

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
May 14, 2019 8:30 a.m.

8:30 – 8:45 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.

8:45 – 9:15 Link Transit Presentation – Richard DeRock

Link Transit General Manager Richard DeRock will provide the City Council with an informational update on the status of Link Transit and the strategic planning for 2020 and beyond that includes the upcoming ballot measure in August for increased tax support and expansion of services. Mr. DeRock will provide handouts of the presentation.

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

9:15 – 10:45 Council Annual Retreat Follow-up

1. Council Communication

As a follow-up to the Council Retreat and the conversation regarding a community survey and communication, I reached out to Colin Brine, co-founder and principal consultant of Be Clearly. Be Clearly is a consultant firm that works on strategic planning, community outreach, and change and transition. His team has worked with several other agencies in the Wenatchee area including Chelan PUD and Link Transit. Colin also has family ties and life experience in Leavenworth. The discussion Tuesday morning will be a continuation of the Council discussion regarding communication with the community, transparency, the question on a community survey, and what steps the City Council would want to take for community engagement. The following is the website link to Be Clearly: <http://www.beclearly.com/team>

2. Lodging Tax Discussion

This time is provided as a follow-up to the Council Retreat discussion on the Lodging Tax allocations.

Provided within the packet material is a new spreadsheet that addresses changes requested by the Council. One change is to move the costs of Traffic Control to Ongoing Support Services, which includes police services and reimbursement for City services. The other requested change was to remove the reserves from the Fund Balance. Note that 2014 – 2018 are based on actual expenditures and 2019 are budgeted numbers.

The second item is a review of possible changes to the Group Funding Program and Partnership funding for the City of Leavenworth. At the Council Retreat, it was identified that the Council

wanted to explore expanding the current group funding program to allow for a wider diversification of organizations to compete for group funding grant awards. In addition, the City Council also requested further discussion regarding the ongoing funding that the City provides to partnership organizations.

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

- Lodging Tax Allocations 2014 - 2019
- Lodging Tax Allocations 2014 - 2019 No Reserves
- Tourism Promotions Review

10:45 – 10:55 Chumstick Wildfire Coalition

There has been a request made by the Chumstick Wildfire Stewardship Coalition for one of the City Council members to join their Steering Committee. Council Member Waters attended their last meeting and will provide a brief update. The following is the link to their website: <https://www.chumstickcoalition.org/>

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

- Chumstick Wildfire Stewardship Coalition
- Steps to Achieving Firewise Area Recognition

10:55 – 11:10 Development Services – 2018 Summary

This time is provided for a status report to the Council regarding development activities through the 2018 calendar year. The year-end report from the Development Services Department includes permit / construction, legislative, and design activities tabulations. It summarizes 2018 activities and sets objectives for 2019. Although counted within the department, the Hearing Examiner report is distinct and provided to the Council separately.

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

- End of the Year Report – 2018
- Hearing Examiner 2018 Report

11:10 – 11:20 Draft Resolution XX-2019 Six-Year Transportation Improvement Plan

This time has been set aside to discuss the review of revisions to the Six-Year Transportation Improvement Program (STIP). The STIP 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 six-year plan. It represents Leavenworth's current complete list of needed transportation 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 STIP. 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 STIP update starts with the previously adopted plan; this year's STIP is identified with the dates of 2020 – 2025. Projects in the previously adopted STIP 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 STIP 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 STIP.

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 STIP Pavement Management Program – Performance Management Dashboard to help identify potential new projects.

Updated projects from the previous STIP and new projects are then used to create a draft STIP 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 STIP 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 STIP 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 E**:

- 2019 – 2024 TIP
- 2020 – 2025 TIP Draft
- 20 – Year Transportation Project List

11:20 – 11:30 Council Open Discussion

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