

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
September 8, 2020 8:30 – 11:30 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 – 9:10 Lodging Tax Group Funding – Review 2021 Funding & Award Process / Review Lodging Tax 2021-2022 Draft Budget

This time is set aside for the Council to discuss the draft Lodging Tax Fund Budget for 2021-2022 and to consider options for the annual Grant Programs for festivals/events and hospitality/special projects. The Finance Committee met on August 20, 2020 and had a good discussion of the Fund resources and planned potential cutbacks in 2020 as well as 2021/2022. Finance Director Steiner will review the potential cost savings for items that are anticipated to not be spent in 2020. The Finance Committee members will share their thoughts on reductions proposed for the 2021/2022 budget and consideration for the capital improvement project for expansion of the Front Street Restrooms.

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

- Lodging Tax Fund Spreadsheet 2018-2022 Budget

9:10 – 9:25 Lodging Tax Partnership Funding Contracts

The City of Leavenworth has traditionally entered into contracts with three 501 c 3 organizations: The Greater Leavenworth Museum, the Autumn Leaf Festival Association, and the Ski Hill Heritage Foundation. The amounts for these contracts are \$14,000, \$30,300 and \$20,000 respectively; Lodging Tax funds are used to fund these contracts. Past discussions included rethinking the 12-month length of these contracts and the use of multiyear terms instead. Currently, the Council could discuss the justification for providing this support to these three organizations outside of a public grant making process and best practices such as public requests for proposals, evaluation criteria, funding priorities, and public presentations. Furthermore, the Council could discuss possible monitoring activities such as reporting and or making presentations to Council to enhance accountability and transparency for delivery of contract outcomes. Unless otherwise indicated, staff will include these contracts in the budget process currently taking place.

Contract Summary:

Greater Leavenworth Museum (\$14,000) Funding is provided to cover lease payments, advertising, marketing, and social media activities.

Autumn Leaf Festival Association (\$30,300) Funding is provided to promote the “Old World Bavarian Alpine Theme” throughout the Pacific Northwest and Canada and to pay for expenses related to the design, building, and maintenance of the Autumn Leaf Festival Parade Float and trailer.

Ski Hill Heritage Foundation (\$20,000) Funding is provided to promote events and support operations. Funding supports the Ski Hill facility, Nordic skiing venues, tubing hill at the Golf Course, and events such as the Skirerren race, Kick Your Sticks Nordic Ski, and Ski for Health day.

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

9:25 – 9:30 Summary of Council Areas of Interest

The Council held its annual retreat on July 31, 2020. A summary of areas of priorities, as stated by each Council member, had been previously submitted for Council review. The attached new document reflects changes made by Council members and will form a framework for the next biennial budget.

In summary, the Council has articulated the following priorities, which will guide requested allocations for the new budget; these are not listed in priority order.

- Osborn acquisition and development.
- Development of workforce and affordable housing at Meadowlark.
- Increase communications and transparency with greater community through increased staffing.
- Natural resources stewardship and fire management.
- Create new structures to manage events.
- Continue exercising fiscal discipline.
- Increase capacity of local infrastructure: parking, traffic, utilities, sustainable development.
- Increase community involvement.

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

- Council matrix

9:30-9:40 Resolution XX-2020 – Legislative Priorities for FY 2021 + FY 2022

The City of Leavenworth is facing a number of important infrastructure challenges. Streets, water, and sewer systems need significant funding to continue the major investments made in the last few years. In addition, the sustainability of the community as a place where all incomes can live is in danger. With over 40% of housing stock existing as a second or vacation home and many local employees unable to find affordable housing in the City, workforce housing is also a

focus for the next biennium. Lastly, the City will prioritize influencing legislation that increases COVID-19 funding to small communities. Proposed legislative priorities include:

- Infrastructure funding/Sales Tax Option – Governor’s Office
- Hotel tax increases for housing – Governor’s Office
- Pedestrian and traffic calming measures – U.S. Department of Transportation
- COVID-19 Funding
- Water Rights

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

9:40 – 9:55 Special Use Permit for RV Parking / Camping Permit

The Leavenworth Municipal Code (LMC) Chapter 10.14 includes specific regulations for the use of RV Parking/Camping as a special use permit. The permit is issued by the City Council and then may be renewed three times by the City Administrator. Each permit/renewal is for up to seven days. Because the action is similar to a land use permit, it is appropriate that the review of this request be completed with a public hearing to provide an opportunity for the applicant and the public to comment.

Kristall’s has been using its vacant lot to the west for RV Parking/Camping for several years; however, it only came to the City’s attention after a noise complaint was received on July 17, 2020. Leah Mitchell has been the primary contact for addressing the complaint and subsequent application of the special use permit. The initial special use application was received August 17, 2020 and a revised application on August 24, 2020. On September 2, 2020, the City received a second complaint about the property having tent camping. The RV Parking permit requirements do not indicate if tent camping is permitted. The applicant has not requested tent camping or shown it on the site plan. The City Council will need to attach a condition to the permit addressing tent camping.



The LMC provides a specific list of criteria for issuing the permit, which staff has reviewed and determined to be adequate for the purpose of a temporary permit.

The following items are included under **TAB 9 (Evening Meeting)**:

- Draft Special Use Permit (approval)
- Application and Related File Documents

9:55 – 10:10 Professional Services Agreement Gray & Osborne Development Standards Update

Staff seeks direction from Council to execute the proposed Professional Services Agreement (PSA) with Gray & Osborne Engineering to update and to prepare the City's Standard Construction details and notes. These revised standards will enable the City to provide thorough, clear, and consistent direction to developers and contractors for completing work within the City. These standards describe the type of facilities such as hydrants, water connections, sewer manholes, street details, etc. that are required by the City, in addition to (or in lieu of) the Washington State Handbook.

This long needed and overdue process began (in-house) in 2018, but it has since become evident that, due to staff time limitations, outside engineering consulting services were needed for completion of the project. The City's then on-call services engineering firm, Pacific Engineering, began consultation on the project; however, due to an illness of the principal in charge of the consultation for Pacific Engineering, the project was dropped. Staff is requesting Council's approval to allow the City's new on-call engineering firm, Gray & Osborne, to now complete the project.

The following item is included under **TAB 7 (Evening Meeting)**:

- Gray & Osborne Professional Services Agreement (PSA)

10:10 – 10:30 Council Meetings and Other Convening

Council members continue to eagerly participate in important discussions outside the Council regular meetings; such participation in recent times have included the Planning Commission discussion about traffic and paid parking in the downtown. The Council may want to revisit the use of committees and its desire for some topics to be discussed in front of the entire Council, which ensures that the meeting has been properly advertised. Last month there were concerns that quorums may be reached in meetings. In addition, there were concerns that information obtained at meetings outside council gatherings may influence quasi legal conversations in the future.

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

10:30 – 11:00 Parking Implementation Update

The Parking Advisory Committee has developed a comprehensive workplan for the implementation of paid meters, upgraded payment systems for surface lot parking, employee parking, and residential parking permits. This discussion seeks to update the Council on the following topics:

1. Paid street parking/meters
2. Paid surface lot parking
3. Employee parking
4. Residential parking permits

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

- City Workplan
- PowerPoint Presentation from 8/20/2020
- <https://www.google.com/maps/d/edit?mid=1UrlXdJx99aECip-z0cXJMjooEKf-8aeZ&usp=sharing>
- CivicSmart Workplan

11:00 – 11:30 Council Open Discussion / Public Comment Period

This time is for the Council open discussion and public comments.