

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
January 8, 2019 8:00 a.m.

8:00 – 8:15 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.

8:15 – 9:00 Chelan County PUD Strategic Planning Efforts – Jeff Smith, Justin Erickson, and Steve Wright

The Chelan County PUD is beginning their Strategic Planning Effort and requested some time with the Council to provide an update on the PUD, their operation, several of the issues that they are working on, and seeking the Council’s input on their Strategic Planning Effort,

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

- Strategic Planning Power Point Handout

9:00 – 9:20 Lodging Tax Fund Allocations

This time is provided to continue the City Council discussion regarding the allocation of Lodging Tax Funds. At the December 11, 2018 City Council Study Session, Mr. Karl Ruether of the Leavenworth Lodging Association and member of the Leavenworth Area Promotions (LAP) Committee discussed the 2019 LAP budget request with the City Council and also provided some history and background regarding the implementation of the lodging tax in Leavenworth. The Council also reviewed and discussed a request from the Upper Valley Park and Recreation Service Area (PRSA) for funding support for a major capital project at the outdoor pool. The scope of that project was the resurfacing of the pool at an estimated cost of \$150,000. The PRSA request was for partial funding of the project with Lodging Tax Funds. The City Council also reviewed the five year history of lodging tax allocations. Council discussed the next steps for considering allocation of the funds, which included further analysis of the data and goal setting for all of the requests that are currently in the queue.

Since that time, staff has reached out to Ms. Jessica Stoller, who provides the staffing support for the LAP Committee, and requested additional information on expenditures made by LAP. Ms. Stoller has provided a breakout of LAP Committee expenditures for 2016 – 2018, which is included under TAB B. With the passage of the 2019/2020 budget, the LAP Committee is funded at \$586,000, which was the approved budget amount for 2017 and 2018. In 2018, the budget was amended after a request was made by the LAP Committee for an additional \$58,000, which increased the overall LAP budget to \$644,000. The request for 2019 is for an additional \$64,000, which puts the full request at \$709,400.

Also included under **TAB B** is a copy of the spreadsheet used to track the expenditures for the dollars provided through contract with the Leavenworth Area Chamber of Commerce. The

Chamber of Commerce/City of Leavenworth Contract provides the Chamber of Commerce with a straight 18.5 % of the City's Lodging Tax Funds.

The other item that the City Council had discussed was future allocations for various organizations that have previously been funded with Lodging Tax Funds or other groups that wish to receive funding for providing services that support tourism. Currently the City has an annual Group Funding Program that does focus on providing funds for new events. These are primarily a number of non-profit organizations that receive funding to off-set the promotion of their event. The Group Funding Program could be expanded to not only provide funding for events; it could also include funding to non-profit organizations that want to provide services that support tourism related facility or operation.

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

- 2016, 2017, 2018 Leavenworth Area Promotions (LAP) Committee Expenditures
- 2017 – 2020 City/Chamber Agreement for Use of Lodging Tax Funds
- RCW 67.28.1816 Lodging tax – Tourism promotion

9:20 – 9:30 Ordinance 1580 – Annexation of 1440 Commercial Street

The City Council approved the purchase of property at 1440 Commercial Street with the intent of expanding the Public Works Facilities. The sale was recorded August 30, 2018. Prior to the design and redevelopment of the property, the City is seeking to annex and rezone the property. The annexation of municipally owned property, for municipal purposes, is streamlined in State law requiring only a majority vote of the City Council, at a regular Council meeting, pursuant to RCW 35A.14.300.

The attached Ordinance, if approved, will be the only action required by the Council for the annexation.

Regarding the “rezone”, this property is also being considered at the January 9, 2019 Planning Commission for a change of the Comprehensive Plan Land Use designation, from Multifamily to Light Industrial. The Planning Commission recommendation will be provided to the Council at the January 22, 2019 meeting with a request to set a Public Hearing for March 12, 2019. The date of the Council Hearing was extended two weeks to complete the 60-day review and accommodate for staff availability.

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

- Map of Annexation Area

9:30 – 10:00 Joint Meeting with the Planning Commission Overview of the Process and Priority Review

The City Council will host the Planning Commission for a Joint Meeting on January 22, 2019 to review and prioritize the 2019 Docket. In order to promote a logical discussion of the proposed projects and provide for input from all Council and Commission members, staff has drafted a proposed meeting procedure and a Rating Sheet.

At this time, the Council is asked to review the process and rating sheet to ensure clarity prior to the joint meeting.

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

- Draft Joint Meeting Procedure
- 2019 Docket Rating Sheet
- Comp. Plan Amendment Application – Friends of Leavenworth
- Comp. Plan Amendment Application – Jennifer Hadersberger

10:00 – 10:30 Water Rights, Water Plant Assessment and Water Meters

This time is allowed for an overview and review of information regarding the City's Water System. At the last City Council Study Session, the City Council received a presentation from Gray & Osborne on the Water Treatment Plant Assessment. As the City moves forward and considers future capital projects that preserve and update the City's water system, a review and understanding of how the components of the system are interrelated is appropriate at this time. The outcome is for an understanding that allows the City Council to provide the policy guidelines and set the direction for developing the scope of the future capital projects. As was noted in the presentation of the Water Treatment Plant, there are several key questions for consideration:

1. Does the City want to maintain two water production sources?
2. Does the City prefer to have two types of water production?
3. How does the City want to operate the system?

These are key questions because they do have 30 – 40 year operating implications; they affect future rates, water availability, and the ability for the City to respond to changing conditions. Over the next several months, staff will be providing additional information which should be helpful in moving toward answering these questions. An outline of the discussion overview is included within the packet materials.

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

- Water Rights, Water Plant Assessment, Pipes and Meters Handout
- Exhibit 1 – Existing Water System Facilities
- Exhibit 2 – WTP Treatment Alternatives Summary Table
- Exhibit 3 – Organization and Planning Level Cost Estimate of Ultimate Planning Improvements
- Exhibit 4 – Improvement Designation Map

10:30 – 10:45 Mayor and Mayor Pro-Tem Committee Assignments and Council Policy, Procedures, and Rules of Conduct

This time is set aside for members to discuss the process and committee assignments to be assigned by the Mayor and Mayor Pro-Tem at the January 22, 2019 Council meeting. Standing Committees are assigned by the Mayor Pro-Tem while Ad Hoc Committees are assigned by the Mayor.

In addition, members are being provided a copy of the current Council Policy, Procedures, and Rules of Conduct for any suggested modifications or clarifications if needed. Staff has identified the following items to consider for this discussion on amendments:

- Study Session Meeting Time
- Section 17 – New language to include allowance for a vote by members via conference call – this item has been acceptable in past practice but has not been included in the Council Rules; adding this as part of the procedures is recommended by MRSC (Municipal Research Services Center)
- Social Media – The Council will be having a training in February that will be conducted by the City’s Attorney Firm on current issues arising from social media; no recommendation for language changes are identified at this time but may want to be included with a future update

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

- Resolution 10-2018 – Council Policy, Procedures and Rules of Conduct
- Current Committee Assignments

10:45 – 11:00 Council Open Discussion

- a) Confirm a Council Retreat Date and Location Preferences – Chantell
- b) Chelan County Emergency Management – Joel Walinski (not contract just training reminder for public safety)
- c) Open Discussion

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