

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
October 13, 2020 8:30 – 12:00 PM

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 – 9:40 Presentation: Downtown Master Plan – JA Brennan

The Downtown Steering committee discussed the status of the Master Plan during its August meeting. The Committee identified the need to ensure that the Council, Parking Advisory Committee, and the Downtown Steering Committee were in agreement on the desired vision of the Downtown and thus requested a presentation on the options discussed in 2018 for design and development. The Consultant, J.A. Brennan Associates, PLLC will present these concepts. Staff seeks input from the Council, Parking Advisory, and Downtown Steering Committees on the vision for the downtown.

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

- Front Street Park Master Plan PowerPoint Presentation
- Graphics for the Front Street Park Master Plan

9:40 – 9:55 Review of Rate & Fee Schedule for 2021

Staff will provide a brief update on the proposed changes to the Rate and Fee Schedule. Council comments/suggestions for any changes will be considered and incorporated for another review at the November Study Session, prior to adoption at the December 8, 2020 meeting.

In addition to the fee changes listed below, it has come to the City’s attention, per legal counsel, that the current practice for collection of the Clennon Utility Reimbursement Agreement will need to be reassessed if the Council desires continuation of this system development type of charge. Staff will discuss the status of this fee and the suggested correction needed to continue assessing the charge to new connections. This item is highlighted for reference and is located on page 20 of the fee schedule.

UTILITY RELATED FEES

At this time, the amendments include the utility rate changes as included within the Six-Year Utility Rate Study and as approved by Council action to consider the annual rate increases per Resolution 20-2017. Based on utility fund balances, planned and continuing capital related projects, and revenue/expense projections, staff recommends continuing with the planned rate increases for 2021. These rate increases are generally being applied to monthly rates and some miscellaneous fees and not for installation or system development charges with exception to Fire Hydrant installations. Commercial Cardboard base fees, which are not incorporated per the Utility Rate Study, are included with an increase of 3% in accordance with garbage rate

increases; however, extra pickups have been increased by \$5 each. Rate increases per utility are as follows:

- Water = 5%
- Sewer = 2%
- Stormwater = 9%
- Garbage (Commercial and Multifamily) = 3%
- Outside City Rates are Equivalent to 125% of the Inside City Rates

The percent changes identified above will affect a single-family residence on a ¾ inch meter as follows:

Utility	Current Rate	New Rate	Percent Change	Dollar Change
Water	\$66.16	\$69.47	5%	\$3.31
Sewer	\$59.61	\$60.81	2%	\$1.20
Stormwater	\$4.93	\$5.37	9%	\$0.44
Total	\$130.70	\$135.65	3.79%	\$4.95

DEVELOPMENT RELATED FEES

Development Services is proposing to add a Special Use Permit fee of \$100 when no other fee is specified in code, such as bike tours. The fee is intended to cover approximately 2 hours of staff time to review. Additionally, all are renewed annually without a fee. The renewal process requires drafting a new agreement, verifying insurance and other conditions of approval are being met, collection of any unpaid lease fees (use of the sidewalk or other public space fees) and getting the new agreement signed. To cover staff time, we are requesting a \$25 fee for each renewal. In order to encourage timely renewals, we have drafted an expiration on the renewal. Renewals not completed within one month of the City’s notification will require a new special use permit and fee of \$100.

The second fee proposed is an Archiving Fee of \$10 for all land use, special use permits, building permits, fire permits, and design review permits over \$74. This fee is estimated to bring in \$2,500 to \$3,000 dollars per year, which will be directed toward archiving equipment and related staff time. One goal of archiving permits is to make materials available on-line (removing the need for public records requests) and provide documents to the fire district, which could support emergency response work.

The third fee proposed is to provide administrative interpretations of existing decisions/permits. There are several historical decisions, which require that the Administrator review the file and make various determinations. The \$150 fee is intended to cover 3 hours of staff time to review the file, review current conditions, and draft the decision.

Finally, temporary business license fees have been collected but not included in the Rate & Fee Schedule. Temporary business licenses can be renewed for up to 4 months at a cost of \$25.00 per month or \$100. Temporary business licenses are commonly used for construction companies

completing a single job in the City limits. The State issued City business license (also known as a City Endorsement) is \$115 for the year.

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

- Draft 2021 Fee Schedule

9:55 – 10:55 Discussion of Legislative Agenda

At its September Study Session, the Council expressed interest in a meaningful discussion on the City’s Legislative Agenda. This agenda is intended to reflect advocacy activities that the City Council and the Mayor will implement at the State and Federal levels. The Legislative Agenda is not intended to outline legislation that the City Council controls, but legislative actions controlled by others. Once the Legislative Agenda is set, the City Administrator will engage relevant parties to accomplish specific goals in Olympia and Washington D.C. The following areas were previously discussed with the Council; included in the outline are relevant advocacy positions adopted by the Association of Washington Cities (AWC).

MAYOR PRIORITIES

- 1. Funding for Housing – Governor’s Office**
 - AWC – Create a tax increment financing (TIF) option for cities
 - AWC – Continue to pursue new resources and policies to increase affordable housing, both at the state and local level
 - Examine feasibility of lodging tax as funding stream for workforce housing
- 2. COVID-19 / Economic Development Funding – FEMA and Governor’s Office**
 - Secure resources to address revenue gaps for operations and economic development.
- 3. Water Rights – State of Washington**
 - Secure more water rights (interruptible and uninterruptible)
 - Secure resources for water conservation

CITY COUNCIL PRIORITIES

- 4. Infrastructure Funding / Sales Tax Option – Governor’s Office**
 - AWC- Fully fund the Public Works Trust Fund (PWTF)
- 5. Pedestrian and Traffic Calming Measures – WA State DOT / U.S. Department of Transportation**
 - AWC – Adopt a comprehensive set of transportation policies that provide robust new resources and local options
 - BUILD grant (U.S. DOT) – Ridgefield \$5.8M (8K pop)

JOINT MAYOR AND COUNCIL

1. Funding for Housing – Governor’s Office

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

- Build Grants Fact Sheet for City of Ridgefield

10:55 – 11:05 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 E:**

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

11:05 – 11:10 Quarterly City Newsletter Recommendations – Distribution in November

The City will be publishing the quarterly Mayor and City Council Newsletter in November. Article topics at this time include but are not limited to:

- “A Minute with the Mayor” – TBD
- Paid & Timed Parking Program Update – Parking Advisory Committee
- Winter Parking Ban and Snow Removal Operations – Sue Cragun
- Holiday Closures & Garbage Collection Schedules – Sue Cragun
- Short Term Rental Enforcement – Sue Cragun
- Leavenworth Leash Law – Sue Cragun
- Winter Use of City Parks – Sue Cragun
- Update on Current & Upcoming City Projects – Herb Amick
- What We Learned with the Closure of Front Street – Lilith Vespier
- Updates on Housing Action Plan, Transportation Element Update, and Shoreline Master Program – Lilith Vespier
- Fire Construction Standards – Lilith Vespier
- Xpress Bill Pay New Mobile App Flyer – Chantell Steiner

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

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

- 2019 Winter Newsletter

11:10 – 11:40 Christmas Lighting Traffic Control – David Kieninger, P.E.

The Chamber of Commerce decided to modify the Christmas Lighting Festival in 2020. Given the limitations imposed by the COVID-19 Pandemic, this year's lighting activities focus mostly on the traditional lights that are displayed by various businesses. Even so, various County, State, and City agencies are collaborating and developing a crowd / traffic / pedestrian control strategy. As the City has traditionally entered into contracts with the Sheriff's Office, State Patrol, and private firms to manage traffic, crowds and pedestrians, the Mayor's Office will be executing these contracts in October. This presentation focuses on the Department of Transportation's modified strategy, which outlines roles of said organizations.

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

- DOT Christmas Lighting Plan
- Sheriff Office Staff Coverage

11:40 – 12:00 Council Open Discussion / Public Comment Period

This time is for the Council open discussion and public comments.

1. Extend meeting times for Study Session and Council Committee Meetings
2. Halloween Safety Tips

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

- Halloween Guidelines from CDC.gov
- Halloween Safety Tips from WA State Department of Health