

**LEAVENWORTH CITY COUNCIL**  
**Study Session Agenda**  
**City Hall - Council Chambers**  
**August 14, 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 Traffic Discussion with WSDOT North Central Region Planning Manager Nicholas Manzano**

This time is provided for a discussion with WSDOT North Central Region Planning Manager Nicholas Manzano. Mr. Manzano will be providing additional information regarding the Hwy. 2 Corridor Study and general information regarding traffic conditions on the Hwy. 2 Corridor.

Mr. Manzano's experience and oversight for the DOT includes the following:

- Development Review/Agreements.
- Route development and corridor management plans.
- Highway and other modal systems plan.
- Public involvement participation and support.
- Technical advice and support to metropolitan and regional transportation planning organizations and to local agencies.
- Support to other traffic/transportation analyses/special projects.
- Scenic byway support.

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

**9:10 – 9:40 Discussion on Budget Processes**

This time is provided for a general discussion on budget processes and procedures. Staff will review revenue and expenditure related assumptions for major revenues and annual maintenance costs as well as expectations for wages & benefits. Provided for review is a draft copy of the major capital projects that have been discussed over the past two years and are anticipated for the upcoming biennial budget as well as a copy of the Budget Calendar with progress to date.

The Capital Projects List is not a comprehensive list of all capital expenditures. It does not include the major expenditures in the Water Fund or Sewer Fund. The individual utility funds typically fund those projects through a mix of utility fees, grants, and loans. It also does not include major expenditures for equipment replacements which are funded through the Equipment

Replacement Reserve (ER&R Fund), or funding that the City Council has already approved for the Reconstruction of Pine Street.

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

- 2019-2020 Capital Projects List
- 2019-2020 Budget Calendar

### **9:40 – 9:50 Park Improvements Update**

This time has been set aside to update the Council regarding the upcoming improvements scheduled to be made to Enchantment Park and Waterfront Park. There are three (3) separate projects listed in conjunction with the successful voter approved passage of the Park Bond, which are scheduled to be completed in 2018 and 2019. They include installation of a new play structure (replacing the existing one) in Waterfront Park, installation of field lighting on Field 3 (lower field) in Enchantment Park, and drainage and grading improvements to all fields (1, 2, & 3) in Enchantment Park.

As Council is aware, the play structure design, after extensive public and private school student involvement, was voted on and approved at a Special City Council meeting on July 20<sup>th</sup> of this year. Subsequently, a purchase order with Game Time, C/O SiteLines Park & Playground Products, Inc., has been signed by the Mayor, with completion of the installation projected for September this year.

In regard to Enchantment Park Field #3 lighting – Public Works has received a bid for design, equipment purchase, and installation in the amount of \$217,987 – \$239,987 (depending on the level of lighting desired) from Techline Sports Lighting, LLC for consideration by Council. Techline is listed as a State contract purchasing agent, therefore the 3-bid requirement does not apply. Upon Council approval, delivery is estimated at 3-4 weeks with installation taking an additional 3-4 weeks. In addition, the City may be required to obtain a height and lighting variance prior to installation. The Public Works projected desired installation in the fall of 2018 is still feasible at this time.

Enchantment Park field drainage and grading work, after consultation, is scheduled to begin in Spring of 2019. Public Works plans to obtain a bid this fall from Greenshield Systems, a company that specializes in sports field drainage, has done numerous projects on school and park fields locally and on the west side, and comes highly recommended. The City has also met with baseball, softball, and soccer organization representatives earlier this year in preparation for possible full season closure of the fields in 2019.

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

- Techline Proposal

### **9:50 – 10:00 P1 / P2 Pavement Improvements Update**

This time has been set aside to update Council regarding improvements to the P1, P2, and P3 parking lots. The Council had previously identified a number of improvements for the operation of these lots. The improvements include the following:

- Replacement of the fencing bordering lot P2, fencing protection and fall protection
- Landscaping improvement above P2, replacing the solar power to pay station P2 with standard power
- Lighting and electrical access to support other uses, additions of electrical charging stations
- Addition of pay stations for lots P2 and P3
- Pavement improvements and repairs on P1 and P2

To date, a number of these items have been completed or are in the process of being completed. New wrought iron fencing has been installed around P2, power has been provided and pay stations (including covers and lighting) installed at lots P2 and P3, and City crews are presently running conventional power to replace the solar power at pay station P1. Landscaping above P2 is tentatively scheduled for fall of this year. Lighting and electrical access and improvements to support other uses, as well as the addition of electrical charging stations, have been postponed in lieu of the completion of the parking study. In regard to pavement improvements and repairs, pictures of existing poor conditions are included within the packet material, along with an estimate for repairs provided by A&W Paving, Inc. for the Council's consideration.

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

- A&W, Inc. Proposal
- Photos of surfacing at P1 & P2

### **10:00 – 10:20 Business Licenses & Regulations Update**

By the end of this year, every city with a business license requirement must implement changes required by legislation passed in 2017 (**EHB 2005 – RCW 35.90**); this is an unfunded mandate. For cities that already partner with the Business Licensing Service (BLS), the deadline is **October 17, 2018** so that cities can provide the required 75-day notice of the change to the Department of Revenue. The City of Leavenworth is a current partner with BLS and has been since 2009. Other cities that are currently not partnered with BLS must comply by January 1, 2019. The change of this new mandate requires amendment to the current Leavenworth Municipal Code language for model thresholds and a definition of “engaging in business.” Below are the specific mandates for each:

1. The business license model threshold language would:
  - Apply a minimum threshold of \$2,000 per year in the city for businesses that **do not have a location in the city**;
  - Require a license for businesses with a location in the city without regard to the threshold;

- Allow cities the option to require registration with no fee for businesses under the threshold; and
  - Only apply to general business licenses, not regulatory licenses or local taxes.
2. The definition of "engaging in business" includes examples of what constitutes business activities in cities that would subject a business to license requirements, as well as those activities that would not. The model language is adapted from the definition that the 45 cities with local B&O taxes have already adopted for the definition of "engaging in business" in the B&O tax model ordinance.

Staff will be attending final presentations on the model ordinance language and definition for “engaging in business” over the next several weeks and will present the City Council with a draft ordinance for code changes at the September Study Session. Due to the October 17 deadline, staff will request final approval of the changes at the September 25<sup>th</sup> Regular Meeting.

In reviewing the requirements thus far, it appears that the City may need to differentiate code language for businesses located in the City versus those located outside of the City for the definitions pertaining to “engaging in business.” The City currently has a threshold of \$1,500 for all businesses that could be amended for both types of businesses to the new \$2,000 threshold or the City Council could recommend differing thresholds for inside versus outside city businesses. The City also must be careful with amending other areas of the current code language due to the rules for signage within city limits and the partnership with the State Master License Service.

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

- Model Business License Threshold Final Version – June 2018 (State Document with new requirements)
- LMC Chapter 5.04 Business License Tax – Generally (Leavenworth current code language)

### **10:20 – 10:30 Sewer Line Camera Grant Update**

This time has been set aside to update the Council regarding the WCIA 2018 Risk Mitigation Grant #M8-24 in the amount of \$10,750, which was applied for by Public Works and awarded to the City on March 29<sup>th</sup> of this year. The grant award allowed Public Works to purchase a much-needed camera that can be attached to the sewer jetter hose to be sent down the sewer line to assess clogs, breaks, roots, line settling, etc. By doing so, it allows City crews to proactively investigate/correct problem areas and thus mitigate/avoid possible damage claims due to sewer back-ups.

Since its purchase, crews have utilized the camera to investigate and eliminate a potential major clog in the Front Street alley between 9<sup>th</sup> and 10<sup>th</sup> Streets, as well as inspect other lines. It is the intent of Public Works to systematically inspect other problem lines for assessment and then move on to other areas. Each inspection video is downloaded and put on file for future reference.

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

- Grant Award
- Photos of the camera attachment

### **10:30 – 10:40 SCJ Alliance – Development Services Contract**

This time is provided for the City Council to review an agreement with SCJ Alliance for providing services associated with Development Services. This includes the review and processing of land development permits and assistance, Design Review Board oversight, and work being completed by the Planning Commission. The contractual agreement will be paid on a time and material basis with a cost not to exceed \$75,500.

The need for this assistance is necessary with the resignation of Mr. Nathan Pate as Development Services Manager and Ms. Cary Siess as Assistant Planner. The hiring process for a new Development Services Manager is currently underway and this agreement will be in place until a new manager is hired. Once the new manager is in position, a review of any additional assistance will be completed and Council will be updated on any changes to this contract.

SCJ was selected after interviewing four representatives of different firms. SCJ was selected based on their availability and previous work history assisting other cities.

The following items are included under **TAB 6** of the evening packet materials:

- SCJ Alliance Agreement
- Exhibit A: Scope of Work

### **10:40 – 11:00 Council Open Discussion**

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