

**LEAVENWORTH CITY COUNCIL**  
**Study Session Agenda**  
**City Hall - Council Chambers**  
**July 14, 2020 8:30 – 10:30 AM**

**8:30 – 8:40 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.

**8:40 – 9:20 Water Capital Improvement Plan / Alternatives – Gray & Osborne**

This time has been provided to allow Mr. Adam Miller, PE and Mr. Keith Stewart, PE with Gray and Osborne, Inc. (G&O) to review the revised Water Treatment Plant Assessment and Recommendation Report. The initial Council review of the assessment and the possible upgrade alternatives were presented to the Council at the December 11, 2019 Study Session. Since that time, the Department of Health also reviewed the original assessment and requested “Slow Sand” filtration also be investigated as an alternative filtering system upgrade, which G&O subsequently completed with Council approval. In addition to that added study, the City has since been awarded uninterrupted additional water rights at the City’s Wenatchee River wells, which has further allowed the City and G&O to limit the proposed alternatives to the lower water production upgrade alternatives (1400gpm) for Council consideration.

In today’s discussion, Gray and Osborn will provide an update to the City Council on the “Slow Sand” and other findings, as well as present and discuss a reduced list of upgrade alternatives for Council consideration and eventual selection to allow for design refinement and potential project funding procurement.

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

- PowerPoint Presentation – G&O
- WTP Alternative Report

**9:20 – 9:30 Draft Resolution XX-2020 – Six Year Capital Improvement/Facilities Plan**

This time is provided to familiarize the City Council with the draft Capital Improvement Plan and draft Decision Matrix that will be discussed in detail at the next study session.

The Capital Improvement Plan (CIP), formally the Capital Facilities Plan (CFP), outlines the City’s plan for achieving the goals of the Comprehensive Plan, and other related plans, by providing infrastructure necessary to meet the 20-year population growth at the adopted levels of service. It is a component of the Capital Facilities Plan Element within the Comprehensive Plan. Simply put, it defines what the City has, what it needs, when it needs it, and how it gets paid for. The CIP is the project list for the next 6-years, including costs and funding sources. The CIP is required by the Growth Management Act and by most grant funding agencies.

The CIP provides a mechanism to help prioritize capital projects and match projects with local budget and funding options. Additionally, it provides transparency to the public and an orderly development/replacement of capital assets. If a project cannot be adequately funded, or funding falls short of the need, the Growth Management Act requires the City to reassess the land use element to ensure that the CIP, capital facilities plan and financing plan are coordinated and consistent. For example, if the land use element requires a specific level of service for water to serve growth, generally detailed in the Water Plan, but the CIP shows inadequate funding for required projects, then the City would need to reassess the land use element while still meeting the requirement to provide for projected growth. Capital facilities include:

- **Water Systems**
  - The 2018 Water System Plan project list is used to identify projects for the 6-year CIP
- **Sewer Systems**
  - The 2017 Wastewater General Sewer Plan and Facility Plan is used to identify projects for the 6-year CIP
- **Stormwater Systems**
  - The 2017 Stormwater/Wetland Management Master Plan is used to identify projects for the 6-year CIP
- **Streets including curb, gutter, and sidewalk** (along with street lighting, bridges and traffic signals)
  - The 20-year Transportation Improvement Plan (TIP) is used to identify projects for the 6-year CIP
- **Parks/Pool**
  - The 2017 Parks and Recreation Plan is used to identify projects for the 6-year CIP
- **Solid Waste Systems**
  - The Capital Facilities Element includes a summary and project list for the City's solid waste system, which has been incorporated in the 6-year CIP
- **Schools, Hospital, Fire Protection, Law Enforcement, and Library**
  - These capital facilities are not provided or maintained by the City but are required to be addressed within the Capital Facilities Element. They are not listed in the CIP.

The CIP is an important management tool showing the link between community infrastructure needs and financial capacity. The current draft shows projects identified in other plans, past CFP listed projects, funding options and estimated costs.

The City Council has the ability to prioritize projects by including them on the CIP and by scheduling when they start. Most of the projects are pulled from existing planning documents. But new projects should be reviewed using a decision matrix. The Department of Commerce guidelines recommend using a decision matrix to help prioritize projects.

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

- Resolution 12-2018, last CFP update
- Draft CIP

- Department of Commerce guidance for a Capital Facilities Plan Chapter 6 – Smaller Jurisdictions

### **9:30 – 9:35      2020 Project Tracker / 2020 Future Council Agenda Items**

This time is provided to review the 2020 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**:

- Annual Objective and Project Tracker 2020
- 2020 Future Council Agenda Items

### **9:35 – 9:45      Annual Retreat Agenda Review**

The City Council directed staff to prepare a draft agenda for its annual retreat that will be held on July 31, 2020. The meeting will be held via Zoom Conferencing. The current draft agenda is divided into themes:

1. Council priorities
2. Municipal governance fundamentals
3. Revenues and Expenses

Historically, this Retreat marked the beginning of the budget process. The 2020 pandemic has drastically modified historical processes and operations, including the timing of this retreat. Although later than intended, the annual retreat provides a space to discuss policy priorities, municipal finances, and to refresh foundations of municipal government. A draft agenda is included for Council review and discussion. Once the Council has approved the agenda, staff will continue working with the Mayor Pro Tem on the specific activities under each agenda item.

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

- Draft Annual Retreat Agenda

### **9:45 – 10:10      Review of Ordinances of Code Inconsistencies**

This time is provided to review pending code amendments, prior to tonight’s public hearing. The 2020 Docket identified several code inconsistencies. Of those, four amendments were considered to be very straight forward and good “filler” items between the Planning Commissions busy schedule. The original workshop/hearing was planned for the April Planning Commission meeting. Unfortunately, it was placed on hold due to the COVID-19 limitations until a workshop could be conducted in May and the Planning Commission hearing could be re-noticed for June.

The amendments cover four sections of code, as summarized below:

- Chapter 12.08 Street and Sidewalk Obstructions. This section of code currently references enforcement actions that conflict with Chapter 21.13 Enforcement. The amendment removes the outdated enforcement actions and replaces them by referencing Chapter 21.10 Enforcement. This amendment will address an inconsistency in how code enforcement is to be handled.
- Chapter 21.07, Application Process, to include a “right of entry” for City employees to enter an applicant’s property after a land use or pre-application application is received by the City. These types of site visits allow City employees time to review the proposal in relation to the site conditions. The “right of entry” is covered in multiple areas of code but was not specifically included for land use applications.
- Chapter 14.10, Signs, to exempt Service Activity Signs that are used to identify community service groups, such as the Lions Club and Rotary. The placement of these signs is typically located in the public right-of-way or private property at the gateway to the community or business core. The current Service Activity Sign is located near the east end of town.
- Chapter 15.04, Building Codes, to clarify two items; (1) swimming pool covers are not a substitute for fencing, which is required to be 5’ tall, and (2) define exempt accessory storage shed uses for tools, storage, playhouse, or similar use with a limit of 200 square feet or less. The use of a storage shed is separate from accessory buildings, such as cabanas or crafting rooms, which are regulated under the building codes as habitable spaces.

The Planning Commission recommended approval of the amendments after conducting a Hearing on June 3, 2020 where no public comment was received.

The following items are included under **TAB 1, 2, 3 & 4 Evening Agenda:**

- Staff Reports, Planning Commission Minutes, and associated ordinances

### **10:10 – 10:15 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
- TIB Pilot Pavement Project – Herb Amick / Sue Cragun
- Housing Action Plan Update – Lilith Vespier / Sue Cragun
- Former Osborn School Site Update – Sue Cragun / Ana Cortez
- Upcoming Fall Cleanup – Herb Amick / 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 2019 Newsletter

**10:15 – 10:25 Allowing Bees in the City Limits**

The City’s Municipal Code, Chapter 6.16 section 6.16.020 provides a list of prohibited animals. This list includes honey bees. Residents have inquired about the feasibility of removing honey bees from the list of prohibited animals. The Federal Drug Administration has stated that “Honey bees are indispensable to U.S. agriculture”. Staff seeks direction from Council whether to further explore pros and cons of allowing honey bees within the City limits.

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

- Leavenworth Municipal Code (LMC) Section 6.16

**10:25 – 10:30 Public Comment Period**

The remainder of this time slot allows for the public to discuss items with the Council.