

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
May 8, 2018 9:00 a.m.

9:00 – 9:15 Chamber Report

This time is provided for a Chamber of Commerce representative to provide an update to the City Council on items of interest to the Chamber and City.

9:15 – 9:30 Temporary Parking Lots

This time has been set aside to discuss potential implementation of an option developed consistent with the Leavenworth Parking Study. As the Leavenworth Parking Study continues to refine to the final document, an aspect of creating “Temporary Parking Lots” may be a ‘piece of the puzzle’ in an effort to relieve parking pressures and address the need for additional parking spaces as a short-term solution. A DRAFT Ordinance is being presented for the Council to review in an effort to address parking needs.

This Ordinance is intended to provide alternatives to certain parking standards within the Commercial zoned districts. The Ordinance is only applicable to commercial districts with vacant lots. At no time does this prevail with new development, additions, and/or change of use for new or existing development.

Obtaining approval for a Temporary Parking Lot will be via a Special Use Permit (SUP). The recommendation is for the Special Use Permit to be issued administratively. This means that the City Administrator can grant a SUP upon demonstration that the proposal meets or exceeds specified standards and specifications (prescriptive standards and criteria for approval). Each SUP will be required to be renewed annually. If and when additional permanent parking lots or parking garages are built, the issuance of new SUP’s or the renewal of the SUP for the temporary parking lots may be suspended.

The attached draft includes preliminary standards and specifications for consideration. If acceptable to Council, an ordinance can be finalized for adoption.

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

- Ordinance XXXX

9:30 – 9:40 DOT Property Update

This time has been set aside to update Council regarding the possible purchase of the Washington State Department of Transportation Lot (WSDOT), located at Highway 2 and Mine Street. The area being discussed for City purchase with the DOT is the area east of the existing DOT shop and fueling facility. A map detailing the proposed area of purchase can be found in the packet materials.

Phase One Environmental Site Assessment

The City contracted with V Environmental, LLC in March of 2018 to complete a Phase One Environmental site Assessment. At this point in time, the recommendation is that no further investigation appears warranted. The executive summary of the report can be found in the packet materials. The full report is available (215 Pages) upon request.

Fencing

In our discussions with the DOT, they have requested that the modification to the existing fencing be made as part of the purchase and sale agreement. This would include moving the existing south fence line closer to Highway 2 and replacing the existing gate with a new one. The east fence line would also be relocated and replaced, connecting to the existing fence at the rear alleyway, moving south and connecting to the new fence on Highway 2; thus squaring up the proposed area to be purchased by the City as well as the remaining DOT owned area and creating a new east property line. A map detailing the fence adjustment can also be found within the packet materials.

The City Public Works Department advertised on the Small Works Roster for a Request for Proposals (RFP) for the fencing work in March of this year; however, the City received no responses by the scheduled bid deadline. Public Works has since been able to solicit a bid for the proposed work, which has been forwarded to WSDOT.

Next Steps:

At this time, the DOT is developing a final draft of an Offer Letter for the sale of the property. The offer letter will be based on the appraised value of the property, the conditions of the sale, and the requirement for the fencing replacement and construction. A sample offer letter is included with the packet materials.

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

- Phase One Environmental Site Assessment for WSDOT Property and Executive Summary Apr. 2018
- Sample Offer Letter
- Property Image

9:40 – 10:00 Ordinance XXXX Festival Permits

This time is provided for a review and discussion on the ongoing review of the City's process for issuing and approving Special Use Permits for festivals and events within the City of Leavenworth. The City Council initially discussed this item at the February Study Session; since that time, the Public Safety Committee has reviewed the draft ordinance and application form.

The City currently uses a Special Use Permit template which covers a variety of activities that the City permits. Examples would include the rental of City sidewalks, the Art in the Park Agreement, a variety of festivals, or the rental of a City parking lot. While this system is a good starting point for the City, many issues regarding festivals and events - traffic, parking, sanitation, etc. have not been addressed. The City's insurance provider, Washington Cities Insurance Authority (WCIA) has provided additional information for cities within the association to review and consider as they update their permitting process for festivals and events.

The Public Safety Committee has provided a draft ordinance for review; areas that may be of particular interest to the Council are highlighted in the ordinance and outlined below:

Permit Required: The new ordinance provides language regarding when a permit is required and identifies the events that are excluded from the requirement of obtaining a Special Event Permit; and

Permit Conditions: The City may condition the issuance of a Special Event Permit by imposing reasonable requirements concerning the time, place and manner of the event, and such requirements as are necessary to protect the safety and rights of persons and property, and the control of traffic; and

Appeal Procedure: If the Special Event Permit is denied, the ordinance does provide for an appeal hearing process either in front of the City Council or the Mayor; and

Fees for City Services and Clean-up Deposits: The ordinance provides the language and authority for the City to charge for city services. This would include personnel for clean-up, traffic control, added police presence, etc. Included in the ordinance is also language that does allow for fees to be waived in part or fully by the City. If the ordinance is adopted, a policy will need to be developed to identify when and how fees are charged for different events.

Also, included in the packet information is a draft Application and Permit. This draft application would be the first step for an organization or individual wanting to have an event in Leavenworth, which would fall under the Special Event Permit.

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

- Draft Special Events Ordinance
- Draft Special Events Application and Permit

10:00 – 10:25 Draft Resolution xx-2018 – 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) as discussed at the City Council meeting on April 24, 2018. 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 to 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 2019 – 2024. 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 STIP 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 if needed.

For Council review and comment today, staff has, in this draft, eliminated completed projects, reviewed uncompleted projects for funding and priority, evaluated the six year feasibility, and coordinated the list of projects in relation to the Twenty-Year Transportation Plan.

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

- 2018 – 2023 TIP
- 20 – Year Transportation Project List
- 2019 – 2024 TIP Draft

10:25 – 10:40 Resolution 07-2018 – Financial Policy Amendments

The City Council Finance Committee has been reviewing the City's Financial Policy over the past two months and is recommending some minor changes for the Council to consider for approval at the evening meeting. The Financial Policy is reviewed on a yearly basis by the Finance Committee; however, no changes were recommended in 2017. The changes this year affect some language in sections 2 and 5 to further clarify current practices and inclusion of appropriate planning documents for budget preparations.

The Committee gave special attention to the review of the reserve fund policies that are located in section 8 that begins on page 6 of the policy document. Three changes are being recommended based on actual reserves that the City has identified as of 12/31/2017 (see attached handout on "Financial Policy Reserve Funds Goals versus Actuals as of December 31, 2017). Two of the changes incorporate a standing balance of 35% for the General Fund and a goal of

40% by 2020. Although the City has already achieved both of these goals, the Committee felt these would be good percentages to consider as minimums for building the 2019-2020 Budget. The third change is for the Economic Contingency Reserve for the Lodging Tax Fund to increase from \$200,000 to \$300,000. The Fund currently has the funding to support this ongoing goal. The Committee discussed major disasters and how this funding has been used to continue tourism support through advertising efforts. One example the Committee discussed included the 2015 Chelan Complex Fire and the financial impact on the community during and after the fire. The City of Leavenworth could have a variety of challenges with fire, highway closures from snow/avalanches, floods, or railway derailments. In looking at a large impact, the Committee noted that December's revenues, which have recently cleared \$300,000, was one example of how much the City could lose in just a short period of time if a disaster was to occur; with this in mind the recommendation to increase to \$300,000 was suggested.

Provided for additional information regarding fund balance reserves is a handout from MRSC (Municipal Research Services Center) that details what a fund balance is, what types of reserves municipalities should consider, the key components of fund balance reserve policies that should include scope and purpose, appropriate fund balance levels, and use and replenishment of reserve funds. Additional information includes links to other sample policies and recommended resources.

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

- Resolution 7-2018 Redline Changes
- Financial Policy Reserve Funds Goals versus Actual 12/31/2017
- MRSC Handout – Fund Balance and Reserve Policies

10:40 – 10:50 Discussion of Comprehensive Flood Hazard Management Plan

This time is provided to discuss the new Comprehensive Flood Hazard Management Plan.

The Chelan County Flood Control Zone District (FCZD or District) was established by the Board of County Commissioners by Resolution 2014-59, pursuant to RCW 86.14, in response to not only the growing frequency and severity of flash and stage flooding in greater Chelan County, but also the resulting impacts and risks to public infrastructure and critical facilities. Since the establishment of the FCZD, Chelan County has been working on the following tasks:

- Interim Operating Guidelines
- Debris Management Plan
- Flood Emergency Response Plan
- Rain Gauge Operation
- Weather Radar Feasibility Investigation
- Flood Control Infrastructure Projects

In July 2015, the FCZD then began working through a process to develop a Comprehensive Flood Hazard Management Plan, or CFHMP. To assist, a Steering Committee was formed to oversee all phases of the CFHMP planning effort. The District assembled a list of people representing interests within the planning area who would have recommendations for the CFHMP. Committee members included key County staff, outside agencies, citizens, and representatives of the various cities within Chelan County.

The purpose of the Chelan County CFHMP is to develop a holistic approach to flood control that encompasses flood control management and floodplain management, utilizing structural and nonstructural methods of reducing flood hazards. Flood hazard and floodplain management are not limited to areas within the floodplain but can extend to the entire watershed.

The major objectives of the CFHMP include, but are not limited to, the following:

- Evaluate the risks to public safety and existing development (e.g., critical facilities, infrastructure, and structures) in flood-prone and channel migration hazard areas. Recommend policies, programs, and projects to reduce risks to public health and safety;
- Examine alternatives to reduce public infrastructure and extensive private property damage through flood hazard management actions and programs;
- Prioritize projects and programs based on the level of risk, benefit and cost effectiveness over the life of the plan or facility, while considering effects on habitat;
- Institute a county-wide public education and outreach program to improve flood awareness that includes actions people can take to reduce risks (e.g., flood insurance, flood proofing);
- Implement the CFHMP while protecting and maintaining the regional economy.

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

- Chelan County Resolution No. 2017 – 102 – Adopting Comprehensive Plan
- Link to the Comprehensive Flood Hazard Management Plan:

http://www.co.chelan.wa.us/files/flood-control-zone-district/ChelanCoFloodPlan_Final_2017-11-17.pdf

10:50 – 11:00 Interlocal Agreement LINK Transit

This time has been set aside to discuss the Link and City Interlocal Agreement between the Chelan-Douglas Public Transportation Benefit Area (“Link”) and the City of Leavenworth regarding the relocation of the vehicle turn-around.

Link is in the process of developing certain facilities on the east end of the City for use as a transit facility and vehicle park and ride (“Park & Ride”). In order to access the Park & Ride, Link is constructing an access roadway to Hwy. 2 on City owned Right of Way. In the Interlocal Cooperative Agreement of March 28, 2017, Link committed to the construction of a replacement vehicle turn-around at the end of the access roadway, which will become part of the access road owned and maintained by the City.

This Agreement relates to the acquisition of certain real property for construction and installation of a vehicle turn-around (“Turn-Around”), dedication of the property once improved with the Turn-Around to the City, and the roles and contributions of the City and Link related to the acquisition, construction, and dedication of the Property and Turn-Around.

This evening, the City Council will be asked to approve the Interlocal Agreement.

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

- Draft Interlocal Agreement with draft Exhibits
- Interlocal Cooperative Agreement between Link & City of Leavenworth 03/28/2017

11:00 – 11:30 Committee Reports and Council Open Discussion

a. Committee & Meeting Reports

b. Open Discussion

The remainder of this time slot allows for Council discussion of items not on the agenda.