



City of Leavenworth

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City Council
Carl J. Florea - *Mayor*
Sharon Waters
Clint Strand
Jason Lundgren
Anne Hessburg - *Mayor Pro Tem*
Zeke Reister
Marco Aurilio
Tibor Lak

Matthew "Selby" – City Administrator

MEETING LINKS VIA ZOOM CONFERENCING November 8, 2022 Pacific Time (US and Canada)

Morning Study Session Begins at 8:30 AM

Join Zoom Meeting

<https://zoom.us/j/96981834936?pwd=TjNaNGpBQjdkaS90QjFFWk9qNmFCUT09>

Meeting ID: 969 8183 4936

Passcode: 852604

Afternoon Committee Meetings Begins at 3:45 PM

Economic Development 3:45 – 4:30 PM * Parks 4:30 – 5:15 PM * Public Works 5:15 – 6:00 PM

Councilmembers will attend based on their specific assignments.

<https://zoom.us/j/98655190151?pwd=dnRMTWc1UFIBTS9oUkRSSEg3K0RKQT09>

Meeting ID: 986 5519 0151

Passcode: 107019

Regular Evening Meeting Begins at 6:30 PM

Join Zoom Meeting

<https://zoom.us/j/93629783048?pwd=Z2N6d3AvV1WUGloTUpISi9SRzZKUT09>

Meeting ID: 936 2978 3048

Passcode: 927682

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://zoom.us/u/abOb9NEdiR>

LEAVENWORTH CITY COUNCIL AGENDA
Leavenworth City Hall – Council Chambers
November 8, 2022 – 6:30 PM

Call to Order

Flag Salute

Roll Call

Council Committees – 2nd Tuesday

Economic Development 3:45 PM

Parks 4:30 PM

Public Works 5:15 PM

Consent Agenda

1. Approval of Agenda
2. Approval of October 25, 2022 Regular Meeting Minutes
3. October 2022 Payroll \$382,057.99
4. 2022 Claims \$659,789.99
5. PRSA Voucher Request \$63,700.00

Comments from the Public on Items Not on the Agenda

6. Public Hearing on 2023-2024 Preliminary Budget @ 6:30 PM

Resolutions, Ordinances, Orders, and Other Business

7. Action: Resolution 15-2022 – Signing Bonuses for Unfilled Positions
8. Action: Ordinance 1663 – Adopting Ad Valorem Tax
9. Action: Authorize Mayor to Sign Tax Levy
10. Action: Chelan County Prosecution Services Agreement for 2023
11. Action: Pool Feasibility Study

Councilmember and Committee Reports

Mayor / Administration Reports

Information Items & Future Considerations

12. Economic Development Committee Agenda Items
13. Parks Committee Agenda Items
14. Public Works Committee Agenda Items
15. Community Development October Report

Adjournment

Next Ordinance is 1664 – Next Resolution is 16-2022

CONSENT AGENDA ITEMS / REPORTS / PUBLIC HEARING

1. City Council Meeting Agenda:

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

2. Regular Meeting Minutes – 10/25/2022:

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

3. October 2022 Payroll:

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

4. 2022 Claims:

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

5. PRSA Voucher Request

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

6. Public Hearing on 2023-2024 Preliminary Budget @ 6:30 PM

Finance Director Chantell Steiner will provide a presentation for the public on the 2023 – 2024 Preliminary Budget.

The following item is included under **TAB 6**:

- PowerPoint Presentation

SUPPLEMENTAL COUNCIL AGENDA

7. Resolution 15-2022 – Signing Bonuses for Unfilled Positions

The City is facing an increasingly competitive hiring environment. This fall, several positions that were advertised languished with no applicants. The City leadership team discussed offering a signing bonus for those positions that have not received any applications a month after the position is advertised. Staff based this resolution on a nearby municipality. Finance Committee discussed this issue at its October 25, 2022 meeting and were in favor of adopting this resolution.

The following item is included under **TAB 7**:

- Resolution 15-2022 – Signing Bonuses for Unfilled Positions
 - **MOTION:** *The Leavenworth City Council moves to approve Resolution 15-2022 – Signing Bonuses for Unfilled Positions.*

8. Ordinance 1663 – Adopting Ad Valorem Tax

The City Council is being asked to consider options for Ordinance 1663, which is the authorization of the property tax levy for the 2023 tax year. This ordinance will include increase estimates of \$15,355.88 for new construction, \$0.00 for annexations, and \$0 for refunded revenue by the Assessor’s office. The total maximum preliminary property tax allowed is \$709,501.09. The City Council held a public hearing at the October 25, 2022 Council meeting to review the options this year to request the annual property taxes. At the hearing last month, Finance Director Chantell Steiner reviewed options of either requesting the 1% allowable increase per State law that will generate an additional \$6,885.21 or not requesting the 1% and only accepting the new construction, which in turn would create banked capacity for future requests. The proposed Ordinance includes the 1% increase for Council approval. The Ordinance will need to be signed by Councilmembers and transmitted to the Assessor’s Office no later than November 30, 2022.

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

- Ordinance 1663
- City of Leavenworth Regular Tax Levy Preliminary Values for the 2023 Tax Year
- **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1663 with the Ad Valorem Tax increase of \$6,885.21, which is an increase of 1% from the previous year.*

9. Authorize Mayor to Sign Tax Levy

In addition to setting the property tax levy, the Department of Revenue and the County Assessor require a levy certification. This certification figure is approximately \$20,000 more than the actual levy amount for the regular levy to allow the Assessor to collect more revenue if their preliminary projections for taxes come in higher than presented due to revaluations, new construction, annexations, or refunds.

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

- Department of Revenue Levy Certification
- **MOTION:** *The Leavenworth City Council moves to authorize the Mayor to sign the Tax Levy Certificate.*

10. Chelan County Prosecution Services Agreement for 2023

The City Council is being asked to approve the 2023 Chelan County Prosecution Services Agreement for prosecution services through the Chelan County Prosecuting Attorney’s Office. This agreement allows the Prosecuting Attorney to prosecute misdemeanors and gross misdemeanors filed in District Court for cases arising within the corporate City limits. The fee for the prosecution services will be calculated based on the rate of \$275 per case. The total contract amount for 2023 is \$14,850, which is based on the 54 cases that were prosecuted during the 12-month period of September 1, 2021 through August 31, 2022. This results in an increase of \$4,400 from the 2022 contract. See the table below for the history of annual contract costs and numbers of cases prosecuted.

Year	Per Case Fee	Number of Cases	Contract Cost
2023	\$275	54	\$14,850
2022	\$275	38	\$10,450
2021	\$275	68	\$18,700
2020	\$250	106	\$26,500
2019	\$250	79	\$19,750

Some of the history of fee changes per case for the Prosecution Service Contract is as follows:

1997 - \$100 per case	2003 - \$125 per case	2006 - \$175 per case
2010 - \$200 per case	2013 - \$210 per case	2017 - \$225 per case
2019 - \$250 per case	2021 - \$275 per case	

A copy of the agreement is provided as well as a list of misdemeanor crimes occurring within the corporate city limits as provided by the Chelan County Sheriff's Office via RiverCom. The report provides the incident number, location of incident, location of arrest, the charges, and the date of the arrest. The "Y" in the right column indicates that the case was prosecuted and is included in the number of cases for the 2023 agreement.

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

- Chelan County Prosecuting Attorney Cover Letter – Oct. 18, 2022
- 2023 Prosecution Service Agreement
- Bookings by LV Incident Location 9/1/2021 – 8/31/2022
- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the 2023 Chelan County Prosecution Service Agreement in the amount of \$14,850.*

11. Pool Feasibility Study

On June 27, 2022, the Upper Valley Park & Recreation Service Area (PRSA) submitted a Request for Qualifications (RFQ) for a feasibility study for enclosing the Leavenworth Community Pool for year-round use. The purpose of this study is to explore possible solutions for the following:

- Pool enclosure, including options for seasonal and permanent enclosure
- Expansion of pool facilities, including additional swim lanes, diving board/slide/climbing wall, and splash pad
- Estimated costs associated with each option for installation, maintenance and longevity.

Responses to the RFQ were due July 22, 2022, and five responses were received. The responses were evaluated and ranked by a group of PRSA board members and City staff. The top three firms were then interviewed by a panel of PRSA board members and staff. After interviews, the sub-committee voted to move forward with NAC Architecture for the feasibility study.

While the PRSA Board budgeted \$30,000 for this project, the actual cost from NAC to conduct the study defined in the scope of work provided with the RFQ was close to \$80,000. Staff and

PRSA board members met with NAC representatives to reduce the scope of work and budget, shaving \$10,000 off the cost of the project.

On October 24, 2022, the PRSA Board voted to move forward with the NAC proposal and budget from NAC for an amount of \$69,820.

The following item is included under **TAB 11**:

- Professional Services Agreement
- NAC Architecture Scope of Work and Fee Proposal

- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign a Professional Services Agreement subject to final attorney review and directs the Finance Director to increase the funding from \$30,000 to \$69,820.*

COMMITTEES, INFORMATION ITEMS & FUTURE CONSIDERATIONS

12. **Economic Development Committee Agenda Items**, under **TAB 12**.

13. **Parks Committee Agenda Items**, under **TAB 13**.

14. **Public Works Committee Agenda Items**, under **TAB 14**.

15. **Community Development October Report**, under **TAB 15**.