

LEAVENWORTH CITY COUNCIL

Study Session Agenda
City Hall - Council Chambers
November 8, 2011 9:00 a.m.

9:00 – 9:20 Review of Utility Rate Study – All Staff

This is a follow-up to the Study Session discussion of October 25, 2011. The City Council at that time reviewed the results of the Utility Rate Study and requested additional information in several areas for clarification. Included in the study session packet material is a memo from Ms. Cil Pierce, HDR Engineering addressing the issues raised in several areas during the previous study session discussion. Also included in the packet information is a comparison of the property tax breakdown of a comparable home inside the city limits and outside the city limits from 2010. For the evening public hearing, the PowerPoint presentation is also provided in this section.

9:20 – 10:00 Park Plan Draft Review – Nathan Pate / Susan Driver

The City has identified the need to update its current Parks & Recreation Plan for the facilitation of the continued development of parks and establishment of recreation opportunities for the residents and visiting populations of Leavenworth.

On September 14, 2011, the City created and transmitted the Fall 2011 Newsletter which included a “Parks” Plan Survey. 2,077 newsletters were prepared and delivered to all public utility users and distributed to local tourist and recreation related venues. The intent of the survey was to determine the level of use for existing opportunities, the user’s perceived needs for upgrades or extensions of those facilities, and the demand for additional facilities not currently available in the Upper Valley Park and Recreation Service Area (PRSA). At the time of the end of the survey (November 2, 2011), there were 83 responses.

On September 29, 2011, the Planning Commission conducted an “open house” Parks & Recreation Plan, and received public input. These comments will be incorporated into the Parks Plan, and help identify community needs, wants, desires and concerns.

Parks & Recreation Plan Update Key Dates and Meetings:

November 8, 2011 – 9:00 a.m. – City Council workshop on draft plan

November 15, 2011 – 7:00 p.m. – Planning Commission second open house

December 7, 2011 – 7:00 p.m. – Planning Commission Public Hearing on Final Draft

February 14, 2012 – 6:00 p.m. – City Council Hearing on Final Draft

February 28, 2012 – 6:00 p.m. – City Council Adoption of Final Parks Plan

March 2012 – submit adopted document for final approval and verification

10:00 – 10:10 Update on Progress of Bond Financing / Draft Ordinances – Chantell Steiner

Provided with the Study Session materials are the draft schedules, draft ordinances and bond financing forms for the City of Leavenworth and the Upper Valley Park and Recreation Service

Area. The documents include the refinancing of the 1997 General Obligation bond for the Fire Hall and the Pool Construction bond as well as the new issue bond for the water utilities. A brief update will be provided on the current progress per the schedules and any amendments that are currently occurring.

10:10 – 10:40 Initial Review of Planning Commission Docket – Nathan Pate

The City of Leavenworth is entering into the annual Comprehensive Plan Amendment cycle and is now accepting requests for proposals to amend the City's Comprehensive Plan. A preliminary docket has been prepared for review by the Planning Commission on November 2, 2011. This preliminary list of amendments includes Comprehensive Plan and Leavenworth Municipal Code suggested changes. Staff developed the list based on known needs that have been collected from residents, business owners, and developers. In early January, the City Council and Planning Commission will sponsor a joint public workshop during which a list of city-initiated proposals will be formalized, based primarily on the items docketed throughout the previous year. On or before the end of March, the City Council will compile a final list of proposed amendments which will be considered during that particular review process, and set the 2012 Planning Commission "work plan."

Amendments may be proposed to the maps or text of the City's Comprehensive Plan. For a proposed amendment to be considered for sponsorship by the City, submittal is due by December 31, 2011. Privately sponsored proposals are due by January 31, 2012.

10:40 – 11:00 Personnel Policy Review/Update – Joel Walinski

At the October Study Session the City Council was presented with a copy of the draft Personnel Policy. The discussion today will be a review of the Personnel Policy, highlighting any areas of concern, or answering any questions. A second copy was not provided as no changes to the document have been made as of this time. The document has been provided to all staff members and the union representative. A deadline of November 11, 2011 has been given for additional comments or questions. The next step would be to address any comments or questions and then to have the Council consider approval of the policy in either late November or early December of 2011.

11:00 – 11:15 Festhalle Rate and Fees – Joel Walinski

On Tuesday, November 1, 2011 the Mayor, Mayor Pro Temp, and City Administrator met with the Leavenworth Civic Center Foundation (LCCF) to continue the ongoing discussions concerning the maintenance and operations of the City's Festhalle. The two key areas for council review are the ongoing maintenance of the facility and the fee structure for the use of the facility. The Council has addressed the maintenance issue with the support of funding the facilities maintenance position in the 2012 Budget. At this time the LCCF has provided a draft of suggested rate changes which is included in the study session materials for your review. The discussion today will be a review of the rate structure and building operations.

11:15 – 11:30 2012 Wenatchee Valley Humane Society – Joel Walinski

The City has contracted with the Wenatchee Valley Animal Control since at least 1999 for some level of animal control within the City of Leavenworth. The contracts for services are reviewed and renewed with Council approval on an annual basis. This year the Wenatchee Valley Animal Control was requested to provide the City several cost scenarios based on different service levels that would be provided to the City. The memorandum outlining the proposals is provided within the study session packet materials. Staff has also provided a spreadsheet on the number of stray cats and dogs turned in at the Humane Society from 2006 – 2011.

In regards to the level of service, there are four service areas that City residents and visitors currently use: euthanasia of pets, quarantine of animals after an animal bite, the collection or turn in of stray animals, and case investigations (animals in vehicles, disturbing the peace calls, in humane treatment, potentially dangerous dogs, etc).

Today's discussion will focus on the level of service the Council would want to include in a service contract with the Wenatchee Valley Animal Control which will form the basis of the new service contract.

11:30 – 11:45 Council Open Discussion

This time slot allows for Council discussion of items not on the agenda.