

**LEAVENWORTH CITY COUNCIL**  
**Study Session Agenda**  
**City Hall - Council Chambers**  
**December 12, 2017 9:00 a.m.**

**9:00 – 9:15 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.

**9:15 – 10:00 Public Works Facility Plan Update with RH2 Engineering**

At an earlier discussion this year regarding the updates needed at the City's Wastewater Treatment Facility, it was identified that implications of those improvements may require some changes to the Public Works (PW) Shop Facilities located at 14<sup>th</sup> and Commercial. The new foot print of the phosphorous tertiary treatment of the wastewater plant would best be located at the current location of the PW Maintenance Facility. In October of this year, PW Director Herb Amick, Street/Utility Supervisor Tom Radach, Parks Supervisor John Schons, and the City Administrator met with RH2 Engineer Eric Howe, P.E. and TCF Architect Randy Cook, AIA to develop a master plan of the PW area.

A Facilities Master Plan is a tool used to develop and communicate an efficient process to change the City's facility to better accommodate and support its current and future public works needs on a regularly updated basis as opposed to stop gap measures. It serves as a guide for assessing the need for facility improvements and capital investments to implement them, including justification for land acquisitions. This Facilities Master Plan will determine the scope of repairs, modernization, upgrades, and/or new construction needed to serve the current and future City PW Facility needs, which support the community.

The Facility Plan provides a phased approach to accomplishing the buildout so the City can coordinate the buildout. It will also be used as a financial planning document to access Federal, State, and local funding sources and financing options as they become available to the City. The plan provides a prudent view of the scope of projects that may reasonably be accomplished with available funds. Mr. Howe, P.E. will be present on Tuesday to review the process and explain the development of the Master Plan. He will also have preliminary budget numbers for the buildout and what the work will entail.

This is the first draft of the project for the Council review and comments.

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

- Leavenworth PW - Phase I Concept Plan
- Leavenworth PW – Build-out Master Plan

**10:00 – 10:30 2017 Comprehensive Plan Update**

This time is provided for the City Council to begin the first reading of the 2017 Comprehensive Plan Update; and provide guidance on how to proceed with the review.

Adopting a Comprehensive Plan is a key element in the land use planning process. 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 a municipality. 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 Washington State.

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.

- The Comprehensive Plan is formulated initially by the Planning Commission (appointed residents with an interest in planning), with technical assistance from the planning staff.
- Ultimately, the City Council adopts it.
- Comprehensive plans are processed through a series of public hearings. These give the public an opportunity to express their views.

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.

The Development Services Department desires guidance for the next steps. **The Council's study can be to confirm the update made by the Planning Commission with understanding of the overall goals and policies of the Plan; or schedule time to conduct a deep analysis of the work completed.**

Please be aware that as a part of the process, the Planning Commission created subcommittees, invited the public to review each element with a small workgroup, and met on the following: Jan 12, Jan 20, Jan 25, Feb 2, Feb 8, Feb 15, Feb 23, Mar 2, and Mar 9, 2017. Subsequently, the Planning Commission conducted open public "Workshops and/or Open Houses" presenting the subcommittee recommendations to the body of the Commission and the public. These Planning Commission workshops invited the public to work with the Commission and review the draft

Comprehensive Plan on: Feb 1, Mar 1, April 5, May 16, June 7, July 5, Aug 2 and Sept 8, 2017. From May, the Planning Commission invited the public to begin the review of the compiled entire final draft of the Comprehensive Plan. In addition and on September 12 & 26, 2017, the City Council was introduced to the work to date. Finally, the Planning Commission has conducted its Public Hearing for November 1, 2017 with a continuation for final minor edits.

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

- Final 2017 Comprehensive Plan <http://cityofleavenworth.com/city-government/development-services-department/2017-comprehensive-plan-update/>
- Final minor edits from the November hearing.

### **10:30 – 11:00 Resolution 20-2017 for 2018 Rate & Fee Schedule**

The City Council is being provided the 2018 Rate & Fee Schedule with recommended changes to the utility rates from HDR, Inc. The proposed changes to the utility rates take into account the council discussions over the past two months for each of the utilities and includes specific changes to identify the new rate structure for multifamily units. Staff will review the changes with Council and answer questions at the Study Session. If changes are needed, these will be incorporated prior to the evening meeting for the annual adoption of the fee schedule.

Within the Utility Rate and Fee changes are the proposed charges for 2018 to individual rate classes based on the City Council's discussion on the Single Family Rates. For each individual utility, the proposed percentage increase for the single family rate for that utility is then applied to all the rate classes within the utility. Other changes to utility rate and fees include the following:

- Water and Sanitary Sewer Utilities have identified a new rate class for Multifamily Customers.
- Under Water Rates Fees and Charges, Miscellaneous fees: Seasonal turn on/off charges have been revised to cover the cost of the service. The City still will allow for a construction meter and irrigation meter with no consumption to have a lower monthly billing or turn off (without a monthly fee).
- Utility vacation rates have not been added to the proposed Rate and Fee Schedule at this time.
- The proposed rate and fee increases are not applied to the System Development Charges for water or sanitary sewer. These fees were last amended in 2014.
- The Local Facility Charge - Chumstick Connection Charge was added to the water and sanitary sewer sections of the resolution.

The increase in utility rates is based on the Utility Rate Study being completed by HDR, Inc. The recommendations are made after reviewing operating costs, debt service costs, and planned capital improvements for each utility. In most cases the pressure for increasing utility rates is to cover the cost for planned capital improvements. For example, the wastewater treatment plant capital plans include the addition of phosphorous removal technology to meet current water quality standards. This \$9.3 M expenditure is the driver for increasing Sanitary Sewer fees over the next several years. In the Water Utility there are several miles of 60 – 70 year old transmission pipe that is in need of replacement, a number of water plant deferred maintenance items, and the replacement of residential meters. While capital projects are pressuring the

increase in Water and Sanitary Sewer Fees; landfill disposal fees for solid waste is one of the primary costs that put pressure on increasing Garbage Utility Fees.

In addition to the Utility Rate and Fee Changes, other modifications were made to the Rate and Fee schedule:

The Leavenworth Civic Center Rental and Deposit fees for 2018 have been updated. The Festhalle Oversight Committee has reviewed the changes in the rate structure and are recommending approval. The rate changes increase the cost of private events (weddings, Quinceañeras, etc), provide a slight reduction for ticketed public events, and a reduction for non-profit events that are scheduled Sunday – Thursday.

As discussed previously, with the changes to Public Records Act, fees for copy and transcription services were added to the rate and fee structure.

The Economic Development Committee reviewed the Miscellaneous Fees and Charges of the Rate and Fee Schedule and provided the following recommendations:

Commercial Tubing Launch/Take out Fees: increase from 4% to 5% of gross receipts by contract. The City collected approximately \$18,000 in tubing fees from two companies in 2016. 2017 revenues have not been finalized at this time.

**Special Use Permit:**

Park facility (Front Street Gazebo) Private Use Fee: increase from \$50 to \$100 per event.

City Park ROW Square Footage Rate per Square Foot per month: increase from 40 cents to 50 cents.

Sidewalk ROW Square Footage Rate per Square Foot per month: increase from 60 cents to 75 cents.

At this point in time no changes to parking fees have been proposed. The Council may want to reconsider those fees depending on the outcome of the Parking Study currently underway.

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

- Resolution 20-2017 Redline
- Resolution 20-2017 Clean Version

**11:00-11:15 Council Open Discussion**

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

- Mayor Pro-Tempore and Committee Assignments – Reminder to Consider – Mayor Pro Tempore Appointment occurs at the January 9, 2018 Meeting with Committee Appointments occurring at the January 23, 2018 meeting.