

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
July 9, 2019 8:30 a.m.

8:30 – 8:45 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.

8:45 – 9:30 Firewise Community

This time is provided to follow-up with the previous City Council discussion regarding creating Firewise Communities within the City of Leavenworth. At the June Study Session, members of Chelan County Fire District #3 and Chumstick Wildfire Director Corrine Hoffman met with the City Council. Since that time, Ms. Hoffman has reached out the Andy Tate, CWMS Wildfire Prevention and Fuels Reduction Program Manager at the Department of Natural Resources. The discussion on Tuesday will be an update and conversation on the recommended next steps.

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

9:30 – 9:45 Water System Improvements

This time is provided to begin the review and discussion on the City of Leavenworth Capital Improvement Plan for the City's Water System. In 2017/2018, the scheduled Water System Plan was completed by Varela & Associates for the City of Leavenworth. As a follow-up to that plan, the City of Leavenworth contracted with Gray & Osborn in 2018/2019 to complete a Water Treatment Plant Assessment. Primarily three significant projects have been identified from these studies:

- The City needs to replace the existing water meters throughout the system. Many of the meters which are currently in use are from the initial installation of meters throughout the 1990's.
- The City has a number of deteriorating transmission lines that are in need of replacement. The transmission pipes identified within the Water System Plan were first placed into service in the 1930/1940's and are at the end of their useful life.
- The City will need to review and identify a pathway of improvements for the City's Water Treatment Plant. The last major improvement at the plant was in the late 1980/early 1990's. The Water Treatment Plant Assessment identifies several different alternatives for improvements at the Water Treatment Plant.

By identifying the sequencing of the capital improvements, a funding plan can be developed to assure the financial sustainability of the Water Fund. Funding for these projects will include financial grants, low-interest loans, and City funds. The outcome and goals of this planning is to

have a water system that is safe and efficient, that has a long operating lifetime, and is financially sustainable for the City and rate-payers.

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

- Figure 1-1 Existing Water System Facilities / Water Treatment Plant Assessment
- Table 6-1 City of Leavenworth Capital Improvement Plan / Water System Plan
- WTP Treatment Alternatives Summary Table / Water Treatment Plant Assessment

9:45 – 10:15 Development Services Mid-Year Report

This time is provided to review the Mid-Year Report from Development Services. The attached report summarizes various permit applications, January through June for 2018 and 2019. Overall, the department is keeping up with the level of permits, but has some concern about how much time larger project inspections will require. At this time, no additional support services are requested. Additionally, the report provides milestone achievements for each of the six department objectives. Each milestone documents that the department is moving forward with key objectives intended to preserve and enhance customer service and communication between the departments, the Council, agencies, and the public.

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

- Development Services Mid-Year Report 2019

10:15 – 11:15 Review Planning Commission Mandatory Updates

As part of the 2017 Comprehensive Plan periodic update, the City was required to review and update development regulations and critical area regulations to match changes in State law. Ideally, this work is completed with the Comprehensive Plan; however, the State recognizes the burden this places on smaller communities and extends the timeline two years. The City of Leavenworth updates were due June 30, 2019. The Planning Commission is working through the amendments now and anticipates forwarding a recommendation to the City Council in the coming months.

To assist communities, the Department of Commerce provides various checklists which summarize/reference changes in State law. While the checklists provide the basis for the proposed amendments, there are a few related amendments that are intended to provide clarity to the processing and procedures within the Code. We will walk through the checklists and draft amendments during the Study Session, as they are being provided in the July 10, 2019 Planning Commission packets.

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

- Development Regulations Checklist
- Draft amendments to the Development Regulations
- Critical Area Regulations Checklist
- Draft amendments to the Critical Area Regulations

11:15 – 11:20 Quarterly Update Future Council Agenda Items / Project Tracking

This time is provided to review the 2019 Annual Objective & 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 E**:

- Annual Objective and Project Tracker 2019
- 2019 Future Council Agenda Items

11:20 – 11:25 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
- Ballfield Construction Schedule at Enchantment Park – Herb Amick
- Upcoming Festivals and Events – Sue Cragun
- Upcoming Fall Cleanup – Sue Cragun / Herb Amick
- Apple Maggot Quarantine Reminder – Sue Cragun
- Short Term Rental Enforcement / Leavenworth Leash Law – Sue Cragun
- Project Update – Sue Cragun / Herb Amick

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

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

- Fall 2018 Newsletter

11:25– 11:45 Council Open Discussion

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