

## LEAVENWORTH CITY COUNCIL ANNUAL RETREAT MINUTES

March 24, 2017

Mayor Farivar called the March 24, 2017 Leavenworth City Council Annual Retreat meeting to order at 8:00 A.M.

### ROLL CALL

Council Present: Mayor Cheryl Kelley Farivar, Elmer Larson, Carolyn Wilson, Gretchen Wearne, Mia Bretz, Margaret Neighbors, Richard Brinkman and Sharon Waters.

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

### Financial Status PowerPoint Presentation and Discussion:

a and b) Current Revenue Stream Review and City Financials: 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 the borrowing rates will go down slightly from the recent bond rating upgrade from an A+ Stable to an AA Stable.

### 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 stated that there are no necessary changes at this time. Administrator Walinski proceeded to provide handouts related to the recent Welcoming Community Resolution that was provided to the Council from North Central Washington United on February 28, 2017. Councilmembers shared their views on the resolution and how each feels there needs to be a document that addresses being a welcoming community; however, it should be in the form of a proclamation and does not put the City in jeopardy of federal level violations. Councilmember Brinkman volunteered to craft a draft proclamation for future consideration.

### Goals and Objectives Review and Modifications PowerPoint Presentation:

Administrator Walinski reviewed the goals and objectives that were developed at the Council Retreat last year and provided some examples of items and projects over the past year that have met the criteria needs. The goals relate to Revenue & Fiscal Health, Infrastructure, Economic Development Growth and Vitality, Transparency and Accountability, and Community Building. Councilmembers requested some additions to the following areas:

Transparency and Accountability:

1. Goal - Create a formalized City Outreach Process.
  - a. Notices need to be at an 8<sup>th</sup> grade reading level.
  - b. Mayor Farivar reminded Councilmembers that they are also excellent stewards for outreach to residents on topics.
2. Objective – Add members names to the City Website for Council Committees and Ad Hoc Committees and provide a short description of what each Committee does.
3. Objective – Consider new mic system for all member’s during meetings to specifically allow for better hearing during study sessions.
4. Objective – Provide comment cards for Study Session.
5. Objective – Consider new nameplates to identify position title and name.
6. Objective – Regarding Survey on Permitting and Development Process (Contracted and performed out of house) – was requested by Councilmember Bretz to be annual or biannual at a minimum. It was noted that the Finance Committee recommended this be in the 2019 Budget Year.

Community Building:

1. Goal – Expand Parks and Trails.
2. Objective – Add a Community Calendar or What’s Going On to the City’s website on the “Resident’s” Tab.

**Current Priority Items and Discussion Items – PowerPoint on Top Priorities:**

Administrator Walinski reviewed the current major projects that the City is working towards, including but not limited to, Pine Street Reconstruction and funding breakdown, Housing Affordability, Parking, Overnight Rental Enforcement, Comprehensive Plan Updates, new streets in the Urban Growth Areas and alternate highway routes, Skatepark design and funding, Front Street Plaza design and funding, options and ideas for a Community Center and ideas for a Sustainability Initiative. Handouts on a Sustainability Matrix and Goal Areas were provided for review by members to discuss at a future meeting.

Seeing no other business, Mayor Farivar adjourned the March 24, 2017 annual retreat meeting of the Leavenworth City Council. The meeting adjourned at 2:00 p.m.

**APPROVED**



**Cheryl K. Farivar, Mayor**

**ATTEST**



**Chantell Steiner  
Finance Director/City Clerk**