



**City of
Leavenworth**

Memo

To: Mayor and City Council Members
From: J. Walinski, City Administrator
CC: Department Directors/Manager
Date: November 1, 2016
Re: Updates

Good Afternoon Mayor and Councilmembers,

The update memo is written to provide the Council Members a few brief updates on the projects, items, and discussions that are being worked on by City staff. If there are any items being covered that you would like additional information on or information on a different item that should be covered, please let me know.

Deputy Clerk Position: As I mentioned at the last City Council Meeting, Ms. Carrie Brewer announced her resignation from the City of Leavenworth effective November 4, 2016. Ms. Brewer's employment with the City of Leavenworth has been stellar. The City began the advertisement for this position in early October and I am pleased to announce that Shawn Hunstock, CPA was offered and accepted the position. Shawn started his work with the City on November 1, 2016. Shawn's employment history includes working for a number of different west side cities as their finance director; overall he comes to us with over 11 years of municipal service work. He and his wife recently moved to Wenatchee as his wife took a job with Chelan County PUD. Shawn's background and experience lend well to his success in this position, next time you are in the office, please stop in and welcome Shawn to Team Leavenworth.

Skate Park Replacement Project: With the approval of the contract with Grindline Skatepark Design and Construction on October 25, 2016 the next step in the process will be for scheduling and advertising of the Community Meeting to kick-off the design of the new skatepark. The tentative date has been set for the evening of Thursday November 17, 2016. We are currently working on securing a location, at this time Fire District #3 community room at the Fire Hall is booked. Our next preference is the Leavenworth Festhalle. Staff is working with Grindline on the production of a flyer that can be posted on social media, City's webpage, etc. The Skatepark Committee meets next Friday, November 4, 2016 and the publicizing of the initial meeting will be one topic of discussion.

Wenatchee Water Reserve/Coordinated Cost Reimbursement Program: One of the priority items for staff in the next several months will be working with Varela Engineering and Aspect Engineering on the processing of new water rights for the City as part of the Coordinated Cost Reimbursement Program. There are lots of small steps on the front end of this process requiring staff to provide information on production and use, a lot of this information will also be used concurrently with Varela Engineering in the Water System Plan that is also under development. The current approximate timeline for completion of the project and finalizing water rights is:

October 17th - Finalize contract- Notice to Proceed received.
October –Draft Public Notice, publish by end of the month / first week of November.
November – Complete site inspections supporting ROE development
November-December- Aspect working on draft ROEs
November 18th– Municipalities provide water system data. Aspect to estimate planning horizon for reserve demand based on water system data, Ecology letter summary.
December – WSWG Meeting, agree on planning horizon, reserve allocation.
December – Municipalities sign letter establishing planning horizon, reserve allocations.
December 15th – Public Comment Period ends.
December 15th –Aspect receive completed Consultant Checklists from municipalities.
January 15th – Aspect anticipates receiving feedback from Ecology on planning horizon / beneficial use approach.
February 15th – Aspect submit draft ROEs to Ecology.
March 1st – Ecology posts Reports of Examination online for public comment period.
April 1st – End of public comment period.
April 15th – Ecology issues Final ROEs.
May 15th – Appeal period ends, ROE’s are final. Permits issue.

S.R. 2 Crosswalk Projects: This project is the improvement of crosswalks on Hwy. 2 at Gustav’s Restaurant and the Link Park & Ride. One request for consideration from the Council and public was to investigate linking the crosswalks with the signal lights on Hwy. 2. After meeting with representatives from DOT, the system for this interlink system requires the rapid flash beacons to be upgraded to a system referred to as the HAWK System. More information is available at: https://en.wikipedia.org/wiki/HAWK_beacon . We are working with WA DOT and TD&H Engineering investigating the change in cost. This change will also require a change in scope for the grants awarded the City for installation of the Rapid Flash Beacons and crosswalks. This item has been added to the November 8, 2016 Study Session to provide the council a full update.

Chumstick Multi Use Pathway and Water/Sewer Lines: Currently this project has been temporarily suspended while the contractor awaits the delivery of the railing included in the trail portion of the project and delivery of the mechanicals for the lift station. Installation of the lift station mechanicals cannot be completed until substantial completion (installation of the railings is given) on the trail project. At this time, there have not been any significant change orders to the project; the costs remain slightly below the estimated project costs. Once there is substantial completion of both the trail project and lift station, we will begin processing the final steps for implementation of the Local Improvement District (LID) #24, which includes bonding for the project and approval of property assessments by the City Council.

Transportation Improvement Board (TIB) Complete Streets Award: As we have been reporting for several months, the City is competing for a TIB Complete Streets Award. The first step in the process is to be nominated by at least one of the 8 agency/organizations that were identified as nominators. The City did reach out to a number of the organizations and submit applications for consideration of a nomination and was nominated by four separate nominating agencies/organizations. With that, the City has made the nomination list for the TIB (<http://www.tib.wa.gov/grants/completestreets/Complete%20Streets%20Nominations%20October%202016.pdf>). The next step is an evaluation by the TIB in assessing the nominated cities, which would include the presence of strategic initiatives for modal systems, design of previous projects, future design plans, and the work plan for use of award funds. A good first step, we expect to hear more from TIB by the end of November. The Complete Streets Award is between \$250,000 - \$500,000.

Enchantment Park / Leavenworth Golf Course Plantings: You may have noticed new plantings at the new river access site; and a new split rail fence. The Washington Conservation Corps 6 person workcrew have installed the plants; and removed some noxious weed at other riparian planting sites on Enchantment Park & Blackbird Island. This work is a part of the final stages for the Chelan County Natural Resources Department Wenatchee River bank restoration efforts.

KOA/Wilkommen Village: A quick update on the projects and work going on behind Safeway, the Hampton Inn construction moves along. The water line work on Hwy. 2 is completed, the next phase of this work will be on Riverbend Drive to Ward Strasse. The weather will be the driver on how much of this gets completed this year. Development Services Department recently issued extensions to both KOA and The Willkommen Developers for submittal of the appropriate information regarding permitting and easements. We believe the extensions were necessary as the groups continue to negotiate through the placement of roadways and public improvements.

2017/2018 Budget Development: Chantell Steiner continues her work on developing the final changes to the 2017/2018 Budget documents. The City has received the request for 2017 funding from the Leavenworth Area Promotions (LAP) committee which will be reviewed by the council at the Study Session on November 8, 2016. On the agenda for that discussion will be a review of LAP requests and a review of the Lodging Fund revenues and expenditures. Staff anticipates having the Budget Transmittal Document for the November 8th Council Meeting.

Upcoming Meeting Schedule:

Planning Commission Meeting (Fire Hall)	Wednesday Nov 2, 2016	7:00 PM
Ad Hoc Skate Park Committee	Friday Nov. 4, 2016	9:00 AM
Council Day (Study Session, Committees, Council Meeting)	Tuesday Nov 8, 2016	9:00 AM Start
Ad Hoc Committee on Housing Affordability	Thursday Nov. 17, 2016	3:00 PM

