

**LEAVENWORTH CITY COUNCIL**  
**Study Session Agenda**  
**City Hall – Council Chambers & Zoom Optional**  
**May 10, 2022 8:30 AM – 12:00 PM**

**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.

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

**8:45 – 9:30      Salary Survey – Koff & Associates – Amber Richards**

Koff & Associates Representative Amber Richards will be with us via Zoom to present the work she has done to evaluate our non-represented positions. This includes both a detailed list of the tasks performed by each position (from which was created a modified job description, and a salary survey gathered from cities that shared some similarities with Leavenworth, either in size of staff, budget, or in our same labor pool area). She will be coming with a proposed model that will help us establish a comparable range for the positions as well as a number of steps for each. This will help us not only for determining where we should be currently, but an orderly way to move forward year to year. There are no attachments to include in the packet; these will be presented on May 10<sup>th</sup> during the presentation.

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

**9:30 – 9:40      Annual County Flood Control District Report**

In 2017, Chelan County’s FCZD Board of Supervisors adopted a Comprehensive Flood Hazard Management Plan (CFHMP) ([http://www.co.chelan.wa.us/files/flood-control-zone-district/ChelanCoFloodPlan\\_Final\\_2017-11-17.pdf](http://www.co.chelan.wa.us/files/flood-control-zone-district/ChelanCoFloodPlan_Final_2017-11-17.pdf)), which recommends regional policies, programs, and projects to reduce the risk to people and property from river flooding, alluvial fans, and channel migration in Chelan County. This time is provided to review the FCZD’s 2021 Annual Progress Report. For the Leavenworth area, the FCZD has accomplished in this past year:

- Ski Hill Basin Analysis – Phase 2 has begun, which is intended to investigate opportunities to improve conveyance and decrease flooding in this basin. A design report is anticipated in early 2022 with a community meeting to discuss the preferred alternative(s).
- Continue to update the FCZD website (<https://www.co.chelan.wa.us/flood-control-zone-district>).
- Public education and outreach to residents.

Chelan County Environmental Coordinator Jason Detamore will be available to answer any questions.

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

- 2021 Annual Progress Report

**9:40 – 9:50      Utility Rate Study Options**

This time is provided to review which direction the Council would prefer to go for utility rates in 2023. The City Council previously approved by Resolution 20-2017 the Utility Rate Study recommendations for the calendar years 2018 through 2022. However, the last Utility Rate Study did provide annual increases for Water, Sewer, Stormwater, and Garbage through 2024. In reviewing the rate increases for 2023, staff has concerns with the Water rate increase of 0% due to the need to build the fund balance for the upcoming major plant and line improvements that are planned to start around 2025-2026 and were not fully taken into account in the last study. As previously noted, the Garbage Fund has not recovered and needs consideration for higher rate increases than previously planned to restore the minimum 25% reserve funding in the City's Financial Policy. On the flip side, the Council may be able to consider a reduction in the Sewer rate increase of 8% for 2023 now that the loan funding has been finalized and the debt payments are less than previously anticipated and there are no current concerns in regard to the Stormwater suggested rate increase.

The question for Council today is whether they prefer moving forward in 2022, or waiting until 2023 with a full Utility Rate Study (estimate \$75,000-\$100,000 that is not currently budgeted for), or proceed with staff recommendations for rates in 2023 that will be different than the previous study and in alignment with expectations based on the budgeting process that will occur this summer for the 2023-2024 Biennial Budget. If the Council chooses moving forward with the Study in 2022, staff will need to proceed immediately with putting out a Request for Proposal (RFP) to meet a late fall completion date; this proposal will also include a review of System Development Charges (SDC's also known as Utility Connection Fees for new construction) for Water, Sewer and Stormwater that has not been done since 2011 and was last amended in December 2013 for the 2014 calendar year. If the Council chooses to allow staff to make recommendations for 2023, the full Utility Rate Study with SDC review will be planned for 2023; allowing time for staff to reduce work load burdens occurring this year and proceed with the RFP this winter.

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

- Resolution 20-2017

**9:50 – 10:20      Review of Building Height Discussions at the Planning Commission**

This time is provided to review the Planning Commission's review of height determination options. The handout provided here is the same as the Planning Commission's May 4, 2022 meeting packet materials. We will review it briefly then overview the discussions from the Planning Commission meeting before taking any questions.

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

- Height Options Handout from the May 4<sup>th</sup> Planning Commission Packet

**10:20 – 10:40     Water System Flow Testing – Gray & Osborne**

This time is provided for Gray & Osborne to present water system flow test findings associated with the Water Treatment Plant Alternatives Analysis project. As the Water Treatment Plant Alternatives Analysis project proceeded, questions arose about the ability to deliver water to the City’s distribution system. Any upgrades or improvements to the Water Treatment Plant are directly connected to the distribution system. Gray & Osborne performed a flow test with City Public Works staff measuring the ability to deliver water to the City’s distribution system through the existing Water Treatment Plant and wells under varying hydraulic conditions. Flow test results are outlined in the provided Gray & Osborne technical memorandum in addition to conclusions and next steps.

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

- April 27, 2022 Gray & Osborne Flow Testing Technical Memorandum

**10:40 – 11:05     Capacity Building**

Provided in the packet materials is an outline of general duties and budget estimates of the planned request for the final Phase III of Capacity Building that began in late 2020. Initially these final position changes were anticipated to occur in 2023; however, due to ongoing needs for staff to maintain existing services and initiate new capital related projects and programs, staff is requesting beginning this by June 2022. In this final phase of requests staff will review the following recommendations:

Finance / Records / Upper Valley Park & Recreation Service Area (PRSA): This request includes modifications to move the existing 4.5 FTE (Full time Equivalent) to 5 FTE; an addition of one part-time position to a full-time position. (The first 2 slides included is provided to identify two of the positions (Office Assistant and Deputy Clerk) in this department that are not being modified.) This request relieves some pressure on the Finance Director / City Clerk by separating this position into two full-time dedicated staff for Finance (Finance Director) and Records (City Clerk); the Finance Director will remain as the overall Department Director with training and mentoring of the existing Assistant Deputy-City Clerk that will be transferred per the City’s Personnel Policy to City Clerk (addition of .5 FTE – non-union position). The existing Assistant Deputy-City Clerk (change to Assistant Deputy-PRSA Clerk) will become a vacant union covered position that will be modified to include the existing finance duties and replaces the City Council support duties to be support for the PRSA Board and Pool Manager. As a note, the current part-time hourly position for the PRSA was anticipated through June 2022 with funding and included the departure of the PRSA Coordinator; with the recent budget amendment, funding for salary and wages was increased from pool fund reserves to ensure continuing this position through year-end.

Public Works – This request is for the addition of a Capital Improvement Program Manager and dedicated assistant to the Public Works Director to assist in major capital project planning, grant and contract acquisitions and project management with the focus being on prioritizing and expediting projects on the City’s Capital Improvement and Transportation Plans. This position will work closely with key staff, engineers and contractors to ensure projects move forward based on funding availability and staff support needs.

Parking – This request is to add a Parking Enforcement Officer that will assist the new Parking Program Manager with on-the-ground support for maintenance of parking meters and enforcement duties. Currently, the City contracts out the parking enforcement to Pacific Security; with the addition of this position enforcement can be more focused on a weekly basis by staff and assistance from Pacific Security can be reduced to specific schedules for after-hours and weekend patrols. This position will also assist in future support for residential enforcement, signage and new equipment purchasing and maintenance.

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

- PowerPoint Presentation of Duties and Estimated Wages

### **11:05 – 11:15     Public Works Code Amendments – LMC 12.04 and 13.06**

This time is provided to review proposed code changes to LMC 12.04 (Excavations) and LMC 13.06 (Cross Connection Control). Proposed LMC 12.04 changes are related to general housekeeping (e.g., grammar, position title changes), adding section 12.04.040 *Application – Bond – Requisites – Amount* to establish a \$10,000 maintenance bond requirement, and making violation language consistent with other code enforcement actions under LMC 21.13. Proposed LMC 13.06 changes include housekeeping updates (e.g., pronouns, grammar) and adding section 13.06.255 *Alternative penalty in lieu of termination*.

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

- Proposed LMC 12.04 changes – redlines (complete chapter)
- Proposed LMC 13.06 changes – redlined pages only

### **11:15 – 11:45     Icicle Bridge Parking**

This time is provided to review the City property at Icicle Bridge which historically has been used for public and commercial access to the Wenatchee River for water recreation (tubes, rafts, kayaks, and paddleboards). This year, Chelan County will be expanding and re-decking Icicle Bridge. The anticipated start date is June 6, 2022 with sixty working days to complete the project. During this time the bridge will be either limited to one-lane traffic or closed with a detour via East Leavenworth Road.

In support of this project and in an effort to address the on-going challenge of maintaining city access to the well site, the staff is considering limited access to the city property at Icicle Bridge. The larger concern for the City has been people parking in front of the well access gate or accessing the well property.

Dave Johnson, Leavenworth Outdoor Center, as part of his rafting/tubing Commercial Water Permit, will be requesting approval of a two-year pilot program for a free shuttle (his customers and any public) between the East Leavenworth boat launch site and Icicle Bridge. Staff has been discussing options for pick up at Glacier lot (formally WSDOT / P6) and considering a pick up at Aasgard (formally P1). The shuttle would be able to loop through the Icicle City property for drop off every 15-20 minutes.

After reviewing the concerns and the option to limit access to just the shuttle and city vehicles with the Water Division, Parks Division, Mayor's Office Staff, Public Works, and Code Enforcement, staff would recommend a shuttle only access for this year with an option to continue limited access in future years.

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

- Survey
- County Signage Plans

**11:45 – 12:00    Council Open Discussion / Public Comment Period**

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

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