

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
January 9, 2018 9:00 a.m.

New Councilmembers Official Oath of Office

9:05 – 9:20 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.

9:20 – 9:50 2015 – 2016 State Auditors Exit Conference

Assistant Audit Manager Dmitriy Turchik and Audit Lead Jeremy Bonner will be present to review the 2015-2016 Accountability Report and 2016 Financial Statement Audit Report. As a reminder, the City exceeded the Federal threshold of \$750,000 in federal grant dollars in 2015; therefore, an individual single audit was conducted in 2016 for the 2015 Financial Statement Audit that resulted in a clean audit with no recommendations or misstatements. The auditor's will review a couple of recommendations that will be presented as exit level items, which are considered the lowest level of requirements presented by the Washington State Auditor's Office and are not required to be included within the final audit reports.

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

- 2015 – 2016 Accountability Audit Report
- 2016 Financial Statement Audit Report

9:50 – 10:50 Comprehensive Plan Review

This time is provided for the City Council to conduct the first reading of the 2017 Comprehensive Plan Update. During the December 12, 2017 City Council Study session, the Development Services Department was directed to bring forward the study, review and first reading of the 2017 Comprehensive Plan at a high level with the exception of a deep review of the Transportation and Housing Elements.

What is a Comprehensive Plan?

The Comprehensive Plan expresses a community's vision of itself, the community it would like to become, its hopes and dreams, and the philosophical underpinning for any planning activity. It is an expression of the "public interest," in the sense of exercising the public authority of the City. Since the Growth Management Act (GMA) was enacted, it has become an enforceable blueprint or framework for all subsequent land use regulation activity. The Comprehensive Plan is now the centerpiece of local planning in Leavenworth. **Other agencies and organizations equate the Comprehensive Plan as their "Strategic Master Plan."** The Comprehensive Plan is the starting point for any discussion of the local land use process. It is also the touchstone for measuring community actions, and the policy framework by which all community planning enactments will be judged. Comprehensive planning identifies community or "public" interest

through a public and political process. The resulting plan reflects the political compromises needed to forge consensus for a community plan. *While not everyone will be satisfied with the end result, the Comprehensive Plan as adopted should deal with the many conflicting forces that shape a community. It is not the purpose of a comprehensive plan to eliminate conflict. Rather, it provides the framework for considering and resolving conflicting issues in the community.* The Comprehensive Plan is a broad statement of the community's vision for the future and contains policies primarily to guide the physical development of the City of Leavenworth, as well as certain aspects of its social and economic character. **The Comprehensive Plan directs regulations, implementation actions and services that support the vision.** The Comprehensive Plan reflects the long-term values and aspirations of the community as a whole and shows how various aspects, such as land use, housing, transportation, capital facilities and services **work together to achieve the desired vision.**

Transportation Element

The entire final Transportation Element is attached and will be presented via the overhead projector during the study session. Mr. Thom Kutrich, P.E. with Pacific Engineering & Design, PLLC will be discussing data and traffic forecasts within the 2008 – 2028 Transportation Element; and the confirmation that the planning (projections from 2008) data of the Transportation Element “matches” project (real world from 2017) data.

Housing Element

The entire final Housing Element is attached and will be presented via the overhead projector during the study session.

Goals and Policies

The Council's high level of study will be to confirm the updates made by the Planning Commission within the Goals and Policies of the Plan. The goals and policies are the fundamental guidance that gives direction for the development of the community (Leavenworth). The Council will notice that the goals reflect desires. For example, tourism as the economic driver rather than, for example, an airport with an industrial / port economic driver.

Overall summary of changes

As requested and attached, Development Services Department has provided an overview of the Planning Commission changes and update to the Comprehensive Plan.

In summary, the Council will conduct its first reading of the Comprehensive Plan with special attention to the Transportation and Housing Elements.

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

- Transportation Element
- Housing Element
- 2017 Comprehensive Plan Goals and Policies (only)
- Overall summary of changes to create 2017 Comprehensive Plan
- Final 2017 Comprehensive <http://cityofleavenworth.com/city-government/development-services-department/2017-comprehensive-plan-update/>

10:50 - 11:00 2017 End of Year Update on Project Tracking / 2018 Future Council Agenda Items

This time is provided to review the end of year 2017 Project tracking document and the Future Council Agenda Items document. The Project Tracker provides the Council with quarterly updates on the work and status of a number of Council Priorities or required projects/tasks that need to be completed by the City. It is not a comprehensive list, the project tracker does not include the daily tasks required to provide services and maintain service levels to residents, businesses or visitors, but provides a good review of the work being completed by the City.

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

- December 2017 Updated Project Tracker
- 2018 Future Council Agenda Items

11:00 – 11:10 Mayor and Mayor Pro-Tem Committee Assignments and Council Policy, Procedures and Rules of Conduct

This time is set aside for members to discuss the process and committee assignments to be assigned by the Mayor and Mayor Pro-Tem at the January 23rd Council meeting. In addition, members are being provided a copy of the current Council Policy, Procedures and Rules of Conduct for any suggested modifications or clarifications if needed.

One item that is handled differently from the resolution is Section 11 Order of Business – the current agenda allows for “Comments from the Public on Items Not on the Agenda” after the Mayor/Administration Reports rather than at the end of the meeting to allow for the public to provide their comments without having to attend the entire meeting. Another item in this section is “Correspondence from the Public” which is typically not included on the agenda as this is rarely something that is needed but would be included if specific documents needed to be included.

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

- Resolution 1-2012 – Council Policy, Procedures and Rules of Conduct
- Current Committee Assignments

11:10 – 11:20 Council Vacancy

This time is provided for the Council to select a scheduled date for interviewing the three candidates who submitted Letters of Intent and completed Applications for filling the Position #1 vacant council seat. This appointment would be through December 31, 2019 or until a newly elected council member is certified from the November 2019 elections.

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

11:20 – 11:30 Council Open Discussion

1. Public Hearing: Senate Committee on Energy, Environment & Technology at 10:00 AM. Olympia, WA. Senate Bill 6055.
2. Chelan County Emergency Management (Training Reminder for Public Safety).

3. Committee Attendance Needed for 1/9/18 Public Works Meeting (Brinkman).

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

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

- Senate Bill 6055 Draft