

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
August 27, 2019 8:30 a.m.

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 – 9:15 Hazardous Ignition Sources

The City Council has had an ongoing discussion regarding reducing the risk of wildfire danger to the City. These include residential home assessments and Firewise Actions, review and implementation of Wildfire Urban Interface (WUI) building code revisions and implementations, and a Fire Wise Community Assessment, including the downtown area. This morning I have asked Ms. Annie Schmidt, Public Information Officer Chelan County Fire District No. 3, to have a conversation with the City Council regarding ignition sources; what ember ignitions looks like. I have also asked Ms. Schmidt to provide the Council some examples on what she has seen as “best practice” efforts being made by other communities and what she would have on the list as the top three priorities for the City of Leavenworth in reducing the risk of wildfire danger to the City.

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

9:15 – 9:30 HB1406 Affordable Housing Discussion

The State approved a local revenue sharing program that returns a portion of existing sales and use tax to communities for affordable housing investments. The Housing Committee has been reviewing the new legislation during the June and July meetings and has recommended that the City Council review the options and consider taking action.

This new revenue source would be provided to the City at two levels:

1. Full funding of 0.0146% of local sales and use tax, if the City had a qualifying local tax. The City does not currently have a qualifying local tax.
2. Half funding of 0.0073% of local sales and use tax, if both the City and Chelan County adopt resolutions of intent before January 31, 2020.
 - a. The County has indicated that they are interested in participating by passing the resolution of intent.

Any funds received pursuant to HB 1406 are required to be spent on housing projects that serve those at or below 60% of the Average Median Income (AMI); acquiring, rehabilitating, or constructing affordable housing (State definition); or, funding operations and maintenance costs of new affordable or supportive housing.

The City reached out to the Housing Authority of Chelan County and Upper Valley MEND. Both organizations are in favor of implementing HB 1406.

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

- Housing Authority of Chelan County Letter of Support for HB 1406
- HB 1406 Understanding Affordable Housing Sales Tax Credit, Article from MRSC
- Implementing HB 1406, Article from Association of Washington Cities
- Draft Resolution

9:30 – 9:45 Review of Permit Tracking System

Development Services sent out a request for proposals to provide a permit tracking system for the City of Leavenworth building, land use and Public Works permits. There were three proposals submitted and reviewed. The highest scoring proposal was from Bitco, with PermitTrax web application software.

The Council members and some developers and public have been asking about a system that will provide online access to application information and a way to apply for permits online. This program includes both of those options and more – permit tracking, permit submittal, and inspection request. The City of Des Moines uses these options in a manner similar to what Development Services would purpose. You can view the portal online at: <https://desmoineswa.gov/175/Permit-Applications-Information> and clicking “My Permits Online”.

In addition to better access and more transparency, the permit tracking system is expected to save staff time and resources by providing the framework for permit management. It will reduce errors and stress and improve customer service. Currently files are tracked on an excel spreadsheet with no system for monitoring each required process, step, or other department reviews and approvals – including Fire and Public Works.

BENEFITS

- Cost Reductions through better efficiencies of staff time
- Better file management - consistent file organization and processing
- Increased access to data (reports, summaries, and file status)
- Efficient review with other departments, consultants, and agencies
- Provide comprehensive data for reviewing processes and considering changes
- No limit on the number of users
- The Bitco Software program includes several modules as a single package – Permit Tracking Module, Citizens Connect Portal, Cashiering Module, Reports Module, Document Editor, Administrator Module, and Permit Tax Mobile iOS Application. Additionally, the program integrates with ESRI GIS, LaserFiche, and ePlan. The City currently uses ESRI GIS and has been reviewing options for plan reviews, such as ePlan. The City does not use LaserFiche, a workflow program.

COSTS

There are two options for purchasing Bitco Software. The first option is to add the program on the City server, which the City would maintain. However, the City server is out of date and not able

to meet the installation requirements; the scheduled update for the server is 2021. The second option is a cloud-based program that is maintained by Bitco. Option two eliminates potential issues with compatibility, access, and maintenance. The City would retain the option to start with the cloud-based program and switch to the City server at a later date.

On Premise Installation	Software-as-a Service (cloud)
City install PermitTrax on City server	PermitTrax is installed in the cloud
City maintained	Bitco maintained
\$10,000 per year	\$15,000 per year

ESTIMATED SAVINGS

By reviewing the various steps, primarily for building permits, there is an estimated annual savings that is anticipated to cover the costs of the program.

Issues	time spent (minutes)	Number permits/weeks	lost time per year (minutes)	lost time per year (hours)	Cost (\$50 per hour)
Hand writing permit (average all permits over 5 years)	20	209	4180	70	\$3,483
Partial reviews (pending additional reviewers) (half of average building permits over 5 years)	60	38	2280	38	\$1,900
Time obtain agency comments	60	38	2280	38	\$1,900
Time spent creating tracking sheets (average per week)	120	50	6000	100	\$5,000
Inspection step reductions (average 4 per day) Requires new tablet and mobile printer	10	1000	10000	167	\$8,333
Time spent creating reports	180	12	2160	36	\$1,800
Time spent on public records	120	4	480	8	\$400
TOTAL:	570		27,380	456	\$22,816

The following items are included under **TAB 4 (Evening Meeting)**:

- Bitco Software Proposal, dated April 29, 2019
- Email correspondence, dated July 30, 2019

9:45 – 10:00 Pista Grit Removal / Replacement Project

This time has been set aside for the Council to review the Wastewater Treatment Plant Grit Removal System – Removal/Replacement project bid results. At the July 23, 2019 City Council

meeting, the Council authorized the advertisement for bids for the removal and replacement of the existing, non-functioning, "PISTA Grit", grit removal system at the Wastewater Treatment Plant. The bid request was posted, and the bid opening was held as specified on August 16, 2019 at 2:00 PM. The City received one bid at the opening from Award Construction, Inc. in the following amounts:

1. Base Bid (as per engineer specified equipment – PISTA Grit) \$218,968.00
2. Approved Alternate Bid (Kusters) \$178,860.00

The projected engineers estimate for the project was in the \$140,000 - \$175,000 range for the PISTA Grit System (in kind) replacement.

Staff has reviewed the bid submittal with the City Consulting Engineer, Varela and Associates, and suggested that Council consider the following items in making an award determination:

1. Base Bid Award – PISTA Grit \$218,968
 - Replacement "In Kind" of the existing system (minimal reconfiguration)
 - Existing Control Panel compatibility
 - Operator Familiarity
 - Consulting Engineer Familiarity
 - Includes fluidizer impellor to stir grit at the bottom of the hopper
 - Highest rating in grit removal specifications
 - Existing systems in the area
2. Alternate Bid Award - Kusters \$178,860
 - Not "In Kind" replacement, requiring reconfiguration
 - Questionable Control Panel compatibility
 - New system - operator unfamiliarity
 - Many installations across the country (few in this area)
 - May not be able to achieve same grit removal efficiency as PISTA Grit
 - Does not include fluidizer impellor
 - Possibility of unforeseen compatibility issues with the retrofit
3. Other Considerations:
 - Only 2 bidder inquiries and only one bid received
 - Alternative equipment option added to ensure competitive base bid pricing
 - Plant presently operating without grit removal/grit accumulation in the trough and equipment
 - Benefits of "In Kind" replacement
 - Timing in relation to the 2020 scheduled improvements
4. Council Options:
 - Accept/ award the Base Bid (PISTA Grit)
 - Accept/Award the Alternate (Kusters)
 - Reject Bid/Rebid
5. Staff and Engineer Recommendation:
 - Award the Base Bid (PISTA Grit) \$218,968 to Award Construction, Inc.

The following items are included under **TAB 6 (Evening Meeting)**:

- Award Construction, Inc. Bid Packet
- Bid Tabulation

10:00 – 10:15 Front Street Restroom Redesign

On the evening agenda is the review and consideration of approval for a Professional Service Agreement with Rolluda Architects for the Front Street Restroom and Stairwell Access project. The project at this time is divided into two initial phases. Phase One will include the assessment of the existing structure – plumbing, electrical, structural and the development of a new floor plan, which will include the expansion of the existing restrooms and the addition of a Family/Unisex restroom. Phase Two of this project is the development of architectural drawings of the building expansion.

A scope of work was developed that allows the City Council and Downtown Steering Committee to review a detailed assessment of the existing structure before expending funds on the architectural renderings of a new or expanded building and the development of a cost estimate. The scope of work includes presentations to the Downtown Steering Committee and a consultation with the Design Review Board. The estimated costs for Phase I and Phase II with the included cost of sub-consultants is Fifty-Four Thousand, Three Hundred and Seventy-Nine Dollars (\$54,379). Funding can be made available through the Lodging Tax Fund and City General Fund. In 2018, approximately \$163,000 had been allocated to this project. In the 2019 budget, those dollars were unallocated until a specific project could be identified. The timeline for this project would be to complete Phase I by November of this year.

In 2018, the Downtown Steering Committee worked with J.A. Brennan & Associates to develop a draft of a Front Street Park Master Plan. The Downtown Steering Committee recommended that before moving forward with a larger scale project of Front Street Park and Front Street, the community discussion on addressing the downtown parking concerns and the financing and shared costs of completing this scale of project needed to occur. The Master Plan Architects, J. A. Brennan & Associates, suggested that a smaller project included within the project, and also a high priority and much needed improvement, such as the restrooms, might be a good starting point. Their recommendation, which was endorsed by the Steering Committee, was to contract with an architectural firm to complete the assessment, have them complete a 30% schematic design, and to complete an estimate of probable costs. J. A. Brennan and Associates is a landscape architect firm and does not have the staff expertise to design significant building modifications; therefore, there is a need to complete a selection process for architectural design services. The Council authorized proceeding with this process and posting the Request for Qualifications (RFQ) in May of 2019; this is the continuation of that process.

The following item is included under **TAB 8 (Evening Meeting)**:

- Professional Service Agreement Rolluda Architects

10:15 – 10:30 Water Improvements

City staff is continuing to work on assisting the City Council in developing a funded 6-year Capital Improvement Program for the City's Water System. The priorities on that list include a meter

replacement program, improvements to the Water Treatment Plant, and replacement of various water transmission lines. Currently City staff is working on developing a WaterSMART Grant Application, which would provide partial funding for the Water Meter Replacement program; if awarded, these funds would be available early in 2020. City staff will also be meeting with funders at the 11th annual Infrastructure Assistance Coordinating Council (IACC) Conference at a Tech Team meeting. A "Tech Team" meeting is an opportunity to present the City's project to funding program staff from multiple agencies, and learn how various programs may be able to assist in funding the City's project. By the end of the meeting, the City will have an actionable plan of next steps to address the issue.

As the City staff investigates the funding programs for the improvements, two additional initiatives have been supported in recent meetings with the Department of Health Representatives:

1. The Department of Health Drinking Water State Revolving Fund is accepting applications for Consolidation Feasibility Study Grants. A feasibility study is the first step in determining the practicality of a private water system consolidating with a City water system.

The benefit of connecting to the City water service for a private system includes reduced maintenance costs, no monitoring/liability, and access to a reliable safe water source. Benefits for the City include the ability to remove a source of potential water contamination (cap the well), increasing the number of users supporting the system, and an expansion of the water system for future development within the Urban Growth Area.

There are two private water systems in the City of Leavenworth Urban Growth Area – Ski Hill and River Bend. After reaching out to both groups, the Ski Hill Water Association, with approximately 40 homes, is interested in participating in the feasibility study.

The feasibility study will provide the City and Association a clear picture of the current infrastructure location, function, and condition (water lines and meters), needed infrastructure, and an estimated cost to convert, replace, or expand the system. The grant provides up to \$30,000 and may be used in part for design of the needed infrastructure. The application is drafted and will be submitted before the August 30, 2019 due date.

After the feasibility study is completed, the Association and City may request a construction grant or loan. The Association or the City are not required to consolidate regardless of the feasibility study findings.

For this opportunity, the City is currently working with Gray & Osborne Engineering to develop the grant application which will be submitted by August 30, 2019.

2. At the evening City Council meeting, the City Council will be asked to consider an addendum to the Gray & Osborne Professional Service Agreement (PSA) for the Water Plant Assessment. In our discussions on future Water Plant improvements and reconfigurations with the Department of Health (DOH), the DOH officials suggested that the City also add Slow Sand Filtration as a possible alternative for the plant upgrades.

Slow Sand Filtration involves the filtering of water through biologically active sand at a maximum rate of 0.1 gpm/ft sq. which is 10 to 60 times slower than the rate of most rapid rate filters that the City currently uses. Slow Sand Filters require much more surface area and space;

however, the process is much simpler and most installations utilize no additional chemicals beyond those required for disinfection. In addition, because of the low technology requirements of slow sand filtration, initial construction costs are lower, as well as ongoing staffing and maintenance costs.

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

10:30– 10:45 Council Open Discussion

- PRSA - Community Recreational Needs Assessment
- Osborn Elementary School Property Follow-up

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