



City of Leavenworth

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City Council

Cheryl K. Farivar - *Mayor*
Tibor Lak
Michael Molohon
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Robert Francis
Larry Meyer
Carolyn Wilson - *Mayor Pro-Tem*
John Bangsund
Joel Walinski - *City Administrator*

LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall - Council Chambers
November 10, 2015 - 6:30 p.m.

Call to Order

Flag Salute

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of October 27, 2015 Regular Meeting Minutes
3. 2015 Claims \$540,056.74
4. October 2015 Payroll \$223,201.68
5. PRSA Voucher Requests \$20,000.00 & \$84,539.01

Public Safety Report: Sargent Bruce Long, Liaison Officer

Councilmember and Committee Reports

Mayor/Administration Reports

Public Hearing: Annexation Request Pete Olson Property @ 6:45 PM

Resolutions, Ordinances, Orders and Other Business

1. Action: Pine Street Draft Design
 - a) Discussion
 - b) Decision
2. Action: Ordinance 1513 Adopting Ad Valorem Tax
3. Action: Ordinance 1514 Authorizing Special Levy
4. Action: Authorize Mayor to Sign Tax Levy
5. Action: Resolution 10-2015 Legislative Action
6. Action: Authorization – Garbage Truck Purchase

Information Items for Future Consideration

Comments from the Public on Items Not on the Agenda

Adjournment

Council Committees - 2nd Tuesday

Public Safety 3:00 Parks 4:00
Public Works 5:00

(Next Ordinance is 1515- Next Resolution is 11-2015)

SUPPLEMENTAL COUNCIL AGENDA

1. Pine Street Draft Design

a) Discussion

Open House Information:

The City Council is being asked to hold an Open House meeting Tuesday evening and take public comments as to the suggested Pine Street road cross section. Once the public has had an opportunity to provide comments, the Council will then be asked to approve the overall draft cross section or suggest changes to the cross section. If changes are suggested, staff will make the modifications and bring this item back to the Council for approval.

The cross-section design provided under **TAB 1** is shown using two options, both layouts use the proposed cross-section using 60 feet of Right-of-Way (ROW) and containing all the proposed roadway facilities. Option 1 represents the use of the cross-section in the corridor from Ski Hill Drive to the Central Street intersection. Option 2 shows the use of the cross-section from the Central Street intersection to the Titus Road intersection. This section of the corridor has an additional 10 feet of ROW; it is proposed that additional ROW be split with 5 feet allowance on each side. This option would allow for some flexibility in addressing current conditions in the final design.

The cross-section being considered for public comment and possible approval is based on the use of 60 feet of ROW. The cross section includes two 11 foot drive lanes; a 5 foot walkway on the residential (south) side of Pine Street; a 10 foot asphalt multi-use pathway on the north side of Pine Street; an 8 foot parking lane on the south side of Pine Street and 5 foot planting/drainage/snow storage areas on each side of the street.

60 feet of ROW is available along a high percentage of Pine Street. In reviewing the survey completed by Chelan County there are 9 properties out of 27 that front on the south side of Pine Street where ROW may need to be purchased or the “draft roadway cross section” may need to be modified. In the initial work completed by TD&H Engineering, the table below provides the estimated cost of property acquisitions:

Description	Budget
Land Acquisition – 9,716 S.F. @ \$10/S.F.	\$97,160
Land Acquisition Consultant, Appraisals, and other fees.	\$47,840
Total:	\$145,000

The use of the 60 foot ROW is recommended based on the road way suggested classification by the Department of Transportation (DOT) for Pine Street as a Major Collector. This classification is one necessary component in seeking funding through various grant programs. The 60 foot ROW also allows for the inclusion of many of the roadway facilities that the public and the Council have identified as important in the reconstruction project. Finally, the use of the 60 foot ROW template from the intersection of Central Street to Titus Road allows for some flexibility in addressing existing conditions.

History:

Pine Street is one of the original roads in the City which until the early 1970s, like a large majority of City streets, was an unpaved dirt surface. Pine Street, like other City streets were asphalted without proper base course and engineering in the mid-1970's and is rapidly failing like other streets city-wide. Pine Street, from Ski Hill Drive to Chumstick Highway serves as a vital link in the City's overall transportation system. It is a key link in the by-pass around the City, a key passage way to delivery and bus traffic to Cascade High School and Middle School, and is a pedestrian way for adult and children who live within the City and walk to school. Because of the complexity of the problems associated with Pine Street: Right-of-Way offsets, stormwater drainage, possible surface water drainage, pedestrian and bicycle access, and a necessary road realignment, the City has initiated the planning process for the future street reconstruction project. The City contracted with TD&H in November, 2013 to initiate the development of the design and engineering plans to the 30% level. This was done to help identify all issues pertaining to Pine Street, develop a list of possible solutions to be incorporated within the design, and provide a more detailed cost estimate for the project.

Pine Street Overview

Pine Street is a direct east-west connection from Ski Hill Drive to the Chumstick Highway. Pine Street currently has a Federal Classification of a Minor Collection between the Chumstick Highway to Titus Road and a local access road from Titus Road to Ski Hill Drive. The City's 2009 Transportation Plan completed by the TranspoGroup, identified Pine Street as a secondary arterial. Pine Street is also a T-3 freight corridor between the Chumstick Highway and Titus Road.

Pine Street provides the primary east/west and school bus access to Icicle River Middle School and Cascade High School from Ski Hill Drive to the Chumstick Highway.

Existing Conditions

Pine Street is a two lane road without curb, gutter, or sidewalk on either side of the street. The street varies in width between 20 feet and 35 feet. The latest pavement condition rating (PCR) of 47 indicates the road is failing and requires repair/replacement. There are no pedestrian or bike facilities on either side of the street

In addition to roadway design issues, there is an additional complication because the City of Leavenworth owns parts of the Right-of-Way and Chelan County owns the other parts.

Recent Progress

Pine Street Improvements are identified in the City's 2009 Transportation Plan, Regional Trail Plan, and Comprehensive Plan. The Pine Street project is the number one priority plan listed in the City's 2015 – 2020 State Transportation Improvement Plan (STIP); in addition it is listed as a regional priority in the Chelan Douglas Transportation Council's priority project plans.

In 2010, the voters of Leavenworth passed the Transportation Benefit District for the City of Leavenworth, the additional sales tax brings in approximately \$220,000 annually which is dedicated to street maintenance and improvements. The City uses these funds for a mix of annual residential street improvement projects and matching grant dollars for larger projects.

In 2012, the City initiated discussions with Chelan County, who has joint ownership of roadway. As a follow-up to those discussions, the preliminary wetlands/surface water drainage review and

delineation of the project area was completed and Chelan County completed preliminary survey work of the Right-of-Way early in the summer of 2013.

The City completed traffic counts in June of 2013; the results show a 1,800 Average Daily Trip (ADT) count at the east end of Pine Street; an ADT of 900 at the intersection of Pine Street and Ski Hill Drive; and an ADT of 1,100 at the intersection of Pine Street and Titus Road.

In 2013, the City Council approved a contract in the amount of \$43,500 with TD&H Engineering for the initial planning and scoping of Pine Street. Scoping area is from Ski Hill Drive to Chumstick Highway – ROW issues, Storm drainage issues, roadway traffic issues, pedestrian enhancements, bike use, snow storage and landscaping, and traffic calming are significant issues to be addressed.

Early in 2015 Chelan County completed the detailed survey work required for the engineering to be started by TD&H. The City and Chelan County shared the cost of funding for survey work completed by the Chelan County Surveyor.

On February 18, 2015, the City held an Open House with the residents of Leavenworth to discuss the Pine Street Reconstruction project. The meeting was well attended by property owners along Pine Street and those in the residential neighborhood. Significant issues identified at that time included: traffic and pedestrian mix, vehicle speed and traffic calming, Titus/Pine Intersection, Pine/Chumstick Intersection, ROW decisions, west end potential wetlands and stormwater drainage issues, school access for buses, and students walking or bicycling to school.

The City Council followed that meeting with open Council discussions at the June and October 2015 Study Sessions developing options for the ROW Cross Sections.

Design Considerations:

In developing a roadway cross section, several factors should be considered:

Roadway Classification: Determined by vehicle traffic volume, speed, vehicle type, and traffic movement. Pine Street is currently classified as an Urban Local Access Road. In conversations with the Department of Transportation (DOT), Pine Street does not have a Federal Highway Classification from Ski Hill Drive to Titus Road however the DOT has suggested that the City request Pine Street to be assigned as a “Major Collector” Federal Classification which would open the door for future Surface Transportation Program (STP) funding through the Chelan Douglas Transportation Commission. This process has been initiated.

Roadway width travel lane: Travel lane widths within the City vary from 10 feet to 12 feet. Residential roads typically have 10 ft. travel lanes, with many newer residential roads having 11 foot travel lanes; higher volume of traffic roads use the 12 ft. standard. Pine Street is one of the highest used City roadways, however 12 foot traffic lanes often promote higher average roadway speeds.

Sidewalks/Pathways: The minimum standard for a residential area sidewalk is 5 ft. The minimum DOT standard for a multi-use asphalt pathway is 10 ft. Sidewalks must be separated from the roadway either by elevation or space in order to receive Transportation Improvement Board (TIB) funding.

Boulevard, planter strip, or snow storage area: Design width ranges between 5 ft. to 12 ft. A tighter width provides less area for snow storage and a less healthy environment for trees, shrubs, etc. planted in this area. Wider areas require more resident required maintenance.

Drainage: The typical storm drainage system within the City includes collection structures (storm drains) and underground pipes to transfer surface water. Given the high water table within the community and in the northern border of Pine Street, the use of bioswales for stormwater collection and transfer may limit their effectiveness.

Parking Lane: On street parking width standard is 8 ft.; diagonal parking is 16 – 18 ft.

Bike Lane: The DOT standard for bike lanes is 4 ft. On a two way street, bike lanes would be provided in both directions where possible, use of the bike lane is in the same direction as vehicle traffic.

Traffic Calming: Items such as corner bump outs, marked crosswalks, striping, and speed humps are options that can be used throughout the corridor to assist in calming of the traffic.

The following items are included under **TAB 1:**

- Proposed Cross Section

b) Decision:

The City Council is being asked to consider the public input and then either approve the proposed cross section for Pine Street or provide modifications to the draft cross section.

- **MOTION:** *The Leavenworth City Council moves to approve the draft roadway cross section for the further development of the Pine Street reconstruction design.*

2. Ordinance 1513 – Adopting Ad Valorem Tax

The City Council is being asked to consider two options for Ordinance 1513 which is the authorization of the property tax levy for the 2016 tax year. Both options include the required prior year levy figure of \$418,786.04. Option A includes identification of the annual increase of just 1% or \$4,187.86. Option B includes identification of the annual increase of 5.8% or \$24,289.59 which includes the 1% annual limit plus an estimated additional amount of \$20,000. Due to the annexation into the Fire District in 2013, the City has a banked capacity of approximately \$125,000 allowing for the City to request more than the 1% annual cap per initiative 747 limits.

These options are being presented from the recent and ongoing discussions by the City Council concerning the need to support utilities more from other sources (i.e. the General Fund) than through annual utility rate increases. Councilmembers asked if there are any options for increasing the retail sales taxes by a vote of the people; however, at this time there is no such legislation available to allow this type of increase and the City is currently at the maximum allowable rate per State law. By increasing the property tax collection over the 1% limit in 2016, utilizing \$20,000 of the banked capacity, the City would then be able to allocate these additional dollars directly towards utility related capital projects without sacrificing other critical programs currently funded by the General Fund. This is a slow phased approach to assisting the utility

funds as needed and can be considered for further dollars in future budget years; staff will discuss a plan for collecting the additional banked capacity with the upcoming retirement of a bond levy that will limit the actual property tax increase effects on the property tax payers that can begin in 2018 and end by 2020. For the discussion, the table below illustrates the recommendation of increases for the banked capacity between 2016 – 2020:

	<u>New Request</u>	<u>Current Bond</u>	<u>Taxpayer Effect</u>	<u>GF Increase</u>
2016:	\$20,000	No change (60K)	\$20,000	\$20,000
2017:	\$20,000	No change (60K)	\$20,000	\$40,000
2018:	\$60,000	-\$60,000	\$0	\$100,000
2019:	\$25,000	\$0	-\$35,000	\$125,000
2020:	\$0	\$0	-\$25,000	No change

In addition, this ordinance will include increase estimates of \$1,692.85 for new construction, \$0.00 for annexations, and \$802.75 for refunded revenue by the Assessor’s office. The total preliminary property tax allowed is \$548,751.50.

The following items are included under **TAB 2**:

- Ordinance 1513 – Option A – 1%
 - Ordinance 1513 – Option B – 5.8%
 - City of Leavenworth Regular Tax Levy Preliminary Values for 2016 Tax Year
- **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1513 Option ___ with the Ad Valorem Tax increase of ____%.*

3. Ordinance 1514 – Authorizing Special Levy

The City Council is being asked to adopt Ordinance 1514 authorizing a special levy for the 1997 General Obligation Bond that was refinanced in 2011 for the Fire Hall. This ordinance is required by the City to meet the provision of the original Ordinance 1063 and the 2011 Refunding Ordinance 1403 whereas a special levy was adopted and incorporated for the 1997 General Obligation Bond. The special levy amount at this time is set at a rate of \$60,000 to cover the principle and interest payments and continues to slowly decrease the current fund balance for final maturity in 2017.

The following item is included under **TAB 3**:

- Ordinance 1514
- **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1514 Authorizing Special Levy.*

4. Authorize Mayor to Sign Tax Levy

In addition to setting the property tax levy and special levy, the Department of Revenue and the County Assessor requires a levy certification. This certification figure is always about \$25,000 to \$30,000 more than the actual levy amount for the regular levy to allow for the Assessor to collect more revenue if projections for taxes come in higher than anticipated due to revaluations, new construction, annexations, or refunds. Depending on the Council’s decision to enact the 1%

versus the 5.8% property tax increase, the Council is being provided two options for the Levy Certification document. If the Council chooses Option A for Ordinance 1513 then the Council will need to authorize Option A for the Levy Certification; if choosing Option B for Ordinance 1513 then the Council will need to authorize Option B for the Levy Certification. As a note, there is included a hand written figure of \$412.62 for the special levy bond refund (this is for the 1997 bond levy noted in item #3) per separate instructions from the Assessor's Office.

The following items are located under **TAB 4:**

- Department of Revenue Levy Certification Document – Option A
- Department of Revenue Levy Certification Document – Option B
- **MOTION:** *The Leavenworth City Council moves to authorize the Mayor to sign Option ____ for the Tax Levy Certificate.*

5. Resolution 10-2015 Legislative Action

The City Council is being asked to approve Resolution 10-2015 which identifies the City's Legislative Priorities for the 2015/2016 Legislative Session. As reviewed at the October 27th 2015 Council Meeting the proposed priorities are:

1. Restore the Wenatchee Watershed Plan and Wenatchee Reserve.
2. Infrastructure Funding/Sales Tax Option.
3. Fireworks Ban.
4. FireWise Assistant/Modifications to WAC 173-425-040 Outdoor Burning.
5. Public Works Trust Fund.

While the City has identified legislative priorities in the past, the Association of Washington Cities (AWC) in their Operations: Strong Cities Program is recommending that cities actually review and adopt by motion a list of Legislative Priorities, provide those priorities to their District Legislative representatives and then follow-up after the session to see what actions were achieved.

If approved, the City will furnish the list of priorities to the offices of Senator Parlette, Representative Condotta, and Representative Hawkins.

The following item is included under **TAB 5:**

- Resolution 10-2015 City of Leavenworth 2015-2016 Legislative Priorities
- **MOTION:** *The Leavenworth City Council moves to approve Resolution 10-2015, Legislative Priorities for the 2015/2016 Legislative Session.*

6. Authorization – Garbage Truck Purchase

The City Council is being asked to authorize the expenditure of funds for the purchase of a used side loading garbage truck in an amount not to exceed, \$80,000.00. This newly purchased refurbished truck will be used as a backup to the existing garbage truck and the replacement of a rear load garbage truck. The City Equipment Rental & Revolving (ER&R) schedule identified the replacement of the 1987 International S2600 dump/plow/sanding truck in the 2015 Budget in the amount of \$40,000.00. Instead, this truck will be retained and those funds, with an additional \$40,000.00, will be used for the purchase of the used garbage truck.

The City presently owns and maintains three garbage trucks; the newer truck is a side loader being used for regular garbage pickup, an older rear loader being used for cardboard recycling, and another older rear loader being used for City Street can pick up. Break down or repair of the side loader results in possible delays of service for daily garbage pickup. For that reason, it has been determined and discussed by the Public Works Committee and the City Council for the need of a backup side loading truck. The Public Works staff is in the process of evaluating the best garbage trucks for purchase in this price range with replacement scheduled for the end of December 2015. Approval of purchase amount and subsequent delivery of the new vehicle would allow the sale of one of the existing older rear loading trucks; that would be the 1999 Crane Carrier garbage truck in 2016.

This motion, while not approving the purchase of a specific vehicle, would authorize the expenditure of funds once the vehicle is identified. This authorization is necessary as the refurbished/used vehicles often are only listed or available for a short period of time. The authorization of approval is necessary for compliance with the City's Purchasing Policy.

There are no items included under **TAB 6**.

- **MOTION:** *The Leavenworth City Council moves to approve a not to exceed purchase amount of \$80,000.00 for a used side loading garbage truck to be identified by the Public Works staff and authorizes the City Administrator to approve the expenditure.*