

**LEAVENWORTH CITY COUNCIL**  
**Study Session Agenda**  
**City Hall - Council Chambers**  
**April 11, 2017 9:00 a.m.**

**9:00 – 9:15 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.

**9:15 – 9:30 Chamber of Commerce Contract**

This time is provided to review and discuss the Chamber of Commerce Contract with the City of Leavenworth. The City provides the Lodging Tax funds to the Chamber of Commerce to support the operation of the Chamber's Visitor Center. In addition, a smaller portion of the funds are used by the Chamber for advertising and event support. The City and Chamber have had a longstanding contract arrangement which is considered for renewal every three years. As in the previous contract with the Chamber, this contract is a three-year contract and provides 18.5% of the Lodging Tax Funds collected by the City the previous year to be paid to the Chamber. Quarterly payments are made after the City receives a report from the Chamber that shows the previous quarters expenditure. The expenditures by the Chamber must conform with RCW 67.28.1816 Lodging Tax – Tourism Promotion. The contractual year is April 1 through March 31. The amount of the contract for 2017 is \$279,816.87.

This contract proposed budget was reviewed and discussed with the Economic Development Committee. In reviewing the proposed budget from the Chamber, the Committee asked for follow-up on several expenditures:

Dues and memberships cover association memberships with groups like:

- Association of Visitor Centers/Washington State
- Visit Seattle
- Washington Tourism Association
- Washington Policy Center.

Festivals & Special projects are Economic Development Specific. Examples include:

- Expansion of an event to another day
- New event start-up which is scheduled for a time of year which is not currently busy and preferably something that celebrates more than just that weekend
- Bike Pump Park, 2016
- This year the Chamber has committed to funding "Rockfest", more to come.

Advertising: These are normally smaller projects like advertising in a new place for Birdfest or Earth Day to reach out to guests outside of the local area. This expenditure also is used for travel

shows that Leavenworth Area Promotions (LAP) does not pick up or specialty advertising that LAP would not normally fund; a wedding specific or a special offer in a magazine.

One change that also has occurred from 2014 to 2017 is that the Chamber has increased the Lodging Funds budgeted amounts for the operation of the Visitor Center. Additional dollars were budgeted to cover a higher percentage of the monthly lease payments and insurance costs. Another change in the contract is the suggested language from the City Attorney in regard to records retention and records requests. Because of the public dollars involved with this contract, the Chamber's records regarding the expenditures are open to review by the State Auditor's Office and public.

The following items are included under **TAB 2 for the Evening Meeting:**

- Draft 2017 – 2020 City/Chamber Agreement for Use of Lodging Tax - Redline
- RCW 67.28.1816 Lodging Tax - Tourism Promotion
- Chamber of Commerce Proposed Lodging Tax Expenditures

### **9:30 – 9:50 Proclamation: Statement on Intolerance**

This time is scheduled to review a Proclamation Statement on Intolerance. At the March 24, 2017 City Council Retreat, members discussed a range of comments and concerns raised by the Community in the review of a “Welcoming City” Resolution presented to the City Council at the February 28, 2017 meeting by Mr. Carl Florea from NCW United. The Council discussed the pros and cons of the draft resolution; recognized that the City contracts with the Chelan County Sheriff's Office for public safety services, which limits the City's control over police enforcement activity; considered the positive and negative repercussions of labeling the City and the potential effects on a tourism based economy; discussed the use of divisive language on this and other “political issues”; reviewed the possible loss of federal funding if the City were to proclaim itself as a “Sanctuary City”; and discussed the responsibilities and follies of participating in partisan politics. The Council at the end of the conversation supported Council Member Brinkman's offer of crafting a Proclamation on Intolerance: Condemning Hate Crimes and Hate Speech. Council Member Brinkman has provided the first draft of the proclamation for the Council's review and consideration.

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

- Draft Proclamation

### **9:50 – 10:10 Alley Vacations**

This time is provided to review two separate and distinct Alley Vacations. The steps for alley vacation include: Receipt of the Application and fees, Evaluation by the Public Works Department, Review with the Public Works Committee, Council Study, Council Resolution to set hearing, notice of hearing, and Council Ordinance enacting the decision of the Council. Tonight, the Council will be asked to approve a Resolution to set a public hearing to consider the 1) “Betz;” and 2) “Boyd” Alley Vacations.

Both James Betz and Lyman Boyd have completed the Right-of-Way Vacation Application / Petition which started the process. The Public Works Committee discussed and reviewed these applications and staff's recommendation on February 14, 2017.

From this meeting, additional research was requested regarding the Betz request and "operation of law" (1889); whereby, if an alley is not opened within 5-years, such may be vacated. This was amended in 1909 to remove the "auto" vacation. The Ralston Addition to Leavenworth was platted and recorded in 1898. Staff concludes that the process should continue to document the desires of Mr. Betz, and such vacation should be processed without compensation to the City.

In addition, and from this meeting, the Public Works Committee reviewed the request of Mr. Boyd to "land swap" the alley rights-of-way for an equivalent "public use easement" in a differing location. Such was discussed. The recommendation is to process the resolution to set a hearing; and accept the relocation "land swap" in lieu of appraisal and compensation to the City.

The following items are included under **TAB 5 and 6 for the Evening Meeting:**

- TAB 5 – Betz
- TAB 6 – Boyd

#### **10:10 – 10:25 Downtown Recycling Survey Follow-up – Aubyn Honeysett**

This time has been provided for the Council to hear from Ms. Aubyn Honeysett. As part of Ms. Honeysett's college requirements she previously contacted the City and asked permission from the Council to conduct a survey on commercial business recycling in the Downtown Area in 2016. The survey was conducted last year and this is the follow-up the Council previously requested. Ms. Honeysett will provide a review of her findings.

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

- Handout from Ms. Aubyn Honeysett

#### **10:25-10:35 Quarterly Update Future Council Agenda Items / Project Tracking**

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 APR column and this document will be distributed again at the beginning of July with updates. In addition, staff has provided the City Council 2017 Future Agenda Items that are subject to changes.

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

- Project Tracking Document
- City Council 2017 Future Agenda Items

**10:35-10:40 Quarterly City Newsletter Recommendations – Distribution in May**

The City will be publishing the quarterly Mayor and City Council Newsletter in May. Article topics at this time include but are not limited to:

- “A Minute With the Mayor”
- City Pool & Water Safety – Sue Cragun
- Upcoming Festivals and Events – Sue Cragun
- Leavenworth Recycle Center – Sue Cragun
- Draft 2017 Comprehensive Plan – Nathan Pate
- 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 the **TAB F**:

- Summer 2016 Newsletter

**10:40-11:00 Council Open Discussion**

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