sport courts.

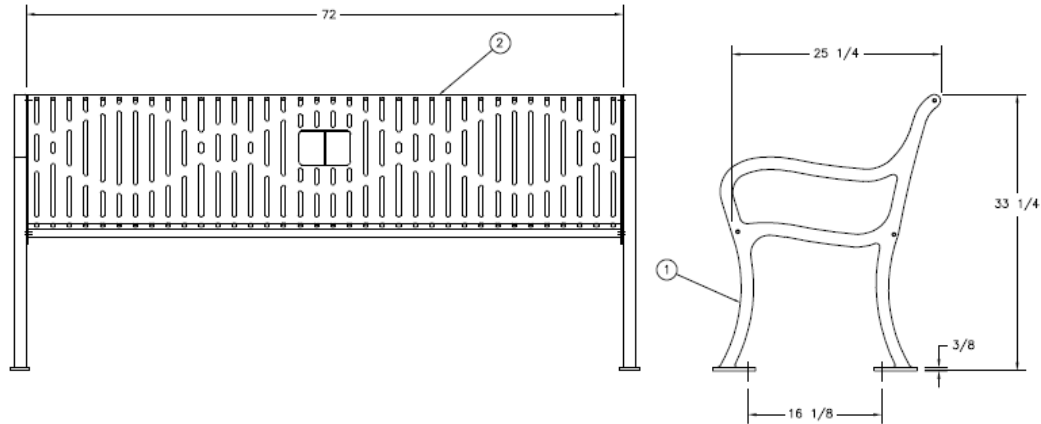
Design Standards:

1. All fountains shall be vandal resistant, frost proof, dual purpose and ADA accessible.
2. All fountains shall be reached via an accessible route of travel.
3. Each fountain shall be set on a 2½ feet long, 2 feet wide, 4 inches thick concrete slab and positioned in accordance with manufacturer's specifications.
4. All anchors and anchoring material (bolts, nuts, washers, etc.) shall be of stainless steel.
5. All fountains shall be installed in accordance with City Code.
6. The incoming water lines shall have ball type shut-off valve located off the slab in an approved valve box. The valve body shall be of bronze or stainless steel. The interior parts shall be same type as the body.
7. The outgoing waste line shall have a minimum 2 inch "Y" type strainer installed and placed in an approved valve box off the slab. Strainer will be positioned to allow easy access to strainer opening.
8. Portable lines shall have a reduced pressure principal device (RPPD). Backflow prevention device shall be installed and secured down-station of the meter. Installation will conform to City Standards.
9. Drinking fountains are required near athletic court areas and restrooms.
10. Free standing drinking fountains shall be dark green in color with stainless steel basins. Integrated drinking fountains may be aluminum or stainless steel.
11. All free-standing drinking fountains shall include water bottle filling stations. Drinking fountains located at trailheads, off leash areas and general park areas will include pet fountain. Pet fountains will not be included in drinking fountains near play areas, athletic fields or other areas where pets are prohibited.



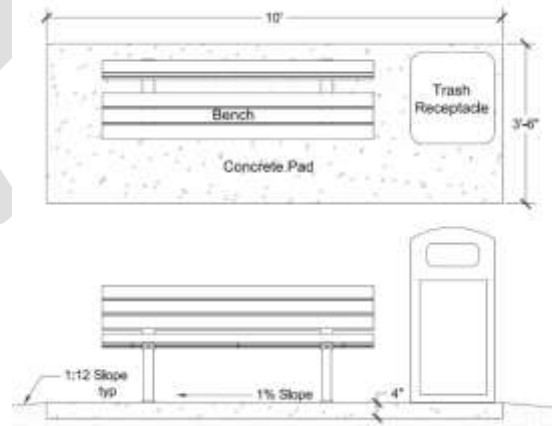
Park Bench

Park benches are required at play areas, viewpoints along trails and sport courts in addition to general park locations. 100 percent of all park benches shall be accessible. Trash receptacles should be located in the vicinity of the benches. The following standards apply to park benches in all park areas.



Design Standards:

- All benches must have backs, arm rests and shall be 6 feet long.
- All park benches shall be centered on a 4 inch-thick reinforced concrete pad measuring 3 feet 6 inches wide and 8 feet long. Benches shall be centered on the pad. If there is a non-flush obstruction at the front of the bench, the bench shall either be placed flush to that obstruction or shall over-hang it, so as not to present a safety hazard.
- Benches shall be poly-vinyl coated expanded metal. Finished. poly-vinyl coating shall be approximately 0.08 inches thick with 85 durometer hardness and a matte finish. Color shall be dark green/evergreen or similar.
- Benches without trash receptacles in the vicinity, at viewpoints, sports courts and athletic fields shall include space on the concrete pad for a trash receptacle. This space expands the length of the concrete pad from 8 feet to 10 feet long
- At minimum of 50% of all park benches shall be ADA accessible with a companion seating space next to the bench, outside of the path of travel. This seating space expands the length of the concrete pad from 8 feet to 12 feet long. The space shall be marked with a reduced size, blue, universal access symbol painted on the concrete pad. Construction documents shall show the seating space and the blue universal sign.

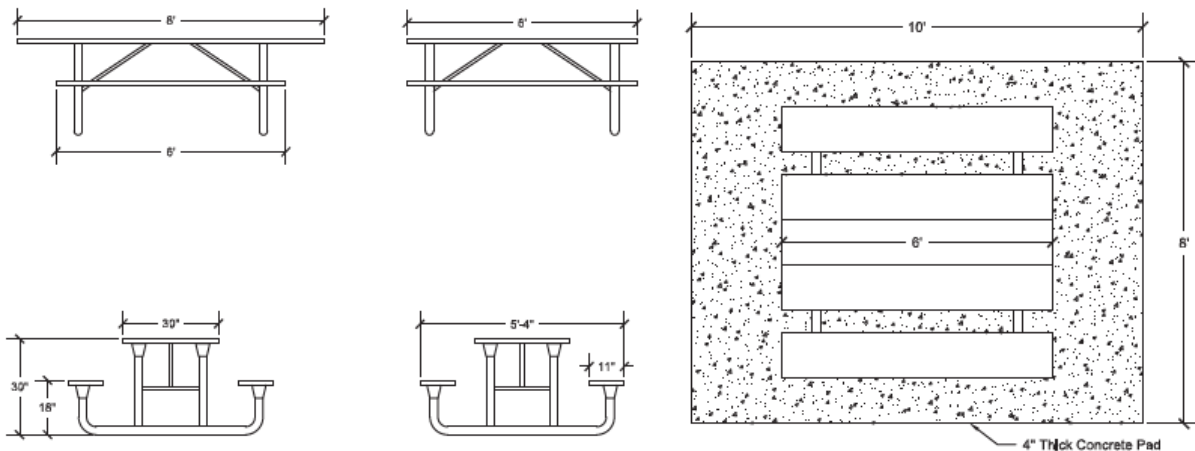


6. All packing labels shall be removed prior to installation in a manner that does not damage the surfaces.
7. All benches shall be fastened to concrete pads via a red head SRM 38 stainless steel drop-in anchor, a 3/8-inch by 1 inch stainless steel hex head bolt, 3/8 inch flat washer and 3/8-inch lock washer, both stainless steel.
8. Memorial Plaques shall be brass and measure 4 inches by 5 ½ inches in size. They will be affixed to the bench with epoxy. Plaques and benches may be purchased through the department's Memorial Bench Program".



Memorial Bench in Washington Park

Picnic Tables



Design Standards:

1. Park areas will have a minimum of two tables per acre for each of the first three acres, then one table per acre thereafter. In groupings of 4 or more tables, 50% of all picnic tables shall be accessible and shall meet accessibility height and clearance requirements. When less than four tables are provided at one location, a minimum of 25% of the tables shall be accessible. Tables may include integrated chess boards.
2. Picnic tables are either standard 6 foot long or 8 foot long ADA compliant models.
3. ADA picnic tables shall be located to meet ADA standards for accessibility.
4. Each table shall be secured on a reinforced concrete pad, not less than 10 feet long by 9 feet wide for standard tables and 12 feet long, 9 feet wide for ADA tables, with the length of the table parallel to the length of the pad. Concrete pads shall be reinforced concrete not less than 4 inches thick except where asphalt, crushed rock or other paving method is approved.
5. All frames shall be 2 3/8 inch OD galvanized metal. Positioning of frame to top and seats shall be per manufacturer's specifications. Comparable may be substituted only with prior approval from the Parks, Recreation and Cultural Services Department.
6. All tables and seats shall be surface mounted, using stainless steel anchor bolts.
7. Top and seats shall be fabricated from 11 gauge punched flat steel sheet with 11 gauge steel bracing welded to the underside for extra rigidity. Top and seat shall be coated with a 1/8 inch oven-cured poly-vinyl chloride, dark green in color.
8. All frames shall be fastened to concrete slabs with a red head SRM 38 stainless steel drop-in anchor; a 3/8 inch by -inch, stainless steel hex head bolt and a 3/8 inch flat stainless steel washer, Frame to frame connections shall be made with the appropriate size bolt made of stainless steel. No lag bolts will be accepted.



Pennsylvania Park Tables

Trash and Dog Waste Receptacles

Trash Receptacles

Design Standards:

1. Trash receptacles are to be located by park benches, picnic tables, restrooms, parking areas, trails and picnic shelters activity hubs. In the case of picnic tables, in groupings of less than 44 tables, 1 receptacle will be provided. 1 additional receptacle will be provided for each subsequent group of four tables. Each receptacle will be accessible.
2. Trash receptacles shall be 28 inch diameter powder-coated steel with "round" dome style rain bonnet to help deter pests. Receptacles will have side door access and lockable with 36 gallon plastic liner. Color shall be dark green in color.
3. All trash receptacles shall be placed on, and secured to a concrete pad with a minimum dimensions of 3 foot by 3 foot by 4 inch thick with the exception that some may be anchored on asphalt, crushed rock or other paving materials as approved through the design process.

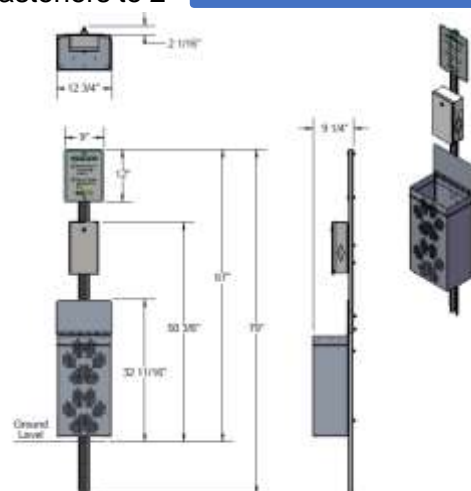


Dog Waste Receptacle

Dog waste bag dispensers and waste receptacles are to be utilized for encouraging pet owner's to clean up after their pets. They should be located near park entrances and parking lots.

Design Standards:

1. Dog waste bag dispensers are made of powder-coated galvanized steel and evergreen or dark green color.
2. The dispenser may be stocked with two boxes (400 total) of biodegradable bags.
3. Dispensers shall be attached using stainless steel fasteners to 2 inch by 2 inch standard metal posts. Installation shall be located directly next to a trash enclosure at all times and located to accommodate ADA compliance.
4. Dispensers shall include instructional and/or regulatory signs.

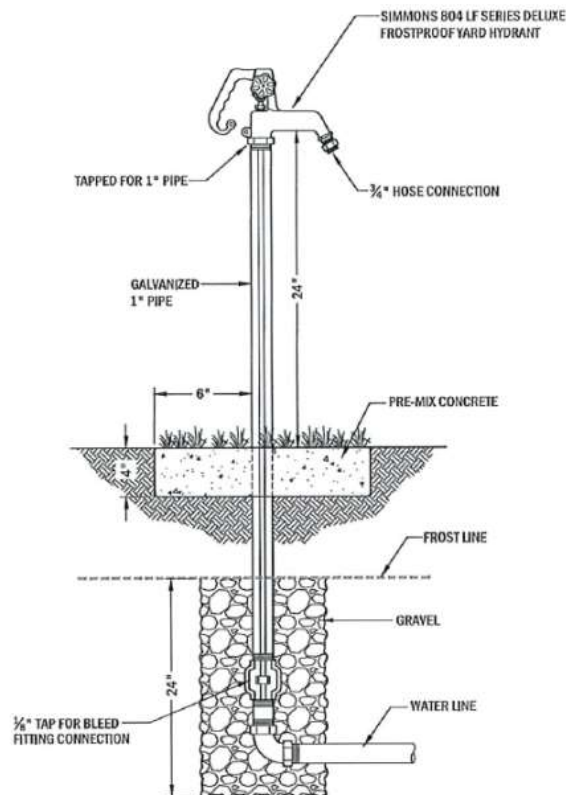


Yard Hydrant

Yard hydrants are typically placed in locations near picnic shelters, restrooms, play areas, display gardens or other locations when in ground or more vandal resistant water options are unavailable. The primary function is to provide water in areas that require hand watering or to be regularly cleaned with water.

Design Standards:

1. Yard hydrants shall be anchored with a 6 inch by 6 inch by 4 in thick concrete pad.
2. Areas prone to vandalism will also include an additional concrete or steel post or bollard installed next to the rear of the hydrant pipe to help reduce the likelihood of the hydrant being bent over and broken. The hydrant pipe is secured to the post with galvanized hose clamps.
3. The hydrant pipe shall be 1 inch diameter galvanized pipe which extends 2 feet above the finished grade.
4. The hydrant shall be frost proof but also have the ability to be blown out in the winter should conditions warrant.
5. They are to be located convenient for maintenance personnel access.
6. The handle shall be locked with a standard park padlock when not in use.



Skate Areas



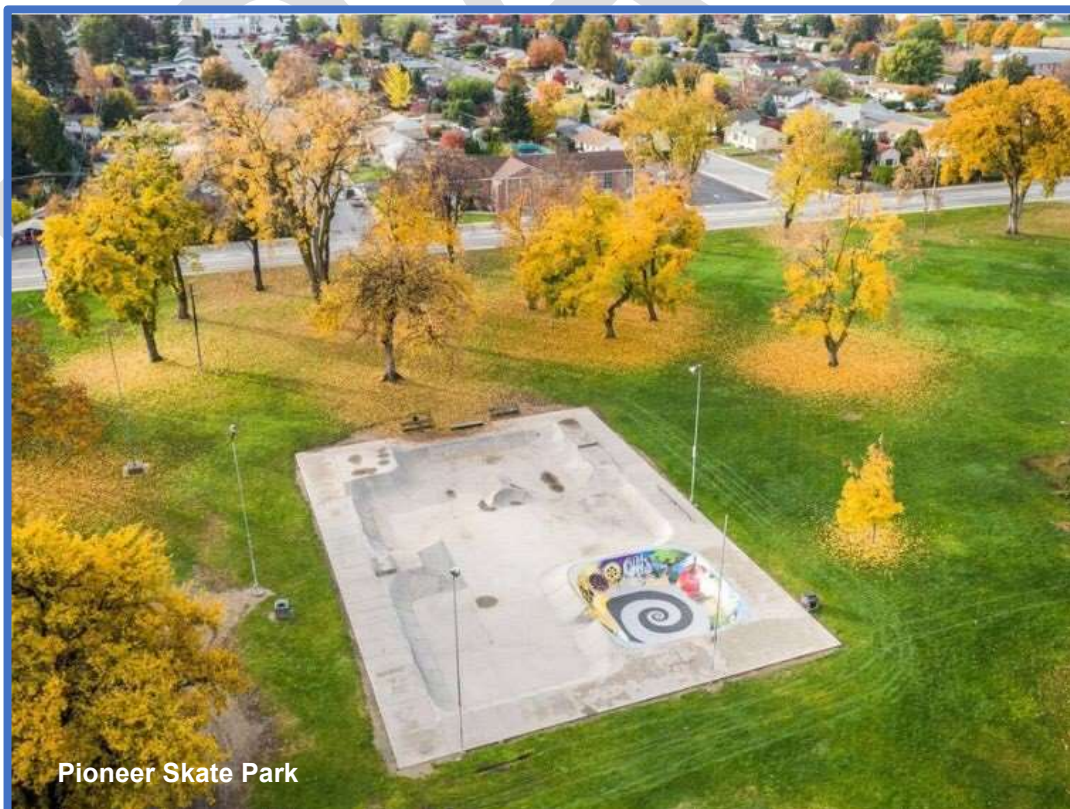
Skate spots and parks may be located in most park and special use areas. Skate spots are smaller, often single purpose skate structures while skate parks and plaza are larger and serve a variety of purposes and abilities.

Above ground street course and skate spots are located on concrete slabs, while concrete skate parks and plazas are constructed based on funding and site constraints.

Design Standards:

1. Skate areas will not be located in designated environmentally critical areas or natural areas.
2. Skate areas will have adequate area available for the size facility. Skate Parks shall be minimum 1/2 acre in size and skate spots shall be a minimum 1,000 square feet. All shall have at least 50% rideable area and include a buffer to surrounding uses.
3. Skate areas shall be distributed equitably throughout the city.
4. Skate areas shall provide for use by a mixture of ability and age levels.
5. Locate skate areas in a highly visible area for clear, passive observation by parents, emergency services, police and the public, with moderate to high pedestrian traffic, and compatible with existing uses (ex. Near an active area of the park rather than contemplative space), consider adjacent uses, and adjacent landscaping/surfaces is compatible with safe skate surfaces.
6. Skate areas will provide for ADA accessibility.

7. An accessible route of travel will be provided to the skate area and close proximity to public transit with good foot, bike and vehicular access is preferred.
8. A minim of two parking spaces will be provided for each half acre skate park. Bicycle parking will be provided.
9. Skate parks shall be designed by an experienced and qualified skate park designer.
10. Power trowel the slab to a smooth finish. After curing, allow concrete to air dry. Apply one coat of industrial grade sealer.
11. A 6 foot tall black vinyl coated chain link fence surrounding the skate park area with one gated entrance point is optional.
12. An optional small shelter may be located at the skate park. Power may be installed in a lockable metal box for special events.
13. Spectator areas around the skate park shall be included in its design. These areas shall include bleachers or benches.
14. Shade trees shall be located near the skating and spectator areas to provide shade over these areas.
15. Skate areas will be in close proximity to drinking fountain, trash cans, restroom.



Water Features (Spray Park, Wading Pools and Fountains)

Park water features including spray parks, wading pools, fountains and water play areas provide opportunity to escape from summer heat, provide an active feature and enhance the visual character of park areas.

General Design Standards:

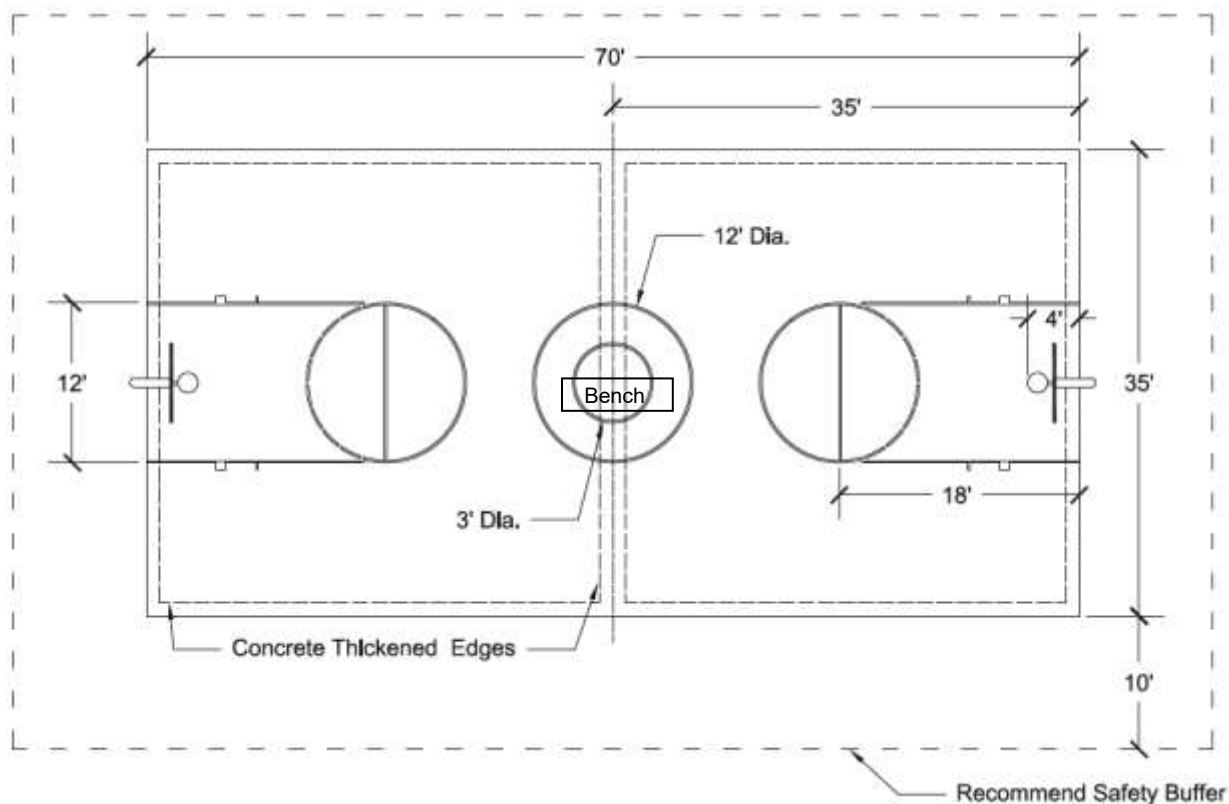
1. Water features must meet health department guidelines.
2. Features should be sited in the park as a focal point.
3. Water features will be designed by a qualified water feature designer.
4. Both the feature itself and the route of travel to the feature must be full accessible.
5. The feature may utilize a recirculation system or direct dump to sewer method of water treatment depending upon the cost, ability to maintain, location and space available.
6. Restrooms will be provided for all water features that encourage use by park visitors.
7. Color and style of features will take into consideration and be complimentary with the theme of the park area.
8. Water features should be equitably distributed throughout the city.
9. Benches or seating opportunities must be provided adjacent to, or near water features.
10. A minimum of four parking spaces must be provided for wading pools and 6 for spray parks.
11. Water features must have a non-slip surface.
12. Water features must have the ability to be drained and winterized seasonally.



Basketball Court

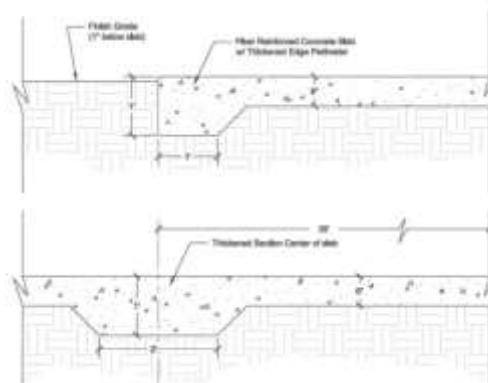


Existing full and half basketball courts are located in Rotary Park and Kiwanis Methow Park.



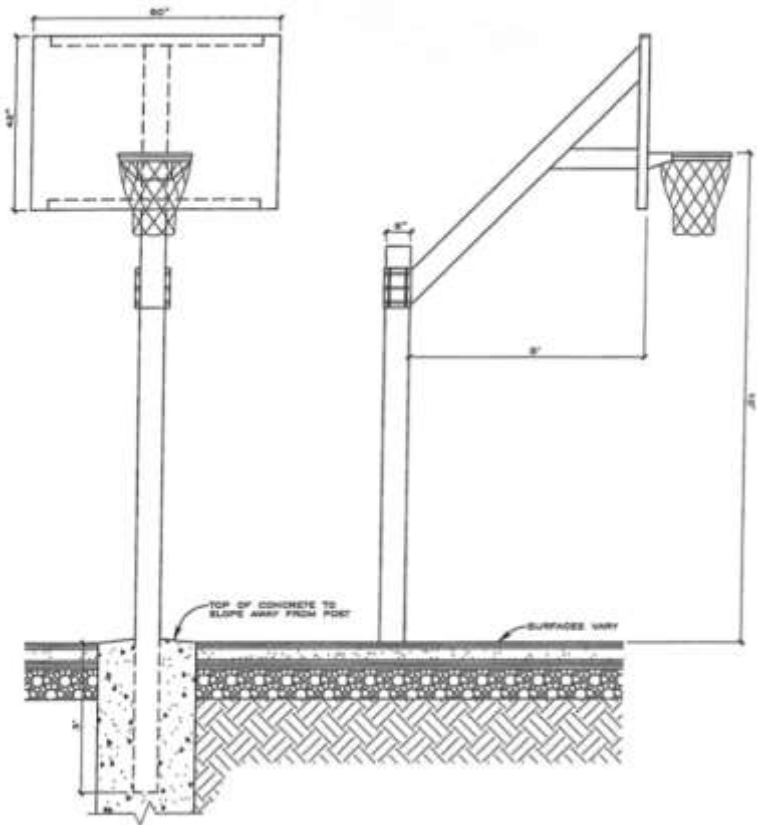
Design Standards:

1. When possible, the court should be oriented with the long axis running north to south.
2. Court drainage should be from end to end at 1.0 to 1.5%.
3. Court dimensions are: 90 feet by 50 feet for full outdoor courts and 45 feet by 50 feet for half courts. Courts shall have a 6 inch thick poured concrete slab with fiber reinforcement. The surface will be 10 feet wider in each direction than



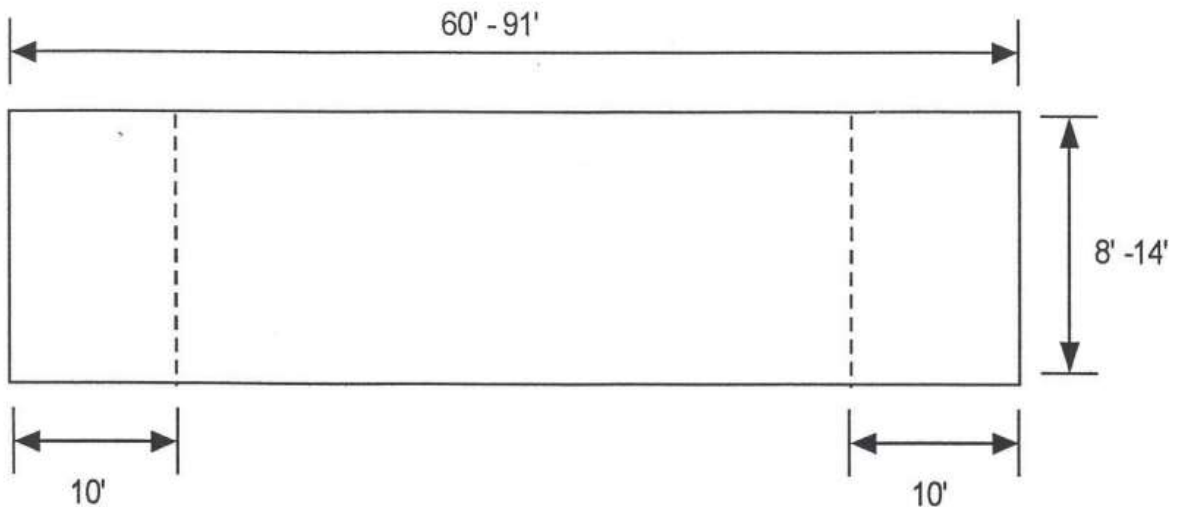
the playing area. A medium broom finish shall be used to prevent slipping.

4. 10 feet minimum distance between courts that are placed side-by-side. Where two or more courts are provided at one site, the courts should be configured for multi-use.
5. An accessible route of travel shall be provided to the court.
6. The goals shall be 6 inch, powder coated square post.
7. All goals shall have capped 5 feet 9/16 inch straight posts with heavy duty adjustable bracing, a 1/4 foot galvanized steel plate, rectangular 4 feet by 6 feet backboard offset, and double rim goal. All goals are to have 6 foot offsets. Goals shall have a lifetime warranty.
8. Rims shall be double 5/8 inch solid rim design with 3/16 inch by 1 inch continuous netlocks and 3/16 inch thick box design backplate.
9. A minimum of one park bench with trash receptacle shall be installed on the outside edge of the court buffer near mid court. Park bench and trash receptacle information may be found in the Site Furniture section.
10. Basketball courts are not lighted.
11. The nets provided shall be double headband 3mm polyurethane twin with an extra row of mesh in the net body.



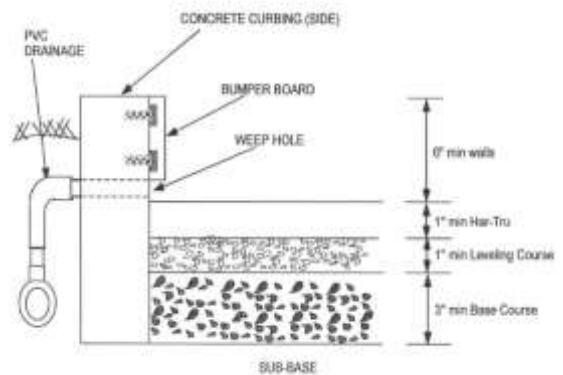
Bocce Ball Court

Bocce, primarily a social game, was introduced into the American sporting vernacular by Italian immigrants over 200 years ago. In standard bocce, the balls must be rolled. Bocce is played on a specifically designed and constructed court with static sides and a flat and level, compacted crushed stone surface.

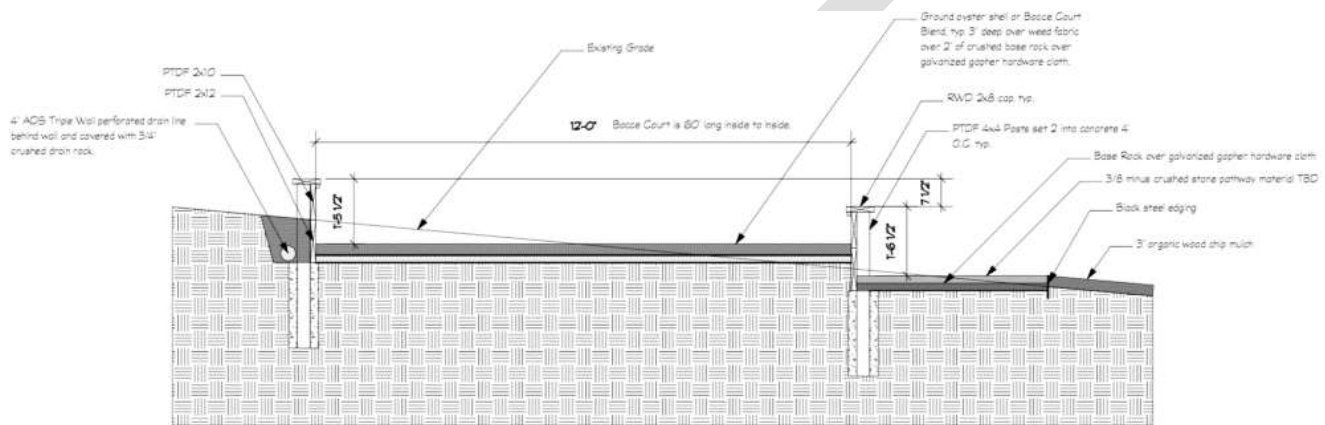


Design Standards:

1. Bocce courts consist of a flat and level playing surface, contained within 6 inch or taller perimeter curbing. The dimensions of the court may vary between 8 feet to 14 feet in width and 60 feet to 91 feet in length.
2. The sub-base should be cleared and grubbed of all organic matter. All topsoil should be excavated and removed as well. This area should then be compacted.



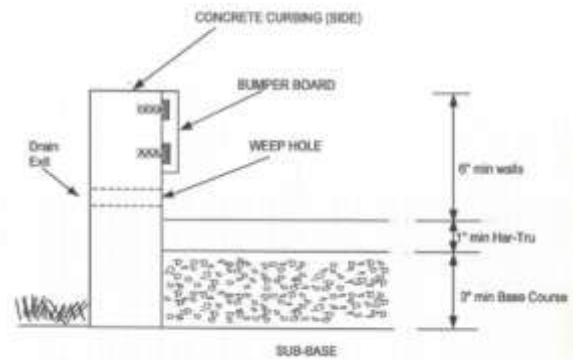
3. The base course should be constructed of a hard, angular crushed stone base installed over the cleared and compacted sub-base. This layer should be a minimum of 3 inches in depth after compaction and placed level so that the finished elevations do not vary more than 3/8 inch in 10 feet when measured in any direction. This material should be watered and compacted to a minimum rate of 90% of its maximum potential compaction.
4. The leveling course should be constructed of a hard, angular crushed stone screening installed directly on top of the base course. This stone screening layer should be a minimum of 1" thick after compaction and be placed level so that the finished elevations do not vary more than 1/4 inch in 10 feet when measured in any direction. This material should be watered and compacted to a minimum rate of 90% of its maximum potential



compaction.

5. The surfacing course should be constructed of 1 inch to 2 inches of a crushed metabasalt, igneous rock, blended with a gypsum binder to form a homogeneous mixture. The material should have a maximum density of more than 135 lbs. per cubic ft when tested by standard proctor.
6. The surfacing should be placed by way so that the finished surface elevations will not vary more than 1/8 inch in 10 feet when measured in any direction. The surface should be laid flat and level. Then it should be thoroughly watered to its full depth and compacted with a 400 to 1200 lb. roller until desired firmness is achieved.
7. The perimeter of the court is surrounded by a non-moveable, permanent curbing. The finish elevation of the top of the curbing should be at least 6 inch above the finished playing surface. This curbing may include a bumper board.

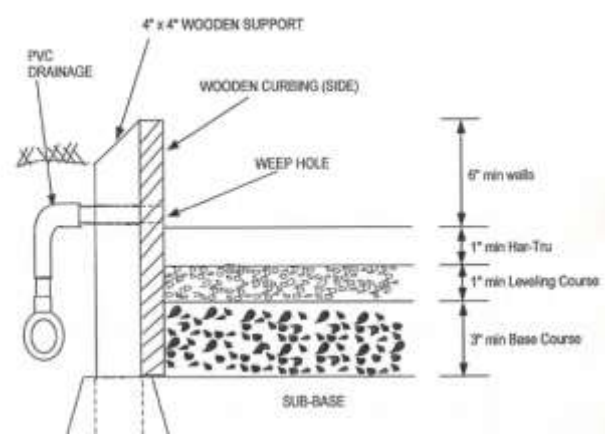
8. This bumper board may be constructed from weather resistant wood, plastic, or hard rubber material. In all cases, the fasteners used to attach the bumper boards to the curbing must be recessed to the point where they will not contact any thrown bocce balls.



9. Foul lines (10 feet from each end) should be painted on the inside of the perimeter curbing.

10. In an effort to eliminate excessive storm water from the court, drill or form in place a series of "weep holes" every 6 feet to 10 feet around the entire perimeter curbing system. These holes should be placed 1/8" to 1/4" above the finished playing surface and should be 1 inch in diameter.

11. If the surrounding landscaping is finished to an elevation above the weep holes, consideration should be made outside of the court to remove this excess water. The holes may be tied together by PVC piping and drained to an appropriate location.



12. To properly maintain a bocce court, the surface and base layers should be irrigated properly. This can be done by hand watering, by use of a sprinkler system, or with sub-surface irrigation.

13. Benches may be provided at the ends of the courts.

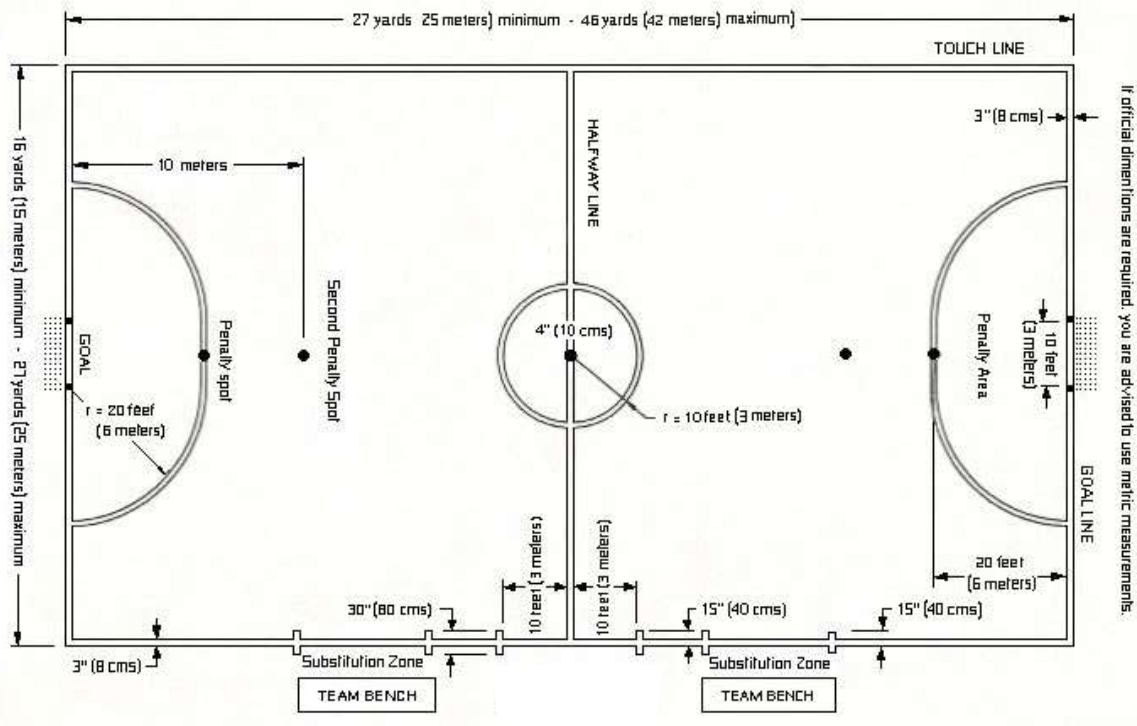
Futsal Court



Design Standards:

1. Futsal is played on a rectangular shaped court that measures a minimum of 82 feet long by 49 feet wide, or a maximum of 138 feet long by 82 feet wide.
2. Courts should be sited to ensure that ball leaning the courts will not interfere with other park or neighboring property uses.
3. The goal must be fixed to the ground to prevent it from overturning. The distance (inside measurement) between the posts is 9.8 feet and the distance from the lower edge of the crossbar to the ground is 6.5 feet.
4. Both goalposts and the crossbar have the same width and depth, 3 inches.
5. The goal depth must be at least 2.6 feet on the upper edge and 3.2 feet at ground level.
6. Nets must be made of hemp, jute or nylon, or other approved materials.
7. Flooring may be PVC, rubber, resin similar to tennis courts or synthetic grass. Natural grass may be used but is not preferred. Concrete or asphalt should be avoided.
8. The surface must be flat, smooth and non-abrasive; only a maximum slope of 0.5% is allowed in the direction of the axes.

9. Essential flooring characteristics include: absorbing shocks, does not deform, guarantee maximum energy return, uniform friction, be non-slippery, wear-resistant, perfect color retention and minimum maintenance required.
10. Court markings are white and 3 inches wide. They are located as indicated on the plan. Not shown on plans: A quarter circle with a radius of 11 inches from each corner is drawn inside the playing court. A mark may be drawn outside the playing court, 15 feet from the corner arc and at right angles to the goal line to ensure that this distance is observed when a corner kick is being taken.



11. Courts are enclosed with 10 foot high, 6 gauge, black chain link fence. With 16 foot tall fencing behind the goal areas. Gates shall be provided with lockable hasps.
12. Fences should be a minimum of 10 feet from the court playing surface.
13. Courts should have at least one bench outside the court with trash receptacle.
14. A drinking fountain and restrooms should be located in the vicinity of the court.
15. Four parking spaces will be provided for each court.

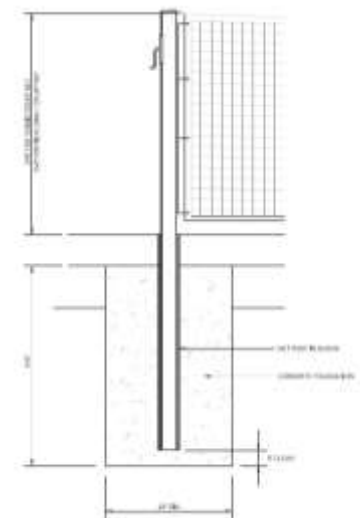
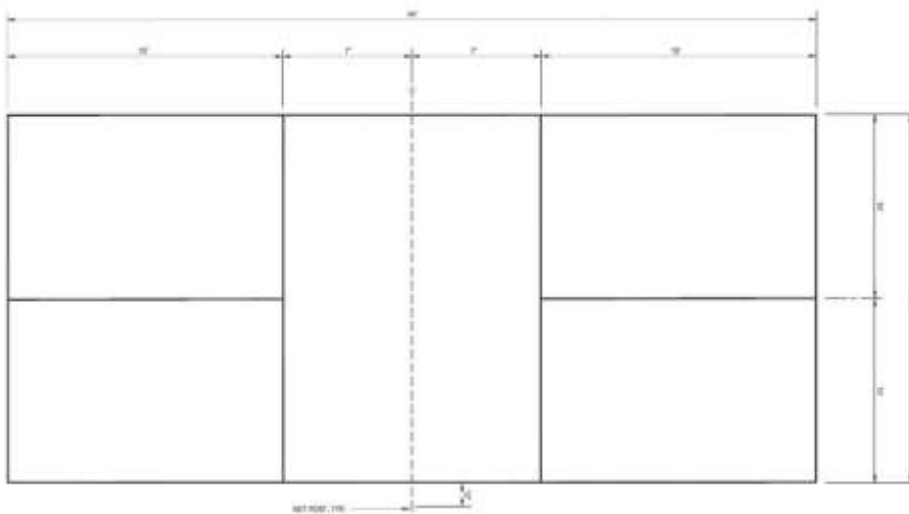
Pickleball Court

Because of the low impact nature of the sport, pickleball courts may be found in most park settings. Courts may serve a double purpose as youth tennis courts.



Design Standards:

1. The playing area is 20 feet wide by 44 feet long with a finished surface of 40 feet by 64 feet. A minimum of 10 feet is required between multiple courts.
2. Courts are a 4 inch thick, reinforced concrete, graded with a 1.0 to 1.5% side slope and a coarse, epoxy-bonded, colored surface.
3. Two parking spaces per court are required as a minimum.
4. All lines shall be painted 2 inches wide. Colors may vary but will be consistent with the theme of the park in which they are located.
5. Net posts shall be 4½ inches O.D. and constructed of heavy duty galvanized steel, with heavy duty hardware and internal ratchet. Nets shall have a double headband and be constructed of a 3mm polyurethane twine mesh with an extra row of mesh in the body of the net.
6. The court shall be fenced (see Sport Court fence detail for required height).

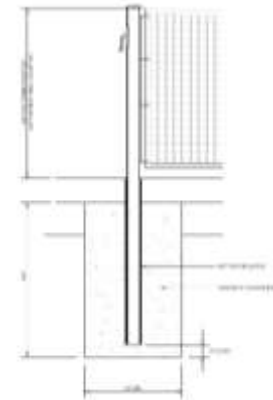
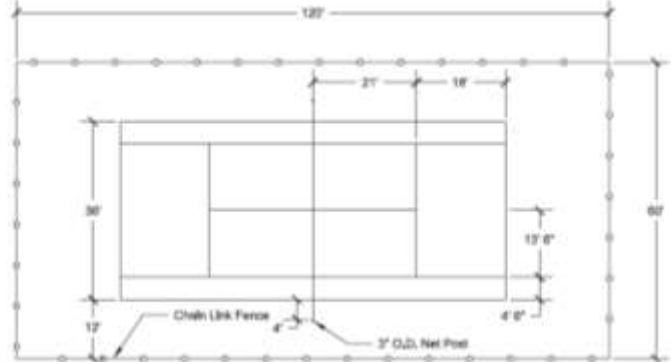


Tennis Court

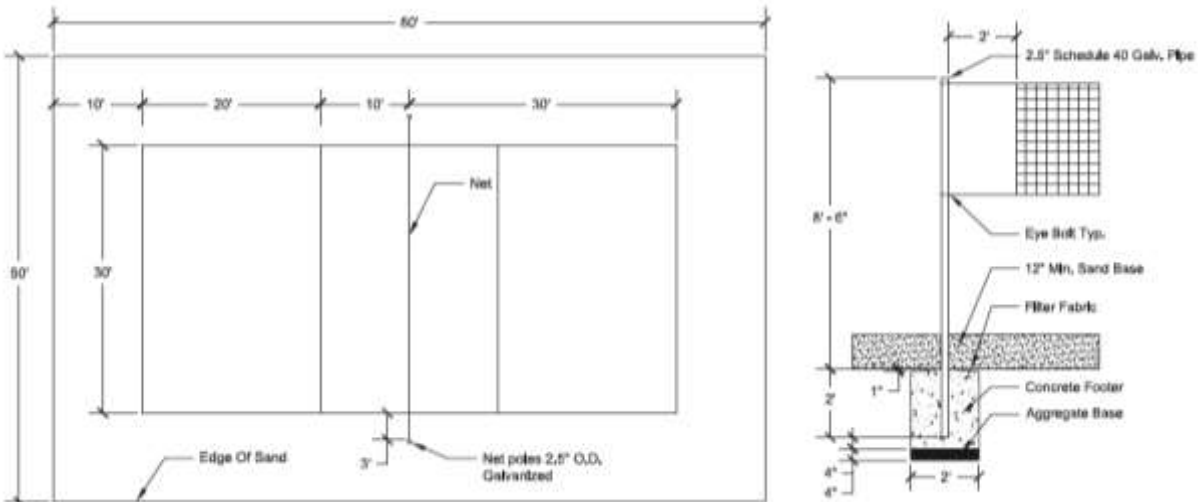


Design Standards:

1. Courts should be oriented on a north-south axis line.
2. Tennis courts measure 36 feet wide by 78 feet, with 12 foot side clearance on each side and 21 feet between each baseline and the fence.
3. When two or more courts are placed side-by-side, the minimum distance between adjacent sidelines of the courts shall be 12 feet. A fence, 42 inches high, shall be placed midway between each two adjacent courts, beginning at a 46 inch gate opening at each end. The minimum distance between the end of each court and the fence is 21 feet.
4. The acceptable gradient range for tennis courts is 0.5 to 1.0%, with a cross slope.
5. The court surface shall be concrete, with a coarse, epoxy-bonded, colored surface.
6. There will be a minimum of two parking spaces per court.
7. The courts shall have markings for both singles and doubles play. Baseline shall be painted white and 4 inches wide. All other lines shall be painted white and 2 inches wide. The court colors may be coordinated with the theme of the park area.
8. Courts will be fully enclosed with a 10 foot high 9-gauge black chain link fence with lockable gates (see detail in the Sport Court Fence Section). The courts shall be shielded with an open mesh windscreen of black seamless polypropylene 9 feet high with center tabs. All fence posts and hardware shall be black polyester coating 3-mil color powder electrostatically applied (powder coated finish). Fence mesh shall have a black vinyl coated finish.
9. Posts shall be 4½ inches O.D. and constructed of heavy duty galvanized steel, with heavy duty hardware and internal ratchet. Posts shall be black. Nets shall have a double head band and be constructed of a 3mm polyurethane twine mesh with an extra row of mesh in the body of the net.
10. 2 electrical outlets shall be installed at each of the court. Outlets must be 30 amps and contained in a metal, lockable box.



Volleyball Court



Design Standards:

1. The optimal orientation for the court has the long axis from north to south.
2. Concrete, asphalt, grass, and sand court dimensions are: 42 feet wide by 80 feet long, with a with an additional 10 feet minimum unobstructed behind the back-boundary line and on each sideline or between courts. 15 feet is required behind the end lines if the courts are placed end to end.
3. The net height is 7'- 4 1/8" measured at the center of the court.
4. The net Dimensions are 39 inches wide and minimum of 36 feet long. The net shall be nylon.
5. All volleyball standards shall be galvanized. The posts shall be 4 1/2 inches O.D. The posts shall have a galvanized wheel and ratchet with a hole drilled in the ratchet for lock. A galvanized pulley for posts shall be used. The net shall have the cable along the top and rope along the bottom. The pole spacing shall accommodate a 32 foot net (approximately 38 feet apart).
6. A minimum depth of 12 inches of washed beach sand with a filter fabric placed underneath the sand bed is required for the court.
7. A minimum of 6 parking spaces will be provided for each court. A proportional number of ADA accessible spaces will be provided.
8. Markings on hard surface courts shall be applied using a wear-resistant substance.
9. Hard surface courts shall be graded at 1.25 to 1.5% and 1% for grass courts.



Roller Hockey and Skating Rinks

Roller Hockey, In-line Hockey and skating rinks may be used for multiple purposes.

Design Standards:

1. Dimensions: Youth Rink: Ideal: 80 feet x 160 feet; Minimum: 75 feet x 150 feet
Adult Rink: Ideal: 85 feet x 180 feet; Minimum: 80 feet x 170 feet.
2. Rink Surface: Rink shall be a smooth, poured concrete surface. The acceptable gradient range is 1.0 to 1.5%.
3. Markings: All markings on the playing surface shall be applied using a wear-resistant substance that is slip-resistant to rollerblades. Center line shall be 12 inches wide and painted red. Trisecting court lines shall be 12 inches wide and painted blue. Dots and goal crease shall be painted blue. All other lines shall be painted black.
4. Spectator Seating: Spectator areas shall consist of two sets of aluminum bleachers, each with 5 rows, seating 70, on a concrete pad 28 feet by 14 feet. A minimum of 4 feet of concrete must be provided on all sides of the bleachers for accessibility. Concrete walkways shall be provided to the bleachers for accessibility. Adequate space for forward or rear side access to wheelchair seating must be provided.
5. Bench Areas: The penalty box area shall be divided into three portions: 2 separate penalty boxes 6 feet deep and 10 feet wide, separated by a scorekeeper's box 6 feet deep and 6 feet wide, with a total dimension of 6 feet by 26 feet. A 10 foot aluminum bench shall be provided in each penalty box. The players' bench areas and penalty boxes shall be paved with concrete and enclosed by 4 feet high $\frac{3}{4}$ inch plywood walls. The floors in the players' bench areas shall be covered with a raised wood floor, approximately 6 inches higher than the concrete. The players' benches shall be aluminum, 30 feet long. Each player's bench area shall have one gate to the outside and one gate to the rink. The scorekeeper's area shall be fenced in (facing the rink) on each side and on top for safety. The scorekeeper's box shall have a gate to the outside minimum 42 inches wide. The players' bench and penalty box areas shall be covered with fencing on all sides and on top, except where there is a gate to the rink.
6. Fencing/Walls: The bottom 4 feet of the rink walls shall be $\frac{3}{4}$ -inch plywood, coated with a smooth fiberglass finish, with 3 foot wide gated openings to the 2 players' benches and 2 penalty boxes. The top edge of the plywood wall shall have a protective weather strip cap. The bottom 8 inches of the plywood wall shall have an 8-inch high kick plate made of strips of polyurethane. A 4 foot high chain link fence is required above the plywood walls on the sidelines. An 8 foot high chain link fence is required above the plywood walls at the goal ends, starting at the curve of the corners. Only the plywood walls in front of the players' benches, gates, and penalty boxes shall not have chain-link fencing above. The chain link shall continue behind the players' benches. The chain link shall be 6-gauge, rubber-coated, with horizontal top and bottom rails. Vertical posts shall be placed no less than 8 feet on center.



Accessible Route of Travel

Accessible routes of travel apply within all park areas.

Design Standards:

1. All park entrances shall be designed to accommodate a continuous accessible path of travel from the street connecting through the parking area to the park activities. When more than one route of travel is provided, all routes shall be accessible.



2. Accessible paths of travel shall have a maximum cross slope of 2% and a maximum running slope of 5% or 1:20.
3. Where conditions are favorable, an uninterrupted accessible perimeter pedestrian path of travel is desired around the entire circumference park areas. The accessible path of travel must have a firm, stable, non-slip surface with a minimum 5 feet width. Where ramps occur, a maximum slope of 1:20 is preferred, but no less than a standard of 1:12 will be permitted. A 1:20 slope means that a change in vertical height of no more than one foot can occur for every twenty feet of distance.
4. The design of the park shall include a network of accessible paths of travel providing connections to all passive and active park areas. An accessible path of travel shall be provided to each major park amenity, including but not limited to each athletic field or sport court, play area, picnic area, and restrooms.
5. Steps or abrupt changes in level shall not interrupt accessible paths.
6. Accessible paths of travel must have all weather surfaces.
7. Concrete pavers used for accessible paths of travel shall provide a smooth surface. Textured concrete or cobble stone may be acceptable as an accent feature outside of the path of travel.
8. There shall be no encroachment into the accessible path of travel. Clearance shall be provided when potentially dangerous elements, such as tree wells, power poles, CATV boxes, telecommunication antennas, equipment buildings, landscaping, or public art are located adjacent to the accessible path of travel.

9. Abrupt changes in level in close proximity to the accessible path of travel, except between a walk or a sidewalk and an adjacent street or driveway, exceeding 3 inches in vertical height shall require edge protection. Protection may be in the form of:
 - a. Handrails or guardrails, 3 feet high.
 - b. Guardrail height shall be 42 inches if vertical height exceeds 30 inches.
 - c. Warning curb, minimum 6 inches high.
 - d. Flush mounted grate or cover protection.
10. When the path of travel is incorporated into a wider walkway, edge protection is not necessary if the obstruction will not encroach within the accessible path of travel.
11. Accessible path of travel through berms should be considered where the berms are over 100 feet long, and a cut through would enhance equal access to athletic fields and sport courts.
12. Accessible paths of travel should be located near trees for shade when possible.
13. Routes of travel must meet U.S. Architectural and Transportation Barriers Compliance Board, Americans with Disabilities Act (ADA), Accessibility Guidelines.

Trailheads

Three amenity levels for trailheads were conceived in the Wenatchee Trail Connections Design Charrette as part of the Foothills Trails Plan. These are: Low Amenity, Medium Amenity and High Amenity Trailheads.

Low Amenity Trailhead

Such a trailhead is appropriate for incorporating trail access into existing neighborhoods where heavy use is not expected.

Design Standards:

1. On-street parking and a simple opening in a fence to provide access.
2. Access is informal, or via easements through private property.
3. Signs delineating the entry point, name of the trail or area, use regulations and trail map are posted.
4. Trash and dog waste receptacles are provided at the entrance.



Medium Amenity Trailheads

These trailheads provide access to multi-function trails, and are located in areas where site conditions could accommodate higher use.

Design Standards:

1. Provides limited parking (up to 10 parking spaces) with direct access from a public road or right-of-way. A minimum of one van accessible ADA space is provided. An electric vehicle charging station may be provided. Bicycle parking is provided.
2. Signs delineating the entry point, name of the trail or area, use regulations and trail map are posted. May also include information/interpretative kiosks.
3. Single vault or flush restrooms are provided.
4. A picnic shelter with tables and trash receptacle may be provided if space allows.
5. A drinking fountain with water bottle filling station and pet fountain and yard hydrant is provided if water is available.
6. Security cameras and lighting are incorporated into the parking area.
7. Dog waste and trash receptacles are provided at the entrance.

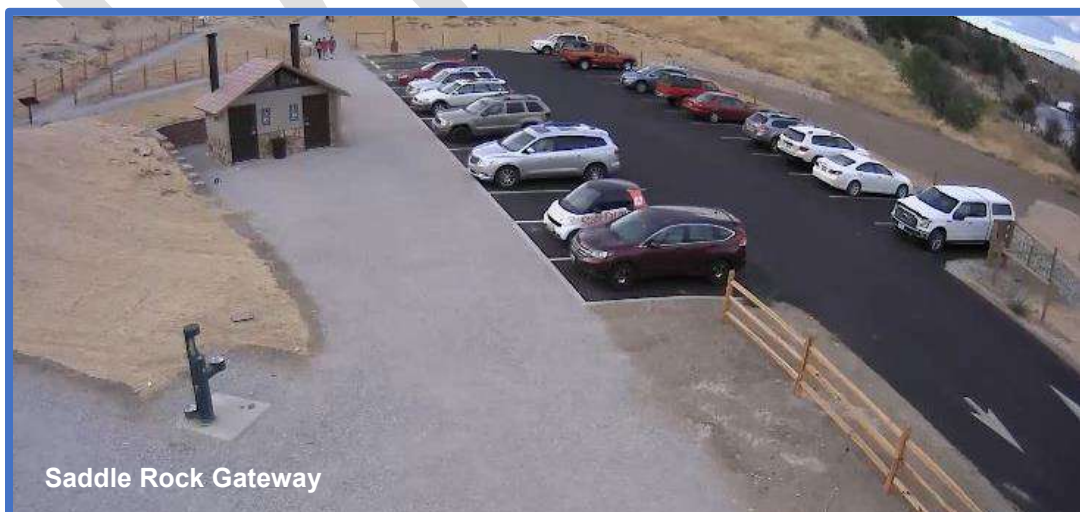


High Amenity Trailheads

These trailheads are located at regional parks, high use trails, high visitation areas or public spaces.

Design Standards:

1. Provides a minimum of 10 parking spaces with direct access from a public road or right-of-way. A proportionate amount of van accessible ADA spaces is provided. Electric vehicle charging stations are provided. Bicycle parking is provided.
2. Signs delineating the entry point, name of the trail or area, use regulations, information and interpretive kiosks and trail map are posted.
3. A minimum of two double vault restrooms are provided. With flush restrooms being the preferred option.
4. Picnic shelter with tables and trash receptacle are provided.
5. A variety of fences are typically provided to direct vehicular and pedestrian traffic flow.
6. An amphitheater or education space including display gardens or other interpretive areas may be provided.
7. Drinking fountains with water bottle filling station and pet fountain and yard hydrant are provided.
8. Security cameras and lighting are incorporated into the parking area.
9. Dog waste and trash receptacles are provided at the entrance to the trail, near restrooms and picnic shelter.



Trails and Pathways

Trails, pathways and bikeways are designed to provide walking, bicycling and other non-motorized recreational opportunities. By providing linkages to other areas and facilities, they also allow safe, non-vehicular options for travel throughout the community. Trails can be designed for single or multiple types of users.

General Standards:

Trail Corridors

The trails are to be routed so as to maintain a natural setting, to avoid disturbance to private landowners adjacent to the trail as much as possible and to preserve wildlife habitat and important vegetation. While the minimum acceptable trail easement is 25 feet, the more practical and desirable easement width is 35 feet except in riparian areas where it is 100 feet.

Road Crossings

Road crossings should occur at points of good visibility, perpendicular to the roadway (if possible), and at natural crossings, if possible. Full access sections should be equipped with curb cuts.

Signage

Trails and paths should be signed at road crossings and all other public access points with signs that define uses and restrictions. Paths should be signed only at the main entrances. These signs should describe uses, trail surface conditions, limitations, such as ADA degrees of access.

Goals

A sustainable trail surface can be created with minimal disturbance and maximum variety and interest if the following goals are met:

- a. Minimize soil disturbance in order to allow plants and animals the best chance for survival; aesthetic appeal will be correspondingly high.
- b. Eliminate the potential for erosion.
- c. Use arboriculturally correct and aesthetic pruning or removal of free limbs and shrubs.
- d. Minimize drainage problems by removing water at the first opportunity.
- e. Do not allow water to stand on the trail.
- f. Maintain existing drainage patterns; do not force nature.
- g. Out slope the trail to dispose of sheet drainage; accurately shape backslope to prevent erosion.
- h. Coordinate excavation with vegetation and drainage considerations.
- i. Use select borrow or retaining walls to improve less than adequate trail surface areas.
- j. Attain proper slope and compaction through a detailed analysis of on-site conditions during wet and dry periods.

- k. Make decisions to benefit the trail user; remove sharp plants from close proximity to the trail. Consider the physical and visual relationship of vegetation to the trail.
- l. Where appropriate, narrow the clearing width by leaving brush close to the trails edge; excessive clearing allows bicycles to travel faster and leave the tread when cornering.
- m. Retain dead standing trees when safety permits because wildlife use trails and snags offer homes and feeding locations for many bird and mammal species. Consider erecting nest boxes or creating artificial snags in woodlands near the trail route.

Obstacles that require special attention may be found along the trail route. Recognizing and protecting such areas during construction will help reduce later maintenance costs and potential environmental damage. Some methods are relatively simple and inexpensive; others can be extremely difficult and expensive.

Subsurface Drainage

Water tends to pool on trails that are located on low-lying, level terrain. Raising the tread way 3 to 6 inches (or more) above the surrounding terrain will allow water to drain away, reduce maintenance costs, and ensure comfortable trail use. Use gravel, flat stones, or other fill material to elevate the trail surface. A less-expensive technique for moving water off the trail is center crowning. Fill materials can be obtained from gutters cut on both sides of the trail to facilitate drainage.

Surface Drainage

On steep slopes, poorly designed and constructed tread ways allow water to accumulate, gain downhill velocity, and erode the trail. Flowing water must be diverted off the trail. One effective method is to out slope the trail surface at a 2 to 3% grade toward the downhill side. Grade dips or water bars also may be used. Grade dips are short trail sections cut at a grade opposite that of the prevailing trail surface. Grade dips typically are established at natural drainage ways or ditches with intermittent flows.

Water bars are obstructions on the trail surface designed to divert water off the trail. They usually are constructed with logs or stones placed at a 30-degree angle from the trail's edge. Such water bars must extend well beyond both sides of the trail to prevent water or people going around them. Logs must be at least 6 to 8 inches in diameter. Rubber water bars are another option that reduces potential hazards to bicyclists. Increase the number of water bars as the trail's grade increases.

Water Crossings

Many trails eventually cross a drainage ditch or small stream. State jurisdiction over the use of protected waters and wetlands generally begins at a point known as the ordinary high-water mark. Permits from the U.S. Army Corps of Engineers and/or Department of Ecology, Fish and Wildlife and Department of Natural Resources may be required before constructing any crossing, including stream fords.

Bridge designs vary depending on the length and height of the crossing, type and amount of trail use, and size of maintenance equipment. On hiking trails, a simple log bridge may be used for stream crossings less than 10 feet wide. For ADA accessible bridges, the following standards apply:

- a. Minimum width shall be no less than 36 inches for bridges 20 feet or less in length.
- b. Minimum width shall be 72 inches, if length of bridge exceeds 20 feet, to allow wheelchair turn around and passing.
- c. Height of bridge is measured from bridge deck to bottom of stream or river.
- d. If height of bridge is more than 30 inches, a protective rail is required.
- e. Rails are to be 42 inches high, with at least one mid rail at 34 inches, to be used as a handrail.
- f. Rails must have a protective barrier, with spacing being no more than 4 inches at any point.
- g. All bridges to be installed on public lands must be certified by a licensed civil or structural engineer.
- h. If bridge does not require a rail, it must have a 4-inch-high curb on, both sides, along entire length of bridge.
- i. Deck should be constructed of slip-resistant material.
- j. Deck of bridge shall not exceed a 12 to 1 slope along any part of its length.
- k. The deck surface between the ends of the bridge shall not vary from a flat plane by greater than 1/2 inch.
- l. Cross slope of the deck shall not exceed 3%.

TRAILS

Primary Trail Definition:

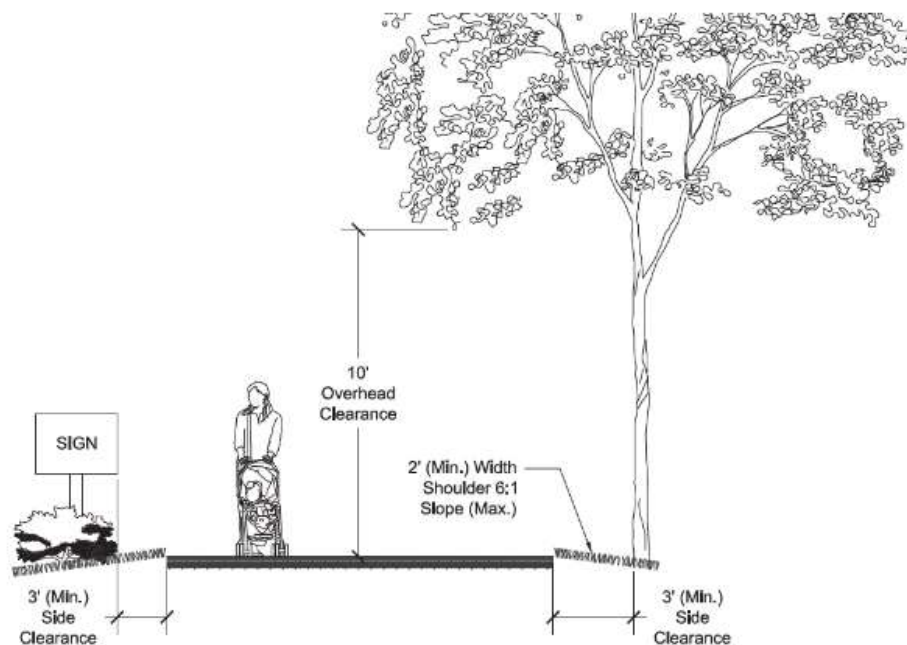
Intended for multiple uses, are accessible wherever possible, and are located conveniently to connect several community facilities.

Design Policies:

1. A primary trail is paved and has a minimum improved surface width of 10 feet with a one foot clear area on each side of the paved surface. Tread width may be reduced to 48 inches for a maximum distance of 10 feet to pass or preserve significant features such as rock formations, important vegetation, etc.



2. Primary trails should have limited road crossings, which disrupt the flow and continuity of the trail. For this reason, primary trails are often built in greenways, along irrigation or river corridors or along utility easements or abandoned roads or railroads. Road crossings will be signed, identifying the crossing to the motorist and the trail user and designated with a crosswalk and bollards at the trail entrances.
3. Trail alignments should take into consideration ADA accessibility requirement wherever possible. Maximum gradients on accessible routes should not exceed a longitudinal slope of 5% and a cross slope of 2%. A 10% maximum grade is allowed for a maximum distance of 30 feet.
4. Tread surface will be asphalt, or wood decking. The tread material including any base course will have a total minimum thickness of 6 inches. Wood deck planks must be run perpendicular to the direction of travel and joints must not exceed 36 inches. Planks must be securely fastened so they do not warp.
5. The minimum cleared zone will be a tread width plus three feet to either side of the tread and 10 feet vertical.
6. Tread will be raised above adjacent surfaces and have a 1 to 2 inch crown. Where this requirement is not possible, the tread will have a 1 to 20 cross slope and/or side ditches outside the cleared zone. Stream crossings will be over culverts or bridges. Only dips or slot-entrance drainpipe will be used for cross tread water stops.
7. Provide adequate visibility for safety.
8. The minimum acceptable trail easement width is 25 feet.
9. Trail entrances will be signed describing the degree of ADA access.



Secondary Trail Definition:

Provide access for bicyclists, pedestrians, and equestrians, and are located to connect amenities, facilities or neighborhoods or to provide access to primary trails.

Design Policies:

1. A secondary trail has a minimum paved width of 8 feet with an additional one foot clear area on each side. It may not be accessible along its entire length (accessibility is desirable, even if limited to trail segments). Tread width may be reduced to 48 inches for a maximum distance of 10 feet to pass or preserve significant features such as rock formations, important vegetation, etc.
2. Secondary trails may include segments located on low volume residential streets or sidewalks when separate trail construction is not feasible or necessary.
3. Tread surface will be asphalt, or wood decking. The tread material including any base course will have a total minimum thickness of six inches. Wood deck planks must be run perpendicular to the direction of travel and joints must not exceed 36 inch. Planks must be securely fastened so they do not warp.
4. Maximum sustained running grade is 5%. A 10% maximum grade is allowed for a maximum distance of 30 feet.
5. Tread will be raised above adjacent surfaces and have a 1 to 2 inch crown. Where this requirement is not possible, the tread will have a 1 to 20 cross slope and/or side ditches outside the cleared zone. Stream crossings will be over culverts or bridges. Only dips or slot-entrance drainpipe will be used for cross tread water stops.
6. Adequate visibility for safety.
7. The minimum acceptable trail easement width is 25 feet.



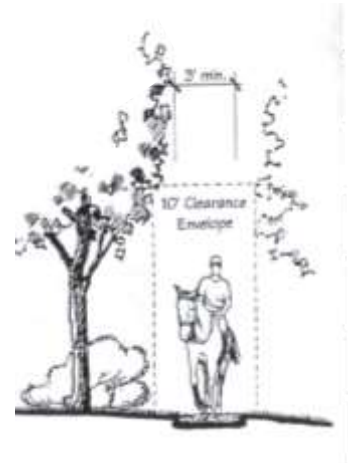
Equestrian Trail Definition:

Typically, 6 feet wide, soft surface trails consisting of native soil material.

Design Policies:

1. Crushed rock surfacing is used in areas of soft or erodible soils.

- Trail shoulders should be cleared a minimum 3 feet on both sides and vertical clearance should be 10 feet within the trail and shoulder zone.
- Equestrian trails should be designated for use by signs and separated from other trails to reduce potential conflicts with other user groups. Equestrian trails and other types of trails may parallel each other but should be physically and visually separated by vegetation, a fence, or a combination of the two.
- Equestrian trails should have linkages to other equestrian trails or equestrian facilities such as horse rings, stables and parks with equestrian facilities.
- Equestrian trailheads should have parking for vehicles with horse trailers, signs, hitching posts, water, and manure disposal areas and cleanup tools.



PATHWAYS

Definition:

Informal connections through or between neighborhoods, and are appropriate for pedestrian, equestrian, or off-road bicycle use.

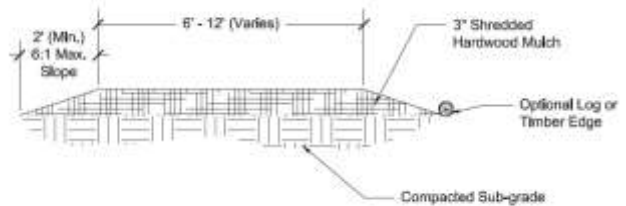
Design Policies:

- A path is a soft surface, with a typical maximum width of 6 feet. Depending on use, location, and underlying conditions, the surface material may be native soil, wood chips or crushed rock. Tread width may be reduced to 32 inches for a maximum distance of 30 feet to pass or preserve significant features such as rock formations, important vegetation, etc.
- Gravel or particulate tread surface will be a minimum of six inches thick. Native soil tread is acceptable only where the soil will allow all-weather use with minimal environmental impact. Paths or portions of paths designed for ADA access will be surfaced with a minimum of compacted crushed gravel.
- The minimum cleared zone will be tread width plus one foot horizontal, and ten feet vertical.
- Grades will be 15% or less. Paths or portions of paths designed for ADA access will have a maximum sustained running grade of 8% and a 14% maximum grade is allowed for a maximum distance 50 feet. Rest areas will be provided when steep slopes cannot be avoided.



Sage Hills Gateway Pathway

5. Tread may be raised above the adjacent surfaces and have a 4 inch crown. Where this requirement is not possible the tread will have a 1 to 20 cross slope and/or side ditches outside the cleared zone. Stream crossings will be over culverts or bridges. Only dips, slot-entrance drain pipe, or rubber belting will be used for cross-tread water stops.
6. Geo-textile material will be placed beneath any gravel or particulate tread material in poorly drained, boggy or marshy areas, or wet meadows and on any of the following soil types; clays, clayey loams, silts, or silty loams.
7. Adequate visibility for safety.
8. The minimum acceptable easement width is 25 feet.
9. Entrances will be signed describing the degree of ADA access.
10. All above items may be modified to meet current ADA specifications.



BIKEWAYS

Definition:

Bikeways are different than park trails in that their principal focus is on safe and efficient transportation. Typical bikeway user groups would include bicycle commuters, fitness enthusiasts, and competitive athletes. Their emphasis is on speed, which can be a serious conflict with recreation-type trails and their user groups. For this reason, it is important in planning trails and bikeways that trails not be substitutes for bikeways (and vice-versa). If such dual uses cannot be avoided, it is important that the trail or bikeway be designed with more flexibility, such as for higher speeds, including passing zones and greater widths. Bikeway standards are contained within the transportation planning component in the Engineering Division of the City.



First Street Bikeway

Trail and Pathway Rating and Criteria:

Feature	Easy	Medium	Hard
Clear width (minimum)	120 inches	72 inches	36 inches
Sustained running grade	1-5 percent	8 percent	12 percent
Maximum grade allowed:	10 percent	14 percent	20 percent
Maximum distance of:	30 feet	50 feet	50 feet
Cross slope:	3 percent	5 percent	8 percent
Max. passing interval:	200 feet	300 feet	400 feet
Max. rest area interval:	400 feet	900 feet	1200 feet



Community Gardens

Community gardens is land gardened collectively by a group of people. Community gardens utilize either individual or shared plots while producing fruit, vegetables, and/or plants grown for their attractive appearance.



Design Standards:

1. Community gardens shall not be located on park land currently used for active or passive recreation, nor has immediate plans to be developed for active or passive recreation. Specific location shall be determined through a park master planning process.
2. Community gardens must be located on land that is level enough to support the intended use and meet all US Access Board requirements without the use of retaining walls that exceed 3 feet in height.
3. Community gardens must be located in areas that receive adequate sunlight for the intended purpose without the removal or excessive trimming of trees.
4. Community gardens must be located in areas that are agriculturally suitable, including soil conditions, topography and solar access.
5. A water meter for the garden and hose bibs with tamper resistant knobs must be provided for each row of beds.
6. The minimum number of individual plots in a community garden will be 12 with at least 1 fully accessible plot.
7. A minimum of one accessible, individual plot will be provided for every fifteen plots in the garden.
8. As a general rule, planting beds are 4 feet wide by 12 feet long. Planting beds shall be raised, 5 inches to 18 inches above grade and 36 inches for accessible plots, using CMU blocks, timbers or other non-toxic materials.
9. Fencing for the perimeter of community gardens shall be 6 foot tall, 9-gauge, black chain link. Gates must include a lockable gate hasp so the garden may be secured when not in use.
10. The maximum height for any garden structures such as trellises, arbors, or other plant supports shall be 6 feet.
11. If provided, storage facilities, will be located away from adjacent residences, businesses and other park uses. The design of storage facilities shall complement the existing architecture of the park or adjacent community. Storage areas must be lockable. Cargo

containers or similar storage facilities will not be allowed. The maximum height for storage facilities shall be 8 feet.

12. Locate trash facilities away from adjacent residences and park uses but accessible for maintenance and emptying. Screen all trash facilities.
13. Composting facilities, if provided, shall be specifically designed for that purpose. Composting facilities shall be located away from adjacent residences, businesses and park uses. Screen all composting facilities.
14. Hose bibs shall be located at each bed, secured to a post and have a hose hanger.
15. Access shall be provided from existing on-site parking and the public right-of-way to the community garden. Walkways shall be concrete with a minimum width of 6 feet. Where vehicular access is required the walkways shall have a minimum width of 9 feet. Walkways between garden beds may be composed of engineered wood fiber or other materials as long as they meet ADA accessibility guidelines. Internal walkways between beds are a minimum of 4 feet wide to allow a wheel barrow or wheelchair to maneuver between the beds.
16. Signage shall be posted at the entrance to the community garden. The signage shall include the following, as a minimum:
 - a. Hours of operation
 - b. Emergency contact name and phone number
 - c. Community Garden rules

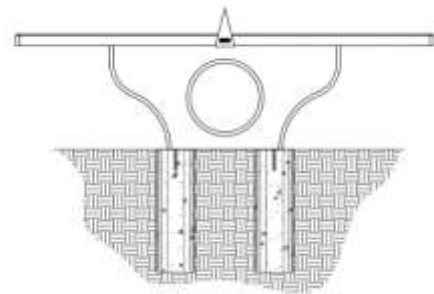
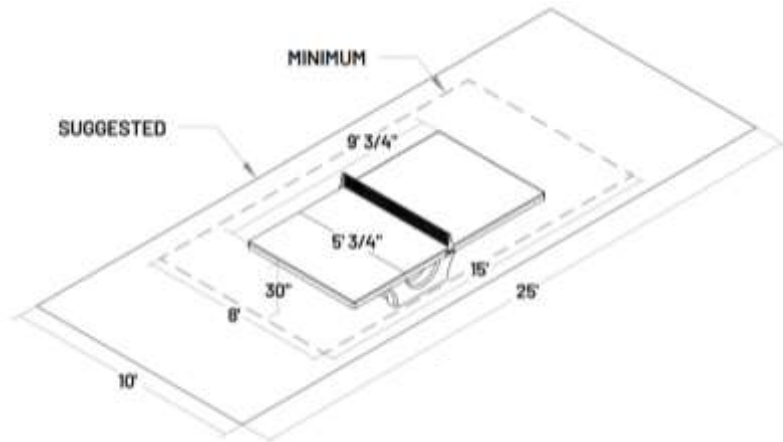


Table Tennis/Ping Pong

Outdoor table tennis or ping-pong tables may be located in neighborhood, community, regional park or special use areas.

Design Standards:

1. The table should be oriented north and south to avoid sun glare late in the day.
2. The table shall be located on a flat, 6 inch thick reinforced concrete surface free of obstructions that is 25 feet long and ten feet wide.
3. The table is 108 inches long, 60 inches wide and 30 inches tall.
4. Tables shall be made of Portland Type 1 cement and aggregate at 5,000 psi conforming to ASTM standard and reinforced with #4 rebar and coated with a waterproofing, silicone rubber, anti-graffiti sealer. Corners shall be rounded and edges beveled edge protect against impact.
5. Tables shall be set in a 12-inch diameter footing that extends below the frost line.
6. Nets are triangle shaped, 2-3 mil thick powder coated or stainless 7-gauge steel with a 60-degree angle. The color is black.
7. All fasteners shall be stainless steel.



PARK DISPOSITION & CONVERSION POLICIES



Intent

Occasionally it may be necessary to dispose of city property utilized for park and recreational purposes or convert property for uses other than for parks. To help ensure that the City acts as responsible stewards of the property and that continued park resource and recreational needs are met the following “no net loss” policy and procedure has been established for the disposition and conversion of park and recreational properties.

This policy was adopted City Council Resolution 2011-23 on February 10, 2011 as part of Park Design Standards and Development Policies Document update.

Policies

- 1.1 The disposition or conversion of park land must result in either financial mitigation for the appraised value of the property, landscaping and improvements or the addition of property of an equal to or greater recreational value, reasonably equivalent location and quality to the property disposed of. Financial mitigation must be applied to a project contained in the parks capital improvement plan.
- 1.2 Mitigation must be based on equal or greater recreational value of the disposed property including the value of improvements and any displaced natural systems. Mitigation shall result in no net loss of recreational values or the experiential quality provided by the site. To the extent practicable, mitigation shall occur on site.
- 1.3 Properties previously funded by the Washington State Recreation and Conservation Office or other granting agencies must receive written approval from those grant agencies prior to the disposition of the property.
- 1.4 Proposed dispositions or conversions of park land must be reviewed and recommended for approval by the Arts, Recreation and Parks Commission to ensure consistency with the comprehensive plan and capital investment plan.

Procedures

- 1.1 The Arts, Recreation and Parks Commission will consider requests to dispose of property.
- 1.2 Written requests will be submitted to the Parks, Recreation and Cultural Services Director for distribution to the Commission and consideration at their regular meeting. Requests will include:
 - 1.2.1 Location and site plan of the disposition or conversion.
 - 1.2.2 Justification for the disposition or conversion.
 - 1.2.3 Alternatives considered.
 - 1.2.4 Justification that supports a replacement site as reasonable equivalent recreation or natural system and location or method of mitigation.
 - 1.2.5 Determination of previous grant funding and copy of agency approval letter if applicable.
 - 1.2.6 Appraisal and appraisal review of the proposed disposition or conversion.
 - 1.2.7 Appraisal and appraisal review of the proposed replacement and/or value of the proposed mitigation measures.
 - 1.2.8 A site plan that clearly indicates the development/restoration proposed for mitigation. Development/restoration must be consistent with the current Parks, Recreation and Open Space Comprehensive and Capital Facilities Plans.

- 1.2.9 Maps, plans, graphics and other documents as requested by the Parks, Recreation and Cultural Services Department.
- 1.3 Staff will prepare a staff report based on the information and forward the staff report and disposition report to the Arts, Recreation and Parks Commission.
- 1.4 The Arts, Recreation and Parks Commission will review the proposed disposition, replacement/mitigation information and provide a recommendation for action to the City Council.



DRAFT



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

FROM: David Erickson, Parks, Recreation and Cultural Services Director

MEETING DATE: April 8, 2021

I. SUBJECT

Vandalism Reduction Program Policies

II. ACTION REQUESTED

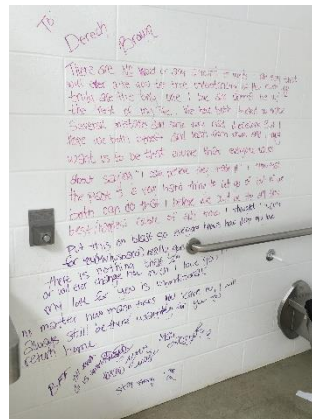
Move approval of Resolution 2021-16 Removal of Garbage and Temporary Shelter Policy and Procedure, Resolution 2021-17 Loose Needle Collection Policy and Procedure and Resolution 2021-18 Lost and Found Policy and Procedure.

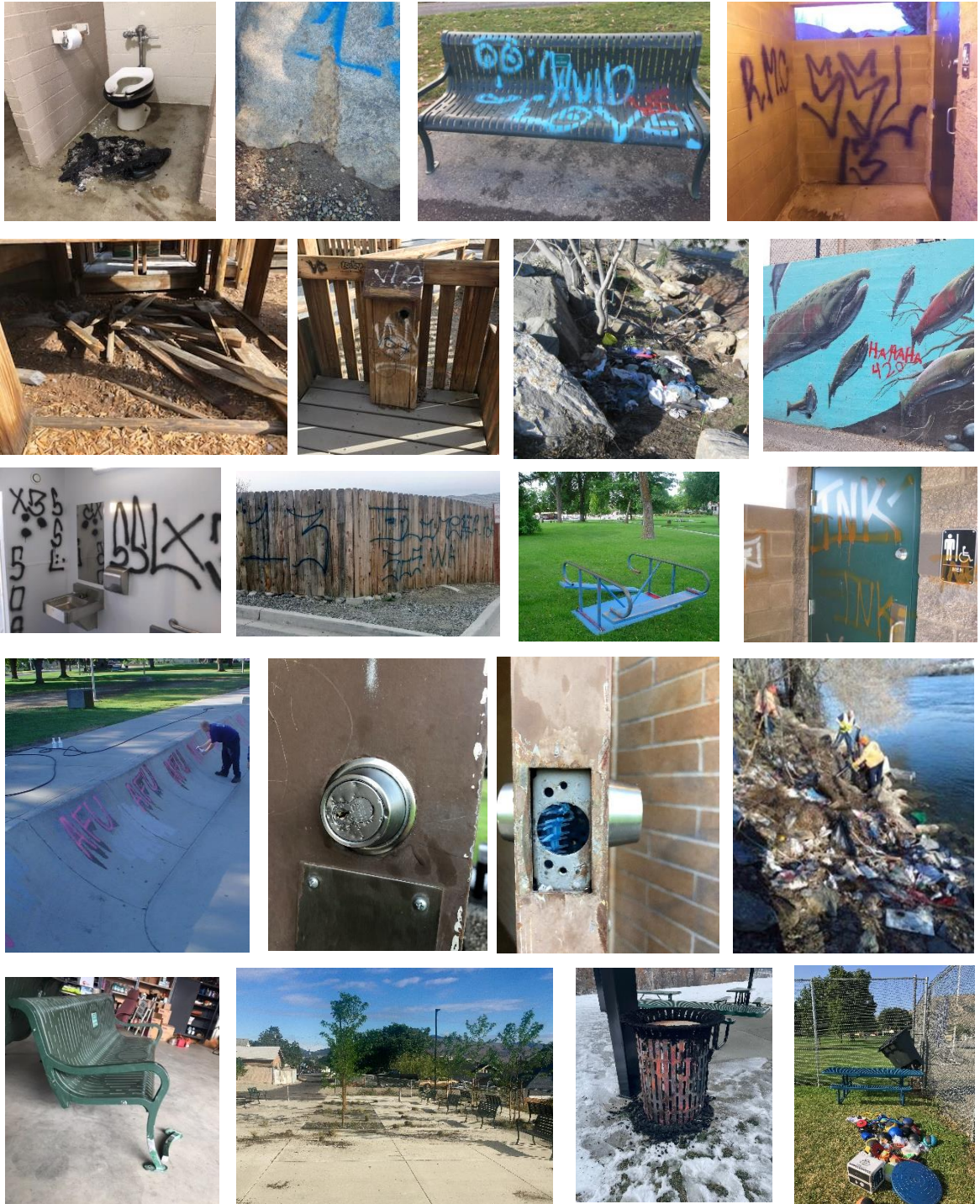
III. OVERVIEW

City parks and properties are continual targets of vandalism and other activity. 2020 was especially challenging with incidents occurring on an almost daily basis. A few examples of the types of activities occurring in the park areas have included: drug use, graffiti, burning, theft, trespassing, defecation, lewd behavior, illegal dumping, destruction of property and countless others. A few representative photos from parks from the last couple of years are below to help illustrate.

Not included are other City properties like underpasses, convention center, parking lots and the community center which is also a frequent target.

It is estimated that maintenance staff spends approximately 20% of their time and equal amount of the operations budget repairing damage and responding to incidents. We are implementing additional budget tracking this year to have a more holistic way to track the total actual costs.







There are many other examples that just don't have photo documentation.

VANDALISM REDUCTION PROGRAM

A multifaceted approach has been implemented in an effort to help reduce labor and materials costs associated with vandalism response. The three main areas are: through environmental design, policies and procedures and programs. The following is a description of these areas and some of the work completed to date.

ENVIRONMENTAL DESIGN. Crime Prevention Through Environmental Design (CPTED) is a process for manipulating the built environment to increase safety.

LIGHTING

Additional and more efficient lighting is being added to park areas when feasible. Kiwanis Methow Park is shown at right. Staff is exploring working with the PUD to retrofit lighting in existing city park areas. When Lincoln, Memorial and other park areas are upgraded, lighting would be upgraded at that time if budget allows. Pioneer Park lighting was scheduled to be replaced in 2020 however the light poles and wiring will also need to be replaced as well as the fixtures which along with Covid restrictions moved the project outside of the available budget.

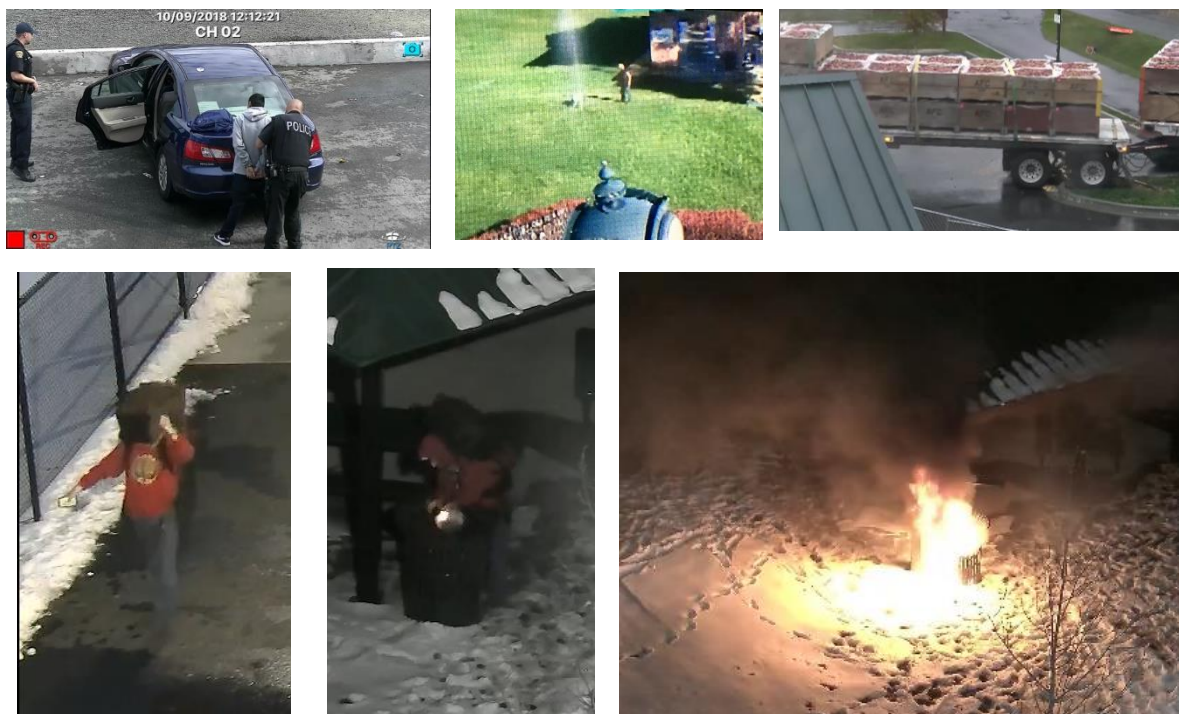


SECURITY CAMERAS

Security cameras have been added to many of the City park areas. The parks that have the cameras also are posted with signs to alert park visitors that cameras are in use.

Some screen grabs from videos are at the top of the next page as examples– they include Skyline Drive Overlook arrest, a person at Centennial Park that was having his dog destroy the irrigation system (That person was trespassed from the park), a semi-truck that ran through Hale Park and destroyed a tree (Police were able to identify the suspect who was cited and also the trucking company who is paid restitution), and the suspect in the Hale Park trash can fire from a few weeks ago..





ADDING VANDAL RESISTANT FEATURES

As parks are retrofitted or as budget allows, features or frequent targets (like valve boxes) are being replaced with items that are more resistant to vandalism both in function and materials. An example from Lincoln Park is below. When the old picnic shelter and tables were removed, it was replaced with a shelter that has less surface area for graffiti, is more visually open and is made from materials that better withstand the abuse it receives. Wood tables have been replaced with vinyl coated steel and they have been bolted to the floor of the shelter.



In Centennial Park, we've added fence to restrict access to the area behind the restrooms as the concealment the area provided was a continual problem area for vandalism and employee safety. This was also completed in Washington and Kiwanis Methow Parks.



INCREASING VISIBILITY

Another way we are addressing issues is to increase visibility in the parks and reduce hiding places to increase safety. This was an issue with the old play equipment in Lincoln Park and is being addressed in other park areas. Junipers and rocks have been removed from Lions Locomotive Park. Another example may be found at Centennial Park where the restrooms are nearly daily targets for vandalism, have had people barricade themselves inside, and also created confinement hazards for city staff responding to incidents or performing maintenance. The wing walls by the restroom doors were removed to not only increase visibility but also eliminate the confinement issues.



ADDING/CHANGING FUNCTION OF AREAS TO INCREASE ACTIVITY

A final way to help reduce incidents is by adding activity to an area to increase visual security from park users. An example of this may be found in the work at Hale Park where the underutilized property was renovated adding a skate park, off leash area, play area and other amenities and concealment areas replaced. Bottom left is Hale Park before the project and at right is after.



PROGRAMS

Another way to help reduce vandalism and other activities is through the development and implementation of programs. Staff has designed and implemented the Park Watch Program for City park areas. The program was designed like a neighborhood watch to help curtail incidents of trash dumping, vandalism, theft, graffiti and destruction of City park property. The program empowers volunteers to report such incidents when they see them. Program brochures were developed and distributed, media releases distributed, and signs created and posted in the parks.



According to the agencies contacted, the most effective way to address some of the issues occurring in the parks from a park's operations perspective was to establish a park ranger program. The City of Olympia went as far as to say that this program is the best piece of

legislation they have ever implemented and provides a proactive way to address issues before they happen. A draft job description and associated polices have been prepared for this type of position.

POLICIES AND PROCEDURES

And finally, policies and procedures which is the subject of this agenda item. Staff completed research on a variety of policies and procedures from agencies across the State that have also been addressing similar issues as well as state statutes.



From this work a number of draft policy documents were prepared and include: Park Hours of Operation; Restroom operation times; De-escalation Policy/Procedure; Lost and Found Policy/Procedure; Removal of Garbage and Temporary Structures Policy/Procedure; Trespass Policy/Procedure; Patrolling Policy/Procedure; Loose Needle Collection Policy/Procedure and Documentation Policy/Procedure.

The modification of the Wenatchee Municipal Code to amend the park hours was approved by the City Council in October 2020. Signs were ordered and installed.

At this time, staff is requesting review and to consider approval of three of the draft polices/guidelines:

- Loose Needle Collection Guidelines
- Lost and Found Policy/Procedure Update
- Removal of Garbage and Temporary Structures Policy/Procedure

The draft policies were circulated to Department Directors on October 12, 2020 and January 26, 2021 for review and comment. They were submitted to RMSA for review and comment in January 2021. They were provided to the Arts, Recreation and Parks Commission at their November 2020, January, February and March 2021 meetings for review and discussion and the following were unanimously recommended for approval at the March 16, 2021 meeting. The City Attorney has also reviewed the polices.

Copies are attached.

IV. FISCAL IMPACT

None anticipated.

V. PROPOSED PROJECT SCHEDULE

Use as needed when approved.

VI. REFERENCE(S)

VII. ADMINISTRATIVE ROUTING

Tammy Stanger, City Clerk
Laura Merrill, Executive Services Director
Brad Posenjak, Finance Director

RESOLUTION NO. 2021-16

A RESOLUTION, of the City of Wenatchee adopting a policy and procedure for removal of temporary encampments, garbage and temporary shelters.

WHEREAS, under Article XI, Section 11, of the Washington State Constitution, the City of Wenatchee has the power to approve police and sanitary regulations; and

WHEREAS, the City Council desires to implement a policy providing direction and procedures to City staff in the removal of illegal encampments, garbage, temporary shelters and personal property from City-owned property and rights-of-way.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE that the Removal of Garbage and Temporary Shelter Policy and Procedure attached hereto as Exhibit “A” shall be and hereby is approved.

PASSED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE, at a regular meeting thereof, this _____ day of _____, 2021.

CITY OF WENATCHEE, a Municipal
Corporation

By: _____
FRANK KUNTZ, Mayor

ATTEST:

By: _____
TAMMY STANGER, City Clerk

APPROVED:

By: _____
STEVE D. SMITH, City Attorney

REMOVAL OF GARBAGE AND TEMPORARY SHELTER POLICY AND PROCEDURE 4.14

1.0 Purpose

The purpose of this policy is to provide direction and procedures to City staff in serving notice on illegal encampments on City property, and for the removal of garbage, temporary shelters, and personal property.

2.0 Background

2.1 The vision is to achieve a community where everyone has a safe and lawful place to sleep, access to basic hygiene, and public sanitation standards are maintained, and environmental impacts are minimized.

3.0 Guidelines

3.1 The City may remove unauthorized encampments on City property when:

- 3.1.1 Public safety is threatened including that of the encampment residents;
- 3.1.2 There is potential for significant environment impacts; or
- 3.1.3 There are user conflicts; and
- 3.1.4 There are resources available to effectively manage the impacts.

3.2 When removing an unauthorized encampment, the City will:

- 3.2.1 Provide advance notice to everyone affected by the move.
- 3.2.2 Be respectful of personal property.
- 3.2.3 Be transparent with those affected by the move.
- 3.2.4 Strive to use its resources to ensure effective execution, quality facilities and services and the safety of all.
- 3.2.5 Work to minimize trauma to all.

4.0 Procedures – City Owned Properties

4.1 Upon receipt of complaint or visual identification of potential encampment, Park staff (if park property) or Code Enforcement (all other City property) will investigate to determine extent of encampment or clean-up needed.

- 4.1.1 Contact applicable law enforcement entity (Wenatchee Police Department or Chelan County Sherriff) as needed.
- 4.2 Serve & post in conspicuous locations a Notice of Trespass & Area Clean-up (Exhibit A – 72 Hours). Posting will be in English and Spanish.
 - 4.2.1 Contact law enforcement for assistance if needed.
 - 4.2.2 Leave clean-up supplies (garbage bags, etc.).
 - 4.2.3 Provide information on shelter resources available and other services available.
- 4.3 Parks/Code Enforcement staff returns after 72 hours for clean-up.
 - 4.3.1 Call law enforcement if people are still present and if weapons or illegal materials are identified.
 - 4.3.2 Utilize appropriate department staff and equipment for clean-up as needed. Document personnel, equipment, costs and hours utilized in the clean-up.
 - 4.3.3 Wear appropriate Personal Protective Equipment.
 - 4.3.4 Remove garbage and trash.
 - 4.3.5 Set aside and save personal property (Exhibit B)
 - a. Staff should perform a visual inspection of the contents of backpacks and/or bags in the field before transporting.
 - 4.3.6 Photo document site including trash and personal property before, during and after the clean-up and create a project file on the shared drive.
 - 4.3.7 Deliver personal property to south yard storage to be claimed:
 - a. Personal property should be tagged, logged and delivered as described in Exhibit C.
 - b. The collecting department will handle claims/return of personal property.
 - c. Property will be held for 60 days.
 - d. After 60 days, property is disposed of pursuant to Chapter 60.32 RCW.
 - e. Weapons to be provided to law enforcement and disposed of per department policy.
- 4.4 Restore the site
 - 4.4.1 Dispose of garbage and trash at the transfer station, hazardous waste station or dumpster as appropriate. If hazardous materials are discovered, the responding department is responsible for following proper safety protocols, including ensuring that staff is properly equipped to handle such materials and materials are properly disposed of.

4.4.2 Apply sanitizer as appropriate to address human waste or other potential contagions.

4.5 Record data collected for tracking purposes.

5.0 History

- Arts, Recreation and Parks Commission review – January – March 2021,
- RMSA Review – January 2021

**EXHIBIT A
NOTICE OF TRESPASS AND CLEAN UP**

72- HOUR NOTICE OF AREA CLEAN-UP

PLEASE TAKE NOTICE

The City of Wenatchee has received complaints concerning persons remaining upon and/or residing in temporary shelters or campsites erected or constructed in the vicinity of ***[insert address in bold face type, e.g. _____ block of _____ Avenue NW and/or GPS coordinates]*** upon real property owned by the City. Any persons remaining upon or residing in this area are trespassing, and will need to immediately move off this site and must remove any personal property they own.

On ***[insert day three (3) days in advance of posting e.g. AUGUST 1, 2021]***, at ***[insert time, e.g. 9:00 AM]***, the City of Wenatchee shall conduct a clean-up of the area, including removal of all persons, personal property, temporary shelters or campsites, and garbage, litter or waste from this area.

Persons wishing to reclaim personal property collected by the City as part of the clean-up project may do so after one (1) business day by contacting ***[insert the name of the person and their job title, e.g. Sgt. Jane Doe]*** at the ***[insert the law enforcement agency - Wenatchee Police Department, insert address, Wenatchee, WA 98801, at [insert the contact telephone number.]*** for a period of sixty (60) days following removal of the property as part of the clean-up project referenced above on ***[insert the date of the clean-up project, e.g. AUGUST 1, 2021]***.

Personal property collected by the City of Wenatchee in connection with this clean-up project shall be stored, without charge, for sixty (60) days following removal from the clean-up site. After sixty (60) days, any unclaimed property shall be disposed of by the City of Wenatchee in a manner similar to RCW Chapter 63.32.

If you have any questions or comments, please contact ***[insert in bold face type the contact person, title phone number and address]***.

EXHIBIT B
PERSONAL PROPERTY TO BE SAVED

The following are examples of items that are to be saved:

- Wallets
- Identification
- Credit Cards
- Checks
- Money
- Purses
- Duffel Bags
- Back Packs
- Sleeping Bags
- Tents
- Clothes
- Bicycles (whole bicycles, not parts)
- Jewelry/Watches
- Eye Glasses
- Medical Records
- Personal Papers
- Weapons

Exceptions:

- A. Items on the list above must be easily identifiable and in plain view.
- B. Any items of personal property which are wet to the point of saturation, infested with bacteria from human or animal excrement or urine, mold, maggots, or other insects or vermin or rodents, or their feces, or that pose a health hazard shall be disposed of as garbage, litter and waste. Staff has reasonable discretion to determine what items are discarded based on the criteria outlined herein.

EXHIBIT C
PROCESS FOR COLLECTING, STORING, RELEASING AND DISPOSING OF PERSONAL PROPERTY

Staff shall collect and store items of personal property via the following process:

- 1) All items collected as “found property” will be tagged and bagged with a Found Property tag.
- 2) The tag will include:
 - a. Tag number.
 - b. The name of the person submitting the property.
 - c. The date it was found.
 - d. The location of where it was found.
 - e. Any case number associated with the property.
- 3) Items will be transported and retained in the City south yard and placed in the designated storage area. Items too large to fit in a standard 35-gallon trash bag or in the storage area will be tagged and stored outside the storage area. An entry will be written on the inventory sheet located inside the storage area (Exhibit D). A field inspection of backpacks and bags should be completed prior to these items being placed in storage.
- 4) Law enforcement will be contacted for any items that may appear to be stolen.
- 5) Drugs, both legal and illegal, will be destroyed upon submission to law enforcement.
- 6) Any concerns regarding found weapons (guns, knives, etc.) should be discussed with law enforcement.
- 7) When items are released to the owner, an entry is added to the Inventory Sheet.
- 8) Items not collected by the owner after 60 days will be disposed of and an entry made on the Inventory Sheet.

RESOLUTION NO. 2021-17

A RESOLUTION, of the City of Wenatchee adopting a policy and procedure for loose needle collection.

WHEREAS, under Article XI, Section 11, of the Washington State Constitution, the City of Wenatchee has the power to approve police and sanitary regulations; and

WHEREAS, the City Council desires to implement a policy providing direction and procedures to City staff related to loose needle collection on City-owned property and rights-of-way.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE that the Loose Needle Collection Policy attached hereto as Exhibit “A” shall be and hereby is approved.

PASSED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE, at a regular meeting thereof, this _____ day of _____, 2021.

CITY OF WENATCHEE, a Municipal
Corporation

By: _____
FRANK KUNTZ, Mayor

ATTEST:

By: _____
TAMMY STANGER, City Clerk

APPROVED:

By: _____
STEVE D. SMITH, City Attorney

LOOSE NEEDLE COLLECTION GUIDELINES

4.13

1.0 Purpose

To prevent injuries or illnesses to members of the public and City staff from improperly disposed of sharps, and to aid staff in the safe collection and disposal of sharps found in parks.

2.0 Policy

The City of Wenatchee strives to provide safe public places for the use and enjoyment of all persons residing, working, recreating or visiting Wenatchee. This policy outlines procedures to minimize the risk of inappropriately discarded needles in City parks. *Note: It is not the City's responsibility to respond to needles on private property.*

3.0 Background

In a collaborative effort the Department of Parks, Recreation and Cultural Services has identified a need to address the safety and security of city parks. Staff frequently discovers improperly discarded used sharps (hypodermic needles, syringes, lancets, and other paraphernalia) in trash cans, toilets, the landscape, restroom floors and in other locations. Given the findings, the purpose of this guideline is to provide safe collection and disposal.

4.0 Procedures

All Parks, Recreation and Cultural Services Department staff shall be trained and provided with appropriate collection equipment which shall be available in fleet vehicles and restroom storage buildings. All reasonable measures and precautions shall be taken by staff to protect their health and safety and that of community members in accordance with the procedure of this policy and as required by the Occupational Health and Safety Act 1984, during both the collection, disposal and transport of such waste. Staff must use the following procedure during the collection and disposal of needles and syringes:

- 4.1 Use and approved sharps disposal container, or if unavailable at the time, find a strong, rigid-walled, plastic container with a screw-top lid, (e.g. a plastic soda container or similar; no glass bottles as they can shatter.)
 - If you use anything other than needle collection container, securely fasten the lid, tape it shut, and write "sharp waste" on the container in large letters with permanent marker and dispose of it in an approved and appropriately- sized sharps disposal container.

- Always wear the correct personal protective equipment. Puncture resistant gloves or long handled tongs shall be used as personal protective equipment by all staff members who are responsible for collection of needles and syringes.
 - Always wash hands thoroughly with soap and water after collecting needles. If soap and water is not available at time of collection, apply hand sanitizer.
- 4.2 Take the container to the needle and syringe (not the reverse), place the container on the ground next to the needle and syringe. Do not hold the container when depositing the needle and syringe.
- 4.3 Pick the syringe up by the barrel end only (“non-needle” end), and never touch the sharp end.
- 4.4 Never try to re-cap the syringe or break off the needle.
- 4.5 Take the syringe to the container and put the syringe inside it.
- 4.6 Screw the lid on tightly.
- 4.7 When emptying trash receptacles, whether sharps evidence (i.e. orange caps, etc.) is present or not:
- Do not push down into the trash bag or container with your hands.
 - Wear gloves, ideally ones that are puncture proof.
 - Handle the edges of the bag only.
 - Hold the bag away from your body.
 - If possible, use a cart to move large trash loads or make trips (this may mean emptying the trash more often to avoid overflow.)
- 4.8 When removing needle collection boxes from the designated metal sharps container:
- Look from the top first to make sure the box is not overfilled with needles.
 - Cautiously remove the box with the proper PPE (i.e. puncture resistant gloves).
 - Clean any signs of blood and bodily fluids around the receptacle with products know to kill pathogens (e.g. bleach) prior to installing new collection cartridge.
- 4.9 Bloodborne Pathogens Exposure Control Plan should be followed if staff is injured from needle exposures.

4.10 Safe Disposal

- 4.10.1 Rigid metal sharps containers shall be provided with single use plastic inserts in park restroom storage areas and park fleet vehicles.
- 4.10.2 Park maintenance staff is responsible for the installation, repair, and maintenance of all rigid metal sharps containers and single use plastic inserts on park property.
- 4.10.3 Any disposal and collection point which is damaged, rusted, missing a rigid metal sharps container, or is substandard must be decommissioned, replaced or repaired, and reported to the Parks Maintenance Supervisor.
- 4.10.4 Sharps must not be clipped, bent, broken, recapped, or otherwise manipulated by hand, and all precautions must be taken to prevent injury.
- 4.10.5 PVC or appropriate hand-protecting gloves must be worn, but these may not be impervious to needles and so due care must be taken.
- 4.10.6 The sharps container sites shall be cleared, and left clean and tidy to the satisfaction of the Park Maintenance Supervisor.
- 4.10.7 All park staff shall be trained in the following and in accordance with the applicable WAC section:
 - Blood borne pathogens (WAC 296-823),
 - First aid/CPR (WAC 296-155-120),
 - Safe collection practices and disposal techniques

4.11 Data Collection Process

- 4.11.1 All needles and syringes collected by department staff and all reports received from members of the public regarding the location of inappropriately discarded needles and syringes in parks are to be logged for data collection purposes. The log shall include the date, time, location, quantity and type of sharps collected.
- 4.11.2 All log books maintained by the department shall be submitted monthly to the Department Director, applicable staff, and shared with law enforcement for review and data compilation purposes.

4.12 Safety and Health Considerations

4.12.1 In accordance with the Bloodborne Pathogens Exposure Control Plan, staff shall wear all the proper personal protective equipment (PPE) garments.

4.12.2 If at any time staff feels unsafe or unsure with regard to any component of proper sharps handling procedures, they shall stop and ask their supervisor.

4.12.3 Staff shall never place hands into areas where they cannot see.

4.13 Compliance References:

4.13.1 "Personal Protective Equipment" WAC 296-800-160.

4.13.2 "Bloodborne Pathogens" WAC 296-823.

4.13.3 "First Aid" WAC 296-155-120.

4.13.4 City of Wenatchee Parks, Recreation and Cultural Services Department
Bloodborne Pathogens Exposure Control Plan - Policy Manual 3.07

5.0 **History**

- Arts, Recreation and Parks Commission review January-March 2021
- RMSA Review – January-March 2021

RESOLUTION NO. 2021-18

A RESOLUTION, of the City of Wenatchee adopting a policy and procedure for lost and found property.

WHEREAS, under Article XI, Section 11, of the Washington State Constitution, the City of Wenatchee has the power to approve police and sanitary regulations; and

WHEREAS, the City Council desires to implement a policy providing direction and procedures to City staff related to lost and found property.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE that the Lost and Found Policy and Procedure attached hereto as Exhibit "A" shall be and hereby is approved.

PASSED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE, at a regular meeting thereof, this _____ day of _____, 2021.

CITY OF WENATCHEE, a Municipal
Corporation

By: _____
FRANK KUNTZ, Mayor

ATTEST:

By: _____
TAMMY STANGER, City Clerk

APPROVED:

By: _____
STEVE D. SMITH, City Attorney

LOST AND FOUND POLICY AND PROCEDURE

4.03

1.0 Purpose

The purpose of this section is to establish a policy and procedure to respond to items lost or found on City properties. This policy applies to items not covered under the Removal of Garbage and Temporary Shelters Policy & Procedure.

2.0 Policy

It is the policy of the City of Wenatchee to handle Lost and found items in accordance with the standards and practices established in the Revised Code of Washington chapter 63.21.

3.0 Procedures

The following procedures focus on professionalism, timeliness, effectiveness and efficiency.

3.1 When an item is found unattended within a City park, facility, or end of a department program, the staff member will attach a tag to the item indicating the following:

- When the item was found
- Park/facility where it was found
- Where in the park/facility it was found
- Name of the employee that found or received the item.

If owner identification is on the item, the employee will attempt to notify the owner of the missing item. If no identification is visible, the item will be placed in a designated, secured, lost and found area. Unclaimed items in lost and found may be brought to department offices for processing.

Any items of personal property which are wet to the point of saturation, infested with bacteria from human or animal excrement or urine, mold, maggots, or other insects or vermin or rodents, or their feces, or that pose a health hazard shall be disposed of as garbage, litter, and waste. Staff has reasonable discretion to determine what items are discarded based on the criteria.

3.2 If a bike is found locked within a City park or at a facility, it should remain in place for three days. If the bike remains locked in the same location for more than three days, a written warning will be placed on the bike

notifying the owner that it will be impounded if not removed within 24 hours. After 24 hours, the lock will be removed and the bike relocated to the city south yard.

If a bike or bike frame is found unlocked within a City park, it will be relocated to the storage area in the city south yard.

Bicycles and bicycle parts will also be valued and stored the same as other found property. Bicycles worth over \$100 will be turned over to law enforcement after 30 days of storage.

3.3 Staff members will contact the applicable law enforcement agency (City or County) and also notify the Parks, Recreation and Cultural Services Department office under any of the following special circumstances:

- The item appears to be stolen;
- The item provides identification (driver's license, state ID, or personal health information);
- The item provides or is linked to a financial institution;
- and/or the item requires secure storage (e.g. weapon, prescribed medication, or fine jewelry).

3.4 When someone finds lost items on City property, including through metal detecting.

3.4.1 Within seven (7) days of the property finding, acquire a signed statement from a qualified person engaged in buying or selling similar items or a district court judge setting an appraised value of the property at current market value, unless the property is cash;

3.4.2 Within seven (7) days, report the find of property and surrender, if requested, the property and a copy of the evidence of the value of the property to the Chief of Police, or designee, and serve written notice of the finder's intent to claim the property if the owner does not make out his or her right to it under this section.

3.4.3 Within thirty (30) days of the report the City shall cause notice of the finding to be published at least once a week for two successive weeks in a newspaper of general circulation in Chelan County, unless the appraised value of the property is less than the cost of publishing notice. If the value is less than the cost of publishing notice, the City may cause notice to be posted or published in other media or formats that do not incur expense to the City.

3.4.4 The finder's claim to the property is extinguished if the owner satisfactorily establishes, within sixty days after the find was reported to the appropriate law enforcement entity, the owner's right to possession of the property or if the Police Chief or County Sherriff or his designee determines and so informs the finder that the property is illegal for the finder to possess.

3.5 Releasing the property to the finder

3.5.1 The found property shall be released to the finder and become the property of the finder sixty (60) days after the find was reported to the appropriate law enforcement entity if no owner has been found, or sixty (60) days after the final disposition of any judicial or other official proceeding involving the property, whichever is later.

The property shall be released only after the finder has presented evidence of payment to the City, the amount of ten dollars plus the amount of the cost of publication of notice incurred by the City pursuant to RCW 63.21.010, which amount shall be deposited in the City general fund. If the appraised value of the property is less than the cost of publication of notice of the finding, then the finder is not required to pay any fee.

3.5.2 When ninety (90) days has passed after the found property was reported to the appropriate law enforcement entity, or ninety (90) days after the final disposition of a judicial or other proceeding involving the found property, and the finder has not completed the requirements of this section, the finder's claim shall be deemed to have expired and the found property may be disposed of as unclaimed property under RCW chapter 63.32. Such laws shall also apply whenever a finder states in writing that he or she has no intention of claiming the found property.

3.6 Per RCW 63.21.050, any items reasonably valued at less than \$100 may be disposed of after being stored for thirty (30) days. Property not meeting the special circumstances noted above but worth over \$100 shall be turned over to law enforcement after thirty (30) days of storage.

3.6.1 Staff shall attempt to notify the apparent owner of the property.

3.6.2 The date the property was found is documented and attached to it in a manner not to damage the item.

3.6.3 The City may elect to retain property which it acquires or dispose of the property as provided by the established procedures.

3.6.4 Any electronic item that meets criteria for disposal should be taken to a reputable electronic recycle organization to protect any personal information on the device.

3.7 Claim to found property by City Employees

3.7.1 An employee, officer, or agent of a governmental entity who finds or acquires any property while acting within the course of his or her employment may not claim possession of the lost property.

4.0 History

- Parks and Recreation Advisory Board/Arts, Recreation and Parks Commission reviews: October, November 2015, January, February, March 2021.
- RMSA review January 2021.



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

FROM: Jeremy Hoover, P.E., Senior Engineer, Utilities
Department of Public Works

MEETING DATE: April 8, 2021

I. SUBJECT

Wastewater Treatment Plant Digester #4 - Project No. 1810
Authorization for Consultant Supplemental Agreement #3

II. ACTION REQUESTED

Staff recommends the City Council authorize the Mayor to sign Consultant Supplemental Agreement #3 on behalf of the City with HDR Engineering, Inc. for additional design services for the Wastewater Treatment Plant Digester #4 - Project No. 1810.

OVERVIEW

The most recent version of the Wastewater Treatment Plant (WWTP) facilities plan (2016) identified, among other items, the need for additional biosolids stabilization via a new anaerobic digester. The new Digester 4 will act as both a parallel and alternate element in the overall plant operational process allowing for current and future additional solids treatment as well as provide the necessary redundancy to properly maintain existing facilities.

In April of 2019, the City executed a Professional Services Agreement with HDR Engineering for investigation and assessment activities for the existing facility along with design services necessary to construct and bring online the new Digester #4 and its related control elements. Preliminary evaluations made obvious the need for relocation of several pieces of equipment into a separate digester control building to contain this equipment in an area not exposed to explosive biogas and comply with the fire codes. As this new structure was not included in the original consultant scope of services, the City approved Contract Agreement #1 for \$249,437. The design was then taken to the 30% completion level.

In August of 2020, an additional supplement to the contract was approved to allow for the design of additional equipment relocations including the remote flare from its current location such that it will not interfere with the planned driveway, as well as the fact that significant settling had been observed in its current location. Also included in that amendment was the design of additional thickeners, mixers, controls, potable water systems and piping. The cost associated with that level of effort amounted to \$200,990.41. That design was taken to the 100% level without further revisions on an accelerated schedule so that the City would meet the timeline for application for a loan through the Clean Water State Revolving Fund (CWSRF). The application was submitted, accepted, and finally approved by Ecology in January 2021.

During the process of loan application, the need for additional revisions and additions became apparent. However, so as to not jeopardize success of the loan application process by requiring additional review time by Ecology, the plans were not changed and the items were not included in the 100% submittal package provided to Ecology. The revisions do not represent a material change to the overall Digester project. However, the equipment and structural revisions to the digester and mechanical building are necessary to achieve a more reliable and sustainable process for the long term as well as reduce power consumption and improve the operational characteristics of the facility.

Constructability concerns also need to be addressed so as to mitigate overall plant operational problems during the construction and startup process. Together, these design improvements and specifications revisions require additional design effort for which HDR is requesting additional compensation in the form of the attached Supplemental Agreement #3 in the amount of \$264,908.17. That will bring the total design contract value to \$1,490,336.92.

IV. FISCAL IMPACT

This project was included in the 2021 CIP budget. It will be funded by Fund 405 - Sewer. Furthermore, the City was recommended to receive a low-interest loan through the Clean Water State Revolving Fund (CWSRF) to assist in the financing of the improvements. Final approval of the loan will be through the state legislative process for the upcoming fiscal year. Interest rates associated with this type of financing mechanism tend to be less than those associated with standard bond issue rates and do not have an adverse on the overall bond rating. A repayment period of 20 years is anticipated.

Project Budget

Approved Budget 2020	
Task	Amount
Design Engineering	\$1,225,430
Construction	\$ 9,460,000
Construction Engineering	\$ 89,200
Art Fund	\$ 94,600
TOTALS	\$ 11,044,800

Amended Budget	
Task	Amount
Design Engineering	\$ 1,566,000
Construction	9,460,000
Construction Engineering	\$ 189,200
Art Fund	\$ 94,600
TOTALS	11,309,800

V. REFERENCE(S)

PW Agenda Report 2019-17 Authorization to Negotiate Design Services
PW Agenda Report 2019-71 Consultant Supplemental Agreement #1
PW Agenda Report 2020-29 Consultant Supplemental Agreement #2
Consultant Supplemental Agreement #3 (attached)

VI. ADMINISTRATIVE ROUTING

Tammy Stanger, City Clerk
Laura Merrill, Executive Services Director
Rob Jammerman, Public Works Director
Jessica Shaw, Deputy Public Works Director - Utilities
Gary Owen, City Engineer
Natalie Thresher, Contracts Coordinator
Brad Posenjak, Finance Director



CONTRACT AMENDMENT NUMBER 3 TO THE PROFESSIONAL SERVICES AGREEMENT Wastewater Treatment Plant Digester 4 – Project No. 1810

This Contract Amendment Number **3** dated this ____ day of April, 2021, is entered into by and between the City of Wenatchee, a municipal corporation, herein called the "City," and **HDR Engineering, Inc.**, whose address is **1401 E. Trent Ave., Suite 101, Spokane, WA** hereinafter the "Consultant":

WHEREAS, the City entered into a Professional Services Agreement ("Agreement") with the Consultant on April 29, 2019 for professional engineering design services on the **Wastewater Treatment Plant Digester 4** Project; and

WHEREAS, the City now desires to retain the services of the Consultant to perform additional professional services and/or extend the time for performance; and

WHEREAS, the Consultant is qualified, willing, and able to provide and perform the services, if any, as described in this Contract Amendment Number 3; and

WHEREAS, the services to be performed by the Consultant are temporary in duration.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained and of the Professional Services Agreement, and the Request for Additional Funds to be kept, performed, and fulfilled by the respective parties hereto, it is mutually agreed as follows:

I. SERVICES BY CONSULTANT

All services and all duties incidental or necessary thereto, shall be conducted and performed diligently and completely in accordance with professional standards of conduct and performance. The Consultant agrees to accomplish additional services as described in Exhibit A.

II. COMPENSATION

- A. Compensation for completion of the additional services, if any, shall not exceed \$264,908.17 as described in Attachment A.
- B. The total contract amount, including the Professional Services Agreement for \$774,901.23, Contract Amendment Number 1 for \$249,537.11, Contract Amendment Number 2 for \$200,990.41, and this Contract Amendment Number 3 for \$264,908.17 shall not exceed \$1,490,336.92.
- C. The above fees include all labor, materials, and expenses for completion of the work.

III. EXTENT OF AGREEMENT/MODIFICATION

The Professional Services Agreement, together with Contract Amendment Number 1, Contract Amendment Number 2, and this Contract Amendment Number 3, represent the entire and completely integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements either written or oral. Except as modified herein, all provisions within the Agreement shall remain in full force and effect for the services provided under this Amendment. Additional amendments, modifications, or additions to the Agreement may only be made by written instrument properly signed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Contract Amendment Number 3 on the dates written below:

CONSULTANT:

By: 

Print Name: Rob Berman

Date: 3/23/2021

CITY OF WENATCHEE:

By: _____

Frank Kuntz, Mayor

Date: _____



Table of Contents

Background	1
Task 100 Project Management	2
Task 600 Final Design (90-percent)	4
Task 700 Opinion of Probable Cost and Schedule.....	9
Task 800 Quality Assurance and Quality Control.....	10
Schedule	12
Fee	14
Current Drawing List.....	16



City of Wenatchee

**Wastewater Treatment Plant Digester 4
Design, Permitting, Bid Support,
Construction,
and Startup/Commissioning Services**

Amendment 3

Exhibit A: Scope of Services

March 2021

EXHIBIT A

SCOPE OF SERVICES

Background

To provide bid set drawings and additional deliverables on an accelerated schedule to meet SRF deadlines, additional design and management effort was required beyond that anticipated at the time of Amendment 2. Greater project clarity for both potential bidders and the selected contractor by this additional effort should result in lower bids and further reduce risk of additional costs by changes during construction. The following is a detailed description of the level-of-effort changes included in this amendment:

1. Complete replacement of the existing waste gas burner was added to the design, due to the aged condition of the existing equipment and uncertainty surrounding the success of attempting repairs to the existing waste gas burner foundation.
2. The walkway between the upper levels of the new mechanical building and solids handling building was added to enhance workplace safety for plant staff. This required the design of a platform between two buildings with differing seismic codes and the addition of a door opening in the mechanical building upper wall. The addition of the door also required the redesign and relocation of the W-1 system to other locations in the building.
3. Evaluation of alternative boiler systems in addition to what is currently shown in the design to serve the digester heating needs. The City has said it is likely that they do not want to install a new boiler system that will completely replace what they currently use. Design of a revised boiler system is included in the amendment.
4. Lead a workshop for plant staff to have a clear understanding of details pertaining to the constructability and operations during the construction of the Mechanical Building and Digester 4. Risk to City operations will also be evaluated as part of creating the Construction Sequencing Plan (see item under Task 100).
5. The City has possible modifications to the Primary Sludge yard piping that they want evaluated prior to bidding. The modifications will be evaluated for construction efficiency and possible simplification of construction sequencing. HDR will perform concept and design services that include preparation of layout, equipment requirements along with plans and specifications for bidding and cost estimating purposes.
6. Redesign the access to the roof of Digester 4, which requires a connection from the door on the upper level, south side of the mechanical building to the roof of Digester 4. HDR will perform concept and design services that include preparation of a layout, equipment requirements along with plans and specifications for bidding and cost estimating purposes.
7. Minor revisions that include modifications or additions of the following: floor slope of mechanical building lower level, addition of eaves to the north side of the mechanical building, removal of the spiral staircase on Digester 4, addition of a mow strip around facilities contacting turf, relocation of the W-1 system to ground or upper level of the mechanical building.

Task 100 Project Management

To meet the SRF deadlines, HDR accelerated the delivery schedule by a minimum of 5 weeks (please see Schedule Section for further explanation) and increased the scope of deliverables. This was necessary to meet the requirements for applying for construction funding under the SRF. HDR provided an additional plan set submittal at 60 percent design (with details beyond a 60% level of design), accelerated the 90 percent submittal for Washington State Department of Ecology (Ecology) review by 6 weeks, and delivered the bid set 5 weeks ahead of schedule.

Coordinating the team (and subconsultants) to supply increased scope deliverables and to deliver documents by 6 weeks earlier than anticipated required greater coordination and management effort than was anticipated when the budget was approved with Amendment 2. This new schedule added 105 hours of design and project management time to deliver the project to have increased oversight, daily coordination, and resource planning to meet the schedule.

When HDR was evaluating the accelerated project schedule in September 2020, Amendment 2 schedule was used as a basis and it showed delivery of the final bid set drawings taking place in mid-January 2021. This was consistent the 100-percent design review with the City the week of December 21, 2020 and the bid period beginning the week of January 1, 2021. Standard practice is to gather comments following the 100-percent design review, incorporate those in the drawings and deliver the bid package a week or two ahead of the beginning of the bid period. In the schedule established in Amendment 2 the Contractor's Notice to Proceed takes place the week of February 22, 2021. The February 22 date is approximately 4 weeks earlier than it should be and should have been dated March 19, 2021 in Amendment 2. The March 19, 2021 date provides one month for bidding, and one month for incorporation of bid information into council packets, council award, contract signatures and notice to proceed. We believe the February 22 date is responsible for the confusion regarding the accelerated schedule.

HDR's assumption in September 2020 for project team coordination included approximately 8-9 hours of team management and design coordination per week for a period of approximately 14 weeks from September to the December deliverable. The total hours budgeted was 120 hours for the design manager and 60 hours for the PM. To keep the team moving without downtime the HDR design manager required 200 hours and 85 hours were needed for the PM. The difference of 105 total hours is detailed as follows:

1. 80 hours of additional staff time for daily team/design/task coordination (5-6 hr per week) by the Design Manager.
2. 20 hours of additional staff time for additional management and coordination of the project (1.5 hours per week) by the Project Manager.
3. 5 hours of additional staff time for reviewing and managing additional subconsultant work for surveying and geotechnical work by the Project Manager.

Additional Work under Task 100

Objective

The City desires plant staff to have a clear understanding of the constructability and operations during the construction of the new Mechanical Building and Digester 4. HDR will lead a workshop at the WWTP to provide City staff with an understanding of the operations during construction and a likely construction sequence for the project. Preceding the workshop, HDR operations staff will meet with the City WWTP staff to gain an understanding of the plant operations and determine possible options for construction sequencing.



Approach

HDR will lead an Operations Workshop at the WWTP. HDR will confer with City staff on the content of the workshop. The Operations Workshop will in general cover the following:

1. HDR will provide Navisworks and BIM360 3D models designed to detail the operations, constructability and develop sequence of construction of the new Digester 4, Mechanical Building, and existing SHB concepts by City staff prior to and during an operations-focused workshop. HDR will lead a review workshop with City staff at the WWTP to demonstrate the concepts, collect City feedback, and answer questions related to operation of the new facilities.

HDR Services

HDR will provide staff members to prepare for and facilitate the workshop. HDR will confer with City staff prior to the workshop to work through technical needs regarding hosting the workshops at the WWTP. HDR will prepare an agenda, meeting materials and develop the sequence of construction specification for incorporation into Specification Section 01 11 00.

City Responsibilities

1. Provide required City staff to attend workshop.
2. Provide consolidated review comments on workshop and deliverables.

Assumptions

1. Preceding the Operations Workshop, HDR operations staff will visit the WWTP and meet with City staff to determine the operational needs of the WWTP during construction of Digester 4 and the possible options for construction phasing. The findings during this preparation will determine the content of the Operations Workshop.
2. It is assumed the Operations Workshop will last 6 hours between in-house and WWTP field time. It will be attended by 4 HDR staff, 3 in person and 1 remotely. The Operations Workshop is broken down as follows: 38 hours of preparation, 34 hours for staff attendance, 15 staff hours for finalization of the Construction Sequencing Plan.
3. Significant design modifications identified during the Workshop and not covered under this amendment would be addressed under subsequent contract amendments.
4. Additional project management hours have been added to this task to cover the work in this amendment.
5. Travel time is not included in this amendment.

Deliverables

1. The Operations Workshop presentation materials will be provided to the City in PDF prior to the workshop.
2. 3D models views in PDF from the Operations Workshop.
3. Construction Sequencing Plan incorporated into Specification Section 01 11 00.



Task 600 Final Design (90-percent)

SRF Document Incorporation

The SRF documents required modification of the standard EJCDC contract documents. This required 13 hours of staff time to modify the contract documents and incorporate the required SRF language. In addition to the contract modifications, the respective disciplines required 39 staff hours to prepare documents for the SRF application.

Structural

Structural design effort in addition to what was projected was required to design the new Mechanical Building walkway on the upper level. The additional structural design effort consists of seismic, structural, architectural and BIM modeling of the additional walkway and door opening. A total of 18 structural staff hours were required for structural design of the walkway and door opening and managing the design team and coordinating design tasks.

Instrumentation and Controls

The SHB, as part of the digester project, is undergoing significant alterations to its instrumentation and controls (I&C). Along with this, a great deal of the headworks control panels are being altered. The entirety of the controls within the electrical room of the SHB are being relocated to the new mechanical building. This work brings the SHB into better compliance with current fire code (NFPA 820) and relocates sensitive equipment to a new building, where it will no longer be subject to sulfide gas corrosion. These changes are recommended under the NFPA 820 memorandum prepared by HDR for the City in summer 2019. The additional I&C work consists of wiring diagrams. It is anticipated that I&C construction work for this project will total nearly \$1 million. The additional I&C clarity will also provide the City additional safeguards against potential change orders on the project. As a result of the additional I&C design effort, 18 additional sheets were added to the plan set. The wiring diagrams represent a design effort of 18 I&C drawings at \$765 per drawing.

Electrical

The additional submittal at the 60% design level required 4 hours of electrical staff to perform electrical site design for the replacement of the Waste Gas Burner (WGB) and redesign electrical for the relocation of the W-1 system. The electrical staff time for the additional design is 4 hours for the WGB and 2 hours for the W-1 redesign.

Process Mechanical

The additional process mechanical effort was for the design effort to completely replace the WGB as opposed to the original plan of merely improving the existing foundation and to relocate the W-1 system. The process mechanical design of the new burner unit, demolition of the existing WGB, crossover plan, new control panel layout, valve/BPRV vault and specifications required 36 mechanical staff hours to complete design work. Design hours for the new WGB foundation was not included in the additional hours since foundation improvement design was already included as of Amendment 2. The redesign of the W-1 system was required due to the addition of the upper level walkway between the new mechanical building and the Solids Handling Building roof. The required space for the doorway pushed the boiler and other equipment further to the north, forcing the relocation of the W-1 system to the ground floor and lower level. Mechanical staff time for redesigning the W-1 system was 16 hours.



Geotechnical/Surveying

Shannon & Wilson

When the fees for geotechnical design were established a mechanical building had not yet been discussed. The additional design effort for Shannon & Wilson includes adding of the Mechanical Building to the geotechnical report and checking to make sure the foundation design information has been updated for the new site location.

During the production of final specifications, the City is required to disclose available geotechnical information. To decrease the likelihood of costly change orders, the geotechnical documents are placed into a format that provides only the information documenting what was discovered during geotechnical site exploration and not engineering recommendations and opinions. This effort was not budgeted for in Amendment 2. The additional geotechnical work associated with both of these items is 5 staff hours from Shannon & Wilson.

NW Geodimensions

During research of the existing WWTP record drawings, HDR discovered a vertical datum difference between the record drawings and the current survey information. The difference between the old and current datums was not documented in the survey information. At that time, HDR requested that NW Geodimensions confirm that the design datum shown was correct and to confirm the vertical datum difference between the record drawings and design. The additional survey effort resulted in 3 hours of staff time by NW Geodimensions.

Recommendations for the following will be established and carried through to Issue for Bid and Issue for Construction documents:

1. Boiler Alternatives and Revisions
2. Primary sludge yard piping routing alternatives
3. Digester 4 Access Platform
4. Minor Revisions

Boiler Alternatives and Revisions

HDR will host a meeting (remote/virtual) with the City to discuss boiler alternatives and the possibility of using the Evoqua system as an alternative to the boiler currently in the design. Following that discussion, it will be decided which heating system will ultimately serve the facility. Design for incorporating the boiler redesign has been included in this amendment. The following are provided at an Issued for Bid and Issued for Construction level:

- Process mechanical drawings showing the boiler revisions, along with heat exchanger and hot water circulation pump revisions in the new mechanical building. 12 process mechanical drawings will be revised.
- Electrical and instrumentation drawings affected by the boiler revision. 2 electrical drawings will be revised.
- Instrumentation and controls drawings showing the revised boiler/heat exchanger system. 2 instrumentation and controls drawings will be revised.
- Manufacturer catalog cuts of all proposed components
- Class 1 OPCC estimate



Primary Sludge Yard Piping Routing Alternatives

The City has possible modifications to the Primary Sludge yard piping they want explored prior to bidding. The modifications will be evaluated for construction efficiency and possible simplification of construction sequencing. HDR will perform design services that include preparation of a conceptual layout and equipment requirements for cost estimating purposes followed by Issued for Bid and Issue for Construction documents. The following are provided at an Issued for Bid and Issued for Construction level:

- Yard piping drawings showing the affected primary sludge piping south of the Solids Handling Building.
- Primary sludge system description, sizing, flow, and pumping requirements
- Alternatives description
- Primary sludge piping, yard piping alternatives, and budgetary pricing
- Manufacturer catalog cuts of all proposed components
- Class 1 OPCC estimate

Digester 4 Access Platform

The City wants to redesign the access to the roof of Digester 4. A connection from the door on the upper level, south side of the Mechanical Building to the roof of Digester 4 must be made. HDR will perform design services that include preparation of a conceptual layout and equipment requirements for cost estimating purposes followed by Issued for Bid and Issue for Construction documents. The following are provided at an Issued for Bid and Issued for Construction level:

- Plan view showing proposed access landing between Digester 4 and new Mechanical Building
- Elevation views depicting the proposed access walkway and details
- Class 1 OPCC estimate

Minor Revisions

In addition to this work there is a list of minor revisions that the City would like revised in the existing design. The following revisions are provided at an Issued for Bid and Issued for Construction level:

1. The basement floor of the new mechanical building will be sloped to drain to the surrounding trench drain gallery.
2. Two eaves will be installed over the 2 proposed roll up doors on the north side of the ground floor of the mechanical building.
3. The spiral staircase will be removed from the digester design if directed by the City.
4. A mow strip will be added around the digester and other proposed facilities in contact with turf.
5. The W-1 system skid in the mechanical building lower level will be completely relocated to the ground level or upper level of the new mechanical building.

Approach

The Evoqua boiler/heat exchanger system will be evaluated for use with Digester 4. From this evaluation, a decision will be made whether to proceed with the boiler revisions incorporating



the Evoqua system. This work includes completion of three-dimensional modeling and rendering of design drawings that define the project, summary of improvements by project element or unit process, process element descriptions and/or unit process control strategy including process and instrumentation diagrams where applicable.

Complete final design of Digester 4 access platform, sludge yard piping, and minor revisions. This work includes completion of three-dimensional modeling and rendering of design drawings that define the project, summary of improvements by project element or unit process, process element descriptions and/or unit process control strategy including process and instrumentation diagrams where applicable.

Minor revisions are budgeted to be modified once. The modifications will not create new plan sheets. Revised plan sheets will be issued for incorporation into the existing plan set. Subsequent revisions are not part of this Amendment.

Prepare construction documents for bidding and construction of project improvements. Prepare technical documents necessary for project implementation. Produce deliverables for City review at the 90-percent and Issued for Bid documents.

HDR Services

1. HDR will prepare final design plans and specifications for the recommended facilities. The design will incorporate HDR's and the City engineering and equipment standards to maintain consistency and compatibility with the City facilities.
2. Perform hydraulic, process, mechanical, electrical and controls calculations.
3. Assemble data sheets or equipment lists and prepare final specifications list. Obtain manufacturer's information and data sheets for major equipment items. Establish design and performance criteria and design selected equipment.
4. Boiler alternatives will be evaluated to determine the final heating system outcome. The City would like to have an evaluation performed of the Evoqua 504R (final model to be determined) boiler system as applicable for heating Digester 4. Design for the revised boiler system including updates to process mechanical, electrical, instrumentation/controls has been included should the City wish to proceed with the boiler revision.
5. Conduct formal design QA/QC reviews (included in Task 800), including constructability review at the 90-percent design stage.
6. Submit 90-percent, and final designs to the City for review and comments from City staff.
7. Prepare 3D BIM model in Revit showing process, mechanical and structural.
8. Establish design criteria to meet reliability and redundancy and other requirements from Ecology Orange Book.
9. Organize and attend a 90% Design Review meeting via screen share/web based. BIM models will be generated for review during this meeting.
10. Create OPCC to Class 1 estimate (included in Task 700) to reflect 90-percent level and submit a final estimate of the anticipated construction cost prior to advertising the project for bid.
11. Provide the City with print ready originals and electronic files of the project specifications and drawings for printing and distribution to interested bidders. New drawings will be added to the end of the existing plan set as an addendum to the current plan set and revised sheets will be swapped out with revisions clouded and marked.

Client Responsibilities

1. Print contract documents.
2. Attend review conference call via phone/internet.
3. Provide consolidated review comments on deliverables.
4. Written comments with conflicting items will be resolved by the Client Project Manager prior to submittal to HDR.

Assumptions

1. Project specifications will be prepared using HDR's standard master specifications, and Engineers Joint Contract Documents Committee (EJCDC) General Conditions and Contract Documents. The HDR master specifications utilize the 6-Digit, 50 division format of the Construction Specification Institute (CSI MasterFormat). Final plan and specifications will be prepared in accordance with Ecology requirements.
2. A web-based or in-person (depending on staff availability and current COVID guidelines) review meeting will be held at the 90-percent design. Five staff to attend review conference call/presentation. Four hours each budgeted for call preparation, attending, and summary preparation.
3. No new plan sheets will be added as part of the Minor Revisions. The level of effort for the Minor Revisions has been estimated at 57 staff hours. This assumes one version of each Minor Revision. Additional revisions not part of this Amendment.
4. Equipment pre-qualification/pre-selection packages are not included in this scope of work.
5. Does not include submittal of Construction Stormwater Permit to DOE.
6. Class 1 OPCC will have a range of accuracy based upon AACE International Recommended Practice No. 18R-97, Class 1, 90- percent project definition, +15% to -10% Range of Accuracy.

Deliverables

1. Construction packages at the 90-percent and Issued for Bid design levels to include drawings and specifications (e-mailed in PDF format).
2. 3D BIM Model of the bid package in Revit and Navisworks (provided in electronic format) including.
 - Revit BIM models (rvt extension)
 - Read only Navisworks BIM model (nwd)
 - Recap point cloud project (rcp)
 - Raw point files that make up the Recap project (point cloud includes scanned items only)
 - Drawing pdfs
3. A review meeting at 90-percent design.
4. Print ready plans and specifications of Issued for Bid design package, delivered electronically.



Task 700 Opinion of Probable Cost and Schedule

Background

The level of effort for the estimating increased because of the compressed schedule. The compressed time frame did not allow for normal transfer of information from the design lead and discipline leads to the estimating team because design was in progress as the estimate was being developed. Additional coordination between the estimating team, building information modeling (BIM) modelers, design manager, and discipline leads was necessary to produce the information required for the final estimate. The normal process of information gathering by the estimating team could not be used because of the SRF submittal time requirements. Additional estimating staff time of 13.5 hours was required to finish the estimating work.

Additional Work Under Task 700

Objective

The purpose of Task 700 is to prepare Engineer's OPCC at key milestones in the project.

Approach

HDR will prepare estimates for OPCC and project schedules. Estimates will be prepared during 30 percent (Conceptual Design), as well as at the 60 percent and 90 percent design stages.

HDR Services

Prepare an Engineer's OPCC at the 30, 60, and 90 percent stages of Design. The level of detail and contingency will follow the AACE guidelines for the respective submittal (see table below).

The OPCC is intended to be used as a check that the project is within the assumed budget and is based on the best judgment of experienced professionals generally familiar with the industry. However, because of the uncertainty of labor/materials prices and market/bidding conditions, the OPCC is not guaranteed to be the same as the actual construction cost.

Design Submittal	OPCC Level	Methodology	Accuracy Range
30%: Conceptual	Class 3	Semi-detailed level design, with unit costs	L: -10% to -20% H: +20% to +50%
60%: Design	Class 2	Detail design has advanced, but still includes preliminary elements and unit cost	L: -5% to -15% H: +5% to +20%
90%: Detailed Design	Class 1	Detailed design, including unit cost.	L: -3% to -10% H: +3% to +15%

City Responsibilities

1. Provide consolidated review comments on deliverables



Assumptions

1. Construction schedules and cost estimate will be based on the design documents produced at the specified design stage

Deliverables

1. Estimate of Engineer's OPCC (emailed in PDF format)
2. Construction sequence specification (emailed PDF format)
3. Construction schedule (emailed PDF format)

Task 800 Quality Assurance and Quality Control

Background

The level of effort for quality assurance and quality control increased because of the additional deliverable for the SRF application. The more quickly a design is produced, the greater the need for oversight, resource coordination/staffing, and coordination with reviewers for the design to maintain the quality of the bid documents. Additional and frequent check-ins with design team members and subcontractors was deemed necessary and provided to meet the SRF schedule. The additional quality control and quality assurance required for the SRF application materials was 33 hours of additional staff time.

Additional work under Task 800

Objective

The purpose of this task is to prepare a quality assurance plan and to conduct overall quality control reviews during the project.

Approach

HDR will perform internal quality control review on deliverables identified in this Scope of Services before they are sent to the City. A Senior Engineer from HDR, not specifically/directly involved in this project, will provide the independent QC review. HDR's PM will identify the reviewer. Task Lead/Project Engineer will coordinate with the reviewer to implement the QC review process.

HDR Services

1. Quality Assurance/Quality Control Plan. HDR will develop a Quality Assurance/Quality Control plan prior to commencing work.
2. Quality Assurance Review: At project initiation, HDR will conduct a quality assurance review (Project Approach and Resource Review) at project commencement to discuss technical approach, team resources, other available firm resources, and project management approach. Review will be by two senior wastewater engineers independent from the project.
3. Design Stage Quality Control Reviews: A senior engineer, not otherwise involved in the project, will perform a quality control review of the documents prior to submittal to the City at each specified design submittal. Individual quality control reviews will be performed by each project discipline.



City Responsibilities

1. None identified.

Assumptions

1. QA/QC will be performed on deliverables prior to transmittal to the City.

Deliverables

1. None.



Schedule

The project schedule for the City of Wenatchee WWTP Digester 4 project was accelerated by approximately 5 weeks to meet the requirements for the City to submit for SRF construction funding. Please note that the dates highlighted in yellow have been added for clarity and to show an accurate impact of the SRF submittal requirements on the project schedule. The yellow highlighted areas are what was required for the SRF application process. The Revised Project Schedule is shown in Table 2.

Key Milestone	Weeks from NTP	Days from NTP	Amendment 2 Due Dates (week of)	Revised Dates Because of SRF (actual date)
Notice to Proceed	0	0	4/29/2019	
Kickoff workshop	3	21	5/20/2019	
Site condition assessment/LiDAR scanning	3	21	5/20/2019	
Conceptual 10% design review workshop	36	252	1/6/2020	
30% design review workshop	39	273	1/27/2020	
60% design review workshop	70	434	9/6/2020	
Submit Plan Set to City for SRF Application				10/12/20
90% design review workshop	81	567	11/16/2020	
Submit to Ecology (permit set)			12/13/2020	11/2/2020
100% design review workshop	86	602	12/21/2020	
Provide bid set to City			1/17/2021	12/14/2020
<u>Begin</u> Bid period	91	637	1/25/2021	
*The Contractor NTP was off by two weeks in the contract schedule. January 25, 2021 marked the beginning of the bid period, not the end.				
Contractor Notice to Proceed	95	665	3/19/2021 *2/22/2021	
Substantial completion	140	980	1/3/2022	
Startup and training completion	145	1,015	2/7/2022	
Final completion	149	1,043	3/7/2022	



Table 2. Revised Project Schedule City of Wenatchee WWTP Digester 4			
Key Milestone	Weeks from NTP	Days from NTP	Date (week of)
Notice to Proceed	0	0	4/11/2021
Operations Workshop	2	14	4/25/2021
90 Percent Design Review Workshop	8	56	6/6/2021
Furnish Bid Documents to City	12	84	7/4/2021
Begin Bid Period	24	168	9/26/2021
Contractor Notice to Proceed	39	273	1/9/2022
Startup and Training	98	686	2/26/2023
Substantial Completion	102	714	3/26/2023
Final Completion	115	805	7/1/2023



Fee

HDR's total compensation for services provided pursuant to this agreement, including labor and overhead costs and expenses, and subconsultant compensation, shall not exceed \$1,490,336.92 without written authorization by the City. The additional budget associated with Amendment 3 equals \$264,908.17.

Task	Description	Current Budget	Fee Additions	Revised Total
100	Project Management	\$101,464.07	\$55,828.69	\$157,292.76
-	Project Management		\$47,837.33	
-	Operations Workshop		\$7,991.36	
200	Site and Condition Assessment	\$137,404.22		\$137,404.22
300	Conceptual Design (30 percent)	\$245,628.34		\$245,628.34
400	Preliminary Design (60 percent)	\$330,564.62		\$330,564.62
500	Air Permit Application Support (no change)	\$21,086.76		\$21,086.76
600	Final Design (90 percent)	\$261,599.58	\$181,162.36	\$442,761.94
	Boiler Alternatives and Revisions		\$83,277.78	
	Primary Sludge Yard Piping		\$10,005.32	
	Digester 4 Access Platform		\$31,914.44	
	Minor Revisions		\$9,983.89	
	Design Review Workshop		\$7,123.67	
	Additional Work Due to SRF Application		\$38,857.26	
700	Opinion of Probable Cost and Schedule	\$59,190.21	\$11,336.40	\$70,526.61
800	Quality Assurance/Quality Control	\$51,577.17	16,580.72	\$68,157.89
900	Bid Support Services	\$16,913.78		\$16,913.78
	Totals	\$1,225,428.75	\$264,908.17	\$1,490,336.92



Role	2021 Billing Rate
Architecture 1	\$128.55
Architecture 2	\$155.33
Architecture 3	\$192.82
Architecture 4	\$235.67
Architecture 5	\$257.09
CAD 1	\$149.97
CAD 2	\$160.68
Engineer Intern	\$107.12
Engineer 1	\$128.55
Engineer 2	\$149.97
Engineer 3	\$155.33
Engineer 4	\$192.82
Engineer 5	\$208.89
Sr. Engineer 1	\$235.67
Sr. Engineer 2	\$246.38
Sr. Engineer 3	\$257.09
Sr. Engineer 4	\$278.52
Project Admin 1	\$123.19
Project Admin 2	\$128.55
Project Admin 3	\$139.26
Project Admin 4	\$144.62
Project Manager	\$230.31
QC/QC	\$299.94
Principal	\$310.66



Current Drawing List

	Sheet removed from plan set since Amendment 2
	Sheet added to plan set since Amendment 2
102	Total sheet count in Amendment 2
58	Additional sheets in current bid set
160	Total sheet count in current bid set
XXXX	Renamed or deleted sheet
5	Sheets added in Amendment 3
16	Sheets modified in Amendment 3

Sheet No	Drawing No.	Title	60%	90%	100%	Comments
General (Series 000)						
1	000G-01	Cover and Code Summary	♦	♦	♦	
2	000G-02	Drawing List Index	♦	♦	♦	
3	000G-03	Abbreviations	♦	♦	♦	
4	000G-04	General Legend	♦	♦	♦	
5	000G-05	General Civil Legend	♦	♦	♦	
6	000G-06	Mechanical Legends and Symbols	♦	♦	♦	
7	000G-07	Electrical Legends and Symbols 1	♦	♦	♦	
8	000G-08	Instrumentation Legends and Symbols Electrical Legend 2	♦	♦	♦	
9	000G-09	Architectural Code Plan and Notes Instrumentation Legends and Symbols	♦	♦	♦	
10	000G-10	Architectural Wall Types and Details Code Plan and Notes	♦	♦	♦	
11	000G-12	Architectural Finish Schedule and Details Schedules	♦	♦	♦	
12	000G-13	Mechanical HVAC and Plumbing Schedules	♦	♦	♦	
13	000G-14	General Structural Notes Plumbing Schedules	♦	♦	♦	
14	000G-15	Special Inspections 1 Structural Notes	♦	♦	♦	
15	000G-16	Special Inspections 2 1	♦	♦	♦	
16	000G-17	Process Flow Diagram and Design Criteria Special Inspections 2	♦	♦	♦	
17	000G-18	TESC Process Flow Diagram and Design Criteria	♦	♦	♦	
Site Civil (Series 000)						
18	000C-01	Staging Areas and Survey Controls	♦	♦	♦	
19	000C-02	Overall Site Plan and Demolition	♦	♦	♦	Provided at 90% and 100% in Amendment 3
20	000C-03	Grading and Paving	♦	♦	♦	
21	000C-04	Yard Piping and Details-Waste Gas Burner, Sections, Details		♦	♦	
22	000C-05	Landscaping Plan, Schedule and Details Fence Plans, Sections, Details		♦	♦	



23	000C-06	Fence Plans, Sections, Details		♦	♦	
	000C-07	Site Stormwater Revisions		♦	♦	
	000C-08	Site Stormwater Revisions		♦	♦	
	000C-09	Primary Sludge Yard Piping Revisions and Backflow Preventer		♦	♦	
	000C-10	Primary Sludge Yard Piping Revisions		♦	♦	
Site Electrical (Series 000)						
24	000E-01	Site Electrical	♦	♦	♦	Provided at 90% and 100% in Amendment 3
25	000E-02	One Line Diagram Electrical Distribution System Modifications	♦	♦	♦	Provided at 90% and 100% in Amendment 3
26	000E-03	One Line Diagram MCC 4	♦	♦	♦	Provided at 90% and 100% in Amendment 3
27	000E-04	One Line Diagram MCC 4A and MCC 4E	♦	♦	♦	
28	000E-05	MCC Motor Control Diagrams Panelboards		♦	♦	Provided at 90% and 100% in Amendment 3
29	000E-06	MCC Motor Control Diagrams Control Diagrams 1		♦	♦	
30	000E-07	MCC Motor Control Diagrams Control Diagrams 2		♦	♦	Provided at 90% and 100% in Amendment 3
31	000E-08	Panelboard Schedules 1 Control Diagrams 3		♦	♦	
32	000E-09	Conduit and Cable Schedule Area Classification Plan		♦	♦	
33	000E-10	Duct Bank Sections and Grounding Diagram				
34	000E-09	Conduit and Cable Schedule		♦	♦	Provided at 90% and 100% in Amendment 3
Solids Handling Building (Series 510)						
35	510X-01	Demolition Existing Solids Building -Lower Level 1 and Ground Level		♦	♦	
36	510X-02	Demolition Existing Solids Building -Upper Level and Photos Lower Level 2		♦	♦	Provided at 90% and 100% in Amendment 3
37	510X-03	Demolition - Electrical and One Line MCC-4 and MCC 4A Ground Level Demolition Plan		♦	♦	
38	510X-04	Upper Level Demolition Plan	♦	♦	♦	
39	510X-05	Lower Level mechanical Demolition Plan				
40	510X-06	Ground Level Mechanical Demolition Plan				Provided at 90% and 100% in Amendment 3
41	510X-07	Upper Level Mechanical Demolition Plan				
42	510X-08	Demolition Photos 1				
43	510X-09	Demolition Photos 2				
44	510X-10	Demolition Photos 3				
45	510X-11	Demolition Photos 4		♦	♦	



46	510X-12	Electrical Demolition One Line Diagram MCC4 and MCC 4A		♦	♦	
Headworks (Series 310)						
-	310D-01	Grit Handling Plan and Demolition Photos				Removed from project at request of City
-	310D-02	Grit Handling Sections				Removed from project at request of City
-	310D-03	Grit Handling Area Process, Power, Controls Plan				Removed from project at request of City
47	510D-01	Solids Handling Building - Lower Level Floor Plan 1	♦	♦	♦	
48	510D-02	Solids Handling Building -Ground Floor Plan Lower Level Floor Plan 2	♦	♦	♦	Provided at 90% and 100% in Amendment 3
49	510D-03	Ground Level Floor Plan				Modified for Boiler Revision
50	510D-04	Upper Level Floor Plan				
51	510D-05	Enlarged Plan and Iso				
52	510D-06	Sections				
53	510D-07	Enlarged Plans				
54	510D-08	Sections				
55	510D-09	Iso				
56	510D-10	Sections				Modified for Boiler Revision
	510D-11	Polymer Room Enlarged Plan and Iso		♦	♦	
57	510M-01	Solids Handling Bldg - Lower Level HVAC Plans	♦	♦	♦	
58	510M-02	Solids Handling Bldg - Ground Level HVAC Plans	♦	♦	♦	
59	510M-03	Solids Handling Bldg - Upper Level HVAC Plan and Sections	♦	♦	♦	
60	510M-04	Solids Handling Bldg - HVAC Controls and Details		♦	♦	
61	510E-01	Power Plan Lower Level				
62	510E-02	Power Plan Ground Level				Provided at 90% and 100% in Amendment 3
63	510E-03	Power Plan Upper Level				
64	510E-04	Electrical Room Elevations and Conduit Iso				
65	510Y-01	Lower Level Control Plan		♦	♦	
66	510Y-02	Ground Level Control Plan		♦	♦	Provided at 90% and 100% in Amendment 3
67	510Y-03	Upper Level Control Plan				
68	510Y-04	Schedule 1				
69	510Y-05	Schedule 2		♦	♦	
Digester 4 (Series 550)						



70	550S-01	Digester 4 - Foundation and Roof Plan	♦	♦	♦	
71	550S-02	Digester 4 - Sections and Details	♦	♦	♦	
72	550S-03	Railing and Stair Plan and Sections	♦			Provided at 90% and 100% in Amendment 3
73	550S-04	Stair Details				
74	550D-01	Digester 4 - Ground Level and Roof Plans	♦	♦	♦	
75	550D-02	Digester 4 - Sections and Details (Enlarged Plan and Iso)	♦	♦	♦	
76	550D-03	Digester 4 - Sections and Details		♦	♦	
77	550E-01	Digester 4 - Ground Level and Roof Power, Controls and Lighting Plans		♦	♦	
-	550E-02	WGB - Foundation, I&C				Moved to Sheet 000C-04
Mechanical Bldg (Series 560)						
78	560A-01	Mechanical Building- Lower Level and Ground Floor Plans	♦	♦	♦	
79	560A-02	Mechanical Building- Upper Level and Roof Plans	♦	♦	♦	Provided at 90% and 100% in Amendment 3
80	560A-03	Architectural Elevations	♦	♦	♦	
81	560A-04	Hold for Architectural Additions if Necessary Architectural Elevations 2	♦	♦	♦	Provided at 90% and 100% in Amendment 3
82	560A-05	Hold for Architectural Additions if Necessary Wall Sections		♦	♦	
83	560A-06	Wall Types and Details				
84	560S-01	Mechanical Building - Lower Level and Foundation Plan	♦	♦	♦	
85	560S-02	Plan - Lower Level	♦			
86	560S-03	Mechanical Building - Ground Level and Upper Level Plan	♦	♦	♦	
87	560S-04	Plan - Upper Level	♦			Provided at 90% and 100% in Amendment 3
88	560S-05	Mechanical Building - Roof Framing Plan and Roof Framing Details	♦	♦	♦	
89	560S-06	Platform - Plan and Section				
90	560S-07	Platform - Column and Grating Plan	♦			
-	560S-04	Mechanical Building - Beam Schedules and Details				Moved to Sheet 560S-12
91	560S-08	Mechanical Building - Sections and Details 1	♦	♦	♦	
92	560S-09	Mechanical Building - Sections and Details 2	♦	♦	♦	
93	560S-10	Mechanical Building - Sections and Details 3	♦	♦	♦	
94	560S-11	Sections Sheet 4				
95	560S-12	Details				
96	560S-13	Shear Wall and Boundary Element Details				
97	560D-01	Mechanical Building - Lower Level and Ground Floor Plan	♦	♦	♦	Modified for Boiler Revision



98	560D-02	Mechanical Building - Ground and Upper Level Plans and Sections	♦	♦	♦	Modified for Boiler Revision
99	560D-03	Mechanical Building - Sections and Details Enlarged Plan, Sections and Iso	♦	♦	♦	
100	560D-04	Mechanical Building - Sections and Details Enlarged Plan, Sections and Isos	♦	♦	♦	Modified for Boiler Revision
101	560D-05	Mechanical Building - Sections and Details Enlarged Plan	♦	♦	♦	Modified for Boiler Revision
102	560D-06	Sections				Modified for Boiler Revision
103	560D-07	Sections and Iso				Modified for Boiler Revision
104	560D-08	Sections and Iso				
105	560M-01	Mechanical Bldg - Lower Level and Ground Level HVAC Plans	♦	♦	♦	
106	560M-02	Ground Level HVAC Plan	♦			
107	560M-03	Mechanical Bldg - Upper Level HVAC Plan and Details	♦	♦	♦	
108	560M-04	Mechanical Bldg - UHVAC Controls and Details		♦	♦	
109	560P-01	Mechanical Bldg - Lower Level and Ground Level Plumbing Plans	♦	♦	♦	
110	560P-02	Ground Level Plumbing Plan	♦			
111	560P-03	Mechanical Bldg - Upper Level Plumbing Plan and Details	♦	♦	♦	
112	560P-04	Mechanical Bldg - Plumbing Isometrics	♦	♦	♦	
-	560M-07	HVAC and Plumbing Details				Information located on other sheets
113	560E-01	Mechanical Building - Lower Level and Ground Floor Power Plan		♦	♦	Modified for Boiler Revision
114	560E-02	Mechanical Building - Upper Level Power Plan and Details		♦	♦	Modified for Boiler Revision
115	560E-03	Mechanical Building - Lower Level and Ground Floor Lighting Plan	♦	♦	♦	
116	560E-04	Mechanical Building - Upper Level Lighting Plan and Schedules	♦	♦	♦	
117	560E-05	Grounding Plans				
118	560E-05	Mechanical Building - Electrical Equipment Details and Schedules		♦	♦	
119	560Y-01	Mechanical Building - Lower Level and Ground Floor Instrumentation Control Plan		♦	♦	
120	560Y-02	Mechanical Building - Upper Level Instrumentation Control Plan and Details		♦	♦	
Instrumentation (Series 000)						
121	000Y-01	P&ID Process Overview Schematic	♦	♦	♦	
122	000Y-02	P&ID Transfer Pumping	♦	♦	♦	
123	000Y-03	P&ID Biosolids Thickening	♦	♦	♦	
124	000Y-04	P&ID Digester 1 & 2	♦	♦	♦	
125	000Y-05	P&ID Digester 3 & 4	♦	♦	♦	
126	000Y-06	P&ID Digester Gas System	♦	♦	♦	
127	000Y-07	P&ID Polymer	♦	♦	♦	



128	000Y-08	P&ID Hot Water System Revisions	♦	♦	♦	
129	000Y-09	P&ID Boiler 2	♦	♦	♦	Modified for Boiler Revision
130	000Y-10	P&ID Heat Recovery	♦	♦	♦	Modified for Boiler Revision
131	000Y-11	P&ID Heat Recirculation Pumps	♦	♦	♦	
132	000Y-12	P&ID W-1 System	♦	♦	♦	
	000Y-13	P&ID Headworks – Grit Handling	♦	♦	♦	Removed from project at request of City
133	000Y-14	Control System Block Diagram	♦	♦	♦	
134	000Y-15	Field Network Interface Diagram	♦	♦	♦	
135	000Y-16	Headworks Control Panel Layout	♦	♦	♦	
136	000Y-17	Headworks Control Panel Power				
137	000Y-18	Headworks Control Panel Communications Diagram				
138	000Y-19	Headworks Control Panel Input & Output Wiring 1				
139	000Y-20	Headworks Control Panel Input & Output Wiring 2				
140	000Y-21	Headworks Control Panel Input & Output Wiring 3				
141	000Y-22	Headworks Control Panel Input & Output Wiring 4				
142	000Y-23	Headworks Control Panel Input & Output Wiring 5				
143	000Y-24	Sludge Control Panel Layout	♦	♦	♦	
144	000Y-25	Sludge Control Panel Power Diagram				
145	000Y-26	Sludge Control Panel Communications Diagram				
146	000Y-27	Sludge Control Panel Input & Output Wiring 1				
147	000Y-28	Sludge Control Panel Input & Output Wiring 2				
148	000Y-29	Sludge Control Panel Input & Output Wiring 3				
149	000Y-30	Sludge Control Panel Input & Output Wiring 4				
150	000Y-31	Sludge Control Panel Input & Output Wiring 5				
151	000Y-32	Sludge Control Panel Input & Output Wiring 6				
152	000Y-33	Sludge Control Panel Input & Output Wiring 7				
153	000Y-34	Sludge Control Panel Input & Output Wiring 8				
154	000Y-35	Sludge Control Panel Input & Output Wiring 9				
155	000Y-36	Sludge Control Panel Input & Output Wiring 10				
156	000Y-37	Sludge Control Panel Input & Output Wiring 11				
157	000Y-38	Sludge Control Panel Input & Output Wiring 12				
158	000Y-39	Sludge Control Panel Input & Output Wiring 13				
159	000Y-40	Sludge Control Panel Layout Solids Handling Communications Panel Layout	♦	♦	♦	Sludge moved to 000Y-24
160	000Y-41	GBT Control Panel Layout Solids Handling Comm. Power & Communications Diagram	♦	♦	♦	





CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

FROM: Jeremy Hoover, P.E., Senior Engineer, Utilities
Department of Public Works

MEETING DATE: April 8, 2021

I. SUBJECT

School Street Sanitary Sewer Extension – Project No. 2105
Authorization to Negotiate Design Services with RH2 Engineering, Inc.

II. ACTION REQUESTED

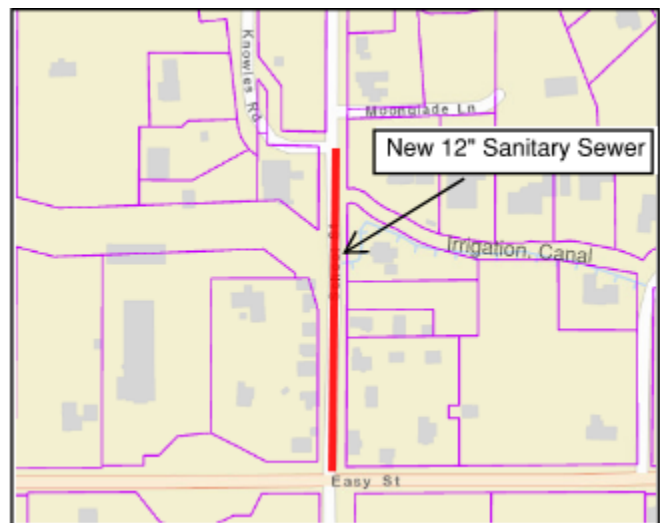
Staff recommends the City Council authorize the Mayor to negotiate with RH2 Engineering, Inc. for design services for the School Street Sanitary Sewer Extension - Project No. 2105 and further authorize the Mayor to sign a contract on behalf of the City.

III. OVERVIEW

The project will provide service to the sewer basins north and west of the School Street and Easy Street intersection. It will build a new 12-inch sewer main in School Street between Easy Street and Knowles Road. This sewer main will be the outfall for the regions defined in the 2017 Sewer Comprehensive plan as the Easy3, Easy4, Easy5, Easy6, and Easy9 drainage basins.

Although a new sewer in Easy Street east of School Street was originally planned to drain the area, the outfall for basins north of Easy Street draining to the School Street line will instead discharge to the 12-inch School Street sewer south of Easy Street that was included in the Olds Station Sewer Expansion project. The proposed apartment development on the southwest corner of the intersection will also participate in the construction of part of the new sewer in School Street south of Easy Street to the existing outfall.

This project is being designed and constructed in advance of the County-led “Knowles Road Reconstruction Project” which is anticipated to be built in early 2022.



IV. FISCAL IMPACT

This project was established as a part of the larger Knowles Road Sanitary Sewer project with its own, separate budget identified in March 2021. Design and construction of these improvements is being performed in advance of that work. As part of the design process, additional geotechnical work is planned to occur within the Knowles Road corridor. This additional effort will increase the design Engineering cost and increase the total budget for the combined phases of the overall project. Charges associated with the additional geotechnical work in Knowles Road will be allocated to that phase of the overall project.

Approved Budget 2021	
Task	Amount
Design Engineering	\$77,000
Construction	\$ 259,000
Construction Engineering	\$ 28,000
Art Fund	\$ 2,590
TOTALS	\$ 366.590

V. PROPOSED PROJECT SCHEDULE

Design duration is anticipated to be 3 - 4 months. Construction is anticipated to begin in the fall of 2021.

VI. REFERENCE(S)

2018 Comprehensive Water System Plan Vol. 1
Current Capital Project Budget Sheet

VI. ADMINISTRATIVE ROUTING

Tammy Stanger, City Clerk
Rob Jammerman, Public Works Director
Jessica Shaw, Deputy Public Works Director - Utilities
Gary Owen, City Engineer
Natalie Thresher, Contracts Coordinator
Laura Merrill, Executive Services Director
Brad Posenjak, Finance Director



Capital Project Budget

Date: March 4, 2021 Project Number: 2105

Project Name: School Street Sanitary Sewer Extension Dept/Category: Public Works - Sewer Project

Project Description: In order to provide an outfall for the sewer being installed in Knowles road as part of a Chelan County-led, TIB grant-funded project, a segment of sanitary sewer is required in School St. from Knowles Rd. south to Easy Street in accordance with the 2017 Sewer Comprehensive Plan. This project will provide for the design and construction of those improvements to be built prior to the county project.

Project Lead:	Jeremy Hoover, P.E.	Start Year:	2021
Assigned Department:	Public Works	End Year:	2022
Original Project Budget:	\$366,590	Total City Funding:	\$366,590
Budget Amendment:		Other Funding:	\$0

Project Notes:
 The original budget for project 1908 - Knowles Road Sanitary Sewer, was reduced from \$600,000 to a \$50,000 design-only project on September 1, 2020. Construction of the sewer was planned to be deferred until a later date. The City now plans to extend sewer with the County-led project. This phase of the improvements, CPN 2105, represents a downstream segment of the original project scope with the understanding that an adjacent, private development will install additional sewer in School Street south of Easy St.

Project Expenditures by Category	Original Budget	Amended Budget	Prior Years Spent	ESTIMATES			Project Total
				2021	2022	2023+	
Design Engineering	77,000		-	72,000	5,000		77,000
Right of Way Acquisition	-				-		
Construction Contract	259,000			249,000	10,000		259,000
Construction Engineering	28,000			24,000	4,000		28,000
Miscellaneous					-		
Art Fund	2,590			2,490	100		2,590
Total Project Expenditures	366,590			347,490	19,100		366,590

Project Revenues by Category		Original Budget	Amended Budget	Prior Years	ESTIMATES			Project Total
					2021	2022	2023+	
Fund:	405 - Sewer Utility	366,590		-	347,490	19,100		366,590
Fund:								
Fund:								
Fund:								
Fund:								
GRANTS:								
Total Project Revenues		366,590			347,490	19,100		366,590

Approved by City Council: February 25, 2021
 Date



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

FROM: Brad Posenjak, Finance Director
Finance

MEETING DATE: April 8, 2021

I. SUBJECT

Resolution to update and combine existing financial policies into one manual.

II. ACTION REQUESTED

Staff requests the City Council approve Resolution 2021-19 adopting an amended, restated, and combined Financial Policy and Procedure Manual.

III. OVERVIEW

In the past, the City has adopted and maintained separate financial policies including:

- Purchasing Policies (Resolution 2020-23)
- Financial Management Policies (Resolution 2019-04)
- Debt Continuing Disclosure Policies (Resolution 2018-22)
- Travel & Business Policies (Resolution 2018-06)
- Debt Management Policies (Resolution 2016-40)
- Investment Policies (Resolution 2014-37)

Staff believes that a single financial policy document will be more useful, easier to locate, and more likely to be regularly updated. The policies in this initial combined policy manual have not substantially changed from the previous adopted versions, with the exception of the Cashiering policy. Prior to this, the City did not have substantial cash handling policies, so the Finance Department worked with other department to create a necessary cashiering policy. Otherwise, the few changes to the previously adopted policies include minor formatting and terminology changes. The Finance Department is receiving comments about possible future policy changes and will bring this manual back to Council from time-to-time to consider updates.

IV. FISCAL IMPACT

None. This policy and procedure update has been reviewed by Finance Committee.

V. REFERENCE(S)

1. Resolution 2021-19
2. Exhibit A – Financial Policy and Procedure Manual

VI. ADMINISTRATIVE ROUTING

Tammy Stanger, City Clerk
Laura Merrill, Executive Services Director

RESOLUTION NO. 2021-19

A RESOLUTION, amending and restating financial policy and procedures.

WHEREAS, the City is required to establish financial management, purchasing, travel, cash handling, and debt management policies, procedures, and guidelines; and

WHEREAS, the City Council desires to amend, update, and combine the City's policy and procedures into a single manual.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE that the amended and restated financial policy and procedure manual attached hereto as Exhibit "A" shall be and hereby is adopted and approved; and

BE IT FURTHER RESOLVED that prior Purchasing Policy Resolution No. 2020-23, Financial Management Policy Resolution No. 2019-04, Debt Continuing Disclosure Policy Resolution No. 2018-22, Travel & Business Expense Policy Resolution No. 2018-06, Debt Management Policy Resolution No. 2016-40, Investment Policy Resolution No. 2014-37, and all other conflicting City policies or procedures, shall be and hereby are repealed.

PASSED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE, at a regular meeting thereof, this 8th day of April, 2021.

CITY OF WENATCHEE, a Municipal
Corporation

By: _____
FRANK KUNTZ, Mayor

ATTEST:

By: _____
TAMMY STANGER, City Clerk

APPROVED:

By: _____
STEVE D. SMITH, City Attorney

EXHIBIT A



FINANCIAL POLICY AND PROCEDURE MANUAL

Table of Contents

PURCHASING.....	6
1.1 <i>BIDDING/CONTRACTING MATRIXES</i>	6
1.1.01 Competitive Bidding Threshold Matrix	6
1.1.02 Contract Authorization Threshold Matrix	7
1.2 <i>INTRODUCTION</i>	8
1.2.01 Purpose of the Policy	8
1.2.02 Code of Ethics (RCW 42.23).....	8
1.2.03 Conflict of Interest	9
1.2.04 Unauthorized Purchases	9
1.2.05 Sustainable Purchasing	9
1.2.06 Define the Need	9
1.2.07 Determine the Cost	10
1.2.08 Determining Contract Value.....	10
1.2.09 Exceptions to the Competitive Process.....	10
1.2.10 Emergency Procurements	11
1.3 <i>NEW PROCUREMENT</i>	12
1.3.01 Small Purchases of Goods & Services.....	12
1.3.02 State Contracts.....	12
1.3.03 Large Purchases for Materials, Supplies & Equipment	12
1.3.04 Technology Purchases.....	13
1.3.05 Public Works	14
1.3.06 Small Works - Limited Public Works Process	14
1.3.07 Public Works – Small Works Roster	15
1.3.08 Public Works – Formal Bid Process	15
1.3.09 Purchases of Architectural and Engineering (A&E) Services	15
1.3.10 Public Works – Design Build	16
1.3.11 Purchases of Professional Services	16
1.3.12 Purchases of General Services	17
1.4 <i>CONTRACT CONSIDERATIONS</i>	18
1.4.01 The Contract.....	18
1.4.02 Payment Options.....	19
1.4.03 Contract Executions & Administration.....	19
1.4.04 Contract Monitoring – Performance	20
1.4.05 Contract Monitoring – Payment	21
1.4.06 Amendments & Change Orders	21
1.4.07 Contract Close-Out & Termination	22
1.5 <i>OTHER PROCESSES AND CONSIDERATIONS</i>	23
1.5.01 Request for Proposal (RFP) and Request for Qualifications (RFQ's)	23
1.5.02 Bid Opening Process.....	23
1.5.03 No Bid or Non-Responsive/Responsible Bids or Submittals	24
1.5.04 Rule 171 – Sales Tax Exemptions	25
1.5.05 Prevailing Wages	25
1.5.06 Retainage	26
1.5.07 Purchase Order Procedures	26
1.5.08 Disposal of Surplus Property	27
1.5.09 Capital Outlay – Fixed Assets	27
1.5.10 Credit Card Policy	28

TRAVEL & BUSINESS EXPENSES 29

2.1 INTRODUCTION..... 29

2.1.01 Purpose of Travel & Business Policy..... 29

2.1.02 Policy Statement 29

2.1.03 Penalties for Fraud or Abuse..... 29

2.1.04 Authorization for Exceptions..... 29

2.2 TRAVEL..... 30

2.2.01 Travel Authorizations 30

2.2.02 Advance Travel Requests/Payments 30

2.2.03 Eligible Expenses 30

2.2.04 Lodging..... 31

2.2.05 Meals..... 32

2.2.06 Miscellaneous Expenses..... 32

2.3 NON-TRAVEL FOOD AND BEVERAGE REIMBURSEMENTS..... 33

2.3.01 City Employee in Non-Travel Status 33

2.3.02 Meetings, Ceremonies and Celebrations 33

2.3.03 Employee Recognition 33

FINANCIAL MANAGEMENT 34

3.1.01 General Financial Goals..... 34

3.1.02 Finance Committee 34

3.1.03 Primary Budget Responsibility 34

3.1.04 Operating Budget Policies..... 34

3.1.05 Revenue Policies 35

3.1.06 Expenditure Policies 36

3.1.07 Reserve Fund Policies..... 36

INVESTMENTS 38

4.1.01 Objectives..... 38

4.1.02 Scope 38

4.1.03 Prudence 38

4.1.04 Investment Objective 38

4.1.05 Delegation of authority 39

4.1.06 Ethics and conflicts of interest 39

4.1.07 Authorized financial dealers and institutions 39

4.1.08 Authorized and suitable investments 39

4.1.09 Collateralization 40

4.1.10 Safekeeping and custody 40

4.1.11 Diversification 40

4.1.12 Maximum maturities..... 40

4.1.13 Investment policy review / Internal control..... 41

4.1.14 Market yield (benchmark)..... 41

4.1.15 Reporting..... 41

DEBT MANAGEMENT..... 42

5.1 INTRODUCTION..... 42

5.1.01 Purpose 42

5.1.02 Uses of Debt 42

5.2 DEBT LIMITS 42

5.2.01 Legal Limits..... 42

5.2.02 Public Policy Limits 42

5.2.03 Financial Limits 43

5.3 ALLOWABLE TYPES OF DEBT 43

5.3.01 Short Term Obligations 43

5.3.02 Assessment/ LID Bonds 43

5.3.03 General Obligation Bonds Limited Tax 43

5.3.04 General Obligation Bonds Unlimited Tax 43

5.3.05 Revenue Bonds..... 44

5.3.06 Leases 44

5.3.07 Other Loan Programs: 44

5.3.08 Alternative types of debt 44

5.4 DEBT STRUCTURING 44

5.4.01 Maximum Term, Payback Period and Average Maturity 44

5.4.02 Refunding Debt 44

5.4.03 Amortization Schedules 45

5.5 DEBT ISSUANCE 45

5.5.01 Council Approval 45

5.5.02 Analytical Review: 45

5.5.03 Credit Ratings 45

5.5.04 Compliance with Statutes and Regulations..... 45

5.5.05 Selection and use of professional service providers: 45

5.5.06 Criteria for determining sales method and investment of proceeds 46

5.5.07 Bond Insurance: 46

5.6 DEBT MANAGEMENT PRACTICES..... 46

5.6.01 Investment of Bonds 46

5.6.02 Continuing Disclosure 46

5.6.03 Arbitrage Rebate monitoring and filing 46

5.6.04 Compliance..... 47

5.6.05 Communication 47

5.6.06 Review 47

5.7 CONTINUING DISCLOSURE 47

5.7.01 Purpose. 47

5.7.02 Disclosure Definition. 47

5.7.03 Debt Issuance - Responsibilities of the Oversight Officer 47

5.7.04 Debt Issuance - Responsibilities of Contributors 48

5.7.05 Outstanding Bonds - Continuing Disclosure Obligations..... 48

5.7.06 Outstanding Bonds - Voluntary Filings 49

5.7.07 Outstanding Bonds - Investor Communications 49

5.7.08 Training 49

CASHIERING 50

6.1 INTRODUCTION..... 50

6.1.01 Duties of Employees..... 50

6.1.02 Duties of Department Heads..... 50

6.1.03 Departmental Contact Person..... 50

6.1.04 Training 50

6.1.05 Liability for Loss..... 51

6.1.06 Custodial Responsibility and Liability 51

6.1.07 Enforcement..... 51

6.2 CASHIER PROCEDURAL GUIDELINES 51

6.2.01 Receiving Money - Opening Activities..... 51

6.2.02 Receiving Currency and Coins 51

6.2.03 Receiving Checks 52

6.2.04 Receiving Money and Handling Payments 52

6.2.05 Refunds 53

6.2.06 Voids..... 53

6.2.07 Balancing Daily Transactions 53

6.2.08 Depositing 54

6.2.09 Receiving Credit/Debit Card Payments 54

6.2.11 Electronic Funds Transfer (EFT)..... 54

ART FUND 1% CALCULATION 56

7.1.01 Purpose 56

7.1.02 Eligible Projects 56

7.1.03 List of Projects..... 56

PURCHASING

1.1 BIDDING/CONTRACTING MATRIXES

1.1.01 Competitive Bidding Threshold Matrix

Category	Limit	Process	Ref.
Purchases for materials, supplies & equipment including installation & taxes	< \$10,000	No formal bid requirements. Verbal quotes, State contract, or use of purchasing cooperatives are encouraged	1.3.01
	> \$10,000 or more	3 written quotes, State contract, or qualifying purchasing cooperative	1.3.02 1.3.03
General service contracts	RCW's do not require bid's for services. This does not include A&E	It is encouraged to get 3 quotes, but use reasonable judgement when evaluating whether bids should be obtained.	1.3.12
Architectural & engineering services		Competitive process, comply with RCW 39.80	1.3.09
Federal grant guidelines, 2 CFR 200.320 (use City or Fed, whichever is more restrictive)	\$3,000 or less, aggregate	No bids if prices determined to be "reasonable"	
	\$3,001 - \$150,000 aggregate	3 written quotes or State contract	
	Over \$150,000 aggregate	Sealed bids	
Public Works (RCW 39.04 & RCW 35.23.352 as authorized in RCW 35A.40.200)	Project costs < \$75,500 single craft, street signalization or lighting; or < \$116,155 multi craft	Direct quotes allowed, but bond or retainage in lieu of bond required, or	1.5.06
		Limited small works process (only under \$50,000), or	1.3.06
		Small works roster, or	1.3.07
		formal bid process	1.3.08
Project costs < \$350,000	Small works roster, or	1.3.07	
	Formal bid process	1.3.08	
Project costs > \$350,000	Formal bid process	1.3.08	

1.1.02 Contract Authorization Threshold Matrix

Category	Limit	Authorized Signer
General services and Public Works	Aggregate contract value < \$50,000	Department Director or designee.
	Aggregate contract value between \$50,000 - \$100,000	Mayor
	Aggregate contract value > \$100,000	Mayor, authorized by City Council
	Multi-year contracts that have budgetary impacts beyond a departments regular recurring budget authority must be approved by Finance Committee or City Council prior to authorization.	
Equipment & supplies	Within budget capacity	Department Director or designee
	Not within budget capacity	Department Director or designee, after Finance Committee or City Council approval.
	Any purchase related to technology must be approved by the Information Systems Director (section 1.3.04)	
Contract amendments & change orders	Amendment/change order value < \$50,000	Department Director or designee
	Amendment/change order value between \$50,000 - \$100,000	Mayor
	Amendment/change order value > \$100,000	Mayor, authorized by City Council
	<p>An amendment that brings the total contract value into a higher authorization limit must be approved through the authorized signer process for the higher authorization limit.</p> <p>Example A: a contract for \$90,000 was originally signed by the Mayor. A \$20,000 contract amendment would bring the total contract value up to \$110,000 which would have originally required Council authorization. This amendment would need Council authorization.</p> <p>Example B: A contract for \$1,000,000 was originally authorized by City Council. A \$20,000 contract amendment can be signed by the Department Director or designee, but a \$150,000 amendment would need Council authorization.</p>	

1.2 INTRODUCTION

1.2.01 Purpose of the Policy

The Purchasing Policy and Procedures Manual is provided to guide and assist City staff on basic procurement and contracting requirements as set forth in the Washington State statutes, and to ensure the City is receiving maximum value for the products and services received and assure fiscal responsibility in the purchasing process.

This Policy establishes guidelines and clarifies the procedures for public work projects; the procurement of professional and personal services, including architectural and engineering design services; the acquisition of supplies, equipment, and materials; and the acquisition of services through competitive negotiation when needed as indicated in the Bidding/Contracting Matrixes in section 1.1. These guidelines do not apply to the acquisition, sale, conveyance, license, or lease of real property.

All references to the Revised Code of Washington (RCW) and Federal grant regulations shall be incorporated as part of this policy including all future amendments.

It should be understood that anyone purchasing goods or services with Federal or State funds will understand and abide by the purchasing guidelines set forth by the granting agency. In cases where these policies conflict with any State and Federal lawgrant or regulations, the terms of that law or regulation prevails.

1.2.02 Code of Ethics (RCW 42.23)

The public must have confidence in the integrity of its government. The purpose of this Code of Ethics is to give guidance to all employees and elected officials so that they may conduct themselves in a manner which will be in the best interest of the City of Wenatchee.

It is essential that those doing business with the City observe the following guiding ethical standards:

- Actions of City employees shall be impartial and fair.
- The City will not accept, donations of materials or services in return for a commitment to continue to initiate a purchasing relationship.
- City employees may not solicit, accept, or agree to accept any gratuity for themselves, their families or others that would or could result in personal gain. Purchasing decisions must be made impartially.
- The City does not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, marital, veteran or any other protected status.
- To keep confidential all information acquired by reason of one's position, which may be used for personal or financial gain for the employee or other persons.
- City employees shall not accept monetary gifts of any kind: cash, debit/credit cards, refundable vendor gift cards, etc. excluding: non-monetary gifts valued less than \$50.00, items received that do not result in personal gain, samples to the City used for general City use.

1.2.03 Conflict of Interest

City staff or Council members may not undertake consulting, professional practice or other assignments which would result in a conflict of interest. If a potential conflict of interest exists the employee or Council member will notify their supervisor, the Mayor and/or City Attorney to determine if the employee or Council Member should continue being involved with the purchase or contract.

Personal gifts or gratuities that might influence or give the appearance of influencing the requisition or purchase of material(s) must be declined.

City officers, employees, and agents may not participate in the selection, award, or administration of a contract supported by a Federal award if they have a real or apparent conflict of interest. As stated in 2 CFR 200.318(c), such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employees or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officer, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Employees violating this section are subject to disciplinary action commensurate with the severity of the violation, ranging from a letter of reprimand to termination of employment. Any instance where a potential conflict of interest may arise must be disclosed in writing by the responsible department to the federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.

1.2.04 Unauthorized Purchases

Purchases for personal use are not allowed. The person ordering the unauthorized and unjustified purchase is personally liable for the costs of the purchase or contract and may be subject to disciplinary action, up to and including termination. If the purchase was made without proper authorization but is in fact a justified purchase, then the Department Director has the option to approve the purchase after the fact.

1.2.05 Sustainable Purchasing

The City shall acquire its goods and services in a manner that complies with all federal and state laws, and other requirements (e.g., City ordinances or resolutions, interlocal agreements). The City shall purchase and use materials, products and services which are fiscally responsible. Fiscal factors to be considered include but are not limited to: lowest total cost; leveraging the City's buying power; impact on staff time and labor; long-term financial/market changes; technological advances in a rapidly changing market.

1.2.06 Define the Need

The first question that should be answered is what type of purchase is it? The major categories of purchases include:

Public Works: (RCW 39.04.010) includes all work; construction; alteration; repair or improvement other than ordinary maintenance, unless such maintenance is contracted out; executed at the cost of the City:

- Examples: demolition, remodeling, renovation, road construction, building construction, and utilities construction.
- Ordinary maintenance is not specifically defined in this statute but is generally considered to include work not performed by contract and performed on a regular basis to service, check or replace items that are not broken.
- For purposes of prevailing wage requirements, public works includes ordinary maintenance when performed by contract. Section 1.4.05 discusses prevailing wages.

Materials, Supplies and Equipment - Materials, supplies and equipment are considered tangible items which are manufactured and are moveable at the time of purchase. It is important to distinguish between materials, supplies and equipment used in

public works contracts as opposed to non-public works contracts as different bidding requirements apply to each. Examples are: office supplies, off the shelf software, hardware, trucks, copy machines, auto parts, gravel, and janitorial supplies.

Services: Distinguishing between services and public work is also important, as services may also have different bidding requirements. Services include the labor, time or effort of a human being. The City has three classifications of services:

- Professional Services: Services provided by independent consultants that require specialized knowledge, advanced education, professional licensing or certification and where the primary service provided is mental or intellectual, involving the consistent exercise of judgment and discretion. Examples are: accountants, attorneys, consultants, graphic artists.
- Architectural and Engineering Services (A&E Services): These services are to be acquired under the authority and procedures outlined in RCW Chapter 39.80. Examples are: engineers, land surveyors, architects, and landscape architects.
- General Services: All other service related work that is not considered a public work or professional service. Most often these are routine in nature (i.e.: yearly, monthly, weekly, etc.). Examples are: building maintenance, elevator maintenance, and instructors.

1.2.07 Determine the Cost

Once the need has been defined, the estimated cost of the goods or services will generally determine what competitive selection process will need to be followed. Estimated costs should include: all applicable sales and use taxes, freight, set up, etc., all phases of construction related work (but not engineering or architectural design fees). RCW 35.23.352(1) prohibits splitting public work project costs to avoid the appropriate advertising and bidding requirements. Costs should not include donated materials, labor, supplies, etc.

1.2.08 Determining Contract Value

Contract value refers to the total aggregate value of the contract including all base periods, plus potential renewal periods.

- Example #1: A three year contract for \$40,000 per year is considered a \$120,000 contract.
- Example #2: A contract originally routed as a one year \$40,000 contract. If a renewal is negotiated for an additional year for another \$40,000, the aggregate value of the contract becomes \$80,000.
- Exception: Hardware/software maintenance agreements are treated as stand-alone agreements and do not need to be aggregated to the original hardware/software purchase agreement.

For determining purchasing thresholds of contracts that do not have a stated value (such as mutual benefit contracts), the contract value should be determined based on the gross value of goods or services being provided.

1.2.09 Exceptions to the Competitive Process

Exceptions to the competitive process - Applies to contracts for public works and contracts for purchases, providing Federal or State grant purchasing requirements are met. Exceptions should make good business sense and be in the best interest of the City. In all cases, it is the City's responsibility to conduct a good faith review of all available providers and determine that the requested vendor is the only applicable provider of such services/items. It is important to note that ONLY the requirement for competitive bidding or advertising is waived. It does not waive any contractual requirements, approvals, or insurance requirements.

Exemptions to the Competitive Bidding Requirements as Provided in [RCW 39.04.280\(1\)](#):

Type	Example
Purchases that are clearly and legitimately limited to a single source of supply	<ul style="list-style-type: none"> • Licensed or patented goods or service. • Items that are compatible w/ existing equipment, inventory, systems, programs or services. • Meets City standards (i.e. meters). • Factory-authorized warranty services. • Meets the specialized need of the City.
Purchases involving special facilities or market conditions	Item is of special design, shape or manufacture that matches or fits w/ existing equipment, inventory, systems, programs, or services.
Purchases of insurance or bonds	Insurance or bonds.
Purchases in urgent need or emergency	See Section 1.2.10.
Certain government to government purchases	If another City provides maintenance service to Wenatchee using their own forces, no competitive bidding requirements arise. However, if the other City contracts with a private company for this service, competitive bid limits would apply.

Exemption Process - The reason the non-emergency purchase or contract is exempted from required procedures should be documented prior to the purchase or contract award. Explain what features/knowledge/qualification the vendor can provide that are not available from other sources. Exemptions in emergency situations must be approved by the Department Director or designee and must be documented immediately after the purchase or contract award. The documentation should be kept in the purchase or contract file and is open to public inspection.

1.2.10 Emergency Procurements

For purposes of this section “emergency procurement” means unforeseen circumstances beyond the control of the City that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. Competitive bidding may be waived subject to the following process, (RCW 39.04.280(2)):

Emergency Process:

- Step 1 – Notify the Department Director or designated Department Manager of emergency situation. If the Department Director or designated Department Manager determines that an emergency situations exists and a contractor needs to be called in, the Director will notify the Mayor of the situation.
- Step 2 – Upon concurrence of the Mayor that an emergency situation exists, and upon the Mayor’s authorization, contractors can be called upon to make necessary repairs.
- Step 3 – Department will develop a contract, outlining prevailing wage, bond requirements, and payments schedules.
- Step 4 – The Department must also prepare written determination of the basis for the emergency. This written determination shall be included in the contract file and entered into the public record no later than two weeks following the award of the contract.
- Step 5 – The Department Director will ensure that a description and estimate of the work is published within seven (7) days of commencement of the work (RCW 39.04.020).
- Step 6 – Details of the emergency situation will be presented to the City Council within two weeks (or as soon as practical) following the award of the emergency contract.

1.3 NEW PROCUREMENT

1.3.01 Small Purchases of Goods & Services

Small purchases are typically goods or services (excluding Public Works) under \$10,000 and include memberships, training, etc. These purchases can be made using Purchase Order or a State Contract. Federal grant expenses must follow federal guidelines which may be more restrictive than City policy. See 1.5.07 for purchase order procedures.

Process	Allowed Uses	Non-Allowed Uses
Credit card/ purchase order (see section 1.5.10 for the Card Policy)	Business related purchases where an account can't be established or would delay the purchase of a critical item, business travel reservations.	Alcohol, capital equipment, cash advance, consulting services, personal items, professional services, businesses where account is established
Purchase order or misc. services	Goods and Services at low risk and not otherwise covered under a contract. Example of misc. services: subscriptions, memberships, training	

1.3.02 State Contracts

The Washington State Department Enterprise Services (DES) offer existing contracts for goods and services that the City may use. The City has signed the Master Contracts Usage Agreement with DES for the ability access their contracts and encourages the use of these contracts whenever possible. When using a state contract the City, utilizing the State's competitive process thus eliminating the need for the City to perform one.

Purchases made with a State Contract must be approved in the same manner as any other purchase. See the Purchasing Manual Matrix at the beginning of the document for the purchasing approvals requirements. The web site for DES contracts is: <http://des.wa.gov/services/contracting-purchasing>.

Things to consider when purchasing on a State Contract:

- Review State contract for participation requirements and work with State buyer.
- Contact vendor to verify the vendor will honor State contract pricing. Obtain details of purchase including invoicing, availability, delivery, etc.

State contracts include standard terms and conditions. When utilizing a state contract, all of the state contract terms and conditions apply. However, on occasion, the City may opt to change the state's contract requirements which will require the City to develop its own Purchase Agreement identifying those requirements that are unique to the City's purchase.

A City purchase order will be needed for equipment and supplies purchased through a state contract and may require a State PO as well. See 1.5.07 for the purchase order procedures.

1.3.03 Large Purchases for Materials, Supplies & Equipment

Any purchase of material, supplies, and equipment, where the cost exceeds \$10,000 shall be by written quote, state contract, qualified purchasing cooperative or competitive process. Purchases for supplies, materials and equipment included in the budget shall be approved by the Department Director or designee. Purchases not in the budget must be approved by the Finance Committee.

Things to consider when making a large purchase for material, supplies & equipment that do not qualify as a public work:

- Identify grants funding requirements to follow, if any
- Prepare product specifications - warranties, delivery, liquidated damages, etc.
- Prepare documents – advertisements, equal opportunity, bid proposal sheet bidder’s checklist, bid bond, etc., as needed
- Advertise, publish, and notify – call vendors or advertise in official newspaper, on internet, email notifications, as appropriate
- Prepare addenda if required and notify plan holders and post online
- Schedule and conduct bid openings, when needed
- Award the bid after determining the lowest, responsible, responsive bidder and prepare Council agenda materials, if needed

The Purchase Agreement documents:

- Contact information for both contractor and City employee.
- Bid/Specifications including successful vendor’s required forms submitted at time of bid (e.g.: Non-Collusion, Affidavit of Equal Opportunity, Bid Offer Form, etc.), as appropriate.
- City’s Insurance Requirements with successful vendor’s Certificate of Insurance, if appropriate.

Document storage & Routing

- A copy of the Purchase Agreement documents should be available to the City’s authorized signer to review and in the agenda packet when City Council approval is needed.
- Send an electronic copy of the signed multi-year agreements to the City Clerk to record in the City’s Document Center and an email notification of all new contracts to other impacted departments.

1.3.04 Technology Purchases

To purchase telecommunications and data processing (computer) equipment or software the City must determine what is being purchased: is it a service, installation, supply or equipment. If the software, phones or computers are off the shelf it is most likely a supply or equipment. If a major portion of the software cost is to customize the program for City needs then the purchase is service. If the purchase involves installation of cable, conduits and other devices the purchase may be a public works. Each type of purchase has its own purchasing requirements to follow and is discussed throughout section 1.3 with the RFP/Q process discussed in Section 1.5. If the purchase is determined to be a public works RCW 39.04.270(3) allows a negotiation process rather than taking the lowest responsive/responsible bidder that is required in a typical public works bid.

Departments must work with the Information Systems Director to purchase both hardware and software, to allow that department to adequately support these technologies. This will help insure compatibility with the City’s electronic computing systems and will provide a more satisfying and dependable computing experience for the users.

All potential acquisitions of electronic computing systems, including workstations, peripherals, and software, must be approved by the Information Systems Director. This includes acquisitions using grant funds. Prior to the requisition request, the requesting department and/or user must complete the Information Systems Department Hardware and Software Request Form, which can be found on the City’s intranet. The Information Systems Director or his/her designee will review the request with the requester. If the request is approved, Information Systems will purchase the product on behalf of the requesting department. Electronic Computing Systems is all information technology (e.g., hardware and software) owned by the City and used to conduct official business.

1.3.05 Public Works

Public Work – RCW-39.04.010 - "Public work" means all work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the state or of any municipality, or which is by law a lien or charge on any property therein.

Limitations on work by public employees Day Labor Limit - RCW 35.23.352 defines the limits where the City can use their own labor force to perform a public work, this limit is currently set at \$75,500 for projects including a single craft and \$116,155 for projects including multiple crafts.

Determining the Cost of a Public Work - The total construction cost of each project must be estimated in order to correctly apply bid limit dollar amounts to determine if a public works project must be competitively bid. This estimate may be prepared by an outside third party; however the final cost estimate must be validated by the City. The total construction cost (estimated as if the project were to be bid) is used to make that determination. The estimate shall include materials, supplies, equipment, and labor on the construction of that project and applicable sales and use taxes. However, the value of volunteer labor, material, or equipment need not be included in the cost estimate for a public works project, as these are not a cost to the agency.

Bid Splitting - RCW 35.23.352(1) and RCW 39.04.155(4) prohibits the division of a project into units of work or phases of work to avoid the restriction on work that may be performed by day labor on a single project.

Small Works Roster - The City of Wenatchee has contracted with Municipal Research and Services Center of Washington (MRSC) for the City's use of a state wide electronic database for small public works roster and consulting services developed and maintained by MRSC. Access to the Small Works Roster is available: <http://www.mrscrosters.org/>. At least once a year, on behalf of the City, MRSC publishes in a newspaper of general circulation within the jurisdiction a notice of the existence of the roster or rosters and solicit the names of contractors for such roster or rosters. Responsible contractors shall be added to the appropriate MRSC roster or rosters at any time that they submit a written request and necessary records. The City may require master contracts to be signed that become effective when a specific award is made using a small works roster.

1.3.06 Small Works - Limited Public Works Process

A work, construction, alteration, repair, or improvement with the project costs estimated to be < \$75,500 for a single craft, street signalization or lighting or < \$116,155 for a multiple craft project, may negotiate with an individual contractor, but are subject to bonding and retainage requirements. Public Works projects with costs less than \$50,000 qualify as a Limited Public Works and may follow the procedures below, waiving retainage and bond requirements (federal/state guidelines prevail).

Department will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster. Invitation for quotations shall include an estimate of the scope and nature of the work to be performed, materials and equipment to be furnished, and the date, time and location to return quote. However, detailed plans and specifications need not be included in the invitation. A limit of three electronic or written quotes are required and the contract shall be awarded to the lowest responsible bidder.

Limited Public Works Process:

- The City will maintain a list of the contractors contacted and contracts awarded during the previous 24 months under the limited public works process, including contractor name, registration number, amount of contract, brief description of work and date contract awarded.
- All contracts shall utilize the City of Wenatchee's Small Works General Conditions that outlines prevailing wages, retainage, insurance, and other City requirements.
- The contract shall be awarded to the lowest responsible bidder and approved in accordance with the Purchasing Policy Matrix.
- Send a copy of the signed agreement to the City Clerk to record in the City's Document Center and an email notification to other impacted departments.

1.3.07 Public Works – Small Works Roster

When the estimated cost of a public works project is \$350,000 or less, the City may follow the Small Works Roster (SWR) process for construction of a public work or improvement in accordance with RCW 39.04.155.

Small Works Roster process:

- Prepare a bid package that includes the City Small Works General Conditions.
- Prepare an advertisement for bids that indicates the estimated project cost, bid opening date, a brief description of the project, and where bid documents can be found. Send advertisement to all contractors on the MRSC Small Works Roster that have indicated that they can perform the type of work being solicited.
- The contract shall be awarded to the lowest responsible bidder and approved in accordance with the Purchasing Policy Matrix.
- Send a copy of the signed agreement to the City Clerk to record in the City's Document Center and an email notification to other impacted departments.

1.3.08 Public Works – Formal Bid Process

Competitive bidding is designed to prevent favoritism in awarding public work contracts and to enable local governments to obtain the best work or supplies at the most reasonable prices. It is also designed to provide a fair forum for bidders and to protect the public interest. Projects with estimated costs equal to or greater than \$350,000 must be bid.

Formal Bid Process:

- Department will compile bid package.
- The notice to bid is to be published in the official newspaper at least 13 days prior to the date bids are to be received. The notice shall state the nature of the work for which plans and specs will then be on file.
- Bids must be sealed and filed within the time specified.
- Each bid requires a bid proposal deposit of 5% or more in the form of cashier's check, postal money order, or surety bond.
- Prevailing Wage and Wage Certification form is required.
- Public bid opening is required.
- City Council approval is required.
- Grant funded projects may have additional or stricter bid requirements.
- Send a copy of the signed agreement to the City Clerk to record in the City's Document Center and an email notification to other impacted departments.

1.3.09 Purchases of Architectural and Engineering (A&E) Services

A&E services are to be acquired under the authority and procedures outlined in chapter RCW 39.80. A&E consultants are initially selected based upon their qualifications, rather than price (see RCW 39.80.050). The City will negotiate a contract with the most qualified firm at a price which the City determines is fair and reasonable.

There are two ways to select an A&E firm based upon their qualifications:

1. Roster/SOQ Review – It is the City's policy to select three or more consultants from the A&E roster maintained by MRSC in the relevant service category and evaluate their qualifications. When possible, one qualified consultant with a MWDBE classification should be included in the three selected. Documentation of the three reviews is required.

2. Project Specific RFQ

- a. Use the Consultant Roster to send out RFQ to consultants in the relevant service category. When possible, one qualified consultant with a MWDBE classification should be included. See RFP's and RFQ's section 1.5.01 for further information.
- b. Advertise the need for project specific consultant services in the official newspaper. This process is required for federally-funded projects per the Washington State Department of Transportation Local Agency Guidelines.

Send a copy of the signed agreement to the City Clerk to record in the City's Document Center and an email notification to other impacted departments.

1.3.10 Public Works – Design Build

RCW 39.10.300 allows the design-build procedure for public works project where the total project cost is greater than two million dollars under three conditions: the construction activity is highly specialized and the design build approach is critical in developing the construction methodology, the project selected provide opportunity for greater innovation or efficiencies between the designer and the builder, or significant saving in project delivery time would be realized.

In order to utilize the design-build procedure, public agencies must seek certification per RCW 39.10.270. Once certified, cities may use the design-build procedure on individual projects for a period of three years without seeking additional approval. Alternatively, public agencies that are not certified to use design-build can seek certification to use the procedure on individual projects per RCW 39.10.280.

Certification of public agencies is managed by the state's Project Review Committee. This committee works under the Washington State Department of Enterprise Services' Capital Projects Advisory Review Board.

1.3.11 Purchases of Professional Services

Services provided by contractors that require specialized knowledge, advanced education, professional licensing or certification and where the primary service provided is mental or intellectual, involving the consistent exercise of judgment and discretion is considered a Professional Service.

Professional Services are primarily three categories: architectural and engineering (A&E), purchased services and consultants.

1. A&E is discussed further in Section 1.3.09
2. Purchased services have established or standardized procedures, contribute to daily activities, complete specific assignments, may require payment of prevailing wages and may include: delivery services, artists, landscaping & janitorial services, vehicle maintenance services, HVAC system maintenance, and elevator maintenance
3. Consultant services is an independent person or firm contracting to perform a service, make a recommendation, or render an opinion without being in the control of the City except as to the result of the work. Consultant service do not include A&E services that have to follow RCW 39.80.

The RCW's do not require the City to follow a competitive process for professional services except for A&E. Contracted services should be evaluated to verify the City is receiving the best service and price reasonably possible. Judgement should be used in determining if a full competitive process should be followed, obtaining three quotes, or staff's knowledge of the area and the service providers is sufficient to ensure best price & service delivery.

Professional Service contract approvals are: up to \$50,000 and 5 years term is approved by the Department Director or designee provided there is budget capacity, \$50,000 to \$100,000 or >5 year term is approved by the Mayor, and contracts in excess of \$100,000 is approved by the City Council.

Things to consider when contracting for professional services (not A&E):

1. The Professional Services Agreement could include:
 - Contact information for both contractor and City employee.
 - City's Scope of Services.
 - Consultant's Proposal.
 - City's Standard Insurance Requirements & Consultants insurance certificate.
2. Information and Technology contracts may also include:
 - Security Addendum, Nondisclosure Agreement, and Technology Resource Usage Policy.
3. Routing
 - The documents should be available to the City's authorized signer to review or included in the agenda packet when Council approval is needed.
 - Send a copy of the signed agreement to the City Clerk to record in the City's Document Center and an email notification to other impacted departments.

Federal and state laws prohibit contractors to be treated as employees. An Independent Contractor must meet the following six tests established by the Department of Labor & Industries otherwise they are an employee with all the employee benefits and potential penalties if found in non-compliance.

- An Independent Contractor is free from substantial control by the employer (e.g. output, scheduling, or resources).
- Operates from a site or location not owned by the contracting agency.
- Individual is customarily in an established trade or business.
- Individual has established an account with the Dept. of Revenue and any other state agency that collects taxes.
- Individual is responsible for filing schedules with the IRS.
- Individual maintains a separate set of books and records reflecting items of income and expense of his/her business.

1.3.12 Purchases of General Services

All other service related work that is not considered a public work or professional service. Most often these are routine in nature (i.e.: yearly, monthly, weekly, etc.) The RCW's do not require a competitive process for the selection of general services, with the exception of the City newspaper.

The RCW's do not require the City to follow a competitive process for professional services except for A&E. Contracted services should be evaluated to verify the City is receiving the best service and price reasonably possible. Judgement should be used in determining if a full competitive process should be followed, obtaining three quotes, or Staff's knowledge of the area and the service providers is sufficient to ensure best price and service delivery.

If a competitive process was determined to be the best option the RFP or RFQ procedures would be followed in section 1.5.01.

When considering General Services remember that all public works, including maintenance when performed by contract, shall comply with RCW 39.12.020 as it pertains to prevailing wage requirements. According to RCW 39.04.010(4) there are clearly two categories of work that must comply with prevailing wage requirements: (1) Public Works and (2) Maintenance when performed by contract.

See the Contract Authorization Threshold Matrix in section 1.1.02 for contract approval requirements.

Things to consider when contracting for General Services:

1. The General Services Contract may include:
 - Contact information for both the contractor and City employee.
 - City's Scope of Services.
 - Contractor's Quote/Proposal.
 - City's Standard Insurance Requirements and Consultant's insurance certificate.
2. Routing
 - The contract documents should be available to the City's authorized signer to review or included in the agenda packet when Council approval is needed.
 - Send a copy of the signed agreement to the City Clerk to record in the City's Document Center and an email notification to other impacted departments.
3. Examples of General Services:
 - Customized accounting software and ongoing support services.
 - Cemetery, landscaping, building and grounds maintenance contracts.
 - Contracts for snow and ice removal.
 - Garbage collection and disposal (Solid waste collection and disposal contracts do not have to be bid. An RFQ/RFP process as noted in RCW 35.21.156 can be used.
 - Maintenance contracts for office equipment, including computers.
 - Official newspaper (must call annually for bids per RCW 35.23.352(7)).

1.4 CONTRACT CONSIDERATIONS

1.4.01 The Contract

The single most important element in the contract is the Scope of Work/Services. The Scope documents all elements of the work, magnitude of the project and reflects the mutual understanding of the parties. The scope should be consistently applied in the solicitation and the contract.

Here are a few things to consider when developing the scope: hold the contractor; accountable be precise; avoid ambiguity; use active voice (i.e., "the Contractor will or shall"); due dates & deliverables. Other considerations when developing the contract are term of contract or period of performance, compensation and payment. The City's standard payment terms are the contractors provide monthly invoices to the City and all invoices shall be paid within 30 days of receipt and approval.

The bid documents and contracts have record retention requirements that vary depending on the type of purchase or contract and what the funding source is: federal, state, bonds. Even the bid documents from unsuccessful bidders must be kept for a time. It is the Department's responsibility to know the records retention requirements for their department and should work with the City Clerk on document destruction.

1.4.02 Payment Options

Prior to contract award, payment terms should be identified to determine the most effective compensation method. The most common methods are:

Hourly/Time and Materials - The City pays a fixed hourly rate and pays for the cost of certain specific services and/or materials. For certain professions, such as consultants, this is the standard option. Time and materials contracts should have a ceiling amount or a not to exceed amount included. This type of payment term may be used if the City is unable to clearly define the level of effort required to accomplish the objectives. A time and materials contract places most of the risk on the City and little on the contractor and provides no positive profit incentive to the contractor for cost control or labor efficiency. Frequent contract monitoring is required to ensure that the number of hours is kept to a reasonable level.

Fixed or Lump Sum - The contractor receives a fixed amount or lump sum payment based on terms established in the contract. Typically, payment is tied to a completion of agreed upon performance achievements. Other alternatives are possible, such as progress payments made to compensate for activities conducted over the specific period of the contract. This type of contract should generally establish a minimum allowable level of compensation. With this method of compensation, the City may not be required to pay if specific terms in the contract are not met and thus the risk is placed on the contractor.

Cost Reimbursement - A Cost reimbursement method of compensation has a higher risk for the City because it reimburses the contractor for all costs incurred under the terms of the contract. To prevent overpayment, allowable cost provisions should be clearly identified. Contract managers should consider including a contract provision for a maximum allowable compensation level for the contract period and budget. Cost reimbursement contracts generally require more fiscal pre-planning and monitoring than other methods.

Performance Based - These contracts are based on attainment of a specific outcome. The rate of compensation is generally negotiated based on cost information provided by the contractor. Generally, performance based contracts identify the maximum allowable compensation. This allows the City to define the quality of services in terms of performance standard and pay accordingly. Performance based contracts differ from time and materials or fixed price contracts in that if the quantifiable quality of service is low, the payment may be reduced or withheld. This requires a higher level of reporting from the contractor to the City. The contractor primarily assumes the risk because the City does not pay if performance levels are not met.

1.4.03 Contract Executions & Administration

Contract Execution - The contract is fully executed when all authorized parties have signed it. Upon execution, signed copies of the contract should be provided or available to all interested parties including, at a minimum; the contractor, the Project Manager, Financial Analyst, and City Clerk. The City Clerk will store the contract in the City's Document Center.

Contract Administration - Contract administration means any activity related to contracting, including the decision to contract, contractor screening, contractor selection, contract preparation, contract monitoring, auditing and post contract follow up. Typical responsibilities of the contract manager include:

- Understanding the contract, including the specific contract obligations and performance indicators by which performance will be monitored.
- Assessing the risks related to the project before soliciting proposals and contracting to determine the extent of the monitoring required.
- Ensuring the contractor has a clear understanding of how the contract will be managed and monitored.
- Providing the contractor with guidance and technical assistance, as needed, to promote effective contract performance.
- Identifying the extent and source of funding for services provided.

- Monitoring the contractor’s activities to ensure quality service delivery. Ensuring funding is used only for authorized purposes.
- Reviewing invoices and verifying that delivery of services is rendered.
- Resolving issues or problems that arise during the contract.
- Measuring and tracking satisfaction with contractor performance.
- Complying with Federal, State and City rules and regulations.
- Documenting the contract to validate that effective contract management has occurred.

Contract managers need to be mindful of the following:

- Instructing the contractor to begin work before the contract is executed and approved.
- Changing the description, scope, period of performance, or cost of the contract without processing a written amendment.
- Directing the contractor to do work that is not specifically described in the contract.
- Signing a contractor’s contract form (some exceptions apply)
- Authorizing payment to the contractor for any work not performed satisfactorily.
- Paying for the same or similar services more than once.

1.4.04 Contract Monitoring – Performance

Monitoring Contract Performance - Monitoring means any planned, ongoing, or periodic activity that measures and ensures contractor compliance with the terms, conditions, and requirements of a contract. The level of monitoring should be based on a risk assessment of the contractor’s role in delivering the services and the contractor’s ability to deliver under the terms of the contract.

The purpose of monitoring is to ensure the contractor is:

- Complying with the terms and conditions of the contract and applicable laws and regulations.
- In compliance with the contract through identifying and resolving potential problems and providing constructive, timely feedback.
- Adhering to the project schedule and making appropriate progress toward the expected results and outcomes.
- Providing the quality of service expected.

Monitoring Activities May Include:

- Periodic contractor reporting – Require the contractor to submit progress reports or other appropriate data or reports, based on pre-defined criteria, and review the contractor’s reports for verification of services provided and adherence to the contract. Substandard performance should be identified and addressed timely and appropriately.
- Invoice review – Compare billings with the terms agreed upon in the contract. Ensure the costs being charged are within the contract parameters, prevailing wages were paid, if applicable.
- Other periodic contact with contractor – On-site visits to maintain contact with the contractor to review progress on a regular basis. Good contract monitoring includes a continuous dialogue with the contractor.
- Other grant review requirements – grant agreements may have additional requirements for project or sub-recipient monitoring.

1.4.05 Contract Monitoring – Payment

Reviewing Invoices for Payment - Contract payment is the process by which the contractor submits invoices for reimbursement for services and receives payments. The contract or project manager must carefully review the contractor's request for payment to verify the accuracy of all charges.

Considerations:

- If a contract is state or federally funded the review procedures must meet the grant requirements.
- Are the hours/costs commensurate with the services or deliverables received?
- Is the service period identified on the invoice and were the services rendered prior to contract expiration?
- Do the rates invoiced match the rates stated in the contract?
- Has the necessary documentation been included to verify charges accurately? Is there enough money remaining on the contract?
- Reimbursable expenses: travel, mileage; food; miscellaneous expenses

If charges are acceptable, the contract manager submits a claim approval form for payment. Payment terms are 30 days from date of invoice.

1.4.06 Amendments & Change Orders

Amendments - Amendments are changes to service contracts. Changes to contracts may be processed as amendments, rather than new contracts, only if the changes are within the general scope of the original contract.

Change Orders - A change order is the formal document that alters some condition of the contract documents. The change order may alter the contract price, schedule of payments, completion date, or the plans and specifications. Change Orders are changes to Public Works Agreements and reflect reductions or additions to the work that must be completed to meet the contract requirements and without which the work requested in the original contract could not be completed. If a change order issued is truly due to unforeseen conditions, with no change in the original scope, then a new competitive bid process is not required. These situations should be distinguished from extra work which could stand on its own and is outside and independent of the contract. Appropriate uses of change orders include:

Scope – This may include adding, modifying or deleting tasks, services or deliverables, or revising specifications. Changes to scope should be well documented and include any additional costs associated with these changes. Changes that are outside the general scope of the contract are not appropriate to award through contract amendments. Such changes would have the effect of making the work performed substantially different from the work the parties bargained of at the time the original contract was awarded.

Cost – If the cost of the contract is increased or decreased, document reasons for change (e.g.: scope changes).

Term of Contract/Period of Performance - An extension to the contract end date is the most common change to the period of performance. Minor modifications that do not materially affect the scope or cost of the contract, such as address changes or staff changes do not require a formal amendment, but should be documented in writing.

Processing Contract Amendments/Change Orders - Oral change orders are risky. Despite the fact that the contract documents requirements require all change orders to be in writing, the actions of both the owner's representative and the contractor can constructively waive that requirement. To protect the City's interests, all amendments or change orders should be executed in writing prior to the contract period of performance ends and before the contractor begins work as authorized by the amendment.

Contract amendment or change order approvals vary depending on the type and amount. Please see the Contract Authorization Threshold Matrix in section 1.1.02 for these requirements.

1.4.07 Contract Close-Out & Termination

Contract Termination - Contracts may be terminated prior to the completion date of the contract either for convenience of the parties or for cause. Contact the City Attorney's Office for guidance when considering a contract termination. All contract terminations should be done in writing and routed through the contract process (refer to the contract for process).

Contract Close-Out Process - Invoices that are submitted after contract expiration may still be paid if the invoice or pay estimate clearly shows that services were performed prior to contract expiration and sufficient funds existed prior to close-out.

Note that every effort should be made to process invoices in a timely manner to eliminate delays and extra steps in payment processing.

Public Works Close-Out Process for Projects > \$35,000 - To close out a project the Project Manager or the Financial Analyst can verify that all contractors and sub-contractor have filed their affidavits of prevailing wages on Washington State Department of Labor and Industries web site currently at <https://fortress.wa.gov/lni/wagelookup/searchforms.aspx>. After the City Council accepts the project/contract as complete a notice of completion of a public works contract form must be filed with the State Department of Labor & Industries for contracts \$35,000 and above.

Once the contract is complete it is critical that the Project Manager complete the close-out process in a timely manner and stay on a schedule.

- Project Acceptance Memo 45 day lien period starts from the date of project acceptance.
- Council Final Acceptance is prepared by the Project Manager and then the Department Director or Project Manager request's final acceptance from City Council.
- Notice of Completion of Public Works Contract completed and submitted to Department of Labor & Industries by Financial Analyst or Project Manager after Council acceptance
- Employment Security Release Letter received by Financial Analyst or Project Manager.
- Department of Revenue Release Letter received by Financial Analyst or Project Manager.
- Department of Labor & Industries Release Letter received by Financial Analyst or Project Manager.

Final Steps – Releasing Retainage:

- Retainage – Once the above mentioned letters are received the Financial Analyst or Project Manager will request the finance department to release retainage by PO.
- Retainage Bond – Once the above mentioned letters are received the Financial Analyst or Project Manager will release the bond, if additional retainage above the bond amount was retained then the retainage release will apply also.
- Escrow with bank – Once the above mentioned letters are received the Financial Analyst or Project Manager will request the bank to release the retainage held, if additional retainage above the deposited amount was retained then the additional retainage release will apply also.

1.5 OTHER PROCESSES AND CONSIDERATIONS

1.5.01 Request for Proposal (RFP) and Request for Qualifications (RFQ's)

An RFP is a method of soliciting competitive proposals for a defined scope of work. The proposals would normally include factors to measure qualifications, delivery, and service reputation as well as price. Stated another way, an RFP is a formal invitation from the City to a company to submit an offer. The offer is to provide a solution (or proposal) to a problem or need that the City has identified. An RFP is a solicitation process whereby the judgment of the supplier's experience, qualifications, and solution may take precedence over their cost proposal to the City.

Elements of an RFP may include: project background and scope of services; definitions; minimum qualifications; technical requirements (if any); schedule; cost proposal; submittal requirements; evaluation process and criteria; insurance requirements; funding sources (if applicable).

An RFQ is a method of soliciting competitive proposals that considers and evaluates companies on the basis of demonstrated competency and qualification rather than price. This process is typically used for A&E services where price is not a consideration. An RFQ will generally result in negotiations.

Elements of an RFQ may include: project background and scope of services; project budget and source of funding; schedule; minimum qualifications; submittal requirements; selection process/evaluation criteria.

Depending upon the complexity of the project, a typical RFP/Q may take 6-8 weeks to complete.

Things to consider when using an RFP or RFQ:

- Develop draft RFP/RFQ and include; schedule, grant funding requirements, scope of services, qualifications, selection process or evaluation criteria, submittal requirements, proposal validity period, term of contract.
- Identify roster category and companies.
- Advertise and publish or notify on City's/MRSC website or email notifications.
- Determine the participants to evaluate the RFP's and/or interview the proposers.
- Based on the amount of the service provided get approval to negotiate with the selected proposer(s).

1.5.02 Bid Opening Process

Bid Due Dates - It is important to make the bid submittal time clear in the bid documents. For example, "The bid form will be received up to 3:00:00 p.m. on April 27, 2010. Bids received after the date and hour, based on the time on our clock, will not receive consideration." For example, if a bid is due at 2:00 p.m., a bid received at: 1:59 p.m. is on time; 2:00 p.m. is on time; however a bid received at 2:00:01 is late. If a bidder insists on submitting the bid after the time due and leaves it, do not open it. Make a photocopy of the bid envelope with the time stamp, and immediately return the bid by certified mail, return receipt requested.

Equal Treatment of Bidders - Avoid giving bidders an advantage to include: not permitting bidders use of private offices and conference space for finalizing bid prices, providing an envelope for bidder to use in sealing the bid, or permitting bidder to use the agency's telephone, computer, fax, or photocopier. Avoid disclosing the names and numbers of bidders who have submitted bids.

Receiving Bids Checklist - Is the bid in writing (no fax, email, telephone or oral bids, the Small Works Roster may have less formal requirements); did the bidder attend the mandatory pre-bid meeting, if applicable; is the bid envelope sealed-offer tape if not sealed; is the correct information on the envelope; is the time stamp clear; is the time stamp prior to deadline?

All bids received shall be kept in a secure and centralized location not accessible to other bidders. Bids should never be left unattended.

Withdrawal & Modification of Bids (unless otherwise specified in contract bid document) - A request to withdraw or modify the bid in advance of the deadline may be received verbally or in writing. If unfamiliar with the bidder, ask for identification. Make a photocopy of the face of the bid envelope, ensuring the bid receipt time shows up on the copy; have the bidder sign the photocopy with the following "Received by (signature, printed name, date, time.); keep the original signed photocopy; remove the bid receipt stamp or cross it out on the face of the bid envelope and return the bid envelope to the bidder; notifying the bidder that if they choose to resubmit the bid, it must be received prior to the bid submittal deadline, and stamped in again with a new time and date stamp, prior to the deadline.

Modifying Bids from a Distance (unless otherwise specified in contract bid document) - The bidder may submit additional information modifying a previously submitted bid if the modification is: received in writing; signed by an authorized representative of the bidder; received prior to the bid receipt deadline; in a sealed envelope; clear in stating what prices are being changed.

Opening the Bids - Projects following the formal bid process should be opened in a public meeting. Read each bid before opening the next one. Consider using one person to open the bids and the second person to read. The project manager should record the prices on a bid tabulation form. The bids will be evaluated for responsiveness after the bid opening. If a contractor wishes to review the bids after the bid opening, allow only one contractor at a time to review the bids in a monitored environment.

1.5.03 No Bid or Non-Responsive/Responsible Bids or Submittals

No Bids or Submittals Received - As provided in RCW 35.23.352(1), in the event the City does not receive any bids or submittals on the first call, the City has three options: 1) re-advertise and make a second call, 2) enter into a contract with any qualified contractor, or 3) purchase the supplies, materials or equipment and perform such work and improvement by day labor (City staff). Before determining which option would best fit, the department should conduct a survey of the registered bidders or proposers or any other known interested parties to determine: 1) why didn't they submit, 2) was the City's document too restrictive or too complex, 3) was there ample time to submit, and 4) were there too many open questions before the due date? The City Attorney's Office may provide additional assistance in determining the best option.

Determining Lowest Responsible Bidder - The City shall award the contract for the public works project to the lowest responsible bidder, provided that, whenever there is a reason to believe that the lowest acceptable bid is not the best price obtainable, all bids may be rejected and the City may call for new bids. A responsible bidder shall be a registered and/or licensed contractor who meets the mandatory bidder responsibility criteria established by RCW 39.04.350 and who meets any supplementary criteria established by the City.

Non-Responsive and/or Not-Responsible - The City shall draft bidder responsibility criteria that are based upon clear business reasons and the criteria must not be overly restrictive of the bidding pool. Note that in Washington State, a bidder who objects to the supplemental bidder responsibility criteria may request the City to modify the criteria before the bid submittal deadline.

Bids may be rejected as non-responsive for a multiple reasons including lack of subcontractor's list when required (for contracts in excess of \$1M or contracts of 3 or more trades), insufficient bid guarantees, bids submitted after the deadline, did the bidder qualify the bid and/or lack of acknowledgement of addenda. In general, a material irregularity is required before the bid may be deemed non-responsive which is defined as any variance which provides "a bidder substantial advantage or benefit not enjoyed by others." In the event the City receives a bid or submittal on the first call but it is deemed non-responsive or non-responsible, the department may consult with the Attorney's Office to determine whether it is a material or immaterial irregularity. Each project will be evaluated on a case by case basis.

1.5.04 Rule 171 – Sales Tax Exemptions

Normally sales tax applies to every sale of tangible personal property (and some services) to all persons, including cities. Thus, for bid limit purposes, the tax must be included when determining the cost of a public work, or when calculating the cost of materials, supplies, and equipment purchases separately from a public work.

However, there are some sales and use tax exemptions for certain public work projects. The exemptions include:

- Labor and services rendered for the building, repairing, or improving of any street, place, road, highway, easement, right-of-way, mass public transportation terminal or parking facility, bridge, tunnel, or trestle owned by a City or town which is used primarily for pedestrian or vehicle traffic (RCW 82.04.050(10) and WAC 458-20-171). Materials used in constructing these projects are not exempt from the sales and use tax. Private contractors that work on City street projects are exempt under these statutes as well.
- Labor and services for the processing and handling of sand, gravel, and rock taken from City pits and quarries when the material is for publicly-owned road projects (RCW 82.08.0275 and WAC 458-20-171).

1.5.05 Prevailing Wages

What are Prevailing Wages? - The Department of Labor and Industries (L&I) requires that workers be paid prevailing wages when employed on all public works, public building service maintenance and contracted maintenance, based upon the classification of labor performed. Prevailing Wages are defined as the hourly wage, usual benefits and overtime, paid in the largest City in each county, to the majority of workers, laborers, and mechanics. Prevailing wages are established, by L&I, for each trade and occupation employed in the performance of public work. They are established separately for each county, and are reflective of local wage conditions.

What are the responsibilities of the City when contracting for public works? - The City, in awarding a contract, must make the determination of whether that contract involves “public work” and communicate it to contractors in the bid specifications and contracts. Contractors are not responsible for making the legal determination of whether a contract does or does not meet the definition of a “public works” contract. RCW 39.12.030 requires the City to include the applicable wage rates in the bid documents. If federal funds are involved in the project all bid documents must refer to the Davis-Bacon Act, which requires the wages to be the higher of the federal wage rates for each trade and occupation or Washington State’s wage rates.

What provisions must be made for prevailing wage? - Awarding agencies must stipulate in bid specifications and contracts for public work that workers shall receive the prevailing rate of wage. Those documents must also contain a list of the applicable prevailing wage rates. Compliance with the law is not met by referring contractors to the department or other sources to obtain wage rate information. Intents and affidavits of prevailing wages can be found on the Washington State Department of Labor and Industries web site currently at:
<https://fortress.wa.gov/lni/wagelookup/searchforms.aspx>

What are the public building service maintenance contract requirements? - Public building service maintenance (janitorial) contracts of more than one year duration must include wage language recognizing the potential for future variance in applicable prevailing wages each year after the first year of the contract.

What are awarding agency requirements when disbursing public funds? - Agencies may not make any payments where contractors have not submitted an *Intent to Pay Prevailing Wage* form that has been approved by the Industrial Statistician of L&I. Agencies may not release final payment until all contractors have submitted an *Affidavit of Wages Paid* form that has been certified by the Industrial Statistician of L&I. The requirement to submit these forms should also be stated in the contract.

What are the contractor’s filing requirements? - Public work contracts require that each and every contractor and sub-contractor on the project file the *Statement of Intent to Pay Prevailing Wages and Affidavit of Wage Paid* forms.

Is there a minimum contract amount for a contractor to file? - There is no minimum dollar contract amount. That is, Intent and Affidavit forms are required for every public works contract regardless of the size of the contract.

When does the contractor file Intent? - The Intent form is filed immediately after the contract is awarded and before work begins, if that is possible. The City may not make any payment until contractors have submitted an Intent form certified by the Industrial Statistician.

When does the contractor file an Affidavit? - The Affidavit form is not filed until after all the work is complete. The City may not release final payment until all contractors have submitted an Affidavit form that has been certified by the Industrial Statistician.

1.5.06 Retainage

What is the purpose of retainage - According to RCW 60.28.011(1) "Public improvement contracts shall provide, and public bodies shall reserve, a contract retainage not to exceed five percent of the moneys earned as a trust fund for the protection and payment of: (a) The claims of any person arising under the contract; and (b) the state with respect to taxes imposed pursuant to Titles 50 (Employment Security Department), Title 51 (Labor and Industries), and Title 82 (Department of Revenue).

Retainage is not withheld on projects funded in whole or in part by federal transportation funds.

Per RCW 39.08.010(3), the City may, at the option of the contractor, retain ten percent of the contract amount in lieu of a bond on contracts of one hundred fifty thousand dollars or less.

When can retainage be released - After final acceptance of the project, the retainage may be released after all release notifications have been received from the Department of Revenue, Department of Labor and Industries, and Department of Employment Security. Upon receipt of all releases, the Financial Analyst or Project Manager shall notify the Finance Department to release the funds.

1.5.07 Purchase Order Procedures

A Purchase Order (PO) must be obtained prior to each purchase of goods or services (training, memberships, etc.) made by a Department. To obtain the PO, authorized personnel in each department will enter a requisition into the Eden Accounting System. Purchasing authority is set departmentally; if you require a change in this authority, the Dept Director should email the Finance Department those changes. If a requisition being entered exceeds the individual's authority, the system will route the requisition via an e-mail notice to the Department Director/Manager to obtain approval before the requisition will route to the Finance Department for approval and conversion to a PO. If the requisition approver is not available to approve, a higher level supervisor or Finance Department may be able to approve the requisition.

Please instruct Vendors to clearly provide the City PO number on all invoices. The invoices with the wrong or no PO number will be set aside until research can be completed which results in the vendor receiving payment later than necessary. All vendors should be directed to mail or email invoices to the Finance Department at PO Box 519 Wenatchee WA 98807, or accountspayable@wenatchewa.gov. Please forward invoices received by the Department immediately to Accounts Payable.

A Blanket PO (BPO) may be used when numerous repetitive purchases are made from one vendor. The authorized Personnel enters the requisition the same as regular PO's, with the PO type changed to "Blanket" and specifying the period to be covered. A BPO may be entered on a monthly or annual basis, will be closed at the end of that period and a new BPO must be entered. BPO's cannot commit future budgets. BPO's are not allowed for grocery stores (i.e. Safeway, Albertson's, etc.) or contracted construction projects. Items needed to complete non-contracted projects must be requested by individual PO.

Processing:

The employee initiating the requisition should have the vendor, quantities, prices descriptions and specifications, make and model number and sizes.

At the time the purchase is made, a signed packing slip, bill of sale or receipt must be returned to the Departmental Employee assigned the responsibility of routing complete or partially complete PO's to the Finance Department.

At least weekly, or monthly for BPO's, purchase orders should be reviewed for completeness by each Department. When it is determined that all or a substantial portion of the items listed on the purchase order have been received, the Departmental employee with authority to do so should:

- Approve payment of the purchase by signing the purchase order acknowledging that the items have been received.
- Check the appropriate box indicating whether partial or complete receipt of items has been made.
- Attach the packing slip, receipt or bill of sale, and written quotations (if the quote is necessary to facilitate the purchase) to the PO.
- Forward the entire PO package via interoffice mail to Accounts Payable in the Finance Department.

The Finance Department will match the vendor invoice to the purchase order and make payment if everything is in order. If the invoice differs substantially from the purchase order, the ordering Department may be required to review and approve the invoice for payment. No payment will be made on any invoice until all goods and/or services billed have been received.

1.5.08 Disposal of Surplus Property

Surplus property is anything and everything that is owned by the City, is tangible, movable (not permanently affixed) and considered either obsolete or of no further use to the City in the foreseeable future. WCC 1.34 defines the procedures to legally surplus property, however, property purchased with federal funds must follow the procedures established by the awarding agency.

1.5.09 Capital Outlay – Fixed Assets

Contact the Finance Department for additional assistance.

A fixed asset is a specific piece of real or personal property which meets all of the following characteristics:

- Unit cost of \$20,000 or more, including tax, set-up and freight
- Infrastructure project costs of \$100,000 or more. (Infrastructure assets include roads; bridges; water and sewer systems; drainage systems; lighting systems; and would include a pump house or lift station but would not include a water reservoir or the treatment plant.)
- Tangible in nature, possesses physical substance
- Expected useful life of greater than five years

Inventories, spare parts and maintenance activities will not be considered a capital outlay for financial purposes.

Each department shall keep a list and monitor the small and attractive items they purchase. Small and attractive items include cameras, portable computing equipment, high value tools, etc. The department shall ensure that the items listed are inventoried annually and reasonable action taken should any items be missing.

When entering a requisition for capital purchases please keep this in mind when selecting the appropriate BARS number to be used.

1.5.10 Credit Card Policy

City credit cards will be obtained by the Finance Director and distributed to certain departmental administrative assistants to use for City purchases.

City employees wishing to use the City credit card for purchases will contact the designated individual within the department and give the name of the vendor, the estimated amount of the purchase and a description of the purchase being made. The transaction will then be entered into a log for ease of reconciliation of the account statement. Employees will be held personally liable for any purchases appearing on the credit card bill which do not appear on the credit card log. A purchase order must be entered prior to making the purchase request. All credit card charges must be backed up with a signed purchase order and receipts or other appropriate documentation. All documents should be turned in to the designee immediately upon receipt of goods or services in order to ensure timely payment of the credit card bill.

When the monthly statement is received by the department, reconciliation must be performed immediately and all documents forwarded to the Finance Department. Timely payment of the credit card bill is imperative. The City will not pay late fees and all balances will be paid in full each month. In the event that reconciliations are not performed and received by the finance Department in time to be paid by the due date, the individual account may be suspended and the ability to hold credit cards at the departmental level may be terminated.

Authorized uses of the City's credit cards are: hotel room deposits to hold rooms for authorized official travel on City business; equipment and supply vendors with which the City does not currently have an account, is not expected to have an account, or where the requirements of opening an account would delay a critical purchase or result in less beneficial terms; internet purchases.

Refer to the Bidding/Contracting Matrixes in section 1.1. Cash advances on the City credit card are prohibited.

Personal charges will not be made with a City credit card. Any charges that cannot be properly identified or which are not appropriate to City policies or regulations shall be paid immediately by the user of the card by cash, check or payroll deduction. Charges to be reimbursed shall include any interest and all other related charges made by the credit card company. Individuals found to have made such purchases will have their ability to make any future purchases with the City credit card terminated without further notice.

TRAVEL & BUSINESS EXPENSES

2.1 INTRODUCTION

2.1.01 Purpose of Travel & Business Policy

To establish the City of Wenatchee's travel policies and to delineate those valid business expenses for which payment or reimbursement may be sought by employees, public officials and volunteers of the City.

It is the further purpose of the travel and business policy to provide a mechanism for a reasonable and timely reimbursement and/or the advancement of such necessary expenditures.

References: Chapter 42.24 RCW, WMC 1.10.015 and 1.20.530 - 590

2.1.02 Policy Statement

It is the policy of the City of Wenatchee to allow the attendance and participation of authorized employees, public officials and volunteers (hereafter referred to as employees) at meetings, conventions and seminars (hereafter referred to as events) where such participation is determined to be in the public's interest.

The City of Wenatchee will pay reasonable and necessary expenses incurred by its employees while on authorized City travel. When incurring such expenses, employees must be sensitive to public expectations as to the use of public moneys and the need to use good judgment. The City will not pay expenses which are deemed excessive, extravagant, unnecessary or unreasonable.

Claimants have the responsibility for becoming knowledgeable about authorized expenditures and the documentation requirements. Care must be taken to avoid expenditures not directly and reasonably related to the conduct of City business. It is expected that expenses incurred under this policy will be appropriate to the circumstances and consistent with the best interest of the City and its desire to minimize travel costs.

If an employee desires to have their family members or guests accompany him/her on any City related travel, the employee shall advise the City at the time the advanced travel request is made. The employee shall provide payment of any costs for family members or guests so that no obligation by the City exists during any period of time.

When travel costs and/or registration or other fees have been paid by the City on behalf of the employee, and that the authorized staff fails, without good cause to attend the event said staff shall reimburse the City the amount paid by the City. Questions of good cause shall be determined by the Finance Office.

2.1.03 Penalties for Fraud or Abuse

City employees who are found to have falsified claimed expenses under these policies are subject to disciplinary actions which may include termination from City employment. In addition, state law provides that any person intentionally submitting a false claim commits the crime of perjury in the second degree. State and City laws may also provide for additional criminal penalties including, but not limited to, theft.

2.1.04 Authorization for Exceptions

No policy can anticipate all possible circumstances and provide for their needs. Consistent with the statement of policy, the Mayor or Finance Director may authorize exception to any rates or restrictions imposed by these policies. Such authorization shall be by memo summarizing the circumstances and specifically identifying the expectations to be authorized. Receipts are required for such authorized amounts.

2.2 TRAVEL

2.2.01 Travel Authorizations

Travel by all employees shall be specifically provided for in the approved budget and as provided below:

The Mayor will approve all travel and related expenses for Department Directors, advisory board members and Council members. Department Directors will approve travel and related expenses for their staff.

All out-of-state travel must be approved by the Mayor for all City employees prior to arrangements being made and commitment of liability against the City of Wenatchee for payment. This may be facilitated through the use of the Prior Approval Travel Request form which may be obtained from the department Administrative Assistant or from the Finance Office.

2.2.02 Advance Travel Requests/Payments

Payments in advance for out-of-pocket travel expenses for authorized travel may be made from an advance travel fund. Travel advances are not intended for travel tickets, pre-registration fees, prepaid lodging or other such items which can normally be billed to the City, paid through the regular accounts payable system or if necessary the City credit card. An Advance Travel Fund was created in City code 1.20.530. The purpose of this fund is to provide reasonable allowances in advance of travel to minimize the impact on the personal finances of employees when they are traveling for the benefit of the City.

An employee may secure an expense advance by submitting an Advance Travel Request to their supervisor, and if approved, to the Finance Department. The amount requested should be a minimum of \$50. Such advances should be requested at least one (1) week prior to the date required. Employees must clear any outstanding advances before requesting another advance.

Settlement for travel advances must be made on or before the fifteenth (15th) calendar day following the end of travel and will be accompanied by any unexpended portion of the advance including any non-reimbursable travel expenses. Such settlement shall be completed on the City's Claim for Expense form; all applicable receipts should be attached to the form in an orderly manner and forwarded to the Finance Department, after approval by the supervisor.

The travel advance is considered a lien against any amount owed by the City to the employee. Amounts considered to be in default may be withheld by the City from the employee's monthly paycheck. Any outstanding advances not cleared before an employee's termination will be withheld from their final paycheck.

The advance travel Fund will not be used to make reimbursements to employees.

2.2.03 Eligible Expenses

Generally, eligible expenses are those actual costs incurred by an employee as a result of performing City business. Such costs may be incurred in relation to authorized travel or associated with official business in the Greater Wenatchee Area.

Daily commute transportation expenses between the employee's residence and the regular work site is a personal obligation of the employee and is not reimbursable by the City.

Registration. Actual cost of registration will be paid for any employee at an event. Registration should be submitted for payment in advance of the travel, rather than submitted as an expense on the Claim for Expense form. If it is not possible to be submitted in advance, registration cost may be submitted for reimbursement. Registration costs will not be paid as part of a request for a travel advance.

Transportation. Miscellaneous travel costs such as bus, taxi, bridge or other tolls, parking, ferry and the like (not including any maid service) are allowable expenses. It is desired that a receipt for the above be attached to the expense claim form.

Airline Travel. Airline Travel arrangements may be made directly by employees. However, the Mayor must give his approval prior to finalizing out-of-state travel flight arrangements. All air travel shall be at the lowest fare available. Payment for air travel shall be at actual cost from Wenatchee to destination and return. However, the City will not incur extra cost to accommodate Frequent Flyer programs.

Use of Personal Vehicle. Employees using a personally owned auto to travel out-of-town on City business will be reimbursed at the mileage rate established by the Internal Revenue Service. Wherever practical, employees should ride together to minimize costs. No mileage reimbursement will be made for casual or occasional use of the personal vehicle within the City of Wenatchee. When using a personal vehicle for City business, proof of a valid Washington State driver's license and valid insurance is required.

Only one person traveling in the same vehicle may be reimbursed for the trip.

Use of City Vehicle. Employees may use assigned vehicles or available pool cars while on City business. Employees using a City owned vehicle for out-of-town travel shall secure a City Chevron card from the Finance Office for purchases of gasoline, oil, and emergency repairs. The use of the City's gas card is only authorized when using a City vehicle for out of town travel.

Operating City owned vehicles requires a valid Washington State driver's license. Employees shall provide proof of a current and active Washington State driver's license to the Human Resource Department. It is the responsibility of the employee to provide Human Resources copies of the active driver's license including any conditions and situations that may impact the employee's driver's license.

Rental Vehicles. Rental vehicles will be allowable with prior authorization from a Department Director, but only under exceptional circumstances related to business necessity, not personal convenience. Justification will be required with the Claim for Expense form for all rental vehicle expense claims. If available, employees are to obtain both liability and collision/comprehensive coverage provided by the rental agency for rentals of less than two (2) weeks duration.

Local Travel Expenses. The local area is defined as Wenatchee and East Wenatchee. It is expected that employees will exercise appropriate judgment and discretion in requesting reimbursement for expenses incurred in the local area.

Mileage reimbursement within the local area will be allowed if the use of a personal vehicle is significant and required by the job. No casual or insignificant use will be reimbursed. Permission to use a personal vehicle on a regular basis must be obtained from the employee's direct supervisor. No motor pool vehicle must be available for employee's use.

2.2.04 Lodging

Actual costs of lodging will be reimbursed. If a family member or guest accompanies the employee, the employee shall submit and be reimbursed only the amount of a single rate accommodation. Such single rate accommodation must be noted on the hotel/motel bill submitted. Lodging expenses shall not be reimbursed or paid unless the total distance between the site of the event is at least fifty (50) miles (one way, using the most direct route) from the closer of either the traveler's official residence or official work-site. Under special circumstances involving early or late meetings, or multiple day meetings, lodging expense for less than 50 miles distance may be authorized subject to the Department Director's approval and before the occurrence happens. Reimbursement requests must be accompanied by an itemized receipt.

Direct billing of hotel/motel charges is preferable. Rooms may be reserved with the City credit card however an advance travel must be requested as no charges will be incurred against the City credit card.

Allowable lodging expenses are intended to include the basic commercial lodging rate or the "government rate" if available, any applicable sales taxes and/or hotel/motel taxes. It shall be the responsibility of the employee to request of the lodging vendor a "government rate," if available, unless a lower rate for the same accommodations is available with the regular rate. The above maximum lodging rates do not apply where lodging is tied to a specific hotel or motel or lodging accommodation in connection with the event being attended. Use mid-priced lodging appropriate for business travels. When attending conferences or training seminars, the conference hotel is appropriate.

The traveler should always look for a lower rate when applicable. If special or unusual circumstances or other limitations exist in connection with the lodging for an event, higher lodging rates may be approved in advance by the Department Director.

2.2.05 Meals

The City does not ordinarily reimburse for meal expenditures within a 50 mile radius of the employees home base however exceptions may be made. All meals will be reimbursed based on the US General Services Administration (GSA) per diem rates for the area the meal was purchased. If the meal reimbursement is not in conjunction with travel which requires an overnight stay, per IRS regulation this reimbursement will be a taxable fringe benefit and payable on the end of the month payroll. In this circumstance if the meal was purchased during City business the travel expense claim form will result in what the IRS terms the "accountable plan"; the reimbursement will be through the accounts payable process. Documentation of the City business and the Department Director approval must be attached to the claim form.

In the event that an emergency crew must eat at an area establishment the establishment may direct bill the City or the crew lead worker/supervisor or department administrative assistant may elect to pay for the purchase. An itemized receipt must accompany the request for reimbursement.

Meals may be reimbursed by the per diem method

A per diem is a daily allowance for eligible meals to be used in connection with authorized City travel. An Expense Claim form must be completed and submitted to the Finance Department within fifteen (15) business days of returning from travel.

The maximum meal allowances are intended to include the basic cost of a meal, any applicable sales tax, and any tip or gratuity not to exceed fifteen percent (15%) of the total cost of the meal. The per diem will be based on the GSA Domestic Per Diem Rates on the GSA website for the location the meal was purchased.

To be eligible for meal allowances, the employee must be in travel status during the normal meal period(s). To receive reimbursement for breakfast you must be in travel status before 7:00a.m.; for lunch, before 12:00 nor and/or return after 1:00 p.m.; and for dinner, the employee must be in travel status until after 6:00 p.m.

No payment for or reimbursement of meal expenses shall be allowed when meals are provided as part of the event. It is expected that the employees will use meals included in a registration fee. However, constraints such as time, dietary restrictions and/or other circumstances may preclude use of such prepaid meals. In such cases, the GAS per diem rate may be reimbursed by submitting a claim form.

Employees funded by grants must follow any reimbursement authorization/procedures pursuant to the grant. The employee should familiarize themselves with the granting agencies requirements and adhere closely to them.

2.2.06 Miscellaneous Expenses

Telephone and FAX. Charges for telephone and FAX are eligible for reimbursement if City business required such communication. Long distance calls submitted by the employee for reimbursement must be itemized on the Claim for Expense form.

Personal calls due to emergency circumstances may be submitted for consideration of reimbursement. A sufficient explanation must accompany the Claim for Expense form.

Ineligible Expenses. Payment for or reimbursement of any of the following expenses is prohibited:

- Liquor and tobacco
- Meals or lodging accommodations for family or guests
- Personal telephone calls, except in emergency as stated above

- Travel paid for by any other organizations;
- Tips other than for meal service;
- Mileage if traveling as a passenger in a privately owned car;
- Trip insurance;
- Any other personal expense for entertainment, personal grooming or laundry.

2.3 NON-TRAVEL FOOD AND BEVERAGE REIMBURSEMENTS

2.3.01 City Employee in Non-Travel Status

City funds may be used to provide meals and refreshments to City employees when it is in the City's interest to do so. Examples include staff meetings held during the mealtime at the City's convenience where a time or remote location makes it impractical for employees to provide their own meals. Request for payment or reimbursement should include an explanation of the business purpose. The City will not pay for the cost of meals when employees are attending training at local facilities.

2.3.02 Meetings, Ceremonies and Celebrations

Reasonable expenses for light refreshments, including Coffee, food items and utensils associated with ceremonies, dedications or an unveiling that is recognized as serving the public purpose are legitimate City expenditures.

Retirement celebration expenses for employees retiring from the City of Wenatchee are authorized up to \$200 of City funds per retiring employee. This limit includes refreshments and any retirement gift. Employees may also use personal funds to add to the limit. This policy does not obligate the City to host retirement celebrations.

2.3.03 Employee Recognition

Employee recognition means any award, token of appreciation, prize, meal, entertainment or event that is intended specifically to promote good will, foster a sense of pride in affiliation with the City, promote safety, wellness, productivity, reliability, efficiency, dedication, commitment to the community and/or cost savings for the City among City employees.

Employee recognition within the parameters of recognized award programs are authorized, not to exceed \$100 in value per award. Such awards may include, but not be limited to, cash, gift certificates or such items as pen and desk sets, plaques, pins, framed certificates, clocks, and calculators. Cash and gift certificate awards must be included as compensation for payroll purposes.

FINANCIAL MANAGEMENT

3.1.01 General Financial Goals

1. Ensure delivery of an adequate level of municipal services by relying on ongoing resources and by maintaining an adequate financial base to withstand changes in volatile revenue sources.
2. Ensure that the City is in a position to respond to changes in the economy or new service requirements without an undue amount of financial stress.
3. Maintain a good credit rating in the financial community and assure taxpayers that City Government is well managed financially and maintained in sound fiscal condition.
4. Maintain City facilities, infrastructure, equipment and fleets in a well-planned and efficient manner to minimize unexpected and preventable expenditures.

3.1.02 Finance Committee

A standing Finance Committee will be formed with regularly scheduled meetings, at least monthly. The committee members are: Mayor, 3 Councilmembers, Finance Director, and Executive Services Director. The Finance Committee will review the budget, quarterly financial updates, personnel increases, grant agreements with extended commitments and unbudgeted match requirements, all forms of debt commitments and contracts and other items as they occur.

3.1.03 Primary Budget Responsibility

The City Council has final responsibility for approving the annual Operating Budget and appropriating funding for the capital needs of the City. The City's budget is adopted at the Fund level and monitored on the department level in the General fund.

The Mayor and the Finance Department have the primary responsibility for bringing the budget forward for Council consideration. Department Directors, will have the primary responsibility for proposing programs, recommending funding levels, analyzing position expense distributions, and formulating budget proposals for implementing service programs in accordance with established City Council goals and directives. The Mayor and Department Directors are responsible for the overall management of their respective budgets through monitoring, identifying and correcting any budgetary problems as they arise. The Finance Department will assist the Department Directors as needed.

At the direction of the Mayor, the Finance Department coordinates the overall preparation and administration of the City's budget in compliance with applicable State of Washington statutes. The Finance Department provides the budget calendar and revenue budget estimates, assists department staff in identifying budget problems and formulating alternative solutions, and prepares and distributes the final budget document.

Annually, the Finance Department and the Department Directors will present to the Finance Committee the preliminary results of the prior year's budget.

Multi-year capital project budgets should be prepared with sufficient detail to ensure accurate projections and monitoring.

3.1.04 Operating Budget Policies

1. Ongoing or recurring revenues in each fund should be equal to or exceed ongoing expenditures. The General fund budget shall identify ongoing resources that at least match expected ongoing annual expenditure

requirements. One-time cash transfers and non-recurring ending fund balances will be applied to reserves or to fund one-time expenditures; they will not be used to fund ongoing programs without the City Council's specific approval.

2. The Finance Department will provide budget status reports to the Mayor, City Council and Department Directors at least quarterly. Department Directors are expected to monitor revenue and expenditures on a more frequent basis through the use of the City's accounting reporting system.
3. Expenditure budget adjustments will only be allowed for unanticipated circumstances when approved by Finance Committee and adopted by City Council.
4. To ensure all possible revenues are received and billed properly and all contractual payments are made on a timely basis, a copy of all contracts and agreements will be given to the Finance Department for review and to schedule billings/payments. The Department Director signing the agreement will ensure a copy of the contract is provided to the Finance Department.

3.1.05 Revenue Policies

1. To the extent possible, a diversified and stable revenue system will be maintained to shelter public services from short-term fluctuations in any one or combination of multiple revenue sources.
2. Revenue forecasts shall be realistically estimated and based on the best information available.
3. The City will follow best practices to collect revenues.
4. Retail Sales and Use tax revenue will be reviewed for projects greater than \$5 million. The revenue from these projects will be considered one-time revenues and should not be used to support recurring operations.
5. In order to adequately deal with short-term (anticipated duration of less than one year) economic downturns and temporary gaps in cash flow, expenditure reductions or restrictions may be imposed by the Mayor and/or the City Council. Alternately, the Council may approve a one-time drawdown of the Rainy Day Reserve to address temporary downturns in City revenues. Interfund loans authorized by the Council and paying interest, may be utilized to cover temporary gaps in cash flow.
6. To address long-term (greater than one year) revenue downturns, revenue forecasts will be revised and expenses will be reduced to conform to the revised long-term revenue forecast, and new sources of revenue or revenue increases will be considered. Deficit financing and borrowing to support ongoing operations will not be considered as an acceptable policy of the City as a response to long-term revenue shortfalls.
7. All potential grants shall be carefully examined for matching requirements. Some grants may not be accepted if the local matching funds cannot be readily identified or justified. Grants may also be rejected if the financial obligation of the programs must be continued with local resources after grant funds are exhausted.
8. Fees and service charges should be reviewed by the responsible department to ensure the maximum amount of cost recovery. Utility rate studies shall be conducted to ensure that the rates will continue to support direct and indirect costs of operations, administration, plant maintenance, debt service, depreciation of capital assets, and moderate system extensions.
9. The City will review contracts and leases which result in revenues to the City on a timely basis in order to provide for careful evaluation by the City Council.
10. Recurring or ongoing revenues are defined as sustainable funding sources received over multiple years from which ongoing services can be funded. Recurring revenues do not include grant awards or other one-time revenues. Recurring revenues are tracked and reported on a regular basis to the Finance Committee and any fluctuations or deviations are noted for the purposes of adjusting impacted ongoing City operations.

3.1.06 Expenditure Policies

1. The City will only propose operating expenditures which can be supported from on-going operating revenues. Before the City undertakes any agreements that would create fixed on-going expenses, the cost implications of such agreements will be fully determined for current and future years. As a part of the Capital Facilities Plan development, capital expenditures may be funded from one-time revenues, however, the operating budget expenditure impacts of capital expenditures will be reviewed for compliance with this policy provision.
2. The City will review funds, for services provided internally by other funds. The estimated direct and indirect costs of service will be budgeted and charged to the fund receiving the service. Interfund service fees charged to recover these costs will be recognized as revenue to the providing fund. A review of the method for determining the amount of the interfund assessment will be conducted periodically. When possible, expenditures will be made from the fund receiving the benefit rather than relying on interfund billing to recover these costs.
3. Emphasis is placed on improving individual and work group productivity rather than adding to the work force. The City will invest in technology and other efficiency tools to maximize productivity.
4. The creation of new employee positions must be documented and approved by the Council. This will normally be done during the budget process with the documentation supporting the new position included in the Council budget packets.
5. All compensation planning and collective bargaining will focus on the total cost of compensation, which includes direct salary, payroll taxes, health care benefits, pension contributions, training allowance, and other benefits of a non-salary nature, which are a cost to the City.
6. One-time revenues will not be used to support ongoing expenditures.
7. Facility maintenance expenditures will be budgeted for annually in the appropriate funds using the facilities and transferred into the Facility Maintenance Fund. The annual rate will include the costs for routine maintenance and a reasonable amount to create a Capital Reserve.
8. Recurring or ongoing expenditures/expenses are defined as costs incurred for the daily activities needed to provide services to the citizens of Wenatchee. Recurring expenditures do not include one-time grant expenses but departments may be required to find matching requirements from within their regular budget. Recurring expenses include all debt obligations unless the debt is short-term (3 years or less) and has an independent funding source.
9. Capital projects will be budgeted by task: preliminary engineering/design, right of way, construction engineering/management and construction; as applicable. The capital project budget will indicate the funding source(s) by fund and grant award, as applicable. Capital projects with budgets greater than \$100,000 will be approved by the Council either through the budget process or specific capital project approval. Capital projects exceeding the project budget by more than 10%, or \$25,000, whichever is greater, must obtain Council approval prior to the overage

3.1.07 Reserve Fund Policies

1. The General Fund will maintain a minimum unrestricted fund balance of 15% of recurring expenditures to ensure adequate cash flow. The General Fund will also maintain a minimum of \$1,000,000 Rainy Day restricted fund balance to be used only with Council approval. The reserve will be established and replenished from one-time revenues not committed for other purposes, excess operating reserves or by budgetary action.
2. The Convention Center, Street, Community Center, and Cemetery funds will maintain a minimum unrestricted fund balance of 15% of recurring expenditures to ensure adequate cash flow.
3. Utility funds will meet reserve requirements indicated in the appropriate rate studies and bond covenants.

4. The Self Insurance Fund will maintain an unrestricted fund balance \$500,000 greater than the annual insurance premium.
5. The Equipment Rental and Replacement Fund will maintain a reserve balance adequate to replace equipment on an established schedule.
6. The Information Services Fund will maintain a reserve fund balance sufficient to annually replace equipment and software and cover operations.
7. The Facilities Maintenance fund will maintain a reserve balance sufficient to maintain operations of City facilities and prepare for major unexpected facility repairs.
8. Reserve balances requirements are evaluated at the end of the fiscal year. If the reserve balances of any fund listed in this section is drawn down below the minimum requirements, a plan or budget will be created to replenish the reserves in no more than two years.

INVESTMENTS

4.1.01 Objectives

It is the objective of the City of Wenatchee to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all state and local statutes governing the investment of public funds.

4.1.02 Scope

This investment policy supersedes any previous investment policy and applies to all financial assets of the City. These funds are accounted for in the City's annual financial report and include:

- General fund (current expense);
- Special revenue funds;
- Debt service funds;
- Capital project funds;
- Enterprise funds;
- Internal service funds;
- Trust and agency fund;
- Retirement/Pension funds.

This policy does not include assets held in escrow in order to defease refunded debt, nor does it include retirement funds managed by others.

4.1.03 Prudence

Investments shall be made with such judgment and care under circumstances then prevailing as persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes; provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

4.1.04 Investment Objective

The primary objectives, in priority order, of the City's investment activities shall be:

1. Safety. Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
2. Liquidity. The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might be reasonably anticipated.

3. Return on Investments. The City's investment portfolio shall be designed with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with the City's investment risk constraints and cash flow characteristics of the portfolio.

4.1.05 Delegation of authority

WCC 1.08.100 delegates investment authority to the Finance Director. The Finance Director shall manage the investment program consistent with this investment policy. Procedures shall include reference to: safekeeping, wire transfer agreements, collateral/depository agreements and banking service contracts. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

4.1.06 Ethics and conflicts of interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Mayor and City Council any material financial interest in financial institutions that conduct business with this City, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the City's portfolio, particularly with regard to the time of purchases and sales.

4.1.07 Authorized financial dealers and institutions

The Finance Director will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who maintain an office in the state of Washington. These may include "primary" dealers or regional dealers that qualify under U.S. Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state law.

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Finance Director with their most recent audited financial statements.

An annual review of the financial conditions and registrations of such institutions and broker/dealers shall be conducted by the Finance Director.

A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the City invests.

4.1.08 Authorized and suitable investments

The City shall limit its investments to those allowed by the RCW 35A.40.050, as it now exists or may hereafter be amended. In general, and by way of illustration only, and not by way of limitation, these investments include the following:

- United States bonds;
- United States certificates of indebtedness;
- Bonds or warrants of this state;
- General obligations or utility revenue bonds or warrants of its own or of any other city or town in the state;

- Its own bonds or warrants of a local improvement district which are within the protection of the local improvement guaranty fund law; and
- Any other investment authorized by law for any other taxing districts.

The Finance Director may invest in the following instruments which the City has determined fall within the allowable investments authorized by RCW 35.40.050:

- Obligations of United States government and its agencies;
- Certificates of deposit of financial institutions (either banks or thrifts) which are qualified public depositories and which are in accordance with the restrictions placed on such deposits;
- Savings or time accounts in banks, trust companies, savings and loan associations, and mutual savings banks which are conducting business in this state, up to the amount of the insurance afforded such accounts by the Federal Deposit Insurance Corporation or by the Federal Savings and Loan Insurance Corporation. Savings or time deposits may exceed federal insurance limits if such excess is insured by the Washington Public Deposit Protection Commission (WPDPC);
- The Washington Local Government Investment Pool.

4.1.09 Collateralization

The City chooses to limit collateral to the obligations of the United States government and its agencies.

Collateral will always be held by an independent third party with whom the City has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City and retained. The right of collateral substitution is granted.

4.1.10 Safekeeping and custody

All securities shall be conducted on a deliver-versus-payment (DVP) basis and held by a third party custodian in the name of the City. The Finance Director shall designate the third party custodian who shall provide a separate statement of holdings which shall be evidenced by safekeeping receipts.

4.1.11 Diversification

The City will diversify its investments by security type and institution. With the exception of U.S. Treasury securities and the Washington State Local Government Investment Pool, no more than 30 percent of the City's total investment portfolio will be invested in a single security type or with a single financial institution.

4.1.12 Maximum maturities

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements, holding investments to maturity whenever possible. The City will not directly invest in securities maturing more than five years from the date of purchase; provided the average maturity of all City investments shall not exceed three years.

Bond reserve funds and Cemetery Trust Funds may be invested in securities exceeding five years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds and provided the earnings on the bond reserve investments do not exceed the average yield of the bonds issued.

4.1.13 Investment policy review / Internal control

The City's investment policy as adopted shall be reviewed on an annual basis by the Finance Committee. The Finance Director shall recommend to the City Council any modifications to the policy.

The Finance Director shall establish a system of internal controls, which shall be reviewed annually by the Finance Committee and an external auditor. This review will provide internal control by assuring compliance with policies and procedures.

4.1.14 Market yield (benchmark)

The City may manage its investment portfolio using an active rather than a passive management style. This means that securities are actively bought and sold to obtain greater market yield through both trading gains and interest earnings as opposed to a passive management investment approach which involves a buy and hold process where only interest earnings to maturity are realized. Using active portfolio management, there will be both trading gains and losses. To assure preservation of capital, trading losses will be confined to lower rates of return on investments rather than loss of principal. Securities may not be sold or traded if the result would cause a loss of principal.

4.1.15 Reporting

The Finance Director will report to the Finance Committee at least quarterly the status of the City's cash and investments.

DEBT MANAGEMENT

5.1 INTRODUCTION

5.1.01 Purpose

The Debt Policy for the City of Wenatchee (City) is established to help ensure that all debt is issued both prudently and cost effectively. The Debt Policy sets forth guidelines for the issuance and management of all financings of the City. Adherence to the policy is essential to ensure that the City maintains a sound debt position and protects the credit quality of its obligations while providing flexibility and preserving financial stability.

5.1.02 Uses of Debt

City of Wenatchee uses debt as a mechanism to equalize the costs of needed capital improvements for the benefit of both present and future citizens;

City of Wenatchee uses debt as a mechanism to reduce the immediate costs of substantial public improvements.

The City of Wenatchee will not use long-term debt to support current operations.

Long-term borrowing will only be used for capital improvements that cannot be financed from current revenues.

Non-recurring non-capital furnishings, supplies, and personnel will not be financed from bond proceeds.

Interest, operating, and/or maintenance expenses will be capitalized only for enterprise activities; and will be strictly limited to those expenses incurred prior to actual operation of the facilities.

5.2 DEBT LIMITS

5.2.01 Legal Limits

The general obligation debt of Wenatchee will not exceed an aggregated total of 7.5% of the assessed valuation of the taxable property within the City. RCW 39.36.020

The following individual percentages shall not be exceeded in any specific debt category:

- General Debt - 2.5% of assessed valuation
- Non-Voted 1.5% Limited Tax General Obligation (LTGO) Bonds
- Voted 1.0% Unlimited Tax General Obligation (UTGO) Bonds
- Utility Debt - 2.5% of assessed valuation
- Open Space and Park Facilities - 2.5% of assessed valuation

5.2.02 Public Policy Limits

The City will establish and implement a comprehensive multi-year Capital Improvement Program (CIP). Financial analysis of funding sources will be conducted for all proposed capital improvement projects. Debt will be issued in accordance with the CIP as necessary. Where borrowing is recommended, the source of funds to cover debt service requirements must be identified.

The City, as determined by the City Council, may consider using long term debt toward public improvements, which have an identified public benefit to the City, associated with economic development to the extent that new revenues from the project, in excess of those identified by the City Council for other City purposes can be agreed upon to support the debt service.

5.2.03 Financial Limits

The City's policy is to plan and direct the use of debt so that debt service payments will be a predictable and manageable part of the Operating Budget.

The City will conduct a debt affordability analysis to evaluate the City's ability to support debt. The analysis will review available resources for the amount of debt the City can initiate each year, and project the effects of that financing through six years of the CIP.

5.3 ALLOWABLE TYPES OF DEBT

5.3.01 Short Term Obligations

Short-term borrowing will only be used to meet the immediate financing needs of a project for which long-term financing has been secured but not yet received or where there is a short term need (less than 3 years) and known one time revenues will be used to repay the short term debt. The City may issue interfund loans rather than outside debt instruments to meet short-term cash flow needs. Interfund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of the funds will not impact the fund's current operations. All interfund loans will be subject to Council approval, will bear interest based upon prevailing rates and have terms consistent with state guidelines for interfund loans.

5.3.02 Assessment/ LID Bonds

Assessment bonds will be considered in place of general obligation bonds, where possible, to assure the greatest degree of public equity. Local Improvement District (LID) Bonds represent debt that is repaid by the property owners who benefited from the capital improvement through annual assessments paid to the City. LID's are formed by the City Council after a majority of property owners agree to the assessment.

5.3.03 General Obligation Bonds Limited Tax

General Obligation debt is backed by the full faith and credit of the City and is payable from General Fund revenues and taxes collected by the City. Limited Tax General Obligation (LTGO) Bonds can be issued with the approval of the City Council and will only be issued if:

- a project requires funding not available from alternative sources;
- matching fund monies are available which may be lost if not applied for in a timely manner; or
- Emergency conditions exist.

5.3.04 General Obligation Bonds Unlimited Tax

Unlimited Tax General Obligation (UTGO) Bonds are payable from excess tax levies and is subject to voter approval by 60% of the voters.

5.3.05 Revenue Bonds

Revenue bonds are used to finance construction or improvements to facilities of enterprise systems operated by the City in accordance with the Capital Improvement Program and are generally payable from the enterprise. No taxing power or general fund pledge is provided as security. Unlike general obligation bonds, revenue bonds are not subject to the City's statutory debt limitation nor is voter approval required.

5.3.06 Leases

Lease purchase or financing contracts are payment obligations that represent principal and interest components which are general obligations of the City.

5.3.07 Other Loan Programs:

Public Works Trust Fund Loans are loans from the Public Works Board, authorized by state statute, RCW 43.155 to loan money to repair, replace, or create domestic water systems, sanitary sewer systems, storm sewer systems, roads, streets, solid waste and recycling facilities, and bridges.

The Local Option Capital Asset Lending (LOCAL) Program is a financing contract with the Office of the State Treasurer under RCW 39.94. It is an expanded version of the state agency lease/purchase program that allows pooling funding needs into larger offerings of securities. This program allows local government agencies the ability to finance equipment needs through the State Treasurer's office, subject to existing debt limitations and financial consideration.

Other state or federal funded programs.

5.3.08 Alternative types of debt

Variable-rate debt will be limited and no derivative products shall be utilized.

5.4 DEBT STRUCTURING

5.4.01 Maximum Term, Payback Period and Average Maturity

The issuance of bonds shall be financed for a period not to exceed a conservative estimate of the asset's useful life with the average life of the bonds less than or equal to the average life of the assets being financed.

General Obligation bonds will be issued with maturities of 20 years or less unless otherwise approved by Council.

The maturity of all assessment bonds shall not exceed statutory limitations. RCW 36.83.050.

Debt Service should be structured on a level or declining repayment basis unless otherwise justified and deemed necessary.

5.4.02 Refunding Debt

The City will use refunding bonds, where appropriate, when restructuring its current outstanding debt. A debt refunding is a refinance of debt typically done to take advantage of lower interest rates. Unless otherwise justified, such as a desire to remove or change a bond covenant, a debt refunding will not be pursued without a sufficient net present value benefit after expenses.

5.4.03 Amortization Schedules

Bond amortization schedules will be structured to minimize interest expense with the constraints of revenues available for debt service. The bonds should include call features to maximize the City's ability to advance refund or retire the debt early. However, call features should be balanced with market conditions to ensure that the total cost of the financing is not adversely affected.

5.5 DEBT ISSUANCE

5.5.01 Council Approval

City Council approval is required prior to the issuance of debt.

5.5.02 Analytical Review:

An analytical review shall be conducted prior to the issuance of debt including, but not limited to, monitoring of market opportunities and structuring and pricing of the debt.

5.5.03 Credit Ratings

Use of credit ratings, minimum bond ratings, determination of the number of ratings and selection of rating services: The City will continually strive to maintain its bond rating by improving financial policies, budget, forecasts and the financial health of the City so its borrowing costs are minimized and its access to credit is preserved. The City will maintain good communication with bond rating agencies about its financial condition, coordinating meetings, and presentations in conjunction with a new issuance as necessary.

5.5.04 Compliance with Statutes and Regulations

The Finance Director, City Attorney and bond counsel shall coordinate their activities and review all debt issuance to ensure that all securities are issued in compliance with legal and regulatory requirements by the State of Washington and the Federal Government's laws, rules and regulations.

5.5.05 Selection and use of professional service providers:

The City's Finance and Administration Departments shall be responsible for the solicitation and selection of professional services that are required to administer the City's debt program.

Bond Counsel: All debt issued by the City will include a written opinion by bond counsel affirming that the City is authorized to issue the proposed debt. The opinion shall include confirmation that the City has met all City and state constitutional and statutory requirements necessary for issuance, a determination of the proposed debt's federal income tax status and any other components necessary for the proposed debt.

Financial Advisor: A Financial Advisor(s) may be used to assist in the issuance of the City's debt. The Financial Advisor will provide the City with the objective advice and analysis on debt issuance. This includes, but is not limited to, monitoring of market opportunities, structuring and pricing of debt, and preparing official statements of disclosure.

Underwriters: An Underwriter(s) will be used for all debt issued in a negotiated or private placement sale method. The Underwriter is responsible for purchasing negotiated or private placement debt and reselling the debt to investors.

Fiscal Agent: A Fiscal Agent will be used to provide accurate and timely securities processing and timely payment to bondholders. In accordance with RCW 43.80, the City will use the Fiscal Agent that is appointed by the State.

5.5.06 Criteria for determining sales method and investment of proceeds

The Directors of Finance and Administration shall determine the method of sale best suited for each issue of debt.

The City will generally issue its debt through a competitive process or private placement. For any competitive sale of debt, the City will award the issue to the underwriter offering to buy the bonds at a price and interest rates that provides the lowest True Interest Cost (TIC).

The City will provide for the sale of debt by negotiating the terms and conditions of sale when necessary to minimize the cost and risks of borrowing under the following conditions:

- The bond issue is, or contains, a refinancing that is dependent on market/interest rate timing.
- At the time of issuance, the interest rate environment or economic factors that affect the bond issue are volatile.
- The nature of the debt is unique and requires particular skills from the underwriter(s) involved.
- The debt issued is bound by a compressed time line due to extenuating circumstances such that time is of the essence and a competitive process cannot be accomplished.

5.5.07 Bond Insurance:

For each issue, the City will evaluate the costs and benefits of bond insurance or other credit enhancements. Any credit enhancement purchases by the City shall be competitively procured.

5.6 DEBT MANAGEMENT PRACTICES

5.6.01 Investment of Bonds

The City shall comply with all applicable Federal, State and contractual restrictions regarding the investment of bond proceeds, including City of Wenatchee Investment Policy.

5.6.02 Continuing Disclosure

The City shall provide annual disclosure information to established national information repositories and maintain compliance with disclosure statements as required by state and national regulatory bodies and the City's Disclosure Procedures. Disclosure shall take the form of the Annual Financial Report unless information is required by a particular bond issue that is not necessarily contained within the Annual Financial Report.

5.6.03 Arbitrage Rebate monitoring and filing

The City will, unless otherwise justified, use bond proceeds within the established time frame pursuant to the bond ordinance, contract or other documents to avoid arbitrage. Arbitrage is the interest earned on the investment of the bond proceeds above the interest paid on the debt. If arbitrage occurs, the City will follow a policy of full compliance with all arbitrage rebate requirements of the federal tax code and Internal Revenue Service regulations, and will perform (internally or by contract consultants) arbitrage rebate calculations for each issue subject to rebate. All necessary rebates will be filed and paid when due in order to preserve the tax-exempt status of the outstanding debt.

5.6.04 Compliance

Federal and state law compliance practices are discussed in Debt Issuance sections 5.5.03 and 5.5.04 and Debt Management Practices sections 5.6.01 and 5.6.03.

5.6.05 Communication

The City shall endeavor to maintain a positive relationship with the investment community. The City shall communicate through its published Budget, Capital Improvement Program and Annual Financial Statements the City's indebtedness as well as its future financial plans.

5.6.06 Review

The City's debt policy shall be adopted by City Council. The policy shall be reviewed every five years by the Council Finance Committee and modifications shall be submitted to and approved by City Council.

5.7 CONTINUING DISCLOSURE

5.7.01 Purpose.

The Continuing Disclosure Policy is designed to: (a) ensure the completeness and accuracy of the federal securities disclosure made by the City of Wenatchee, Washington (the "City"), and the City's City Council (the "Council") (including the City staff in the exercise of their official duties) compliance with all applicable federal and state securities laws in connection with issuance and disclosure undertakings relating to outstanding bonds issued on its behalf and annual financial information filings, and (b) promote best practices regarding disclosures disseminated to investors and the municipal securities markets by the City.

5.7.02 Disclosure Definition.

The controls and procedures set forth herein shall apply to all Disclosure disseminated or communicated by the City. "Disclosure" includes any information or communications reasonably likely to reach investors or the securities markets, such as preliminary and final official statements relating to bonds issued for the benefit of the City, filings made by the City with the Municipal Securities Rulemaking Council or the national repositories (whether required by contract or made voluntarily), press releases which could reasonably be construed as intended for the financial markets, investor calls, rating agency presentations and other communications and certain postings on the City's website.

5.7.03 Debt Issuance - Responsibilities of the Oversight Officer

The Finance Director or his/her designee (the "Oversight Officer") shall be responsible for overseeing the compilation of both the preliminary official statement ("POS") and the final Official Statement (individually referred to herein as an "Official Statement" and collectively, the "Official Statements") used in connection with the offering and issuance of the associated bonds issued for the City's benefit (the "Bonds") and annual financial information filings and for review of other disclosure obligations of the City undertaken in connection with such Bond issuance. In the carrying out of these responsibilities, the Oversight Officer shall seek assistance from other professionals hired or employed by the City for such purpose, including, but not limited to, the City's Bond Counsel and the City's financial advisor, as requested by the City. This oversight responsibility shall include the following:

- Develop a separate checklist or similar outline for the City's Official Statements for each Bond issuance benefitting the City. Each of these checklists shall list the categories of information in the applicable Official Statement and identify the person or persons (whether internal to the City or a third-party consultant to the City) who should be responsible for reviewing or contributing the information in each portion of such applicable Official Statement (a "Contributor").
- Ensure that each Contributor receives a copy of each draft of the applicable Official Statement and the checklist indicating his or her responsibilities with sufficient time to permit such Contributor to perform a thoughtful and thorough review or preparation of information for the applicable portion of the Official Statement. Gather such applicable information and comments from each Contributor.
- Distribute applicable sections of such applicable Official Statement or annual financial information filing as revised to the respective Contributors for further review and comment. Document confirmation by each Contributor that the information provided by such Contributor has been properly incorporated in such applicable Official Statement draft and is accurate and complete as so incorporated. Contributor confirmation may be provided by means of indications on a checklist.
- Schedule and conduct periodic internal and external meetings of Contributors, either in groups or individually for the purpose of discussing the City's financial status generally and its annual audited financial statements, its related programs, the related industries, and other issues affecting the City and the Bonds that may be material to investors.
- Review all continuing disclosure obligations in connection with the Bonds.

5.7.04 Debt Issuance - Responsibilities of Contributors

All Contributors to the City's Official Statements shall be responsible for the following:

- Delivery and review of comments and information as requested (by means of a checklist or otherwise) for purposes of inclusion in the applicable Official Statement.
- Review of applicable portions of the revised applicable Official Statement and provide confirmation (which may be provided by means of indications on a checklist) that the information provided by such Contributor has been incorporated correctly and, as so incorporated, such portions of the applicable Official Statement present accurate and complete information to investors about the items so covered by such portions.
- Attend periodic meetings (as applicable) to discuss broad issues concerning the City and its Official Statements.
- In the case of third-party or expert Contributors, provide certifications and opinions relating to their contributions to Official Statements as appropriate.

5.7.05 Outstanding Bonds - Continuing Disclosure Obligations.

The Oversight Officer shall be responsible for overseeing compliance by the City with its continuing disclosure obligations, including but not limited to the compilation and filing of all annual financial reports and filing of all annual financial statements of the City on EMMA, as applicable. The Oversight Officer shall also consult with the City's Bond Counsel to determine the materiality of any events and whether an event notice is required to be filed under the circumstances. If a determination is made that an event is material and a notice is required, the Oversight Officer shall prepare a draft of such notice in a timely manner and shall provide such draft notice to the City's Bond Counsel for review and comment. The Oversight Office shall file such notice in the required repositories once the notice has been approved by the City's Bond Counsel. Generally, the process for the preparation of the annual financial information filing shall follow the guidelines set forth for disclosure made in connection with the issuance of bonds as set forth in section 5.3.

5.7.06 Outstanding Bonds - Voluntary Filings

The Oversight Officer, shall evaluate whether an event is appropriate for disclosure by the City on a voluntary basis, based on investor demand or otherwise. Upon a determination that a voluntary notice should be filed, the Oversight Officer shall work with the City's Bond Counsel to prepare a draft of such notice. The Oversight Officer shall file such voluntary notice to the appropriate repositories once such notice has been approved by the City's Mayor and the City's Bond Counsel.

5.7.07 Outstanding Bonds - Investor Communications

The Oversight Officer shall be responsible for overseeing the responses to all telephone, email and other inquiries from existing and potential investors in the Bonds and providing any information supplied to the one investor or potential investor to all investors.

5.7.08 Training

The Oversight Officer, in consultation with the City's Bond Counsel, shall be responsible for coordinating regular training sessions for City staff and Council members about their obligations under the Federal securities laws and regulations and other Federal and state laws affecting the issuance of Bonds. Training shall be provided for general background and overview purposes and, as applicable, to update City staff and Council members concerning recent changes in applicable laws or regulations.

CASHIERING

6.1 INTRODUCTION

6.1.01 Duties of Employees

City employees who receives money shall:

1. Within 24 hours deliver it to the City Finance Department or deposit it with an approved City depository (see section 6.2.08).
2. Comply with this cashiering policy, and with the internal procedures of the particular department, for handling, processing and documenting City money and for dissemination of the records.
3. Notify his or her supervisor of any suspected loss or theft of City money immediately upon discovery and in writing within 24 hours.

6.1.02 Duties of Department Heads

The head of each department or office, which will receive City money on a regular basis in the course of its activities, will;

1. Assign the task of receiving of City money to those persons only who have been trained in the functions,
2. Collaborate with the Finance Department to establish and maintain a system of procedures, documentation and reporting on the handling of receipts and the deposit of money,
3. Notify the Finance Director verbally (immediately) of any loss or theft of City money, follow the verbal report with a formal written report to the Finance Director within twenty four (24) hours,
4. Allow assigned examiners from the office of the State Auditor and City Finance Department, or designee, to make on-site inspections to observe the processing of City money and inspect collection records.
5. Provide cashiering procedures and training to all employees responsible for handling money, and
6. Provide additional procedures to supplement, but not in conflict with, the cashiering policies.

6.1.03 Departmental Contact Person

Department heads are to designate a contact person per physical location to be responsible for the transmittal of money and deposits to the Finance Department or bank. In addition, departments with multiple locations shall designate a contact person who will be responsible for coordination of department transactions.

6.1.04 Training

Each department head, or designee, will ensure all employees have reviewed the cashiering policies and received appropriate cashiering training prior to receipting any money. The Finance Department will assist department with cashiering training, as needed.

6.1.05 Liability for Loss

Each department has primary responsibility for care, and liability for the loss, of City money in its custody until the money is receipted by the Finance Department or deposited in the City's primary bank account. Compliance with the cashing policies gives rise to a presumption that due care was exercised.

6.1.06 Custodial Responsibility and Liability

A custodian is personally responsible for all City money within his or her span of control and may be held liable for any loss occurring, unless the loss was caused by an act of God or other reason beyond the control of the custodian.

1. All employees shall comply with their departmental policy and procedures, and the City cashing policy and procedures. Anyone who fails to comply with their departmental and City policies and procedures may be subject to disciplinary action.
2. All employees who obtain custody of money will be liable for the loss of that money until the money is deposited with one of the Finance Directors authorized agents.
3. All transfers of custody of money shall be evidenced by a document indicating the transfer of custody.
4. Anyone who issues a written receipt accepting custody of money is liable for the timely deposit of that money. The liability for timely deposit starts with the original receipt of money by a City officer, employee, or agent and ends when the money is deposited with the Finance Department or the bank.

6.1.07 Enforcement

Enforcement of the rules and regulations by the Finance Department may include on-site inspections, restricting the authority to handle money of anyone who fails to comply, or requiring daily deposit directly to the Finance Department.

6.2 CASHIER PROCEDURAL GUIDELINES

6.2.01 Receiving Money - Opening Activities

All cashiers shall be responsible for, and have custody of, their own individual cash drawer or cash box. When opening, balancing, or transferring cash drawers, verify the dollar amount of beginning cash by counting it.

6.2.02 Receiving Currency and Coins

The following are the steps to be used when receiving currency and coins from a customer:

Always keep received money in full view of the customer.

Always complete transaction before placing money in cash drawer or cash box.

1. Separate the currency from the coins.
2. Count the currency before the coins.
3. Count each currency denomination separately.
4. If currency is strapped from the bank, count each bill.
5. Separate coins into denominations.

6. Count each coin denomination separately.
7. Count all currency and coin in the presence of the customer.
8. Verify the grand total against the amount listed on the receipt.
9. If any discrepancies exist between your total and the customer's total, count the money again. If a discrepancy still exists, you may allow the customer to count another time, or, you may ask your supervisor to count the money.
10. Put away all currency and coins from the last transaction before starting a new transaction.

Mutilated Money. If a bill is partially destroyed and more than half of the original note clearly remains, it may be accepted. Mutilated coins that are bent, broken or damaged, as well as Canadian and other foreign coins should not be accepted.

6.2.03 Receiving Checks

When accepting checks over the counter, employees should:

1. Compare the written amount and the numerical amount. State law says that if there is a difference between the two, the written amount is correct for legal purposes. RCW 62A.3-118(b)
2. Verify that the check is signed by the payer.
3. A restrictive endorsement must be stamped on the back of each check immediately after receipting it. Finance Department provides endorsement stamps for stamping checks. The endorsement should read as follows:

For Deposit Only
City of Wenatchee
Cashmere Valley Bank

4. Refuse all 2 Party Checks.
5. Do not accept post-dated checks.
6. Accept checks for only the amount of the fee charged.
7. Never accept a check written 6 months prior to today's date.
8. No foreign checks may be accepted unless they state "payable in U.S. Funds."

6.2.04 Receiving Money and Handling Payments

Each receipting environment should have a permanent collection record, such as a cash register tape or receipt, that records all transactions including voids, refunds and cancels. The department should retain this permanent record collection for 3 years. Contact the City's Record Officer (i.e., City Clerk) with any questions regarding records retention. Some records require a longer retention period.

City cashiers shall record all corrections of previously recorded transactions, such as refunds, voids, and cancels in a permanent daily collection journal. Some departments may have permanent documentation in a form other than a journal. Any correction shall be reported to the supervisor. The cashier and the supervisor shall each initial and date the correction in the daily journal or the other permanent documentation.

A receipt must be generated for all money immediately upon acceptance. It is important to verify that all items listed are received. For example, if a group of checks has a calculator tape attached listing them, verify the accuracy and completeness.

1. When accepting currency, count each bill by looking at the faces on the currency, not just the denominations on the corners.
2. Employees shall always complete a transaction in its entirety before proceeding to another transaction or offering assistance to another customer.
3. During the day, when the cash drawer begins to get full and when time allows, paper clip or rubber band excess currency. Large sums of money should be removed periodically and secured elsewhere, if possible. This is a safety precaution in case of a robbery.
4. Lock all monies in a secure location except when in use.
5. Never leave the cash drawer or cash box unattended.
6. Never let anyone touch the drawer, except under direct supervision of the cashier.

6.2.05 Refunds

A refund is given after the original transaction has been completed, the cash/check secured, and a receipt issued.

1. The cashier should retain documentation any time a customer requests a refund.
2. Refund requests should be sent to the Finance Department. The Finance Department will then issue a refund.
3. Supervisor must review and approve all refund requests.

6.2.06 Voids

A void occurs when a transaction error. The transaction is terminated and the void is documented.

1. The voided transaction should be documented in the cashiers paperwork. This void documentation shall be used in balancing the till at the end of a shift.
2. Supervisor shall review and authorize voided transactions.

6.2.07 Balancing Daily Transactions

Persons who collect City money from the public shall balance their cash drawer daily using the following procedures:

1. The cashier removes all cash and checks from the drawer, leaving the starting cash, at the end of their work shift. All counting and balancing should occur in an area with limited customer access.
 - a. Counting Currency. To insure consistent accuracy, the following method should be used to count currency. This method ensures that no bill is double counted. You must always recount the money as many times as necessary to come up with the same total twice. This means you will always count a stack of currency at least two times. However, counting twice is not necessary if the first count agrees to documentation provided by the depositor.
 - b. Stack the pile in order with the highest denomination on the bottom and the smallest denomination on top, or leave bills in separate piles for each denomination. One thing to be cautious about is the possibility that the corner of a bill of a larger denomination may be taped onto the corner of a bill of a smaller denomination.
 - c. Counting Coins. As with counting currency, you need to establish a set routine for counting coins to insure your accuracy. Coins are stored in coin wrappers or rolls to ensure accurate handling. Each person counting and inserting the coins into wrappers should initial and date the wrappers. Machine counted and wrapped coins do not need to be initialed and dated. When you open a wrapper of coins, you should always empty the whole package into the coin drawer or coin machine.

2. The next cashier on shift should confirm that the cash drawer contains the proper amount of starting cash.
3. The cash register should be totaled out, producing a summary report (Z-tape), which is the total of all receipts. The total of the summary report (Z-tape) should be the total of the cash and checks.
4. The cash and check composition should be recorded on the reconciliation form. The Finance Department may request this form be attached to the Transmittal Form.
5. The amount of revenue received from each activity noted on the summary report (Z-tape) should be recorded on the cash transmittal next to the appropriate BARS account number.
6. Any shortage or overage should be explained on the transmittal form to the best of the cashier's ability.
7. When the cash drawer has been balanced, all moneys and the signed cash transmittal form is placed in a secure bank bag and stored in a secured location until the money is deposited.

6.2.08 Depositing

City money must be deposited in the bank or with the Finance Department within twenty-four (24) hours.

RCW 43.09.240 states: Every public officer and employee, whose duty it is to collect or receive payments due or for the use of the public shall deposit such moneys collected or received by him or her with the treasurer of the local government once every twenty-four consecutive hours. The treasurer may in his or her discretion grant an exception where such daily transfers would not be administratively practical or feasible.

After deposit at the bank, the payment summary must also be submitted to the Finance Department as soon as possible.

When depositing within 24 hours in not practical, the Finance Department may develop specific departmental procedures in coordination with individual departments.

6.2.09 Receiving Credit/Debit Card Payments

All credit/debit card payment processes must be approved by the Finance Department.

The City contracts with online payments services that are PCI compliant for receiving, transmitting and storing card data. Cardholder transaction information is collected and securely stored directly with the card hosting vendor or processor, at no time is card information collected or stored on City computers or transmitted by the City.

Departments obtain information directly from the card hosting vendor, only the information necessary to apply the payment (such as the name and amount) may be retained at the department level. Files or print reports should not contain card information.

Point & Pay. To receipt a card payment through Point & Pay, users must log into their Point & Pay online account using their own username and password. Ensure documentation from transaction matches the amount due. Include the customer information on the receipt. Combine receipt and paperwork related to each transaction in a designated file. The following business day, a designated employee in the department should receive an emailed summary report from Point & Pay. Receipts and paperwork from the prior business day should be reconciled to the summary report and submitted with summary trans codes to the Finance Department.

6.2.11 Electronic Funds Transfer (EFT)

Electronic funds transfer (EFT) refers to the disbursement from a bank account by means of wire, direct deposit, ACH or other electronic means.

EFT transactions initiated through payroll must have supporting documentation showing authorizations signed by employees who have agreed to have moneys added to their accounts electronically. These authorizations and requests

to change banking information must be provided in person, or through verification initiated by the Finance Department.

EFT transactions to government entities, banking institutions, or benefit providers must be documented through the payroll, accounts payable, accounts receivable, or journal entry processes.

User access to bank accounts must have sufficient security to prevent unauthorized individuals from initiating or modifying a transfer. Each user initiating or approving bank transactions must have a separate banking user ID.

The Information Systems Department provides policies, procedures, and software to protect the computers and computing processes used for EFTs from computer malware.

Reconciliation of bank account disbursements shall be prepared or reviewed by someone other than the individual initiating the EFT on the bank account.

ART FUND 1% CALCULATION

7.1.01 Purpose

To define the list of eligible projects and prescribe the method of calculating the 1% as per WCC 1.48.

7.1.02 Eligible Projects

An eligible “capital project” is defined as any project with a total construction contract award exceeding \$150,000, paid for wholly or in part by the City of Wenatchee to construct or remodel any building, structure, park, street, sidewalk, parking facility, utility infrastructure, or any portion thereof, including permanent fixtures to any building within the jurisdiction of the City of Wenatchee. However, the purchase of land, local improvement district projects including the City’s participation in any such district, maintenance and operation and the purchase of equipment are not considered capital projects.

The 1% will be calculated on the total construction contract expenses, including sales tax.

The 1% will not be calculated on any construction costs reimbursed by Federal, State, or local sources that may not be eligible for use on art projects.

Capital projects that incorporate art may be specifically exempted from the one percent contribution by the Wenatchee Arts, Recreation, and Parks Commission.

7.1.03 List of Projects

The Finance Department will work with other City departments (Engineering, Utilities, Streets, Facilities Maintenance, Parks, etc.) to identify the list of eligible capital projects. Necessary project information may include project number, project name, construction contract expenses, exempt funding sources, account number, and project account number.

Art fund 1% will be calculated at the end of the year on any eligible capital project that:

- is over 90% complete, OR
- has accumulated costs greater than \$1,000,000 as of the end of current fiscal year.



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

FROM: Brad Posenjak, Finance Director
Finance Department

MEETING DATE: April 8, 2021

I. SUBJECT

Revisions to utility customer low income assistance programs.

II. ACTION REQUESTED

Staff recommends the City Council adopt Ordinance No 2021-14, relating to low income assistance for utility customers; amending WCC 9.02.010(4) and WCC 9.02.010(7).

III. OVERVIEW

The City currently has two low income assistance options available to customers. Senior/Disabled Low Income Discount rates were created several decades ago, set at 50% of regular utility rates. Today, these rates provide an average discount of \$40 per month per eligible customer. In 2018, the Utility Assistance pilot program was launched, partnering with Community Action Council to provide one-time assistance for qualifying individuals up to \$100 per year. This amount was increased to \$300 during the COVID pandemic.

The City strives to help customers pay their utility bills and recognizes the benefit of properly designed programs. The City’s Senior/Disabled Low Income Discount rates are much more generous than any other local jurisdiction. City Council recently approved changes to the Waste Management contract that reduced the garbage service low income discount from 50% to 20%. When compared to other jurisdictions, staff feels that 20% is also a reasonable utility service low income discount. With input from Finance Committee, staff also realizes that

Current Senior/Disabled Low Income Discount Comparison (monthly)

	Water	Sewer	Storm
Chelan County PUD Flat dollar amounts monthly	\$ 9.90	\$ 10.50	N/A
East Wenatchee Water District \$30 per billing cycle (2 months)	\$ 15.00	N/A	N/A
Douglas County Sewer District Flat dollar amount monthly	N/A	\$ 9.50	N/A
City of Wenatchee Average of 50%	\$ 20.30	\$ 18.70	\$ 6.70

reducing the current discount program from 50% to 20% would be an extreme financial difficulty for many customers. Therefore, Staff and Finance Committee recommends that Council only reduce the discount from 50% to 40%.

Earlier this year, Council extended the Utility Assistance Program through the end of 2021. Staff recommends that City

Council make this program permanent, until it is deemed that it is no longer needed. Ordinance 2021-14 removes the expiration date and sets the assistance at \$300 per year for customers with both water and sewer utilities, and \$150 per year for those with only water or sewer utilities. This program will continually be reviewed for effectiveness.

IV. FISCAL IMPACT

The reduction in Senior/Low Income Discount rate will offset the costs of expanding the Utility Assistance Program. Finance Committee reviewed and recommended these changes.

V. REFERENCE(S)

1. Ordinance 2021-14
2. Utility Assistance City Code – Tracked Changes

VI. ADMINISTRATIVE ROUTING

Tammy Stanger, City Clerk
Laura Merrill, Executive Services Director
Rob Jammerman, Public Works Director
Jessica Shaw, Deputy Public Works Director-Utilities
Denise Pearce, Accounting Supervisor

ORDINANCE NO. 2021-14

AN ORDINANCE, of the City Council of the City of Wenatchee relating to low income assistance for utility customers; amending WCC 9.02.010(4) and WCC 9.02.010(7).

WHEREAS, the City desires to provide utility assistance to low income customers while setting utility rates that are equitable to all customers;

WHEREAS, previous City code did not state the amount of discount for the Senior/Disabled Low Income program;

WHEREAS, the City desires to provide Senior/Disabled Low Income discounts at rates similar to other local utilities;

WHEREAS, the Utility Assistance Program is set to expire December 31, 2021; and

WHEREAS, the City desires to continue the Utility Assistance Program indefinitely until further action of the Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WENATCHEE DO ORDAIN as follows:

SECTION I

Subsection 9.02.010(4) WCC, shall be and hereby is, amended and restated to read in its entirety as follows:

(4) Customers applying for and meeting senior, active military reserve service member, or disability requirements and meeting the low income guidelines as established in RCW 84.36.381(5)(a) for two-income households and RCW 84.36.381(5)(b)(ii) for single-income households will be billed at low income rates. Customers that qualify for low income rates receive a 40% discount on water, sewer, and storm service rates.

(a) A “senior” is defined as a person 62 years of age or older;

(b) A “disabled person” is defined as a person receiving one of the following:

(i) Social Security disability income (SSDI);

(ii) Supplemental security income (SSI);

- (iii) Permanent total disability compensation from the State of Washington Department of Labor and Industries;
 - (iv) A letter from a physician stating the person is legally blind; or
 - (v) Payments for veterans discharged with a disability.
- (c) “Active military reserve service member” is defined as a person who is a member of the National Guard or Armed Forces Reserves of the United States called to and remaining on extended (one continuous month or more) active duty status; and
- (d) Proof of age, active military reserve status, or disability and the household income must be provided with the initial application. The person eligible for the discounts must be the responsible party or spouse/partner of the responsible party. Household income will be verified at least annually.

SECTION II

Subsection 9.02.010(7) WCC, shall be and hereby is, amended and restated to read in its entirety as follows:

- (7) A utility assistance program for qualifying low income residential customers is hereby created. The finance department shall develop and maintain policies and procedures to manage this program within the following guidelines:
- (a) “Qualifying low income” shall be defined as gross combined household income, including spouse or co-tenant(s), at or below 88 percent of Section 8 Housing Median Income;
 - (b) The utility account must be in the customer’s name and the customer must reside at the service address;
 - (c) Customers are eligible for utility assistance once every 12 months and income eligibility must be verified each 12-month cycle;
 - (d) Customers receiving the city’s senior/disabled discount do not qualify for the utility assistance program;
 - (e) Assistance is limited to \$300 per year for customers who receive both City water and City sewer utilities, and \$150 per year for customers who receive either City water or City sewer utilities.

SECTION II

Upon approval of the City Attorney, the City Clerk and the code reviser are authorized to make necessary corrections to this Ordinance, including the correction of clerical errors, references to other local, state or federal laws, codes, rules or regulations, or ordinance numbering and section/subsection numbering.

SECTION III

The provisions of this Ordinance are declared to be separate and severable. The invalidity of any clause, sentence, paragraph, section or portion of this Ordinance, or the invalidity of the application thereof to any person or circumstances shall not affect the validity of the remainder of this Ordinance, or the validity of its application to other persons or circumstances.

SECTION V

This Ordinance shall take effect thirty (30) days from and after its passage, and publication as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE, at a regular meeting thereof, this 8th day of April, 2021.

CITY OF WENATCHEE, a Municipal Corporation

By: _____
FRANK KUNTZ, Mayor

ATTEST:

By: _____
TAMMY L. STANGER, City Clerk

APPROVED

By: _____
STEVE D. SMITH, City Attorney

Changes to WCC 9.02.010(4) and (7)

9.02.010 Utility Billing

(4) Customers applying for and meeting senior, active military reserve service member, or disability requirements and meeting the low income guidelines as established in RCW 84.36.381(5)(a) for two-income households and RCW 84.36.381(5)(b)(ii) for single-income households will be billed at low income rates. [Customers that qualify for low income rates receive a 40% discount on water, sewer, and storm service rates.](#)

(a) A “senior” is defined as a person 62 years of age or older;

(b) A “disabled person” is defined as a person receiving one of the following:

(i) Social Security disability income (SSDI);

(ii) Supplemental security income (SSI);

(iii) Permanent total disability compensation from the State of Washington Department of Labor and Industries;

(iv) A letter from a physician stating the person is legally blind; or

(v) Payments for veterans discharged with a disability.

(c) “Active military reserve service member” is defined as a person who is a member of the National Guard or Armed Forces Reserves of the United States called to and remaining on extended (one continuous month or more) active duty status; and

(d) Proof of age, active military reserve status, or disability and the household income must be provided with the initial application. The person eligible for the discounts must be the responsible party or spouse/partner of the responsible party. Household income will be verified at least annually.

(7) A utility assistance program for qualifying low income residential customers is hereby created. The finance department shall develop and maintain policies and procedures to manage this program within the following guidelines:

(a) “Qualifying low income” shall be defined as gross combined household income, including spouse or co-tenant(s), at or below 88 percent of Section 8 Housing Median Income;

(b) The utility account must be in the customer’s name and the customer must reside at the service address;

(c) Customers are eligible for utility assistance once every 12 months and income eligibility must be verified each 12-month cycle;

(d) Customers receiving the city’s senior/disabled discount do not qualify for the utility assistance program;

(e) ~~The total program assistance plus administrative fee is capped at \$100,000 per year plus any program donations for the first four years, terminating December 31, 2021.~~ [Assistance is limited to \\$300 per year for customers who receive both City water and City sewer utilities, and \\$150 per year for customers who receive either City water or City sewer utilities.](#)

Memo

TO: Mayor Kuntz and City Council

FROM: Steve D. Smith, City Attorney

DATE: March 29, 2021

RE: Ordinance No. 2021-15;
City Council Agenda Item for April 6, 2021 Meeting

ACTION REQUIRED:

ORDINANCE X COUNCIL INFORMATION

RESOLUTION OTHER

MOTION X

EXPLANATION:

On February 25, 2021, the Washington State Supreme Court held in the case of *State v. Blake*, No. 96873-0, that RCW 69.50.4013(1) – the statute that criminalized the possession of a controlled substance without a prescription – exceeds the state’s police power and violates the due process clauses of the state and federal constitutions. The Court reasoned that the statute imposed strict liability for possession of a controlled substance and that this was not ameliorated by the ability of an “unwitting possession” defense because the “statute criminalize[s] innocent and passive possession, even by a defendant who does not know, and has no reason to know, that drugs lay hidden within something that they possess.”

When a statute is declared by the courts to be unconstitutional, it is void and a nullity. Consequently, police cannot arrest for possession of a controlled substance without a prescription and such possession cannot be prosecuted.

The state Uniform Controlled Substance Act (“USCA”), chapter 69.50 RCW, preempts cities from adopting penalties that are inconsistent with the UCSA. Previously, possession of a controlled substance without a prescription was a class C felony. However, because there is no

state statute currently prohibiting the possession of a controlled substance in Washington, the City may choose to criminalize such conduct and set penalties.

Article XI, section 11 of the state constitution authorizes a city to “make and enforce within its limits all such local police, sanitary and other regulations as are not in conflict with general laws.” The use of controlled substances without a prescription is correlated with increases in death, injuries, and mental health issues. In addition, there is a direct correlation between unlawful use of controlled substances and criminal activity. The absence of any criminal penalties for unlawful possession of controlled substances will substantially interfere with the City’s ability to remove unlawfully possessed controlled substances from the community.

It was anticipated that the state legislature would remedy the *Blake* Court’s concern regarding the constitutionality of RCW 69.50.4013 in the current legislative session. However, it appears that the state legislature will not be remedying the issue this session, which leaves it to local governments to take action to remedy the issue if they so desire. Because of the health and safety implications of the court ruling and the proposed remedy, staff asserts that it is an emergency situation and recommends that the remedial ordinance take effect in five days from and after publication.

We have had communications with other local governments in Douglas County, Chelan County and Grant County, and due to the delay in the state legislative response, they are taking immediate action to remedy the issue caused by the *Blake* decision.

STAFF RECOMMENDATION:

Ordinance 2021-15 has been reviewed by the Wenatchee Police Department and they recommend that the City Council approve the Ordinance.

PROPOSED MOTION:

I move to approve Ordinance 2021-15 amending Chapter 6A.30 of the Wenatchee City Code pertaining to controlled substances, declaring a public emergency regarding controlled substances and providing for an effective date.

ORDINANCE NO. 2021-15

AN ORDINANCE, amending Chapter 6A.30 Wenatchee City Code pertaining to controlled substances, declaring a public emergency regarding controlled substances and providing for an effective date.

WHEREAS, Chapter 69.50 RCW regulates controlled substances setting criminal penalties for violations of its provisions; and

WHEREAS, the Washington State Supreme Court's February 25, 2021 decision in *State v. Blake*, No. 96873-0, rendered RCW 69.50.4013 void for failing to include a constitutionally required mental element within the crime of possession of a controlled substance; and

WHEREAS, the Court's decision in *Blake* makes clear that including the required mental element would remedy the constitutional concern; and

WHEREAS, Chapter 6A.30 WCC has adopted various provisions of the Chapter 69.50 RCW, including, but not limited to, RCW 69.50.4013; and

WHEREAS, it appears unlikely that the State Legislature will pass legislation in the 2021 legislative session that would remedy the constitutional concern in RCW 69.50.4013; and

WHEREAS, the unlawful use of controlled substances can result in physical injury or death, and often exacerbates mental health conditions; and

WHEREAS, the unlawful use of controlled substances is positively correlated with an increase in criminal behavior; and

WHEREAS, the Court's decision in *Blake* has significantly reduced the authority of police officers to arrest persons possessing a controlled substance without a prescription; and

WHEREAS, the Court’s decision in *Blake* has significantly reduced the authority of police officers to obtain search warrants to search for controlled substances possessed without a prescription; and

WHEREAS, the lack of enforcement authority of the police will substantially interfere with the City’s ability to remove unlawful controlled substances from the community, which has an immediate, direct and negative impact upon the health and safety of the City’s inhabitants;

WHEREAS, under Article XI, Section 11 of the state constitution, the City of Wenatchee (“City”) has the power to pass police and sanitary ordinances; and

WHEREAS, this is a public emergency ordinance necessary for the protection of public health and safety, and should be effective upon adoption.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WENATCHEE DO ORDAIN as follows:

Section I
New Section

A new section is added to Chapter 6A.30 WCC, which shall be numbered 6A.30.025 and entitled “Unlawful Possession of Controlled Substances,” and shall state as follows:

- (1) It is unlawful for any person to knowingly possess a controlled substance unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his or her professional practice, or except as otherwise authorized by Chapter 69.50 RCW.
- (2) Except as provided in RCW 69.50.4014, any person who violates this section is guilty of a gross misdemeanor punishable by imprisonment in jail for up to three hundred sixty-four days, or by a fine of not more than five thousand dollars, or by both such imprisonment and fine.

- (3) (a) The possession, by a person twenty-one years of age or older, of useable marijuana, marijuana concentrates, or marijuana-infused products in amounts that do not exceed those set forth in RCW 69.50.360(3) is not a violation of this section.
- (b) The possession of marijuana, useable marijuana, marijuana concentrates, and marijuana-infused products being physically transported or delivered within the state, in amounts not exceeding those that may be established under RCW 69.50.385(3), by a licensed employee of a common carrier when performing the duties authorized in accordance with RCW 69.50.382 and 69.50.385, is not a violation of this section.
- (4) No person under twenty-one years of age may knowingly possess marijuana-infused products, or marijuana concentrates, regardless of THC concentration. This does not include qualifying patients with a valid authorization.
- (5) The possession by a qualifying patient or designated provider of marijuana concentrates, useable marijuana, marijuana-infused products, or plants in accordance with Chapter 69.51A RCW is not a violation of this section.
- (6) If the penalty specified in this section is deemed to be out of conformity with RCW 69.50.608 such that it is preempted, the penalty shall be adjusted to be in conformity with RCW 69.50.608. In such case, an interpreting court shall construe this section to continue to have full force and effect except insofar as the penalty have been increased or reduced, as the case may be.

Section II **Corrections**

Upon approval of the City Attorney, the City Clerk and the code reviser are authorized to make necessary corrections to this Ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules or regulations; or ordinance numbering and section/subsection numbering.

Section III **Severability**

If any section, clause, or provision of this Ordinance or its application to any person or circumstance is declared by a court to be invalid, the remainder of this Ordinance or the application of the provision to other persons or circumstances shall not be affected.

Section IV **Public Emergency**

The recitals as stated in this Ordinance are adopted as findings of fact in support of this Ordinance being a public emergency ordinance.

Section V
Effective Date

This Ordinance is necessary for the protection of the public health and safety, and is effective immediately upon adoption.

PASSED BY THE CITY COUNCIL OF THE CITY WENATCHEE, at
a regular meeting thereof, this _____ day of April, 2021.

CITY OF WENATCHEE,
a Municipal Corporation

By: _____
FRANK KUNTZ, Mayor

ATTEST:

By: _____
TAMMY L. STANGER, City Clerk

APPROVED:

By: _____
STEVE D. SMITH, City Attorney