

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
September 11, 2018 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 – 8:30 Discussion with Fish & Wildlife

Representatives from Fish and Wildlife requested a time to discuss with the Council their concerns regarding solid waste collection within the City and issues with bears and other animals. Sergeant Dan Clump will be on hand to discuss the concerns.

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

8:30 – 9:30 Parking Study Review

Note: Because of the time constraints with Senator Hawkins, the Parking Study Review will be suspended when Senator Hawkins arrives and continued after meeting with him.

This time period is provided for the initial review and discussion of the City of Leavenworth Downtown Parking Strategic Parking Management Plan. The final Public Open House for the Study was held on August 16, 2018. Since that time, a final draft based on the data collection, the work of the stakeholders group, and the comments received from the Open Houses was compiled. The draft plan provides the documentation on the process and analysis of the current status of parking within the study area and recommended strategies to address parking issues moving forward.

The discussion today is the beginning point for the City Council's review of the documents and implementation. The first decision point identified in the Strategy Plan is for the City Council to formally accept the Strategic Management Plan and approve the Guiding Principles from the plan. If approved by the Council, the Guiding Principles will be added to the various City Policies and Code Language; more importantly, the Guiding Principles will provide the framework for future decision-making and ensure that all of the strategies implemented support the City and Community goals. The Guiding Principles outline the City's role and the private sector role, provides definitions, a basis for capacity management based on information and data, future planning, and a goal of financial sustainability.

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

- City of Leavenworth Downtown Strategic Parking Management Plan

- Guiding Principles for Downtown Parking Management

8:45 – 9:15 Senator Brad Hawkins

This time is provided for the City Council to meet with Senator Brad Hawkins regarding the upcoming legislative session.

Senator Hawkins conducts listening tours throughout his district prior to the legislative session. The upcoming tour includes some of the same stops as last year, such as Leavenworth, Wenatchee, and Chelan, along with several new locations, including Cashmere, Coulee City, Soap Lake, Waterville, Bridgeport, and Twisp. The listening tour provides an opportunity for constituents or stakeholder groups to meet with Senator Hawkins. During the past listening tour, meetings included individuals, employers, local governments, and community groups. His tour starts in Leavenworth this year meeting with the City Council. Following his meeting with the Council, he has an additional hour scheduled to meet with constituents in the conference room.

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

9:30 – 10:30 Budget Priorities Review

This discussion is a continuation of the 2019/2020 Budget Development. The focus areas for the discussion are the budget priorities of capital or significant expenditures and further discussion regarding the expenditures within the Lodging Tax Fund.

An updated spreadsheet has been provided on the budget priorities. At the last meeting, City Council members were asked to review and consider the expenditures in the context of which expenditures they identified as priority expenditures. The updated spreadsheet does provide some additional annotations from discussions with the Finance Committee. In addition to the listed priority items, there are several other expenditures the Council has discussed however are not currently funded at this time. The Council has discussed an overall upgrade to the City's Website and the Parking Study does identify additional staffing resources that should be allocated to implement the Parking Strategies Plan. In addition, there have been several discussions regarding increasing recycling availability in the downtown area along with investigating waste reduction opportunities. The discussion today hopefully will identify the Council's priorities on several of the options and choices presented.

In addition to the Budget Priorities, the City Council has expressed an interest in discussing how Lodging Tax Funds are allocated. Provided within the packet material are the budget line item revenues and expenditure from the past three years. Funding has been provided for tourism operations support (public safety, restrooms, sanitation), advertising (LAP Committee, Chamber of Commerce, and Special Group Funding), debt service on the Train Station and Festhalle, and a number of Capital Improvements tourism related. A graphic is provided that shows the 2018 expenditures divided out by the various expense group.

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

- 2019/2020 Budget Priority Expenditures
- Lodging Tax Fund Line Item Expenditures
- 2018 Lodging Tax Expenditure by Group

10:30 – 10:35 Public Records Act / Open Public Meetings Act Training Renewal Due by 10/9/2018

At the July Study Session, the Council was alerted of the need to complete renewal trainings related to the Public Records Act (PRA) and Open Public Meetings Act (OPMA). Each of these trainings are required by all individuals that are members of the governing body of a public agency, including boards and commissions, public records officers, and other staff that handles public meetings/records; this required refresher training must be maintained at intervals of no more than four years as long as they maintain the position. Staff has researched options for assisting in providing opportunities for complying with the requirement; below are the 2 options for training that are currently available. If you are not able to utilize either of the options below, you may contact staff to schedule a time to watch the video's at City Hall. Staff will be reaching out at various deadlines to ensure each member is recertified.

- Department of Commerce is offering a free “Short Course on Local Planning” that will include information related to the Open Public Meetings Act; however, this course may not suffice the requirement for the Public Records Act. This training is being offered in Wenatchee on October 23, 2018 from 6:15 to 9:15 PM. Here is a link for more details: <https://www.commerce.wa.gov/serving-communities/growth-management/short-course/>
- Association of Washington Cities (AWC) Online Video's - Watch the Video's from your home or office computer – the requirement includes watching both videos (approximately 40 minutes in length for each video). After watching the videos you must then click on their link for public officials to sign in and receive your certificate – this will require logging into your account or creating an account if you have not already. Here are links to the AWC main training page and individual video's:
 - Main Page (Note first 2 videos listed) - <https://wacities.org/data-resources>
 - Open Public Meetings Act Video - <https://wacities.org/data-resources/open-public-meetings-act-elearning>
 - Public Records Act Video - <https://wacities.org/data-resources/public-records-act-elearning>

Certain penalties for non-compliance can occur with the following being identified by the Municipal Research and Services Center (MRSC):

- Any action taken at a meeting held in violation of the OPMA is **null and void**. See [RCW 42.30.060\(1\)](#).

- Any member of a governing body who attends a meeting knowing that it violates the OPMA is subject to a potential **personal liability** of \$500 for the first violation and \$1,000 for a subsequent one. See [RCW 42.30.120\(1\)\(2\)](#).
- Any person who prevails against an agency in any action in the courts for a violation of the OPMA will be awarded all costs, including **attorney fees**, incurred in connection with such legal action. See [RCW 42.30.120\(2\)](#).

Below are the Mayor and Councilmembers last training date and renewal dates required:

Member	Last Renewal	Next Renewal Deadline
Elmer Larsen	10/8/2014	10/8/2018
Carolyn Wilson	10/8/2014	10/8/2018
Cheri Farivar	10/21/2014	10/21/2018
Margaret Neighbors	12/5/2015	12/5/2019
Mia Bretz	12/5/2015	12/5/2019
Sharon Waters	11/14/2016	11/14/2020
Clint Strand	2/12/2018	2/12/2022
Jason Lundgren	3/1/2018	3/1/2022

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

10:35 – 11:00 Council Open Discussion

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