

Leavenworth Festhalle Facilities Policy



1001 Front Street, Leavenworth, WA 98826
(509) 548-6789 / Festhalle@cityofleavenworth.com

Table of Contents

General Policy Statement	3
Definitions	3
An Event Is	4
Facility Use Policies	4
User / Applicant Responsibilities	4
Security / Damage / Cleaning Deposit	5
Janitorial Services	6
Scheduling / Application Procedures	6
Cancelations	6
Set Up / Clean Up / Tear Down	7
Denial / Appeal	7
Payment	7
Rental Hours	8
General Rules	8
Use of Alcoholic Beverages at Your Event	8
Food Beverage Service	9
Parking	9
Loading and Delivery	9
Event Staffing	10
Event Insurance	10
Commercial Business License Requirements	11
Prohibition on Discrimination	11
Exhibit A – Festhalle General & Kitchen Clean-up Guidelines	13
Exhibit B – Rules & Standards of Conduct	14

General Policy Statement

This policy document is intended to: provide for policies where none exist; to clarify and combine existing policies where possible; to establish a user fee schedule; and to establish a basis for fair and equitable decisions.

The purpose of the Leavenworth Festhalle is:

- ❖ To encourage both separate and intergenerational activities involving youths, adults, and seniors;
- ❖ To provide a multi-purpose center for residents of Leavenworth, Chelan County, and neighboring communities;
- ❖ To create and maintain a friendly “Community” environment for Leavenworth residents;
- ❖ To provide opportunities for the public to use space for community events and private functions, including, but not limited to, business conventions, community concerts, festivals, special events, performing visual arts, fund-raising, weddings, or family reunions;
- ❖ To generate revenues, through user fees, that offset building operating expenses and provide for other services that are authorized by the City;
- ❖ To create a venue for activities that will encourage and promote the economic future of Leavenworth.

Definitions

1. **Applicant** refers to individuals or groups reserving the Festhalle facility and completing and signing an application for use.
2. **Application** refers to the Festhalle form titled “Festhalle Event Application.”
3. **Date Retainer Deposit** refers to the \$500 down payment on the Security/Damage/Cleaning Deposit that is due at the time of reservation request in order to secure dates on the calendar.
4. **Building** refers to the Leavenworth Festhalle.
5. **Manager** refers to the Festhalle Facility Manager or designee.
6. **Non-profit organization** means any group chartered, organized, and acting as a Washington State non-profit organization.
7. **Private Event Use** refers to organizations or individuals requesting use of the building for activities that the general public is not invited to attend. This includes, but is not limited to, use by private parties, governments other than the City of Leavenworth, political parties, unions, religious groups, military, etc.
8. **Leavenworth Area** shall be defined as: within the Cascade School district boundaries.
9. **Leavenworth Community Group** is any organization based in the City of Leavenworth whose primary purpose is to provide support and service to the community, free of charge, and is open in membership to all Leavenworth residents; has an adult Leavenworth resident as a board member; and the majority of the membership is based in the Leavenworth area.

10. **User** will include any group, organization, or individuals who reserve and use space in the Festhalle. In the case of private use, the term “user” shall refer to the individual(s) signing rental or use agreements. Users are defined as follows:

10.1 Private, For-Profit, and Non-Profit.

An Event is:

- A. **For Profit Event:** Any Event open to the general public as evidenced by general advertising or signage and where attendees are able to purchase tickets in advance or on the day of the event.
- B. **Private Event:** Any Event open to invited attendees only, and not open or advertised to the general public.
- C. **Non-Profit Event:** Any Event that is open to the general public at no cost, “by donation,” or via ticket purchases in-advance or on the day of the event and where User is a non-profit organization or Leavenworth Community Group.

Facility Use Policies

- 1. Use of illegal drugs, smoking, or any other illegal activity is not permitted in the building. No weapons of any kind are permitted with the exception of on-duty law enforcement officers.
- 2. Alcoholic beverages will be permitted in the building only when an organization, group, or individual has reserved an available space for a private or public function and the reserving party has secured the appropriate permit issued by the Washington State Liquor & Cannabis Board. The permit, or a true copy thereof, shall be furnished to the Manager or designee at least ten (10) days prior to the event.
- 3. Alcoholic beverages may only be consumed inside the building. Alcohol is prohibited in the parking lots and other outside areas, unless expressly authorized in the Festhalle Event Application.
- 4. User shall designate an outdoor smoking area at least 25 feet from any entrance to the facility. User is responsible to maintain said smoking area in a clean and sanitary condition and a good state of repair and in accordance with all applicable Federal, State, and local laws, rules, and regulations.
- 5. Access to the loading dock is not guaranteed from November 15 to March 14, due to snow and/or weather events. Snow removal on the loading dock during said months is the responsibility of the user.

User / Applicant Responsibilities

- 1. User/applicant is responsible for any and all damage to facilities or grounds. If damage occurs, the Manager will obtain an estimate for repairs, and bill the group or individual applicant the amount of the estimate. Up to a 15 percent (15%) administrative charge may be assessed in addition to the cost of repairs.
- 2. User shall comply with facility policies and procedures, City codes, and ordinances.

3. User shall agree to provide proof of insurance as referenced below under “Insurance Requirements.”
4. User is responsible for (1) supervision and control of group or individuals to prevent injury and ensure safety before, during, and after use of building, (2) Payment of fees and charges, and (3) damage to equipment, property, or grounds, which occur as a result of their scheduled activity.
5. User groups and individuals will be responsible to provide materials, supplies, and decorations, to be used in conjunction with the use of the facility. The City or Festhalle management is not responsible to store articles or supplies. The City or Festhalle management is not responsible for loss or theft of articles left in the building.
6. User groups and individuals will be responsible for set-up, break-down, and general cleanup of the space, unless noted otherwise in the Festhalle Rental Agreement. Removal and disposal of garbage, decorations, and miscellaneous materials shall be completed at the conclusion of an event.
7. The person completing the Facility Use Application must be at least 21 years of age and must be present during the event. The person signing the Facility Use Application and Rental Agreement will be considered the responsible party in case of damage, theft, or disturbances during the rental event.

Security / Damage / Cleaning Deposit

1. All events will pay a **Security / Damage / Cleaning Deposit**. A minimum deposit will be \$2,000 for all events; \$500 of the deposit is required at the time of booking in order to secure and reserve a date and have it listed on the Festhalle calendar of events. This portion of the deposit is the “date retainer” of the deposit. The deposit will be refunded at the discretion of the Festhalle Manager. Any damages other than normal wear and tear will be charged to contract sponsor and may include repair and loss of use costs. Failure to return building keys will result in an additional \$300 fee.
2. Facility must be returned in the same condition as it was at the start of the Rental Period. Cleaning expectations include the following:
 - trash removed from facility
 - all floors swept and any spills or messes mopped up
 - kitchen cleaned and any spills or messes mopped up
3. User shall supply their own garbage bags, cleaning chemicals, or other supplies. User may work with Festhalle management to hire Festhalle event staff to assist with or perform these expectations in their stead. Such arrangements must be made in advance and included in Rental Agreement. Cleanup guidelines will be attached to the Festhalle Facilities Policy (**Exhibit A**) and will be posted inside the Festhalle kitchen area. **Any costs for cleanup, aside from sanitizing the building and restocking the restrooms, will be deducted from the Deposit.**
4. Failure to vacate premises and return keys to staff by 12:00 midnight will result in forfeiture of security deposit.
5. In the event law enforcement is called to respond to an altercation at an event, the security deposit shall be forfeited by the User and retained by the City of Leavenworth on behalf of the Leavenworth Festhalle as a penalty.

Janitorial Services

1. Janitorial/Cleaning Services and/or set-up services will be provided upon request as needed during events at an additional cost as set forth in the "Rental Agreement."
2. In order to maintain Festhalle standards, users holding an event open to the public may be required to pay for janitorial services depending on the duration of the event, and at the Festhalle Manager's discretion.

Scheduling / Application Procedures

1. Scheduling for the Festhalle will be done through the Festhalle Manager, and a signed Facility Use Application and "date retainer" deposit will be required in order to confirm a reservation.
2. Reservations will be accepted on a first-come, first-served written application basis only. Telephone inquiries are welcome. Festhalle (509) 548-6789. The Festhalle manager has the discretion of holding dates for Public Events (for-profit and non-profit) that are scheduled annually (see Number 4 below).
3. Reservations may be made for a maximum of one year prior to the desired date. All applicants/users are subject to review after each event. Exceptions to this may be made at the discretion of Festhalle Management.
4. Public Events have 30 days following the event to submit an Application and Deposit for reservation of the same timeframe the following year prior to the dates being released to the general public for reservation.
5. The Festhalle is available on a year-round basis.
6. Facility Use Applications are available on the Festhalle Website at <http://www.leavenworthfesthalle.com>
7. Rental hours are consecutive and must include time for delivery of supplies, set up, take down and clean up.
8. All Facility Use Applications and Rental Agreements must be completed and signed by an adult, at least 21 years of age, who will be present during the event.
9. An Application form must be completed and all application requirements must be met.
10. The Festhalle Manager must approve all applications.

Cancelations

1. Cancellation of the "Festhalle Rental Agreement" will result in the loss of the "date retainer" deposit. Regarding cancellation of the entire event, the following fee schedule will be applied to your estimated room rental:
 - a. Cancellation of agreement after signature; 25% of room rental.
 - b. Cancellation of agreement within 180 days from date of event; 50% of total room rental.
 - c. Cancellation of agreement within 90 days from date of event; 75% of total room rental.
 - d. Cancellation of agreement within 30 days from date of event; 100% of total room rental.

Failure to pay the cancelation fee will result in loss of booking rights.

Set Up / Clean Up / Tear Down

1. All events are responsible for the following:
 - A. All items brought into the building by the applicant are to be removed by the end of the rental period. The applicant is to remove food, materials, equipment, furnishings, decorations, and refuse left after use of the Festhalle. The building shall be left in the same condition as received.
 - B. Cleaning expectations include trash taken out, all floors swept, kitchen cleaned and any spills or messes mopped up. User must supply their own garbage bags, cleaning chemicals or other supplies. User may work with Festhalle management to hire Festhalle event staff to assist with or perform these expectations in their stead. Such arrangements must be made in advance and included in Rental Agreement.
 - C. Refuse in excess of two (2) 300-gallon refuse bins per event will incur additional charges paid for by the user at the City's current garbage rate.
 - D. It is the responsibility of the applicant to move furnishings as desired. Please move all furnishings back to their original position before leaving the facility.

Denial / Appeal

1. Applications may be denied or canceled if the requirements are not satisfied by the applicant, or in the Festhalle Manager's judgment, time, scheduling, capacity, or other factors conflict with operation of the Festhalle.
2. An application will be denied if the applicant has been found to be in violation of Resolution 07-2020, which establishes Rules and Standards of Conduct for anyone using City Facilities. **(Exhibit B)**
3. An application will be denied if the applicant has any past due debt to the City of Leavenworth for any other services or accounts. Outstanding debt must be brought current before any application for the Festhalle will be considered.
4. Any denial shall be appealed to the City Administrator or Designee. Their decision shall be final and no further appeals will be granted.

Payment

1. A \$500 "date retainer" Deposit is required at the time of application and must be paid in full in order to confirm reservation. The Deposit will apply to all building facilities, furnishings, grounds, equipment, and keys to the building. Security/Damage/Cleaning Deposits will be refunded in full if inspection of the premises for damage/cleaning is satisfactory and building keys are returned by 12:00 Midnight following the event. All deposits will be itemized on the Rental Agreement.
2. A non-refundable reservation fee (50% of the total rental fee) must be paid within 180 days of use. This fee will be applied toward the rental cost or cancellation fee.
3. Balance of rental fee, including Festhalle event staffing and other miscellaneous deposits and fees, if applicable, are due 90 days prior to first contract use date.

4. When reserving the Festhalle within six (6) months of event, a non-refundable reservation fee (50% of the total rental fee) must be paid in full at the time of booking in order to confirm reservation.
5. To ensure the return of your full deposit, please make sure to have the Festhalle Manager check the facility. If there is no damage or clean-up required, the full deposit will be refunded.

Rental Hours

Facility Access for full day rental is **8:00 AM to 12:00 midnight**. All events, unless given an exemption in writing, must end no later than 10:00 PM to ensure User has adequate time to vacate premises before 12:00 midnight. Failure to vacate premises and return keys to staff by midnight will result in forfeiture of Deposit.

General Rules

1. Throwing of rice, birdseed, confetti, or any other materials inside or outside of the building is prohibited.
2. Decorations may only be attached to walls and windows with masking tape or similar non-marring material (no pins, nails, or tacks).
3. Any uses of Open Flames or smoke emitting items (candles, tiki torches, smoke bombs/grenades, etc.) are prohibited.
4. Use of illegal drugs, smoking, or any other illegal activity is prohibited in this facility. Weapons of any kind are prohibited with the exception of on duty law enforcement officers.
5. Only those areas specified in the Facility Use Application will be available for use by the applicant.
6. The Manager or designee will be available prior to the event to do the following:
 - 7.1 Demonstrate and monitor the use of appliances, sound system, lighting, and fire alarm system.
 - 7.2 Answer questions regarding the use of equipment.
 - 7.3 Schedule a walk-through with the representative before and after the event to answer questions and to evaluate the condition of the building.
7. All minors on the premises must have adequate adult supervision.
8. The City of Leavenworth will not be responsible for accident, injury, or loss of property. The Facility Use Application contains an indemnification clause requiring all groups to indemnify the City of Leavenworth from liability relating to events held in the Festhalle.
9. The misuse of the Festhalle or the failure to comply with these regulations will be sufficient reason for the denial of further applications.

Use of Alcoholic Beverages at Your Event

Alcoholic beverages are allowed inside the Festhalle and on the loading dock only, as long as the following requirements are met:

1. A Washington State Special Occasion License or Banquet Permit must be obtained and displayed in the room during the event. A copy of the permit or license must accompany your rental payment. Application forms are available at <https://lcb.wa.gov/>.
2. A Banquet Permit is needed for all private functions where liquor is served. Banquet Permits are needed for business or social organization functions where alcohol is served at no charge and/or brought in by its members. These functions cannot be open to the general public. No alcohol may be sold under a Banquet Permit.
3. Non-profit groups planning to sell alcohol for a profit must obtain a Special Occasion Liquor License.
4. Beer, wine, and liquor sales are subject to regulation by the WA State Liquor and Cannabis Board.
5. All private events who provide alcoholic beverages during their event are required to use professional bartenders, as determined by Festhalle Management, paid for by the User at the City's current rates and fees.
 - a. Professional bartenders shall hold a valid MAST (Mandatory Alcohol Server Training) permit, class 12 or 13, as provided by the WA State Liquor and Cannabis Board.
6. See table below for numbers of bartenders required at events:

Guest Count	Bartender
Under 100	1
100-300	2
301-500	3
500+	TBD

Food Beverage Service

All food and beverage sales and/or catering service are subject to approval by management.

Parking

1. Event participants must park in legally designated parking areas only. The City or Festhalle management is not responsible for loss, theft of, or damage to vehicles; or loss or theft of articles left in vehicles.
2. Parking fees are not included with the use of the Festhalle.
3. Event participants may be subject to parking infraction and/or towing for non-payment of parking fees.

Loading and Delivery

1. Deliveries and pickups, if any, must be scheduled during rental hours. Use main building entrances for loading and unloading unless otherwise approved. Do not block building entrances. Facility staff is not authorized to sign for your deliveries. Due to space and security concerns, items cannot be stored prior to or following your event.

Event Staffing and Hired Security

1. Festhalle event staff is required for all Public Events serving alcohol. Other events may be required to have Festhalle event staffing at the discretion of the Manager and the City of Leavenworth. At least one event staff member must be present per 500 attendees when alcohol sales are accompanied by a full meal service. Other events serving primarily alcohol (exceeding food sales) will maintain a ratio of one staff member per 250 attendees with a minimum of 2 staff members.
2. Please contact the Manager to arrange for Festhalle event staffing. Staffing arrangements must be made at least fourteen (14) days prior to the scheduled event. Event staffing must be in place prior to alcohol service and must remain on site for at least 30 minutes after alcohol service ends.
3. For public events that serve or sell alcohol to the general public, security officers will be required to remain an additional two (2) hours following the event and patrol areas outside the Festhalle and in the surrounding commercial areas.
4. The Manager may require additional security personnel and Manager must approve all security arrangements.
5. All private events serving alcohol are required to use hired security. See the table below for numbers of event staffing and security officers required:

Guest Count	Event Staff	Hired Security
Under 100	1	1
100-200	1	1
201-300	2	1
301-500	2	2
500+	TBD	TBD

Event Insurance

1. INSURANCE & INDEMNITY REQUIREMENTS FOR FACILITY USE AGREEMENTS

Indemnification / Hold Harmless

User shall defend, indemnify and hold harmless the Public Entity, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of Premises or from any activity, work or thing done, permitted, or suffered by User in or about the Premises, except only such injury or damage as shall have been occasioned by the sole negligence of the Public Entity.

A. Insurance Term

User shall procure and maintain for the duration of the use or rental period insurance against claims for injuries to persons or damage to property which may arise from or in connection with the use of the Premises and the activities of the User and his or her guests, representatives, volunteers and employees.

B. No Limitation

User's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the User to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

C. Required Insurance

User's required insurance shall be as follows:

General Liability insurance shall be at least as broad as Insurance Services Office (ISO) occurrence form CG 00 01 covering premises, operations, products-completed operations and contractual liability. The Public Entity shall be named as an additional insured on User's General Liability insurance policy using ISO Additional Insured-Managers or Lessors of Premises Form CG 20 11 or an endorsement providing at least as broad coverage. The General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate.

The insurance policy shall contain, or be endorsed to contain that the User's insurance coverage shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the User's insurance and shall not contribute with it.

D. Public Entity Full Availability of User Limits

If the User maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the User, irrespective of whether such limits maintained by the User are greater than those required by this Agreement or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the User.

E. Certificate of Insurance and Acceptability of Insurers

The User shall provide a certificate of insurance evidencing the required insurance before using the Premises.

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

2. SPECIAL PROVISIONS FOR FACILITY USE AGREEMENTS

Additional insurance requirements should be added to the Facility Use Agreements for the following:

Alcohol, Available for Consumption on Premises, Whether Sold or Not

The User shall procure and maintain for the duration of the Agreement Liquor Liability insurance in the amount of not less than \$1,000,000 per occurrence if the User is in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages. The Public Entity is to be named as an additional insured on the Liquor Liability insurance. If the User is hiring another party to sell and/or serve the alcohol such as a caterer, bartender, winery or brewery, the User should require this party to have Liquor Liability insurance with limits of not less than \$1,000,000 per occurrence, listing the Public Entity as an additional insured. If the User is not in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages, but will be providing alcohol at the event, then the User's Commercial General Liability, Business or Homeowner Liability policy provides host liquor liability coverage which provides liability coverage when alcohol is not being provided or served by a professional.

Athletic Participant Events

General Liability insurance shall include coverage for participant liability with limits of not less than \$1,000,000 per occurrence.

Commercial Business License Requirements

A City of Leavenworth Business License is required for all commercial public trade shows selling to the general public. The License must be obtained through the Leavenworth City Hall business office by calling (509) 548-5275.

A copy of the Leavenworth City Business License must be provided to the Manager prior to Festhalle use.

Prohibition on Discrimination

The Leavenworth Festhalle is owned by the City of Leavenworth. Depending upon the use made of the Festhalle, its use may be as a place of public accommodation. Discriminatory practices on the basis of protected class are illegal and prohibited in a place of public accommodation. Protected classes include Race/Color, National Origin, Creed, Sex/Pregnancy, Sexual Orientation/Gender Identity, Veteran/Military Status, the Presence of any sensory, mental, or physical actual Disability or perceived Disability, Use of a Service Animal, HIV or Hepatitis C, or Breastfeeding.

EXHIBIT A

Festhalle General & Kitchen Cleanup Guidelines

1. All items brought into the building by the User are to be removed by the end of the rental period. This includes food, materials, equipment, furnishings, decorations, and refuse.
2. User is responsible for supplying their own cleaning equipment, trash bags, soaps, and cleaning supplies.
3. All equipment must be returned to its original position. This includes tables, chairs, and any other equipment.
4. Remove all decorations and enhancements including string, tape, wire, strips, etc.
5. All boxes must be broken down flat and placed inside recycle bin. All other refuse must be bagged and placed in 300-gallon refuse bins.
6. Please ensure that all surfaces, including floors, are cleaned and swept. Mops and buckets are available for use.
7. Please let us know immediately if there is a problem with any aspect of the facility, appliances, or sanitation. This includes kitchen equipment, refrigeration, sinks, ovens, plumbing, bathrooms, garbage collection, electrical, etc.

Use the following checklist as a guide for completing general clean-up:

- Appliances clean inside and out**
- Wipe down all surfaces**
- Wipe down sink area**
- Sweep floor**
- Remove all refuse from area**
- Return all equipment to its original position**

EXHIBIT B

Rules and Standards of Conduct

RESOLUTION NO 07-2020

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEAVENWORTH CONCERNING RULES AND STANDARDS OF CONDUCT FOR PERSONS AND PARTIES WHO ENTER INTO AGREEMENTS WITH THE CITY, USE CITY FACILITIES, OR ENGAGE IN BUSINESS WITHIN THE CITY

WHEREAS, City has received complaints or concerns about conduct that may or may not be legal by persons or parties that have agreements with the City, use City Facilities, or engage in business in the City; and

WHEREAS, the City has adopted policies for use of certain City facilities; for example, the Leavenworth Festhalle Policy; and

WHEREAS, the City has established regulations for special uses; for example, regulating noise levels through the Public Disturbance Noise provisions so that attendees may enjoy the special use, and those not participating will not be disturbed by excessive noise; and

WHEREAS, the City, pursuant to LMC 5.04.170, has adopted standards of conduct for parties issued business licenses to engage in business in the City; and

WHEREAS, despite policies, regulations, and provisions in City Code, reports of shrewd or harsh business practices, discourteous, intemperate, or unwelcome interactions with members of the public persist; and

WHEREAS, the City desires to foster and promote activities and functions that create a sense of community and inclusiveness among various organizations, between the board members of the various organizations, and larger community; and

WHEREAS, the City's reputation as a welcoming place is essential to the City's success and therefore essential to the general welfare of each City resident and guest; and

NOW THEREFORE be it resolved by the City Council of the City of Leavenworth as follows:

1. Purpose. It is the purpose of this Resolution to express the clear and resolute desire that all persons and parties entering into agreements with the City, using City facilities, or engaged in business in the City adhere to the highest standards of personal conduct to enhance the reputation of the City and its citizens as an open, courteous, and ethical place.

2. City expectations. To achieve the purpose, of this Resolution, the Council expects that all persons and parties operating under agreements with the City, using City facilities, or engaged in business in the City:

- A. Honor and fully perform in accordance with their Agreements with the City; and

- B. Honor and fully abide by all City policies and City Code; and
- C. Enhance the reputation of the City and the Leavenworth Community through the highest ethical behavior; and
- D. Take every reasonable action to make all interactions with all members of the public courteous, honest and welcoming.

3. Direction to City Administrator. The City Council directs that the City Administrator, or designee, adopt practices and forms for the receipt of complaints concerning persons and parties with agreements with the City, using City facilities, or engaged in business with the City. Complaints alleging violations of law, regulation, or violation of City policies will be flagged for further review and possible enforcement action. Complaints that may not be a violation of law, regulation, or policy shall be recorded in an appropriately established journal or log.

4. Renewals of Agreements or uses. When any renewal of an Agreement, or any use comes before the City---whether staff or council---a review of complaints logged shall be made. The party seeking renewal is encouraged to respond to the complaint. To the extent allowed by applicable law, regulation, or adopted policy, the complaints made and the response may be considered for any renewal.

Passed by the City Council of the City of Leavenworth and approved by the Mayor this 24th day of March, 2020.

APPROVED:



Carl J. Florea, Mayor

ATTEST:



Chantell Steiner, Finance Director/City Clerk