

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall – Council Chambers & Zoom Optional
January 10, 2023 8:30 AM – 12:00 PM

8:30 – 8:45 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.

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

8:45 – 9:00 Chamber Contract Discussion

The contract with the Chamber of Commerce expires at the end of March. The Chamber has requested an increase in funding from 18.5% to 21% of the City's lodging tax receipts for the next three years.

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

- 2023-2026 City/Chamber Agreement for Use of Lodging Tax

9:00 – 9:45 Mayor and Mayor Pro Tempore Committee Assignments and Council Policy, Procedures, and Rules of Conduct / Council Meeting Discussion Continued

The City Council currently has six council-only committees: finance, public works, parks, economic development, housing and public safety. These committees meet on a monthly basis, and report back to the rest of the City Council during business meetings.

As we reconsider the way business is done in Leavenworth, some council-only committees could be consolidated (parks and public works), others could be eliminated and the information shared at those meetings be presented at a study session or included as written reports (finance and public safety), some could meet on an as-needed basis (economic development) or be re-envisioned as an advisory committee (housing).

The benefits of an Advisory Committee include:

- The ability to include experts and interested residents to form policy direction to the City Council.
- Option to review hefty subjects which are best refined through on-going Advisory Committee work.
- Free up Councilmembers to serve on required committees or work on areas of interest.

An Advisory Committee's purpose and members would be defined by the Council. The Committee(s) would be initially tasked with establishing meeting dates and procedures, which would be reviewed by the city attorney and reviewed and approved by the City

Council. City staff would be used to set and notice agendas, provide research and draft formal recommendations.

Each Advisory Committee should include a diverse group of experienced representation and lay residents, which may include:

- Resident(s) with subject matter expertise
- Business owner(s)/manager(s)
- Non-profit organization(s)
- Public agency representative(s)
- Minority representative(s)

Regarding the Housing Committee, if this committee changes to an Advisory Committee, staff would recommend that it be tasked with providing recommendations to the Council to work on workforce housing and housing policies related to HB 1220 which includes moderate, low, very low and extremely low-income housing, emergency housing, and permanent supportive housing. HB 1220 also requires a review of housing policies and regulations through the lens of racially disparate impacts, displacement and/or exclusion.

A public safety committee could also be created as an Advisory Committee, and expanded to include members from the community with expertise in public safety and emergency management, such as Cascade Medical, Chelan County Sherriff's Office and Fire District #3.

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

- Council Ad Hoc Committee 2023
- Regarding Housing – HB1220, changes in State Law

9:45 – 10:20 Housing Request by MEND in Support of Marson Purchase

This time is provided for the Council to discuss a funding request from Upper Valley MEND. The Marson family is selling 31 rental units on seven different properties to MEND for \$5.128 million or \$165,500 per unit. Each unit is being rented below market rate, for workforce housing. It is the intent of MEND to retain the tenants and keep rents at a rate that will serve local workforce housing needs.

To make this purchase possible, MEND is requesting \$600,000 from the City. Other committed funding sources include Chelan County with \$660,000 and MEND with \$500,000. Additional requests for funds will be Washington State for 1 million and a fundraising campaign starting May 2023 for \$2,368,000.

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

- Letter from Upper Valley MEND, dated December 16, 2022

10:20 – 10:25 Capital Improvement Plan Review

This time is provided for the City Council to consider the Planning Commission recommendation to adopt changes to the Capital Improvement Plan within the

Comprehensive Plan Capital Facilities Element. The CIP has been reviewed by the Council during the budget review and adoption process. This document is consistent with the adopted 2023-2024 budget.

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

- Planning Commission Transmittal Memo RE: Capital Improvement Plan Recommendation

10:25 – 10:50 Prioritized Capital Project for Grant

This time is provided for the City Council to consider which Capital Improvement projects may be submitted for the State’s Local Community Project funding. This opportunity requires a Legislative Housing or Senate Sponsor. According to the application, “Successful past projects generally are ones in which the requested state funds: (1) are used for a facility providing an important public benefit; (2) are a small portion of the total project funding (25% or less); (3) result in a completed project or phase usable by the public for the intended purpose when the state funds are expended; and (4) are for a project that is ready for construction or renovation and will be completed within the biennium.”

Staff is recommending the following Capital Improvement Plan projects be considered for this funding and requestion Council consideration (in no order):

- Osborn (Community Center)
- Additional Restroom at Barn Beach area
- City Pool
- Downtown Plaza
- Orchard Street

There are no items included under **TAB G**:

10:50 – 11:00 2023 Project Tracker / 2023 Future Council Agenda Items

This time is provided to review the new year 2023 Project tracking document and the Future Council Agenda Items document. The Project Tracker provides the Council with quarterly updates on the work and status of a number of Council Priorities or required projects/tasks that need to be completed by the City. It is not a comprehensive list; the project tracker does not include the daily tasks required to provide services and maintain service levels to residents, businesses, or visitors, but provides a good review of the work being completed by the City.

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

- Annual Objective and Project Tracker 2023
- 2023 Future Council Agenda Items

11:00 – 11:05 Leavenworth Courier Newsletter Recommendations

Staff is asking for Council input on the information and updates sent out in the next newsletter, or via postcards in between newsletters. Historically, the “early spring” newsletter has included items such as:

- Spring Clean-Up & Chipping
- Leash Law
- Upcoming Events, Festivals, Holidays
- Utility Rate Changes
- Pool Pass Info
- City Project Updates
- Updates from other jurisdictions (such as Chelan County) that are relevant to our community

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

11:05 – 11:50 Snow Policy Discussion

This time is provided for the Council to review the current snow policy and discuss possible changes to it.

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

- Resolution 1-2015 – Current Snow Removal Policy

11:50 – 12:00 Council Open Discussion

This time is for the Council open discussion

- Confirm a Council Retreat Date (4/28/2023 per budget calendar, but date is flexible based on attendee availability) and Location Preference
- Open Public Meetings and Open Public Records Act Training Reminders

There are no items under **TAB J.**