

## LEAVENWORTH CITY COUNCIL ANNUAL RETREAT MINUTES

**March 23, 2018**

Mayor Farivar called the March 23, 2018 Leavenworth City Council Annual Retreat meeting to order at 7:30 A.M.

### **ROLL CALL**

Council Present: Mayor Cheryl Kelley Farivar, Elmer Larson, Carolyn Wilson, Mia Bretz, Margaret Neighbors, Sharon Water, Clint Strand and Jason Lundgren.

Staff Present: Joel Walinski, Chantell Steiner, Herb Amick and Nathan Pate.

### **Financial Status PowerPoint Presentations and Discussion:**

(a – b) Current Revenue Stream Review, City Financials, Major Planned Expenditure 2018/2019, and Financial Policy: City Administrator Joel Walinski provided a presentation on the City's current status regarding major revenues and income for the City. The presentation included all Fund revenue sources, Retail Sales Tax revenues and the breakdown of industry types within the retail sales tax, Sales Tax Make-up and distribution by agency, Property Tax, Real Estate Excise Tax (REET), Lodging Tax, interest income, parking revenues, utility revenues and upcoming expenditures, bonding and debt retirements for all city debt and utility debt separately, and bonding rate comparisons. Administrator Walinski explained the importance of the City's bond rating and how a higher rating results in lower costs for local residents.

(c – d) Administrator Walinski reviewed the current major projects and initiatives that the City completed in 2017 and is working towards in 2018, including but not limited to, the Wastewater Treatment Plant Improvements, Pine Street Reconstruction and funding breakdown, road projects history from 2010 to 2017 and upcoming in 2018, Housing Affordability task force and Planning Commission recommendations, the Parking Management Study, ongoing Overnight Rental Enforcement, \$500,000 voter approved Park Levy, PRSA (Upper Valley Park & Recreation Service Area) maintenance and operation levy, Department of Transportation (DOT) property negotiations, Local Improvement District (LID) #24 bonding implementation, special use permit process review, Wenatchee Watershed Water Rights Application, Utility Regionalization Study, Public Works maintenance area, water meter replacement financing and scheduling, and the Apple Maggot Quarantine issue/resolution. Administrator Walinski provided a handout in regard to the Financial Policy that identified the 2020 Goals for Fund Reserve levels and the current status of those goals as of December 31, 2017. He stated that the Finance Committee would be reviewing the Financial Policy over the next few months and will report back to the Council with any recommended changes.

### **Review of City Mission Statement:**

Mission Statement: *The City of Leavenworth is a community of creative people dedicated, as partners, to effectively serving the diverse needs of City residents, business interests, visitors, and our upper Valley neighbors.*

Administrator Walinski reviewed the current Mission Statement of the City and discussed the option for amendment by the Council if needed; Councilmembers discussed the current language noting that there may be some changes necessary to align better with the Community's current visions. Council discussed the difference of a mission and a vision statement. It was noted that the City should update the Mission Statement sign in the Council Chambers for better visibility.

### **Long-term Visioning:**

#### **(a) Community Livability**

(i – v) Development Services Manager Nathan Pate reviewed a handout on Livability Achievements. He reviewed measures that can be applied to develop a livable community which promotes positive "quality of life" and standard indicators that build on this concept. He reviewed some projects around the community that the City has or is implementing such as the water bottle filling station, increased recycling, LED streetlights, new ergonomic schools, park system improvements, and the various plans and policies of the City that guides implementation of city projects and initiatives. He spoke briefly to the philosophy of the cumulative impact of planning decisions and noted the remaining items to be some examples of different area goals and objectives.

#### **(b) Lodging Tax Funding and Expenditures**

Administrator Walinski provided a short presentation on the authorization and uses of lodging tax dollars, history of inception, graph breakdown of expenditures for the 2017 – 2018 budget, a five-year breakdown of expenditures, the 2018 allocations and new requests, the City Council's Tourism Capital Improvement Line Item (\$30,000 – also known as the "Say Yes" funds), the \$200,000 reserve for emergency uses and the current fund balance that includes approximately \$400,000 in additional funds that can be allocated. He stated that there are several areas that can be considered for these additional dollars and noted some recent capital related projects that the Council has discussed the potential use for, including but not limited to, restroom expansions in Front Street Park, new improvements such as the Downtown Plaza, transportation related projects and administration to alleviate visitor traffic flows during festivals, and the purchase of the DOT parking lot. Finance Director Chantell Steiner reminded the Council of their previous actions to include an additional \$58,000 to Leavenworth Area Promotions (LAP) and \$20,000 for the Stevens Pass advertising partnership; she noted that these dollars have been included and are separate from the \$400,000 additional balance. Councilmembers shared their thoughts on the specific allocations for LAP and Stevens Pass and discussed the need to consider if and when a threshold is met for advertising Leavenworth; it was noted that it appears that the City has reached some capacity limits during various festivals. Mayor Farivar shared her thoughts on the recent request from the Autumn Leaf Festival to request the same \$30,300 (reduced to \$25,300 in 2018) in funding that was provided over the past several years; she would like to see the Council continue to support this festival's funding at the higher rate. Council discussed this allocation and the need to consider fairness to other festivals.

### **Councilmember Open Discussion and Ideas:**

Mayor Farivar noted that this is an opportunity for each council member to discuss their individual ideas for a new program or initiative. Each member went around the room and stated the following ideas:

Councilmember Bretz – She would like to explore the option of having a full-time paid mayor position and to look at creating a master plan for Willkommen Village area.

Councilmember Lundgren – He reviewed some opportunities/improvements such as the purchase of the Osborn Elementary School, improving area trails, a dog park, expansion of library hours, consideration for an ice rink, increased recycling, and to look at tourism and traffic concerns.

Councilmember Neighbors – She would like to continue the “green” initiative and to consider a set goal year for the City’s fleet to be all electric.

Councilmember Larsen – He would like to explore the possibility of having the Museum find a new location, potentially at the Osborn Elementary School.

Councilmember Wilson – She would like to explore discussions with Las Vegas regarding their growth issues and how they adapted to the tourism industry, particularly regarding traffic flow.

Councilmember Waters – She noted the success of the Festhalle Walking Program that she championed this year, the need for action items to come to the Council during study sessions before being presented at evening meetings, and to request that other council members not ask to reschedule planned meetings due to future absences by council members.

Councilmember Strand – He stated that he was not aware of this item to occur and requested his ability to bring this back at a later date.

**2019 Goals and Objectives Worksheet – Review and Modifications:**

Due to time constraints this item was not discussed and was noted as something to look at with a future Council meeting.

Seeing no other business, Mayor Farivar adjourned the March 23, 2018 annual retreat meeting of the Leavenworth City Council. The meeting adjourned at 2:25 p.m.

**APPROVED**



Cheryl K. Farivar, Mayor

**ATTEST**



Chantell Steiner  
Finance Director/City Clerk