



## City of Leavenworth

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### City Council

Carl J. Florea - *Mayor*  
Carolyn Wilson  
Mia Bretz  
Sharon Waters  
Clint Strand  
Jason Lundgren  
Anne Hessburg – *Mayor Pro Tem*  
Zeke Reister  
Ana Cortez-Steiner – *City Administrator*

### MEETINGS VIA ZOOM CONFERENCING October 13, 2020 Pacific Time (US and Canada)

#### Morning Study Session 8:30 AM to 12:00 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/84233158624?pwd=Rlc3QjVpa1hwVFJMdXZ0YW1SeUF3QT09>

Meeting ID: 842 3315 8624

Passcode: 933870

#### Afternoon Committee Meetings

Economic Development 4:30-5:00 PM \* Parks 5:00 PM-5:30 PM \* Public Works 5:30-6:00 PM  
Councilmembers will attend based on their specific assignments.

Join Zoom Meeting

<https://us02web.zoom.us/j/84953041000?pwd=STRSOEEwMkdCMUpMODRkdKxxYjAwUT09>

Meeting ID: 849 5304 1000

Passcode: 154456

#### Regular Evening Meeting Begins at 6:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/81267571512?pwd=aXVRTDFFa1k2Yk02WDk0UlhMtitZz09>

Meeting ID: 812 6757 1512

Passcode: 237090

All Meetings allow for the same dial by your location option using the number listed below:

+1 253 215 8782 US

Or Find your local number: <https://us02web.zoom.us/j/81267571512?pwd=aXVRTDFFa1k2Yk02WDk0UlhMtitZz09>

**PLEASE TAKE NOTICE**, in consideration of the current COVID-19 pandemic, for the health and safety of the community, city staff, and councilmembers, City Hall is closed to the public.

We encourage all Councilmembers, Staff, and the public to utilize the Zoom Conferencing meeting feature. Staff will ensure hosting of the access approximately 10 minutes prior to each of the scheduled meetings; no meeting business may be discussed prior to the official opening of the meetings. The public is encouraged to submit written comments prior to the meetings by sending to the City Clerk at [financedir@cityofleavenworth.com](mailto:financedir@cityofleavenworth.com); comments via email will need to be submitted by no later than 5:00 PM on Monday, October 12, 2020 in order for them to be received and prepared for submission into the record; comments received for the evening meeting will be read aloud as part of the Comments From the Public on Items Not on the Agenda or during the discussion of specific items. If you would like to deliver comments, you may contact City Hall at (509) 548-5275 prior to 1:00 PM on Monday, October 12, 2020 to schedule an appointment for delivery. Comments received through US Mail will be included if they are received prior to the meetings.

**LEAVENWORTH CITY COUNCIL AGENDA**  
Leavenworth City Hall – Council Chambers  
October 13, 2020 – 6:30 PM

**Call to Order**

**Roll Call**

**Consent Agenda**

1. Approval of Agenda
2. Approval of September 22, 2020 Regular Meeting Minutes
3. September 2020 Payroll \$244,533.76
4. 2020 Claims \$758,473.86
5. PRSA Voucher Request \$15,000.00
6. Set Public Hearing on Capital Facilities Element on 10/27/2020 at 6:45 PM
7. Approval of Christmas Lighting Traffic/Pedestrian Plan & Funding
8. Ratification of Cascade Medical Center Construction Easement and Interlocal Agreement for Parking

<p><b><u>Council Committees – 2<sup>nd</sup> Tuesday</u></b> Economic Development 4:30 PM – <i>Budget Review</i> Parks 5:00 PM Public Works 5:30 PM – <i>Budget Review</i></p>
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**Councilmember and Committee Reports**

**Mayor / Administration Reports**

**Comments from the Public on Items Not on the Agenda**

**Presentation: Chelan County Sheriff Annual Report – Sheriff Brian Burnett**

9. **Presentation: Current Year Budget Review and 2021-2022 Preliminary Budget Review – Includes Priorities – Ana Cortez and Chantell Steiner**

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**Resolutions, Ordinances, Orders, and Other Business**

10. Action: Ordinance 1618 Quarterly Budget Amendment

**Information Items for Future Consideration**

11. Public Hearing on Ad Valorem (Property) Tax on 10/27/2020 at 6:45 PM

**Adjournment**

**(Next Ordinance is 1619 – Next Resolution is 18-2020)**

## CONSENT AGENDA

### **1. City Council Meeting Agenda:**

This item is included under **TAB 1.**

### **2. Regular Meeting Minutes – 9/22/2020:**

This item is included under **TAB 2.**

### **3. August 2020 Payroll:**

This item is included under **TAB 3.**

### **4. 2020 Claims:**

This item is included under **TAB 4.**

### **5. PRSA Voucher Request**

This item is included under **TAB 5.**

### **6. Set Public Hearing on Capital Facilities Element on 10/27/2020 at 6:45 PM**

The Planning Commission held a hearing amending the Capital Facilities Element on October 7, 2020. Their recommendation to amend the Capital Facilities Element is being forwarded to the City Council. This action will require a public hearing which staff is proposing for the October 27<sup>th</sup> meeting.

There are no items included under **TAB 6.**

### **7. Approval of Christmas Lighting Traffic/Pedestrian Plan & Funding**

The City Council is being asked to authorize the expenditure of funds to provide traffic control and additional public safety officers for the Leavenworth 2020 Chamber of Commerce Christmas Lighting. Although the actual lighting ceremonies have been canceled due to the COVID pandemic, it is anticipated that crowd attendance, over the usual weekends, will still be significant. The three anticipated weekends for larger crowds for are December 5/6, December 12/13, and December 19/20.

Over the past two years, the Public Safety and Traffic Management Group have been meeting in response to the traffic and congestion issues caused by the Lighting Festival and concerns voiced

by residents in 2017. Group members include representatives of the Chelan County Sheriff's Department, Washington State Patrol, WSDOT Emergency Management, Chelan County Emergency Management, Chelan County Fire District #3, Washington Department of Transportation, Chelan County Public Works, Cascade Medical Center, and the Leavenworth Chamber of Commerce. The City is represented by the Mayor, City Administrator, and the Public Works Director. The group meets approximately once every two months. The list of topics covered includes: Event Modifications, Traffic Management, Police and Deputy Coverage, Emergency Management/Mass Gathering Planning, Communications, and Parking. The most significant improvements over time have been the development of the Emergency Management Plan for the event, improved WSDOT communications on the website, signage boards, a twitter account regarding traffic and weather conditions to and from Leavenworth, increased Sheriff Deputy presence, traffic control, and modifications to bus parking. This year, the group has developed a new traffic management plan based on last year's data collected by WSDOT experts from traffic cameras and signals monitored in the City Hall Incident Command Center.

Beginning in 2018, the City has provided additional funding for Traffic Control and additional officers to be present at the event. The City expended \$99,659.61 for the 2018 Christmas Lighting Traffic Management and Law Enforcement Officers; this does not include Pacific Security personnel. In 2019, the amount authorized was \$125,000 and the total spent, less Pacific Security, was \$125,386.69. This included:

1. Traffic Control Services
2. Chelan County Sheriff Deputies
3. Washington State Patrol

The above noted figures do not include reimbursements that the City received from the Chamber of Commerce, which included \$16,000 for 2018 (received in early 2019) and \$20,000 for 2019 (received in early 2020). The City also receives bus related revenues from the Chamber, which go to the Parking Fund to offset lost parking revenues in City owned parking lots.

The total authorization being requested at this time is \$135,000 for public safety and traffic management of the Leavenworth Area Chamber of Commerce Christmas Lighting Event. The plan for 2020 will utilize less traffic control flaggers, which will be supplemented by WSDOT experts monitoring and adjusting traffic flows from the City Hall Incident Command Center via live streaming data provided by cameras and signals. This year's funding will be utilized to fund the following:

1. Traffic Control Services (Pedestrian Control)
2. Chelan County Sheriff Deputies
3. Washington State Patrol
4. WSDOT Personnel

In consideration of the unknown attendance in regard to the COVID Pandemic, the plan, after the first weekend, will be evaluated and adjusted in terms of the staffing as to what will be required for subsequent weekends.

There are no items are included under **TAB 7**.

**8. Ratification of Cascade Medical Center Construction Easement and Interlocal Agreement for Parking**

The City Administrator’s office respectfully seeks Council ratification of two documents related to the Parking Solutions program, which includes installation of parking meters in and around Cascade Medical Center (CMC). The attached Interlocal Agreement (ILA) replaced the 2007 ILA and repeats the intent of the older ILA: a partnership between the City and CMC to provide reserved parking for CMC employees on public street parking in exchange for the City’s use of CMC parking after hours and on weekends. The new ILA reflects the addition of parking meters in public and private spaces. The City’s meter contractor will program meters to recognize CMC employees as permitted and free of charge. Together, the City and CMC will develop an enforcement plan to protect the parking spaces during restricted hours. The City asked CMC for an official permit to enter and perform work in its property for the installation of meters. This construction easement is also included in this item for your information.

The following items are included under **TAB 8:**

- Interlocal Agreement
- Construction Easement

**9. Presentation: Current Year Budget Review and 2021-2022 Preliminary Budget Review – Includes Priorities – Ana Cortez and Chantell Steiner**

Staff introduces the preliminary biennial budget for the City of Leavenworth. Today’s presentation is the first of several discussions about various aspects of the budget document. This presentation revisits priorities outlined at the July retreat and other projects that have been highlighted in previous budgets. The City invites members of the public to review the attached PowerPoint and to solicit additional information. Staff points out that this first presentation focuses on the General Fund and introduces Restricted and Enterprise Funds for subsequent conversations. The focus on the General Fund is necessary to carefully examine policies currently in place, priorities, and the ability of revenues to meet expenses for the general operation of the City.

The following item is included under **TAB 9:**

- Budget Adoption Process PowerPoint Presentation

**SUPPLEMENTAL COUNCIL AGENDA**

**10. Ordinance 1618 Quarterly Budget Amendment**

The City Council is being asked to adopt Ordinance 1618 Quarterly Budget Amendment, which amends the budget at the fund level. This amendment includes the approved Council actions over the past quarter, restoration of major retail, lodging tax and parking revenues based on current actuals and new projections, staff, contractual and project related changes, major water/sewer development related revenues that have occurred, and COVID-19 Care Act Funding for the Lodging Tax Fund.

At the previous Council meeting, the City Council requested a detailed breakdown of the revenue refunds versus the cost expenses to date that justify the need for the funding support from the General Fund. Provided with this topic is the breakdown of these items with cost details included.

The following items are included under **TAB 10**:

- Ordinance 1618
- Revenue and Expense Line Item Details
- Memo Festhalle – Detailed Revenue vs. Expense / General Fund Support
  - **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1618 Quarterly Budget Amendment.*

## INFORMATION ITEMS FOR FUTURE CONSIDERATION

### **11. Public Hearing on Ad Valorem (Property) Tax on 10/27/2020 at 6:45 PM**

- There are no items included under **TAB 11**.