

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
October 9, 2018 8:00 a.m.

8:00 – 8:15 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.

8:15 – 8:30 Upper Valley Museum Report

This time is provided to receive an update from the Upper Valley Museum (UVM). Mr. Matt Cade will be on hand to give a short PowerPoint presentation to the Council, an overview of planned changes to the UVM's Strategic Plan. The City began providing some level of funding for the Museum in 2010; since 2012, the City has been providing \$10,000 annually to support the operation of the Museum. In addition, the City has provided funding to sponsor special programs or improve the signage to the Museum. Currently, the Museum is located on the second floor of the Wenatchee River Institute facility at Barn Beach. They are however, looking for a new location.

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

8:30 – 9:30 Ferguson Waterworks Water Meters – Tammy Rogers

This time has been set aside for Ferguson Waterworks Representative Ms. Tammy Rogers to review with Council the advantages of a city-wide replacement of the City's outdated water meters to a more efficient and accurate drive-by or single read water meter system; updated approximate replacement costs will also be reviewed. This project is presently listed under the City's Six-Year Capital Facilities Plan and there have been recent discussions in regard to listed priorities.

As Council is aware, the City applied for and was denied funding for the project through a Water Smart Grant application. The original estimate, dated January 3, 2017 was in the amount of \$840,739.32 for complete installation of new meters with a single (City Hall) read radio system. That estimate was updated on October 4, 2017 to \$930,293.15, constituting a difference at that time of \$89,553.83 from the original quote. It should also be noted that Ferguson Waterworks is listed on the Washington State preferred contractor's list and recognized as a "sole source" vendor.

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

9:30 – 9:45 Planning Commission Updates

On October 3, 2019 the Planning Commission held public hearings on two proposed code amendments to Leavenworth Municipal Code (LMC) Chapter Amendments/Additions:

1. LMC Chapter 18.26 Residential Density Incentives (Affordable/Workforce Housing); and
2. LMC Chapter 18.20.050 Zero-lot Line Developments.

The Planning Commission is soliciting feedback from the public regarding Chapter 18.26 and Chapter 18.20.050 Zero-lot Line Development Standards. The public hearing is an opportunity for interested persons to appear and provide feedback for consideration by the Planning Commission prior to the Chapters going to the City Council's consideration for adoptions per an ordinance.

The work schedule on these items includes the following:

- On July 13, 2018, the Planning Commission completed the 1st draft of both Chapters 18.26 and Chapter 18.20.050.
- On July 19, 2018, version 2 was provided to the Planning Commission for review, updates, and revisions.
- On August 30, 2018, version 3 was provided to the Planning Commission for review, updates, and revisions which included an updated graphic for Chapter 18.20.050.
- On September 8, 2018, version 4 was provided to the Planning Commission for review, updates, and revisions.
- Final updates were made for both Chapters on October 1, 2018. Chapter 18.20.040 includes three (3) graphics developed and saved in AutoCAD files with SCJ Alliance engineering staff, Wenatchee.

Today's discussion is primarily an update to the Council on the amendments being reviewed. Through the public hearing process, the Planning Commission did make several revisions to the code amendments presented at the public hearing. The new amendments will again be published and provided for public review with a new public hearing being held. Once the code amendments are approved by the Planning Commission, they will be forwarded to the City Council for consideration.

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

- Chapter 18.26 Residential Density Incentives
- Section 18.20.050.20 Zero Lot Line Design Standards

9:45 – 10:00 Budget Priorities Review

This time is provided to review the current status on the development of the 2019/2020 Budget. At the September Study Session the City Council identified several priority capital expenditures;

those were discussed at the September Finance Committee and an updated Budget Priority spreadsheet was provided to the Council.

In addition, there are several funds and expenditures that will require additional Council review and discussion:

- Moderate Waste Risk Facility: The Solid Waste Council for Chelan County has requested a one time \$8,000 - \$10,000 funding commitment from the City to help offset the funding gap for the construction of the facility. They have requested that the City consider an amount which would be consistent with all of the Solid Waste Council member communities based on representative population. A letter from Chelan County is included within the packet materials.
- Lodging Tax Fund: The Council has had several discussions regarding Lodging Tax Fund allocations. The Leavenworth Area Promotions (LAP) Committee will be holding their annual retreat in October and provide their 2019 budget request in early November. In addition, the Christmas Lighting Festival Public Safety Follow-up group is developing the traffic control plan, which will require additional funding in order to cover the cost of flaggers, temporary signage, additional Chelan County Deputies and State Patrol Troopers, and temporary lighting. The final item is the discussion regarding ongoing funding for various special events and festivals.
- Ad Valorem Tax (Property Tax Rate): The City Council will hold a public hearing on Property Tax on October 23, 2019. Under state law, the increase is limited to one percent annually unless a greater increase is approved by public vote. In addition, a city can add any banked capacity that they may have; this is by Council approval. The final item for the City of Leavenworth will be the determination on the Park Levy, which was voter approved. At this time the Finance Committee has recommended to not bond for the park improvements (saving approximately \$130,000 in debt service costs), maintain the added property tax level that was approved last year, and use that added funding to rebuild the fund reserve over time.

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

- 2019/2020 Budget Priority Expenditures
- Council Goals
- Funding Request Letter/Chelan County Public Works/October 2, 2018

10:00 – 10:10 Review of Rates & Fees for 2019

The City Council will be approving the rate and fee changes for the 2019 calendar year at the December 11, 2018 meeting. Staff will be incorporating the necessary amendments for the Water, Sewer, Stormwater, and Garbage rates based on the Utility Rate Study that was conducted last year. In addition, the 2018 rates for the Festhalle will be removed and staff is considering some minor changes to roofing permits for residential versus commercial. This time is being provided to take any additional suggestions for changes within the current Rate & Fee Schedule.

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

- Resolution 15-2018 Rate & Fee Schedule

10:10 – 10:20 Quarterly Update Future Council Agenda Items / Project Tracker

The Council is being provided the quarterly Project Tracking spreadsheets. The Project Tracking is not a comprehensive list of all the work being completed or the tasks underway by the City; however, this does reflect the City projects and tasks that have been directed by the Council as priorities. Each project includes some annotations of status or description, anticipated completion, and stage (progress level). This is intended to relay progress and ensure that the City is on target with the needs of the Community and Council priorities. This document is updated and provided to the Council on a quarterly basis. The current statuses of the projects are listed under the OCT column and this document will be distributed again at the beginning of January with updates. In addition, staff has provided the 2018 Future Council Agenda Items that are subject to changes.

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

- Project Tracker
- City Council 2018 Future Agenda Items

10:20 – 10:25 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” – Transition to Waste Management
- Recycling Education – Sue Cragun
- Welcome Development Services Manager – Sue Cragun / Joel Walinski
- Winter Parking and Snow Plowing (winter parking ban / snow removal operations)
- Holiday Closures & Garbage Collection Schedules – Sue Cragun
- Winter Events / Festivals – Sue Cragun
- Update on current / upcoming City projects – Herb Amick & Sue Cragun

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

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

- Winter 2016 Newsletter

11:25 – 11:45 Council Open Discussion

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