

**LEAVENWORTH CITY COUNCIL**  
**Study Session Agenda**  
**City Hall – Council Chambers & Zoom Optional**  
**April 11, 2023 @ 5:30 PM – 6:50 PM**

**5:30 – 5:45     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**.

**5:45 – 6:10     Banner Policy Discussion**

This time is provided for the City Council to review a draft banner policy. In the spring of 2022, the City Council had a request for placing diversity banners, sponsored by individuals and businesses, to support a non-profit group. Several concerns were raised by the Chamber about opening up the process for placing banners to non-city uses without a banner policy in place that addressed costs, content, location, duration, design, etc. During this winter, staff worked with legal to draft a banner policy, intended to address the concerns and still provide the city an opportunity to place banners. The draft policy was reviewed with the Downtown Steering Committee in January where several concerns remained. At this time, the City Council is being asked to review the draft banner policy, discuss concerns and provide staff with direction.

Additionally, at this time, the Mayor would like Council input on placing diversity banners at City Hall and the Festhalle for approximately one month in June.

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

- Draft Banner Policy

**6:10 – 6:20     Draft Resolution XX-2023 Six-Year Transportation Improvement Plan**

This time has been set aside to discuss the review of revisions to the Six-Year Transportation Improvement Plan (TIP). TIP is a short-range planning document that is annually updated based on needs and policies identified in the Leavenworth Comprehensive Plan and Transportation Plan. RCW 35.77.010 requires a perpetual 6-year plan. It represents Leavenworth's current complete list of needed projects and programs for the next six years and future years. The document also identifies secured or reasonably expected revenues and expenditures for each of the projects included in the TIP. Typically, projects listed in the first three years of the document are shown as having secured funding, while projects in the further out years can be partially or undetermined regarding funding.

Programs and planning efforts help to achieve the City vision by meeting a particular transportation need (such as a mode or safety) in a systematic way, completing smaller scale

projects, and planning for the need over a long period of time. Plans help determine the future transportation network through citywide and corridor long studies.

The annual TIP update starts with the previously adopted plan; this year's TIP is identified with the dates of 2024 – 2029. Projects in the previously adopted TIP are reviewed and projects that have been completed, or because of changing conditions are no longer needed, are removed. The remaining projects carried over from the previous TIP are reviewed for changes to cost estimates, project funding, schedule, or scope during the update process to ensure that the best information is represented in the TIP.

New projects are generated from many sources, including appointed commissions and committees representing parks (bicycle and pedestrian trails) and traffic safety, elected officials, City of Leavenworth staff, and other interested individuals and groups. In many cases, City of Leavenworth staff use tools such as the Transportation Improvement Board (TIB) Pavement Management Program – Performance Management Dashboard to help identify potential new projects.

Updated projects from the previous TIP and new projects are then used to create a draft TIP project list. The phasing and funding of these projects is based on an evaluation of project priority compared with priorities laid out in the Leavenworth Transportation Plan, commitments to projects, partnerships the City has entered into with other jurisdictions and agencies, and new opportunities that arise to leverage local transportation funding in combination with other funding sources.

Once the draft TIP has been developed, a public hearing is held to provide an opportunity for the Community to comment. The City Council will conduct a public hearing at an evening meeting; based on the results of the public hearing and comments from the Leavenworth City Council, a final version of the TIP will be developed for final Council approval if needed.

For Council review and comment today, staff has, in this draft, eliminated completed projects, reviewed uncompleted projects for funding and priority, evaluated the six-year feasibility, and coordinated the list of projects in relation to the Twenty-Year Transportation Plan.

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

- Resolution XX-2023: 2024 – 2029 TIP Redlines
- 2040 Transportation Project List

### **6:20 – 6:30    2023 Project Tracker / 2023 Future Council Agenda Items**

This time is provided to review the 2023 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**.

- 2023 Project Tracker
- 2023 Future Council Agenda Items

**6:30 – 6:40      Resolution XX-2023 – Rate & Fee Schedule Draft**

The City Council is being presented with a draft update for the Rate & Fee Schedule to include recommended changes by the PRSA (Upper Valley Park & Recreation Service Area) Board for pool rates and Community Development changes that were noted in December 2022 for changes to occur this spring. This time allows for questions of staff with the final changes to be provided for approval at the April 25<sup>th</sup> council meeting.

The PRSA Board met in February and recommends an increase in rates to the Outside PRSA Rates for daily entrance fees and season passes; these rates will need to be approved prior to May 1 in order to prepare for the opening of the pool by Memorial Day weekend. In addition, an increase has been incorporated for Pool Rental lifeguard hourly rates to be in alignment with the approved rate increases incorporated in the City’s salary schedule.

The Community Development amendments address building and fire fees to reflect staff time processing and inspecting the various permit activities. Additionally, some fees are removed or grouped to simplify the rate and fee schedule. The amendments were researched by the City Building Official, Frank Spaun. He reviewed fee schedules from Chelan, Douglas and even King County, Wenatchee, East Wenatchee, Cashmere, and Seattle. Several of these jurisdictions have adopted the new IRC (International Residential Code) Permit Fee Schedule Table; however, Mr. Spaun recommends a few modifications rather than the more expansive adoption of the updated IRC Permit Fee Schedule Table.

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

- Rate & Fee Schedule Draft (redline changed pages only)

**6:40 – 6:50      Council Updates/Suggestions for Future Agenda Items**

This time is for the Council to ask questions, get updates or suggest items for future Study Session meetings.

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