



WENATCHEE CITY COUNCIL
Thursday, October 12, 2023

Wenatchee City Hall Council Chambers
301 Yakima Street
Wenatchee, WA 98801

AGENDA

"To create community through responsive leadership and services for the citizens and visitors of the Apple Capital of the World."

5:15 p.m. Regular Meeting

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

2. Citizen Requests/Comments

The "Citizen Comments" period is to provide the opportunity for members of the public to address the Council on any matter, including items on the agenda. Comments on public hearing items will be taken during the public hearing. The Mayor will ask if there are any citizens wishing to address the Council. When recognized, please step up to the microphone, give your name and mailing address, and state the matter of your interest. Citizen comments will be limited to three minutes.

3. Consent Items

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

Vouchers:

Claim checks #209122 through #209170 in the amount of \$1,963,340.99 for September 14, 2023
Claim checks #209171 through #209178 in the amount of \$10,525.34 for September 13, 2023
Payroll distribution in the amount of \$457,325.00 for September 20, 2023
Claim checks #209179 through #209188 in the amount of \$328,666.51 for September 21, 2023
Claim checks #209189 through #209303 in the amount of \$1,849,858.29 for September 21, 2023
Payroll distribution in the amount of \$11,411.63 for September 29, 2023
Wires #1601 and #1602 in the amount of \$77,915.09 for September 25, 2023
Claim checks #209304 through #209399 in the amount of \$274,569.82 for September 28, 2023
Claim checks #209400 through #209402 in the amount of \$50,120.73 for September 28, 2023
Benefits/deductions in the amount of \$1,237,438.57 for September 29, 2023
Claim checks #209417 through #209430 in the amount of \$17,380.08 for September 29, 2023
Claim checks #209431 through #209436 in the amount of \$106,240.00 for October 4, 2023
Payroll distribution in the amount of \$12,964.11 for October 5, 2023
Claim checks #209437 through #209513 in the amount of \$1,669,892.24 for October 5, 2023
Payroll distribution in the amount of \$639,855.66 for October 5, 2023

- *Motion for City Council to accept the Work completed by the Contractor, Pipkin Construction, for the Walla Walla Avenue Stormwater Retrofit & Paving Project, City Project No. 2008, and authorize the Mayor to sign the Final Contract Voucher on behalf of the City of Wenatchee.*
- *Motion for City Council to approve Resolution 2023-22, reappointing Darci Mattioda to position 3 of the Arts, Recreation and Parks Commission with a term expiring December 31, 2026, and to approve Resolution No. 2023-24, reappointing Kasey Koski to position 2 of the Arts, Recreation and Parks Commission with a term expiring December 31, 2026.*

4. Action Items

- A. Change Order No. 1 with the Pool Company for Bid Alternate 2 for the City Pool Project Presented by Parks, Recreation & Cultural Services Director David Erickson
Action Requested: *Motion for City Council to approve Change Order No. 1 with The Pool Company for Bid Alternate 2 for the City Pool Project.*

- B.** 2024-2030 Parks, Recreation and Open Space Comprehensive Plan
Presented by Parks, Recreation & Cultural Services Director David Erickson
Action Requested: *Motion for City Council to approve Resolution No. 2023-25, adopting the 2024-2030 Parks, Recreation and Open Space Comprehensive Plan.*
- C.** Wastewater Treatment Plant Primary Effluent Pipe Emergency Repair Project No. 2324
Presented by WWTP Supervisor Mike Hodgson
Action Requested: *Motion for City Council to approve Resolution No. 2023-23 regarding the Wastewater Treatment Plant primary effluent pipe emergency and authorize the Mayor's signature.*
- D.** Wastewater Treatment Plant Influent Pump Replacement, Project No. SW23-01 Authorization to Award Construction Contract
Presented by WWTP Supervisor Mike Hodgson
Action Requested: *Motion for City Council to award the construction contract for the Wastewater Treatment Plant Influent Pump Replacement, Project No. SW2301, to the lowest responsive bidder and authorize the Mayor to sign the contract documents.*
- E.** Wastewater Treatment Plant Digester 4 – Project No. 1810
Presented by Senior Engineer-Utilities Jeremy Hoover
Action Requested: *Motion for City Council to amend the construction contract with Apollo, Inc. to pay for the additional work and further authorize the Mayor to approve the construction change order amount of \$156,655.97.*
- F.** City Project No. SW22-02 – 2024 Damaged Luminaire Replacement Project
Presented by Project Engineer Zachary Horton
Action Requested: *Motion for City Council to award the construction contract for the 2024 Damaged Luminaire Replacement Project, City Project No. SW22-02, to the lowest responsive bidder and authorize the Mayor to sign the contract documents.*
- G.** City Project No. 2213 - Millerdale Avenue Canal Bridge - Authorization to Negotiate
Presented by Project Engineer Zachary Horton
Action Requested: *Motion for City Council to authorize the Mayor to negotiate with KPG Psomas for design services for the Millerdale Avenue Canal Bridge, City Project No. 2213, and authorize the Mayor to sign a contract on behalf of the City of Wenatchee pending WSDOT concurrence.*
- H.** SW22-06 Sidewalk Panel Replacement Project
Presented by Operations Manager Aaron Kelly
Action Requested: *Motion for City Council to award the construction contract for the Sidewalk Panel Replacement Project No. SW22-06, to JM Pacific Construction, LLC in the amount of \$169,934 and authorize the Mayor to sign the contract documents.*
- I.** City Project SW23-06 – Guardrail Replacement Project
Presented by Sr. Project Engineer Donald Nelson and Engineering Services Manager Ryan Harmon
Action Requested: *Motion for City Council to award the construction contract for the Guardrail Replacement Project, City Project SW23-06, to the lowest responsive bidder and authorize the Mayor to sign the contract documents.*

- J. City Project No. 2405 – South Wenatchee Avenue Corridor Study
Presented by Transportation Planning & Development Engineer Emma Honeycutt
Action Requested: *Motion for City Council to authorize the Mayor to negotiate with Fehr and Peers for services for the South Wenatchee Avenue Corridor Study, City Project No. 2405, and authorize the Mayor to sign a contract on behalf of the City of Wenatchee.*
- K. (1) Ordinance No. 2023-12 relating to City personnel and departments by amending Sections 1.06.060 1.10.020, 1.36.020, 1.36.060, 5.104.040 of the Wenatchee City Code, and Chapters 1.07, 1.08 and 1.11 of the Wenatchee City Code; renaming Chapter 1.12 of the Wenatchee City Code; and repealing Sections 1.12.020, 1.12.030, 1.12.040, 1.12.050, and 1.12.400 of the Wenatchee City Code;
(2) Ordinance No. 2023-13 amending Section 1.06.040 of the Wenatchee City Code related to the salary of the mayor; and
(3) Ordinance No. 2023-14 amending Sections 1.06.020, 1.07.060 and 1.07.080, and repealing Section 1.06.030 of the Wenatchee City Code relating to administrative functions of the City Council.
Presented by City Attorney Danielle Marchant
Action Requested:
Motion 1: *Motion requested for the City Council to approve Ordinance No. 2023-12 relating to City personnel and departments by amending Sections 1.06.060 1.10.020, 1.36.020, 1.36.060, 5.104.040 of the Wenatchee City Code, and Chapters 1.07, 1.08 and 1.11 of the Wenatchee City Code; renaming Chapter 1.12 of the Wenatchee City Code; and repealing Sections 1.12.020, 1.12.030, 1.12.040, 1.12.050, and 1.12.400 of the Wenatchee City Code.*
Motion 2: *Motion requested for the City Council to approve Ordinance No. 2023-13 amending Section 1.06.040 of the Wenatchee City Code related to the salary of the mayor.*
Motion 3: *Motion requested for the City Council to approve Ordinance No. 2023-14 amending Sections 1.06.020, 1.07.060 and 1.07.080, and repealing Section 1.06.030 of the Wenatchee City Code relating to administrative functions of the City Council.*
- L. Employment Agreements for Director of Finance, Police Chief, Director of Public Works, Director of Community Development, Director of Human Resources, Director of Parks, Recreation and Cultural Services, Director of Information Technology, and City Administrator
Presented by City Attorney Danielle Marchant
Action Requested: *Motion for City Council to approve the Employment Agreements for the listed positions and authorize the Mayor's signature:*
- *Director of Finance*
 - *Police Chief*
 - *Director of Public Works*
 - *Director of Community Development*
 - *Director of Human Resources*
 - *Director of Parks, Recreation and Cultural Services*
 - *Director of Information Technology*
 - *City Administrator*

5. Public Hearing

The Mayor will call the Public Hearing to order and state the ground rules, the purpose of the hearing, the action that the hearing body may take on the matter, will address the appearance of fairness doctrine, and will state the manner in which the hearing will proceed. Staff will first give a report, followed by testimony of experts and/or the applicant, followed then by public testimony. All speakers must speak into the microphone and clearly state their names and addresses. All comments should be addressed to the hearing body, should be relevant to the application, and should not be of a personal nature. Public testimony may be limited to three minutes, unless further time is granted by the Mayor. If there are a large number of speakers, a representative may be appointed to speak on behalf of the group.

M. Rehearing of the 2023 Community Development Block Grant Annual Action Plan

Presented by Planning Manager Stephen Neuenschwander and Community Development Director Glen DeVries

Action Requested: *Motion for City Council to adopt the 2023 Community Development Block Grant Annual Action Plan and authorize the Mayor to sign associated assurances, certifications and contracts necessary for implementing the 2023 Community Development Block Grant Annual Action Plan.*

6. Presentation

(1) Preliminary 2024 Budget Review

Presented by Finance Director Brad Posenjak

7. Reports

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

8. Announcements

9. Close of Meeting

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Mayor's office at (509) 888-6204 (TTY 711). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title 1).



DRAFT

WENATCHEE CITY COUNCIL
Thursday, September 14, 2023
Wenatchee City Hall Council Chambers
301 Yakima Street
Wenatchee, WA 98801
MINUTES

"To create community through responsive leadership and services for the citizens and visitors of the Apple Capital of the World."

Present: Mayor Frank Kuntz; Councilmember Position 1 Jose Cuevas; Councilmember Position 2 Mike Poirier; Councilmember Position 3 Top Rojanasthien; 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 Gloria; City Attorney Steve Smith; IS Support Tim McCord; IS Support Zach Steele; Human Resources Director Kari Page; Human Resources Generalist Katlen Henke; Finance Director Brad Posenjak; Planning Manager Stephen Neuenschwander; Community Development Director Glen DeVries; Parks, Recreation & Cultural Services Director David Erickson; Public Works Director Rob Jammerman; Project Engineer Nicole Brockwell; Engineering Services Manager Ryan Harmon; Senior Planner Matt Parsons

4:45 p.m. Executive Session.

Executive session to: (1) consider the acquisition of real estate by purchase when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.110(1)(b)); (2) consider the minimum price at which real estate will be offered for sale when public knowledge regarding such consideration would cause a likelihood of decreased price (RCW 42.30.110(1)(c)); and (3) discuss with legal counsel representing the city matters of litigation to which the city is a party when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the city (RCW 42.30.110(1)(i)).

Motion by Councilmember Mark Kulaas to meet in executive session to: (1) consider the acquisition of real estate by purchase when public knowledge regarding such consideration would cause a likelihood of increased price (RCW 42.30.110(1)(b)); (2) consider the minimum price at which real estate will be offered for sale when public knowledge regarding such consideration would cause a likelihood of decreased price (RCW

42.30.110(1)(c)); and (3) discuss with legal counsel representing the city matters of litigation to which the city is a party when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the city (RCW 42.30.110(1)(i)). Motion seconded by Councilmember Travis Hornby. Motion carried (7-0).

Council adjourned from executive session at 5:12 p.m.

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 Linda Herald led the Pledge of Allegiance. All Councilmembers were present.

2. Citizen Requests/Comments

Michael McKee, 1406 Millerdale, Wenatchee, addressed the Council with his concerns about speeding and safety in his neighborhood.

Janet Merz, Millerdale Street, Wenatchee, also addressed the Council with concerns about speeding and safety in her neighborhood. Public Works Director Rob Jammerman announced that the city has applied for a TIB grant for that area but have not received an answer yet if it will be awarded. Mayor Kuntz said he will schedule some time with Chief Crown to see if they can help find a solution.

Denise McBurney, 930 Wheeler Hill Road, Wenatchee, addressed the Council concerning her missing son, and would like to request a change be made to the WPD Standard Operating Procedures and how they handle missing persons cases. Mayor Kuntz said he will meet with the Chief and they will get back to her regarding the policy issue.

Monique Lott, owner of Wenatchee Valley Shuttle, addressed the Council with her concerns about the homeless RV park near her business, the increased drug and criminal activity and the impacts on her business, and the need for more police presence and security at the RV park.

2. Consent Items:

- *Motion for City Council to approve the agenda, vouchers, and minutes from previous meetings.*

Vouchers:

Claim checks #208832 through #208905 in the amount of \$316,697.54 for August 17, 2023
Claim checks #208906 through #208918 in the amount of \$1,077,838.60 for August 17, 2023
Payroll distribution in the amount of \$460,455.00 for August 18, 2023
Payroll distribution in the amount of \$1,270.00 for August 18, 2023
Claim checks #208919 through #208981 in the amount of \$1,706,940.25 for August 24, 2023
Claim checks #208982 through #208985 in the amount of \$59,262.60 for August 24, 2023
Wires #1599 and #1600 in the amount of \$69,983.18 for August 25, 2023
Payroll distribution (retirees) in the amount of \$11,576.53 for August 31, 2023
Claim checks #208986 through #209035 in the amount of \$249,976.86 for August 31, 2023

Claim checks #209036 through #209050 in the amount of \$810,802.56 for August 31, 2023
Payroll distribution in the amount of \$662,881.46 for September 5, 2023
Benefits/deductions in the amount of \$1,050,086.58 for August 31, 2023
Claim checks #209063 through #209070 in the amount of \$11,246.32 for August 31, 2023
Claim checks #209071 through #209096 in the amount of \$435,479.29 for September 1, 2023
Payroll distribution in the amount of \$17,656.07 for September 5, 2023
Claim checks #209097 through #209121 in the amount of \$547,594.34 for September 7, 2023

- *Motion for City Council to authorize the Mayor to sign the sanitary sewer line easement from DeeAnn B. Schnibbe on parcel 232029588010.*
- *Motion for City Council to authorize the Mayor to sign the Hold Harmless for Kevin and Karin Lammert's landscaping project on their property at 2014 Maiden Lane, Wenatchee, Washington.*

Motion by Councilmember Mark Kulaas for City Council to approve the agenda, vouchers, and minutes from previous meetings; for City Council to authorize the Mayor to sign the sanitary sewer line easement from DeeAnn B. Schnibbe on parcel 232029588010; and for City Council to authorize the Mayor to sign the Hold Harmless for Kevin and Karin Lammert's landscaping project on their property at 2014 Maiden Lane, Wenatchee, Washington. Councilmember Keith Huffaker seconded the motion. Motion carried (7-0).

4. Presentations

- Years of Service Milestones. Human Resources Director Kari Page presented the Years of Service Milestones to the following employees:

25 Years: Bill Schneider, Maria Reyes

15 Years: Todd Davis, Nathan Hahn, Chris Wright, Ron Wilson

10 Years: Tim Herdt, Glen DeVries, Kevin Battis, Josh Winn

5 Years: Jerry Craddock, Kevin Countryman, Riley Koch, Rheid Cline, Billy Hale, Elisa Schafer

- Constitution Week Proclamation read by Mayor Frank Kuntz and presented to Carrie Venable Byrd, Chair for the John Kendrick Chapter of DAR who said a few words about Constitution Week.

5. Action Items

- A.** Revisions to WCC Chapter 5.88 Property Tax Exemptions (Multi-Family Tax Exemption)

Planning Manager Stephen Neuenschwander presented the staff report and a Power Point Presentation with three options to revise the current multi-family tax exemption program. Council provided input and discussed. Staff will bring back a revised Ordinance to be adopted at the next regular meeting with the requested changes.

B. Multi-Family Tax Exemption Agreement with Jacoby

Planning Manager Stephen Neuenschwander presented the staff report. Council asked questions.

Motion by Councilmember Travis Hornby for City Council to pass Resolution No. 2023-20, authorizing the execution of a Multi-Family Housing Limited Property Tax Exemption Agreement (Jacoby). Councilmember Top Rojanasthien seconded the motion. Motion carried (7-0).

C. Multi-Family Tax Exemption Agreement with SHCP Maple – Sage Crest

Planning Manager Stephen Neuenschwander presented the staff report.

Motion by Councilmember Top Rojanasthien for City Council to pass Resolution No. 2023-21, authorizing the execution of a Multi-Family Housing Limited Property Tax Exemption Agreement (SHCP Maple – Sage Crest). Councilmember Travis Hornby seconded the motion. Motion carried (7-0).

D. Ordinance No. 2023-11 Amendment of WCC Chapter 2.12

Community Development Director Glen DeVries presented the staff report.

Motion by Councilmember Keith Huffaker for City Council to adopt Ordinance No. 2023-11, amending Chapter 2.12 of the Wenatchee City Code currently entitled “Registration of Defaulted Mortgage and Vacant Property;” and providing for severability and an effective date. Councilmember Jose Cuevas seconded the motion. Motion carried (7-0).

E. Low-Barrier Shelter Bid Award

Community Development Director Glen DeVries presented the staff report.

Motion by Councilmember Linda Herald for City Council to accept the bid from Pipkin Construction in the amount of \$743,823.23, and authorize the Mayor to enter into a contract for completion of the site and utility work and installation of the Pallet Shelters at the Wenatchee Rescue Mission at 1450 S. Wenatchee Ave., Wenatchee WA. Councilmember Jose Cuevas seconded the motion. Motion carried (7-0).

F. Settlement Agreement between Outfront Media and the City of Wenatchee

City Attorney Steve Smith presented the staff report.

Motion by Councilmember Top Rojanasthien to sign the Settlement Agreement with Outfront Media as presented. Councilmember Travis Hornby seconded the motion. Motion carried (7-0).

G. RCO Grant Application Authorization

Parks, Recreation & Cultural Services Director David Erickson presented the staff report.

Motion by Councilmember Travis Hornby for City Council to approve Resolution No. 2023-19, authorizing staff to prepare and submit a Recreation Conservation Office Local Parks Maintenance Program grant application for Lincoln Park. Councilmember Linda Herald seconded the motion. Motion carried (7-0).

H. City Project SW23-09 Unit-Priced Concrete Flatwork – Authorization to Award Construction Contract

Public Works Director Rob Jammerman presented the staff report.

Motion by Councilmember Top Rojanasthien for City Council to award the construction contract for the Unit-Priced Concrete Flatwork, Project No. SW23-09, to Jones Concrete LLC in the amount of \$146,856.00 and authorize the Mayor to sign the contract documents. Councilmember Travis Hornby seconded the motion. Motion carried (7-0).

**I. City Project 2007 – Springwater Avenue Improvements
Interlocal Agreement with Public Utility District No. 1 of Chelan County**

Project Engineer Nicole Brockwell and Engineering Services Manager Ryan Harmon presented the staff report.

Motion by Councilmember Linda Herald for City Council to authorize the Mayor to approve the Interlocal Agreement between the City of Wenatchee and Public Utility District No. 1 of Chelan County, providing for the reimbursement of costs associated with the adjustments of the PUD's infrastructure included as part of the City's Project. Councilmember Jose Cuevas seconded the motion. Motion carried (7-0).

6. Public Hearing Items

The Mayor called the public hearing to order and explained the public hearing process.

J. Proposed Amendments to Title 10 Zoning and Chapter 11.20 Subdivision Design Standards of the Wenatchee City Code

Senior Planner Matthew Parsons presented the staff report. Council asked questions.

The Mayor asked for public comment. There was none.

Motion by Councilmember Top Rojanasthien for City Council to adopt Ordinance No. 2023-09, amending Wenatchee City Code Title 10 Zoning, and Ordinance No. 2023-10, amending Wenatchee City Code Chapter 11.20 Subdivision Design Standards. Councilmember Travis Hornby seconded the motion. Motion carried (7-0).

7. Reports

- a. Mayor's Report. The Mayor reported on the following:
 - (1) He and Mark Kulaas had a great trip to Misawa. The delegation from Misawa will arrive in Wenatchee on Wednesday, September 27, and the welcome reception will be at Wenatchee City Hall at 3:30 p.m. that day.
 - (2) The Mayor received the "Washingtonian of the Day" award from Governor Inslee today, who was in town to tour the new DOC center on Okanogan Street.
 - (3) There is a Reimagine Wenatchee meeting scheduled for September 26 at 5:00 p.m. at Pybus.
 - (4) Executive Services Director Laura Gloria provided information to the Council about the "Wenatchee Valley Uplift Awards," which are now up for nomination and are presented at the annual MLK Day festivities each year at the Museum.
 - (5) The Mayor and Councilmember Poirier attended Festival Mexicanas. One noise complaint was received.
 - (6) The Mayor asked Public Works Director Rob Jammerman to provide an update on a sewer line leak at the treatment plant. Rob provided information on the 36" sewer main line break needing an emergency repair. The line was installed in 1970.
- b. Reports/New Business of Council Committees

Councilmember Mark Kulaas reported that he attended the Museum Board meeting yesterday. He invited everyone to get their tickets for the annual Museum fundraiser "Night at the Museum" which is scheduled for September 30. He also said that the Museum is looking for "scarers" for the Haunted Museum. He also attended the City Salary Commission meeting on Tuesday and they will meet again on September 28 where they will finish their recommendations for Council salaries. The Mayor added that the Council will get a first look at the 2024 budget on that date as well.

Councilmember Linda Herald reported that she attended the Misawa board meeting last week and they finished planning for the Misawa delegation's arrival on September 27. They are looking to move future visits for the Wenatchee delegation to October (when it's not so hot), and the Misawa delegation visit during the Apple Blossom Festival each year. She also attended the Columbia River Homeless Housing Task Force meeting and work continues to go well with that.

Councilmember Jose Cuevas reported that there will be a meeting hosted by CAFÉ next Tuesday at 6:00 p.m. regarding gangs, crime, graffiti, etc. He will be attending that meeting. The Mayor said he will attend. The entire City Council is invited. Staff will get the details and prepare a special meeting notice.

Councilmember Top Rojanasthien reported that he attended the Community Action Council meeting and they are working on their strategic planning. They are excited for their new facility. The Governor also toured the new facility today and a house that recently received energy upgrades.

Councilmember Travis Hornby reported that the downtown parking enforcement is going great! There is a lot of education being provided and the new Parking Enforcement Officer is doing a great job!

8. Announcements. None.

9. Close of Meeting. With no further business, the meeting closed at 7:03 p.m.

Frank J. Kuntz, Mayor

Attest:

Tammy L. McCord, City Clerk



DRAFT

WENATCHEE CITY COUNCIL WORK SESSION

Thursday, September 21, 2023

Wenatchee City Hall Council Chambers

301 Yakima Street

Wenatchee, WA 98801

MINUTES

"To create community through responsive leadership and services for the citizens and visitors of the Apple Capital of the World."

Present: Mayor Frank Kuntz; Councilmember Position 1 Jose Cuevas; Councilmember Position 2 Mike Poirier; Councilmember Position 3 Top Rojanasthien; Councilmember Position 5 Mark Kulaas; Councilmember At-Large "A" Linda Herald; Councilmember At-Large "B" Keith Huffaker

Staff Present: Executive Services Director Laura Gloria; City Clerk Tammy McCord; IS Support Tim McCord; Community Development Director Glen DeVries; Finance Director Brad Posenjak; City Engineer Jake Lewing; Engineering Services Manager Ryan Harmon; Transportation Planning and Development Engineer Manager Emma Honeycutt; Facilities Manager Elisa Schafer; Parks, Recreation & Cultural Services Director David Erickson; Deputy Public Works Director-Utilities Jessica Shaw

5:15 p.m. Work Session

1. Reimagine Wenatchee Discovery Report

Executive Services Director Laura Gloria provided a presented a power point presentation for the Reimagine Wenatchee Master Plan process, which included background information, cornerstone projects, information on the discovery phase and report, observations and opportunities, potential funding options, and upcoming events.

2. Wenatchee Valley Museum & Cultural Center Project Update

Wenatchee Valley Museum & Cultural Center Executive Director Marriah Thornock presented a power point presentation providing information regarding the Museum's strategic plan and initiatives, barriers to service and plans for change, vision concepts for the improvements, proposed budget and timeline. The city will see improvements in 2024 for historic preservation type improvements (windows, cornices, and other interior work that will not be undone by construction) from the \$2 million it has contributed.

3. Apple Capital Loop (45 min)

a. Confluence Parkway

City Engineer Jake Lewing presented a Power Point Presentation update for Confluence Parkway, which included the project overview, project goals, project development activities, project timeline, and announced the project team selected this past week.

b. Bike/Pedestrian Bridge – Engineering Services Manager Ryan Harmon presented a Power Point Presentation providing an update for the South End Bike/Pedestrian Access Bridges, which included the project overview and goals, other commitments to the area, project team, project schedule, and preferred alternative concepts.

c. North Wenatchee Avenue – Transportation Planning and Development Engineer Manager Emma Honeycutt presented a Power Point Presentation providing an update for the North Wenatchee Avenue Corridor Improvements Project, which included the project overview and goals, preliminary engineering summary report information, north end projects update, the project team, and project schedule.

The next regular City Council meeting scheduled for September 28 is being canceled due to a lack of quorum. The next regular meeting will be October 12. He reminded everyone that the Misawa delegation will arrive next Wednesday, September 27. The welcome reception is at 3:30 p.m. at Wenatchee City Hall.

With nothing further to discuss, the meeting ended at 6:49 p.m.

Frank J. Kuntz, Mayor

Attest:

Tammy L. McCord, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

FROM: Zachary Horton, Project Engineer
Public Works Department

MEETING DATE: October 12, 2023

I. SUBJECT

City Project No. 2008 – Walla Walla Avenue Stormwater Retrofit & Paving Project
Final Acceptance

II. ACTION REQUESTED

Motion requested for City Council to accept the Work completed by the Contractor, Pipkin Construction, for the Walla Walla Avenue Stormwater Retrofit & Paving Project, City Project No. 2008, and authorize the Mayor to sign the Final Contract Voucher on behalf of the City of Wenatchee.

III. OVERVIEW

The City of Wenatchee received a grant from the Washington State Department of Ecology to retrofit the existing stormwater swales on Walla Walla Avenue. The work included removal of the swales and installation of new catch basins, and infiltration trenches. The project also included installation of a new hydro-dynamic separator in the PUD's parking lot for the Linden Tree Park which will provide pretreatment of stormwater diverted to the Linden Tree Pond.

In addition to the stormwater improvements, the project also completed a grind and inlay/overlay of Walla Walla Avenue and a portion of 9th Street.

The project was advertised on June 16, 2022 and the city received three bids on July 7, 2022. Pipkin Construction was the apparent low bidder at a bid price of \$2,030,636.00. Pipkin Construction was subsequently awarded the project at City Council on July 14, 2022.

IV. FISCAL IMPACT

The original project budget was approved November 12, 2020. The budget was amended November 18, 2021 to add funds for pavement preservation and to adjust costs to account for inflation. It was amended again July 14, 2022 in order to supplement the project with additional City funding for project award as a result of increased costs due to inflation and supply chain issues. Project expenditures were within 6.0% of the approved budget.

Adopted Project Budget	
Task	Amount
Preliminary Engineering	\$ 68,800
Construction Contract	\$ 2,031,000
Construction Engineering	\$ 100,000
Supplies – Signal Detection Equipment	\$ 43,400
Art Fund	\$ 13,000
TOTAL	\$ 2,256,200

Project Expenditures	
Task	Amount
Preliminary Engineering	\$ 69,017
Construction Contract	\$ 2,110,587
Construction Engineering	\$ 148,399
Supplies – Signal Detection Equipment	\$ 47,040
Art Fund	\$ 12,052
TOTAL	\$ 2,387,095.00

V. PROJECT SCHEDULE

Construction was declared complete on September 25, 2023. All Affidavits of Wages Paid have been filed and approved by L&I. The Contractor will provide a one-year warranty on the Work from the date of final acceptance.

VI. REFERENCE(S)

1. Final Contract Voucher
2. Capital Project Budget – July 14, 2022

VII. ADMINISTRATIVE ROUTING

Tammy McCord, City Clerk
 Rob Jammerman, Public Works Director
 Jessica Shaw, Deputy Public Works Director
 Jake Lewing, City Engineer
 Ryan Harmon, Engineering Services Manager
 Anna Carr, Administrative Assistant
 Nataliann Tutino, Senior Financial Analyst
 Laura Gloria, Executive Services Director
 Brad Posenjak, Finance Director

City of Wenatchee
Walla Walla Avenue – Stormwater Retrofit & Paving Project

Summer 2022
Contract Forms

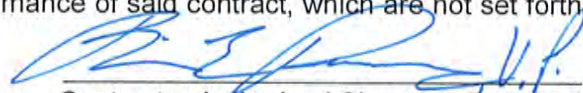
**CITY OF WENATCHEE
DEPARTMENT OF PUBLIC WORKS**

**FINAL CONTRACT
VOUCHER CERTIFICATE**

Contractor Pipkin Inc., dba Pipkin Construction			
Street Address 4801 Contractors Drive			
City East Wenatchee	State WA	Zip 98802	Date 08/21/2023
City Project Number 2008	Federal-Aid Project Number N/A	Highway Number N/A	
Job Title Walla Walla Avenue Stormwater Retrofit and Paving Project			
Date Work Physically Completed 08/21/2023		Final Amount \$2,110,587.07	

Contractor's Certification

I, The undersigned, having first been duly sworn, certify that I am authorized to sign for the claimant; that in connection with the work performed and to the best of my knowledge no loan, gratuity or gift in any form whatsoever has been extended to any employee of the City of Wenatchee nor have I rented or purchased any equipment or materials from any employee of the City of Wenatchee; I further certify that the attached final estimate is a true and correct statement showing all the monies due me from the City of Wenatchee for work performed and materials furnished under this contract; that I have carefully examined said final estimate and understand the same and that I hereby release the City of Wenatchee from any and all claims of whatsoever nature which I may have, arising out of the performance of said contract, which are not set forth in said estimate.


Contractor Authorized Signature Required

BRIAN E. PARSONS VICE PRES.
Type Signature Name

Subscribed and sworn to before me this 22nd day of August, 2023.



Jana Stump
Notary Public in and for the State of Washington
residing at Douglas County

City of Wenatchee

City of Wenatchee hereby accepts the completed contract pursuant to Section 1-05.12 of the contract provisions.

X _____
Mayor/or Designee Date of Acceptance



Capital Project Budget

Date: July 7, 2022

Project Number: 2008

Project Name: Walla Walla Stormwater Retrofit

Dept/Category: Public Works - Stormwater Project

Project Description:

This project will improve water quality in the Columbia River through installation of BMPs including curb cuts, catch basins with sumps, infiltration trenches, and hydrodynamic separators along Walla Walla Ave.

Project Lead:	Zach Horton	Start Year:	2019
Assigned Department:	Public Works	End Year:	2022
Original Project Budget:	\$1,552,900	Total City Funding:	\$1,507,100
Budget Amendment:	\$703,300	Other Funding:	\$749,100

Project Notes:

The "Original Budget" is based on the adopted 2022 City Budget. In addition to the stormwater retrofit, this project will overlay Walla Walla Avenue and Ninth Street between Walla Walla and Piere. The amended budget proposes to supplement the project with additional city stormwater and overlay funding.

Project Expenditures by Category	Original Budget	Amended Budget	Prior Years Spent	ESTIMATES			Project Total
				2022	2023	2024+	
Design Engineering	55,000	13,800	15,800	53,000			68,800
Right of Way Acquisition							
Construction Contract	1,361,500	669,500		2,031,000			2,031,000
Construction Engineering	130,000	(30,000)		100,000			100,000
Supplies - Signal Detection Equipment		43,400		43,400			43,400
Art Fund	6,400	6,600		13,000			13,000
Total Project Expenditures	1,552,900	703,300	15,800	2,240,400			2,256,200

Project Revenues by Category		Original Budget	Amended Budget	Prior Years	ESTIMATES			Project Total
					2022	2023	2024+	
Fund:	410 - Storm Drain Utility	303,800	273,300	4,000	573,100			577,100
Fund:	111 - Street Overlay	500,000	430,000		930,000			930,000
Fund:								
Fund:								
Fund:								
GRANTS:								
	Department of Ecology	749,100		11,800	737,300			749,100
Total Project Revenues		1,552,900	703,300	15,800	2,240,400			2,256,200

Approved by City Council: July 14, 2022
Date



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

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

MEETING DATE: October 12, 2023

I. SUBJECT

Arts, Recreation and Parks Commission Re-appointments

II. ACTION REQUESTED

Move approval of Resolution 2023-22 re-appointing Darci Mattioda to position 3 of the Arts, Recreation and Parks Commission with a term expiring December 31, 2026.

Move approval of Resolution 2023-24 re-appointing Kasey Koski to position 2 of the Arts, Recreation and Parks Commission with a term expiring December 31, 2026.

III. OVERVIEW

The Arts, Recreation and Parks Commission is a seven-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 City Cemetery.
- Review art, recreation and park related proposals.
- Complete regular reviews of fees and charges for services.

Darci Mattioda and Kasey Koski are both finishing their first terms on the Commission and have expressed their desire to continue service to the community by serving a second term.

Staff recommends approval.

IV. FISCAL IMPACT

None.

V. PROPOSED PROJECT SCHEDULE

The last meeting of the year for the Commission is scheduled for November 21, 2023.

VI. REFERENCE(S)

VII. ADMINISTRATIVE ROUTING

Tammy McCord, City Clerk
Laura Gloria, Executive Services Director
Brad Posenjak, Finance Director

RESOLUTION NO. 2023-22

A RESOLUTION, of the City of Wenatchee, Washington, reappointing a member to the Arts, Recreation and Parks Commission.

WHEREAS, the Arts, Recreation and Parks Commission (Commission) was established by section 1.48.010 of the Wenatchee City Code (WCC); and

WHEREAS, WCC 1.48.030 allows a member to serve two consecutive terms on the Commission; and

WHEREAS, Darci Mattioda is completing her first term on the Arts, Recreation and Parks Commission; and

WHEREAS, Darci Mattioda has served as Commission Secretary and is desiring to continue her service to the community by serving a second term; and

WHEREAS, Darci Mattioda qualifies to serve as a member of the Commission.

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF WENATCHEE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are incorporated herein by this reference and made part of this Resolution.

Section 2. Reappointment. The City Council makes the following reappointment to the Arts, Recreation and Parks Commission with a term as stated below:

<u>NAME & ADDRESS</u>	<u>TERM BEGINS</u>	<u>TERM EXPIRES</u>
Darci Mattioda 3515 Burchvale Road Wenatchee, WA 98801	Immediately upon the expiration of the first term	December 31, 2026

Section 3. Effective Date. This Resolution shall take effect upon adoption.

ADOPTED by the City Council of the City of Wenatchee, Washington, this 12th day of October, 2023.

CITY OF WENATCHEE,
a Municipal Corporation

By: _____
FRANK J. KUNTZ, Mayor

ATTEST:

By: _____
TAMMY McCORD, City Clerk

APPROVED AS TO FORM:

By: _____
DANIELLE R. MARCHANT, City Attorney

RESOLUTION NO. 2023-24

A RESOLUTION, of the City of Wenatchee, Washington, reappointing a member to the Arts, Recreation and Parks Commission.

WHEREAS, the Arts, Recreation and Parks Commission (Commission) was established by section 1.48.010 of the Wenatchee City Code (WCC); and

WHEREAS, WCC 1.48.030 allows a member to serve two consecutive terms on the Commission; and

WHEREAS, Kasey Koski is completing her first term on the Arts, Recreation and Parks Commission; and

WHEREAS, Kasey Koski is desiring to continue her service to the community by serving a second term; and

WHEREAS, Kasey Koski qualifies to serve as a member of the Commission.

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF WENATCHEE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are incorporated herein by this reference and made part of this Resolution.

Section 2. Reappointment. The City Council makes the following reappointment to the Arts, Recreation and Parks Commission with a term as stated below:

<u>NAME & ADDRESS</u>	<u>TERM BEGINS</u>	<u>TERM EXPIRES</u>
Kasey Koski 232 Pennsylvania Ave. Wenatchee, WA 98801	Immediately upon the expiration of the first term	December 31, 2026

Section 3. Effective Date. This Resolution shall take effect upon adoption.

ADOPTED by the City Council of the City of Wenatchee, Washington, this 12th day of October, 2023.

CITY OF WENATCHEE,
a Municipal Corporation

By: _____
FRANK J. KUNTZ, Mayor

ATTEST:

By: _____
TAMMY McCORD, City Clerk

APPROVED AS TO FORM:

By: _____
DANIELLE R. MARCHANT, City Attorney



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

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

MEETING DATE: September 28, 2023

I. SUBJECT

Consider approving change order number one with the Pool Company for bid alternate two for the City Pool Project.

II. ACTION REQUESTED

Move approval of change order number one.

III. OVERVIEW

Last October, the City pool project was put out to bid. The bid package included the base bid and two alternates. The base bid essentially included all of the "in pool" work including the piping, plaster and tiles and other minor work. When the bid was awarded staff explained that there would be project change order that would follow after construction commenced to address bid alternate items.

The bid alternates involved an investigation of the piping between the pool and the mechanical room and determine the best course of action. The options included doing nothing if the pipes were in good shape, lining the piping with an interal liner if possible or removing and replacing the piping. The alternative to be pursued was not able to be determined until the demolition was completed this year and the pipes exposed to evaluate their condition.



Construction began at the end of July and the pipe connections from the pool to the mechanical room were exposed. Following an examination of the pipes and review by the pool contractors and engineers, it is recommended to replace the pipes. The current lead time to obtain the required valves is 20 weeks. Replacement of the pipes will require removal and replacement of a portion of the pool deck.

Staff recommends approving change order one for bid alternate two.

IV. FISCAL IMPACT

The alternate to replace the pipes was bid at \$118,920.

Revenue Sources	BASE BID	ALT 2
State RCO YAF Grant	\$350,000	\$350,000
State DOC Grant	\$533,500	\$533,500
State RCO YAF Grant Scope Change	\$350,000	\$350,000
City of Wenatchee*	<u>\$645,900</u>	<u>\$764,820</u>
Total	\$1,879,400	\$1,998,320
Expenditures		
Engineering	\$88,500	\$88,500
Construction	<u>\$1,790,900</u>	<u>\$1,909,820</u>
Total	\$1,879,400	\$1,998,320

* There is currently \$930,000 in the 2023 budget for the project.

V. PROPOSED PROJECT SCHEDULE

Construction is on time and scheduled to be complete and ready for swimmers on May 20, 2024.

VI. REFERENCE(S)

VII. ADMINISTRATIVE ROUTING

Tammy McCord, City Clerk
Laura Gloria, Executive Services Director
Brad Posenjak, Finance Director



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

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

MEETING DATE: October 12, 2023

I. SUBJECT

2024-2030 Parks, Recreation and Open Space Comprehensive Plan.

II. ACTION REQUESTED

Move approval of Resolution 2023-25 adopting the 2024-2030 Parks, Recreation and Open Space Comprehensive Plan.

III. OVERVIEW

For the past 11 months the Parks, Recreation and Cultural Services Department has worked to prepare an update of the six-year Parks, Recreation and Open Space (PROS) Plan.

The PROS plan establishes a framework to guide the acquisition, development and improvement of park areas and facilities and the provision of recreational services throughout the City of Wenatchee. The plan is for the 2024-2030 time period.

The City is required to have an adopted plan which is approved by the State to be eligible for a number of grant programs. Grant eligibility is scheduled to expire at the end of this year.

Staff prepared the plan update and the Arts Recreation and Parks Commission served as the Steering Committee for the process. The plan is divided into basic sections consistent with State requirements. The following is a summary of each section of the document.

The first chapter of the plan contains a basic introduction and summary of the document. The second chapter describes the planning area. The third chapter describes the existing public, semi-public and private parks, arts and recreation resources within the planning area. The fourth chapter describes the methodology for determining the demand and needs. The wealth of recently completed, related planning efforts were incorporated into this chapter and summarized as they relate to the city system. The section also includes a summary of the nine public meetings, community survey and other outreach efforts. The fifth chapter of the plan contains the goals, objectives and strategic actions. Applicable goals and objectives not completed in the current PROS plan have pulled from each section of the document and carried forward into the update. New goals and objectives which respond to the public input process were incorporated into this section. The sixth chapter contains a summary of the capital investment plan and describes the project ranking criteria. It contains a summary of common parks and recreation funding mechanisms and

includes a section outlining ongoing maintenance considerations and also and arts, recreation and organization priorities.

After incorporating comments received throughout the planning process, the final draft was prepared and distributed to the Arts, Recreation and Park Commission and State for review and comment. The State commented, “Everything looks great, meets our Manual 2 requirements, and I would have no issue with approving this for both recreation and conservation grant programs once it comes to me in final form.”

At their September 2023 meeting the Commission unanimously recommended approval of the plan and forwarded the recommendation to the City Council for consideration. Staff also recommends approval.

Upon adoption, staff would complete and submit the checklists and other documents that are required by the State. The State acceptance process is generally a few months long however it may be shorter based on their previous review and comment. With their approval, the City would remain grant eligible for a variety of State grants for the next six years.

IV. FISCAL IMPACT

None at this time.

V. PROPOSED PROJECT SCHEDULE

Plan implementation would occur over the next six plus years.

VI. REFERENCE(S)

None.

VII. ADMINISTRATIVE ROUTING

Tammy McCord, City Clerk
Laura Gloria, Executive Services Director
Brad Posenjak, Finance Director

RESOLUTION NO. 2023-25

A RESOLUTION, of the City of Wenatchee, Washington adopting the 2024-30 Parks, Recreation and Open Space (PROS) Comprehensive Plan.

WHEREAS, the City of Wenatchee utilizes a Parks, Recreation and Open Space (PROS) Comprehensive Plan to establish a framework to guide the acquisition, development and improvement of park areas and facilities and the provision of arts and recreational services throughout the City of Wenatchee; and

WHEREAS, over a period of ten months, a public outreach effort was conducted that included a community survey, collection and inventory of current community data and public meetings to provide input for a new six-year plan; and

WHEREAS, the updated plan incorporates goals and strategic actions which are reflective of best management practices and professional standards and changing community priorities of residents; and

WHEREAS, the Washington State Recreation and Conservation Office (RCO) requires that a PROS plan be prepared and adopted for parks and recreation, trails, habitat, and natural open space areas in order for the City to remain eligible for grants, and requires that such a plan be submitted and accepted by the State of Washington; and

WHEREAS, the PROS plan was prepared to meet the requirements of the RCO with an updated inventory of parks and recreation resources, inclusion of goals and objectives for parks, recreation, habitat, administration and the arts, and the incorporation of the Capital Improvement Program (CIP); and

WHEREAS, the Arts, Recreation and Parks Commission unanimously recommended approval of the 2024-2030 PROS Comprehensive Plan at its September 19, 2023 meeting.

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF WENATCHEE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Recitals. The foregoing recitals are incorporated herein by this reference and made part of this Resolution.

Section 2. Plan Adoption. The City Council hereby adopts the 2024-2030 Parks, Recreation and Open Space (PROS) Comprehensive Plan, which is attached hereto as Exhibit “A” and is incorporated herein by this reference.

Section 3. Corrections. Upon approval of the City Attorney, the Director of City of Wenatchee Parks, Recreation & Cultural Services Department is authorized to make necessary corrections to the PROS plan, including the correction of clerical errors; references to local, state or federal laws, codes, rules or regulations; or section/subsection numbering.

Section 4. Effective Date. This Resolution shall take effect upon adoption.

ADOPTED by the City Council of the City of Wenatchee, Washington, this 12th day of October, 2023.

CITY OF WENATCHEE,
a Municipal Corporation

By: _____
FRANK J. KUNTZ, Mayor

ATTEST:

By: _____
TAMMY McCORD, City Clerk

APPROVED AS TO FORM:

By: _____
DANIELLE R. MARCHANT, City Attorney

EXHIBIT A

2024-30 Parks, Recreation and Open Space (PROS) Comprehensive Plan



City of Wenatchee

Parks, Recreation and Open Space Plan

2024-2030



City of Wenatchee
Parks, Recreation and Cultural Services
1350 McKittrick Street, PO Box 519
Wenatchee, Washington 98807
www.wenatchewa.gov

PREFACE

On behalf of the Arts, Recreation and Parks Commission members and staff that helped with its creation, I am pleased to present the 2024-2030 Parks, Recreation and Open Space Plan.

Wenatchee continues to grow and evolve bringing with it changing demographics and boundaries, increasing expectations for service and funding as well as introducing other challenges. While embracing and moving with the changes, our core purpose still remains as simple as our humble beginnings. We exist to help **build community through our people, parks and programs**. This comprehensive plan has been developed to make sure that we focus our actions, efforts and resources so future generations may reap the benefits of: Beautiful public places, quality recreational experiences, protected habitat areas and vibrant arts and cultural opportunities.

This plan is divided into six chapters: Introduction, Planning Area, Existing Resources, Demand and Needs Assessment, Guiding Framework and Implementation. The introduction describes the rationale behind the creation of the plan. The planning area and existing resources chapters define the physical boundary of the study area and provides brief descriptions of the key elements found within the area. Goals and objectives prepared for the plan came as the result of an information gathering process which is outlined in the demand and need assessment section. The guiding framework section describes the core purpose, values, and outcomes for the organization. Goals, objectives and strategic actions are segregated into the five categories of **Parks and Facilities, Habitat, Recreation Programs, Arts and Culture and Organizational Development**. The plan concludes with the implementation section that contains the capital investment plan which includes a summary of potential funding sources.

The late President of the United States Dwight D. Eisenhower said, "In preparing for battle I have always found that plans are useless, but planning is indispensable." Those who created this comprehensive plan would probably agree with our former President. We believe that planning has been indispensable for the future of our organization and to the City.

I look forward to your support in making this plan a reality for the City of Wenatchee.

David Erickson

David Erickson
Parks, Recreation and Cultural Services Director

ACKNOWLEDGEMENTS

Mayor: Frank Kuntz

City Council: Travis Hornby
Jose Cuevas
Top Rojanasthien
Keith Huffaker
Mark Kulaas
Linda Herald
Mike Poirer

Arts, Recreation and Parks Commission: Ryan Harmon – Chair
Sean Koester – Vice Chair
Kasey Koski
Lyle Markhart
Darci Mattioda - Secretary
Nick Rohrbach
Megan Kassebaum

PRCS Department Staff:

David Erickson	Department Director
Caryl Andre	Recreation Supervisor
Rob Richards	Parks Maintenance Supervisor
Sydney McElroy	Recreation Coordinator
Sarah Fitzgerald	Recreation Coordinator
Cammy Coble	Administrative Assistant
Tim Herdt	Park Maintenance
Jerred Gardner	Park Maintenance
Jason Compton	Park Maintenance
Eric Janzen	Park Maintenance
Ricky Lange	Park Maintenance
Jordan Brooks	Park Maintenance
Nathan Schwikendorf	Park Maintenance
Chris Gooch	Park Maintenance
Josh Holcomb	Park Maintenance
Marcelino Estrada	Park Maintenance
Jeff Pulver	Cemetery
Tom Lewis	Cemetery
Arturo Contreras	Cemetery

Community Development Staff:

Glen DeVries	Community Development Director
Matt Parsons	Senior Planner

GIS:

Matt Collins	GIS Manager
Jovanna Zamora	GIS Technician

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Chapter 1: **Introduction**



1.0 Introduction

The purpose of the Parks, Recreation and Open Space Comprehensive Plan is to establish a framework for the acquisition, development and improvement of park areas and facilities and the delivery of arts and recreational services throughout the City of Wenatchee. It is designed to meet the City's recreational, social, and cultural needs now and into the future. This plan is an update to the City's 2018 adopted Parks, Recreation and Open Space Comprehensive Plan and is consistent with Recreation and Conservation Office (RCO) and the Growth Management Act (GMA) Comprehensive Plan Guidelines.

Parks and recreation facilities must be recognized as valuable not only to serve the needs of city residents, but also as important attributes for attracting visitors to the community. As Wenatchee grows, demand on parks and recreational facilities increase. Recreation, arts and cultural opportunities are an important measurement of community livability in that they help to build strong neighborhoods and promote a high quality of life.

Planning for community needs should be flexible yet comprehensive to assure that the needs of the community are consistently met. This plan examines and addresses current needs, desires and opportunities with an eye toward historical information relevant to the services provided by the Parks, Recreation and Cultural Services Department. Population, land use, and general geographic features of the community are also considerations within the plan.

The Parks, Recreation and Open Space Comprehensive Plan (PROS) is adopted by reference as a part of the City of Wenatchee's Comprehensive Plan. As an element of the City's Comprehensive Plan, the PROS Plan undergoes a legislative review process, including Arts, Recreation and Parks Commission and City Council approval. The PROS plan provides an inventory of facilities and programs; outlines accepted standards for parks, open space, and arts and recreation facilities; establishes standards for such services; and presents a strategy for providing facilities and programs to meet the needs of the City's residents and visitors.

1.1 Growth Management Act

The Growth Management Act (GMA) establishes goals for cities to ensure that their quality of life is sustained as their communities grow. One of these goals is to "retain open space, enhance recreational opportunities, conserve fish and wildlife habitat, increase access to natural resource lands and water, and develop parks and recreational facilities" (RCW 36.70A.020(9)). The GMA also addresses open space in requiring that land use plans include identification of "open space corridors within and between urban growth areas. They shall include lands useful for recreation, wildlife habitat, trails, and connection for critical areas" (RCW 36.70A.160). Land use plans are also required to "identify lands useful for public purposes such as utility corridors, transportation corridors, landfills, sewage treatment facilities, storm water management facilities, recreation, schools, and other public uses" (RCW 36.70A.150).

The parks and recreation element of a comprehensive plan must contain the following features:

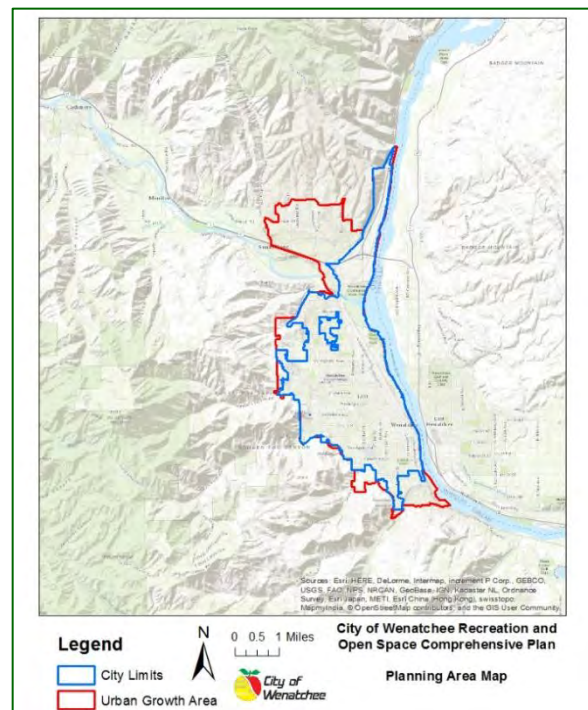
- Consistency with the capital facilities element;
- Estimates of park and recreation demand for at least a 10 year period;
- An evaluation of facilities and service needs; and
- An evaluation of intergovernmental coordination opportunities.

Projects prioritized during the planning process are included in the Capital Facilities Plan, which is updated annually.

1.2 Planning Area Boundary

The planning area for this process includes the Wenatchee City limits and the adopted Urban Growth Area (UGA). The City recognizes that there is the possibility that sometime in the future the UGA boundary may change and if it does, the PROS Plan will be modified to address the change.

Parks, recreation and open space facilities not owned or managed by the City and located outside of the planning area were inventoried and considered, but are not included in any specific calculations within the PROS Plan (level-of service, cost estimates, implementation). Chelan County is responsible for planning the area outside of the City UGA; however, the planning efforts of each agency must be coordinated. Any areas added to the UGA in the future, or areas currently within the UGA that may be annexed will need to address parks, recreation, arts and open space needs concurrent with that action. Also, for the purposes of the PROS Plan, it is assumed that by the end of the planning period, all UGA areas will be incorporated into the City so the proposed facilities, population, level-of-service and any other recommendations projected include both the existing City and the entire UGA. If all of these areas are not annexed then some of the recommendations would not be implemented.



1.3 Objectives and Approach

The specific objectives of this planning effort are to:

- Describe the community setting to establish the framework within which park, arts, recreation, and open space facilities should be provided, including natural areas, developed park areas and current recreation trends and demographics.
- Inventory the existing park, recreation and open space system including lands owned and operated by the city or other public agencies, both within the planning area and beyond. The planning area is defined in the previous section of this chapter.
- Analyze needs and opportunities for future park, art, recreation, and open space facilities and programs and develop recommendations for meeting those needs.
- Identify and establish goals and objectives to be met and objectives to carry out those goals as the PROS Plan is implemented.
- Adopt a level-of-service which is based on the existing park system and the recommendations of the community to establish proposed level of service standards to help guide development of the park system over the next 10 to 15 years with a primary focus of the next six years.
- Create an implementation plan that establishes the overall estimated cost of achieving the proposed level-of-service that is based on the community’s recommendations, prioritize those recommendations, and develop a plan to implement the priority recommendations through the Capital Improvement Plan (CIP). In addition, develop general strategies to be considered which respond to the projected population growth.

Public input is important to a community-based parks, recreation and open space plan. This input process spanned the period of eleven months. The citizen members of the Arts, Recreation and Parks Commission served as the Steering Committee to help oversee the process, provide input and evaluate the recommendations. A web-based survey, public workshops and meetings were also conducted to augment and inform the Committee’s discussions. The public involvement process included the following:

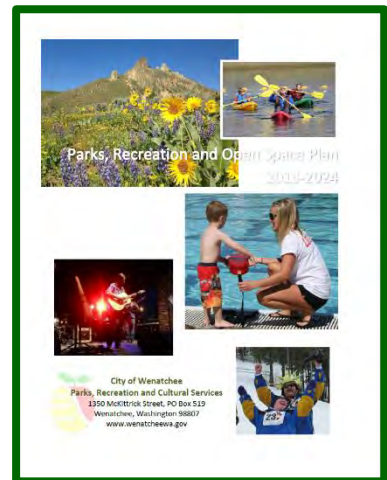
MEETING	TOPIC	MONTH
ARP Commission	Planning Process	January 2023
ARP Commission	Web Survey Review	February 2023
ARP Commission	Chapter 1 Draft Review	January-February 2023
Community	Web Survey	February 24-March 31, 2023
ARP Commission	Chapters 2 and 3 Review	March 2023
ARP Commission	Chapters 4, 5 and 6 Review	April – June 2023
State RCO	State RCO First Review	July 2023
ARP Commission	Full Draft Review	September 2023
City Council	Regular Meeting	October 2023

1.4 Previous Plans

This PROS Plan, prepared in 2023, builds on previous comprehensive planning efforts by updating the 2018-24 Parks, Recreation, and Open Space Plan and the Parks and Recreation element of the City Comprehensive Plan.

The 2024-30 Parks, Recreation, and Open Space Plan referenced and incorporated information from a number of local planning documents and studies. These included:

- 2016 Wenatchee Conservation Finance Study.
- 2022-2026 Our Valley Action Plan.
- 2021 Park and Recreation Design Standards and Development Policies.
- 2017-2027 Chelan County Comprehensive Plan.
- 2020-2024 Chelan County PUD Strategic Plan.
- 2022 Saddle Rock Trails and Recreation Community Survey.
- 2021-2022 Riverfront Park Master Plan.
- 2023 Washington Statewide Comprehensive Outdoor Recreation Plan (SCORP).
- 2022 Chelan Douglas Transpiration Council Regional Bicycle Plan.
- 2021 Chelan County Multimodal Pathways Plan.
- 2021 Wenatchee Complete Streets Academy.
- 2019 Cemetery and Mausoleum Strategic Plan.
- 2020 North Wenatchee Avenue Preliminary Engineering Summary Report.
- 2022 South Wenatchee Bike Network Connectivity Study.
- 2022 State of Play Trends and Developments Study.
- 2022 National Parks and Recreation Association Agency Performance Review.
- 2020 City of Wenatchee Comprehensive Stormwater Plan.
- 2017 City of Wenatchee Comprehensive Plan.
- 2017 City of Wenatchee Sewer Comprehensive Plan.
- 2016 Wenatchee Sports Council Outdoor Recreation Survey and Report.



Information that was still relevant to the current state of the community was considered and, in many cases, carried forward in the preparation of this 2024 update.

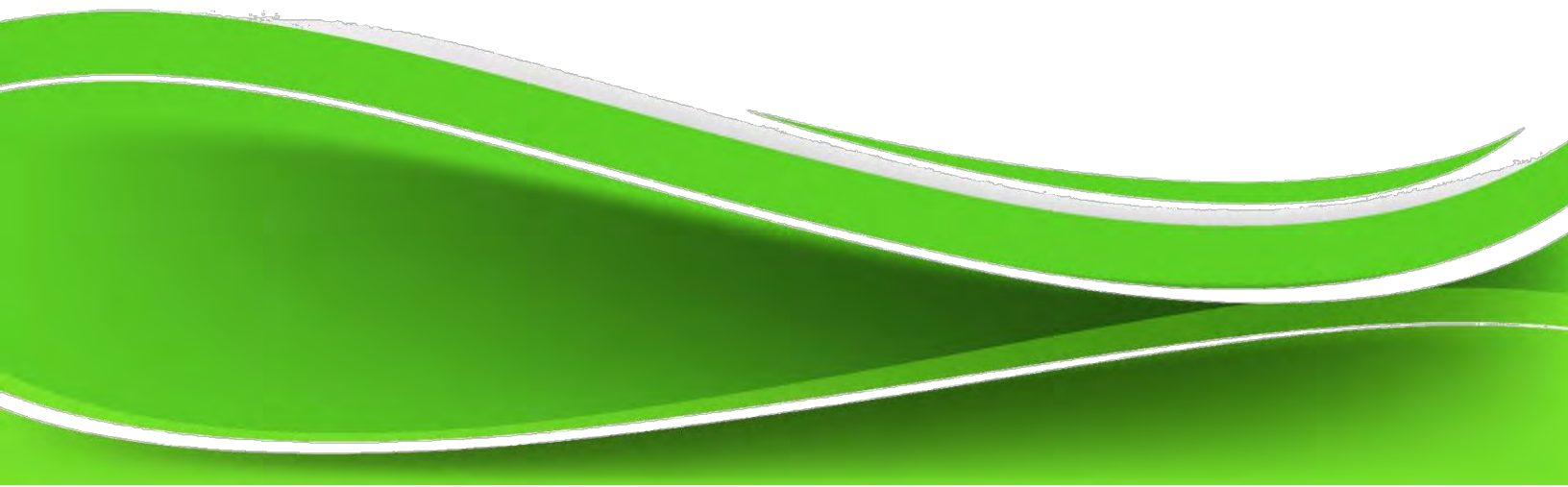
1.5 Plan Document

This plan is organized into six chapters and appendices including:

- Introduction; Planning Area; Existing Resources; Demand and Need Assessment; Guiding Framework; Implementation;
- Appendices including: Detailed information on existing park areas; Capital Improvement Plan details; Public survey results; Project Prioritization matrices.



Chapter 2: **Planning Area Description**



2.0 Overview

The City of Wenatchee is located in Chelan County in eastern Washington. It lies on the east-facing slopes of the Cascade Mountains along the shores of the Wenatchee and Columbia Rivers.



Other communities within service area of the City of Wenatchee include: East Wenatchee, Malaga, Rock Island, Cashmere, Monitor, Peshastin, Dryden, Orondo, Entiat and Leavenworth. State Route 2 on the north and State Route 28 on the south feed into the City of Wenatchee. The main north-south corridor through Wenatchee is Mission Street/Chelan Avenue which is State Route 285.

Wenatchee is a destination location along the Stevens Pass Electric Vehicle Highway, Stevens Pass Greenway Scenic Byway and Cascade Loop Scenic Byway.

Link Transit bus services has intra and intercity routes that connect to an expanding network of on-road and off-road pedestrian and bicycle facilities. The main transit hub in downtown Wenatchee is Columbia Station, a nationally recognized multimodal transportation center. Along with Link Transit service, there are two daily westbound Northwestern Trailways intercity bus routes and a single eastbound route that utilizes the station. Amtrak's *Empire Builder* stops across the street from Columbia Station and offers daily westbound rail service in the early morning and eastbound service in the late evening.

2.1 History



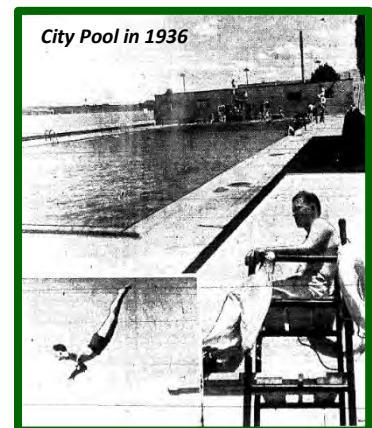
The Wenatchi tribe lived along the Wenatchee River, which flows from the Cascades into the Columbia River. Wahnaachee is the name given to the tribe by the Yakima Tribe, who passed it to explorer Capitan William Clark in 1804. They spoke a version of the Salish language. The culture and economy of the tribes centered on fishing, with some members gathering roots and berries and hunted game. Trappers visited the Wenatchee Valley from 1810's through the 1840's in search of beaver pelts. White settlers arrived in the Wenatchee Valley in the 1870's. Don Carlos Corbett founded the town of Wenatchee in 1888. He named it after the tribe. As with the rest of the state, the spur to growth and development came with the arrival of the railroad. The first trail from the East arrived on October 17, 1892. The residents of Wenatchee voted for incorporation on December 23, 1892. In 1899, the State Legislature created Chelan County out of Kittitas and Okanogan counties with Wenatchee as the county seat. Cash crops could not succeed without water and the story of agriculture in Chelan County began with

irrigation. Starting in 1901, businessmen and landowners raised money for the Wenatchee Canal Company to construct the Highline Canal which extended 14 miles from Dryden to Wenatchee. The Wenatchee Canal Company later became the Wenatchee Reclamation District. In 1908 the first bridge to cross the Columbia River was constructed, linking Wenatchee to the east. The bridge now is a pedestrian connection to East Wenatchee and provides support for an irrigation pipeline. Wenatchee got its first electric lights in 1923 from a water-powered generator that was located on the Squilchuck River and built by pharmacist and schoolteacher L.V. Wells. In 1930, Washington voters approved an initiative allowing the formation of public utilities districts. Congress created the Bonneville Power Administration in 1937 to distribute the dams' cheap and abundant electricity to publicly owned utilities.



2.2 Department and Commission History

The first mention of a Park Board in Wenatchee was in 1929 when the purchase of Memorial Park was being contemplated but it wasn't until much later in 1953 that the Board was officially established and members appointed. Despite running bond campaigns in 1922 and 1923 for park acquisitions and providing parks and recreational services such as constructing the City Pool in 1935, the first references to the department begins in October 1945 as the City Park and Playground Department is named in an emergency transfer of \$2,000 to the department for the 1945 budget year. The Park and Playground Department is referred to again in a salary ordinance adopted in December 1950. In the salary ordinance adopted on January 12, 1953 it is listed as two Departments: The Park and Playground Department and Swimming Pool Department.



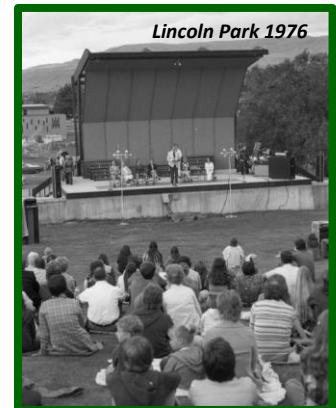
On May 4, 1953 the Park Department is officially created by ordinance #1330. This ordinance defined the Park Department as: "The Park Department shall be under the supervision of the Park Superintendent, who shall have charge of all city parks, playgrounds, athletic fields, swimming pools and recreational facilities, and the operation, maintenance and repair thereof." It appears that the definition of the Department resulted from a citywide reorganization of administrative powers. Even though officially designated, the Park Department continues to be listed as the Park, Playground and Pool Department in salary ordinances



through December 27, 1956. A year and a half later, Ordinance 1418 adopted on December 20, 1954 moved the Parks Department from its own stand-alone Department to a sub-department under the Commissioner of the Department of Streets and Public Improvements.

A little over a year later on January 16, 1956, the Park Department was changed back to a standalone department now titled the Parks and Recreation Department through the adoption of Ordinance 1485. Along with changing the name and repealing earlier ordinances, the language was much more encompassing and included “the care, government control, supervision and operation of city parks, public squares, park drives, park ways, boulevards, golf courses, zoo, play and recreation grounds and swimming pools; regulating the use thereof; defining offenses; providing penalties.” The name and function of the Parks and Recreation Department remained essentially unchanged and referred to as the Parks and Recreation Department in salary ordinances through at least April 20, 1971.

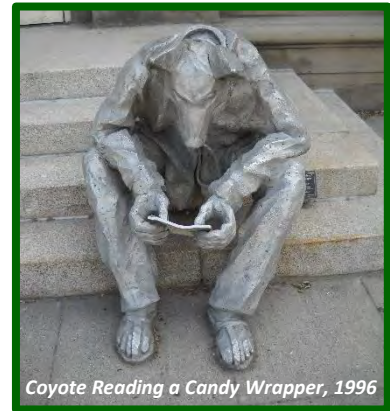
In September 1975, ordinance 2197 established the Arts Commission for the first time and included provisions to advise property owners on beautification of properties and further the development and public awareness of and interest in the fine and performing arts. In 1977, ordinance 2306 was adopted which established a public art program and the beginnings of the public art fund, where city capital projects valued at over \$25,000 would contribute into the public art fund. In August 1978, ordinance 2337 again amended the public art fund to better define the boundary of the art contributions of within the corporate limits of the City.



On February 24, 1987, ordinance 2665 was passed which amended ordinance 1485, again re-organizing the City and among other things, eliminated the Parks and Recreation Department and instead created the Community Services Department. This is the first-time cultural services and the Cemetery are introduced into the Department. “The Community Services Department shall be under the supervision of the Community Services Manager who is responsible for the development, maintenance and operation of the City’s park system, the development and coordination of all recreational and cultural programs, and the sound operation and maintenance of the Wenatchee Cemetery and other related matters.” Again, as with the time period from 1956-71, salary ordinances confirmed the continuation of the name and general function of the Department through at least November 30, 1993.



On October 22, 1996 ordinance 3189 was passed which repealed the earlier ordinance creating the Community Services Department and re-created the Parks and Recreation Department. This ordinance established the “department of parks and recreation to be headed by a Director of Parks and Recreation, who shall be appointed by the City Administrator, subject to the confirmation by a majority vote of the City Commission of the City of Wenatchee. The Director of Parks and recreation shall be responsible for the development, maintenance and operation of the City’s park system; the development and coordination of all recreation programs; and other related matters. It also defined parks as “all city parks, public squares, swimming pools, ball parks, ice arenas, and play and recreation grounds and facilities within the City of Wenatchee.” The Parks and Recreation Department continued by reference in salary ordinances through at least December 14, 2000.



In October of 1999, Ordinance 99-35 amended the Wenatchee Arts Commission, arts programs and the 1% for the arts fund changing the dollar amounts for contribution to the art fund and further defining the roles and responsibilities. The Museum assumed the responsibility for providing administrative support for the Arts Commission.

In December 2001, Chuck Largent, the Parks and Recreation Director retired. Because of the vacancy, responsibility and function of the Department unofficially moved to the City Administrator and Public Works Departments as described the minutes of the April 2002 Parks and Recreation Advisory Board meeting. The minutes state that; “Richard Brinkman gave a brief report on the reorganization of the Parks Department. Bob Johanson has taken over the maintenance portion of the parks. Richard will be overseeing the Recreation Department, the City Pool, and the Ice Arena.”

In 2007, the Parks and Recreation Director’s job description position was updated in an effort to fill that vacancy. It was also discussed at the April 24, 2007, meeting as reflected in the minutes. “The Board went over the duties of the Parks and Recreation Director position as stated in the job description handed out to the members. The coordination and support of the Parks & Cemetery Boards should be part of the director’s job description as well as experience in grant application.” In August 2007 Dave Erickson began working as the new Parks and Recreation Director for the City.



In mid-2008, as the maintenance responsibility and operation of the Cemetery was being completed by the Public Works Department, it was decided at an administrative level to

have the responsibility of the Cemetery Board to reside within the Public Works Department.

From 2008 through 2014 responsibility for two additional Boards, the Greater Wenatchee Bicycle Advisory Board and the Community Center Advisory Board came to reside within the Parks and Recreation Department as did the supervision of the newly opened Wenatchee Community Center. Staff support for the Bicycle Advisory Board moved to the Wenatchee Valley Transportation Council in



2009. The function of the Community Center Board was incorporated into the Parks and Recreation Advisory Board in 2014 by ordinance 2014-04 when the operation of the Community Center was contracted to Chelan Douglas Community Action. Public Works continued to provide maintenance support for the grounds and Community Center buildings and the Parks, Recreation and Cultural Services Director provided contract support for Community Action.

At the end of 2014, through a re-organization of the Museum functions, responsibility for the Arts Commission and arts programs and services were moved to the Parks and Recreation Department. In October 2015 ordinance 2015-24 incorporated the parks, recreation and community center functions into the arts section of the municipal code. The Parks Board was merged with the Arts Commission was renamed to the Arts, Recreation and Parks Commission and the Department to the Parks, Recreation and Cultural Services Department.



In 2018, ordinance 2018-30 moved the responsibility for park maintenance and cemetery operations back into the Parks, Recreation and Cultural Services Department. Also, in 2018, ordinance 2018-44 added the responsibility of cemetery oversight into the Arts, Recreation and Parks Commission. In 2019, the management of the Community Center and park maintenance and operations moved back into the Parks,



Recreation and Cultural Services Department and in 2022 the Community Center was again leased out. Pinnacles Prep Charter School now operates out of the Community Center campus with the City still owning the property. The Parks, Recreation and Cultural Services Department is responsible for coordinating community recreation and special event programming, oversight of the Public Art Collection and provision of art programs and services, operation of the City Pool, park acquisition and development, park planning and park and open space maintenance and operations.

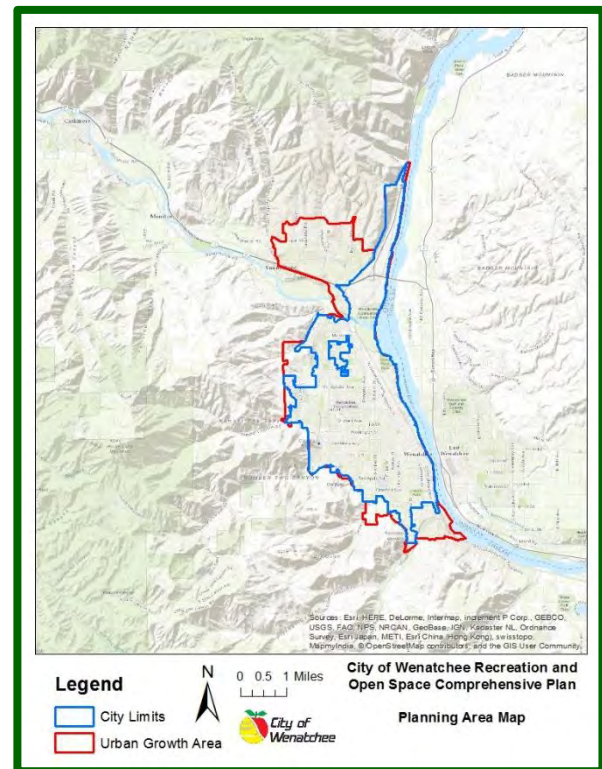
2.3 Management and Operations

The City operates under the strong Mayor-Council form of government. The Parks, Recreation and Cultural Services Department receives policy direction and advice from the City Council and their appointed advisory bodies including the Arts, Recreation and Parks Commission.

2.4 Planning Area Description

The boundaries of the planning area are defined by the Wenatchee Urban Growth Boundary (UGA) and physically by the shore of the Columbia River to the east, the Wenatchee foothills to the west, the Squilchuck drainage to the south and Sunnyslope/Burch Mountain area to the north.

Wenatchee is the largest community in Chelan County and provides many opportunities and amenities for residents and visitors. Wenatchee attracts visitors and new residents each year due to the area's abundant outdoor recreation activities, natural beauty, and low-cost energy. It is an active sports community with state and regional events, boating activities, winter sports and annual festivals that draw visitors from throughout the Pacific Northwest.



2.5 Climate

Wenatchee is located on the arid eastern side of the Cascade Mountains at an elevation of about 600 feet above sea level. With four distinct seasons, and a boasting of over 300 sunshine-filled days a year as well as a snow filled winter season, the area realizes temperatures in the high 80's and low 90's in July and mean lows at 35 degrees in January. The average annual precipitation is about 9 inches with a mean growing season of 170-190 days. As the famed *Apple Capital of the World*, the climate supports a variety of fruit orchards and provides an outdoor recreation paradise.



2.6 Physical Setting

The Wenatchee Valley is composed of a series of ridges and benches which are bisected by a number of drainage corridors. Over time, this has created dramatic vistas of the Columbia River from the foothills of the Cascade Mountains. Wildlife corridors within publicly owned lands such as Sage Hills, Chelan County Public Utility District Homewater Property and Foothills North Natural Area provide areas for protection of mule deer and other common game species. Natural grasslands and shrub steppe communities thrive on the foothills series of benches and ridges. The Columbia and Wenatchee Rivers are the two major rivers. There are a number of seasonal or minor streams in the canyons of the planning area that drain into the Columbia River. Located at the confluence of the Wenatchee and Columbia Rivers and as part of Confluence State Park is the Horan Natural Area. This area provides a vegetated riparian corridor and streamside wetland coverage for wildlife habitat.



2.7 Land Use

The City of Wenatchee contains 10.66 square miles of total area. Of the total incorporated area of the city, about 17% is publicly owned properties including parks, various kinds of facilities, and land; about 20% is privately owned commercial or some other non-residential use; about 46% is residential, and about 18% is public, canal, or railroad right-of-way or a body of water.

2.8 Outdoor Recreation Resources

The planning area serves as an outdoor recreational mecca for local residents and visitors. Whether heading out the backdoor for a quick hike, paddle, run, or bike ride, or making a longer trek in the Wenatchee foothills, the area provides an easy to access, close-to-home recreational resource and economic driver for the greater Wenatchee community. Because habitat areas often serve multi functions, also providing valuable outdoor recreation opportunities, the overlapping connection between the two uses must be recognized. In the last 20 years, The City of Wenatchee has partnered with the Chelan Douglas Land Trust and the community on a concerted effort to protect a land for both outdoor recreation and habitat purposes for current and future generations. Whether on one of the areas rivers or on a trail in the foothills, the majority of outdoor recreation in the area occurs on lands or waters that are preserved for outdoor recreation, education and habitat.



The foothills trail system has been developed over time, creating a system of formal and informal trails open to a variety of users. While some of the trails are on public land owned by the City of Wenatchee, Chelan PUD, or on quasi-public land ownership by Chelan Douglas Land Trust, many trail segments are located on private land and are only open to the public through the good graces of private landowners.



Currently there are nearly 40 miles of trails, multiple trailheads and informal access points in the planning area. Some of these trails and trailheads or access points are more formal than others, providing a higher level of management and oversight.

2.9 The Arts

The arts bring people together across boundaries, increasing understanding across disparate and historically unequal groups to help create a community that is vibrant and connected. Wenatchee serves as the arts and cultural hub of north central Washington with a variety of programs and facilities that serve the region. Ranging from performances held at the Town Toyota Center, Performing Arts Center, Riverside Playhouse and in the parks to a variety of installations and facilities that serve the community such as the many murals and large public art collection.



Artists and arts organizations are an important resource in the city's path to building connections. Opportunities for more even footed conversations among groups lead to insight and shared sense of community. These in turn lay the groundwork for exploration about how to maintain vital cultural and community traditions while inviting much needed neighborhood investment.

2.10 Wildlife and Habitat

The shrub-steppe environment in the planning area is one of limited water, hot summers, cold winters, and gusty winds. Plant communities are characterized by flowers such as balsamroot, lupine, and yarrow, and common shrub-sized plants such as sagebrush and bitterbrush. Higher elevations are scattered with stands of ponderosa pine and douglas fir. Lower elevations and draws



are dotted with thickets of maple and wild cherry. Meadowlark, quail, and hawks are among the numerous birds living in the landscape along with snakes, lizards, and coyotes. Elk, big-horn sheep, turkeys and cougars are also occasionally seen in the area. During winter, mule deer depend on the lower elevations of the foothills for winter forage.



2.11 Scenic Views

The Wenatchee foothills not only provide a scenic backdrop to the city of Wenatchee they also provide incredibly scenic vistas of the Columbia River, Wenatchee Mountains, and Wenatchee River Valley.

This “scenic backdrop” encompasses approximately 2,800 acres and includes areas such as Saddle Rock, Castle Rock, Burch Mountain, Dry Gulch, and the Sage Hills. Of this area, approximately 40 percent is in public ownership or private ownership with a conservation easement.



2.12 Housing

The expected population increase of 2,758 by 2030 for the Wenatchee Urban Growth Area creates an additional demand for housing for the already limited housing inventory. The Washington State Department of Commerce has published a need for 10,531 housing units to be created in Chelan County between the year 2020 and 2046 based on the Medium population projection from the OFM. If the Wenatchee Urban Growth Area assumes a proportional share (59.59%) based on the last 20-years of growth (2000-2020) and we prorate it for the 2023 to 2030 time period there is need for the construction of 1,690 housing units.

2.13 Demographics

Population characteristics of a community are vital to determining local demands for facilities and programs. A review of Wenatchee’s population characteristics helps to determine what types of facilities should be developed.

Table 2.13 Demographic characteristics – Age

AGE	PERCENT
0 to 5 years	6.6%
0 to 18 years	14.1%
19 to 64 years	63.6%
65 and Over	15.7%

Source: 2020 U.S. Census

2.14 Current and Forecasted Population

To determine population growth projections, figures were extrapolated from the Office of Financial Management (OFM) medium estimated population forecast. The projected total includes those areas outside of the City limits of Wenatchee but within the planning area. Out of 280 cities in the State of Washington, Wenatchee is the 42nd most densely populated city according to OFM statistics.

Table 2.14 Population Forecast

	2023	2030
Wenatchee UGA	41,383	44,141
Chelan County	81,261	85,889

Source: City Community Development Department

2.15 Race and Ethnicity

Wenatchee saw an increase in Hispanic or Latino population and a 13% decline in White alone population from the statistics contained in the previous comprehensive plan.

Table 2.15 Demographic Characteristics - Race

RACE	WENATCHEE
White alone	64.5%
Black/African-American alone	0.8%
American Indian or Alaska Native alone	0.9%
Asian alone	0.8%
Native Hawaiian and other Pacific Islander	0.1%
Hispanic or Latino	34.8%
Two or more races	11.0%
White alone, not Hispanic or Latino	59.0%

Source:

U.S. Census, 2020.

2.16 Income and Education

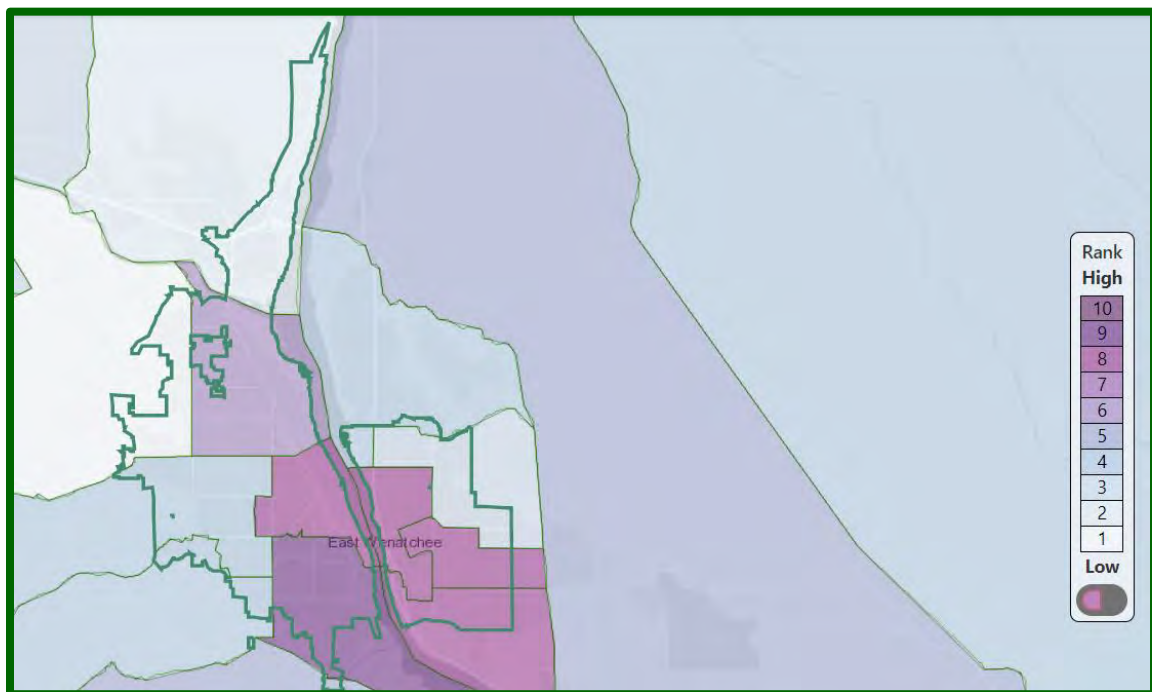
In the 2017-21 time period, 83.9 percent of people 25 years and over had at least graduated from high school and 27.2 percent had a bachelor's degree or higher. The total school enrollment in Wenatchee was 7,325 in 2022.

The median income of households in Wenatchee in 2021 was \$60,285 which is below the state level of \$77,006. 13.3 percent of persons in Wenatchee were reported to be living in poverty in 2021.

According to the U.S. Bureau of Labor Statistics in 2020 among the most common occupations were: Office and Administrative support, sales and related occupations, food preparation and serving, farming, transportation, healthcare, education and construction.

2.17 Environmental Health

The Washington State Department of Health’s Washington Tracking Network is a source for Environmental Public Health Data. The mapping tool contains information ranging from death from cardiovascular disease, age and gender, to populations living at or below the Federal Poverty Level and environmental exposer. These and other factors are combined into maps which rank the risks from high to low. Wenatchee is divided into several areas based on census blocks. The following is the summary map of Environmental Health Disparities. In general terms, the areas in the southern portion of the city rank very high on the risk factors while the northern and western portions are mid to low risk.



Source: Department of Health – Environmental Health Disparities, 2023.

2.18 Special Needs

In Wenatchee, for the time period of 2017 through 2021 the U.S Census reported that 13.3 percent of people under the age of 65-year-old in Wenatchee. The disabilities included serious difficulty with four basic areas of functioning – hearing, vision, cognition, and ambulation. These functional limitations also include difficulties with selected activities from the Katz Activities of Daily Living (ADL) and Lawton Instrumental Activities of Daily Living (IADL) scales, namely difficulty bathing and dressing, and difficulty performing errands such as shopping. Overall, the ACS attempts to capture six aspects of disability: (hearing, vision, cognitive, ambulatory, self-care, and independent living); which can be

used together to create an overall disability measure, or independently to identify populations with specific disability types.

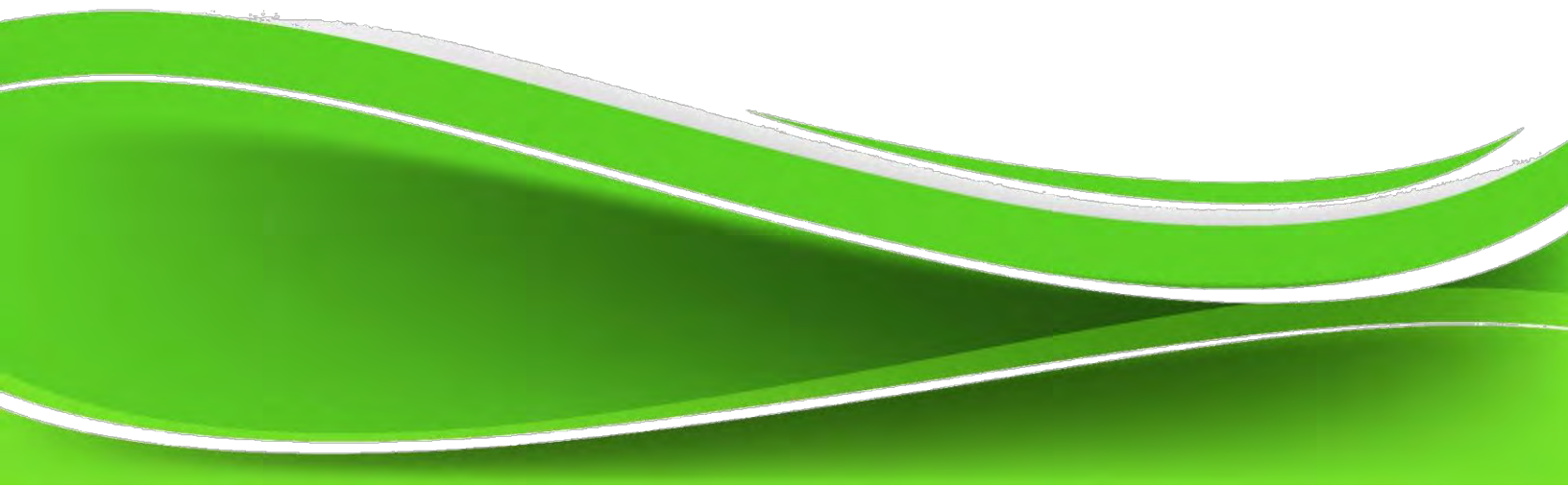
The Arts, Recreation and Cultural Services Department serves as the primary coordinator of recreation programming and services for special populations in the community. Programs are designed to provide engaging social, athletic and fitness activities for individuals with developmental disabilities. Many of the programs offered are made possible through the receipt of grant funding and sponsorships.



Special Needs Social Program



Chapter 3: **Existing Resources**



3.0 Existing Parks and Recreation System

The first step in the development of the comprehensive plan was the identification of existing arts, recreation, parks and open space resources within the planning area. This section provides an inventory and overview of the existing public and private developed parks, trails, and recreational facilities. Areas have been grouped into City of Wenatchee parks, habitat and natural areas, facilities art and recreational program resources, followed by other public resources and finally private resources available in the planning area.

3.1 Description of City Owned Facilities

The City of Wenatchee owns and operates 21 public parks and recreation areas totaling 1,601.35 acres.

The most effective park system is composed of a variety of parks, each designed to provide a specific type of recreation experience or opportunity. When classified and used properly they are easier to maintain, satisfy needs, create less conflict between user groups, and have less impact on adjoining neighbors. Parks range in size and classification from small neighborhood parks to large natural open spaces. The following section contains detailed descriptions of the City owned parks and recreation facilities by classification type.

Table 3.1: Existing City Parks and Open Spaces Summary

PARK CLASSIFICATION TYPE	ACRES
Neighborhood Parks	12.33
Community Parks	68.65
Regional Parks	749.74
Natural Open Spaces	635.24
Special Use Areas	55.40
Total All Park Areas	1,521.36

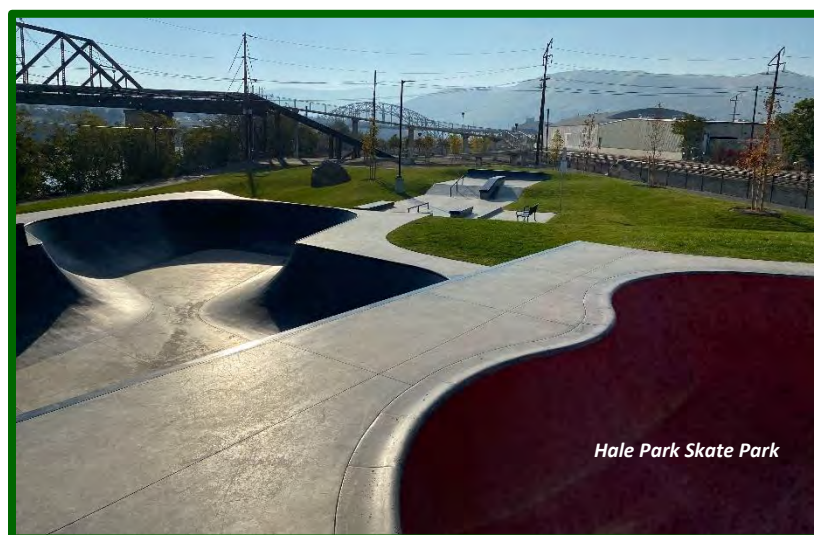
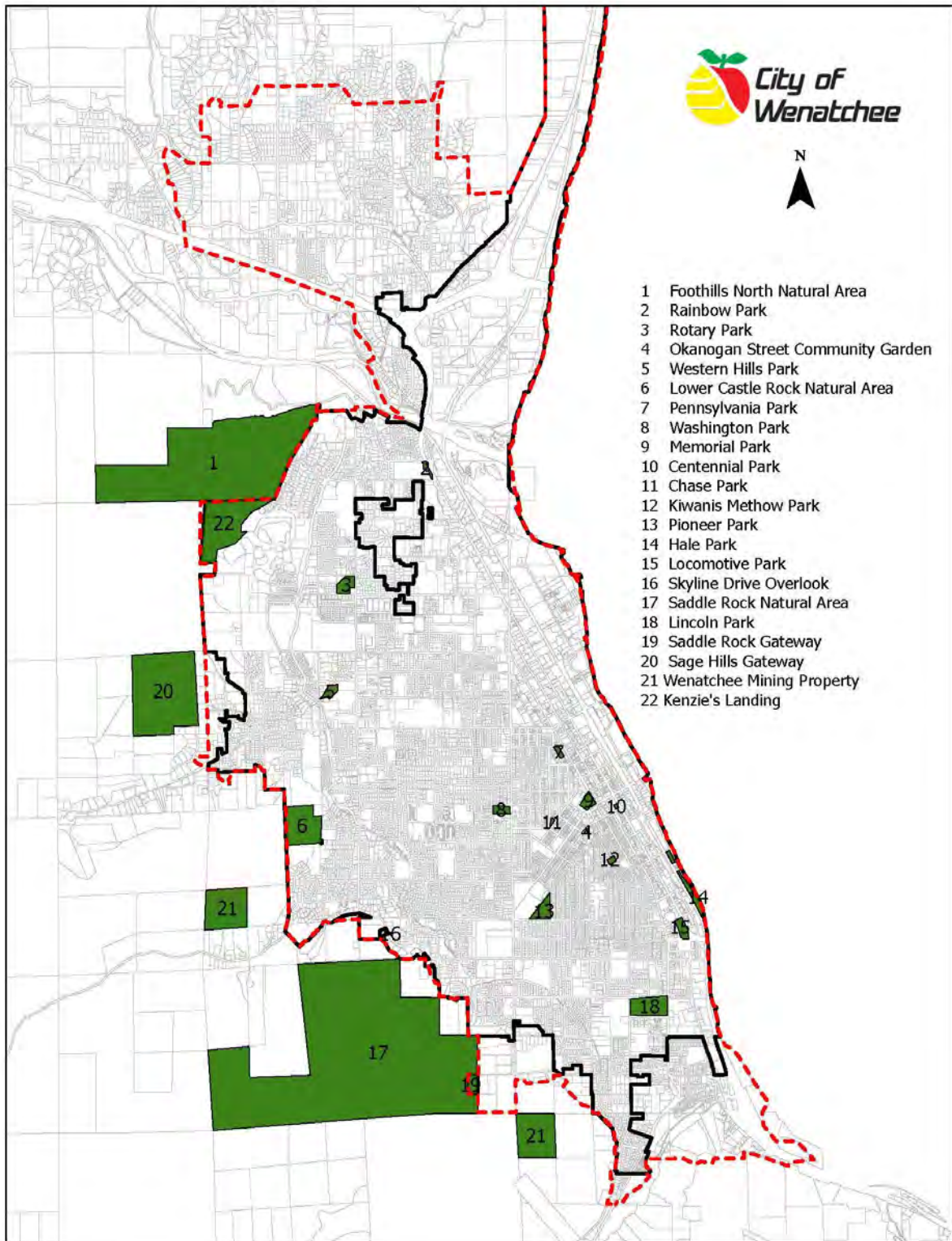


Figure 3.1: Existing City Park and Recreation Facilities



3.1.1 Neighborhood Parks

Ideally, neighborhood parks will be distributed equally throughout the community to serve citizens close to home. They are small in size and used for non-supervised or organized neighborhood recreational activities. Park visitors should not be required to cross major arterials to access a neighborhood park. Typically, a neighborhood park accommodates a variety of activities including children’s playground, seasonal wading pools, picnicking, open grass for passive use, outdoor basketball courts and can include multi-use sports fields for soccer and youth baseball.

Table 3.1.1: Neighborhood Parks

NEIGHBORHOOD PARKS	ACRES
Centennial Park	0.41
Chase Park	0.52
Kiwanis - Methow Park	1.26
Pennsylvania Park	1.02
Washington Park	4.12
Western Hills Park	5.00
Total Neighborhood Parks	12.33

The following are descriptions of City of Wenatchee owned Neighborhood Parks. Additional information may be found in the Capital Investment Plan Appendices.

Centennial Park

Location: 130 South Wenatchee Avenue

Size: 0.41 Acres

Site Description:

A partnership between the Wenatchee Valley Museum and Cultural Center, Chelan County and the City led to the development the park. The Wenatchee Downtown Association later added restrooms through a community fundraising campaign. The Wenatchee area Rotary Clubs added the stage. The park was transferred to the City by Chelan County on November 2, 2015.



Existing Facilities:

Existing facilities include a restroom, stage, grass amphitheater and public art.

Chase Park

Location: 145 South Delaware Street

Size: 0.52 acres

Site Description:

In 1909, Mable Chase donated her former home site for the park. The park is generally flat and located on a triangular shaped parcel. In 2010, a master plan was created for the park through a public involvement process. In 2020, a sidewalk, new play equipment and picnic area was added.



Existing Facilities:

Existing facilities include a children's play area, picnic tables, shade trees and an open grassy area.

Kiwanis - Methow Park

Location: 420 Methow Street

Size: 1.26 acres

Site Description:

The park has been the beneficiary of multi-year renovations through community projects of the Wenatchee Kiwanis. The club has provided new lighting, playground, and fencing, upgraded the basketball court, and installed a micro-soccer field and picnic shelter. The play equipment was replaced in 2009 through the receipt of a CDBG Grant. In 2015, the Trust for Public Lands adopted the park and began a two-year long process to update the master plan for the park. The project received State grant funding in 2016 and was renovated in 2019.



Existing Facilities:

Existing facilities include: A wading pool, restrooms, play equipment, picnic areas, plaza, field turf sport court, half basketball court, skate features and kiosko and shade trees.

Pennsylvania Park

Location: 219 Pennsylvania Avenue

Size: 1.02 acres

Site Description:

Pennsylvania Park was acquired in 1924. It is a long, narrow rectangular parcel. The park has two distinct flat terraces.



Existing Facilities:

The park contains a seasonal wading pool, restrooms, shade trees, children's play area, picnic tables and multi-use field. The play equipment was replaced in 2009 through the receipt of a CDBG grant. The restroom was constructed and artwork was added to the wading pool in 2015. Picnic tables and safety fencing were installed in 2016 and a picnic shelter in 2019.

Washington Park

Location: 110 South Miller Street

Size: 4.12 acres

Site Description:

Washington Park was acquired on August 12, 1946. The park is a popular destination for picnicking and is a host site for the Summer Park Wading Pool Program. Through a partnership with the Kiwanis Club and the use of grant funding, the picnic shelter was replaced in 2016. In 2020 a number of hazardous trees were removed and replaced in the park and in 2022, sidewalks were added to create a loop walkway around the perimeter of the park.



Existing Facilities:

The park features a seasonal wading pool, restrooms, play area, picnic shelter, open field and shade trees.

Western Hills Park

Location: 900 Woodward Drive

Size: 5.00 acres

Site Description:

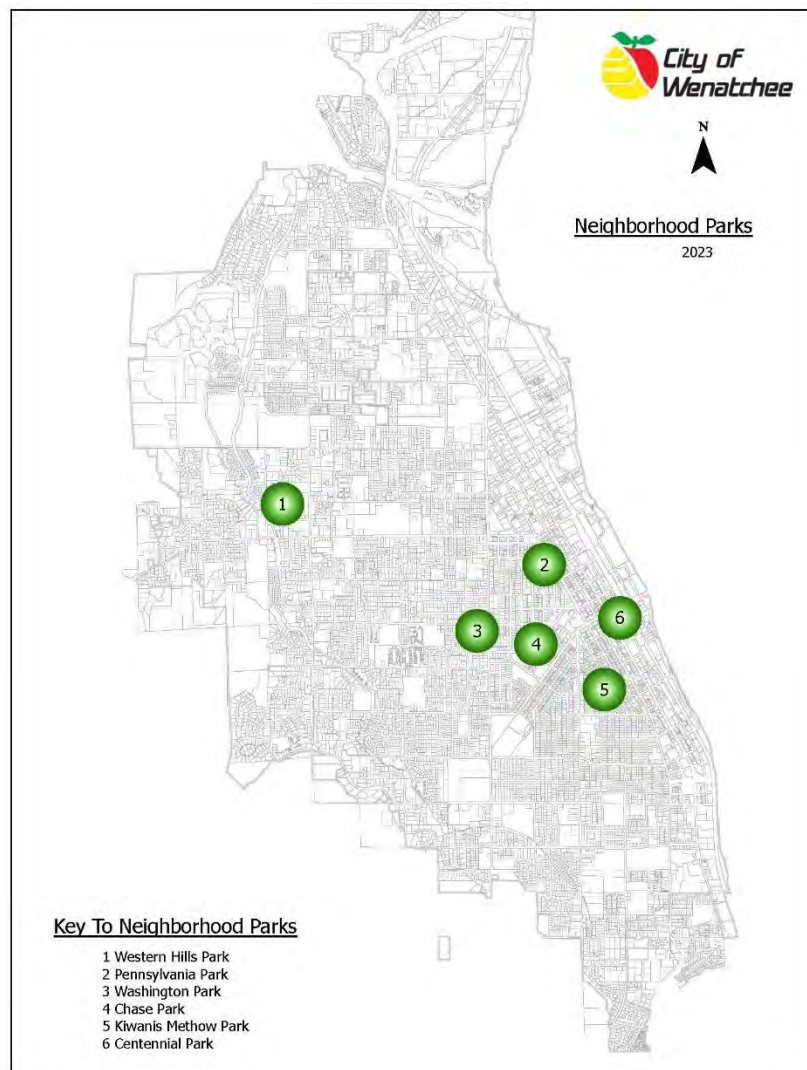
Western Hills Park adjoins John Newberry Elementary School and is an extension of the school play fields. It is a flat grassy open space. The park was acquired from the Wenatchee School District on October 29, 1993.

Existing Facilities:

Open turf area and backstop.



Figure 3.1.1: Existing Neighborhood Parks



3.1.2 Community Parks

Community Parks are moderately sized urban parks designed to 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 and vehicular traffic are appropriate for the neighborhood. Community Parks often include one specific use or focal point that makes them special.

Table 3.1.2: Community Parks

COMMUNITY PARKS	
Hale Park	4.97
Lincoln Park	18.48
Memorial Park	3.81
Pioneer Park	7.00
Rotary Park	8.00
Riverfront Park	26.39
Total Community Parks	68.65

The following are descriptions of City of Wenatchee owned Community Parks. Additional information may be found in the Capital Investment Plan worksheet section of this document.

Hale Park

Location: 720 South Worthen Street

Size: 4.97 Acres

Site Description:

Hale Park was donated to the City on July 2, 2013. The property is generally flat and is bordered by the Apple Capital Recreational Loop Trail, Columbia River and Burlington Northern railroad tracks. It is bisected by the Reclamation District bridge.



Existing Facilities:

Following a park design process, successful application for State funding was received for development. Phase one construction was completed in 2017 and included the dog off leash recreation area, parking and an open grassy area. Phase two was constructed in 2018-19 and included: restrooms, skate park, play area, picnic shelter, security cameras and landscaping.



Lincoln Park

Location: 1410 South Mission Street

Size: 18.48 Acres

Site Description:

Lincoln Park was acquired on July 20, 1945. It is constructed over a reclaimed landfill which creates ground settling issues. The park was constructed through funding received from State IAC/RCO grants in 1969, 1971, 1999 and 2003. The park underwent a major renovation in 2022-23 made possible through the receipt of State, City and County funding.



Existing Facilities:

The park contains: Two regulation size little league baseball fields, one T-ball field, two picnic shelters, a soccer/lacrosse field, a performing arts stage, restrooms, play area, splash pad, disc golf course, bmx pump park, mature landscaping and additional picnic areas. Wenatchee Youth Baseball has long term facility use agreements for use of the fields and concession operations during the playing seasons.

Memorial Park

Location: 2 South Wenatchee Avenue

Size: 3.80 acres

Site Description:

Memorial Park is the oldest park in Wenatchee. It was acquired during the years 1892, 1922 and 1929. It is centrally located in the community and is adjacent to the Chelan County Courthouse, Wenatchee Library and Apple Blossom Festival Offices.



Existing Facilities:

The park is a low impact open space with historical and commemorative markers and public art. It features a rose garden and plaza with a Civil War era cannon. The tree filled park also contains the Mayor's Fountain and walkways. A process to update the master plan for the park was completed in 2015 and the first phase is being implemented in 2023-2024. The park is the host site for the Washington State Apple Blossom Festival and other large community gatherings.

Pioneer Park

Location: 220 Fuller Street

Size: 7.00 acres

Site Description:

Pioneer Park is a large and generally flat open space with mature trees. It borders Pioneer Middle School and the Apple Bowl.



Existing Facilities:

The park features a picnic area, concrete skate park, play area, restroom, shade trees, and outdoor 10 lane, 50-meter swimming pool. In 2023 the pool received a major mechanical and structural renovation.

Riverfront Park

Location: 501 Fifth Street

Size: 26.39 acres

Site Description:

Riverfront park is a portion of the Apple Capital Recreation Loop Trail. It blends into Linden Tree and Walla Walla Point Parks which are owned and operated by the Chelan County PUD. It is owned by the City of Wenatchee and operated by the Chelan County PUD. The railroad is operated by the Wenatchee Riverfront Railway, an affiliate of the Wenatchee Valley Museum and Cultural Center.



Existing Facilities:

Miniature railroad, portion of the Apple Capital Recreation Loop Trail, shade trees, restrooms and parking.

Rotary Park

Location: 1810 Maple Street

Size: 8.00 acres

Site Description:

Rotary Park was acquired on November 6, 1997. The initial development of the sloping site was completed from 2006-2008 through the collaborative efforts of the City of Wenatchee and the Rotary Club. The park was partially funded through the receipt of RCO grants.



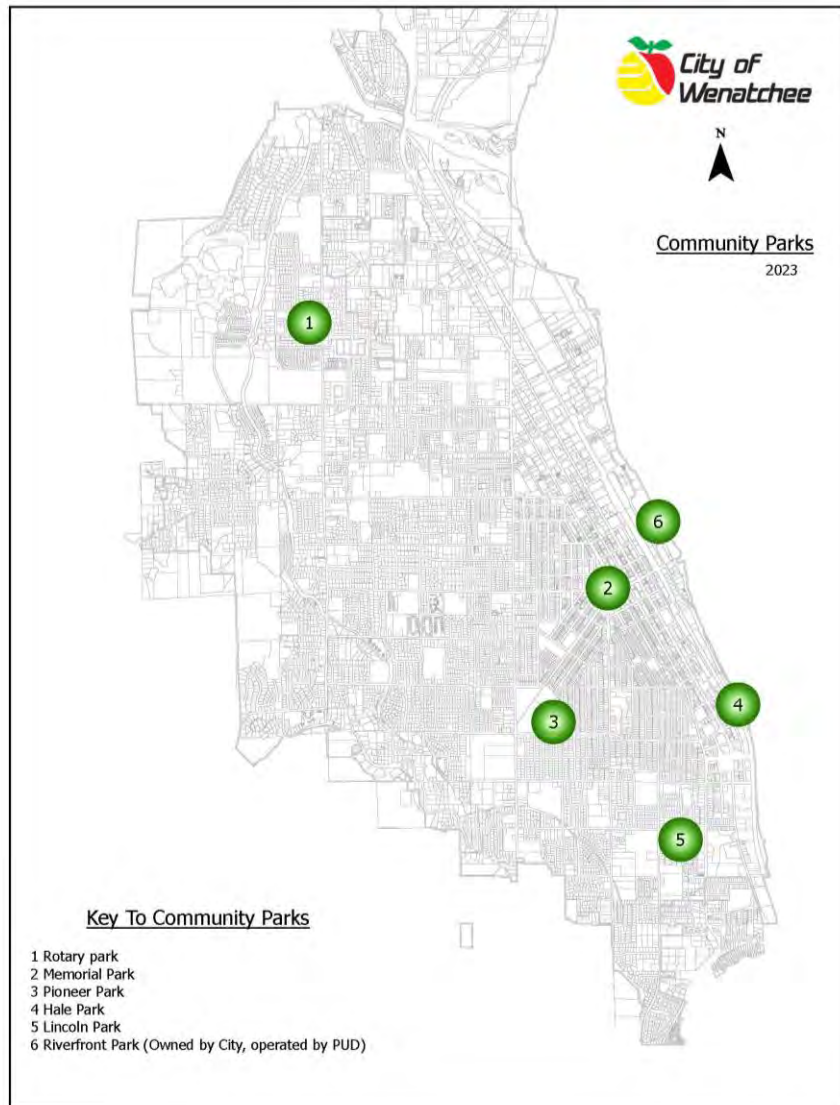
Existing Facilities:

The park contains:
Restrooms, splash pad, flag plaza, horseshoe pits, picnic shelters, basketball court, play equipment, walking trail, open grass areas and disc golf course. In 2022 the Rotary Club



constructed a Peace Plaza and in 2023, the full court basketball court was converted to two pickleball court and a half basketball court.

Figure 3.1.2: Existing Community Parks



3.1.3 Regional Parks

Regional Parks are recreational areas that serve the city and beyond. They are large in size with special features that are unique to the area. Typically, they serve regional resources and focus on active and passive recreation, regional trails systems, and access to statewide waters for camping, fishing, hiking, boating, and picnicking and in some cases golf.

Table 3.1.3: Regional Parks

REGIONAL PARKS	ACRES
Foothills Regional Recreation Area	414.00
Saddle Rock Natural Area	325.12
Total Special Use Areas	739.12

The following are descriptions of City of Wenatchee owned Regional Parks. Additional information may be found in the Capital Investment Plan worksheet section of this document.

Foothills Regional Recreation Area

Location: XX Number 2 Canyon

Size: 414.00 acres

Site Description:

The Foothills Regional Recreation Area was acquired by the City of Wenatchee on November 30, 2022 through the use of State grants and community donations acquired by the Chelan Douglas Land Trust. It is a multi-parcel property that connects to Saddle Rock. The property ranges from steep slopes to gentler shrub steppe habitat.



Existing Facilities:

The property is largely in its native state with a few existing trail corridors. The property features views of the Wenatchee valley and helps to preserve habitat.

Saddle Rock Regional Park

Location: 1200 Circle Street

Size: 325.12 acres

Site Description:

The Saddle Rock Regional Park was acquired by the City of Wenatchee on July 13, 2011 through the receipt of a State of Washington Recreation Conservation office grant and local donations raised by the Chelan Douglas Land Trust. It is the most heavily used outdoor recreation and outdoor education area in the



Wenatchee foothills with tens of thousands of visitors annually. The site has a varied topography that ranges from steep cliffs to rolling hills. It is a great example of volcanic intrusion showing the highly eroded neck of an ancient, extinct volcano. The property is situated between the arid shrub-steppe desert and the wetter pine/fir forests. Plant and animal species from both ecosystems share this area, creating a unique ecosystem.

Existing Facilities:

The park contains miles of hiking trails and shrub steppe habitat. An approximately 1.5-mile-long crushed rock surface main trail leads from the Saddle Rock Gateway and Outdoor Education Area up 1,500 feet to the top. There are stunning views of the Wenatchee valley and Columbia River from the summit. In 2022 the ten-year long waste rock remediation project was completed which



restored habitat areas and refurbished the main trail to reduce erosion and provide the all-weather surface.

3.1.4 Special Use Areas

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

Table 3.1.4: Special Use Areas

SPECIAL USE AREAS	ACRES
Lower Castle Rock Trailhead	0.00
Day Drive Trailhead	0.00
Lions Locomotive Park	15.00
Okanogan Street Community Garden	0.29
Rainbow Park	1.23
Saddle Rock Gateway and Outdoor Education Area	4.68
Skyline Drive Overlook	0.50
Wenatchee Cemetery	33.70
Total Special Use Areas	55.40

The following are descriptions of City of Wenatchee owned Special Use Areas. Additional information may be found in the Capital Investment Plan worksheet section of this document.

Lower Castle Rock Trailhead

Location: 1963 Castle Rock Avenue

Size: 0.00 acres

Site Description:

The trailhead was developed in 2014 by the Chelan Douglas Land Trust. The trailhead is located on the Lower Castle Rock Natural Area.



Existing Facilities:

The trailhead features a vault restroom interpretive sign, picnic shelter with three tables and minimal parking.

Day Drive Trailhead

Location: Day Drive

Size: 0.00 acres

Site Description:

The trailhead was developed in 2008 through funding provided by the State RCO. The trailhead is located adjacent to the Sage Hills Gateway and trail system. The trailhead is closed to use from November 1 through March 30 each year to help preserve Mule Deer Winter Range.



Existing Facilities:

The trailhead features minimal parking and automatic gate.

Lions Locomotive Park

Location: 1100 South Wenatchee Avenue

Size: 15.00 acres

Site Description:

Lions Locomotive Park was acquired on January 1, 1951 and developed in part by the Department of Transportation in connection with construction of the State Route 285 interchange. It is generally flat with mature landscaping.

Existing Facilities:

Lions Locomotive Park contains a historic locomotive display that is maintained by the Wenatchee Lions Club, shade trees and parking area. Pathways, parking and landscaping were renovated in 2014 as part of the George Sellar Bridge Project. Picnic tables were added in 2017 and the landscaping was renovated in 2020, 2022 and 2023.



Okanogan Street Community Garden

Location: 214 Okanogan Avenue

Size: 0.29 acres

Site Description:

The Okanogan Park site was acquired on September 18, 2015 through the use of the City General Fund and CDBG grant. It is a small, slightly sloping triangular shaped parcel.



Existing Facilities:

Following a community design process and through City budget allocations, in 2022-2023 the property was developed into community garden with raised planting beds for reserved use.

Rainbow Park

Location: 1411 North Wenatchee Avenue

Size: 1.23 acres

Site Description:

The property is a long narrow strip adjacent to North Wenatchee Avenue. The property was dedicated to the City on September 7, 1999 for the placement of the entry art.



Existing Facilities:

Grass, trees and entry portal artwork.

Saddle Rock Gateway and Outdoor Education Area

Location: 1201 Circle Street

Size: 4.68 acres

Site Description:

The Saddle Rock Gateway and Outdoor Education Area is a gently sloping property adjacent to the base of Saddle Rock at the terminus of Circle Street. The property was acquired on June 24, 2015.



Existing Facilities:

Construction of the property was completed in 2017 with funding provided by the City of Wenatchee, Lowes Foundation Grant, Chelan Douglas Land Trust, Alcoa Foundation Grant, a State RCO Grant and private donations. The gateway features parking for 83 vehicles, an electrical vehicle charging station, bicycle parking, water stations, picnic shelters, restrooms, interpretive signs and amphitheater.

Skyline Drive Overlook

Location: 1536 Skyline Drive

Size: 0.50 acres

Site Description:

This site is a small parking area located on Skyline Drive in South Wenatchee. It affords sweeping views of the City and Columbia River. The property was added to the park system in 2010.



Existing Facilities:

Parking area, trash receptacles.

Wenatchee Cemetery

Location: 1804 North Western Avenue

Size: 33.7 acres

Site Description:

The Wenatchee Cemetery first operated as a private facility, with the earliest burials dating back to August 1895 and remains from private burial grounds throughout the valley relocated to this new, permanent location. The Cemetery is generally flat with mature shade trees.



Existing Facilities:

The cemetery features over 22,000 markers and mausoleums.

3.1.5 Natural Areas

Natural open space can vary in function and size, and defined as land or water left primarily in its natural state with recreation uses as a secondary objective. A network of natural open space can be comprised of wetlands, habitat areas, steep hillsides, or similar spaces. Sites are usually owned by a government agency and may or may not have public access. In some cases, environmentally sensitive areas are considered as open space while in other cases they protect and provide for placement of a unique feature.

Table 3.1.5: Natural Open Space Areas

NATURAL OPEN SPACES	ACRES
East Jacobson	16.50
Foothills North Natural Area	383.00
Kenzie’s Landing	60.39
Lower Castle Rock Natural Area	36.82
Sage Hills Natural Area	138.53
Wenatchee Mining Partners	114.50
Total Natural Open Spaces	749.74

The following are descriptions of City of Wenatchee owned Natural Open Space Areas. Additional information may be found in the Capital Investment Plan worksheet section of this document.

Foothills North Natural Area

Location: 1895 Horselake Road

Size: 383.00 acres

Site Description:

The properties that compose the Foothills North Natural Area were acquired by the City of Wenatchee on February 27, 2015. They adjoin the Sage Hills trail system and were acquired through funding assistance from a State of Washington RCO grant and donation by the Chelan Douglas Land Trust. The property is managed similar to Sage Hills with seasonal closures to protect wintering Mule Deer and other sensitive habitats.



Existing Facilities:

Pristine shrub steppe habitat.

Kenzie's Landing

Location: 2300 Maiden Lane

Size: 60.39 acres

Site Description:

The two parcels the comprise Kenzie's Landing were acquired on December 26, 2019 through the use of a State RCO grant and Chelan Douglas Land Trust donation. The properties are moderately hilly and are managed similar to Sage Hills with seasonal closures to protect



wintering Mule Deer and other sensitive habitats. A trailhead was constructed on the site in 2022-23 through funding provided by the City of Wenatchee, State RCO grant and Chelan Douglas Land Trust.

Existing Facilities:

The property features shrub steppe and mule deer habitat, grasses, seasonal wildflowers and trails that are moderately steep in places. The trailhead features a picnic shelter, water station, restroom, parking, electric vehicle charging station and security lighting.

Lower Castle Rock Natural Area

Location: 1963 Castle Rock Avenue

Size: 36.82 acres

Site Description:

The Lower Castle Rock Natural Area was acquired by the City of Wenatchee on March 18, 2014 through the receipt of a State of Washington Recreation Conservation office grant and local donations raised by the Chelan Douglas Land Trust.



Existing Facilities:

The property features shrub steppe habitat, grasses, seasonal wildflowers and a loop trail that is moderately steep in places. A small trailhead is located on the property.

Sage Hills Natural Area

Location: Lester Road north terminus

Size: 138.53 acres

Site Description:

The Sage Hills Gateway provides an important north-south trail corridor in the foothills. The area is closed to public access from December 1 to



April 1 to protect wintering mule deer. With grant funding assistance from a State of Washington Recreation Conservation office grant, and project partners, the Chelan Douglas Land Trust, the property was acquired on March 1, 2017.

Existing Facilities:

Shrub steppe habitat and trails.

Wenatchee Mining Partners Properties

Location: South Wenatchee

Size: 114.50 acres

Site Description:

The Wenatchee Mining Partners properties were acquired on August 15, 2022 through funding provided by the City of Wenatchee. They consist of three separate parcels that range from steeply sloping hillsides to flat areas.



Existing Facilities:

Shrub steppe habitat and trails.

3.1.6 Trails and Pathways

Trails and pathways are designed to provide walking, bicycling and other non-motorized recreational opportunities. By providing linkages to other areas and facilities, they also allow non-vehicular options for travel throughout the community.

Trails

Primary Trails are intended for multiple uses, are accessible wherever possible, and are located conveniently to connect several community facilities. Secondary trails provide access for bicyclists, pedestrians, and equestrians, and are located to connect community facilities or neighborhoods or to provide access to primary trails.

Pathways

Improved pathways are informal connections through or between neighborhoods, and are appropriate for pedestrian, equestrian, or off-road bicycle use. Unimproved pathways are pedestrian routes of variable width dictated by natural features and use. Equestrian pathways are typically a 6-foot-wide, soft surface path consisting of native soil material and overhead clearance.



Table 3.1.6: Trails and Pathways

TRAILS and PATHWAYS	MILES
Trails	6.22
Pathways	5.26
Total Trails and Pathways	11.48

3.1.7 Specialized Recreation Facilities

There are a number of city owned specialized recreational facilities located within the City of Wenatchee. Many of these facilities are contained within one of the park classifications. Table 3.1.7 provides a summary of the recreation facilities.



Table 3.1.7: Specialized Recreational Facilities

RECREATION FACILITY	NUMBER
Children's Play Area	8
Picnic Shelter/Area	12
Water Play Area	5
Stage	2
Outdoor Basketball Hoops	2
Horseshoe Pitch	2
Disc Golf Course	2
Off Leash Dog Park	1
BMX Pump Park	1
Pickleball Courts	2
Soccer/Lacrosse Field	1
Youth Baseball Field	2
Outdoor Swimming Pool	1
Skate Park	3
Historical Display	2

3.2 Non-City Parks, Natural Areas and Recreation Facilities

There are a number of other public agencies and private businesses that provide recreational opportunities to their guests, members or the general public. Areas range from the Morris Little League Complex and Apple Capital Recreation Trail to private fitness centers. This inventory does not include facilities that are owned by individual homeowners such as swimming pools or home basketball courts. Some of the more frequently visited non-City parks and facilities include:

Dry Gulch Preserve. This 700-acre area is located adjacent to Saddle Rock. It is privately owned by Appleatchee Riders. Trail use is allowed through a conservation easement held by the Chelan Douglas Land Trust. In 2016, Appleatchee began closing the area to public access from December 1 to April 1 to protect wintering mule deer.

Jacobson Preserve (pictured at right). This area is owned and managed by the Chelan Douglas Land Trust. The area provides hiker-only trails.



Linden Tree Park. Linden Tree Park is owned and operated by the Chelan County Public Utility District. The park area contains a boat dock constructed specifically for non-motorized water craft which provides direct access to the Columbia River and shoreline areas.



Castle Rock. Owned and maintained by a private landowner, this area provides informal trails and access to the foothills for foot traffic only.

Orondo Street Boat Launch and dock. The boat launch is owned and operated by the Chelan County Public Utility District. With grant funding assistance from a State of Washington Recreation Conservation office grant, a boat dock was constructed in 2010. This is a primary access point for water related recreation and access to shoreline habitat areas.



Public Utility District Homewater Wildlife Preserve. Chelan Public Utilities District's Home Water Wildlife Preserve (960 acres) is in the heart of the Sage Hills. It exists to meet the winter-range needs of mule deer. While the area is open to the public for non-motorized recreational use a portion of the year, its primary purpose is to serve the needs of wildlife. It is closed to all uses from December 1 to April 1. The Chelan Douglas Land Trust and City of Wenatchee work closely with the Public Utility District to manage recreational use occurring the properties, observing the same seasonal closures and closing unnecessary trails.

Walla Walla Point Park. Walla Walla Point Park is owned and operated by the Chelan County Public Utility District. It is one of the most visited developed parks in the Wenatchee Valley. The swimming beach provides a water access point for non-motorized water craft such as paddle boards and kayaks which is used to visit the Horan Natural Area and other shoreline habitats. The park also features softball and soccer fields, restrooms, play area, art, and handball, pickleball, basketball and tennis courts.



Located on Cherry Street, **Morris Little League Park** features four, fully-functional baseball diamonds complete with scoreboards, fences, dugouts, grandstands and a concession stand. It's owned and operated by Wenatchee Youth Baseball and was improved through the receipt of an RCO grant.

The 97-acre **Horan Natural Area**, is located south of the Wenatchee River in the north east portion of the planning area. It is managed by the Chelan County PUD and is an important riparian habitat area.



Horse Lake Reserve. Owned and managed by the Chelan Douglas Land Trust, this area is open to the public through a public easement. It is closed December 1-April 1 to protect wintering mule deer. With grant funding assistance from a State of Washington Recreation Conservation office grant, a trailhead was constructed in 2008 at Horse Lake.

Ohme Gardens. In 1929, Herman and Ruth Ohme purchased 42.3 acres of land for an orchard. Among that acreage was a craggy, dry, desolate, rock-strewn bluff with a breathtaking view of the Cascade Mountains and the Columbia River valley. Initially intended as a family retreat, the interest of friends and community members prompted Herman and Ruth to open their private oasis to the public. They continued their work on the Gardens for 42 years, until 1971 when Herman died at the age of 80. Then their son, Gordon, and his family took over caring for the Gardens. In 1991, the Ohme family sold the Gardens and surrounding property to Washington State Parks to preserve them for the public and for generations to come. The Gardens are now owned and managed by Chelan County.



Table 3.2 Non-City Park and Recreation Areas and Facilities

PARK CLASSIFICATION TYPE	OTHER PUBLIC ACRES	SEMI PUBLIC/PRIVATE ACRES
NEIGHBORHOOD PARK		
Wenatchee Racquet and Athletic Club	0	18.41
Sunrise Park	0	1.56
Broadview Park	0	1.80
Lewis and Clark Park	9.25	0
TOTAL	9.25	21.77
COMMUNITY PARK		
Triangle Park	8.79	0
Morris Park	0	4.58
Linden Tree Park	11.42	0
TOTAL	20.21	4.58
REGIONAL PARK		
Walla Walla Point Park	59.04	0
Confluence State Park	105.22	0
Ohme Gardens	42.30	0
TOTAL	206.56	0
NATURAL OPEN SPACE		
Horan Natural Area	97.90	0
Jacobsen Preserve	35.81	0
Homewater Property	596.69	0
Dry Gulch	0	685.0
Castle Rock	0	398.0
Other Chelan Douglas Land Trust Holdings	107.21	0
TOTAL	837.61	1,083.00
SPECIAL USE AREAS		
Abraham Lincoln Elementary School	4.12	0
Columbia Elementary School	6.38	0
John Newberry Elementary School	9.90	0
Lewis & Clark Elementary School	3.35	0
Mission View Elementary School	9.23	0
Sunnyslope Elementary School	4.56	0
Washington Elementary School	8.15	0
Foothills Middle School	16.43	0
Orchard Middle School	3.01	0
Pioneer Middle School	3.52	0
Wenatchee High School	37.08	0
Westside High School	7.02	0
Wenatchee Valley College	43.42	0
Recreation Park	5.40	0
King's Orchard Church	0	3.69
St. Joseph's Church	0	12.53
Wenatchee Free Methodist Church	0	7.95
Seventh Day Adventist Church	0	7.10
First Assembly of God Church	0	2.34
The Church of Jesus Christ of Latter Day Saints	0	2.87
Appleatchee Riders	0	23.60
TOTAL	161.57	60.08

SPECIALIZED FACILITY TYPE	QUANTITY	QUANTITY
Trails	4.70	0
Pathways	3.60	0
Bikeways	0	0
Baseball Field	3	0
Youth Baseball Field	4	4
Outdoor Basketball Hoops	45	7
Football Field	4	0
Picnic Area	4	4
Play Area	6	8
Horseshoe Pitch	3	0
Outdoor Pool	1	7
Sand Volleyball Court	3	0
Regulation Soccer Field	5	1
Modified Soccer Field	14	3
Softball Field	10	1
Outdoor Tennis Court	19	12
Water Play Area	0	0
Equestrian Center	0	1
Boat Launch	2	0
Campground	1	0
Multi Use Field	9	8
Pickleball Courts	2	8
Indoor Pool	1	1
Recreation Center	0	1
Ice Rink	2	0
Gymnasium	12	2
Racquetball Court	0	3
Rock Climbing Wall	0	2
Indoor Tennis Court	0	4
Weight/Fitness Room	1	6

3.3 Habitats and Species

The planning area contains a variety of habitat types ranging from aquatic to shrub steppe with equally diverse plant and animal species.

3.3.1 Mule Deer Winter Range

The Wenatchee foothills provide a critical source of winter forage and springtime nourishment for mule deer in the planning area. Winter is a stressful time for mule deer, testing the animal's endurance and often reducing body weight by 30 percent over the course of the season.



Hard winters, characterized by below-average temperatures, deeper snowdrifts, and later snowmelts, are especially trying for mule deer populations, often resulting in large die-offs that can threaten the viability of the larger herd. Human activity and disturbance heighten stress on mule deer in the early spring when they are at their weakest. For this reason, access to habitat with limited human disturbance and nutritious foods such as energy-rich bitterbrush can make the difference between life and death.

Approximately 60 percent (9,700 acres) of the study area is considered moderate to-high suitability for mule deer winter range. Thirty-seven percent (3,580 acres) of this area is in public or protected private ownership (with a conservation easement), primarily concentrated north of 5th Street in the foothills and the Foothills Regional Recreation Area.



3.3.2 Water Sources

While scarce, water sources are scattered throughout the foothills, providing critical nourishment for wildlife. Springs, seeps, wetlands, and areas along perennial or seasonal streams all serve an important role in providing drinking water, forage, and cover for a variety of birds, animals, and insects, composing the web of life.

Water-related features are dispersed throughout the foothills, with a high concentration in the Horse Lake area, and along natural drainages that have been carved into the hillsides over time. Based on local knowledge and the best available data, approximately 19 natural springs, five wildlife accessible wells and four man-made troughs exist in the foothills. Ninety-six acres of wetlands and 297 acres of identified riparian areas and woody draws provide additional sources of water and important habitat for wildlife. Woody draws are located within riparian areas but are generally not characterized by running water.

Over the years, man-made troughs maintained by groups such as the Wenatchee Sportsmen's Association or by public landowners such as Chelan County Public Utility District, have been developed to sustain the water needs of larger fauna such as mule deer and elk.

3.3.3 Aquatic/Fish Resources

The confluence of the Wenatchee and Columbia Rivers is unique among sub basins in the upper Columbia region in that it supports the greatest diversity of populations and overall abundance of salmonids. There are core populations of

sockeye salmon, steelhead, bull trout and both spring and later-run chinook salmon.

The Upper Columbia Spring Chinook Salmon and Steelhead Recovery Plan has identified five major spawning stocks in the Wenatchee sub basin. Spring chinook and steelhead trout are listed as endangered under the ESA. It is likely that a fall run chinook salmon once used the lower Wenatchee River to varying extent, although very little information is available to substantiate this. For the purposes of this plan, fall and summer chinook life history types will be consolidated as late-run chinook. One stock of sockeye has been identified for this sub basin as well as one summer steelhead stock, the Wenatchee summer steelhead.



Indigenous Coho salmon no longer occur in the upper Columbia River region. By the early 1900s Coho salmon populations were already decimated by lower Columbia River harvest rates, impassable dams, unscreened irrigation diversions, logging, mining, grazing, and water use practices in the tributaries. Through current and substantial efforts by the Yakama Nation, naturally reproducing Coho salmon have been reintroduced into the Columbia Cascade Province.



Pacific lamprey is known to exist in the Wenatchee sub basin but at this time there is no empirical information to suggest population abundance or distribution. The Yakama Nation has worked to expand the range of Pacific lamprey in the Wenatchee River through translocations, improvements in passage over barriers, salvage of juveniles from irrigation diversions and education programs.

A number of resident fish are present in the planning area including adfluvial, fluvial and resident forms of bull trout. The upper Columbia distinct population segment (DPS) of bull trout is listed as threatened under the federal ESA. Westslope cutthroat trout are fairly widespread within the sub basin, found mostly in the head water and higher elevation streams. Two species, the mountain sucker, leopard

dace and Umatilla dace are Washington state priority habitat species and have state candidate listings.

3.3.4 Avians

The 97-acre Horan Natural Area, south of the Wenatchee River in the north east portion of the planning area, comprises one of the largest remaining black cottonwood stands on the Columbia River. This area is especially important for migrating birds, due to its location in the bottom of the Wenatchee Valley and substantial riparian and wetland habitat. Several local and state rare species have been observed and recorded here. Breeding habitat, although somewhat limited, supports several species.



Confirmed breeding species include: Wood Duck, Canada Goose, Mallard, Common Merganser, Osprey, Red-tailed Hawk, Ring-necked Pheasant, California Quail, Killdeer, Spotted Sandpiper, Wilson's Snipe, Mourning Dove, Downy Woodpecker, Western Wood-Pewee, Say's Phoebe, Western Kingbird, Eastern Kingbird, Tree Swallow, Cliff Swallow, Barn Swallow, Black-capped Chickadee, Gray Catbird, Yellow Warbler, Common Yellowthroat, Song Sparrow, Black-headed Grosbeak, Red-winged Blackbird, Bullock's Oriole, House Finch, and American Goldfinch.

The Horan Natural Area is excellent for sparrows during migration and in winter. Species include: Lincoln's (often abundant in fall), Golden-crowned, White-crowned (common), White-throated (rare), Harris's (rare), Fox, American Tree, Vesper, and Savannah. Sparrows recorded only once or twice include: Baird's, Chipping, Brewer's, Clay-colored, and Lark, and also Lapland Longspur. Warbler numbers can reach extraordinary numbers, especially in late summer and early fall. Yellow-rumped (including fair numbers of Myrtle) and Orange-crowned Warblers are the most common, with Nashville, Townsend's, Wilson's, and MacGillivray's sometimes in fair numbers; Magnolia Warbler, Black-throated Gray Warbler, American Redstart, Northern Waterthrush, and Yellow-breasted Chat have also been recorded. Other passerines recorded here include: Blue Jay, Purple Martin, Hermit Thrush, Veery, Rusty Blackbird, and Gray, Least, Dusky, Willow, and Olive-sided Flycatchers.

Gulls, waterfowl, waders, and shorebirds occur along the river banks, especially in the large bay between Walla Walla Point Park and Horan Natural Area. Water levels



fluctuate daily with limited shorebird habitat exposed at times. Nineteen species of gulls, terns, and allies have been recorded, including Parasitic and Pomarine Jaegers; Mew, Laughing, Little, and Sabine's Gulls; and Arctic Tern. Thirty-three species of waterfowl have been recorded including Red-breasted Merganser, Long-tailed Duck, White-winged and Surf Scoters, Eurasian Wigeon (regular), both swans, Brant, and Ross's Goose. Twenty-two species of shorebirds include both dowitchers, Whimbrel, Pectoral Sandpiper, and Dunlin. Other species include Yellow-crowned Night-Heron, Red-throated Loon, Clark's Grebe, Green Heron, Cattle Egret, and American Bittern.

Bald and Golden Eagles are regular in the winter, Black Swifts are occasionally observed in late summer (often during rain), and five species of falcons have been recorded, including Peregrine, Merlin (fairly common - two subspecies). A total of 224 species have been recorded in this area. (Seattle Audubon Society, WDFW).

The foothills host an equally diverse population of migratory and songbirds including: Brewer's sparrow, vesper sparrow, lark sparrow, meadowlark, Dusky (blue) grouse, Vaux's swifts, Lazuli bunting, eastern and western kingbird, black-headed grosbeak, yellow-breasted chat and many of those previously listed species.



3.3.5 Species and/or Communities with Special Status

A number of priority habitats, priority habitat features and priority wildlife species are found in the planning area. Many of the priority species rely on shoreline water bodies or riparian areas to meet certain life cycle requirements. Washington State Department of Fish and Wildlife maps do not capture every priority species location or habitat in the planning area however absence of mapping information does not indicate that a particular species does not or could not utilize the shoreline or adjacent lands.



Table 3.3.5 Species and Communities with Special Status Matrix

Birds	Status	Mammals	Status
Bald Eagle	PS, FE	Mule Deer	PS
Osprey	PS,	Bighorn Sheep	PS
Golden Eagle	PS	Mountain Goat	PS
Dusky Grouse	PS	Lynx	PS, FE
Chukar	PS	Elk	PS
Wood Duck	PS	Western Gray Squirrel	PS
Harlequin Duck	PS	Fisher	PS
Common Loon	PS	Marten	PS
Trumpeter Swan	PS	Herptiles	Status
Sandhill Crane	PS	Cascade Frog	PS
Great Blue Heron	PS	Tailed Frog	PS
Spruce Grouse	PS	Columbia Spotted Frog	PS
Vaux's Swift	PS	Western Toad	PS
Fish	Status	Racer	PS
Pacific Lamprey	PS,FSC	Great Columbia Spire Snail	PS, FESC
White Sturgeon	PS		
Leopard Dace	PS, SC		
Umatilla Dace	PS, SC		
Mountain Sucker	PS, SC	Key to Status Codes	
Bull Trout	PS, FT, SC	Priority Habitat	PH
Chinook Salmon	PS, FE, SC	Federal Species of Concern	FSC
Coho Salmon	PS, SC	Priority Species	PS
Kokanee Salmon	PS	Federal Endangered	FE
Pygmy Whitefish	FSC, PS, SS	Priority Habitat Features	PHF
Rainbow Trout	PS	Federal Threatened	FT
Steelhead Trout	PS, FT, SC	State Sensitive	SS
Sockeye Salmon	PS, SC	State Candidate	SC
Westslope Cutthroat Trout	PS, FC	Federal Candidate	FC

3.3.6 Other Important Habitat Areas

Along with the priority habitats there are several other habitat types of significance identified in the planning area, including the Category 2 lower Wenatchee sub-watershed, high-elevation ponderosa-pine woodlands, lower elevations of sagebrush steppe and shrub land and riparian areas. Approximately 5,160 acres of immediately adjacent to study area includes ponderosa-pine woodlands, and 6,000 acres include sagebrush steppe or shrub land.



While not well inventoried, native plant communities thrive throughout the foothills. Some specific plants of note include the rare longsepal globemallow and wildflowers such as the arrowleaf balsamroot, silky lupine, and deathcamas.

With minimal vegetation management in some areas, the foothills are especially sensitive to the spread of invasive weeds such as diffuse knapweed, Russian knapweed, and whitetop. These, and other invasive species such as milfoil, threaten to overtake native plant communities. Unmanaged recreational use facilitates the spread of these weeds throughout the Foothills.

More than 650 acres of invasive annual grasslands are located in the planning area. While this data is coarse and needs to be verified, it helps to illustrate the invasive weed problem. City open space areas undergo annual noxious weed eradication efforts in conjunction with the Chelan Douglas Land Trust. Weed control is completed by mechanical, chemical and biological methods annually. For several years the Goathead Warrior Program has been working to help eradicate the invasive goatheads (pictured on the right) throughout the Wenatchee Valley.



3.4 Summary of All Parks and Facilities

The following table includes all parks and recreation areas and facilities located within the service area by classification.

Table 3.4 Park and Facility Summary

PARK CLASSIFICATION TYPE	CITY ACRES	OTHER PUBLIC ACRES	SEMI PUBLIC/PRIVATE ACRES	TOTAL ALL
Neighborhood Park	12.33	9.25	21.77	43.35
Community Park	68.65	20.21	4.58	105.44
Regional Park	739.12	206.56	0	945.68
Natural Open Space	635.24	837.61	0	1,472.85
Special Use Areas	55.40	161.57	60.08	277.05
SPECIALIZED FACILITIES	QUANTITY	QUANTITY	QUANTITY	TOTAL
Trails	6.22	4.70	0	10.92
Pathways	5.26	3.60	0	8.86
Bikeways	8.23	0	0	8.23
Baseball Field	0	3	0	3
Youth Baseball Field	2	4	4	10
Outdoor Basketball Hoops	3	45	7	55
Football Field	0	4	0	4
Picnic Area	12	4	4	20
Play Area	8	6	8	21
Horseshoe Pitch	2	3	0	5

Outdoor Pool	1	1	7	9
Sand Volleyball Court	0	3	0	3
Regulation Soccer Field	1	5	1	7
Softball Field	0	10	1	11
Outdoor Tennis Court	0	19	12	31
Water Play Area	5	0	0	5
Equestrian Center	0	0	1	1
Boat Launch	0	2	0	2
Campground	0	1	0	1
BMX Pump Park	1	0	0	1
Dog Off Leash Recreation	1	0	0	1
Skate Park	3	0	0	3
Disc Golf Course	2	0	0	2
Multi Use Field	1	9	8	18
Indoor Pool	0	1	1	2
Recreation Center	0	0	1	1
Ice Rink	0	2	0	2
Gymnasium	0	12	2	14
Racquetball Court	0	0	3	3
Rock Climbing Wall	0	0	2	2
Indoor Tennis Court	0	0	4	4
Weight/Fitness Room	0	1	6	7
Indoor Soccer Field	0	0	1	1

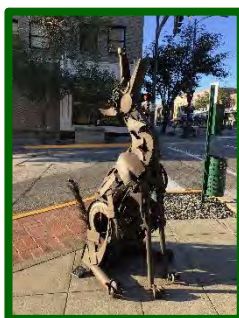
3.5 Evaluation of Facilities

Each City of Wenatchee park and recreation facility underwent a thorough evaluation as part of the development of the parks, Open Space and Recreation Plan. The evaluation examined elements such as access, condition of facilities, operational issues and future development potential. Each of these park areas are contained on individual project worksheets in the Capital Investment Plan section.

3.6 Public, Semi Private, and Private Art

Wenatchee has over 70 organizations providing performances, visual arts and cultural experiences in addition to public and private educational institutions.

There are three basic forms in which art and art programs are provided. They are public, semi-private and private.



Public Art is defined as artworks that are owned and displayed in areas or facilities that are open to the public such as City park areas or facilities. An example of public art work are the many sculptures located throughout downtown and along the Apple Capital Loop Trail. at the foot of Orondo Street. An example of public performance art are concerts in the park that are open to the public and are free to attend.



Semi Private Artworks are typically owned by individuals or businesses, but available for viewing by the general public. An example of this type of artwork are many murals located throughout the community on privately owned buildings. An example of a semi private performance art is a concert or play which is made available to the general public through the sale of tickets.

Private Art is artwork that is both owned and displayed for an individual’s personal benefit. This may include artwork located inside private residences or businesses that are owned by the individual. Performance art are private, invitation only events.

3.7 Types and Inventory of Artwork

There are several types of artworks and locations for experiencing art in the community. This section summarizes these types and includes an inventory of those that were able to be located.

3.7.1 Performing Arts Venues and Programs

Performing arts are art forms in which artists use their voices and/or the movements of their bodies, often in relation to other objects, to convey artistic expression. There are a variety of venues that this form of artistic expression and programming takes place in the valley ranging from large outdoor stages to studios.



Table 3.7.1 Performing Arts Venues

VENUE NAME	ADDRESS
Centennial Park Stage	130 South Wenatchee Avenue
Lincoln Park Stage	1410 South Mission Street
Numerica Performing Arts Center	123 North Wenatchee Avenue
Riverside Playhouse	233 North Wenatchee Avenue
Wenatchee High School	1101 Millerdale Avenue
Ohme Gardens	3327 Ohme Road
Wenatchee Valley College	1300 Fifth Street
Mission Creek Theater	1 South Wenatchee Avenue
Town Toyota Center	1300 Walla Walla Avenue

3.7.2 Performing Arts Programs

There are a variety of businesses, organizations and individuals that offer performing arts programs in the community. Programs change regularly and so the following should not be viewed as a comprehensive listing, rather a snapshot in time of those that could be located.

Table 3.7.2 Performing Arts Programs

PROGRAM NAME	ADDRESS
Magic City Dance Theatrical	23 Orondo
Wenatchee Valley Museum & Cultural Center	127 South Mission Street
Wenatchee Valley College	1300 Fifth Street
Wenatchee Valley Symphony	207 Yakima Street #111
Mission Street Players	14 North Mission Street
Wenatchee Irish Dance	1507 North Miller Street
Music Theater of Wenatchee	233 B North Wenatchee Avenue
Wenatchee School District	235 Sunset Highway
Dream Alley Studios	123 South Wenatchee Avenue
The Next Step Dance Studio	108 1st Street
Joan Shelton School of Ballet	27 North Chelan Avenue
Dance Creations	701 Poplar Avenue
Fabulous Feet Dance Studio	1833 North Wenatchee Avenue
Craft Warehouse	1370 North Miller Street
Elite Needle Work	205 North Chelan Avenue
Inspirations Ceramic & Art Cafe	400 9th Street
Avalon Music	532 North Wenatchee Avenue
Columbia River Music Conservatory	1011 South Miller Street
Fruit Tones Studio	98 E 9 th Street
Jeanne Lodge Studio	1010 Idaho Street

3.7.3 Murals

A mural is a painting or other large art work that is typically applied to and made integral with a wall or ceiling surface. Wenatchee is fortunate to have a variety of high-quality murals in the community.



Table 3.7.3 Murals

LOCATIONS	DESCRIPTION
501 Pierre Street	People/Outdoor Recreation
13 Wenatchee Avenue	Wenatchee Postcard
228 North Chelan Avenue	Retaining Wall Images
531 South Miller Street	Old Time Coffee Roaster on Door
617 Methow Street	Religious images

Centennial Park	Salmon Life Cycle
Pioneer Park Skate Area	Graffiti art
Chelan Avenue and Kittitas Street	AmeriCorps mural on wall
119 South Wenatchee Avenue	Colorful shapes
Intersection of Ferry Street and Chelan Avenue	Seasons of Wenatchee on wall
Walla Walla Point Park Handball Courts	Special Needs
201 South Wenatchee Avenue	Jan Cook Mack Landscape
Kiwanis Methow Park – 420 Methow Street	Migratory Birds
YMCA – 211 Orondo	Words
Garden Village – 500 North Emerson	Flower
Wenatchee Library – 310 Douglas Street	Colorful Images
1026 North Miller Street	Flowers

3.7.4 Sculptures

Sculptures are defined as a three-dimensional work of art that is produced by carving, modeling, or welding clay, stone, metal, plastic or hard material. Along with the City of Wenatchee Public Art Collection, there are other organizations within the City of Wenatchee that own and provide sculptures for the enjoyment of residents and visitors to the community. The following is a listing of the sculptures in the Public Art Collection. It is subject to change

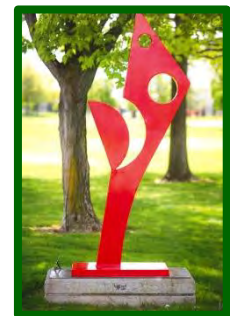


Table 3.7.4 Sculptures

TITLE	ARTIST LAST NAME	LOCATION
Reflections	Hansen	Riverwalk Bridge
Environmental Sculpture	Dolega	301 Yakima Street
Tempus Fugit	Uchtyl	Centennial Park
Big Bite	Huston	Riverfront Park by Bridge
Wenatchee Center Water Feature	Danadijeva	Wenatchee Convention Center
Coyote Reading a Candy Wrapper	Beyers	Mission Street in front of Museum
Listen La Lune	Grant	Centennial Park
Hidden Springs	Thomsen Smith	Wenatchee Valley Museum
Great Blue Herron	Matia	Wenatchee Convention Center Plaza
Captain Alexender Griggs Walks to Work	Beyer	North of Fifth Street on the Loop Trail
Single Point	Pettelle	Wenatchee Convention Center
Winter's Rest	Thomsen Smith	Wenatchee City Hall
Noah with Raven	Kogan	Wenatchee City Hall
Chance Encounter with a Long Tailed Weasel	Daiber	Mission and Yakima Street corner
Snow Bears	Reese	Wenatchee Library
Coyote	Klennert	Palouse and Wenatchee Avenue

Preening	Baker	Public Services Center
Mountain Spirit	Reese	Hedeen Plaza
Elberta Lady	N/A	Wenatchee Valley Museum
Harvest Moon Ball	Gerber	Wenatchee Library
Puffed Up Prince	Price	Wenatchee Library
Hampton	Reese	Memorial Park
Perfect on Petra	Matteson	Wenatchee Convention Center Plaza
Crouching Man	Pettelle	Wenatchee Museum
Sunrise	Osborne	Wenatchee Convention Center Plaza
Guppo	Pettelle	South Chelan Avenue near YMCA
The Night Watchman	White	Police Station
Souls in Stone	N/A	PSC - Park Office
Circle of Life	N/A	PSC - Park Office
Welcome to Wenatchee	Clemons	North Wenatchee Ave and Horselake Road
Coming Home	Osborne	Washington and Orondo Streets
Convergence	Stasz	Riverside Drive and 5th Roundabout
Welcome to Wenatchee	Clemons	South Wenatchee Avenue and George Sellar Bridge
Biofiltration Bed	Law	Sewer Treatment Plant
Water Wall	Law	Sewer Treatment Plant
Apple Blossom Monument	Whitesavage	Orondo Street near train tracks
Spirit Flight	Newcomb	Memorial Park near courthouse
Labrador Retriever	Gerber	Hale Park - 720 South Worthen
Cat Dreaming Fish	Kestral	Chelan Avenue South of Palouse Street
Carmina Burana	Fielder	Apple Capital Loop Trail South of 5th Street
Wings	Price	Apple Capital Loop Trail South of 5th Street
Ancient Traveler	Osborne	Loop Trail South of Ped Bridge
Ann Louise	Wright	820 North Chelan Avenue
Conductor	McLeod	Wenatchee Convention Center
Semi-Conductor	McLeod	Wenatchee Convention Center
Soaring	Tangen	Wenatchee Avenue and Kittitas Street
Round Otter	Gerber	Columbia Street North of First Street
Humpback Whale	Swickard	Loop Trail South of Ped Bridge
Hugs Welcomed	White	Loop Trail North of Ped Bridge
The Giver	Spencer	1201 South Miller Street
Pre-Mathematics	Hosey	Loop Trail North of Ped Bridge
To Life	Spencer	Apple Capital Loop Trail East of Ped Bridge
Red Lights	Tangen	Chelan Avenue and Yakima Street
Heifer Head	Gibbons	204 North Wenatchee Avenue
Ped	Pettelle	Apple Capital Loop Trail North of Bridge
Augmentation	Michael	Orondo and Wenatchee Avenue
Incan Bench	Heisel	Apple Capital Loop Trail South of 5th Street
Remergence	Turner	Convention Center & Wenatchee Ave

Spring Foxes	Gerber	First Street West of Mission Street
Lotus Seeker	Osborne	Apple Capital Loop Trail North of 5th Street
Visionary	Osborne	Loop Trail North of Ped Bridge
Sweet Roll	Beckner	Wenatchee Avenue South of Orondo
Large Paired Geese	Gerber	Loop Trail North of Ped Bridge
Industrial	Huston	Chelan Avenue and First Street
Crossroads	Huston	Loop Trail North of Ped Bridge
Return to Turtle Island	Osborne	Apple Capital Loop Trail South of Orondo
Samaras	Babcock	Palouse and Wenatchee Avenue
Rock 'n Roll on a Skateboard	Park	Loop Trail South of Ped Bridge
Bowed Raven	Gerber	Wenatchee Avenue and Palouse
Gathering of Owls	Osborne	South Mission Street
River Run	Gerber	Wenatchee Avenue
Playful Octopus	Oberholtzer	Riverfront Park by Bridge
Adoration	Small	Apple Capital Loop Trail
Life's a Ball	Beckner	Memorial Park
Curtsy	Babcock	First Street
Fandango Jarocho	Johnson	301 Yakima Street
By-Line Time	Stafford	Convention Center on Second Street
South Chelan Sidewalk Banners		South Chelan Street
Miracle Grow Series	White	Loop Trail South of Ped Bridge
City Bench	Van Slyke	Wenatchee Avenue NE of Palouse
Rozanne's Tango	Pettelle	Convention Center Plaza
Ironworks	Hosey	Hale Park
Slab Gate	Hosey	To Be Determined
Sphere Pilot House	Hosey	To Be Determined

Additional detail and information about the sculpture collection may be found on the City of Wenatchee Web site.

3.7.5 Utility Box Art

In an effort to promote public art and increase cultural awareness, the City of Wenatchee Arts Commission began the utility box art program, “Out of the Box”, with funding from the 1% for Art Fund. There are 50 utility boxes located throughout the City, many of which may be utilized for art projects. The goal of the program is to have local artists transform the utility boxes from utilitarian structures into vibrant works of art to contribute to the attractiveness of the urban streetscape. This program helps tell the story of our community, allows public art to reach into specific neighborhoods and provide an opportunity for participation by schools and other community groups.



Completed projects may be found at: the corner of 5th and Western, the Town Toyota Center, Lincoln Park, at the corner of Miller and Cherry; and at the corner of Chelan Avenue and Orondo Street.

3.7.6 Galleries and other locations containing art works

There are a number of locations in Wenatchee that are art galleries or serve a similar function as a gallery in that they display a variety art.

Table 3.7.6 Galleries

NAME	ADDRESS
Wenatchee Public Library	310 Douglas Street
Wenatchee Public Services Center	1350 McKittrick Street
Wenatchee Wastewater Treatment Plant	210 North Worthen Street
Jan Cook Mack Studio	529 Easy Street
Wenatchee City Hall	301 Yakima Street
Wenatchee Valley Museum & Cultural Center	127 South Mission Street
Chelan County Public Utility District	327 N. Wenatchee Avenue
Numerica Performing Arts Center	123 N. Wenatchee Avenue
Two Rivers Gallery	102 North Columbia
Central Washington Hospital	1201 South Miller Street
Wenatchee Valley Medical Center	820 North Chelan Avenue

3.7.7 Arts Education and Enrichment Programs

There are a variety of businesses, organizations and individuals that offer arts education programs and services in the community. From organized classes and workshops to individual private lessons, there are many to choose from. Programs change regularly and so the following should not be viewed as a comprehensive listing, rather a list snapshot in time of those that could be located.



Table 3.7.7 Arts Programs

NAME	ADDRESS
Wenatchee Public Library	310 Douglas Street
Class with a Glass	134 North Mission Street
Wenatchee Valley YMCA	217 Orondo Avenue
Wenatchee Valley College	1300 Fifth Street
City of Wenatchee	301 Yakima Street

Avalon Music	532 N. Wenatchee Avenue
Wenatchee School District	235 Sunset Avenue
Wenatchee Valley Museum & Cultural Center	127 South Mission Street
Two Rivers Gallery	102 North Columbia Street
Fabulous Feet Dance Studio	1833 N. Wenatchee Avenue
Dream Alley Studios	123 South Wenatchee Avenue
Academy of Dance & Performing Arts	10 South Columbia Street
Dance Creations	701 Poplar Avenue
The Next Step Dance Studio	108 1st Street
Pybus Market	3 N Worthen Street
Wenatchee Irish Dance	1507 North Miller Street
Dance to Glorify	2619 Euclid Avenue Suite E

3.7.7 Art and Cultural Zones or Districts

Art or cultural districts are special zones that harness the power of cultural resources to stimulate economic development and community revitalization. These districts can become focal points for generating businesses, attracting tourists, stimulating cultural development and fostering civic pride. A thriving creative sector is a powerful economic development asset. Art and cultural district development is one strategy that helps a community boost their economies while realizing other cultural and civic benefits. The outcomes of cultural districts extend beyond the arts and benefit all members of a community. Goals may include:



- Attracting artists and cultural enterprises to the community. Artists, cultural institutions and creative enterprises all contribute to a community's economic potential. Not only do they generate direct economic activity, but artists and creative entrepreneurs infuse communities with energy and innovation.
- Encouraging business and job development. Cultural districts can create a hub of economic activity that contributes to the community being an appealing place to live, visit and conduct business. A thriving cultural scene helps an area to prosper when consumers drawn to cultural attractions patronize other nearby businesses. This can result in the creation of new economic opportunities and jobs.
- Address specific needs of a community. Cultural districts are a highly adaptable economic development approach that allows a community to make use of unique conditions, assets and opportunities.

- Establishing tourism destinations. Cultural districts are marketable tourism assets that highlight the distinct identity of a community and encourage in-state, out of state, and international visitors.
- Preserving and reusing historic buildings. Some cultural districts are very involved in historic preservation. Adaptive reuse and rehabilitation of older buildings through preservation tax credits can result in structural and façade improvements. These rehabilitated buildings provide opportunities for affordable artist live/work space and new homes for cultural organizations.
- Enhancing property values. Successful districts combine improvements to public spaces (such as parks, waterfronts and pedestrian corridors) along with property development. The redevelopment of abandoned properties, historic sites, and recruiting businesses to occupy vacant spaces can contribute to reduced vacancy rates and enhanced property values.
- Fostering local cultural development. The establishment of a cultural district provides a focal point for celebrating and strengthening a community's cultural identity. Cultural districts highlight existing cultural amenities and work to recruit and establish new artists, cultural industries and organizations.



There are currently no specifically designated arts or cultural zones or districts within the planning area.

3.8 City Recreation Programs

The Parks, Recreation and Cultural Services Department coordinates a variety of recreation programs and special events throughout the community. Programs are designed to: Strengthen community image and create a sense of place; Support tourism and economic development; Foster human development and teach life skills; Promote health and wellness; Increase cultural unity; and increase a participant's self-esteem and self-reliance. Program classifications include: Athletics/Fitness, Aquatics, Outdoor Recreation, Special Events, Special Needs Programs and Youth Recreation. City recreation programs currently include:





Wading Pool Program. The park wading pool program has been in existence since the 1960's. Recreation staff led fun activities including: Games, arts and crafts and wading pool activities. The free program provides a cool respite from the summer heat and safe, supervised activities for children. The program is held Monday through Friday from 1:00-5:00pm at Pennsylvania, Washington and Kiwanis-Methow Parks. Staff is also provided at the Rotary Park and Lincoln Park Splash Pads.

Guided Snow Shoe Hikes for Families. This is a very popular, family-oriented program where participants learn the basics of snowshoe hiking on local trails.

Guided Snow Shoe Hikes



Hiking and Nature Camp. This camp is for 3rd through 5th grade participants are guided along trails in the Wenatchee Foothills and covered topics about the natural environment.

Guided Nature Hikes. The City partners with the Chelan Douglas Land Trust to host free family-friendly hikes on Saturdays in the spring and fall in the Wenatchee foothills. The hikes feature discussions about insects, animal tracking and fire science.



Special Olympic Sports. Special Olympics was founded on the belief that all individuals with cognitive disabilities can benefit from athletic activities. The City coordinates several Special Olympic sport programs for local athletes. Sports included: Golf, softball, soccer, bowling, cycling, alpine and cross-country skiing, snowboarding, figure and speed skating, swimming, basketball, cheerleading, track and field. Both teams and individuals compete at local, regional and State levels.

Special Needs Social Program. The Award Winning, Special Needs Social Program is supported through a grant from the Chelan Douglas Developmental Disabilities Program. It provides a unique recreational opportunity for individuals to build relationships and participate in community events. Activities occur approximately twice each month at various locations in and around the Wenatchee Valley.



Fall/Spring into Fitness. The Fall and Spring into Fitness Programs are ten-session exercise programs for individuals with special needs with the goal of helping to keep participants in shape for the winter sports season or to shed a few pounds before the holidays.



Women's Volleyball League

The competitive women's volleyball league is held at Foothills Middle School on Tuesday evenings February through April.



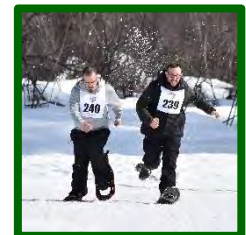
Summer Concert Series. Live music is held on Friday nights from mid-July through August in Lincoln Park. Audiences average approximately 350 people per performance throughout the summer. The program is able to be offered through donations and financial sponsorships.

Movie in the Park. This program allows families to gather and have an outdoor movie watching experience under the stars. The family friendly movie is shown in Lincoln Park in early September. The City also holds a Drive-in Movie event annually.



Bundle Up Fest and Youth Sports Fair. The Parks, Recreation and Cultural Services Department partners with the Wenatchee Downtown Association to celebrate winter recreation opportunities in the Wenatchee Valley and provide all-inclusive youth recreation and information fair by hosting The Bundle Up Fest at the Pybus Public Market. The event is held in January and features: The Bundle Up 5k Fun Run, vendors, and crafts.

Washington State Special Olympics Winter Games. The City is the primary event coordinator for the Washington State Special Olympics Winter Games. They games are the first full weekend in March. Athletes from across the Pacific Northwest compete in basketball, alpine skiing, snowboarding, Nordic skiing, figure and speed skating and cheerleading.



The games attract thousands of athletes, coaches, volunteers and family members and friends to the Wenatchee Valley. Following the opening ceremonies at the Town Toyota

Center, athletic competitions are held at Wenatchee School District Gyms, Mission Ridge, Leavenworth Fish Hatchery and the Town Toyota Center.



Halloween Carnival. Participants come in costume and play carnival games, eat treats and make crafts at this traditional Halloween event. The carnival is sponsored by local businesses and relies heavily on donations and volunteers. The carnival is designed to be a safe and fun way to spend Halloween. It is held at the Convention Center and attracts on average over 2,500 people each year.



Skyhawks Sports Camps. The city offers over 20 different sports camps during the summer months through the Skyhawks Sports Academy. Camps are for ages 6 months to 12 year olds and include: golf, basketball, pickleball, soccer, flag football, swimming, multi-sport and others.

Summer Day Camp. The Summer Day Camp program is held over a ten-week period starting in June after school is dismissed for the year. Activities include field trips, arts and crafts, games, swimming, indoor and outdoor activities and more. The program is for children exiting Kindergarten through 5th grade. As the City has no indoor recreation facilities, the program is held at the Assembly of God Church with daily off-site field trips.



Indoor Playground. Indoor Playground is a popular program designed for toddlers and their parents to play and socialize in a warm place during the cold winter months. The program is held in City Hall. The program is held November through March, Monday through Thursday mornings from 10:00-12:00pm.

Drop-In Co-Ed Volleyball

In this program, open courts for volleyball are available for "drop in" play Wednesday nights from 8:00-10:00pm at Foothills Middle School from September to May.

Tardeadas

This is a traditional Mexican Family event that is held in Lincoln Park just before sunset. Families can get together for dancing, playing games, or listening to live music. The event is completely free of charge and open to everyone who wants to attend.





Swimming Lessons

Swimming lessons are offered at the City pool during the summer months for ages infants through adults. Lower level classes focus on developing water skills that will help students be safe in the water. Upper level classes focus on stroke technique and advanced water safety skills. Sessions are Monday through Thursday for two weeks.

Neighborhood After School Program

The neighborhood drop-in after school program is held daily during the school year at Pinnacles Prep Charter School. This program is staffed with recreation leaders engaging with school age youth in a variety of activities including games, homework help, projects and more!

Youth Tennis Lessons. Youth Tennis Lessons are designed for the novice player, ages 7 and older. Lessons focus on tennis fundamentals, including ground strokes, serve and volley-play. As the City has no tennis courts of its own, lessons are held at the PUD's Walla Walla Point Park over a three-week period in the summer.



Youth Instructional Basketball Program. The Youth Instructional Basketball program is a fun, introductory basketball program for children in third through fifth grades. The program is designed to teach and basketball skills and techniques. The program is held October through December in Wenatchee School District gymnasiums.

Youth Track and Field

The Youth Track and Field Program is held at the Wenatchee High School Track from early May through early June. The program is open to 7-10-year-old boys and girls. 2022 celebrated the 30th year of the program.



3.9 Identification of Core Programs

Program criteria were developed to help distinguish “core” (versus extraneous) programs and services. Applied to a list of all of the current programs and services, the criteria help focus resources on those areas most critical to residents and visitors and help achieve financial sustainability. Further, from a tax payer perspective it helps to justify the City’s investment in providing programs and services that enhance the quality of life and livability

of the community. Programs were assessed based on their CURRENT state only without introducing hypothetical factors.

A Core Program meets or exceeds 65% of the criteria below.

1. Does the program/service align with the Mission and Vision of the Parks, Recreation and Cultural Services Department?

Mission: To build a healthy community through people, parks and programs.

Vision: Partner with the community to provide innovative and high value parks, facilities, and programs and services that promote an engaged and healthy community.

2. The program has been provided by the City for a long period of time (15 years or longer) and has grown to be expected by the community.
3. The core program consumes a large portion of the appropriate division budget (recreation, aquatics, community center etc.) to deliver the program (staffing, supplies/materials) and has revenue sustainability.
4. Participation in the program/service is at 80% or more of its program capacity each season it is offered.
5. The program is experienced by a broad range (age and other demographics) of community residents.
6. There are tiered levels of skill development available within the program.
7. Full-time staff or contractors are dedicated and responsible for the actual execution of the program.
8. Recreation facilities are designed specifically to support the program.
9. The Parks, Recreation and Cultural Services Department currently controls a significant percentage (20% or more) of the program market locally.
10. The program has been in a growth or mature stage of its lifecycle for a long period of time and has long-term participation appeal. A program cycle will begin with a growth phase, plateau at a mature stage (healthy participation) and then decline downward (reduction in participation) to a program end.
11. The program requires high levels of customer interface (1 staff to 10 participants or less).

12. The program has a strong social value that is part of a solution to a community problem. (e.g. health, crime rate, social isolation, education...)
13. The program has strong economic appeal and a high resident benefit that creates a strong return on investment (ROI) for the City (e.g., tourism activities, business development, and revenue development).
14. The program has a high partnering capability (e.g., matching funds, renting a facility or partnering in the development of a facility, program, or event).
15. 90% or more of the participants are residents of Wenatchee.

3.9.1 Core Programs

The following are the results from the core program assessment based on the criteria listed above. Core programs include: Youth Recreational Basketball, Swimming Lessons, Park Wading Pool Program, Family Outdoor Adventures, Snow Shoe Hike Series, Concert in the Park Series, Special Olympics State Winter Games, Halloween Carnival, Special Needs Social Program and Special Olympic Sports.

3.9.2 Non-Core Programs

Non-Core Programs does not mean that they are non-essential, but it requires that the Department manage them from a slightly different perspective. These programs tend to focus more on the individual value obtained by a user that is over and above what a general taxpayer may receive. Given these conditions, it is imperative that the users share a greater burden of the program costs to help ensure the financial sustainability of the program. Non-Core Programs include: Youth Tennis Lessons, Skyhawks Sports Camps, Women's Volleyball, Spring Break Camps, Bundle Up Festival, Movies in the Park, Swimming Lessons, Fall Into Fitness, Spring Into Fitness, Indoor Playground and Summer Day Camp.



3.10 Public, Private or Merit Programs

The following are definitions and classifications for Public, Private and Merit programs.

3.10.1 Public Services

Public services normally have low level or no user fees associated with their consumption. The cost for providing these services is borne by the general tax base.

Public services are those services that the Parks, Recreation and Cultural Services Department offers that provide all users the same level of opportunity to access the service. An example of a Public Services program is a free community event like Tardeadas.

3.10.2 Merit Services

Merit Services can be priced using either a partial overhead pricing strategy or a variable cost pricing strategy. Partial overhead pricing strategies recover all direct operating costs and some determined portion of indirect costs. The portion of indirect costs not recovered by the price established represents the tax subsidy.

Merit Services are generally those where the user receives a higher level of benefit than the general taxpayer, yet the taxpayer may indirectly benefit as the service helps to provide a more livable community. Examples of Merit Services are: Youth sports, after-school programs, and special events.

3.10.3 Private Services

Private Services are those that the user of the service is the only one that receives benefits from using the service. In these cases, a full cost recovery strategy is usually implemented. The price of the particular service is intended to recover all direct and indirect costs associated with the service. Examples of Private Services are: Facility rentals for private functions.

3.11 Program Classifications

Using the above criteria and categories, existing programs and services are classified as follows:

3.11.1 Core Public

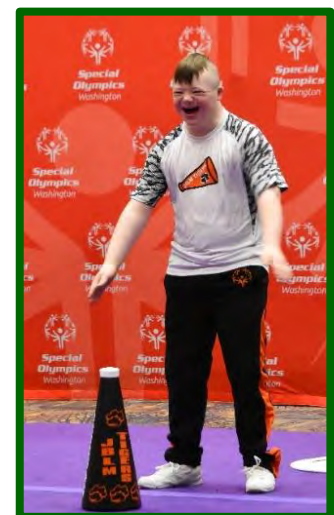
Park Wading Pool Program, Concerts in the Park, Special Olympics State Winter Games. Tardeadas and Halloween Carnival.

3.11.2 Core Merit

Youth Recreation Basketball, Swimming Lessons, Special Needs Social Program, Special Olympic Sports and Snow Shoe Hike Series.

3.11.3 Non-Core Public

Bundle Up Festival and Movie in the Park Series.



3.11.4 Non-Core Merit

Youth Tennis Lessons, Women’s Volleyball, Fall into Fitness, Spring into Fitness, Summer Day Camp, Indoor Playground, Spring Break Camp, Skyhawks Sports Camps.

3.12 Program Participation

Table 3.12 Recreation Program Participation History

	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
ATHLETICS						
Youth Track and Field	101	129	120	0	103	63
Youth Tennis Lessons	19	9	12	0	24	33
Youth Recreation Basketball	134	128	122	0	0	63
Skyhawks Sports Camps	211	166	217	0	309	502
Women’s Volleyball	81	87	79	75	0	67
Drop in Volleyball	0	287	453	191	65	265
AQUATICS						
Swimming Lessons	775	796	970	0	615	656
OUTDOOR PROGRAMS						
Hiking and Nature Camp	9	11	12	0	11	15
Wading Pool Program	3,065	2,325	4,021	0	945	1,480
Snow Shoe Hikes for Families	36	37	55	40	0	0
SPECIAL EVENTS						
Halloween Carnival	4,600	4,600	4,600	1,280	2,200	2,500
Bundle Up Fest	800	1,889	2,200	1,800	0	2,000
Special Olympics Winter Games	4,198	4,500	3,900	0	0	0
Movies in the Park	0	1,050	1,200	584	579	450
Friday Night Concerts	1,050	1,147	1,350	0	1,030	890
SPECIAL NEEDS PROGRAMS						
Special Needs Social Program	626	530	452	408	434	485
Polar Plunge	31	74	60	70	4	0
Special Olympics Sports	226	185	208	90	86	158
Fall/Spring into Fitness	0	5	7	0	22	7
YOUTH RECREATION						
Spring Break Camp	0	18	18	0	11	0
Summer Day Camp	482	455	456	50	242	115
Indoor Playground	650	432	1,266	695	86	131
TOTALS	17,227	18,638	21,656	5,283	6,766	9,880

2020-22 attendance was impacted by Covid capacity restrictions and cancellations. One session of swimming lessons was cancelled in 2022 due to pool mechanical issues.

3.13 Non-City Recreation Programs

There are a variety of businesses, organizations and individuals that offer recreation programs in the community. Programs change regularly and so the following should not be viewed as a comprehensive listing, rather a snapshot in time of those that could be located at the time of plan preparation.



Table 3.13 Non-City Recreation Program

PROGRAM/BUSINESS	ADDRESS
ATHLETICS/FITNESS	
American Legion Baseball	208 North Wenatchee Avenue
Greater Wenatchee Babe Ruth	14 North Mission Street
Wenatchee Applesox	610 N Mission Street # 206
Wenatchee Youth Baseball	1117 Cherry Street
Wenatchee Fall Ball	137 North Wenatchee Avenue
Wenatchee AAU Basketball	Wybasketball.com
Co-ed Hockey	1300 Walla Walla Avenue
Curling	1300 Walla Walla Avenue
Men's over 35 Hockey	1300 Walla Walla Avenue
Wenatchee Amateur Hockey Association	1300 Walla Walla Avenue
Wenatchee Valley Lacrosse	PO Box 1133
Wenatchee Figure Skating Club	1300 Walla Walla Avenue
Town Toyota Center Public Skating	1300 Walla Walla Avenue
Women's Banshees Hockey	1300 Walla Walla Avenue
Wenatchee Wildfire Women's Hockey	1300 Walla Walla Avenue
Wenatchee Racquet and Athletic Club	1913 Skyline Drive
Run Wenatchee	Runwenatchee.com
Apple Valley Gymnastics	230 South Columbia Street # 3
SPORT Gymnastics	10 South Columbia Street
Wenatchee Fire FC	PO Box 2143
Wenatchee Soccer Club	PO Box 3619
Apple Valley Jack and Jill Softball	jackjill@applevalleysoftball.org
Adventure Wenatchee	16 South Wilson Street
Greater Wenatchee Girls Softball Association	PO Box 351
NCW Volleyball Club	PO Box 4611
Wenatchee Wrestling Club	1101 Millerdale Street
Actualize Sports and Fitness	1544 North Wenatchee Avenue #200
Wenatchee Senior Activity Center	1312 Maple Street
Mission Ridge Ski and Snowboard Resort	7500 Mission Ridge Road
Revolution Snowboards and Skateboards	246 North Wenatchee Avenue
Anytime Fitness	950 North Wenatchee Avenue
Chief Fitness	120 South Columbia Street
Crossfit Covey	151 Easy Way Suite 100

Worx of Wenatchee Valley	12 North Worthen Street
Osborn Performance Systems	219 South Wenatchee Avenue
Pulse Barre Studio	320 North Wenatchee Avenue
The Gym LLC	221 North Wenatchee Avenue
The Inner Circle Gym	525 North Pierre Street
Workout Warehouse	244 North Wenatchee Avenue
Planet Fitness	149 Easy Way
Ki Fighting Concept	4 Kittitas Street # 101
Valley Moo Duk Kwan Martial Arts	941 Washington Street
Wenatchee Combat Systems	222 1/2 North Wenatchee Avenue
Wenatchee School of Karate	1517 North Miller Street
iLa Yoga	13 Orondo Avenue
Jazzercise Wenatchee Studio	120 South Columbia Street
Serene Moments	106 4 th Street
Leading Edge Athletics and Fitness	525 North Pierre Street
The Yoga Grind	112 North Wenatchee Avenue
Epic Motion Dance and Fitness	1215A North Wenatchee Avenue
Cascade Pilates	23 South Wenatchee Avenue Suite 115
Valkyrie Fitness	10 South Columbia Street #205
AQUATICS	
Wenatchee Valley YMCA	217 Orondo Avenue
Wenatchee Racquet and Athletic Club	1913 Skyline Drive
Velocity Swimming	220 Fuller Street
OUTDOOR RECREATION	
Chelan Douglas Land Trust	18 North Wenatchee Avenue
Adventure Wenatchee	16 South Wilson Street
Wenatchee Row and Paddle Club	Wenatcheepaddle.org
Run Wenatchee	Runwenatchee.com
SPECIAL EVENTS	
Fiestas Mexicanas	wilbur@premierone.biz
Washington State Apple Blossom Festival	2 South Chelan Avenue
YOUTH RECREATION	
Appleatchee Riders	1130 Circle Street
Boys Scouts	213 North Chelan Avenue
Brethren Baptist Church United	535 Okanogan Avenue
Calvary Bible Church	605 First Street
Camp Fire USA NCW Council	7 North Wenatchee Avenue #201
Church of Christ King's Orchard	1610 Orchard Avenue
Corner Stone Christian Church	12 North Chelan Avenue
Calvary Crossroad CrossFire	1301 Maple Street
Grace Lutheran Church	1408 Washington Street
Living Hope Community Church	11 North Chelan Avenue
River of Life Foursquare Church	20 South Wenatchee
Saddlerock Evangelical Presbyterian Church	1400 South Miller Street
Sage Hills Church	1601 Fifth Street
Seventh Day Adventist Church	508 North Western Avenue
Wenatchee School District	235 Sunset Avenue

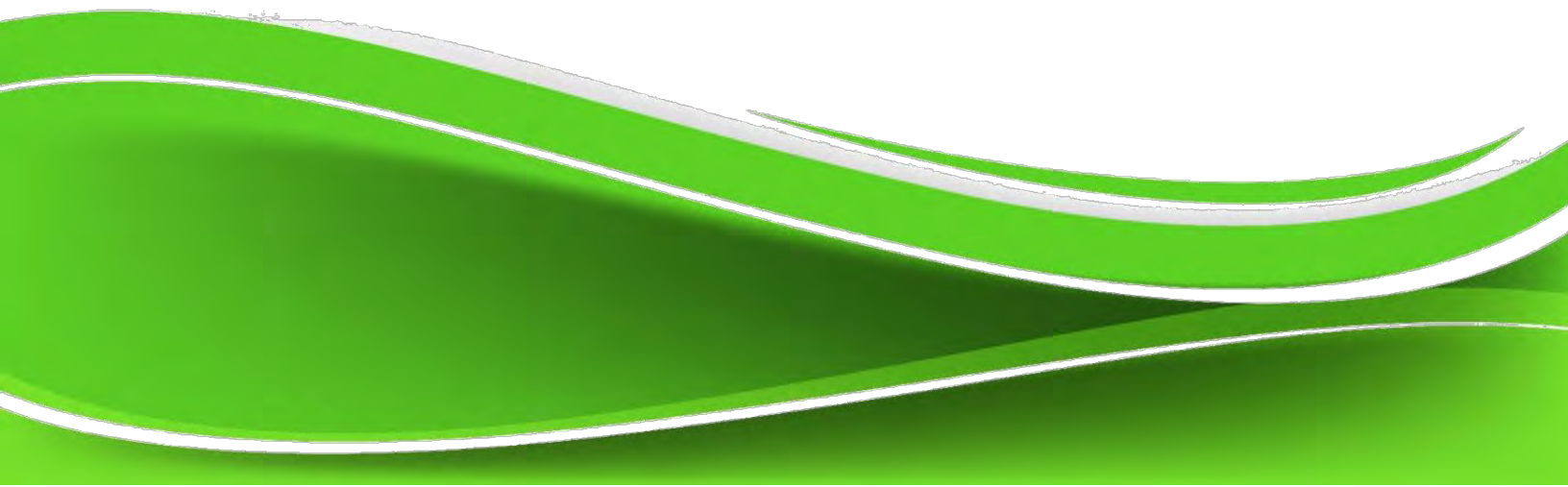
St. Joseph Catholic Church of Wenatchee	625 South Elliott Avenue
St. Luke's Wenatchee	428 King Street
Wenatchee Valley YMCA	217 Orondo Street
Wenatchee First Assembly of God	1520 McKittrick Street
Wenatchee Valley Baptist Church	650 Crawford Street
Wenatchee Racquet and Athletic Club	1913 Skyline Drive
NCW Young Life	1220 South Miller Street
Confluence Health	820 North Chelan Avenue
Wenatchee Valley Museum and Cultural Center	127 South Mission Street
Lowes	1200 Walla Walla Avenue
The Home Depot	1405 Maiden Lane



Teaching a future Lifeguard at the City Pool



Chapter 4: **Demand and Needs Assessment**



4.0 Demand and Need Methodology

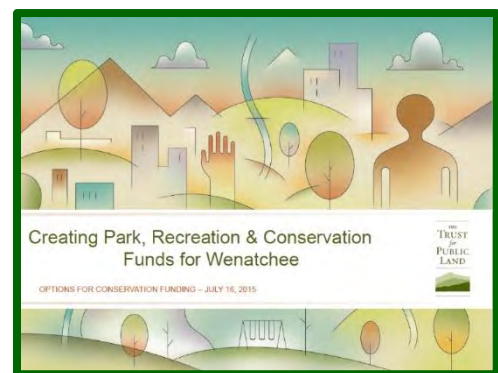
There are several approaches to estimating needs for arts, park and recreation facilities and services. They include the use of national standards, measurement of participation levels, user trend analysis, input from surveys and public meetings, integration with other planning documents, goal setting and participation models. The following section describes each of these approaches. Information was synthesized to develop the Guiding Framework and Implementation sections of this plan.

4.0.1 Integration with other Planning Documents

Documents and studies that influence park and recreation facilities and services within the planning area were reviewed for policies, guidelines, and information relevant to the Parks, Recreation and Open Space Comprehensive Plan. Each of the documents that were reviewed as part of the PROS plan update underwent their own public involvement processes. In addition to the pertinent items from other planning efforts that were incorporated into the 2018-24 Comprehensive plan, the following documents were reviewed and results incorporated into the Guiding Framework Section of this document.

2018-24 Parks, Recreation, and Open Space (PROS) Plan. The 2018-24 PROS Plan was reviewed as part of the update process to examine changes in existing parks, arts and recreational resources and progress toward accomplishing goals, objectives and strategic actions. Goals and objectives were analyzed to determine if they were still relevant to the new plan and if so, they were carried forward into the updated document.

2016 Wenatchee Conservation Finance Study. In 2015, the City partnered with the Trust for Public Land to undertake a feasibility analysis to explore the City of Wenatchee's funding options to protect the special natural beauty that is a significant element of its character. In order to understand what would be an appropriate funding source or sources, this report first provides a brief overview of existing parks amenities, governance and funding as well as some background about the city. Next, the report analyzes possible alternatives for funding a parks and recreation land acquisition and management program, including their legal authority and revenue raising capacity. Finally, since most revenue options require approval by voters, this report provides pertinent election information, such as voter turnout history and election results for local finance measures. From December 15 – December 20, 2015, FM3 completed 402 telephone interviews (on landlines and cellphones) in English and in Spanish with randomly-selected



Wenatchee School District voters likely to participate in the November 2016 election. The survey’s margin of error is +/- 4.9% at the 95% confidence interval. Highlights of the survey findings include:

The Wenatchee electorate is optimistic about the direction their area is headed. Nearly three quarters of voters (73%) believe that the City of Wenatchee is headed in the right direction. Wenatchee voters also have a favorable opinion of local institutions, with 76 percent saying they view the Wenatchee Parks, Recreation and Cultural Services Department favorably; reducing wildfire risk, protecting water quality, and providing clean park restrooms are the top-ranked objectives for additional parks funding. Voters were offered a list of projects that could be supported by additional parks funding, and were asked to rate them as either “extremely,” “very,” “somewhat,” or “not important. The following table lists the items in priority order.

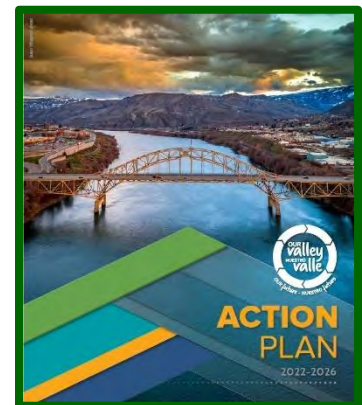
Table 4.0.1 Conservation Finance Priorities

Projects	% Extremely or Very Important
Reducing wildfire risk	70%
Protecting water quality in creeks and streams	63%
Providing clean park restrooms	62%
Maintaining youth recreation programs	56%
Protecting land around creeks and streams	50%
Connecting existing trails	48%
Preserving open space	44%
Increasing public safety in parks	44%
Adding security lighting to parks	41%
Repairing and improving playground equipment	38%
Creating parking areas at trailheads in the Wenatchee Foothills	33%
Replacing the City pool with a new aquatic facility	28%
Increasing maintenance of existing City parks and recreation areas	27%
Connecting existing trails	27%
Creating hiking, biking, and walking trails	26%
Expanding and enhancing recreation programs	25%
Improving accessibility at all City parks	24%
Enhancing a metropolitan trail system that would link existing trails in the area surrounding Wenatchee	23%

Projects	% Extremely or Very Important
Creating trails in the foothills	21%
Creating new neighborhood parks	19%
Building an indoor community recreation center	19%
Creating more and improved parking at existing City parks	17%
Constructing additional youth baseball and soccer fields	16%
Constructing additional picnic shelters	14%
Developing additional skateboarding areas	10%
Adding splash pads to neighborhood parks	9%

Overall, the survey results demonstrated a strong base of public support for local parks. Voters are positive about the direction of the community; have a high degree of confidence in local government and the Parks, Recreation and Cultural Services Department; see park improvements as a high priority. However, the data suggest that the current election cycle is likely not the optimal time to place a ballot measure for park funding such as the formation of a metropolitan park district before voters, as economic concerns are a dominant local issue and less than 50% of those polled were in support.

2022-2026 Our Valley Action Plan. In January 2021, Our Valley Our Future launched its “Our Valley, Stronger” community visioning and planning project, leading to this new five-year Action Plan for the years 2022-26. This “whole-of-community” plan was developed by the residents of this region and backed by community partners from the private sector, government institutions, public agencies, nonprofit organizations, and community groups.



From February through April 2021, to engage with people and to collect input, OVOF interviewed a diverse group of community leaders and influencers, conducted a public survey, held focus groups and panel discussions, and then conducted a follow-up public validation survey.

All told, about 2,000 community members answered questions and provided feedback. About 26 percent self-identified as Latino.

What OVOF clearly heard is that community members continue to place a high value on the region’s natural environment (open spaces, scenic beauty, wildlife), outdoor recreation opportunities.

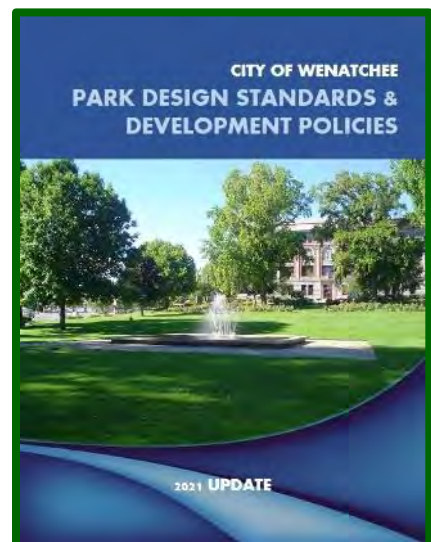
The following is a summary of questions, topic areas and responses as they relate to arts, parks, recreation and open spaces.

- Prioritize development of a bike and pedestrian-friendly transportation infrastructure, including building pathways that connect local communities and installing bike lanes and pedestrian sidewalks in urbanized areas.
- Develop programs to educate recreational users in the region about how to be responsible stewards, minimizing impacts on our trails, open spaces and natural habitat as public use of these resources grows and intensifies.
- Provide environmental education programming and encourage improved environmental stewardship in the private sector and government
- Engage key stakeholders in determining a funding source for the coordination and maintenance of the region's comprehensive trails system and open spaces, as a way to ensure the long-term sustainability of these trails and open spaces.
- Invest in trail infrastructures such as roads, trailheads, parking lots, restrooms, bilingual signage, and Link bus stops at trailheads, as a way to disperse trail users across the region and facilitate long-term sustainability.
- Connect existing trail systems in the foothills of Wenatchee.
- Improve and upgrade fish habitat on the Columbia River and its tributaries in the region.
- Identify locations and develop partnerships for paved trails in the Greater Wenatchee area with a long-term goal of a sustainable pathways system connecting communities in the region.
- Provide sports and activities and facilities that are readily available and accessible for all children and teen-agers, regardless of their socio-economic status or culture.
- Invest in more planned outdoor community spaces where people feel welcome to gather and connect, and where community events and cultural programs are accessible and available.

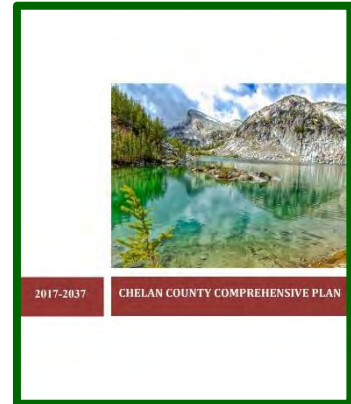


- Develop a sports complex for use by local and visiting soccer teams for matches and tournaments.
- Plan and develop a water park, with slides and other activities, along with a large indoor/outdoor aquatics facility, to serve local youth and family activities as well as visitors and tourists.
- Provide additional after-school programs to keep the region's children on a healthy path, including efforts to connect youths to retirees for mentoring and tutoring.
- Raise awareness and support for more community-centered arts and culture spaces and more diverse arts programming throughout the region. Develop a thriving and coordinated arts economy that features local artists and their work.
- Create a process or pathway for teenagers to successfully access and participate in community groups.
- Ensure there are enough parks, green spaces and playgrounds in neighborhoods where apartments and other high-density housing is being built.
- Construct a pedestrian bridge connecting South Wenatchee with the Apple Capital Loop Trail.

2021 Park and Recreation Design Standards and Development Policies. 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. The standards were first developed over a six-month period in 2007 with the assistance of community interest groups. They undergo an annual minor review and update to ensure that the policies and standards remain current. A major update was completed in 2011 and again in 2021.



2017-2027 Chelan County Comprehensive Plan. This plan is the County's first update to the original Comprehensive Parks and Recreation Plan which was created in 2007. Through community workshops the County identified several key trends in their planning efforts in the County including:



- **Increasing population:** The County is growing rapidly, with more growth in urban areas than rural areas.
- **Aging population:** Older and retired populations continue to grow within the county with many expected to stay active likely demanding more recreation opportunities.
- **Ethnic diversity:** The growing population in Chelan County is diverse with non-native speaking residents that should be considered in marketing and services.
- **Changing lifestyles:** More generations and changing work patterns are creating off peak demand on facilities and less structure and more options for multi-generational activities.
- **Physical activity:** An increased interest in physical activity has emerged as obesity rises in children and adults throughout the country.
- **Infill development:** Areas that are urban are being filled in and higher density housing development is increasing demand for more urban facilities and connectivity to rural opportunities.
- **Convenient recreation:** People are getting busier and costs for travel are increasing causing an increase and interest in recreating closer to home and work.
- **Women's participation:** Since Title IX there has been greater equality in scholastics sports and interest has continued to increase.
- **Recreation preference:** An increase in trail activity and winter recreation interests have increased including indoor winter activities and an interest in emerging activities like community gardens, mountain biking, and disk golf.

From the planning process several goals and policies were formulated with many of the policies contained in the plan reflecting those of the City.

Goal: Encourage open space and public land use for the enjoyment of County residents and visitors.

Policies

- 1.1 Encourage the use of innovative techniques for the provision and retention of open space, such as the public benefit rating system, open space tax program, purchase or transfer of development rights, and land trusts consistent with private ownerships rights.
- 1.2 Encourage compatible multiple uses of public lands that support open space and recreational use in the County.
- 1.3 Promote access to public lands with significant recreation potential, including coordination with adjacent private landowners, while respecting the rights of private property owners.
- 1.4 Identify areas where natural hazards, including wildfire hazard, warrant consideration in protecting land from further development. Consider acquisition of hazard prone lands for recreational opportunities that can act as buffers.
- 1.5 Identify and map open space corridors (RCW 36.70A.160) including land for recreation, wildlife habitat, trails, and connections of critical areas (RCW 36.70A.030).
- 1.6 Review identified open space corridors for opportunities to acquire land or easements by donation or purchase.

Goal: Encourage development and maintenance of recreational facilities and opportunities to meet the needs of residents and visitors.

Policies

- 2.1 Park plans developed by public agencies should adhere to the following guidelines:
 - A. Evaluate the need for new park facilities using the Recreation and Conservation Funding Board format;
 - B. Site neighborhood parks for accessibility and the enhancement of neighborhood;
 - C. Evaluate need for waterfront access and waterfront-dependent activities, activity fields (soccer, etc.), special purpose facilities (sky park, skate park, etc.), indoor facilities, community centers, and trails.
 - D. Address funding mechanisms for construction, maintenance and operation.

- 2.2 Where appropriate, design park and recreation facilities for year-round operation and support the maintenance and expansion of four-season recreation and cultural events.
- 2.3 Encourage public access to shoreline areas in the development and maintenance of park and recreation opportunities, where consistent with the protection of critical areas and private property rights.
- 2.4 Implement a coordinated park planning process between Chelan County and other public and private entities to provide and maintain open space and recreational opportunities for making the most effective use of publicly owned land and floodplain areas, and existing park and recreation facilities to meet the open space and recreation needs of current and future residents and visitors.
- 2.5 State and publicly owned tourist/recreation destinations should provide adequate sanitary facilities with a plan for maintenance.
- 2.6 Private and public park and recreation systems should provide a variety of open space, park and recreation facilities, and services to benefit the broadest range of age, social and economic groups and those with special needs and abilities.
- 2.7 Parks and recreation development should facilitate environmental and natural hazard education opportunities.

Goal: Park and recreation planning and development should consider impacts to surrounding land uses, critical areas, and significant natural, scenic, historic, or cultural features.

Policies

- 3.1 Consider compatibility with adjacent land uses and adequacy of infrastructure in the development or expansion of recreational facilities.
- 3.2 Preserve areas that are environmentally sensitive or have historic, cultural or scenic value, in the development of park and recreation facilities and opportunities.
- 3.3 Site and design parks and recreation facilities so that they take advantage of significant natural features, environmentally sensitive areas, and historic and cultural resources.
- 3.4 Consider aesthetic quality as an important element in the design and development of recreational opportunities and facilities.
- 3.5 Consider natural hazard mitigation opportunities in the siting and design of parks and recreation facilities.
- 3.6 Manage parks and open space with ecosystem-based fire management practices where appropriate.

Goal: Increase recreation service availability and efficiency through coordination of federal, state, local and private recreation planning.

Policies

- 4.1 Where consistent with the goals and policies of this plan, support park and recreation plans from the Manson Parks and Recreation District, cities within Chelan County, Chelan County P.U.D., Washington State, U.S.F.S., National Park Service, the Lake Chelan Valley Public Trails Comprehensive Plan, and other community initiatives.
- 4.2 Encourage early and continued public input in the development of recreational plans and offer input on recreation plans prepared by other agencies, when appropriate.
- 4.3 The County should coordinate with private and public park and recreation purveyors to determine the actual recreation demand and scope of needed facilities for the County.

Goal: Support active communities through park and trail use and development.

Policies

- 5.1 Encourage physical activity through park and trail design and community awareness and education.

Goal: Provide and maintain acceptable levels of public facilities and services.

Policies

- 6.1 Implement a maintenance plan to guide continued maintenance of public parks and recreation facilities.
- 6.2 Encourage the expansion of parks and recreation facilities to meet the needs of area residents and visitors.
- 6.3 Support the adopted levels of service standards (LOS) in cities, urban growth areas, and established park districts.

Some County identified projects that received special priority in the plan as it relates to the City of Wenatchee included:

Paddle Sports Access on the Columbia River: There was interest in increasing access for human-powered boating activities on the Columbia. This included the wish for additional boat storage buildings as well as improved dock facilities.



Wenatchee Foothills Trail Plan: The Chelan-Douglas Land Trust initiated this plan in collaboration with the City of Wenatchee, Chelan County, Chelan PUD, and Washington Department of Natural Resources to sustainably protect natural and recreational resources in over 10,000 acres of public lands in the foothills directly adjacent to Wenatchee. The plan calls for the realignment of unsustainable trails,

closure of two-track corridors, formalized trail access points, and trailhead development, all in balance with significant conservation and weed management efforts.

Dog Park Feasibility Study: Participants noted the lack of off-leash dog parks outside of Wenatchee. Having an area to legally walk dogs off-leash in the Foothills was also mentioned as a need in the community.

2020-2024 Chelan County PUD Strategic Plan. After many months of public outreach and community input, the 2020-2024 Strategic Plan for Chelan County PUD was completed. About 100 community stakeholders attended the kick-off event in February 2019. In March 2019, an aesthetics and economic development survey was conducted that included 600 community members, and in May a strategic planning survey was sent to over 35,000 customer-owners and employees. More than 2,700 countywide surveys were returned and the stakeholder-driven Topic Teams held numerous meetings attended by a diverse group of community members. Public review of the draft plan occurred in August and September 2019.



Chelan PUD's Strategic Plan is based on the vision statement to provide "the best value for the most people for the longest period of time." This means they evaluate decisions and plans based on what produces long-term value for customer-owners and how such actions align with the core values.

The survey results indicated that 58% of people ranked economic development investments as their first or second choice. Projects that support environmental stewardship were the first and second choice of 43%, while recreational opportunity projects were chosen first or second by 36%. Based on these results, the following are prioritized in the Public Power Benefit Program:

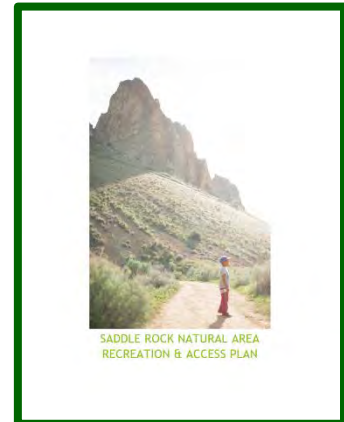
1. Provide value to the customer-owners and meet unfilled needs in the community.
2. Focus on community access to parks and the river.
3. Continue to incorporate environmental stewardship.
4. Consider local and native history, the diversity and multicultural background of our population.
5. Include educational opportunities, job training/readiness and economic development factors in our decision making.
6. Consider partnerships as the PUD doesn't have to do it all.

Specific objectives included:

1. Builds value for customer-owners that are currently underserved.
2. Relieves pressure from an existing “problem”.
3. Preserves/promotes public access in under-developed areas including the following:
 - Removing financial barriers for use.
 - Continue providing day passes at partner-operated PUD owned parks.
 - Provide special needs accessibility.
 - Access and promotion of educational programs.
 - Opportunities for greater access to the water.
 - Access/infrastructure to promote family use of trails (biking, walking, etc.).
 - Proactively connect parks/trails to community.
 - Creating deliberate access points for kayaking and stand up paddleboard.
 - Partnerships to assist with access.
 - Increasing security/safety in areas of parks not owned by PUD.
 - Ensuring accessible parking.
4. Preserves/promotes environmental and/or cultural benefits.
 - Opportunities to showcase our diversity and history.
 - Partnerships with entities that enhance diversity/community.
 - Encourages and supports all socio-economic levels of our community.
 - Incorporates naming of locations with historically relevant names to pay tribute to our native residents.
5. Protects and improves habitat for native plants and animals.
 - Enhancement of “critical” areas such as wildlife, plants, water.
 - Complementary projects that meet multiple needs.
 - i. Water supply & habitat.
 - ii. Protect flood plains.
 - Partnerships with local government.
 - Promoting community involvement in conservation.
 - i. Electric vehicles (EV) and chargers.
 - ii. Education of youth and community.

- Promote our Habitat Conservation Plan (HCP) no net impact to the species listed.
- Challenging the community and employees to think differently about the environment.
 - i. Improvements on existing issues, such as geese in the parks.
 - ii. Provide education on plants, wildlife and the parks.

2022-2023 Saddle Rock Natural Area Recreation and Access Plan. In the summer of 2022 the Chelan Douglas Land Trust conducted a survey of over a thousand visitors of Saddle Rock. In 2023 they continued the planning process with multiple stakeholder and public workshops to develop an access plan for the public properties around Saddle Rock. Through this process the following was learned:

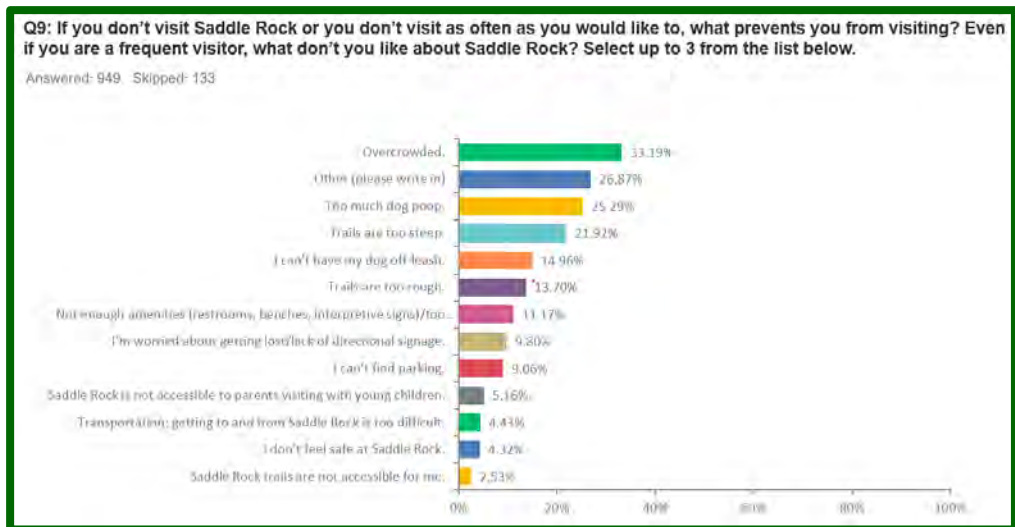


- Exercise is clearly the most important reason people visit Saddle Rock, with enjoyment of nature and solitude ranking high as well.
- Hiking is the most common activity for Saddle Rock visitors. Trail running, exercising a pet, and bird-watching are also popular activities.
- The top reasons Saddle Rock is important to people:
 - Views & viewpoints
 - Many trail options to create loops
 - Wide trails
- Our three warmest seasons (spring, summer, and fall) are the most popular for visits to Saddle Rock.
- People visit regularly, with Spanish language respondents visiting several times a week, and English language respondents trending toward less frequent visits.
- Most visitors spend about 1-2 hours on-site: this is popular as a partial-day outing or something to pair with a work or school day.

What is the most important thing to IMPROVE at Saddle Rock?

- More information: wayfinding signage at trail junctions, route information at trailhead/online
- Trail maintenance
- Wider trails that resist erosion and are clear of vegetation.

- Trails that are less steep.
- Expansion of connected open space and trail system (longer trail loop options)
- En route amenities: benches, shade trees, bathrooms
- Recognition of indigenous cultural significance & history of the place
- More trail options for specific user groups (mountain bikers, equestrians, families & kids).



What can we address to IMPROVE visitor experience?

- Intentionally creating purpose-driven trails:
 - Trails that are wider, smooth, and less steep
 - Steep trails that have stairs or other methods of mitigating for erosion and slips/falls
 - Consider having specific trails for specific uses
- Regular trail maintenance
- Wayfinding signage
- Educate visitors so that dog waste and garbage along the trail decrease
- Provide more amenities along the trail system
- Create more authorized trails to disperse use.

The specific items recommended for addition or deletion to the properties and the phased implementation plan of improvements may be found in the document.



Riverfront Park Master Plan 2021-22. In 2021 and 2022 the City of Wenatchee and Chelan PUD partnered to conduct a public design process to update the master plan for Riverfront Park.

Over the two-year period, a series of open houses, workshops, community meetings, user group meetings and surveys were held

to collect input on the park preferences. Monthly technical advisory committee meetings were also held. The meetings were publicized in English and Spanish through the newspaper, radio and television, websites, presentations to service clubs.

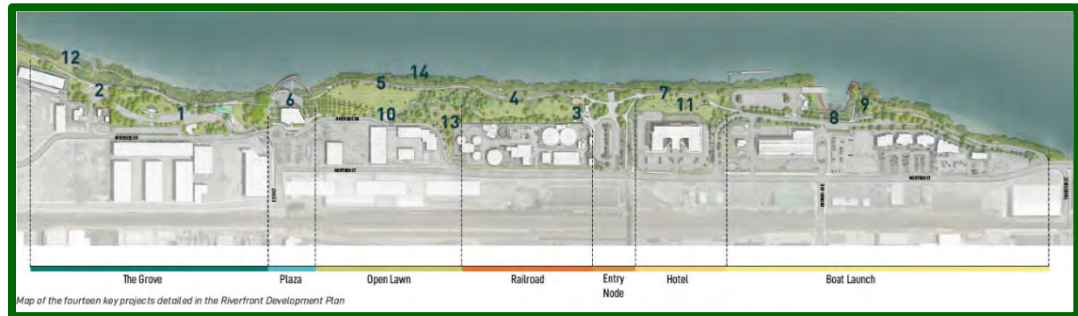


Over 1,000 people participated in the process generating over 128 pages of comments. A summary of the results are shown in the following pictograms:

- What activities would you like to do in Riverfront Park?
- What issues or conflicts have you observed in Riverfront park that should be addressed?
- What physical facility and/or improvements would you like to see in the park?
- If you could pick opportunities to improve the park, what would they be?



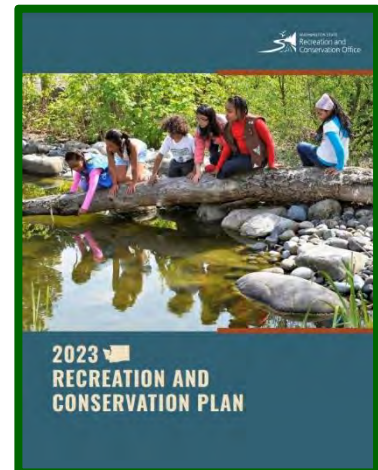
The feedback collected through these engagement processes was used to steer the preparation of three design alternatives which ultimately through a refinement process led to the final design of the park area.



The development plan identifies 14 projects phased for implementation in three phases spanning 15 years. The plan for the park was adopted by reference into the Parks, Recreation and Open Space plan.

2023 Washington Statewide Comprehensive Outdoor Recreation Plan (SCORP).

The Washington Statewide Comprehensive Outdoor Recreation Plan document guides decision-makers in better understanding statewide recreation issues and is required to help maintain Washington's eligibility for federal Land and Water Conservation Fund dollars. The SCORP confirms that outdoor recreation is still an integral part of life for most Washington residents. Since the 2018 Recreation and Conservation Plan was published, the Recreation Conservation Office (RCO) completed several studies that highlight the multiple benefits and linkages between outdoor recreation, public lands conservation, and these critical determinants of equity. These studies document the physical and mental health, environmental, and economic returns on investing in outdoor recreation opportunities and public lands conservation.



Through the public engagement process used to develop the plan, residents were asked about what factors were most important in motivating them to participate in outdoor recreation. When adding together the percentages for 'very important' with 'moderately important', the five strongest factors were:

1. To relax (96%)
2. To enjoy or spend time in nature (95.2%)
3. To exercise/improve physical or mental health (93.4%)
4. To spend time with friends/family (91.1%)
5. For solitude (83.1%)

The least important factor of outdoor recreation participation among respondents was exercising a pet with 41.1% of respondents indicating no importance. While the state is simultaneously growing, aging, and becoming more diverse, some segments of the population are more vulnerable to social, environmental, and economic challenges. These challenges include over-exposure to environmental pollutants and climate-related environmental impacts, to a range of barriers that make accessing outdoor recreation opportunities difficult.

Equitable access and increasing demand to meaningful outdoor recreation experiences is now a central pillar of the outdoor recreation community. This increasing demand is reinforced by outdoor recreation industry sales figures. A survey by the NDB70 Group, a leading retail industry research organization, found sales figures in 2020 increased dramatically compared to 2019 across five important product categories:

- Cycling sales up 63%
- Paddle sports sales up 56%
- Golf sales up 51%
- Camping sales up 31%
- Birdwatching/nature sighting sales up 22%

Respondents also were asked which activities or areas they participate in most frequently. The top 20 activities statewide in Washington, based on reported participation are:



Activities in the 2022 Resident Demand Survey were compared to rates of participation reported from the 2017 survey. All but two of those activities (*Technology-based games* and *Collecting/gathering things in nature*) showed a

significant increase in participation. Activities that had the greatest increase in participation since 2017 include:

- Wildlife/nature viewing increased by 28%
- Paddle sports increased by 28%
- Visiting outdoor cultural/historical facility increased by 27%
- Tent camping (undeveloped area) increased by 26%
- Backpacking increased by 25%
- Playing yard games (in a park) increased by 25%
- Snowshoeing increased by 23%
- Tent camping (developed area) increased by 19%
- Hanging out (in a park) increased by 19%
- Mountain Biking increased by 18%

The participation rates confirm that outdoor recreation is an integral part of life in Washington's communities and a pervasive value in the Pacific Northwest. Research indicates that nature and outdoor recreation have a significant positive impact on human health, both physical and mental. Washington's economy also benefits directly and indirectly from outdoor recreation through consumer spending, tax revenue and jobs. To maximize the value of these benefits, the SCORP identifies the issues that are barriers to participation. Survey respondents were asked what prevented them from participating in outdoor recreation. When adding together responses for 'major barrier' with 'moderate barrier', the three largest barriers to outdoor recreation participation included:

1. Outdoor recreation areas are too crowded (56.9%)
2. Limited access to outdoor recreation areas (53%)
3. Not enough time due to work/family/other commitments (41.4%)

To provide direction for the establishment of goals and priorities for future, the plan identifies four core values that act as the four cardinal directions: Equity, Resiliency, Connection, and Collaboration.



Equity: Equity means valuing and empowering all individuals by providing opportunities for them to fully participate, recognizing that we do not all start from the same place, and we must meet people where they are. We must identify and overcome barriers arising from bias and systemic structures (RCO DEI values). As a core value, RCO recognizes a need to provide greater support to communities that have experienced underinvestment in public land and outdoor recreation resources.

Resiliency: Resiliency is durability in the face of change and challenge. Communities across Washington have shown incredible resiliency through the myriad responses to the COVID-19 pandemic and other recent social and environmental challenges. A thriving network of public lands and outdoor recreation facilities supports social, economic, and environmental resiliency. As a core value, RCO recognizes that equitably investing in proactive, science-based approaches to planning, site design, development, resource conservation, and adaptive management results in multiple overlapping benefits to Washington’s social, economic, and environmental wellbeing.

Connection: Connections are strengthened through physical interactions with a place, growing networks that enable movement, expanding interpersonal and inter-agency relationships, and deepening cultural and spiritual bonds. Forging these connections has the power to create a more hopeful future for individuals, communities, and nature. RCO strives to be a dedicated partner who connects communities with resources to articulate achievable goals, provide pathways to attaining those goals, and empowers them to pursue those pathways. (Adopted from: Hope Research Center (ou.edu)).

Collaboration: Ensuring the positive social, economic, and environmental outcomes of outdoor recreation and protected public lands equitably benefit the public will require the efforts of many individual public and private entities working together. Achieving the strategies outlined in this plan will require joint initiatives that integrate outreach, policy, and project development activities. RCO is well-positioned to be a convener and supporter of such efforts, but long-lasting, holistic success requires the participation of all our partners and stakeholders. RCO strives to be a trusted partner in protecting and improving the best of Washington’s natural and outdoor recreation resources.

The SCORP established statewide priorities and goals to guide public lands conservation and outdoor recreation development. These include:

Priority 1 Provide meaningful access to outdoor recreation for all.

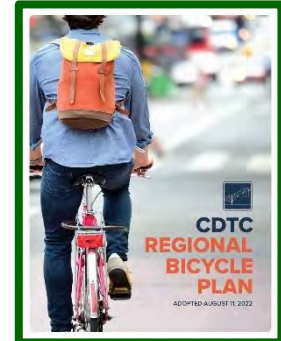
Priority 2 Protect natural and cultural resources while managing increasing demand.

Priority 3 Demonstrate the essential nature of parks, natural areas, and recreation infrastructure.

Priority 4 Support healthy, adaptable, and connected communities.

From the 2023 SCORP, the broadest recommendation for all areas across Washington is to continue investing in outdoor recreation facilities and opportunities in order to benefit both residents and the natural environment.

2022 Chelan Douglas Transpiration Council Regional Bicycle Plan. There are roughly 40 miles of on-street bikeways and 22 miles of shared use paths within the Wenatchee Valley Urban Area. 24.5 miles of new bicycle facilities have been built since 2013. The 2022 Chelan Douglas Regional Bike Plan builds on the comprehensive policy, network, and program recommendations developed in the first two iterations of the Bike Plan.



The document outlines the long-term vision for a safe and connected bicycle network and provides tools for prioritization and implementation. It identifies underserved populations, and goals and objectives for accomplished in the plan. Highlights of the goals include:

- Including bikeway striping in preservation programs.
- Pursuit of grants and new revenues.
- Complete streets policies.
- Continue planning and defining major projects.
- Improve access to bikes, bike repair services, and bicycle infrastructure.
- Increase the number of resources, events & programs in Spanish.
- Develop and support coordinated Safe Routes to School (SRTS) Programs.
- Bike education.
- Maintain and expand the Goathead Warriors Program.
- Develop a bicycle and pedestrian counting program.
- Host more bike events.
- Resources for employers and businesses to encourage bicycle transportation.

2021 Chelan County Multimodal Pathways Plan. The Chelan County Multi-Use Pathways Plan will guide investments for inter-urban trails and related facilities to better connect communities and destinations within the county. The plan identified seven corridors connecting major recreation, tourism, economic, and residential destinations to focus additional bikeway planning and resources. The five main goals of the plan are to: Implement County planning goals, improve inter-urban trail continuity and connectivity, improve



health and safety, and provide basis for future grant applications, MOUs and agreements.

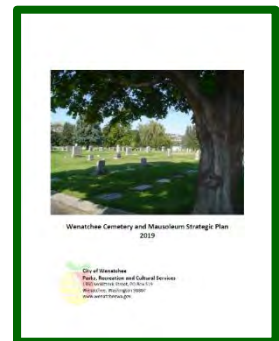
Public engagement occurred for a period of over two years and included discussions by a large steering committee consisting of public agencies and various local organizations, public workshops and meeting and an online survey/mapping tool generating responses from nearly 1,500 participants. The top reported use of the trails was for recreation and with commuting a distant second and other uses ranking last. Safety is a primary concern of users especially along roadways.

2021 Wenatchee Complete Streets Academy. Smart Growth America selected the City of Wenatchee from a pool of 6 jurisdictions to participate in a technical assistance program designed to help jurisdictions overcome barriers to implementing complete streets. The project brought together planners, engineers, public health practitioners, and community advocates to create a “pop-up” redesign project at the intersection of Orondo Ave, Washington St, Okanogan Ave, and Methow St, a difficult intersection to navigate for both bicyclists and pedestrians.



Public engagement included outreach at multiple events, an online survey, and an afternoon market with dancing and music entertainment on the Saturday during the week-long pop-up demonstration. This project explicitly engaged Wenatchee’s Latino community through bilingual outreach materials and listening sessions and the inclusion of Latino vendors and performers during events.

2019 Cemetery and Mausoleum Strategic Plan. The reason for this study is to plan for the future, provide policy guidance and support, and help identify necessary improvements that are vital to maintaining a beautiful, well-kept cemetery that is sustainable into the future.

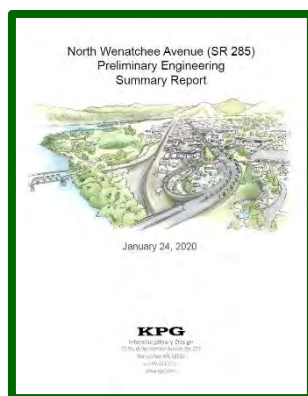


The plan identified a number of issues facing the Cemetery including:

- Cemeteries are extremely expensive to operate. They require a high level of maintenance and care to the grounds and to each individual headstone, aside from the routine upkeep of the site. These maintenance costs of the Cemetery will continue in perpetuity.

- Revenues are anticipated to decrease over time based on the number of plots/niches available for sale.
- The City has some opportunities that may help increase revenues in order to reduce future budget impacts however, some of these opportunities will need funds to implement (e.g. expansion). There are also some opportunities to gain efficiencies.
- Given the current operations, there will continue to be a general fund subsidy with the Cemetery to balance the budget. The costs will continue to exceed revenues, which will increase the City subsidy to continue the current level of maintenance for the Cemetery.
- There is a substantial difference in pricing between burial lots at private cemeteries and the low prices of plots at the Cemetery, which is attractive for people from outside of Wenatchee who may not pay property taxes that in part help to support the Cemetery.
- Staffing levels are a concern with overtime burials. We are seeing an increase in this area due to the need to allow family members adequate time to attend the service and with operation standards, we are also needing to staff two employees at each burial due to safety concerns and liability.

To help address the issues, trends and strategies were reviewed and a series of goals and objectives were prepared. Those have been incorporated into chapter 5 of this plan.



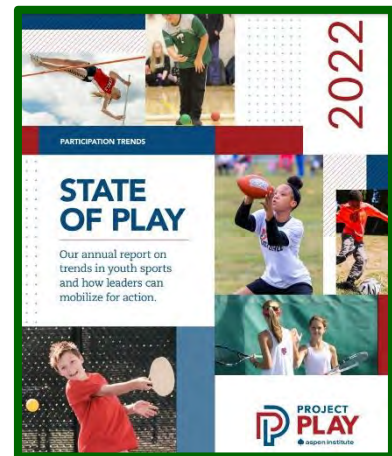
2020 North Wenatchee Avenue Preliminary Engineering Summary Report. This study identified multi-modal design constraints for improvements on North Wenatchee Avenue from Miller Street to the Wenatchee River consistent with existing and planned funding strategies. Specifically, a shared-use path was identified parallel to North Wenatchee Avenue on the Gunn Irrigation Ditch from Walnut Street to the Wenatchee River as the preferred active transportation improvement on the corridor.

Public engagement included a property owner meeting, online open house, survey, and a community meeting. In total, over 3,000 citizens participated in all events combined. Nearly 50% of the 766 survey respondents considered improving biking facilities either somewhat important or very important.

2022 South Wenatchee Bike Network Connectivity Study. The Chelan Douglas Transportation Council (CDTC) conducted a feasibility study for creating safe, comfortable bicycle connections on multiple roads between the South Wenatchee neighborhood and a funded bridge over the BNSF railroad tracks in the vicinity of Bridge St connecting South Wenatchee Avenue to the Loop Trail. South Wenatchee is a predominately Spanish speaking necessitating a targeted public engagement strategy that met the community members in their neighborhood at comfortable and familiar locations.

CDTC attended multiple community events in South Wenatchee, held focus groups with the community and city council members, directly solicited feedback from local businesses, and held a “bike rodeo” event showcasing the results of the study. In total 20-30 surveys were completed and nearly 100 people attended the bike rodeo.

2022 State of Play Trends and Developments Study by the Aspen Institute/Project Play. The State of Play report, is produced annually by the Aspen Institute’s analysis of national trends in the delivery of sport activities for youth ages 6 to 18. The findings in State of Play 2022 are drawn from many sources, among them the Sports & Fitness Industry Association’s youth sports participation data from the previous year. The latest figures provide a glimpse into how many children – and which ones – returned to sports in 2021, the most recent data made available to the Aspen Institute.



As in past years, Project Play continued to contribute real-time insights through surveys of youth sports parents. For this report they partnered with Utah State University’s Families in Sports Lab, Louisiana Tech University’s Minds in Motion Laboratory and TeamSnap to conduct the survey in September and October 2022. The results shed light on what’s happening right now for parents, guardians and children, including the financial costs for families as inflation rises. Some key trends that have emerged in 2022, based on the review of research conducted and aggregated including:

- The number of youth sports parents (27%) who perceived their child has lost interest in playing sports remained high as a barrier to participate. Interestingly, the more money parents have, the less interest their child has in sports.

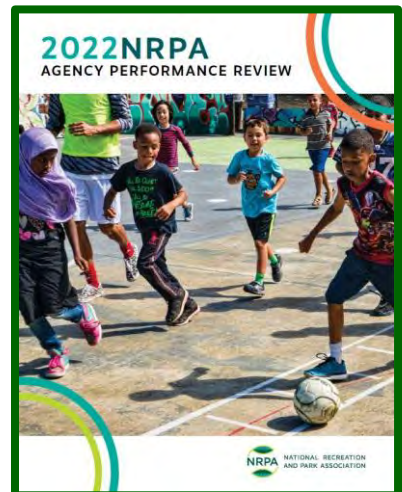
- Community-based sports programming is returning. More than half (58%) of children who participate in sports played their primary sport through community-based programming in Fall 2022, according to our latest youth sports parent survey. That's a jump from 38% in Fall 2021.
- Travel sports programs surged back. The youth sports tourism industry has rebounded well, underwritten by parents who want or feel compelled to provide their child with a more intense, often year-round experience. What would it take to keep them in local leagues? In a survey, they told us: more playing time for their child, more inclusive environments, and lower costs to play.
- Parents significantly trust their child's coaches. Indeed, they express more trust in them than they do their teachers and peers to develop life skills, foster a sense of belonging, create safe environments to play, and cope with off-the-field stressors. They also get higher marks than national, state and community leaders. Meanwhile, coaches tell us they're frustrated by parents.
- The average family paid \$883 annually in one child's primary sport, down 6% from pre-pandemic. The wealthiest parents spent about four times more than the lowest-income families. Inflation is on people's minds – and if a recession happens, it remains to be seen if participation falls like it did after the Great Recession in 2008.
- Access for low-income children to play is improving but more is needed. In a hopeful sign, more children ages 6-12 living in homes earning less than \$25,000 regularly played team sports, according to SFIA data. The rate increased to 24% in 2021, marking the third straight year this number improved, even during the pandemic. The lowest-income kids are still playing sports at a much lower rate than they did in 2012 (34%). But the gap between the highest- and lowest-income kids moved within 16 percentage points in 2021, compared to 20 percentage points in 2020. More targeted efforts and messaging by professional sports leagues and nonprofits about the disparities in access to sports may be making a difference, although among older children ages 13-17, the participation gap based on household income slightly increased

- Tennis and pickleball emerged as popular sports. Tackle football participation continued to decline while more youth (especially girls) turned to flag. Bicycling lost participants over the past year as organized sports returned but remains up from its pre-pandemic levels. In high schools, martial arts, bocce and bass fishing saw major upticks, as did Unified sports (teams comprised of students with and without intellectual disabilities) in softball, cheer and basketball. Soccer, the third-most popular team sport for kids, rebounded with a 20% increase in 2021 for kids 6-12 and returned to pre-pandemic levels. Baseball was slightly up and basketball slightly down. Still, participation in all three sports remained considerably lower than it was in 2008 – a byproduct of early-sport specialization, high costs to play, fewer quality recreational opportunities, and the nation’s declining birth rate.

Sport	2008	2019	2020	2021	2020-2021 Change
Baseball	16.5%	14.4%	12.2%	12.6%	3.0%
Basketball	16.6%	14.0%	14.8%	14.5%	-2.3%
Bicycling	27.7%	17.0%	18.2%	18.0%	-0.9%
Cheerleading	2.4%	2.9%	2.3%	2.2%	-2.6%
Flag Football	4.5%	3.5%	3.4%	3.4%	1.5%
Tackle Football	3.7%	2.9%	2.8%	2.3%	-17.9%
Golf	5.9%	4.6%	5.3%	5.2%	-1.9%
Gymnastics	2.3%	3.6%	2.9%	3.0%	4.2%
Ice Hockey	0.5%	1.2%	1.0%	0.9%	-10.5%
Lacrosse	0.4%	1.0%	0.9%	0.7%	-23.7%
Soccer (Outdoor)	10.4%	7.7%	6.2%	7.4%	19.5%
Softball (Fast Pitch)	1.0%	1.4%	1.2%	1.2%	-0.1%
Swimming (Team)	N/A	1.3%	1.0%	1.3%	11.9%
Tennis	4.3%	4.3%	5.9%	5.8%	-2.9%
Track and Field	1.0%	1.1%	1.2%	1.3%	-7.3%
Volleyball (Court)	2.9%	2.9%	2.5%	2.4%	4.8%
Wrestling	1.1%	0.7%	0.6%	0.6%	-11.5%

2022 National Parks and Recreation Association (NRPA) Agency Performance Review.

Each year, 260 million people across the United States visited a park, trail, recreation center or other park and recreation amenity at least once. This was thanks to the efforts of more than 165,000 full-time park and recreation staff and the hundreds of thousands of part-time staff, seasonal workers and volunteers across the country working tirelessly to ensure every person in every community benefits from the programs and facilities that parks and recreation offers. Indeed, these dedicated people at the more than 10,000 local park and recreation agencies support services and facilities that offer rewarding recreation opportunities, deliver vital emergency services, and promote better physical and mental health.



The 2022 NRPA Agency Performance Review summarizes the key findings from NRPA Park Metrics — the benchmarking resource that assists park and recreation professionals in the effective management and planning of their operating resources and capital facilities. Taken together, the 2022 NRPA Agency Performance Review and NRPA Park Metrics feature the most comprehensive collection of park and recreation-related benchmarks and insights that apprise professionals, key stakeholders and the public about the state of the park and recreation industry.

The review does not present park and recreation “standards,” nor do the benchmarks represent any standards against which every individual park and recreation agency should measure itself. The reason for this is simple: there is not one single set of standards for parks and recreation because different agencies serve different communities that have unique needs, desires and challenges. The review presents data from more than 1,000 unique park and recreation agencies across the United States as reported between 2019 and 2021. The following is a summary of the key findings:

- The typical agency participating serves a jurisdiction — a town, city, county and/or region of 44,106 people.
- The typical park and recreation agency manages 21 parks comprising 496 acres. After adding in non-park sites (including open spaces that an agency may manage, such as city hall lawns or roadway medians), the median number increases to 29 sites encompassing 635 acres.
- The typical agency has one park for every 2,323 residents. The number of people per park rises as the population of the town, city, county or region served by an agency increases.
- The typical park and recreation agency manage 10.4 acres of parkland for every 1,000 residents in its jurisdiction. Parkland refers to both maintained parks and open space areas, such as green spaces and courtyards
- Park and recreation professionals oversee a wide variety of facilities and features for which their agencies have responsibility. In addition, the number of amenities and facilities managed by park and recreation agencies vary. Ninety-five percent of park and recreation agencies provide playground facilities in their communities, typically managing 13 playgrounds. At least half of agencies have basketball courts, tennis courts, diamond fields for baseball and/or softball, multipurpose rectangular fields, dog parks, outdoor swimming pools and community gardens.
- Among park amenities the typical park and recreation agency has one playground for every 3,750 residents, one basketball court for every 7,403 residents, one outdoor tennis court for every 5,608 residents, one dog park for every 43,586 residents.
- In addition, 81 percent of park and recreation agencies have trails, greenways and/or bikeways as part of their outdoor infrastructure. The

typical park and recreation agency that manages or maintains trails for walking, hiking, running and/or biking has 14 miles of trails in its network.

- Geography also plays a role in the number of trail miles managed by park and recreation agencies. Agencies in a city locale have a median of 15 miles of trails, while county-based agencies typically have approximately 39 miles of trails.
- Park and recreation agencies also offer many indoor facilities to their residents. More than three in five agencies offer community centers and recreation centers. Also common are senior centers, performance amphitheaters and nature centers. The typical agency with recreation centers has one facility for every 31,239 residents, while those agencies with community centers have one such facility for every 29,036 residents. Two in five agencies offer senior centers, with one such facility for every 59,603 residents in their jurisdictions. The typical park and recreation agency operate seven buildings.
- Residents interact with park and recreation amenities and programming throughout the year, resulting in thousands, if not millions, of contacts annually. “Contacts” may include many different types of interactions with a park and recreation agency, such as visits to a local park, running or biking on a local trail, visits to a local recreation center, or other interactions with any park and recreation facility operated by an agency. Moreover, a person can have more than one contact. Someone who swims at their local agency’s aquatics center 10 times a year and bikes along a local trail five times a year would have 15 contacts.
- The typical park and recreation agency registers approximately 285,000 contacts every year. The number of contacts varies dramatically from agency to agency. For example, the typical agency at the 75th percentile has more than 1 million annual contacts.
- Programming is a crucial driver of engagement with parks and recreation. The typical park and recreation agency generates nearly 16,000 contacts through its programs alone.
- Registration fees for special programming are also the largest source of non-tax revenue for most agencies. The typical agency offers 179 programs each year; 102 of those programs are fee-based events.
- Programming provided by agencies span a variety of park and recreation activities — many of which touch on one or more of NRPA’s Three Pillars:

Health and Wellness, Equity, and Conservation. Key programming activities offered by at least seven in 10 park and recreation agencies include: Themed special events (offered by 90 percent of agencies), social recreation events (88 percent), team sports (87 percent), fitness enhancement classes (82 percent), health and wellness education (80 percent), individual sports (76 percent), safety training (72 percent), racquet sports (71 percent) and aquatics (70 percent).

- The “prime directive” for all park and recreation agencies is to serve the public. Delivering high-quality services to all community members is a key commitment of park and recreation professionals. That promise includes those professionals being leaders in providing services and programming for children, older adults and people with disabilities. Eighty-three percent of park and recreation agencies offer summer camp programs for their communities’ children. A majority also deliver programs for teens and after-school care as portions of their out-of-school time (OST) offerings. Fewer agencies include preschool, before-school care or all-day childcare as a part of their program offerings. OST programs are commonplace offerings by agencies of nearly all sizes.
- In addition, most park and recreation agencies offer specific programming for other segments of their communities, including older adults (79 percent), teens (66 percent) and people with disabilities (62 percent).
- Because park and recreation agencies differ by size and jurisdiction served, so too do staffing levels. Staffing at the typical park and recreation agency includes 49.4 full-time equivalents (FTEs) with a mix of both full-time and part-time staff. Agencies serving areas with 50,000 to 99,999 people have a median of 64.1 FTEs. Median counts of FTEs on staff also positively correlate with:
 - Number of acres maintained: 250 or fewer acres – 19.3 FTEs; more than 3,500 acres – 247.1 FTEs
 - Number of parks maintained: less than 10 parks – 16.3 FTEs; 50 or more parks – 216.3 FTEs
 - Population served by the agency: less than 500 people per square mile – 24.4 FTEs; more than 2,500 people per square mile – 94.0 FTEs
- One way to view agency staffing is to measure it relative to the population that an agency serves. The typical park and recreation agency has 8.9 FTEs on staff for every 10,000 residents in the jurisdiction served by that agency.

- Agencies that serve areas with greater population density tend to have more FTEs per number of residents. Those operating in jurisdictions of less than 500 people per square mile have 5.8 FTEs per 10,000 people served compared to 10 FTEs per 10,000 residents in areas with more than 2,500 people per square mile.
- Operations and maintenance are the primary work responsibility of park and recreation professionals. But staff also devote their energies to other areas. On average, an agency's full-time staff dedicate their time to the following general activities:
 - Operations/Maintenance (45 percent)
 - Programming (31 percent)
 - Administration (17 percent)
 - Capital development (3 percent)
 - Other (4 percent)
- U.S. Census Bureau data indicate that local park and recreation agencies' operating expenditures totaled \$42.8 billion in 2019. Per NRPA Park Metrics data, the typical park and recreation agency has current annual operating expenditures of \$5,079,256.
- Normalizing operating expenditure data by population served by an agency is a much more accurate and meaningful way of articulating and comparing spending. By this measure, the typical park and recreation agency has annual operating expenses of \$93.01 on a per capita basis.
- One can normalize operating expenditures by the amount of parkland managed by an agency. The median operating expenditure is \$7,823 per acre of park and nonpark sites managed by the typical agency. (Note: Nonpark sites are public spaces — such as lawns at a city hall- not designated as parks, but whose maintenance and/or operation costs are a part of the park and recreation agency's budget.) The typical operating expenditure per acre of parkland increases with population density.
- The typical park and recreation agency dedicate 45 percent of its annual operating budget to managing and maintaining parks and open spaces. Agencies spend a median 42 percent of their annual operating expenditures to support recreation offerings, including programming (e.g., out-of-school time activities, sports leagues, health and wellness programs) and the facilities for such activities.

- Funding sources for park and recreation operations vary greatly by agency, but support from the local jurisdiction's general fund tax base is common. On average, park and recreation agencies derive three-fifths of their operating expenditures from general fund tax support. However, the percentage of funding from general fund tax support tends to be lower at agencies with larger operating budgets. The second-largest source of funding for most agencies is earned/generated revenue, accounting for an average of 23 percent of operating expenditures. In addition, many agencies have access to special, dedicated taxes that cover a part of their budgets, while others obtain much of their funding from tax levies dedicated to park and recreation purposes approved by citizen referenda.
- The typical agency recovers 23.6 percent of its operating expenditures from non-tax revenues. The amount of cost recovery differs significantly among agencies based on an agency's portfolio of facilities and programming, the demographics of the populace it serves, the agency's mission and possible revenue mandates from the agency's governing authorities.



2017 City of Wenatchee Comprehensive Plan. The Washington State Growth Management Act requires periodic review and, if necessary, revision of the Wenatchee Urban Area Comprehensive Plan. The City of Wenatchee completed a comprehensive update of the plan in 2006. The intent of the 2017 update is to consider strategic amendments as necessary to build upon the process from 2006 and address state update requirements.

The City of Wenatchee is required to clearly establish a process and schedule for public participation during this update process. The City Council adopted Resolution No. 2016-13, enacting a public participation plan for the update. Planning staff has been conducting analysis of trends which have occurred since the last plan update. With new data and trends, city staff has been meeting with the Planning Commission in workshop settings to review the elements of the comprehensive plan, as well as incorporating additional planning documents and studies. This review with draft amendments was completed in December 2016, with public comment and an environmental determination completed in January 2017. The plan is scheduled for adoption in June 2017.

Once draft amendments were completed, an open house was held to further inform the public and encourage comment on the draft amendments. Additional workshops were also conducted both with the City Council and the Planning Commission to consider the amendments and public comments prior to public

hearings. The update process was placed on the city website and maintained for the process to encourage public input and review.

The process provided the opportunity for good reflection on how the City has progressed in meeting the direction provided in the plan, with the ability to make modifications given new trends and needs in the community.

2016 Wenatchee Sports Council Outdoor Recreation Survey and Report. In 2016 the Wenatchee Valley Sports Council conducted a yearlong study that was designed to determine the impact of outdoor recreation in Chelan and Douglas counties. Months of research, interviews and data gathering were conducted. The survey itself was the tool that gave the general public an opportunity to participate. It was divided into two basic segments, one for residents and one for visitors. The survey was available for two months and saw over 1,200 completed responses of which 459 were from Wenatchee residents. ECONorthwest completed an analysis of the responses. Highlights include:

- 75% of residents rated the City's cultural offerings as satisfactory or very satisfactory.
- 80% of residents were satisfied or very satisfied with their City parks.
- Residents and visitors participated in a broad range of water, land and snow activities. The top water related recreation activities for both residents and non-residents were: Fishing, Paddle Boarding, Kayaking and motorized boating. Land sport activities were similar among residents and non-residents with hiking, camping, mountain biking and backpacking the top four outdoor recreation activities. Downhill skiing, snowshoeing and cross-country skiing were the top three snow related activities.
- The top three reasons that people participated in outdoor recreation activities were for: Physical health and mental wellbeing, relaxation and just to be outdoors.
- Cultural activity participation saw the farmers market, festivals or local events, agricultural activities and live concerts as the top four popular selections. Art gallery or public art finished near the bottom of the attendance at about 18%.
- Scenic beauty and land recreation opportunities played a major role in attracting visitors to the area. Eight of ten respondents identified these attributes as very important factors in determining to visit the area.

Word cloud of resident responses to "What would improve your personal recreation experience?"



- Demand for greater access and improved facilities pertaining to land, water and snow-based recreation, more parking and expansion of trails were top priorities as were the need for better signing and water access points.
- Connectivity of trails and communities via trails was a frequently mentioned desire.
- A greater supply of family friendly amenities was requested.

4.0.2 Trend Analysis

Trend analysis is based on the idea that what has happened in the past provides an indication of what will happen in the future. Along with the work that was completed as part of the plan development process for the documents in the previous section, the following trends were examined.

Local Trends. Similar to the rest of Washington State, Wenatchee has seen a steady increase in organized sports. In Wenatchee, that increase has also included new types of activities, such as pickleball, rugby, lacrosse, ultimate Frisbee and disc golf. There is also an increased interest in emerging and extreme sports, such as mountain bike skills, paddle boarding and rock climbing.

The changing demographic and an increase in cultural diversity in the Wenatchee area has brought new types of interests in recreational activities and programs. It has also brought a greater need for more general recreational activities and financial assistance to residents where needed for recreational program or facility fees.

Similar to trends across the nation, Wenatchee residents continue to demand more off-road walking and bicycling trails. As trails increase in popularity and the community grows, there are conflicts among trail users, with a high increase of dogs off leash in undesignated areas and owners refusing to pick up their animal's waste.

Business Oriented Approach. Agencies across the United States are increasing revenue production and cost recovery. Pricing is often done by peak, off-peak and off-season rates. Agencies are often structured into service divisions for athletics,

seniors, facilities, parks, planning, and the like rather than by geographic unit, and they are partnering with private, public, and non-profit groups.

Generally, park and recreation professionals face many challenges including:

- Doing more with less, requiring partnership development.
- Partnering between non-profit and public forms of service.
- Increasing the quality and diversity of services.
- Moving toward a more business-like model while not competing with the private sector.
- Increasing parks and open space versus a decreasing ability to maintain it.
- Providing support for the socially and economically disadvantaged through programs in areas such as childcare, nutrition, etc.
- Increasing responsibility for measurement and evaluation.

Outcome Based Management. Over the past decade, park and recreation management has trended towards outcome-based management, which reflects the effect on quality of life of those who participate or benefit from parks and recreation opportunities. Outcome-based management is useful in establishing the benefit to the community and to individuals. The City of Wenatchee partners with the community to provide innovative and high value parks, facilities, programs and services that promote an engaged and healthy community and may be seen in the outcome areas of:

- Strengthening community image
- Supporting economic development
- Fostering human development
- Protecting environmental resources
- Facilitating community problem solving
- Promoting health and wellness
- Increasing cultural unity
- Providing recreational experiences
- Increasing self-esteem and reliance

4.0.3 Participation Analysis

Participation levels are measured in terms of the number of occasions that a particular facility or program was attended in a given period of time. The information is then compared with similar data from other time periods to determine the amount of use and participation in particular facilities or activities. Participation numbers for recreational programs and activities have been collected and is contained in the Existing Resources section of the plan.

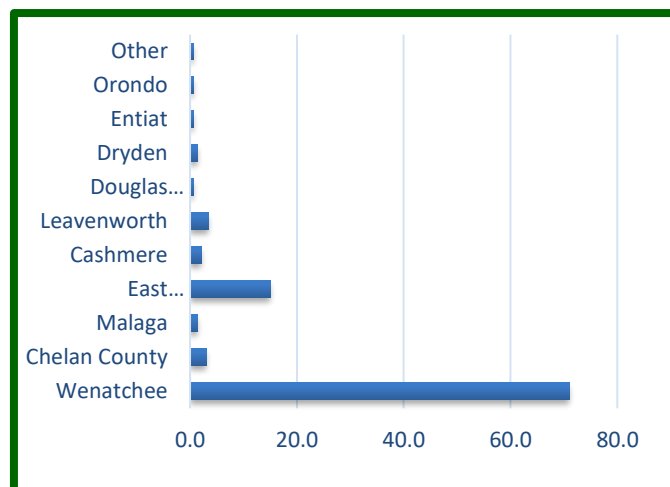
4.0.4 Community Survey

Using the questionnaire approach, future facility needs are sometimes developed from survey information on user demographics, participation patterns, opinions and perceived needs. In addition to the multiple, recently completed surveys for other related planning documents, an online survey tool was utilized to collect data specifically for this plan update. The survey was posted on the City website and Facebook Page from February 24, 2023 through March 24, 2023. It was advertised through live interviews on radio, television and newspaper. It was also distributed to local interest groups including: Wenatchee Valley Sports Council, Velocity Swimming, Chelan Douglas Land Trust, Wenatchee TREAD and others. Many of these organizations emailed the survey to their membership and also posted the survey on their websites. The survey was divided into four main sections including: Parks and Facilities, Recreation, the Arts and Demographics. The results were used in the development of the strategic actions that are contained in the Guiding Framework section of this plan.

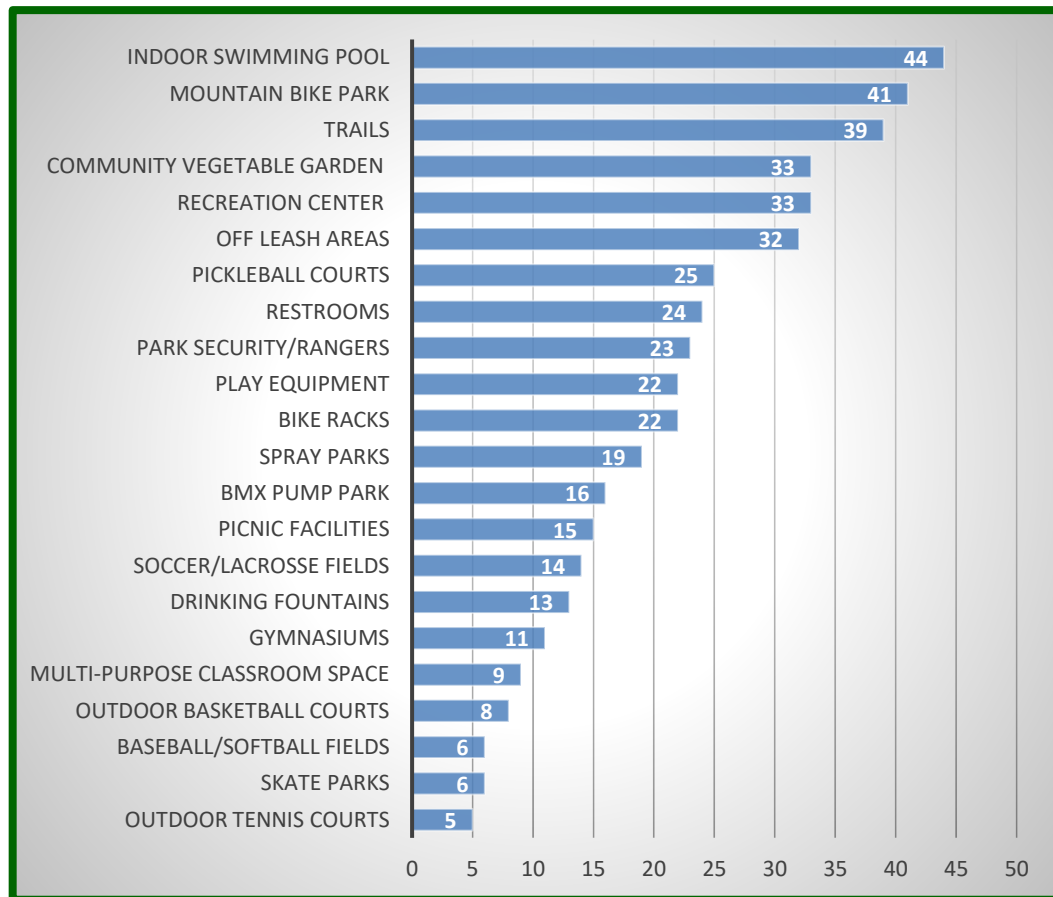


The survey was viewed 629 times online and 143 people took the time to complete it which was double from the previous plan survey. The survey was not statistically valid, but it did provide some interesting comments. Full results are contained in the Appendix section of this plan. A summary of the results includes the following:

The first area where data was collected was in demographics. The area of residence of respondents who completed the survey was consistent with participation and facility use percentages at 71% Wenatchee residents, 15% from East Wenatchee and the remaining 14% from other areas in the service area of the City.

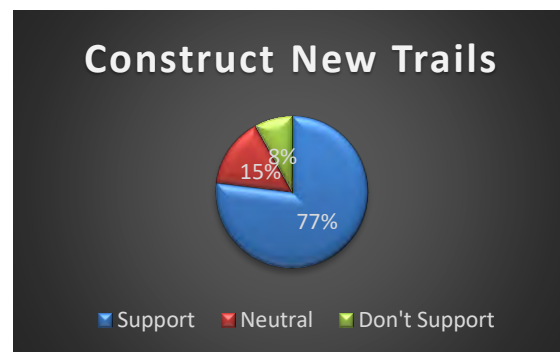


Park areas. People were asked what amenities were missing from City park areas from a list of items that were contained in the 2018 PROS plan and requests received over the past five years. Of those items, the top six were: An indoor pool,



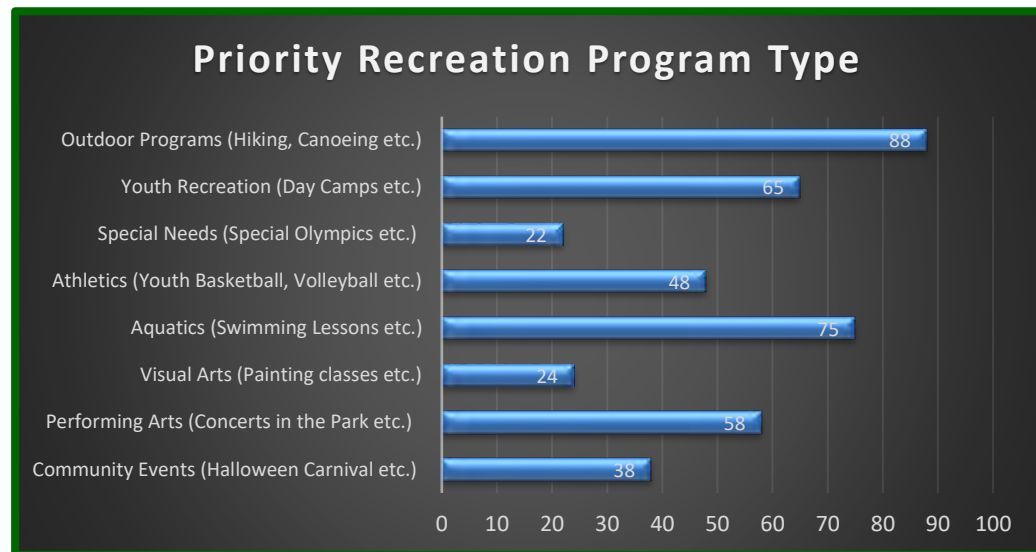
Mountain Bike Park, Trails, Community Vegetable Garden, Recreation Center and Off Leash Areas. Five items were in the highest rated group. Those included Pickleball courts, restrooms, park rangers/security, play equipment and bike parking.

People were also asked which of thirteen items included in the previous capital plan they were supportive of or not support of. The following were the top five items in order of support: Construct new trails – 77%, Acquire property for open space and habitat preservation 73%, Construct a recreation center – 68%, Acquire new neighborhood parks – 67% and Replace the City Pool with an aquatic center - 61%. The items with the least amount of support were:



Constructing additional skate parks, constructing lighted baseball/softball fields, constructing pickleball courts and a mountain bike skills park. It is interesting to note that pickleball courts and the mountain bike skills park ranked high as what is missing in the park system, but lower for support.

Recreation Programs. The survey asked what age or ability groups should receive the highest priority for programming. The results confirmed that youth, teen and family programming are still the top priority. The survey also asked which types of programs should receive the highest priority for offerings in the community.



The top responses in order to this question were: Outdoor Recreation, Aquatics, Youth Recreation, Performing Arts and Athletics. People were also asked how they learned of programs and activities. The top five responses were: Word of Mouth, the printed Summer Recreation Guide, the City website, Facebook, and flyers distributed through schools.

The final area provided focused questions with regard to **The Arts**. As the arts were brought more to the forefront in the department from the previous comprehensive plan, the questions asked what is missing from the system, what programs and activities are of interest and where art is needed. Respondents indicated that the top items they would like to see more of in Wenatchee included Outdoor/wilderness programming, festivals and multi-day events, and first nations arts and culture programming. The most popular activities that people participated in were free or paid concerts and museum programs. The top three types of programs and events that people would like to have offered were in the areas of visual arts, performing arts and applied arts. There was little interest in literary arts or new media. On open ended questions, the sculpture collection, particularly along the riverfront was well liked and there was an expressed desire for more murals.

4.0.5 Public Meetings

Some communities rely quite heavily on input from the general public at public meetings to assess needs. However, this approach may not reflect the true community need and should be used as a part of a larger data collection tool. By filling the room with their supporters, input from special interest groups have the potential to overwhelm the results which often times may not necessarily represent the true interest of the community.

The update of the Parks, Recreation and Open Space Comprehensive plan was the main agenda topic during eight Arts, Recreation and Parks Commission Meetings from January 2023 to September 2023, and also a City Council workshop in March and regular meetings in October. The meetings were advertised in the Wenatchee World, the City website, departmental Facebook page and local radio stations. They were open to the public and the City Council meetings broadcast on YouTube. Comments received during the meetings were also incorporated into the plan sections. During 2023, the draft plan was also posted on the City website for review and comment as each chapter was prepared.

4.0.6 Overview of National Standards

The purpose of these guidelines is to present park and recreation space standards that are applicable nationwide for planning, acquisition, and development of park, recreation, and open space lands, primarily at the community level. These standards should be viewed as a guide. They address minimum, not maximum, goals to be achieved. The standards are interpreted according to the particular situation to which they are applied and specific local needs. A variety of standards have been developed by professional and trade associations which are used throughout the country. The standard derived from early studies of park acreages located within metropolitan areas was the expression of acres of park land per unit of population. Over time, the figure of 10 acres per 1,000 population came to be the commonly accepted standard used by a majority of communities. Other standards adopted include the "percent of area" approach, needs determined by user characteristics and participation projections, and area use based on the carrying capacity of the land. The fact that some of the standards have changed substantially is not an indication of their obsolescence. Changes are a measure of the growing awareness and understanding of both participant and resource (land, water, etc.) limitations.

Parks are for people. Park, recreation, and planning professionals must integrate the art and science of park management in order to balance such park and open space resource values as water supply, air quality and create standards that address Wenatchee's own unique blend of social and economic characteristics that define it in order to tailor the most appropriate range, quantity and quality of recreational facilities within fiscal limits.

4.1 Park and Recreation Facility Level of Service Standards

By considering the location, size and number of facilities by type and use, along with community interests, access and priorities, this plan evaluates the latent and potential demand for park and recreation amenities. This assessment provides a foundation for the six-year Capital Improvement Plan, which identifies and prioritizes crucial upgrades, improvements and expansions consistent with the needs expressed by residents.

This section provides recommended level of service standards for the following types of recreation resources:

- Neighborhood Parks
- Community Parks
- Regional Parks
- Trails and Pathways
- Natural Areas
- Recreation Facilities



Level of service standards for park facilities (LOS) are one recognized method of expressing the quantity of recreation service provided for a given amount of demand. It is simply a ratio of quantity versus demand (usually measured in numbers of people). It is commonly expressed as a number or acres or miles of facilities per a given population such as 2 acres of neighborhood park land per every 1,000 people.

As with any set of standards, LOS standards should be used as guidelines for evaluating the baseline adequacy of facilities in the community. All communities are different, and all communities have needs and demands for park, trail, and open space facilities that vary with population and economic characteristics, as well as with local attitudes. Thus, Wenatchee's recommended standards have been customized for the community after reviewing national and local standards. The demand and need methodology and the City's demographics were also important considerations.

Table 4.1 shows the standards (guidelines) that have been recommended for parks and recreational facilities, including trails, in Wenatchee. The 6-year demand and need for these facilities is shown, based on the LOS standards. It is important to bear in mind that the suggested LOS standards are an expression of minimum acceptable facilities for the citizens of Wenatchee. The suggested LOS standards (guidelines) are a starting point for local LOS levels. Using the same methodology as the adopted population projections for the City Comprehensive Plan update, the projected populations are: 2023 – 41,383 and 2030 – 44,141.

Only public owned land and recreation facilities were used to calculate level of service needs. Private and semi-public spaces were not included.

Table 4.1 Level of Service Standards

PARK CLASSIFICATION TYPE	EXISTING ACRES (A)	WENATCHEE STANDARD (D)	2024 ACRES LOS (B)	2030 ACRES LOS (C)	DIFFERENCE NEED (E)
Neighborhood Park	12.33	2 acres/1,000 people	82.77	88.28	75.95
Community Park	68.65	7 acres/1,000 people	289.68	308.99	240.34
Regional Park	749.74	8 acres/1,000 people	331.06	353.13	-396.61
Natural Areas	635.24	20 acres/1,000 people	827.66	882.82	247.58
Special Use Areas	55.40	3 acres/1,000 people	124.15	132.42	77.02
SPECIALIZED FACILITY TYPE	EXISTING FACILITIES	RECOMMENDED STANDARD	2024 FACILITIES LOS	2030 FACILITIES LOS	DIFFERENCE NEED
Trails	6.22	0.5 miles/1,000 people	20.69	22.07	15.85
Pathways	5.26	0.25 miles/1,000 people	10.35	11.04	5.78
Baseball Field	3	1 field/8,500 people	4	5	1.00
Youth Baseball Field	7	1 field/2,500/ people	16	18	11
Basketball Hoops	48	1 hoop/1,000 people	41	44	-4
BMX Area	1	1 area/30,000 people	1	1	1
Dog Off Leash Area	1	1 area/30,000 people	1	1	1
Football Field	4	1 field /8,000 people	5	5	1
Disc Golf Course	2	1 course/35,000 people	2	2	0
Gymnasium	12	1 gym/2,500 people	16	18	6
Horseshoe Pitch	5	1 pitch/10,000 people	4	4	1
Picnic Area	16	1 area/2,000 people	21	22	6
Play Area	13	1 area/2,000 people	21	22	9
Indoor Pool	0	1 pool/30,000 people	1	1	1
Outdoor Pool	1	1 pool/30,000 people	1	1	0
Recreation Center	0	1 center/30,000 people	1	1	1
Golf Courses	0	1 course/50,000 people	1	1	1
Rock Climbing Wall	0	1 wall/35,000 people	1	1	1
Sand Volleyball Court	3	1 court/10,000 people	3	3	0
Skate Park	2	1 area/20,000 people	2	2	0
Soccer Field	10	1 field/2,500 people	16	18	8
Softball Field	10	1 field/2,500 people	16	18	8
Pickleball Court	6	1 court/5,000 people	8	9	3
Tennis Court	19	1 court/5,000 people	8	9	-10
Indoor Tennis Court	0	1 court/30,000 people	1	1	1
Indoor Soccer Field	0	1 field/30,000 people	1	1	1
Water Play Area	5	1 area/5,000 people	8	9	4

$B = 41,383/1,000 \times D$ $C = 44,141/1,000 \times D$ $E = C - A$

Existing Acres A includes public areas

Facilities have been rounded to the nearest number.

In E, the negative number is over standard. The positive number is quantity needed to meet standard.

The Park Design Policies and Development Standards companion document contains a detailed listing of specific development criteria for each type of area and facility.

4.1.1 Neighborhood Parks

Neighborhood parks are intended to serve residents living within comfortable and safe walking or bicycling distance, and to provide activities geared toward a wide variety of age and user groups including children, adults, the elderly, and special populations.

As a result of the public process and the needs analysis, specific comments and recommendations for neighborhood parks in Wenatchee include:

Existing Acres	12.33 acres
Recommended Standard:	2.00 acres per 1,000 population
2030 Need:	75.95 acres

Specific public comments received for neighborhood parks included:

- Acquire neighborhood parks to keep pace with growth.
- In South Wenatchee’s dense neighborhoods, opportunities for green space and pocket parks should be pursued.
- A park for children/people with disabilities.
- Provide ADA accessibility.
- Enhancing and improving play equipment areas.
- Create open green space with urban views.
- More trees.
- More outdoor play spaces for toddlers.
- More garbage cans.
- Outdoor volleyball, pickleball courts.
- Clean, restrooms that are open in winter.
- Safe bicycle and pedestrian access.
- More art in smaller parks.
- Add security lighting.
- Increase safety.
- I would love to see sensory playgrounds developed; and a “mini town” type of playground for toddlers and elementary age that has a mini road with pretend stoplights for young children to practice bike skills and safety without running into older bmx kids at pump track.

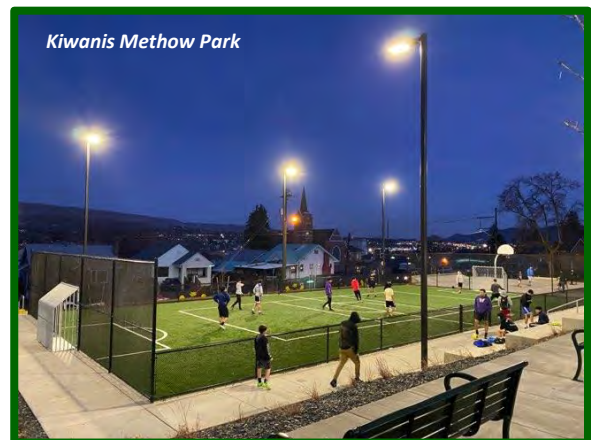
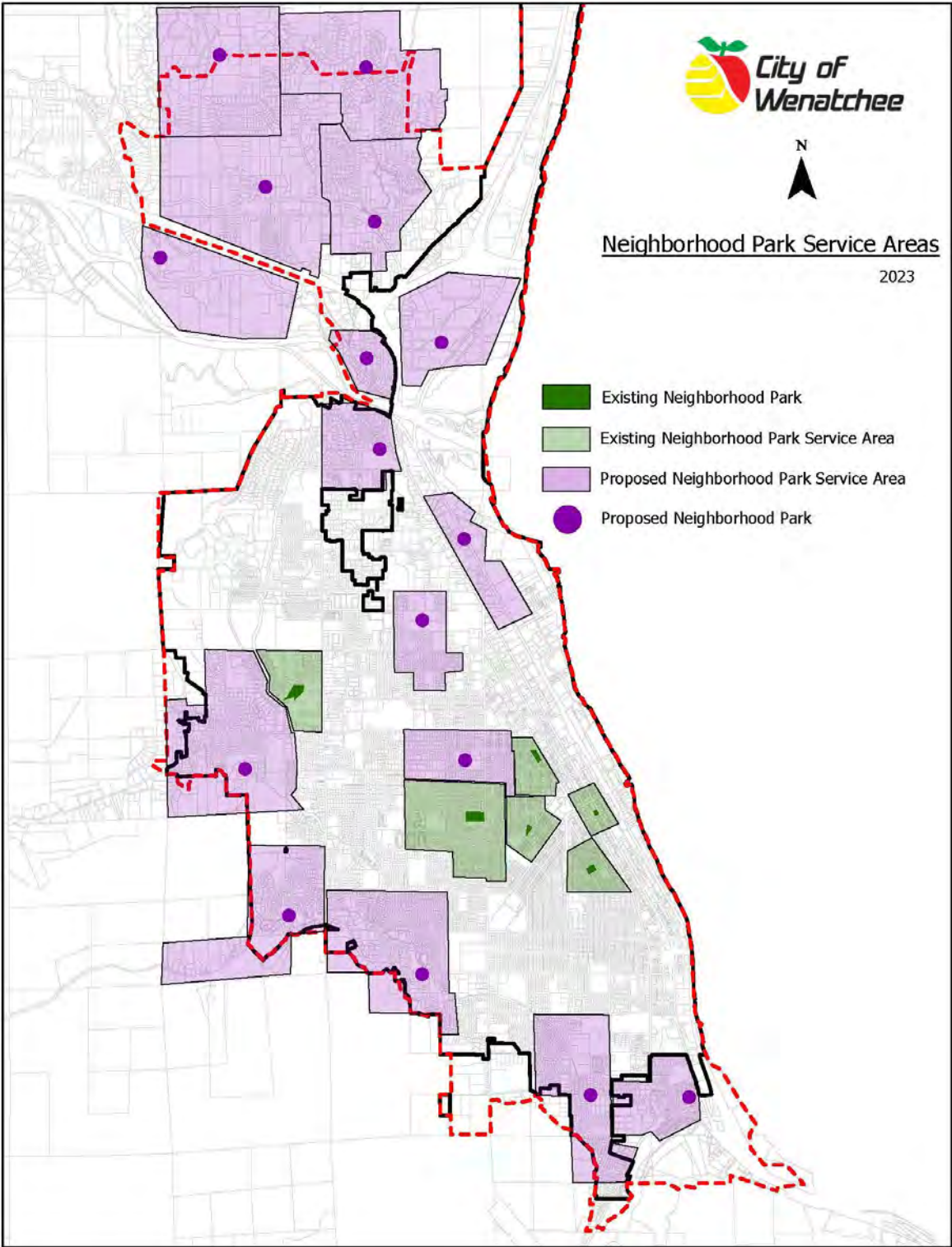


Figure 4.1.1 Neighborhood Park Service Area Map



4.1.2 Community Parks

Community parks are larger, diverse recreation areas serving both formalized active recreation needs of the larger community as well as recreation uses that benefit the local neighborhood surrounding the site.

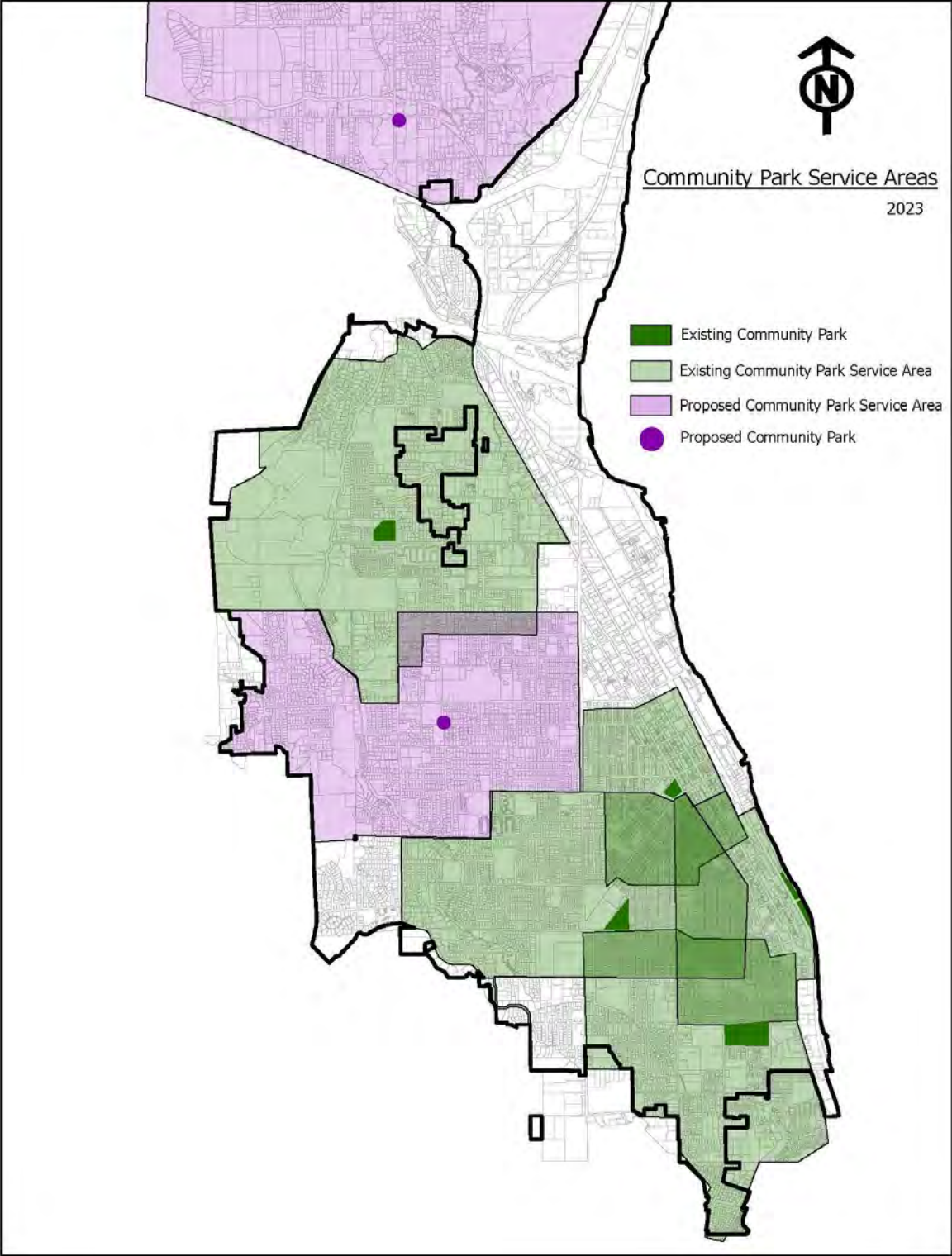
As a result of the public process and the needs analysis, specific comments and recommendations for community parks in Wenatchee include:

Existing Acres	68.65 acres
Recommended Standard:	7.00 acres per 1,000 population
2030 Need:	240.34 Acres

Specific public comments received for community parks included:

- A park for children/people with disabilities.
- Provide ADA accessibility.
- Enhancing and improving play equipment areas.
- Create open green space with urban views.
- More trees.
- More outdoor play spaces for toddlers.
- More garbage cans.
- Disk golf course.
- Add artwork in Washington and Lincoln Parks.
- Outdoor volleyball, pickleball courts.
- Clean, restrooms that are open in winter.
- Safe bicycle and pedestrian access.
- Add athletic facilities that area accessible to children and teens.
- Inclusion of art in these spaces.
- Add security lighting.
- Increase safety.
- Add Picnic shelters.
- Memorial Park would be so lovely if it was activated a bit more.
- Spend money on Pickleball Courts, and bike amenities.
- Takeout on Lower Wenatchee River (suitable for rafts, kayaks, paddle boards).
- New facilities to support sports, alternate sports instruction and leagues such as adult soccer, lacrosse, water polo, etc.
- Enforcement for keeping dogs on leash and picking up their waste.
- Ensure there are enough parks to keep pace with growth in high density neighborhoods.
- Bike skills courses.

Figure 4.1.2 Community Park Service Area Map



4.1.3 Regional Parks

Regional parks are large recreation areas that may serve an entire City or region.

As a result of the public process and the needs analysis, specific recommendations for regional parks in Wenatchee include:



Existing Acres	749.74 acres
Recommended Standard:	8.00 acres per 1,000 population
2030 Need:	-396.61 acres

Specific public comments received for regional parks included:

- Add well designed trails.
- Add restrooms at trailhead.
- Create trailheads.
- Connect existing trails.
- Create trail loops.
- Create more and improved parking at existing parks.
- Enhance trails.
- Horse trails and activities.
- Adaptive mountain biking opportunities.
- Buy more land and retain open space.
- Add Mountain biking trails and skills areas.
- Mountain bike park.
- Build a water park.
- Develop a sports complex for local and visiting soccer teams.
- More natural peaceful hiking experience.
- Enforcement for keeping dogs on leash and picking up their waste.
- Improve efforts to keep the wildland urban interface healthy to reduce the threat of wildfires.
- Improve trail signs.
- Develop more trailheads with restrooms and adequate parking.

4.1.4 Natural Open Space Areas

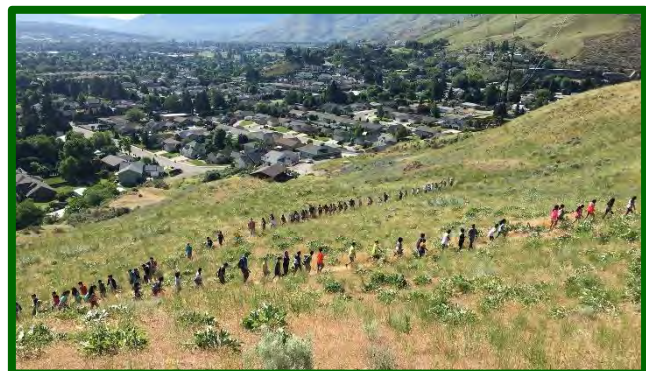
Open space areas are typically those areas that do not fall within one of the major park or recreation facility classifications. Open space areas can contribute to the City's image of a coordinated park and open space system, can provide critical habitat and can provide a visual and/or functional link between other City parks and open space lands.

As a result of the public process and the needs analysis, specific comments and recommendations for natural open space areas in Wenatchee include:

Existing Acres	635.24 acres
Recommended Standard:	20.00 acres per 1,000 population
2030 Need:	247.58 acres

Specific public comments received for natural open space areas included:

- Protect land around creeks and streams.
- Acquire property to preserve open space.
- Improve efforts to keep the wildland urban interface healthy to reduce the threat of wildfires.
- Acquire property to protect open space and diffuse use.
- Promote the alignment of ecological restoration and ecological based fire management with wildfire mitigation strategies to manage open space.
- Promote ecosystem-based wildland fire planning and wildfire risk reduction policies for critical areas.
- Connect existing trails.
- Create parking and trailheads.
- Invest in trail infrastructures such as roads, trailheads, parking lots, restrooms signs to facilitate long term sustainability.
- Create hiking, biking, snowshoeing and walking trails.
- Increase opportunities for wildlife viewing.
- Preserve open spaces for their scenic and recreational values and their diversity of native plants and wildlife.
- Continue to upgrade fish habitat on the Columbia River and their tributaries.
- Horse trails and activities.
- Winter bathroom access.
- Adaptive mountain biking opportunities.
- More natural peaceful hiking experience.



Lower Castlerock Natural Area

4.1.5 Special Use Areas

Special Use Areas are public recreation facilities used for a special purpose such as community services, cultural activities, historic facilities, and specialized recreation.

As a result of the public process and the needs analysis, specific comments and recommendations for special use areas in Wenatchee include:



Existing Acres	55.40 acres
Recommended Standard:	3.00 acres per 1,000 population
2030 Need:	77.02 acres

Specific public comments received for special use areas included:

- Restrooms at trailheads.
- Larger parking lots at trailheads and more trailheads.
- Incorporate community gardens in vacant city properties distributed throughout the community.
- Develop more trailheads with restrooms and parking for the foothills trail area.
- Expand Cemetery.
- Create a scattering garden.
- Add niche walls
- Road replacement and stormwater and irrigation system replacement at Cemetery.
- Natural burial area.
- Add artwork.

4.1.6 Trails and Pathways

Trails and pathways are designed to provide walking, bicycling and other non-motorized recreational opportunities.

As a result of the public process and the needs analysis, specific recommendations for trails, pathways and bikeways in Wenatchee include:



TRAILS

Existing Miles	6.22 miles
Recommended Standard:	0.50 miles per 1,000 population
2030 Need:	15.85 miles

PATHWAYS

Existing Miles	5.26 miles
Recommended Standard:	0.25 miles per 1,000 population
2030 Need:	5.78 miles

Specific public comments received for trails and pathways included:

- Connect existing trails.
- Create new hiking and walking trails in the foothills.
- Expand and enhance trails.
- Extend the pedestrian bridge across the train tracks to connect South Wenatchee to the Loop Trail and Hale Park.
- Mountain biking trails and skills areas.
- Mountain bike park.
- Improve signing.
- More paved trails in town for biking, strollers, rollerblading, long boarding, etc. Unpaved trails in town for running, walking, etc.
- Invest in trail related infrastructure.
- More natural peaceful hiking experience.
- Signs or employees to enforce rules - dogs off leash, dog poop pick up, bicycle speeds on the River Front Trail.
- Need indoor walking facility for seniors and others.
- Trails are good now, but more is always better.
- Horse trails and activities.
- More bike lanes, bike paths, bike connectivity.
- Riverfront Trail is TOO NARROW! Will only get worse with all the new apartments.

4.1.7 Recreation Facilities

Recreation Facilities are designed to accommodate both structured and unstructured play and organized teams or leagues. In most cases, they are the amenities that are contained within a park area. The following is a summary of comments received during the input collecting process about some of the more common recreation facilities types.

Specific public comments received for recreation facilities included:

- Build an outdoor amphitheater.
- Spend money on Pickleball Courts, and bike amenities.
- Community garden.
- Better boat launch facilities.
- Adaptive mountain biking opportunities.
- Water park.
- Disk golf courses.
- indoor walking facility for seniors and others.
- Outdoors Volleyball court.
- A park for children/people with disabilities.
- Jump park/ indoor trampoline park.
- Roller Rink.
- Mountain biking trails and skills areas
- City pool restoration.
- Add soccer fields.
- Construct picnic shelters.
- Improve parking.
- Pickleball and mountain bike areas.
- New facilities to support sports, alternate sports instruction and leagues such as adult soccer, lacrosse, water polo, etc.

4.1.8 Recreation Programs

Recreation programs and services are provided to promote an engaged and healthy community. The benefits of providing recreational programs may be seen in the outcome areas of:

- Full and meaningful life
- Increased quality of life
- Creativity and adaptability
- Life satisfaction
- Personal development and growth
- Self-esteem and self-reliance
- Sense of accomplishment
- Sense of adventure
- Problem solving and decision making
- Physical health and maintenance
- Psychological well being
- Economic stimulant
- Reduced healthcare costs
- Reduced vandalism and crime
- Revenue generator



- Catalyst for tourism
- Strong, vital involved communities
- Connected families
- Ethnic and cultural understanding and harmony
- Community pride
- Support for youth
- Lifelines for the elderly
- Reduced alienation
- Reduced delinquency
- Outlets for conflict resolution
- Social bonding
- Understanding and tolerance

Specific public comments received for recreation programs included:

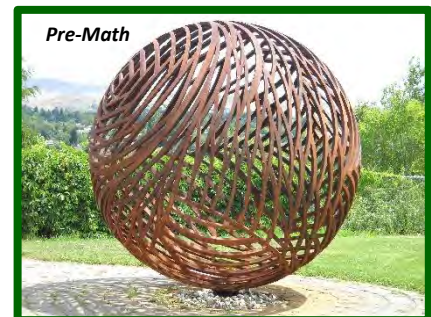
- Adult and youth recreation league.
- New facilities to support sports, alternate sports instruction and leagues such as adult soccer, lacrosse, water polo, etc.
- A clean, toddler friendly, drop-in indoor playground with developmentally appropriate toys and play structures.
- Pickleball and mountain bike instruction.
- Outdoor Recreation Programs! Intro to hiking, intro to mtn. biking, those types of classes.
- Biking.
- Camps during school breaks (other than summer).
- Movie nights, summer time cool down events.
- Art and education
- Share the trail education.
- Programs for children/adults with disabilities.
- Autism awareness.
- Environmental awareness day festival.
- Free swimming lessons.
- Musical programs.
- Dog training!
- Hunting and fishing programs.
- Indoor events or activities for winter time.
- Teaching kids skills to access the mountains: xc skiing, trail running, climbing, boating etc.
- Gardening.
- Gay pride events.
- Wenatchee Free Spring Concert Series.
- Geology of Wenatchee (and surrounding area!).

- Yoga in the park.
- Anything for school age children.

4.1.9 The Arts

The arts help to create an engaged and vibrant community. Engaging in public art generates excitement and ultimately leads to increased foot traffic, which benefits surrounding businesses. Public art reflects a community and its surroundings working to cultivate a cultural identity by setting a community apart and attracting people to its uniqueness. Artwork helps express a community's values and creates an elevated sense of awareness for community members and visitors. Art represents life in many ways. When community members see themselves reflected in social spaces, they feel a sense of respect, ultimately allowing for people to identify with the place they are from, live in, or are visiting. Art brings people together. Displaying art in public places and making it accessible to everyone inspires engagement and a feeling of belonging to the community. The comprehensive plan survey included extensive questions about the arts in Wenatchee. Some specific public comments received for the arts included:

- I'd like to see more local art, especially murals where there is possibility for them.
- Include art in park areas.
- Create a music venue.
- I would like to see more dispersed art through town, specifically by local artists and would love to see more murals in the downtown area (say on old buildings). I really like the murals in the community around Methow Park.
- Art needs updating.
- love the metal sphere the most!
- It would be cool to have some more cultural art pieces.
- I would say that the public art in Wenatchee is "SAFE". It's non-offensive, not very thought-provoking stuff scattered around town and the Loop Trail. It's mostly background. The sphere by Bernard Hosey is probably my favorite because it's different.
- I like artwork that allows artistic expression of the artist hired. I am sick of apples, rivers and saddle rock.
- Love the new murals, need more.
- I appreciate the art along the loop trail.
- There should be more! We should inspire the people! My favorite is murals.
- Loop trail art is excellent! Welcome more installations.
- Enjoy the reading coyote.

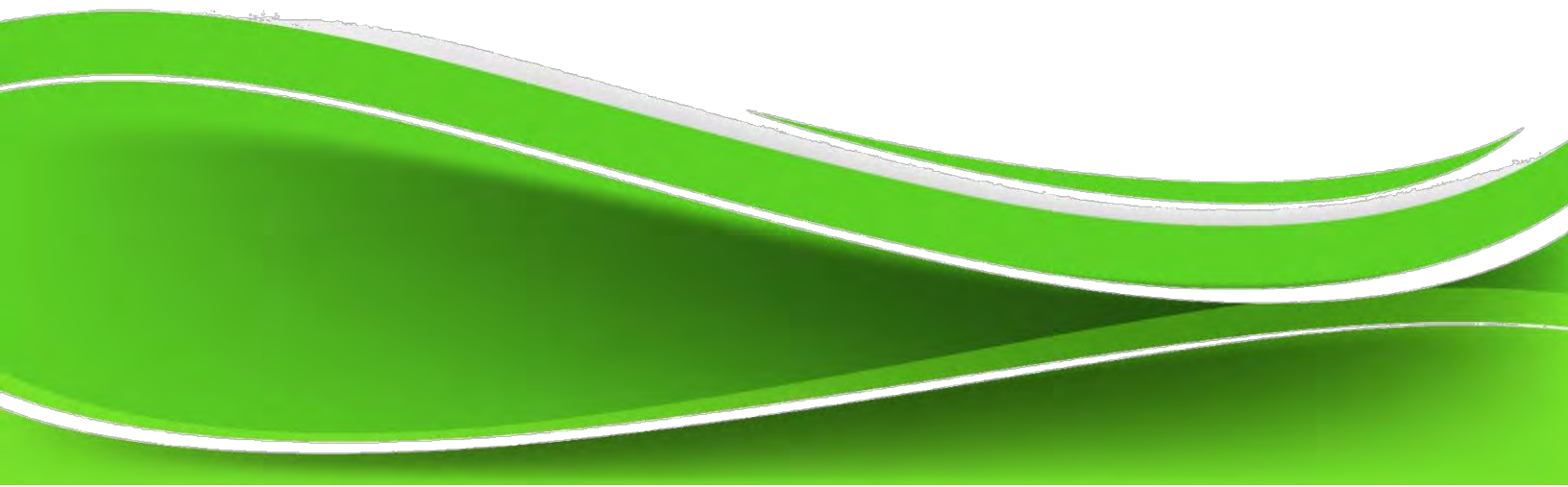


- I see it all over the loop trail and downtown. It brings a sense of community and culture to Wenatchee. I would love to see more businesses display local art for first Fridays.
- I like the bronze statues on the riverfront best.
- I like the art, but it seems frozen in time in the past.
- Public art in Wenatchee is beginning to show up more in the form of murals and electrical box paint projects.
- Good examples include roundabout art at 5th/riverside. Bad examples include red with black text "welcome" signs at either end of the city.
- Wenatchee needs MORE PUBLIC ART!
- Wenatchee needs much more art. My favorite has been local artists that have had shows.
- Amount of public art is small compared to some communities. Would like to see more murals around town.
- Art that reflects both what Wenatchee has been, but also what it could be. Art that inspires. Not another bronze bird on a pedestal.
- More colorful art like they have downtown on the Antique Mall building - more colorful art on utility boxes around town would be cool.
- Each neighborhood should have a public art that helps translate the neighborhood culture.
- Downtown Wenatchee could see more color from murals and as well as north Wenatchee avenue.
- Downtown could use a facelift. South end of town seems to be without much art as well.
- I would love to see a day where the streets of downtown are closed to car traffic and people occupy the streets with outdoor seating, live music, historical exhibitions, art from local schools, etc.
- Things that reflect the history of this place, particularly for voices we don't hear- Native Americans, Migrant Farmworkers, Immigrants
- More live music, festivals and events.





Chapter 5: **Guiding Framework**



5.0 Guiding Framework

The City of Wenatchee’s vision, mission, goals and objectives and strategic actions for parks, recreation and the arts form the foundation for the comprehensive plan and create a guiding framework for planning and decision-making.

Goals and objectives are essential to the preparation and implementation of the plan. They help to establish a clear direction and provide a basis for evaluating the progress of implementing the plan.

5.1 Vision

The Parks, Recreation and Cultural Services Department collaborates with partner organizations to provide innovative and high-value parks, facilities, programs and services that promote an engaged and healthy community.



5.2 Mission

The mission of the Parks, Recreation and Cultural Services Department is to build a great community through its people, parks, and programs. The mission reflects two overarching principles. First, the community is the owner of the facilities and services the department provides. The mission also includes a commitment to managing and expanding the community’s arts, parks and recreation resources, including conservation of natural resources and support the City’s economic vitality. The outcome is a consistent effort to create a great community—one that is vibrant, healthy, and strong.

The City Council established an Arts, Recreation and Parks Commission to provide guidance and advice to the department and City Council. It’s mission to encourage projects and programs that contribute to the quality of life in Wenatchee by providing support and advising the Mayor and City Council on the arts, recreation, parks, and city cultural heritage. The Commission strives to preserve, enhance, and protect open spaces and to enrich quality of life for present and future generations.



5.3 Community Outcomes

The department’s vision of partnering with the community to provide innovative and high value parks, facilities, visual and performing arts and recreational programs and services that promote an engaged and healthy community resonates loudly in the outcome areas of (in no particular order):

- Strengthening community image and creating a sense of place
- Supporting economic development and tourism
- Fostering human development
- Protecting environmental resources
- Facilitating community problem solving
- Promoting health and wellness
- Increasing cultural unity
- Providing recreational experiences
- Increasing self-esteem and self-reliance

5.4 Goals and Objectives

This section of the plan contains the goals (PRG), objectives (PRO) and strategic actions (SA) that have been developed as a result of the planning process. They are designed to achieve the community outcomes and satisfy the needs and desires of the community. These statements have evolved from the analysis of input received from Wenatchee resident's through the community survey and public meeting process, review and input from the Arts, Recreation and Parks Commission, incorporation of input received from recent planning efforts, analysis of national and local recreation trends and standards, and from an evaluation of existing community conditions, opportunities and needs.

The City will strive to achieve each goal by implementing a set of objectives with corresponding strategic actions. Progress on implementation of the Comprehensive Plan will be measured through the outcome-based performance measures. The goals are divided into five functional areas: Parks and Recreation Areas, Habitat, Recreation, Arts and Culture, and Organizational Development.

PARKS AND RECREATION AREAS

PRG 1.0 Provide safe, clean and attractive parks and recreation facilities in adequate numbers and diversity distributed throughout the community now and into the future.

Program Objectives and Strategic Actions:

PRO 1.0 Plan current and future parks and recreation facilities in a manner that is responsive to the site, accommodates future growth and balances the needs of the community.



SA 1.0.1 Evaluate the impacts of new development projects on the City's parks, recreation and open space resources through the State Environmental Policy Act (SEPA) environmental review process, identify potential significant adverse impacts of the development,

and take appropriate steps to mitigate any reduction in such services.

SA 1.0.2 Develop procedures for protecting park and recreation lands and facilities from encroachment.

SA 1.0.3 Evaluate establishment of park, trail or art impact fees or dedication requirements for new developments.

PRO 1.1 Acquire and develop an interconnected system of multi-functional parks, trails, and recreation facilities that are attractive, safe and available to all segments of the City's population.

SA 1.1.1 Formalize written policies and procedures for the acquisition, development and maintenance of parks and recreation facilities.

SA 1.1.2 Review parks and recreation design standards and development policies as needed.

SA 1.1.3 Establish written policies and procedures for the development of park and recreation land and facilities.

SA 1.1.4 Place a priority on the revitalization and improvement of existing parks and recreation facilities.

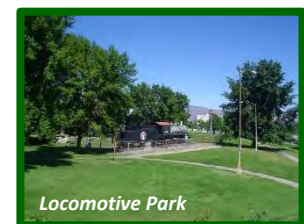
SA 1.1.5 Provide Americans with Disabilities Act (ADA) access in all park areas.

SA 1.1.6 Follow Crime Prevention Through Environmental Design principles in all park renovation projects.

SA 1.1.7 Add on street parking, underground electrical lines and replace lighting to improve accessibility and security in Washington Park.

SA 1.1.8 Replace wading pools with spraygrounds.

SA 1.1.9 Construct a restroom and improve lighting at Lions Locomotive Park.



SA 1.1.10 Renovate Pioneer Park including adding a picnic shelter, replacing the park lighting, undergrounding electrical, adding sidewalks on Fuller Street.

SA 1.1.11 Develop a new Community Recreation Center.

SA 1.1.12 Underground power and replace lighting in Chase Park.

- SA 1.1.13 Incorporate two pickleball courts into existing park areas.
- SA 1.1.14 Develop 15.85 miles of paved trails.
- SA 1.1.15 Develop 5.78 miles of unpaved trails and decommission non-sustainable trails.
- SA 1.1.16 Implement Memorial Park master plan improvements including upgrading electrical and lighting, constructing the Native Peoples Project, improving sidewalks, replacing the mayor's fountain with a stage platform and adding an entrance monument.
- SA 1.1.17 Install security cameras in high risk areas and develop and implement methods to reduce vandalism and ongoing damage.
- SA 1.1.18 Incorporate community gardens when possible in existing park areas and undesignated open space areas distributed throughout the community.
- SA 1.1.19 Acquire 240.34 acres of Community Parks.
- SA 1.1.20 Acquire 75.95 acres of Neighborhood Parks.
- SA 1.1.21 Partner with local conservation groups and governmental entities to develop two trail heads to provide access to the Wenatchee Foothills.
- SA 1.1.22 Place priority on maximizing grants, alternative sources of funding, and inter-agency cooperative arrangements to develop the City's park system.
- SA 1.1.23 Work to secure long-term dedicated funding sources for the acquisition, development and maintenance of the park system through annual budgeting, state and federal grants, matching funds, bonds, levies, donations, conservation easements, or creative site planning.
- SA 1.1.24 Market and promote parks and recreation facilities and the Benefits of Parks and Recreation to residents and visitors of the community to increase awareness, donations, tourism and participation.
- SA 1.1.25 Coordinate park planning, acquisition and development with other City projects and programs.

SA 1.1.26 Develop partnerships with other agencies to meet the demand for parks and recreational facilities in the City.

SA 1.1.27 Improve internal and external Cemetery way finding signs.

SA 1.1.28 Create a monument style entrance at the Cemetery to improve visibility of the entrance to increase customer service.



SA 1.1.29 Replace the hydraulic irrigation system at the Cemetery, upgrade the roadway stormwater system and repave the internal roadways.

SA 1.1.30 Maximize Cemetery niche opportunities and other areas for cremations and support a beautiful, contemplative landscape. Possible amenities could be water features (reflection pond), cremation scatter gardens, benches, pathways and a shelter or multi-purpose space to allow for an indoor burial service.

SA 1.1.31 Provide burial options not generally offered locally (green burial, web service) that may provide a higher return.

SA 1.1.32 Review trends in burial types (cremation, traditional, green burial, scatter garden) to meet market demand and target capital investment to maximize return on investment.

SA 1.1.33 Provide a sustainable system of trails, access points and amenities that supports multiple recreational uses now and into the future.

SA 1.1.34 Assist with the design and implementation of standardized way finding and interpretive signing of the Foothills Trails system to provide increased service to visitors and emergency service response.

SA 1.1.35 Design trail corridors and amenities to separate divergent uses where possible to reduce conflicts.

SA 1.1.36 Partner with local agencies and non-profit organizations to construct and manage new sustainable trails and decommission unsustainable trails to meet or exceed the level of service standard in the Comprehensive Plan.

- SA 1.1.37 Develop trail and trailhead improvements that are easy to maintain and access by maintenance, security, and other appropriate personnel, equipment, and vehicles.
 - SA 1.1.38 Furnish trail systems with appropriate supporting trailhead improvements that include interpretive and directory signage systems, restrooms, drinking fountains, parking areas, security cameras, water and other services.
 - SA 1.1.39 Take advantage of opportunities for development of waterfront links, access improvements, shoreline restoration and river related activities.
 - SA 1.1.40 Expand cemetery burial areas and options to keep pace with demand including constructing access and opening Section M, adding niche areas and exploring double depth burial options.
- PRO 1.2 Maintain parks and recreation facilities in a manner that is responsive to the site, and balances the needs of the community with available funding.
- SA 1.2.1 Continually seek operational efficiencies to ensure that parks and recreation facilities are provided to the community in the most cost-effective manner possible.
 - SA 1.2.2 Coordinate annual special park projects using volunteers (i.e. service clubs, Make a Difference Day).
 - SA 1.2.4 Implement facility improvements which result in long term operational cost savings.
 - SA 1.2.5 Prepare comprehensive preventive maintenance plans that incorporate a preventative program for each area that includes regularly scheduled systematic inspections and detailed safety checks.
 - SA 1.2.6 Maintain park and recreation facilities in a manner to make them safe, attractive, and a positive part of the neighborhood.
 - SA 1.2.7 Establish a depreciation and replacement schedule for all park and recreation capital assets.
 - SA 1.2.8 Complete regular reviews of legal requirements related to facilities, such as licenses, sanitary regulations, fire laws, and safety measures, and inspections of adherence thereto.
 - SA 1.2.10 Increase the fiscal sustainability of the Cemetery through the enhancement of the donation program.

- SA 1.2.13 Increase marketing and awareness of donation opportunities and projects and maintain list of pre-approved donation projects.
- SA 1.2.14 Schedule repair of niche walls and mausoleums.
- SA 1.2.15 Keep current on burial trends to ensure alternatives are provided to meet market needs. This could include items like scatter gardens, web cast services, and green burials.
- SA 1.2.16 Cross check current data with actual burials in the cemetery. Develop a contingency plan for discrepancies found.
- SA 1.2.17 Conduct regular meetings and work with local non-profit agencies and other local organizations to coordinate trail and natural area maintenance and management activities.

HABITAT

PRG 2.0

Habitat areas in and around Wenatchee are a well-managed community resource that are home to healthy wildlife populations supported by a diversity of native plants and natural lands.



Program Objectives and Strategic Actions:

- PRO 2.0 Improve urban and community forest management, maintenance, and arboricultural practices.
 - SA 2.0.1 Develop comprehensive programs, policies, and resources for enhancing urban forestry stewardship.
 - SA 2.0.2 Increase and strengthen the biodiversity, health, and resilience of trees in urban and community forests for long term resilience.
 - SA 2.0.3 Plant a minimum of ten trees annually with a focus in areas that are environmentally disadvantaged.
 - SA 2.0.4 Foster resilience, restoration, and sustainability of the community forest to reduce climate change challenges.
 - SA 2.0.5 Increase canopy coverage with an emphasis on disadvantages areas
 - SA 2.0.6 Increase diversity, equity, and accessibility in community forestry.
 - SA 2.0.7 Support inclusion of trees as elements of all community comprehensive and master planning efforts.

- SA 2.0.8 Launch a public awareness and education campaign to elevate recognition of the value of urban trees and ecosystems as essential contributors to community sustainability and resilience.
 - SA 2.0.9 Promote the role of urban forestry in human health and wellness.
 - SA 2.0.10 Develop tools to improve and highlight the relationship between improved public health, wellness, and urban and community forestry and green infrastructure.
- PRO 2.1 Support the expansion of infrastructure to meet growth demands in appropriate areas to protect the integrity and function of natural areas and enhance community and environmental health and safety.
- SA 2.1.1 Review and support City critical area standards to direct growth to appropriate areas, emphasizing the protection of steep slopes and the maintenance or enhancement of critical area functions and values.
 - SA 2.1.2 Implement development strategies and interagency agreements to minimize risks to community health and safety from wildland fires.
 - SA 2.1.3 Encourage new subdivisions and development near the foothills to provide access points and connections to the foothills trail system.
 - SA 2.1.4 Provide support to ensure that development in designated critical areas adequately mitigates potential negative impacts associated with the specific conditions.
 - SA 2.1.5 Enhance the volunteer program to provide natural area ambassadors and stewards.
- PRO 2.2 Place priority on maximizing grants, alternative sources of funding, and inter-agency cooperative arrangements to develop the natural area system.
- SA 2.2.1 Work to secure funding for the acquisition, development, operations and maintenance and restoration of natural areas through annual budgeting, state and federal grants, matching funds, bonds, levies, donations, conservation easements, or creative site planning.
- PRO 2.3 Formalize plans, policies and procedures for the acquisition, development and management of open space, recreation, access and habitat areas.

- SA 2.3.1 Identify important native plant, wildlife habitat, and noxious weed areas and prepare policies to address each.
 - SA 2.3.2 Integrate emergency access and protection zones for wild fire response in natural area planning.
 - SA 2.3.3 Prepare written, environmentally sound policies and procedures that are integral to all operations.
 - SA 2.3.4 Identify and designate appropriate areas along the foothills and river corridors as critical wildlife areas, providing additional protection measure with use supported by best available sciences.
 - SA 2.3.5 Utilize best available science in developing policies and development regulations to protect the functions and values of critical areas.
 - SA 2.3.6 Prepare risk management plans for each area and review it on a regular basis which encompasses analysis of risk exposure, control approaches and financial impacts.
 - SA 2.3.7 Prepare and implement a fire management program for habitat areas that includes a fire fuels reduction strategy and the establishment of appropriate fuel breaks.
- PRO 2.4 Place a priority on the revitalization, restoration and improvement of existing natural areas, trails and access points to prevent further degradation of critical habitat areas, improve sustainability and enhance flora and fauna.
- SA 2.4.1 Ensure that areas are used, operated, and maintained in a manner that is consistent with site-specific and regional natural systems.
 - SA 2.4.2 Work with local non-profit agencies and other local organizations to coordinate restoration and enhancement activities.
- PRO 2.5 Acquire natural areas, open spaces, access points and trails that are needed, locally unique in character, provide important wildlife or other habitat purposes, interconnected, inclusive, accessible and financially feasible to maintain.
- SA 2.5.1 Retain and protect as open space areas that provide essential and diverse habitat for rare, threatened or endangered plant or wildlife species, may serve as a corridor for wildlife movement, and features important to the ecological health of the area.
 - SA 2.5.2 Retain and protect as open space areas having a unique combination of open space values, including: separation or buffering between incompatible land uses; visual delineation of

the City or neighborhood of the City; floodwater or storm water storage; storm water purification; recreational value; aesthetic value; and educational value.

- SA 2.5.3 Acquire shoreline property when it meets current and future needs for public recreation access or habitat preservation.
- SA 2.5.4 Develop viewpoints to provide visual access to the water where the topography prevents direct access.
- SA 2.5.5 Place priority on protecting and restoring habitat functions and connectivity in sub watersheds ecosystems.
- SA 2.5.6 Develop partnerships with other public agencies and the private sector to meet the demand for habitat protection.
- SA 2.5.7 Conserve critical habitat areas using a combination of incentives, best design practices, education, and regulations.

RECREATION

PRG 3.0 Provide diverse, high quality recreation programs for residents and visitors regardless of age, gender, ethnicity or ability level in the most cost-effective manner possible.



Program Objectives and Strategic Actions:

- PRO 3.0 Prepare short and long-range plans and policies to help guide the efficient provision of recreation programs to the community.
 - SA 3.0.1 Prepare, adopt and utilize a recreation programming plan that includes both a long-range plan covering 3-5 years or more that is periodically reviewed and a current-year implementation plan.
 - SA 3.0.2 Develop and evaluate specific objectives, performance measures and outcomes and for programs or services.
 - SA 3.0.3 Collect participation data and develop a listing of programs to demonstrate how the Department provides for opportunities for various proficiency levels, socio-economic levels, racial and ethnic backgrounds, ages, and genders.
- PRO 3.1 Provide recreation opportunities in all program areas for various proficiency levels, ability, socio-economic levels, racial and ethnic backgrounds, ages, and gender

based on the conceptual foundations of play, recreation, and leisure; constituent interests and needs; community opportunities; agency philosophy and goals; and experiences desirable for clientele in accordance with the Department's mission.

- SA 3.1.1 Provide scholarships and other recreational partnerships to promote access to both City and community recreation services to Wenatchee residents that have barriers due to income.
 - SA 3.1.2 Proactively identify and extend programs and services to meet the needs of residents who may be underserved in the community. Provide the methodology and data used for the identification process, description of specific barriers within the community that limit participation.
 - SA 3.1.3 Expand athletic, outdoor recreation and aquatic programs to include non-traditional offerings.
 - SA 3.1.4 Expand youth, teen and family programs to meet the needs and desires of the community.
 - SA 3.1.5 Provide new special events which focus on community gathering.
 - SA 3.1.6 Participate in education and involvement programs that raise public awareness about environmental issues, advocate respect for the environment, and demonstrate how individual and cumulative actions directly affect our surroundings and to foster a better understanding of natural resources.
 - SA 3.1.7 Work in cooperation with other public agencies, local organizations, associations, departments, and groups in creating and carrying out environmentally related programs and outreach efforts.
- PRO 3.2 Efficiently use the resources invested in publicly owned and operated recreation facilities including, but not limited to, City, County, PUD and School District sites for the provision of recreation programs.
- SA 3.2.1 Negotiate and develop formalized interlocal agreements and memoranda of understanding for the use of facilities.
 - SA 3.2.2 Work with other recreation organizations to facilitate cooperative programming among the public, commercial, and nonprofit entities.
- PRO 3.3 Market and promote recreation program opportunities and the Benefits of Parks and Recreation to residents and visitors of the community.

- SA 3.3.1 Maximize use of local media, web-based communications and distribution of print material to expand public awareness.
- PRO 3.4 Understand and plan for future needs and trends in recreation.
 - SA 3.4.1 Evaluate programs regularly and systematically based on stated program objectives.
 - SA 3.4.2 Through regular surveys and programmatic data, collect aggregate program use, cost/benefit, participant satisfaction levels and specific programmatic statistics for current and future program and service evaluation and development and to determine if desires and needs are being met.
 - SA 3.4.3 Involve participants in the development and modification of programs and services.
 - SA 3.4.4 Expand services to meet the needs of the community by securing alternative funding sources that will allow for staffing and the provision of programs.

ARTS AND CULTURE

- PRG 4.0 Develop a thriving arts environment, which is essential to quality of life, education, and the economic vitality for all of Wenatchee.**

Program Objectives and Strategic Actions:

- PRO 4.0 Public art will be promoted as a way to honor residents, to beautify the local community, and to attract visitors to contribute to the economy.
 - SA 4.0.1 Publish and distribute a Wenatchee artist roster.
 - SA 4.0.2 Increase accessibility to programs and services by promoting local arts programs and services through an easily accessible calendar that is updated on a regular basis and social media.
 - SA 4.0.3 Coordinate and promote cultural tourism opportunities and programming.
 - SA 4.0.4 Work to create and distribute an all-inclusive artist and artistic opportunities list with identified areas of expertise, locations, materials.
 - SA 4.0.5 Research benefits of public art in communities and develop and distribute literature to educate public officials and the community



about benefits of public art.

SA 4.0.6 Invite the public to participate in the creative process through press releases and programs.

PRO 4.1 Improve the capacity of local arts agencies to provide arts programs to benefit residents of the community.

SA 4.1.1 Award grants and supportive services to local artists and arts agencies, which offer at least two of the following services: Arts-based community development programs for local residents; re-grants and fundraising services to local artists and arts organizations; serve as an information resource center for local cultural events, activities, and programs; facility management services; arts education; advocacy; arts presenting; or arts instruction.

SA 4.1.2 Stimulate creative collaborations within individual arts disciplines and between disciplines in the arts community that will increase cooperation, enhance impact and make efficient use of limited resources.

SA 4.1.3 Pursue arts partnerships especially those involved in tourism, economic development, community health, preservation, recreation and others with whom the arts find productive intersections.

SA 4.1.4 Develop effective networks and regular opportunities for exchange of information within the Wenatchee arts community and with others outside that community.

PRO 4.2 Maintain a principle of community development through arts and culture.

SA 4.2.1 Work with the Community Development Department to integrate art and cultural issues into City planning.

SA 4.2.2 Encourage initiatives that document the arts' role in attracting visitors, new residents and new business development.

SA 4.2.3 Include artists in the planning and implementation of art programs, facilities and special initiatives.

PRO 4.3 Develop community arts programs that provide increased opportunities for public participation.

SA 4.3.1 Promote interactive, resourceful, imaginative arts-based programming.

- SA 4.3.2 Increase opportunities for people of different social and cultural backgrounds to come together and participate in community arts programs.
 - SA 4.3.3 Explore the feasibility of creating an Arts Market, Music Festival and other community events sponsored by the City.
 - SA 4.3.4 Collaborate and encourage local partnerships so that community arts groups will offer programs and services.
 - SA 4.3.5 Ensure City programs and services are conducted and accessible to all people by removing physical and social barriers to participation. Make specific efforts to eliminate practical and perceptual obstacles that limit participation especially among “At Risk”, disabled, and underserved populations.
- PRO 4.4 Increase the number of opportunities for artists to create, publish, exhibit, distribute and perform their work, so that it can be experienced by a larger community, including City, national and international audiences.
- SA 4.4.1 Develop a web gallery of local area artists with space for visiting artists.
 - SA 4.4.2 Develop programs, events and gallery opportunities for artists to display or perform their works.
 - SA 4.4.3 Provide for exhibition opportunities for visual artists.
- PRO 4.5 Facilitate the acquisition and maintenance of art works integrated into public places.
- SA 4.5.1 Acquire a minimum of one piece of public art, following the art selection criteria, to add to the city’s collection per year as funding allows.
 - SA 4.5.2 Manage the one percent for art program as part of a larger public art program.
 - SA 4.5.3 Facilitate the expeditious and equitable selection and commissioning of works of art in public spaces. Commission major art installations at a minimum of every three years and sculpture or mural installations at a minimum of every three years.
 - SA 4.5.4 Promote the importance of commissioning art in public places.
 - SA 4.5.5 Develop an annual work plan and budget for the public art

inventory, maintenance, protection, and documentation.

SA 4.5.6 Encourage use of City buildings and park areas for art shows, competitions, art festivals and other suitable arts events.

SA 4.5.7 Update, inspect and maintain the city public art collection on an annual basis and post information about the inventory on the city website.

ORGANIZATIONAL DEVELOPMENT

PRG 5.0 Create a dynamic, professional organization committed to an ongoing process of innovation.

Program Objectives and Strategic Actions:



PRO 5.0 Recruit, select, train and retain volunteers and staff members that represent the City of Wenatchee in a favorable manner and exhibit the professional skills reflected in the values of the City including: creativity, excellence, passion, integrity and service.

SA 5.0.1 Create an in-service training function that includes a written outline of the training programs offered that is evaluated, updated, and reviewed annually.

SA 5.0.2 Staff participates in at least two seminars or classes per year.

SA 5.0.3 Staff attends the Washington Recreation and Park Association Annual Conference.

SA 5.0.4 All staff is trained in First Aid, CPR and Blood Borne Pathogens.

SA 5.0.5 At least one staff member is a certified Aquatic Facility Operator.

SA 5.0.6 Aquatic staff maintains current Water Safety Instructor and Lifeguarding certifications.

SA 5.0.7 At least one Park Maintenance staff member is a certified National Playground Safety Inspector, Aquatic Facility Operator and ISA certified arborist.

SA 5.0.8 At least four Park Maintenance staff members are current certified pesticide applicators and hold their CDL class B license.

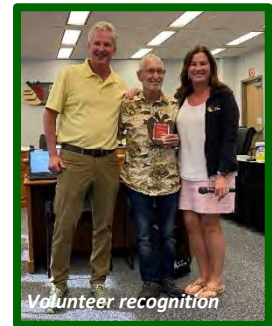
SA 5.0.9 Professional personnel should be active members of their professional organization.

SA 5.0.10 Provide staffing to keep pace with demands of the parks and recreation system and desires of the community.

SA 5.0.11 Advocate for the hiring of an Arts/Special Events Coordinator to be a full-time, City-funded position.

SA 5.0.12 Prepare a succession plan to ensure the continued effective performance of the organization by making provisions for the development and replacement of key personnel over time.

SA 5.0.13 Develop and implement a formalized a volunteer recognition program to ensure that their efforts are recognized and appreciated.



SA 5.0.14 Promote and help with the creation of Friends of the Cemetery for fundraising of capital needs like niche walls, headstone cleaning, Memorial Day help and other identified service projects.

SA 5.0.15 Provide ongoing training for Cemetery staff on dealing with grieving families while adhering to the rules.

SA 5.0.16 Consider joining Cemetery with park operations to allow for improved cross training, succession planning and support.

PRO 5.1 Act as the primary coordinator for the Arts, Recreation and Parks Commission.

SA 5.1.1 Provide orientation and training to the City for new Commissioners.

SA 5.1.2 Engage Commissioners in active advocacy of stakeholders and public officials.

PRO 5.2 Promote open lines of communication to staff and both internal and external customers through a variety of methods including written, in person and virtual meetings and by other means.

SA 5.2.1 Conduct staff work plan meetings as needed basis to evaluate progress.

SA 5.2.2 Publish quarterly and annual reports.

SA 5.2.3 Participate in regular interviews on radio, television and print media outlets.

- SA 5.2.4 Promote programs and services at booths at local school fairs and other gatherings and presentations to service clubs and partner organizations.
 - SA 5.2.5 Regularly provide reports and attend City Council meetings to support departmental related proposals and projects.
 - SA 5.2.6 Partner with and promote the Wenatchee Valley Sports Foundation, Greater Wenatchee Arbor Day Committee and others.
 - SA 5.2.7 Provide an increased web presence for general cemetery information, market availability and cremated remains options, rules and education on responsibilities of City and family members on the City website.
 - SA 5.2.8 Digitize all cemetery records and develop a robust database with links to all relevant documents and photos. Make data searchable and available to the public on the City web site. Implement a colorized legend in the online mapping system for ease in viewing vacant, sold but vacant and occupied plots.
 - SA 5.2.9 Provide better signing and mapping availability for self-help at the Cemetery. Provide clear signage with contact numbers to call for help if staff is not present at site. Explore adding a computer kiosk when data and mapping are complete.
 - SA 5.2.9 Market and promote environmental education, habitat and trail use information and the benefits of parks and recreation to residents and visitors of the community to increase awareness, donations, tourism and participation.
 - SA 5.2.10 Conduct regular meetings with public agencies, non-profit organizations and the private sector to improve coordination and collaboration to facilitate habitat protection and restoration efforts.
- PRO 5.3 Effectively manage departmental operations through the preparation of policies and procedures, implementing the comprehensive plan and accurate budgeting.
- SA 5.3.1 Implement the comprehensive plan and prepare a new six-year plan in 2030.
 - SA 5.3.2 Sustain or increase legislative appropriations to implement the plan through the budget process.

- SA 5.3.3 Research feasibility of establishing a Wenatchee Endowment for the Arts to supplement City/federal funding for grants and special projects.
- SA 5.3.4 Budget so that there are available discretionary funds to address unforeseen opportunities or problems.
- SA 5.3.5 Research and apply for federal, state, local, foundation and private funds to aid in the financial support of the comprehensive plan.
- SA 5.3.6 Prepare and implement policy and procedure manuals for all departmental functions and review and update as needed.
- SA 5.3.7 Prepare and update a comprehensive security plan which addresses all major park areas, programs, buildings and facilities.
- SA 5.3.8 Develop a large-scale event traffic, parking and crowd control plan and procedure that is coordinated with the Police Department.
- SA 5.3.9 Review and adjust fees and charges for services annually for all operations.
- SA 5.3.10 Explore implementation of Cemetery District to secure separate funding source.
- SA 5.3.11 Research and initiate a Cemetery site buyback program and an abandon site recapture program and institute a perpetual maintenance fund for any recaptured Cemetery plots.
- SA 5.3.15 Foster environmental awareness in City departments by purchasing environmentally sensitive products, and promoting energy and water conservation, proper waste management and environmentally responsible modes of transportation.



Chapter 6: **Implementation**



6.0 Introduction

This chapter provides the strategies for funding the recommendations for capital improvements for parks, facilities and arts, recreation and administrative services of the Wenatchee Parks, Recreation and Cultural Services Department. For many cities, the amount of funds required to acquire park land and provide the proposed programs facilities is beyond their financial capabilities. Parks must compete for funds with many other vital City functions and services, including police and fire protection, courts and jail, roads, utilities, planning, regulatory enforcement, and so forth. Through the planning process, projects included the proposed capital investment plan were prioritized, suggesting a continuum as to which facilities should be given the highest and lowest consideration. That priority order may change however if funding sources provide opportunities at a varied order.

6.1 Park, Recreation Facility and Open Space Prioritization

This section aims to aid strategic decision making by providing project comparisons and establishing eight criteria against which each project is rated. As some criteria are more important to the community than others, the scores under each are weighted to reflect relative values.

6.1.1 Rating Criteria

The following criteria creates the basic framework for measuring specific projects identified in this plan. Under each criterion, each project was scored on a scale of 1 to 5 with 5 being the best. That score was then multiplied by the criterion's weight, resulting in a weighted score for that particular criterion. The weighted scores were then summed, creating a total weighted score for each project. This allowed the project to be prioritized according to their total score and programmed over upcoming budget years.

- **Health, Safety and Welfare** - The extent to which the proposed project is necessary to meet the public's health, safety and welfare needs. Weight =3.
- **Resident Priority** – The extent to which the project is supported by the community's expressed preferences. Weight = 2.
- **Cost Efficiency** – The extent to which the project produces the highest cost/benefit ratio. Weight = 2.
- **Multiple Use** – The extent to which the project will serve more than one purpose. Weight = 2.
- **Function** – The extent to which the project will improve the function of the facility. Weight = 2.
- **Rehabilitation** – The extent to which the project rehabilitates existing facilities. Weight = 2.
- **Aesthetics** – The extent to which the project improves the appearance of the facility. Weight = 1.

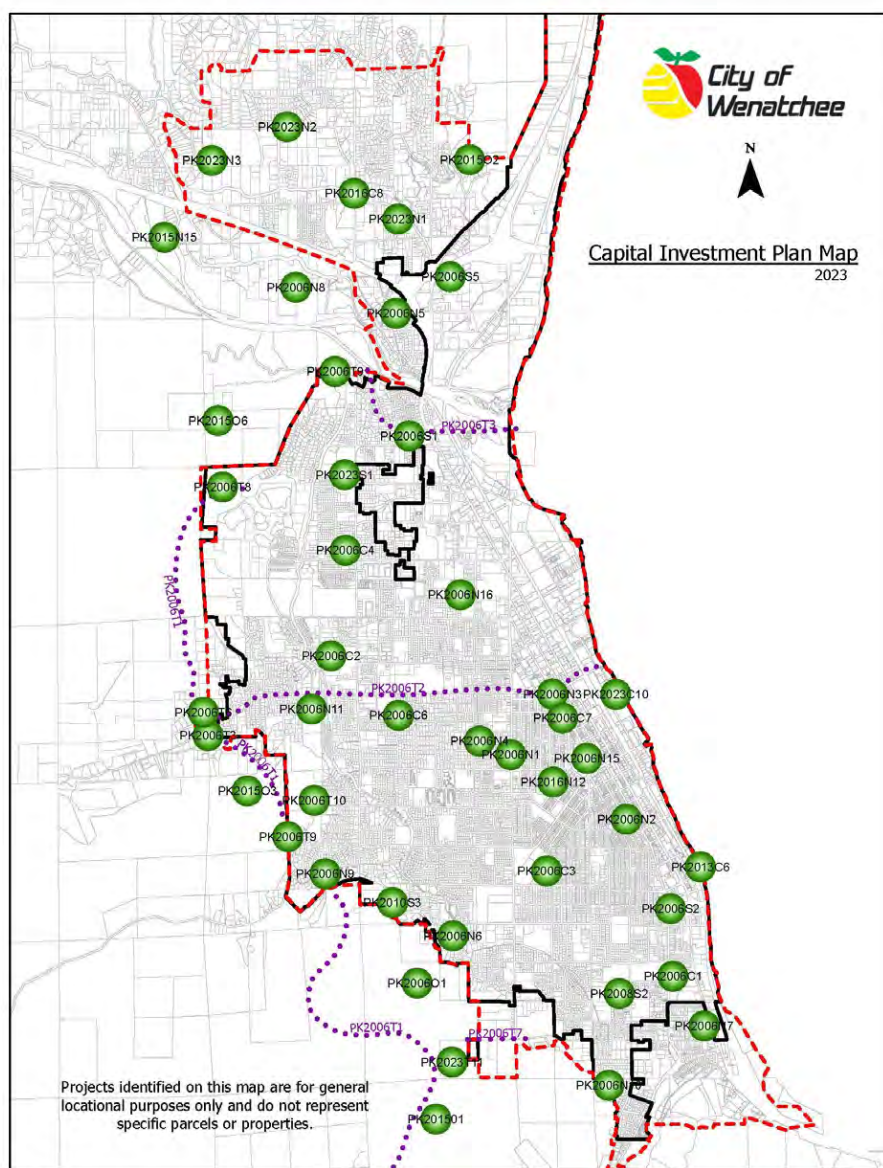
- **Level of Service** – The extent to which the project helps meet levels of service as defined in the plan. Weight = 1.

Table 6.1.1: Parks, Recreation and Open Space Capital Investment Plan Summary

Project Rank	Project Number	Project Name	Location	Total Cost
1	PK2023C10	Riverfront Park	Riverfront Park	\$ 1,600,000
2	PK2006C3	Park Renovations	Pioneer Park	\$ 1,788,000
3	PK2006C1	Park Renovations	Lincoln Park	\$ 2,805,000
4	PK2006N4	Park Renovations	Washington Park	\$ 1,082,500
5	PK2006O1	Saddle Rock Habitat Restoration and Trails	Saddlerock	\$ 20,000
6	PK2006C7	Park Renovations	Memorial Park	\$ 1,605,000
7	PK2006N2	Park Renovations	Kiwanis Methow Park	\$ 560,000
8	PK2015O2	Bighorn Ridge Acquisition and Development	Burch Mountain	\$ 1,700,000
9	PK2006T10	Lower Castle Rock Trailhead	Castle Rock	\$ 200,000
10	PK2013C6	Parking Expansion Acquisition and Development	Hale Park	\$ 754,000
11	PK2006C4	Park Renovations	Rotary Park	\$ 395,000
12	PK2006N1	Park Renovations	Chase Park	\$ 153,000
13	PK2006T9	Lower Horselake Trailhead	Lower Horselake	\$ 885,000
14	PK2006N3	Park Renovations	Pennsylvania Park	\$ 860,000
15	PK2006T1	Foothills Trails	Location - TBD	\$ 100,000
16	PK2006T6	Sage Hills Trailhead	Location - TBD	\$ 1,783,000
17	PK2023S1	Cemetery Renovations and Expansion	Cemetery	\$ 2,368,000
18	PK2006S2	Park Renovations	Lions Locomotive Park	\$ 1,250,000
19	PK2006N15	Park Renovations	Centennial Park	\$ 500,000
20	PK2006C2	Western Hills Park Improvements	Western Hills Park	\$ 855,000
21	PK2006N16	Lewis and Clark School Park	Location - TBD	\$ 3,500,000
22	PK2023T11	Mountain Bike Skills Park and Parking	Mining Partners	\$ 390,000
23	PK2006S5	Recreation Center	Location - TBD	\$ 39,000,000
24	PK2023N15	Wenatchee River Access	Wenatchee River	\$ 1,000,000
25	PK2006T11	Sage Hills Gateway	Sage Hills Gateway	\$ 50,000
26	PK2010S3	Overlook Parking Improvements	Skyline Drive	\$ 75,000
27	PK2006T2	New Trail Corridor 4	Location - TBD	\$ 400,000
28	PK2015O1	South Foothills Area Acquisition	Squilchuck	\$ 750,000
29	PK2006T3	New Trail Corridor 2	Location - TBD	\$ 200,000
30	PK2006T7	New Trail Corridor 3	Location - TBD	\$ 200,000
31	PK2015O3	Castle Rock Acquisition	Castle Rock	\$ 900,000
32	PK2006T9	Castle Rock Southern Trailhead	Location - TBD	\$ 300,000
33	No Number	Cemetery Interpretive Signs	Cemetery	\$ 22,000
34	PK2006C6	New Community Park 1	Central Area	\$ 4,000,000
35	PK2016C8	New Community Park 2	Sunnyslope Area	\$ 4,000,000
36	PK2016N12	Okanogan Street Community Garden	Okanogan Park	\$ 57,500
37	PK2006N10	New Neighborhood Park 6	Location - TBD	\$ 1,100,000
38	PK2006N11	New Neighborhood Park 7	Location - TBD	\$ 1,100,000
39	PK2006N5	New Neighborhood Park 1	Location - TBD	\$ 1,100,000
40	PK2006N6	New Neighborhood Park 2	Location - TBD	\$ 1,100,000
41	PK2006N7	New Neighborhood Park 3	Location - TBD	\$ 1,100,000
42	PK2006N8	New Neighborhood Park 4	Location - TBD	\$ 1,100,000
43	PK2006N9	New Neighborhood Park 5	Location - TBD	\$ 1,100,000

44	PK2008S2	Crawford School Park	Location - TBD	\$ 14,175,000
45	PK2023N1	New Neighborhood Park 9	Location - TBD	\$ 1,100,000
46	PK2023N3	New Neighborhood Park 10	Location - TBD	\$ 1,100,000
47	PK2015O6	Foothills North Habitat Enhancement	Foothills North	\$ 20,000
48	No Number	WW Treatment/Riverfront Park Fence Art	Treatment Plant	\$ 125,000
49	No Number	Sculpture/Mural Commission	Location - TBD	\$ 30,000
50	No Number	North Wenatchee Avenue Art Installation	SR 285	\$ 100,000
51	PK2006S1	Park Renovations	Rainbow Park	\$ 55,000
52	No Number	Unidentified Art Installation	Location - TBD	\$ 100,000
53	No Number	SR 285 Banners	SR 285	\$ 50,000
54	PK2006T8	Kenzie's Landing	Kenzie's Landing	\$0
	TOTAL			\$ 100,313,000

Figure 6.1.1: Capital Investment Plan Map



6.2 Standard Costs

One of the most critical functions of the planning process is cost and funding and, since resources are always in limited supply, needs must be evaluated and prioritized. The following estimates help guide the Parks, Recreation and Cultural Services Department cost for commonly found amenities including landscaping, infrastructure, trails, and recreation improvements. Costs will vary depending on location, size and specific design features within each element and acquisition/construction factors such as paying prevailing wage, state contract pricing or Davis Bacon wage requirements.

Recreation Amenities Unit Cost

Restroom (2 stalls)	EA	\$350,000
Picnic Shelter	EA	\$200,000
Park Bench	EA	\$2,500
Picnic Table	EA	\$2,500
Drinking Fountain	EA	\$8,000
Bike Rack	EA	\$2,000
Playground (medium – 20 elements)	EA	\$400,000
Tennis/Pickleball Court (post tension)	EA	\$90,000
Basketball Court	EA	\$105,000
Sand Volleyball	EA	\$25,000
Baseball Field	EA	\$275,000
Soccer/Football Field	EA	\$360,000
Open Play Field	SF	\$5.50
Dog Park	SF	\$5
Skate Park	SF	\$55
Turf Grass (soil, sod, irrigation)	SF	\$5.00
Native Landscape (top soil and seed)	SF	\$4.50
Tree (large shade)	EA	\$500
Shrub (medium)	EA	\$85
Parking Stall (asphalt, curb, lighting)	EA	\$8,500
Lighting (parking, LED type)	EA	\$44,500
Asphalt Trail (10' wide)	LF	\$55
Sidewalk (10' wide concrete)	LF	\$50
Native Surface Pathway (10' wide)	LF	\$25

Capital Improvement Costs Cost Per Unit Note

Land for Parks	\$50,000/acre average, varies by location
Land for Open Space	\$20,000/acre average, varies by location
Park Construction	\$120,000/acre not including special features
Urban Trails	\$250,000/mile not including land
Natural Area Trails	\$150,000/mile not including land

6.3 Maintenance and Operations

As City services move forward, the Parks, Recreation and Cultural Services Department is constantly examining its limited resources and demand for services. Since the 2018 Parks, Recreation, and Open Space Comprehensive Plan, the City has moved the responsibility for park maintenance and operations from the Public Works Department to the Parks, Recreation and Cultural Services Department. The Department has also acquired

maintenance responsibilities for new amenities at Hale Park, Kenzie's Landing, Lincoln Park, Rotary Park, Kiwanis Methow Park, almost doubled the size of the Public Art collection, and assumed the responsibility for the Cemetery, additional street and City building grounds maintenance. The City also acquired the Foothills Regional Recreation Area properties and Wenatchee Mining Partners Properties and coordinates maintenance activities with the Chelan Douglas Land Trust for these areas. The level of maintenance in each area varies from daily restroom cleaning and trash removal to vandalism and homeless activity response, snow removal and noxious weed control.

The existing 1521.36 acres of City managed parks, open space, trails along with other city grounds and miscellaneous city owned properties is maintained by 10 full time and 4 seasonal staff. Cemetery operations are managed by 3 full time and 1 seasonal staff. The additional park acres, improvements associated with the recommendations contained in the capital improvement plan and ever-increasing challenges presented by vandals and homeless individuals will require additional maintenance to keep them in a safe and attractive and increase operations costs as time moves forward. Depending on the area, maintenance may be supplemented with the use of hired contractors. In 2022, the cost to respond to vandalism related issues in the parks was over \$111,000.



Cleaning graffiti

Using general numbers, in 2023 the ratio of park acreage to maintenance staff is 152.14 acres per full time staff person. This has increased by 58 acres per staff person from the previous comprehensive plan. Using the 2023 total park maintenance budget of \$1,701,260, the cost to maintain parkland is \$1,062.39 per acre per year which is consistent with the levels contained in the previous plan.

An additional 2.6 FTE staff members would be needed to maintain current service levels for the recommended additional parks and facilities contained in the plan and associated projects such as street and boulevard landscaping improvements. An increase or decrease in the intensity of maintenance needed based on the type of park or facility would affect the actual costs.

6.4 Art, Recreation Programming and Administrative Priorities

The following general priorities are based on the strategic actions contained in the previous chapter for the arts, recreation programming and general departmental administrative services. The following priorities have been identified and categorized into relative order from highest (Priority 1) to lowest (Priority 3), though items identified within each category are listed in no particular order.



Concert in the Park

Priority 1

- Acquire a minimum of one piece of public art, following the art selection criteria, to add to the city’s collection per year as funding allows.
- Work with local public, private and non-profit organizations to seek and obtain local, state and federal funds for the provision of parks, arts, recreation programs and services.
- Expand youth and teen programs to meet the needs and desires of the community.
- Prepare staffing succession plan.
- Continue to address emerging and ongoing safety and vandalism issues.

Priority 2

- Expand athletic and outdoor recreation programs to include non-traditional offerings.
- Provide new special events which focus on community gathering, arts, music and culture.

Priority 3

- Explore the feasibility of creating an Arts Market, Music Festival and other community special events sponsored by the City.
- Prepare policy and procedure manuals for all departmental functions and review and update as needed.
- Hire an Arts/Special Events Recreation Coordinator.

6.4.1 Public Art

Wenatchee Municipal Code mandates that 1% of construction costs for certain capital projects be set aside for “public art projects”. The following is a description of the projected uses of this fund for the next six years. The specific projects, budget and years are subject to change and approvals.



Table 6.4.1: Art Fund Summary

CATEGORY/DESCRIPTION	2024	2025	2026	2027	2028	2029	2030
Administration							
Art Appraisal Update			\$5,000				\$7,500
Art Collection/Walking Tour	\$3,000		\$3,500		\$4,000		\$5,000
Brochure Printing							
Capital							
North Wenatchee Avenue Unidentified Installation				\$100,000			\$100,000
Memorial Park Native Peoples*	\$80,000	\$80,000					
Cemetery Interpretive Signs*			\$22,000				
SR 285 Banners	\$25,000	\$25,000					

WW Treatment/Riverfront Park		\$125,000						
Education								
Community Art Support Grant	\$1,000		\$1,000		\$1,000			\$1,000
Maintenance								
Cleaning, Maintenance, Vandalism	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500
Performing Arts								
Community Art Support Grant		\$1,000			\$1,000			
Community Concert Series	\$500	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Visual Arts								
Out of the Box Program	\$2,000		\$2,000		\$2,000			\$2,000
Sculpture/Mural Commission	\$10,000				\$10,000		\$10,000	
TOTAL	\$42,000	\$152,500	\$35,000	\$112,500	\$8,500	\$11,500	\$117,000	

NOTES:

- Appraisal of the art pieces first obtained in 2020.
- Brochure printing – Assumed responsibility from Art on the Avenues.
- Cemetery interpretive signs would be funded by potential DAHP grant.
- Out of the Box is utility cabinet wrap program.
- * Native Peoples Project is funded through the general fund -2023 artist contracts
- * Cemetery signs would be funded through the general fund and grants (if successful)

6.5 Possible Funding Sources

The City must rely on a broad approach to funding parks, recreation and art resources. It is highly unlikely that the general fund and grants will be able to support both land acquisition and development for the proposed projects.

There are a wide variety of mechanisms available to Parks and Recreation agencies to provide funding for maintenance and operations, recreation program services and capital construction. By maximizing the use of all of the revenue options that are available, ballot campaigns may be more effectively run. The following is intended to serve as an introduction to these mechanisms and the areas that they might be used.

6.5.1 General Program Fees and Differential User Fees

Program participants and facility users, in some cases pay fees to participate. Many of the programs and facilities that the City offers are free to all. In the cases where fees are collected, residents of Wenatchee receive discounts for participation in programs or rental of facilities. The resident discount fee helps to provide a measure of equity between taxpayers and non-taxpayers. Use of non-resident fees or resident discounts is a common practice among parks and recreation departments.

6.5.2 Real Estate Excise Tax

The State of Washington is authorized to levy a real estate excise tax on all sales of real estate, measured by the full selling price, including the amount of any liens, mortgages and other debts given to secure the purchase at a rate of 1.28 percent.

RCW 82.45.060. A locally-imposed tax is also authorized. However, the rate at which it can be levied and the uses to which it may be put differs by city size and whether the city is planning under the Growth Management Act (GMA). All cities may levy a quarter percent tax (described as "the first quarter percent of the real estate excise tax" or "REET 1"). RCW 82.46.010. Cities and counties that are planning under GMA have the authority to levy a second quarter percent tax (REET 2). RCW 82.46.035(2). Note that this statute specifies that if a county is required to plan under GMA, or if a city is located in such a county, the tax may be levied by a vote of the legislative body. If, however, the county chooses to plan under GMA, the tax must be approved by a majority of the voters.

The City must spend the first quarter percent of their real estate excise tax receipts solely on capital projects that are listed in the capital facilities plan element of their comprehensive plan. RCW 82.46.010(2)(6). RCW 82.46.010(6) defines "capital projects" as:

Those public works projects of a local government for **planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement** of streets; roads; highways; sidewalks; street and road lighting systems; traffic signals; bridges; domestic water systems; storm and sanitary sewer systems; **parks; recreational facilities**; law enforcement facilities; fire protection facilities; trails; libraries; administrative and judicial facilities.

REET 2 must be spent solely on public works related projects – streets, sewers etc. and is not available for park projects.

6.5.3 Property Taxes

The property tax is one of the largest tax revenue sources for many local jurisdictions, including Wenatchee. Proceeds may be expended for parks and open space. The property tax accounts for about 30 percent of total state and local taxes. The state property tax primarily supports "common" or K-12 public schools. In Wenatchee, property taxes support general activities and functions like the mayor and city council's offices, and the police, public works, courts, jail, culture and recreation, and community development departments.

The taxable value of a property is 100 percent of its fair market value, less any exemptions that may be permitted. All property is subject to reevaluation each year based on estimated market value. The individual taxing districts determine the amount of money needed and the county assessor calculates the tax rate necessary to raise that money.

The amount of property tax due on an individual property is based on the combination of tax rates and the state constitution, statutory levy limits set by the legislature and excess levies approved by the voters, and the assessed value of the property. However, there are several restrictions that affect how much property taxes may be increased— the constitutional limit, the aggregate levy limit, and the 101 percent revenue limit.

Regular Property Taxes. Maximum Rate: Section 84.52.043 of the state statutes establishes maximum levy rates for the various types of taxing districts (the state, counties, cities and towns, fire districts, and the like). A city may levy up to \$3.60 per \$1,000 of assessed value (AV). For cities that belong to a fire district and/or a library district, the rules are a little more complicated. Nominally they have a maximum rate of \$3.60 per thousand dollars AV. But, they can rarely collect that much because the levy of the special districts must be subtracted from that amount. The library district levy has a maximum rate of \$.50 per thousand dollars AV.

Regular property taxes are also subject to three other legal limitations, as follows:

1. Constitutional Limitation: Pursuant to Article 7, Section 2 of the Washington Constitution and Section 84.52.050 of the state statutes, the total regular property tax levy may not exceed \$10 per \$1,000 of the assessed value of property. Should this limitation be exceeded, levies requested by junior taxing districts are proportionally reduced or eliminated according to a prioritized list contained in Section 84.52.010. Taxing entities in Washington rarely approach this constitutional limit.
2. Aggregate Levy Limit: Within the \$10 per \$1,000 limitation, the aggregate levies of junior taxing districts and senior taxing districts may not exceed \$5.90 per \$1,000 of assessed value (this limitation excludes the Conservation Futures levy). Should this limitation be exceeded, levies requested by junior taxing districts are proportionally reduced or eliminated according to a prioritized list contained in Section 84.52.010.
3. Revenue Limit (101 percent limit): Each year regular property tax revenues are limited to the lesser of 101 percent of the highest collections in the three previous years, plus an additional amount to allow for new construction within the taxing district or inflation. There only two ways for a jurisdiction to increase property taxes by more than one percent. Some jurisdictions have taken less than the maximum increase they could have in the past and have "banked" capacity that they can use. A jurisdiction that does not know whether it has banked capacity should ask its county

assessor. The other way to increase property taxes by more than this amount is to do a levy lid lift.

Levy Lid Lift. This requires that the city's current expense property tax levy fall below the statutory maximum. The City Finance Director confirmed that the city's levy is below the limit and that there is capacity to pursue a levy lid lift. Majority approval of the electorate is required.

The ballot for the lift proposition must state the dollar rate proposed (the levy rate is determined by the assessed value of the city) and must clearly state any conditions that are applicable. The proposition may be for any amount of time, unless the proceeds will be used for debt service on bonds, in which case the maximum time period is nine years. To make the lift permanent requires language in the ballot title expressly stating it is permanent. If the lift is not made permanent, the base for future levies will, at the end of the time period specified in the ballot title, revert to what the dollar amount of the levy would have been if no lift had ever been done. The proposition may also specify the use of the funds.

After the initial "lift" in the first year, the jurisdictions levy in future years is subject to the 101 percent revenue cap in chapter 84.55.RCW. This is the maximum amount revenues can increase without returning to the voters for another lid lift. The lift also may be "phased in" over a period of up to six years.

Some of the benefits of this type of funding include: Can be permanent or for specific time period and people are generally familiar with a levy lid lift. It also gives voters the opportunity to "approve" or "reject" a project.

Some of the negatives associated with this type of funding are that it is generally used for a specific time period – 6 years so unless it is a project specific purpose, a campaign would need to be run again at the end of the time period. This option would potentially restrict tax availability for other uses such as Police, Roads etc. This option directly raises taxes and requires 60% plus 1 for approval.

If this is a desired option to pursue for future funding, it is recommended that a citizen led campaign be started a minimum of one and a half to two years prior to the election. Staff is very limited in the role it can play in this type of election. Specific programs and projects must be identified for the campaign.

Several local governments in Washington State have utilized the levy lid lift for park, open space, and recreational facility purposes, including Bellevue, Duvall, Enumclaw, Pullman, Sammamish, and Seattle.

6.5.4 Bonds

To raise funds for capital improvements, such as land acquisition or building construction, counties, cities and towns in Washington may issue bonds. There are two main types of bonds: general obligation (“GO”) bonds, which are guaranteed by the local taxing authority, and revenue bonds that are paid by project-generated revenue or a dedicated revenue stream such as a particular tax or fee. Generally, bond proceeds are limited to capital projects and may not be used for operations and maintenance purposes.

General Obligation Bonds. Washington has two types of general obligation bonds—limited tax general obligation bonds (LTGO bonds) and unlimited tax general obligation bonds—with the primary difference being that limited tax general obligation bonds may be issued by the local government’s governing body while unlimited tax general obligation bonds must be approved by 60 percent of the electorate.

State law limits general obligation (G.O.) bonded debt for general purposes to 2.5 percent of assessed value of taxable property. This limit applies to voted (unlimited) and non-voted debt (limited). Of this limit, the City Council may, by resolution, authorize the issuance of limited tax general obligation bonds in an amount up to 1.5 percent of assessed value of taxable property without the vote of the people. Limited tax general obligation bonds, also called **councilmanic bonds**, are payable from general government revenues, which reduces the amount available for other current operating expenditures and limits the financial flexibility of the city. Hence, limited tax general obligation bonds are usually used only for the most pressing capital needs. Finally, cities also have authority to issue additional debt, up to 2.5 percent of assessed value for utility purposes and for open space, parks and capital facilities with a public vote.

Process for Implementation. The City Council may place a ballot proposition authorizing indebtedness before the voters at any special election or general election. The ballot proposition must include the maximum amount of the indebtedness to be authorized, the maximum term any bonds may have and a description of the purpose(s) of the bond issue. Notice of the proposed election shall also be published, as required by state statute.

All voted bonds require a 60 percent majority approval of the electorate. To validate the election, the total votes cast must equal at least 40 percent of the total votes cast in the last general election.

6.5.5 Sales and Use Tax

Wenatchee has reached its maximum permissible local sales and use tax rate. While the city cannot increase its sales tax, it may however choose to pledge a

portion of its existing sales and use tax revenue to parks and recreation purposes. Dedication of a portion of the sales tax revenue for parks and recreation requires a resolution or ordinance by the city council.

6.5.6 Impact Fees

Impact fees, or monetary exactions other than a tax or special assessment, are levied by counties, cities and towns in connection with the approval of a development project to defray all or part of the cost of public facilities related to the development project. Public facilities include publicly owned parks, open space and recreational facilities; public streets and roads; school facilities; and fire protection facilities.

In general, impact fees may not exceed the estimated reasonable cost of providing the service or facility and shall not be levied to make up for deficiencies in public facilities serving existing developments. Impact fees also may not be used for maintenance and operation. The local ordinance by which impact fees are levied must include a schedule of impact fees, which shall be adopted for each type of development activity based on a formula, or other such calculation that considers the cost, availability of other funding, amongst other items. Proceeds from impact fees must be earmarked specifically and retained in special interest-bearing accounts, and must be expended or encumbered within 6 years of receipt. Six counties and 72 cities in Washington impose impact fees according to the Municipal Research and Services Center. The average total impact fee in Washington is \$6,588 while the average parks impact fee in the state is \$2,056.31 Wenatchee imposed its first development impact fee in February 2011. The fee, set at \$4,830 per single family residence, applies only to new development in the Broadview area and supports public facilities and road access improvements in that part of the city.

The 2006, 2012 and 2018 Parks, Recreation and Open Space Comprehensive Plans (PROS) identified the use of impact fees as a mechanism to assist with the funding and provision of parks, recreation and opens spaces. In 2015 the Parks, Recreation and Cultural Services Department prepared a new rate study and ordinance. The study identifies the total cost of improvements that address increasing capacity at \$17,847,700. The impact fee formula, which allocates costs to new households after applying other relevant revenues according to estimated benefit, estimates the following fees: Single-family = \$770.39; Multiple- family= \$764.60.

The Park Board, at that time, recommended moving forward and the proposal was submitted to the Community and Economic Development Department for review and to take it through the Planning Commission and approval process. The proposal was not recommended for approval by the Commission and the process ended there.

6.5.7 Special Purpose Districts

In Washington, special purpose districts are limited purpose local governments separate from a city, town, or county government. Generally they perform a single function, though some perform a limited number of functions. They provide an array of services and facilities including electricity, fire protection, flood control, health, housing, irrigation, parks and recreation, library, water-sewer service and more recently stadiums, convention centers, and entertainment facilities that are not otherwise available from city or county governments.

Special purpose districts are generally created through the county legislative authority to meet a specific need of the local community. The need may be a new service or a higher level of an existing service. The districts are usually quasi-municipal corporations though some are statutorily defined as municipal corporations. Most special purpose districts in Washington derive revenues from real property taxes and are called taxing districts.

While there are some 80 different special purpose districts, the legislature has narrowly defined the purposes of these districts and their revenue authority. The Municipal Research and Services Center of Washington (MRSC) has published a helpful comparison of recreation districts.

6.5.8 Metropolitan Parks District

Chapter 98, Laws of 1907 authorized cities of the first class to create metropolitan park districts (MPD). The statutes were amended by Chapter 88, Laws of 2002. Prior to 2002, cities under 5,000 and counties could not create metropolitan park districts. Now all cities and counties may form metropolitan park districts (MPDs) that include territory in portions of one or more cities or counties. The first MPD was formed by Tacoma in 1907. A second district was formed in Yakima around 1945 and functioned until 1969. After the 2002 amendments several MPD's were formed.

The purpose of a MPD is to provide for the management, control, improvement, maintenance, and acquisition of parks, parkways, boulevards, and recreational facilities. A MPD:

- May purchase, acquire and condemn lands within or without the boundaries of park district
- May issue and sell warrants, short- term obligations, or general obligation bonds
- May issue general obligation debt in an amount equal to 2 1/2 percent of their assessed valuations. (RCW 35.61.110) Of this 2 1/2 percent, 1/4

percent may be non-voted (also called councilmanic) debt. (RCW 35.61.100)
The rest must be voted.

- May issue revenue bonds
- The property tax may not exceed 75 cents per \$1,000 of assessed valuation in the district
- Can petition for the creation of local improvement districts
- May employ counsel, provide for park police officers, secretary of the board, and all necessary employees
- May establish civil service for employees
- Has power to regulate, manage and control, improve, acquire, extend and maintain, open and lay out, parks, parkways, boulevards, avenues, aviation landings and playgrounds, within or without the park district,
- Has power to authorize, conduct and manage
 - the letting of boats, or other amusement apparatus,
 - the operation of bath houses,
 - the purchase and sale of foodstuffs or other merchandise,
 - the giving of vocal or instrumental concerts or other entertainments,
 - the management and conduct of such forms of recreation or business as it shall judge desirable or beneficial for the public, or for the production of revenue for expenditure for park purposes;
- May sell, exchange, or otherwise dispose of surplus property
- Can annex territory

An MPD may include territory located in portions or all of one or more cities or counties, or one or more cities and counties, when created or enlarged.

The formation of a metropolitan park district must be approved by a majority of voters at any general or special election. The ballot proposition for such formation may be initiated by either

- Adoption of resolutions submitting the proposition to create the district by the governing body of each city and county in which all or a portion of the proposed district is located (for counties, each county where all or portions of the proposed district is located within the unincorporated areas), or
- A petition proposing creation of the district signed by at least 15 percent of registered voters in the proposed district.

The resolution or petition submitting the ballot proposition must designate the composition of the board of metropolitan park commissioners from among three alternatives.

- Five commissioners may be elected at the same election creating the district;
- For a district located entirely within one city or the unincorporated area of one county, the legislative authority of the city or county may act as the metropolitan park board; or
- For a district located in multiple cities or counties, each legislative authority may appoint one or more members to serve as the board.

Passage approving the MPD ballot measure requires approval by a majority of the voters voting. (RCW 35.61.040)

Two regular property tax levies available - 50 cents/\$1000 assessed valuation and one of 25 cents. They are considered one levy for the purposes of the levy limits in Ch.84.55 RCW, but they have different rankings in the pro-rationing statute. Levy is permanent.

The possibility of creating a metropolitan parks district in Wenatchee has been considered on several occasions since the 1980's. The district boundaries might be drawn to follow the city boundaries or those of the Wenatchee School District or a merger might be arranged with the Eastmont Metropolitan Parks District. The Wenatchee Department of Parks, Recreation and Cultural Services developed a thorough analysis of the various potential boundaries including revenues and expense projections.

In 2016, on behalf of the Trust for Public Lands Fairbank, Maslin, Maullin, Metz & Associates (FM3) completed a telephone survey of 402 voters to determine the viability of moving a ballot measure forward to create a metropolitan park district within the City of Wenatchee, within the Wenatchee School District boundary or merging with the Eastmont Metropolitan Park District. The data suggest that these options would not receive the support needed for passage. Establishing a park district on both sides of the river received a 56% support rate and 38% strong opposition. A park district within the city limits of Wenatchee received 52% support and 42% opposition and using the school district boundary received 45% support and 37% opposition.

6.5.9 Grants

Generally speaking grants are sums of money awarded to finance a particular activity or facility. Usually, these grant awards do not need to be paid back. Grants are usually highly competitive, may be time consuming to complete, are geared to a specific activity, project or program and in many cases, require some type of

financial or other match. There usually is reporting requirements during and following the completion of the grant funded project or program. The city is active in the preparation of grant applications for projects ranging from capital construction and park acquisition to special needs programs. Since 2007, the department has been successful in obtaining over \$15 million dollars in grant funding. Some specific grant programs include:

Washington Wildlife and Recreation Program – A variety of park grants administered by the Recreation Conservation Office. Local agencies generally must match the grant amount on a 50-50 basis.

Aquatic Land Enhancement Fund – This program funded by the State Department of Natural Resources will finance up to \$80,000 for acquisition and development of waterfront parks, public access sites and environmentally sensitive areas.

Land and Water Conservation Fund – Grants distributed from the Federal Land and Water conservation Fund. Grants pay 50% of the cost of acquisition and development.

National Endowment for the Arts - There are competitive grant programs available for organizations and individuals. Grants range from translation projects to place making.

Community Foundation of North Central Washington Grants - Regional Impact Grants - Regional Impact Grants provide up to \$5,000 available for general programs, special projects, start-up funding, small equipment, and other needs/enhancements for 501(c)3 nonprofit organizations in Chelan, Douglas, and Okanogan counties. Endowment Grant - One \$50,000 grant is available every other year to support nonprofit sustainability through a permanent fund at the Community Foundation of NCW.

In addition to the capital facilities plan projects, grant funding is available from a variety of sources for arts and community recreational programs. Special health and youth related grant information can be obtained from the National Center for Disease Control, US Department of Education, US Department of Health and Human Services, US Department of Education, US Office of Juvenile Justice and Delinquency Prevention and US Department of Agriculture Food Nutrition Service.

6.5.10 Conservation Futures Levy

Counties can levy up to \$.065 per \$1,000 assessed valuation for the acquisition of shoreline and open space areas. The money cannot be used for development or maintenance. Cities can apply for a share of this money through the County.

6.5.11 General Fund

The general fund includes all monies taken in and paid out of the City with the exception of any special purpose funds. The two primary revenue streams are from the collection of sales tax and property tax. The general fund currently provides the majority of financial support for the ongoing operation of the park system and provision of recreations services.

6.5.12 Donations, Partnerships and Volunteer Service

Donations and volunteer service can be effective when a specific project or program is identified. Most of the recreational services that the City provides rely heavily on donations of some type to help provide equipment, materials or other support.

6.5.13 1% for the Arts

In 1999, the City recognized the importance of public art to the community and established a public art program that required one percent of moneys appropriated for any capital project as defined in the Public Art Policy and valued at over \$75,000 to be placed into the public art fund and used for the acquisition of public art or the promotion of art programming.

6.5.14 Program Support and Partnerships

Programs are supported through the generous donation of materials, in-kind services or financial sponsorships from individuals, businesses and organizations. These contributions are critical in the provision of recreation program activities. Over 100 organizations and businesses partner directly with the City on an annual basis for the provision of recreation programming to the community.

A new opportunity to donate was established in 2011. The City partnered with the Wenatchee Valley Sports Foundation to provide an avenue for individuals or businesses to donate to specific programs or projects. The Chelan Douglas Land Trust is leading the effort to solicit and raise donations for the Foothills Trails system and properties and the City has partnered with local service clubs to help realize projects at Rotary Park and others.

6.5.15 Sponsorships

Similar to donations, sponsorships benefit individual programs and also the person or organization providing the sponsorship. Sponsorships are commonly seen in the case of youth athletic teams; however, the Parks and Recreation Department uses sponsors for many of its programs and special events including the Movie and Concert Series, Halloween Carnival and other Special Events. As with donations, sponsorship availability is somewhat dependent upon the economy and competition for funding from other programs and agencies. Obtaining sponsors

and donations requires significant staff time to conduct the solicitation and subsequent follow up activity.

6.5.16 Transfer of Development Rights

Transfer of Development Rights is a type of Zoning Ordinance that allows owners of property zoned for low-density development or conservation use to sell development rights to other property owners. The development rights purchased permit the landowners to develop their Parcels at higher Densities than otherwise. The system is designed to provide for low-density uses, such as historic preservation, without unduly penalizing some landowners. Example: Under a transfer development rights system, a land-owner whose property is restricted to open space is assigned development rights in proportion to some overall desirable density for the jurisdiction. The landowner cannot utilize the rights but may sell them on the open market to landowners in other locations who are allowed to develop their properties. The rights may be used to develop additional structures on the unrestricted properties. In this way, restricted areas may be maintained as open space without completely destroying the development value of the properties.

6.5.17 Conservation Easements

A conservation easement is a restriction placed on a piece of property to protect its associated resources. The easement is either voluntarily donated or sold by the landowner and constitutes a legally binding agreement that limits certain types of uses or prevents development from taking place on the land in perpetuity while the land remains in private hands. Conservation easements protect land for future generations while allowing owners to retain many private property rights and to live on and use their land, at the same time potentially providing them with tax benefits.

In a conservation easement, a landowner voluntarily agrees to sell or donate certain rights associated with his or her property – often the right to subdivide or develop – and a private organization or public agency agrees to hold the right to enforce the landowner's promise not to exercise those rights. In essence, the rights are forfeited and no longer exist. An easement selectively targets only those rights necessary to protect specific conservation values, such as water quality or migration routes, and is individually tailored to meet a landowner's needs. Because the land remains in private ownership, with the remainder of the rights intact, an easement property continues to provide economic benefits for the area in the form of jobs, economic activity and property taxes.

A conservation easement is legally binding, whether the property is sold or passed on to heirs. Because use is permanently restricted, land subject to a conservation easement may be worth less on the open market than comparable unrestricted

and developable parcels. Sometimes conservation easements will enable the landowner to qualify for tax benefits in compliance with Internal Revenue Service rules.

6.5.18 Concessions

This option allows commercial operations to be conducted in City Parks. The Cities of Chelan, Richland, Seattle and Renton as well as other cities across the State use this effectively to help fund the provision of park services. They have concession agreements ranging from Jet Ski and bicycle rentals to restaurants and other vendors. The commercialization of park areas for concessions is a policy issue that may also be impacted due to the receipt of State grant funding for the property. Two key points for in this case are that the concession must be related to the park use and it may not take away from the general park visitors' ability to utilize the park or this may be considered a conversion of the property.

6.5.19 Leases

Similar to concession agreements, park facilities would be leased out to organizations for the operation of their business or provision of services. The lease revenues would then be designated to support the provision of services. This is currently being used at the Community Center. Lease amounts vary as do term limits and are dependent upon the facility, program, service and market.

6.5.20 Sales

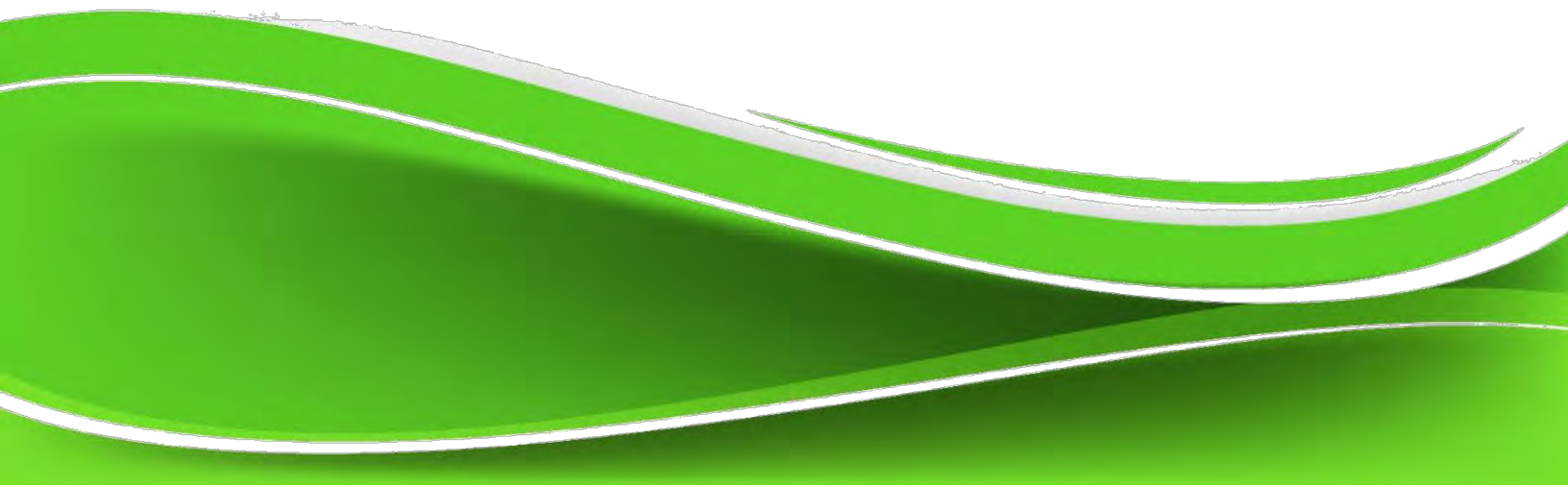
Parks and recreation departments often sell merchandise, services or advertising to support the services and also provide a service to the facility users. Sales amounts vary depending upon what is being sold or provided. For example, Proshop type retails sales for items ranging from swim diapers to goggles and swim caps may be available at the pool or athletic apparel at a recreation center. Competition with local business should be taken into consideration when exploring this option. Generally, revenues raised through sales are not significant and the availability of merchandise is offered more as a service, but may help offset costs. This may also be addressed through concession agreements or long-term leases.

6.5.21 Foundations

In many cases non-profit foundations serve as a conduit to receive funding for the completion of park and recreation related projects. Some grant sources will provide funding to only non-profits. There are several "Friends of" and "Parks Foundations" established that support local or regional parks and recreation agencies. In 2011, The City of Wenatchee teamed up with the Wenatchee Valley Sports Foundation to provide a mechanism to solicit support for specific park and recreation programs and projects.



Appendix A:
Community Workshop Comments and Survey Results



Appendix A: Introduction

The comprehensive plan survey was viewed 629 times with a total of 143 being submitted. Open ended question comments have been imported just as they have been written with no spelling, grammatical or other corrections.

City of Wenatchee Parks, Recreation and Cultural Services Department 2024 Comprehensive Plan Survey

The services the City of Wenatchee Parks, Recreation and Cultural Services Department provide ranges from coordinating recreation programming and community events to managing park areas and facilities. The City is conducting a brief survey regarding the parks and recreation services it provides to its residents and visitors to the community. This information will be used to update the six-year parks, recreation and open space comprehensive plan.

The comprehensive plan is a tool that helps guide decisions about parks and recreation services over the next six years and is required for the City to be eligible to apply for a number of grants.

PARKS

1. How often do members of your household visit the following City park and recreation facilities?

	Daily	Weekly	Monthly	Yearly	Never
Chase Park	31	2	5	5	97
Centennial Park	57	7	3	1	75
City Pool	40	11	4	5	80
Castle Rock Natural Area	60	38	18	1	24
Hale Park	27	26	6	2	80
Kiwanis-Methow Park	37	14	3	2	86
Lions Locomotive Park	30	16	2	0	94
Lincoln Park	62	30	11	4	34
Memorial Park	62	25	9	1	44
Pennsylvania Park	33	9	2	0	96
Pioneer Park	45	17	8	3	68
Rotary Park	47	34	20	3	38
Saddle Rock Natural Area	26	45	40	14	18
Sage Hills Trails	29	35	50	8	18
Skyline Drive Overlook	44	10	7	1	80
Washington Park	49	25	17	4	44
Western Hills Park	33	3	4	0	102

2. In your opinion, what do you feel are the top five things that are missing from the City of Wenatchee's park facilities? (The higher the number, the higher the ranking.)

Area	Responses
Outdoor Tennis Courts	5
Skate Parks	6
Baseball/Softball Fields	6
Outdoor Basketball Courts	8
Multi-purpose classroom space	9
Gymnasiums	11
Drinking Fountains	13
Soccer/Lacrosse Fields	14
Picnic Facilities	15
BMX Pump Park	16
Spray Parks	19
Bike Racks	22
Play Equipment	22
Park Security/Rangers	23
Restrooms	24
Pickleball Courts	25
Off Leash Areas	32
Recreation Center	33
Community Vegetable Garden	33
Trails	39
Mountain Bike Park	41
Indoor Swimming Pool	44

Open ended responses:

- I'd like to see more local art, especially murals where there is possibility for them
- Disk golf courses
- indoor walking facility for seniors and others
- More outdoor play spaces for toddlers
- Nothing missing, City doing great.
- Inclusion of art in these spaces
- Retention of open space
- Restrooms open in winter would be great!
- more garbage cans
- Trails are good now, but more is always better
- More trees
- Music venue
- Public art!!
- Indoor play structures
- Frisbee Golf

- Outdoors Volleyball court
- A park for children/people with disabilities.
- Murals
- open green space with urban views
- Water park
- Enforcement for keeping dogs on leash and picking up their waste
- Safe bicycle and pedestrian access
- As a former parks and rec director, well-communicated organized activities
- Horse trails and activities
- Winter bathroom access
- Adaptive mountain biking opportunities
- Art
- Takeout on Lower Wenatchee River (suitable for rafts, kayaks, paddle boards)
- parking
- Better boat launch facilities
- More bike lanes, bike paths, bike connectivity

3. The following are a number of projects that have been requested in the past that the City could pursue in the future to improve and expand parks and recreation facilities. For each item, please indicate how supportive you and your household are:

	Support	Neutral	Don't Support
Build a Community Recreation Center	67%	25%	7%
Construct new trails	77%	15%	8%
Replace City Pool with a new aquatic facility	61%	29%	10%
Develop additional skate areas	31%	55%	14%
Acquire new neighborhood parks	57%	33%	10%
Acquire property for habitat and open space	73%	22%	5%
Upgrade existing neighborhood parks	67%	32%	1%
Develop a mountain bike skills course	45%	35%	20%
Provide community garden space	55%	33%	12%
Construct new picnic shelters	29%	60%	11%
Construct new play equipment	47%	50%	3%
Construct pickleball courts	29%	54%	17%
Develop lighted baseball/softball fields	24%	48%	28%

RECREATION PROGRAMS

4. Have you or a member of your household participated in a City of Wenatchee Recreation Program in the past year?

Yes – 35% No – 65%

5. What age/ability group should receive priority for recreation program offerings?

Toddlers and Preschoolers	38
Elementary School Age Youth	76
Teens (middle and high school)	80
Adults	31
Seniors (65+)	24
Families	67
Vulnerable Populations (School age)	57
Vulnerable Populations (Adult)	26

6. What should be the priority for the types of recreation programs that are offered?

Community Events (Halloween Carnival etc.)	38
Performing Arts (Concerts in the Park etc.)	58
Visual Arts (Painting classes etc.)	24
Aquatics (Swimming Lessons etc.)	75
Athletics (Youth Basketball, Volleyball etc.)	48
Special Needs (Special Olympics etc.)	22
Youth Recreation (Day Camps etc.)	65
Outdoor Programs (Hiking, Canoeing etc.)	88

7. What additional recreation programs or services would you like to see offered in the community?

- Adult rec league
- Youth Rec
- Bike skills courses
- New facilities to support sports, alternate sports instruction and leagues such as adult soccer, lacrosse, water polo, etc.
- A clean, toddler friendly, drop-in indoor playground with developmentally appropriate toys and play structures.
- Pickleball and Mountain Bike instruction.
- Nothing additional, City doing a good job.
- we need a real pool so badly
- Outdoor Recreation Programs! Intro to hiking, intro to mtn. biking, those types of classes
- Mountain Biking
- Buy more land
- discounts for gym goers if they show they attended a certain amount per month
- City pool restoration
- Biking
- Camps during school breaks (other than summer)

- Mountain biking trails and skills areas
- Mountain bike park
- movie nights, summer time cool down events
- Art and education
- Roller Rink
- Share the trail education
- Programs for children/adults with disabilities.
- Autism awareness
- visual arts
- environmental awareness day festival
- Free swimming lessons
- Space for art temporary or permanent installations
- Musical programs
- Outdoor pool,
- Dog training!
- Bicycling
- Hunting and fishing programs
- Indoor events or activities for winter time
- Teaching kids skills to access the mountains: xc skiing, trail running, climbing, boating etc.
- Jump park/ indoor trampoline park.
- Gardening
- More natural peaceful hiking experience.
- Gay pride events
- Partner or provide funding to school district to allow underutilized school grounds (especially weekends) for youth sports
- Wenatchee Free Spring Concert Series
- Geology of Wenatchee (and surrounding area!)
- Any additional visual art programs
- More paved trails in town for biking, strollers, rollerblading, long boarding, etc. Unpaved trails in town for running, walking, etc.
- I would love to see sensory playgrounds developed; and a “mini town” type of playground for toddlers and elementary age that has a mini road with pretend stoplights for young children to practice bike skills and safety without running into older bmx kids at pump track
- Signs? Employees? enforce rules - dogs off leash, dog poop pick up, bicycle speeds on the River Front Trail
- Yoga in the park
- Anything for school age children.

8. Please check ALL the ways you learn about parks, recreation and cultural programs and activities:

Program flyers delivered through schools	12%
Word of Mouth	24%
City of Wenatchee Website	16%
City of Wenatchee printed Recreation Guide	16%
Television	1%
Radio announcements	9%
Newspaper	9%
Parks, Recreation and Cultural Services Facebook Page	13%

Other:

- Instagram
- Online- news
- Social Media (hate to admit this)
- Social media of other organizations that share.
- <https://www.ncwlife.com/news/> AND [yoursourceone.com](https://www.yoursourceone.com) AND [kpq.com/](https://www.kpq.com/)
- Mailings to residents
- Social media
- I guess I don't hear about them at all
- NCW Life news
- Social media
- Word of mouth
- Social media
- Instagram
- Facebook

ARTS

9. How would you describe public art that exists in Wenatchee? Where do you see it and do you have a favorite artwork or venue?

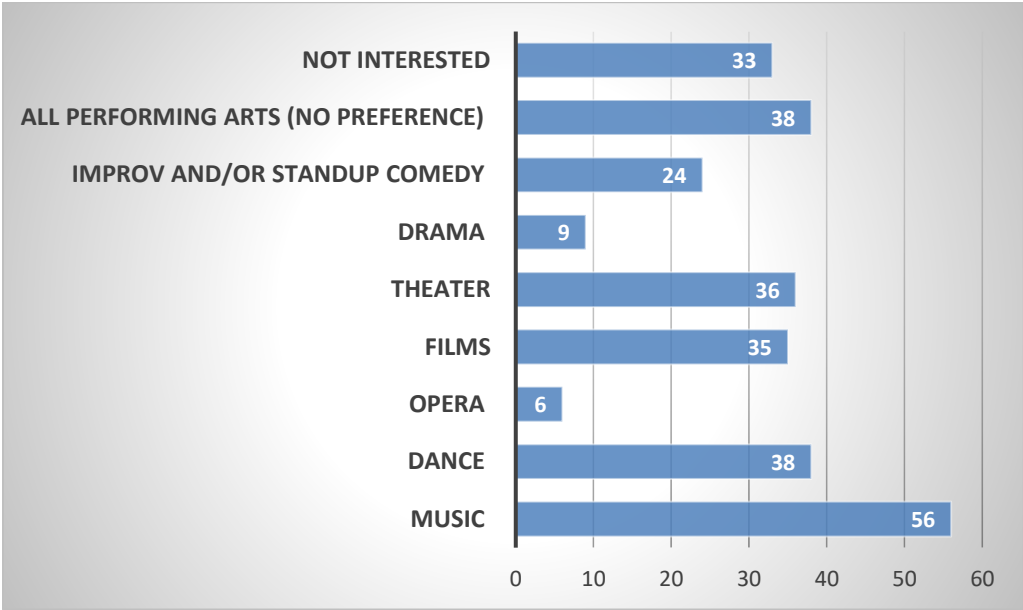
- It's okay. More murals please!
- Mostly along riverfront park. I enjoy most of the sculptures.
- I would like to see more dispersed art through town, specifically by local artists and would love to see more murals in the downtown area (say on old buildings). I really like the murals in the community around Methow Park.
- Mostly favorable. Downtown area.
- Needs updating
- I like the murals.
- good, see it mostly on the loop trail
- Interesting, love the metal sphere the most!
- Bronze sculptures around town and loop trail

- I think it is above average. It would be cool to have some more cultural art pieces.
- Wenatchee valley college murals; PAC
- on apple loop trail, murals
- I would say that the public art in Wenatchee is "SAFE". It's non-offensive, not very thought-provoking stuff scattered around town and the Loop Trail. It's mostly background. The sphere by Berney Hosey is probably my favorite because it's different.
- Lackluster
- I like artwork that allows artistic expression of the artist hired. I am sick of apples, rivers and saddle rock.
- Love the new murals, need more
- Plenty. The foot is cool. Don't need anymore.
- Riverfront sculptures
- Great
- I appreciate the art along the loop trail.
- There should be more! We should inspire the people! My favorite is murals
- Loop trail art is excellent! Welcome more installations.
- I see it when I drive by the museum or bottom of Fifth str or pass by the old Wenatchee World building.
- I'd say 5 out
- Loop trail
- I like the Latino murals
- Sculptures and murals
- Limited
- Alive and well
- Along the loop
- The waterfront and private property but not any parks
- I love the building murals the best
- I like it. Enjoy the reading coyote
- Love all the sculptures around Wenatchee
- Adequate
- I love it!! I see it all over the loop trail and downtown. It brings a sense of community and culture to Wenatchee. I would love to see more businesses display local art for first firdays.
- I like the bronze statues on the riverfront best
- It's nice. Loop trail
- First Friday
- Riverfront Park, Downtown
- Downtown sculptures.
- loop trail
- More murals!

- I am sure some people like it. It does little for me
- Great for what it is, need more!
- Trail
- I enjoy the scattered pieces of art on Wenatchee Ave and the Loop trail.
- Riverfront park
- Mostly out walking around
- I like it, but it seems frozen in time in the past
- Fun. Interesting. By the river. Downtown.
- Memorial park, horse!
- I like the art in the park and downtown.
- I love the murals on the Ave
- Love the Wenatchee mural downtown
- the riverside sculptures
- Limited, Apple Trail
- Public art in Wenatchee is beginning to show up more in the form of murals and electrical box paint projects. I love going on the loop trail and seeing the arts section by Pybus and the locomotive park area.
- I really like the downtown art and the flowers
- I used to see most art through Collapse gallery. I enjoy the art and gardens along the loop trail.
- No Favorites
- Downtown and parts of loop trail. It would be nice to have an area displaying local artists
- Art on the Ave sculptures on riverfront trail and downtown. Murales downtown
- It's there, I enjoy seeing it but I am not involved with it.
- Art on Ave, & first Friday art walks
- I like the bronze sculptures along the river.
- No
- I love when I see it! My favorite venue is the sculptures on the waterfront.
- It's great. On the loop trail. Downtown
- A mixture of good and bad. Good examples include roundabout art at 5th/riverside. Bad examples include red with black text "welcome" signs at either end of the city.
- Odd , loop trail
- I'd say 5 out
- We have some nice art, but overall it seems lacking
- Along loop trail
- Wenatchee needs MORE PUBLIC ART!
- Down by the river trails: Apple Loop trail
- Along the river walk
- It's nice but need more
- Along the river- all is beautiful

- Pretty good considering the other cultural aspects of town. I like the coyote statue in walla Walla
- It's is very multi-cultural.
- not much. We need more art in the park.. pools painted and art work
- Throughout the valley, and highly visual
- Mostly centered in downtown areas, unaccessible
- Great sculptures!
- Need more music
- Loop trail is my favorite sculpture art
- Lacking. My favorites used to be at the Wenatchee Valley College. There needs to be more street artists given opportunities to make beautiful murals so our city doesn't become more graffitied like Seattle
- Dull
- Loop trail
- Riverfront park
- Improving
- I like that we have a good amount of public art. I see it on the Apple Loop and in downtown with sculptures and murals. I think it would be great to see more murals throughout town.
- Positive and growing. The loop is filled with great art and more great murals are being completed adding to the art culture.
- I like the sculptures - especially along the Riverfront Trail
- I don't know much about it,
- Wenatchee needs much more art. My favorite has been local artists that have had shows. There's not enough if that
- Natural such as flowers is preferred over people
- Amount of public art is small compared to some communities. Would like to see more murals around town — some cities very vibrant in this respect.
- Statues around the loop trail
- I enjoy the statues in Riverfrint park and art on the a enue

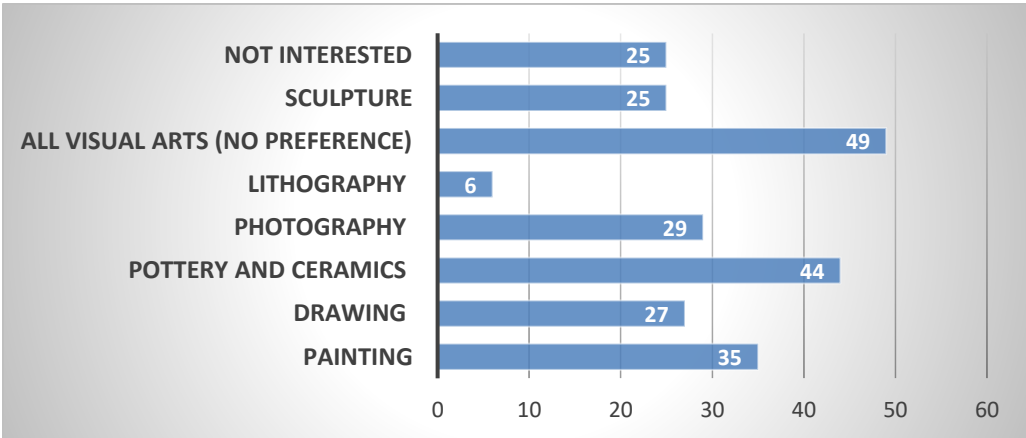
10. What kinds of **PERFORMING ARTS** programs, events and activities in Wenatchee would you like to engage in? Please select all options that apply below or add your own.



Other:

- Rock concerts
- There are other organizations doing this
- Drag shows
- gay pride
- Cultural dances
- Capitalize on bands touring from Seattle to Spokane. The Gorge doesn't have to be their only option.
- more support from the city for Numerica PAC

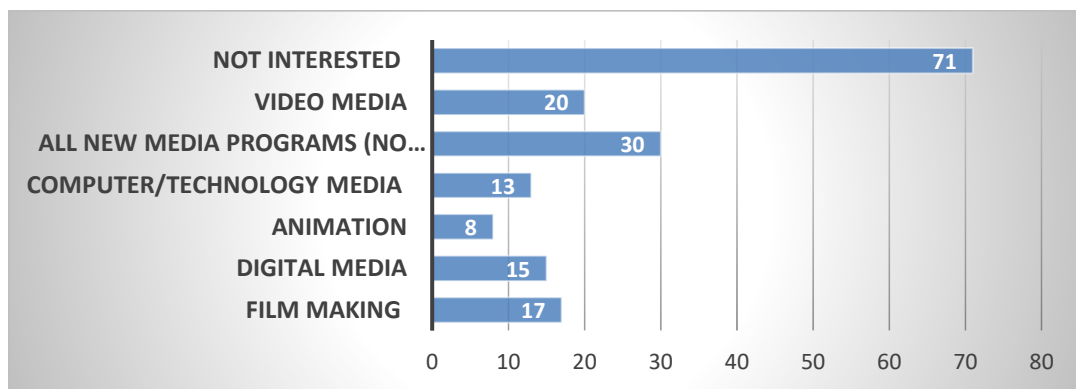
11. What kinds of **VISUAL ARTS** programs, events and activities in Wenatchee would you like to engage in? Please select all options that apply below or add your own.



Other:

- The museum is doing this
- Woodworking & Crafts
- Lighting on buildings.
- Murals
- murals
- Outdoor murals and sculptures
- Watercolor

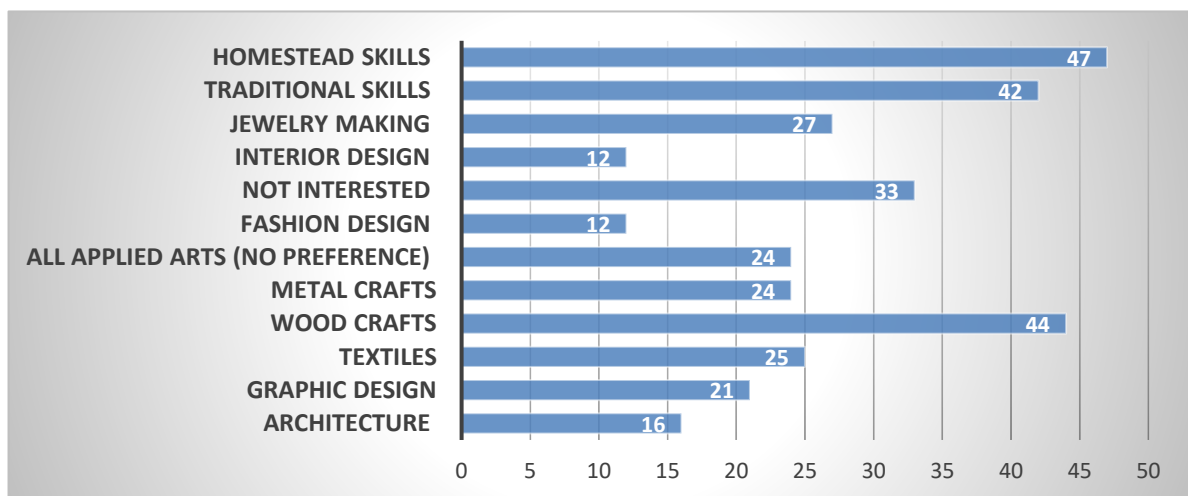
12. What kinds of NEW MEDIA programs, events and activities in Wenatchee would you like to engage in? Please select all options that apply below or add your own.



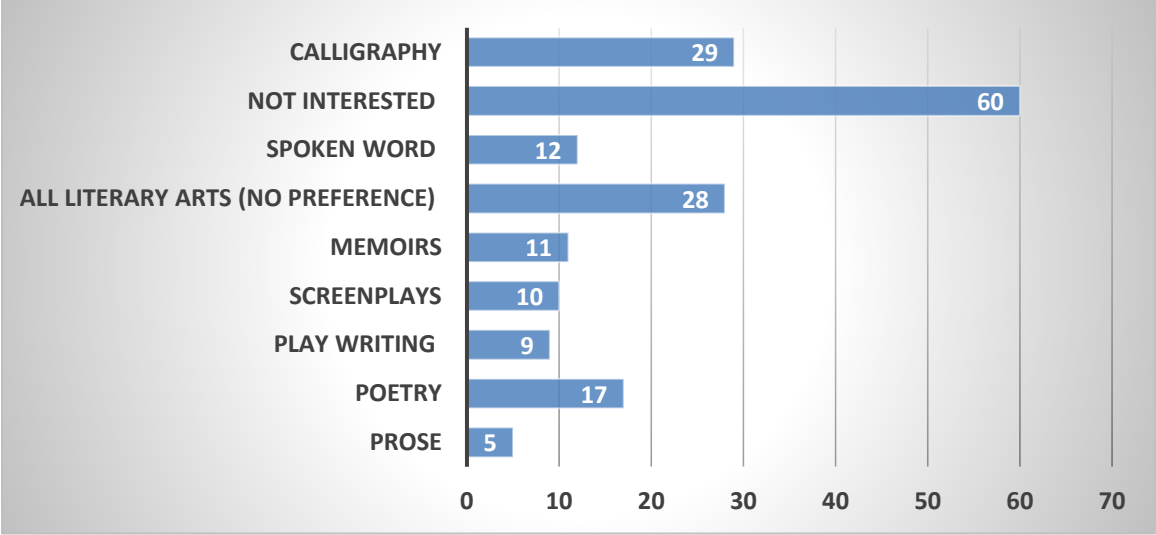
Other:

- Laser light shows are always fun!
- photoshop, social media

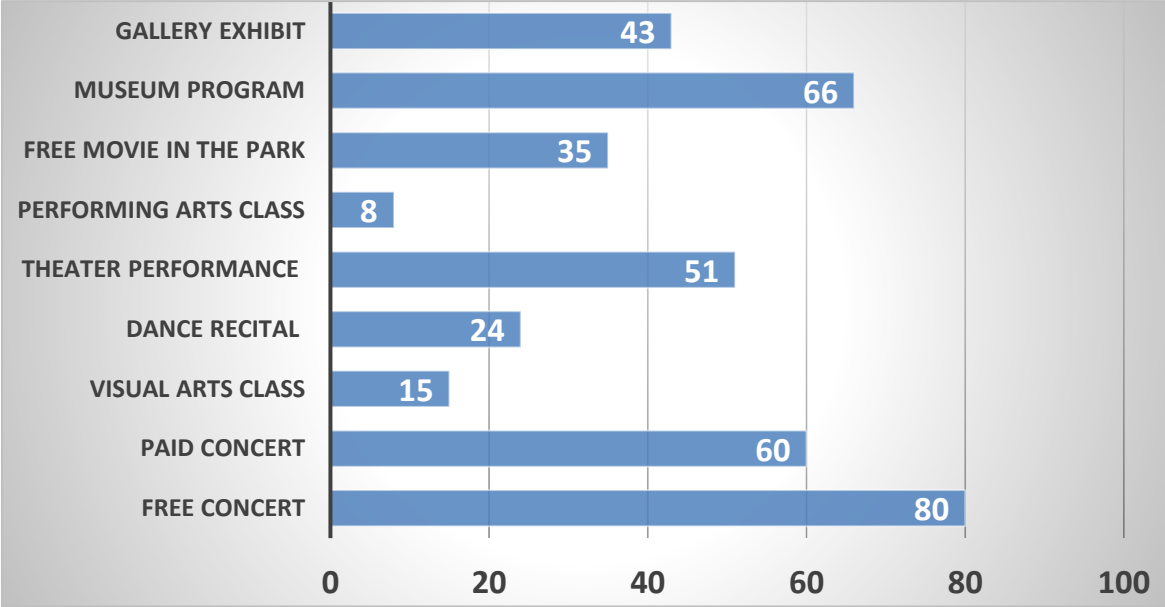
13. What kinds of APPLIED ARTS programs, events and activities in Wenatchee would you like to engage in? Please select all options that apply below or add your own.



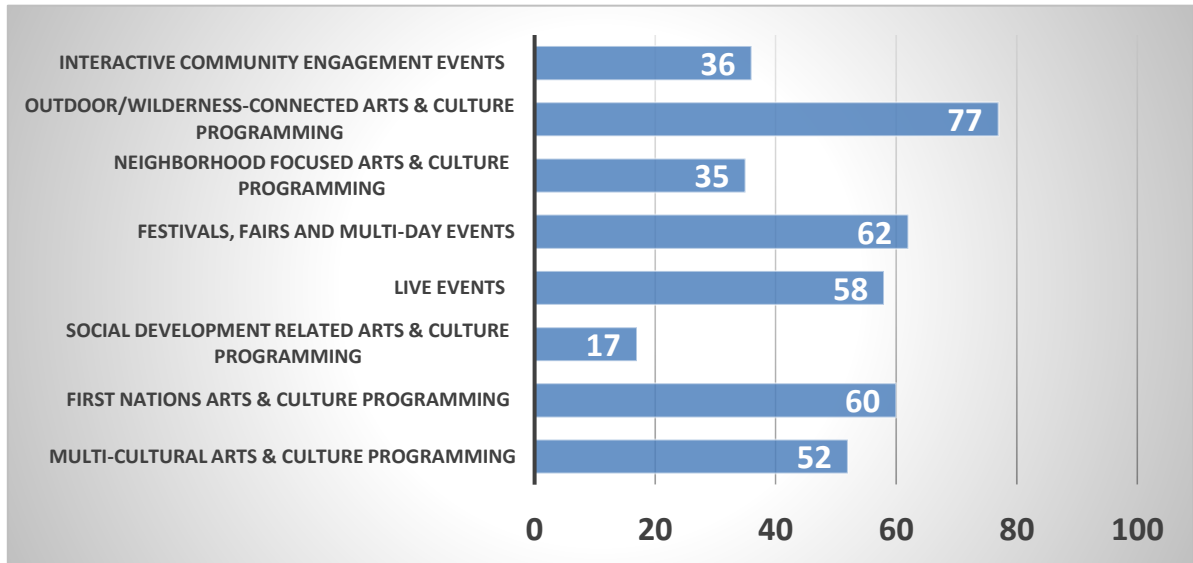
14. What kinds of LITERARY ARTS programs, events and activities in Wenatchee would you like to engage in? Please select all options that apply below or add your own.



15. Which of the following art activities have you participated in or attended in the last two years? Please select all options that apply below or add your own.



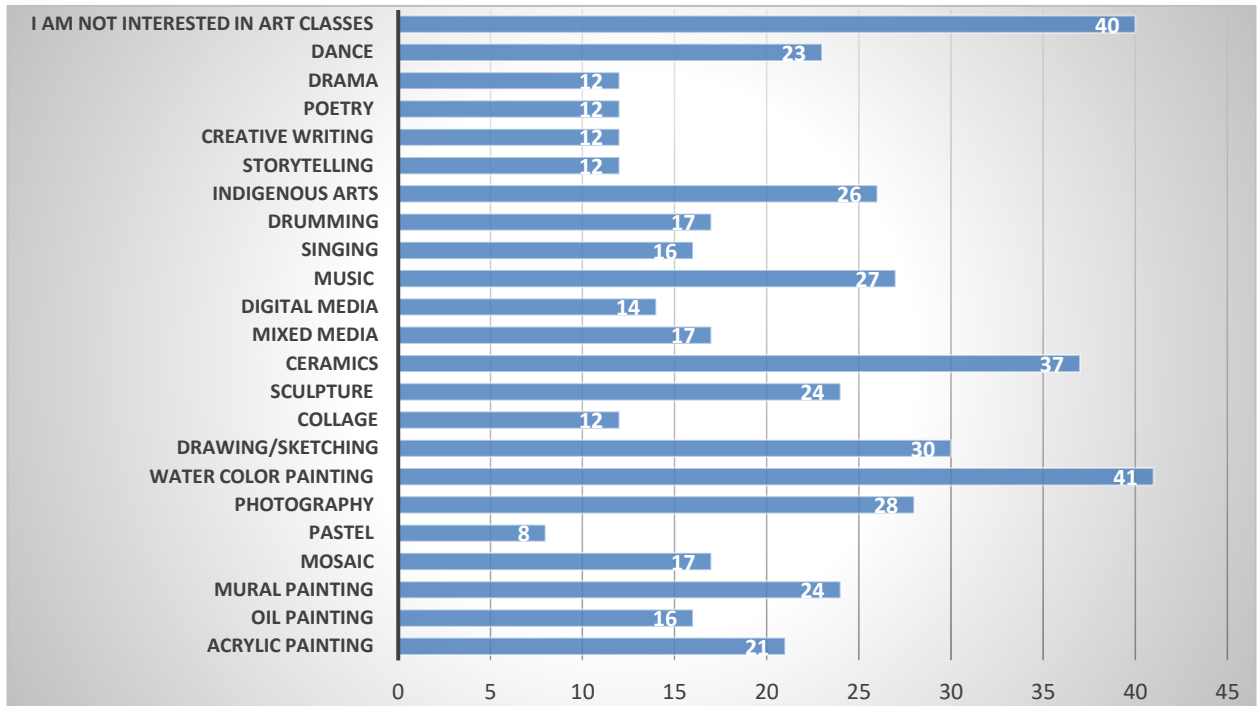
16. **What would you like to see more of in Wenatchee? Please select all options that apply below or add your own.**



Other:

- Live music in the park downtown!
- Sports events
- Don't need any of this stuff
- Really enjoy Wine Walks, twice a year would be fun
- Latino culture centered events.
- Events that are extra safe for immunocompromised people (requiring masks or vaccination and making it clear how we are protecting people)
- Ag focus, rodeo type events

17. Are you interested in taking art classes? If yes, which of the following would you be interested in? Please select all options that apply below or add your own.



18. If you could bring any Arts & Culture event or activity to Wenatchee what would it be?

- Live music
- Shakespeare in the park
- Basket weaving
- More festivals and events
- More money to Pride Fest or Juneteenth
- Things that reflect the history of this place, particularly for voices we don't hear- Native Americans, Migrant Farmworkers, Immigrants
- Nothing additional. What we have is too much already.
- more free live music
- Sculpture and pottery classes
- Learn ballet folklorico for non dancers
- more native american culture learning directly from wenatchee area
- Elementary and middle school ones
- Mariachi Huenachi
- Any
- An interactive science exhibit?
- Native American Cultural Event

- Free music classes - guitar, ukelele, etc. and an expansion of music in the park on week nights. I think Memorial Park would be so lovely if it was activated a bit more.
- Author talks
- What serves the needs of the collective based on this survey
- Live music performances
- Banf film festival
- Shakespeare in the park or equivalent
- Taco festival and a flea Market,
- More local live music
- Street Art Festival for installing and updating large murals in town.
- Basket weaving. Drum making. Weaving
- I would love to see a day where the streets of downtown are closed to car traffic and people occupy the streets with outdoor seating, live music, historical exhibitions, art from local schools, etc.
- Local music development
- eating locally. Cooking
- nature appreciation or species identification walks with a naturalist or biologist
- Irish dance! There's a studio in town and it would be great to see them involved at the broader community level
- A general arts and cultural festival that included vendors, concerts, movie screenings, food, etc.
- Major sporting event like Ridge to River Relay
- Ceramics classes! And an art fair.
- bring as in teach? or participate in? I can teach a lot of homestead skills and recreation skills etc, but participate.... i think mural arts would be great or public theatre (outside)
- World drumming
- Community garden, horse and ag activities
- None
- Gay Pride
- More culturally diverse art and festivals
- Wenatchee Summer Free Concert Series
- Filmmaking. We have so much to share!
- Multicultural dance and arts event similar to Folklife in Seattle
- Mainstream live music
- combine art & science family events
- Art interactive
- More food, wine, cider, brewery, and small business events
- Ballet

**19. Where would you like to see more public art or what is missing in Wenatchee?
Please name a specific site, neighborhood or a type of place you would like to see it located.**

- The south end of town could use some murals. Maybe by CrosSport?
- Use murals to bring old downtown buildings to life
- South wenatchee
- Art that reflects both what Wenatchee has been, but also what it could be. Art that inspires. Not another bronze bird on a pedestal.
- Spend money on Pickleball Courts, and bike amenities.
- Cover graffiti
- All is good don't add anymore.
- More art in smaller parks
- Not just around downtown wenatchee, the art should be spread out throughout town!
- Along the loop and on big empty walls
- Art/sculptures in front of schools
- loop trail
- From 5th st and north on Wenatchee Ave needs an uplift
- More colorful art like they have downtown on the Antique Mall building - more colorful art on utility boxes around town would be cool
- I think the City could strenghten partnerships with existing small businesses and organizations like the YMCA, Library, Museum, etc. to host some of these programs/show art.
- Lincoln Park, Washington Park
- More art in the school with real artists in residence
- South wenatchee
- More colorful buildings downtown toward industrial/business
- Each neighborhood should have a public art that helps translate the neighborhood culture
- Trail heads areas
- Replace areas prone to graffiti with murals
- More large scale murals!
- downtown Wenatchee could see more color from murals and as well as north Wenatchee ave.
- Native American art, local music
- Any of the neighborhood parks are mostly devoid of art
- more art near around the loop trail
- Works of art usually fit best into more populated places.
- On the main roads through town like the Ave and Miller before you hit downtown

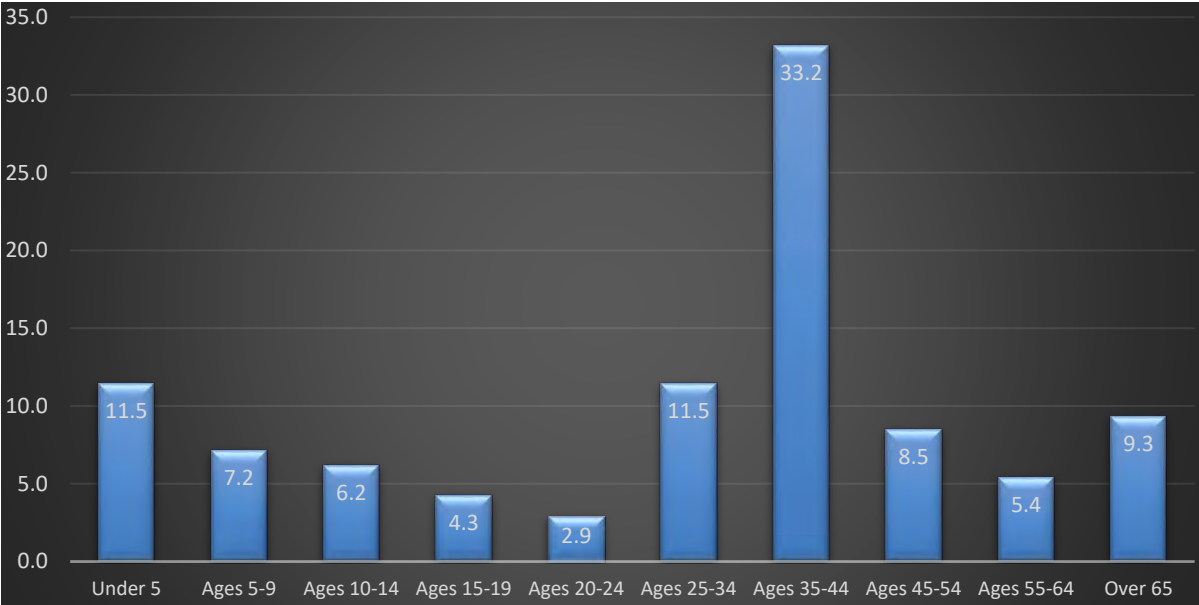
- Downtown could use a facelift. South end of town seems to be without much art as well.
- Traffic circles and roundabouts
- murals! sculpture. Shoot, I'm in the middle of work or I would elaborate, sorry!
- Outdoor performances
- More art in the city parks
- Large scale murals are great
- Not interested
- more pool painting like Pennsylvania
- Lincoln Park, South Wenatchee
- Downtown
- All over
- Along major thoroughfares, the canal.
- More visual art downtown and in the neglected side of town, south wenatchee
- More murals all throughout town. Sorry I don't have a specific spot in mind.
- The Pac or build an outdoor amphitheater.
- Riverfront Trail is TOO NARROW! Will only get worse with all the new apartments. Fix up some of the existing murals - add more?
- Less art, more fecreation facilities.
- More art exhibits. Affordable exhibits. Downtown.
- Murals on large blank walls downtown or along Loop trail (on fruit warehouses)

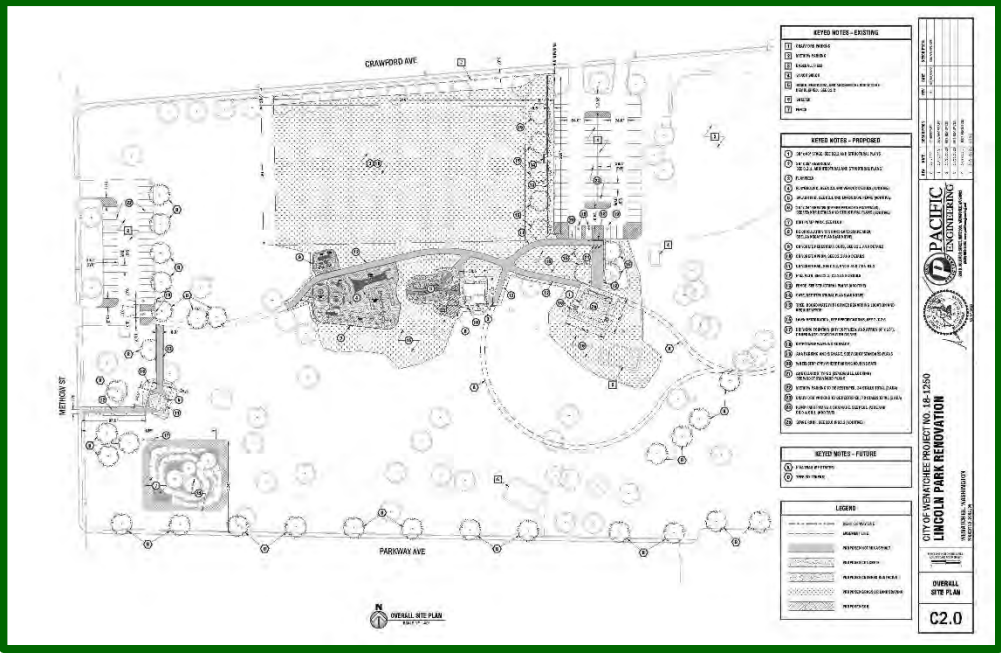
DEMOGRAPHICS

20. Where do you live?

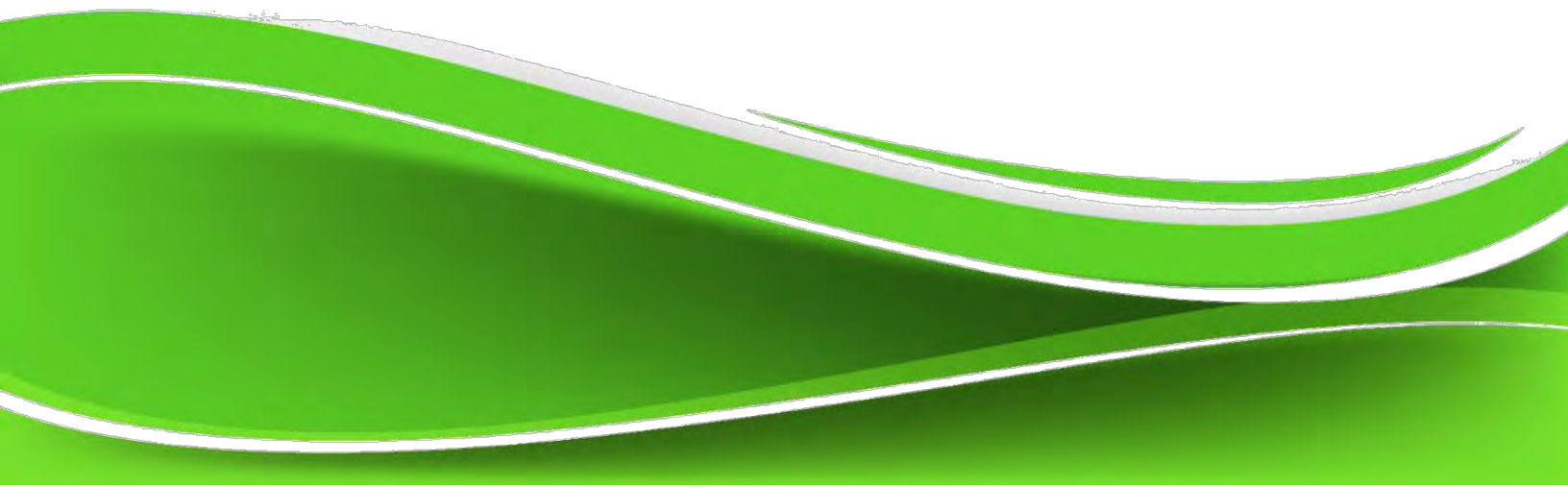
Wenatchee	71.1%
East Wenatchee	14.8%
Leavenworth	3.5%
Chelan County	2.8%
Cashmere	2.1%
Malaga	1.4%
Dryden	1.4%
Douglas County	0.7%
Entiat	0.7%
Orondo	0.7%
Other	0.7%
Monitor	0.0%
Chelan	0.0%
Peshastin	0.0%

21. How many (counting yourself) people in your household are:





Appendix B: CIP Prioritization Matrix and Summary



Project Rank	Project Number	Project Name	Location	2024	2025	2026	2027	2028	2029	2030	Beyond	Total Cost
1	PK2023C10	Riverfront Park	Riverfront Park	\$800,000	\$800,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,600,000
2	PK2006C3	Park Renovations	Pioneer Park	\$485,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,303,000	\$1,788,000
3	PK2006C1	Park Renovations	Lincoln Park	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,805,000	\$2,805,000
4	PK2006N4	Park Renovations	Washington Park	\$390,000	\$0	\$0	\$0	\$0	\$0	\$0	\$692,500	\$1,082,500
5	PK2006O1	Saddle Rock Habitat Restoration and Trails	Saddle Rock	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
6	PK2006C7	Park Renovations	Memorial Park	\$80,000	\$80,000	\$500,000	\$553,000	\$92,000	\$0	\$0	\$0	\$1,605,000
7	PK2006N2	Park Renovations	Kiwanis Mathew Park	\$0	\$30,000	\$30,000	\$0	\$0	\$0	\$0	\$500,000	\$560,000
8	PK2015O2	Big Horn Ridge Acquisition and Development	Burch Mountain	\$0	\$0	\$750,000	\$0	\$950,000	\$0	\$0	\$0	\$1,700,000
9	PK2006T10	Lower Castle Rock Trailhead	Castle Rock	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
10	PK2013C6	Parking Expansion Acquisition and Development	Hale Park	\$124,000	\$390,000	\$0	\$0	\$0	\$0	\$0	\$240,000	\$754,000
11	PK2006C4	Park Renovations	Rotary Park	\$0	\$0	\$170,000	\$0	\$0	\$0	\$225,000	\$0	\$395,000
12	PK2006N1	Park Renovations	Chase Park	\$0	\$0	\$0	\$0	\$153,000	\$0	\$0	\$0	\$153,000
13	PK2006T9	Lower Horselake Trailhead	Lower Horselake	\$0	\$0	\$0	\$0	\$0	\$885,000	\$0	\$0	\$885,000
14	PK2006N3	Park Renovations	Pennsylvania Park	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$860,000	\$860,000
15	PK2006T1	Foothills Trails	Location - TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$100,000
16	PK2006T6	Sage Hills Trailhead	Location - TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,783,000	\$1,783,000
17	PK2023S1	Cemetery Renovations and Expansion	Cemetery	\$0	\$0	\$0	\$700,000	\$0	\$0	\$0	\$1,668,000	\$2,368,000
18	PK2006S2	Park Renovations	Locomotive Park	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$1,000,000
19	PK2006N15	Park Renovations	Centennial Park	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000	\$500,000
20	PK2006C2	Western Hills Park Improvements	Western Hills Park	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$855,000	\$855,000
21	PK2006N16	Lewis and Clark School Park	Location - TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,500,000	\$3,500,000
22	PK2023T11	Mountain Bike Skills Park and Parking	Mining Partners	\$0	\$290,000	\$0	\$0	\$0	\$0	\$0	\$0	\$290,000
23	PK2006S5	Recreation Center	Location - TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$39,000,000	\$39,000,000
24	PK2023N15	Wenatchee River Access	Wenatchee River	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,000,000	\$1,000,000
25	PK2006T11	Sage Hills Gateway	Sage Hills Gateway	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000	\$50,000
26	PK2010S3	Overlook Parking Improvements	Skyline Drive	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,000	\$75,000
27	PK2006T2	New Trail Corridor 4	Location - TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$400,000	\$400,000
28	PK2015O1	South Foothills Area Acquisition	Squilchuck	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000	\$750,000
29	PK2006T3	New Trail Corridor 2	Location - TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
30	PK2006T7	New Trail Corridor 3	Location - TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000	\$200,000
31	PK2015O3	Castle Rock Acquisition	Castle Rock	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$900,000	\$900,000
32	PK2006T9	Castle Rock Southern Trailhead	Location - TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$300,000	\$300,000
33	No Number	Cemetery Interpretive Signs	Cemetery	\$0	\$0	\$22,000	\$0	\$0	\$0	\$0	\$0	\$22,000
34	PK2006C6	New Community Park 1	Central Area	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000,000	\$4,000,000
35	PK2016C8	New Community Park 2	Sunnyslope Area	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,000,000	\$4,000,000
36	PK2016N12	Okanogan Street Community Garden	Okanogan Park	\$0	\$0	\$57,500	\$0	\$0	\$0	\$0	\$0	\$57,500
37	PK2006N10	New Neighborhood Park 6	Location - TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100,000	\$1,100,000
38	PK2006N11	New Neighborhood Park 7	Location - TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100,000	\$1,100,000
39	PK2006N5	New Neighborhood Park 1	Location - TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100,000	\$1,100,000
40	PK2006N6	New Neighborhood Park 2	Location - TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100,000	\$1,100,000
41	PK2006N7	New Neighborhood Park 3	Location - TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100,000	\$1,100,000
42	PK2006N8	New Neighborhood Park 4	Location - TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100,000	\$1,100,000
43	PK2006N9	New Neighborhood Park 5	Location - TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100,000	\$1,100,000
44	PK2008S2	Crawford School Park	Location - TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,175,000	\$14,175,000
45	PK2023N1	New Neighborhood Park 9	Location - TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100,000	\$1,100,000
46	PK2023N3	New Neighborhood Park 10	Location - TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100,000	\$1,100,000
47	PK2015O6	Foothills North Habitat Enhancement	Foothills North	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000
48	No Number	WW Treatment/Riverfront Park Fence Art	Treatment Plant	\$0	\$125,000	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000
49	No Number	Sculpture/Mural Commission	Location - TBD	\$0	\$10,000	\$0	\$10,000	\$0	\$10,000	\$0	\$0	\$30,000
50	No Number	North Wenatchee Avenue Art Installation	SR 285	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
51	PK2006S1	Park Renovations	Rainbow Park	\$0	\$0	\$0	\$0	\$55,000	\$0	\$0	\$0	\$55,000
52	No Number	Unidentified Art Installation	Location - TBD	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$100,000
53	No Number	SR 285 Banners	SR 285	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	\$50,000
54	PK2006T8	Kenzie's Landing	Kenzie's Landing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL				\$1,900,000	\$1,750,000	\$1,529,500	\$1,383,000	\$1,550,000	\$895,000	\$325,000	\$90,776,500	\$100,113,000



Appendix C: **CIP Project Worksheets**



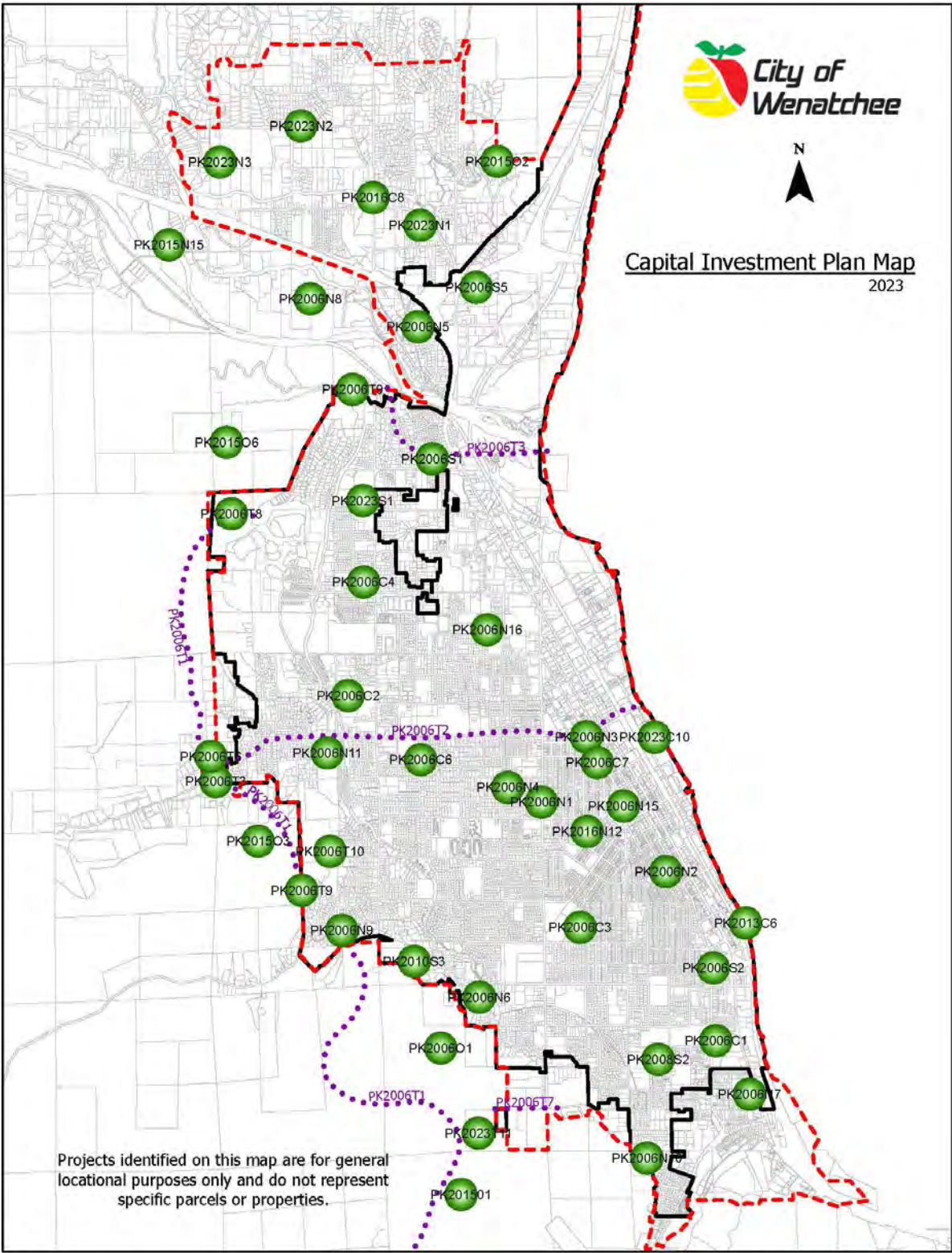
Introduction

The Capital Investment Plan map, concept plans and project worksheets included in this section are for general location and identification purposes only and do not represent final plans. In most cases, the concept plans that are depicted indicate typical park or trail.

Project Worksheets

Individual project worksheets have been developed for each project. The worksheets contain the project identification number, size and type of amenities found at the facility, a site photo if available, funding notes, description of planned improvements and justification, concept plan and planning level revenue and expense information based on 2023 numbers and inflated based on a 3% rate until the estimated time of project implementation.





Chase Park



Project Number: PK2006N1

Location: 145 South Delaware Street

Size: 0.52 acres

Site Description: Mable Chase donated her former home site for the .52-acre park in 1909. The park is generally flat and located on a triangular shaped parcel. A conceptual master plan for the park was created in 2010 following a public design process. In 2020 the play equipment was replaced and sidewalk with picnic table added. An electrical plan for the park was prepared in 2023 to underground utilities.

Existing Facilities: The existing facilities include swings, slide, climbing boulder picnic tables and an open play area.

Future Improvements: The irrigation system would be replaced with a computer-controlled system to gain efficiency. Street trees would be added to define the park boundary and increase the attractiveness of the area. Park lighting would be directional and use historic themed and pedestrian scaled poles. A security camera is proposed.

Funding Notes: It is anticipated that funding would come from the General Fund for the improvements.

Construction Elements:

Street trees	\$3,000
Irrigation	\$15,000
Lighting	\$125,000
Security Camera	\$10,000

Funding Sources:

	2024	2025	2026	2027	2028	2029	2030	Beyond
General Fund	\$0	\$0	\$0	\$0	\$153,000	\$0	\$0	\$0
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REET	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fee In Lieu Of	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Partnership	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MPD/Levy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$153,000	\$0	\$0	\$0

Capital Costs:

	2024	2025	2026	2027	2028	2029	2030	Beyond
Planning/Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$0	\$153,000	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$153,000	\$0	\$0	\$0

Lincoln Park



Project Number: PK2006C1
Location: 1140 Mission Street
Size: 18.48 Acres

Site Description: The park is built over a reclaimed landfill which creates extreme ground settling issues. Leveling is constantly necessary to maintain safe playing conditions on the athletic fields. The park was constructed through funding received from State IAC/RCO grants in 1969, 1971, 1999 and 2003. The park underwent a major 3.6-million-dollar renovation in 2022-23 through funding provided by the State RCO, County and City. The project replaced the play equipment, added a picnic shelter, replaced the stage and restrooms, added a BMX pump park, planted trees, replaced the baseball field dugouts, added a splash pad, added a disc golf course and added a soccer field. The baseball fields are scheduled to be renovated to address ground settling issues, additional routes of travel added and the Methow Street parking lot replaced due to the failing paving.

Existing Facilities: Two regulation size little league baseball fields, two picnic shelters, open grass area, stage, restrooms, playground, disc golf course, splash pad and bmx pump park. The regulation baseball fields are under use agreement with Wenatchee Youth Baseball for exclusive use during their seasons. The concession building is owned and operated by Wenatchee Youth Baseball.

Future Improvements: The park lighting upgrades, adding to the park canopy coverage, parking lot re-paving and field grading and leveling will need to be done in the future. The walkway system in the park would need to be completed and the sidewalk and backstop added along the Crawford Avenue parking lot. Converting the soccer field to field turf should be considered in the future to increase playability.

Funding Notes: A variety of grants and partnerships will be required to complete this project.

Construction Elements:	Trees	\$25,000
	Parking paving and striping	\$202,000
	Asphalt walkways	\$80,000
	Bleachers	\$40,000
	Lighting Upgrades	\$250,000
	Field fencing and backstops	\$220,000
	Grading and soil	\$28,000
	Field Turf	\$1,750,000
	Engineering	\$210,000

Memorial Park



Project Number: PK2006C7

Location: 2 South Chelan Avenue

Size: 3.8 acres

Site Description: Memorial Park is the oldest park in the community. It was acquired during the years 1892, 1922 and 1929. It is centrally located in the community and is adjacent to the Chelan County Courthouse, Wenatchee Library and Apple Blossom Festival Offices. Improvements are reflective of the master plan process that was conducted in 2015.

Existing Facilities: The park is a low impact open space with historical and commemorative markers. The park also features a plaza complete with a Civil War era cannon. The tree filled park also contains the “Mayor’s Fountain,” rose garden and walking paths that crisscross the site. There are several pieces of the Public Art Collection located in the park.

Future Improvements: There are several improvements identified for the park that resulted from the park design process and previous planning efforts. These include the following items: The irrigation system would be replaced with a computer-controlled system to gain efficiency. Park lighting would be upgraded to alternative energy systems, historically themed and at a pedestrian scale. The fountain would be upgraded as mechanical issues prohibit its effective functioning. The Native Peoples Project honoring the P’squosa Tribe is planned for construction in 2023-24 located at the intersection of the walkway system to create a focal point for the park. Utilities and landscaping would be upgraded to address special event needs. Trees would be planted to ensure continued forest coverage into the future. Electrical service would be provided to each tree and LED holiday lights installed to create interest. A formal park entry would be created near the intersection of Chelan and Orondo Street.



Funding Notes: This project would be completed through the use of grants, donations, partnerships and City general funds.

Construction Elements:	Lighting	\$280,000
	Irrigation	\$25,000
	Entry gateway	\$80,000
	Electrical Upgrades	\$500,000
	Trees	\$10,000
	Fountain Retrofit	\$300,000
	Engineering	\$250,000

Funding Sources:

	2024	2025	2026	2027	2028	2029	2030	Beyond
General Fund	\$80,000	\$80,000	\$200,000	\$533,000	\$392,000	\$0	\$0	\$0
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$100,000	\$0	\$0	\$0	\$0	\$0
REET	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fee In Lieu Of	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Partnership	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0	\$0
MPD/Levy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$80,000	\$80,000	\$500,000	\$533,000	\$392,000	\$0	\$0	\$0

Capital Costs:

	2024	2025	2026	2027	2028	2029	2030	Beyond
Planning/Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$80,000	\$80,000	\$500,000	\$553,000	\$392,000	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$80,000	\$80,000	\$500,000	\$553,000	\$392,000	\$0	\$0	\$0

Pioneer Park



Project Number: PK2006C3
Location: 220 Fuller Street
Size: 7.0 acres

Site Description: Pioneer Park is a large generally flat open space with mature landscaping. It is part of a larger recreational complex including Recreation Park, Triangle Park and the Apple Bowl. A master plan process was conducted in 2008 to create a plan for the park. The play area was renovated in 2011, the pool office and park restroom roof were replaced and the mural created in the skate area in 2016. The pool received a \$2.1 million-dollar State and City funded renovation in 2023.

Existing Facilities: BBQ pit and picnic area, in-ground concrete skate park, playground, restroom, open play area, and 50-meter outdoor pool with 10-lane swimming pool, dive tank with ½, 1 and 5-meter diving boards and bathhouse.

Future Improvements: Improvements include upgrading the park restroom, continued replacement of trees to ensure canopy coverage, addition of a sidewalk along Fuller Street and internal walkway to provide ADA access to amenities, upgraded park lighting and electrical, addition of a group picnic shelter and pickleball courts and upgrade of the skate park to address capacity shortfalls. Irrigation would be converted to a cloud-based controller system.

Funding Notes: This project is anticipated to be carried out in phases with the assistance of the General Fund and multiple grant and private sources.

Construction Elements:	Skate court upgrades	\$600,000
	Lighting	\$170,000
	Irrigation	\$10,000
	Picnic shelter	\$175,000
	Utilities	\$40,000
	Restroom upgrades	\$50,000
	Walkways	\$100,000
	Trees	\$10,000
	Hydroseeding	\$8,000
	Pickleball Court	\$125,000
	Architectural and engineering	\$500,000

Funding Sources:

	2024	2025	2026	2027	2028	2029	2030	Beyond
General Fund	\$485,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,200,000
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
REET	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fee In Lieu Of	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Partnership	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000
MPD/Levy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$485,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,303,000

Capital Costs:

	2024	2025	2026	2027	2028	2029	2030	Beyond
Planning/Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$485,000	\$0	\$0	\$0	\$0	\$0	\$0	\$803,000
	0							
Totals	\$485,000	\$0	\$0	\$0	\$0	\$0	\$0	\$1,303,000
	0							0

Rainbow Park



Project Number: PK2006S1
Location: 1411 North Wenatchee Avenue
Size: 1.23 acres

Site Description: The property is a long narrow strip adjacent to North Wenatchee Avenue. The property was donation by Wal-Mart for the placement of the entry art.

Existing Facilities: Landscaping and artwork.

Future Improvements: Upgrade landscaping to provide habitat and visual interest and reduce opportunity for concealment. The highly visible space will benefit from attractive landscaping that also provides benefit to wildlife. The irrigation replacement will increase operational efficiency. The area will be greatly impacted and changed due to the North Wenatchee Avenue Project.

Construction Elements: Landscaping: \$30,000
Irrigation: \$25,000

Funding Sources:

	2024	2025	2026	2027	2028	2029	2030	Beyond
General Fund	\$0	\$0	\$0	\$0	\$55,000	\$0	\$0	\$0
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REET	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fee In Lieu Of	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Partnership	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MPD/Levy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$55,000	\$0	\$0	\$0

Capital Costs:

	2024	2025	2026	2027	2028	2029	2030	Beyond
Planning/Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$0	\$55,000	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$55,000	\$0	\$0	\$0

Rotary Park



Project Number: PK2006C4
Location: 1810 Maple Street
Size: 8.0

Site Description: The site was previously known as Crocker Park. Development of the slightly sloping site was completed through the collaborative efforts between the City of Wenatchee and the Rotary Club primarily from 2006 through 2008. The park was funded through the receipt of RCO grants and the Rotary Club. The second picnic shelter was constructed in 2017, the peace pole plaza and security cameras added in 2022. The basketball court was converted to two pickleball courts with a half basketball court in 2023.

Existing Facilities: Restrooms, splash pad, flag plaza, peace pole plaza, pickleball courts, horseshoe pits, picnic shelters, half basketball court, play equipment, walking path, open field and disc golf.

Future Improvements: The park walkway system will require repaving. At that time, it should be also be widened to allow for side by side travel. The splash pad control/filtration system will need to be upgraded over time. A fence along Western Avenue has been requested.

Construction Elements: Trail Paving: \$80,000
Splash Pad Renovation: \$225,000
Fence along Western: \$90,000

Funding Sources:

	2024	2025	2026	2027	2028	2029	2030	Beyond
General Fund	\$0	\$0	\$170,00	\$0	\$0	\$0	\$200,000	\$0
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REET	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fee In Lieu Of	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Partnership	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$0
MPD/Levy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$170,000	\$0	\$0	\$0	\$225,000	\$0

Capital Costs:

	2024	2025	2026	2027	2028	2029	2030	Beyond
Planning/Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$170,000	\$0	\$0	\$0	\$225,000	\$0
Totals	\$0	\$0	\$170,000	\$0	\$0	\$0	\$225,000	\$0

New Neighborhood Park 1

Project Number: PK2006N5

Location: To be determined

Size: 3.0 acres minimum

Site Description: None at this time

Existing Facilities: None at this time.

Site Photo: None at this time

Concept Plan: For illustrative purposes only. A site plan is to be developed after property acquisition.



Construction Elements: To be developed after site selection.

Funding Sources:

	2024	2025	2026	2027	2028	2029	2030	Beyond
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
REET	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fee In Lieu Of	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000
Partnership	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MPD/Levy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100,000

Capital Costs:

	2024	2025	2026	2027	2028	2029	2030	Beyond
Planning/Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100,000

New Neighborhood Park 2

Project Number: PK2006N6

Location: To be determined

Size: 3.0 acres minimum

Site Description: None at this time

Existing Facilities: None at this time.

Site Photo: None at this time

Concept Plan: For illustrative purposes only.
A site plan is to be developed after property acquisition.



Construction Elements: To be developed after site selection.

Funding Sources:

	2024	2025	2026	2027	2028	2029	2030	Beyond
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
REET	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fee In Lieu Of	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000
Partnership	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MPD/Levy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100,000

Capital Costs:

	2024	2025	2026	2027	2028	2029	2030	Beyond
Planning/Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100,000

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New Neighborhood Park 3

Project Number: PK2006N7
Location: To be determined
Size: 3.0 acres minimum
Site Description: None at this time
Existing Facilities: None at this time.
Site Photo: None at this time



Concept Plan: For illustrative purposes only. A site plan is to be developed after property acquisition.

Construction Elements: To be developed after site selection.

Funding Sources:

	2024	2025	2026	2027	2028	2029	2030	Beyond
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$750,000
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
REET	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fee In Lieu Of	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250,000
Partnership	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MPD/Levy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100,000

Capital Costs:

	2024	2025	2026	2027	2028	2029	2030	Beyond
Planning/Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$100,000
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,100,000

Saddle Rock Regional Park



Project Number: PK200601

Location: Saddle Rock

Size: 325.12 acres

Site Description: Saddle Rock is an iconic Regional Park in Wenatchee that features walking and hiking trails and habitat. It is moderately to steeply sloped. A mining waste rock remediation project funded by the Washington State Department of Ecology was completed from 2012-2023 on Saddle Rock. That project removed waste rock from exploratory mining activity, restored habitat, created an all-weather trail surface and improved drainage. In 2022-23 the Chelan Douglas Land Trust lead a community planning effort to create a recreation and access plan and recommendations for improvements for the property. Specific items are contained in that plan.

Existing Facilities: Hiking, equestrian and mountain bike trails, benches and habitat areas.

Future Improvements: Ongoing habitat restoration and loop trail and signing improvements.

Funding Notes: None.

Funding Sources:

	2024	2025	2026	2027	2028	2029	2030	Beyond
General Fund	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REET	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fee In Lieu Of	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Partnership	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0	\$0
MPD/Levy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0

Capital Costs:

	2024	2025	2026	2027	2028	2029	2030	Beyond
Planning/Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$20,000	\$0	\$0	\$0	\$0

Lower Horselake Road Trailhead



- Project Number:** PK2006T9
- Location:** Horselake Road at end of pavement.
- Size:** To be determined.
- Site Description:** Moderately to steeply sloping site.
- Existing Facilities:** None at this time.
- Concept Plan:** The low amenity trailhead would feature six to eight parking spaces, vault toilet, trash receptacles, information kiosk and water station. Provides access to the Balsamroot trail.
- Funding Notes:** Funding for this project is anticipated to be derived from grants, donations and partners.
- Concept Plan (Draft):** None at this time.
- Construction Elements:**
- Picnic Tables: \$6,000
 - Trash Receptacles: \$4,000
 - Information kiosk: \$3,000
 - Parking: \$300,000
 - Restroom: \$450,000
 - Security Cameras: \$12,000
 - Water station: \$8,000
 - Engineering: \$100,000

Funding Sources:

	2024	2025	2026	2027	2028	2029	2030	Beyond
General Fund	\$0	\$0	\$0	\$0	\$0	\$535,000	\$0	\$0
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$300,000	\$0	\$0
REET	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fee In Lieu Of	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Partnership	\$0	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0
MPD/Levy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$885,000	\$0	\$0

Capital Costs:

	2024	2025	2026	2027	2028	2029	2030	Beyond
Planning/Design	\$0	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$0	\$0	\$785,000	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$885,000	\$0	\$0

Lewis and Clark School Park



Project Number: PK2006N16

Location: Northwest of Lewis and Clark Elementary

Size: 11 acres

Site Description: The site adjoins Lewis and Clark Elementary School. It is a former City Park now owned by the Wenatchee School District.

Existing Facilities: Open grass areas, mature landscaping and play equipment.



Concept Plan: Illustrative Purposes only. Site plan to be developed.

Concept Plan Description: None at this time.

Funding Notes: None.

Construction Elements: None at this time.

Crawford School Park

Project Number: PK2008S2

Location: Adjacent to Lincoln Park

Size: 40 + acres.

Site Description: The site is generally flat to slightly sloping. It is owned by the Wenatchee School District.

Existing Facilities: Orchard.

Site Photo: Not available.

Concept Plan Description: Orchard space would be removed, soil remediated.



Funding Notes: This project will require the passage of a park improvement bond or levy, successful grant applications and partner contributions and cooperation of the Wenatchee School District.

Construction Elements:	Roadway	\$1,800,000
	Soil remediation	\$1,600,000
	Trees	\$125,000
	Restrooms	\$650,000
	Fieldhouse	\$750,000
	Parking	\$1,500,000
	Bleachers	\$900,000
	Tennis courts	\$900,000
	Soccer fields	\$550,000
	Fences and backstops	\$1,100,000
	Walkways	\$450,000
	Lighting	\$800,000
	Utilities	\$200,000
	Football Field	\$1,500,000
	Track	\$450,000
	Architectural and Engineering	\$900,000

Okanogan Community Garden



Project Number: PK2006N12
Location: 214 Okanogan Avenue
Size: .29 acres

Site Description: The site is a triangular shaped sloping site bordered on two sides by streets. In 2022 and 2023 the community garden was constructed on the site. It contains a fenced garden area with 50 raised beds and garden shed. The subsurface is predominantly bedrock. Construction was funded by the General Fund.

Existing Facilities: Fence, shed, sidewalk and garden beds.

Future Improvements: Park benches and possibly a picnic shelter.

Construction Elements: Benches: \$7,500
Shelter: \$50,000

Funding Sources:

	2024	2025	2026	2027	2028	2029	2030	Beyond
General Fund	\$0	\$0	\$57,500	\$0	\$0	\$0	\$0	\$0
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REET	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fee In Lieu Of	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Partnership	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MPD/Levy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$57,500	\$0	\$0	\$0	\$0	\$0

Capital Costs:

	2024	2025	2026	2027	2028	2029	2030	Beyond
Planning/Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$57,500	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$57,500	\$0	\$0	\$0	\$0	\$0

Castlerock Acquisition



Project Number: PK201503

Location: Castle Rock

Size: To be determined

Site Description: Castlerock is a steeply sloping natural area. This project would acquire natural area property for habitat and non-motorized outdoor recreation purposes.

Existing Facilities: Trails.

Future Improvements: Park benches, signing and habitat and trail improvements.

Construction Elements: To be developed after site selection.

Funding Sources:

	2024	2025	2026	2027	2028	2029	2030	Beyond
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$30,000	\$0
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$450,000	\$0
REET	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fee In Lieu Of	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Partnership	\$0	\$0	\$0	\$0	\$0	\$0	\$420,000	\$0
MPD/Levy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$900,000	\$0

Capital Costs:

	2024	2025	2026	2027	2028	2029	2030	Beyond
Planning/Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$900,000	\$0
Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$0	\$0	\$0	\$900,000	\$0

Wenatchee Cemetery



Project Number: PK2023S1

Location: 1804 North Western Avenue

Size: 33.7 acres

Site Description: The Cemetery is a generally flat site with over 20,000 graves, several mausoleums, an office building that was constructed in 2018, roadways, shop building.

Concept Plan: In 2019 a strategic plan was prepared for the Cemetery and Mausoleum which identified several capital items.

Construction Elements:	Roadways:	\$400,000
	Storm water system:	\$300,000
	Fences:	\$80,000
	Shop:	\$150,000
	Greenhouse:	\$150,000
	Scatter Garden:	\$75,000
	Niche Wall Expansion:	\$90,000
	Signs:	\$30,000
	Lighting and Security Cameras:	\$200,000
	Grave Finder Kiosk System:	\$15,000
	Irrigation System Replacement:	\$900,000

Funding Sources:

	2024	2025	2026	2027	2028	2029	2030	Beyond
General Fund	\$0	\$0	\$2,000	\$400,000	\$0	\$0	\$0	\$668,000
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$20,000	\$300,000	\$0	\$0	\$0	\$500,000
REET	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$500,000
Fee In Lieu Of Partnership	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MPD/Levy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$22,000	\$700,000	\$0	\$0	\$0	\$1,668,000

Capital Costs:

	2024	2025	2026	2027	2028	2029	2030	Beyond
Planning/Design	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0	\$100,000
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$22,000	\$650,000	\$0	\$0	\$0	\$1,568,000
Totals	\$0	\$0	\$22,000	\$700,000	\$0	\$0	\$0	\$1,668,000

Riverfront Park



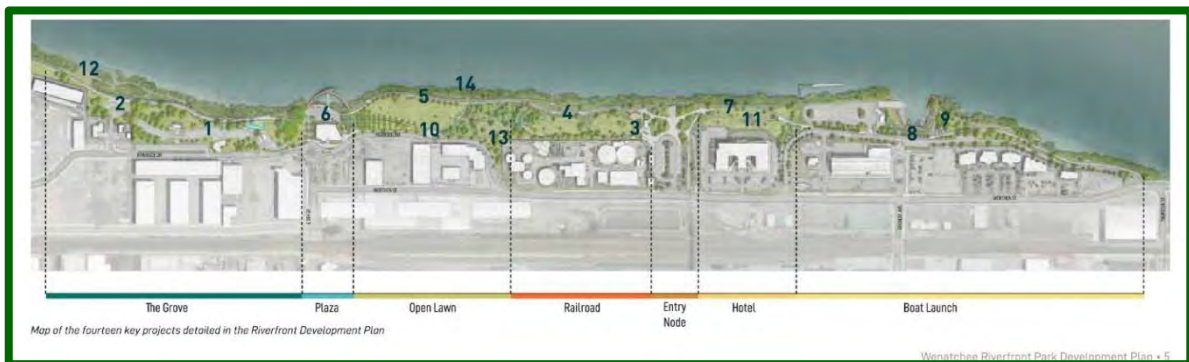
Project Number: PK2023C10

Location: Wenatchee riverfront between Thurston Street and 9th street.

Size: 31 acres

Site Description: The property is a long liner park that includes restrooms, landscaped areas, shoreline access points, boat launch, parking, multi-use trail, artwork, mini railroad, picnic areas and plaza space.

Concept Plan: In 2021-22 the City and PUD partnered to conduct a community master plan process which generated a multiphase re-development plan for the property. The plan includes renovation of the trail and pedestrian areas, landscaping and train area, addition of a picnic shelter, play area, water access point and splash pad. Design development for phase 1 is scheduled for construction in 2024.



Future Improvements: The first phase of construction is anticipated to begin in 2024 with subsequent improvements conducted over the following 16 years.

Construction Elements:	Phase 1	
		Picnic shelter, splash pad, play equipment, trail: \$4,266,000
	Phase 2	
		Boat Launch, river plaza, landscaping: \$5,166,000
	Phase 3	
		River overlook, dog park, beach access: \$5,522,000

Bighorn Ridge



- Project Number:** PK201502
- Location:** Irrigation District Bridge
- Size:** 134.47 acres
- Site Description:** Moderately steep to very steep open space with existing trails and a variety of habitats. The City obtained grant funding in 2022 for the acquisition.
- Concept Plan:** A site plan is to be developed after property acquisition.
- Future Improvements:** A medium amenity trailhead which serves both Ohme Gardens and the site is proposed. The trailhead would include security lighting and cameras, electric vehicle charging station, restrooms, information kiosk, water station, trash receptacles, picnic shelter and bike parking. Trails would be improved to be sustainable and add signing and fences where needed.
- Construction Elements:** To be developed.

Funding Sources:

	2024	2025	2026	2027	2028	2029	2030	Beyond
General Fund	\$0	\$0	\$0	\$0	\$400,000	\$0	\$0	\$0
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$400,000	\$0	\$0	\$500,000	\$0	\$0	\$0
REET	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fee In Lieu Of	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Partnership	\$0	\$350,000	\$0	\$0	\$50,000	\$0	\$0	\$0
MPD/Levy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$750,000	\$0	\$0	\$950,000	\$0	\$0	\$0

Capital Costs:

	2024	2025	2026	2027	2028	2029	2030	Beyond
Planning/Design	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	\$0
Land Acquisition	\$0	\$750,000	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$0	\$900,000	\$0	\$0	\$0
Totals	\$0	\$750,000	\$0	\$0	\$950,000	\$0	\$0	\$0

Lower Castlerock Natural Area Trailhead



Project Number: PK2006T10

Location: 1963 Castlerock Avenue

Size: .25 acre

Site Description: Slightly to steeply sloping.

Existing Facilities: Picnic shelter with two tables, parking, bridge, vault restroom, information kiosk, security cameras.

Future Improvements: There are plans to extend Castlerock Avenue through the trailhead and to 5th Street. If this occurs the trailhead and parking would be reconstructed.

Funding Notes: None.

Construction Elements: Not developed at this time.

Funding Sources:

	2024	2025	2026	2027	2028	2029	2030	Beyond
General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grants	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
REET	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fee In Lieu Of	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Partnership	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
MPD/Levy	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0

Capital Costs:

	2024	2025	2026	2027	2028	2029	2030	Beyond
Planning/Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Land Acquisition	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$0	\$200,000	\$0	\$0	\$0	\$0



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

FROM: Mike Hodgson, WWTP Supervisor
Public Works Department

MEETING DATE: September 28, 2023

I. SUBJECT

Wastewater Treatment Plant Primary Effluent Pipe Emergency Repair Project No. 2324

II. ACTION REQUESTED

Motion requested for the City Council to pass Resolution No. 2023-23 regarding the wastewater treatment plant primary effluent pipe emergency and authorize the Mayor's signature.

III. OVERVIEW

The primary effluent pipe transports wastewater from the primary clarifier across the plant to the aeration basins (Please see attached map). The pipe was installed in the early 1970s and partially replaced in the 1990s. The wastewater staff have noticed settling in the north biofilter and around the aeration basins near this pipe. Staff video inspected the pipe in August and found a section of pipe that the camera was not able to pass through. The pipe did not appear to be cracked but there is a belly near the northwest corner of the aeration basins. Because the video inspection was inconclusive but did identify potential issues, the drilling company working on the Crawford Water Main to drill at the plant on September 14th. Borings around the pipe and in the settlement areas by the aeration basins confirmed that primary effluent is leaking. The Washington State Department of Ecology and Public Works Director were immediately notified of the emergency.

Since the 14th, staff has been working to bring bypass pumps and piping onsite as quickly as possible to take the pipe out of service. Once the pipe is bypassed, the work to repair the pipe will be able to start.

IV. FISCAL IMPACT

Fund 405-Sewer will be used to pay for this project. The estimated total cost of the project is \$1,000,000.

V. PROPOSED PROJECT SCHEDULE

The bypass pumping system for the primary effluent line is expected to arrive next week. Supplies for the work may take up to a month to receive and the construction work is expected to take approximately 15 working days.

VI. REFERENCE(S)

1. Resolution No. 2023-23
2. Wastewater Treatment Plant Map and Photos

VII. ADMINISTRATIVE ROUTING

Tammy McCord, City Clerk
Laura Gloria, Executive Services Director
Rob Jammerman, Public Works Director
Brad Posenjak, Finance Director
Jessica Shaw, Deputy Public Works Director-Utilities

RESOLUTION NO. 2023-23

A RESOLUTION, OF THE CITY OF WENATCHEE DECLARING AN EMERGENCY AND AUTHORIZING CITY STAFF TO HIRE A CONTRACTOR TO PERFORM NECESSARY REPAIR WORK ON THE BROKEN PRIMARY EFFLUENT LINE LOCATED AT THE WASTEWATER TREATMENT PLANT (WTP).

WHEREAS, the City is required to comply with competitive bidding requirements as outlined in Ch. 39.04 RCW;

WHEREAS, the competitive bidding requirements may be waived in the event of an emergency;

WHEREAS, there is a primary effluent line (“Primary Line”) located at the Wastewater Treatment Plant (WTP) which is under the control and operation of the City;

WHEREAS, a break in the Primary Line was recently discovered and was an unforeseen circumstance beyond the control of the City;

WHEREAS, the break in the Primary Line is causing a leak of an unknown amount of effluent into the ground which needs to be stopped as soon as reasonably possible to prevent further damage;

WHEREAS, City staff immediately took steps to prepare a bypass system to divert effluent around the break in the Primary Line including renting a pump and hiring a contractor to do the work;

WHEREAS, providing sewer services to City residents and businesses through the use of the WTP is an essential City function;

WHEREAS, requiring the City to comply with competitive bidding statutes would cause a significant delay in the bypass and repair to the Primary Line that would cause a substantial disruption to the operations of the WTP;

WHEREAS, if the Primary Line was not immediately bypassed and repaired there was a real and immediate threat to the proper performance of essential City functions and/or there would likely have been a resulting material loss or damage to property if immediate action was not taken;

WHEREAS, technical compliance with otherwise applicable competitive bidding requirements would have unnecessarily delayed the performance of services essential to the bypass and repair of the Primary Line; and

WHEREAS, the City Council has determined that due to the break in Primary Line that an emergency existed that allowed the City to waive the competitive bidding requirements pursuant to RCW 39.04.280.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WENATCHEE, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Declaration of emergency. Based upon the findings as stated in the above recitals, the City Council hereby declares that an emergency exists/existed due to the break in the Primary Line.

Section 2. Authorization to hire contractors. Pursuant to the City Council Rules of Procedures, Section 1.2.10, the Mayor shall have the authority to authorize the solicitation of quotes and estimates for contracts necessary to combat the emergency, and is further authorized to enter into contracts necessary to combat the emergency without regard to time consuming procedures and formalities prescribed by law, excepting mandatory constitutional requirements.

Section 3. Submission to City Council. If the value of the contracts require City Council approval as provided in the City's Financial Policy, the contract shall be submitted to the City Council for concurrence as soon as possible.

Section 4. Effective Date. This Resolution shall take effect upon adoption.

ADOPTED by the City Council of the City of Wenatchee, Washington, this 28th day of September, 2023.

CITY OF WENATCHEE,
a Municipal Corporation

By: _____
FRANK J. KUNTZ, Mayor

ATTEST:

By: _____
TAMMY McCORD, City Clerk

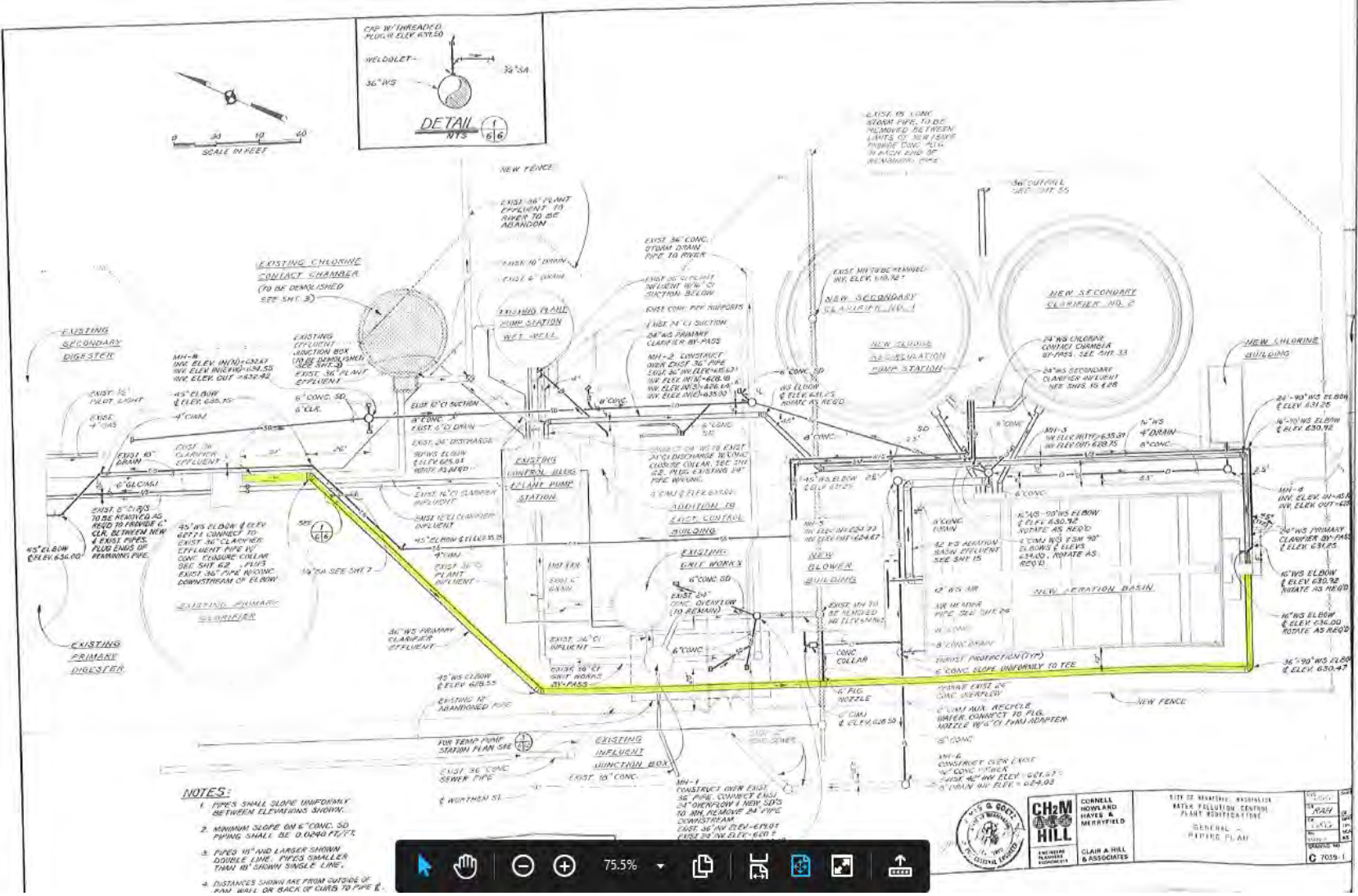
APPROVED AS TO FORM:

By: _____
DANIELLE R. MARCHANT, City Attorney



Primary Effluent Line Installation-Early 1970s

Yellow highlighted pipe is the Primary Effluent line.



- NOTES:**
1. PIPES SHALL SLOPE UNIFORMLY BETWEEN ELEVATIONS SHOWN.
 2. MINIMUM SLOPE ON 6" CONC. SD PIPING SHALL BE 0.0240 FT/FT.
 3. PIPES 18" AND LARGER SHOWN DOUBLE LINE. PIPES SMALLER THAN 18" SHOWN SINGLE LINE.
 4. DISTANCES SHOWN ARE FROM OUTSIDE OF PAV. WALK OR BACK OF CURB TO PIPE CENTERLINE.

75.5%

CLAIR & HILL & ASSOCIATES
 CH2M HILL
 CORNELL HOWLAND HAYES & MERRIFIELD
 CITY OF WENATCHEE WASHALISH WATER POLLUTION CONTROL PLANT RESTORATION
 GENERAL PIPELINE PLAN
 SHEET NO. 7039-1



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

FROM: Mike Hodgson, WWTP Supervisor
Public Works Department

MEETING DATE: September 28, 2023

I. SUBJECT

Wastewater Treatment Plant Influent Pump Replacement, Project No. SW2301
Authorization to Award Construction Contract

II. ACTION REQUESTED

Motion requested for the City Council award the construction contract for the Wastewater Treatment Plant Influent Pump Replacement, Project No. SW2301, to the lowest responsive bidder and authorize the Mayor to sign the contract documents.

III. OVERVIEW

The City procured the influent pumps, motor and associated valves and pipe fittings prior to bid advertisement with RH2 Engineering mechanical design support.
The project was advertised on August 22, 2023 and the City received three bids on September 13, 2023. Nordvind Company is the apparent low bidder at a bid price amount of \$145,600 including sales tax.

IV. FISCAL IMPACT

Funding for this project will be from the 405 Sewer Utility Fund. The WWTP Influent Pump Replacement project is in the annual WWTP Repair & Maintenance budget.

V. PROPOSED PROJECT SCHEDULE

Construction for this project will be started in October 2023 with 60 calendar days to complete.

VI. REFERENCE(S)

1. Review of Bids, WWTP Sludge Drying Beds Improvements, City of Wenatchee, Chelan County, Washington Letter G&O #22838.00

VII. ADMINISTRATIVE ROUTING

Tammy McCord, City Clerk
Laura Gloria, Executive Services Director
Brad Posenjak, Finance Director
Rob Jammerman, Public Works Director

City of Wenatchee
2023 WWTP Influent Pump Replacements

BID PROPOSAL

This Proposal is submitted as an offer by the undersigned, having examined the Contract Documents and considered all conditions to be encountered, to enter into a Contract with the City of Wenatchee (City) to furnish all labor, materials, and equipment, and to perform all work necessary to complete this project, in accordance with the Contract Documents, in consideration of the amounts stated in this Proposal.

PROPOSAL AMOUNTS

Unit prices for all items, all extensions, and total amount of Bid shall be shown. Enter unit prices in numerical figures only in dollars and cents, i.e. to two (2) decimal places (including for whole dollar amounts). All figures must be clearly legible. Bids with illegible figures in the Unit Price column will be rejected as unresponsive. Where conflict occurs between the unit price and the total amount specified for any item, the unit price shall prevail, and totals shall be corrected to conform thereto.

The Bidder will provide the following items in accordance with the above specifications, for the prices listed:

BID FORM – SCHEDULE OF VALUES

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE*	TOTAL
1	Mobilization, Demobilization, Site Preparation, and Cleanup (no more than 10% of total contract amount)	1	LS	9,600. ⁰⁰ [¢]	9,600. ⁰⁰ [¢]
2	Influent Pump Replacements and Associated Items	1	LS	96,000. ⁰⁰ [¢]	96,000. ⁰⁰ [¢]
3	Force Account	40,000	\$	\$1	\$40,000

TOTAL BID PRICE \$ 145,600.⁰⁰ [¢]

*All applicable sales tax shall be included in the unit and lump sum Bid price per Section 1-07.2(1) and WAC 458-20-171.

DECLARATION AND UNDERSTANDING

The undersigned, hereinafter called the Bidder, declares that the only persons or parties interested in this bid are those named herein, that this bid is, in all respects, fair and without fraud, that it is made without collusion with any official of the Owner, and that the bid is made

City of Wenatchee
2023 WWTP Influent Pump Replacements

August 2023
Bid Forms

without any connection or collusion with any person submitting another bid on this Contract.

The Bidder further declares that he has carefully examined the Contract Documents and that this bid is made according to the provisions and under the terms of the Contract Documents, which Documents are hereby made a part of this bid.

NON-DISCRIMINATION STATEMENT:

By signing and submitting this Bid to the City, the Bidder certifies that, it has not discriminated against any minority, women, or emerging small business enterprises in obtaining any subcontracts.

ADDENDA:

By signing and submitting this bid to the City, bidder represents that it has examined and carefully studied the Contract Documents, and other data identified in the Contract Documents, and the following Addenda, receipt of which is hereby acknowledged:

<i>ADDENDUM NO.</i>	<i>ADDENDUM DATE</i>
1	9/5/23

SIGNATURE OF BIDDER:

Name of Bidder: *Flowviro Company*

Signature of Authorized Agent: *[Signature]* *9/13/23*
(Date)

Title: *MANAGER*

Business Address: *43112 249th Ave SE*
 FRUMCLAW, WA 98022

Phone #: *360. 825. 5704*

**City of Wenatchee
2023 WWTP Influent Pump Replacements**

BID PROPOSAL

This Proposal is submitted as an offer by the undersigned, having examined the Contract Documents and considered all conditions to be encountered, to enter into a Contract with the City of Wenatchee (City) to furnish all labor, materials, and equipment, and to perform all work necessary to complete this project, in accordance with the Contract Documents, in consideration of the amounts stated in this Proposal.

PROPOSAL AMOUNTS

Unit prices for all items, all extensions, and total amount of Bid shall be shown. Enter unit prices in numerical figures only in dollars and cents, i.e. to two (2) decimal places (including for whole dollar amounts). All figures must be clearly legible. Bids with illegible figures in the Unit Price column will be rejected as unresponsive. Where conflict occurs between the unit price and the total amount specified for any item, the unit price shall prevail, and totals shall be corrected to conform thereto.

The Bidder will provide the following items in accordance with the above specifications, for the prices listed:

BID FORM – SCHEDULE OF VALUES

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE*	TOTAL
1	Mobilization, Demobilization, Site Preparation, and Cleanup (no more than 10% of total contract amount)	1	LS	\$16,085.00	\$16,085.00
2	Influent Pump Replacements and Associated Items	1	LS	\$104,760.00	\$104,760.00
3	Force Account	40,000	\$	\$1	\$40,000

TOTAL BID PRICE \$ 160,845.00

*All applicable sales tax shall be included in the unit and lump sum Bid price per Section 1-07.2(1) and WAC 458-20-171.

DECLARATION AND UNDERSTANDING

The undersigned, hereinafter called the Bidder, declares that the only persons or parties interested in this bid are those named herein, that this bid is, in all respects, fair and without fraud, that it is made without collusion with any official of the Owner, and that the bid is made

City of Wenatchee
2023 WWTP Influent Pump Replacements

Bid Forms

without any connection or collusion with any person submitting another bid on this Contract.

The Bidder further declares that he has carefully examined the Contract Documents and that this bid is made according to the provisions and under the terms of the Contract Documents, which Documents are hereby made a part of this bid.

NON-DISCRIMINATION STATEMENT:

By signing and submitting this Bid to the City, the Bidder certifies that, it has not discriminated against any minority, women, or emerging small business enterprises in obtaining any subcontracts.

ADDENDA:

By signing and submitting this bid to the City, bidder represents that it has examined and carefully studied the Contract Documents, and other data identified in the Contract Documents, and the following Addenda, receipt of which is hereby acknowledged:

<i>ADDENDUM NO.</i>	<i>ADDENDUM DATE</i>
1	09/05/2023

SIGNATURE OF BIDDER:

Name of Bidder: Apollo Inc.

Signature of Authorized Agent:  09/13/2023
(Date)

Title: Vice President

Business Address: 1133 W Columbia Drive
Kennewick, WA 99338

Phone #: 509-586-1104

City of Wenatchee
2023 WWTP Influent Pump Replacements
BID PROPOSAL

This Proposal is submitted as an offer by the undersigned, having examined the Contract Documents and considered all conditions to be encountered, to enter into a Contract with the City of Wenatchee (City) to furnish all labor, materials, and equipment, and to perform all work necessary to complete this project, in accordance with the Contract Documents, in consideration of the amounts stated in this Proposal.

PROPOSAL AMOUNTS

Unit prices for all items, all extensions, and total amount of Bid shall be shown. Enter unit prices in numerical figures only in dollars and cents, i.e. to two (2) decimal places (including for whole dollar amounts). All figures must be clearly legible. Bids with illegible figures in the Unit Price column will be rejected as unresponsive. Where conflict occurs between the unit price and the total amount specified for any item, the unit price shall prevail, and totals shall be corrected to conform thereto.

The Bidder will provide the following items in accordance with the above specifications, for the prices listed:

BID FORM – SCHEDULE OF VALUES

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE*	TOTAL
1	Mobilization, Demobilization, Site Preparation, and Cleanup (no more than 10% of total contract amount)	1	LS	5,435.00	5,435.00
2	Influent Pump Replacements and Associated Items	1	LS	119,570.00	119,570.00
3	Force Account	40,000	\$	\$1	\$40,000

TOTAL BID PRICE \$ 165,005.00

*All applicable sales tax shall be included in the unit and lump sum Bid price per Section 1-07.2(1) and WAC 458-20-171.

DECLARATION AND UNDERSTANDING

The undersigned, hereinafter called the Bidder, declares that the only persons or parties interested in this bid are those named herein, that this bid is, in all respects, fair and without fraud, that it is made without collusion with any official of the Owner, and that the bid is made

City of Wenatchee
2023 WWTP Influent Pump Replacements

August 2023
Bid Forms

without any connection or collusion with any person submitting another bid on this Contract.

The Bidder further declares that he has carefully examined the Contract Documents and that this bid is made according to the provisions and under the terms of the Contract Documents, which Documents are hereby made a part of this bid.

NON-DISCRIMINATION STATEMENT:

By signing and submitting this Bid to the City, the Bidder certifies that, it has not discriminated against any minority, women, or emerging small business enterprises in obtaining any subcontracts.

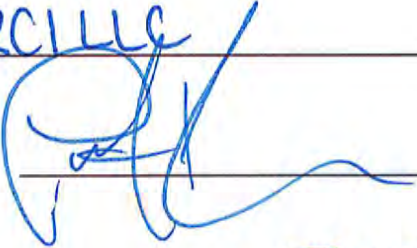
ADDENDA:

By signing and submitting this bid to the City, bidder represents that it has examined and carefully studied the Contract Documents, and other data identified in the Contract Documents, and the following Addenda, receipt of which is hereby acknowledged:

<i>ADDENDUM NO.</i>	<i>ADDENDUM DATE</i>
1	9-5-2023

SIGNATURE OF BIDDER:

Name of Bidder: KRCILLC

Signature of Authorized Agent:  9/13/23
(Date)

Title: President

Business Address: 125 SE mcGree St.
East Wenatchee WA 98802

Phone #: 509-884-5258



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

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

MEETING DATE: October 12, 2023

A handwritten signature in blue ink, appearing to be "JH", is located to the right of the "FROM:" field.

I. SUBJECT

Wastewater Treatment Plant Digester 4 – Project No. 1810
Authorization to approve Construction Change Order No. 7 and amend the project budget

II. ACTION REQUESTED

Staff recommends the City Council amend the construction contract with Apollo, Inc. to pay for the additional work and further authorize the Mayor to approve the construction change order amount of \$156,655.97.

III. OVERVIEW

The subject project is currently adding a new anaerobic digester and mechanical controls building to the solids treatment portion of the plant. The project was advertised on October 5 and October 12, 2021. Six bids were received and opened on November 10. Apollo, Inc. was the low bidder with a base bid of \$13,269,000, or \$14,410,134 after applicable sales tax.

To date, a total of six change orders (CO's) have been issued for the project. These change orders included relocation of existing PUD infrastructure, additional boiler unit controls, roofing system and structural revisions to the mechanical building, additional pipe fittings, relocation of the existing backflow preventer, and emergency repairs to Digester No. 1.

CO 7 includes a total of nine items as shown in the attached documents below. The revisions affect the emergency backup power receptacle, hoist system, gas piping layout, polymer injection system, sludge piping, flow control valve power, overhead door, a new access hatch for Digester 1 and revision to the waste gas burner assembly.

IV. FISCAL IMPACT

This project was included in the 2021, 2022, and 2023 budgets and is funded by fund 405-Sewer Utility via a State Revolving Fund loan. The previously-approved CO's amounted to a total of \$540,664.22 including sales tax. The current change order represents an

additional \$156,655.97 in construction expenditures. This will increase the total construction contract value to \$15,107,454.19.

V. PROPOSED PROJECT SCHEDULE

Construction is anticipated to be complete in the Spring of 2024. The project has experienced several delays associated with equipment procurement. At present, the Automatic Transfer Switch (ATS) and Motor Control Center (MCC) assemblies are not due to be shipped until December 2023 and March 2024 respectively. This is due predominantly to the reduced availability of electrical circuitry components that are affecting the global supply chain.

VI. REFERENCE(S)

Current Project Budget Sheet – September 1, 2022

Proposed Project Budget Sheet – October 12, 2023

VII. ADMINISTRATIVE ROUTING

Tammy McCord, City Clerk

Rob Jammerman, Public Works Director

Jessica Shaw, Deputy Public Works Director

Brad Posenjak, Finance Director

Laura Gloria, Executive Services Director

Jake Lewing, City Engineer

Nataliann Tutino, Financial Analyst



Capital Project Budget

Date: September 1, 2022 Project Number: 1810

Project Name: WWTP Digester 4 Dept/Category: Public Works - Sewer

Project Description: This project is adding a new digester to the city's Wastewater Treatment Plant. The capacity and size of the new digester will be the same as existing Digester 3 and it will have the ability to operate independently of Digester 3. Structural and foundation design, gas handling improvements, boiler and heat exchanger upgrades, electrical and PLC system improvements, as well as mechanical system improvements for the digester system as a whole are all part of the project scope.

Project Lead:	Jeremy Hoover	Start Year:	2018
Assigned Department:	Public Works	End Year:	2023
Original Project Budget:	\$13,644,000	Total City Funding:	\$1,648,414
Budget Amendment:	\$4,101,000	Other Funding:	\$16,096,586

Project Notes:

The "Original Budget" is based on the adopted 2022 City Budget. On February 24, 2022, the City Council passed Resolution No. 2022-06 accepting a loan from the State Revolving Fund for \$16,096,586. The amended budget includes the revised loan amount and accounts for updated estimates and expenditures.

Project Expenditures by Category	Original Budget	Amended Budget	Prior Years Spent	ESTIMATES			Project Total
				2023	2024	2025+	
Design Engineering	1,556,000	(65,000)	1,491,000				1,491,000
Right of Way Acquisition							
Construction Contract	10,768,000	3,812,000	5,682,000	8,898,000			14,580,000
Construction Engineering	1,212,000	328,000	776,000	764,000			1,540,000
Art Fund	108,000	26,000	52,000	82,000			134,000
Total Project Expenditures	13,644,000	4,101,000	8,001,000	9,744,000			17,745,000

Project Revenues by Category		Original Budget	Amended Budget	Prior Years	ESTIMATES			Project Total
					2023	2024	2025+	
Fund:	405 - Sewer Utility	4,184,000	(2,535,586)	1,626,000	22,414			1,648,414
Fund:								
Fund:								
Fund:								
Fund:								
GRANTS:								
	State Revolving Fund Loan	9,460,000	6,636,586	6,375,000	9,721,586			16,096,586
Total Project Revenues		13,644,000	4,101,000	8,001,000	9,744,000			17,745,000

Approved by City Council: _____ Date



Capital Project Budget

Date: September 1, 2023

Project Number: 1810

Project Name: WWTP Digester 4

Dept/Category: Public Works - Sewer Project

Project Description: This project will add a new digester to the city's Wastewater Treatment Plant. The capacity and size of the new digester will be the same as existing Digester 3 and it will have the ability to operate independently of Digester 3. Structural and foundation design, gas handling improvements, boiler and heat exchanger upgrades, electrical and PLC system improvements, as well as mechanical system improvements for the digester system as a whole are all part of the project scope.

Project Lead:	Jeremy Hoover	Start Year:	2018
Assigned Department:	Public Works	End Year:	2023
Original Project Budget:	\$17,745,000	Total City Funding:	\$1,878,004
Budget Amendment:	\$621,590	Other Funding:	\$16,488,586

Project Notes:

The "Original Budget" is based on the adopted 2023 City Budget. The amended budget is based on current estimates and expenses to date along with change orders including additional work to Digester 1.

Project Expenditures by Category	Original Budget	Amended Budget	Prior Years Spent	ESTIMATES			Project Total
				2024	2025	2026+	
Design Engineering	1,491,000	(490)	1,490,510				1,490,510
Right of Way Acquisition							
Construction Contract	14,580,000	528,000	11,500,000	3,608,000			15,108,000
Construction Engineering	1,540,000	77,000	1,391,822	225,178			1,617,000
Art Fund	134,000	17,080		151,080			151,080
Total Project Expenditures	17,745,000	621,590	14,382,332	3,984,258			18,366,590

Project Revenues by Category		Original Budget	Amended Budget	Prior Years	ESTIMATES			Project Total
					2024	2025	2026+	
Fund:	405 - Sewer Utility	1,648,414	229,590	1,490,510	387,494			1,878,004
Fund:								
Fund:								
Fund:								
Fund:								
GRANTS:								
	State Revolving Fund Loan	16,096,586	392,000	12,891,822	3,596,764			16,488,586
Total Project Revenues		17,745,000	621,590	14,382,332	3,984,258			18,366,590

Approved by City Council: _____
Date

Date of Issuance: September 20, 2023

Effective Date: September 20, 2023

Owner: City of Wenatchee

Owner's Contract No.:

Contractor: Apollo, Inc.

Contractor's Project No.:

Engineer: HDR

Engineer's Project No.: 10169303

Project Name: City of Wenatchee WWTP
Digester 4

Owner Project Number: 1810

The Contract is modified as follows upon execution of this Change Order:

Description:

<u>CPR</u>	<u>Description</u>	<u>Cost</u>	<u>Time</u>
006	RELOCATION GENERATOR RECEPTACLE (\$12,846.62+ \$1,117.66 SALES TAX)	\$ 13,964.28	0 Days
018	MONORAIL HOIST MODIFICATION (\$2,855.44 + \$248.42 SALES TAX)	\$ 3,103.86	0 Days
021	NATURAL GAS LINE AND DG (\$7,253.84 + \$631.08 SALES TAX)	\$ 7,884.92	0 Days
022	INJECTION RING (\$12,168.24 + SALES TAX)	\$ 13,226.88	0 Days
023	PS-WAS MODIFICATIONS (\$12,370.51 + 1,076.23 SALES TAX)	\$ 13,446.74	0 Days
026	ADDITIONAL WIRING TO FLOW CONTROL VALVES (\$30,153.41 + \$2,623.35 SALES TAX)	\$ 32,776.76	0 Days
027	MEHCANICAL BUILDING OVERHEAD DOORS (\$5,947.12 + \$517.40 SALES TAX)	\$ 6,464.52	0 Days
028	DIGESTER ONE ACCESS HATCH INSTALLATION (\$35,812.86 + \$3,115.72 SALES TAX)	\$ 38,928.58	0 Days
SUBTOTAL		\$ 129,796.54	0 Days

<u>WCD</u>	<u>Description</u>	<u>Cost</u>	<u>Time</u>
005	WGB FOUNDATION IMPROVEMENTS (\$24,709.69 + \$2,149.74 SALES TAX)	\$ 26,859.43	0 Days
SUBTOTAL		\$ 26,859.43	0 Days

CHANGE ORDER TOTAL \$ 156,655.97 0 Days

Attachments: *CPR 006*
CPR 018
CPR 021
CPR 022
CPR 023
CPR 026
CPR 027
CPR 028
WCD 005

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price: \$ <u>14,410,134.00</u>	Original Contract Times: Project Substantial Completion: <u>August 18, 2023</u> Project Final Completion: <u>September 1, 2023</u> Date
[Increase] [Decrease] from previously approved Change Orders No. <u>0</u> to No. <u>006</u> : \$ <u>540,664.22 (Including Sales Tax)</u>	Adjustment from previously approved Change Orders No. <u>0</u> to No. <u>006</u> : Project Substantial Completion: <u>January 2, 2024</u> Project Final Completion: <u>February 9, 2024</u> Date
Contract Price prior to this Change Order: \$ <u>14,950,798.22 (Including Sales Tax)</u>	Contract Times prior to this Change Order: Project Substantial Completion: <u>January 2, 2024</u> Project Final Completion: <u>February 9, 2024</u> Date
[Increase] [Decrease] of this Change Order: \$ <u>156,655.97 (Including Sales Tax)</u>	[Increase] [Decrease] of this Change Order: Project Substantial Completion: <u>January 2, 2024</u> Project Final Completion: <u>February 9, 2024</u> Date
Contract Price incorporating this Change Order: \$ <u>15,107,454.19 (Including Sales Tax)</u>	Contract Times with all approved Change Orders: Project Substantial Completion: <u>January 2, 2024</u> Project Final Completion: <u>February 9, 2024</u> Date

RECOMMENDED: By: <u></u> Title: <u>Engineer (if required)</u> Date: <u>September 21, 2023</u>	ACCEPTED: By: _____ Title: <u>Owner (Authorized Signature)</u> Date: _____	ACCEPTED: By: <u>Dan Sjule</u> Title: <u>Contractor (Authorized Signature)</u> Date: <u>September 26, 2023</u>
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Digitally signed by Dan Sjule
DN: c=US,
E=Dan.Sjule@apollo-gc.com,
O=Apollo, Inc., CN=Dan Sjule
Date: 2023.09.26 08:08:53-0700



September 14, 2023

Apollo, Inc.
1133 West Columbia Drive
Kennewick, WA 99336

Attn: Dan Sjule

Re: City of Wenatchee WWTP Digester #4 Project
CPR 006 – Relocation of Generator Receptacle
Engineer's Decision

Dan,

We have reviewed your cost proposal for CPR 006 – Relocation of Generator Receptacle. We have found your submitted cost proposal to be acceptable.

A total cost of \$12,846.62 and a total of 0 calendar days will be included in the forthcoming final Change Order.

Sincerely,
HDR Engineering, Inc.

A handwritten signature in blue ink, appearing to read 'Todd Jensen'.

Todd Jensen, PE, CCM
Construction Manager

cc: Jeremy Hoover – City of Wenatchee
Jessica Shaw – City of Wenatchee
Andrew Staples – HDR
Gary Byrne – HDR
Mary Scalise – HDR



Change Proposal Request Summary
 Project: City of Wenatchee Digester 4 Project 1810
 Apollo Inc.

CPR No: 006 Rev1

Date: 06/26/23

Relocation of Generator Receptacle

Description	Labor	Mat	Equip.	Subcont. Total	Supp Total	Total
	\$ 966.00	\$ -	\$ -	\$ 11,629.32	\$ 92.70	\$ 12,688.02

SUBTOTAL COST > \$ 12,688.02

Insurance Premium .5% - Changed Work > \$ 63.44

Bond Premium .75% - Changed Work > \$ 95.16

NEGOTIATED LUMP SUM COST > \$ 12,846.62



September 14, 2023

Apollo, Inc.
1133 West Columbia Drive
Kennewick, WA 99336

Attn: Dan Sjule

Re: City of Wenatchee WWTP Digester #4 Project
CPR 018 – Monorail Hoist Modification
Engineer's Decision

Dan,

We have reviewed your cost proposal for CPR 018 – Monorail Hoist Modification. We have found your submitted cost proposal to be acceptable.

A total cost of \$2,855.44 and a total of 0 calendar days will be included in the forthcoming final Change Order.

Sincerely,
HDR Engineering, Inc.

A handwritten signature in blue ink, appearing to read 'Todd R. Jensen'.

Todd Jensen, PE, CCM
Construction Manager

cc: Jeremy Hoover – City of Wenatchee
Jessica Shaw – City of Wenatchee
Andrew Staples – HDR
Gary Byrne – HDR
Mary Scalise – HDR



Change Proposal Request Summary
Project: City of Wenatchee Digester 4 Project 1810
Apollo Inc.

CPR No: 018
Date: 05/17/23

Monorail Beam Support

Description	Labor	Mat	Equip.	Subcont. Total	Supp Total	Total
	\$ 759.00	\$ 1,973.88	\$ -	\$ -	\$ 87.30	\$ 2,820.18
SUBTOTAL COST >						\$ 2,820.18
Insurance Premium .5% - Changed Work >						\$ 14.10
Bond Premium .75% - Changed Work >						\$ 21.15
TOTAL LUMP SUM COST >						\$ 2,855.44



September 18, 2023

Apollo, Inc.
1133 West Columbia Drive
Kennewick, WA 99336

Attn: Dan Sjule

Re: City of Wenatchee WWTP Digester #4 Project
CPR 021 – Natural Gas Line and DG
Engineer's Decision

Dan,

We have reviewed your cost proposal for CPR 021 – Natural Gas Line and DG. We have found the cost proposal to be acceptable.

A total cost of \$7,253.84 and a total of 0 calendar days will be included in the forthcoming final Change Order.

Sincerely,
HDR Engineering, Inc.

A handwritten signature in blue ink, appearing to read 'Todd Jensen'.

Todd Jensen, PE, CCM
Construction Manager

cc: Jeremy Hoover – City of Wenatchee
Jessica Shaw – City of Wenatchee
Andrew Staples – HDR
Gary Byrne – HDR
Mary Scalise – HDR



Change Proposal Request Summary
 Project: City of Wenatchee Digester 4 Project 1810
 Apollo Inc.

CPR No: 021
 Date: 08/28/23

Natural Gas Line and DG

Description	Labor	Mat	Equip.	Subcont. Total	Supp Total	Total
	\$ 3,390.67	\$ (715.97)	\$ 1,850.76	\$ 2,331.00	\$ 307.83	\$ 7,164.29
SUBTOTAL COST >						\$ 7,164.29
Insurance Premium .5% - Changed Work >						\$ 35.82
Bond Premium .75% - Changed Work >						\$ 53.73
TOTAL LUMP SUM COST (excluding WSST) >						\$ 7,253.84



September 18, 2023

Apollo, Inc.
1133 West Columbia Drive
Kennewick, WA 99336

Attn: Dan Sjule

Re: City of Wenatchee WWTP Digester #4 Project
CPR 022 – Polymer Injection Modification
Engineer's Decision

Dan,

We have reviewed your cost proposal for CPR 022 – Polymer Injection Modification. We have found the cost proposal to be acceptable.

A total cost of \$12,168.24 and a total of 0 calendar days will be included in the forthcoming final Change Order.

Sincerely,
HDR Engineering, Inc.

A handwritten signature in blue ink, appearing to read 'Todd Jensen'.

Todd Jensen, PE, CCM
Construction Manager

cc: Jeremy Hoover – City of Wenatchee
Jessica Shaw – City of Wenatchee
Andrew Staples – HDR
Gary Byrne – HDR
Mary Scalise – HDR



Change Proposal Request Summary
 Project: City of Wenatchee Digester 4 Project 1810
 Apollo Inc.

CPR No: 022
 Date: 08/29/23

Polymer Modifications

Description	Labor	Mat	Equip.	Subcont. Total	Supp Total	Total
	\$ 5,330.48	\$ 6,388.48	\$ 115.00	\$ -	\$ 184.06	\$ 12,018.02

SUBTOTAL COST > \$ 12,018.02

Insurance Premium .5% - Changed Work > \$ 60.09
 Bond Premium .75% - Changed Work > \$ 90.14

TOTAL LUMP SUM COST (excluding wwst)> \$ 12,168.24



September 14, 2023

Apollo, Inc.
1133 West Columbia Drive
Kennewick, WA 99336

Attn: Dan Sjule

Re: City of Wenatchee WWTP Digester #4 Project
CPR 023 – PS-WAS Modifications
Engineer's Decision

Dan,

We have reviewed Revision 1 of your cost proposal for CPR 023 – PS-WAS Modifications. Per our initial review and discussion with the City we have found the Revision 1 cost proposal to be acceptable.

A total cost of \$12,370.51 and a total of 0 calendar days will be included in the forthcoming final Change Order.

Sincerely,
HDR Engineering, Inc.

A handwritten signature in blue ink, appearing to read 'Todd Jensen'.

Todd Jensen, PE, CCM
Construction Manager

cc: Jeremy Hoover – City of Wenatchee
Jessica Shaw – City of Wenatchee
Andrew Staples – HDR
Gary Byrne – HDR
Mary Scalise – HDR



Change Proposal Request Summary
Project: City of Wenatchee Digester 4 Project 1810
Apollo Inc.

CPR No: 023 Rev 1
Date: 08/03/23

PS/WAS Vault Revisions

Description	Labor	Mat	Equip.	Subcont. Total	Supp Total	Total
	\$ (346.01)	\$ 10,972.47	\$ (651.18)	\$ 2,152.50	\$ 90.00	\$ 12,217.78
SUBTOTAL COST >						\$ 12,217.78
Insurance Premium .5% - Changed Work >						\$ 61.09
Bond Premium .75% - Changed Work >						\$ 91.63
TOTAL LUMP SUM COST (excluding WWST) >						\$ 12,370.51

September 19, 2023

Apollo, Inc.
1133 West Columbia Drive
Kennewick, WA 99336

Attn: Dan Sjule

Re: City of Wenatchee WWTP Digester #4 Project
CPR-026 Additional Wiring to Flow Control Valves
Engineer's Decision

Dan,

We have reviewed your cost proposal for CPR 026 – Additional Wiring to Flow Control Valves. We have found the cost proposal to be acceptable.

A total cost of \$30,153.41 and a total of 0 calendar days will be included in the forthcoming final Change Order.

Sincerely,
HDR Engineering, Inc.

Todd Jensen, PE, CCM
Construction Manager

cc: Jeremy Hoover – City of Wenatchee
Jessica Shaw – City of Wenatchee
Andrew Staples – HDR
Gary Byrne – HDR
Mary Scalise – HDR



Change Proposal Request Summary
Project: City of Wenatchee Digester 4 Project 1810
Apollo Inc.

CPR No: 026 Rev 1
Date: 08/11/23

Additional Conduit and Wiring to Flow Control Valves per Response to RFI 041

Description	Labor	Mat	Equip.	Subcont. Total	Supp Total	Total
	\$ 1,196.00	\$ -	\$ -	\$ 28,540.14	\$ 45.00	\$ 29,781.14
SUBTOTAL COST >						\$ 29,781.14
Insurance Premium .5% - Changed Work >						\$ 148.91
Bond Premium .75% - Changed Work >						\$ 223.36
TOTAL LUMP SUM COST (excluding WWST) >						\$ 30,153.41

September 19, 2023

Apollo, Inc.
1133 West Columbia Drive
Kennewick, WA 99336

Attn: Dan Sjule

Re: City of Wenatchee WWTP Digester #4 Project
CPR-027 Mechanical Building Overhead Doors
Engineer's Decision

Dan,

We have reviewed your cost proposal for CPR 027 – Mechanical Building Overhead Doors. We have found the cost proposal to be acceptable.

A total cost of \$5,947.12 and a total of 0 calendar days will be included in the forthcoming final Change Order.

Sincerely,
HDR Engineering, Inc.



Todd Jensen, PE, CCM
Construction Manager

cc: Jeremy Hoover – City of Wenatchee
Jessica Shaw – City of Wenatchee
Andrew Staples – HDR
Gary Byrne – HDR
Mary Scalise – HDR



Change Proposal Request Summary
 Project: City of Wenatchee Digester 4 Project 1810
 Apollo Inc.

CPR No: 027
 Date: 08/11/23

Mechanical Building Overhead Door Openers

Description	Labor	Mat	Equip.	Subcont. Total	Supp Total	Total
	\$ 207.00	\$ -	\$ -	\$ 5,666.70	\$ -	\$ 5,873.70

SUBTOTAL COST > \$ 5,873.70

Insurance Premium .5% - Changed Work > \$ 29.37
 Bond Premium .75% - Changed Work > \$ 44.05

TOTAL LUMP SUM COST (excluding WWST) > \$ 5,947.12



September 18, 2023

Apollo, Inc.
1133 West Columbia Drive
Kennewick, WA 99336

Attn: Dan Sjule

Re: City of Wenatchee WWTP Digester #4 Project
CPR 028 – Access Hatch Installation
Engineer's Decision

Dan,

We have reviewed your cost proposal for CPR 028 – Access Hatch Installation. We have found the cost proposal to be acceptable.

A total cost of \$35,812.86 and a total of 0 calendar days will be included in the forthcoming final Change Order.

Sincerely,
HDR Engineering, Inc.

A handwritten signature in blue ink, appearing to read 'Todd Jensen'.

Todd Jensen, PE, CCM
Construction Manager

cc: Jeremy Hoover – City of Wenatchee
Jessica Shaw – City of Wenatchee
Andrew Staples – HDR
Gary Byrne – HDR
Mary Scalise – HDR



Change Proposal Request Summary
Project: City of Wenatchee Digester 4 Project 1810
Apollo Inc.

CPR No: 028

Date: 08/14/23

Digester 1 Access Hatch Installation (Excluding EIFS Repairs)

Description	Labor	Mat	Equip.	Subcont. Total	Supp Total	Total
	\$ 17,041.15	\$ 3,529.56	\$ 9,262.33	\$ 4,823.31	\$ 714.38	\$ 35,370.72
SUBTOTAL COST >						\$ 35,370.72
Insurance Premium .5% - Changed Work >						\$ 176.85
Bond Premium .75% - Changed Work >						\$ 265.28
TOTAL LUMP SUM COST (excluding WWST) >						\$ 35,812.86

Excludes any work not shown on daily force account records and EIFS repairs that have yet to be completed.



September 18, 2023

Apollo, Inc.
1133 West Columbia Drive
Kennewick, WA 99336

Attn: Dan Sjule

Re: City of Wenatchee WWTP Digester #4 Project
WCD 005 – WGB Foundation Improvements
Engineer's Decision

Dan,

We have reviewed your cost proposal for WCD 005 – WGB Foundation Improvements. Per our review of your pricing and documentation, we have found your submitted cost proposal to be acceptable.

A total cost of \$24,709.69 and a total of 0 calendar days will be included in the forthcoming final Change Order.

Sincerely,
HDR Engineering, Inc.

A handwritten signature in blue ink, appearing to read 'Todd Jensen'.

Todd Jensen, PE, CCM
Construction Manager

cc: Jeremy Hoover – City of Wenatchee
Jessica Shaw – City of Wenatchee
Andrew Staples – HDR
Gary Byrne – HDR
Mary Scalise – HDR



Change Proposal Request Summary
 Project: City of Wenatchee Digester 4 Project 1810
 Apollo Inc.

CPR No: 030
 Date: 08/28/23

WCD-005 WGB Foundation Improvements per WCD-005 through 08/17/23

Description	Labor	Mat	Equip.	Subcont. Total	Supp Total	Total
	\$ 7,651.33	\$ 9,870.45	\$ 6,241.60	\$ -	\$ 641.25	\$ 24,404.63

SUBTOTAL COST > \$ 24,404.63

Insurance Premium .5% - Changed Work > \$ 122.02
 Bond Premium .75% - Changed Work > \$ 183.03

TOTAL LUMP SUM COST (excluding WWST) > \$ 24,709.69

*Excludes any and all work not identified on Daily Force Account records including waste profile testing costs, loading & hauling garbage to landfill, disposal, disposal fee's, etc.



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

FROM: Zachary Horton, Project Engineer
Public Works Department

MEETING DATE: October 12, 2023

ZGH

I. SUBJECT

City Project No. SW22-02 – 2024 Damaged Luminaire Replacement Project
Authorization to Award Construction Contract

II. ACTION REQUESTED

Motion requested for City Council to award the construction contract for the 2024 Damaged Luminaire Replacement Project, City Project No. SW22-02, to the lowest responsive bidder and authorize the Mayor to sign the contract documents.

III. OVERVIEW

Since 2021, the City of Wenatchee has had 30+ incidents involving damage to traffic and lighting equipment. The City's maintenance staff is able to address a majority of the incidents, but several include damage that involves replacement of signal and luminaire foundations. The City bundled six luminaire replacements into a bid package and advertised the project September 26, 2023. The order of magnitude for the cost associated with the project is estimated to be approximately \$250,000.00. Bids will be received by October 11, 2023 and information regarding the bids received and the lowest responsive bidder will be provided to City Council during staff presentation.

IV. ADMINISTRATIVE ROUTING

Tammy McCord, City Clerk
Rob Jammerman, Public Works Director
Jessica Shaw, Deputy Public Works Director
Jake Lewing, City Engineer
Ryan Harmon, Engineering Services Manager
Anna Carr, Administrative Assistant
Nataliann Tutino, Senior Financial Analyst
Laura Gloria, Executive Services Director
Brad Posenjak, Finance Director



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

FROM: Zachary Horton, Project Engineer *ZH*
Public Works Department

MEETING DATE: October 12, 2023

I. SUBJECT

City Project No. 2213 – Millerdale Avenue Canal Bridge
Authorization to Negotiate

II. ACTION REQUESTED

Motion requested for City Council to authorize the Mayor to negotiate with KPG Psomas for design services for the Millerdale Avenue Canal Bridge, City Project No. 2213, and authorize the Mayor to sign a contract on behalf of the City of Wenatchee pending WSDOT concurrence.

III. OVERVIEW

The Millerdale Avenue Canal Bridge was built in 1975 and is currently load posted for Single Unit Vehicles. An inspection in 2022 revealed delamination in 17% of the deck area. Additionally, there is longitudinal and transverse cracking in the deck, several significant spalls, and exposed rebar. The deck soffit also has evidence of heavy leaking and has leaching cracks throughout.

The City of Wenatchee applied for and received a grant from the Federal Local Bridge Program in the amount of \$1,176,000 to complete a bridge rehabilitation project concerning the Millerdale Avenue Canal Bridge. A Request for Qualifications (RFQ) was issued on January 3, 2023. City staff held in-person interviews with the two firms which submitted the highest scoring proposals and ultimately determined KPG Psomas was the most qualified to perform engineering services for the project. Other firms that submitted proposals for the project included: SCJ Alliance and Coffman Engineers.

The selection process was conducted in accordance with Chapter 39.80 RCW – Contracts for Architectural and Engineering Services and Chapter 31 of the WSDOT Local Agency Guidelines Manual.

During initial scope and fee reviews with KPG Psomas, it became apparent to City staff that the funding obtained was not sufficient to perform the proposed rehabilitation. Furthermore, it seemed that the existing bridge was also not an ideal candidate for rehabilitation.

City staff worked with KPG Psomas to present this information to WSDOT's Local Bridge Program for consideration of a scope revision to full replacement and a budget increase to be able to deliver on the project. WSDOT's Local Bridge Program approved the scope revision on August 8, 2023 and awarded additional funding in the amount of \$517,455 for a new total of \$1,693,455.

IV. FISCAL IMPACT

The project is 100% federally funded by the Federal Local Bridge Program.

V. PROPOSED PROJECT SCHEDULE

The project is scheduled for construction at the end of 2025. Preliminary engineering and right of way acquisition would take place from the end of 2023 to Spring 2025.

VI. REFERENCE(S)

1. Draft Scope of Work
2. Draft Fee Estimate
3. Proposed 2024 Budget
4. Approved 2023 Budget

VII. ADMINISTRATIVE ROUTING

Tammy McCord, City Clerk
Rob Jammerman, Public Works Director
Jessica Shaw, Deputy Public Works Director
Jake Lewing, City Engineer
Ryan Harmon, Engineering Services Manager
Anna Carr, Administrative Assistant
Nataliann Tutino, Senior Financial Analyst
Laura Gloria, Executive Services Director
Brad Posenjak, Finance Director

Exhibit A
Scope of Work
City of Wenatchee
Millerdale Avenue Irrigation Canal Bridge
KPG Psomas Project No. 9WENXXXX
October 3, 2023

Introduction and Background

The City of Wenatchee has selected KPG Psomas Inc. (KPG Psomas) to provide design services for the replacement of the Wenatchee Reclamation District canal bridge on Millerdale Avenue.

Project Description

The project RFQ used during the selection process includes the following project description: The current bridge spanning the Wenatchee Reclamation District Canal was built in 1975 and is composed of 11 lines of multi-web girders. The driving surface of the bridge is the top flange of the girders, is only 4-inches thick, and has a minimal amount of uncoated reinforcement. An inspection revealed delamination in 17% of the deck area, longitudinal and transverse cracking in the deck, several significant spalls, and the deck soffit showed evidence of heavy leaking. The bridge is load posted for Single Unit Vehicles due to the condition of the girders. The City of Wenatchee was selected to receive funding through the Federal Local Bridge Program to repair this bridge.

The project description given in the RFQ did not include replacement of the entire bridge structure; the existing substructure was to be reused and modified to support a new wider superstructure. After being selected to complete design efforts on the project, KPG Psomas conducted initial research and site review to prepare the scope of work. It was found that the existing substructure is a shallow grade beam and is not an ideal candidate for reuse nor is it an ideal configuration to extend or add onto to support the additional width of the new superstructure. Additionally, site investigations found that settlement has occurred at all four corners of the existing structure which raised additional concerns about the viability of the existing foundation as a good candidate for reuse.

KPG Psomas prepared a memo dated 8/3/2023 that summarized work that had been done in the initial scope development and described concerns that were identified with the existing substructure to assist the city in developing an approach for moving forward with the project. The memo recommended that the project be redefined to provide for full reconstruction of both the substructure and the superstructure and provided estimates of the Cost for Construction, Budget for Design, and Budget for Right of Way (R/W). The city subsequently provided the memo and cost estimates to WSDOT Local Programs as well as a new LAA Supplement, Prospectus, and updated STIP Record to reflect the change in the project scope and budget. The scope change and budget

increase were approved by WSDOT on 8/8/2023. The project budget was increased by \$517,455 for a new total budget of \$1,693,455.

The project will consist of the removal of the existing bridge, replacement with a new bridge or box culvert structure, and widening of the roadway at the location of the structure to provide for pedestrian improvements and placement of the bridge pedestrian rail outside of the clear zone. Completion of this project will allow the current load posting to be removed.

Scope Introduction

A summary of the anticipated overall project elements is provided below. KPG Psomas will lead the development of the project design, and production of bid ready Plans, Specifications, and Estimate. This scope of work includes the following tasks:

- Project Management (KPG Psomas)
- Topographic Survey and Right of Way Delineation (KPG Psomas)
- Subsurface Geotechnical Investigation (Subconsultant: Aspect Consulting)
- Cultural Resources, Verify Categorical Exclusion (KPG Psomas)
- Right of Way Services (Subconsultant: Tierra Right of Way)
- Structural Engineering and Design (Subconsultant: DCI Inc)
- Environmental Documentation (KPG Psomas)
- Civil, Street, and Guardrail Design & PS&E (KPG Psomas)
- Assistance During Bidding (KPG Psomas)
- Public Involvement and Stakeholder Coordination (KPG Psomas)
- While not a part of this scope of work, the City may elect to retain KPG Psomas for Construction Management services at which time these services would be added as a supplement to the consultant agreement.

Anticipated Schedule

Construction must take place while the irrigation canal is empty and dry, approximately between mid-October and mid-March. The goal of this project is to advertise for bids on or before April 1, 2025, to allow adequate lead time for construction beginning October 2025. Intermediate project milestones and deadlines will be identified as the project progresses.

The specific scope of work for these improvements is described in the following tasks:

TASK 1 – PROJECT MANAGEMENT

Objective: Provide internal management of staff, subconsultants, and resources. Monitor and manage the project budget and project schedule, and provide client contact, billing, and progress reports.

Consultant Responsibilities:

1. Contract administration, invoicing, accounting, auditing, and monthly progress reports.
2. Internal resource management and prioritization of resources.
3. Subconsultant management and coordination.
4. KPG Project Manager to prepare for, attend, and provide follow up for bi-weekly project management meeting with the City Project Manager.

Assumptions:

1. Invoices and progress reports will be submitted monthly via email in KPG Psomas format.
2. The KPG Psomas Project Manager may reallocate budget and hours between tasks as needed with written approval from the City Project Manager.
3. Project management provided under this scope of work will extend from commencement to bid award.
4. Preparation, meeting attendance, and follow up for bi-weekly PM meetings is assumed to be approximately 45 minutes each. It's assumed that bi-weekly meetings will be held for the duration of the project between KPG Psomas, the City, and subconsultants.

City Responsibilities:

1. N/A

Deliverables:

1. Monthly progress reports.
2. Monthly invoices.
3. Project Manager meeting materials.

TASK 2 – TOPOGRAPHIC SURVEY AND R/W DETERMINATION

Objective: Produce a site-specific survey base map with survey control and right of way tied to survey monuments. The goal will be to produce an accurate base map suitable for final design and for the right of way process.

Consultant Responsibilities:

1. Survey crew field work to find monuments and calculate right of way centerline and right of way lines along the project corridor. This work will be suitable for use in final project design and for WSDOT right of way plan review and right of way certification processes.

2. Initiate on-call survey for underground utilities to be located. Includes up to two (2) site visits by Wenatchee based staff.
3. Survey crew field work to perform topographic survey over the project area including utility paint marks and existing bridge and canal elements.
4. Process data and create a survey base map that is tied to survey control and incorporates calculated R/W topographic field survey as described above.
5. Create an existing ground CAD surface with a 1-foot contour interval.

Assumptions:

1. The approximate survey limits are shown in Figure 1. Final survey limits may be adjusted before locates are requested and survey field work is performed.

Figure 2.1 – Approximate Survey Limits



City Responsibilities:

1. The City will provide KPG Psomas with pertinent survey control information, as-builts, or other information that would aid in the creation of a base map and right of way determination.

Deliverables:

1. Base map with right-of-way tied to monumentation and topographical survey will be provided for project use and to the City in AutoCAD Civil3D and pdf formats.

TASK 3 – GEOTECHNICAL INVESTIGATION (ASPECT CONSULTING)

Objective: Aspect Consulting, LLC (Aspect) will complete site reconnaissance and up two machine drilled borings to characterize the subsurface conditions to about 25 feet below ground surface (bgs) and complete geotechnical engineering analyses to develop design criteria to support the structural Type, Size, and Location (TS&L) report and design (which will include alternatives that assess options for new bridge or culvert shallow foundations and earthwork recommendations). Aspect will prepare and submit a geotechnical engineering report summarizing the results of the explorations, analyses, conclusions, and recommendations.

Task 3.1 – Geotechnical Explorations

Subconsultant Responsibilities:

1. Aspect will review readily available data and mapping at and near the site and coordinate and execute reconnaissance of the site. During reconnaissance, they will also mark the proposed boring locations in white paint for planning and utility locating. They will use the public one-call utility locating service and subcontract with a private utility locating service to clear the proposed areas of the borings.
2. Aspect will recommend boring locations based on coordination with KPG Psomas and the structural engineer and mobilize a drilling subcontractor to complete two exploratory borings during a one-day exploration program.
3. The borings will be advanced with a truck- or track-mounted drill rig to depths of about 25 feet each, or drilling refusal on bedrock. Disturbed samples will be obtained in accordance with Standard Penetration Test (SPT) methods at 2.5 - or 5-foot intervals. Drill soil cuttings will be removed from the site.
4. The drilled soil borings will be supervised and logged by an Aspect field representative and used to directly observe subsurface soil and groundwater conditions. Samples of the encountered soils will be collected for additional observation and laboratory testing. The borings will be backfilled with bentonite chips per Washington State regulations. If borings are located within the roadway, at least one-foot depth of quick set cement concrete will be placed in boring holes to repair the roadway surface.
5. Soil samples obtained from the borings will be placed in plastic containers and transported to Aspect's geotechnical laboratory for further examination. Selected samples will be submitted for laboratory testing of index and engineering properties. Tests will include natural moisture content; grain size distribution; organic content; Atterberg Limits (if fine-grained cohesive soils are encountered); and compaction characteristics (proctors).

Task 3.2 – Geotechnical Engineering Analyses and Reporting

1. Aspect will prepare a draft geotechnical engineering report for the project, summarizing the results of the investigation, testing, geotechnical engineering analyses, and provide conclusions and recommendations. The report will include the following:
 - Project and Site description
 - Results of the site reconnaissance and boring explorations.
 - Exploration logs and a Site Plan showing approximate boring locations.
 - Laboratory test results.
 - Recommended vertical and lateral bridge shallow foundation design parameters.
 - Earthwork considerations, including:
 - temporary excavations
 - construction dewatering
 - imported structural fill and potential re-use of on-site soil as structural fill
 - wet weather considerations
2. After our draft report has been submitted, we will communicate to review and discuss geotechnical engineering considerations. We will address any of your review comments on our draft report and a final report will be issued.
3. Aspect will manage their work and that of their subcontractors and correspond with you as needed to advance the above scope of work.

Task 3 Assumptions:

1. This scope does not include utility repair costs. We will take reasonable precautions to reduce the potential for damage to utilities; however, Aspect does not assume responsibility for the cost of repairing utilities that are unmarked or incorrectly marked.
2. Ready access will be provided for the subsurface explorations, along with any required coordination with individual landowners and the local jurisdictions regarding public notification of the field work. Permits other than standard drilling permits (such as right-of-way permits) will be led and provided by others with input from Aspect.
3. Subsurface conditions are assumed to be generally suitable for support of the new bridge or culvert with shallow foundations. If unexpected subsurface conditions or other project details (such as scour depth) require pile foundations be used, additional exploration, depth, and analysis can be provided as a supplemental scope of work.
4. Drill cuttings and soils will be removed from the site.

5. Road passage will be restricted and may be blocked for up to several hours at a time while the drill rig is operating. Traffic control will consist of one-lane closures with flaggers.
6. The topographic base map will be provided to Aspect if the survey has been completed before drilling. If the base map is not available, Aspect will generate a GIS-based base map using readily available public data to show the locations of borings. Exploration logs and laboratory test reports will be provided as appendices to the report.
7. Soil samples collected during the investigation will be stored for a minimum of 60 days after the completion of the subsurface exploration; however, storage beyond that date is not guaranteed.
8. Environmental services are not included in this proposal. If environmental contamination is encountered during the field work, Aspect will notify the project team immediately. Aspect can provide services to respond to these conditions as requested as a supplemental scope of work.
9. Site access or environmental related permits are assumed to be either not required or will be obtained by others at no expense to Aspect.
10. Preparation of detailed PS&E documents for the Project and culvert replacement will be completed by others and is not included in this scope of services and fees.
11. The above scope and cost do not include civil stormwater drainage design, stormwater infiltration assessments, environmental engineering, surveying, structural engineering, or services during construction.

City Responsibilities:

1. Provide review and comment of the draft geotechnical report.
2. Facilitate the issuance of Right of Way use permits for field work.

Deliverables:

1. Draft Geotechnical Engineering Report
2. Final Geotechnical Engineering Report

TASK 4 – CULTURAL RESOURCES

Objective: No specific scope of work for this Task has been included. It is anticipated that this project will meet Section 106 exemption A-28 in the WSDOT NEPA Categorical Exclusions – A Guidebook for Agencies, and will not require a cultural resources consultation, including survey. A

budget has been provided to be used only as needed to confirm assumptions and provide minimal support to the environmental documentation process. If additional services are needed, those services will be provided under a supplemental scope of work.

TASK 5 – RIGHT OF WAY SERVICES (TIERRA RIGHT OF WAY)

Objective: No specific scope of work for this Task has been included. It is anticipated that several temporary construction easements (TCE's) will be needed for this project. The scope for RW services will be defined after the preliminary design is complete, at which time a specific scope of work will be provided for Right of Way acquisition services as a supplemental agreement. In the meantime, a budget has been provided for the subconsultant to be used only as needed to provide advisory services.

TASK 6 – STRUCTURAL DESIGN (DCI)

Objective: Using the preliminary civil design and the draft geotechnical report as a basis, provide a Type, Size, and Location (TS&L) report to be used as the basis for selection of a preferred bridge alternative. Once a selection has been made, prepare structural design including structural calculations, plans, specifications, and construction cost estimates for each draft review submittal and final bid documents. Also, provide limited support for bidding and construction. DCI's proposed scope of structural engineering services is described below.

Consultant Responsibilities:

Task 6.1 – Primary Structural Services

1. DCI will perform preliminary design and engineering analysis to support the preparation of a TS&L report. The TS&L Report will contain discussion regarding all reasonable and economical structure replacement alternatives, to include the following structure types: Bridge (all reasonable types) or Box Culvert. DCI will provide commentary on each considered superstructure type, weighing pros and cons of each along with rough order of magnitude cost estimate for each structure type. DCI will provide recommendations and a "preferred" alternative and continue to engage, coordinate, and guide City of Wenatchee officials in their effort to make a final alternative decision.
2. Similarly, for the substructure, DCI will perform preliminary design and engineering analysis to support the preparation of a TS&L Report. DCI will provide commentary on each considered substructure type, weighing pros and cons of each along with rough order of magnitude cost estimate for each structure type. DCI will provide recommendations and a "preferred" alternative and continue to engage, coordinate and guide City of Wenatchee officials in their effort to make a final alternative decision.

3. Following the selection of a preferred structure type, DCI will coordinate and communicate with the design team. This includes attending meetings, producing emails, and developing documentation.
4. DCI will perform structural analysis and design on the selected superstructure and substructure. The design will be in accordance with AASHTO Bridge Design Specifications 9th Edition and the WSDOT Bridge Design Manual. A calculations package will be developed for submittal to the City of Wenatchee. DCI will implement internal quality control procedures and technical review. Design Documents will be submitted at the following estimated milestones: 30% Draft Plans and Estimate, 60% Draft PS&E, 90% Draft PS&E, 100% Draft Bid PS&E, and Bid PS&E.
5. DCI will develop structural specifications in accordance with WSDOT standards. Specifications will be submitted at the following estimated milestones: 60% Draft PS&E, 90% Draft PS&E, 100% Draft Bid PS&E and Bid PS&E.
6. DCI will develop an Engineer's Cost Estimate for the selected crossing structure. This is a detailed budget estimate based on the level of design. The Engineer's cost estimate will be submitted at the following estimated milestones: 30% Draft Plans and Estimate, 60% Draft PS&E, 90% Draft PS&E, 100% Draft Bid PS&E and Bid PS&E.
7. Develop design drawings as required for the construction of the new crossing structure. The Construction Documents will be prepared using Autodesk design software. Drawings will be sent to the team at submittal phases as PDFs. Final stamped construction drawings will be provided at the Bid PS&E phase. DCI can provide exported AutoCAD drawings for the design team. Any digital files from DCI are not intended for use for construction dimensioning, such as shop drawings, layouts, etc., but these digital files can be made available to the contractor for informational purposes, provided that such use is at the contractor's own risk and is subject to the execution of DCI's standard digital media agreement.
8. Provide support and document clarifications as required during the bidding process. It is assumed that we will not provide a bid package, but we can assist on structural items as requested.

Task 6.2 – Supplementary Structural Services (As Requested)

Provide Construction Administration, including the review of the fabricator's submittals, review of laboratory and field test reports, responding to RFIs, responding to minor field fixes, and providing

structural observation site visits as requested but only for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents. We have included two (2) structural observation site visits in the basic CA design fee; additional visits will be billed on a time and materials basis. Our construction administration fees are not intended to cover the engineering effort associated with the correction of “as constructed” field conditions that deviate from the design concept, out-of-scope design changes, or structural repairs. If significant engineering effort is required for these services, they will be performed as an additional service to this contract.

Assumptions:

1. Items not specifically identified in this proposal are outside of the Scope of work for DCI structural services.

City Responsibilities:

1. Provide input on the development of alternatives, and selection of a preferred alternative to support the final TS&L report.
2. Provide review and feedback on draft review submittals.

Deliverables:

1. Provide input on the development of alternatives and selection of a preferred alternative to support the final TS&L report.
2. Provide review and feedback on draft review submittals.

TASK 7 – ENVIRONMENTAL DOCUMENTATION

Objective: Prepare and submit environmental documentation for project approval under federal, state, and local laws and regulations. Environmental permitting includes NEPA CE processes with review and approval by WSDOT Local Programs, as well as the preparation of a SEPA Checklist (if needed) for the project.

Consultant Responsibilities:

1. Prepare a Draft and Final NEPA CE document based upon project specifications and existing technical studies and incorporating review comments from the City, WSDOT and other agencies to prepare the Final NEPA CE document.
2. Prepare a Draft and Final SEPA Checklist for the Project. We will use existing information to complete the Checklist. At this time, it is reasonable to assume that no additional studies would be necessary to complete the Checklist. If it is determined by the City that the

project is exempt from SEPA under WAC 197-11-800 or local code, this subtask will be unnecessary.

Assumptions:

1. The Consultant will prepare only the environmental permits and approvals specifically referenced in Task 7. It is assumed that no regulated critical areas (streams, wetlands, etc.) are present within the project vicinity.
2. For purposes of this scope of services, the Consultant has assumed that the City will be the SEPA lead agency and that they will issue a SEPA determination consistent with their SEPA rules. The City will be responsible for finalizing the checklist and responding to public and agency comments and will be responsible for any publication or permit fees.
3. The Consultant assumes that any technical documents necessary for SEPA review outside this scope of work will be provided by the City.
4. The SEPA Checklist will be based on about 30 percent design level project plans. The City is responsible for any SEPA permit fees and for publication of all SEPA notices.
5. Except for a single site visit/hazardous materials windshield survey, no additional fieldwork or surveys will be required to complete the NEPA CE form.
6. The project is exempt from Section 106 of the National Historic Preservation Act (NHPA).
7. Completion of the NEPA CE will meet the requirements of local laws and regulations and no additional local permitting is required.
8. This scope of work does not include technical studies, reports, or memoranda related to traffic, land use, air quality, water quality, hazardous materials, flood-plain concerns, wetlands, critical habitat, wildlife, fish, or any other discipline reports.
9. Project does not include use of properties protected by Section 4(f) of the Department of Transportation Act (49 U.S.C. 303)

City Responsibilities:

1. Review of and comment on environmental documentation.
2. Lead coordination with WSDOT for NEPA CE approval and with the City Planning Department for the SEPA Checklist.

Deliverables:

1. Draft and Final NEPA CE Form
2. Draft and Final SEPA Checklist

TASK 8 – CIVIL & ROADWAY DESIGN AND PS&E

Objective: Provide civil design and design of transportation related project elements. Prepare preliminary conceptual design, support the TS&L alternatives analysis, prepare PS&E submittals,

and final Bid Documents as outlined below, and incorporate structural PS&E documents provided by the structural subconsultant.

Task 8.1 – Preliminary Conceptual Design Figures

Objective: Use preliminary survey, geotechnical, and structural design parameters provided by subconsultants to prepare exhibit level civil and roadway design figures for the project. The exhibit and figures would represent an approximate 10-percent level of design. Figures will be used to confirm the intended design approach, support the structural TS&L effort, gain approval for the approach from the City, for preliminary coordination with utilities and other agencies, and for initial environmental documentation, and initial delineation of R/W needs.

Consultant Responsibilities:

1. Prepare design figures showing a plan view of the civil and roadway conceptual design including road alignment, location of proposed bridge structure, roadway widths, curbs, sidewalks, driveways, and other improvements. A design figure will be prepared for each bridge structure that is identified in the TS&L Alternatives Analysis.
2. Prepare a brief (2 page maximum) design memo to document preliminary design considerations.
3. Attend up to two coordination meetings as needed to facilitate design decision making.
4. Perform a site visit to confirm baseline assumptions that are critical to the success of the conceptual design.
5. Provide figures for NEPA documentation, Reclamation District coordination, and utility coordination etc.

City Responsibilities:

1. The City will provide design input and facilitate coordination as needed.
2. The City will provide decision making on preferred design layout alternatives prior to starting on subsequent design submittals.

Deliverables:

1. Preliminary Conceptual Design Figures
2. Environmental and Agency Coordination Figures
3. Preliminary Design Memo.

4. Meeting notes, if needed.

Task 8.2 – 30% Plans and Estimate

Objective: Build upon the preliminary conceptual design from Task 8.1 and subsequent direction received from the City. Prepare 30% design level Plans and Cost Estimate. Identify utility relocations (if needed) and Wenatchee Reclamation District and other utility coordination needs. Provide design support for the NEPA environmental process by preparing figures and project quantities as needed.

Consultant Responsibilities:

1. Prepare a 30% Design Submittal for review by the City. The submittal is anticipated to include the elements listed below:
 - a. 30% Plans (Estimated 15 Total Plan Sheets)
 - i. Cover Sheet
 - ii. General Notes (One sheet.)
 - iii. Legend & Abbreviations (One sheet.)
 - iv. Alignment Plan & Survey Control (One sheet.)
 - v. Right of Way Plan (One sheet.)
 - vi. Typical Sections (One sheets.)
 - vii. Roadway Plan & Profile (Two sheets.)
 - viii. Channelization, and Signage Plans (Two sheets.)
 - ix. Structural Plans and Details (DCI – Five pages.)
 - b. Quantity Take Offs (QTO) and Construction Cost Estimate (KPG Psomas & DCI)
2. Identify utility relocations and coordination with utilities.
3. Attend up to two coordination meetings with the City as needed to facilitate design decision making.

Deliverables:

1. 30% Plans and Construction Cost Estimate
2. Meeting notes, if needed.

Task 8.3 – 60% PS&E

Objective: Build upon the 30% design from Task 8.2 and subsequent input from the City to prepare a 60% level Plans, Special Provisions, and Construction Cost Estimate. The 60% submittal will include a complete set of plans considered constructable as shown.

Consultant Responsibilities:

1. Prepare a 60% Design Submittal for review by the City. The submittal is to include the elements listed below:
 - a. 60% Plans (Estimated 25 Total Plan Sheets)
 - i. Cover Sheet
 - ii. General Notes (One sheet.)
 - iii. Legend & Abbreviations (One sheet.)
 - iv. Alignment Plan and Survey Control (One sheet.)
 - v. Right of Way Plan (One sheet.)
 - vi. Site Preparation Plan (One sheet.)
 - vii. Typical Sections (One sheet.)
 - viii. Roadway Plan & Profile (Two sheets.)
 - ix. Driveway Plans & Profiles (One sheet.)
 - x. Channelization and Signage Plan (One sheet.)
 - xi. Typical Details (One sheet.)
 - xii. Bridge Excavation and Canal Restoration Plan & Sections (Two sheets.)
 - xiii. Temporary Traffic Control Plan (One sheet.)

- xiv. Structural Plans and Details (DCI – 10 sheets)
 - b. Draft Special Provisions in Word document format (KPG Psomas & DCI)
 - c. Construction Cost Estimate (KPG Psomas & DCI)
2. Attend up to two coordination meetings with the City as needed to facilitate design decision making.

Deliverables:

- 1. 60% Plans, Special Provisions, and Construction Cost Estimate
- 2. Meeting notes, if needed.

Task 8.4 – 90% PS&E and Project Manual

Objective: Build upon the 60% design from Task 8.3 and subsequent input from the City to prepare a 90% level Plans, Special Provisions, and Construction Cost Estimate. Prepare the Project Manual for review by the City. Continue coordination with Wenatchee Reclamation District and other utilities if needed.

Consultant Responsibilities:

- 1. Prepare 90% Design Submittal for review by the City. The submittal is anticipated to include the elements listed below:
 - a. 90% Plans (Estimated 25 Total Plan Sheets – See Task 8.3)
 - b. Draft Special Provisions in Word document format (KPG Psomas & DCI)
 - c. Construction Cost Estimate (KPG Psomas & DCI)
 - d. Draft Project Manual, including the following:
 - i. Advertisement for Bids
 - ii. Information to Bidders
 - iii. City Bid Forms
 - iv. City Contract Forms
 - v. Special Provisions

- vi. Prevailing Wage Rates (Federal & State)
 - vii. Required Contract Provisions for Federal Aid Construction Contracts
 - viii. WSDOT Standard Plans
 - ix. City of Wenatchee Standard Details
2. Attend up to two coordination meetings with the City as needed to facilitate design decision making.

Deliverables:

1. 90% Plans, Special Provisions, and Construction Cost Estimate
2. Draft Project Manual
3. Meeting notes, if needed.

Task 8.5 – 100% Draft Bid PS&E and Project Manual

Objective: Build upon the 90% Design in Task 8.4 and subsequent input from the City and the City's other Consultants to prepare 100% Draft Bid PS&E and Project Manual. Incorporate comments from the 90% design submittal and finalize input from the City and the Structural subconsultant.

Support the City in submitting the project PS&E to WSDOT Local Programs for review and approval to advertise the project for bid.

Consultant Responsibilities:

1. Prepare 100% Draft Bid contract documents for review by the City. The submittal is anticipated to include the elements listed below:
 - a. 100% Plans (Estimated 25 Total Plan Sheets – See Task 8.3)
 - b. Special Provisions in Word document format (KPG Psomas & DCI)
 - c. Construction Cost Estimate (KPG Psomas & DCI)
 - d. Project Manual (See Task 8.4)
2. Assist the City in an advisory role as needed for preparation of the WSDOT PS&E Checklist and with the WSDOT review and approval process for CN Authorization.

Deliverables:

1. 100% Bid Plans, Special Provisions, and Construction Cost Estimate
2. Project Manual
3. WSDOT PS&E Checklist
4. Meeting notes, if needed.

Task 8.6 – Bid PS&E and Project Manual

Objective: Incorporate comments on the 100% Draft Bid PS&E and Project Manual submittal from the City and WSDOT and prepare the final stamped and signed Bid Documents including Plans, Special Provisions, Final Construction Cost Estimate, and Project Manual.

Consultant Responsibilities:

1. Prepare stamped and signed Bid Documents for approval by the City. The submittal is anticipated to include the elements listed below:
 - a. Plans (Estimated 25 Total Plan Sheets – See Task 8.3)
 - b. Special Provisions (KPG Psomas & DCI)
 - c. Project Manual (See Task 8.4)
 - d. Final Construction Cost Estimate (KPG Psomas & DCI)

Deliverables:

1. Stamped and signed Bid Documents including:
 - a. Plans
 - b. Special Provisions
 - c. Project Manual
 - d. Final Construction Cost Estimate

Task 8 Assumptions:

1. The City will lead coordination with WSDOT Local Programs for funding related authorizations and other requirements. KPG Psomas will provide support and assistance as needed.

2. This project will not require development of landscape or urban design concepts. It does not have any landscape or irrigation enhancing elements beyond what is required for property restoration if private irrigations systems are affected by the improvements.
3. Roadway horizontal and vertical alignment will be based on AASHTO & the WSDOT Design Manual.
4. Roadway sections will be based upon City Standards.
5. This scope of work does not include a stormwater report.
6. This scope of work does not include roadway or channel realignment.
7. This project does not include any provisions for a temporary bridge alignment or phased bridge construction.
8. Traffic Control will consist of a full closure of the roadway with a detour route on nearby streets.

Task 8 City Responsibilities:

1. Assist with coordination with the Wenatchee Reclamation District, utilities, WSDOT and other agencies as needed.
2. Prepare WSDOT PS&E Checklist for WSDOT review and approval for advertising for bid. KPG Psomas will assist the City as directed.
3. Provide project direction and comments on deliverables at each submittal milestone.

TASK 9 – ASSISTANCE DURING BIDDING

Objective: Assist and support the City led bid process as needed and as directed by the City by responding to bidder questions, attending the bid opening and by assisting with bid evaluation and recommendations as needed.

Consultant Responsibilities:

1. Assist the City with responses to bidder inquiries and help to prepare addenda if needed.
2. Attend the bid opening and assist the City as needed.
3. Assist the City with bid evaluation and recommendations for award.

Assumptions:

1. The project will include no more than two addenda.

City Responsibilities:

1. Lead all aspects of the bidding effort, including advertisement, distribution of bid docs, conferences (if any), bid opening, bid tabs, and be the main contact for bidder questions etc. KPG Psomas will provide support and assistance at the direction of the City.

Deliverables:

1. Electronic and hard copy files of all plans, specifications, estimates, and addenda as needed.

TASK 10 – PUBLIC INVOLVEMENT & STAKEHOLDER COORDINATION

Objective: Provide limited public involvement efforts for the project and assist the City with broader outreach efforts such as public meetings on online public information forums. Coordinate with utilities and other project stakeholders as needed to facilitate relocations and contract requirements for construction coordination.

Consultant Responsibilities:

1. Lead one-on-one property owner meetings with property owners who are directly adjacent to the project. Provide for meeting scheduling, planning, attendance, and follow up.
2. Provide meeting content, boards, plans, and other materials needed to support public open house meetings and/or online public engagement processes that are led by the City.
3. Coordinate with utilities and other project stakeholders as needed to facilitate relocations and contract requirements for construction coordination. Anticipated stakeholders are likely to include, but are not limited to:
 - a. Wenatchee Reclamation District
 - b. Cascade Natural Gas
 - c. Chelan County PUD
 - d. Other Utility Providers
 - e. Link Transit
 - f. USPS
4. Attend one open house event and provide staff (up to 2 KPG Psomas project team members) to answer questions and assist the City with the event or assist the City with answering online open-house questions and responding to comments if an online forum is used in lieu of an in person open house.

Assumptions:

1. There are up to five (5) property owners that will require one-on-one meetings. This scope of work assumes no more than 3 meetings for each property owner. These meetings may be in person or by phone, whatever is most expedient based on property owner availability.
2. This Scope of Work does not include organization, planning, or leading of public involvement meetings, hosting of meetings, or hosting of on-line open house materials. Work will be limited to providing support for the City's efforts.
3. This Scope of Work does not include written or verbal language translation services.
4. This Scope of Work does not include production or distribution of advertisements and notifications for in person or online outreach events.

City Responsibilities:

1. Assist with facilitating and/or provide City attendance of one-on-one property owner meetings if needed.
2. Assist with facilitating and/or provide City attendance of utility and stakeholder coordination meetings if needed.
3. Provide feedback and direction for the preparation of outreach materials.
4. Lead efforts for distribution of notifications, flyers, advertisements, mailers etc. for outreach events.
5. Provide language translation services for outreach events and for one-on-one stakeholder and property owner coordination if needed.

Deliverables:

1. Meeting agenda and notes
2. Meeting graphics and content

TASK 11 - CONSTRUCTION SERVICES

The City may elect to retain the services of KPG Psomas to provide construction management, inspection, and support. At the request of the City, KPG Psomas will provide a scope of work for construction services which will be incorporated as a supplement to this Consultant Agreement per the City's direction.



EXHIBIT D

PRIME CONSULTANT COST COMPUTATIONS

Client: City of Wenatchee

Project: Millerdale Avenue Irrigation Canal Bridge

KPG Psomas Inc. Project Number: XXXXXX

Date: September 27, 2023

Task No.	Task Description	Labor Hour Estimate														Total Hours and Labor Cost Computations by Task		
		Engineering Manager	Senior Project Engineer	Project Engineer II	Design Engineer II	Senior Project Manager Survey	Field Surveyor I	Field Surveyor III	Project Surveyor	Surveyor III	Senior CAD Technician	Senior Admin	Environmental Manager	Managing Biologist I	GIS Manager	Editor	Hours	Totals
		\$82.73	\$67.00	\$57.75	\$46.00	\$82.73	\$30.25	\$47.75	\$54.00	\$45.00	\$45.34	\$44.00	72.12	60.00	52.89	29.99		
Task 1 - Civil Design Project Management																		
1.1	Contract Administration and Invoicing	2	4	12							18					36	\$ 1,918.46	
1.2	Internal Resource Management and Prioritization of Resources	2	8	16												26	\$ 1,625.46	
1.3	Subconsultant Management & Coordination	2	4	40							6					52	\$ 3,007.46	
1.4	Prepare for and attend monthly PM meetings	2	8	32												42	\$ 2,549.46	
	Task Total	8	24	100	0	0	0	0	0	0	24	0	0	0	0	156	\$ 9,100.84	
Task 2 - Topographical Survey & R/W Determination																		
2.1	Survey Field Work for R/W Calcs.						10	10	16							36	\$ 1,644.00	
2.2	Initiate On-call Survey for Underground Utilities (Up to 2 site Visits)					1			1							2	\$ 136.73	
2.3	Survey Field Work for Topographic Survey					2	20	20								42	\$ 1,725.46	
2.4	Data Processing and Create Survey Basemap										20					20	\$ 900.00	
2.5	Create CAD surface										20					20	\$ 900.00	
	Task Total	0	0	0	0	3	30	30	17	40	0	0	0	0	0	120	\$ 5,306.19	
Task 3 - Geotechnical Investigation (Aspect Consulting)																		
3.0	Geotechnical Investigation and Report - See Sub. Aspect Consulting															0	\$ -	
	Task Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	
Task 4 - Cultural Resources																		
4.0	Cultural Resources, verify categorical exclusion.			4									4			8	\$ 519.48	
	Task Total	0	0	4	0	0	0	0	0	0	0	4	0	0	0	8	\$ 519.48	
Task 5 - Right of Way Services (Tierra Right of Way)																		
5.0	Right of Way Services - See Sub. Tierra Right of Way															0	\$ -	
	Task Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	
Task 6 - Structural Design (DCI)																		
6.0	Structural Design - See Sub. DCI															0	\$ -	
	Task Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	
Task 7 - Environmental Documentation																		
7.1	Draft / Final NEPA CE											2	38	1	1	42	\$ 2,507.12	
7.2	Draft/Final SEPA Checklist											2	32	1	1	36	\$ 2,147.12	
	Task Total	0	0	0	0	0	0	0	0	0	0	4	70	2	2	78	\$ 4,654.24	
Task 8 - Civil/Transportation Design and PS&E																		
8.1	Preliminary Conceptual Design															0	\$ -	
	Civil/Roadway Conceptual Design			16	24						24					64	\$ 3,116.16	
	Design Memo (Up to 2 Pages)		2	16												18	\$ 1,058.00	
	Coordination Meetings (Up to 2)		2	4												6	\$ 365.00	
	Site Visit		2	2												4	\$ 249.50	
	Coordination Figures			6	16						12					34	\$ 1,626.58	
	Subtask Total	0	6	44	40	0	0	0	0	0	36	0	0	0	0	126	\$ 6,415.24	
8.2	30% Plans & Estimate																	
	Plans		1	24	40						40					105	\$ 5,106.60	
	QTO & Estimate		1	8												9	\$ 529.00	
	Coordination Meetings (Up to 2)		4	4												8	\$ 499.00	
	Subtask Total	0	6	36	40	0	0	0	0	0	40	0	0	0	0	122	\$ 6,134.60	
8.3	60% Plans & Estimate																	
	Plans		2	40	60						80					182	\$ 8,831.20	
	QTO & Estimate		2	12	8											22	\$ 1,195.00	
	Identify Utility Relocations and Coordination with Utilities			8	16											24	\$ 1,198.00	
	Coordination Meetings (Up to 2)		4	4												8	\$ 499.00	
	Specifications		1	40												41	\$ 2,377.00	
	Subtask Total	0	9	104	84	0	0	0	0	0	80	0	0	0	0	277	\$ 14,100.20	
8.4	90% PS&E																	
	Plans		1	16	40						24					81	\$ 3,919.16	
	Specifications		1	16												17	\$ 991.00	
	Coordination Meetings (Up to 2)		4	4												8	\$ 499.00	
	QTO & Estimate		1	4												5	\$ 298.00	
	Subtask Total	0	7	40	40	0	0	0	0	0	24	0	0	0	0	111	\$ 5,707.16	
8.5	100% Draft Bid PS&E																	
	Plans		1	8	8						12					29	\$ 1,441.08	
	Specifications		1	8												9	\$ 529.00	
	QTO & Estimate		1	2												3	\$ 182.50	
	WSDOT CN Authorizaton Coordination		6	32												38	\$ 2,250.00	
	Subtask Total	0	9	50	8	0	0	0	0	0	12	0	0	0	0	79	\$ 4,402.58	
8.6	Bid Docs PS&E																	
	Plans			4	6						8					18	\$ 869.72	
	Specifications			2												2	\$ 115.50	
	QTO & Estimate			2												2	\$ 115.50	
	Subtask Total	0	0	8	6	0	0	0	0	0	8	0	0	0	0	22	\$ 1,100.72	
	Task Total	0	37	282	218	0	0	0	0	0	200	0	0	0	0	737	\$ 37,860.50	
Task 9 - Assistance During Bidding																		
9.1	Respond to Bidder Inquiries and Prepare Addenda Support		5	10												15	\$ 912.50	
9.2	Bid Opening Support		5	10												15	\$ 912.50	
9.3	Bid Evaluation and Recommendation Support		5	10												15	\$ 912.50	
	Task Total	0	15	30	0	0	0	0	0	0	0	0	0	0	0	45	\$ 2,737.50	
Task 10 - Public Involvement and Stakeholder Coordination																		
10.1	One on One Property Owner Meetings (Up to 5 @ 2 meetings each)		5	10												15	\$ 912.50	
10.2	Provide Open House Content		5	10												15	\$ 912.50	
10.3	Coordination with Utilities and Stakeholders		5	10												15	\$ 912.50	
10.4	Open House or Online Open House		5	10												15	\$ 912.50	
	Task Total	0	20	40	0	0	0	0	0	0	0	0	0	0	0	60	\$ 3,650.00	
Task 11 - Construction Services																		
11.0	Task to be defined by contract supplement if needed															0	\$ -	
	Task Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ -	
	Total Labor Hours and Fee	8	96	456	218	3	30	30	17	40	200	24	8	70	2	2	\$ 63,828.75	
	ICR Overhead @ 1.7193% =																\$ 109,740.77	
	Fixed Fee @ 30% =																\$ 19,148.62	
	Total KPG Psomas (DL + OH + Fixed Fee) =																\$ 192,718.14	
Subconsultants																		
	Aspect Consulting LLC																\$ 25,919.00	
	DCI Inc.																\$ 51,338.00	
	Tierra Preliminary Allowance (Right of Way)																\$ 5,000.00	
	Total Subconsultant Expense																\$ 82,257.00	
Reimbursable Direct Non-Salary Costs																		
	Mileage at current IRS rate																	
	Reproduction Allowance																	
	Total Reimbursable Expense																\$ -	
	Total Estimated Budget																\$ 274,975.14	



Capital Project Budget

Date: August 11, 2023

Project Number: 2213

Project Name: Millerdale Avenue Canal Bridge

Dept/Category: Public Works - Street

Project Description:

This project will replace the existing structurally deficient bridge with a new bridge or box culvert structure. It will also widen the roadway at the location of the structure to provide for pedestrian improvements and placement of the bridge rail outside of the clear zone.

Project Lead: Zachary Horton
Assigned Department: Public Works
Original Project Budget: \$1,186,000
Budget Amendment: \$511,000

Start Year: 2022
End Year: 2026
Total City Funding: \$10,000
Other Funding: \$1,687,000

Project Notes:

The existing bridge was in worse condition than originally thought. The City was approved for additional funding and a scope revision to change the project from rehabilitation to full replacement.

Project Expenditures by Category	Original Budget	Amended Budget	Prior Years Spent	ESTIMATES			Project Total
				2024	2025	2026+	
Design Engineering	170,000	138,000	70,000	180,000	58,000		308,000
Right of Way Acquisition	36,000	43,000		50,000	29,000		79,000
Construction Contract	860,000	240,000			550,000	550,000	1,100,000
Construction Engineering	120,000	90,000			105,000	105,000	210,000
Art Fund							
Total Project Expenditures	1,186,000	511,000	70,000	230,000	742,000	655,000	1,697,000

Project Revenues by Category		Original Budget	Amended Budget	Prior Years	ESTIMATES			Project Total
					2024	2025	2026+	
Fund:	109 - Arterial Streets	10,000		10,000				10,000
Fund:								
Fund:								
Fund:								
Fund:								
GRANTS:								
Federal - Local Bridge Program		1,176,000	511,000	60,000	230,000	742,000	655,000	1,687,000
Total Project Revenues		1,186,000	511,000	70,000	230,000	742,000	655,000	1,697,000

Approved by City Council: _____ Date



Capital Project Budget

Date: September 1, 2022 Project Number: 2213

Project Name: Millerdale Avenue Bridge Rehabilitation Dept/Category: Public Works - Street

Project Description:

This project will replace structurally-deficient girders and install a new bridge deck at the Millerdale Avenue irrigation canal crossing.

Project Lead:	Zach Horton	Start Year:	2022
Assigned Department:	Public Works	End Year:	2026
Original Project Budget:	\$1,186,000	Total City Funding:	\$10,000
Budget Amendment:		Other Funding:	\$1,176,000

Project Notes:

This is a new project budget. The city was awarded grant funding through WSDOT's Local Bridge Program.

Project Expenditures by Category	Original Budget	Amended Budget	Prior Years Spent	ESTIMATES			Project Total
				2023	2024	2025+	
Design Engineering	170,000		10,000	65,000	65,000	30,000	170,000
Right of Way Acquisition	36,000			10,000	26,000		36,000
Construction Contract	860,000					860,000	860,000
Construction Engineering	120,000					120,000	120,000
Art Fund							
Total Project Expenditures	1,186,000		10,000	75,000	91,000	1,010,000	1,186,000

Project Revenues by Category		Original Budget	Amended Budget	Prior Years	ESTIMATES			Project Total
					2023	2024	2025+	
Fund:	109 - Arterial Streets	10,000		10,000				10,000
Fund:								
Fund:								
Fund:								
Fund:								
GRANTS:								
	Federal - Local Bridge Program (2022)	1,176,000			75,000	91,000	1,010,000	1,176,000
Total Project Revenues		1,186,000		10,000	75,000	91,000	1,010,000	1,186,000

Approved by City Council: _____ Date _____



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

FROM: Aaron Kelly, Operations Manager
Public Works Department

MEETING DATE: October 12, 2023

I. SUBJECT

City Project SW22-06 – Sidewalk Panel Replacement Project
Authorization to Award Construction Contract

II. ACTION REQUESTED

Staff recommends that the City Council award the construction contract for the Sidewalk Panel Replacement Project No. SW22-06, to JM Pacific Construction LLC in the amount of \$169,934 and authorize the Mayor to sign the contract documents.

III. OVERVIEW

The city has been working to improve sidewalks and eliminate hazards throughout the city. Some areas require concrete panels to be replaced. This contract is to replace 132 sidewalk panels and to install new sidewalks in 6 areas. These areas of new sidewalks are gaps where sidewalks were either never installed or have been removed years ago. These gaps will also require 5 pedestrian ramps included in the contract.

IV. FISCAL IMPACT

The project is funded through one-time department 023 funds requested for 2023 and through CDBG funds for sidewalks and pedestrian improvements.

V. PROPOSED PROJECT SCHEDULE

If approved, the notice to proceed will be given on or by the 16th with the intentions of completing the project before weather prohibits concrete work.

VI. REFERENCE(S)

1. Bid Tab
2. Bid Proposal
3. Contract

VII. ADMINISTRATIVE ROUTING

Tammy McCord, City Clerk
Rob Jammerman, Public Works Director
Brad Posenjak, Finance Director
Laura Gloria, Executive Services Director
Nataliann Tutino, Senior Financial Analyst



City of Wenatchee
Bid Tabulation
DEADLINE: 3:00 p.m. October 4, 2023

1

SW22-06 Sidewalk Panel Replacement				J.M. Pacific Construction, Inc.	
Item #	DESCRIPTION	Unit	Quantity	Unit Price	Total
1	Removing Cement Conc. Sidewalk	SY	269	\$ 60.00	\$ 16,140.00
2	Removing Cement Conc. Curb and Gutter	LF	31	\$ 75.00	\$ 2,325.00
3	Crushed Surfacing Top Course	TON	25	\$ 125.00	\$ 3,125.00
4	Cement Conc. Traffic Curb and Gutter	LF	651	\$ 70.00	\$ 45,570.00
5	Cement Conc. Sidewalk	SY	604	\$ 100.00	\$ 60,400.00
6	Cement Conc. Pedestrian Curb	LF	15	\$ 85.00	\$ 1,275.00
7	Cement Conc. Curb Ramp	SY	55	\$ 125.00	\$ 6,875.00
8	Adjust Junction Box	Each	2	\$ 1,000.00	\$ 2,000.00
9	Cement Conc. Driveway Entrance	SY	91	\$ 64.00	\$ 5,824.00
10	Property Restoration	Each	33	\$ 800.00	\$ 26,400.00
BID TOTALS					\$ 169,934.00

**City of Wenatchee
Sidewalk Panel and Ramp Replacement**

BID PROPOSAL

This Proposal is submitted as an offer by the undersigned, having examined the Contract Documents and considered all conditions to be encountered, to enter into a Contract with the City of Wenatchee (City) to furnish all labor, materials, and equipment, and to perform all work necessary to complete this project, in accordance with the Contract Documents, in consideration of the amounts stated in this Proposal.

PROPOSAL AMOUNTS

Unit prices for all items, all extensions, and total amount of Bid shall be shown. Enter unit prices in numerical figures only in dollars and cents, i.e. to two (2) decimal places (including for whole dollar amounts). All figures must be clearly legible. Bids with illegible figures in the Unit Price column will be rejected as unresponsive. Where conflict occurs between the unit price and the total amount specified for any item, the unit price shall prevail, and totals shall be corrected to conform thereto.

The Bidder will provide the following items in accordance with the above specifications, for the prices listed:

<u>BID FORM – SCHEDULE OF VALUES</u>					
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE*	TOTAL
1	Removing Cement Conc. Sidewalk	269	SY	60.00	16,140.00
2	Removing Cement Conc. Curb and Gutter	31	LF	75.00	2,325.00
3	Crushed Surfacing Top Course	25	TON	125.00	3,125.00
4	Cement Conc. Traffic Curb and Gutter	651	LF	70.00	45,570.00
5	Cement Conc. Sidewalk	604	SY	100.00	60,400.00
6	Cement Conc. Pedestrian Curb	15	LF	85.00	1,275.00
7	Cement Conc. Curb Ramp	55	SY	125.00	6,875.00

*City of Wenatchee
Sidewalk Panel Replacement*

*September 2023
Bid Forms*

8	Adjust Junction Box	2	Each	1,000.00	2,000.00
9	Cement Conc. Driveway Entrance	91	SY	64.00	5,824.00
10	Property restoration	33	Each	800.00	26,400.00

TOTAL BID PRICE \$ 169,934.00

*All applicable sales tax shall be included in the unit and lump sum Bid price per Section 1-07.2(1) and WAC 458-20-171.

DECLARATION AND UNDERSTANDING

The undersigned, hereinafter called the Bidder, declares that the only persons or parties interested in this bid are those named herein, that this bid is, in all respects, fair and without fraud, that it is made without collusion with any official of the Owner, and that the bid is made without any connection or collusion with any person submitting another bid on this Contract.

The Bidder further declares that he has carefully examined the Contract Documents and that this bid is made according to the provisions and under the terms of the Contract Documents, which Documents are hereby made a part of this bid.

NON-DISCRIMINATION STATEMENT:

By signing and submitting this Bid to the City, the Bidder certifies that, it has not discriminated against any minority, women, or emerging small business enterprises in obtaining any subcontracts.

ADDENDA:

By signing and submitting this bid to the City, bidder represents that it has examined and carefully studied the Contract Documents, and other data identified in the Contract Documents, and the following Addenda, receipt of which is hereby acknowledged:

<i>ADDENDUM NO.</i>	<i>ADDENDUM DATE</i>
1	9/28/2023
2	10/2/2023

SIGNATURE OF BIDDER:

Name of Bidder: J.M. Pacific Construction, Inc.

Signature of Authorized Agent:  _____ 10/3/2023
(Date)

City of Wenatchee
Sidewalk Panel Replacement

September 2023
Bid Forms

Title: President

Business Address: 303 W. Northshore Drive
Moses Lake, WA 98837

Phone #: 509-760-2026 - cell
509-760-3081 office

Contractor State Registration No.: JMPACP*813JW

City of Wenatchee Business License No.: will get if awarded job

State Industrial Insurance No.: 817,820-00

Employment Security Department No.: 000-854-233002

Current UBI No.: 604-428-602

State Excise Tax Registration No.: 604-428-602



Certification of Compliance with Wage Payment Statutes

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date (September 19, 2023), that the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

J.M. Pacific Construction, Inc.
Bidder


Signature of Authorized Official*

Gerardo 'Jerry' Moncada
Printed Name

President
Title

10/3/2023
Date

Moses Lake
City

Washington
State

Check One:
Individual Partnership Joint Venture Corporation

State of Incorporation, or if not a corporation, State where business entity was formed:
Washington

If a co-partnership, give firm name under which business is transacted:

** If a corporation, bid must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, bid must be executed by a partner.*

Failure to return this Declaration as part of the bid proposal package will make the bid nonresponsive and ineligible for award.

NON-COLLUSION DECLARATION

I, by signing the proposal, hereby declare, under penalty of perjury under the laws of the United States that the following statements are true and correct:

1. That the undersigned person(s), firm, association or corporation has (have) not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.
2. **That by signing the signature page of this proposal, I am deemed to have signed and to have agreed to the provisions of this declaration.**

NOTICE TO ALL BIDDERS

To report rigging activities call:

1-800-424-9071

The U.S. Department of Transportation (USDOT) operates the above toll-free "hotline" Monday through Friday, 8:00 a.m. to 5:00 p.m., eastern time. Anyone with knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the "hotline" to report such activities.

The "hotline" is part of USDOT's continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of the USDOT Inspector General. All information will be treated confidentially and caller anonymity will be respected.



**Washington State
Department of Transportation**

Subcontractor List

Prepared in compliance with RCW 39.30.060 as amended

To Be Submitted with the Bid Proposal

Project Name Sidewalk Panel Replacement SW22-06

Failure to list subcontractors with whom the bidder, if awarded the contract, will directly subcontract for performance of the work of structural steel installation, rebar installation, heating, ventilation and air conditioning, plumbing, as described in Chapter 18.106 RCW, and electrical, as described in Chapter 19.28 RCW or naming more than one subcontractor to perform the same work will result in your bid being non-responsive and therefore void.

Subcontractor(s) with whom the bidder will directly subcontract that are proposed to perform the work of structural steel installation, rebar installation, heating, ventilation and air conditioning, plumbing, as described in Chapter 18.106 RCW, and electrical as described in Chapter 19.28 RCW must be listed below. The work to be performed is to be listed below the subcontractor(s) name.

To the extent the Project includes one or more categories of work referenced in RCW 39.30.060, and no subcontractor is listed below to perform such work, the bidder certifies that the work will either (i) be performed by the bidder itself, or (ii) be performed by a lower tier subcontractor who will not contract directly with the bidder.

Subcontractor Name N/A

Work to be performed _____

Subcontractor Name _____

Work to be performed _____

Subcontractor Name _____

Work to be performed _____

Subcontractor Name _____

Work to be performed _____

Subcontractor Name _____

Work to be performed _____

* Bidder's are notified that it is the opinion of the enforcement agency that PVC or metal conduit, junction boxes, etc, are considered electrical equipment and therefore considered part of electrical work, even if the installation is for future use and no wiring or electrical current is connected during the project.

C O N T R A C T

THIS AGREEMENT, made and entered into this ____ day of _____, 2023, between the CITY OF WENATCHEE, a Municipal Corporation of the State of Washington, and _____, hereinafter called the Contractor; WITNESSETH:

That in consideration of the payments, covenants, and agreements hereinafter mentioned and attached and made a part of this agreement to be made and performed by the parties hereto, the parties hereto covenant and agree as follows:

1. The contractor shall do all work and furnish all tools, materials, and equipment for City of Wenatchee Project **SW22-06 – Sidewalk Panel Replacement**, in the amount of (\$169,934.00 _____) (including applicable sales tax) in accordance with and as described in the attached plans and specifications and in full compliance with the terms, conditions, and stipulations herein set forth and attached, now referred to and by such reference incorporated herein and made a part hereof as fully for all purposes as if set forth at length, and shall perform any alterations in, or additions to, the work covered by this contract and every part thereof and any force account work which may be ordered as provided in this contract and every part thereof. The Contractor shall provide and be at the expense of all materials, labor, carriage, tools, implements and conveniences, and things of every description that may be requisite for the transfer of materials and for constructing and completing the work provided for in this contract and every part thereof, except such as mentioned in the specifications to be furnished by the City of Wenatchee.
2. The City of Wenatchee hereby promises and agrees with the Contractor to employ, and does employ the Contractor to provide the materials and to do and cause to be done the above described work and to complete and finish the same according to the attached plans and specifications and the terms and conditions herein contained, and hereby contracts to pay for the same according to the attached specifications and the schedule of unit or itemized prices hereto attached, at the time and in the manner and upon the conditions provided for in this contract and every part thereof. The City further agrees to employ the Contractor to perform any alterations or additions to the work covered by this contract and every part thereof and any force account work that may be ordered and to pay for the same under the terms of this contract and the attached plans and specifications.
3. The Contractor for himself, and for his heirs, executors, administrators, successors, and assigns, does hereby agree to the full performance of all the covenants herein contained upon the part of the Contractor.
4. It is further provided that no liability shall attach to the City by reason of entering into this contract, except as expressly provided for herein.

City of Wenatchee
Sidewalk Panel Replacement

September 2023
Special Provisions

- 5. Contractor agrees that he shall actively solicit the employment of minority group members. Contractor further agrees that he shall actively solicit bids for the subcontracting of goods or services from qualified minority businesses. Contractor shall furnish evidence of his compliance with these requirements of minority employment and solicitation. Contractor further agrees to consider the grant of subcontracts to said minority bidders on the basis of substantially equal bids in the light most favorable to said minority businesses. The contractor shall be required to submit evidence of compliance with this section as part of the bid.

IN WITNESS WHEREOF the said parties and each of them have caused these presents to be duly executed by its proper officers and in the proper person or persons, the day and year first above written.

ATTEST:

CITY OF WENATCHEE
A Municipal Corporation

City Clerk

Mayor

Contractor

By: _____

Printed Name/Title



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

FROM: Donald Nelson, Sr Project Engineer
Ryan Harmon, Engineering Services Manager
Public Works Department

MEETING DATE: October 12, 2023

I. SUBJECT

City Project SW23-06 – Guardrail Replacement
Authorization to Award Construction Contract

II. ACTION REQUESTED

Motion requested for City Council to award the construction contract for the Guardrail Replacement Project, City Project SW23-06, to the lowest responsive bidder and authorize the Mayor to sign the contract documents.

III. OVERVIEW

This project was established to install approximately 350-ft of guardrail along the east side of Skyline Drive in an area that has history of vehicles leaving the roadway and coming to rest in the yard area of a residential property. During design, a section of guardrail on North Road was hit by a vehicle. That guardrail replacement was added to this project.

The project was advertised on September 19th, 2023 and the City received a lone bid on October 4, 2023. Peterson Brothers, Inc. was the lone bidder at \$169,151.20.

IV. FISCAL IMPACT

The current project budget was approved as a one-time 2023 request. The current budget is \$120,000 inclusive of geotechnical investigation, design and construction for Skyline Drive. The addition of guardrail on North Road, along with higher than anticipated design engineering and construction costs results in the proposed budget request of an additional \$92,496.48 from fund 108.

V. PROPOSED PROJECT SCHEDULE

The construction contract includes 30 working days and requires a start date of November 1, 2023. If the contract is awarded, construction is scheduled to be complete in mid-January.

VI. REFERENCE(S)

1. Bid Tabulation

VII. ADMINISTRATIVE ROUTING

Agenda Report to Mayor and City Council
October 12, 2023
Page 2

Tammy McCord, City Clerk
Laura Gloria, Executive Services Director
Brad Posenjak, Finance Director
Rob Jammerman, Public Works Director
Jake Lewing, City Engineer
Nataliann Tutino, Sr. Financial Analyst



City of Wenatchee
Bid Tabulation
DEADLINE: 11:00 a.m. October 4, 2023

SW23-06 2023 Guardrail Improvements and Repair							1
Schedule A: Skyline Drive						Petersen Brothers, Inc	
Item #	DESCRIPTION	Unit	Quantity	Unit Price	Total		
1	Minor Changes	CALC.	1	\$ 2,500.00	\$ 2,500.00		
2	Roadway Surveying	LS	1	\$ 2,889.06	\$ 2,889.06		
3	SPCC Plan	LS	1	\$ 662.30	\$ 662.30		
4	Mobilization	LS	1	\$ 8,924.09	\$ 8,924.09		
5	Project Temporary Traffic Control	LS	1	\$ 25,059.53	\$ 25,059.53		
6	Clearing and Grubbing	LS	1	\$ 14,003.46	\$ 14,003.46		
7	Excavation, Embankment and Grading, Incl Haul	CY	80	\$ 95.63	\$ 7,650.40		
8	Salvage Chainlink Fence, Posts, and Gate	LS	1	\$ 1,617.60	\$ 1,617.60		
9	Gravel Borrow, Incl. Haul	TN	140	\$ 108.16	\$ 15,142.40		
10	Locate Existing Utilities	LS	1	\$ 3,619.06	\$ 3,619.06		
11	Adjust Manhole	EA	1	\$ 8,373.77	\$ 8,373.77		
12	Erosion Control and Water Pollution Prevention	LS	1	\$ 3,328.16	\$ 3,328.16		
13	Surface Restoration	LS	1	\$ 3,988.21	\$ 3,988.21		
14	Flexible Guide Post	EA	7	\$ 80.36	\$ 562.52		
15	Beam Guardrail Type 31	LF	25	\$ 88.15	\$ 2,203.75		
16	Beam Guardrail Type 31, 11 Ft. Long Post, Reduced Spacing	LF	300	\$ 136.04	\$ 40,812.00		
17	Beam Guardrail Type 31, Non-Flared Terminal	EA	2	\$ 4,745.44	\$ 9,490.88		
SCHEDULE A TOTALS					\$ 150,827.19		
Schedule B: North Road							
Item #	DESCRIPTION	Unit	Quantity	Unit Price	Total		
1	Minor Changes	CALC.	1	\$ 1,000.00	\$ 1,000.00		
2	SPCC Plan	LS	1	\$ 331.15	\$ 331.15		
3	Mobilization	LS	1	\$ 7,032.58	\$ 7,032.58		
4	Project Temporary Traffic Control	LS	1	\$ 3,037.78	\$ 3,037.78		
6	Erosion Control and Water Pollution Prevention	LS	1	\$ 1,644.97	\$ 1,644.97		
7	Flexible Guide Post	EA	3	\$ 139.93	\$ 419.79		
8	Removing Guardrail	LF	25	\$ 9.24	\$ 231.00		
9	Removing Guardrail Anchor	EA	1	\$ 231.10	\$ 231.10		
10	Beam Guardrail Transition Section Type 4, 11 Ft. Long Post, Reduced Spacing	EA	1	\$ 2,611.18	\$ 2,611.18		
12	Beam Guardrail Anchor Type 11	EA	1	\$ 1,784.46	\$ 1,784.46		
SCHEDULE B TOTALS					\$ 18,324.01		
TOTAL BID AMOUNT					\$ 169,151.20		



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

FROM: Emma Honeycutt, Transportation Planning and Development Engineering
Services Manager
Public Works Department, Engineering

MEETING DATE: October 12, 2023

I. SUBJECT

City Project No. 2405 – South Wenatchee Avenue Corridor Study
Authorization to Negotiate

II. ACTION REQUESTED

Motion requested for City Council to authorize the Mayor to negotiate with Fehr and Peers for services for the South Wenatchee Avenue Corridor Study, City Project No. 2405, and authorize the Mayor to sign a contract on behalf of the City of Wenatchee.

III. OVERVIEW

The South Wenatchee Avenue (SWA) Corridor Study will evaluate channelization options for South Wenatchee Avenue between Kittitas and Ferry Street. The consultant will develop a design report that identifies potential safety and mobility improvements for SWA taking into account multimodal accommodations and economic vitality of the corridor. The City of Wenatchee has allocated \$100,000 to conduct a traffic and multi-modal analysis for South Wenatchee Avenue for this section of the corridor.

A Request for Qualifications (RFQ) was issued in June of 2023. The City received three SOQ's and determined Fehr & Peers to be the successful candidate. Other firms that submitted proposals for the project include KPG Psomas and Transpo Engineers.

IV. FISCAL IMPACT

The project is 100% funded by the City of Wenatchee General Fund.

V. PROPOSED PROJECT SCHEDULE

The study will take place from Fall of 2023 to Spring of 2024.

VI. REFERENCE(S)

1. Draft Contract
2. Draft Scope of Work
3. Draft Fee Proposal
4. Proposed 2024 Budget

VII. ADMINISTRATIVE ROUTING

Tammy McCord, City Clerk
Rob Jammerman, Public Works Director
Jake Lewing, City Engineer
Nataliann Tutino, Senior Financial Analyst

Local Agency A&E Professional Services Cost Plus Fixed Fee Consultant Agreement

Agreement Number:

Firm/Organization Legal Name (do not use dba's):		
Address	Federal Aid Number	
UBI Number	Federal TIN or SSN Number	
Execution Date	Completion Date	
1099 Form Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Federal Participation <input type="checkbox"/> Yes <input type="checkbox"/> No	
Project Title		
Description of Work		
<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No DBE Participation <input type="checkbox"/> No MBE Participation <input type="checkbox"/> No WBE Participation <input type="checkbox"/> No SBE Participation	Total Amount Authorized: Management Reserve Fund: Maximum Amount Payable:

Index of Exhibits

- [Exhibit A](#) Scope of Work
- [Exhibit B](#) DBE Participation
- [Exhibit C](#) Preparation and Delivery of Electronic Engineering and Other Data
- [Exhibit D](#) Prime Consultant Cost Computations
- [Exhibit E](#) Sub-consultant Cost Computations
- [Exhibit F](#) Title VI Assurances
- [Exhibit G](#) Certification Documents
- [Exhibit H](#) Liability Insurance Increase
- [Exhibit I](#) Alleged Consultant Design Error Procedures
- [Exhibit J](#) Consultant Claim Procedures

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THIS AGREEMENT, made and entered into as shown in the “Execution Date” box on page one (1) of this AGREEMENT, between the hereinafter called the “AGENCY,” and the “Firm / Organization Name” referenced on page one (1) of this AGREEMENT, hereinafter called the “CONSULTANT.”

WHEREAS, the AGENCY desires to accomplish the work referenced in “Description of Work” on page one (1) of this AGREEMENT and hereafter called the “SERVICES;” and does not have sufficient staff to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary SERVICES; and

WHEREAS, the CONSULTANT represents that they comply with the Washington State Statutes relating to professional registration, if applicable, and has signified a willingness to furnish consulting services to the AGENCY.

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

I. General Description of Work

The work under this AGREEMENT shall consist of the above-described SERVICES as herein defined, and necessary to accomplish the completed work for this project. The CONSULTANT shall furnish all services, labor, and related equipment and, if applicable, sub-consultants and subcontractors necessary to conduct and complete the SERVICES as designated elsewhere in this AGREEMENT.

II. General Scope of Work

The Scope of Work and projected level of effort required for these SERVICES is described in Exhibit “A” attached hereto and by this reference made a part of this AGREEMENT. The General Scope of Work was developed utilizing performance based contracting methodologies.

III. General Requirements

All aspects of coordination of the work of this AGREEMENT with outside agencies, groups, or individuals shall receive advance approval by the AGENCY. Necessary contacts and meetings with agencies, groups, and/or individuals shall be coordinated through the AGENCY. The CONSULTANT shall attend coordination, progress, and presentation meetings with the AGENCY and/or such State, Federal, Community, City, or County officials, groups or individuals as may be requested by the AGENCY. The AGENCY will provide the CONSULTANT sufficient notice prior to meetings requiring CONSULTANT participation. The minimum required hours or days’ notice shall be agreed to between the AGENCY and the CONSULTANT and shown in Exhibit “A.”

The CONSULTANT shall prepare a monthly progress report, in a form approved by the AGENCY, which will outline in written and graphical form the various phases and the order of performance of the SERVICES in sufficient detail so that the progress of the SERVICES can easily be evaluated.

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations, and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

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Participation for Disadvantaged Business Enterprises (DBE) or Small Business Enterprises (SBE), if required, per 49 CFR Part 26, shall be shown on the heading of this AGREEMENT. If DBE firms are utilized at the commencement of this AGREEMENT, the amounts authorized to each firm and their certification number will be shown on Exhibit “B” attached hereto and by this reference made part of this AGREEMENT. If the Prime CONSULTANT is a DBE certified firm they must comply with the Commercial Useful Function (CUF) regulation outlined in the AGENCY’s “DBE Program Participation Plan” and perform a minimum of 30% of the total amount of this AGREEMENT. It is recommended, but not required, that non-DBE Prime CONSULTANTS perform a minimum of 30% of the total amount of this AGREEMENT.

In the absents of a mandatory DBE goal, a voluntary SBE goal amount of ten percent of the Consultant Agreement is established. The Consultant shall develop a SBE Participation Plan prior to commencing work. Although the goal is voluntary, the outreach efforts to provide SBE maximum practicable opportunities are not.

The CONSULTANT, on a monthly basis, shall enter the amounts paid to all firms (including Prime) involved with this AGREEMENT into the wsdot.diversitycompliance.com program. Payment information shall identify any DBE Participation.

All Reports, PS&E materials, and other data furnished to the CONSULTANT by the AGENCY shall be returned. All electronic files, prepared by the CONSULTANT, must meet the requirements as outlined in Exhibit “C – Preparation and Delivery of Electronic Engineering and other Data.”

All designs, drawings, specifications, documents, and other work products, including all electronic files, prepared by the CONSULTANT prior to completion or termination of this AGREEMENT are instruments of service for these SERVICES, and are the property of the AGENCY. Reuse by the AGENCY or by others, acting through or on behalf of the AGENCY of any such instruments of service, not occurring as a part of this SERVICE, shall be without liability or legal exposure to the CONSULTANT.

Any and all notices or requests required under this AGREEMENT shall be made in writing and sent to the other party by (i) certified mail, return receipt requested, or (ii) by email or facsimile, to the address set forth below:

If to AGENCY:

Name:
Agency:
Address:
City: State: Zip:
Email:
Phone:
Facsimile:

If to CONSULTANT:

Name:
Agency:
Address:
City: State: Zip:
Email:
Phone:
Facsimile:

IV. Time for Beginning and Completion

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

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

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V. Payment Provisions

The CONSULTANT shall be paid by the AGENCY for completed SERVICES rendered under this AGREEMENT as provided hereinafter. Such payment shall be full compensation for SERVICES performed or SERVICES rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete SERVICES, specified in Section II, "Scope of Work". The CONSULTANT shall conform to all applicable portions of 48 CFR Part 31 (www.ecfr.gov). The estimate in support of the Cost Plus Fixed Fee amount is attached hereto as Exhibits "D" and "E" and by this reference made part of this AGREEMENT.

- A. Actual Costs: Payment for all consulting services for this PROJECT shall be on the basis of the CONSULTANT'S actual cost plus a fixed fee. The actual cost shall include direct salary cost, indirect cost rate, and direct non-salary costs.
1. Direct (RAW) Labor Costs: The Direct (RAW) Labor Cost is the direct salary paid to principals, professional, technical, and clerical personnel for the time they are productively engaged in work necessary to fulfill the terms of this AGREEMENT. The CONSULTANT shall maintain support data to verify the direct salary costs billed to the AGENCY.
 2. Indirect Cost Rate (ICR) Costs: ICR Costs are those costs, other than direct costs, which are included as such on the books of the CONSULTANT in the normal everyday keeping of its books. Progress payments shall be made at the ICR rates shown in attached Exhibits "D" and "E" of this AGREEMENT. Total ICR payment shall be based on Actual Costs. The AGENCY agrees to reimburse the CONSULTANT the actual ICR costs verified by audit, up to the Maximum Total Amount Payable, authorized under this AGREEMENT, when accumulated with all other Actual Costs.
A summary of the CONSULTANT'S cost estimate and the ICR percentage is shown in Exhibits "D" and "E", attached hereto and by this reference made part of this AGREEMENT. The CONSULTANT (prime and all A&E sub-consultants) will submit to the AGENCY within six (6) months after the end of each firm's fiscal year, an ICR schedule in the format required by the AGENCY (cost category, dollar expenditures, etc.) for the purpose of adjusting the ICR rate for billings received and paid during the fiscal year represented by the ICR schedule. It shall also be used for the computation of progress payments during the following year and for retroactively adjusting the previous year's ICR cost to reflect the actual rate. The ICR schedule will be sent to Email: ConsultantRates@wsdot.wa.gov.
Failure to supply this information by either the prime CONSULTANT or any of their A&E sub-consultants shall cause the AGENCY to withhold payment of the billed ICR costs until such time as the required information is received and an overhead rate for billing purposes is approved.
The AGENCY's Project Manager and/or the Federal Government may perform an audit of the CONSULTANT'S books and records at any time during regular business hours to determine the actual ICR rate, if they so desire.
 3. Direct Non-Salary Costs: Direct Non-Salary Costs will be reimbursed at the Actual Cost to the CONSULTANT. (excluding Meals, which are reimbursed at the per diem rates identified in this section) These charges may include, but are not limited to, the following items: travel, printing, long distance telephone, supplies, computer charges and fees of sub-consultants. Air or train travel will be reimbursed only to economy class levels unless otherwise approved by the AGENCY. The CONSULTANT shall comply with the rules and regulations regarding travel costs (excluding air, train, and rental car costs) in accordance with WSDOT's Accounting Manual M 13-82, Chapter 10 – Travel Rules and Procedures, and revisions thereto. Air, train, and rental car costs shall be reimbursed in accordance with 48 Code of Federal Regulations (CFR) Part 31.205-46 "Travel Costs." The billing for Direct Non-Salary Costs shall include an itemized listing of the charges directly identifiable with the PROJECT. The CONSULTANT shall maintain the original supporting documents in their office. Copies of the original supporting documents shall be supplied to the AGENCY upon request. All above charges must be necessary for the services provided under this AGREEMENT.

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4. Fixed Fee: The Fixed Fee, which represents the CONSULTANT'S profit, is shown in attached Exhibits "D" and "E" of this AGREEMENT. This fee is based on the Scope of Work defined in this AGREEMENT and the estimated person-hours required to perform the stated Scope of Work. In the event the CONSULTANT enters into a supplemental AGREEMENT for additional work, the supplemental AGREEMENT may include provisions for the added costs and an appropriate additional fee. The Fixed Fee will be prorated and paid monthly in proportion to the percentage of work completed by the CONSULTANT and reported in the Monthly Progress Reports accompanying the billings. Any portion of the Fixed Fee earned but not previously paid in the progress payments will be covered in the final payment, subject to the provisions of Section IX entitled "Termination of Agreement."
 5. Management Reserve Fund (MRF): The AGENCY may desire to establish MRF to provide the Agreement Administrator with the flexibility to authorize additional funds to the AGREEMENT for allowable unforeseen costs, or reimbursing the CONSULTANT for additional work beyond that already defined in this AGREEMENT. Such authorization(s) shall be in writing and shall not exceed the lesser of \$100,000 or 10% of the Total Amount Authorized as shown in the heading of this AGREEMENT. The amount included for the MRF is shown in the heading of this AGREEMENT. This fund may not be replenished. Any changes requiring additional costs in excess of the MRF shall be made in accordance with Section XIII, "Extra Work."
 6. Maximum Total Amount Payable: The Maximum Total Amount Payable by the AGENCY to the CONSULTANT under this AGREEMENT shall not exceed the amount shown in the heading of this AGREEMENT. The Maximum Total Amount Payable is comprised of the Total Amount Authorized, and the MRF. The Maximum Total Amount Payable does not include payment for Extra Work as stipulated in Section XIII, "Extra Work." No minimum amount payable is guaranteed under this AGREEMENT.
- B. Monthly Progress Payments: The CONSULTANT may submit billings to the AGENCY for reimbursement of Actual Costs plus the ICR and calculated fee on a monthly basis during the progress of the work. Such billings shall be in a format approved by the AGENCY and accompanied by the monthly progress reports required under Section III, "General Requirements" of this AGREEMENT. The billings will be supported by an itemized listing for each item including Direct (RAW) Labor, Direct Non-Salary, and allowable ICR Costs to which will be added the prorated Fixed Fee. To provide a means of verifying the billed Direct (RAW) Labor costs for CONSULTANT employees, the AGENCY may conduct employee interviews. These interviews may consist of recording the names, titles, Direct (RAW) Labor rates, and present duties of those employees performing work on the PROJECT at the time of the interview.
- C. Final Payment: Final Payment of any balance due the CONSULTANT of the gross amount earned will be made promptly upon its verification by the AGENCY after the completion of the work under this AGREEMENT, contingent, if applicable, upon receipt of all PS&E, plans, maps, notes, reports, electronic data and other related documents which are required to be furnished under this AGREEMENT. Acceptance of such Final Payment by the CONSULTANT shall constitute a release of all claims for payment, which the CONSULTANT may have against the AGENCY unless such claims are specifically reserved in writing and transmitted to the AGENCY by the CONSULTANT prior to its acceptance. Said Final Payment shall not, however, be a bar to any claims that the AGENCY may have against the CONSULTANT or to any remedies the AGENCY may pursue with respect to such claims.

The payment of any billing will not constitute agreement as to the appropriateness of any item and at the time of final audit; all required adjustments will be made and reflected in a final payment. In the event that such final audit reveals an overpayment to the CONSULTANT, the CONSULTANT will refund such overpayment to the AGENCY within thirty (30) calendar days of notice of the overpayment. Such refund shall not constitute a waiver by the CONSULTANT for any claims relating to the validity of a finding by the AGENCY of overpayment. The CONSULTANT has twenty (20) working days after receipt of the final POST AUDIT to begin the appeal process to the AGENCY for audit findings.

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D. Inspection of Cost Records: The CONSULTANT and their sub-consultants shall keep available for inspection by representatives of the AGENCY and the United States, for a period of six (6) years after receipt of final payment, the cost records and accounts pertaining to this AGREEMENT and all items related to or bearing upon these records with the following exception: if any litigation, claim or audit arising out of, in connection with, or related to this AGREEMENT is initiated before the expiration of the six (6) year period, the cost records and accounts shall be retained until such litigation, claim, or audit involving the records is completed.

An interim or post audit may be performed on this AGREEMENT. The audit, if any, will be performed by the State Auditor, WSDOT's Internal Audit Office and/or at the request of the AGENCY's Project Manager.

VI. Sub-Contracting

The AGENCY permits subcontracts for those items of SERVICES as shown in Exhibit "A" attached hereto and by this reference made part of this AGREEMENT.

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

Compensation for this sub-consultant SERVICES shall be based on the cost factors shown on Exhibit "E" attached hereto and by this reference made part of this AGREEMENT.

The SERVICES of the sub-consultant shall not exceed its maximum amount payable identified in each sub-consultant cost estimate unless a prior written approval has been issued by the AGENCY.

All reimbursable direct labor, indirect cost rate, direct non-salary costs and fixed fee costs for the sub-consultant shall be negotiated and substantiated in accordance with section V "Payment Provisions" herein and shall be memorialized in a final written acknowledgement between the parties.

All subcontracts shall contain all applicable provisions of this AGREEMENT, and the CONSULTANT shall require each sub-consultant or subcontractor, of any tier, to abide by the terms and conditions of this AGREEMENT. With respect to sub-consultant payment, the CONSULTANT shall comply with all applicable sections of the STATE's Prompt Payment laws as set forth in RCW 39.04.250 and RCW 39.76.011.

The CONSULTANT, sub-recipient, or sub-consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this AGREEMENT. The CONSULTANT shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the CONSULTANT to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the recipient deems appropriate.

VII. Employment and Organizational Conflict of Interest

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

Any and all employees of the CONSULTANT or other persons while engaged in the performance of any work or services required of the CONSULTANT under this AGREEMENT, shall be considered employees of the CONSULTANT only and not of the AGENCY, and any and all claims that may arise under any Workmen's

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Compensation Act on behalf of said employees or other persons while so engaged, and any and all claims made by a third party as a consequence of any act or omission on the part of the CONSULTANT's employees or other persons while so engaged on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT.

The CONSULTANT shall not engage, on a full- or part-time basis, or other basis, during the period of this AGREEMENT, any professional or technical personnel who are, or have been, at any time during the period of this AGREEMENT, in the employ of the United States Department of Transportation or the AGENCY, except regularly retired employees, without written consent of the public employer of such person if he/she will be working on this AGREEMENT for the CONSULTANT.

VIII. Nondiscrimination

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees, sub-consultants, subcontractors and successors in interest, agrees to comply with the following laws and regulations:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. Chapter 21 Subchapter V § 2000d through 2000d-4a)
- Federal-aid Highway Act of 1973 (23 U.S.C. Chapter 3 § 324)
- Rehabilitation Act of 1973 (29 U.S.C. Chapter 16 Subchapter V § 794)
- Age Discrimination Act of 1975 (42 U.S.C. Chapter 76 § 6101 *et. seq.*)
- Civil Rights Restoration Act of 1987 (Public Law 100-259)
- American with Disabilities Act of 1990 (42 U.S.C. Chapter 126 § 12101 *et. seq.*)
- 23 CFR Part 200
- 49 CFR Part 21
- 49 CFR Part 26
- RCW 49.60.180

In relation to Title VI of the Civil Rights Act of 1964, the CONSULTANT is bound by the provisions of Exhibit "F" attached hereto and by this reference made part of this AGREEMENT, and shall include the attached Exhibit "F" in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

IX. Termination of Agreement

The right is reserved by the AGENCY to terminate this AGREEMENT at any time with or without cause upon ten (10) days written notice to the CONSULTANT.

In the event this AGREEMENT is terminated by the AGENCY, other than for default on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for actual hours charged and any appropriate fixed fee percentage at the time of termination of this AGREEMENT, plus any direct non-salary costs incurred up to the time of termination of this AGREEMENT.

No payment shall be made for any SERVICES completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. If the accumulated payment made to the CONSULTANT prior to Notice of Termination exceeds the total amount that would be due when computed as set forth in paragraph two (2) of this section, then no final payment shall be due and the CONSULTANT shall immediately reimburse the AGENCY for any excess paid.

If the services of the CONSULTANT are terminated by the AGENCY for default on the part of the CONSULTANT, the above formula for payment shall not apply.

In the event of a termination for default, the amount to be paid to the CONSULTANT shall be determined by the AGENCY with consideration given to the actual costs incurred by the CONSULTANT in performing SERVICES to the date of termination, the amount of SERVICES originally required which was satisfactorily completed to

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date of termination, whether that SERVICE is in a form or a type which is usable to the AGENCY at the time of termination, the cost to the AGENCY of employing another firm to complete the SERVICES required and the time which may be required to do so, and other factors which affect the value to the AGENCY of the SERVICES performed at the time of termination. Under no circumstances shall payment made under this subsection exceed the amount, which would have been made using the formula set forth in paragraph two (2) of this section.

If it is determined for any reason that the CONSULTANT was not in default or that the CONSULTANT's failure to perform is without the CONSULTANT's or its employee's fault or negligence, the termination shall be deemed to be a termination for the convenience of the AGENCY. In such an event, the CONSULTANT would be reimbursed for actual costs and appropriate fixed fee percentage in accordance with the termination for other than default clauses listed previously.

The CONSULTANT shall, within 15 days, notify the AGENCY in writing, in the event of the death of any member, partner, or officer of the CONSULTANT or the death or change of any of the CONSULTANT's supervisory and/or other key personnel assigned to the project or disaffiliation of any principally involved CONSULTANT employee. The CONSULTANT shall also notify the AGENCY, in writing, in the event of the sale or transfer of 50% or more of the beneficial ownership of the CONSULTANT within 15 days of such sale or transfer occurring. The CONSULTANT shall continue to be obligated to complete the SERVICES under the terms of this AGREEMENT unless the AGENCY chooses to terminate this AGREEMENT for convenience or chooses to renegotiate any term(s) of this AGREEMENT. If termination for convenience occurs, final payment will be made to the CONSULTANT as set forth in the second and third paragraphs of this section.

Payment for any part of the SERVICES by the AGENCY shall not constitute a waiver by the AGENCY of any remedies of any type it may have against the CONSULTANT for any breach of this AGREEMENT by the CONSULTANT, or for failure of the CONSULTANT to perform SERVICES required of it by the AGENCY. Forbearance of any rights under the AGREEMENT will not constitute waiver of entitlement to exercise those rights with respect to any future act or omission by the CONSULTANT.

X. Changes of Work

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

XI. Disputes

Any disputed issue not resolved pursuant to the terms of this AGREEMENT shall be submitted in writing within 10 days to the Director of Public Works or AGENCY Engineer, whose decision in the matter shall be final and binding on the parties of this AGREEMENT; provided however, that if an action is brought challenging the Director of Public Works or AGENCY Engineer's decision, that decision shall be subject to judicial review. If the parties to this AGREEMENT mutually agree, disputes concerning alleged design errors will be conducted under the procedures found in Exhibit "J". In the event that either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this AGREEMENT, this action shall be initiated in the Superior Court of the State of Washington, situated in the county in which the AGENCY is located. The parties hereto agree that all questions shall be resolved by application of Washington law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, situated in the county in which the AGENCY is located.

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XII. Legal Relations

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

The CONSULTANT shall defend, indemnify, and hold The State of Washington (STATE) and the AGENCY and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the negligence of, or the breach of any obligation under this AGREEMENT by, the CONSULTANT or the CONSULTANT's agents, employees, sub consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable; provided that nothing herein shall require a CONSULTANT to defend or indemnify the STATE and the AGENCY and their officers and employees against and hold harmless the STATE and the AGENCY and their officers and employees from claims, demands or suits based solely upon the negligence of, or breach of any obligation under this AGREEMENT by the STATE and the AGENCY, their agents, officers, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the STATE and/or the AGENCY may be legally liable; and provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT is legally liable, and (b) the STATE and/or AGENCY, their agents, officers, employees, sub-consultants, subcontractors and or vendors, of any tier, or any other persons for whom the STATE and or AGENCY may be legally liable, the defense and indemnity obligation shall be valid and enforceable only to the extent of the CONSULTANT's negligence or the negligence of the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable. This provision shall be included in any AGREEMENT between CONSULTANT and any sub-consultant, subcontractor and vendor, of any tier.

The CONSULTANT shall also defend, indemnify, and hold the STATE and the AGENCY and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions by the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable, in performance of the Work under this AGREEMENT or arising out of any use in connection with the AGREEMENT of methods, processes, designs, information or other items furnished or communicated to STATE and/or the AGENCY, their agents, officers and employees pursuant to the AGREEMENT; provided that this indemnity shall not apply to any alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions resulting from STATE and/or AGENCY's, their agents', officers' and employees' failure to comply with specific written instructions regarding use provided to STATE and/or AGENCY, their agents, officers and employees by the CONSULTANT, its agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable.

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

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the AGENCY may, in its sole discretion, by written notice to the CONSULTANT terminate this AGREEMENT if it is found after due notice and examination by the AGENCY that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the CONSULTANT in the procurement of, or performance under, this AGREEMENT.

The CONSULTANT specifically assumes potential liability for actions brought by the CONSULTANT's own employees or its agents against the STATE and /or the AGENCY and, solely for the purpose of this indemnification and defense, the CONSULTANT specifically waives any immunity under the state industrial insurance law, Title 51 RCW. This waiver has been mutually negotiated between the Parties.

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

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

Insurance Coverage

- A. Worker's compensation and employer's liability insurance as required by the STATE.
- B. Commercial general liability insurance written under ISO Form CG 00 01 12 04 or its equivalent with minimum limits of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) in the aggregate for each policy period.
- C. Business auto liability insurance written under ISO Form CG 00 01 10 01 or equivalent providing coverage for any "Auto" (Symbol 1) used in an amount not less than a one million dollar (\$1,000,000.00) combined single limit for each occurrence.

Excepting the Worker's Compensation Insurance and any Professional Liability Insurance, the STATE and AGENCY, their officers, employees, and agents will be named on all policies of CONSULTANT and any sub-consultant and/or subcontractor as an additional insured (the "AIs"), with no restrictions or limitations concerning products and completed operations coverage. This coverage shall be primary coverage and non-contributory and any coverage maintained by the AIs shall be excess over, and shall not contribute with, the additional insured coverage required hereunder. The CONSULTANT's and the sub-consultant's and/or subcontractor's insurer shall waive any and all rights of subrogation against the AIs. The CONSULTANT shall furnish the AGENCY with verification of insurance and endorsements required by this AGREEMENT. The AGENCY reserves the right to require complete, certified copies of all required insurance policies at any time.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. The CONSULTANT shall submit a verification of insurance as outlined above within fourteen (14) days of the execution of this AGREEMENT to:

Name:
Agency:
Address:
City: State: Zip:
Email:
Phone:
Facsimile:

No cancellation of the foregoing policies shall be effective without thirty (30) days prior notice to the AGENCY.

The CONSULTANT's professional liability to the AGENCY, including that which may arise in reference to section IX "Termination of Agreement" of this AGREEMENT, shall be limited to the accumulative amount of the authorized AGREEMENT amount or one million dollars (\$1,000,000.00), whichever is greater, unless the limit of liability is increased by the AGENCY pursuant to Exhibit H. In no case shall the CONSULTANT's professional liability to third parties be limited in any way.

Agreement Number:

The parties enter into this AGREEMENT for the sole benefit of the parties, and to the exclusion of any third party, and no third party beneficiary is intended or created by the execution of this AGREEMENT.

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

XIII. Extra Work

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

XIV. Endorsement of Plans

If applicable, the CONSULTANT shall place their endorsement on all plans, estimates, or any other engineering data furnished by them.

XV. Federal Review

The Federal Highway Administration shall have the right to participate in the review or examination of the SERVICES in progress.

XVI. Certification of the Consultant and the Agency

Attached hereto as Exhibit “G-1(a and b)” are the Certifications of the CONSULTANT and the AGENCY, Exhibit “G-2” Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions, Exhibit “G-3” Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying and Exhibit “G-4” Certificate of Current Cost or Pricing Data. Exhibit “G-3” is required only in AGREEMENT’s over one hundred thousand dollars (\$100,000.00) and Exhibit “G-4” is required only in AGREEMENT’s over five hundred thousand dollars (\$500,000.00.) These Exhibits must be executed by the CONSULTANT, and submitted with the master AGREEMENT, and returned to the AGENCY at the address listed in section III “General Requirements” prior to its performance of any SERVICES under this AGREEMENT.

Agreement Number:

XVII. Complete Agreement

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

XVIII. Execution and Acceptance

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

XIX. Protection of Confidential Information

The CONSULTANT acknowledges that some of the material and information that may come into its possession or knowledge in connection with this AGREEMENT or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under either chapter 42.56 RCW or other local, state or federal statutes ("State's Confidential Information"). The "State's Confidential Information" includes, but is not limited to, names, addresses, Social Security numbers, e-mail addresses, telephone numbers, financial profiles, credit card information, driver's license numbers, medical data, law enforcement records (or any other information identifiable to an individual), STATE and AGENCY source code or object code, STATE and AGENCY security data, non-public Specifications, STATE and AGENCY non-publicly available data, proprietary software, State security data, or information which may jeopardize any part of the project that relates to any of these types of information. The CONSULTANT agrees to hold the State's Confidential Information in strictest confidence and not to make use of the State's Confidential Information for any purpose other than the performance of this AGREEMENT, to release it only to authorized employees, sub-consultants or subcontractors requiring such information for the purposes of carrying out this AGREEMENT, and not to release, divulge, publish, transfer, sell, disclose, or otherwise make it known to any other party without the AGENCY's express written consent or as provided by law. The CONSULTANT agrees to release such information or material only to employees, sub-consultants or subcontractors who have signed a nondisclosure AGREEMENT, the terms of which have been previously approved by the AGENCY. The CONSULTANT agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to the State's Confidential Information.

Immediately upon expiration or termination of this AGREEMENT, the CONSULTANT shall, at the AGENCY's option: (i) certify to the AGENCY that the CONSULTANT has destroyed all of the State's Confidential Information; or (ii) returned all of the State's Confidential Information to the AGENCY; or (iii) take whatever other steps the AGENCY requires of the CONSULTANT to protect the State's Confidential Information.

As required under Executive Order 00-03, the CONSULTANT shall maintain a log documenting the following: the State's Confidential Information received in the performance of this AGREEMENT; the purpose(s) for which the State's Confidential Information was received; who received, maintained and used the State's Confidential Information; and the final disposition of the State's Confidential Information. The CONSULTANT's records shall be subject to inspection, review, or audit upon reasonable notice from the AGENCY.

The AGENCY reserves the right to monitor, audit, or investigate the use of the State's Confidential Information collected, used, or acquired by the CONSULTANT through this AGREEMENT. The monitoring, auditing, or investigating may include, but is not limited to, salting databases.

Agreement Number:

Violation of this section by the CONSULTANT or its sub-consultants or subcontractors may result in termination of this AGREEMENT and demand for return of all State's Confidential Information, monetary damages, or penalties.

It is understood and acknowledged that the CONSULTANT may provide the AGENCY with information which is proprietary and/or confidential during the term of this AGREEMENT. The parties agree to maintain the confidentiality of such information during the term of this AGREEMENT and afterwards. All materials containing such proprietary and/or confidential information shall be clearly identified and marked as "Confidential" and shall be returned to the disclosing party at the conclusion of the SERVICES under this AGREEMENT.

The CONSULTANT shall provide the AGENCY with a list of all information and materials it considers confidential and/or proprietary in nature: (a) at the commencement of the term of this AGREEMENT; or (b) as soon as such confidential or proprietary material is developed. "Proprietary and/or confidential information" is not meant to include any information which, at the time of its disclosure: (i) is already known to the other party; (ii) is rightfully disclosed to one of the parties by a third party that is not acting as an agent or representative for the other party; (iii) is independently developed by or for the other party; (iv) is publicly known; or (v) is generally utilized by unaffiliated third parties engaged in the same business or businesses as the CONSULTANT.

The parties also acknowledge that the AGENCY is subject to Washington State and federal public disclosure laws. As such, the AGENCY shall maintain the confidentiality of all such information marked proprietary and/or confidential or otherwise exempt, unless such disclosure is required under applicable state or federal law. If a public disclosure request is made to view materials identified as "Proprietary and/or confidential information" or otherwise exempt information, the AGENCY will notify the CONSULTANT of the request and of the date that such records will be released to the requester unless the CONSULTANT obtains a court order from a court of competent jurisdiction enjoining that disclosure. If the CONSULTANT fails to obtain the court order enjoining disclosure, the AGENCY will release the requested information on the date specified.

The CONSULTANT agrees to notify the sub-consultant of any AGENCY communication regarding disclosure that may include a sub-consultant's proprietary and/or confidential information. The CONSULTANT notification to the sub-consultant will include the date that such records will be released by the AGENCY to the requester and state that unless the sub-consultant obtains a court order from a court of competent jurisdiction enjoining that disclosure the AGENCY will release the requested information. If the CONSULTANT and/or sub-consultant fail to obtain a court order or other judicial relief enjoining the AGENCY by the release date, the CONSULTANT shall waive and release and shall hold harmless and indemnify the AGENCY from all claims of actual or alleged damages, liabilities, or costs associated with the AGENCY's said disclosure of sub-consultants' information.

XX. Records Maintenance

During the progress of the Work and SERVICES provided hereunder and for a period of not less than six (6) years from the date of final payment to the CONSULTANT, the CONSULTANT shall keep, retain and maintain all "documents" pertaining to the SERVICES provided pursuant to this AGREEMENT. Copies of all "documents" pertaining to the SERVICES provided hereunder shall be made available for review at the CONSULTANT's place of business during normal working hours. If any litigation, claim or audit is commenced, the CONSULTANT shall cooperate with AGENCY and assist in the production of all such documents. "Documents" shall be retained until all litigation, claims or audit findings have been resolved even though such litigation, claim or audit continues past the six (6) year retention period.

For purposes of this AGREEMENT, "documents" means every writing or record of every type and description, including electronically stored information ("ESI"), that is in the possession, control, or custody of the CONSULTANT, including, without limitation, any and all correspondences, contracts, AGREEMENT 's, appraisals, plans, designs, data, surveys, maps, spreadsheets, memoranda, stenographic or handwritten notes, reports, records, telegrams, schedules, diaries, notebooks, logbooks, invoices, accounting records, work sheets, charts, notes, drafts, scribbings, recordings, visual displays, photographs, minutes of meetings,

Agreement Number:

tabulations, computations, summaries, inventories, and writings regarding conferences, conversations or telephone conversations, and any and all other taped, recorded, written, printed or typed matters of any kind or description; every copy of the foregoing whether or not the original is in the possession, custody, or control of the CONSULTANT, and every copy of any of the foregoing, whether or not such copy is a copy identical to an original, or whether or not such copy contains any commentary or notation whatsoever that does not appear on the original.

For purposes of this AGREEMENT, "ESI" means any and all computer data or electronic recorded media of any kind, including "Native Files", that are stored in any medium from which it can be retrieved and examined, either directly or after translation into a reasonably useable form. ESI may include information and/or documentation stored in various software programs such as: Email, Outlook, Word, Excel, Access, Publisher, PowerPoint, Adobe Acrobat, SQL databases, or any other software or electronic communication programs or databases that the CONSULTANT may use in the performance of its operations. ESI may be located on network servers, backup tapes, smart phones, thumb drives, CDs, DVDs, floppy disks, work computers, cell phones, laptops or any other electronic device that CONSULTANT uses in the performance of its Work or SERVICES hereunder, including any personal devices used by the CONSULTANT or any sub-consultant at home.

"Native files" are a subset of ESI and refer to the electronic format of the application in which such ESI is normally created, viewed, and /or modified.

The CONSULTANT shall include this section XX "Records Maintenance" in every subcontract it enters into in relation to this AGREEMENT and bind the sub-consultant to its terms, unless expressly agreed to otherwise in writing by the AGENCY prior to the execution of such subcontract.

In witness whereof, the parties hereto have executed this AGREEMENT as of the day and year shown in the "Execution Date" box on page one (1) of this AGREEMENT.

Kendra Breiland

Signature

Date

Signature

Date

Any modification, change, or reformation of this AGREEMENT shall require approval as to form by the Office of the Attorney General.

Agreement Number:

Exhibit A
Scope of Work

Project No.

Agreement Number:

South Wenatchee Avenue Corridor Study

Scope of Work

The South Wenatchee Avenue Corridor Study will evaluate opportunities to improve safety and mobility on South Wenatchee Avenue between Kittitas Street and Ferry Street for people walking, biking, driving, and using mobility devices. This study will gather feedback from the community to inform project alternatives and ensure that the preferred alternative meets the needs and desires of the community. This study will result in a report that includes alternatives analysis, planning level estimates, and recommendations for implementation.

Task 1 Project Management

The objective of this task is to ensure effective and efficient communication between the Consultant and the City project team to anticipate and resolve challenges and ensure project deliverables meet the City's expectations. The Consultant Project Manager will be responsible for proactively managing the tasks and providing all services and work needed to complete the project. The Consultant Project Manager will proactively communicate any potential schedule impacts due to outstanding data needs or decisions made by City Staff.

1.1 Kick off Meeting

Representatives from the Consultant Team will attend a 1-hour virtual project Kick Off meeting in late September to review project scope, schedule, budget, and deliverables to ensure expectations are clear. That meeting will cover project communication protocols, including whom to inform of a specific issue and whom to contact for assistance.

Deliverables:

- Meeting agenda
- Meeting summary

1.2 Bi-Weekly Check-In Calls and Invoicing

The Consultant Project Manager and Deputy Project Manager will schedule and attend 30-minute bi-weekly check-in calls with the City's Project Manager. The bi-weekly check-in calls in this contract are expected to occur between October 2023 and April 2024. Other members of the project team will attend check-in calls as needed to provide updates on technical and community outreach tasks and discuss upcoming tasks. The Consultant Project Manager will also provide monthly invoices and progress reports documenting the status of both scope progress and budget expenditure.

Deliverables:

- 14 Bi-Weekly Check-In Calls
- Monthly invoices showing the previous month's billing by hours and tasks, and a project status report by task



Task 2 Existing Conditions Analysis

This task will evaluate the corridor's contextual conditions and how it functions today. Findings will be documented in the final report. This task will also identify project stakeholders and outreach methods.

2.1 Data Collection & Site Visit

The project team will compile the following information:

- Site visit & photography
- Collection of vehicle, bicycle, and pedestrian PM peak period turning movement counts at the following intersections:
 - S Wenatchee Avenue & Kittitas Street
 - S Wenatchee Avenue & Spokane Street
 - S Wenatchee Avenue & Benton Street
 - S Wenatchee Avenue & Ferry Street
- 24-hour tube counts will be completed on a weekday once school resumes in September 2023 along South Wenatchee Avenue between:
 - Kittitas Street & Thurston Street
 - Ferry Street & Bridge Street
 - Chehalis Street & Skagit Street
- Existing on-street parking inventory and one point in time on-street parking occupancy counts will be conducted at midday on a weekday to understand current demand.

2.2 Vehicle Operations Analysis

This task will evaluate how the corridor operates under existing PM peak hour conditions for vehicles. Using Synchro, Fehr & Peers will evaluate vehicle operations and report intersection level of service (LOS) and delay using HCM 6th edition methodology at the following intersections:

- S Wenatchee Avenue & Kittitas Street
- S Wenatchee Avenue & Spokane Street
- S Wenatchee Avenue & Benton Street
- S Wenatchee Avenue & Ferry Street

2.3 Multimodal & Safety Analysis

This task will evaluate how the corridor operates under existing conditions for people walking, biking, and using mobility devices. Recent crash data will also be evaluated to identify crash hot spots based on collision reports.

To evaluate conditions for people biking, a Bicycle Level of Traffic Stress (BLTS) analysis will be completed for South Wenatchee Avenue. This analysis will rely on traffic speed, average daily traffic volume, roadway configuration, and potential conflicts for people biking. A qualitative description of pedestrian infrastructure conditions will be included based on information gathered as part of the site visit. Crash data for the most recent five-year period (obtained from WSDOT) will be analyzed and used to identify collision hot spots if they exist.



Observations from the site visit will be used to identify gaps in the pedestrian network and locations that appear to not meet American with Disabilities Act (ADA) standards (a full ADA inventory will not be completed).

2.4 Existing conditions Documentation

This task will compile the existing conditions results from the analysis completed under Task 2.2 and Task 2.3. Results will be included in the final report. The task will use the strengths, weaknesses, and areas of opportunity observed for the corridor to guide for the concept development phase.

Documentation for the vehicle operations and multimodal analysis will include:

- Intersection LOS and delay
- Existing on-street parking inventory and peak occupancy rates
- Bicycle LTS analysis findings
- Qualitative description of pedestrian infrastructure conditions

2.5 Outreach Data Analysis

This task incorporates prior and current outreach efforts related to non-motorized planning, projects, and efforts in Wenatchee that collected community feedback in the process such as subarea planning, complete streets, demonstration projects, pedestrian planning, and other related studies. Collected information will provide a foundation for enhanced, non-duplicated outreach strategy.

Specific documents for review include:

- South Wenatchee Subarea Plan
- Complete Streets Policy
- Wenatchee Valley Bike Master Plan
- NCW Mobility Council
- South Wenatchee Bicycle Connectivity Study
- Coordinated Mobility Plan
- Our Valley, Our Future action items e.g., active transportation/transportation improvements

Assumptions

- City will provide data related to City-developed plans/policies as available
- The consultant team will seek access to non-City-developed plans/policies and relevant related data

2.6 Stakeholder Engagement Map

This task will offer a network visual of the stakeholders and their respective level of engagement which identifies when, where, and how they will be included. It will coordinate sectors (transportation, economics, education, recreation, etc.), organizations (City of Wenatchee, CD Transportation Council, Chamber of Commerce, School District, Link Transit, etc.), and positions (Community Organizers, Elected Officials, etc.).



2.7 Create Messaging Timeline

This task will build off the Stakeholder Engagement Map and incorporate the entire project timeline to establish the bilingual (English and Spanish) messaging that will be provided to the stakeholders at the appropriate intervals to ensure awareness, comprehension, opportunities for feedback, and follow-up for next steps post-study. Establishing the timeline will also include working with existing events, meetings, and complementary project timelines such as community celebrations, council meetings, and community projects incorporating outreach.

2.8 Identify Media Channels

This task builds on the Messaging Timeline as well as informs it. Working with various media outlets (radio, tv, podcasts, etc.) the team will build an effective digital campaign complemented by outreach efforts conducted in-person and via print materials.

Task 3 Develop Concept Alternatives & Estimate

This task includes development of up to three (3) concept design alternatives and associated planning level cost estimates. Each concept will use analysis results from task 2 to guide the development of common improvements that are applicable to each alternative. Engagement feedback from "Level 1" stakeholders will be considered in the development of the alternatives. Additionally, materials will be developed for additional stakeholder engagement.

3.1 Develop Concepts

In coordination with City staff, Fehr & Peers will develop up to three (3) alternatives focused on improving safety and mobility along South Wenatchee Avenue. Fehr & Peers will use Beyond Typical to prepare up to five (5) concept visuals for each of the proposed alternatives.

Deliverables:

- Up to five (5) concept visuals for up to three (3) alternatives prepared using Beyond Typical

3.2 Develop Cost Estimates

Fehr & Peers will develop planning level cost estimates for each of the concept alternatives. The cost estimate will include a summary total cost and high-level breakdown of quantities and unit cost for each item in each alternative.

3.3 Material Translation

This task will be the initial translation of information and visuals relating to existing conditions and developed alternatives. It will also include the translation of any outreach content, engagement schedule, and content for connecting Level 1 stakeholders as needed.

3.4 Develop Outreach Content

This task will be informed by the outreach data analysis, stakeholder engagement map, and the messaging timeline. It will take into consideration the digital campaign emphasis and access points



for level of proficiency in technology (online survey vs in-person conversation). Content will be designed for ease of translation/interpretation while not losing the integrity of the technical pieces.

3.5 Finalize Engagement Schedule

This task will work with the entire team, City staff, and media channels to ensure timely, effective, and efficient outreach is conducted in ways that are meaningful to the community and measurable for the team and City.

3.6 Connect "Level 1" Stakeholders

This task will be the beginning of direct engagement. The Level 1 stakeholders are those with an ability to approve/deny recommendations and will be communicated with during ideation and alongside any significant analysis considerations and timeline milestones. Connecting prior to launching the outreach campaign is important for consistent, supported messaging by the team.

3.7 Meetings

This task is designed to ensure the team is regularly updated on progress and has scheduled check-ins with media representatives and community organizers offering support for engagement.

Task 4 Stakeholder Engagement

Firm Foundations Community Consulting will engage all stakeholder levels and present materials developed from task 4.

4.1 Launch Digital Campaign

This task will be the implementation of all engagement through complementary channels identified in previous tasks including digital, print, and in-person. The launch element includes putting out the digital format, sharing the outreach schedule, and beginning the sharing of a consistent, cohesive message through community partners (such as non-profits, transportation agencies, business, etc.)

4.2 Connect "Level 2/3" Stakeholders

This task will continue the direct engagement. The Level 2 and 3 stakeholders are those with an ability to advance/delay or advocate/disrupt the effectiveness of the study; respectively. Level 2 stakeholders will be included to help define outreach direction by emphasizing project benefits and identifying potential concerns that we can get in front. FFCC will connect with them during project milestones and if significant project changes need to be communicated. Level 3 stakeholders will be included during the general public engagement with the support of increasing capacity for educating and connecting with the public around questions, understanding, and clarification. They will be helpful in making feedback loops available to more members of the community.



Capital Project Budget

Date: September 8, 2023 **Project Number:** 2405
Project Name: South Wenatchee Avenue Improvement Study **Dept/Category:** Public Works - Street Project

Project Description: This project will complete traffic and multi-modal analysis for South Wenatchee Avenue between Kittitas St and Ferry St. The project will result in a recommended draft design that identifies potential safety and mobility improvements while also considering multimodal accommodations and economic vitality of the corridor.

Project Lead:	Emma Honeycutt	Start Year:	2023
Assigned Department:	Public Works	End Year:	2024
Original Project Budget:	\$100,000	Total City Funding:	\$100,000
Budget Amendment:	\$0	Other Funding:	\$0

Project Notes:
 The "Original Budget" is based on a one time budget request from the adopted 2023 City Budget. Work is currently underway, but a majority of the expenses are anticipated in 2024.

Project Expenditures by Category	Original Budget	Amended Budget	Prior Years Spent	ESTIMATES			Project Total
				2024	2025	2026+	
Corridor Study	100,000	-	20,000	80,000			100,000
Art Fund							
Total Project Expenditures	100,000		20,000	80,000			100,000

Project Revenues by Category	Original Budget	Amended Budget	Prior Years	ESTIMATES			Project Total
				2024	2025	2026+	
Fund: 001 - General Fund	100,000		20,000	80,000			100,000
Fund:							
Fund:							
Fund:							
Fund:							
GRANTS:							
Total Project Revenues	100,000		20,000	80,000			100,000



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

FROM: Danielle R. Marchant, City Attorney

MEETING DATE: September 28, 2023

I. SUBJECT

Ordinance No. 2023-12 relating to City personnel and departments by amending Sections 1.06.060 1.10.020, 1.36.020, 1.36.060, 5.104.040 of the Wenatchee City Code, and Chapters 1.07, 1.08 and 1.11 of the Wenatchee City Code; renaming Chapter 1.12 of the Wenatchee City Code; and repealing Sections 1.12.020, 1.12.030, 1.12.040, 1.12.050, and 1.12.400 of the Wenatchee City Code.

Ordinance No. 2023- 13 amending Section 1.06.040 of the Wenatchee City Code related to the salary of the mayor.

Ordinance No. 2023- 14 amending Sections 1.06.020, 1.07.060 and 1.07.080, and repealing Section 1.06.030 of the Wenatchee City Code relating to administrative functions of the City Council.

II. ACTION REQUESTED

Motion 1: Motion requested for the City Council to approve Ordinance No. 2023-12 relating to City personnel and departments by amending Sections 1.06.060 1.10.020, 1.36.020, 1.36.060, 5.104.040 of the Wenatchee City Code, and Chapters 1.07, 1.08 and 1.11 of the Wenatchee City Code; renaming Chapter 1.12 of the Wenatchee City Code; and repealing Sections 1.12.020, 1.12.030, 1.12.040, 1.12.050, and 1.12.400 of the Wenatchee City Code.

Motion 2: Motion requested for the City Council to approve Ordinance No. 2023- 13 amending Section 1.06.040 of the Wenatchee City Code related to the salary of the mayor.

Motion 3: Motion requested for the City Council to approve Ordinance No. 2023- 14 amending Sections 1.06.020, 1.07.060 and 1.07.080, and repealing Section 1.06.030 of the Wenatchee City Code relating to administrative functions of the City Council.

III. **OVERVIEW**

Below is a brief summary of the changes for each Ordinance:

Ordinance 2023-12:

Mayor Kuntz has conducted an organizational review of Title 1 of the Wenatchee City Code regarding the City's various departments. Upon the review, it was noticed that there were various conflicts within Title 1 as it pertains to the City's departments and its personnel. This Ordinance attempts to correct those conflicts. It also attempts to streamline the code provisions by placing all the departments in one chapter, and providing for only one chapter in the code that outlines the appointed offices and directors.

The City Administrator and the Executive Services Director had overlapping responsibilities within the Wenatchee City Code. This Ordinance eliminates the position of Executive Services Director and transfers any duties for the Executive Services Director stated in the Wenatchee City Code to the City Administrator.

With the Ordinance, the Mayor retains the power of appointment and removal of employees, including any appointive offices and positions. However, for key positions, which are directors (including the chief of police), city administrator, city clerk and city attorney, the City Council will have the power of confirmation of any appointment or removal.

Ordinance 2023-13:

The Mayor's salary is currently \$10,005.24/month. With certain day-to-day administrative duties being handled by a City Administrator rather than the Mayor (see Ordinance 2023-12), the Mayor's salary will be adjusted accordingly to \$8,500.00/month to reflect the reduced daily duties. The benefits of the Mayor will remain unchanged.

Ordinance 2023-14:

WCC 1.06.020 is being amended to allow the City Council flexibility to appoint a mayor pro tempore at any time that it deems necessary and not limit itself to the first regular meeting in January.

WCC 1.06.030 is being repealed as the City has established a Salary Commission which has or will be adopting a salary schedule for councilmembers that will be effective January 1, 2024. Thus, this section will be repealed effective December 31, 2023.

WCC 1.07.060 is being amended to rename Public works/economic development committee to "Public services committee."

WCC 1.07.080 is being amended to reflect that public requests/comments are done prior to any action being taken on the consent agenda.

IV. FISCAL IMPACT

Other than the reduction of the Mayor's salary, the proposed changes do not impact the general fund.

VI. REFERENCE(S)

1. Ordinance No. 2023-12
2. Ordinance No. 2023-13
3. Ordinance No. 2023-14

VII. ADMINISTRATIVE ROUTING

Tammy McCord, City Clerk
Brad Posenjak, Finance Director
Laura Gloria, Executive Services Director

ORDINANCE NO. 2023-12

AN ORDINANCE, of the City of Wenatchee, Washington, relating to City personnel and departments by amending Sections 1.06.060 1.10.020, 1.36.020, 1.36.060, 5.104.040 of the Wenatchee City Code, and Chapters 1.07, 1.08 and 1.11 of the Wenatchee City Code; renaming Chapter 1.12 of the Wenatchee City Code; and repealing Sections 1.12.020, 1.12.030, 1.12.040, 1.12.050, and 1.12.400 of the Wenatchee City Code.

WHEREAS, the Section 1.06.060 of the Wenatchee City Code (“WCC”) provides the mayor has the power of appointment, subject to City Council confirmation, to the positions stated therein; and

WHEREAS, because the positions stated in WCC 1.06.060 are key positions for the City to function properly and to provide services to its residents and businesses, the City Council desires to have the power of confirmation for any removal of an employee that has been appointed to these key positions; and

WHEREAS, Chapter 1.11 WCC previously established the Office of the City Administrator; and

WHEREAS, the City Council desires to amend any section in the WCC pertaining to the Executive Services Director to provide any duties provided to this Director to be assigned to the City Administrator whereby the Executive Services Director position is no longer necessary with the assignment of such duties to the City Administrator; and

WHEREAS, the departments of the City were codified in various chapters of the WCC; and the City has a specific chapter in the WCC entitled “Departments;” and

WHEREAS, the City Council desires to amend the WCC so that all city departments are established and described in one chapter, namely, Chapter 1.08 WCC, and

WHEREAS, there were provisions in Title 1 WCC pertaining to City personnel and departments that are conflict, and the City Council desires to amend and/or repeal the conflicting sections; and

WHEREAS, the City Council deems the revisions to the WCC made by this Ordinance to be in the best interests of the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WENATCHEE DO ORDAIN as follows:

SECTION 1

Wenatchee City Code Section 1.06.060 shall be amended to read in its entirety the following:

1.06.060 Appointive offices.

- (1) The following appointive offices and positions are established in the city:
- (a) City administrator;
 - (b) City clerk;
 - (c) City attorney;
 - (d) Director of finance/city treasurer;
 - (e) Police chief;

- (f) Director of public works;
 - (g) Director of community development;
 - (h) Director of human resources;
 - (i) Director of parks, recreation and cultural services; and
 - (j) Director of information technology.
- (2) The mayor shall have the power of appointment and removal of all persons filling the offices identified in subsection (1) of this section subject to any contract, rule or regulation relating to civil service or other law, rule or regulation relating to the appointment and removal of such persons, and subject to the appointment and removal being confirmed by city council as provided for in subsections (3) and (4) of this section.
- (3) All appointments shall be made on the basis of ability and training or experience of the appointee and the duties they are to perform from among persons having proper qualification. Appointive offices shall be without definite term unless a term is established for such office by state law, city ordinance or by contract.
- (4) All appointments and removals to the offices and positions set out in subsection (1) of this section are subject to confirmation by a majority vote of the city council.
- (5) The police chief and each director stated in subsection (1) of this section shall be known as “department heads” throughout the Wenatchee City Code.

SECTION 2

Wenatchee City Code Section 1.07.020 shall be amended to read in its entirety the following:

1.07.020 Organization.

- (1) Swearing in of New Mayor and Councilmembers. New mayor and councilmembers shall be sworn in by a district court or superior court judge of Chelan County.
- (2) Quorum. At all council meetings, a majority of the council shall constitute a quorum for transaction of business.
- (3) Voting. The votes during all council meetings shall be conducted as follows:

(a) Unless otherwise provided for by statute, ordinance or resolution, all votes shall be taken by voice, except that at the request of the mayor or any councilmember, a random roll call vote shall be taken by the city clerk (Robert's Rules of Order, Newly Revised, Tenth Edition).

(b) In case of a tie in the votes of the councilmembers, with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money, the mayor shall cast the deciding vote.

(c) Each councilmember shall vote on all questions put to the council, unless a conflict of interest or an appearance of fairness question under state law is present. Unless a member of the council states that he/she is abstaining for the above reasons, his or her silence shall be recorded as an affirmative vote.

(4) Attendance, Excused Absences. Councilmembers may be excused from attending a city council meeting by contacting the mayor prior to the meeting and stating the reason for their inability to attend. If the councilmember is unable to contact the mayor, the councilmember shall contact the city clerk, who shall convey the message to the mayor. Following roll call, the mayor shall inform the council of the councilmember's absence, state the reason for such absence, and inquire if there is a motion to excuse the councilmember. The motion shall be nondebatable. Upon passage of such motion by a majority of councilmembers present, the absent councilmember shall be considered excused and the city clerk will make an appropriation notation in the minutes. Councilmembers who do not follow the above process will be considered unexcused and it shall be so noted in the minutes.

(5) General Decorum.

(a) While the council is in session, the councilmembers must preserve order and decorum, and a councilmember shall, neither by conversation or otherwise, delay or interrupt the proceedings or the peace of the council, or disrupt any councilmember while speaking nor refuse to obey the orders of the council or the mayor.

(b) Any person making disruptive, impertinent, or slanderous remarks or who becomes boisterous while addressing the council shall be asked to leave by the mayor or presiding officer and barred from further audience before the council for that meeting.

(6) Confidentiality. Councilmembers must keep confidential all written materials and verbal information provided to them during executive session, to ensure that the city's position is not compromised. Confidentiality also includes information provided to councilmembers outside executive session when the information is considered to be confidential and exempt from disclosure under state law. If the council, in executive

session, has given direction or consensus to city staff on proposed terms and conditions for any type of issue, all contact with the other party shall be done by the designated city staff representative handling the issue. Prior to discussing the information with anyone other than fellow councilmembers, the city attorney, or city staff designated by the mayor, councilmembers should review such potential discussion with the mayor, city administrator, or city attorney. Any councilmember having such contact or discussion shall make full disclosure to the mayor, city administrator, or city attorney in a timely manner.

(7) Adjournment. Council meetings shall adjourn no later than 8:30 p.m. The adjournment time established thereunder may be extended to a later time upon approval of a motion by a majority of the council. Any councilmember may call for a “point of order” at 8:00 p.m. to review agenda priorities.

(8) Attendance of City Clerk. The city clerk shall attend all council meetings. If the clerk is absent from any council meeting then the mayor shall ask the city administrator to designate a city employee to act as clerk for that meeting.

(9) Attendance of Employees. Any city employee shall attend a city council meeting when requested by the mayor for clarification or explanation of agenda items.

(10) Ethics. Chapter 42.23 RCW, Code of Ethics for Municipal Officers – Contract Interests, as amended, is adopted and incorporated herein by this reference as though fully set forth.

SECTION 3

Wenatchee City Code Section 1.07.030 shall be amended to read in its entirety the following:

1.07.030 Mayor.

(1) Interpretation and Application of This Chapter. The mayor, or other person acting as chairperson of any meeting of council, shall have the authority to interpret and determine the application of this chapter to any particular situation occurring during the course of that meeting subject to an appeal and seconded by a councilmember, which places the matter before the full council.

(2) Agenda Preparation. The mayor may, in their sole discretion, meet with the city administrator and/or city clerk on a regularly scheduled basis or as needed to settle the agenda. It is the responsibility of the mayor to be fully familiar with all matters on the agenda, their complexity and possible outcomes.

(3) Authority to Settle Agenda. The mayor shall have final authority over which matters shall be included upon the agenda of council. The agenda shall be settled by the Friday

preceding the Thursday for which a meeting of council is scheduled. No agenda bill will be placed on the agenda without the mayor's authorization.

(4) Authority During Meeting. The mayor, or other person acting as chairperson of any meeting of council, shall have the authority during any meeting of the council to rule any motion not within the scope of the agenda, except a motion to add an item to the agenda, in or out of order, subject to an appeal and second by a councilmember, which places the matter before full council.

(5) Duties. It shall be the duty of the mayor, or other person acting as chairperson of any meeting of council, to:

- (a) Call the meeting to order.
- (b) Keep the meeting to its order of business.
- (c) Control discussions in an orderly manner by:
 - (i) Giving every councilmember who wishes an opportunity to speak when recognized.
 - (ii) Permitting audience participation at the appropriate times.
 - (iii) Requiring all speakers to speak to the question and to observe the rules of order.
 - (iv) Causing removal of any person from any meeting for disorderly conduct and to enforce the rules of the council. The mayor may command assistance of any peace officer to enforce all lawful orders of the mayor to restore order at any meeting.
- (d) State each motion before it is voted upon.
- (e) Put motions to a vote and announce the outcome.
- (f) Decide all questions of order, subject to the right of appeal to the council by any member.
- (g) Attend all council meetings. In the event that the mayor is unable to attend a council meeting, the mayor pro tem shall preside. In the event that both mayor and mayor pro tem are unable to attend, council may appoint, by majority vote of councilmembers present, a councilmember to preside for that meeting.

(6) Seating Arrangement. Councilmembers shall be seated in a manner acceptable to council. If there is a dispute, the council will decide by vote.

SECTION 4

Wenatchee City Code Section 1.07.050 shall be amended to read in its entirety the following:

1.07.050 City Administrator and City Clerk.

(1) Preparation of Agenda. It shall be the responsibility of the city clerk, under the direction of the city administrator and subject to the direction of the mayor, to prepare an agenda for all official meetings of council.

(2) Referral to Council Committees. The mayor or city administrator shall make an initial review of all matters submitted for inclusion on the agenda which may require council action, and refer each matter, including those submitted by department heads, to the appropriate council committee with notification and copies of documentary material to all affected departments. This action may postpone departmental agenda items to future meetings.

(3) Deadline for Inclusion on Agenda. The city clerk shall not place any matter on the agenda for any meeting unless the responsible department head has provided an agenda bill completed on the city's standard form, complete with all supporting documents or materials. All agenda bills must be submitted to the city clerk no later than noon on the Thursday preceding the Thursday for which the meeting of the council is scheduled, provided, the mayor may direct the inclusion of any item on the agenda at any time prior to distribution, and further provided, the city council may, by majority vote, declare an emergency to permit the immediate consideration of any matter.

(4) Agenda Packets. The city clerk shall prepare an agenda packet for the mayor, councilmembers and department heads, containing a copy of the agenda, all documentary materials upon which council action is to be taken and copies of all minutes to be approved. The agenda packet shall be distributed on or before 5:00 p.m. on the Monday preceding the Thursday for which a meeting of the city council is scheduled. Agenda packets will be in an electronic format.

(5) Proclamations. Requests for proclamations to honor individuals or groups will be submitted to the city clerk for review. Proclamations will be approved and signed by the mayor. Proclamations may be placed on the council agenda for official presentation or mailed to the honored individual or organization as appropriate.

(6) Minutes. The city clerk shall prepare minutes after each meeting of council containing the actions taken at the council meeting and circulate to department heads. Department

heads shall be responsible for follow-through with appropriate assignments of their department as a result of council action.

SECTION 5

Wenatchee City Code Section 1.07.090 shall be amended to read in its entirety the following:

1.07.090 Conduct of Regular Council Meetings.

(1) Roundtable. A council roundtable discussion may be held as a special meeting directed by the council, preceding any regular meeting of the month from 4:15 p.m. to 5:15 p.m. This will provide the council with an opportunity to discuss items not listed on the agenda for action.

(a) No action will take place during a council roundtable.

(b) There shall be no opportunity for public comment during a roundtable discussion.

(2) Call to Order, Pledge of Allegiance and Roll Call.

(a) Meetings shall commence promptly at the appointed hour, and be called to order by the mayor or person serving as chairperson of the meeting.

(b) At the request of the mayor, or person serving as chairperson of the meeting, the city clerk shall call the roll of members of city council, and enter the names of those present into the minutes. The mayor shall then determine whether a quorum is present.

(3) Public Requests and Comments. Time shall be allotted during each regular meeting for public requests and comments on any matter, subject to the following:

(a) The council may establish a procedure to require sign-up prior to commencement of the meeting, and the mayor, or person serving as chairperson of the meeting, should recognize speakers in the order of sign-up.

(b) Upon the request of any member of the public who will have difficulty attending a meeting of the city council by reason of disability, limited mobility, or for any other reason that makes physical attendance at a meeting difficult, the city council shall, when feasible, provide an opportunity for that member of public to provide oral comment at the meeting remotely if oral comment from other members of the public will be accepted at the meeting.

(b) Members of the public with complaints, concerns or questions will be encouraged to refer the matter to the city administrator or ask that the matter be referred to the appropriate department head with the background information for action.

(c) The mayor, or person serving as chairperson of the meeting, should announce that no council action will be taken on the public member's request or comment at the meeting at which it is made, unless it is deemed by majority vote that an emergency exists.

(d) Each member of the public will be limited to three minutes of time, and all remarks shall be addressed to the city council as a body, and not to individual councilmembers or city staff.

(e) The mayor, or person serving as chairperson of the meeting, has the authority to limit the number of speakers or otherwise exercise such control over this portion of the meeting to ensure that it does not interfere with or impede the council's ability to conduct its business.

(f) The council may, by motion, approve a form of rules for public participation.

(g) The clerk shall be the timekeeper.

(4) Public Hearings, Presentations and Appointments.

(a) Public hearings shall begin according to the established agenda. The mayor or presiding officer shall declare the public hearing open, and ask for the city staff presentation. Following questions of staff by council, the applicant or petitioner shall be given 10 minutes to present the issue. Following the presentation of the applicant or petitioner, the major opponent shall be allowed to speak to the issue for 10 minutes. Then any interested person may be heard for three minutes each. All speakers should sign up on the public hearing roster provided by the city clerk.

(b) The mayor or presiding officer shall recognize staff comments and questions from the council, if any, at the conclusion of each speaker's remarks. After all interested members of the public and staff have had an opportunity to speak, the applicant shall be given up to three minutes to respond to or rebut information presented by the opponent(s), other speakers or staff. This opportunity for rebuttal shall not be used to present new information or to address subjects other than issues raised by the opponent(s) and the other speakers or staff. After all interested persons have had a fair opportunity to speak the presiding officer shall declare the public hearing closed. The council may, however, decide to allow for certain written materials to be presented to the council for a period of time declared by the

council. This shall be decided by the council and requires a majority vote. Once the public hearing is closed, no person may introduce new substantive information without reopening the public hearing. The council may alter the time limits of speakers upon a vote prior to the opening of the hearing.

(c) The city clerk shall be the timekeeper.

(d) The following additional rules shall be observed during any quasi-judicial public hearing:

(i) According to the established agenda, the presiding officer shall declare the public hearing open, and ask for councilmembers to reveal ex parte oral or written communications or any potential appearance of fairness problems. Councilmembers will disclose any facts that could lead to a challenge. After all disclosures are made, the presiding officer will ask if any person in the audience wishes to make an appearance of fairness challenge to any councilmember. If so, the member of the audience will come forward to the podium and make their challenge. After all challenges have been made, the presiding officer shall ask the councilmember if they wish to disqualify themselves and may ask the city attorney to advise if any councilmember should consider disqualifying themselves. This may be done in public or executive session. Any councilmembers that disqualify themselves shall leave the room and not return until the conclusion of the quasi-judicial matter. After any disqualified councilmember leaves, the quasi-judicial hearing shall proceed under the same rules as provided above.

(ii) All public testimony received during a quasi-judicial process shall be sworn in by the mayor.

(iii) The city attorney shall advise as to what state law permits as to public comment on quasi-judicial matters. Council may adopt a written form addressing this issue.

(e) No person shall be allowed to address the council while it is in session without the recognition of the presiding officer.

(f) Individuals or groups wishing to make a presentation before the council shall request time on the agenda at least two weeks prior to the city council meeting, by contacting the mayor or city clerk. The mayor may determine the presentation may need to be assigned to an appropriate council committee to determine inclusion on a future city council agenda.

(g) Resolution No. 2009-34 provides for the process of making appointments to volunteer boards or commissions. The mayor may make appointments to positions and certain appointments, and require ratification by the city council.

(5) Consent Agenda. Approval of bills and payroll should be a matter of routine, for payment of anticipated and budgeted expenses, approved by at least two people prior to presentation to the city council. Any councilmember may, nonetheless, examine bills and move that any bill be held pending obtaining further information. The minutes of previous meetings may be approved on motion without reading if the city clerk has provided each councilmember a copy thereof prior to the meeting. The minutes, bills, payroll and noncontroversial agenda bills (including agenda bills for adoption of resolutions) may be approved by one motion of the consent agenda. If separate discussion is desired on an item, that item may be removed from the consent agenda and placed on the regular agenda at the request of a councilmember.

(6) Ordinances and Resolutions.

(a) Ordinances.

(i) Ordinances constitute laws and regulations of a general and permanent nature, and ordinarily should not be adopted without the utmost deliberation of the policies and procedures which are to be enacted.

(ii) A motion to adopt a proposed ordinance shall not be deemed in order until the meeting at which it is introduced, or first read. A proposed ordinance may be introduced by reading its title only, provided a copy of the draft ordinance has been provided to members of council at least 72 hours prior to the meeting, except in an emergency.

(iii) A motion to adopt a proposed ordinance amending the budget for unanticipated grant revenues shall be considered for adoption at the meeting in which it is introduced.

(b) Resolutions.

(i) Resolutions constitute an expression of the council's action on particular matters not having the force or effect of general and permanent laws or regulations.

(ii) The adoption of a resolution may be through the consent agenda and moved immediately upon its introduction. The city clerk shall include the resolution number on the council follow-up and in the minutes of the meeting.

(c) Waiver of Requirements of This Section. The requirements of this section may be waived only upon a determination by a simple majority of council that an emergency exists requiring immediate action on an ordinance or resolution.

(7) Reports.

(a) Mayor's Report. The purpose of the mayor's report is to inform the public of major developments affecting the city occurring since the previous meeting of council, including key personnel changes or other matters in which the mayor was involved.

(b) Report of Council Committees. The chairperson of each council committee should discuss matters referred to the committee, and be prepared to address questions regarding those matters. If approval of a motion is sought, the action should ordinarily be moved by the committee chairperson and seconded by the committee member. Discussion on the motion shall ordinarily be limited to statements of position for or against. Council committee reports should also include announcements of significant results of meetings of county, regional or state groups at which the councilmember has represented the city.

(8) Announcements. Any announcements not made during the mayor's report or the reports of committees should be made at this time.

(9) Adjournment. Motions to adjourn shall be in order at any time, and shall be decided without debate. Any matter on the agenda not decided by time of adjournment may be held to the next meeting of council.

SECTION 6

Wenatchee City Code Chapter 1.08 shall be amended to read in its entirety as stated on Exhibit "A," which is attached hereto and incorporated herein by this reference.

SECTION 7

Wenatchee City Code Section 1.10.020 shall be amended to read in its entirety the following:

1.10.020 Office Hours.

(1) The offices for the departments of community development, finance, public works, human resources and information technology and parks, recreation and cultural services, and the office of the city administrator (including city clerk) shall be open for the transaction of business with the public Monday through Friday of each week from 8:00

a.m. to 5:00 p.m. and said offices shall be closed on Saturdays, Sundays and state recognized legal holidays as stated in RCW 1.16.050, as it now appears or is hereafter amended.

(2) The offices of the police department shall be open for the transaction of business with the public Monday through Friday of each week from 9:00 a.m. to 4:00 p.m. and said offices shall be closed on Saturdays, Sundays and state recognized legal holidays as stated in RCW 1.16.050, as it now appears or is hereafter amended. The mayor shall have the authority to adjust the hours the office is open for transaction of business to be a schedule of 8:00 a.m. to 5:00 p.m. if in the mayor's discretion it is necessary to serve the public and funding allows.

SECTION 8

Wenatchee City Code Chapter 1.11 shall be amended to read in its entirety as stated on Exhibit "B," which is attached hereto and incorporated herein by this reference.

SECTION 9

Wenatchee City Code Sections 1.12.020, 1.12.030, 1.12.040, 1.12.050, and 1.12.400 are hereby repealed.

SECTION 10

Wenatchee City Code Chapter 1.12 shall be amended to be titled "Pension."

SECTION 11

Wenatchee City Code Section 1.36.020 shall be amended to read in its entirety the following:

1.36.020 Definitions.

"Department head" includes the head of any city department, or their designee.

"Donation" is defined as any monetary or nonmonetary gift, grant, devise or bequest to the city of Wenatchee. A monetary donation includes cash, check, credit card payment, PayPal payment, money order or other negotiable instrument. A nonmonetary donation includes real or personal property. In the event of a stock donation, since a government entity is not legally able to own stock, such a donation would be liquidated and turned into cash or another liquid asset, and treated as a monetary donation.

“City Administrator” means the city administrator of the city of Wenatchee, or their designee.

“Memorial” is an item, object or monument established to preserve the memory of a deceased person(s) or an event that occurred in the past.

“Tribute” means an item, object or gift designed to acknowledge the contributions of living people to society. Projects recognizing people with illnesses such as cancer are considered tributes.

SECTION 12

Wenatchee City Code Section 1.36.060 shall be amended to read in its entirety the following:

1.36.060 Acceptance of Nonmonetary Donations.

(1) Donations of Personal Property Valued at \$5.00 to \$5,000. All donations of personal property with a current value greater than or equal to \$5.00 and less than or equal to \$5,000 may be accepted by any department head or the city administrator, except as follows:

(a) In the event of a donation of personal property which could require future maintenance or repair (e.g., office equipment), the department director should first assess all related future costs.

(b) If a conditioned donation could have long-term impacts, such as significant operations and maintenance or capital costs, the department head shall seek approval from city council prior to accepting the donation.

(2) Donation of Personal Property Valued at Over \$5,000. All donations of personal property with a current value of \$5,000 or more must first be approved by the city council after consultation with the appropriate advisory board (i.e., parks and recreation advisory board, arts commission, etc.), if any. If the personal property could require future maintenance or repair, the department head should first assess all related future costs and submit the assessment of expenses to the city council. For conditioned donations, the department head should also provide the city council with an assessment of long-term impacts, such as significant operations and maintenance or capital costs.

(3) Donations of Real Property. All donations of real property, whether conditioned or unconditioned, must first be approved by the city council by resolution.

SECTION 13

Wenatchee City Code Section 5.104.040 shall be amended to read in its entirety the following:

5.104.040 Delivery of other documents and taking of other actions.

The council hereby authorizes and directs the mayor, the city administrator, the finance director of the city, and each other appropriate officer and employee of the city to take such further actions, and to execute and deliver such certificates or documents, as in their judgment may be necessary, appropriate or desirable in order to carry out the terms and provisions of, and complete the transactions contemplated by, this chapter.

SECTION 14

If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

SECTION 15

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 16

This Ordinance shall take effect thirty (30) days from and after its approval and publication as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE at a regular meeting thereof, this 28th day of September, 2023.

CITY OF WENATCHEE, a Municipal Corporation

By: _____
FRANK J. KUNTZ, Mayor

ATTEST:

By: _____
TAMMY McCORD, City Clerk

APPROVED AS TO FORM:

By:  _____
DANIELLE R. MARCHANT, City Attorney

EXHIBIT A
Ordinance 2023-12

Chapter 1.08
CITY DEPARTMENTS

Sections:

- 1.08.010 Departments
- 1.08.100 Finance Department/City Treasurer – Powers – Duties
- 1.08.110 Public Works Department -- Powers -- Duties
- 1.08.120 Water Resource Department – Responsibilities
- 1.08.130 Transportation and Construction Department – Responsibilities
- 1.08.140 Equipment and Plant Maintenance Department – Responsibilities
- 1.08.150 City Shop – Financial arrangements
- 1.08.160 Department of Parks, Recreation and Cultural Services – Powers and Duties
- 1.08.170 Community Development Department – Powers and Duties
- 1.08.180 Code Enforcement Department – Responsibilities
- 1.08.190 Information Technology Department – Powers and Duties
- 1.08.200 Police Department – Powers and Duties
- 1.08.210 Human Resources Department – Powers -- Duties
- 1.08.220 Temporary Employees
- 1.08.230 City Employees – Bond
- 1.08.240 City Attorney – Powers and Duties.
- 1.08.250 City Attorney – Local improvement district payments for legal services – Salary

1.08.010 Departments.

All departments referred to in Chapter 1.06 WCC, which have not heretofore been created by ordinance, are hereby created and established. The duties and powers of the departments and department heads, not heretofore established by ordinance, are defined by this chapter.

1.08.100 Finance Department/City Treasurer – Powers – Duties.

The finance department is hereby established. The finance department is to be headed by the director of finance subject to the direction of the mayor and the city administrator. The director of finance is hereby designated as the city treasurer, pursuant to

RCW 35A.42.010. Prior to an individual entering upon the performance of duties of director of finance, a bond shall be posted as required by WCC 1.08.230. The finance department shall be responsible for the internal control over and the accounting/recording of all city receipts, disbursements and investments. The finance department shall be responsible for citywide budgeting; submitting the budget to city council; reporting the city's financial position to the city council and other outside reporting as required. The director of finance, or their designee, shall be the auditing officer of the city, certifying that claims submitted to the city for services rendered or products provided are just, due and unpaid obligations of the city.

1.08.110 Public Works Department -- Powers -- Duties.

The public works department is hereby established. The public works department is headed by a director of public works subject to the direction of the mayor and the city administrator. The director of public works shall manage the subdepartments of the department of public works including, but not limited to:

- (1) The water resource department.
- (2) The transportation and construction department; and
- (3) The equipment and plant maintenance department.

1.08.120 Water Resource Department – Responsibilities.

The water resource department is a subdepartment of the department of public works and shall be under the supervision of the water resource manager who is responsible for the development, operation and maintenance of the water treatment and distribution system, and the sanitary sewer collection and wastewater treatment facilities and other related matter.

1.08.130 Transportation and Construction Department – Responsibilities.

The transportation and construction department is a subdepartment of the department of public works and shall be operated under the supervision of the transportation and construction manager who is responsible for all civil engineering activities for the department along with the repair, maintenance, and replacement of the street and storm sewer systems, including street lighting and traffic control and other related matters.

1.08.140 Equipment and Plant Maintenance Department – Responsibilities.

The equipment and plant maintenance department is a subdepartment of the department of public works and shall be under the supervision of the equipment and plant maintenance manager who is responsible for all vehicle and equipment maintenance and repair, buildings and plant maintenance for city buildings and the development and implementation of a safety program for all employees and other related matters.

1.08.150 City Shop – Financial arrangements.

Hereinafter financing and accounting for the city shop shall be through the equipment rental fund.

1.08.160 Department of Parks, Recreation and Cultural Services – Powers and Duties.

The department of parks, recreation and cultural services is hereby established. The department of parks, recreation and cultural services is to be headed by a director of parks, recreation and cultural services subject to the direction of the mayor and the city administrator. The director shall be responsible for the administration of the department and accomplishing the goals and objectives contained in the parks, recreation and open space comprehensive plan including, but not limited to:

- (1) the acquisition, planning, and development of the city's park system;
- (2) cultural arts projects, programs and services;
- (3) the development and coordination of recreational programs; and
- (4) other related matters.

1.08.170 Community Development Department – Powers and Duties.

The community development department is hereby established. The community development department is to be headed by the director of community development subject to the direction of the mayor and the city administrator. The director shall be responsible for the administration of the department and accomplishing the goals and objections for code enforcement, building, historic preservation and planning, including, but not limited to:

- (1) zoning matters;
- (2) multi-family housing tax exemptions;
- (3) development codes;
- (4) permits for building, signs, demolition, plumbing, mechanical work and conditional use;
- (5) property subdivisions;
- (6) boundary line adjustments;
- (7) planned developments;
- (8) variance requests;

- (9) comprehensive plan amendments;
- (10) annexations; and
- (11) other related matters.

1.08.180 Code Enforcement Department – Responsibilities.

The code enforcement department is a subdepartment of the department of community development and shall be under the supervision of the code enforcement manager (building official) who is responsible for the development and enforcement of all ordinances relating to uniform construction codes and related matters.)

1.08.190 Information Technology Department – Powers and Duties.

The information technology department is hereby established. The information technology department is to be headed by the director of information technology subject to the direction of the mayor and the city administrator. The director shall be responsible for the administration of the department and accomplishing the goals and objections for maintaining the city's technology-related assets, policies, procedures and systems, including, but not limited to:

- (1) providing technology support to city staff;
- (2) engineering, administrating and managing the city's technological networks, systems, applications, and software;
- (3) facilitating data exchange within and outside of the city's networks and systems;
- (4) managing any technology projects for the city;
- (5) maintenance of the city's digital and technological infrastructure; and
- (6) other related matters.

1.08.200 Police Department – Powers and Duties.

The police department is hereby established. The police department shall be under the direction and control of the police chief subject to the direction of the mayor and the city administrator. Prior to an individual entering upon the performance of duties of police chief, a bond shall be posted as required by WCC 1.08.230.

The police chief shall be responsible for the administration of the department and accomplishing the goals and objections for directing city's programs and services related to law enforcement, and shall have the same authority as that conferred upon sheriffs for the suppression of any riot, public tumult, disturbance of the peace, or resistance against

the laws or the public authorities in the lawful exercise of their functions and shall be entitled to the same protection.

Any police officer may pursue and arrest violators beyond the city limits for violations of city ordinances or the laws of the state of Washington. Police officers shall perform the duties provided by city ordinance and by the laws of the state of Washington. With the concurrence of the mayor, the police chief may appoint additional police officers to serve for one day only under orders of the police chief in the preservation of public order; provided that the police officer is a properly certified peace officer for the state of Washington and is in good standing with the Washington State Criminal Justice Training Commission.

1.08.210 Human Resources Department – Powers -- Duties.

The human resources department is hereby established. The human resources department shall be headed by the director of human resources subject to the direction of the mayor and the city administrator. The director of human resources shall be responsible for maintaining a centralized personnel system which is in compliance with all applicable law and for coordinating and standardizing all personnel functions of the city not covered by civil service, and for updating and creating any personnel forms and job descriptions. The director of human resources shall maintain adequate records so as to provide for recruitment, hiring, discipline and discharge of all appropriate city positions.

1.08.220 Temporary Employees.

(1) The mayor, together with the city administrator and the director of human resources, shall establish and maintain general guidelines for the hiring of temporary employees. The guidelines shall be in writing and include appropriate wage ranges for temporary employees.

(2) Prior to an offer of employment, the rate of pay for each temporary employee hired will be established by the director of human resources, in consultation with the director of finance and within the wage ranges established in subsection (1), depending on the temporary position and qualifications of the applicant.

(3) Hiring of temporary employees shall provide for an objective means of selecting persons for such employment. There shall be an equal opportunity for all persons interested in employment with the city to seek and obtain such employment. To promote such a practice, department heads shall work with the director of human resources, or their designee, to determine how to announce or otherwise make available temporary work opportunities with the city.

(4) A department head may hire temporary employees who have worked previously for the city of Wenatchee after approval from the director of human resources. A returning

temporary employee shall mean a person previously employed by the city within 18 months prior to the date of submission of the person's application.

(5) Within the first three days of employment, an orientation for the new temporary employee will be held. During the orientation, all employment forms shall be reviewed and completed.

(6) No person shall be employed by the city until an application and all other required documentation have been received and approved by the director of human resources or their designee.

(7) No offer of employment may be made outside of these guidelines or existing ordinances unless authorized, in writing, by the mayor.

1.08.230 City Employees – Bond.

As required by RCW 35A.12.080, the chief of police, finance director and city clerk shall be required to enter into a bond payable to the city of Wenatchee in the sum of \$1,000 for the faithful performance of their duties. Such bonds to be provided and paid for by the city of Wenatchee.

1.08.240 City Attorney – Powers and Duties.

The city attorney and such assistant city attorneys as might be appointed by the city attorney shall act as the legal advisor of the city council and of all officers of the city in relation to matters pertaining to the respective offices, the city attorney shall represent the city in all litigation and all courts in which the city is a party or directly interested and shall prosecute all violations of ordinances and shall act generally as attorney for the city of the several departments and the city government. The city attorney shall perform such other duties and provide such other services as the city council may direct. The city attorney shall serve at the pleasure of the city council.

1.08.250 City Attorney – Local improvement district payments for legal services – Salary.

Local improvement districts created prior to January 1, 1990, shall pay to the general fund one-half of one percent of the total cost of improvements as and for legal services.

Any local improvement district created after January 1, 1990, shall pay to the general fund one percent of the total cost of improvements as and for administrative and legal services.

The compensation for the city attorney shall be such sum as the city commission might from time to time establish.

EXHIBIT B
Ordinance 2023-12

Chapter 1.11
CITY ADMINISTRATOR AND CITY CLERK

Sections:

- 1.11.010 Office of the City Administrator
- 1.11.020 City Administrator – Powers and Duties
- 1.11.030 City Clerk – Powers – Duties

1.11.010 Office of the City Administrator.

There is hereby created the office of city administrator. The city administrator shall serve as the chief administrative officer of the city of Wenatchee under the direction and authority of the mayor and city council.

1.11.020 City Administrator – Powers and Duties.

The city administrator's essential duties and responsibilities shall include the following:

- (1) Assist the mayor and city council generally in conducting the city's business in all matters, and perform other duties and assume other responsibilities as the mayor or city council directs, or as ordinances and resolution of the city council require.
- (2) Report regularly to the city council on the status of city operations and programs.
- (3) Serve as the immediate supervisor to all city department heads, and confer with department heads on goals, organization, staffing, special needs and problems.
- (4) Coordinate the activities of all departments to meet overall organizational goals; head the management team in effecting actions which carry out policies as set by the city council.
- (5) Be responsible for the overall supervision, direction, evaluation, training and recruitment of city personnel.
- (6) Review and approve operating procedures and performance standards for city departments.
- (7) Plan, prepare, and coordinate the preparation and administration of the city budget, and prepare the budget message.

(8) Be responsible for the administration of the city budget after adoption; and monitor purchases and expenditures of all departments, commissions and boards.

(9) In conjunction with the city council, address and/or meet and confer with local business groups, individuals, citizen groups and other government officials regarding issues, needs and problems facing the city.

(10) Attend meetings of the city council.

(11) Represent the city in interjurisdictional matters and meetings as assigned.

(12) Respond to the media and other organizations as necessary.

(13) Provide for adequate management representation in union negotiations and provide recommendations regarding negotiation strategy.

(14) Resolve a variety of difficult and complex management problems.

(15) Conduct research on a variety of problems directed by the city council.

(16) Administer a variety of special programs and operations.

(17) Prepare policy options and procedures for implementing goals, programs and/or regulations.

(18) Evaluate city programs and personnel.

(19) Provide reports to the city council and public as requested.

1.11.030 City Clerk – Powers – Duties.

The city clerk under the supervision of the mayor and the city administrator shall be the secretary of the city council. It shall be the duty of the city clerk to perform all duties and obligations as might be required by law; to act as public records officer for the entire city; to keep the corporate seal, and all papers and documents belonging to the city in the custody of the city clerk; to act as public records officer for the entire city; to attend the meetings of the city council and to keep a journal of the proceedings and records of all of their resolutions and ordinances, and to attest and affix the corporate seal on documents when authorized by the city council. Prior to an individual entering upon the performance of duties of city clerk, a bond shall be posted as required by WCC 1.08.230. The city council by motion may delegate all or any part of the city clerk duties to a deputy city clerk who may be appointed by that motion or separate motion; provided that pursuant to WCC 1.07.020(8), if the clerk is absent from any city council meeting then the mayor shall ask the city administrator to designate a city employee to act as clerk for that meeting.

ORDINANCE NO. 2023-13

AN ORDINANCE, of the City of Wenatchee, Washington, amending Section 1.06.040 of the Wenatchee City Code related to the salary of the mayor.

WHEREAS, the Mayor historically has handled the day-to-day operations of the City regarding personnel and certain administrative matters; and

WHEREAS, the day-to-day operations regarding City personnel and certain administrative matters have now been assigned to the City Administrator; and

WHEREAS, the salary for the Mayor should be adjusted to reflect the change in duties; and

WHEREAS, the City Council is charged with setting the salary for the Mayor; and

WHEREAS, any new salary amount will be effective at the start of the new mayoral term as authorized by law.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WENATCHEE DO ORDAIN as follows:

SECTION 1

Wenatchee City Code Section 1.06.040 shall be amended to read in its entirety the following:

1.06.040 Salary – Mayor.

The salary for the person holding the office of mayor shall be \$8,500 per month effective January 1, 2024. On January 1st of each year hereafter, the mayor's salary shall increase equal to the percentage increase paid to nonrepresented city employees. In no event shall the mayor's salary decrease during any term of the mayor.

In addition to the monthly salary, the mayor will participate in all benefit programs afforded to regular full-time city employees. These benefits consist of:

(1) Membership in the Public Employee Retirement System.

(2) Health insurance for the mayor and family.

- (3) Life insurance for the mayor.
- (4) City match of up to two percent of base salary applied to an Internal Revenue Code Section 457 deferred compensation program.
- (5) Participation in the Internal Revenue Code Section 125 flexible spending program.

SECTION 2

If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

SECTION 3

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 4

This Ordinance shall take effect thirty (30) days from and after its approval and publication as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE at a regular meeting thereof, this 28th day of September, 2023.

CITY OF WENATCHEE, a Municipal Corporation

By: _____
FRANK J. KUNTZ, Mayor

ATTEST:

By: _____
TAMMY McCORD, City Clerk

APPROVED AS TO FORM:

By:  _____
DANIELLE R. MARCHANT, City Attorney

ORDINANCE NO. 2023-14

AN ORDINANCE, of the City of Wenatchee, Washington, amending Sections 1.06.020, 1.07.060 and 1.07.080, and repealing Section 1.06.030 of the Wenatchee City Code relating to administrative functions of the City Council.

WHEREAS, Chapters 1.06 and 1.07 of the Wenatchee City Code outline certain administrative functions of the City Council; and

WHEREAS, WCC 1.06.020 relates to the administrative function of the City Council selecting a mayor pro tempore, and the City Council would like the ability to select a mayor pro tempore at any time that it deems necessary; and

WHEREAS, the City Council has established a Salary Commission as stated in Ch. 1.62 WCC to perform the administrative function of setting salaries for the City Council, whereby WCC 1.06.030 is now redundant and should be repealed as of December 31, 2023 since the salary schedule adopted by the Commission will take effect on January 1, 2024; and

WHEREAS, WCC 1.07.060 and WCC 1.07.080 are being amended to accurately reflect the Council Committee names and the order of business at City Council Meetings.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WENATCHEE DO ORDAIN as follows:

SECTION 1

Wenatchee City Code Section 1.06.020 shall be amended to read in its entirety the following:

1.06.020 Mayor pro tempore.

(1) There is established the office of mayor pro tempore to serve in the absence or temporary disability of the mayor.

(2) The city council, at the first regularly scheduled meeting in January of each year, or periodically at any other time, by majority vote, shall select among their members a councilmember to act as mayor pro tempore for the ensuing year.

(3) The appointment of a councilmember as mayor pro tempore shall not in any way abridge his right to vote upon all questions coming before the council. The councilmember acting as mayor pro tempore will not have the power to appoint or remove any officer or to veto an ordinance.

SECTION 2

Wenatchee City Code Section 1.06.030 shall be repealed.

SECTION 3

Wenatchee City Code Section 1.07.060 shall be amended to read in its entirety the following:

1.07.060 Council Committees.

(1) Purpose. Council committees are to be policy review and discussion arms of the city council, providing an opportunity to explore the implications of policy alternatives and the policy development process; and to serve in an advisory capacity to the council as a whole in reviewing policy matters referred to them; informing and educating the council on existing city programs and issues, and other such matters as the committee deems appropriate. The city council committee shall not become involved in the administration of city government.

(2) Appointment. The mayor, subject to approval of a majority of the council, shall appoint a chair and members for each council committee.

(3) Council Committees Denominated. The council committees shall be as follows:

- (a) Finance committee;
- (b) Public safety committee; and
- (c) Public services committee.

Additional permanent committees can be created by amendment to this code.

(4) Responsibility of Council Committees.

(a) Responsibility of Committee. It shall be the responsibility of each council committee to evaluate and report to city council on each matter referred to it regardless of whether the council committee favors or opposes the proposed action.

(b) Responsibility of Committee Chairperson. The chairperson of the respective council committees shall have the following responsibilities:

- (i) Schedule and attend meetings of the committee.
 - (ii) Solicit the views of the department heads of each department affected by each matter referred to the committee.
 - (iii) Prepare committee members to report on their views as a regular part of the whole council debate/consideration of the matter.
 - (iv) Committees may not take binding action on behalf of the council.
- (c) Removal. Council committee members may be removed from the council committee by a majority vote of the council for neglect of duty, conflict of interest, malfeasance in office or other just cause including unexcused absence for more than three consecutive committee meetings.

SECTION 4

Wenatchee City Code Section 1.07.080 shall be amended to read in its entirety the following:

1.07.080 Regular Council Meetings.

(1) Regular Meetings. Regular meetings of council shall be held on the second and fourth Thursdays of each month, beginning at 5:15 p.m., at Wenatchee City Hall, unless another time or place is specified for a special meeting. Should any meeting occur on a legal holiday, the meeting shall be cancelled and may be rescheduled as a special meeting.

(2) Order of Business. The order of business at all regular meetings of council shall be as follows:

- (a) Call to order, pledge of allegiance and roll call.
- (b) Public requests/comments.
- (c) Consent agenda.
 - (i) Minutes.
 - (ii) Warrants.
 - (iii) Other business.
- (d) Presentations.
- (e) Action items.
- (f) Public hearings.
- (g) Reports.

- (i) Mayor’s report.
- (ii) Reports/new business of council committees.
- (h) Announcements.
- (i) Adjournment.

SECTION 5

If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

SECTION 6

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 7

This Ordinance shall take effect thirty (30) days from and after its approval and publication as provided by law; provided that Section 2 shall not take effect until December 31, 2023.

PASSED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE at a regular meeting thereof, this 28th day of September, 2023.

CITY OF WENATCHEE, a Municipal Corporation

By: _____
FRANK J. KUNTZ, Mayor

ATTEST:

By: _____
TAMMY McCORD, City Clerk

APPROVED AS TO FORM:

By:  _____
DANIELLE R. MARCHANT, City Attorney



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

FROM: Danielle R. Marchant, City Attorney

MEETING DATE: September 28, 2023

I. SUBJECT

Employment Agreements for Director of Finance, Police Chief, Director of Public Works, Director of Community Development, Director of Human Resources, Director of Parks, Recreation and Cultural Services, Director of Information Technology and City Administrator

II. ACTION REQUESTED

Motion requested for the City Council to approve the Employment Agreements for the listed positions and authorize the Mayor's signature:

- Director of Finance
- Police Chief
- Director of Public Works
- Director of Community Development
- Director of Human Resources
- Director of Parks, Recreation and Cultural Services
- Director of Information Technology
- City Administrator

III. OVERVIEW

The proposed Employment Agreements are for individuals currently employed in the roles of Director of Finance, Police Chief, Director of Public Works, Director of Community Development, Director of Human Resources, Director of Parks, Recreation and Cultural Services, and Director of Information Technology. The Employment Agreements do not change the at-will nature of the employment.

Mayor Kuntz would like to appoint Laura Gloria to the City Administrator role, and the appointment needs City Council confirmation. The Agreement for the City Administrator acknowledges the appointment and confirmation. The Agreement is otherwise substantially similar to the Employment Agreements for the Directors and Police Chief.

All the proposed Employment Agreements provide for a severance payment benefit of four months, if the employee is terminated without cause and upon condition that a release of

claims is signed. This type of severance payment is not unusual for higher level positions such as these.

IV. FISCAL IMPACT

The proposed Employment Agreements would provide for a severance payment of four months upon termination without cause. It is anticipated that a severance payment would be offset by the necessary recruitment timeframe to fill any future vacancy.

VI. REFERENCE(S)

1. Employment Agreement for Director of Finance
2. Employment Agreement for Police Chief
3. Employment Agreement for Director of Public Works
4. Employment Agreement for Director of Community Development
5. Employment Agreement for Director of Human Resources
6. Employment Agreement for Director of Parks, Recreation and Cultural Services
7. Employment Agreement for Director of Information Technology
8. Employment Agreement for City Administrator

VII. ADMINISTRATIVE ROUTING

Tammy McCord, City Clerk
Brad Posenjak, Finance Director
Laura Gloria, Executive Services Director

EMPLOYMENT AGREEMENT – DIRECTOR POSITION

THIS AGREEMENT is made by and between the City of Wenatchee, Washington, a municipal corporation of the State of Washington (“City”), and Bradley J. Posenjak (“Employee”). The City and the Employee are at times referred to individually as “party” or collectively as “parties.” The effective date of this Agreement shall be the last date that both parties have signed the Agreement.

RECITALS

- A. Employee is currently employed by the City as the Director of Finance (“Director”).
- B. The Mayor has previously appointed the Employee as the Director, and that appointment has been confirmed by City Council.
- C. The City is undergoing a reorganization where the parties wish to outline the rights and responsibilities of the Employee, and the obligations of the City.

WHEREFORE the parties agree as follows:

AGREEMENT

SECTION 1. – APPOINTMENT AS DIRECTOR

The parties hereby acknowledge that Employee has been appointed by the Mayor as the Director, and such appointment has been confirmed by the City Council. The parties further acknowledge that the Employee has accepted the appointment as the Director. The appointment is subject to the terms and conditions of this Agreement.

SECTION 2. – DUTIES

- A. **Official Duties.** The duties of the Director are as set out in the Wenatchee City Code (“WCC”), the City’s policies and procedures, which include the Employee Handbook (collectively “Personnel Policies”), and the Job Description for the position of Director. The WCC, the Personnel Policies and the Job Description may be amended at any time at the sole discretion of the City, and such amendment shall be applicable to the Employee. If any provision of this Agreement is expressly inconsistent with the provisions of the Personnel Policies and Job Description, then the provisions of this Agreement shall govern. If any provision of this Agreement is expressly inconsistent with the provisions of the WCC, then the WCC shall govern.
- B. **Supervision.** Employee serves at the pleasure of the Mayor and City Council, and reports to and is supervised and evaluated by the City Administrator.
- C. **Standard of Care.** Employee shall at all times comply with all federal, state and local statutes, ordinances and rules applicable to the position of Director. Employee shall employ such methods, techniques, standards and practices, which at the time they are employed, in

light of the circumstances known or reasonably believed to exist at such time, are generally accepted as good and prudent practices for performing the duties of the position of Director.

- D. **Professionalism.** The Employee shall be highly visible to all employees of the Employee's assigned department and the Employee shall set the example for the highest professional standards by their actions.
- E. **Conflict of Interest.** Employee shall not engage in any activity that is, or may become, a conflict of interest as defined by Washington law or the Personnel Policies, or would otherwise be incompatible with the position of Director. Employee shall not enter into a prohibited contract, as defined by Washington law.

SECTION 3. – STATUS AND TERM

- A. **At-Will Status.** Employee's appointment was for an indefinite term. Employee is an "at-will" employee of the City. Nothing in this Agreement shall prevent, limit or otherwise interfere with the City's right to terminate Employee's appointment, with or without cause, at any time; or with the right of the Employee to resign and terminate Employee's appointment, with or without cause, at any time.
- B. **Exclusive Employment.** Employee shall remain in the exclusive employ of the City and shall not accept other employment without the prior written approval of the City Administrator. The term "employed" and variations of that term as used in the preceding sentence shall include employment by another legal entity or self employment, but shall not be construed to include occasional teaching, writing, or consulting performed on Employee's own time, and with the advance written approval of the City Administrator.

SECTION 4. – COMPENSATION

- A. **Base Salary.** The City shall pay Employee a base salary as stated in the City's compensation schedule as adopted by City Council, including any amendments thereto. Payment shall be payable in equal installments at the same time as other employees of the City. Any deductions required by law shall be deducted from the base salary. The base salary is not inclusive of the other benefits and compensation otherwise provided in this Agreement. For any employment that is done for a partial calendar year, the base salary shall be prorated.
- B. **Benefits.** Employee shall be entitled to all employment benefits afforded to the position of Director as stated in the Personnel Policies, including any amendments thereto.

SECTION 5. – TERMINATION

- A. **General.** The Employee's appointment and this Agreement shall terminate upon the Employee's death, written agreement between the City and the Employee, termination by the City, or the Employee's resignation.
- B. **No Change in At-Will Status.** Employee acknowledges that Section 5 of this Agreement does not obligate the City to employ Employee for any stated period of time, and that

Employee's at-will status is not changed by this Section. Employee agrees that any statements or representations to the contrary are ineffective, unless put into a writing and approved by the Mayor and City Council.

- C. Termination by City.** Recognizing the Employee is in an appointive officer of the City, and is otherwise an "at-will" employee of the City, the City may terminate the Employee's appointment and this Agreement at any time, with or without cause, and with or without prior notice to Employee.
- 1. Severance Payments upon Termination Not for "Cause".** If the City's termination of the Employee's appointment is not for "cause," the City shall provide Employee their then current base salary for four (4) months after the effective date of the termination (the "Severance Payments"), minus any deductions required by law, as long as Employee signs a Release as stated in Section 5(C)(3) of this Agreement. The Severance Payments shall be made in equal installments according to the City's regular payroll schedule. Employee shall not be entitled to any other benefits from the City upon termination, unless a benefit is required by law.
 - 2. "Cause" Defined.** "Cause," for the purposes of this section, shall include, but is not limited, to a material breach of this Agreement, incompetence, neglect of Employee's duties, unsatisfactory work performance, insubordination, falsification of records, violation of the City's Personnel Policies, the conviction/guilty plea of any crime which adversely affects the Employee's ability to perform under this Agreement, or the theft, misappropriation or misuse of the City's property.
 - 3. Waiver of Claims.** To be eligible for Severance Payments, the Employee shall execute a release which shall constitute a complete waiver, release and discharge of any and all claims of any kind which Employee may then or later claim against the City ("Release") related to their employment, including without limitations, claims of wrongful terminations, harassment, discrimination, breach of contract, outrage, intentional or negligent infliction of emotional distress, and any and all other types of claims whatsoever.
- D. Termination by Employee.** The Employee may terminate their appointment and this Agreement at any time, with or without cause, and with or without prior notice to the City. If Employee terminates their appointment and this Agreement, then the City requests, but does not require, that Employee provide to the City thirty days notice prior to Employee's effective date of termination.
- E. Cash-Out.** Any cash-out of sick leave or vacation leave will be as stated in the Personnel Policies at the time of the effective date of termination.
- F. City Property.** Employee shall return all keys, credit cards, tools, vehicles, documents and other materials or property that belong to the City by the effective date of termination.

G. Effective Date of Termination. The effective date of termination shall be immediately upon the event giving rise to the termination, on the date provided in the notice, or at a date as agreed to by the parties.

H. Cooperation. Notwithstanding the method by which the Employee's appointment is terminated, the parties shall cooperate with each other to provide for an orderly transition from the Employee's appointment. Specific responsibilities during such transition will be specified in a written separation agreement.

SECTION 6. – HOURS OF WORK

As the Director, the Employee is a confidential, exempt employee for purposes of the Federal Fair Labor Standards Act and the Washington Minimum Wage Act, and as such the time required to perform the duties of Director shall not be limited to forty (40) hours per week.

SECTION 7. – OTHER TERMS AND CONDITIONS OF EMPLOYMENT

The City may fix in writing any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or applicable federal state and/or local law. All provisions of the WCC, the Personnel Policies, as they now exist or hereafter may be amended, shall also apply to Employee, except as may be specifically agreed upon in this Agreement.

SECTION 8. – ASSIGNABILITY

The rights and obligations of the Employee under this Agreement are personal and shall not be assigned or transferred by Employee in any manner except as authorized by this Agreement.

SECTION 9. – LIABILITY INSURANCE; INDEMNIFICATION

The City shall provide liability insurance coverage for the Employee to the same extent as any regular full-time employee of the City for acts, errors or omissions occurring within the scope of the Employee's duties as Director. The Employee shall be entitled to be indemnified by the City for such acts, as set forth in Chapter 1.64 WCC.

SECTION 10. – GENERAL PROVISIONS


A. Entire Agreement. The recitals are incorporated herein and made part of this Agreement by this reference. This Agreement contains the entire understanding of the parties. This Agreement may be changed only by a written document signed by Employee and City, or as otherwise provided for in this Agreement.

B. Notices: All notices and other communications required or permitted to be given by this Agreement must be in writing and must be given and will be deemed received if and when either hand-delivered and signed receipt is given, or mailed by registered or certified U.S. mail, return receipt requested, postage prepaid, as follows:

To City:

City of Wenatchee
Attn: Mayor
301 Yakima St.
P.O. Box 519
Wenatchee, WA 98807-0519

To Employee:

Bradley J. Posenjak


With a copy to:

City of Wenatchee
Attn: City Administrator
301 Yakima St.
P.O. Box 519
Wenatchee, WA 98807-0519

If the notice is mailed it is deemed received three business days after mailing. Either party may change the address to which notice is to be addressed by notifying the other party of the change in writing.

- C. **Review.** Employee acknowledges that Employee has been advised to seek their own attorney to review, advise and counsel Employee in regard to this Agreement and has been given an appropriate amount of time to do so.
- D. **Interpretation.** This Agreement, or any uncertainty or ambiguity herein, shall not be construed against either party, but shall be construed as if all parties to this Agreement prepared the Agreement.
- E. **Enforcement.** This Agreement will be construed in accordance with the laws of the State of Washington. Any court action must be brought in the Superior Court for the County of Chelan. Each party shall be responsible for their own costs and attorney’s fees.
- F. **Severability.** If any provision of this Agreement is determined by a Court to be unenforceable, the remainder of this Agreement shall not be affected by such determination and shall remain in full force and effect.

CITY OF WENATCHEE:

By: _____
FRANK J. KUNTZ, Mayor

EMPLOYEE:

By: _____
(Sign Name)

Date: _____

(Print Name)

Date: _____

EMPLOYMENT AGREEMENT – DIRECTOR POSITION

THIS AGREEMENT is made by and between the City of Wenatchee, Washington, a municipal corporation of the State of Washington (“City”), and Steven Lee Crown (“Employee”). The City and the Employee are at times referred to individually as “party” or collectively as “parties.” The effective date of this Agreement shall be the last date that both parties have signed the Agreement.

RECITALS

- A. Employee is currently employed by the City as the Police Chief (“Director”).
- B. The Mayor has previously appointed the Employee as the Director, and that appointment has been confirmed by City Council.
- C. The City is undergoing a reorganization where the parties wish to outline the rights and responsibilities of the Employee, and the obligations of the City.

WHEREFORE the parties agree as follows:

AGREEMENT

SECTION 1. – APPOINTMENT AS DIRECTOR

The parties hereby acknowledge that Employee has been appointed by the Mayor as the Director, and such appointment has been confirmed by the City Council. The parties further acknowledge that the Employee has accepted the appointment as the Director. The appointment is subject to the terms and conditions of this Agreement.

SECTION 2. – DUTIES

- A. **Official Duties.** The duties of the Director are as set out in the Wenatchee City Code (“WCC”), the City’s policies and procedures, which include the Employee Handbook (collectively “Personnel Policies”), and the Job Description for the position of Director. The WCC, the Personnel Policies and the Job Description may be amended at any time at the sole discretion of the City, and such amendment shall be applicable to the Employee. If any provision of this Agreement is expressly inconsistent with the provisions of the Personnel Policies and Job Description, then the provisions of this Agreement shall govern. If any provision of this Agreement is expressly inconsistent with the provisions of the WCC, then the WCC shall govern.
- B. **Supervision.** Employee serves at the pleasure of the Mayor and City Council, and reports to and is supervised and evaluated by the City Administrator.
- C. **Standard of Care.** Employee shall at all times comply with all federal, state and local statutes, ordinances and rules applicable to the position of Director. Employee shall employ such methods, techniques, standards and practices, which at the time they are employed, in

light of the circumstances known or reasonably believed to exist at such time, are generally accepted as good and prudent practices for performing the duties of the position of Director.

- D. **Professionalism.** The Employee shall be highly visible to all employees of the Employee's assigned department and the Employee shall set the example for the highest professional standards by their actions.
- E. **Conflict of Interest.** Employee shall not engage in any activity that is, or may become, a conflict of interest as defined by Washington law or the Personnel Policies, or would otherwise be incompatible with the position of Director. Employee shall not enter into a prohibited contract, as defined by Washington law.

SECTION 3. – STATUS AND TERM

- A. **At-Will Status.** Employee's appointment was for an indefinite term. Employee is an "at-will" employee of the City. Nothing in this Agreement shall prevent, limit or otherwise interfere with the City's right to terminate Employee's appointment, with or without cause, at any time; or with the right of the Employee to resign and terminate Employee's appointment, with or without cause, at any time.
- B. **Exclusive Employment.** Employee shall remain in the exclusive employ of the City and shall not accept other employment without the prior written approval of the City Administrator. The term "employed" and variations of that term as used in the preceding sentence shall include employment by another legal entity or self employment, but shall not be construed to include occasional teaching, writing, or consulting performed on Employee's own time, and with the advance written approval of the City Administrator.

SECTION 4. – COMPENSATION

- A. **Base Salary.** The City shall pay Employee a base salary as stated in the City's compensation schedule as adopted by City Council, including any amendments thereto. Payment shall be payable in equal installments at the same time as other employees of the City. Any deductions required by law shall be deducted from the base salary. The base salary is not inclusive of the other benefits and compensation otherwise provided in this Agreement. For any employment that is done for a partial calendar year, the base salary shall be prorated.
- B. **Benefits.** Employee shall be entitled to all employment benefits afforded to the position of Director as stated in the Personnel Policies, including any amendments thereto.

SECTION 5. – TERMINATION

- A. **General.** The Employee's appointment and this Agreement shall terminate upon the Employee's death, written agreement between the City and the Employee, termination by the City, or the Employee's resignation.
- B. **No Change in At-Will Status.** Employee acknowledges that Section 5 of this Agreement does not obligate the City to employ Employee for any stated period of time, and that

Employee's at-will status is not changed by this Section. Employee agrees that any statements or representations to the contrary are ineffective, unless put into a writing and approved by the Mayor and City Council.

- C. Termination by City.** Recognizing the Employee is in an appointive officer of the City, and is otherwise an "at-will" employee of the City, the City may terminate the Employee's appointment and this Agreement at any time, with or without cause, and with or without prior notice to Employee.
- 1. Severance Payments upon Termination Not for "Cause".** If the City's termination of the Employee's appointment is not for "cause," the City shall provide Employee their then current base salary for four (4) months after the effective date of the termination (the "Severance Payments"), minus any deductions required by law, as long as Employee signs a Release as stated in Section 5(C)(3) of this Agreement. The Severance Payments shall be made in equal installments according to the City's regular payroll schedule. Employee shall not be entitled to any other benefits from the City upon termination, unless a benefit is required by law.
 - 2. "Cause" Defined.** "Cause," for the purposes of this section, shall include, but is not limited, to a material breach of this Agreement, incompetence, neglect of Employee's duties, unsatisfactory work performance, insubordination, falsification of records, violation of the City's Personnel Policies, the conviction/guilty plea of any crime which adversely affects the Employee's ability to perform under this Agreement, or the theft, misappropriation or misuse of the City's property.
 - 3. Waiver of Claims.** To be eligible for Severance Payments, the Employee shall execute a release which shall constitute a complete waiver, release and discharge of any and all claims of any kind which Employee may then or later claim against the City ("Release") related to their employment, including without limitations, claims of wrongful terminations, harassment, discrimination, breach of contract, outrage, intentional or negligent infliction of emotional distress, and any and all other types of claims whatsoever.
- D. Termination by Employee.** The Employee may terminate their appointment and this Agreement at any time, with or without cause, and with or without prior notice to the City. If Employee terminates their appointment and this Agreement, then the City requests, but does not require, that Employee provide to the City thirty days notice prior to Employee's effective date of termination.
- E. Cash-Out.** Any cash-out of sick leave or vacation leave will be as stated in the Personnel Policies at the time of the effective date of termination.
- F. City Property.** Employee shall return all keys, credit cards, tools, vehicles, documents and other materials or property that belong to the City by the effective date of termination.

G. Effective Date of Termination. The effective date of termination shall be immediately upon the event giving rise to the termination, on the date provided in the notice, or at a date as agreed to by the parties.

H. Cooperation. Notwithstanding the method by which the Employee's appointment is terminated, the parties shall cooperate with each other to provide for an orderly transition from the Employee's appointment. Specific responsibilities during such transition will be specified in a written separation agreement.

SECTION 6. – HOURS OF WORK

As the Director, the Employee is a confidential, exempt employee for purposes of the Federal Fair Labor Standards Act and the Washington Minimum Wage Act, and as such the time required to perform the duties of Director shall not be limited to forty (40) hours per week.

SECTION 7. – OTHER TERMS AND CONDITIONS OF EMPLOYMENT

The City may fix in writing any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or applicable federal state and/or local law. All provisions of the WCC, the Personnel Policies, as they now exist or hereafter may be amended, shall also apply to Employee, except as may be specifically agreed upon in this Agreement.

SECTION 8. – ASSIGNABILITY

The rights and obligations of the Employee under this Agreement are personal and shall not be assigned or transferred by Employee in any manner except as authorized by this Agreement.

SECTION 9. – LIABILITY INSURANCE; INDEMNIFICATION

The City shall provide liability insurance coverage for the Employee to the same extent as any regular full-time employee of the City for acts, errors or omissions occurring within the scope of the Employee's duties as Director. The Employee shall be entitled to be indemnified by the City for such acts, as set forth in Chapter 1.64 WCC.

SECTION 10. – GENERAL PROVISIONS


A. Entire Agreement. The recitals are incorporated herein and made part of this Agreement by this reference. This Agreement contains the entire understanding of the parties. This Agreement may be changed only by a written document signed by Employee and City, or as otherwise provided for in this Agreement.

B. Notices: All notices and other communications required or permitted to be given by this Agreement must be in writing and must be given and will be deemed received if and when either hand-delivered and signed receipt is given, or mailed by registered or certified U.S. mail, return receipt requested, postage prepaid, as follows:

To City:

City of Wenatchee
Attn: Mayor
301 Yakima St.
P.O. Box 519
Wenatchee, WA 98807-0519

To Employee:

Steven L. Crown


With a copy to:

City of Wenatchee
Attn: City Administrator
301 Yakima St.
P.O. Box 519
Wenatchee, WA 98807-0519

If the notice is mailed it is deemed received three business days after mailing. Either party may change the address to which notice is to be addressed by notifying the other party of the change in writing.

- C. **Review.** Employee acknowledges that Employee has been advised to seek their own attorney to review, advise and counsel Employee in regard to this Agreement and has been given an appropriate amount of time to do so.
- D. **Interpretation.** This Agreement, or any uncertainty or ambiguity herein, shall not be construed against either party, but shall be construed as if all parties to this Agreement prepared the Agreement.
- E. **Enforcement.** This Agreement will be construed in accordance with the laws of the State of Washington. Any court action must be brought in the Superior Court for the County of Chelan. Each party shall be responsible for their own costs and attorney’s fees.
- F. **Severability.** If any provision of this Agreement is determined by a Court to be unenforceable, the remainder of this Agreement shall not be affected by such determination and shall remain in full force and effect.

CITY OF WENATCHEE:

By: _____
FRANK J. KUNTZ, Mayor

EMPLOYEE:

By: _____
(Sign Name)

Date: _____

(Print Name)

Date: _____

EMPLOYMENT AGREEMENT – DIRECTOR POSITION

THIS AGREEMENT is made by and between the City of Wenatchee, Washington, a municipal corporation of the State of Washington (“City”), and Robert Jammerman (“Employee”). The City and the Employee are at times referred to individually as “party” or collectively as “parties.” The effective date of this Agreement shall be the last date that both parties have signed the Agreement.

RECITALS

- A. Employee is currently employed by the City as the Director of Public Works (“Director”).
- B. The Mayor has previously appointed the Employee as the Director, and that appointment has been confirmed by City Council.
- C. The City is undergoing a reorganization where the parties wish to outline the rights and responsibilities of the Employee, and the obligations of the City.

WHEREFORE the parties agree as follows:

AGREEMENT

SECTION 1. – APPOINTMENT AS DIRECTOR

The parties hereby acknowledge that Employee has been appointed by the Mayor as the Director, and such appointment has been confirmed by the City Council. The parties further acknowledge that the Employee has accepted the appointment as the Director. The appointment is subject to the terms and conditions of this Agreement.

SECTION 2. – DUTIES

- A. **Official Duties.** The duties of the Director are as set out in the Wenatchee City Code (“WCC”), the City’s policies and procedures, which include the Employee Handbook (collectively “Personnel Policies”), and the Job Description for the position of Director. The WCC, the Personnel Policies and the Job Description may be amended at any time at the sole discretion of the City, and such amendment shall be applicable to the Employee. If any provision of this Agreement is expressly inconsistent with the provisions of the Personnel Policies and Job Description, then the provisions of this Agreement shall govern. If any provision of this Agreement is expressly inconsistent with the provisions of the WCC, then the WCC shall govern.
- B. **Supervision.** Employee serves at the pleasure of the Mayor and City Council, and reports to and is supervised and evaluated by the City Administrator.
- C. **Standard of Care.** Employee shall at all times comply with all federal, state and local statutes, ordinances and rules applicable to the position of Director. Employee shall employ such methods, techniques, standards and practices, which at the time they are employed, in

light of the circumstances known or reasonably believed to exist at such time, are generally accepted as good and prudent practices for performing the duties of the position of Director.

- D. **Professionalism.** The Employee shall be highly visible to all employees of the Employee's assigned department and the Employee shall set the example for the highest professional standards by their actions.
- E. **Conflict of Interest.** Employee shall not engage in any activity that is, or may become, a conflict of interest as defined by Washington law or the Personnel Policies, or would otherwise be incompatible with the position of Director. Employee shall not enter into a prohibited contract, as defined by Washington law.

SECTION 3. – STATUS AND TERM

- A. **At-Will Status.** Employee's appointment was for an indefinite term. Employee is an "at-will" employee of the City. Nothing in this Agreement shall prevent, limit or otherwise interfere with the City's right to terminate Employee's appointment, with or without cause, at any time; or with the right of the Employee to resign and terminate Employee's appointment, with or without cause, at any time.
- B. **Exclusive Employment.** Employee shall remain in the exclusive employ of the City and shall not accept other employment without the prior written approval of the City Administrator. The term "employed" and variations of that term as used in the preceding sentence shall include employment by another legal entity or self employment, but shall not be construed to include occasional teaching, writing, or consulting performed on Employee's own time, and with the advance written approval of the City Administrator.

SECTION 4. – COMPENSATION

- A. **Base Salary.** The City shall pay Employee a base salary as stated in the City's compensation schedule as adopted by City Council, including any amendments thereto. Payment shall be payable in equal installments at the same time as other employees of the City. Any deductions required by law shall be deducted from the base salary. The base salary is not inclusive of the other benefits and compensation otherwise provided in this Agreement. For any employment that is done for a partial calendar year, the base salary shall be prorated.
- B. **Benefits.** Employee shall be entitled to all employment benefits afforded to the position of Director as stated in the Personnel Policies, including any amendments thereto.

SECTION 5. – TERMINATION

- A. **General.** The Employee's appointment and this Agreement shall terminate upon the Employee's death, written agreement between the City and the Employee, termination by the City, or the Employee's resignation.
- B. **No Change in At-Will Status.** Employee acknowledges that Section 5 of this Agreement does not obligate the City to employ Employee for any stated period of time, and that

Employee's at-will status is not changed by this Section. Employee agrees that any statements or representations to the contrary are ineffective, unless put into a writing and approved by the Mayor and City Council.

- C. Termination by City.** Recognizing the Employee is in an appointive officer of the City, and is otherwise an "at-will" employee of the City, the City may terminate the Employee's appointment and this Agreement at any time, with or without cause, and with or without prior notice to Employee.
- 1. Severance Payments upon Termination Not for "Cause".** If the City's termination of the Employee's appointment is not for "cause," the City shall provide Employee their then current base salary for four (4) months after the effective date of the termination (the "Severance Payments"), minus any deductions required by law, as long as Employee signs a Release as stated in Section 5(C)(3) of this Agreement. The Severance Payments shall be made in equal installments according to the City's regular payroll schedule. Employee shall not be entitled to any other benefits from the City upon termination, unless a benefit is required by law.
 - 2. "Cause" Defined.** "Cause," for the purposes of this section, shall include, but is not limited, to a material breach of this Agreement, incompetence, neglect of Employee's duties, unsatisfactory work performance, insubordination, falsification of records, violation of the City's Personnel Policies, the conviction/guilty plea of any crime which adversely affects the Employee's ability to perform under this Agreement, or the theft, misappropriation or misuse of the City's property.
 - 3. Waiver of Claims.** To be eligible for Severance Payments, the Employee shall execute a release which shall constitute a complete waiver, release and discharge of any and all claims of any kind which Employee may then or later claim against the City ("Release") related to their employment, including without limitations, claims of wrongful terminations, harassment, discrimination, breach of contract, outrage, intentional or negligent infliction of emotional distress, and any and all other types of claims whatsoever.
- D. Termination by Employee.** The Employee may terminate their appointment and this Agreement at any time, with or without cause, and with or without prior notice to the City. If Employee terminates their appointment and this Agreement, then the City requests, but does not require, that Employee provide to the City thirty days notice prior to Employee's effective date of termination.
- E. Cash-Out.** Any cash-out of sick leave or vacation leave will be as stated in the Personnel Policies at the time of the effective date of termination.
- F. City Property.** Employee shall return all keys, credit cards, tools, vehicles, documents and other materials or property that belong to the City by the effective date of termination.

G. Effective Date of Termination. The effective date of termination shall be immediately upon the event giving rise to the termination, on the date provided in the notice, or at a date as agreed to by the parties.

H. Cooperation. Notwithstanding the method by which the Employee's appointment is terminated, the parties shall cooperate with each other to provide for an orderly transition from the Employee's appointment. Specific responsibilities during such transition will be specified in a written separation agreement.

SECTION 6. – HOURS OF WORK

As the Director, the Employee is a confidential, exempt employee for purposes of the Federal Fair Labor Standards Act and the Washington Minimum Wage Act, and as such the time required to perform the duties of Director shall not be limited to forty (40) hours per week.

SECTION 7. – OTHER TERMS AND CONDITIONS OF EMPLOYMENT

The City may fix in writing any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or applicable federal state and/or local law. All provisions of the WCC, the Personnel Policies, as they now exist or hereafter may be amended, shall also apply to Employee, except as may be specifically agreed upon in this Agreement.

SECTION 8. – ASSIGNABILITY

The rights and obligations of the Employee under this Agreement are personal and shall not be assigned or transferred by Employee in any manner except as authorized by this Agreement.

SECTION 9. – LIABILITY INSURANCE; INDEMNIFICATION

The City shall provide liability insurance coverage for the Employee to the same extent as any regular full-time employee of the City for acts, errors or omissions occurring within the scope of the Employee's duties as Director. The Employee shall be entitled to be indemnified by the City for such acts, as set forth in Chapter 1.64 WCC.

SECTION 10. – GENERAL PROVISIONS


A. Entire Agreement. The recitals are incorporated herein and made part of this Agreement by this reference. This Agreement contains the entire understanding of the parties. This Agreement may be changed only by a written document signed by Employee and City, or as otherwise provided for in this Agreement.

B. Notices: All notices and other communications required or permitted to be given by this Agreement must be in writing and must be given and will be deemed received if and when either hand-delivered and signed receipt is given, or mailed by registered or certified U.S. mail, return receipt requested, postage prepaid, as follows:

To City:

City of Wenatchee
Attn: Mayor
301 Yakima St.
P.O. Box 519
Wenatchee, WA 98807-0519

To Employee:

Robert Jammerman


With a copy to:

City of Wenatchee
Attn: City Administrator
301 Yakima St.
P.O. Box 519
Wenatchee, WA 98807-0519

If the notice is mailed it is deemed received three business days after mailing. Either party may change the address to which notice is to be addressed by notifying the other party of the change in writing.

- C. **Review.** Employee acknowledges that Employee has been advised to seek their own attorney to review, advise and counsel Employee in regard to this Agreement and has been given an appropriate amount of time to do so.
- D. **Interpretation.** This Agreement, or any uncertainty or ambiguity herein, shall not be construed against either party, but shall be construed as if all parties to this Agreement prepared the Agreement.
- E. **Enforcement.** This Agreement will be construed in accordance with the laws of the State of Washington. Any court action must be brought in the Superior Court for the County of Chelan. Each party shall be responsible for their own costs and attorney’s fees.
- F. **Severability.** If any provision of this Agreement is determined by a Court to be unenforceable, the remainder of this Agreement shall not be affected by such determination and shall remain in full force and effect.

CITY OF WENATCHEE:

By: _____
FRANK J. KUNTZ, Mayor

EMPLOYEE:

By: _____
(Sign Name)

Date: _____

(Print Name)

Date: _____

EMPLOYMENT AGREEMENT – DIRECTOR POSITION

THIS AGREEMENT is made by and between the City of Wenatchee, Washington, a municipal corporation of the State of Washington (“City”), and Glen Allan DeVries (“Employee”). The City and the Employee are at times referred to individually as “party” or collectively as “parties.” The effective date of this Agreement shall be the last date that both parties have signed the Agreement.

RECITALS

- A. Employee is currently employed by the City as the Director of Community Development (“Director”).
- B. The Mayor has previously appointed the Employee as the Director, and that appointment has been confirmed by City Council.
- C. The City is undergoing a reorganization where the parties wish to outline the rights and responsibilities of the Employee, and the obligations of the City.

WHEREFORE the parties agree as follows:

AGREEMENT

SECTION 1. – APPOINTMENT AS DIRECTOR

The parties hereby acknowledge that Employee has been appointed by the Mayor as the Director, and such appointment has been confirmed by the City Council. The parties further acknowledge that the Employee has accepted the appointment as the Director. The appointment is subject to the terms and conditions of this Agreement.

SECTION 2. – DUTIES

- A. **Official Duties.** The duties of the Director are as set out in the Wenatchee City Code (“WCC”), the City’s policies and procedures, which include the Employee Handbook (collectively “Personnel Policies”), and the Job Description for the position of Director. The WCC, the Personnel Policies and the Job Description may be amended at any time at the sole discretion of the City, and such amendment shall be applicable to the Employee. If any provision of this Agreement is expressly inconsistent with the provisions of the Personnel Policies and Job Description, then the provisions of this Agreement shall govern. If any provision of this Agreement is expressly inconsistent with the provisions of the WCC, then the WCC shall govern.
- B. **Supervision.** Employee serves at the pleasure of the Mayor and City Council, and reports to and is supervised and evaluated by the City Administrator.
- C. **Standard of Care.** Employee shall at all times comply with all federal, state and local statutes, ordinances and rules applicable to the position of Director. Employee shall employ such methods, techniques, standards and practices, which at the time they are employed, in

light of the circumstances known or reasonably believed to exist at such time, are generally accepted as good and prudent practices for performing the duties of the position of Director.

- D. **Professionalism.** The Employee shall be highly visible to all employees of the Employee's assigned department and the Employee shall set the example for the highest professional standards by their actions.
- E. **Conflict of Interest.** Employee shall not engage in any activity that is, or may become, a conflict of interest as defined by Washington law or the Personnel Policies, or would otherwise be incompatible with the position of Director. Employee shall not enter into a prohibited contract, as defined by Washington law.

SECTION 3. – STATUS AND TERM

- A. **At-Will Status.** Employee's appointment was for an indefinite term. Employee is an "at-will" employee of the City. Nothing in this Agreement shall prevent, limit or otherwise interfere with the City's right to terminate Employee's appointment, with or without cause, at any time; or with the right of the Employee to resign and terminate Employee's appointment, with or without cause, at any time.
- B. **Exclusive Employment.** Employee shall remain in the exclusive employ of the City and shall not accept other employment without the prior written approval of the City Administrator. The term "employed" and variations of that term as used in the preceding sentence shall include employment by another legal entity or self employment, but shall not be construed to include occasional teaching, writing, or consulting performed on Employee's own time, and with the advance written approval of the City Administrator.

SECTION 4. – COMPENSATION

- A. **Base Salary.** The City shall pay Employee a base salary as stated in the City's compensation schedule as adopted by City Council, including any amendments thereto. Payment shall be payable in equal installments at the same time as other employees of the City. Any deductions required by law shall be deducted from the base salary. The base salary is not inclusive of the other benefits and compensation otherwise provided in this Agreement. For any employment that is done for a partial calendar year, the base salary shall be prorated.
- B. **Benefits.** Employee shall be entitled to all employment benefits afforded to the position of Director as stated in the Personnel Policies, including any amendments thereto.

SECTION 5. – TERMINATION

- A. **General.** The Employee's appointment and this Agreement shall terminate upon the Employee's death, written agreement between the City and the Employee, termination by the City, or the Employee's resignation.
- B. **No Change in At-Will Status.** Employee acknowledges that Section 5 of this Agreement does not obligate the City to employ Employee for any stated period of time, and that

Employee's at-will status is not changed by this Section. Employee agrees that any statements or representations to the contrary are ineffective, unless put into a writing and approved by the Mayor and City Council.

- C. Termination by City.** Recognizing the Employee is in an appointive officer of the City, and is otherwise an "at-will" employee of the City, the City may terminate the Employee's appointment and this Agreement at any time, with or without cause, and with or without prior notice to Employee.
- 1. Severance Payments upon Termination Not for "Cause".** If the City's termination of the Employee's appointment is not for "cause," the City shall provide Employee their then current base salary for four (4) months after the effective date of the termination (the "Severance Payments"), minus any deductions required by law, as long as Employee signs a Release as stated in Section 5(C)(3) of this Agreement. The Severance Payments shall be made in equal installments according to the City's regular payroll schedule. Employee shall not be entitled to any other benefits from the City upon termination, unless a benefit is required by law.
 - 2. "Cause" Defined.** "Cause," for the purposes of this section, shall include, but is not limited, to a material breach of this Agreement, incompetence, neglect of Employee's duties, unsatisfactory work performance, insubordination, falsification of records, violation of the City's Personnel Policies, the conviction/guilty plea of any crime which adversely affects the Employee's ability to perform under this Agreement, or the theft, misappropriation or misuse of the City's property.
 - 3. Waiver of Claims.** To be eligible for Severance Payments, the Employee shall execute a release which shall constitute a complete waiver, release and discharge of any and all claims of any kind which Employee may then or later claim against the City ("Release") related to their employment, including without limitations, claims of wrongful terminations, harassment, discrimination, breach of contract, outrage, intentional or negligent infliction of emotional distress, and any and all other types of claims whatsoever.
- D. Termination by Employee.** The Employee may terminate their appointment and this Agreement at any time, with or without cause, and with or without prior notice to the City. If Employee terminates their appointment and this Agreement, then the City requests, but does not require, that Employee provide to the City thirty days notice prior to Employee's effective date of termination.
- E. Cash-Out.** Any cash-out of sick leave or vacation leave will be as stated in the Personnel Policies at the time of the effective date of termination.
- F. City Property.** Employee shall return all keys, credit cards, tools, vehicles, documents and other materials or property that belong to the City by the effective date of termination.

G. Effective Date of Termination. The effective date of termination shall be immediately upon the event giving rise to the termination, on the date provided in the notice, or at a date as agreed to by the parties.

H. Cooperation. Notwithstanding the method by which the Employee's appointment is terminated, the parties shall cooperate with each other to provide for an orderly transition from the Employee's appointment. Specific responsibilities during such transition will be specified in a written separation agreement.

SECTION 6. – HOURS OF WORK

As the Director, the Employee is a confidential, exempt employee for purposes of the Federal Fair Labor Standards Act and the Washington Minimum Wage Act, and as such the time required to perform the duties of Director shall not be limited to forty (40) hours per week.

SECTION 7. – OTHER TERMS AND CONDITIONS OF EMPLOYMENT

The City may fix in writing any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or applicable federal state and/or local law. All provisions of the WCC, the Personnel Policies, as they now exist or hereafter may be amended, shall also apply to Employee, except as may be specifically agreed upon in this Agreement.

SECTION 8. – ASSIGNABILITY

The rights and obligations of the Employee under this Agreement are personal and shall not be assigned or transferred by Employee in any manner except as authorized by this Agreement.

SECTION 9. – LIABILITY INSURANCE; INDEMNIFICATION

The City shall provide liability insurance coverage for the Employee to the same extent as any regular full-time employee of the City for acts, errors or omissions occurring within the scope of the Employee's duties as Director. The Employee shall be entitled to be indemnified by the City for such acts, as set forth in Chapter 1.64 WCC.

SECTION 10. – GENERAL PROVISIONS

A. Entire Agreement. The recitals are incorporated herein and made part of this Agreement by this reference. This Agreement contains the entire understanding of the parties. This Agreement may be changed only by a written document signed by Employee and City, or as otherwise provided for in this Agreement.

B. Notices: All notices and other communications required or permitted to be given by this Agreement must be in writing and must be given and will be deemed received if and when either hand-delivered and signed receipt is given, or mailed by registered or certified U.S. mail, return receipt requested, postage prepaid, as follows:

To City:

City of Wenatchee
Attn: Mayor
301 Yakima St.
P.O. Box 519
Wenatchee, WA 98807-0519

To Employee:

Glen Allan DeVries



With a copy to:

City of Wenatchee
Attn: City Administrator
301 Yakima St.
P.O. Box 519
Wenatchee, WA 98807-0519

If the notice is mailed it is deemed received three business days after mailing. Either party may change the address to which notice is to be addressed by notifying the other party of the change in writing.

- C. **Review.** Employee acknowledges that Employee has been advised to seek their own attorney to review, advise and counsel Employee in regard to this Agreement and has been given an appropriate amount of time to do so.
- D. **Interpretation.** This Agreement, or any uncertainty or ambiguity herein, shall not be construed against either party, but shall be construed as if all parties to this Agreement prepared the Agreement.
- E. **Enforcement.** This Agreement will be construed in accordance with the laws of the State of Washington. Any court action must be brought in the Superior Court for the County of Chelan. Each party shall be responsible for their own costs and attorney’s fees.
- F. **Severability.** If any provision of this Agreement is determined by a Court to be unenforceable, the remainder of this Agreement shall not be affected by such determination and shall remain in full force and effect.

CITY OF WENATCHEE:

EMPLOYEE:

By:

By:

FRANK J. KUNTZ, Mayor

(Sign Name)

Date:

(Print Name)

Date:

EMPLOYMENT AGREEMENT – DIRECTOR POSITION

THIS AGREEMENT is made by and between the City of Wenatchee, Washington, a municipal corporation of the State of Washington (“City”), and Kari Ann Page (“Employee”). The City and the Employee are at times referred to individually as “party” or collectively as “parties.” The effective date of this Agreement shall be the last date that both parties have signed the Agreement.

RECITALS

- A. Employee is currently employed by the City as the Director of Human Resources (“Director”).
- B. The Mayor has previously appointed the Employee as the Director, and that appointment has been confirmed by City Council.
- C. The City is undergoing a reorganization where the parties wish to outline the rights and responsibilities of the Employee, and the obligations of the City.

WHEREFORE the parties agree as follows:

AGREEMENT

SECTION 1. – APPOINTMENT AS DIRECTOR

The parties hereby acknowledge that Employee has been appointed by the Mayor as the Director, and such appointment has been confirmed by the City Council. The parties further acknowledge that the Employee has accepted the appointment as the Director. The appointment is subject to the terms and conditions of this Agreement.

SECTION 2. – DUTIES

- A. **Official Duties.** The duties of the Director are as set out in the Wenatchee City Code (“WCC”), the City’s policies and procedures, which include the Employee Handbook (collectively “Personnel Policies”), and the Job Description for the position of Director. The WCC, the Personnel Policies and the Job Description may be amended at any time at the sole discretion of the City, and such amendment shall be applicable to the Employee. If any provision of this Agreement is expressly inconsistent with the provisions of the Personnel Policies and Job Description, then the provisions of this Agreement shall govern. If any provision of this Agreement is expressly inconsistent with the provisions of the WCC, then the WCC shall govern.
- B. **Supervision.** Employee serves at the pleasure of the Mayor and City Council, and reports to and is supervised and evaluated by the City Administrator.
- C. **Standard of Care.** Employee shall at all times comply with all federal, state and local statutes, ordinances and rules applicable to the position of Director. Employee shall employ such methods, techniques, standards and practices, which at the time they are employed, in

light of the circumstances known or reasonably believed to exist at such time, are generally accepted as good and prudent practices for performing the duties of the position of Director.

- D. **Professionalism.** The Employee shall be highly visible to all employees of the Employee's assigned department and the Employee shall set the example for the highest professional standards by their actions.
- E. **Conflict of Interest.** Employee shall not engage in any activity that is, or may become, a conflict of interest as defined by Washington law or the Personnel Policies, or would otherwise be incompatible with the position of Director. Employee shall not enter into a prohibited contract, as defined by Washington law.

SECTION 3. – STATUS AND TERM

- A. **At-Will Status.** Employee's appointment was for an indefinite term. Employee is an "at-will" employee of the City. Nothing in this Agreement shall prevent, limit or otherwise interfere with the City's right to terminate Employee's appointment, with or without cause, at any time; or with the right of the Employee to resign and terminate Employee's appointment, with or without cause, at any time.
- B. **Exclusive Employment.** Employee shall remain in the exclusive employ of the City and shall not accept other employment without the prior written approval of the City Administrator. The term "employed" and variations of that term as used in the preceding sentence shall include employment by another legal entity or self employment, but shall not be construed to include occasional teaching, writing, or consulting performed on Employee's own time, and with the advance written approval of the City Administrator.

SECTION 4. – COMPENSATION

- A. **Base Salary.** The City shall pay Employee a base salary as stated in the City's compensation schedule as adopted by City Council, including any amendments thereto. Payment shall be payable in equal installments at the same time as other employees of the City. Any deductions required by law shall be deducted from the base salary. The base salary is not inclusive of the other benefits and compensation otherwise provided in this Agreement. For any employment that is done for a partial calendar year, the base salary shall be prorated.
- B. **Benefits.** Employee shall be entitled to all employment benefits afforded to the position of Director as stated in the Personnel Policies, including any amendments thereto.

SECTION 5. – TERMINATION

- A. **General.** The Employee's appointment and this Agreement shall terminate upon the Employee's death, written agreement between the City and the Employee, termination by the City, or the Employee's resignation.
- B. **No Change in At-Will Status.** Employee acknowledges that Section 5 of this Agreement does not obligate the City to employ Employee for any stated period of time, and that

Employee's at-will status is not changed by this Section. Employee agrees that any statements or representations to the contrary are ineffective, unless put into a writing and approved by the Mayor and City Council.

- C. Termination by City.** Recognizing the Employee is in an appointive officer of the City, and is otherwise an "at-will" employee of the City, the City may terminate the Employee's appointment and this Agreement at any time, with or without cause, and with or without prior notice to Employee.
- 1. Severance Payments upon Termination Not for "Cause".** If the City's termination of the Employee's appointment is not for "cause," the City shall provide Employee their then current base salary for four (4) months after the effective date of the termination (the "Severance Payments"), minus any deductions required by law, as long as Employee signs a Release as stated in Section 5(C)(3) of this Agreement. The Severance Payments shall be made in equal installments according to the City's regular payroll schedule. Employee shall not be entitled to any other benefits from the City upon termination, unless a benefit is required by law.
 - 2. "Cause" Defined.** "Cause," for the purposes of this section, shall include, but is not limited, to a material breach of this Agreement, incompetence, neglect of Employee's duties, unsatisfactory work performance, insubordination, falsification of records, violation of the City's Personnel Policies, the conviction/guilty plea of any crime which adversely affects the Employee's ability to perform under this Agreement, or the theft, misappropriation or misuse of the City's property.
 - 3. Waiver of Claims.** To be eligible for Severance Payments, the Employee shall execute a release which shall constitute a complete waiver, release and discharge of any and all claims of any kind which Employee may then or later claim against the City ("Release") related to their employment, including without limitations, claims of wrongful terminations, harassment, discrimination, breach of contract, outrage, intentional or negligent infliction of emotional distress, and any and all other types of claims whatsoever.
- D. Termination by Employee.** The Employee may terminate their appointment and this Agreement at any time, with or without cause, and with or without prior notice to the City. If Employee terminates their appointment and this Agreement, then the City requests, but does not require, that Employee provide to the City thirty days notice prior to Employee's effective date of termination.
- E. Cash-Out.** Any cash-out of sick leave or vacation leave will be as stated in the Personnel Policies at the time of the effective date of termination.
- F. City Property.** Employee shall return all keys, credit cards, tools, vehicles, documents and other materials or property that belong to the City by the effective date of termination.

G. Effective Date of Termination. The effective date of termination shall be immediately upon the event giving rise to the termination, on the date provided in the notice, or at a date as agreed to by the parties.

H. Cooperation. Notwithstanding the method by which the Employee's appointment is terminated, the parties shall cooperate with each other to provide for an orderly transition from the Employee's appointment. Specific responsibilities during such transition will be specified in a written separation agreement.

SECTION 6. – HOURS OF WORK

As the Director, the Employee is a confidential, exempt employee for purposes of the Federal Fair Labor Standards Act and the Washington Minimum Wage Act, and as such the time required to perform the duties of Director shall not be limited to forty (40) hours per week.

SECTION 7. – OTHER TERMS AND CONDITIONS OF EMPLOYMENT

The City may fix in writing any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or applicable federal state and/or local law. All provisions of the WCC, the Personnel Policies, as they now exist or hereafter may be amended, shall also apply to Employee, except as may be specifically agreed upon in this Agreement.

SECTION 8. – ASSIGNABILITY

The rights and obligations of the Employee under this Agreement are personal and shall not be assigned or transferred by Employee in any manner except as authorized by this Agreement.

SECTION 9. – LIABILITY INSURANCE; INDEMNIFICATION

The City shall provide liability insurance coverage for the Employee to the same extent as any regular full-time employee of the City for acts, errors or omissions occurring within the scope of the Employee's duties as Director. The Employee shall be entitled to be indemnified by the City for such acts, as set forth in Chapter 1.64 WCC.

SECTION 10. – GENERAL PROVISIONS


A. Entire Agreement. The recitals are incorporated herein and made part of this Agreement by this reference. This Agreement contains the entire understanding of the parties. This Agreement may be changed only by a written document signed by Employee and City, or as otherwise provided for in this Agreement.

B. Notices: All notices and other communications required or permitted to be given by this Agreement must be in writing and must be given and will be deemed received if and when either hand-delivered and signed receipt is given, or mailed by registered or certified U.S. mail, return receipt requested, postage prepaid, as follows:

To City:

City of Wenatchee
Attn: Mayor
301 Yakima St.
P.O. Box 519
Wenatchee, WA 98807-0519

To Employee:

Kari Ann Page


With a copy to:

City of Wenatchee
Attn: City Administrator
301 Yakima St.
P.O. Box 519
Wenatchee, WA 98807-0519

If the notice is mailed it is deemed received three business days after mailing. Either party may change the address to which notice is to be addressed by notifying the other party of the change in writing.

- C. **Review.** Employee acknowledges that Employee has been advised to seek their own attorney to review, advise and counsel Employee in regard to this Agreement and has been given an appropriate amount of time to do so.
- D. **Interpretation.** This Agreement, or any uncertainty or ambiguity herein, shall not be construed against either party, but shall be construed as if all parties to this Agreement prepared the Agreement.
- E. **Enforcement.** This Agreement will be construed in accordance with the laws of the State of Washington. Any court action must be brought in the Superior Court for the County of Chelan. Each party shall be responsible for their own costs and attorney’s fees.
- F. **Severability.** If any provision of this Agreement is determined by a Court to be unenforceable, the remainder of this Agreement shall not be affected by such determination and shall remain in full force and effect.

CITY OF WENATCHEE:

By: _____
FRANK J. KUNTZ, Mayor

EMPLOYEE:

By: _____
(Sign Name)

Date: _____

(Print Name)

Date: _____

EMPLOYMENT AGREEMENT – DIRECTOR POSITION

THIS AGREEMENT is made by and between the City of Wenatchee, Washington, a municipal corporation of the State of Washington (“City”), and David Erickson (“Employee”). The City and the Employee are at times referred to individually as “party” or collectively as “parties.” The effective date of this Agreement shall be the last date that both parties have signed the Agreement.

RECITALS

- A. Employee is currently employed by the City as the Director of Parks, Recreation and Cultural Services Department (“Director”).
- B. The Mayor has previously appointed the Employee as the Director, and that appointment has been confirmed by City Council.
- C. The City is undergoing a reorganization where the parties wish to outline the rights and responsibilities of the Employee, and the obligations of the City.

WHEREFORE the parties agree as follows:

AGREEMENT

SECTION 1. – APPOINTMENT AS DIRECTOR

The parties hereby acknowledge that Employee has been appointed by the Mayor as the Director, and such appointment has been confirmed by the City Council. The parties further acknowledge that the Employee has accepted the appointment as the Director. The appointment is subject to the terms and conditions of this Agreement.

SECTION 2. – DUTIES

- A. **Official Duties.** The duties of the Director are as set out in the Wenatchee City Code (“WCC”), the City’s policies and procedures, which include the Employee Handbook (collectively “Personnel Policies”), and the Job Description for the position of Director. The WCC, the Personnel Policies and the Job Description may be amended at any time at the sole discretion of the City, and such amendment shall be applicable to the Employee. If any provision of this Agreement is expressly inconsistent with the provisions of the Personnel Policies and Job Description, then the provisions of this Agreement shall govern. If any provision of this Agreement is expressly inconsistent with the provisions of the WCC, then the WCC shall govern.
- B. **Supervision.** Employee serves at the pleasure of the Mayor and City Council, and reports to and is supervised and evaluated by the City Administrator.
- C. **Standard of Care.** Employee shall at all times comply with all federal, state and local statutes, ordinances and rules applicable to the position of Director. Employee shall employ such methods, techniques, standards and practices, which at the time they are employed, in

light of the circumstances known or reasonably believed to exist at such time, are generally accepted as good and prudent practices for performing the duties of the position of Director.

- D. **Professionalism.** The Employee shall be highly visible to all employees of the Employee's assigned department and the Employee shall set the example for the highest professional standards by their actions.
- E. **Conflict of Interest.** Employee shall not engage in any activity that is, or may become, a conflict of interest as defined by Washington law or the Personnel Policies, or would otherwise be incompatible with the position of Director. Employee shall not enter into a prohibited contract, as defined by Washington law.

SECTION 3. – STATUS AND TERM

- A. **At-Will Status.** Employee's appointment was for an indefinite term. Employee is an "at-will" employee of the City. Nothing in this Agreement shall prevent, limit or otherwise interfere with the City's right to terminate Employee's appointment, with or without cause, at any time; or with the right of the Employee to resign and terminate Employee's appointment, with or without cause, at any time.
- B. **Exclusive Employment.** Employee shall remain in the exclusive employ of the City and shall not accept other employment without the prior written approval of the City Administrator. The term "employed" and variations of that term as used in the preceding sentence shall include employment by another legal entity or self employment, but shall not be construed to include occasional teaching, writing, or consulting performed on Employee's own time, and with the advance written approval of the City Administrator.

SECTION 4. – COMPENSATION

- A. **Base Salary.** The City shall pay Employee a base salary as stated in the City's compensation schedule as adopted by City Council, including any amendments thereto. Payment shall be payable in equal installments at the same time as other employees of the City. Any deductions required by law shall be deducted from the base salary. The base salary is not inclusive of the other benefits and compensation otherwise provided in this Agreement. For any employment that is done for a partial calendar year, the base salary shall be prorated.
- B. **Benefits.** Employee shall be entitled to all employment benefits afforded to the position of Director as stated in the Personnel Policies, including any amendments thereto.

SECTION 5. – TERMINATION

- A. **General.** The Employee's appointment and this Agreement shall terminate upon the Employee's death, written agreement between the City and the Employee, termination by the City, or the Employee's resignation.
- B. **No Change in At-Will Status.** Employee acknowledges that Section 5 of this Agreement does not obligate the City to employ Employee for any stated period of time, and that

Employee's at-will status is not changed by this Section. Employee agrees that any statements or representations to the contrary are ineffective, unless put into a writing and approved by the Mayor and City Council.

- C. Termination by City.** Recognizing the Employee is in an appointive officer of the City, and is otherwise an "at-will" employee of the City, the City may terminate the Employee's appointment and this Agreement at any time, with or without cause, and with or without prior notice to Employee.
- 1. Severance Payments upon Termination Not for "Cause".** If the City's termination of the Employee's appointment is not for "cause," the City shall provide Employee their then current base salary for four (4) months after the effective date of the termination (the "Severance Payments"), minus any deductions required by law, as long as Employee signs a Release as stated in Section 5(C)(3) of this Agreement. The Severance Payments shall be made in equal installments according to the City's regular payroll schedule. Employee shall not be entitled to any other benefits from the City upon termination, unless a benefit is required by law.
 - 2. "Cause" Defined.** "Cause," for the purposes of this section, shall include, but is not limited, to a material breach of this Agreement, incompetence, neglect of Employee's duties, unsatisfactory work performance, insubordination, falsification of records, violation of the City's Personnel Policies, the conviction/guilty plea of any crime which adversely affects the Employee's ability to perform under this Agreement, or the theft, misappropriation or misuse of the City's property.
 - 3. Waiver of Claims.** To be eligible for Severance Payments, the Employee shall execute a release which shall constitute a complete waiver, release and discharge of any and all claims of any kind which Employee may then or later claim against the City ("Release") related to their employment, including without limitations, claims of wrongful terminations, harassment, discrimination, breach of contract, outrage, intentional or negligent infliction of emotional distress, and any and all other types of claims whatsoever.
- D. Termination by Employee.** The Employee may terminate their appointment and this Agreement at any time, with or without cause, and with or without prior notice to the City. If Employee terminates their appointment and this Agreement, then the City requests, but does not require, that Employee provide to the City thirty days notice prior to Employee's effective date of termination.
- E. Cash-Out.** Any cash-out of sick leave or vacation leave will be as stated in the Personnel Policies at the time of the effective date of termination.
- F. City Property.** Employee shall return all keys, credit cards, tools, vehicles, documents and other materials or property that belong to the City by the effective date of termination.

G. Effective Date of Termination. The effective date of termination shall be immediately upon the event giving rise to the termination, on the date provided in the notice, or at a date as agreed to by the parties.

H. Cooperation. Notwithstanding the method by which the Employee's appointment is terminated, the parties shall cooperate with each other to provide for an orderly transition from the Employee's appointment. Specific responsibilities during such transition will be specified in a written separation agreement.

SECTION 6. – HOURS OF WORK

As the Director, the Employee is a confidential, exempt employee for purposes of the Federal Fair Labor Standards Act and the Washington Minimum Wage Act, and as such the time required to perform the duties of Director shall not be limited to forty (40) hours per week.

SECTION 7. – OTHER TERMS AND CONDITIONS OF EMPLOYMENT

The City may fix in writing any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or applicable federal state and/or local law. All provisions of the WCC, the Personnel Policies, as they now exist or hereafter may be amended, shall also apply to Employee, except as may be specifically agreed upon in this Agreement.

SECTION 8. – ASSIGNABILITY

The rights and obligations of the Employee under this Agreement are personal and shall not be assigned or transferred by Employee in any manner except as authorized by this Agreement.

SECTION 9. – LIABILITY INSURANCE; INDEMNIFICATION

The City shall provide liability insurance coverage for the Employee to the same extent as any regular full-time employee of the City for acts, errors or omissions occurring within the scope of the Employee's duties as Director. The Employee shall be entitled to be indemnified by the City for such acts, as set forth in Chapter 1.64 WCC.

SECTION 10. – GENERAL PROVISIONS

A. Entire Agreement. The recitals are incorporated herein and made part of this Agreement by this reference. This Agreement contains the entire understanding of the parties. This Agreement may be changed only by a written document signed by Employee and City, or as otherwise provided for in this Agreement.

B. Notices: All notices and other communications required or permitted to be given by this Agreement must be in writing and must be given and will be deemed received if and when either hand-delivered and signed receipt is given, or mailed by registered or certified U.S. mail, return receipt requested, postage prepaid, as follows:

To City:

City of Wenatchee
Attn: Mayor
301 Yakima St.
P.O. Box 519
Wenatchee, WA 98807-0519

To Employee:

David Erickson



With a copy to:

City of Wenatchee
Attn: City Administrator
301 Yakima St.
P.O. Box 519
Wenatchee, WA 98807-0519

If the notice is mailed it is deemed received three business days after mailing. Either party may change the address to which notice is to be addressed by notifying the other party of the change in writing.

- C. **Review.** Employee acknowledges that Employee has been advised to seek their own attorney to review, advise and counsel Employee in regard to this Agreement and has been given an appropriate amount of time to do so.
- D. **Interpretation.** This Agreement, or any uncertainty or ambiguity herein, shall not be construed against either party, but shall be construed as if all parties to this Agreement prepared the Agreement.
- E. **Enforcement.** This Agreement will be construed in accordance with the laws of the State of Washington. Any court action must be brought in the Superior Court for the County of Chelan. Each party shall be responsible for their own costs and attorney's fees.
- F. **Severability.** If any provision of this Agreement is determined by a Court to be unenforceable, the remainder of this Agreement shall not be affected by such determination and shall remain in full force and effect.

CITY OF WENATCHEE:

EMPLOYEE:

By:

By:

FRANK J. KUNTZ, Mayor

(Sign Name)

Date:

David Erickson

(Print Name)

Date:

EMPLOYMENT AGREEMENT – DIRECTOR POSITION

THIS AGREEMENT is made by and between the City of Wenatchee, Washington, a municipal corporation of the State of Washington (“City”), and Leland Dale Cantrell (“Employee”). The City and the Employee are at times referred to individually as “party” or collectively as “parties.” The effective date of this Agreement shall be the last date that both parties have signed the Agreement.

RECITALS

- A. Employee is currently employed by the City as the Director of Information Technology (“Director”).
- B. The Mayor has previously appointed the Employee as the Director, and that appointment has been confirmed by City Council.
- C. The City is undergoing a reorganization where the parties wish to outline the rights and responsibilities of the Employee, and the obligations of the City.

WHEREFORE the parties agree as follows:

AGREEMENT

SECTION 1. – APPOINTMENT AS DIRECTOR

The parties hereby acknowledge that Employee has been appointed by the Mayor as the Director, and such appointment has been confirmed by the City Council. The parties further acknowledge that the Employee has accepted the appointment as the Director. The appointment is subject to the terms and conditions of this Agreement.

SECTION 2. – DUTIES

- A. **Official Duties.** The duties of the Director are as set out in the Wenatchee City Code (“WCC”), the City’s policies and procedures, which include the Employee Handbook (collectively “Personnel Policies”), and the Job Description for the position of Director. The WCC, the Personnel Policies and the Job Description may be amended at any time at the sole discretion of the City, and such amendment shall be applicable to the Employee. If any provision of this Agreement is expressly inconsistent with the provisions of the Personnel Policies and Job Description, then the provisions of this Agreement shall govern. If any provision of this Agreement is expressly inconsistent with the provisions of the WCC, then the WCC shall govern.
- B. **Supervision.** Employee serves at the pleasure of the Mayor and City Council, and reports to and is supervised and evaluated by the City Administrator.
- C. **Standard of Care.** Employee shall at all times comply with all federal, state and local statutes, ordinances and rules applicable to the position of Director. Employee shall employ such methods, techniques, standards and practices, which at the time they are employed, in

light of the circumstances known or reasonably believed to exist at such time, are generally accepted as good and prudent practices for performing the duties of the position of Director.

- D. **Professionalism.** The Employee shall be highly visible to all employees of the Employee's assigned department and the Employee shall set the example for the highest professional standards by their actions.
- E. **Conflict of Interest.** Employee shall not engage in any activity that is, or may become, a conflict of interest as defined by Washington law or the Personnel Policies, or would otherwise be incompatible with the position of Director. Employee shall not enter into a prohibited contract, as defined by Washington law.

SECTION 3. – STATUS AND TERM

- A. **At-Will Status.** Employee's appointment was for an indefinite term. Employee is an "at-will" employee of the City. Nothing in this Agreement shall prevent, limit or otherwise interfere with the City's right to terminate Employee's appointment, with or without cause, at any time; or with the right of the Employee to resign and terminate Employee's appointment, with or without cause, at any time.
- B. **Exclusive Employment.** Employee shall remain in the exclusive employ of the City and shall not accept other employment without the prior written approval of the City Administrator. The term "employed" and variations of that term as used in the preceding sentence shall include employment by another legal entity or self employment, but shall not be construed to include occasional teaching, writing, or consulting performed on Employee's own time, and with the advance written approval of the City Administrator.

SECTION 4. – COMPENSATION

- A. **Base Salary.** The City shall pay Employee a base salary as stated in the City's compensation schedule as adopted by City Council, including any amendments thereto. Payment shall be payable in equal installments at the same time as other employees of the City. Any deductions required by law shall be deducted from the base salary. The base salary is not inclusive of the other benefits and compensation otherwise provided in this Agreement. For any employment that is done for a partial calendar year, the base salary shall be prorated.
- B. **Benefits.** Employee shall be entitled to all employment benefits afforded to the position of Director as stated in the Personnel Policies, including any amendments thereto.

SECTION 5. – TERMINATION

- A. **General.** The Employee's appointment and this Agreement shall terminate upon the Employee's death, written agreement between the City and the Employee, termination by the City, or the Employee's resignation.
- B. **No Change in At-Will Status.** Employee acknowledges that Section 5 of this Agreement does not obligate the City to employ Employee for any stated period of time, and that

Employee's at-will status is not changed by this Section. Employee agrees that any statements or representations to the contrary are ineffective, unless put into a writing and approved by the Mayor and City Council.

- C. Termination by City.** Recognizing the Employee is in an appointive officer of the City, and is otherwise an "at-will" employee of the City, the City may terminate the Employee's appointment and this Agreement at any time, with or without cause, and with or without prior notice to Employee.
- 1. Severance Payments upon Termination Not for "Cause".** If the City's termination of the Employee's appointment is not for "cause," the City shall provide Employee their then current base salary for four (4) months after the effective date of the termination (the "Severance Payments"), minus any deductions required by law, as long as Employee signs a Release as stated in Section 5(C)(3) of this Agreement. The Severance Payments shall be made in equal installments according to the City's regular payroll schedule. Employee shall not be entitled to any other benefits from the City upon termination, unless a benefit is required by law.
 - 2. "Cause" Defined.** "Cause," for the purposes of this section, shall include, but is not limited, to a material breach of this Agreement, incompetence, neglect of Employee's duties, unsatisfactory work performance, insubordination, falsification of records, violation of the City's Personnel Policies, the conviction/guilty plea of any crime which adversely affects the Employee's ability to perform under this Agreement, or the theft, misappropriation or misuse of the City's property.
 - 3. Waiver of Claims.** To be eligible for Severance Payments, the Employee shall execute a release which shall constitute a complete waiver, release and discharge of any and all claims of any kind which Employee may then or later claim against the City ("Release") related to their employment, including without limitations, claims of wrongful terminations, harassment, discrimination, breach of contract, outrage, intentional or negligent infliction of emotional distress, and any and all other types of claims whatsoever.
- D. Termination by Employee.** The Employee may terminate their appointment and this Agreement at any time, with or without cause, and with or without prior notice to the City. If Employee terminates their appointment and this Agreement, then the City requests, but does not require, that Employee provide to the City thirty days notice prior to Employee's effective date of termination.
- E. Cash-Out.** Any cash-out of sick leave or vacation leave will be as stated in the Personnel Policies at the time of the effective date of termination.
- F. City Property.** Employee shall return all keys, credit cards, tools, vehicles, documents and other materials or property that belong to the City by the effective date of termination.

G. Effective Date of Termination. The effective date of termination shall be immediately upon the event giving rise to the termination, on the date provided in the notice, or at a date as agreed to by the parties.

H. Cooperation. Notwithstanding the method by which the Employee's appointment is terminated, the parties shall cooperate with each other to provide for an orderly transition from the Employee's appointment. Specific responsibilities during such transition will be specified in a written separation agreement.

SECTION 6. – HOURS OF WORK

As the Director, the Employee is a confidential, exempt employee for purposes of the Federal Fair Labor Standards Act and the Washington Minimum Wage Act, and as such the time required to perform the duties of Director shall not be limited to forty (40) hours per week.

SECTION 7. – OTHER TERMS AND CONDITIONS OF EMPLOYMENT

The City may fix in writing any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or applicable federal state and/or local law. All provisions of the WCC, the Personnel Policies, as they now exist or hereafter may be amended, shall also apply to Employee, except as may be specifically agreed upon in this Agreement.

SECTION 8. – ASSIGNABILITY

The rights and obligations of the Employee under this Agreement are personal and shall not be assigned or transferred by Employee in any manner except as authorized by this Agreement.

SECTION 9. – LIABILITY INSURANCE; INDEMNIFICATION

The City shall provide liability insurance coverage for the Employee to the same extent as any regular full-time employee of the City for acts, errors or omissions occurring within the scope of the Employee's duties as Director. The Employee shall be entitled to be indemnified by the City for such acts, as set forth in Chapter 1.64 WCC.

SECTION 10. – GENERAL PROVISIONS

A. Entire Agreement. The recitals are incorporated herein and made part of this Agreement by this reference. This Agreement contains the entire understanding of the parties. This Agreement may be changed only by a written document signed by Employee and City, or as otherwise provided for in this Agreement.

B. Notices: All notices and other communications required or permitted to be given by this Agreement must be in writing and must be given and will be deemed received if and when either hand-delivered and signed receipt is given, or mailed by registered or certified U.S. mail, return receipt requested, postage prepaid, as follows:

To City:

City of Wenatchee
Attn: Mayor
301 Yakima St.
P.O. Box 519
Wenatchee, WA 98807-0519

To Employee:

Leland Dale Cantrell



With a copy to:

City of Wenatchee
Attn: City Administrator
301 Yakima St.
P.O. Box 519
Wenatchee, WA 98807-0519

If the notice is mailed it is deemed received three business days after mailing. Either party may change the address to which notice is to be addressed by notifying the other party of the change in writing.

- C. **Review.** Employee acknowledges that Employee has been advised to seek their own attorney to review, advise and counsel Employee in regard to this Agreement and has been given an appropriate amount of time to do so.
- D. **Interpretation.** This Agreement, or any uncertainty or ambiguity herein, shall not be construed against either party, but shall be construed as if all parties to this Agreement prepared the Agreement.
- E. **Enforcement.** This Agreement will be construed in accordance with the laws of the State of Washington. Any court action must be brought in the Superior Court for the County of Chelan. Each party shall be responsible for their own costs and attorney’s fees.
- F. **Severability.** If any provision of this Agreement is determined by a Court to be unenforceable, the remainder of this Agreement shall not be affected by such determination and shall remain in full force and effect.

CITY OF WENATCHEE:

EMPLOYEE:

By:

By:

FRANK J. KUNTZ, Mayor

(Sign Name)

Date:

(Print Name)

Date:

EMPLOYMENT AGREEMENT – CITY ADMINISTRATOR POSITION

THIS AGREEMENT is made by and between the City of Wenatchee, Washington, a municipal corporation of the State of Washington (“City”), and Laura Gloria (“Employee”). The City and the Employee are at times referred to individually as “party” or collectively as “parties.” The effective date of this Agreement shall be the last date that both parties have signed the Agreement.

RECITALS

- A. Employee is currently employed by the City as the Director of Executive Services.
- B. The City is undergoing a reorganization where the position of Director of Executive Services will be eliminated.
- C. The Mayor desires to appoint the Employee as the City Administrator, and the City Council desires to confirm such an appointment subject to the terms and conditions of this Agreement.
- D. The Employee desires to accept the appointment of City Administrator in accordance with the terms and conditions of this Agreement.

WHEREFORE the parties agree as follows:

AGREEMENT

SECTION 1. – APPOINTMENT AS CITY ADMINISTRATOR

The parties hereby acknowledge that Employee is appointed by the Mayor as the City Administrator, and such appointment is confirmed by the City Council. The parties further acknowledge that the Employee accepts the appointment as the City Administrator. The appointment is subject to the terms and conditions of this Agreement.

SECTION 2. – DUTIES

- A. **Official Duties.** The duties of the City Administrator are as set out in the Wenatchee City Code (“WCC”), the City’s policies and procedures, which include the Employee Handbook (collectively “Personnel Policies”), and the Job Description for the position of City Administrator. The WCC, the Personnel Policies and the Job Description may be amended at any time at the sole discretion of the City, and such amendment shall be applicable to the Employee. If any provision of this Agreement is expressly inconsistent with the provisions of the Personnel Policies and Job Description, then the provisions of this Agreement shall govern. If any provision of this Agreement is expressly inconsistent with the provisions of the WCC, then the WCC shall govern.
- B. **Supervision.** Employee serves at the pleasure of the Mayor and City Council, and reports to and is supervised and evaluated by the Mayor.

- C. **Standard of Care.** Employee shall at all times comply with all federal, state and local statutes, ordinances and rules applicable to the position of City Administrator. Employee shall employ such methods, techniques, standards and practices, which at the time they are employed, in light of the circumstances known or reasonably believed to exist at such time, are generally accepted as good and prudent practices for performing the duties of the position of City Administrator.
- D. **Professionalism.** The Employee shall be highly visible to all employees of the City and the Employee shall set the example for the highest professional standards by their actions.
- E. **Conflict of Interest.** Employee shall not engage in any activity that is, or may become, a conflict of interest as defined by Washington law or the Personnel Policies, or would otherwise be incompatible with the position of City Administrator. Employee shall not enter into a prohibited contract, as defined by Washington law.

SECTION 3. – STATUS AND TERM

- A. **At-Will Status.** Employee’s appointment is for an indefinite term. Employee is an “at-will” employee of the City. Nothing in this Agreement shall prevent, limit or otherwise interfere with the City’s right to terminate Employee’s appointment, with or without cause, at any time; or with the right of the Employee to resign and terminate Employee’s appointment, with or without cause, at any time.
- B. **Exclusive Employment.** Employee shall remain in the exclusive employ of the City and shall not accept other employment without the prior written approval of the City Administrator. The term “employed” and variations of that term as used in the preceding sentence shall include employment by another legal entity or self employment, but shall not be construed to include occasional teaching, writing, or consulting performed on Employee’s own time, and with the advance written approval of the Mayor.

SECTION 4. – COMPENSATION

- A. **Base Salary.** The City shall pay Employee a base salary as stated in the City’s compensation schedule as adopted by City Council, including any amendments thereto. Payment shall be payable in equal installments at the same time as other employees of the City. Any deductions required by law shall be deducted from the base salary. The base salary is not inclusive of the other benefits and compensation otherwise provided in this Agreement. For any employment that is done for a partial calendar year, the base salary shall be prorated.
- B. **Benefits.** Employee shall be entitled to all employment benefits afforded to the position of City Administrator as stated in the Personnel Policies, including any amendments thereto.

SECTION 5. – TERMINATION

- A. **General.** The Employee’s appointment and this Agreement shall terminate upon the Employee’s death, written agreement between the City and the Employee, termination by the City, or the Employee’s resignation.

- B. No Change in At-Will Status.** Employee acknowledges that Section 5 of this Agreement does not obligate the City to employ Employee for any stated period of time, and that Employee's at-will status is not changed by this Section. Employee agrees that any statements or representations to the contrary are ineffective, unless put into a writing and approved by the Mayor and City Council.
- C. Termination by City.** Recognizing the Employee is in an appointive officer of the City, and is otherwise an "at-will" employee of the City, the City may terminate the Employee's appointment and this Agreement at any time, with or without cause, and with or without prior notice to Employee.
- 1. Severance Payments upon Termination Not for "Cause".** If the City's termination of the Employee's appointment is not for "cause," the City shall provide Employee their then current base salary for four (4) months after the effective date of the termination (the "Severance Payments"), minus any deductions required by law, as long as Employee signs a Release as stated in Section 5(C)(3) of this Agreement. The Severance Payments shall be made in equal installments according to the City's regular payroll schedule. Employee shall not be entitled to any other benefits from the City upon termination, unless a benefit is required by law.
 - 2. "Cause" Defined.** "Cause," for the purposes of this section, shall include, but is not limited, to a material breach of this Agreement, incompetence, neglect of Employee's duties, unsatisfactory work performance, insubordination, falsification of records, violation of the City's Personnel Policies, the conviction/guilty plea of any crime which adversely affects the Employee's ability to perform under this Agreement, or the theft, misappropriation or misuse of the City's property.
 - 3. Waiver of Claims.** To be eligible for Severance Payments, the Employee shall execute a release which shall constitute a complete waiver, release and discharge of any and all claims of any kind which Employee may then or later claim against the City ("Release") related to their employment, including without limitations, claims of wrongful terminations, harassment, discrimination, breach of contract, outrage, intentional or negligent infliction of emotional distress, and any and all other types of claims whatsoever.
- D. Termination by Employee.** The Employee may terminate their appointment and this Agreement at any time, with or without cause, and with or without prior notice to the City. If Employee terminates their appointment and this Agreement, then the City requests, but does not require, that Employee provide to the City thirty days notice prior to Employee's effective date of termination.
- E. Cash-Out.** Any cash-out of sick leave or vacation leave will be as stated in the Personnel Policies at the time of the effective date of termination.
- F. City Property.** Employee shall return all keys, credit cards, tools, vehicles, documents and other materials or property that belong to the City by the effective date of termination.

- G. Effective Date of Termination.** The effective date of termination shall be immediately upon the event giving rise to the termination, on the date provided in the notice, or at a date as agreed to by the parties.
- H. Cooperation.** Notwithstanding the method by which the Employee's appointment is terminated, the parties shall cooperate with each other to provide for an orderly transition from the Employee's appointment. Specific responsibilities during such transition will be specified in a written separation agreement.

SECTION 6. – HOURS OF WORK

As the City Administrator, the Employee is a confidential, exempt employee for purposes of the Federal Fair Labor Standards Act and the Washington Minimum Wage Act, and as such the time required to perform the duties of City Administrator shall not be limited to forty (40) hours per week.

SECTION 7. – OTHER TERMS AND CONDITIONS OF EMPLOYMENT

The City may fix in writing any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement or applicable federal state and/or local law. All provisions of the WCC, the Personnel Policies, as they now exist or hereafter may be amended, shall also apply to Employee, except as may be specifically agreed upon in this Agreement.

SECTION 8. – ASSIGNABILITY

The rights and obligations of the Employee under this Agreement are personal and shall not be assigned or transferred by Employee in any manner except as authorized by this Agreement.

SECTION 9. – LIABILITY INSURANCE; INDEMNIFICATION

The City shall provide liability insurance coverage for the Employee to the same extent as any regular full-time employee of the City for acts, errors or omissions occurring within the scope of the Employee's duties as City Administrator. The Employee shall be entitled to be indemnified by the City for such acts, as set forth in Chapter 1.64 WCC.

SECTION 10. – GENERAL PROVISIONS

- A. Entire Agreement.** The recitals are incorporated herein and made part of this Agreement by this reference. This Agreement contains the entire understanding of the parties. This Agreement may be changed only by a written document signed by Employee and City, or as otherwise provided for in this Agreement.
- B. Notices:** All notices and other communications required or permitted to be given by this Agreement must be in writing and must be given and will be deemed received if and when either hand-delivered and signed receipt is given, or mailed by registered or certified U.S. mail, return receipt requested, postage prepaid, as follows:

To City:

City of Wenatchee
Attn: Mayor
301 Yakima St.
P.O. Box 519
Wenatchee, WA 98807-0519

To Employee:

Laura Gloria



With a copy to:

City of Wenatchee
Attn: City Attorney
617 Washington St.
Wenatchee, WA 98801

If the notice is mailed it is deemed received three business days after mailing. Either party may change the address to which notice is to be addressed by notifying the other party of the change in writing.

- C. **Review.** Employee acknowledges that Employee has been advised to seek their own attorney to review, advise and counsel Employee in regard to this Agreement and has been given an appropriate amount of time to do so.
- D. **Interpretation.** This Agreement, or any uncertainty or ambiguity herein, shall not be construed against either party, but shall be construed as if all parties to this Agreement prepared the Agreement.
- E. **Enforcement.** This Agreement will be construed in accordance with the laws of the State of Washington. Any court action must be brought in the Superior Court for the County of Chelan. Each party shall be responsible for their own costs and attorney’s fees.
- F. **Severability.** If any provision of this Agreement is determined by a Court to be unenforceable, the remainder of this Agreement shall not be affected by such determination and shall remain in full force and effect.

CITY OF WENATCHEE:

EMPLOYEE:

By:

By:

FRANK J. KUNTZ, Mayor

LAURA GLORIA

Date:

Date:

CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

FROM: Stephen Neuenschwander, Planning Manager
Glen DeVries, Community Development Director

MEETING DATE: October 12, 2023

I. SUBJECT

Rehearing of the 2023 Community Development Block Grant (CDBG) Annual Action Plan (AAP)

II. ACTION REQUESTED

- a. Conduct a public hearing and receive public testimony
- b. Provide direction to City staff on projects and funding allocations.
- c. Adopt the 2023 CDBG AAP and authorize the Mayor to sign associated assurances, certifications and contracts necessary for implementing the 2023 CDBG AAP.

Suggested motion: I move to approve the 2023 CDBG Annual Action Plan as presented.

III. OVERVIEW

UPDATED: Due to a procedural error, the City Council needs to hold a 2nd hearing on the 2023 Annual Action Plan. No changes have been made to the plan. The re-advertised 30-day comment period for the AAP began on September 11th and concludes on October 11th. Once approved, City staff will re-submit the AAP to HUD.

Wenatchee is an entitlement community and receives an annual CDBG allocation. The 2023 award is \$252,354.

The 2023 AAP provides low-level detail for projects and activities used to implement and make progress towards the Consolidated Plan goals. The AAP contains details, funding and data associated with the needs of the community addressed through implementation.

At the direction of the Council and the Public Services Committee at previous work sessions, City staff have allocated all available funds to public infrastructure such as sidewalks and accessible ramps. The City consultant for CDBG has also advised that based on the annual award amount, the most efficient use of the funds is to fund a singular project. This reduces costs and time to administer the program. Federal

HUD representatives have also indicated that many jurisdictions with small award amounts also focus funds to a minimal number of projects.

In addition to the annual award, there are approximately \$435,069 in remaining program funds from the 2019, 2020, 2021, and 2022 CDBG program years available to be reallocated. The funds have been allocated to the pedestrian infrastructure/facilities project for ADA ramps and sidewalk repairs.

The total allocation for the 2023 fiscal year of \$687,423, includes the following projects at the recommended funding levels:

- \$50,470 for Program Administration and Planning
- \$201,883 for pedestrian infrastructure/facilities
- \$435,069 carry-over funds for pedestrian infrastructure/facilities

Community Development and Public Works staff are working in a coordinated effort to fund and complete pedestrian infrastructure/facilities improvement projects that benefit low to moderate income households in the City. Funds for the 2022 fiscal year have been spent on sidewalk repairs.

IV. FISCAL IMPACT

Adoption of the plan enables the City to continue receiving CDBG funds from the U.S. Department of Housing and Urban Development. The proposed plan includes budget amounts specifically targeted to cover direct and indirect costs for the City to administer the CBDG program.

V. REFERENCE(S)

City of Wenatchee 2023 Annual Action Plan

VI. ADMINISTRATIVE ROUTING

Tammy McCord, City Clerk
Laura Gloria, Executive Services Director
Brad Posenjak, Finance Director

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Wenatchee has been designated as an entitlement community since 2006 under Title 1 of the Housing & Community Development Act of 1974. As a result, the City is eligible to receive Community Development Block Grant (CDBG) funds annually from the U.S. Department of Housing & Urban Development (HUD). The City's program year is October 1st through September 30th of the following calendar year.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The 2023 Annual Action Plan will support targeted objectives from the Consolidated Plan through the implementation of the activities listed below. The City Council has directed the use of CDBG funds to support low and moderate income neighborhoods through infrastructure improvements and removing accessibility barriers.

Goal #1 – Expand Development of Housing and Public Amenities

Objectives Include

- Transportation/Public facilities

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

During the 2022 program year (October 1, 2022 to September 30, 2023), the following activities were undertaken:

Objective 1 - Preserving & improving neighborhoods:

- Infrastructure improvements: The City removed barriers in low and moderate income neighborhoods and installed accessible intersection ramps for pedestrians.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

In developing the 2020-2024 Consolidated Plan, City staff utilized the development of the Assessment of Fair Housing and Consolidated Plan in addition to other community-focused planning efforts. Additionally, past plans including the South Wenatchee Action Plan, Wenatchee Comprehensive Plan, Wenatchee Housing Code update, Homeless Housing Strategy Plan and current planning efforts such as the Pedestrian Master Plan all take a look at the intersection of demographics and provide significant insight and data for consideration.

Each of these planning efforts include insight from a broad spectrum of community stakeholders including local homeless service providers, social service agencies, business representatives, government officials and private citizens.

For the 2023 AAP, there was a 30-day comment period published in the Wenatchee World on July 11, 2023 informing the community of a public hearing held at a regularly scheduled City Council meeting on August 10, 2023.

Community input contributes to the development of the Annual Action Plan by helping to identify the following:

- Common concerns and patterns across all sectors
- Concerns and needs unique to specific sub-populations
- Resources that can be accessed in implementing strategies
- Opportunities for increased communication and collaboration among organizations

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

A public notice was published in the Wenatchee World on July 12, 2022 notifying the community of the 30-day comment period and the opportunity to attend a public hearing at the regularly scheduled City Council meeting on August 10, 2023.

6. Summary of comments or views not accepted and the reasons for not accepting them

N/A

7. Summary

The City of Wenatchee is a CDBG entitlement, and therefore, serves as the lead agency and administrator for the City's CDBG funds.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible

for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	WENATCHEE	
CDBG Administrator	WENATCHEE	Community Development
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Consolidated Plan Public Contact Information

City of Wenatchee
Community Development Department
Stephen Neuenschwander
PO Box 519
Wenatchee, WA 98807-0519
Phone: (509) 888-3285
Email: SNeuenschwander@wenatcheewa.gov

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The 2023 Annual Action Plan was developed with careful consideration of public comment that resulted from multiple planning efforts including that of the Regional Assessment of Fair Housing, 2020-2024 Consolidated Plan, 2019-2024 Homeless Housing Strategic Plan and the process of the Pedestrian Master Plan. In addition, a public hearing held on August 10, 2023 provided an additional opportunity to provide feedback prior to adoption.

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

The City of Wenatchee works continuously to enhance coordination between housing providers, health providers, mental health providers, and social service agencies in the region. Specific examples include:

- Columbia River Homeless Housing Task Force: The City coordinates and chairs the task force which is comprised of local elected officials and community leaders. The role of the committee is to guide the development and implementation of the Homeless Plan and to identify annual funding priorities for homeless services.
- Homeless Task Force Advisory Committee: The City participates in the Homeless Task Force Advisory Committee which is comprised of representatives from local organizations that provide homeless housing services, health services, mental health & substance abuse services, and other social services. The role of the Task Force Advisory Committee is to provide a forum for enhanced communication and coordination between these partner organizations.
- Chelan Douglas Tenant Landlord Liaison Program: The City funds and monitors this committee which is comprised of representatives from local housing programs. The committee is focused on addressing barriers homeless and low-income residents face when attempting to obtain and maintain affordable rental housing.
- The Housing Authority of Chelan County & the City of Wenatchee: The HA operates multi-family housing units and administers Section 8 and Housing Choice Vouchers.
- Mental Health Stakeholders: Catholic Family Services provides intensive community-based mental health services in Wenatchee and is a huge partner and supporter of community empowerment and enhancing quality of life.
- Wenatchee Downtown Association: Supporters and enthusiasts for local small businesses, historic downtown, local culture and volunteers, the Wenatchee Downtown Association believes in the value of each individual’s contribution. The mission to strengthen and enrich the downtown experience provides a unique vision into the community and valuable input into the planning ideas.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City staff and participates in the following task forces that directly address homelessness:

- Columbia River Homeless Housing Task Force: The City coordinates and chairs the task force which is comprised of local elected officials and community leaders. The role of the committee is to guide the development and implementation of the Homeless Plan and to identify annual funding priorities for homeless services.
- Homeless Task Force Advisory Committee: The City participates in the Homeless Task Force Advisory Committee which is comprised of representatives from local organizations that provide homeless housing services, health services, mental health & substance abuse services, and other social services. The role of the Task Force Advisory Committee is to provide a forum for enhanced communication and coordination between these partner organizations.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City is part of the Balance of State Continuum of Care, and participates as a member of the State's Continuum of Care/Balance of State Committee. The City administers its programs and manages its sub grantee agreements, including HMIS administration, in compliance with the requirements, standards, and policies/procedures established by the Washington State Department of Commerce.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Columbia River Homeless Housing Task Force
	Agency/Group/Organization Type	Housing Regional organization Planning organization Business Leaders Civic Leaders Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Housing and Homeless Task Force Advisory Committee is made of the community's housing-focused stakeholders. The AC includes the social services providing services to those in need across both Chelan and Douglas counties. This group has a quarterly, in-person meeting where over 50 representatives are present and has an email list including over 200 recipients able to be notified of the plan, its projects and the opportunity to comment or attend the public hearing.
2	Agency/Group/Organization	EAST WENATCHEE
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Wenatchee and the City of East Wenatchee regularly consult on complementary uses of respective entitlement funds.
3	Agency/Group/Organization	CHELAN-DOUGLAS COMMUNITY ACTION COUNCIL
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs

<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The Community Action Council agency is regularly involved with both the housing and economic development aspects of the City of Wenatchee. Consultation regarding both planning and possible funding options is regularly one-on-one with organizational leadership.</p>
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Identify any Agency Types not consulted and provide rationale for not consulting

N/A

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Washington State Department of Commerce	The City of Wenatchee is part of the Balance of State Continuum of Care and participates as a member of the State's Continuum of Care/Balance of State Committee. Information and input from this committee was incorporated into the Annual Plan.
Wenatchee Urban Area Comprehensive Plan	City of Wenatchee	The goals of the Comprehensive Plan are broader in scope than the goals of the Consolidated Plan. However, it aligns with Comprehensive Plan goals for housing affordability; housing equity; coordination with service agencies & community advocates; & entrepreneurial support.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Chelan-Douglas Homeless Housing Strategic Plan	City of Wenatchee	<p>The City of Wenatchee serves as the lead entity for overseeing the development and implementation of the Homeless Housing Strategic Plan. As CDBG has limited resources, the City looks to the implementation of this plan to support housing needs for vulnerable populations through the six (6) identified priorities:</p> <ol style="list-style-type: none"> 1. Increase capacity and strengthen practices to prevent housing crises and homelessness 2. Identify and engage all people experiencing homelessness as quickly as possible 3. Provide access to temporary accommodations to all unsheltered people experiencing homelessness who need it 4. Streamline and improve the coordinated entry process and its connections to housing and services 5. Assist people to move swiftly into permanent housing with appropriate and person-centered services 6. Prevent returns to homelessness through connections to adequate services and opportunities
Community Health Needs Assessment	Action Health Partners	<p>The Community Health Needs Assessment was completed in 2019 and collected regional data from multiple health indicators to identify community needs in the region. Included as a top-ten potential need were Affordable Housing, Employment and Transportation (these meet Goals #1 and #2 of the Consolidated Plan) and aligning with Goal #3 of supporting public services are the needs for nutrition, education and support for individuals related to substance use or teen pregnancy. Priorities that can positively affect the health of the community align seamlessly with CDBG projects.</p>
Regional Assessment of Fair Housing	City of Wenatchee	<p>The City of Wenatchee completed a Regional AFH in partnership with the City of East Wenatchee and the local Housing Authority to identify goals and strategies around reducing fair housing issues and increasing access to opportunity.</p>

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The 2023 Annual Action Plan was developed with careful consideration of public comment that resulted from multiple planning efforts including that of the Regional Assessment of Fair Housing, 2020-2024 Consolidated Plan, 2019-2024 Homeless Housing Strategic Plan and the process of the Pedestrian Master Plan. In addition, a public hearing held on August 10, 2023 provided an additional opportunity to provide feedback.

While developing the 2023 Annual Action Plan, careful consideration of past community feedback and professional recommendation was taken. The information referenced was provided by a broad spectrum of community stakeholders including local homeless service providers, social service agencies, business representative, government officials and private citizens.

Community input contributes to the development of the Annual Action Plan by helping to identify the following:

- Common concerns and patterns across all sectors
- Concerns and needs unique to specific sub-populations
- Resources that can be accessed in implementing strategies
- Opportunities for increased communication and collaboration among organizations

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community			N/A	
2	Internet Outreach	Non-targeted/broad community	No response received	N/A	N/A	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
3	Verbal/email info to community groups	Non-targeted/broad community				

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

In addition to CDBG funding, the City of Wenatchee receives state and local funding to support homeless Continuum of Care activities. Anticipated funding for 2023 is outlined in the table below.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 3				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	252,354	0	\$435,069 (subject to change based on expenditure of funds for ongoing projects)		\$687,423	The annual allocation is a formula grant amount determined by the U.S. Department of Housing & Urban Development. The prior year resources include a combination of both prior year remaining formula grant amounts totaling \$435,069 (Program Year 2022 carry-over includes unexpended funds from previous program years

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Expand Development of Housing & Public Amenities	2020	2024	Non-Housing Community Development	City of Wenatchee	Housing Options Multimodal Transportation Business Stability	CDBG: \$687,432 _____	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 1000 Persons Assisted* Businesses assisted:

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Expand Development of Housing & Public Amenities
	Goal Description	Infrastructure improvements

Projects

AP-35 Projects – 91.220(d)

Introduction

The 2023 Annual Action Plan includes the projects listed below that align with the strategic goals of the City's Consolidated Plan.

The project funding amounts listed are estimates. If the City's actual allocation amount plus amount available from the previous year plus program income is different than the estimated amount, the City will increase/decrease the project budgets as follows: 1.) Adjust Public Services projects to constitute 15% of the total allocation; 2.) Adjust the Administration project to constitute 20% of the total allocation; and 3.) Adjust the pedestrian infrastructure and facilities to increase by the remaining available amount after #1 and #2 are applied.

Projects

#	Project Name
1	Program Administration and Planning
2	Pedestrian Infrastructure/Facilities

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The community needs public improvements in low-income neighborhoods and support services.

AP-38 Project Summary

Project Summary Information

1	Project Name	Program Administration and Planning
	Target Area	City of Wenatchee
	Goals Supported	Expand Development of Housing & Public Amenities Support Public Services
	Needs Addressed	Housing Options Multimodal Transportation Business Stability Public Services
	Funding	CDBG: \$50,470
	Description	City staff will provide management for the CDBG grant, sub-grantees and projects.
	Target Date	9/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	35000 - city wide
	Location Description	City of Wenatchee
	Planned Activities	Support the administration, planning and reporting of the Wenatchee CBDG program
2	Project Name	Pedestrian Infrastructure/Facilities
	Target Area	City of Wenatchee
	Goals Supported	Expand Development of Housing & Public Amenities
	Needs Addressed	Multimodal Transportation
	Funding	CDBG: \$636,952 (201,883 from 2023 award and \$435,069 from program carry-over)
	Description	Provide new or improved infrastructure/facilities for households predominantly low- to moderate-income.
	Target Date	9/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	A sidewalk benefit area is often for a couple hundred households and will be prioritized for those that are low- and moderate-income.
	Location Description	The project will be located in various locations throughout the city, though primarily between Fifth St and Washington below Miller and above Chelan Avenue

	Planned Activities	Install or reconstruct pedestrian infrastructure/facilities such as sidewalks and accessible ramps.
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AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The geographic area of projects is a city-wide approach with an emphasis on low- and moderate-income households for public services.

Geographic Distribution

Target Area	Percentage of Funds
City of Wenatchee	100

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City did not propose geographic priorities in the 2020-2024 Consolidated Plan period. Responding to the needs of housing, employment and social services requires a breadth of focus areas that serve different geographic areas of Wenatchee. The City's land use and zoning code support the development of residential and commercial areas in an appropriate way to honor the integrity, identity and functionality of each area. This regulatory framework ensures strategic implementation is paired with adequate capacity of infrastructure.

Supporting public services is a city-wide priority and by looking at the entire geographic layout allows the equitable promotion of services to all community members in need of access. This broader viewpoint also supports the more regional-level approach taken in the Assessment of Fair Housing.

As demonstrated in the Consolidated Plan (Figure 33), neighborhoods of Wenatchee have higher rates of households with a low- to moderate-income level indicating higher rates of poverty in these areas. Block groups with higher levels of low- to moderate-income households have adjusted since the 2013-2019 Consolidated Plan was written and it is likely that with the ever-increasing costs related to residential development that affordability among neighborhoods will change over the course of the 2020-2024 Consolidated Plan timeline. This is a significant indicator of the need to address housing, employment and public services from a city-wide approach.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

There is a severe housing cost burden on low-income residents, and the low rental vacancy rate provides a disincentive to rental property owners to accommodate low-income tenants. Additionally, many renters are over-housed, as there is a shortage of single unit rental properties.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	0

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

The Housing Authority of Chelan County & the City of Wenatchee provides a range of housing and housing services including:

- Low-income housing for families, seniors, and individuals with disabilities
- Section 8 tenant-based housing vouchers
- Section 8 Family Self-Sufficiency program
- Agricultural & migrant housing

The Housing Authority owns and manages three multi-family properties in Wenatchee. These developments were built 20 - 30 years ago, and therefore, are beginning to require repairs and rehabilitation. The total rehabilitation cost is estimated to be \$1.4 million dollars. The Housing Authority does not have any public housing it owns or manages.

Actions planned during the next year to address the needs to public housing

The City of Wenatchee has a long-standing and positive working relationship with the Housing Authority. They have plans to create access to additional units throughout the region. Additionally, future CDBG funds allocated to infrastructure improvements (i.e. sidewalks, lighting) may be targeted to areas surrounding the Housing Authority's low-income housing properties.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Housing Authority offers their clients a self-sufficiency educational program which includes information on money management, home care, and life skills. They also offer an escrow incentive program to foster home ownership.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

As of July 2020, the City of Wenatchee has adjusted management of the Chelan Douglas Consolidated Homeless Grant to a shared management role between Wenatchee and Chelan County of funds that benefit the Wenatchee MSA. Now, the City of Wenatchee manages the following funds that are expected to bring in approximately \$2,065,000 annually to the region:

- 2163 Local Document Recording Fees (\$180,000/year) for general activities focused on reducing homelessness in the City of Wenatchee.
- 1406 Affordable Housing Tax (\$85,000/year) to support capital projects and supportive service for individuals experiencing homelessness in the City of Wenatchee
- 1590 Affordable Housing Tax (\$1,800,000/year) to support capital projects and supportive services for individuals experiencing homelessness in the cities of Wenatchee and East Wenatchee

The City of Wenatchee completed a Regional Assessment of Fair Housing and while CDBG funds from entitlement are not regularly used to directly support efforts to reduce homelessness, the CDBG-CV funding that became available has provided adequate resources to move forward some of the goals and strategies identified in the AFH.

A recurring theme in both the City's Consolidated Plan and the Chelan-Douglas Homeless Plan is the need to adopt a two-pronged approach to addressing homeless needs. This dual approach targets specific support services for homeless populations (i.e. youth, families, Veterans, the chronically homeless) while also pursuing community-wide measures to bring about systemic change that will enable low-income residents to move out of poverty. Specific goals and activities that support this dual approach are described below.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The following goals and activities, using other resources (non-CDBG funds), will be pursued in 2022 to reduce homelessness in the region:

- Promote & fund a balanced mix of services that will meet the diverse of needs of homeless individuals including children/teens; individuals with mental health and/or substance abuse issues; individuals with disabilities; Veterans; the chronically homeless; & those at-risk for

homelessness.

- Prioritize a rapid rehousing approach that centers on providing homeless people with permanent housing quickly and then providing progressive support services as needed.
- Prioritize a targeted prevention approach that focuses on helping individuals at-risk of homelessness maintain their housing, thereby preventing homelessness.
- Manage a coordinated entry system in which homeless individuals who are seeking social services are able to quickly and easily locate and connect with services that best meet their needs.
- Develop simple & effective data systems in order to better quantify services, evaluate effectiveness, and identify gaps/opportunities for improvement.
- Allocate resources based on identified community needs and the achievement of targeted performance outcomes.
- Promote communication and collaboration among local social service providers.
- Promote public awareness/education and seek out broad-based community input.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City of Wenatchee adopted a portion of the sales tax to support capital projects to house and provide housing-related services to those in need. This will also be complemented by the CDBG-CV funds that are supporting the increased access to individuals without shelter.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

Wenatchee is confined by the confluence of two rivers and the encirclement of the Cascade Foothills. While contributing to the visual and recreational appeal of the community, it significantly limits development opportunity. Limited developable land has raised the cost of land and deterred some would-be investors in residential and commercial property.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City plans to mitigate the negative effects of public policies that may serve as barriers to affordable housing by undertaking the following actions:

1. Facilitating multi-family housing and infill residential development including in commercial areas.
2. Implementing recent Housing Code updates
3. Utilizing public infrastructure incentives to promote additional residential development.
4. Promoting awareness of population demographics and housing needs with the development/real estate community.
5. Increasing economic opportunities to improve employment and wages.

AP-85 Other Actions – 91.220(k)

Introduction:

The 2023 Annual Action Plan includes a variety of other actions that will address HUD requirements & support the objectives outlined in the City's Consolidated Plan. These specific actions are described below.

Actions planned to address obstacles to meeting underserved needs

The City will continue to conduct public outreach to ensure that the broader community is aware of the needs and opportunities identified in the Consolidated Plan and Annual Action Plan. In addition, the City will actively work to engage potential employer and landlord partners in overcoming obstacles to employment and housing. In 2016, that City of Wenatchee completed a Limited English Proficiency (LEP) Plan and will continue these efforts. The City will also continue to provide Section 3 information to local businesses and individuals as a result of the City of Wenatchee receiving over \$200,000 in CDBG funding for the 2023 program year.

Actions planned to foster and maintain affordable housing

The City will take the following actions to foster and maintain affordable housing:

- The City will communicate regularly with local property owners/managers to identify potential barriers to maintaining affordable housing. This information will be used to update the Consolidated Plan and follow-on Annual Action Plans.
- The City will continue to fund the Landlord/Tenant Outreach Committee. This committee is made up of representatives from local housing providers. Its focus is to address barriers their clients face when attempting to obtain affordable rentals. Activities include: 1) Recruiting landlords who are open to renting to vulnerable populations; 2) Providing landlord liaison assistance when problems arise between landlords/tenants; 3) Providing education and training for both landlords and tenants on their respective rights and responsibilities.
- The City manages homeless dollar allocations and will continue to provide support for agencies that are strong advocates of fair housing and access to affordable housing.
- In addition to providing funding, City staff sits on the Board and several committees of the Our Valley Our Future organization (OVOF). OVOF is an independent, nonpartisan, community-based organization that engages and collaborates with the people and organizations of Our Valley in working to achieve our region's shared, long-range vision including affordable and accessible housing.

Actions planned to reduce lead-based paint hazards

The City's Code Enforcement staff will address lead-based paint issues that arise. In addition, the City

will include lead-based paint hazard information in community education and outreach materials.

Actions planned to reduce the number of poverty-level families

The Plan's focus on reducing housing cost burden and increasing literacy and employability for low-income residents will help to decrease the number of poverty-level families in the region.

Actions planned to develop institutional structure

Working with community partners, the City will improve institutional structure by defining which services are best delivered by government and which are best delivered by the private, non-profit, and faith-based sectors.

Actions planned to enhance coordination between public and private housing and social service agencies

Actions taken by the City in developing the Consolidated Plan, such as conducting community outreach and facilitating community-based committees, have continued on an ongoing basis. Input from these activities aided in the development of the 2022 Annual Action Plan and will be used for future planning efforts. These actions also promote greater coordination and communication between public/private housing agencies and other social service agencies.

In 2015, the City coordinated a major effort to improve coordination among social service agencies through the development of a Coordinated Entry system which was launched in October 2015. Coordinated Entry significantly improves coordination between service agencies by establishing a common intake & assessment process that enables homeless providers to determine services that best meets the needs of the client. In addition, the system established a standardized referral process between service agencies in the area.

In 2021, the City transferred management of the Coordinated Entry system to Chelan County.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

Attachments

Citizen Participation Comments

CDBG PUBLIC COMMENT

INSERT Grantee SF-424's and Certification(s)

INSERT SF 424 application

INSERT Assurances



CITY COUNCIL AGENDA REPORT

TO: Frank Kuntz, Mayor
City Council

FROM: Brad Posenjak, Finance Director
Finance Department

MEETING DATE: October 12, 2023

I. SUBJECT

Proposed 2024 Preliminary Budget

II. ACTION REQUESTED

None. This is an informational presentation

III. OVERVIEW

The City of Wenatchee plans to adopt the 2024 budget on November 16, 2023. The proposed preliminary budget was constructed using the 2023 initial budget as its base, adding regular salary and benefit increases, interfund billing adjustments, contract adjustments, and updated revenue projections. The Finance Department also worked with the Mayor and Finance Committee to review and approve operating budget requests from the department directors. The approved requests have been incorporated into the proposed preliminary budget.

The preliminary budget presents the combined operating and capital project budgets. Several adjustments may be required over the next month and will be included with the final budget in November.

At the October 26th and November 9th City Council meetings, the preliminary budget will be available for Council and the public. It will be substantially complete and in the format of the final budget document.

IV. FISCAL IMPACT

None. Finance Committee has reviewed the proposed preliminary budget and requests.

V. REFERENCE(S)

Proposed 2024 Preliminary Budget Summary

VI. ADMINISTRATIVE ROUTING

Tammy McCord, City Clerk
Laura Gloria, Executive Services Director

Proposed 2024 Preliminary Budget Summary

As of 10/2/2023

	2022 Actual	2023 Adjusted Budget	2024 Preliminary Budget	Change Over 2023 Budget	
General Fund					
Total					
Revenues	35,687,607	31,717,800	35,067,460	3,349,660	10.6%
Expenses	36,066,632	35,700,860	35,982,470	281,610	0.8%
Net Income	(379,025)	(3,983,060)	(915,010)		
Recurring					
Recurring Revenues	31,700,597	30,974,800	33,306,870	2,332,070	7.5%
Recurring Expenses	28,190,329	31,475,660	33,488,260	2,012,600	6.4%
Net Recurring	3,510,268	(500,860)	(181,390)		
Non-Recurring					
Non-Recurring Revenues	3,987,010	743,000	1,760,590	1,017,590	
Non-Recurring Expenses	7,876,303	4,225,200	2,494,210	(1,730,990)	
Net Non-Recurring	(3,889,293)	(3,482,200)	(733,620)		
Beginning fund balance	20,082,481	19,703,456	14,000,000	(5,703,456)	
Ending fund balance	19,703,456	15,720,396	13,084,990	(2,635,406)	

	2022 Actual	2023 Adjusted Budget	2024 Preliminary Budget	Change Over 2023 Budget
All Other Funds				
Total				
Revenues	65,083,699	90,898,940	129,441,090	38,542,150
Expenses	54,741,880	106,353,040	128,320,800	21,967,760
Net Income	10,341,819	(15,454,100)	1,120,290	

	2022 Actual	2023 Adjusted Budget	2024 Preliminary Budget	Change Over 2023 Budget	
001 - General Fund					
005 - Defender/Court/Jail					
Expenses	2,803,130	3,198,380	3,208,970	10,590	0.3%
007 - Human Resources					
Salaries & Benefits	293,896	418,890	432,430	13,540	
Supplies & Services	55,425	81,190	87,700	6,510	
Expenses	349,320	500,080	520,130	20,050	4.0%
008 - Community & Building Safety					
Salaries & Benefits	908,334	1,059,640	1,081,140	21,500	
Supplies & Services	171,333	184,530	201,570	17,040	
Expenses	1,079,667	1,244,170	1,282,710	38,540	3.1%
009 - Mayor/Council					
Salaries & Benefits	662,503	707,300	729,330	22,030	
Supplies & Services	172,381	259,090	279,320	20,230	
Expenses	834,884	966,390	1,008,650	42,260	4.4%
010 - Civil Service					
Expenses	12,918	30,080	34,010	3,930	13.1%
011 - Engineering					
Salaries & Benefits	1,030,749	1,394,840	1,772,900	378,060	
Supplies & Services	198,597	234,490	329,100	94,610	
Expenses	1,229,346	1,629,330	2,102,000	472,670	29.0%
013 - Finance					
Salaries & Benefits	685,509	860,220	896,880	36,660	
Supplies & Services	163,992	284,290	296,600	12,310	
Expenses	849,500	1,144,510	1,193,480	48,970	4.3%
014 - Legal					
Expenses	512,123	720,000	850,000	130,000	18.1%
015 - Community Development & Planning					
Salaries & Benefits	850,077	1,013,410	1,063,720	50,310	
Supplies & Services	125,239	163,970	168,630	4,660	
Expenses	975,316	1,177,380	1,232,350	54,970	4.7%

	2022 Actual	2023 Adjusted Budget	2024 Preliminary Budget	Change Over 2023 Budget	
016 - Parks, Recreation and Cultural Services					
Salaries & Benefits	850,801	993,010	863,690	(129,320)	
Supplies & Services	213,269	305,890	304,580	(1,310)	
Expenses	1,064,070	1,298,900	1,168,270	(130,630)	-10.1%
017 - Museum					
Expenses	438,655	607,010	756,410	149,400	24.6%
018 - Police					
Salaries & Benefits	8,130,389	8,966,220	9,862,110	895,890	
Supplies & Services	1,505,948	1,775,680	1,926,360	150,680	
Expenses	9,636,337	10,741,900	11,788,470	1,046,570	9.7%
019 - Other Administration					
Supplies & Services	1,809,285	1,262,870	1,382,550	119,680	
Transfers Out	4,540,700	4,610,900	4,437,100	(173,800)	
Expenses	6,349,985	5,873,770	5,819,650	(54,120)	-0.9%
020 - LEOFF 1 Retiree Health					
Expenses	553,115	570,000	569,000	(1,000)	-0.2%
022 - Parks Ground Maintenance					
Salaries & Benefits	1,065,137	1,185,820	1,257,200	71,380	
Supplies & Services	436,823	587,940	696,960	109,020	
Expenses	1,501,961	1,773,760	1,954,160	180,400	10.2%
023 - Non-Recurring Expenditures					
Salaries & Benefits	12,073	-	-	-	
Supplies & Services	806,227	1,494,200	849,800	(644,400)	
Capital Outlay	886,414	863,000	529,410	(333,590)	
Transfers Out	6,171,588	1,868,000	1,115,000	(753,000)	
Expenses	7,876,303	4,225,200	2,494,210	(1,730,990)	
Total Expenses	36,066,632	35,700,860	35,982,470	281,610	0.8%
General Revenues					
Sales Tax	11,962,448	12,100,000	12,940,000	840,000	
Sales Tax (non-recurring)	974,938	650,000	700,000	50,000	
Utility Taxes	8,514,213	8,005,000	8,760,000	755,000	
Property Tax	4,649,404	4,861,100	4,958,320	97,220	
Other Taxes	1,594,853	1,395,000	1,670,000	275,000	
Licenses & Permits	1,288,140	1,237,000	1,251,500	14,500	
Intergovernmental	1,028,411	872,600	892,600	20,000	
Grants (non-recurring)	117,560	18,000	773,060	755,060	
Charges for Services	1,491,283	1,378,000	1,594,750	216,750	
Fines & Penalties	841,638	868,500	879,500	11,000	
Miscellaneous	330,207	257,600	360,200	102,600	
Miscellaneous (non-recurring)	2,894,511	75,000	287,530	212,530	
Total General Revenues	35,687,607	31,717,800	35,067,460	3,349,660	10.6%

	2022 Actual	2023 Adjusted Budget	2024 Preliminary Budget	Change Over 2023 Budget
005 - Rainy Day				
Expenses	-	-	-	-
Revenues	21,715	12,000	30,000	18,000
Net Income	21,715	12,000	30,000	
Beginning Fund Balance	1,610,136	1,615,000	1,665,000	
Ending Fund Balance	1,631,851	1,627,000	1,695,000	
101 - Public Arts				
Expenses	328,437	4,000	15,000	11,000
Revenues	180,727	32,000	33,500	1,500
Net Income	(147,709)	28,000	18,500	
Beginning Fund Balance	317,216	-	172,000	
Ending Fund Balance	169,507	28,000	190,500	
102 - PFD .2% Sales Tax				
Expenses	2,971,331	3,000,000	3,600,000	600,000
Revenues	2,971,331	3,000,000	3,600,000	600,000
Net Income	-	-	-	
Beginning Fund Balance	-	-	-	
Ending Fund Balance	-	-	-	
103 - Paths & Trails				
Expenses	-	3,000	3,000	-
Revenues	2,822	3,100	3,100	-
Net Income	2,822	100	100	
Beginning Fund Balance	2,935	4,000	7,000	
Ending Fund Balance	5,757	4,100	7,100	
104 - Tourism Promotion Area				
Expenses	328,063	580,670	644,850	64,180
Revenues	588,092	583,150	622,000	38,850
Net Income	260,030	2,480	(22,850)	
Beginning Fund Balance	349,241	450,000	600,000	
Ending Fund Balance	609,271	452,480	577,150	
105 - Hotel/Motel Tax - Cap Outlay				
Expenses	424,934	430,000	520,000	90,000
Revenues	433,352	430,000	520,000	90,000
Net Income	8,418	-	-	
Beginning Fund Balance	54,090	-	-	
Ending Fund Balance	62,508	-	-	

	2022 Actual	2023 Adjusted Budget	2024 Preliminary Budget	Change Over 2023 Budget
106 - Convention Center				
Expenses	834,477	1,640,370	1,944,330	303,960
Revenues	1,530,347	1,773,000	1,995,000	222,000
Net Income	695,871	132,630	50,670	
Beginning Fund Balance	435,106	350,000	450,000	
Ending Fund Balance	1,130,977	482,630	500,670	
107 - Hotel/Motel Tax - Tourism				
Expenses	909,345	779,320	966,200	186,880
Revenues	870,680	863,000	963,000	100,000
Net Income	(38,665)	83,680	(3,200)	
Beginning Fund Balance	337,356	300,000	200,000	
Ending Fund Balance	298,692	383,680	196,800	
108 - Streets				
Expenses	3,656,237	4,190,500	4,487,270	296,770
Revenues	3,206,070	3,453,500	3,870,500	417,000
Net Income	(450,167)	(737,000)	(616,770)	
Beginning Fund Balance	2,160,036	1,700,000	1,300,000	
Ending Fund Balance	1,709,869	963,000	683,230	
109 - Arterial Streets				
Expenses	1,051,549	6,753,760	6,182,670	(571,090)
Revenues	2,240,433	6,380,080	5,280,270	(1,099,810)
Net Income	1,188,883	(373,680)	(902,400)	
Beginning Fund Balance	635,985	500,000	1,000,000	
Ending Fund Balance	1,824,868	126,320	97,600	
111 - Street Overlay				
Expenses	2,822,095	1,598,500	2,337,350	738,850
Revenues	2,979,304	2,135,000	2,290,000	155,000
Net Income	157,209	536,500	(47,350)	
Beginning Fund Balance	1,650,480	968,500	1,000,000	
Ending Fund Balance	1,807,689	1,505,000	952,650	
112 - Impact Fees				
Expenses	26,649	200,000	200,000	-
Revenues	93,964	102,000	97,500	(4,500)
Net Income	67,315	(98,000)	(102,500)	
Beginning Fund Balance	240,832	270,000	380,000	
Ending Fund Balance	308,147	172,000	277,500	

	2022 Actual	2023 Adjusted Budget	2024 Preliminary Budget	Change Over 2023 Budget
113 - Low Income Housing				
Expenses	110,268	92,640	93,990	1,350
Revenues	97,215	86,500	89,000	2,500
Net Income	(13,053)	(6,140)	(4,990)	
Beginning Fund Balance	242,618	200,000	190,000	
Ending Fund Balance	229,564	193,860	185,010	
115 - CDBG Entitlement				
Expenses	130,455	587,590	687,420	99,830
Revenues	133,205	391,610	252,350	(139,260)
Net Income	2,749	(195,980)	(435,070)	
Beginning Fund Balance	(135,005)	195,980	435,070	
Ending Fund Balance	(132,256)	-	-	
117 - Homeless Funds				
Expenses	718,051	2,732,410	3,062,700	330,290
Revenues	2,513,427	2,486,190	2,340,000	(146,190)
Net Income	1,795,375	(246,220)	(722,700)	
Beginning Fund Balance	909,647	1,500,000	2,000,000	
Ending Fund Balance	2,705,023	1,253,780	1,277,300	
118 - Abatement				
Expenses	79,524	75,000	75,000	-
Revenues	42,081	31,000	43,000	12,000
Net Income	(37,443)	(44,000)	(32,000)	
Beginning Fund Balance	161,820	130,000	140,000	
Ending Fund Balance	124,377	86,000	108,000	
120 - ARP Recovery				
Expenses	2,665,703	1,000,000	100,000	(900,000)
Revenues	3,191,811	-	-	-
Net Income	526,108	(1,000,000)	(100,000)	
Beginning Fund Balance	73,892	1,000,000	100,000	
Ending Fund Balance	600,000	-	-	
205 - Councilmanic Bond				
Expenses	1,817,153	1,748,650	2,752,240	1,003,590
Revenues	1,787,558	1,750,300	2,760,240	1,009,940
Net Income	(29,594)	1,650	8,000	
Beginning Fund Balance	32,791	30,000	4,000	
Ending Fund Balance	3,196	31,650	12,000	

	2022 Actual	2023 Adjusted Budget	2024 Preliminary Budget	Change Over 2023 Budget
301 - RE Excise Tax Cap Projects				
Expenses	1,158,673	720,450	1,018,900	298,450
Revenues	731,942	727,000	670,000	(57,000)
Net Income	(426,731)	6,550	(348,900)	
Beginning Fund Balance	1,422,702	800,000	800,000	
Ending Fund Balance	995,971	806,550	451,100	
302 - Parks & Recreation Capital Projects				
Expenses	4,703,780	3,131,500	846,750	(2,284,750)
Revenues	5,935,615	3,098,500	411,750	(2,686,750)
Net Income	1,231,835	(33,000)	(435,000)	
Beginning Fund Balance	763,875	500,000	500,000	
Ending Fund Balance	1,995,710	467,000	65,000	
304 - Economic Development Capital Projects				
Expenses	614,864	3,734,770	20,000	(3,714,770)
Revenues	77,868	2,190,200	6,520,000	4,329,800
Net Income	(536,996)	(1,544,570)	6,500,000	
Beginning Fund Balance	(5,600,120)	(6,000,000)	(6,500,000)	
Ending Fund Balance	(6,137,116)	(7,544,570)	-	
306 - General Capital Projects				
Expenses	745,364	3,978,000	2,100,000	(1,878,000)
Revenues	693,764	3,978,000	2,100,000	(1,878,000)
Net Income	(51,599)	-	-	
Beginning Fund Balance	-	-	-	
Ending Fund Balance	(51,599)	-	-	
307 - Local Revitalization Financing Program				
Expenses	2,321,649	2,843,400	2,354,700	(488,700)
Revenues	644,117	625,000	625,000	-
Net Income	(1,677,533)	(2,218,400)	(1,729,700)	
Beginning Fund Balance	3,906,933	3,000,000	2,000,000	
Ending Fund Balance	2,229,400	781,600	270,300	
310 - INFRA Grant				
Expenses	47,494	10,798,260	34,427,770	23,629,510
Revenues	-	10,798,260	34,427,770	23,629,510
Net Income	(47,494)	-	-	
Beginning Fund Balance	-	-	1,000,000	
Ending Fund Balance	(47,494)	-	1,000,000	

	2022 Actual	2023 Adjusted Budget	2024 Preliminary Budget	Change Over 2023 Budget
312 - Convention Center Capital Projects				
Expenses	-	766,000	7,700,000	6,934,000
Revenues	-	766,000	15,000,000	14,234,000
Net Income	-	-	7,300,000	
Beginning Fund Balance	-	-	-	
Ending Fund Balance	-	-	7,300,000	
401 - Water Utility				
Expenses	5,818,185	9,528,600	10,288,250	759,650
Revenues	6,855,581	9,054,350	9,167,090	112,740
Net Income	1,037,396	(474,250)	(1,121,160)	
Beginning Fund Balance	2,251,096	2,700,000	4,000,000	
Ending Fund Balance	3,288,492	2,225,750	2,878,840	
405 - Sewer Utility				
Expenses	9,039,913	28,163,410	18,870,210	(9,293,200)
Revenues	10,895,234	21,365,340	15,560,510	(5,804,830)
Net Income	1,855,321	(6,798,070)	(3,309,700)	
Beginning Fund Balance	10,317,441	10,000,000	9,000,000	
Ending Fund Balance	12,172,762	3,201,930	5,690,300	
410 - Storm Drain Utility				
Expenses	3,408,760	8,091,250	11,680,460	3,589,210
Revenues	6,527,713	5,079,500	8,871,150	3,791,650
Net Income	3,118,953	(3,011,750)	(2,809,310)	
Beginning Fund Balance	2,403,210	5,500,000	5,000,000	
Ending Fund Balance	5,522,163	2,488,250	2,190,690	
415 - Regional Water				
Expenses	1,125,742	1,280,500	1,342,160	61,660
Revenues	2,412,663	2,247,070	2,367,070	120,000
Net Income	1,286,921	966,570	1,024,910	
Beginning Fund Balance	5,451,758	5,800,000	8,000,000	
Ending Fund Balance	6,738,679	6,766,570	9,024,910	
430 - Cemetery				
Expenses	418,218	556,820	593,540	36,720
Revenues	496,294	452,600	439,100	(13,500)
Net Income	78,076	(104,220)	(154,440)	
Beginning Fund Balance	343,707	350,000	400,000	
Ending Fund Balance	421,783	245,780	245,560	

	2022 Actual	2023 Adjusted Budget	2024 Preliminary Budget	Change Over 2023 Budget
501 - Equipment Rental O&M				
Expenses	1,464,897	1,394,280	1,749,170	354,890
Revenues	1,235,169	1,199,260	1,444,470	245,210
Net Income	(229,728)	(195,020)	(304,700)	
Beginning Fund Balance	786,272	700,000	500,000	
Ending Fund Balance	556,544	504,980	195,300	
502 - Self Insurance Fund				
Expenses	1,328,221	1,110,000	1,560,000	450,000
Revenues	1,314,057	984,000	1,420,000	436,000
Net Income	(14,164)	(126,000)	(140,000)	
Beginning Fund Balance	1,620,495	1,700,000	1,400,000	
Ending Fund Balance	1,606,332	1,574,000	1,260,000	
503 - Equipment Rental Replacement				
Expenses	604,163	929,260	2,007,090	1,077,830
Revenues	1,013,816	1,048,270	1,898,480	850,210
Net Income	409,653	119,010	(108,610)	
Beginning Fund Balance	2,594,868	3,300,000	2,500,000	
Ending Fund Balance	3,004,521	3,419,010	2,391,390	
504 - Facility Maintenance Fund				
Expenses	1,531,641	2,042,150	2,143,100	100,950
Revenues	1,759,243	2,043,100	1,805,100	(238,000)
Net Income	227,602	950	(338,000)	
Beginning Fund Balance	281,069	100,000	400,000	
Ending Fund Balance	508,671	100,950	62,000	
505 - Information Systems				
Expenses	1,395,684	1,729,980	1,828,680	98,700
Revenues	1,510,356	1,662,560	1,819,140	156,580
Net Income	114,672	(67,420)	(9,540)	
Beginning Fund Balance	183,720	275,000	200,000	
Ending Fund Balance	298,392	207,580	190,460	
610 - Cemetery Endowment Fund				
Expenses	-	-	-	-
Revenues	44,865	29,000	50,000	21,000
Net Income	44,865	29,000	50,000	
Beginning Fund Balance	1,284,276	1,300,000	1,380,000	
Ending Fund Balance	1,329,140	1,329,000	1,430,000	
611 - Firemens' Pension Fund				
Expenses	140,362	138,000	118,000	(20,000)
Revenues	51,269	38,500	55,000	16,500
Net Income	(89,093)	(99,500)	(63,000)	
Beginning Fund Balance	1,254,973	1,150,000	1,100,000	
Ending Fund Balance	1,165,880	1,050,500	1,037,000	