

**LEAVENWORTH CITY COUNCIL**  
**Study Session Agenda**  
**City Hall - Council Chambers**  
**June 9, 2020 8:30 – 10:30 AM**

**8:30 – 8:40 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.

**8:40 – 9:00 Update on Osborn School Property – Decision Due by September 30, 2020**

The Cascade School District has declared the Osborn Elementary School Property surplus and consequently, the property may become available for sale. The Superintendent and her Board are taking necessary steps to determine if the parcel will be disposed or retained as District property. The District has completed an appraisal and the public input process, which is required for public disposition of the parcel. The District is expected to decide whether to dispose or to retain the property by the end of June.

Per the Cascade School District-City MOU dated July 25, 2016, if the District decides to dispose the property, the City has until September 30, 2020 to exercise the option to purchase. If the District decides to retain ownership, it will compensate the City the sum of one half of the cost to rebuild the skate park up to a maximum of \$100,000.

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

- Survey of Boundary Line Adjustment
- Memorandum of Understanding – Original
- Memorandum of Understanding - Amendment

**9:00 – 9:10 Transportation Element Update / Budget**

This time is provided to discuss the Transportation Element update contract with Fehr & Peers. The update is identified as the highest priority project on the 2020 Docket. The project has been delayed due to limitations on government actions during the COVID-19 Stay Home order. Those limitations have not yet been extended to the Safe Start order.

The objectives of this project are to incorporate the 2018 Parking Study, the US 2 Upper Wenatchee Valley Corridor Study, review peak hour travel, and various level of service standards, in coordination with an evaluation of the impacts of new and future development, and update the 20-year Transportation Improvement Plan. Review must include existing goals and policies within the Leavenworth Comprehensive Plan, with specific consideration of how transportation affects housing, land use, and economic development.

The work will be done directly with the Planning Commission, which will provide oversight and input throughout the process with staff support. The Request for Qualifications estimated a budget of \$60-75,000 for this project. This contract will come before the City Council at the June 23, 2020 meeting with expectation to commit to a funding limit.

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

- Draft Professional Services Agreement with Fehr & Peers
- Scope of Work for Transportation Element Update

**9:10 – 9:20 Annual Council Retreat Meeting Topics & Date**

Historically, the Mayor, City Council, and management team have held an annual meeting or retreat to prepare the framework for the biennial budget and review priorities in non-budget years. In 2020, this meeting has an added purpose as the elected leadership of the City has to grapple with the effects of the COVID-19 pandemic and its impact on City revenues. In addition, to budget matters, said retreat may also focus on a few other important topics as follows:

- Lodging Tax Funding
- Setting Priorities for the FY 2021 and FY 2022
- Development and Capital Improvements Updates and Priorities
- Garbage Utility Rate Study and Rate Setting

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

**9:20 - 10:00 Discussion on Protocol for Mayor and City Council Public Communications**

City Council members have requested a discussion on how to differentiate communications from the Mayor's Office and those from the City Council. MRSC describes the Mayor-Council form of government as that consisting of an elected Mayor who serves as the City's Chief Administrative Officer, and a Council, which serves as the municipality's legislative body. The Council has the authority to formulate and adopt city policies and the Mayor is responsible for carrying them out. The Mayor attends and presides over City Council meetings but does not vote, except in the case of a tie. The two offices or branches are thus connected, but independent of each other. For this reason, the Mayor and Council wish to discuss administrative protocols that will ensure that communications from each branch are clearly delineated and understood by the public.

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

**10:00 – 10:30 Emergency Management Overview / Wildfire Planning - Kent Sisson, Rich Magnussen, and Stan Smoke**

This time is being provided for representatives from Chelan County Emergency Management (CEM) to discuss with the Council how emergencies, disasters, or other major incidents are handled through a cooperative agreement with the County and City. Representatives will give a general overview of services provided by CEM and will answer questions from the Council. They are specifically prepared to discuss wildfires and how past practices have been established when fires occur in and around the City of Leavenworth.

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