



City of Leavenworth

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City Council
Cheryl K. Farivar - *Mayor*
Elmer Larsen
Carolyn Wilson - *Mayor Pro-Tem*
Gretchen Wearne
Mia Bretz
Margaret Neighbors
Richard Brinkman
Sharon Waters
Joel Walinski - *City Administrator*

LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall – Council Chambers
April 25, 2017 - 6:30 PM

Call to Order

Flag Salute

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of April 11, 2017 Regular Meeting Minutes
3. Approval of April 11, 2017 Study Session Minutes
4. 2017 Claims \$130,269.47

Councilmember and Committee Reports

Mayor/Administration Reports

Comments from the Public on Items Not on the Agenda

Resolutions, Ordinances, Orders and Other Business

1. Action: Mayor Reappointment of Lisa Romine to the Housing Authority of Chelan County Board of Commissioners
2. Action: Contract Agreement for City Hall Custodial Services with Anita Yonaka
3. Action: Contract Amendment / Project Acceptance – Commercial Street 3rd – 8th Street
4. Action: Pine Street Engineering – Local Agency Agreement and Prospectus
5. Action: Interlocal Agreement – Chelan County PUD Regionalization Study
6. Discuss: Draft Resolution xx-2017 Six-Year Transportation Improvement Plan

Information Items for Future Consideration

1. Public Hearings for Alley Vacation Requests - Moved to May 9, 2017

EXECUTIVE SESSION 42.30.110(1)(d) REVIEW NEGOTIATIONS OF SHERIFF CONTRACT

Adjournment

Council Committees -4th Tuesday –

Econ. Dev. 4:00 Finance 5:00

(Next Ordinance is 1546 - Next Resolution is 10-2017)

The City of Leavenworth is committed to providing reasonable accommodations in accordance with the Americans with Disabilities Act. Please contact City Hall at (509) 548-5275 at least 72 hours prior to a scheduled meeting to request an accommodation.

SUPPLEMENTAL COUNCIL AGENDA

1. Mayor Reappointment of Lisa Romine to the Housing Authority of Chelan County Board of Commissioners

The City Council is being asked to confirm the Mayor's re-appointment of Ms. Lisa Romine to the Chelan County Housing Authority Board of Commissioners Position #7. The Housing Authority was formed in 1981 and is governed by an 11 member Board of Commissioners who are appointed into three-year terms by local government representatives. The mission of the Housing Authority is to assist in providing affordable housing to households that are 80% or below the area's median income, as established by the United States Department of Housing & Urban Development. The Housing Authority also supports efforts to encourage short-term housing assistance, when appropriate.

Ms. Romine was first appointed to the Housing Authority in 2001 as a City of Chelan representative. Ms. Romine moved to Leavenworth several years ago, but remained on the Board representing the City of Chelan. She was appointed to the Board as a representative of the City of Leavenworth in 2011 and currently serves as the Board Chairperson. The appointment would be for a three-year term ending May 23, 2020.

The following item is included under **TAB 1:**

- Letter from the Housing Authority of Chelan County
 - **MOTION:** *The Leavenworth City Council moves to approve the Council re-appointment confirmation of Lisa Romine for the Housing Authority Board of Commissioners.*

2. Contract Agreement for City Hall Custodial Services with Anita Yonaka

The City Council is being asked to consider approval of a rate increase for the City Hall Custodial Services Contract with Ms. Anita Yonaka that would be effective May 1, 2017. Ms. Yonaka has been performing the custodial services for the City of Leavenworth with her current contract since 2008 based on 40 hours per month at \$750 per month (\$18.75 per hour) with no increases included. Ms. Yonaka performed this service prior to 2008 and is estimated to have worked for the City since about 1998. At this time staff is requesting an increase of approximately 5% going from \$750 to \$785 per month (\$19.63 per hour). This increase was identified for the 2017 budget and is included in the current budget without an additional amendment being necessary; a slight amendment of \$120.00 to the 2018 budget would be needed. Below is the list of duties included in the contract for services to be performed.

- Re-supply restroom amenities (soap, towels, toilet paper, etc.) as needed in the main lobby area, library area, and upstairs office area restrooms. Clean surface areas of sinks, toilets, dispensers, and floors with appropriate cleaning supplies. Mopping of floors may be necessary on an occasional basis but should be completed no less than once per month.
- Empty and dispose of garbage from all offices, conference rooms, and restrooms of entire building.

- Vacuum all offices, meeting areas, and entryways including the upstairs and downstairs facilities of building. Mopping should occur on hard surfaces when necessary.
- Sweep stairway in back of building at least once per month.
- Wash windows in doors at entryways and into the Council Chambers.

The following item is included under **TAB 2**:

- Professional Services Agreement beginning May 1, 2017
 - **MOTION:** *The Leavenworth City Council moves to approve the Professional Services Agreement for City Hall Janitorial Maintenance Services with Anita Yonaka at a rate of \$785.00 per month.*

3. Contract Amendment / Project Acceptance – Commercial Street 3rd – 8th Street

The City Council is being asked to officially accept the Commercial Street 3rd to 8th Street Construction project that had reached substantial completion in October 2015. In addition, the City is requesting a final contract amendment for the contractor Hurst Construction. The City has been working toward final closure of the project grants from the Surface Transportation Program (STP) administered by the Washington State Department of Transportation (WSDOT) and Transportation Improvement Board (TIB) that was reliant upon final submission of data from Hurst Construction. As of April, all required documentation has been submitted and final payment is anticipated from the TIB Board soon; all grant funds from WSDOT have been received.

History: The initial project engineering and design began in 2009 when the City utilized a Public Works Trust Fund Loan to design several phases of downtown projects that had been identified in the Downtown Master Plan, including the Commercial Street 3rd to 8th project. This project had minor progress between 2009 and 2012 when the project was eventually put on hold as the City continued seeking grant funding to support the construction phase of the project. With the successful applications for grant funding to WSDOT and TIB in 2013, the City was able to begin finalizing the engineering and design throughout 2014 and went to full construction in 2015. Final minor project costs occurred in 2016 completing the project and allowing for reassessment of the grant funding. Total project costs covered by the WSDOT grant came to \$618,043 and the City is awaiting final approval from TIB with an estimated total grant of \$607,662; this is an increase from the original grant award of \$561,285. The grand total project cost, including engineering between 2009 and 2012, came to \$1,727,203 with the City supplying \$501,498 for the engineering/design, street, heated sidewalks, irrigation, water, sewer, and lighting improvements completed.

Provided in the materials is the final pay estimate #6 with Hurst Construction provided by TD&H Engineering. The original contract for Hurst Construction was approved by the City Council on April 1, 2015 for a total cost of \$1,387,461.97. Upon review with the WSDOT, it was determined that the project would need to create a “force account”; this is a special accounting/payment method used for extra work when the contractor and the State Transportation Agency cannot agree on a unit price or lump sum amount, or if either of those methods are impracticable. The force account was utilized throughout the project to pay for a

multitude of items, including additional work to remove large boulders, debris and old cars that were excavated from the project site that were found under the existing roadway. The final contract amount approved by WSDOT with inclusion of the force account for Hurst Construction came to \$1,432,421.21; an increase of \$44,959.24, approximately a 3% increase. A Notice of Completion was sent on October 12, 2016 and sets the date for bond purposes; this action would allow the removal of warranty bond on October 12, 2017.

The following items are included under **TAB 3**:

- City Spreadsheet Detailing Total Project Revenues Versus Expenditures
- TD&H Engineering Project Cost Spreadsheet for Hurst Construction

- **MOTION:** *The Leavenworth City Council moves to accept the Commercial Street 3rd to 8th Street Project and sets the acceptance date for bond purposes as October 12, 2016.*

- **MOTION:** *The Leavenworth City Council moves to approve the final contract with Hurst Construction in the amount of \$1,432,421.21.*

4. Pine Street Engineering – Local Agency Agreement and Prospectus

The City Council is being asked to review and consider approval of a Local Agency Agreement (LAA) and a Local Agency Federal Aid Project Prospectus between the City of Leavenworth and the Washington State Department of Transportation (WSDOT) for the expenditure of Federal Funds for the engineering and design of the Pine Street Reconstruction Project, Project No. 2013 – 002. The contract amount is \$253,800; \$197,047 of the expenditures will be Federal Funds and \$56,753 will be match funds provided by the City. The City's Transportation Benefit District (TBD) will be providing the source of funds for this expenditure. This contract covers the cost of engineering and design, development of construction documents, and bid packet materials by TD&H Engineering. In addition, the contract includes funding for sub-consultants which include Right of Way acquisition, possible wetland work, and electrical contractors. The City will need to contract independently for geo-technical work and a cultural resource study. The form of the contract is the standard WSDOT Local Agency Agreement and Prospectus. The tentative schedule is for completion of the design work

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

- Local Agency Agreement STPR – B042
- Local Agency Federal Aid Project Prospectus

- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the Local Agency Agreement and Project Prospectus between the City of Leavenworth and the Washington State Department of Transportation in the amount of \$253,800 for the engineering and design for the reconstruction of Pine Street from Ski Hill Drive to Titus Road.*

5. Interlocal Agreement – Chelan County PUD Regionalization Study

The City Council is being asked to review and consider the approval of an Interlocal Agreement between the City of Leavenworth and the Chelan County Public Utility District (PUD). This agreement allows for the City to oversee the procurement and management of the Regionalization Study and stipulates that the PUD will reimburse the City 100% for the total cost of the study by the consultant with a not to exceed cost of \$150,000. The Interlocal Agreement has been reviewed and approved as to form by legal counsel from the PUD and the City Attorney.

In 2015, through the PUD Public Power Benefit Program, the Cities of Leavenworth and Cashmere along with Chelan County requested funding for a study that would look at consolidation of water and sewer utilities for the Upper Wenatchee Valley. The focus of the study is to determine if regionalization of the utilities would improve service, reduce costs and enhance long-term sustainability. The funding request was for \$150,000. In 2016, the PUD Board of Commissioners approved their 2017 budget with full funding of the study. Since the approval of the funding, representatives have met several times to define the scope and responsibilities of the partners. The Peshastin Water District was added to the study area. In addition, it was requested that one of the local agencies be responsible for the management and administration of the project, which is the genesis behind this current agreement. Currently a draft Request for Qualifications for a consultant to conduct the study is under review by the partner agencies. In addition, the partner agencies are identifying members to be appointed to the Public Stakeholders Group, which will work with the consultant at refining the scope and focus of the study, and be the public sounding board for the consultant as the study proceeds. The Public Stakeholders Group will be made up of public representation of residents from Cashmere, Leavenworth, and Chelan County, as well as staff representation from the partner agencies.

The following items are included under **TAB 5**:

- Interlocal Agreement: Chelan County PUD and the City of Leavenworth
 - **MOTION:** *The Leavenworth City Council moves to approve and authorize the Mayor to sign the Interlocal Agreement between the City of Leavenworth and the Chelan County Public Utility District for the administration and management of the Upper Wenatchee Valley Utility Regionalization Study.*

6. Draft Resolution xx-2017 Six-Year Transportation Improvement Plan

This time has been set aside to discuss the review of revisions to the Six-Year Transportation Improvement Program (STIP). STIP is a short-range planning document that is annually updated based on needs and policies identified in the Leavenworth Comprehensive Plan and Transportation Plan. RCW 35.77.010 requires a perpetual 6-year plan. It represents Leavenworth's current complete list of needed projects and programs for the next six years and future years. The document also identifies secured or reasonably expected revenues and expenditures for each of the projects included in the STIP. Typically, projects listed in the first three years of the document are shown as having secured funding while projects in the further out years can be partially or undetermined regarding funding.

Programs and planning efforts help achieve the City vision by meeting a particular transportation need (such as a mode or safety) in a systematic way, completing smaller scale projects, and

planning for the need over a long period of time. Plans help determine the future transportation network through citywide and corridor long studies.

The annual STIP update starts with the previously adopted plan; this year's STIP is identified with the dates of 2018 – 2023. Projects in the previously adopted STIP are reviewed and projects that have been completed, or because of changing conditions are no longer needed, are removed. The remaining projects carried over from the previous STIP are reviewed for changes to cost estimates, project funding, schedule, or scope during the update process to ensure that the best information is represented in the STIP.

New projects are generated from many sources, including appointed commissions and committees representing parks (bicycle and pedestrian trails) and traffic safety, elected officials, City of Leavenworth staff, and other interested individuals and groups. In many cases, City of Leavenworth staff use tools such as the TIB (Transportation Improvement Board) Pavement Management Program – Performance Management Dashboard to help identify potential new projects.

Updated projects from the previous STIP and new projects are then used to create a draft STIP project list. The phasing and funding of these projects is based on an evaluation of project priority compared with priorities laid out in the Leavenworth Transportation Plan, commitments to projects, partnerships the City has entered into with other jurisdictions and agencies, and new opportunities that arise to leverage local transportation funding in combination with other funding sources.

Once the draft STIP has been developed, a public hearing is held to provide an opportunity for the community to comment. The City Council will conduct a public hearing at an evening meeting; based on the results of the public hearing and comments from the Leavenworth City Council, a final version of the STIP will be developed for final Council approval.

The following items are included under **TAB 6:**

- The 2017-2022 6-year STIP redline changes for 2018-2023 Draft
- Transportation Improvement Board (TIB) Pavement Condition Rating (PCR) Map
- TIB Leavenworth Inventory