



# 2021-25 Proposed Capital Improvement Program



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September 15, 2020

**MEMORANDUM**

To: Chelan City Council, Citizens of Chelan

From: Mayor Bob Goedde

Subject: 2021-2025 Draft Proposed Capital Improvements Program

Enclosed is the Draft 2021 -2025 Proposed Capital Improvements Program (CIP) for your review, consideration, amendment, and adoption. The Proposed Budget is a result of many hours of planning, deliberation and work by City staff and input from the City Council.

**WHAT IS A CIP AND WHY DO WE NEED ONE?**

In its' simplest form, a CIP is a list of project requests accompanied by a discussion of why the projects are needed, and a funding plan for those projects. There is more to it than that, though.

This CIP, as proposed for discussion, reflects a commitment by the City to long range (five year) financial sustainability planning for the refurbishing, enhancement, and eventual replacement of Community infrastructure and assets.

Community Infrastructure and assets do the following:

1. promote the safe and efficient movement of people and things throughout the community (whether by motor vehicle, bicycle, or foot),
2. provide clean drinking water,
3. protect the environment and public health through the safe transportation, treatment and disposal of wastewater,
4. enhance the quality of life in the community by providing recreational (and economic) opportunities and access to Lake Chelan for residents and visitors.

A reader of this document would be justified in asking "Why is it important to plan for these things? Won't it just work out?".

The answer is that the Community has made a significant investment in (and the City government manages) those things that help make Chelan a lovely and healthy place for us to live, work and do business. Consider the roads, sidewalks, bike paths and trails, bridges, water and sewer systems, solid waste collection system, and beautiful parks facilities including Don Morse Park, Lakeside Park, the Golf Course and RV Park, beaches, the marina and so forth.

There are a lot of circumstances whereby a community may experience challenges with its' infrastructure and assets. At least two of those can be expected to occur on a regular basis.

The first relates to our existing infrastructure systems and assets. Over time, the Community assets we've invested in may begin to wear out and need to be refurbished or replaced; perhaps the times have changed and roads, streets, pedestrian routes, parks and so forth just don't quite meet the needs or expectations of the community anymore; perhaps the regulatory environment changes and stormwater or wastewater treatment standards change.

The second, and rarer in an established community, is when new community needs are identified. Maybe a new park(s) or park structure is needed because of community growth or development; maybe an expensive roundabout will solve a nagging traffic problem for many years, and so on.

The things that all of these examples have in common is that they are important to the health and livability of the community and that they are expensive. No city or town has the resources to make every improvement that is wanted or needed at any given time.

So, what does that have to do with "a commitment by the City to long range financial sustainability and planning"?

CIP preparation and discussion over a multiyear time frame provides a venue for City Council vetting of projects, decision making about the relative merit of various projects given limited funding, aligning planned capital projects with available funding, and setting a road map for the community.

The Proposed 2021 -2025 CIP represents a commitment to balance the infrastructure needs of a diverse and growing community with a commitment to fiscal conservatism, practicality, and a community vision of an economically and environmentally healthy and sustainable city.

**Should the proposed CIP be adopted, funding for the first year of the CIP (2021) would be rolled into the 2021 Budget and become part of the budget. Years 2022 through 2025 serve as a planning document and will be updated annually as community priorities change, new projects needs are identified, funding estimates change, and new funding sources such as grants become available.**

## **WHAT PROJECTS ARE IN THIS PROPOSED CIP?**

Proposed projects and programs included in this document are intended to promote community dialogue about the future of the community, and:

1. Advance ideas and initiatives raised directly and indirectly by the Mayor and City Council to enhance the quality of life in the Community through improvements in traffic flow, communication, walkability, public parks, and public shoreline access.
2. Detail public health investments needed in the water and sewer systems to meet the needs of a growing, vibrant community and to replace aging infrastructure as identified in recent engineering studies.
3. Incorporate projects included in the 2020 transportation improvements and funding plan to the Washington Transportation Improvements Board for the period 2021 through 2025. These

projects anticipate grant funding to be provided by the state to finance locally identified high priority infrastructure projects and, for the most part, require a local funding match.

4. Includes all project requests as submitted by City departments.
5. The Proposed 2021-2025 CIP includes for the first time a 5-year CIP program for the Parks and Recreation Department. The CIP requests replacements of aged maintenance equipment at the Golf Course and in General Parks Maintenance. Project request sheets for these equipment replacement programs are accompanied by information describing what equipment is being replaced and why, and what is being requested. Funding is requested for the development of a new Parks, Recreation and Open Space (PROS) Plan, and also for a branding and signage program for the parks. Major improvements at the Golf Course are also requested and are described in the following section of the CIP "Golf Course Improvements".
6. Raises for discussion one new strategic planning initiative to develop sustainable funding sources based upon current revenue streams for the long-term refurbishment or replacement of aging facilities and facility systems such as roofs, HVAC systems, lighting systems in City buildings such as City Hall, the Library, or other facilities as approved by the City Council.

## **CIP DEVELOPMENT – Funding Philosophy**

### **Governmental Funds – Capital Improvements, Street Capital Improvements, and Recreation Capital Improvements Funds**

*The 2021 through 2025 Proposed CIP for the governmental funds reflects a commitment to "pay as you go" capital project funding.* While the use of debt to pay for needed one-time capital improvements is a great tool to meet immediate capital needs when necessary, it adds finance costs to a project and a commitment to pay those capital costs over time. That being said, there will be occasion when opportunities for long term community benefits present themselves and can only be advanced through the use of debt. In those circumstances, due consideration should be paid to potential impacts on future opportunities.

Planning and the use of resources on hand to fund capital needs whenever possible is a conservative approach that provides flexibility in the case of an economic downturn – capital spending can be postponed when need be.

Governmental capital funds are associated with and derive their funding from specific operating funds, as follows:

1. Recreation Fund – Recreation Capital Fund
2. Street Fund – Street Capital Fund
3. General Fund – Capital Improvements Fund. The General Fund also provides funding to the Recreation and Street Capital Funds.

Fiscal policies adopted with the 2019 Budget and updated during the 2020 budget process provide guidance for the maintenance of adequate operating fund reserve balances to provide cash flows for business operations, a financial reserve in the case of an economic downturn to help ensure continuity of operations, and a financial reserve in case of a natural disaster or other emergency.

The policy provides that cash balances in operating funds in excess of operating reserve balances are to be transferred to the various capital funds as needed to provide a funding source for capital projects.

The implication of the policy regarding cash of cash balances in the operating funds is that capital improvements funding (excluding grants, new debt, and donations) will be provided through the operating funds annual “net income”. Net income may be defined as the amount by which revenues are greater than expenditures (excluding capital project appropriations) in each fund annually.

The “net income” may be appropriated for specific uses or as general capital appropriations in a variety of ways (budget process, specific Council appropriation for a new project outside the budget process, as an emergency appropriation for unanticipated projects, or supplemental Council appropriation to cover change orders or cost overruns on a project). Regardless, the cash will always be coming from the annual net incomes of the various operating funds, assuming that reserve balances are maintained per fiscal policy.

***Capital spending is reliant on the net income of the various operating funds.***

While we rely on net income to fund the capital program, there is always pressure to increase operating budget expenditures. Requests to add new personnel for various reasons, or to expand a particular service, or higher costs for contracted services such as public safety, or the cumulative impacts of increasing labor and materials costs all drive expenditures upward. Without ongoing growth in revenues, whether they be user fees or sales tax collections, net income will decrease. There will need to be a tradeoff between funding operations at the desired levels and funding a capital program at the desired levels.

Following this document is a discussion of golf course capital improvements intended to address deferred maintenance issues, which would be funded through debt. No debt issues other than the golf course improvements issue are proposed to fund governmental type activities capital projects at this time.

**Utility Funds – Water and Sewer Capital Improvements Funds**

Water and Sewer Funds capital spending needs were a major consideration during the FCS utility rate study conducted in 2018. The capital spending needs of the Water Fund were defined in an engineering review of the system early in 2018. The capital needs of the Sewer system were based upon an earlier study, which is currently being updated.

New debt issues (as recommended in the FCS Rate Study) are anticipated in the Water Fund in and 2023, and in the Sewer Fund in 2023, and 2025 to fund ongoing system improvements. These bond issues have been moved out one year (from 2022 and 2024) due to successful bidding results and good revenue performance. \$5.5 million in project funding was raised through a revenue bond debt issue in 2020.

Funding for capital improvements and debt service on the anticipated bond issues are included in the Water and Sewer User Fees as stated in Resolution No. 2020-1379.

### **Equipment Replacement Revolving Fund**

The Equipment Replacement Revolving Fund was established to fund the acquisition and replacement of equipment rented to City departments for use in City operations, and also to fund maintenance, operations and repairs of that equipment.

Current projections, utilizing up to a 5% annual inflation rate against current replacement values, indicate that annual equipment replacement rate increases of between 1% and 2% will be sufficient over the next 10 to 12 years to adequately fund the equipment replacement activities of the fund.

***Equipment replacement will continue to be funded on a “pay as you go” basis.***

The projections will be updated annually with current replacement values and inflation assumptions.

## **DISCUSSION OF STRATEGIC PLANNING INITIATIVES**

**During 2020 budget consideration, the Council authorized City staff to set aside certain funds as “savings” to prepare for certain types of projects to be scheduled in future CIPs.**

The initiative established establish sustainable and ongoing funding streams designed to accrue funds (to the extent possible) sufficient to fund the timely replacement or refurbishment of existing assets necessary to the business operations of the City, or to acquire or develop new assets to the benefit of the Community.

How does that work in Practice?

1. set aside (allocate) funds from **current revenue streams (operating funds annual operating surplus when available)** to fund specific projects and programs to be identified and included in future CIP’s. The funding appropriations do not themselves constitute new projects or authorize spending, but allocate portions of capital Funding for certain purposes as discussed below. These might be thought of as “savings accounts”.
2. Finance will track the individual funding allocations.
3. Spending of allocated funds for specific projects (identified through the CIP process or on an ad hoc basis during a fiscal year) will only occur after the City Council has approved the project through the annual budget process or other Council action.
4. Allocated balances will be reviewed annually and shared with the City Council during the budget process. Allocations levels will be reviewed annually in light of competing priorities, economic conditions, and anticipated work plans.

***These funds could be repurposed by future City Councils for purposes unrelated to the original intention of the funding allocations.***

Proposed funding allocations and their purposes are as follows:

- a. Technology (Capital Improvements Fund)– to finance all or part of the cost of replacement and purchase of technology equipment and software used in the general business

operations of City departments (excluding utilities, which have a reliable funding stream), and boards and commissions through the establishment of a sustainable and ongoing funding source for planned or unexpected events which would otherwise cause fluctuations in operating or capital budgets. Potential uses might include periodic replacement of end user computers, network equipment and software, technology implementation to automate / streamline business practices and customer service delivery (examples might include online building permit processes, electronic banking and financial activity, GIS implementation), and website enhancements.

- b. Shoreline Access (Capital Improvements Fund and Recreation Capital Fund)-to finance all or part of the cost to identify and develop pocket parks utilizing existing rights of way to provide access to the Lake Chelan shoreline. Potential costs might include surveying, legal costs, design costs, signage, clean up, landscaping, beach enhancements, picnic tables, benches and bike racks. A further potential use of these funds might be to fund preliminary research costs associated with property purchases providing access to the Lake Chelan shoreline, which would be funded through alternative financing strategies.
- c. Parks Facilities and infrastructure (Recreation Capital Fund) – to finance all or part of the cost of refurbishing, replacing or adding to Parks facilities and infrastructure utilized in providing services to the public through the establishment of a sustainable and ongoing funding source for planned or unexpected events which would otherwise cause fluctuations in capital or operating budgets. Such assets may include picnic shelters, sports facilities, irrigation and other utility systems, docks, boat launches, buildings, and beaches.
- d. Parks Equipment (Recreation Capital Fund)- to finance all or part of the cost of refurbishing , replacing or adding Parks equipment utilized in providing services to the public through the establishment of a sustainable and ongoing funding source for planned or unexpected events which would otherwise cause fluctuations in capital or operating budgets. Such equipment assets may include playground equipment, mowers and other grounds maintenance equipment, vehicles, and trailers.

During the 2020 budget process, City Council appropriated the following amounts under this planning initiative which are currently being held in anticipation of future projects:

- A. Technology - \$20,000
- B. Shoreline Access - \$50,000

The proposed 2020-2024 CIP also included proposed appropriations of \$50,000 and \$100,000 for the Parks Capital equipment and Facilities and Infrastructure Reserves. During budget deliberations, these funds were appropriated to provide additional funding for the park maintenance building.

The establishment of an additional “savings account” is requested in this CIP proposal. The “City Facilities” account will be used to set aside funds for the timely replacement or refurbishment of roofs, HVAC systems, lighting systems, windows or other building components of City facilities such as City Hall, the Library and other City facilities or needs as approved by the City Council.

The reserves are discussed in greater detail in the following CIP section.

## **Golf Course Improvements Background**

Financial viability of operations and the condition and future of golf course facilities and infrastructure have been topics of concern for the City Council for many years. During 2020, Golf course operations and facilities were reviewed by an independent consultant, providing several options for changes in the golf course operating model for consideration by Council. The study also highlighted deferred maintenance issues at the golf course which will need to be addressed at some point if the golf course is to remain a going concern

### ***Project Request Background***

As a result of the study, a major project at the City golf course is included in the proposed CIP for discussion, with design and engineering in 2023 and implementation beginning in 2025. In parallel with a discussion about how the City wishes to manage and care for the golf course in the future, the project request is intended to begin a process of determining what type and scope of improvements intended to address deferred capital maintenance issues identified in the 2020 golf course study are appropriate for the City of Chelan.

The project schedule is based upon two considerations.

1. The proposed project is a significant investment in the future of the golf course. The 2020 Golf Course Review suggests alternatives to city operation and/ownership of the facility. Scheduling project design in 2023 allows time for the City Council, Parks Board, and Community to consider those options. Should the community wish to invest in the future of the golf course, the phased timing approach will allow time to develop and refine the desired scope of improvements before engineering and design consultants are hired in 2023. Additional time also allows for consideration of various scheduling alternatives or project structures, including a phased approach to implementation.
2. A two-year design window provides time to adequately consider various design alternatives, allow for public input, and thoroughly review final design of the various project components.

Foremost of the deferred maintenance issues identified by the consultant is the irrigation system. The system was installed many years ago, and as Golf course maintenance staff note “each year we are seeing more issues with the system.....Between May and October, 2 to 3 workers are devoted to irrigation due to leaks, breaks, head failures and hand watering due to poor coverage”. With a nonfunctional irrigations system, at some point the golf course will not be viable.

It should be noted that funding request for a study to assess the condition of the irrigation system and recommend improvements is included in the proposed CIP in 2021.

The study described the clubhouse as a “dump”, which is fairly strong language, but does point out that steps need to be taken to modernize the facility to provide a better experience for golfers, and to attract business to improve the financial condition of the operation. Recommendations for improvements to playing surfaces are included in the consultant’s report as well.

The proposed project incorporates the consultant’s recommendation / concept of the issue of a \$3.5m bond issue within 5 years to replace the irrigations system and to address certain playing course

improvements. Staff is suggesting that improvements to the clubhouse should also be included in the consultant recommended bond issue amount.

It is anticipated that if a 3.5m bond were issued in 2025, debt service including principal payments would begin in 2026. Assuming a 20 term on the bond at 4% interest, the annual debt service payments would be about \$258,000 per year.

**Funding Analysis – Use of 2% Lodging Tax Revenue**

City staff have reviewed funding options for such a project. The Municipal Research Services Corporation (MRSC) provides guidance on revenue streams available to cities in its’ publication “Revenue Guide for Washington Cities and Towns”, 2020 revision. The guide is available on the MRSC website under publications.

The Revenue Guide notes in its’ discussion of lodging tax (p. 94-100, and specifically pages 97 and 98)) that tourism related facilities owned by a public entity (among others) may be financed through lodging tax. The following is copied from page 98 of the Revenue Guide.

*Practice Tip: The guiding principle is that these facilities should be used by tourists. So, for example, a municipal golf course would likely be a permitted lodging tax expenditure in Chelan, while it probably would not be if it were in a residential neighborhood in Spokane. Each situation is unique and requires careful assessment.*

With that in mind, City staff have reviewed cash flows in from the lodging tax (2% and 3% portions) over the last several years, as well as the cash flows out of those revenues to determine whether or not it would be feasible to fund such improvements using lodging tax dollars. A major consideration in the analysis is the need to continue meeting current commitments for debt service on past projects, providing operational and capital funding for the Parks system, and supporting Chamber of Commerce tourism promotion activities.

**Projected Cash Balances of Lodging Tax Funds at the End of 2020**

Projected balances of 2% and 3% funds in the Tourism Promotion Fund at the end of 2020 are projected as follows:

	2% Funds	3% Funds	Total	
Balance at the end of 2019	716,515	979,389	1,695,904	
2020 Revenue: Projected as of 8/1/20	313,432	471,431	784,863	60% of 2019 receipts
Expenditure Budget 2020	(354,464)	(600,000)	(954,464)	
Balance End of 2020	675,483	850,820	1,526,303	

**Expenditure Projections Methodology**

*3% Funds*

Historically, 3% lodging tax revenues have been committed to tourism promotion activities conducted by the Chamber of Commerce. The Chamber’s tourism promotion expenditures reimbursed through the

lodging tax are fully funded with 3% lodging tax revenues. For the purpose of this funding analysis it is assumed that all 3% tax proceeds are committed to tourism promotion activities indefinitely.

In projecting expenditures against the 3% lodging tax, 3% annual growth in tourism promotion expenditures has been assumed and applied to the 2020 budget of \$600,000. From 2016 to 2019, average annual budget growth was 2.23%.

For the purpose of this analysis, tourism promotion expenditures are the only use of 3% funds.

*2% Funds*

2% lodging tax funds have been used for a variety of purposes, including support of the Parks Capital Fund, debt service for parks projects funded through debt, and various capital appropriations. For the purpose of analyzing funding for this project, it is assumed that 2% funds will provide the necessary resources if available.

Obligations for the years 2021 through 2027 are as follows. Outstanding debt will be retired during 2027.

<b>Obligations 2% as of August 2020</b>						
	Shoreline	Marina	Bathrooms	Ops / Capital Tfrs	Wayfinding	Total
2021	\$34,129 \$6,176	\$82,380 \$14,908	52,025	130,000	58,500	\$378,119
2022	\$35,112 \$5,215	\$84,753 \$12,587	51,350	130,000	80,000	\$399,017
2023	\$36,124 \$4,225	\$87,195 \$10,198	50,675	130,000		\$318,417
2024	\$37,164 \$3,217	\$89,707 \$7,765		130,000		\$267,852
2025	\$38,235 \$2,160	\$92,291 \$5,213		130,000		\$267,898
2026	\$37,243 \$1,104	\$89,897 \$2,665		130,000		\$260,909
2027	\$16,282 \$169	\$39,301 \$409		130,000		\$186,161

For the purposes of this analysis, it is assumed that no expenditures will be made from 2% funds other than those noted above, debt service on the \$3.5m bond issue beginning in 2026, \$250,000 in 2023 for golf course project design, and the ongoing capital and maintenance transfers to Parks Funds. In 2030, these would increase to \$200,000 per year.

## Revenue Projections Methodology

A conservative approach in projecting revenues and expenditures of funds in 2021 and beyond have been incorporated into the following project funding analysis.

In reviewing revenues (both 2% and 3%) the annual growth of receipts from 2005 through 2014 and from 2015 through 2019 were considered. From 2005 through 2014, average annual growth was 4.79% per year. From 2016 through 2019, the average growth was 11.36%. That number includes 27.19% in 2016 and 4.42%, 6.06%, and 7.78% in 2017, 2018, and 2019. (In 2015, receipts decreased by \$43,000 or 4.76% when compared to 2014).

For purposes of projecting revenue growth for this analysis, 2.5% average annual growth in revenues have been assumed, or about 52% of the average annual growth from 2005 through 2014.

The annual revenue growth rate (2.5%) is applied to 85% of the 5-year average (2015 through 2019) of annual receipts compounded annually for each year of the forecast. The 5-year average annual receipts for 2% and 3% funds are \$449,588 and \$675,104, respectively. 85% of each of those numbers are \$382,150 and \$573,838. Each of those numbers are higher than the respective 2015 receipts, and lower than 2016 receipts.

Additionally, no growth in lodging tax revenues is included after 2030. The 2030 revenue projection is carried forward unchanged through 2045, when the 20 year bond would be paid off.

To summarize the revenue projections:

<b>Basis of Lodging Tax Revenue Projection for the Proposed Golf Course Project</b>		
	<b>2%</b>	<b>3%</b>
2015 - 2019 Avg Annual Receipts	449,588	675,104
2021 Base Revenue Projection	382,150	573,838
Projected Revenues (2.5% annual growth)		
2022	391,704	588,184
2023	401,496	602,889
2024	411,534	617,961
2025	421,822	633,410
and so on.....		
2015 Receipts	343,568	518,015
2016 Receipts	438,343	657,513

This is a fairly conservative approach to revenue projection. *Barring unforeseen changes in state law with regard to lodging tax or a very serious and prolonged drop in tourism for unanticipated circumstances, projections are well within limits based upon history over the last 15 years.*

## Summary and Conclusion

The following table summarizes the financial impact of the proposed project and funding as described on 2% funds.

<b>Golf Course Improvements Project - Uses of 2% Funding</b>		
<b>GO Bond Issue 2025 - Principal</b>	<b>3,500,000</b>	
<b>Interest</b>	<b>1,650,723</b>	<b>20 years at 4%</b>
<b>Total Debt Service 2026 through 2045</b>	<b>5,150,723</b>	<b>257,536 annual debt service</b>
<b>Assuming a 2025 GO Bond Issue</b>	<b>(1,287,680)</b>	<b>2026-2030 debt service 257,536*5 debt service - issue year plus 1</b>
<b>Outstanding P &amp; I at end of 2030</b>	<b>3,863,043</b>	
<b>Cash Balance @ end of 2030</b>	<b>950,799</b>	
<b>2% Lodging Tax Summary 2031-2045</b>		
<b>Debt Service</b>	<b>(3,863,040)</b>	<b>257,536 * 15</b>
<b>Tfrs out</b>	<b>(3,000,000)</b>	<b>200,000*15 Parks tfr in 2030 from 130K to 200K</b>
<b>Income</b>	<b>7,155,000</b>	<b>477,000*15 assumes no 2.5% growth after 2030 \$477,000 is the projected 2030 2% receipts</b>
<b>Projected Balance end of 2045</b>	<b>1,242,759</b>	<b>No use of 2% Funds for tourism promotion after 2030</b>

Should all of the assumptions in the above calculations bear out over time and financial performance be within the outlines set by the assumptions discussed above, it would appear that improvements as outlined in the consultant’s report are within the City’s capacity to finance and accomplish. Should expenditures be lower, or revenue growth higher, more funds would be available in the future.

There are still a few things to consider before such a bond were to be issued:

- a. Any such debt issue would be general obligation debt, meaning that it is backed by the full faith and credit of the City. Under the scenario described above, the City would anticipate using lodging tax dollars to pay debt service. In the case of a catastrophic loss of lodging tax revenues for some unknown reason, a fall back might be the commitment real estate excise tax as a contingency source of debt service payment, followed by the general resources of the City.
- b. The basic assumption in this analysis is that the state will take no actions over the next 25 years to change the basic operations, collections and distribution of lodging tax as it currently functions. A secondary assumption is that the tourist industry will continue to thrive in the area.
- c. Under our projection assumptions for tourism promotion and 3% lodging tax, at some point (probably around 2032) the City will not have sufficient funds to meet tourism promotion requirements using 3% funds only. At that time, adjustments of some type would need to be made (i.e. reduce tourism promotion expenditures, or subsidize with 2% funds).
- d. While use of lodging tax receipts for improvements to the City of Chelan golf course appear to be an acceptable use based upon MRSC guidance, should the proposed project, or some

variation(s) of the project be approved for future consideration, staff will seek on additional guidance with regards to the use of lodging tax.

- e. As always, funds can only be spent once. A commitment of funding to one project precludes the use of those funds for a different project. Choosing wisely how and when to spend limited resources is critical.

At this point, City staff have completed the initial review of the golf course operations and facilities with the completion of the consultant's work and presentation of recommendations. In addition, a draft project proposal and a potential funding source identified to address deferred maintenance has been included with this CIP to begin discussion of improvements at the Golf Course.

Through these CIP requests, staff is seeking guidance from the City Council and community with regards to facilities and infrastructure investment at the golf course, and the future of the golf course as a municipal facility. The proposed project is one approach to the timing and funding of improvements should the City Council and community wish to invest in the future of the golf course. There are certainly alternative approaches should improvements be desirable.

## **Introduction to Capital Improvements, Recreation Capital Improvements, and Streets Capital Improvements Funds (Governmental Funds) Proposed 2021 – 2025 CIP**

This Capital Improvements Program (CIP) planning process incorporates five-year project planning and financing projections, as noted in the Mayor’s introduction. The goal of multiyear planning is to encourage early identification and community discussion of proposed projects and to align proposed capital activity with the fiscal capacity of the community to fund projects.

A multiyear CIP is a plan and a potential road map for community planning, development, and maintenance.

The first year of the CIP (as amended by the City Council) is incorporated as a part of the annual budget. The remaining four years are a planning document.

The five-year CIP will be updated annually, with a new year rolled in with each iteration. Funding estimates will be revised annually, sometimes up and sometimes down as the economy changes or as revenues and operating costs increase or decrease. Some projects included in prior year CIP’s will be dropped or postponed during subsequent CIP planning. New projects will be added. Some projects that are expected to be funded by grants in the current CIP will go unfunded, but new grant opportunities will arise. A CIP is a living document and helps to clarify and implement the goals of the community, and the opportunities and tradeoffs needed to do that.

### **Proposed Projects – Governmental Funds**

The first section of this CIP provides information and project requests for the “Governmental Funds”; Capital Improvements, Parks Capital Improvements, and Street Capital Improvements. These funds are associated with the City’s General Fund, which for the purposes of financial management and control are internally segregated into the Current Expense (general fund), Parks, and Streets Funds.

The 2021 – 2025 Proposed CIP advances a variety of projects and initiatives intended to benefit the community, and are detailed in the following document “Proposed 2021-2025 Capital Plan – Capital Improvements Parks Capital, and Street Capital Funds”.

The 2021 Capital Improvements Fund projects include the following:

1. Replacement of several PC’s in excess of 5 years of age, upgrading the Public Works network and wi-fi equipment, and improvements to the City website.
2. Wayfinding Signs program in 2021 and 2022 (funded through the lodging tax).
3. Annual public arts appropriation.

The 2021 Parks Capital Fund projects include:

1. Parks and Open Space (PROS) strategic plan
2. Parks branding signage project.

3. Golf Course Maintenance Equipment – funded through accumulated balance of lodging tax transfers in over time. \$167,000. It should be noted that the Parks Department will actively pursue used equipment in lieu of new. They have had success in reducing costs while improving operations recently through purchasing used.
4. General Parks Maintenance – Equipment upgrades totaling \$47,000.
5. Golf Course Irrigation System Assessment – funded through accumulated balance of lodging tax transfers in over time. \$10,000.

The Maintenance Building project is not reflected in the proposed CIP. As of the beginning of August, 2020, the balance of funding in the project was \$495,000. As discussed by the Parks Director with City Council, some reconsideration of the project has occurred, given the prime location of the building in the center of Don Morse Park. Several ideas for incorporation into the building, including public restrooms, and functional and aesthetic considerations, have been brought forward. The current plan is to rescope the design of the building, develop project cost estimates, and to bring the revised project forward for consideration, probably in mid to late-2021. At that time, consideration will be given to any extra funding that might be required to finish the project, and a plan for moving forward developed.

The 2021 Street Capital Improvement Fund projects include the following:

1. Appropriations for the road overlay and sidewalk repair programs,
2. Additional funding request for the DPW Engineering and Administration Building,
3. Partial funding of a new initiative – City of Chelan Development Standards Update,
4. Purchase of a radar speed limit trailer and portable changeable message sign,
5. Local funding for a Downtown Alleyways and Woodin Ave Sidewalks project dependent upon state TIB funding approval.

**STRATEGIC INITIATIVES** - Four strategic planning initiatives introduced in the 2020-2024 CIP are continued in the proposed CIP. These requests provide annual allocations (earmarks) from ongoing revenues to fund the eventual replacement and refurbishment of Parks infrastructure, facilities, and equipment (as authorized by the City Council through future CIP's), the development of pocket parks to provide shoreline access to Lake Chelan for the community using existing City rights of way, and to advance the use of technology to improve the delivery of City services, as well as fund the upkeep and replacement of existing City network infrastructure.

**Technology Reserve** - During 2020, a technology plan was developed to guide the use of Technology Reserve funding. The plan anticipates the replacement of PC's, laptops, and peripherals on a rotating 5-year cycle, or as needed. Servers and network equipment will be on a similar schedule. Please refer to the Technology Improvements project request in this document for detail on proposed expenditures. The program will be refined and expanded to cover other areas of technology improvements over time.

Technology Reserve Cash Flow			
			Year End
	<u>Funding</u>	<u>Expenditure</u>	<u>Balance</u>
<b>2020</b>	20,000	-	20,000
<b>2021</b>	20,000	39,000	1,000
<b>2022</b>	20,000	10,000	11,000
<b>2023</b>	20,000	10,000	21,000
<b>2024</b>	20,000	35,000	6,000
<b>2025</b>	20,000	10,000	16,000

**Shoreline Access (Road End Pocket Parks)** - Brennan and Associates has been conducting a planning review during 2020 to develop concepts and cost estimates for the development of the road end lake access pocket parks for consideration and approval by City Council in late 2020 or early 2021. Following Council approval, it is anticipated that a specific project(s) will be brought to Council for authorization, utilizing funds in the Shoreline Access Reserve. It is anticipated that other specific projects will be identified as priorities during 2021 to be funded through the Shoreline Access reserves as funding is available. These projects will be detailed in future CIP's.

Shoreline Access Reserve Cash Flow			
			Year End
	<u>Funding</u>	<u>Expenditure</u>	<u>Balance</u>
<b>2020</b>	50,000	-	50,000
<b>2021</b>	100,000	-	150,000
<b>2022</b>	50,000	-	200,000
<b>2023</b>	100,000	-	300,000
<b>2024</b>	110,000	-	410,000
<b>2025</b>	90,000	-	500,000

**Parks Infrastructure Reserve** – The Parks Department will continue working to define and prioritize facilities and infrastructure refurbishment and replacement needs during 2021. A program will be developed to address those needs over time as funding is available and which will be detailed in future CIP's. Funded from 2022 through 2025 in the proposed CIP.

<b>Parks Infrastructure Reserve Cash Flow</b>			
			<b>Year End</b>
	<b>Funding</b>	<b>Expenditure</b>	<b>Balance</b>
<b>2020</b>	-	-	-
<b>2021</b>	-	-	-
<b>2022</b>	50,000	-	50,000
<b>2023</b>	50,000	-	100,000
<b>2024</b>	50,000	-	150,000
<b>2025</b>	50,000	-	200,000

**Parks Equipment Replacement Reserve** – The program is not funded from 2021 through 2025. Equipment replacements are scheduled each year in lieu of reserve funding.

**NEW – Facilities Infrastructure** - A new “reserve fund” is proposed in the 2021-2025 CIP. The “Facilities Infrastructure Reserve” in the Capital Improvements Fund earmarks funding derived from current revenues for future capital repairs and maintenance to general City facilities (including City Hall and the Library or other facilities approved by City Council) such as replacement or major repairs to HVAC systems, plumbing systems, roofs, windows, lighting or other systems as approved by City Council. As with all of the reserves, individual projects funded through the reserves will need to be approved by the City Council through the annual budget process, or in the case of emergency or unforeseen circumstances, by way of a separate authorization. Proposed funding - \$35,000 per year to a maximum of \$240,000.

A further funding proposal is to combine the “City Hall Improvements Project” approved in 2020 at \$65,000 with the new reserve funding. The City Hall Improvements funding would cease to be a separate project, with the funds set aside as part of the new reserve to the extent available at year end.

<b>Facilities Maintenance Reserve Cash Flow</b>			
			<b>Year End</b>
	<b>Funding</b>	<b>Expenditure</b>	<b>Balance</b>
<b>2020</b>	65,000	-	65,000
<b>2021</b>	35,000	-	100,000
<b>2022</b>	35,000	-	135,000
<b>2023</b>	35,000	-	170,000
<b>2024</b>	35,000	-	205,000
<b>2025</b>	35,000	-	240,000

A preliminary program to address deferred maintenance issues and plan for future work will be developed during 2021 for inclusion in future CIP’s.

## Funding Assumptions

The schedule following this discussion provides annual project schedules for the years 2021 through 2025. The schedule also indicates how these projects would be funded using current assumptions with regards to the operating funds annual net income and a desire to fund capital activity for the governmental funds on a “pay as you go” basis to the degree feasible. Following are the major assumptions and data points used to develop the schedule:

- A. Included in the schedule is a projection of the **unobligated cash balance** in each of the funds (Capital Improvements, Recreation Capital, and Street Capital) as of December 31, 2020. The projections assume that:
  - 1. All projects budgeted through the 2020 Budget are complete, and 100% expended at year end.
  - 2. All grants, contributions and other types of “non-City” revenues included in the funding of those projects has been received by the City.
  - 3. The CIP is a prospective document, and so does not include any projects approved and funded in prior years (unless additional funding is requested).
- B. The following calculation of funds available for capital projects applies fiscal policy regarding operating fund cash balance reserves to projected cash on hand.

The following are the estimated target balances for operating fund reserves as of the end of 2020:

General Fund	1,551,000
Recreation Fund	804,000
Street Fund	368,000

- C. Ending cash balances for 2020 are difficult to predict at this time. Preliminary estimates, however, of ending cash balances anticipate the following variances from the target balances for operating fund reserves at 12/31/2020:

General Fund	240,000
Recreation Fund	(49,000)
Street Fund	140,000

- D. For the years 2014 through 2019, the average net income (excluding capital project transfers out, and both the high and low net income years) for the General, Parks and Recreation and Street Operating Funds was about:

General Fund	557,000
Recreation Fund	176,000
Street Fund	206,000

Per fiscal policy, funds derived from net income are available to maintain operating fund balance reserves and to fund capital projects. For the purpose of 2021-2025 CIP projections, it is assumed that net income, over time, will be more or less unchanged.

Based upon fund average net incomes, the following baseline amounts have been assumed to be available annually (see following discussion and Table) from each fund:

General Fund	300,000	54%
Recreation Fund	95,000	54%
Street Fund	100,000	49%

**Caveat for 2021** - A basic assumption incorporated into the development of the 2021-2025 proposed CIP is that there is an ongoing level of economic uncertainty at the state and national levels as the country works through the pandemic and associated economic impacts. We do not know if there will be longer term consequences that might impact sales tax, development fees, real estate sales, tourism and employment.

Accordingly, a conservative approach has been taken in projecting funding available for capital projects over the life of the CIP.

Between 49% and 54% of the five-year average net income are assumed to be available for capital funding in future years. (As compared to 62% to 65% utilized in the 2020-2024 CIP).

Projected net income (46% to 51%) not allocated to capital spending serves as a planning contingency in case of poor economic conditions (net income is low) in future years, funds growth in operating costs, funds operating reserve balances to levels defined by fiscal policy, and provides cash flow to fund operations.

In addition, funding assumptions incorporated in the 2021-2025 CIP have been reduced from the projected funding levels discussed above as a precautionary measure. The reductions include:

- a. In 2021, no transfers from the General, Parks, and Street operating funds (“the general fund) to capital projects funds are scheduled.

- b. In 2022, transfers from the Current Expense, Parks, and Street operating funds have been reduced to \$200,000, \$35,000, and \$50,000 (\$285,000). Annual capital funding projections presented on the page prior total \$395,000.
- c. In 2023, transfers from the General and Street funds are projected to return to the baseline amounts of \$300,000 and \$100,000. The transfer from the Parks operating fund is projected to be \$55,000, \$40,000 less than the baseline average funding in 2023.
- d. Return to projected funding levels in 2024.

Capital project transfers have been reduced to preserve the ability of the City to provide basic services to the community in the case of a prolonged economic downturn. Smaller transfers out will also allow operating fund reserves to be restored to required balances.

Should planning for the 2021-2025 CIP prove to be too pessimistic or optimistic, capital funding will be adjusted in future CIPs as needed.

Lodging Tax funds (\$50,000 / year) have historically been transferred to the Parks Capital Fund, and that is assumed to continue.

- E. The following table provides detail on an annual basis of capital project funding transfer projections incorporated into the Proposed 2021-2025 CIP. Proposed capital funding transfers have been phased in over 2021 through 2023 to allow the funds to recover from potential losses in 2020, and also as a contingency against economic turbulence.

<b>From</b>	<b>To</b>	<b>Amount</b>
<b>2021</b>		
Tourism Promotion	Parks Capital	50,000
<b>2022</b>		
General Fund	Capital Improvements	40,000
	Parks Capital	120,000
	Street Capital	40,000
Recreation Fund	Parks Capital	35,000
Street Fund	Street Capital	50,000
Tourism Promotion	Parks Capital	50,000
	Total	335,000
<b>2022 Capital Funding by Fund</b>		
Capital Improvements		40,000
Parks Capital		205,000
Street Capital		90,000
<b>2023</b>		
General Fund	Capital Improvements	65,000
	Parks Capital	145,000
	Street Capital	90,000
Recreation Fund	Parks Capital	55,000
Street Fund	Street Capital	100,000
Tourism Promotion	Parks Capital	50,000
	Total	505,000
<b>2023 Capital Funding by Fund</b>		
Capital Improvements		65,000
Parks Capital		250,000
Street Capital		190,000
<b>2024 and 2025</b>		
General Fund	Capital Improvements	65,000
	Parks Capital	140,000
	Street Capital	95,000
Recreation Fund	Parks Capital	95,000
Street Fund	Street Capital	100,000
Tourism Promotion	Parks Capital	50,000
	Total	545,000
<b>2024 and 2025 Capital Funding by Fund</b>		
Capital Improvements		65,000
Parks Capital		285,000
Street Capital		195,000
<b>Projected Unobligated Cash Balances 12/30/2025</b>		
Capital Improvements		11,427
Parks Capital		114,623
Street Capital		112,845

- F. Several grant funded project requests (Washington State Transportation Improvement Board – TIB)) are included in the CIP, specifically in the Street Capital Fund. Total grant funds requested through 2026 are \$2,683,866. The local match funding (City of Chelan funds) required for these grants is \$816,334. For the purposes of CIP preparation, it is assumed that all of the grants will be awarded to the City, and all of the local matching funds are spent on the projects. Should the specific projects included in the proposed CIP not receive grant funding, the amounts indicated as the local cost share will become available for other projects.

**All of these assumptions and balances will be adjusted annually in the light of operating performance (actual net income vs a five - year average projection), changing economic conditions, City Council priorities, and other factors.**

### **What is not Included in the Project List?**

Several projects included in the 2020 - 2024 CIP for 2021 have not been included in the proposed CIP in 2021, as follows:

1. Pickleball Courts – on hold pending the conclusion of the PROS study. Furtherance of this project will require the development of a partnership with local groups and other public agencies. Progress in this area has been complicated in 2020 due to the pandemic.
2. Pump Track – on hold pending the conclusion of the PROS study. This project depends upon a a community capital campaign, which has not developed this year.
3. Replace Clubhouse Front Deck – on hold pending consideration of a larger scale approach to golf course improvements (included in this CIP).
4. Parks Maintenance Mower – a used mower was acquired through the 2020 operating budget Further equipment replacements are included in this CIP.

### **Conclusion**

The following schedule, “Proposed 2021 through 2025 Capital Plan – Capital Improvements, Parks and Street Capital Funds” provides, by capital fund and year, a list of capital project requests included in the proposed CIP. The schedule also provides detail (as noted above) on available funding sources should the assumptions used to prepare funding projections hold true. Projected unobligated cash balances at year end for each fund are included.

Following the above schedule is a partial list of ongoing projects funded in 2020 and prior years which are currently active. Some of these may be completed by the end of 2020, but many will not be completed. The projects not completed at year end will be brought to City Council in February or March as a budget amendment to provide budget authority to complete the projects. Final invoices for 2020 will be paid against the projects in the third week of January 2021.

Following that are project requests by year (2021-2025) for the three capital funds. The project request provide provides a description of the project as well as additional information with regards to project scope, timing, and cost. Each of the project request address actual activities to be completed through the use of City funds.

**PROPOSED 2021 THROUGH 2025 CAPITAL PLAN - CAPITAL IMPROVEMENTS, PARKS AND STREET CAPITAL FUNDS (Governmental Funds)**

<b>2021</b>						
			<b>Capital</b>	<b>Parks</b>	<b>Street</b>	<b>Grant or Other</b>
			<b>Improvements</b>	<b>Capital</b>	<b>Capital</b>	<b>Funded Portion</b>
<b>Projected Unobligated Cash Balance 12/31/2020</b>			<b>85,927</b>	<b>420,623</b>	<b>917,179</b>	
	<b>2021 Transfer In from Operating Funds</b>		-	-	-	
	<b>2021 Lodging Tax Funding - Wayfinding Signs</b>		58,500			
	<b>2021 Lodging Tax - Annual Capital Appropriation</b>			50,000		
	<b>2021 - Use of Technology Reserve Appropriation</b>		39,000			
	<b>Public Works Building Transfer to Street Capital</b>					
		<b>From Water Capital</b>			140,000	
		<b>From Sewer Capital Fund</b>			140,000	
		<b>From Sanitation</b>			23,334	
		<b>From Street Operations</b>			23,333	
		<b>From Equipment Rental and Replacement</b>			23,333	
		<b>Available Local Funds 2021</b>	<b>183,427</b>	<b>470,623</b>	<b>1,267,179</b>	
<b>2021 Projects</b>						
	Administration	Annual Arts Commission contribution (Public Art)	(6,900)			
	Administration / Parks	Shoreline Access Development		(100,000)		
	Finance / Administration	Technology Projects - DPW Network; Website Imp.; PC Repl.	(39,000)			
	Finance / Administration	Technology Appropriation	(20,000)			
	Finance / Administration	Facilities Maintenance Reserve Appropriation	(35,000)			
	Parks	Irrigation Replacement Analysis - Golf Course		(10,000)		
	Parks	Equipment Replacement Appropriation Golf Course		(167,000)		
	Parks	Equipment Replacement Appropriation - Maintenance		(47,000)		
	Parks / Golf Course	Parks Branding - Signage		(20,000)		
	Parks and Recreation	Parks and Open Space (PROS) Plan		(94,000)		
	Planning	Wayfinding Signs (Funded through Lodging Tax)	(58,500)			
	Public Works	Portable Changeable Message Sign			(15,000)	
	Public Works	Administration and Engineering Bldg - Additional Funding			(350,000)	
	Public Works	Radar Speed Limit Trailer			(8,000)	
	Public Works	City of Chelan Development Standards Update (\$25,000 each Water, Sewer, Streets)			(25,000)	
	Public Works	Sidewalk Repair			(20,000)	
	Public Works	Street Overlay and Maintenance			(70,000)	
	Public Works	Downtown Alleyways & Woodin Ave Sidewalks- Local Share			(200,000)	350,000
		<b>Total 2021 Projects</b>	<b>(159,400)</b>	<b>(438,000)</b>	<b>(688,000)</b>	

<b>2022</b>						
			<b>Capital</b>	<b>Parks</b>	<b>Street</b>	<b>Grant or Other</b>
			<b>Improvements</b>	<b>Capital</b>	<b>Capital</b>	<b>Funded Portion</b>
<b>Projected Unobligated Cash Balance 12/31/2021</b>			<b>24,027</b>	<b>32,623</b>	<b>579,179</b>	
	<b>2022 Transfer In from Current Expense Fund</b>		<b>40,000</b>	<b>120,000</b>	<b>40,000</b>	
	<b>2022 Transfer In from Parks and Recreation Fund</b>			<b>35,000</b>		
	<b>2022 Transfer In from Street Fund</b>				<b>50,000</b>	
	<b>2022 - Use of Technology Reserve Appropriation</b>		<b>10,000</b>			
	<b>2022 Lodging Tax Funding - Wayfinding Signs</b>		<b>80,000</b>			
	<b>2022 Lodging Tax - Annual Capital Appropriation</b>			<b>50,000</b>		
		<b>Available Local Funds 2022</b>	<b>154,027</b>	<b>237,623</b>	<b>669,179</b>	
<b>2022 Projects</b>						
A.	Administration	Annual Arts Commission contribution (Public Art)	(6,900)			
A.	Administration / Parks	Shoreline Access Development		(50,000)		
B.	Finance / Administration	Technology Projects - PC and Pripheerals replacement	(10,000)			
B.	Finance / Administration	Technology Appropriation	(20,000)			
B.	Finance / Administration	Facilities Maintenance Reserve Appropriation	(35,000)			
C.	Parks	Equipment Replacement Appropriation Golf Course		(47,000)		
C.	Parks	Equipment Replacement Appropriation - Maintenance		(54,000)		
C.	Parks	Facilities & Infrastructure Replacement Appropriation		(50,000)		
C.	Planning	Wayfinding Signs (Funded through Lodging Tax)	(80,000)			
C.	Public Works	Sidewalk Repair			(20,000)	
C.	Public Works	Street Overlay and Maintenance			(70,000)	
D.	Public Works / Planning	Webster and Woodin Ave Intersection Improvements			(60,000)	
D.	Public Works / Planning	S. Chelan Access Study - Local Share			(33,334)	66,666
		<b>Total 2022 Projects</b>	<b>(151,900)</b>	<b>(201,000)</b>	<b>(183,334)</b>	

<b>2023</b>						
			<b>Capital</b>	<b>Parks</b>	<b>Street</b>	<b>Grant or Other</b>
			<b>Improvements</b>	<b>Capital</b>	<b>Capital</b>	<b>Funded Portion</b>
<b>Projected Unobligated Cash Balance 12/31/2022</b>			2,127	36,623	485,845	
	2023 Transfer In from Current Expense Fund		65,000	145,000	90,000	
	2023 Transfer In from Parks and Recreation Fund			55,000		
	2023 Transfer In from Street Fund				100,000	
	2023 - Use of Technology Reserve Appropriation		10,000			
	2023 - Chelan Butte Funding - grants, donations, capital campaign		6,500,000			
	2023 Lodging Tax - Golf Course Improvements Design - Lodging Tax			250,000		
	2023 Lodging Tax - Annual Capital Appropriation			50,000		
		<b>Available Local Funds 2023</b>	<b>6,577,127</b>	<b>536,623</b>	<b>675,845</b>	
<b>2023 Projects</b>						
	Administration	Annual Arts Commission contribution (Public Art)	(6,900)			
	Administration / Parks	Shoreline Access Development		(100,000)		
	Finance / Administration	Technology Projects - PC and Pripheerals replacement	(10,000)			
	Finance / Administration	Technology Appropriation	(20,000)			
	Finance / Administration	Facilities Maintenance Reserve Appropriation	(35,000)			
	Parks	Equipment Replacement Appropriation - Maintenance		(50,000)		
	Parks	Equipment Replacement Appropriation Golf Course		(55,000)		
	Parks	Facilities & Infrastructure Replacement Appropriation		(50,000)		
	Parks / Administration	Chelan Butte Open Space Acquisition	(6,500,000)			
	Parks and Recreation	Golf Course Improvements Design (Funded through Lodging Tax)		(250,000)		
	Planning	Lakeside Trail Engineering Design (60% to 100% construction drawings - three fingers area)			(100,000)	
	Public Works	Sidewalk Repair			(20,000)	
	Public Works	Street Overlay and Maintenance			(70,000)	
	Public Works	Columbia St Improvements for Bikes / Peds - N of SR 150 Des / Construct - Local Share			(50,000)	250,000
		<b>Total 2023 Projects</b>	<b>(6,571,900)</b>	<b>(505,000)</b>	<b>(240,000)</b>	

<b>2024</b>						
			<u>Capital</u>	<u>Parks</u>	<u>Street</u>	<u>Grant or Other</u>
			<u>Improvements</u>	<u>Capital</u>	<u>Capital</u>	<u>Funded Portion</u>
<b>Projected Unobligated Cash Balance 12/31/2023</b>			5,227	31,623	435,845	
	<b>2024 Transfer In from Current Expense Fund</b>		65,000	140,000	95,000	
	<b>2024 Transfer In from Parks and Recreation Fund</b>			95,000		
	<b>2024 Transfer In from Street Fund</b>				100,000	
	<b>2024 - Use of Technology Reserve Appropriation</b>		35,000			
	<b>2024 Lodging Tax - Annual Capital Appropriation</b>			50,000		
		<b>Available Local Funds 2024</b>	<b>105,227</b>	<b>316,623</b>	<b>630,845</b>	
			<u>Capital</u>	<u>Parks</u>	<u>Street</u>	<u>Grant or Other</u>
			<u>Improvements</u>	<u>Capital</u>	<u>Capital</u>	<u>Funded Portion</u>
<b>2024 Projects</b>						
	Administration	Annual Arts Commission contribution (Public Art)	(6,900)			
	Administration / Parks	Shoreline Access Development		(110,000)		
	Finance / Administration	Technology Projects - Network and Servers; PC's & Peripherals	(35,000)			
	Finance / Administration	Technology Appropriation	(20,000)			
	Finance / Administration	Facilities Maintenance Reserve Appropriation	(35,000)			
	Parks	Equipment Replacement Appropriation Golf Course		(71,000)		
	Parks	Equipment Replacement Appropriation - Maintenance		(56,000)		
	Parks	Facilities & Infrastructure Replacement Appropriation		(50,000)		
	Public Works	Sidewalk Repair			(20,000)	
	Public Works	Street Overlay and Maintenance			(70,000)	
	Public Works	Sanders St. Crosswalks & Bulbouts Des / Construct - Local Share			(108,000)	692,000
	Public Works / Planning	Lakeside and Northshore Trails Construction			(175,000)	825,000
		<b>Total 2024 Projects</b>	<b>(96,900)</b>	<b>(287,000)</b>	<b>(373,000)</b>	

<b>2025</b>						
			<b>Capital</b>	<b>Parks</b>	<b>Street</b>	<b>Grant or Other</b>
			<b>Improvements</b>	<b>Capital</b>	<b>Capital</b>	<b>Funded Portion</b>
<b>Projected Unobligated Cash Balance 12/31/2024</b>			<b>8,327</b>	<b>29,623</b>	<b>257,845</b>	
	<b>2025 Transfer In from Current Expense Fund</b>		<b>65,000</b>	<b>140,000</b>	<b>95,000</b>	
	<b>2025 Transfer In from Parks and Recreation Fund</b>			<b>95,000</b>		
	<b>2025 Transfer In from Street Fund</b>				<b>100,000</b>	
	<b>2025 - Use of Technology Reserve Appropriation</b>		<b>10,000</b>			
	<b>2025 GO Bond Issue Funded through 2% Lodging Tax</b>			<b>3,500,000</b>		
	<b>2025 Lodging Tax - Annual Capital Appropriation</b>			<b>50,000</b>		
		<b>Available Local Funds 2025</b>	<b>83,327</b>	<b>3,814,623</b>	<b>452,845</b>	
<b>2025 Projects</b>						
	Administration	Annual Arts Commission contribution (Public Art)	(6,900)			
	Administration / Parks	Shoreline Access Development		(90,000)		
	Finance / Administration	Technology Projects - PC's & Peripherals	(10,000)			
	Finance / Administration	Technology Appropriation	(20,000)			
	Finance / Administration	Facilities Maintenance Reserve Appropriation	(35,000)			
	Parks	Golf Course Upgrades (Irrigation, Clubhouse, Fairways and Greens)		(3,500,000)		
	Parks	Equipment Replacement Appropriation - Maintenance		(60,000)		
	Parks	Facilities & Infrastructure Replacement Appropriation		(50,000)		
	Public Works	Sidewalk Repair			(20,000)	
	Public Works	Street Overlay and Maintenance			(70,000)	
	Public Works	Traffic Calming Woodin/Webster to Woodin Bridge			(250,000)	
		<b>Total 2025 Projects</b>	<b>(71,900)</b>	<b>(3,700,000)</b>	<b>(340,000)</b>	
<b>Projected Unobligated Cash Balance 12/31/2025</b>			<b>11,427</b>	<b>114,623</b>	<b>112,845</b>	
	<b>2026 Transfer In from Current Expense Fund</b>		<b>65,000</b>	<b>120,000</b>	<b>115,000</b>	
	<b>2026 Transfer In from Parks and Recreation Fund</b>			<b>95,000</b>		
	<b>2026 Transfer In from Street Fund</b>				<b>100,000</b>	
	<b>2026 - Use of Technology Reserve Appropriation</b>		<b>10,000</b>			
	<b>2026 Lodging Tax - Annual Capital Appropriation</b>			<b>50,000</b>		
		<b>Available Local Funds 2026</b>	<b>86,427</b>	<b>379,623</b>	<b>327,845</b>	



## Ongoing Capital Projects – Capital Improvements, Parks Capital and Street Capital Funds

The following is a partial list, by capital fund, of active projects funded in 2020 and prior years which are in progress, but do not appear in the Proposed 2020 – 2025 CIP. It is likely that these projects will not be completed by the end of 2020 and if so, the balances will be carried forward by budget amendment in February or March of 2021 after year end project balances are known to provide the budget authority to spend the funds to complete the project.

<b>CAPITAL PROJECTS FUND</b>		
<b>Project</b>	<b>Department</b>	<b>Balance -8/2020</b>
Records Management	Clerk	37,242
Accounting Software	Finance	30,497
Server / Network Hardware	Finance	4,923
City Hall Remodel	Admin / Facilities	65,000
North Shore Trail Plan	Planning	59,844
Lakeshore Trail Design	Planning	27,423
Apple Blossom Trail / Sidewalk	Public Works	16,358
Permit Software	Planning	7,375
Shoreline Access / Road Ends Planning	Parks	19,730
Lakeside Park Grant Match	Parks	246,743
<b>PARKS CAPITAL FUND</b>		
<b>Project</b>	<b>Department</b>	<b>Balance -8/2020</b>
Parks Maintenance Building	Parks	495,477
Small Boat Harbor	Parks	80,000
Lakeside Park Grant Match	Parks	84,853
Lakeside Swim Area Improvements	Parks	138,456
<b>STREET CAPITAL FUND</b>		
<b>Project</b>	<b>Department</b>	<b>Balance -8/2020</b>
Public Works Building Design and Construction	Public Works	1,271,725
Downtown Streetscape Improvements	Planning / Public Works	100,000
Sidewalk Improvements	Public Works	36,346
Sanders / Johnson Traffic Calming (local funds only)	Public Works	150,000
Farnham / 97A Intersection Study	Planning / Public Works	10,000
TIB Complete Streets Grant (funds held by City)	Public Works	150,000
Road Resurfacing	Public Works	115,000



2021  
General Operations  
CIP Requests



# PROJECT TITLE **Technology Improvements**

## FUND(S) **Capital Projects Fund**

Fiscal Year(s) **2021-2025**

### OVERVIEW

#### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

In 2020, the City Council demonstrated a commitment to improving the use of technology in City operations by appropriating \$20,000, and adopting through the CIP the idea of funding a "Technology Reserve" annually to pay for the periodic replacement of PC's, laptops, servers, networking equipment, software replacement or upgrades, and new technology initiatives intended to improve efficiency in operations or improvements in customer service and management of assets. This project request outlines projected uses of those funds over the life of the CIP.

#### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

2021 -

DPW - 1. Cleanup Wiring; Install Rack Unit for network equipment; Refresh network infrastructure; New PoE Gigabit Switch (currently only 10/100!); Wireless for PW Building (would match City Hall's wireless, allowing for the same Networks, Passwords and roaming from building to building); - Public Works Shop would get a new small Switch and Wireless. Done in coordination with new building. - \$2,500; PC / Laptop Replacement - Older than 5 years. \$6,500; City Website Upgrade and freestanding golf course website design and implementation - \$30,000 (three year project). (Golf Course website was recommended in the Golf Course review).

2024 - Server and network equipment replacement \$25,000. Replace 2018 and 2019 equipment.

Ongoing - Replacement of network pc's, laptops, peripherals older than 5 years or as needed.

#### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input checked="" type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

#### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

The community benefits lie in a more efficient and productive work force utilizing modern technology to provide services to the community and manage community resources.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

Periodic replacement of network and computing equipment results in a safer network utilizing current technology. Users are able to share documents and work easily both internally and with people and organizations outside the City.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>	\$ 30,000					<b>\$ 30,000</b>
<b>Engineering</b>						<b>\$ 0</b>
<b>Acquisition</b>	\$ 9,000	\$ 10,000	\$ 10,000	\$ 35,000	\$ 10,000	<b>\$ 74,000</b>
<b>Construction</b>						<b>\$ 0</b>
<b>TOTAL</b>	<b>\$ 39,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 35,000</b>	<b>\$ 10,000</b>	<b>\$ 104,000</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funded through annual Technology Reserve appropriation. Future year cost estimates are placeholders which will be refined over time with end user and vendor input.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

Periodic replacement of network and computing equipment results in a safer network utilizing current technology. Users are able to share documents and work easily both internally and with people and organizations outside the City.

# PROJECT TITLE Irrigation System Analysis

FUND(S) Parks Capital \$10,000

Fiscal Year(s) 2021

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addressed) and what the project will accomplish

This irrigation system was installed in 1969, with additional heads added in the 1990's. The system exceeds its expected service life. A major failure would be catastrophic, and a full overhaul of the system would be prohibitively expensive.

The proposed study would evaluate the system and provide a path forward for the replacement of prioritized key components and subsystems in a phased approach.

Please see the attached article from the US Golf Association on when to upgrade irrigation systems.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

Below is a sample scope from one of several firms that we've obtained proposals from. While all of the proposals vary in their details, this one is sufficiently representative to provide a general overview:

Firm X will spend three (3) days on-site and examine the existing irrigation infrastructure and operational procedures at Lake Chelan Municipal Golf Course. Items to review will include, sprinkler head spacing, sprinkler head performance, mainline and lateral pipe size and condition, satellite and central computer control equipment, static/dynamic pressure analysis, turf quality relative to sprinkle head location, irrigation reservoir/delivery capacity, and irrigation pumping / transfer systems.

A condition of the system report will be generated that details all the items reviewed during the time on site. The report will identify the viability of each component and anticipated remaining life. The report will identify strategic investment options that can be phased into the current operation and will have a positive impact relative to the irrigation systems operational cost. Cost estimates will be provided for each option identified.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input checked="" type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

A thorough evaluation of the irrigation system was highly recommended in the 1990 Golf Course Master Plan. This recommendation is reiterated by our professional golf course superintendent, and further underlined by JJ Keegan, the golf consultant hired to evaluate the course in 2020.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

A viable golf course, of which the irrigation system is integral provides economic development, public health, cultural and recreational benefits.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This is arguably the most critical system within the golf course. The health of the irrigation system impacts all other course components and system failures should be avoided at all costs. As repair and maintenance of this system requires excessive man hours with an obsolescent system, studying the best approach to upgrading the system provides huge benefit to the golf superintendent. Subsequent upgrades should reduce maintenance time on the system significantly.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>						\$ 0
<b>Engineering</b>	\$ 10,000					\$ 10,000
<b>Acquisition</b>						\$ 0
<b>Construction</b>						\$ 0
<b>TOTAL</b>	\$ 10,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 10,000

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Parks Capital Fund - restricted capital funds derived from annual transfer of lodging tax funds.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

This study will not have an immediate or direct impact on the operating budget. Subsequent improvements should increase efficiencies and reduce current regularly occurring repairs.

## 10. Supporting Documentation

**i** Attach documents or photos to help support your request.

**OUR EXPERTS EXPLAIN**  
When is it Time to Replace the Irrigation System? MARCH 2, 2015



**Computerized irrigation systems are expensive. However, they greatly enhance the management of water, energy, and labor resources.**

**How Do We Know When It Is Time To Replace Our Irrigation System?**

What is the one thing on a golf course that costs an exorbitant amount of money, most golfers never see, and most modern golf courses can't survive without? An irrigation system. The efficient application of water is playing an increasingly important role as golf courses are focused more than ever on conserving water resources and protecting water quality. In the western U.S., water shortages and the rising cost of water has put more emphasis than ever on irrigation system efficiency. In the eastern U.S. and other parts of the country with plentiful rainfall, an efficient irrigation system helps golf facilities comply with strict water-use regulations and contributes to better course conditioning. Like all mechanical systems, sprinklers, pipes, fittings, controllers and other components experience wear and tear and will need to be replaced at some point. However, when budgets are tight and replacement costs are on the rise, the question becomes: "When is it time to replace the irrigation system?"

In general, as irrigation systems age beyond 25 years they tend to experience more frequent breakdowns, components become obsolete and finding replacement parts may be more difficult. However, just because parts of an irrigation system are old in no way implies they are past their usefulness, age is just a relatively easy way to anticipate general fatigue and wear on irrigation systems. The American Society of Golf Course Architects published guidelines regarding the expected life span of various irrigation system components (Fig. 1). The guidelines are a general estimate of how long each



# PROJECT TITLE **Golf Maintenance Equipment**

**FUND(S) Parks Capital \$340,000**

Fiscal Year(s) 2021-2024

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

This list represents a fleet of mowers and utility vehicles that are long overdue for replacement.

Our current mowers vastly exceed life expectancy and break down on a weekly if not daily basis. Life expectancy for these mowers is 5000 hours, some of ours are at 9100 hours. The US Golf Association (USGA) has formulas to produce equivalencies for hours to mileage comparisons since most people relate to vehicle mileage rather than hours used. A mower with 9,100 hours is equivalent to ~750 thousand miles on a vehicle.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

Please see the following page for detail on annual replacement requests.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input checked="" type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

The Parks and Finance Department recognize the value in a fleet management plan which would guide these types of replacements in future years.

A fleet management plan analyzes lifecycle cost to provide a more predictable schedule for vehicle and equipment replacement at established intervals. These typically focus on trending maintenance and repair costs, noting where they rise sharply, and recommending a replacement cycle before that point is reached. The cycles may be expressed in terms of use hours, miles, or years.

All of vehicles slated for replacement are long past their industry standard life expectancies, and they are breaking down on a weekly if not daily basis. These would have ideally been replaced years ago in order to reduce overall lifecycle costs to the city.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

Taxpayers will benefit from more efficient golf maintenance operations. Golfers will enjoy an improved quality of cut on the greens.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

New mowers will reduce significant downtime-costs, increase efficiency in operations, unburden our mechanic with the reality of daily breakdowns which currently occur.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>						<b>\$ 0</b>
<b>Engineering</b>						<b>\$ 0</b>
<b>Acquisition</b>	\$ 167,000	\$ 47,000	\$ 55,000	\$ 71,000		<b>\$ 340,000</b>
<b>Construction</b>						<b>\$ 0</b>
<b>TOTAL</b>	<b>\$ 167,000</b>	<b>\$ 47,000</b>	<b>\$ 55,000</b>	<b>\$ 71,000</b>	<b>\$ 0</b>	<b>\$ 340,000</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funding to come from restricted fund balance provided over several years from the annual \$50,000 capital appropriation of lodging tax funds. These funds are to be utilized at the golf course. Projected restricted balance at the end of 2020 is \$127,932 and combined with the \$50,000 - 2021 appropriation provides \$177,932 available. Golf Maintenance staff will be actively seeking lightly used equipment in lieu of the quoted "new prices" through various channels to minimize costs and extend funding.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

New mowers and utility vehicles will reduce repair costs significantly.

Golf Maintenance Equipment Priorities FY 2021-2025											
Category	Quantity	Item	Unit Cost*	Total Cost	Justification	2021	2022	2023	2024	2025	Additional Details
Equipment	1	Toro 4700 Rough Mower	\$85,000	\$85,000	Our current mowers vastly exceed life expectancy and break down on a weekly if not daily basis. Life expectancy for these mowers is 5000 hours, our rough mower has 9100 hours. The US Golf Association (USGA) has formulas to produce equivalencies for hours to mileage comparisons since most people relate to vehicle mileage rather than hours used. A mower with 9,100 hours is equivalent to ~700 thousand miles on a vehicle.	\$85,000					Replaces mower manufactured in 2003. Repair cost since last August was \$5,000 in parts, mower has been breaking down on average of once per week. Mower has 9,100 hours which is equivalent to 700,000 miles
Equipment	1	Toro 5410 Fairway Mower	\$71,000	\$71,000	The plan is to replace the two fairway mowers with Toro 5410's. We currently have one. This would allow for efficiencies of having 3 mowers of the same type with interchangeable parts.	\$71,000					Replaces a Jacobsen Fairway Mower manufactured in 1999, with 3,000 hours (~231,000 miles) It is tough to find parts for this mower. If this is not replaced parts cost this winter may exceed the value of the mower.
Equipment	1	Toro 5410 Fairway Mower	\$71,000	\$71,000	The plan is to replace the two fairway mowers with Toro 5410's. We currently have one. This would allow for efficiencies of having 3 mowers of the same type with interchangeable parts.				\$71,000		Replaces a John Deer Fairway Mower manufactured in 1999, with 4,500 hours (~350,000 miles) Harder to find parts for this.
Equipment	1	TriFlex Greens Mower	\$47,000	\$47,000	This mower has exceed its life expectancy. Breakdowns decrease efficiency and tax our mechanic. These will vastly improve the quality of cut on the greens as well.		\$47,000				Replaces a Toro 3050 Tee Mower Manufactured in 2005. The unit has 5,000 hours (~385,000 miles)
Equipment	1	John Deer Gator Utility Vehicle	\$11,000	\$11,000	Existing units are "hand-me-downs" from parks maintenance and exceed service life. Service costs justify replacement.	\$11,000					Replaces 2 EZ Go Utility Cars which is completely dead.
Equipment	1	John Deer Gator Utility Vehicle	\$11,000	\$11,000	Existing units are "hand-me-downs" from parks maintenance and exceed service life. Service costs justify replacement.			\$11,000			Replaces 1 EZ Go Utility Cart starting to blow blue smoke, indicating an engine about to die. New engines are about \$3,000.
Equipment	2	John Deer Gator Utility Vehicle	\$11,000	\$22,000	Existing units are "hand-me-downs" from parks maintenance and exceed service life. Service costs justify replacement.			\$22,000			Replaces 2 John Deer Gator UTV's. These are no longer supported by John Deer and no parts are made for them.
Equipment	2	John Deer Gator Utility Vehicle	\$11,000	\$22,000	Existing units are "hand-me-downs" from parks maintenance and exceed service life. Service costs justify replacement.			\$22,000			Replaces 2 Club Car UTV's which are old and unreliable. Parts are harder to find.
<b>Total</b>				<b>\$340,000</b>		<b>\$167,000</b>	<b>\$47,000</b>	<b>\$55,000</b>	<b>\$71,000</b>	<b>\$0</b>	

\*All prices are state contract prices unless noted otherwise. Used equipment will be sought in addition to new.

\*\*All mowers are the same models as our existing ones, so that we can use the older ones in rotation or for spare parts as appropriate.



# PROJECT TITLE Parks Maintenance Equipment Replacement

FUND(S) Parks Capital \$267,000

Fiscal Year(s) 2021-2025

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

This program provides for the timely replacement of equipment used in the maintenance of City parks. The equipment includes mowers, trucks, sweepers, and leaf rakes. The Parks Department has had no program to replace worn out equipment.

While this is a 5 year document, more detail is provided for items requested this year.

Staff is actively seeking used alternatives to new equipment that still offer favorable life cycle costs. This year a mower costing \$50,000 new was purchased used for \$4,500. The department intends to aggressively leverage these opportunities as they arise in order to build a reliable fleet at reduced costs.

State contract pricing is used for all new vehicle purchases as they are quite favorable.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

Please see the following page for detail on the equipment proposed to be replaced and purchased.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input checked="" type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

Having a fleet management plan is a high priority for the Parks Department as well as the Finance Department.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

The Parks and Finance Department recognize the value in a fleet management plan which would guide these types of replacements in future years.

A fleet management plan analyzes lifecycle cost to provide a more predictable schedule for vehicle and equipment replacement at established intervals. These typically focus on trending maintenance and repair costs, noting where they rise sharply, and recommending a replacement cycle before that point is reached. The cycles may be expressed in terms of use hours, miles, or years.

All of vehicles slated for replacement are long past their industry standard life expectancies, and they are breaking down on a weekly if not daily basis. These would have ideally been replaced years ago in order to reduce overall lifecycle costs to the city.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>						<b>\$ 0</b>
<b>Engineering</b>						<b>\$ 0</b>
<b>Acquisition</b>	\$ 47,000	\$ 54,000	\$ 50,000	\$ 56,000	\$ 60,000	<b>\$ 267,000</b>
<b>Construction</b>						<b>\$ 0</b>
<b>TOTAL</b>	<b>\$ 47,000</b>	<b>\$ 54,000</b>	<b>\$ 50,000</b>	<b>\$ 56,000</b>	<b>\$ 60,000</b>	<b>\$ 267,000</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Parks Capital Fund

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

Newer fleet vehicles, mowers, and other equipment reduce maintenance costs as well as our in house mechanic's time spent. This impact is most acute for our Golf Course Mowers as they provide the most egregious examples of machines operating well past their expected useful life span.

**Parks Maintenance Equipment Priorities FY 2021-2025**

Category	Quantity	Item	Unit Cost*	Total Cost	Justification	2021	2022	2023	2024	2025	Additional Details
Equipment	1	F-150	\$30,000	\$30,000	Replacement for 2005 F-150 with 110,00 miles. Needs a new engine. Electric windows and AC are non functioning. Bluebook value is \$2,800, cost of repairs is ~\$5,700.	\$30,000					
Equipment	1	Snowblower/ Sweeper Conversion	\$17,000	\$17,000	This project envisions converting an existing 3280D mower into a multipurpose machine for snow removal and debris sweeping of about 5 miles of sidewalk including those in front of the City Hall, the library, bridges, and from Chelan Valley Crossfit to Lakeside Park.	\$17,000					The existing Polaris machine was made for one year before the company discontinued the model. It is unreliable, very difficult to find parts for, the snowblower is broken. It could remain in service with a blade as a backup.
Equipment	1	Utility Cart Downtown	\$11,000	\$11,000	To replace a 2002 club car with 140,000 miles. This is the downtown basket hanging vehicle. It's replacement would be street legal for safety and liability concerns.		\$11,000				
Equipment	1	F-150	\$32,000	\$32,000	Replacement for a 2006 Dodge 1500		\$32,000				
Equipment	1	John Deer Utility Cart	\$11,000	\$11,000	Replacement for 2003 John Deer GXT		\$11,000				
Equipment	1	Big Vac Leaf Rake	\$35,000	\$35,000	Replacement for 2003 Big Vac			\$35,000			
Equipment	1	Utility Boat	\$15,000	\$15,000	Replacement for 1992 Bayliner surplusd from Police Dept.			\$15,000			
Equipment	1	F-250 with snow plow	\$56,000	\$56,000	Replacement for 2006 f-250				\$56,000		
Equipment	1	Mower	\$60,000	\$60,000	Replacement for 2018 John Deere					\$60,000	

**Total \$267,000**

**\$47,000 \$54,000 \$50,000 \$56,000 \$60,000**

\*All prices are state contract prices unless noted otherwise



# PROJECT TITLE Parks Branding - Signage

FUND(S) Parks Capital \$20,000

Fiscal Year(s) 2021

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

The park system currently lacks coherent branding for its parks.

Chelan has a powerful sense of place and many themes to draw upon to reflect the unique characteristics that effectively differentiate the community and the various parks and natural resources within the community. However, these branding opportunities are not being used in the parks system. As a result, our park signage is ad hoc, inconsistent, and often lacks basic information desired by parks users. Our marketing material for our RV Park or other enterprises doesn't inspire hearts or minds. Many people confuse our parks with State Parks or PUD parks, emergency calls to 911 from our parks often waste precious time while dispatchers confirm that people are in fact within our parks system.

This project envisions a branding process for the entire park system as well as the individual parks within the system. Derivative products would be used to create park signage with a unified feel, for marketing material for our enterprise operations, and potentially for commercial products such as branded merchandise for the golf course. While the commercial benefits to our enterprise parks are obvious, an important impetus for this is that our parks serve as a source of pride for the community. A good branding campaign brings out the best characteristics of a community and communicates them. Our marina could convey the distinctiveness of association with the Mahogany & Merlot festival via incorporation of a wooden boat theme. Don Morse Park used to have a Giant Robot play structure. We could create a new one with the next playground upgrade meeting current safety specifications and use that as a core branding element in the future. Old timers who remember playing on that robot as well as their grandchildren or great grandchildren, can appreciate the lineage of such a feature. Visiting tourists could appreciate the custom idiosyncratic play structure unique to Chelan and want to come back again and again to "the robot park." So, the branding is an ongoing process incorporated into park development. And while that is beyond the scope of this project, this project gets everything started with a solid base.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

A parks system style book with specific fonts, color palate, logos for the overall system, individual parks within the system, and an overall tag line for the system would be the core product. Logos would be provided in various graphic formats conducive to specific end uses.

From this, derivatives such as unified signage, golf or RV park merchandise, marketing materials, etc., can be produced with relatively minimal effort.

A distinct Public Water Access Signage design could easily be included within this scope.

Park Signage could also be included within this scope or developed later.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input checked="" type="checkbox"/>

## 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

I do not believe that this has been a priority in the planning or operation of the parks system to date. A wayfinding program has been commissioned and is in progress for downtown signage. Ongoing branding, marketing, and positioning campaigns are rightly an ongoing process with the Chamber of Commerce, Historic Downtown Chelan Association and most successful businesses and wineries in the valley.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

This project would provide economic development, social benefits of community pride and cohesion, some transportation efficiency and tourism benefits from derivative signage products, and ideally, increased visitors to our enterprise parks via effective marketing efforts that this branding process would engender.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

The park system will derive huge benefit. The RV Park needs new signage throughout, but it would be a waste of resources to develop signage without going through a parks branding process first. Likewise, for other signage at other parks. The City's website, social media and other media would be enhanced through this project.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>	\$ 20,000					\$ 20,000
<b>Engineering</b>						\$ 0
<b>Acquisition</b>						\$ 0
<b>Construction</b>						\$ 0
<b>TOTAL</b>	\$ 20,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 20,000

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

This project would provide direct tourism and economic benefits from our enterprise parks and indirect tourism and economic benefits from the branding of the other parks and park system.

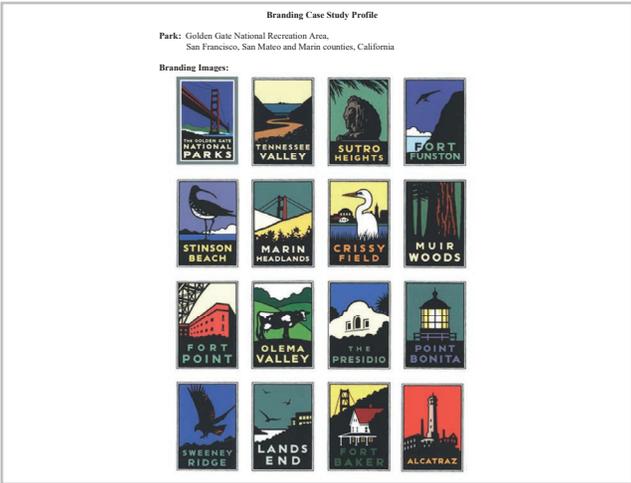
## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

Negligible impacts, but I would not want to do any major park signage without doing this process first.

# 10. Supporting Documentation

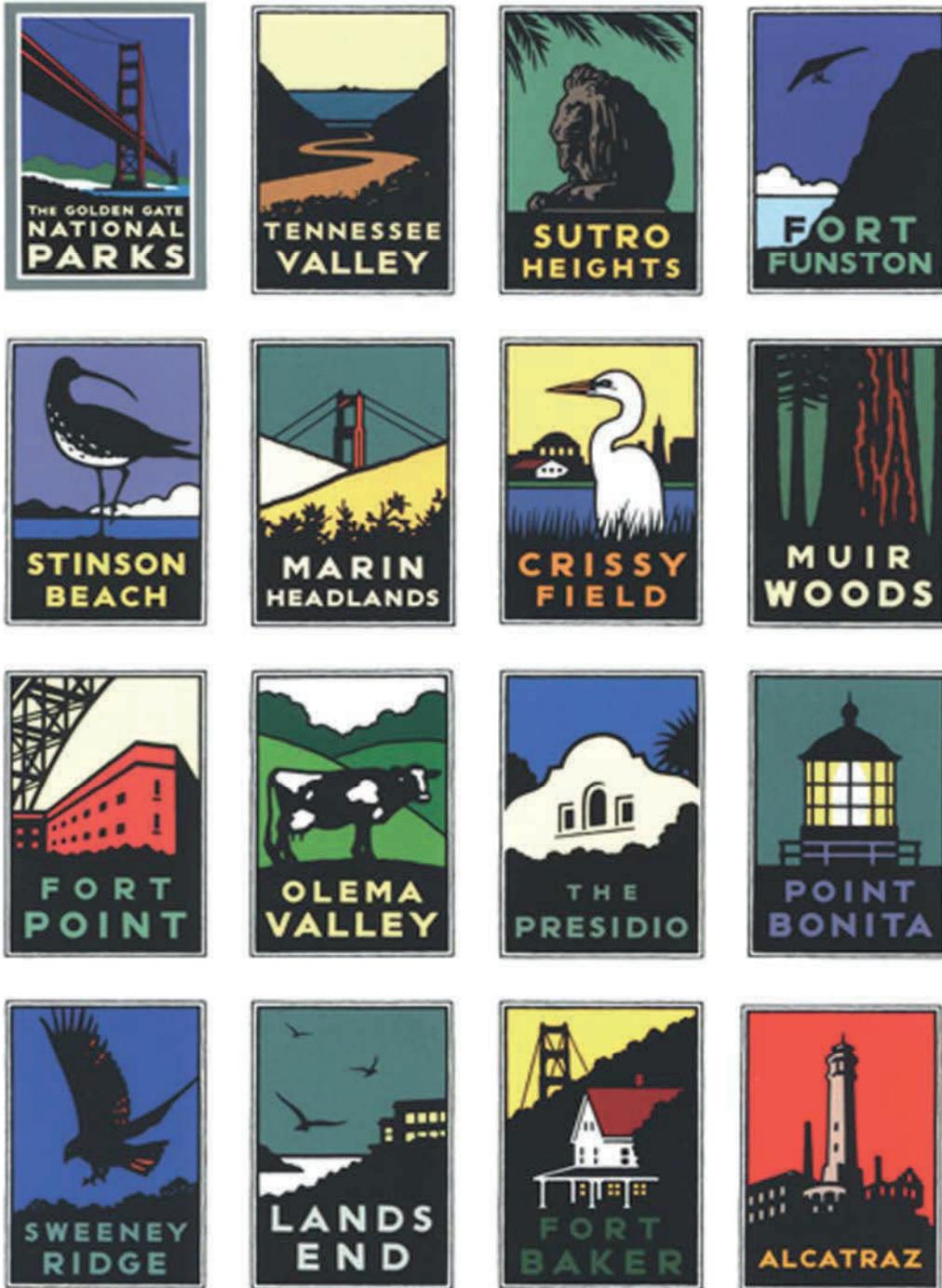
**i** Attach documents or photos to help support your request.



## Branding Case Study Profile

**Park:** Golden Gate National Recreation Area,  
San Francisco, San Mateo and Marin counties, California

### Branding Images:

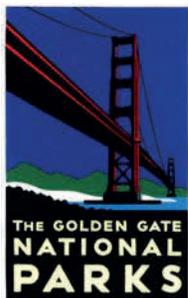


### **Problem Addressed and Unifying Concept:**

Prior to the branding program, most people were unaware that many distinct features and user destinations within Golden Gate National Recreation Area on both sides of the Golden Gate Bridge, including the Presidio, Fort Point, Lands End, and the Marin Headlands were part of the Park. The challenge for Golden Gate National Recreation Area (GGNRA) and its non-profit partner the Golden Gate National Parks Conservancy, was to raise awareness of each of its component units while building a public awareness/recognition brand identity for the entire Golden Gate National Recreation Area.

“The site awareness for Alcatraz and Muir Woods was strong, but the collective GGNRA identity was weak. So, we spent a lot of time trying to make that collective identity known by dealing with GGNRA as one overall park,” said Greg Moore, Executive Director of the Golden Gate National Parks Conservancy. “Rich Silverstein was fundamental in turning our thinking around. As he looked at the problem, he came to the conclusion that if the strength is from the sites, then you have to build the identity from the sites up, not from a false overlay down.”

The first step was to come up with an overall term to convey the breadth of three legislatively designated national park sites, GGNRA, Muir Woods, Fort Point and their component sites. Although GGNRA remains the Congressionally-legislated name of the Park, Silverstein felt the name was vague, cumbersome and didn’t work for marketing purposes. So Golden Gate National Parks was adopted for the branding campaign to present to the public.



The Conservancy’s initial plan was to raise awareness through a poster campaign incorporating graphic designer Michael Schwab’s images. Schwab began by creating an overall brand look in a poster featuring the Golden Gate Bridge – the unifying physical and symbolic link of the northern and southern units of the Park. He then went on to create five additional posters of some of the Park’s most famous sites. Overall, eighteen site-specific images were created by Schwab.

“We had the best product in the world to work on. It’s not hard to have someone be inspired by seeing Alcatraz or Muir Woods,” said Rich Silverstein, member of the Conservancy’s marketing committee and Co-chairman and Creative Director of Goodby, Silverstein & Partners, a renowned marketing firm that oversaw the development branding program. “The sites are illustrative, and I wanted each beautiful park (area within Golden Gate NRA) to be boiled down to its iconic self.”

Michael Schwab was able to do just that. He successfully created icons with a timeless American style, reminiscent of WPA artwork from the 1930s using strong images, bold

colors and typeface he custom-tailored. To achieve a timeless and strong graphic quality of the images, scenes depicting people or trendy recreational activities were avoided. “I want someone to be able to read my posters a block away. I find that paring away information is more dramatic than giving someone too much,” Schwab said. “When people have too many shapes, words and colors to look at, they look elsewhere.”

### **Production Partners:**

The images were produced through a team effort involving the Park and the Conservancy including the pro bono marketing talents of Rich Silverstein of Goodby, Silverstein & Partners (Rich was serving on the Conservancy’s Board of Trustees), the design firm-Michael Schwab Studio in San Anselmo, California and B + R Screen Graphics as the printer.

### **Talent Recruited:**

The Marketing Committee of the Conservancy’s Board of Trustees was charged with creating the identity program. The Committee included Gap CEO Mickey Drexler and advertising executive Rich Silverstein of Goodby, Silverstein & Partners, creators of the award-winning campaign ads for the California Milk Advisory Board, Budweiser, Polaroid and Nike. The committee recognized that the Park had an identity problem and wanted to find a way to make people care about the Park. “People won’t give time or money to something they don’t understand,” Silverstein said.

The Conservancy and GGNRA recruited graphic designer Michael Schwab in 1996 to create a brand identity for the Park. Schwab, who previously created award-winning branding images for Levi’s, Coke, Apple and the U.S. Postal Service, was selected for his ability to simplify an idea and create bold, symbolic images. His work is known for its large, flat areas of color and dramatic perspectives.

“Most creative people in the commercial arts world are willing to donate their time and services to a good cause,” Schwab said. “In lieu of money, creative freedom is very valuable. So is the commitment to create a project with an aura of integrity and prestige.”

Moore attributes the branding success largely to Schwab’s graphic designs and a Board of Trustees that is passionate and committed to the Park. “We allow (the Board) to take their professional passion and utilize it in a public service capacity,” Moore said.

Moore feels it is important for nonprofits to show openness to what a professional can bring. “With that openness comes a little bit of willingness to let go,” he said. “Let everyone enjoy using their creative talents toward your cause. If you remain open, they may come up with something you may have never dreamed of, and that’s probably what makes it right for you.”

The synergy of Silverstein’s marketing and design sense and Schwab’s graphic creation skills resulted in a national prototype.

### **Production Process and Time Frame:**

To create the park-identity posters, Michael Schwab often begins by studying each site from different locations and different angles, at different times of day and in different kinds of light. He then works from photographs to sketch his initial black and white designs, each representing an indelible memory of the location. He develops the final image by distilling the idea to its simplest, most essential form.

Schwab's images employ a distinctive typeface—a hand-drawn alphabet with sturdy all cap characters and unkered spacing. The strong graphic quality of the images reproduces equally well in full color and black and white, and can be adapted to everything from embroidered patches, mugs, magnets and outdoor signage to printed materials. Production timeframes vary: arriving at a single image for some sites is a relatively quick process. For others, like Crissy Field, the complexity of the site meant exploring numerous creative directions before arriving at the final product.

### **Image Roll Out/Display of Images:**

The graphic images were an instant success when they were premiered for three months on donated San Francisco bus shelter poster space in 1997. The marketing space was donated by the Gap. San Franciscans loved the posters – so much so that some people stole the posters from the bus shelters. Next, several corporations purchased the large scale graphics as art for their offices. The Conservancy realized that they had a revenue-earning commodity in addition to park-identity marketing vehicle and started to envision a line of interpretive materials and business opportunities that could extend park awareness and generate income to assist the Park. A line of posters, T-shirts, mugs, hats and eventually calendars, magnets, bottled water and even chocolate tins followed in the Conservancy's outlets in the Park and outside.

### **How Was It Financed?**

Because of the Park's location in one of the nation's largest metropolitan areas, the Conservancy was able to draw on highly qualified local talent who felt a personal commitment to helping the Park. Silverstein donated his time as creative director for the Parks' identity program. Schwab developed the initial poster images pro bono and subsequently at a significantly reduced fee. He donated his royalties to the Conservancy taking his pay in satisfaction, an expanded graphics reputation and increased business. Other leading firms and individuals contributed their expertise and services. The Gap donated funding for outdoor advertising.

### **Merchandising and Earned Income:**

For years, the Conservancy has operated both retail and publishing programs to develop and sell park-related merchandise, maps and books at the Park's visitor centers. It now operates stores at San Francisco's Pier 39, Fisherman's Wharf and in eight park visitor centers, and has established a wholesale program to market interpretive materials to other retailers in the Bay Area and beyond. The Parks Conservancy's online store features many park-identity images and provides a vehicle for local, national, and international purchases.

The rollout of park-identity materials had an immediate and significant impact on retail sales. The Conservancy received a number of calls from people wanting to find out where they could purchase the posters. Schwab's images were reproduced on T-shirts, mugs, posters, calendars and cards. "When we opened a store in downtown San Francisco, people expressed excitement over having a place to get their hands on this merchandise," said Clover Earl, who oversees the Conservancy's retail program. "People understand the difference between high-quality and low-quality items. It's important to put your best foot forward to get people to take notice and have faith in who we are as an organization," said Earl.

Since the launch a decade ago, revenues from park-identity merchandise have continued to be strong, now averaging nearly 25% of all retail sales annually. The money has been directed toward special projects and programs for the GGNRA, including the restoration of Crissy Field, the construction of a new visitor center at Muir Woods, a shoreline accessible trail at Alcatraz, and programs for urban youth.

**Public Reaction:**

The success of the retail venture was obvious in the demand for the image-bearing merchandise that has generated millions of dollars in sales. People wearing, using and displaying the merchandise also become spokespersons for the Park. The branding program produced a boost in the Conservancy's membership. "Once people understand what it's about, they have shown overwhelming interest in becoming a member of the Conservancy," Earl said. "We signed up hundreds of people."



**KIWANIS  
PARK**

PITTSBORO PARKS



**PAGE VERNON  
PARK**

PITTSBORO PARKS



**ROCK RIDGE  
PARK**

PITTSBORO PARKS



**TOWN LAKE  
PARK**

PITTSBORO PARKS



**MARY HAYES  
BARBER HOLMES  
PARK**

PITTSBORO PARKS



PITTSBORO  
**PARKS**  
OUR COMMON GROUND



# PROJECT TITLE PROS Plan

FUND(S) Parks Capital \$94,000

Fiscal Year(s) 2021

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

A parks and open-space plan outlines a systematic approach to providing parks and recreation services to a community. Parks and open-space resources within a community include environmental, recreational, scenic, cultural, historic, and urban design elements.

A PROS plan forms the basis of long-term planning for the Parks System. It provides a decision-making process for meeting the parks, recreation, and open space needs of existing and future residents.

Chelan’s PROS (Parks Recreation & Open Space) Plan was produced in 2016. In order for the City to remain eligible for State and Federal Funding a plan will need to be adopted before 2022. I would caution, however, in viewing this project as a perfunctory plan done in order to receive acquisition and development funding. Rather, the State in it’s capacity of funding parks and recreation and as the distributor of Federal funds recognizes that sound planning forms the basis of any great park system and rewards systems which demonstrates that proposed projects are in alignment with meeting community goals.

A PROS Plan is an integral component of the Comprehensive Land Use Plan and should also integrate with the Shoreline Masterplan. It provides a credible rational nexus for the Planning Department to determine an appropriate contribution from development, by establishing Levels of Service in alignment with community standards, so that parkland dedication is adequate and sustainable as the population grows.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won’t be done, and what the result will look like

While the precise scope would be determined in the initial phase of the plan, a typical planning process would include an existing system analysis, a needs assessment, and long-range vision, and an implementation component.

The existing system analysis would map out our existing system, as well as relevant surrounding systems such as the PUD Parks System, surrounding trail systems, potential water access points, etc. It would look at existing planning and land development regulations as they interface with parks.

A needs assessment would determine gaps between existing and desired conditions using techniques such as a statistically valid survey, public workshops, stakeholder interviews, online engagement, less formal online surveys, as well as a level-of-service analysis.

A long-range vision would be based upon the finding of the preceding phases, best park planning practices and principles, and the unique desires and aspirations of the Chelan community. This section would typically contain conceptual masterplans for each of our parks and ideally a roadmap for an integrated park and trail network.

The plan would culminate in an implementation plan. This would include cost estimates to construct and maintain the capital improvements and programs identified in the long-range vision. The implementation strategy would be a multi-faceted approach that would consider available resources, as well as the role of the City and other providers. The long range vision would be further grounded by a tangible short-term action plan.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input checked="" type="checkbox"/>

## 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document?

The PROS Plan is an integral component of the Comprehensive Master plan. It also intersects with the Shoreline Master Plan, capital planning initiatives, and has direct impact on tourism and economic development.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

Community benefits include the protection of natural resources & biodiversity, the creation of places for recreation, support for economic development opportunities, development of neighborhood gathering spaces, the promotion of public health benefits, creation of civic and cultural infrastructure, and shaping patterns of development through open space.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

Chelan has a tourism-based economy and its parks and natural resources form the basis of that economy. High-level intelligent planning of, arguably, the City's most valuable resources is therefore of tremendous benefit to the City.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>	\$ 94,000					\$ 94,000
<b>Engineering</b>						\$ 0
<b>Acquisition</b>						\$ 0
<b>Construction</b>						\$ 0
<b>TOTAL</b>	\$ 94,000	\$ 0	\$ 0	\$ 0	\$ 0	\$ 94,000

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

The PUD and City Parks Department have discussed the two agencies engaging in joint planning efforts. They are conceptually amenable to contributing financially to this process. Staff will work with the PUD to solidify and quantify any contribution before budget discussions start in earnest.

As parks play an inseparable role from tourism and economic development in Chelan, lodging taxes would seem appropriate in helping to fund this project.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

The plan will address operational needs as part of the needs assessment and implementation plan. Longer range planning allows for maintenance and staffing levels to be anticipated and accounted for in the budget process.

# PROJECT TITLE WAYFINDING SIGNS PURCHASE & INSTALLATION

FUND(S) Capital Improvements (Tourism Promotion0 - \$138,500

Fiscal Year(s) 2021-2022

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

Wayfinding signs design and location program will be finished in 2019. This capital budget request will be finalized once this project identifies the number and design of wayfinding signs. Additional discussion will be decided how to roll out the wayfinding signs as the City could purchase and install all signage together or over multiple years. Sign fabrication costs will be determined with 2019 Wayfinding Sign Program by SCJ Alliance scheduled for completion by fall 2020.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

Unknown until the Wayfinding Sign Program is completed by fall of 2019. Staff may recommend installing vehicle wayfinding such as parking location and important pedestrian wayfinding signs initially over a complete wayfinding sign purchase and installation. This initial phase budget estimate is an educated guess until the Wayfinding Sign Program is completed in late 2020

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input checked="" type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input checked="" type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

The Wayfinding Sign Program is implementing the Downtown Master Plan. The program includes design and location of vehicle and pedestrian wayfinding signs along with eight gateway entrances. This capital request will implement the Wayfinding Sign Program through sign construction and installation.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

Economic Development, public health and safety, transportation are all public benefits of installing a cohesive wayfinding sign program.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

No internal organization benefits. Benefits are for locals and visitors through an effective wayfinding sign program to essential community services and attractions

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>						<b>\$ 0</b>
<b>Engineering</b>						<b>\$ 0</b>
<b>Acquisition</b>	\$ 58,500	\$ 80,000				<b>\$ 138,500</b>
<b>Construction</b>						<b>\$ 0</b>
<b>TOTAL</b>	<b>\$ 58,500</b>	<b>\$ 80,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 138,500</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Tourism promotion dollars. Unknown of any grant opportunities

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

Capital Project Funding. Possible Street Capital Funding

# 10. Supporting Documentation

**i** Attach documents or photos to help support your request.





# PROJECT TITLE **Portable Changeable Message Sign**

**FUND(S) Street Capital - \$15,000**

Fiscal Year(s) 2021

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

Mayor Goedde, City Council, and staff have discussed the purchase of a portable changeable message sign (PCMS) that would be owned and operated by the Public Works Department. The conversation was initiated by using the PCMS board to alert and inform motorists of pedestrians near the City Parks during the summer. These boards are also helpful to alert and inform motorists or work zone activities, incident management, special events, and future construction or events.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

Procure a PCMS board and utilize and deploy to areas within the City of Chelan that meet criteria that are yet to be determined. The specific make and model has yet to be determined but will be vetted prior to purchasing. The PCMS board will be compliant with the National Transportation Communications for Intelligent Transportation System Protocol (NTCIP).

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input checked="" type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

A PCMS board will help alert and inform motorists pedestrians near the City Parks during the summer, work zone activities, incident management, special events, and future construction or events.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

A PCMS board will help alert and inform motorists pedestrians near the City Parks during the summer, work zone activities, incident management, special events, and future construction or events.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

A PCMS board will help alert and inform motorists pedestrians near the City Parks during the summer, work zone activities, incident management, special events, and future construction or events.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>						<b>\$ 0</b>
<b>Engineering</b>						<b>\$ 0</b>
<b>Acquisition</b>	\$ 15,000					<b>\$ 15,000</b>
<b>Construction</b>						<b>\$ 0</b>
<b>TOTAL</b>	<b>\$ 15,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 15,000</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Street Fund

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

We do not anticipate procurement of a PCMS board will impact the operating budget.

# 10. Supporting Documentation

**i** Attach documents or photos to help support your request.





## PROJECT TITLE PUBLIC WORKS OFFICE BUILDING

**FUND(S) \$350,000: Water and Sewer \$140,000 (40% each)  
Sanitation, Equipment, and Street \$23,333 plus \$1 in  
Sanitation (6.7% each)**

Fiscal Year(s) 2021

### OVERVIEW

#### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

The City's existing public works office has exceeded its useful lifespan. The building is outdated with failing systems and the space no longer effectively houses the functions of the department. The existing building will be replaced by a new building at the same site. 2021 request provides additional funding to complete the project.

#### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

This project will include design and construction of a new facility specific to the needs of the public works department.

The new building will include individual office space, conference room, media/presentation tools, breakroom, and other facility storage/uses as deemed necessary by the department during the design phase.

#### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input checked="" type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

#### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

Replacement of the Public Works Office building will help administrative staff maintain support of both present and future functions of the Public Works Department.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

A new office facility will help facilitate better customer service and provide an inviting atmosphere for the customers.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

The facility will be designed to meet the both present and future needs of the department. A well-designed facility will provide efficiencies in the operation of the department.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>						\$ 0
<b>Engineering</b>						\$ 0
<b>Acquisition</b>						\$ 0
<b>Construction</b>	\$ 350,000					\$ 350,000
<b>TOTAL</b>	<b>\$ 350,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 350,000</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

The project is funded by the City of Chelan. Utility rates are structured to support the estimated cost of this project. Overall project budget increased from \$1,250,000 to \$1,500,000 based on updated cost estimates. Approximately \$1,150,000 will be carried over to 2021 via capital budget carryover amendment and \$350,000 accounted for in 2021-2025 CIP proposal. This is based on approximately \$100,000 being expended in 2020.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

We do not anticipate a new office facility will impact the departments operating budget.

# PROJECT TITLE Radar Speed Limit Trailer

FUND(S) Streets - \$8,000

Fiscal Year(s) 2021

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

Mayor Goedde has expressed interest in purchasing a Radar Speed Limit Trailer that would be owned and operated by the Public Works Department. These devices are typically effective in reducing speeds, increasing awareness of local speed limits, and enhancing pedestrian safety. The device will also have data logging capabilities which will allow for collection of data on actual speeds.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

Procure equipment and utilize and deploy to areas within the City of Chelan that meet criteria that are yet to be determined. The specific make and model of a Radar Speed Limit Trailer has not yet been determined but will be thoroughly vetted prior to purchasing.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input checked="" type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

A radar speed limit trailer will provide a tool to help reduce speeds, increasing awareness of local speed limits, and enhancing pedestrian safety.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

A radar speed limit trailer will provide a tool to help reduce speeds, increasing awareness of local speed limits, and enhancing pedestrian safety.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

A radar speed limit trailer will provide a tool to help reduce speeds, increasing awareness of local speed limits, and enhancing pedestrian safety.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>						\$ 0
<b>Engineering</b>						\$ 0
<b>Acquisition</b>	\$ 8,000					\$ 8,000
<b>Construction</b>						\$ 0
<b>TOTAL</b>	<b>\$ 8,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 8,000</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Street Fund

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

We do not anticipate procurement of a Radar Speed Limit Trailer will impact the operating budget.

# 10. Supporting Documentation

**i** Attach documents or photos to help support your request.





# PROJECT TITLE City of Chelan Development Standards Update

FUND(S) Water, Sewer, and Street Capital - \$25,000 each = \$75,000

Fiscal Year(s) 2021

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

The City of Chelan Development Standards are intended to ensure consistent design and construction requirements and adherence to the City of Chelan Municipal code for public facilities including water, sewer, stormwater, and street systems. Quality standards are essential for providing and maintaining effective service to residents, organizations and businesses in the City of Chelan. The City's Development Standards are in need of a comprehensive update. The overarching goals of this update are the following: 1. Update Specifications with current standards; 2. Update construction details with current standards; 3. Ensure all cross-referencing is accurate; & 4. Make document into format this is more user friendly (word searchable PDF, CAD construction details, etc)

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

A detailed scope has not been defined for this project but the overarching goals include the following: 1. Update Specifications with current standards; 2. Update construction details with current standards; 3. Ensure all cross-referencing is accurate; & 4. Make document into format this is more user friendly (word searchable PDF, CAD construction details, etc)

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

These standards provide the basis for constructing quality water, sewer, storm water, and street infrastructure for both public and private projects.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

Quality and up to date standards for water, sewer, stormwater, and street systems are essential to maintaining public health and safety.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

Quality and up to date standards for water, sewer, stormwater, and street systems are essential to maintaining public health and safety.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>	\$ 75,000					\$ 75,000
<b>Engineering</b>						\$ 0
<b>Acquisition</b>						\$ 0
<b>Construction</b>						\$ 0
<b>TOTAL</b>	<b>\$ 75,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 75,000</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

The following is the proposed funding breakdown for this project:

Sewer: \$25,000.00

Water: \$25,000.00

Streets: \$25,000.00

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

We do not anticipate this project will impact the City's operating budget

# PROJECT TITLE ANNUAL SIDEWALK REPLACEMENT PROGRAM

**FUND(S) Street Capital \$100,000 (\$20,000 per year)**

Fiscal Year(s) 2021-2025

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

The City has implemented an annual concrete sidewalk program. This project helps the City maintain ADA compliance. City staff is continually evaluating the condition of sidewalks and associated ADA ramps in the City. This program provides for the City to self-perform or hire contractors through the small works roster to perform smaller scale annual improvements.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

Annually the City of Chelan Public Works staff identifies sidewalks and ADA ramps that are in need of repair or replacement. Depending on the project size and complexity, City staff will either self-perform the work or hire a contractor to perform the work. If a contractor is hired, the project is first advertised for competitive bid, and the completed by the contractor who is awarded the bid.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

The City of Chelan Comprehensive Plan Transportation Element identifies a goal to provide a safe transportation network that accommodates all users including pedestrians.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

The overlay program helps keep pedestrian facilities in safe and working order.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

The overlay program helps keep pedestrian facilities in safe and working order.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>						<b>\$ 0</b>
<b>Engineering</b>						<b>\$ 0</b>
<b>Acquisition</b>						<b>\$ 0</b>
<b>Construction</b>	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	<b>\$ 100,000</b>
<b>TOTAL</b>	<b>\$ 20,000</b>	<b>\$ 100,000</b>				

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

This project is funded by the City of Chelan Street Fund.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

We do not typically see a change in the street operating budget resulting from the annual sidewalk replacement program.

# PROJECT TITLE ANNUAL OVERLAY PROGRAM

**FUND(S) Street Capital \$350,000 (\$70,000 per year).**

Fiscal Year(s) 2020-2025

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

The City has implemented an annual hot mix asphalt (HMA) overlay program. This program is one of the City's primary means for implementing preventative maintenance and pavement preservation. HMA overlays help extend the service life of the City's roads and helps prevent roads from deteriorating to a condition where full depth reclamation is required. Annually the City of Chelan Public Works staff identifies roads that are in need of an overlay. Once the project is identified it is advertised for competitive bid and completed by the contractor who is awarded the bid. Beginning in 2020 the City will have a comprehensive road rating analysis performed which will help prioritize the roads that are in need of an overlay.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

Annually the City of Chelan Public Works staff identifies roads that are in need of an overlay. Once the project is identified it is advertised for competitive bid and completed by the contractor who is awarded the bid. Beginning in 2020 the City will have a comprehensive road rating analysis performed which will help prioritize the roads that are in need of an overlay.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

The City of Chelan Comprehensive Plan Transportation Element has several goals and policies that support the annual overlay program including but limited to:

- Goal TR-II -Establish a safe efficient, and environmentally sensitive road syste that supports desired land use patterns.
- Policy TRII-3 -Conduct regular maintenance of existing roadways to minimize degradation.
- Policy TRII-6 -Pursue the restriction/elimination of roadway access points as opportunities arise to maintain capacity of existing arterials and collectors.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

The overlay program helps improve ride quality, reduce surface distresses, maintain surface geometrics, reduce noise, and reduce life cycle costs.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

The overlay program helps improve ride quality, reduce surface distresses, maintain surface geometrics, reduce noise, and reduce life cycle costs. Overlays also reduce other pavement preservation measures that the City uses like crack sealing and patching.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>						<b>\$ 0</b>
<b>Engineering</b>						<b>\$ 0</b>
<b>Acquisition</b>						<b>\$ 0</b>
<b>Construction</b>	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000	<b>\$ 350,000</b>
<b>TOTAL</b>	<b>\$ 70,000</b>	<b>\$ 350,000</b>				

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

This project is funded by the City of Chelan Street Fund.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

This project will reduce labor, equipment, and materials associated with operating and maintaining City Streets.

# PROJECT TITLE DOWNTOWN ALLEYS REHABILITATION

**FUND(S) TIB Grants and Street Capital \$550,000**

Fiscal Year(s) 2021

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

Downtown Alleys. This project is included in the City's six-year transportation improvement program and was adopted by Resolution 2020-1374.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

Rehabilitate downtown alleys and sidewalks north and south of Woodin Avenue, from Columbia Street to Sanders Street.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input checked="" type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

The City of Chelan's Comprehensive Plan Transportation Element identifies goals and policies related to providing safe transportation networks for all users including pedestrians, bicycles, transit users, children, the elderly, and people with disabilities.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

This project will help identify improvements that will be needed to improve traffic, multimodal transportation options, and enhance streetscapes with landscaping and other amenities.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project will help identify improvements that will be needed to improve traffic, multimodal transportation options, and enhance streetscapes with landscaping and other amenities.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>						\$ 0
<b>Engineering</b>						\$ 0
<b>Acquisition</b>						\$ 0
<b>Construction</b>	\$ 550,000					\$ 550,000
<b>TOTAL</b>	<b>\$ 550,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 550,000</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

\$350,000 of this project is planned to be funded through grant funds that are not currently secured. \$200,000 is planned to be funded through the Street Capital Fund.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

This project will not affect the annual operating budget for the City's street fund.

2022  
General Operations  
CIP Requests



# PROJECT TITLE WEBSTER & WOODIN INTERSECTION IMPRVMT

**FUND(S) Street Capital \$60,000**

Fiscal Year(s) 2022

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

This project is included in the City's six-year transportation improvement program and was adopted by Resolution 2019-1353. This project implements reconfiguration and restriping of the Woodin Avenue and Webster Ave (SR97a) Intersection.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

This project implements reconfiguration and restriping of the Woodin Avenue and Webster Ave (SR97a) Intersection.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input checked="" type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

The City of Chelan's Comprehensive Plan Transportation Element identifies goals and policies related to providing safe transportation networks for all users including vehicles which this project will help address.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

This project will help improve vehicle safety at the intersection of Woodin and Webster Avenue.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project will help improve vehicle safety at the intersection of Woodin and Webster Avenue.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>						\$ 0
<b>Engineering</b>						\$ 0
<b>Acquisition</b>						\$ 0
<b>Construction</b>		\$ 60,000				\$ 60,000
<b>TOTAL</b>	\$ 0	\$ 60,000	\$ 0	\$ 0	\$ 0	\$ 60,000

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

This project is planned to be funded by the Street Capital Fund.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

This project will not affect the annual operating budget for the City's street fund.

# PROJECT TITLE SOUTH CHELAN ACCESS STUDY

**FUND(S) TIB Grants and Street Capital \$100,000**

Fiscal Year(s) 2022

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

The South Chelan Access Study to determine secondary access alternatives in addition to Farnham Street.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

An access Study to study options for secondary access to South Chelan.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input checked="" type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

Project will implement the Comprehensive Plan Transportation Element Multi-modal goals and policies along with the PROs plan

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

Project will provide study options for secondary access to South Chelan

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

Unknown at this time. Project management will require Planning and Public Works staff resources

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>		\$ 100,000				\$ 100,000
<b>Engineering</b>						\$ 0
<b>Acquisition</b>						\$ 0
<b>Construction</b>						\$ 0
<b>TOTAL</b>	\$ 0	\$ 100,000	\$ 0	\$ 0	\$ 0	\$ 100,000

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

\$66,666 of this project is planned to be funded through a Transportation Improvement Board (TIB) grant. This funding is currently not secured. The remaining \$33,334 will be funded from the Street Capital fund.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

Unknown at this time. Project management will require Planning and Public Works staff resources

2023  
General Operations  
CIP Requests



# PROJECT TITLE Chelan Butte Land Acquisition

FUND(S) Capital Improvements Fund \$6,500,000

Fiscal Year(s) 2023

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

In 2018, 900 acres +- of land abutting state land on Chelan Butte became available to the City. Following a community forum, steps were taken to consult with local residents, the state, and various conservation organizations to obtain financial support for the purchase of the property, primarily as conservation and recreation land.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

The purchase of the land, intended to be funded solely through grants, donations, and contributions from foundations, businesses, the state government, and individuals through a capital campaign organized by local residents would preserve a scenic backdrop for the community, and preserve recreational opportunities. This project serves as a placemaker for future funding opportunities.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input checked="" type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

Open space preservation and recreational opportunities.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

As per project scope.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>						\$ 0
<b>Engineering</b>						\$ 0
<b>Acquisition</b>			\$ 6,500,000			\$ 6,500,000
<b>Construction</b>						\$ 0
<b>TOTAL</b>	\$ 0	\$ 0	\$ 6,500,000	\$ 0	\$ 0	\$ 6,500,000

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funding to be sought through a capital campaign, partnersgips, and grantor agencies. City funds are not intended to be used for the acquisition.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

TBD - possible increased maintenance costs due to higher usage. Partnerships would be sought with local groups to defray costs.

# PROJECT TITLE **Golf Course Improvements**

**FUND(S) Parks Capital \$3,750,000**

Fiscal Year(s) 2023 and 2025

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

In 2020, a review of golf course operations and capital needs was conducted to determine changes to provide an improved experience for customers of the golf course and thus to improve revenues and reduce operating costs. The consultant identified approximately \$4.5m in deferred capital requirements, not including improvements to the clubhouse, which was described as a "dump". The study recommended a \$3.5m bond issue within 5 years to address some of the deferred maintenance issues. This project request is presented for future years as a tool to begin discussion of the future of the golf course whether as a municipal facility operated by the City or in some other manner.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

The 2020 study recommends several projects to address deferred maintenance issues. This project request would address several of those, as well as fund improvements to the clubhouse. These improvements include replacing the irrigation system, refurbishing greens, fairways, and other playing areas, clubhouse improvements, and other miscellaneous deferred maintenance items.

### 3. Project Type

Project Type	Check
Repair	<input checked="" type="checkbox"/>
Replacement (replace with like capacity)	<input checked="" type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

The future of the golf course, and the best approach to managing and maintaining the golf course into the future has been a topic of discussion for many years. The 2020 study identified several possible ways to operate the golf course moving forward, and also identified a backlog of deferred capital maintenance and other improvements. This project includes some of the recommendations of the study as well as improvements to the clubhouse that would help ensure the viability of the golf course for the next several years.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

If the community decides that owning and operating a municipal golf course is in the best interest of the community, the project would allow the City to make necessary improvements to keep the golf course functional and improve operations.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>						<b>\$ 0</b>
<b>Engineering</b>			\$ 250,000			<b>\$ 250,000</b>
<b>Acquisition</b>						<b>\$ 0</b>
<b>Construction</b>					\$ 3,500,000	<b>\$ 3,500,000</b>
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 250,000</b>	<b>\$ 0</b>	<b>\$ 3,500,000</b>	<b>\$ 3,750,000</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

The project request would be funded through an appropriation of \$250,000 in lodging tax revenues in 2023 for design and engineering. In 2025, construction funding would be provided through an appropriation of 2% Lodging tax funds (part of the balance accumulated over time) and the issuance of a general obligation bond. If fully debt funded \$3.5m in debt would be authorized at 4% interest for 20 years, resulting in annual debt service of \$258,000. Debt service would be paid through lodging tax funds, and backed by real estate excise tax funding.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

N/A

# PROJECT TITLE LAKESIDE AND NORTHSHORE TRAIL CONST

FUND(S) TIB AND STREET CAPITAL FUND \$1,100,000

Fiscal Year(s) 2023 and 2024

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

The Lakeside Trail Feasibility Study was adopted in 2002. Portions of the multi-use trail have been installed by private development; however, not with a consistent design. Lakeside Trail is divided into ten segments. Trail segments A (Don Morse Park) through D (old bridge) have been completed. In 2019/20, 60% construction drawings for trail segments E (old bridge to SR97A) & I (from western finger to Water Street) were completed.

The Lake Chelan Trail Plan and Northshore Pathway are planning level documents that include a multi-use trail from Lakeshore RV Park to the eastern Urban Growth Boundary near Rocky Point towards Manson. In 2019/20, the Northshore Pathway planning project determined a planning level design and alignment of the trail.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

Lakeside Trail segment I 100% construction drawings in 2023 and construction in 2024 of the multi-use trail or when grants become available. If grant funding allows, trail segment E (total costs \$970,000) or other segments will be included.

Northshore Pathway planning level alignment and a single design was completed in 2020. This effort included WSDOT and the NCW Trail Plan discussions to include the Northshore Pathway for agency partnerships to construct the trail. The next step will be to develop construction drawings which is not part of this CIP request.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input checked="" type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

The trail moves forward the Transportation Element's goals and policies for multi-modal transportation and Comprehensive Plan community health and safety goals and policies. It also moves forward the Lakeside Trail and Northshore Pathway plans that are adopted by reference to the Comprehensive Land Use Plan.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

The Lakeside Trail will provide a safe family multi-use trail from Lakeside park to Don Morse Park. Portions of the trail have been completed including the current 2019 One Way Bridge project for the old bridge and Columbia Street.

Project will provide multi-modal transportation on the Northshore connecting many developments such as Chelan Hills, Crystal View Estates and the Lookout with Downtown Chelan and the parks system.

The Growth Management Act requires the Comprehensive Plan to include community health goals. The trail will implement these goals.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project will require planning and public works staff time to manage the project.

## 7. Project Budget and Schedule

Project Element	2021	2022	2023	2024	2025	TOTAL
Design						\$ 0
Engineering			\$ 100,000			\$ 100,000
Acquisition						\$ 0
Construction				\$ 1,000,000		\$ 1,000,000
<b>TOTAL</b>	\$ 0	\$ 0	\$ 100,000	\$ 1,000,000	\$ 0	\$ 1,100,000

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

\$825,000 of this project is planned to be funded through a Transportation Improvement Board (TIB) grant. This funding is currently not secured. The remaining \$275,000 will be funded from the Street Capital fund.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

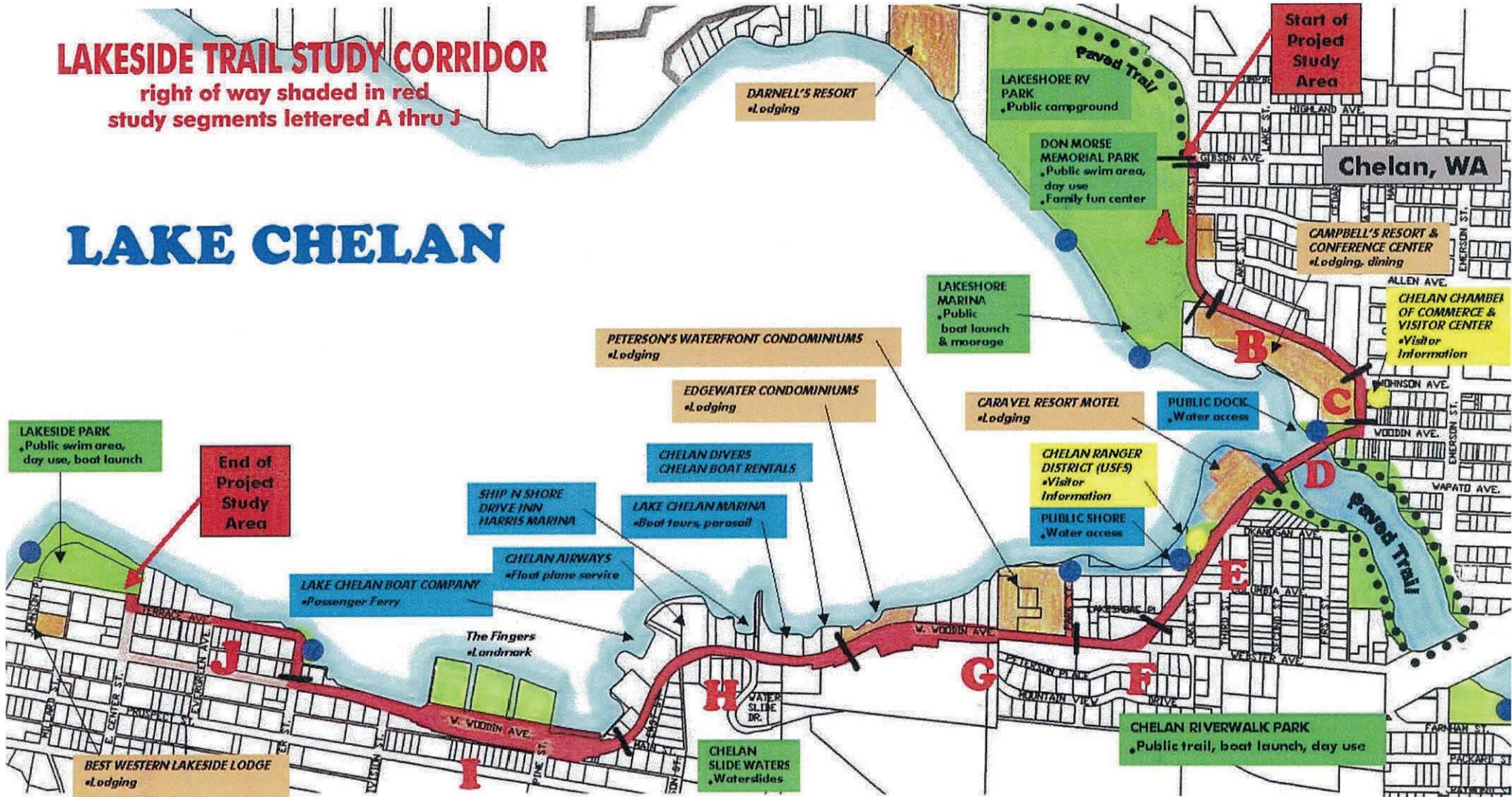
If the City decides to keep the trail open year round, snow plowing will be added to the Parks department maintenance staff. Additional maintenance costs may occur during the life of the trail. Costs are unknown at this time.



# LAKESIDE TRAIL STUDY CORRIDOR

right of way shaded in red  
study segments lettered A thru J

# LAKE CHELAN



# PROJECT TITLE COLUMBIA STREET IMPROVEMENTS

**FUND(S) TIB Grants and Street Capital \$300,000**

Fiscal Year(s) 2023

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

This project is included in the City's six-year transportation improvement program and was adopted by Resolution 2019-1353. Upgrade pedestrian and bicycle facilities on Columbia St., from Johnson Ave. to Gibson.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

Columbia Street Improvements, North of SR 150 (Johnson Ave) to Gibson Ave.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input checked="" type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

The City of Chelan Comprehensive Plan Transportation Element identifies goals and policies related to providing safe transportation networks for pedestrians.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

This project provides pedestrians with safe crosswalks and bicycle facilities along state highways.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project provides pedestrians with safe crosswalks and bicycle facilities along state highways.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>			\$ 50,000			\$ 50,000
<b>Engineering</b>						\$ 0
<b>Acquisition</b>						\$ 0
<b>Construction</b>			\$ 250,000			\$ 250,000
<b>TOTAL</b>	\$ 0	\$ 0	\$ 300,000	\$ 0	\$ 0	\$ 300,000

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

\$250,000 of this project is planned to be funded by the Washington State Department of Transportation; Transportation Improvement Board (TIIB). This funding is currently not secured. The remaining \$50,000 will be funded from the Street Capital Fund.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

This project will not affect the annual operating budget for the City's street fund.

2024  
General Operations  
CIP Requests



# PROJECT TITLE SANDERS STREET CROSSWALKS

**FUND(S) TIB Grants and Street Capital \$800,000**

Fiscal Year(s) 2024

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

This project is included in the City’s six-year transportation improvement program and was adopted by Resolution 2020-1374. This project includes the installation of crosswalks, bulbouts, ADA ramps, and illumination for pedestrian safety along Sanders Avenue Corridor at Trow Ave, Okanogan Ave, and Wapato Ave.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won’t be done, and what the result will look like

This project includes the installation of crosswalks, bulbouts, ADA ramps, and illumination for pedestrian safety along Sanders Avenue Corridor at Trow Ave, Okanogan Ave, and Wapato Ave.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input checked="" type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

The City of Chelan Comprehensive Plan Transportation Element identifies goals and policies related to providing safe transportation networks or pedestrians.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

This project provides improved safety for pedestrians on Sanders Street.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project provides improved safety for pedestrians on Sanders Street.

6. Project

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>				\$ 100,000		\$ 100,000
<b>Engineering</b>						\$ 0
<b>Acquisition</b>						\$ 0
<b>Construction</b>				\$ 700,000		\$ 700,000
<b>TOTAL</b>	\$ 0	\$ 0	\$ 0	\$ 800,000	\$ 0	\$ 800,000

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

\$692,000 of this project is planned to be funded grant(s) that are currently not secured. The remaining \$108,000 will be funded from the Street Capital Fund.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

This project will not affect the annual operating budget for the City's street fund.

2025  
General Operations  
CIP Requests



# PROJECT TITLE WOODIN AVENUE TRAFFIC CALMING

**FUND(S) Street Capital \$250,000**

Fiscal Year(s) 2025

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

This project is included in the City’s six-year transportation improvement program and was adopted by Resolution 2019-1353. This project implements traffic calming measures (to be defined in design) on Woodin Avenue between the intersection of Woodin and SR 97a and the Woodin Avenue Bridge.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won’t be done, and what the result will look like

This project implements traffic calming measures (to be defined in design) on Woodin Avenue between the intersection of Woodin and SR 97a and the Woodin Avenue Bridge.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input checked="" type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

The City of Chelan’s Comprehensive Plan Transportation Element identifies goals and policies related to providing safe transportation networks for all users including pedestrians, bicycles, transit users, children, the elderly, and people with disabilities. The slowing of traffic will help meet these goals and policies.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

This project will provide improved safety for all users on and near Woodin Avenue between the intersection of SR 97a and the Woodin Avenue Bridge.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project will provide improved safety for all users on and near Woodin Avenue between the intersection of SR 97a and the Woodin Avenue Bridge.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>					\$ 50,000	\$ 50,000
<b>Engineering</b>						\$ 0
<b>Acquisition</b>						\$ 0
<b>Construction</b>					\$ 200,000	\$ 200,000
<b>TOTAL</b>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 250,000	\$ 250,000

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

This project will be funded from the Street Capital Fund.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

This project will not affect the annual operating budget for the City's street fund.

# Water Fund CIP Requests



## **Introduction to Water Capital Improvements Fund: 2021 – 2025 CIP**

Water Fund capital investment needs were a major consideration during the FCS utility rate study conducted in 2018.

Infrastructure and facilities investment requirements were identified and defined in an engineering review of water system infrastructure early in 2018.

The engineering study addressed water system infrastructure upgrades needed to address issues raised by both the age and capacity of components of the City drinking water system, including water treatment and water distribution.

The proposed CIP includes four projects not included in the engineering studies used to develop the current rate structure at a total cost of \$61,500. These are Zone Protection/Pressure Relief Valve Installation, Replace Bulk Water Rental Meters and Backflow Assemblies, and City Development Standards Update projects in 2021, and the Water and Sewer Rate Study Upgrade in 2023.

The City Development Standards has a total estimated project cost of \$75,000, split equally between the Water, Sewer, and Street Capital Funds. Funding for these projects was made available through better than anticipated bid results on 2020 projects.

### **Financial Update**

During 2020, RH2 consultants have reviewed CIP projects scheduled in 2021 and beyond to update and validate project cost assumptions. Revised project costs, accompanied by various adjustments in project schedules result in project funding requests in 2021 of \$2,001,495 as compared to the \$2,633,521 included in the prior CIP for 2021.

Of note is that the Wilmoth Reservoir project has been moved from 2021 to 2022 to accommodate further analysis of system growth and capacity needs in the area, the replacement of an 8" submarine waterline has been moved from 2021 and 2022 to 2023 and 2024.

Debt service costs, based upon the 2020 Water and Sewer Revenue Bond issue are budgeted at \$223,563 or \$93,965 less than forecast for the 2020 issue. The debt was issued at a favorable rate for 15 rather than 20 years, and no debt service sinking fund was required as originally anticipated.

The FCS Rate Study, in addition to the 2020 bond issue, anticipated a bond issue in 2022. Based upon adjustments made in the development of the proposed CIP, the bond issue has been deferred until 2023.

It is anticipated that the rate changes reflected in the FCS rate study and included in Resolution R-2020-1379 will be sufficient to cover operating and capital costs over the life of the CIP. It is anticipated that a new rate study will be conducted in 2023 to be effective in 2024.

### **DPW Engineering and Administration Facility**

A schematic design study was performed in 2019 to begin the process of the replacement of the modular building housing the Public Works Administration and Engineering staff. The MMEC report indicated that the current Public Works Engineering and Administration building should be replaced. The current building is an older mobile home / modular building which does not meet the needs of the department.

The funding for the building appropriated in 2020 was as follows:

<b>DPW Engineering and Admin Building Funding</b>			
Sewer	500,000		
Water	500,000		
Sanitation	83,500		
Equipment	83,500		
Street	83,500		
Total	1,250,500		

Additional funding of \$350,000 is requested in 2021 for construction, based upon slightly higher cost estimates and the one-year delay in construction (2021 vs. 2020). The funding is provided by the Water and Sewer Capital Funds (\$140,000 each) with the balance split between the Street Capital, Equipment Replacement, and Sanitation Funds. Please refer to the Street Capital Fund funding request, and Proposed 2021 through 2025 Capital Plan – Capital Improvements, Parks and Street Capital Funds and project request sheet for details.

**Water Capital Fund - Summary of Proposed 2021 through 2025 Capital Improvements Program**

Description	2020 Estimated Cost				Estimated Project Cost					Project Totals
	DE	CE	Construction	Total	2021	2022	2023	2024	2025	
					1.03	1.06	1.09	1.12	1.15	
Columbia to Sanders - Annual Main Zone Pipe Replacement	\$71,400	\$75,000	\$500,000	\$646,400	\$600,000					\$600,000
Annual Main Zone Pipe Replacement (TBD)	\$40,000	\$40,000	\$320,000	\$400,000	\$41,200	\$381,600				\$422,800
Annual Main Zone Pipe Replacement (TBD)	\$40,000	\$40,000	\$320,000	\$400,000		\$42,400	\$392,400			\$434,800
Annual Main Zone Pipe Replacement (TBD)	\$40,000	\$40,000	\$320,000	\$400,000			\$43,600	\$403,200		\$446,800
Annual Main Zone Pipe Replacement (TBD)	\$40,000	\$40,000	\$320,000	\$400,000				\$44,800	\$414,000	\$458,800
Annual Main Zone Pipe Replacement (TBD)	\$40,000	\$40,000	\$320,000	\$400,000					\$46,000	\$46,000
Hospital Zone Waterline Upgrades	\$117,000	\$117,000	\$780,000	\$1,014,000	\$20,680	\$950,820				\$971,500
DPW Office Building (Water Share) ( See Street Projects)	\$0			\$0	\$140,000					\$140,000
Golf Course Road Water Main Replacement	\$67,500	\$67,500	\$450,000	\$585,000	\$540,525					\$540,525
WTP Raw Water Pump Station Improvements	\$93,958	\$73,200	\$488,000	\$655,158	\$597,590					\$597,590
Zone Protection / Pressure Relief Valve Installation	\$5,000	\$5,000	\$10,000	\$20,000	\$20,000					\$20,000
Replace Bulk Water Rental Meters and Backflow Assemblies			\$33,000	\$33,000	\$16,500	\$16,500				\$33,000
City Dev. Standards Update (Water, Sewer, and Streets \$25K)	\$25,000			\$25,000	\$25,000					\$25,000
El Dorado Loop Upgrades						\$91,100	\$665,200			\$756,300
Chelan High School 10" Loop						\$35,600	\$260,600			\$296,200
Water Treatment Plant Capacity Analysis						\$47,100				\$47,100
Wilmorth Reservoir No. 2	\$142,000	\$117,000	\$780,000	\$1,039,000		\$950,820				\$950,820
Isenhart Road Waterline Upgrades	\$67,500	\$67,500	\$450,000	\$585,000			\$67,500	\$517,500		\$585,000
PRV Station No. 9 Upgrade							\$13,900	\$101,300		\$115,200
Replace 8" Submarine Line	\$178,000	\$133,500	\$890,000	\$1,201,500			\$194,020	\$1,146,320		\$1,340,340
Water and Sewer Rate Study Update							\$15,000			\$15,000
Crescent Street Waterline Upgrade								\$22,000	\$152,000	\$174,000
Water System Plan									\$150,000	\$150,000
Golf Course Pl. Waterline Upgrade									\$30,000	\$30,000
<b>ANNUAL PROJECT FUNDING REQUESTED</b>					<b>\$2,001,495</b>	<b>\$2,515,940</b>	<b>\$1,652,220</b>	<b>\$2,235,120</b>	<b>\$792,000</b>	<b>\$9,196,775</b>
Debt Service - Debt as of 12/31/2020					\$223,563	\$223,791	\$223,601	\$223,725	\$223,725	\$1,118,405
Debt Service -Projected to be Issued in 2023								\$110,373	\$110,373	\$220,746
<b>ANNUAL DEBT SERVICE FUNDING REQUESTED</b>					<b>\$223,563</b>	<b>\$223,791</b>	<b>\$223,601</b>	<b>\$334,098</b>	<b>\$334,098</b>	<b>\$1,339,151</b>
<b>ANNUAL PROJECTED CASH FLOWS OUT TO FUND CAPITAL ACTIVITY</b>					<b>\$2,225,058</b>	<b>\$2,739,731</b>	<b>\$1,875,821</b>	<b>\$2,569,218</b>	<b>\$1,126,098</b>	<b>\$10,535,926</b>

	2021	2022	2023	2024	2025
<b>Projected Cash on Hand Beginning of Year</b>	<b>3,495,623</b>	<b>2,375,565</b>	<b>915,834</b>	<b>1,540,174</b>	<b>467,872</b>
Transfer In - Rates Revenue	805,000	980,000	1,200,000	1,160,000	1,185,000
Other Revenues (GFC, Assessments, Interest, etc)	300,000	300,000	300,000	300,000	300,000
Revenue Bond Issue			1,000,000		
Use of Cash - Debt Service on Outstanding @ 12/31/20	(223,563)	(223,791)	(223,439)	(223,601)	(223,725)
Use of Cash - Revenue Bonds Projected in 2023				(73,582)	(73,582)
Use of Cash - Projects	(2,001,495)	(2,515,940)	(1,652,220)	(2,235,120)	(792,000)
<b>Projected Cash on Hand at Year End</b>	<b>2,375,565</b>	<b>915,834</b>	<b>1,540,174</b>	<b>467,872</b>	<b>863,565</b>



# PROJECT TITLE D-1 ANNUAL MAIN ZONE PIPE REPLACEMENT

**FUND(S) Water Capital \$2,409,200**

Fiscal Year(s) Annual – 2021-2025

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

This project is intended to occur annually for upsizing and replacing aging and undersized pipes within the main pressure zone to a minimum of 8-inch as required per City of Chelan Development Standards. This project is needed due to old infrastructure that's undersized and needs to be replaced such as 2" galvanized and 4" asbestos concrete pipe in alleys and main distribution lines in streets. Areas to be replaced will be determined at a later time based on recommendations from the Public Works staff.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

This project involves removing and replacing various sections of water main piping throughout the City in accordance with City Development Standards. Locations TBD, prioritized based on staff discretion. the proposed 2021 project replaces pipe from Columbia Street to Sanders.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input checked="" type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This project aligns with goals and policies in the City's adopted Water System Plan, namely:

- Goal CFP I - Provide and maintain adequate public facilities and services for today's population and future.
- Goal CFP II - Ensure that public facilities are adequate to serve the planned land use patterns in the City and its Urban Growth Area.
- Goal CFP III - Consider the City's fiscal position and community needs by optimizing available funds and seeking new revenue sources
- Goal CFP V - Develop and maintain a system of wastewater treatment and disposal and water supply and distribution which will support the future development of the area.

Additionally, this project is proposed/scheduled in the Capital Improvement Program as D-1 in the City of Chelan Water System Plan.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

This project will help increase available water flow and assist in reducing water loss.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project will help reduce emergency water line repairs, service calls, and increase water use efficiency.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>						<b>\$ 0</b>
<b>Engineering</b>	\$ 41,200	\$ 42,400	\$ 43,600	\$ 44,800	\$ 46,000	<b>\$ 218,000</b>
<b>Acquisition</b>						<b>\$ 0</b>
<b>Construction</b>	\$ 600,000	\$ 381,600	\$ 392,400	\$ 403,200	\$ 414,000	<b>\$ 2,191,200</b>
<b>TOTAL</b>	<b>\$ 641,200</b>	<b>\$ 424,000</b>	<b>\$ 436,000</b>	<b>\$ 448,000</b>	<b>\$ 460,000</b>	<b>\$ 2,409,200</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

This project is funded through the Water Fund. Utility rates are structured to support the estimated cost of this project.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

This project will reduce annual operation and maintenance costs by reducing emergency water line repairs and service calls.

# PROJECT TITLE D-10 HOSPITAL ZONE WATERLINE UPGRADES

**FUND(S) Water Capital \$971,500**

Fiscal Year(s) 2021-2022

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

This project upsizes 2-inch, 4-inch, and 6-inch pipes to 8-inch to provide better fire flow to the Hospital pressure zone. Additionally, this project connects the crossing waterlines in Bradley St to loop the zone more efficiently.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

This project includes upsizing existing lines and installing new water lines throughout the hospital pressure zone.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This project aligns with goals and policies in the City's adopted Water System Plan, namely:

- Goal CFP I - Provide and maintain adequate public facilities and services for today's population and future.
- Goal CFP II - Ensure that public facilities are adequate to serve the planned land use patterns in the City and its Urban Growth Area.
- Goal CFP III - Consider the City's fiscal position and community needs by optimizing available funds and seeking new revenue sources
- Goal CFP V - Develop and maintain a system of wastewater treatment and disposal and water supply and distribution which will support the future development of the area.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

This project increases fire flows and improves overall system circulation in the Hospital Pressure Zone.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project increases fire flows and improves overall system circulation in the Hospital Pressure Zone.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>	\$ 20,680					\$ 20,680
<b>Engineering</b>		\$ 124,020				\$ 124,020
<b>Acquisition</b>						\$ 0
<b>Construction</b>		\$ 826,800				\$ 826,800
<b>TOTAL</b>	<b>\$ 20,680</b>	<b>\$ 950,820</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 971,500</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funding through the Water Fund. Utility rates structured to support the construction of this project. Design costs of \$101,100 budgeted in 2020. Design was deferred and additional funds of \$20,680 are requested in 2021.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

We do not anticipate this project will measurably change labor, equipment, and materials associated with operating and maintaining the water utility.

# PROJECT TITLE P-4 GOLF COURSE RD WATER MAIN EXTENSION

**FUND(S) Water Capital \$540,525**

Fiscal Year(s) 2021

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

The original capital planning efforts identified the replacement of the City's Pressure Reducing Valve Station No. 1. The City had budgeted for the design of this project in 2019. City staff suspected there may be multiple different options that would address the project need. Consequently, the City executed a Pre-Design contract with RH2 Engineers to evaluate alternatives. Nine alternatives were evaluated as part of this analysis and City staff ultimately selected an alternative that did not include the replacement of PRV Station No. 1. The alternative selected includes the extension of approximately 1200 LF of 12" water line from SR 150 up Golf Course Rd to the suction side of Higgs Booster Pump Station. This will provide a designated feed line to the Higgs Booster Pump Station and ultimately resolve the pressure fluctuation issues on Golf Course Drive, provides redundancy to one of the City's pressure zones, and removes two PRV stations that are owned by the City. The project costs are comparable to the originally planned PRV Station No. 1 Replacement. Due to recently development in the vicinity of PRV Station No. 1, the City expects in the near future that PRV Station No. 1 will be upgraded by the Developer.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

This project includes design and construction of approximately 1500 LF of 12" diameter water line from SR 150 north of the No-See-Um roundabout to up Golf Course Drive to the suction side of Higgs Booster Pump Station.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This project aligns with goals and policies in the City's adopted Water System Plan, namely:

- Goal CFP I - Provide and maintain adequate public facilities and services for today's population and future.
- Goal CFP II - Ensure that public facilities are adequate to serve the planned land use patterns in the City and its Urban Growth Area.
- Goal CFP III - Consider the City's fiscal position and community needs by optimizing available funds and seeking new revenue sources
- Goal CFP V - Develop and maintain a system of wastewater treatment and disposal and water supply and distribution which will support the future development of the area

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

This project increases level of service of the City's Water System by resolving pressure fluctuations that have been an ongoing problem to customers located in the vicinity of the Golf Course Drive.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project will provide better steady state operating condition as well as reduce the number of mechanical devices in the City's water system which ultimately reduces operating costs and improves reliability.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>						\$ 0
<b>Engineering</b>						\$ 0
<b>Acquisition</b>						\$ 0
<b>Construction</b>	\$ 540,525					\$ 540,525
<b>TOTAL</b>	<b>\$ 540,525</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 540,525</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funding through the Water Fund. Utility rates structured to support the construction of this project. Overall project budget increased from \$433,200 to \$585,000 based on updated cost estimates. The project schedule was also adjusted 1 year. Approximately \$365,700 will be carried over to 2021 via capital budget carryover amendment and \$219,300 accounted for in 2021-2025 CIP proposal

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

This project will reduce labor, equipment, and materials associated with operating and maintaining the water utility.

# PROJECT TITLE WTP-6 RAW WATER PUMP STATION IMPRVMTS

FUND(S) Water Capital \$597,590

Fiscal Year(s) 2021

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

The existing raw water pump station is located at the west end of Sayles Street and moves water from the Chelan River to the water treatment plant. The station is completely below grade and lacks adequate security from vandalism and protection against injury to the public. The station currently includes one 100 hp pump and three 250 hp pumps. The overarching goals of this project include the following: 1. Resolve electrical issues to bring pumps into service and correct identified safety issues as found during the pre-project walk through; 2. Relocate electrical generator connections aboveground for safer use & 3. Implement upgrades to the pump station to provide flexibility in the event the small 125 horsepower (hp) pump is out of service.

The scope of this project will be more definitively identified once the following pre-design tasks are completed.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

This project scope has not been finalized. The overarching goals of the project are the following:

1. Resolve electrical issues to bring pumps into service and correct identified safety issues as found during the pre-project walk through.
2. Relocate electrical generator connections aboveground for safer use.
3. Implement upgrades to the pump station to provide flexibility in the event the small 125 horsepower (hp) pump is out of service.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This project aligns with goals and policies in the City's adopted Water System Plan, namely:

- Goal CFP I - Provide and maintain adequate public facilities and services for today's population and future.
- Goal CFP II - Ensure that public facilities are adequate to serve the planned land use patterns in the City and its Urban Growth Area.
- Goal CFP III - Consider the City's fiscal position and community needs by optimizing available funds and seeking new revenue sources
- Goal CFP V - Develop and maintain a system of wastewater treatment and disposal and water supply and distribution which will support the future development of the area.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

This project will improve safety, reliability, and efficiency of the City's Water System.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project will improve safety, reliability, and efficiency of the City's Water System.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>	\$ 36,390					\$ 36,390
<b>Engineering</b>	\$ 73,200					\$ 73,200
<b>Acquisition</b>						\$ 0
<b>Construction</b>	\$ 488,000					\$ 488,000
<b>TOTAL</b>	<b>\$ 597,590</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 597,590</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funding through the Water Fund. Utility rates structured to support the construction of this project. Approximately \$55,842 will be carried over to 2021 via capital budget carryover amendment and \$597,590 in funding is requested in the 2021-2025 CIP proposal to complete the project.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

This project will reduce labor costs and the frequency of overtime calls which have been very costly to the City over the years. Additionally, there will be a reduction in electrical costs along with future replacement costs.

# PROJECT TITLE **Zone Protection/Pressure Relief Valve Installation**

**FUND(S) Water Capital 20,000**

Fiscal Year(s) 2021

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

Project will provide pressure relief valves in all close zones to provide accidental over pressurization protection. The project will also allow city to re-calibrate pressure zones and set Pressure reducing valves in system to provide more stable pressure in domestic water system.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

The project will install a pressure relief valve on a fire hydrant located in all closed zones of the domestic water system. City staff will purchase and install relief valves at locations that are adequate for releasing water in the event of over pressurization. Additionally City staff will memorialize the PRV stations settings and calibrate zones in the system by adjusting PRV settings.

### 3. Project Type

Project Type	Check
Repair	<input checked="" type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This is a reliability and safety project for the system. This project will assist in maintaining water pressure within closed pressure zones throughout the entire domestic water system. The project is in response to several residents having either pressure spikes or low pressure and have notified the City staff.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

Benefit to the community is a safer and more reliable domestic water system.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

Getting pressure zones configured will assist Public Works staff in providing more reliable water pressure to City residents. Setting the zones to a more permanent setting will increase reliability within water system.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>						<b>\$ 0</b>
<b>Engineering</b>	\$ 5,000					<b>\$ 5,000</b>
<b>Acquisition</b>	\$ 5,000					<b>\$ 5,000</b>
<b>Construction</b>	\$ 10,000					<b>\$ 10,000</b>
<b>TOTAL</b>	<b>\$ 20,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 20,000</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funding supported by water utility monthly revenue

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

Impact is negligible.

# PROJECT TITLE **Replace Bulk Water Rental Meters and Backflow Assemblies**

**FUND(S) Water Capital \$33,000**

Fiscal Year(s) 2021-2022

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addressed) and what the project will accomplish

The City owns twelve portable hydrant meter and backflow devices that are rented to customers for bulk water usage. The units we have are 14 years old and tested and repaired annually. City staff has observed an increase in replacement parts over the years. City staff built them at the time with the resources available but the operational setup is prone to continual repair due to the combined cantilever and weight of the units. We are proposing to replace these units over the next two years with an all-in-one unit that is lighter in weight and shorter.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

Replace the City's existing 12 portable hydrant meter and backflow devices over a two year period.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input checked="" type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

Bulk water is available for purchase in the City of Chelan through existing fire hydrants. This service provides water for many uses including haulers, contractors, non-profit organizations, and other uses. The fee structure and provisions for Bulk Water Users are identified and adopted in Resolution 2020-1368

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

Providing bulk water service benefits the community in many ways. One of the primary uses of bulk water is to provide dust control during construction activities. Sufficient dust control helps protect the health and safety of the public.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

Providing bulk water is an important element of being a water purveyor. Having good quality portable hydrant meters and backflow assemblies help ensures the City that the water is being metered accurately and the system is protected from potential cross contamination.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>						<b>\$ 0</b>
<b>Engineering</b>						<b>\$ 0</b>
<b>Acquisition</b>	\$ 16,500	\$ 16,500				<b>\$ 33,000</b>
<b>Construction</b>						<b>\$ 0</b>
<b>TOTAL</b>	<b>\$ 16,500</b>	<b>\$ 16,500</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 33,000</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funded through the water fund. Utility rate structure is sufficient to support the acquisition of these devices. We are planning for a unit cost of \$2,750 each.

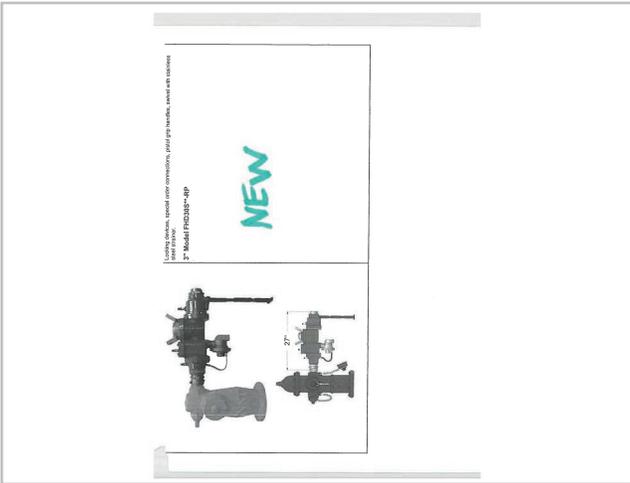
## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

The purchase of these devices will not substantially affect the operating budget. We do expect some level of labor and material savings that would have been spend on the continual repair and maintenance of original devices.

# 10. Supporting Documentation

**i** Attach documents or photos to help support your request.





# PROJECT TITLE D-12 ELDORADO LOOP UPGRADE

**FUND(S) Water Capital \$756,300**

Fiscal Year(s) 2022-2023

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

This project is intended to upsize the 4-inch pipes in the Eldorado Loop to 8-inch in order to increase fire flow capacity and replace aging AC waterlines.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

This project includes the installation of 8-inch water main piping to replace existing 4-inch piping which is the minimum water main size per City Development Standards.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This project aligns with goals and policies in the City's adopted Water System Plan, namely:

- Goal CFP I - Provide and maintain adequate public facilities and services for today's population and future.
- Goal CFP II - Ensure that public facilities are adequate to serve the planned land use patterns in the City and its Urban Growth Area.
- Goal CFP III - Consider the City's fiscal position and community needs by optimizing available funds and seeking new revenue sources
- Goal CFP V - Develop and maintain a system of wastewater treatment and disposal and water supply and distribution which will support the future development of the area.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

This project will provide better water quality and fire flows due to the looping improvements.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project will provide better water quality and fire flows due to the looping improvements.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>		\$ 91,100				\$ 91,100
<b>Engineering</b>			\$ 60,800			\$ 60,800
<b>Acquisition</b>						\$ 0
<b>Construction</b>			\$ 604,400			\$ 604,400
<b>TOTAL</b>	\$ 0	\$ 91,100	\$ 665,200	\$ 0	\$ 0	\$ 756,300

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funding through the Water Fund. Utility rates structured to support the construction of this project.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

We do not anticipate this project will measurably change labor, equipment, and materials associated with operating and maintaining the water utility.

# PROJECT TITLE D-4 CHELAN HIGH SCHOOL 10" LOOP

**FUND(S) Water Capital \$296,200**

Fiscal Year(s) 2022-2023

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

The Chelan High School property is currently listed as an area required to have a fire flow of 2,000 gallons per minute for 4 hours. Due to the size limitations of the waterlines feeding this area, the City is not able to provide the required fire flow to this area. This project includes replacing the 8-inch loop at the Chelan High School with 10-inch piping. This project, in conjunction with the submarine line replacement and Sanders St upgrades provides added fire flow capabilities to the southern portion of the main pressure zone.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

This project includes the installation of 10-inch water main piping to replace existing 8-inch water main piping.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This project aligns with goals and policies in the City's adopted Water System Plan, namely:

- Goal CFP I - Provide and maintain adequate public facilities and services for today's population and future.
- Goal CFP II - Ensure that public facilities are adequate to serve the planned land use patterns in the City and its Urban Growth Area.
- Goal CFP III - Consider the City's fiscal position and community needs by optimizing available funds and seeking new revenue sources
- Goal CFP V - Develop and maintain a system of wastewater treatment and disposal and water supply and distribution which will support the future development of the area.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

This project will increase fire flow capacity for a critical facility within the City of Chelan as well as residents in the vicinity of the project.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project will increase fire flow capacity for a critical facility within the City of Chelan as well as residents in the vicinity of the project.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>		\$ 35,600				<b>\$ 35,600</b>
<b>Engineering</b>			\$ 23,900			<b>\$ 23,900</b>
<b>Acquisition</b>						<b>\$ 0</b>
<b>Construction</b>			\$ 236,700			<b>\$ 236,700</b>
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 35,600</b>	<b>\$ 260,600</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 296,200</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funding through the Water Fund. Utility rates structured to support the construction of this project.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

We do not expect this project to change the labor, equipment, and materials associated with operating and maintaining the water utility.

# PROJECT TITLE **PLN-1 WTP CAPACITY ANALYSIS**

**FUND(S) Water Capital \$47,100**

Fiscal Year(s) 2022

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

The Water Treatment Plant is estimated to be at 80% capacity in the year 2025 which will trigger planning for improvements to increase the capacity of the plant to approximately 10 MGD. This analysis will examine one year's worth of more accurate production and consumption data after the water treatment plant interior & exterior valve and instrumentation replacement project has been completed, and also look at the latest development projections to determine more exactly when the water treatment plant capacity will need to be increased.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

The capacity analysis of the treatment plant will include assessing many complex functions such as existing and proposed infrastructure available to a community, physical constraints i.e. tank volumes/capacities, and operational factors i.e. sludge age and recycle rates.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input checked="" type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

Performing capacity analysis's is an integral part of the City's Capital Planning efforts that are summarized in the City's Water Comprehensive Plan. This capacity analysis will help determine the WTP's remaining capacity and help project when it will reach 80% capacity which triggers planning for improvements that increase capacity.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

This project will facilitate the City being able to plan for improvements that will help maintain capacity to serve the community with water.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project will facilitate the City being able to plan for improvements that will help maintain capacity to serve the community and meet the Department of Health requirements.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>		\$ 47,100				\$ 47,100
<b>Engineering</b>						\$ 0
<b>Acquisition</b>						\$ 0
<b>Construction</b>						\$ 0
<b>TOTAL</b>	\$ 0	\$ 47,100	\$ 0	\$ 0	\$ 0	\$ 47,100

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funding through the Water Fund. Utility rates structured to support the construction of this project.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

We do not expect this project to change the labor, equipment, and materials associated with operating and maintaining the water utility.

# PROJECT TITLE S-2 WILMORTH RESERVOIR NO. 2

**FUND(S) Water Capital \$950,820**

Fiscal Year(s) 2022

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

This project includes the construction and connection of a new storage reservoir to complement the existing Wilmoth Reservoir in the Washington Street pressure zone. This reservoir will be sized to better supply fire suppression storage to the zone. This project was originally scheduled for 2020 but has been moved to 2022. City staff would like time to ensure that adequate foresight for size, type, and reservoir location has been considered before moving forward with design. An additional year will allow sufficient time for this. In 2020 the City is working on advancing preliminary planning alternatives for alternate funding opportunities, including a Utility Local Improvement District (ULID) that would be served by the proposed Willmoth Reservoir No. 2.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

This project will include design & construction of a new reservoir. Location, size, and type to be determined after preliminary assessment by the engineer.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input checked="" type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This project aligns with goals and policies in the City's adopted Water System Plan, namely:

- Goal CFP I - Provide and maintain adequate public facilities and services for today's population and future.
- Goal CFP II - Ensure that public facilities are adequate to serve the planned land use patterns in the City and its Urban Growth Area.
- Goal CFP III - Consider the City's fiscal position and community needs by optimizing available funds and seeking new revenue sources
- Goal CFP V - Develop and maintain a system of wastewater treatment and disposal and water supply and distribution which will support the future development of the area.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

This project will provide the Washington pressure zone customers with improved fire suppression storage.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project will improve fire suppression storage for the Washington pressure zone.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>						<b>\$ 0</b>
<b>Engineering</b>		\$ 124,020				<b>\$ 124,020</b>
<b>Acquisition</b>						<b>\$ 0</b>
<b>Construction</b>		\$ 826,800				<b>\$ 826,800</b>
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 950,820</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 950,820</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funding through the Water Fund. Utility rates structured to support the construction of this project. Design cost of \$195,631.36 budgeted in 2020. Engineering estimate of \$25,000 in cost in 2020, resulting in a funds carryover of \$170,631.36 to finish design in 2021.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

City staff does not expect this improvement to have a noticeable effect on the City's annual operating budget. This project does add additional infrastructure to the City that will require maintenance over the course of its useful life. Maintenance for reservoirs typically comes in the form of large capital improvement projects (re-coatings, etc). These types of projects will be incorporated into the City's future capital planning efforts. Outside of capital maintenance projects, we do not expect this improvement to have a noticeable effect on the annual operating budget. We suspect cost to operate the reservoir will be offset by labor, equipment, and materials that were previously expended responding to alarms associated with insufficient storage in the pressure zone.

# PROJECT TITLE D-26 ISENHART RD WATERLINE UPGRADES

**FUND(S) Water Capital \$585,000**

Fiscal Year(s) 2023-2024

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

This project, in conjunction with the Wilmoth Rd transmission main, is intended to further increase fire flow capacity in the Washington Street zone.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

This project upsizes the Isenhart Rd waterline and connects to improvements in Wilmoth Rd to loop which increase the fire flow capacity in the Washington pressure zone.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This project aligns with goals and policies in the City's adopted Water System Plan, namely:

- Goal CFP I - Provide and maintain adequate public facilities and services for today's population and future.
- Goal CFP II - Ensure that public facilities are adequate to serve the planned land use patterns in the City and its Urban Growth Area.
- Goal CFP III - Consider the City's fiscal position and community needs by optimizing available funds and seeking new revenue sources
- Goal CFP V - Develop and maintain a system of wastewater treatment and disposal and water supply and distribution which will support the future development of the area.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

This project provides increased fire flows for services located in the Washington Pressure Zone.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project provides increased fire flows for services located in the Washington Pressure Zone.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>			\$ 67,500			\$ 67,500
<b>Engineering</b>				\$ 67,500		\$ 67,500
<b>Acquisition</b>						\$ 0
<b>Construction</b>				\$ 450,000		\$ 450,000
<b>TOTAL</b>	\$ 0	\$ 0	\$ 67,500	\$ 517,500	\$ 0	\$ 585,000

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funding through the Water Fund. Utility rates structured to support the construction of this project.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

We do not expect this project will significantly change the labor, equipment, and materials associated with operating and maintaining the water utility.

# PROJECT TITLE P-3 PRV STATION NO. 9 UPGRADE

**FUND(S) Water Capital \$115,200**

Fiscal Year(s) 2023-2024

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

The existing PRV Station #9 has exceeded its useful service life and needs to be upgraded. This project is intended to upgrade and incorporate new pressure reducing valves for domestic and fire flow in an accessible vault. This PRV station is planned to remain in the same location. High water pressure can be detrimental to a water system, therefore a Pressure Reducing Valve (PRV) station is utilized to control or limit water pressure within a system to help minimize leaks and damage. Keeping all components of a PRV Station in working order is very critical for maintaining a safe and reliable water system for the community.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

This project includes an upgrade to the existing PRV station including the installation of new pressure reducing valves for domestic and fire flow located within an accessible vault.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This project aligns with goals and policies in the City's adopted Water System Plan, namely:

- Goal CFP I - Provide and maintain adequate public facilities and services for today's population and future.
- Goal CFP II - Ensure that public facilities are adequate to serve the planned land use patterns in the City and its Urban Growth Area.
- Goal CFP III - Consider the City's fiscal position and community needs by optimizing available funds and seeking new revenue sources
- Goal CFP V - Develop and maintain a system of wastewater treatment and disposal and water supply and distribution which will support the future development of the area.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

This project will help eliminate serviceability issues associated with high pressure in the Boyd Road Pressure Zone.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project will help eliminate serviceability issues associated with high pressure in the Boyd Road Pressure Zone.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>			\$ 13,900			\$ 13,900
<b>Engineering</b>				\$ 9,200		\$ 9,200
<b>Acquisition</b>				\$ 92,100		\$ 92,100
<b>Construction</b>						\$ 0
<b>TOTAL</b>	\$ 0	\$ 0	\$ 13,900	\$ 101,300	\$ 0	\$ 115,200

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funding through the Water Fund. Utility rates structured to support the construction of this project.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

Funding through the Water Fund. Utility rates structured to support the construction of this project.

9.

# PROJECT TITLE D-2 REPLACE 8-INCH SUBMARINE LINE

**FUND(S) Water Capital \$1,340,340**

Fiscal Year(s) 2023-2024

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

The City owns a submarine waterline that provides water to the Farnham booster station. This line is a steel line that sits at the bottom of the lake/river near the dam. The waterline is a safety risk due to the potential for cross connection and damage while being located beneath the water. This new waterline will connect to the lines that end in Webster Ave and Sander St.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

This project will include the replacement of an 8-inch submarine line with a new 12-inch line that crosses the Webster Ave bridge.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This project aligns with goals and policies in the City's adopted Water System Plan, namely:

- Goal CFP I - Provide and maintain adequate public facilities and services for today's population and future.
- Goal CFP II - Ensure that public facilities are adequate to serve the planned land use patterns in the City and its Urban Growth Area.
- Goal CFP III - Consider the City's fiscal position and community needs by optimizing available funds and seeking new revenue sources
- Goal CFP V - Develop and maintain a system of wastewater treatment and disposal and water supply and distribution which will support the future development of the area.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

This project benefits the community by decreasing the risk of cross contamination and minimizes hazards from being located in the water.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project benefits the community by decreasing the risk of cross contamination and minimizes hazards from being located in the water.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>			\$ 194,020			\$ 194,020
<b>Engineering</b>				\$ 149,520		\$ 149,520
<b>Acquisition</b>						\$ 0
<b>Construction</b>				\$ 996,800		\$ 996,800
<b>TOTAL</b>	\$ 0	\$ 0	\$ 194,020	\$ 1,146,320	\$ 0	\$ 1,340,340

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funding through the Water Fund. Utility rates structured to support the construction of this project. Project schedule was delayed 2 years and cost estimates updated to account for inflation.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

We do not anticipate this project will measurably change labor, equipment, and materials associated with operating and maintaining the water utility.

# PROJECT TITLE **Water and Sewer Rate Study**

**FUND(S) 50% Water Capital (\$15,000) 50% Sewer Capital (\$15,000)**

Fiscal Year(s) 2023

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

An effective rate study generates a pricing structure and financial plan that satisfies the long-term obligations of the utility and targets equitable cost recovery from customers while conforming to legal constraints, agency policies, and community values. An updated water and sewer rate study study will be necessary to ensure that connection charges and monthly rates will sustain the operational and capital needs of both the water and sewer systems.

FCS Group conducted the 2018 rate study which provided rates for the years 2019-2023. The new rate study will also cover a five year period.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

The City will contract with a professional service provider to update the existing water and sewer rate model to ensure connection charges and monthly rates will continue to sustain operational and capital needs for the City's

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input checked="" type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

A utility rate study aligns with many community goals and strategic planning efforts. The Rate Study aligns with Goal CFP III of the adopted 2018 Water Comprehensive Plan to consider the City's fiscal position and community needs by optimizing available funds.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

A utility rate study will help sustain the operational and capital needs of both the water and sewer systems.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

A utility rate study will help sustain the operational and capital needs of both the water and sewer systems.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>			\$ 30,000			\$ 30,000
<b>Engineering</b>						\$ 0
<b>Acquisition</b>						\$ 0
<b>Construction</b>						\$ 0
<b>TOTAL</b>	\$ 0	\$ 0	\$ 30,000	\$ 0	\$ 0	\$ 30,000

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

50% Water Fund. 50% Sewer Fund.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

We do not anticipate this will affect the operating budgets of either the water or sewer funds.

# PROJECT TITLE D-19 CRESENT ST WATERLINE UPGRADE

**FUND(S) Water Capital \$174,000**

Fiscal Year(s) 2024-2025

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

This project is intended to upsize the waterline in Crescent St to increase fire flow capacity.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

This project includes upsizing and installing new water piping in accordance with Development Standards. Minimum pipe size to be 8".

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This project aligns with goals and policies in the City's adopted Water System Plan, namely:

- Goal CFP I - Provide and maintain adequate public facilities and services for today's population and future.
- Goal CFP II - Ensure that public facilities are adequate to serve the planned land use patterns in the City and its Urban Growth Area.
- Goal CFP III - Consider the City's fiscal position and community needs by optimizing available funds and seeking new revenue sources
- Goal CFP V - Develop and maintain a system of wastewater treatment and disposal and water supply and distribution which will support the future development of the area.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

This project will provide better increase fire flow capacity to the Boyd Road Pressure Zone.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project will provide better increase fire flow capacity to the Boyd Road Pressure Zone.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>				\$ 22,000		\$ 22,000
<b>Engineering</b>					\$ 22,000	\$ 22,000
<b>Acquisition</b>						\$ 0
<b>Construction</b>					\$ 130,000	\$ 130,000
<b>TOTAL</b>	\$ 0	\$ 0	\$ 0	\$ 22,000	\$ 152,000	\$ 174,000

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funding through the Water Fund. Utility rates structured to support the construction of this project.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

We do not expect this project will change the labor, equipment, and materials associated with operating and maintaining the water utility.

# PROJECT TITLE **PLN-2 Water Comprehensive Plan**

**FUND(S) Water Capital \$150,000**

Fiscal Year(s) 2025

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

Persuant to the requirements of WAC 246-290-100 and the Washington State Department of Health the City of Chelan is required to update our Water System Plan every 10 years. The principal goal of water system planning is to identify future needs and apply available resources most efficiently in order to provide high quality service at the lowest cost while protecting the health of the community. Planning is a cornerstone of water system capacity. Water systems with strong technical, managerial, and financial capacity are well positioned to provide efficient, high quality service now and into the future.

All public water systems must develop and implement a technical, managerial, and financial plan appropriate to the system's size, complexity, and performance; expected demographic changes; community-specific resource constraints; and planning history

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

See project description above.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input checked="" type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

Water System Planning is an integral part of the City's Capital Planning efforts and is the basis behind the Capital

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

This project will facilitate the City being able to plan for improvements that will help maintain capacity to serve the community with water.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project will facilitate the City being able to plan for improvements that will help maintain capacity to serve the community and meet the Department of Health requirements.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>					\$ 150,000	\$ 150,000
<b>Engineering</b>						\$ 0
<b>Acquisition</b>						\$ 0
<b>Construction</b>						\$ 0
<b>TOTAL</b>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 150,000	\$ 150,000

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funding through the Water Fund. Utility rates structured to support the construction of this project.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

We do not expect this project to change the labor, equipment, and materials associated with operating and maintaining the water utility.

# PROJECT TITLE D-20 GOLF COURSE PL. WATERLINE UPGRADE

**FUND(S) Water Capital \$30,000 (Construction \$212,000 in 2026)**

Fiscal Year(s) 2025-2026

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

This project upsizes the waterline in Golf Course PI and the southern end of Golf Course Drive. This will increase transmission capacity and consequently fire flow.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

This project upsizes the waterline in Golf Course PI and the southern end of Golf Course Drive.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This project aligns with goals and policies in the City's adopted Water System Plan, namely:

- Goal CFP I - Provide and maintain adequate public facilities and services for today's population and future.
- Goal CFP II - Ensure that public facilities are adequate to serve the planned land use patterns in the City and its Urban Growth Area.
- Goal CFP III - Consider the City's fiscal position and community needs by optimizing available funds and seeking new revenue sources
- Goal CFP V - Develop and maintain a system of wastewater treatment and disposal and water supply and distribution which will support the future development of the area.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

This project provides increased fire flows and transmission capacity for services located in the Golf Course area.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project provides increased fire flows and transmission capacity for services located in the Golf Course area.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>					\$ 30,000	\$ 30,000
<b>Engineering</b>						\$ 0
<b>Acquisition</b>						\$ 0
<b>Construction</b>						\$ 0
<b>TOTAL</b>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 30,000	\$ 30,000

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funding through the Water Fund. Utility rates structured to support the construction of this project.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

We do not expect this project will significantly change the labor, equipment, and materials associated with operating and maintaining the water utility.

# Sewer Fund CIP Requests



## **Introduction to Sewer Capital Improvements Fund: 2021 – 2025 CIP**

Sewer Fund capital investment needs were a major consideration during the FCS utility rate study conducted in 2018.

Infrastructure and facilities investment requirements were identified and defined in an engineering review of sewer system infrastructure several years ago, and FCS used that review to project capital costs during the rate study in 2018. The infrastructure review is currently being updated, and may result in revised project schedules and costs. RH2, the City's contracted engineering consultant, is conducting that update.

The engineering study addressed sewer system infrastructure upgrades needed to address issues raised by both the age and capacity of components of the City wastewater collection and treatment systems.

Three new projects which were not included in the original engineering studies are included in the proposed CIP. The City Development Standards Update (split between the Water, Sewer, and Street Capital Funds) and the Northshore Sewer interceptor (City Force Main Section) Analysis are scheduled for 2021. An update of the Water and Sewer Rate Study is scheduled for 2023.

### **Financial Update**

Project funding requests for 2021 in the Proposed 2021-2025 CIP total \$3,255,884 as compared with \$2,686,030 in the prior CIP for 2021, an increase of about \$570,000. RH2 Engineers have been revising estimated project costs this year, and various project schedules have been adjusted to balance workload and to provide time for additional analysis and planning.

Added to the 2021 work plan is the replacement of sewer lines in the alley between Columbia and Sanders. This work will be completed in conjunction with an upgrade of water lines.

One project that has significantly changed in scope is the RBC Media Replacement Project. The original scope of this project assumed that both the media and air cups of the City's RBC's would need to be replaced. It has been determined after further evaluation that only the air cups are in need of replacement. Replacement air cups are no longer available so the City has developed a 3D model, successfully tested a prototype, and is currently working to develop a mold that could be used to manufacture replacement parts. If successful, we estimate this will reduce the overall project cost from \$1,500,000 to approximately \$500,000.

As noted in the 2020-2024 CIP, an unanticipated project, the Lift Station No. 5 and Force Main Upgrade was identified during 2019 and incorporated into that CIP. Critical capacity and redundancy issues were identified as a result of growth on the South Shore and in the Lakeside area. The project is being done in conjunction with the Lake Chelan Sewer District, with a 50-50 cost share anticipated.

Funding for this project was included in the 2020 Water and Sewer Revenue Bond issue. The City and the District will each pay about \$69,000 per year over the next 15 years in debt service.

Debt service costs, based upon the 2020 Water and Sewer Revenue Bond issue are budgeted at \$153,000 or \$35,000 less than forecast for the 2020 issue. The debt was issued at a favorable rate for 15 rather than 20 years, and no debt service sinking fund was required as originally anticipated.

The FCS Rate Study anticipated, in addition to the 2020 bond issue, additional bond issues in 2022 and 2024. The bond issues have been deferred until 2023 and 2025 based upon adjustments made during the development of this CIP.

It is anticipated that the rate changes reflected in the FCS rate study and included in Resolution R-2020-1379 will be sufficient to cover operating and capital costs over the life of the CIP. It is anticipated that a new rate study will be conducted in 2023 to be effective in 2024.

**DPW Engineering and Administration Facility**

A schematic design study was performed in 2019 to begin the process of the replacement of the modular building housing the Public Works Administration and Engineering staff. The MMEC report indicated that the current Public Works Engineering and Administration building should be replaced. The current building is an older mobile home / modular building which does not meet the needs of the department. The Sewer CIP as presented includes \$500,000 (includes a small contingency) as the Sewer Fund share of the project cost (\$1,250,500). Construction of the replacement building was included in the FCS rate study in the amount of \$463,200 for the Sewer Fund.

The funding for the building appropriated in 2020 was as follows:

<b>DPW Engineering and Admin Building Funding</b>			
Sewer	500,000		
Water	500,000		
Sanitation	83,500		
Equipment	83,500		
Street	83,500		
<b>Total</b>	<b>1,250,500</b>		

Additional funding of \$350,000 is requested in 2021 for construction, based upon slightly higher cost estimates and the one-year delay in construction (2021 vs. 2020). The funding is provided by the Water and Sewer Capital Funds (\$140,000 each) with the balance split between the Street Capital, Equipment Replacement, and Sanitation Funds. Please refer to the Street Capital Fund funding request, and Proposed 2021 through 2025 Capital Plan – Capital Improvements, Parks and Street Capital Funds and project request sheet for details.

**Sewer Capital Fund - Summary of Proposed 2021 through 2025 Capital Improvements Program**

Description	2020 Estimated Cost				Estimated Project Cost					Project Totals
	DE	CE	Construction	Total	2021	2022	2023	2024	2025	
					1.03	1.06	1.09	1.12	1.15	
New 8" Sewer Line on Golf Course Road	\$50,000	\$37,800	\$252,000	\$339,800	\$298,494					\$298,494
Replace 125' of 15" sewer line with 18" line	\$20,000	\$11,250	\$75,000	\$106,250	\$20,600	\$91,425				\$112,025
Lift Station # 5 Improvements and Forcemain Replacement	\$176,000	\$176,000	\$1,617,000	\$1,969,000	\$1,846,790					\$1,846,790
RBC Media Replacement - Wastewater Treatment Plant	*2019	\$25,000	\$475,000	\$500,000	\$300,000	\$100,000	\$100,000			\$500,000
Annual Sewer line Replacement - (Woodin - Columbia to Sanders)	\$75,000	\$75,000	\$500,000	\$650,000	\$600,000					\$600,000
Annual Sewer line Replacement - (TBD)	\$31,500	\$31,500	\$210,000	\$273,000		\$33,390	\$263,235			\$296,625
Annual Sewer line Replacement - (TBD)	\$31,500	\$31,500	\$210,000	\$273,000			\$34,335	\$270,480		\$304,815
Annual Sewer line Replacement - (TBD)	\$31,500	\$31,500	\$210,000	\$273,000				\$35,280	\$277,725	\$313,005
Annual Sewer line Replacement - (TBD)	\$31,500	\$31,500	\$210,000	\$273,000					\$36,225	\$36,225
Public Works Building (Sewer share) (See Street Projects)					\$140,000					\$140,000
City Development Standards Update (see Water Projects)	\$25,000			\$25,000	\$25,000					\$25,000
Northshore Sewer Interceptor (City Forcemain Section - Analysis)	\$25,000	\$25,000	\$20,000	\$70,000	\$25,000	\$45,000				\$70,000
Lift Station # 1 Convert to Submerible Pump Lift Station	\$150,000	\$150,000	\$1,000,000	\$1,300,000		\$159,000	\$1,253,500			\$1,412,500
Upgrade 18" Sewer Line segments with 24" or 27" Sewer lines	\$151,875	\$151,875	\$1,012,500	\$1,316,250			\$165,544	\$1,304,100		\$1,469,644
Water and Sewer Rate Study Update (see water projects)							\$15,000			\$15,000
Upgrade 10" Sewer Line along SR 150 to 15" Sewer Line	\$162,000	\$162,000	\$1,080,000	\$1,404,000				\$181,440	\$1,428,300	\$1,609,740
Upgrade 12" Sewer Line along Columbia St. to 15" Sewer Line	\$50,000	\$20,000	\$180,000	\$250,000					\$50,000	\$50,000
<b>ANNUAL PROJECT FUNDING REQUESTED</b>					<b>\$3,255,884</b>	<b>\$428,815</b>	<b>\$1,831,614</b>	<b>\$1,791,300</b>	<b>\$1,792,250</b>	<b>\$9,099,863</b>
Use of Cash - Debt Service on Outstanding @ 12/31/20					\$518,442	\$517,359	\$516,703	\$516,016	\$515,298	\$515,298
Use of Cash - Revenue Bonds Projected in 2023								\$88,298	\$88,298	\$88,298
<b>ANNUAL DEBT SERVICE FUNDING REQUESTED</b>					<b>\$518,442</b>	<b>\$517,359</b>	<b>\$516,703</b>	<b>\$604,314</b>	<b>\$603,596</b>	<b>\$603,596</b>
<b>ANNUAL PROJECTED CASH FLOWS OUT TO FUND CAPITAL ACTIVITY</b>					<b>\$3,774,326</b>	<b>\$946,174</b>	<b>\$2,348,317</b>	<b>\$2,395,614</b>	<b>\$2,395,846</b>	<b>\$9,703,459</b>

	2021	2022	2023	2024	2025
<b>Cash on Hand Beginning of Year</b>	<b>3,425,197</b>	<b>1,369,350</b>	<b>1,757,093</b>	<b>2,108,121</b>	<b>1,111,820</b>
Transfer In - Rates Revenue	1,500,000	860,000	1,025,000	925,000	940,000
Other Revenues (GFC, Assessments, Int)	475,000	475,000	475,000	475,000	475,000
Revenue Bond Issue			1,200,000		3,250,000
Use of Cash - Debt Service	(774,963)	(518,442)	(517,359)	(516,703)	(516,016)
Use of Cash - Revenue Bonds Projected in 2023				(88,298)	(88,298)
Use of Cash - Projects	(3,255,884)	(428,815)	(1,831,614)	(1,791,300)	(1,792,250)
<b>Cash on Hand at year end.</b>	<b>1,369,350</b>	<b>1,757,093</b>	<b>2,108,121</b>	<b>1,111,820</b>	<b>3,380,256</b>



# PROJECT TITLE NO. 43 NEW 8" SWR ON GOLF CRS RD FM MH H-37

**FUND(S) Sewer Capital \$298,494**

Fiscal Year(s) 2021

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

This project improvements include construction of a new gravity sewer main on Golf Course Road from the intersection at Golf Course Drive (MH H-37) south to connect with the existing sewer. The existing sewer line is in a very difficult location for maintenance & repairs due to topography; location and route of the new line will be determined by the engineer. Upon completion of the project this will relieve capacity issues by splitting & diverting the flow down an alternate route. Additionally, this project will extend the service life of existing infrastructure.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

The scope of the project is to install a new 8" gravity sewer line located within Golf Course Road. Final location & route to be determined by the engineer.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input checked="" type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This project aligns with the City's most 2018 sewer capital planning efforts performed by G&O Engineers. RH2 Engineering has reviewed and confirmed the need for the project.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

The proposed improvement helps relieve capacity issues that ultimately help protect the health and safety of the public.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This proposed improvement relieves capacity issues to an existing line that due to topography, is very difficult to maintain.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>						<b>\$ 0</b>
<b>Engineering</b>	\$ 38,934					<b>\$ 38,934</b>
<b>Acquisition</b>						<b>\$ 0</b>
<b>Construction</b>	\$ 259,560					<b>\$ 259,560</b>
<b>TOTAL</b>	<b>\$ 298,494</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 298,494</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funded through the Sewer Fund. This project was identified in City's recent 2018 sewer capital planning efforts and is supported by current utility rates. Overall project budget increased from approximately \$101,500 to \$329,800 based on updated cost estimates. Partially funded in 2020.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

The proposed improvement will reduce the labor, equipment, and materials associated with operating and maintaining the sewer utility.

# PROJECT TITLE NO. 50 NEW 18" SWR FROM MH C-68 TO MH C-78

**FUND(S) Sewer Capital \$112,025**

Fiscal Year(s) 2021-2022

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

This project is intended to replace approximately 125 lineal feet of existing 15-inch sewer main with 18-inch sewer main pipe.

This project is intended to replace various sections of 15-inch sewer main piping with 18-inch sewer main piping at the intersection of S Navarre St & E Trow Ave. The existing sewer is old concrete piping, it's under sized, and has reached its useful service life. The new sewer piping will be upgraded from concrete to PVC, and will be a larger diameter which will help minimize the need to repair clogged lines. Additionally, replacing these various sections of piping brings the system up to minimum standards set forth in the City of Chelan Development Standards. Total length of piping is approximately 125 LF.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

Scope of work includes removal of old sewer piping and installing new 18-inch piping in accordance with the Development Standards. This project will require fairly substantial roadway and traffic impacts, therefore as the project approaches, we will assess various options for performing a comprehensive utility upgrade including storm drainage, sanitary sewer, and water system.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input checked="" type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This project aligns with the City's most 2018 sewer capital planning efforts performed by G&O Engineers.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

The proposed improvement provides new infrastructure that is adequately sized, made of materials that will reduce sewer leaks and obstructions, and ultimately better protect the health and safety of the public.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

The proposed improvement provides new infrastructure that is adequately sized, made of materials that will reduce sewer leaks and obstructions, and ultimately better protect the health and safety of the public.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>	\$ 20,600					\$ 20,600
<b>Engineering</b>		\$ 11,925				\$ 11,925
<b>Acquisition</b>						\$ 0
<b>Construction</b>		\$ 79,500				\$ 79,500
<b>TOTAL</b>	<b>\$ 20,600</b>	<b>\$ 91,425</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 112,025</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funded through the Sewer Fund. This project was identified in City's recent 2018 sewer capital planning efforts and is supported by current utility rates. Overall project budget changed from approximately \$101,500 to \$112,025 based on updated cost estimates. The project schedule was extended one additional year to confirm the need based on the updated hydraulic analysis that is being completed as part of the new Sewer Comprehensive Plan

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

The proposed improvement will reduce the labor, equipment, and materials associated with operating and maintaining the sewer utility.

# PROJECT TITLE 51A Lift Station No. 5 & Forcemain upgrade

FUND(S) Sewer Capital & LCSD FUNDED \$1,846,790

Fiscal Year(s) 2021

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

The City of Chelan No. 5 Lift Station (CC5) is located on the south shore of Lake Chelan just east of the Lakeside district along US Highway 97A/Woodin Avenue. CC5 receives flows from the City's gravity collection system within the Lakeside district and from the Lake Chelan Sewer District's (LCSD) collection system to the west along the south shore of the lake. The wastewater is pumped east through dual 4-inch and 6-inch force mains into the City of Chelan No. 4 Lift Station (CC4), and eventually to the City's wastewater treatment facility.

In recent years, the City has experienced increasing operational issues with CC5, especially during peak season, resulting in the lift station being unable to handle the influent flows it is receiving from LCSD and the Lakeside area. The Lift Station No. 5 Engineering Report (2019) prepared by Gray and Osborne, Inc., evaluated the current peak influent flows and existing lift station capacity, ultimately concluding that influent flows exceed lift station capacity during peak season. In response, the City is requesting that RH2 Engineering, Inc., (RH2) further investigate alternatives for improving the flow and storage capacities of CC5, including the design of replacement dual force main lines to handle the discharge from CC5. This project will be in partnership with LCSD. The cost sharing assumption is based on a comparison of ERU's contributed to the CC5. The City's estimated share of cost is expected to be 49% and LCSD's share of the cost is expected to be 51%

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

This project includes a pre-design element that will help evaluate alternatives for improving lift station flow, storage, and operating capacities. Once the capacity improvements are selected, they will be designed and bid for construction.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input checked="" type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

Although this project was not included in the City's most 2018 sewer capital planning efforts performed by G&O Engineers, this project has become a high priority for the City and has been highly prioritized in the Sewer Capital planning efforts. Other projects have been rearranged or dropped to accommodate this project to maintain an equitable sewer capital plan as defined in the City's recent rate study.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

The community will be provided a system which is adequately sized to protect the health and safety of the public and also service existing and future development.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project will provide adequate capacity for both existing a future flow. Adequate capacity will require less City resources to support the lift station during peak flows in the summer.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>						<b>\$ 0</b>
<b>Engineering</b>	\$ 180,280					<b>\$ 180,280</b>
<b>Acquisition</b>						<b>\$ 0</b>
<b>Construction</b>	\$ 1,666,510					<b>\$ 1,666,510</b>
<b>TOTAL</b>	<b>\$ 1,846,790</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 1,846,790</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

This project will be jointly funded by the City and LCSD. The City's current utility rates support the City's portion of this project. Overall project budget has slightly decreased from approximately \$2,009,000 to \$1,969,000 based on updated cost estimates. Design to be completed in 2021 and \$1,845,790 accounted for in the 2021-2025 CIP Proposal for engineering and construction.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

The proposed improvement will reduce the labor, equipment, and materials associated with operating and maintaining the sewer utility.

# PROJECT TITLE NO. 52 A-D RBC MEDIA REPLACEMENT

**FUND(S) Sewer Capital \$500,000**

**Fiscal Year(s) 2021-2023**

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

The original scope of this project assumed that both the media and air cups of the City's rotating biological contractors (RBC's) would need to be replaced. Each RBC consists of plastic media disks that allow for the attachment and growth of microbes necessary in the biological treatment of wastewater. The disks rotate around a horizontal shaft to allow the microbes to cycle in and out of the wastewater, providing aerobic and anoxic conditions. The rotation of each RBC is provided by diffused air collecting in the inverted "air cups" around the circumference of each RBC, causing upward rotation on the air-collection side of the RBC. There are 16 RBCs at the WWTP. Originally, eight RBCs were installed during the major plant upgrade in 1987. In the mid-2000s, the City procured and installed eight additional RBC units that were removed from the City of Puyallup WWTP. Both the air cups and media are constructed of plastic. It has been determined after further evaluation that only the air cups are in need of replacement. They are deteriorating, likely due to their material, age, and extended use. The City does not have sufficient surplus air cups on hand to replace those that are failing. Air-driven RBCs consist of a proprietary design that was discontinued in the mid-2000s. Since that time, spare parts for air-driven RBCs only can be found as secondhand parts and typically are from other WWTPs. We have reached out to industry contacts but have been unsuccessful in finding any used air cups. The only options available for full RBC replacement are mechanically driven and cost approximately \$450,000 per RBC to replace. Injection molding and 3D printing appear to be the most readily available and cost effective options for this type of plastic manufacturing. RH2 has developed a complete 3D model for the air cups and we have printed and installed a prototype to check fit and tolerances. We are proceeding to develop an injection mold that can be utilized for production manufacturing of all remaining air cups. City staff will be performing the installation of these air cups and we have planned this to take place over the next 4 years. There will be 5,760 air cups replaced in total. The manufacturing of the air cups will result in substantial cost savings from what was originally planned but it does come with some inherent risks associated with retrofitting the existing RBC's. City staff believes this risk is worth taking.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

The project scope includes removal and replacement of the "air-cups" on each of the units and will be completed in 4 phases.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input checked="" type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This project aligns with the City's most 2018 sewer capital planning efforts performed by G&O Engineers.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

RBC's facilitate a biological treatment process of wastewater following primary treatment. The RBC process involves allowing the wastewater to come in contact with a biological medium in order to remove pollutants in the wastewater before discharge of the treated wastewater to the environment. This biological treatment process helps protect the environment from contamination.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

This project will help the City to continue to adequately treat wastewater and meet NPDES permit requirements.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>						<b>\$ 0</b>
<b>Engineering</b>						<b>\$ 0</b>
<b>Acquisition</b>						<b>\$ 0</b>
<b>Construction</b>	\$ 300,000	\$ 100,000	\$ 100,000			<b>\$ 500,000</b>
<b>TOTAL</b>	<b>\$ 300,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 500,000</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funded Through Sewer Fund. This project was identified in City's recent 2018 sewer capital planning efforts and is supported by current utility rates. The original budget has decreased substantially from \$1,511,544 to \$500,000.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

This project will reduce the labor, equipment, and materials associated with operating and maintaining the sewer treatment plant.

# 10. Supporting Documentation

**i** Attach documents or photos to help support your request.





# PROJECT TITLE NO. 59 ANNUAL SEWER PIPE REPLACEMENT

**FUND(S) Sewer Capital \$1,550,670**

Fiscal Year(s) 2021-2025

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

The City will start an annual replacement program to replace old pipe which is nearing the end of its useful life. This annual replacement program will help replace sewer pipe infrastructure which has exceeded its useful service life throughout the City. The City has several problematic areas, although these areas will be prioritized in-house by the Public Works staff. Replacement of old sewer piping will help reduce the potential for plugged sewer lines which typically result in damage to private property. Additionally, the new infrastructure will be in compliance with City of Chelan Development Standards. The 2021 project involves removing and replacing sewer infrastructure in the alley way north of Woodin Avenue between Columbia and Sanders. Remaining years TBD.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

The project scope will include removal of existing sewer piping and installation of new piping which meets requirements per Development Standards. Impacts to surrounding areas, traffic, roadways, etc. is to be determined upon selection of areas to be replaced. All areas are to be restored upon completion. The 2021 project will replace existing sewer piping which has been problematic for the City over recent years. The infrastructure has reached the end of its useful service life. This project will be combined with a project the replaces water piping.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This project aligns with the City's most 2018 sewer capital planning efforts performed by G&O Engineers.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

The proposed improvements help protect the health and safety of the public primarily by reducing sewer leaks and damage caused by sewer backups.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

The proposed improvements will reduce maintenance costs. New sewer pipe installed on straight lines and grades requires less annual maintenance (jetting, rodding, etc.) and reduces risk to damages to private property caused by sewer blockages.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>	\$ 25,000	\$ 33,390	\$ 34,335	\$ 35,280	\$ 36,225	<b>\$ 164,230</b>
<b>Engineering</b>	\$ 75,000		\$ 34,335	\$ 35,280	\$ 36,225	<b>\$ 180,840</b>
<b>Acquisition</b>						<b>\$ 0</b>
<b>Construction</b>	\$ 500,000		\$ 228,900	\$ 235,200	\$ 241,500	<b>\$ 1,205,600</b>
<b>TOTAL</b>	<b>\$ 600,000</b>	<b>\$ 33,390</b>	<b>\$ 297,570</b>	<b>\$ 305,760</b>	<b>\$ 313,950</b>	<b>\$ 1,550,670</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funded by the City of Chelan. This project was identified in City's recent 2018 sewer capital planning efforts and is supported by current utility rates. The 2022-2025 CIP budget for projects this project has been decreased from \$1,132,403 to 950,670 to facilitate an increase in the estimated expenditures in 2021 associated with the Columbia to Sanders sewer line replacement. Construction in 2022 was removed and is planned to resume again in 2023.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

The proposed improvement will reduce the labor, equipment, and materials associated with operating and maintaining the sewer utility.

# PROJECT TITLE Northshore Sewer Interceptor Analysis

**FUND(S) Sewer Capital \$70,000**

Fiscal Year(s) 2021-2022

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

This project is intended to replace various sections of 18-inch sewer main piping with 24-inch or 27-inch sewer main piping along E Wapato Ave from N Emerson St to S Bradley St, along S Bradley St from E Wapato Ave to E Trow Ave, and then from E Trow Ave to the Primary Plant. The existing sewer is old concrete piping, it's under sized, and has reached its useful service life. The new sewer piping will be upgraded from concrete to PVC, and will be a larger diameter which will help minimize the need to repair clogged lines. Additionally, replacing these various sections of piping brings the system up to minimum standards set forth in the City of Chelan Development Standards. Total length of piping is approximately 2,700 LF.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

This project will give both the City and LCRD much needed information on condition an capacity of the northshore sewer interceptor line.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input type="checkbox"/>
Upgrade (replace with increased capacity)	<input type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input checked="" type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This project aligns with meeting the provisions and administering the Replaced Northshore Interceptor Agreement between the City of Chelan and Lake Chelan Reclamation District.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

Having better understanding of the hydraulic capacity and condition of the interceptor line will allow both LCRD and the City to plan better and avoid capacity issues that would negatively affect the health and safety of the public.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

Having better understanding of the hydraulic capacity and condition of the interceptor line will allow both LCRD and the City to plan better and avoid capacity issues that would negatively affect the health and safety of the public.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>	\$ 25,000	\$ 45,000				<b>\$ 70,000</b>
<b>Engineering</b>						<b>\$ 0</b>
<b>Acquisition</b>						<b>\$ 0</b>
<b>Construction</b>						<b>\$ 0</b>
<b>TOTAL</b>	<b>\$ 25,000</b>	<b>\$ 45,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 70,000</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funded through the Sewer Fund. Pursuant to the provisions of the Replaced North Shore Interceptor Agreement the costs of this project will be shared between LCRD and the City on a prorated basis based on flow. We anticipate LCRD to be contributors of greater than 50% (>\$35,000) of the project costs.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

We do not anticipate this project to affect the operating budget.

# PROJECT TITLE NO. 51 LIFT STATION NO. 1 CONVERSION

**FUND(S) Sewer Capital \$1,412,500**

Fiscal Year(s) 2022-2023

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

This project improvement is intended to convert Lift Station No. 1 to a submersible pump station, which the City is currently moving toward converting all existing lift stations into submersible pump stations. This old lift station including existing infrastructure has exceeded its useful service life, and the existing setup as a wet pit/dry pit has historically been problematic for the City to operate and maintain. The City has been in the process of converting sewer lift stations to submersible pump stations for more reliable operations and uniformity among pump stations.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

This project scope will include complete conversion of the existing station into a submersible pump station. Final design of the lift station conversion is to be provided by the engineer.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input checked="" type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This project aligns with the City's most 2018 sewer capital planning efforts performed by G&O Engineers.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

The proposed improvement helps facilitate satisfactory operation of the City's sewer utility which ultimately helps protect the health and safety of the public.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

The proposed improvement will reduce maintenance costs and provide a more reliable operation of the pump station and uniformity among other pump stations.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>		\$ 159,000				<b>\$ 159,000</b>
<b>Engineering</b>			\$ 163,500			<b>\$ 163,500</b>
<b>Acquisition</b>						<b>\$ 0</b>
<b>Construction</b>			\$ 1,090,000			<b>\$ 1,090,000</b>
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 159,000</b>	<b>\$ 1,253,500</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 1,412,500</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funded through the Sewer Fund. This project was identified in City's recent 2018 sewer capital planning efforts and is supported by current utility rates. Overall project budget increased from approximately \$1,042,019 to \$1,412,500 based on updated cost estimates.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

The proposed improvement will reduce the labor, equipment, and materials associated with operating and maintaining the sewer utility.

# PROJECT TITLE NO. 32 - NO. 39 NEW 24-INCH OR 27-INCH SEWER: MH C-25 TO PRIMARY PLANT

**FUND(S) Sewer Capital \$1,469,644**

Fiscal Year(s) 2023-2024

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

This project is intended to replace various sections of 18-inch sewer main piping with 24-inch or 27-inch sewer main piping along E Wapato Ave from N Emerson St to S Bradley St, along S Bradley St from E Wapato Ave to E Trow Ave, and then from E Trow Ave to the Primary Plant. The existing sewer is old concrete piping, it's under sized, and has reached its useful service life. The new sewer piping will be upgraded from concrete to PVC, and will be a larger diameter which will help minimize the need to repair clogged lines. Additionally, replacing these various sections of piping brings the system up to minimum standards set forth in the City of Chelan Development Standards. Total length of piping is approximately 2,700 LF.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

The scope of work includes removal of old sewer piping and installing new 24-inch or 27-inch piping in accordance with City Development Standards. This project will require fairly substantial roadway and traffic impacts, therefore as the project approaches, we will assess various options for performing a comprehensive utility upgrade including storm drainage, sanitary sewer, and water system.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input checked="" type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This project aligns with the City's most 2018 sewer capital planning efforts performed by G&O Engineers.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

The proposed improvement provides a system which is adequately sized to service both current and future demands and ultimately better protect the health and safety of the public.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

The proposed improvement provides a system which is adequately sized to service both current and future demands and ultimately better protect the health and safety of the public.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>			\$ 165,544			<b>\$ 165,544</b>
<b>Engineering</b>				\$ 170,100		<b>\$ 170,100</b>
<b>Acquisition</b>						<b>\$ 0</b>
<b>Construction</b>				\$ 1,134,000		<b>\$ 1,134,000</b>
<b>TOTAL</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 165,544</b>	<b>\$ 1,304,100</b>	<b>\$ 0</b>	<b>\$ 1,469,644</b>

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funded through the Sewer Fund. This project was identified in City's recent 2018 sewer capital planning efforts and is supported by current utility rates. Overall project budget increased from approximately \$1,386,000 to \$1,469,644 based on updated cost estimates.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

The proposed improvements will reduce the labor, equipment, and materials associated with operating and maintaining the sewer utility.





# PROJECT TITLE **NO. 7 THRU NO. 16 NEW 15-INCH SEWER LINE ALONG SR 150 FROM: MH A-47 TO MH A-12**

**FUND(S) Sewer Capital \$1,609,740**

Fiscal Year(s) 2024-2025

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

This project is intended to replace various sections of 8-inch and 10-inch sewer main piping with 15-inch sewer main piping along SR 150 from W Highland Ave to N Columbia St. The existing sewer is old concrete piping, it's under sized, and has reached its useful service life. The new sewer piping will be upgraded from concrete to PVC, and will be a larger diameter which will help minimize the need to repair clogged lines. Additionally, replacing these various sections of piping brings the system up to minimum standards set forth in the City of Chelan Development Standards. Total length of piping is approximately 2,400 LF.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

The scope of work includes removal of old sewer piping and installing new 15-inch piping in accordance with City Development Standards. This project will require fairly substantial roadway and traffic impacts, therefore as the project approaches, we will assess various options for performing a comprehensive utility upgrade including storm drainage, sanitary sewer, and water system.

Projected construction and project management cost in 2025 of \$1,116,800

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input checked="" type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This project aligns with the City's 2018 sewer capital planning efforts performed by G&O Engineers.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

The proposed improvement provides a system which is adequately sized to service both current and future demands and ultimately better protect the health and safety of the public.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

The proposed improvement provides a system which is adequately sized to service both current and future demands and ultimately better protect the health and safety of the public.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>				\$ 181,440		\$ 181,440
<b>Engineering</b>					\$ 181,440	\$ 181,440
<b>Acquisition</b>						\$ 0
<b>Construction</b>					\$ 1,246,860	\$ 1,246,860
<b>TOTAL</b>	\$ 0	\$ 0	\$ 0	\$ 181,440	\$ 1,428,300	\$ 1,609,740

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funded through the Sewer Fund. This project was identified in City's recent 2018 sewer capital planning efforts and is supported by current utility rates. Overall project budget increased from approximately \$1,221,000 to \$1,609,740 based on updated cost estimates.

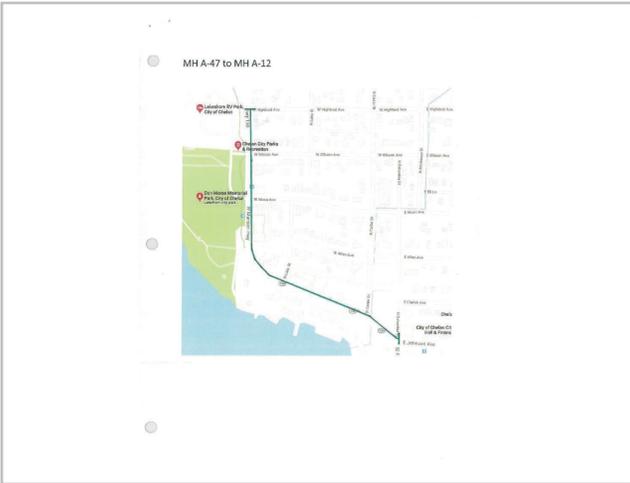
## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

The proposed improvements will reduce the labor, equipment, and materials associated with operating and maintaining the sewer utility.

# 10. Supporting Documentation

**i** Attach documents or photos to help support your request.





# PROJECT TITLE **NO. 44 - NO. 48 Upgrade 12" Sewer Line along Columbia St. to 15" Sewer Line**

**FUND(S) Sewer Capital \$50,000 (Construction 2026 - \$338,000)**

Fiscal Year(s) 2025

## OVERVIEW

### 1. Project Background and Description

**i** Describe why the project is needed (what problem is being addresses) and what the project will accomplish

This project is intended to replace various sections of 12-inch sewer main piping with 15-inch sewer main piping along Columbia St. Based upon hydraulic analysis this section of sewer piping will reach maximum capacity. Additionally, replacing these various sections of piping brings the system up to minimum standards set forth in the City of Chelan Development Standards. Total length of piping is approximately 425 LF.

### 2. Project Scope

**i** Define the project scope. Scope answers questions including what will be done, what won't be done, and what the result will look like

The scope of work includes removal of old sewer piping and installing new 15 inch piping in accordance with City Development Standards. This project will require fairly substantial roadway and traffic impacts, therefore as the project approaches, we will assess various options for performing a comprehensive utility upgrade including storm drainage, sanitary sewer, and water system.

### 3. Project Type

Project Type	Check
Repair	<input type="checkbox"/>
Replacement (replace with like capacity)	<input checked="" type="checkbox"/>
Upgrade (replace with increased capacity)	<input checked="" type="checkbox"/>
New (provides new community benefit)	<input type="checkbox"/>
Study (not identified with CIP acquisition/construction)	<input type="checkbox"/>

### 4. Community Goals and Strategic Planning

**i** Identify and describe how the project furthers specific goals of the Comprehensive Master Plan. Is the project need identified in an engineering study, master plan, strategic plan or other planning document? Please identify. Has the project been requested by the City Council, Mayor, or community?

This project aligns with the City's most 2018 sewer capital planning efforts performed by G&O Engineers.

## 5. Community Benefit

**i** Describe the specific benefits to the community (economic development, public health and safety, transportation, cultural and recreational) and how those benefits will impact the community.

The proposed improvement provides a system which is adequately sized to service both current and future demands and ultimately better protect the health and safety of the public.

## 6. Organizational Benefit

**i** List business processes or systems which will be impacted by this project and describe how they will be affected.

The proposed improvement provides a system which is adequately sized to service both current and future demands and ultimately better protect the health and safety of the public.

## 7. Project Budget and Schedule

<b>Project Element</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>TOTAL</b>
<b>Design</b>					\$ 50,000	\$ 50,000
<b>Engineering</b>						\$ 0
<b>Acquisition</b>						\$ 0
<b>Construction</b>						\$ 0
<b>TOTAL</b>	\$ 0	\$ 0	\$ 0	\$ 0	\$ 50,000	\$ 50,000

## 8. Funding

**i** Describe additional funding sources (other than City revenues such as sales tax, lodging tax, property tax or fees and charges) available to fund the project. What are the specific, funding sources, granting agencies, application and approval processes, and grant match requirements? What is the probability that the City will receive those funds?

Funded through the Sewer Fund. This project was identified in City's recent 2018 sewer capital planning efforts and is supported by current utility rates. Estimated construction costs for 2025 are approximately \$338,000.

## 9. Operating Budget Impact

**i** Describe the estimated operating budget impact of the proposed project in detail. Please discuss anticipated increases or decreases in payroll, utility, professional services, or other expenditure categories as a result of the project. Discuss potential cost avoidance. Please segregate ongoing and one-time costs / savings.

The proposed improvements will reduce the labor, equipment, and materials associated with operating and maintaining the sewer utility.

# Equipment Fund CIP Requests



### Introduction to Equipment Replacement Rental Fund

The City of Chelan Equipment Replacement Rental Fund was established by ordinance (798 in 1986, and is included in the Municipal Code, Chapter 3.09 in accordance with RCW 35.21-088.

Its' purpose is to provide a central agency for the control, operation, and maintenance of municipal equipment and the rental of such equipment to the various departments of the City and other governmental agencies at rates sufficient to meet costs of operations and to provide funds for the acquisition and replacement of equipment. The fund is administered by the public works director, subject to the general administrative authority of the city administrator.

The administrator of the fund establishes rental rates sufficient for the replacement of equipment on a timely basis. The rate schedule is submitted to the City Council annually for adoption.

#### Equipment Replacement and Acquisition

The following schedule provides detail on the equipment proposed for replacement from 2021 through 2025:

<b>EQUIPMENT REPLACEMENT RENTAL FUND: 2021 - 2025 CIP</b>			
<b>Description</b>	<b>Year</b>	<b>Replacement Cost</b>	<b>Capital Outlay</b>
Chevy 1 ton crew	2021	\$ 75,000	
IH Vac Truck	2021	\$ 15,000	\$ 90,000
1/2 TN 4x4 Truck	2022	\$ 36,750	
Small 4X4 Pickup	2022	\$ 35,700	\$ 72,450
JD Backhoe	2023	\$ 132,300	
Sewer Vac Truck	2023	\$ 137,813	
Sweeper	2023	\$ 319,725	
Double Drum Roller	2023	\$ 27,563	\$ 617,401
Garbage Truck	2024	\$ 376,228	
Tandem Axle Roll off	2024	\$ 127,339	
Tandem Axle Dump Truck	2024	\$ 162,068	\$ 665,635
Grader	2025	\$ 212,714	
Loader	2025	\$ 243,101	\$ 455,815
Total Repleacement Value 2021-2025			\$ 1,901,301

Following this is a detailed list of fleet equipment, replacement dates, and cash flow summary through 2025.

The equipment replacement schedule is dynamic and gets modified annually as replacement values and service life are updated. Below is a summary of some of the modifications that were made to the Equipment Replacement Schedule in 2020 that will affect the proposed 2021-2025 CIP.

<b>Vehicle Description</b>	<b>Comments</b>
1998 JD Backhoe	Extended Replacement date from 2021 to 2023
1984 IH Vac Truck	Instead of replacing in 2021 we propose investing ~15k for pump and hose replacements and extending service life 8 years to 2029.
1990 Cat Grader	Extended Replacement date from 2025 to 2026
1998 JD Loader	Extended Replacement date from 2024 to 2025
2000 Cat Roller	Extended Replacement date from 2022 to 2023
2003 Vactor Unit	Expedited Replacement date from 2027 to 2023
2003 Ford Ranger	Extended Replacement date from 2021 to 2022
2000 Jeep Cherokee	Implemented 6-year replacement schedule to add vehicle to fleet

### **Funding**

As the following equipment replacement and cash flow schedule indicates, the amount of funds projected to be available at the end of 2020 for equipment replacement is approximately \$712,000.

The available funds are shown net of the interfund loan, included in the 2018 and 2019 budgets, of \$600,000 to the Recreation Capital Fund for the renovation of the RV Park bathrooms. The loan is being repaid over four years by the Tourism Promotion (Stadium) Fund, Sewer Fund, and REET funds (Capital Improvements Fund), with total annual cash inflows through debt service payments ranging from \$152,025 to \$156,075. Payments are due in 2021, 2022, and 2023, and the first payment was made in 2020.

In 2020, base equipment replacement rents charged to user departments totaled \$250,967. At this time, it is anticipated that increases to this base annual rate of 1% through 2025 and thereafter at 2% will generate sufficient funds to replace the equipment detailed on the equipment replacement schedule through 2031. The projections assume a 5% annual inflation cost for all equipment. Replacement costs and schedules will be adjusted annually, which may lead to unanticipated changes in rates.

Historically, rates for individual pieces of equipment have been based upon the projected replacement cost as a percentage of total replacement costs and used to generate cash flow sufficient to replace covered equipment.

### **DPW Engineering and Administration Facility**

A schematic design study was performed in 2019 to begin the process of the replacement of the modular building housing the Public Works Administration and Engineering staff. The MMEC report indicated that the current Public Works Engineering and Administration building should be replaced. The current building is an older mobile home / modular building which does not meet the needs of the department.

The funding for the building appropriated in 2020 was as follows:

<b>DPW Engineering and Admin Building Funding</b>			
Sewer	500,000		
Water	500,000		
Sanitation	83,500		
Equipment	83,500		
Street	83,500		
Total	1,250,500		

Additional funding of \$350,000 is requested in 2021 for construction, based upon slightly higher cost estimates and the one-year delay in construction (2021 vs. 2020). The funding is provided by the Water and Sewer Capital Funds (\$140,000 each) with the balance split between the Street Capital, Equipment Replacement, and Sanitation Funds. Please refer to the Street Capital Fund funding request, and Proposed 2021 through 2025 Capital Plan – Capital Improvements, Parks and Street Capital Funds and project request sheet for details.



**Equipment Replacement and Cash Flow Schedule - 2021-2027**

FINANCIAL SECTION		2021	2022	2023	2024	2025	2026	2027
Beg. of Year Projected Cash Balance		711,904	1,031,455	1,369,066	1,162,262	757,784	565,737	650,996
Replacement Rental Fee		253,476	256,011	258,571	261,157	263,768	269,044	274,424
Annual Rental Rate Increase		1%	1%	1%	1%	1%	2%	2%
Bathroom Project Loan Repayment		156,075	154,050	152,025				
Equipment Replacement Expense		90,000	72,450	617,400	665,634	455,815	183,785	52,264
Projected Year End Cash on Hand		1,031,455	1,369,066	1,162,262	757,784	565,737	650,996	873,157
Replacement Cost Inflation (5% per Year)			5.0%	10.3%	15.8%	21.6%	27.6%	34.0%

Vehicle Number	Model Year	Description	Dept	Original Cost	Purchase Year	Replace. Value	Useful Life	Replace. Year								
									2021	2022	2023	2024	2025	2026	2027	
110	2016	John Deere Mini-Exc	Water	73,792	2016	80,000	25	2041								
111	1998	JD Backhoe	Water	63,000	1998	120,000	23	2023			132,300					
113	2018	Ford F-3501 Ton 4-Door	Water	59,870	2018	86,812	15	2033								
114	2016	Ford F-250 Crew	Water Plant	34,000	2016	49,300	15	2031								
115	2002	Chevy Silverado Silverado Crew Cab 1/2 Ton	Water/Meter	18,047	2002	34,000	24	2026							43,394	
116	1998	Peterbuilt Dump Truck	Water	90,000	2019	125,000	15	2034								
118	2006	Chev. 1 Ton Crew	Water	27,000	2006	75,000	15	2021	75,000							
123	2017	Dodge 1/2Ton 4x4 (PW DIR.)	Sewer Admin	32,000	2017	39,000	15	2032								
124	2018	Ford F-150 Crew Cab 1/2 Ton	Engineering	30,000	2018	39,000	15	2033								
New	2000	Jeep Cherokee	Engineering		2020	34,000	6	2026							43,394	
125	2018	Ford F-150 Crew Cab 1/2 Ton	Water Plant	30,000	2018	39,000	15	2033								
310	1984	IH Vac Truck	Sewer	51,126	1984	120,000	45	2029	15,000							
311	2010	Bobcat	Sewer	22,500	2010	25,000	20	2030								
312	2017	Ford F550 w/crane	Sewer	109,000	2017	143,880	16	2033								
318	2014	Sewer Jet	Sewer	73,000	2014	73,000	20	2034								
320	2018	Ford F-150 Crew Cab 1/2 Ton	Sewer	30,000	2018	39,000	15	2033								
324	2020	Ford F-150 Crew Cab 1/2 Ton	Sewer Treatment	34,000	2020	34,000	15	2035								
407	1994	Recycle Trailer	Recycle	4,820	2019	6,000	25	2037								
409	2015	Labrie	Sanitation	280,000	2015	325,000	9	2024				376,228				
410	2016	Hyster Forklift	Recycle	25,000	2017	28,000	15	2032								
416	2016	Ford F-550 Hooktruck	Recycle	44,000	2016	44,000	13	2029								
418	2020	Labrie	Recycle	310,000	2020	310,000	12	2032								
419	2010	Ford F550 Hook Lift	Recycle	40,000	2009	50,000	12	2026							63,814	
421	2004	Freightliner Rolloff	Sanitation	99,548	2013	110,000	11	2024				127,339				
507	1990	Cat Grader	Streets	85,903	1990	175,000	35	2025					212,714			
508	2019	Cat Loader	Streets	158,948	2019	175,000	30	2049								
511	1993	Equipment Trailer	Streets	10,669	1993	18,000	30	2026							22,973	
514	2011	Snow Blower	Streets	85,000	2011	100,000	20	2031								
515	2018	Ford F-350 1 Ton 4x4 Single Cab Shop Truck	Shop	56,000	2018	78,400	20	2038								
520	2002	Sull Air Compressor	Streets	13,000	2002	13,000	25	2027								\$ 17,421
521	2007	Chev 1/2Ton 4x4	Streets	27,000	2007	35,000	15	2022		36,750						
526	2015	6yd 4X4 Dump Truck	Streets	95,852	2015	100,000	20	2035								
528	1998	JD Loader	Streets	98,000	1998	200,000	27	2025					243,101			
529	2001	Small Tilt Deck Trailer	Streets	5,000	2001	8,000	22	2026							10,210	
530	2000	Cat Roller	Streets	25,000	2000	25,000	23	2023			27,563					
533	2003	Vactor Unit	Streets	70,000	2003	125,000	20	2023			137,813					
535	2004	International Tandem Axle Dump Truck	Streets	95,000	2004	140,000	20	2024				162,068				
536	2007	Freightliner Sweeper	Streets	172,310	2007	290,000	17	2023			319,725					
603	2015	Chev Equinox	Planning	25,000	2015	26,000	12	2027								\$ 34,842
604	2009	Chev Trailblazer	Planning	22,555	2009	26,000	11	2031								
701	2007	Ford Focus	Parking	13,000	2007	18,000	13	2032								
	1993	Ford Camera Van	Sewer	21,944	2014	22,000	30	2044								
TBD	2003	Ford Ranger4x4	Water Plant	17,702	2003	34,000	18	2021		35,700						
<b>Replacement Cost Total</b>									<b>\$ 90,000</b>	<b>\$ 72,450</b>	<b>\$ 617,400</b>	<b>\$ 665,634</b>	<b>\$ 455,815</b>	<b>\$ 183,785</b>	<b>\$ 52,264</b>	

