

**LEAVENWORTH CITY COUNCIL**  
**Study Session Agenda**  
**City Hall - Council Chambers**  
**July 10, 2018 8:00 a.m.**

**8:00 – 8:10 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.

**8:10 – 9:10 Chelan County Sheriff’s Office**

This time is provided for the representatives for the Chelan County Sheriff’s Office to provide additional information to the City Council on several items:

Several City Council Members had questions regarding how a traffic control plan for special events and festivals is developed and implemented. The Sheriff’s Office is the primary resource the City uses in developing a traffic control plan. The Sheriff’s Office also assists the City in coordinating with the State Patrol, Chelan County Fire District #3, and the DOT Traffic Office. The Sheriff’s Deputies will provide some insight on how they develop safety and traffic plans, and also emergency response and crowd control for special events and festivals.

The Safety Committee has also requested the Sheriff’s Office to provide additional detail regarding officers’ time commitment and duty assignment for patrolling areas within the municipal boundaries. The Sheriff’s Office will provide additional information on this topic.

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

**9:10 – 9:40 Draft Resolution XX-2018 – Six-Year Capital Facilities Plan**

The City Council is being asked to review the Six-Year Capital Facilities Plan for 2018. This is in draft resolution format, which is available within the packet materials.

Capital facilities are the durable goods portion of governmental service. They have a long-term useable life and can cost considerable amounts of tax dollars to construct. The process of obtaining capital facilities can require years of design, public involvement, budgeting and construction. Once constructed, capital facilities tend to become permanent, requiring an ongoing operations/maintenance cost.

As a result of the high cost of capital facilities, it is important for the Council to prioritize and plan capital facilities as far ahead as possible. Lack of funding often results in some worthwhile projects being delayed as more urgent problems are addressed. A Capital Facilities Plan must be prepared to comply with the Growth Management Act (GMA). The Act stipulates that the City

must estimate what new or improved capital facilities will be needed for the next six (6) to twenty (20) years to support the probable growth in population.

Planning future capital facilities projects involves estimating the future needs for a variety of facilities and services. As part of the City's budgeting process, the capital facilities projections should be revised to recognize new needs or revised plans/costs. An annual review will assist in updating the highest priority projects.

This Capital Facilities Plan (CFP) is intended to serve as an objectively derived guide for the orderly growth and maintenance of the community. It will serve as the framework for coordinating capital improvement projects that implement the vision of the community. It is designed to be a valuable tool of the City Council, staff and private citizens, which enables the community to:

- ✓ Gain a better understanding of their existing public works systems and capacities;
- ✓ Identify potential problems associated with limited revenues and increased public demands for better services;
- ✓ Identify potential sources and programs that may be used to fund needed improvements; and
- ✓ Create a continuing process of setting priorities for needed capital improvements, based on consistent background information.

It is understood that some capital needs may go beyond the resources available through the general City revenues. Furthermore, future issues may develop quickly in response to citizens' desires or a change in community standards or circumstances. The CFP is designed to be flexible to these situations by identifying different possibilities for funding beyond the norm, as well as attempting to identify which foreseeable needs will require some future action in order to be completed. The availability of optional funding sources such as bond issues, levies, tax and/or rate increases, loan or grant applications, etc., do exist. If the community is unable to contribute the full amount planned for in the CFP in any one year, the Plan is not abandoned, but instead reviewed and amended to reflect changing circumstances.

Investments in Leavenworth's neighborhoods, water and sewer systems, parks, streets, and public facilities are an essential component of providing a comprehensive and functional Capital Facilities Plan. The project recommendations are listed in Attachment A behind the draft resolution. Those items identified are items that either need retrofitting of an existing system or installation of a new system with cost estimates.

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

- Draft Resolution XX-2018 – Six-Year Capital Facilities Plan – Redline
- Draft Resolution XX-2018 – Six Year Capital Facilities Plan – Clean Version

## 9:40 – 10:00 Waste Management Residential Garbage Service

This time period is for the review of a draft agreement with Waste Management for the collection of residential sanitary waste. Currently the City provides sanitary waste pick up services to City residents and business accounts. Businesses and residents within the City may also contract with Waste Management for recycling services. This contract would require residents to have garbage services through Waste Management and elect to have recycling services through Waste Management. Over the past several months, the Public Works Committee and City Staff have reviewed several service options with Waste Management. At this time, Waste Management is only offering the optional recycling services because of the current issues with the disposal of recyclable material. They have also notified the City that recycling charges and qualified materials will change as the discussion regarding the disposal of the recycling material continues.

The current pricing being proposed by Waste Management is outlined in the following table:

Garbage Cart Size	Garbage Only Rate*	Recycling 96g EOW Rate*
35 gal	17.42	10.98
64 gal	22.75	10.98
96 gal	28.09	10.98

In addition, the following:

- Residential customers would be invoiced quarterly, so 3x above rates.
- Ancillary rates mentioned throughout the agreement will be summarized on the final rate sheet of the draft agreement: Exhibit A.
- Due to global recycling conditions, Waste Management has tightened up the list of recyclables and provided more specific preparation instructions and is open for further discussion.

The current City of Leavenworth pricing is as follows for single family residential collection:

	Garbage Cart Size	Garbage Only Rate	Recycling Rebate Option Per Month
<b>Residential</b>	64 gal	26.52	\$5.00

A draft agreement is provided in the packet materials. After the Council's review of the agreement, any changes will be discussed with Waste Management and the agreement will be reviewed by the City Attorney. If necessary, a Waste Management representative can be available for the August Study Session. If the City moves forward with the approval of the contract, the implementation would be in September/October of 2018.

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

- Solid Waste Services Agreement

## **10:00 – 10:10 Comprehensive Flood Hazard Management Plan**

This time is provided to discuss the new Comprehensive Flood Hazard Management Plan.

The Chelan County Flood Control Zone District (FCZD or District) was established by the Board of County Commissioners by Resolution 2014-59, pursuant to RCW 86.14, in response to not only the growing frequency and severity of flash and stage flooding in greater Chelan County, but also the resulting impacts and risks to public infrastructure and critical facilities. Since the establishment of the FCZD, Chelan County has been working on the following tasks:

- Interim Operating Guidelines
- Debris Management Plan
- Flood Emergency Response Plan
- Rain Gauge Operation
- Weather Radar Feasibility Investigation
- Flood Control Infrastructure Projects

In July 2015, the FCZD then began working through a process to develop a Comprehensive Flood Hazard Management Plan, or CFHMP. To assist, a Steering Committee was formed to oversee all phases of the CFHMP planning effort. The District assembled a list of people representing interests within the planning area who would have recommendations for the CFHMP. Committee members included key County staff, outside agencies, citizens, and representatives of the various cities within Chelan County.

The purpose of the Chelan County CFHMP is to develop a holistic approach to flood control that encompasses flood control management and floodplain management, utilizing structural and nonstructural methods of reducing flood hazards. Flood hazard and floodplain management are not limited to areas within the floodplain but can extend to the entire watershed.

The major objectives of the CFHMP include, but are not limited to, the following:

- Evaluate the risks to public safety and existing development (e.g., critical facilities, infrastructure, and structures) in flood-prone and channel migration hazard areas. Recommend policies, programs, and projects to reduce risks to public health and safety;
- Examine alternatives to reduce public infrastructure and extensive private property damage through flood hazard management actions and programs;
- Prioritize projects and programs based on the level of risk, benefit, and cost effectiveness over the life of the plan or facility, while considering effects on habitat;
- Institute a county-wide public education and outreach program to improve flood awareness that includes actions people can take to reduce risks (e.g., flood insurance, flood proofing);
- Implement the CFHMP while protecting and maintaining the regional economy.

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

- Chelan County Resolution No. 2017 – 102 – Adopting Comprehensive Plan
- Link to the Comprehensive Flood Hazard Management Plan:  
[http://www.co.chelan.wa.us/files/flood-control-zone-district/ChelanCoFloodPlan\\_2017-10-23.pdf](http://www.co.chelan.wa.us/files/flood-control-zone-district/ChelanCoFloodPlan_2017-10-23.pdf)

**10:10 – 10:25 Quarterly Update Future Council Agenda Items / Project Tracking**

The Council is being provided the quarterly Project Tracking spreadsheets. The Project Tracking is not a comprehensive list of all the work being completed or the tasks underway by the City; however, this does reflect the City projects and tasks that have been directed by the Council as priorities. Each project includes some annotations of status or description, anticipated completion, and stage (progress level). This is intended to relay progress and ensure that the City is on target with the needs of the Community and Council priorities. This document is updated and provided to the Council on a quarterly basis. The current statuses of the projects are listed under the JULY column and this document will be distributed again at the beginning of October with updates. In addition, staff has provided the City Council 2018 Future Agenda Items that are subject to changes.

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

- Project Tracker
- City Council 2018 Future Agenda Items

**10:25 – 10:30 Quarterly City Newsletter Recommendations – Distribution in August**

The City will be publishing the quarterly Mayor and City Council Newsletter in August. Article topics at this time include but are not limited to:

- “A Minute with the Mayor” – Topic to be determined
- PRSA Operations & Maintenance Levy
- Update on Park & Recreation Bond Levy – Enchantment Park Improvements and New Play Structure
- Upcoming Festivals and Events – Sue Cragun
- Upcoming Fall Cleanup – Sue Cragun / Herb Amick

Staff is requesting any additional suggestions from the Council at this time.

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

- 2017 Fall Newsletter

**10:30 – 10:45 Council Open Discussion**

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

1) Training Date/Time PRA/OPMA Renewal by October 2018

Staff can assist in Councilmembers continuing their compliance by offering an organized meeting date and time to watch the required video's in the Council Chambers; staff will be requesting if there is a preferred time. In addition to the City Council, the Planning Commission, Design Review Board and necessary staff members must all renew this training. Both video's combined takes approximately 2 hours to complete, which includes time for Q&A and certificates will be provided for signatures. Members have the option to also complete the training on their own via the internet and can then print and provide the City with the certificate for proof of viewing. Most members completed their first training in October 2014 (the law requires renewal of the training every four years); therefore, the deadline for renewal is October 2018. **To be in compliance, Certificates of Completion must be held on file at City Hall.**