

**Annual Objective and Project Tracker 2017  
OCT 2017**

Objective Description	Lead	Estimated Completion Date	% Completion				Comment (Updated Quarterly)
			APR	JULY	OCT	DEC	
Financial Policy Review	CS/JW	April 2017	100				The Committee met in March and recommends no changes in 2017 but may consider changes in 2018 during budgeting.
<b>City/TBD Biennial Budget Modifications &amp; PRSA Annual Budget</b>	<b>CS</b>	<b>Nov/Dec 2017</b>	<b>25</b>	<b>50</b>	<b>80</b>		<b>The City is on a biennial budget process. 2017 was the full budget year, 2018 is limited to budget amendments and minor modifications. 2017 3rd Quarter Budget Amendment provided for October meeting. PRSA budget will be conducted with the PRSA Board in November.</b>
Cost Allocation Plan	CS	March 2017	100				In the last audit for the City a recommendation was made to create a written cost allocation plan. The plan is used as a basis for reassessment and assignment of funding for the 2017/2018 budget. Staff has completed the document that was presented to the Finance Committee in March and is now being requested for approval by the full Council in April.
<b>Quarterly City Newsletter</b>	<b>ALL</b>	<b>Nov. 2017</b>	<b>25</b>	<b>50</b>	<b>75</b>		<b>Publication months: FEB. MAY. AUG. NOV.</b>
Flood Control Zone District (FCZD)	Chelan Cty/HA	2017			50		The FCZD Committee has finalized the Flood Control Zone Master Plan Draft and will be releasing it for public review and comment in January of 2018.
<b>City/TBD/PRSA Annual Reports – 2016</b>	<b>CS</b>	<b>May 30, 2017</b>	<b>30</b>	<b>100</b>			<b>These reports are required by the State annually to be completed within 150 days in the year following the previous year. At this time the PRSA and TBD reports are completed awaiting review by Councilmembers Bretz and Wilson.</b>
Lodging Tax Annual Report	CS	March 15, 2017	100				This report is required by the State to be completed annually by March 1 <sup>st</sup> of each year.

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Grant Administration	CS	Dec. 2017	25	50	75		Currently the finance department is administering 12 open grants and 2 WWTP planning loans of which one is forgivable. Finance continues to monitor Meadowlark LID Project Costs for the offsite utilities. DOE Solar/Energy (2 State), Meadowlark Trail (1 Fed/1State), Crosswalks (2 State), Residential Overlay (TIB), Pine Street (1 Fed/1 TIB). Regionalization Study (1 Local), TIB Emergency Repairs (1 State), WSDOT Bike Counter (1 Fed) Several are in process of completion/closure. Staff continues to seek more grant funding for Pine Street Construction.
Icicle Work Group	JW	TBD	10	10	10		<b>The Icicle Work Group is made up of various stakeholders with interests in the stream flow and water rights associated with Icicle Creek. The group is now making presentations to State and Federal representatives for funding in the 2017/2018 budget years for additional study and initial design work. Work continues on the response to Environmental Review for the slate of projects, tentative release date is October 2017.</b>
Water Rights Application	JW	TBD	45	45			Council approved agreements for participation in the Coordinated Cost Reimbursement program through Chelan County. Initial approval given by DOE. Final application under review by stakeholders; tentative submittal date November 1, 2017.
Utility Regionalization Study	JW	Dec 2017	15	20	30		<b>FCS Group was selected as primary consultant for project. Stakeholders Group has met twice to review consultant information.</b>
Personnel Hiring	JW	TBD	75	75			Ongoing.

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Regional Stormwater / Wetland Strategy / Management Plan	All	Oct. 2016	100				On December 13, 2016, Council reviewed and studied the Master Plan in preparation of adoption. Minor edits were discussed regarding a clear applicability threshold. Plan accepted by Council Feb. 28, 2017
<b>Loadman Weight System</b>	<b>HA/CS</b>	<b>HOLD</b>					<b>Presently the system hardware redesign by the contractor has failed to meet project specifications. The project has been suspended, awaiting reconsideration by the contractor.</b>
Housing Affordability Task Force	NP/JW	Dec. 2017	40	90	99		Taskforce Recommendations completed and conveyed to Council. Council established Code change priorities and discussed with Planning Commission. 2018 Docket will include the Code change recommendations. Other recommendations with Council.
<b>Overnight Rental Enforcement Initiative</b>	<b>JW/NP</b>	<b>May 2017 / ongoing</b>	<b>20</b>	<b>25</b>	<b>77</b>		<b>Individual Case File development continues with Pacific Security. Staff has noticed a reduction “in appearance” of violations.</b>
Economic Development & Utilities Elements	NP	July, 2017	70	70	99		Planning Commission Public Hearing scheduled for November 1, 2017. Leavenworth City Council Public Hearing tentatively scheduled for February 27, 2018 (tentatively).  Formal public comment period ends December 4, 2017.
<b>Transportation &amp; Capital Facilities &amp; Land Use Elements</b>	<b>NP</b>	<b>July, 2017</b>	<b>40</b>	<b>70</b>	<b>99</b>		<b>Planning Commission Public Hearing scheduled for November 1, 2017. Leavenworth City Council Public Hearing tentatively scheduled for February 27, 2018 (tentatively). Formal public comment period ends December 4, 2017.</b>

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Housing & Parks and Recreation Elements	NP	July, 2017	60	70	99		Planning Commission Public Hearing scheduled for November 1, 2017. Leavenworth City Council Public Hearing tentatively scheduled for February 27, 2018 (tentatively). Formal public comment period ends December 4, 2017.
<b>Transportation Element update - Future Streets Map</b>	NP	July, 2017	50	70	99		<b>New map in the Transportation Element.</b>
2017 Comprehensive Plan	NP	July, 2017	15	70	99		Planning Commission Public Hearing scheduled for November 1, 2017. Leavenworth City Council Public Hearing tentatively scheduled for February 27, 2018 (tentatively). Formal public comment period ends December 4, 2017.
<b>LMC - Update the OWBAT Substantial Alteration threshold.</b>	NP	TBD					<b>Rescheduled for 2018 - Exempt sprinkler costs or other similar life safety improvements from the calculations of substantial alterations. Expand Admin Deviations and flexibility in review of remodels in regard to "triggering" the threshold for total exterior compliance with the OWBAT.</b>
"Split Zoning" clean-up city-wide. Alleys as delineators.	NP	TBD					Rescheduled for 2018 – Review the existing land use maps and revised to remove "bisected" properties.
<b>PC review of Housing Affordability Task Force recommendations</b>	NP	2018			10		<b>Housing Affordability Taskforce recommendations reviewed with the PC, and priorities identified. These code changes will be processing within the 2018 Docket cycle.</b>

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Tiny Homes / substandard lot (less than 60 ft.)	NP	TBD					The "tiny home" trend is developing throughout the nation, and the Council desires a proactive approach to this housing option. The Mayor's Ad Hoc Committee for Affordable Housing will be conducting research and develop recommendations to increase housing stock and housing options. Study small lots, and research if 'sized right' buildings are necessary to address "scale" and impact.
<b>Create "forgiving fees" LMC and/or "forgo fees" option</b>	NP	TBD					<b>Planning Commission's draft of new LMC is to be relayed to the Mayor's Ad Hoc Committee for Affordable Housing.</b>
Stormwater / Wetland Master Plan regulation implementation	NP	TBD					The Stormwater / Wetland Master Plan has been approved. The next step is to begin developing the implementing regulations to reflect this innovative Plan.
<b>ADU Setback Reduction</b>	NP	TBD					<b>Develop Administrative Deviation standards, specifications and criteria for the reduction of setbacks from alleys for ADU.</b>
Water System Plan	JW/HA	Dec. 2017	35	50	75		Draft Plan submitted to DOE for initial review. Water Efficiency Goals and Plan public meetings completed. Tentative adoption date January 2018.

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Waste Water Treatment Plant Facility Plan: TMDL Compliance/Facility Upgrades WWTP	JW/HA Varela & Asst.	December 2016	80	90	90		Varela & Associates, Inc. has developed a summary of technical memoranda for the wastewater facilities planning and will be presenting a draft facility plan to Council at Study Session on January 10, 2017. DOE initial review of plan and Varela & Associates have submitted response. After a review the next step will be for a public review of the plan.
<b>Waste Water Treatment Plant Discharge Permit Renewal</b>	<b>JW/HA</b>	<b>July 2017</b>	<b>15</b>	<b>20</b>	<b>100</b>		<b>Approval and permit has been received from DOE.</b>
Utility Rate Study	CS/JW	2017	5	15	75		A utility rate study examines the financial viability of the City utilities and after reviewing operating costs, debt service, and future needed capital improvements provides the Council with the suggested rates and fees for each utility. Council award HDR Engineering with contract. Initial data collection and review underway. Council will be receiving an update at the October Study Session.
<b>Well Improvements</b>	<b>AB/HA</b>	<b>2017</b>	<b>85</b>		<b>85</b>		<b>Overhaul of Well # 2 has been completed. Interior painting to be scheduled for possible in-house consideration fall/ winter of 2017.</b>
Well Site Grounds Cleanup	HA	2017		50	50		Project includes general cleanup and organization of surrounding property. Work continues.

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Replacement of Water Intake Screens (Icicle)	HA/AB	TBD	5	5	5		Chelan County DNR and Trout Unlimited have secured funding for design of screens for the water intake on Icicle Creek. This project driven by TU Boulder Field Fish Passage Project. Staff has reviewed several screen options presented by Fish & Wildlife.
<b>Water Plant/System Improvements</b>	<b>HA/AN</b>	<b>Dec 2017</b>	<b>25</b>	<b>60</b>	<b>100</b>		<b>Inspection of the existing reservoirs has been completed with no major complications. Chlorine safety handling equipment has been installed at the Water Plant and the well site. Upgrade of the radio communication equipment has been completed</b>
Public Works Facility Master Planning	JW/HA	August 2017	5	15	20		This planning process is necessary because of the expansion and additional room needed for the Waste Treatment Plant. The master plan would consider the current Public Works configuration and locations, current and future space needs, and provide a recommendation for land use and needed facilities. RH2 Engineering has provided a preliminary master plan to be discussed at upcoming Public Works Committee meeting. Council has toured the facilities and provided input for future planning with RH2.
<b>Festhalle Improvements</b>	<b>JW/H A</b>	<b>TBD</b>					<b>The Festhalle Oversight Committee has completed the initial list of improvements. Current focus on finding a replacement Festhalle Managing Consultant.</b>
Warehouse Parking Improvements	JW/HA	Fall 2017	50	60			Installation of railing completed. P2 and P3 Pay stations are online, pay structure needed. Landscaping and Jersey Barriers for P2 still tentatively scheduled for this year.
<b>Water Meter Replacement</b>	<b>HA/J W</b>	<b>Dec 2018</b>	<b>10</b>	<b>10</b>	<b>10</b>		<b>The Council has identified the replacement of the existing 25-30 year old water meters as a priority project. The City submitted a WaterSMART grant application for 50% funding in January 2017. Water Smart Grant Application has been denied and staff is in the process of updating estimates and financing options.</b>

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DOT Property Acquisition	JW	TBD	10	15	25		DOT has issued 60 day public notice of potential sale. Discussions will continue November 1, 2017.
Parking Study	JW	TBD	10	25	30		<b>Williams Consulting has been contracted to conduct study. Stakeholders group formed. Initial date collection completed and presented to group. Meeting 3 will be scheduled for early November, public meeting to follow.</b>
Gustav's/LINK Transit Crosswalks	HA/JW	2017/2018	5	15	20		New project prospectus approved by DOT for the addition of HAWK Crosswalk signals. TDH Engineering construction plans under review by DOT. Plans have been developed and the project is expected to go to bid early 2018.
City Hall Improvements	HA/CS	2017	5	50	60		<b>These projects include painting of the interior entrance and hallways at City Hall and the upgrade of presentation equipment and recording/amplification in the Council Chambers. At this time staff has completed the installation on equipment and is reviewing effectiveness; electrical outlets have been installed.</b>
Chumstick W/S - Multi Use Trail Project	JW/HA	Spring 2017	85	90	95		Project is substantially completed. Project close out/paper work underway. Working on closure of WSDOT Grant.
LID #24 Implementation	JW/CS	June 2017	15	15	50		<b>Awaiting close out of project so all costs are identified. Anticipate October/November to begin public notice period for bonding and assignment of assessments.</b>
Street Extension from Titus to Chumstick Hwy.	JW/NP /HA	TBD					Begin conversations with developer and Chelan County on future road construction project. Design and funding program need to be developed.



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Pine Street Funding Strategy	JW/HA	December 2017	65				Project is ¾ funded at this time with Olson project completing ¼ of rebuild, \$705,000 federal funds secured, \$200,000 provide by Cascade School District, \$250,000 through TIB. DOT authorized use of funds for engineering and design June 30 <sup>th</sup> 2017. TIB Grant application submitted on August 15, 2017, grant awards to be announced late November 2017.
Cemetery Software	AR/HA	May 2017	70	75	95		<b>Project includes replacement of outdated software. Initial data transfer and software installation has been completed. Additional missing data is in the process of being installed in conjunction with fine tuning of the application. The majority of data has been transferred and software and information are accessible on the City website.</b>
Cemetery Kiosk	HA	Summer 2017					Project involves developing a directional Kiosk at the cemetery based on the capabilities of the new software. Awaiting software completion and data entry of lot information. Kiosk creation and installation are scheduled for spring of 2018.
Residential Street Asphalt Maintenance Program	HA	August 2017	20	35	50		<b>City awarded TIB Funding for reclamation and asphalt improvement to Whitman Street and Commercial Street (3<sup>rd</sup> to Joseph). Council rejected one bid that was received, project to be rebid in January 2018. Spot chip seal repairs for priority areas were approved by Council and repairs completed in August of 2017, a portion of which was funded by TIB emergency winter damage grant funding. Whitman and Commercial Street Project to be rebid in January 2018.</b>
Tubing and Rafting	HA/ JW	September 2017	10	100			Continue to monitor this issue for compliance with agreements, bad behavior, and overuse of Waterfront Park. New contracts being drafted for 2017 season. Potential issue of overuse of City access point on Wenatchee River may need to be addressed in 2018.

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Front Street Restroom Expansion	HA/JW	December 2017					This project is the expansion of the restrooms located in Front Street Park and possible addition of temporary restrooms near 10 <sup>th</sup> and Front Street.
<b>Skate Park Removal and Replacement Plan</b>	<b>JW/NP</b>	<b>July 2017</b>	<b>80</b>	<b>80</b>	<b>80</b>		<b>Transmit to RCO for change to meet mandated obligation in process.</b>
Skate Park Design and Construction	HA/JW	July 2017	20	90	100		Grindline in conjunction with the Ad Hoc Committee is in the final stages of design presented to Council for approval. Construction began May 1, 2017; completion July. Project close out completed.
<b>Osborn School Site</b>	<b>JW</b>	<b>2018</b>					<b>MOU has been drafted that would provide City Purchase Option on remnant parcel. Awaiting Council and District consideration of approval.</b>
Park Plaza Planning/Construction	JW	2017					Focus of project is identifying funding program and further refinement of cost estimates. Have begun final design with estimated cost of plaza area at \$366,000. Project on hold at this time, design at 80%.
<b>Expansion of Recycling Program in Downtown core</b>	<b>HA</b>	<b>June 2017</b>	<b>50</b>	<b>85</b>	<b>100</b>		<b>Addition of recycling containers and change in operations to accommodate expansion of recycling program. Program included in 2017 budget. New containers received and put in place in August of 2017.</b>

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Equipment Purchases:	Lead	Completion Date	2017 Recommended Equipment Purchases				
2017 Minicat and Trailer	HA/CS	December 2017	100	-	-	-	This is the replacement of the 1991 Cat Backhoe used at the Cemetery to assist in burials. This item is included in the budget to be replaced with a minicat and trailer at an estimated budget of \$81,235; however, staff is looking at a slightly used minicat that will lower the replacement cost to increase funding to other equipment. Minicat was approved by Council and purchased in March for \$46,070 (tax included).
<b>2017 Mower</b>	<b>HA/CS</b>	<b>June 2017</b>	<b>100</b>				<b>This is the replacement of a 2010 mower; 1 of the 2 riding lawn mowers used for parks and the cemetery. This item is estimated at \$18,929. New mower was approved by Council in March and purchased in April for \$20,278 (tax included).</b>
2017 Ford F-350 XL Super Duty 4x4 Truck/Plow/Dump/Sand	HA/CS	December 2017	50	100			This is the replacement of the 2002 Ford F-350 4x4 used for plowing, sanding, dumping and other public works related work. Est. cost is \$37,970 for a new vehicle. Council has authorized this purchase and truck has been delivered.
<b>2017 Parks Light Pick-up</b>	<b>HA/CS</b>	<b>June 2017</b>	<b>50</b>	<b>100</b>			<b>This is the replacement of the 1998 Ford F-150 XLT Triton V8 4X4 that is currently budgeted at \$20,000. Estimates have been gathered and to replace with a 4X4 the Staff will request an increase to \$26,000 to complete the purchase. This increase will be offset by the reduction of the minicat noted above. Council has authorized this purchase and truck has been delivered.</b>

**LEGAL**

Objective Description	Lead	Comment
Water Rights Negotiations	JW	Tom Pors, legal consultant, ongoing discussion with Department of Ecology to develop a settlement agreement. Icicle Water Work Group working on identifying projects that may result in additional water rights and litigation settlement. Update to District Court submitted by City and DOE Sept. 2015, Icicle Work Group solution still appears as the best option for both parties. 1 <sup>st</sup> Qtr. 2017 notice to Court on stay have been filed by City and DOE.
<b>Water Rights Transfer Process</b>	<b>JW</b>	<b>City has had several land owners requesting the transfer of water rights (typically well water rights) to the City. Process needs to be explored and developed to acquire these rights.</b>
Overnight Enforcement      Rental	JW	Public outreach and investigation underway at this time.

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<b>Objective Description</b>	<b>New Projects, Initiatives or <i>Pending Projects</i></b> The items listed below are items that are new for 2016 or on hold from previous years:
"Pocket" Park exploration and study	Parks Plan. This topic may evolve with the Osborn site discussion.
<b>Icicle II Station Design Work</b>	<b>On hold until funding is secured.</b>
Emergency Response Ordinance.	Staff will be reviewing ordinances pertaining to emergency response powers necessary when the Council/Mayor declares a significant disaster has occurred. Ordinance changes may be necessary to ensure City can recover reimbursement funding where possible and address public health issues quickly and deliberately.
<b>"Sister City" Initiative</b>	<b>Selected potential cities identified, next step is to develop introductory letter and package.</b>
Addition of Fire/Water feature in the downtown area.	Item has been referred to the Downtown Steering Committee to be considered with the Royal Lady Plaza Planning.
<b>Community Planning Assistance for Wildfires Program (CPAW)</b>	<b>March 23, 2016 City of Wenatchee kick-off meeting. Leavenworth's participation may develop into use of this information to develop its Wildfire Master Plan. DNR Natural Hazards Plan was previously adopted, and a Leavenworth-centric plan can be created. Chelan County has initiated additional discussions on Wildfire Master Planning Program, City staff participating.</b>
Hartwig Easement/Front Street Park	Consideration of permanent easement on West end of Front Street Park. Council approved agreements documents on January 10, 2017. Developer provided completed/signed documents to the City on June 26, 2017. Documents signed and recorded by City on June 29 <sup>th</sup> , 2017. Construction underway.
<b>Purchase of Lane Residence</b>	<b>Consideration on the purchase of property adjacent to the PW facility. Appraisal completed, collecting additional background information.</b>

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<p>PUD Substation Siting</p>	<p>Electric load within Leavenworth area at approximately 80% of capacity. Community involved with PUD on public process to identify new substation location. Final recommendation and study information presented to Council on July 11<sup>th</sup>, 2017. Design of substation and location of transmission lines underway.</p>
<p><b>Drinking Water Providers Partnership Grant</b></p>	<p><b>In cooperation with Cascadia Conservation District, the agencies are using grant funding awarded to develop a program for public outreach and education on the Icicle Watershed which is the main source of the City water supply. City partnering with Forest Service and Cascadia Conservation to develop educational program.</b></p>
<p>Apple Maggot Quarantine Issue</p>	<p>The City was informed on June 8<sup>th</sup> that it could no longer haul yard waste or brush to Stemilt for recycling. In addition the Department of Agriculture requires that the City continue a yard waste disposal program to allow for solid waste to be taken to the Dryden Transfer Station. City implemented alternative yard waste program by July 31, 2017. Brush disposal and yard waste disposal solution necessary.</p>
<p><b>RD Funding Application</b></p>	<p><b>Application for funding due on July 15, 2017. \$13M funding request for Waste Treatment Facility improvements and collection system improvements. City awarded funding in September 2017. City has requested Varela&amp; Associates to provide new scope of work for engineering and design of waste treatment plant improvements.</b></p>