

LEAVENWORTH CITY COUNCIL STUDY SESSION MINUTES

June 13, 2017

Mayor Cheryl Kelley Farivar called the June 13, 2017 Study Session to order at 9:00 AM.

Council Present: Mayor Cheryl Kelley Farivar, Elmer Larsen, Carolyn Wilson, Gretchen Wearne, Mia Bretz, Margaret Neighbors, Richard Brinkman, and Sharon Waters.

Staff Present: Joel Walinski, Herb Amick, Nathan Pate and Chantell Steiner.

1. Chamber Report

Chamber Director Nancy Smith and President Paula Helsel thanked the Council for their participation at this year's Maifest Parade, discussed with Council ideas for improvements in the future and successes from this year's event with the new Mai Queen nomination. Director Smith then updated the Council on planning stages for Kinderfest that will be held on July 4th, reviewed the wrap-up of the April Spring Sensations events, reviewed some funding that may be available through Washington's Playground to assist with the Pangborn Airport project for donations, and plans to attend an IPW trade show which focuses on international tourism through the U.S. Travel Association.

2. Parking Study

City Administrator Joel Walinski provided the Council with a handout on the draft budget request from Williams Consulting to conduct the Parking Study scope of work requested by the City. He reviewed the areas of costs to include presentations to the public and Council, materials to be developed, and data collection that comprises a bulk of the contract costs. He discussed the increase of a second daily count that will drive the cost of the study by approximately \$15,000 more for a total cost of \$70,000. He then reviewed the options to consider modification to these costs or for the Council to consider adding full funding by increasing the budget allocation. He noted that the City does have key data that can be utilized on parking and sales tax revenues that may also assist in lowering the actual costs once the data is looked into further and implemented by Williams Consulting. Another option to lower costs is to consider less public presentations; however, these are critical in obtaining public knowledge and acceptance of the results of the Study. The Council then reviewed the original budget of \$50,000 with the Port of Chelan County providing \$30,000, the City \$10,000 and the Chamber of Commerce with \$10,000 and how to approach the increased cost of \$15,000 if the City wants to proceed with the second phase of daily counts. The Council discussed the ability for Williams Consulting to utilize the City's parking and sales tax data noting that the second daily count could be avoided to contain costs and come in at \$56,322, an increase of \$6,322 over the originally discussed budget. The Council briefly discussed the potential for the City to utilize the tools produced from the Study in the future to reduce or eliminate future study costs by an outside consultant. Director Smith and President Helsel concurred that they would look into assisting in the additional \$6,322 by providing additional funding to the project; Mayor Farivar stated that either way, the City will work to find the additional \$6,322 needed to fund the scope of work without the additional daily count and assessment.

3. Public Works Updates – Herb Amick / John Schons

Public Works Director Herb Amick and Parks Supervisor John Schons provided the Council with updates regarding Public Works changes that are underway this year. Director Amick proceeded to review a PowerPoint Presentation on a new online tracking system called MOBILE 311 to track work orders, job tracking, mapping, record keeping and reporting. The online program is a cloud based GPS tracking program that easily allows the public works staff to add and modify daily duties from cell phones and tablets that have been installed in specific vehicles. He showed the Council snapshots of the internet screens to identify the different features within the program and how they are stored and reports are generated. He noted that the GPS portion of the system is problematic due to the City's location and mountainous features that block the ability from time to time to be accurate; however, the data entry, tracking and reporting functions will be critical in the future to help assist in gaining data on efficiency of response to issues related to all functions of the public works department and costs associated with tasks for future budget considerations. Administrator Walinski noted that the program is very cost effective at approximately \$1,500 annually for the program and included a minimal investment for the initial start-up costs for equipment, phones and tablets that were purchased; Supervisor Schons added that there is also a future ability to add enhancements to the program to allow for citizen participation to alert City Staff of public works related issues.

Supervisor Schons proceeded to review a PowerPoint Presentation on recent equipment upgrades at Lions Club Park that he has implemented with state of the art irrigation monitoring and controls, remote lighting controls, remote locking and security controls and highlighted the advantages and cost savings that the system is providing. He noted that this system only included a minimal start-up cost and has no annual or ongoing monthly cost for the program at Lions Club Park due to the Wi-Fi access already located at City Hall. He reviewed all of the features of the system to control irrigation and restroom locks that can lock and unlock restroom doors at specific times; he discussed the features to allow a person to exit the restroom if in the restroom when the doors lock automatically Supervisor Schons reviewed the details involved in the irrigation portion of the system designed by local resident Brian Koblenz called Irricloud that is a new electronic system that was beta tested with the City of Leavenworth and is now being rolled out to local orchardists; the system tracks every moment of what is happening to assist in isolating leaks, turning power and water on and off to locations, and to monitor temperatures to assist in watering a specific amount based on parameters set into the system which results in water cost efficiency and conservation. He noted the additional items in the packet materials for future expansion to other parks that the Parks Department takes care of that could greatly reduce the need for staff time, which in turn will contain personnel related expenditures in the future; he noted the main concern at this time is a lack of Wi-Fi access that could relate to monthly ongoing costs in the other locations such as Waterfront Park, Enchantment Park, Front Street Park, 8th Street restrooms, and the Cemetery but will save considerably on water usage for conservation and cost savings.

4. Public Safety Contract

Administrator Walinski updated the Council on the current negotiations with the Chelan County Sheriff Department and reviewed concerns occurring with ongoing and ever increasing costs of the Sheriff Contract compared to the increase in property tax and sales tax revenues that are not trending at the same rate to afford the increased Sheriff costs which in turn creates an unsustainable factor. He proceeded to review data gathered with a PowerPoint Presentation to

show the increased cost per a property owner of Leavenworth compared to a county resident that is driven by the contract. He discussed service levels that are the same whether you are inside or outside the city limits, the mission of the Sheriff's office that includes several functions that do not directly affect Leavenworth such as Marine Patrol and the Air Support Unit for search and rescue; although, these are critical needs for Chelan County as a whole, contract requirements to set the cost at a level of three (3) officers at a cost of \$177,184 per year per officer (these costs do not include overtime for festivals or the resource officer which is an additional combined cost of \$40,000 per year), and City standard costs to minimally operate a self-sufficient policing program that includes staffing, equipment, insurance, and unions. He then reviewed State laws regarding public safety requirements and how those laws would affect costs driven by a city run police department; the Council discussed priorities of enforcement and how Leavenworth's codes may not be rising to the level of expectation for response due to constrained resources of the Sheriff's Office staff. Mayor Farivar noted that the City did conduct a study four years ago on doing a joint police department with the City of Cashmere that can be looked at for additional information; the study did show similar operations of the Sheriff's Department for city only related services needed; Mayor Farivar noted that it was cost prohibitive at that time. The Council continued to discuss challenges with negotiating the Sheriff Contract, how additional patrols by Pacific Security should be allowed for reduction of the Sheriff Contract costs, and how best to approach the upcoming study session in July where Sheriff Burnett will be present to talk with the Council.

5. Wastewater Treatment Plant Financing

Administrator Walinski provided a PowerPoint Presentation related to discharge and required upgrade needs to the City's Wastewater Treatment Plant. He identified the progress to date on the Wastewater Facility Planning to implement the state required changes for reducing the Total Maximum Daily Load (TMDL) of Phosphorus into the waterway, the summary of population and commercial flow projections for the next 20-25 years, the timeline schedule for implementation of engineering and construction to attain plant upgrades by the deadline of 2020 that was set by the Department of Ecology (DOE), the current Rural Development (RD) grant and loan funding programs that the City Staff is working on applying for, which includes interest rates and loan terms over a 40-year term, details on how RD funding versus DOE funding could affect rate implications for residents noting that the figures may drop based on current debt retiring between now and 2020, how funding is spent with loans first then grants through RD, and engaging in capital interim financing through a local bank.

6. Pangborn Airport Pledge Discussion

Mayor Farivar and Administrator Walinski noted that there is no guarantee of the program moving forward if donations are provided and stated what ranges have been donated by East Wenatchee and Wenatchee to be between \$5,000 and \$10,000 per entity. Council discussed utilizing some of the City's Lodging Tax Funds noting that a majority of the Council is comfortable with using the Council's "say yes" lodging funds up to \$5,000; this will be voted on at the evening agenda that a Councilmember will need to make a motion on. It was noted that since the Chamber has not decided on a funding commitment, that it would be nice to see them increase their advertising costs at airports that will be affected by the air service changes if they come to fruition.

7. Development Services Updates

Development Services Manager Nathan Pate reviewed the documents provided in the packet materials. He briefly identified the list of active or recent permits that includes permits related to land use and building/construction permits for the year to date. He then reviewed the progress and status of each of the major commercial and residential projects included with photos and answered questions from Council.

8. Council Open Discussion

The Mountain Pact request for letter of support for the National Antiquities Act and use of the City's logo: The City Council reviewed the provided materials from The Mountain Pact and discussed with a local resident and Mountain Pact Representative Charlotte Massey the information related to the Antiquities Act, National Monuments, National Public Lands, the letter of support that the Pact would like the City to endorse and the future use of the City's logo on the Pact's website.

Study Session adjourned at 12:20 PM.

APPROVED



Cheryl K. Farivar
Mayor

ATTEST



Chantell Steiner
Finance Director/City Clerk