

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
September 12, 2017 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 – 9:35 Oktoberfest Special Use Permit Update

The City Council will be provided an update on the City permitting and planning process for the upcoming Oktoberfest event. The event is scheduled this year on Friday/Saturday, September 29th and 30th, October 6th and 7th, and October 13th and 14th. The following are the discussion points that will be reviewed Tuesday morning; site security and added deputies; Right of Way permit; and Special Use Permits.

On Tuesday evening the City Council will be asked to approve the expenditure of funds in order to provide extra security for the event. During the three Oktoberfest weekends, additional officers will be scheduled for downtown patrols and residential patrols on both Friday and Saturday evenings.

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

- 2017 Oktoberfest Police Schedule
- Security Calendar
- Area Map
- Portable Bathroom Placement

9:35 – 10:00 Pine Street Design and Engineering Update – Steve Marsh

This time is allowed to provide an update and tentative schedule for complete design and engineering of the Pine Street Reconstruction Project. Steve Marsh P.E. from TD&H Engineering will provide the Council with the current status of the project. Earlier this summer, TD&H Engineering was onsite finalizing their surveying information.

The estimated total project cost is \$2,039,630. This includes engineering and design, right of way acquisition, construction, and construction observation/testing/engineering. Funding of the project is secured through several sources; the Cascade School District has provided \$200,000 for frontage improvements, \$705,000 has been secured through the Federal Highway Program Block Grant Award via the Chelan Douglas Transportation Council, and the Transportation Improvement Board (TIB) awarded the City \$250,000 for Complete Streets improvements included in the project. The City has also applied for a \$550,000 Small City Arterial Street Grant Program Grant from TIB; grant award notifications are made in November. If the City is awarded the TIB grant, the Council would be asked to provide \$385,100 from the Transportation Benefit District (TBD) which would fully fund the project.

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

10:00 – 10:30 Review of 2017 Water System Plan and Water Use Efficiency Goals

This time has been set aside for Council to review the 2017 draft of the City of Leavenworth Water System Plan and the accompanying Water Efficiency Goals. One of the most important and fundamental City services is the City's water system. The Water System Plan is the road map for the City on managing and improving the City's Water System to ensure clean drinkable water availability for today, the 20 year horizon and the 50 year or ultimate time frame. Since many of the issues do take a long time to solve and address, the Water Plan provides the guidance to the City to address those issues prior to becoming critical and in some cases when the opportunity is provided. As the City does other infrastructure improvements, approves development, or enters into discussions with other jurisdictions, the Water Plan is checked and reviewed to ensure that the decisions do consider and are in concurrence with the City's water production and delivery system.

In compliance with WAC 246-290-100, public water systems serving one thousand (1,000) or more consumers, are required to submit an updated Water System Plan to the Department of Health (as of 2016) every seven years. The City currently provides water to consumers via 1,404 connections. In addition, the purveyor is required to hold an informational meeting for the water consumers, obtain approval of the plan from the elected governing board, and finally, obtain approval from the Department of Health. As of 2017, approval of the updated plan is effective for a period of ten years instead of the previous requirement of seven years. The City, with Council approval, contracted with Varela & Associates, Inc. to provide the updated plan.

The following provides a brief summary of the updated findings:

- The City's wells and Water Treatment Plant (WTP) have adequate capacity to meet existing and projected 20-year system demands with the largest producing supply facility (Well #1 or the WTP) offline. This supply facility redundancy will decrease as City demands increase with growth.
- At some point beyond the 20-year planning period, the City will need to acquire additional instantaneous ground water rights if the City does not wish to rely on the interruptible rights. The City is presently in the process of acquiring additional water rights which are currently pending.
- The water system requires approximately \$2.5M in improvements to meet existing deficiencies; approximately \$7M in facilities improvement, and \$3M in improvements to serve future growth. These improvements total \$12-13M to meet ultimate system needs.
- Based on the implementation of the above improvements, the rates and fees would likely need to be increased an additional \$5-10 per month depending on the funding package. These improvements have been included in the current Utility Rate Study.

In compliance with WAC 246-290-810, the City as a municipal water supplier must describe and adopt a Water Use Efficiency Program (WUE) as described in Section 8 of the Water System Plan. A brief summary of the requirements is as follows:

- Source (production) meters, as well as consumption meters (City maintained) are required.
- Production and consumption data must be regularly collected, recorded, and analyzed to evaluate system leakage, forecasting demands, efficiency, and effectiveness of the WUE Program. Information must be presented in an annual performance report.
- Implement a WUE Program, including setting measurable goals through a public forum process. Listed below are several recommendations that may be included within the WUE Plan:
 - Reduction of water use by 1,030,000 gallons annually
 - Customer Education
 - Customer Leaks
 - Workshops for Landscape Professionals
 - Xeriscape Promotion
 - Shower Head Rebate
- Provide a water shortage response plan.

A draft of the Water System Plan has been submitted to the Department of Health, which is the agency that approves a city's water system plan; they have a 90-day timeframe to provide comments on their initial review. A draft of the plan is available on the City's website at: <http://cityofleavenworth.com/col-assets/uploads/2011/05/Leavenworth-WSP-draft-2017-08.pdf> . The draft Water Plan was made available to the public on August 25, 2017 via the City Web Site.

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

- Table 4-12 Summary of Water System Deficiencies: this table provides a very good overview of current issues within the system.
 - Table 5-12 Organization and Planning Level Cost Estimate of Ultimate Planning Improvements: this table provides the identified distribution system improvements needed as the system is fully developed over time based on the planning information available today for the next fifty years (Ultimate Planning Horizon).
 - Table 6-1 City of Leavenworth Capital Improvement Plan: This table provides the projects that have been identified for Table 4-12 that should be addressed within the next 10 years (2017 – 2026).
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10:30 – 11:15 Comprehensive Plan Review

This time is allowed to provide an early introduction of the 2017 Comprehensive Plan update and process to the City Council. As the Council is aware, Leavenworth is undertaking a major

periodic review of the Comprehensive Plan as required by the Washington State Growth Management Act (GMA). As part of the process, the City of Leavenworth has strived to create early and continuous public participation during the Comprehensive Plan update. This update has provided opportunities for:

- The public to contribute their ideas and provide feedback on key issues through all phases of the Comprehensive Plan update;
- Clearly indicate how their feedback was considered and used;
- Make the Comprehensive Plan update accessible, relevant, and engaging to diverse participants with differing levels of interest by using a variety of media, plain language, and easy-to-understand materials; and
- Generate general awareness, understanding and support for the updated Comprehensive Plan.

As a part of the process, the Planning Commission created subcommittees, invited the public to review each element with a small workgroup, and met on the following: Jan 12, Jan 20, Jan 25, Feb 2, Feb 8, Feb 15, Feb 23, Mar 2, and Mar 9, 2017. Subsequently, the Planning Commission conducted open public “Workshops and/or Open Houses” presenting the subcommittee recommendations to the body of the Commission and the public. These Planning Commission workshops invited the public to work with the Commission and review the draft Comprehensive Plan on: Feb 1, Mar 1, April 5, May 16, June 7, July 5, Aug 2 and Sept 8, 2017. From May, the Planning Commission invited the public to begin the review of the compiled entire final draft of the Comprehensive Plan.

While traditional methods (meetings, workshops, presentations, etc.) still play an important role in public engagement, the City used (and continues to use) alternative participation tools more extensively to make it easier for the public to participate. The following websites and social media are used to share information regarding the Comprehensive Plan update:

- Website: www.cityofleavenworth.com
- E-mail: dsmanager@cityofleavenworth.com
- Listserv: <http://cityofleavenworth.com/home/subscribe-to-city-of-leavenworth/>
- Facebook: <https://www.facebook.com/CityofLeavenworthWashington/>
- City Newsletter

Some of the methods used to achieve broad and continuous public participation included posting the evolving Draft Comprehensive Plan on the City’s Webpage under the “Development Services Department” – “2017 Comprehensive Plan Update” page:

<http://cityofleavenworth.com/city-government/development-services-department/2017-comprehensive-plan-update/>

and, Existing Comprehensive Plan on the City’s Webpage under the “Development Services Department” – “Regulations, Plans and Resources” page:

<http://cityofleavenworth.com/city-government/development-services-department/regulations-plans-resources/>.

Separation of the documents is necessary for function and use without mixing the adopted documents with the drafts. In addition, the drafts are made available at City Hall. These on-line

and other updates helped the public understand what's included in the draft Comprehensive Plan and explain how public input shaped the 2017 Comprehensive Plan update process (explains what's in the draft Comprehensive Plan, and highlights major themes and any key changes from the existing plan in a "track changes" or "redlined" document).

In the interim, and although there have been "workshops" and "open houses," there will be Public Hearing(s) and a formal comment period (60-day notices to public and agencies). The Planning Commission has tentatively scheduled its Public Hearing for November 1, 2017. This hearing may be extended to allow for additional public comment and revisions. This distinct process includes legal notice and a press release. Although, press releases have been used to "kick-start" the public process and major goals, this stage of the process requires a formal legal notice.

For today, the Council will be introduced to some of the key changes within the updated Comprehensive Plan, and where to find more details. Attached is an outline for our discussion and study.

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

- Outline for Council discussion and study of the 2017 Comprehensive Plan update

11:15 – 11:30 Chelan County Solid & Hazardous Waste Interlocal Agreement

The City Council is being asked to review an updated Interlocal Agreement for the County-Wide Solid and Hazardous Waste Program. The agreement allows for County-Wide planning and administration of solid waste and hazardous risk waste management plans and programs to meet the mandates imposed by RCW 70.95 and RCW 70.105. The County-Wide Solid and Hazardous Waste Program is under the oversight of the Solid Waste Council. The Council is made up with individual representatives from Chelan County, City of Cashmere, City of Chelan, City of Entiat, City of Leavenworth, and City of Wenatchee. The agreement provides the guidance on the structure and jurisdictional authority of the Council. The Council meets quarterly and provides policy direction, guidance on the development of annual solid waste programs and projects and prepares/reviews an annual budget. The Chelan County Board of Commissioners adopts the annual solid waste budget with the amount agreed upon by the Solid Waste Council. Stated in the agreement under Section 11.6, each City represented on the Committee pays a prorated share of the annual budget based on the population numbers within the party's municipal boundaries. The estimated annual budget is approximately \$125,000.

In addition to the Solid Waste Council, the agreement also identifies a Solid Waste Advisory Committee (SWAC) which includes representation from the agencies, public interest groups, waste management industry, recycling industry, and health and safety. The Committee provides the technical review and recommendations to the Solid Waste Council.

While this agreement provides the framework for the development and implementation of the County-Wide Solid and Hazardous Waste Program, nothing in the agreement limits the cities from administering or implementing any solid waste or recycling program within the municipal limits.

In a review of the agreement, the one point of confusion is with Section 11.6 and Section 11.7. In Section 11.6, the basis for each jurisdiction's prorated share is determined by the ratio of the population of persons within each party's boundaries. However, in Section 11.7, the allocation of each agency does not reflect the population ratio as stated in Section 11.6; the math is incorrect. Following up with a review of the July 6, 2015 Solid Waste Council Meeting notes, an undefined "tourism" factor was added into the mix which made a slight shift in the Leavenworth population number. The motion for this change was passed and approved by the members present.

In review of the actual costs, the current annual cost is \$5,148; the costs under the new agreement with the "tourism factor" will be about \$5,150 for the Solid Waste Council recommended Contract of \$125,000.

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

- Interlocal Agreement for the County-Wide Solid and Hazardous Waste Program
- Solid Waste Council Meeting Notes July 6, 2015

11:30-11:45 Council Open Discussion

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