

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
May 12, 2020 8:30 – 10:00 AM

8:30 – 8:45 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.

8:45 – 9:05 Water Meter Replacement Proposals Review

This time is set aside to update Council in regard to the staff review of the bid results for the purchase of an Advanced Metering Infrastructure (AMI) System. At a previous City Council meeting, Council authorized the advertisement for bids for the removal and replacement of the existing City water meters with a new AMI system. The bid request was posted, and the bid opening was held on April 27, 2020 at 3:00 PM. The City received six bids at the opening, ranging from \$614,698.60 to \$907,656.07.

The projected estimate for the project was in the \$900,000 - \$950,000 range. Staff has reviewed and graded the bid submittals and, after a ZOOM meeting on May 6, 2020, has decided to interview three companies, via ZOOM conferencing, on May 13, 2020 prior to making a recommendation of bid award to Council. The three proposals under consideration are as follows:

- Consolidated Supply Company - \$802,488.74
- Core and Main - \$807,239.62
- Correct Equipment - \$614,698.60

Staff intends to make its recommendation to Council for consideration of bid award at the May 26, 2020 regularly scheduled meeting.

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

9:05 – 9:15 Draft Resolution XX-2020 Six-Year Transportation Improvement Plan

This time has been set aside to discuss the review of revisions to the Six-Year Transportation Improvement Plan (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 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 2021 – 2026. 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 B**:

- Resolution XX-2020 – 2021-2026 TIP Redline Draft
- 20-Year Transportation Project List

9:15 – 9:30 Vacation of Alley

This time is provided to review the potential City sponsored alley vacation between Evans and Center Streets. The alley, if developed, would be accessed from Evans Street or Ski Hill Drive. This particular alley has not been developed, except for an informal driveway point from Evans Street used by two lots. Last month the City received a complaint about development within the alley. Upon reviewing the alley with the Public Works Department, it was determined that the alley may be a benefit for utilities, but that it would not be a good location to access Ski Hill Drive. For this reason, staff is requesting consideration to vacate the alley as a City sponsored process.

The process for vacation would involve noticing the surrounding property owners for comments, prior to considering the start of a formal vacation process pursuant to RCW 35.79. It would be anticipated, that if the vacation moved forward, the City would retain a utility easement in the same location for future use. Any development over the easement, such as a fence, could be removed, at the property owner's expense, for utility work.

If the Council agrees with Public Works that alley development in this location is not appropriate, staff will initiate the vacation by reaching out to the property owners. If the Council finds that development of the alley could be beneficial, staff will reach out to the property owners to address any encroachments.

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

- Map of Potential Alley Vacation

9:30 – 9:45 City Administrator Contract Review

I am happy to say that we have come to agreement with my first choice, Ana Cortez, on details of a contract that you will find within the evening meeting packet materials. But rather than take the time to answer any questions you might have during the evening session, I thought I would like to get them answered during the Study Session. Ana is excited to get started and I am excited to have her working. If you approve, she will start June 1, 2020!

The following item is included under **TAB 9 (Evening Agenda Items)**:

- City Administrator Employment Agreement with Exhibit A Job Description

9:45 – 10:00 Festhalle Funding

The City Council will need to consider additional funding for the Festhalle Fund from the General Fund due to the ramifications occurring from the COVID-19 closures. Unfortunately, several events have had to be cancelled that would have maintained or brought in more revenue intended to offset costs that have already been incurred/paid to the Festhalle Manager and Assistant Manager; approximately \$10,000 in deposits and fees have been refunded to date. The Festhalle Fund is not a large fund and with the capital related floor project occurring in March, the fund is now anticipated to have a potential negative fund balance by the end of May.

Annually, the General Fund provides \$20,000 to the Festhalle Fund that offsets the cost for some general building maintenance, HVAC, and elevator related costs; these dollars are normally transferred on a quarterly basis. As of the close of April, the entire year's transfers have been completed, which has kept the fund with a positive balance of just under \$10,000. At this time, May expenses are estimated to be between \$8,000 and \$10,000 with final services being billed from the Festhalle Manager and should level off to about \$2,000-\$3,000 in monthly building costs; these include contractual costs for the HVAC and elevator maintenance as well as phone, internet, and utility costs. As events are rescheduled and revenues eventually come in, it is anticipated that some of the additional transfer could be returned to the General Fund.

The Council will need to discuss an additional transfer limit that will be brought back to the Council as an action item at the May 26, 2020 meeting. Staff recommends an additional \$20,000

as a stop-gap measure that will be transferred on an as needed basis from month to month. Once the fund stabilizes and revenues begin coming back in, the Council will be given an update on the funded transfers and whether some or all of the additional transfer can be returned.

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

- Festhalle Fund April Budget Position