



## City of Leavenworth

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**City Council**  
Cheryl K. Farivar - *Mayor*  
Carolyn Wilson – *Mayor Pro Tem*  
Mia Bretz  
Margaret Neighbors  
Sharon Waters  
Clint Strand  
Jason Lundgren  
Position No. 7 - *Vacant*  
Joel Walinski - *City Administrator*

### LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall – Council Chambers  
September 10, 2019 – 6:30 PM

#### Call to Order

#### Flag Salute

#### Roll Call

#### Consent Agenda

1. Approval of Agenda
2. Approval of August 27, 2019 Study Session and Regular Meeting Minutes
3. August 2019 Payroll \$267,890.91
4. 2019 Claims \$624,167.80

#### Public Safety Report: Sergeant Scott Lawrence, Liaison Officer

#### Councilmember and Committee Reports

#### Mayor / Administration Reports

#### Comments from the Public on Items Not on the Agenda

#### Mosquito Control Update – Larry Meyer

#### Public Hearing on Planned Developments and Development Standards at 6:45 PM

#### Resolutions, Ordinances, Orders, and Other Business

1. Action: Ordinance 1588 – Leavenworth Municipal Code Amendment – Planned Developments – *tabled on June 11, 2019*
2. Action: Resolution 12-2019 WaterSMART Funding
3. Action: Approve Traffic / Foot Patrols Needed for Oktoberfest
4. Action: Approve Traffic Control Contract for Christmas Lighting
5. Action: Approve Computer / Server Purchases for Water and Wastewater Plants

#### Information Items for Future Consideration

1. Mayor's Annual Breakfast – 9/17/2019 Wild Huckleberry from 7:00 AM – 9:00 AM
2. Public Hearing and Ordinance for Development Standards – To be determined
3. Finance Committee Budget Review / Modification 9/24/2019 (if necessary)

#### Adjournment

**(Next Ordinance is 1594 – Next Resolution is 13-2019)**

#### **Council Committees – 2<sup>nd</sup> Tuesday**

Economic Development 3:00 PM  
Parks 4:00 PM  
Public Works 5:00 PM

## SUPPLEMENTAL COUNCIL AGENDA

### **1. Ordinance 1588 – Leavenworth Municipal Code Amendment – Planned Developments – Tabled on 6/11/2019**

The City Council is being asked to review and consider for approval Ordinance 1588, which is a Leavenworth Municipal Code (LMC) Amendment addressing changes concerning Planned Developments. The Public Hearing from June 11, 2019 resulted in remanding the draft code amendments for the Planned Development and Development Standards back to the Planning Commission for further public comment and public workshop. The Planning Commission reviewed the Planned Development regulations during the regular July 10, 2019 meeting, a July 31, 2019 special workshop, and the regular August 7, 2019 meeting. The revised Planned Development recommendation shows changes from the additional public comment, highlighted in yellow. Notable modifications include:

- Added a 5’ transition area between residential and commercial uses
- Added a minimum project size of 6,000 square feet for affordable housing projects
- Added a minimum project size of 24,000 square feet for other projects
- Added a perimeter setback to meet the underlying zoning
- Clarified that open space is separate from yard requirements
- Removed reduced parking requirements for affordable housing
- Clarified shared parking shall be for the life of the project by a recorded agreement
- Required height limitation to be consistent with the underlying zoning

<i><b>COUNCIL GOALS</b></i>		<b>Y/N</b>
<i>Revenue &amp; Fiscal Health</i>	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	
<i>Infrastructure</i>	Does the request/action support a safe and efficient infrastructure?	✓
<i>Economic Development Growth and Vitality</i>	Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base?	✓
<i>Transparency and Accountability</i>	Does the request/action further public understanding and engagement?	✓
<i>Community Building</i>	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	✓

The following items are included under **TAB 1**:

- Transmittal Memo
  - Draft Planned Development Amendments (remanded)
  - Modified Ordinance 1588 with new findings and updated attachments
- **MOTION:** *The Leavenworth City Council moves to untable and to restore Ordinance 1588 to the agenda as action item 1.*
  - **MOTION:** *The Leavenworth City Council moves to adopt Ordinance No. 1588 amending the Leavenworth Municipal Code Chapter 18.40 Planned Development*

*District and the addition of a new definition for affordable housing in Chapter 21.90 Common Definitions.*

## **2. Resolution 12-2019 WaterSMART Funding**

The City Council is being asked to review and consider for approval Resolution 12 – 2019, which is a resolution supporting the submission of a WaterSMART: Water and Energy Efficiency Grant application for Fiscal Year (FY) 2020 grant and a commitment by the City to provide up to \$675,000 in matching funds for the Water Meter Replacement Project. The grant application is for \$300,000 of funding from the United States Federal Department of the Interior, Bureau of Reclamation. These funds would be available in early 2020.

The City of Leavenworth (water service population 2,419) is requesting \$300,000 to implement a city-wide advanced metering infrastructure (AMI) project. The project will convert 100 percent of the City's potable water connections, or approximately 1,398 meters, to an efficient, 'smart-meter,' AMI system. Funds will be used to purchase new smart meter software and to purchase and install AMI meters and appurtenances. The purpose of the AMI Program is to increase water conservation and water use efficiency by updating outdated and inaccurate service meters and providing real-time water consumption data to the City and its customers.

The City of Leavenworth proposes to install an Automated Metering Infrastructure (AMI) system. The system will consist of approximately 1,400 new state-of-the-art water service meters to replace older under-reading meters equipped to wirelessly transmit water-usage data to a reception tower. Also included in the AMI project are data collection stations, radio transmitters, meter data analysis and billing software, appurtenances, system start-up, and training.

The purpose of the AMI project is to replace old, inaccurate water meters and better track water system demand in real time, to reduce unaccounted for water, use water more efficiently, and measure effects of conservation. By tracking real time data of water system demands, Leavenworth will be able to educate customers regarding water use and also identify leaks and other areas where additional conservation may be possible.

The AMI project will allow City of Leavenworth the ability to perform the following:

- Installing new service meters will allow the City to better track and quantify unaccounted for water and better identify where distribution system losses and unaccounted for water are originating.
- Installing new meters will provide the City with the ability to accurately read the lowest usage flows, ensuring customers are accurately billed for all the water they use.
- The system has the ability to enable customers to access their accounts online to view their own water consumption.
- Additional demand data will enable Leavenworth to optimize operational and energy efficiency of its well pump stations, water reservoirs, and water treatment plant water and help identify capital improvements.

- Alerts triggered by unusual or continuous usage patterns which can be indicative of leaks before there is extensive water loss or property damage.
- Eliminate vehicle miles and staff time for manually reading each service meter individually.

<i>COUNCIL GOALS</i>		<b>Y/N</b>
<i>Revenue &amp; Fiscal Health</i>	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	✓
<i>Infrastructure</i>	Does the request/action support a safe and efficient infrastructure?	✓
<i>Economic Development Growth and Vitality</i>	Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base?	
<i>Transparency and Accountability</i>	Does the request/action further public understanding and engagement?	✓
<i>Community Building</i>	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	✓

The following item is included under **TAB 2:**

- Resolution No. 12 - 2019
  - **MOTION:** *The Leavenworth City Council moves to approve Resolution 12 – 2019 Endorsing the WaterSMART: Water and Efficiency Grant Application for fiscal year 2020.*

### **3. Approve Traffic / Foot Patrols Needed for Oktoberfest**

The City Council is being asked to review and authorize the expenditure of funds in order to provide extra Chelan County Sheriff’s Deputies during the Oktoberfest Festival for the three Oktoberfest weekends. The estimate of hours for additional Sheriff Deputy coverage is based on the recommendation of Liaison Officer Sergeant Scott Lawrence and discussions with the security team for the Oktoberfest event. The tentative schedule at this time is similar to the last several years; one (1) officer assigned to patrol the residential neighborhood on Friday evening and two (2) officers on foot patrol in the downtown area. On Saturday evening/early morning, there would be two (2) officers patrolling the residential neighborhood and four (4) officers in the downtown area. In addition, Projekt Bayern has a minimum of 11 officers onsite at the Oktoberfest Event who will then patrol the downtown area after the event closes. In the discussions with the Sheriff’s Department and Projekt Bayern, the costs for the officers time not assigned to the event site will be shared between the City and Projekt Bayern. The City’s cost will be capped at \$7,000. The estimated amount of Sheriff Deputy hours is 250 for the three weekends.

Beginning in 2015, the City began an added emphasis of security service levels to both residents and downtown businesses, with scheduled active patrols in the residential neighborhoods and downtown area during and after the event based on the recommendations of the Ad Hoc Festival & Event Committee. The cost for that additional service was covered by the City.

In the discussions with Projekt Bayern, there was agreement that the added deputies and patrols were beneficial to the City’s residents, businesses, and for the event. The response from both residents and business owners has been positive and supportive of this added service over the last four years. The \$7,500 that the City will be asked to pay this year, reflects a slight increase from

the \$7,000 allocated in 2017 and 2018. The \$7,500 for added security is funded through the City’s Lodging Tax Fund.

<b>COUNCIL GOALS</b>		<b>Y/N</b>
<i>Revenue &amp; Fiscal Health</i>	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	
<i>Infrastructure</i>	Does the request/action support a safe and efficient infrastructure?	
<i>Economic Development Growth and Vitality</i>	Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base?	✓
<i>Transparency and Accountability</i>	Does the request/action further public understanding and engagement?	
<i>Community Building</i>	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	✓

There are no items included under **TAB 3**.

- **MOTION:** *The Leavenworth City Council moves to approve the expenditure of funds for additional Sheriff Deputy Officers during the Oktoberfest Festival at a cost not to exceed \$7,500.*

**4. Approve Traffic Control Contract for Christmas Lighting**

The City Council is being asked to authorize the expenditure of funds to provide traffic control and additional public safety officers for the Leavenworth 2019 Chamber of Commerce Christmas Lighting Festival. The three weekends for the Lighting Festival are scheduled for December 7/8, December 14/15 and December 21/22.

Last year, Mayor Farivar formed a Public Safety and Traffic Management Group in response to the traffic and congestion issues caused by the Lighting Festival and concerns voiced by residents in 2017. Group members include representatives of the Chelan County Sheriff’s Department, Washington State Patrol, DOT Emergency Management, Chelan County Emergency Management, Chelan Fire District #3, Washington Department of Transportation, Chelan County Public Works, and the Leavenworth Chamber of Commerce. The City is represented by Mayor Farivar, City Administrator Joel Walinski, and Public Works Director Herb Amick. This year, Cascade Medical Center also provides representation on the group.

Similar to last year, the group meets approximately once every two months. The list of topics covered includes: Event Modifications, Traffic Management, Police and Deputy Coverage, Emergency Management/Mass Gathering Planning, Communications, and Parking. The most significant improvements over time have been the development of the Emergency Management Plan for the event, improved DOT communications on the website, signage boards, a twitter account regarding traffic and weather conditions to and from Leavenworth, increased Sheriff Deputy presence, traffic control, and modifications to bus parking. This year, the group is working on developing a Mass Gathering Plan that will enhance the Emergency Management Plan. The other suggested improvement would be to add one officer that can supervise all traffic control activities. This would allow for one officer to oversee the public safety and event security and one officer to oversee the traffic control activities.

Beginning in 2018, the City provided additional funding for Traffic Control and additional officers to be present at the event. The City expended \$99,659.61 for the 2018 Christmas Lighting Traffic Management and Sheriff officer. Listed below is the cost breakdown:

1. Flagger control costs = \$78,797.80
2. Sheriff Contracted Officers Cost: - 2018 = \$12,820.97 to Chelan County / \$3,383.46 Douglas County Sheriff's
3. State Hwy. Patrol Costs: \$4,657.38 (paid in Feb 2019)

It should be pointed out that the Chelan County Lodging Tax Association provided \$16,000 to offset the cost of the traffic control in 2018. The Chamber of Commerce did initiate a bus parking fee last year and reimbursed the Lodging Tax Fund \$22,000 for use on each Saturday that was offset by transfer of Lodging Tax Funds to the Parking Fund. This is approximately a breakeven number for the revenue generated by paid public parking stalls for the previous years.

This year the costs will increase. Part of the cost increase is based on the L&I Salary adjustments for prevailing wages for flaggers. The other cost increase is to have one additional Public Safety Officer that is supervising the traffic control, as recommended by the Public Safety and Traffic Management Group. This supervising officer is likely to be provided through the State Patrol. The estimated numbers for 2019 are as follows:

- |  |          |
|--|----------|
| 1. Traffic Control Services, Bellevue WA | \$90,411 |
| 2. Chelan County Sheriff Deputies        | \$20,000 |
| 3. Washington State Patrol               | \$13,500 |

The total authorization being requested at this time is \$125,000 for public safety and traffic management of the Leavenworth Area Chamber of Commerce Christmas Lighting Event.

The traffic control plan is similar to the one used in 2018. It includes one traffic control supervisor, 23 flaggers, lights, signage, barricades, etc. The traffic control plan was reviewed and developed by the Sheriff's Office, DOT, WSP, and emergency management personnel. Three traffic control companies were contacted and only Traffic Control Services responded. In talking with other traffic control firms, many have insurance restrictions that only allow them to operate as a subcontractor, which limits the response of firms. One deputy or WSP officer will be present at each signalized intersection along with flagger personnel.

<i><b>COUNCIL GOALS</b></i>		<b>Y/N</b>
<i>Revenue &amp; Fiscal Health</i>	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	✓
<i>Infrastructure</i>	Does the request/action support a safe and efficient infrastructure?	✓
<i>Economic Development Growth and Vitality</i>	Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base?	
<i>Transparency and Accountability</i>	Does the request/action further public understanding and engagement?	
<i>Community Building</i>	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	✓

The following items are included under **TAB 4:**

- Traffic Control Estimate
- Traffic Control Plan
- **MOTION:** *The Leavenworth City Council moves to authorize the expenditure of \$125,000 to provide traffic control and public safety staffing and equipment for the 2019 Chamber of Commerce Christmas Festival.*

**5. Approve Computer / Server Purchases for Water and Wastewater Plants**

The City Council is being asked to approve the purchase and authorize the Mayor to sign the purchase agreement quote provided by FIREFLY in the amount of \$18,665.40 including Washington State Sales Tax, for necessary upgrades to the computer and servers at the Wastewater Treatment Plant and the Water Treatment Plant. Discussion in the morning Study Session will identify the scheduled 2020 upgrades to the Wastewater Treatment Plant (WWTP) and proposed future improvements to the Water Treatment Plant (WTP); the outdated and no longer supported existing hardware and software will need to be upgraded to interface with the 2020 WWTP SCADA system improvements and the future WTP SCADA improvements.

<i>COUNCIL GOALS</i>		<i>Y/N</i>
<i>Revenue &amp; Fiscal Health</i>	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	
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<i>Transparency and Accountability</i>	Does the request/action further public understanding and engagement?	
<i>Community Building</i>	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	

The following items are included under **TAB 5:**

- FIREFLY Quote
- Improvement Chart
- **MOTION:** *The Leavenworth City Council moves to approve the purchase and authorizes the Mayor to sign the purchase agreement quote with FIREFLY in the amount not to exceed \$18,665.40, including Washington State Sales Tax, for Water Plant and Wastewater Plant computer and server upgrades.*