

LEAVENWORTH CITY COUNCIL

Study Session Agenda
City Hall - Council Chambers
December 13, 2011 9:00 a.m.

9:00 – 9:20 Ordinance Review for 2011 and 2012 Final Budgets – Chantell Steiner

Finance Director Chantell Steiner will present Ordinance 1405, located in section 6 of the packet, for the annual year-end 2011 budget amendment which includes contracts/purchases/amendments for the following items:

- TD&H Engineering for a portion of Ski Hill, Commercial Street from 9th to Division, and the Safe Routes to School grant project that includes West Street all totaling \$77,300 – approved by Council on 10/25/2011
- Leavenworth Electric & Excavation for the Downtown Street Lights Project for \$31,000 – approved by Council on 10/11/2011
- The Road Home for the Downtown Streetscape (Drainage) Project for \$19,000 – approved by Council on 10/11/2011
- The purchase of a Man-lift for \$3,600 (adjusted to \$3,800 to include tax) – approved by Council on 11/22/2011
- Water & Sewer Bond Fund Separation in accordance with the 2012 Budget process
- Various Fund allocations for operations and maintenance costs in the General Fund, Street Fund, Swimming Pool Fund, 97 GO Bond, Water & Sewer Fund, Garbage Fund, Equipment Rental & Revolving Loan Fund, and the Central Services Fund

The City Council is being asked to approve Ordinance 1406: Adopting the 2012 Budget, located in section 7 of the packet. City Staff presented the Preliminary 2012 Budget at the November 8th City Council meeting. Prior budget meetings provided Council and Staff with the budget priorities for inclusion in the 2012 budget. Additionally, a public hearing on the 2012 Budget was held at the November 22 City Council meeting. Also included in section 7 are the summary spreadsheets showing all funds proposed revenues and expenditures and the beginning and ending fund balance positions.

9:20 – 10:00 Resolution for Rate & Fee Schedule – All Staff

The City Council is being asked to approve Resolution No. 22-2011 approving the 2012 Rate & Fee Schedule which is located in section 5 of the packet. The Administration, Finance, Public Works and Development Services Departments have reviewed and updated the 2011 Rate & Fee Schedule for the Council to consider. The intent is to create a Rate & Fee Schedule which is easy to use and understand. Adjustments and modifications are reflected in the Ordinance for the Council to consider which include, but are not limited to: updated water and sewer connection calculation method; revised pre-application fee rate and “credit” program; and general updates. The pre-application “credit” program will allow fees paid for a pre-application meeting to be applied toward permit application fees if pursued within 6-months. This differs from the existing Rate & Fee Schedule which requires a pre-application fee separate and in addition to application

fees. The reasoning is to encourage pre-application meetings without a sense of penalty. The Council may note that the pre-application fee “credit” program may reduce revenue estimates from \$2,000 - \$3,500 (see 2010 and 2011 data) located behind the study session agenda.

10:00 – 10:30 End of Year Update Future Council Agenda Items / Project Tracking – Joel Walinski

This item is the review of the 2012 Future Council Agenda being developed and final Project Tracking form for 2011. The documents are provided for your review behind the study session agenda.

10:30 – 10:45 2012 Sheriff Contract/Animal Control Contract – Joel Walinski

The City Council will consider the approval of the Chelan County Law Enforcement Contract and the Animal Control Contract at Tuesday evening’s meeting. This item is a review of those contracts. It is anticipated that Sheriff Brian Burnett and Ms. Dawn Davies, Animal Control, Executive Director will be at Tuesday evening’s meeting. The contracts and additional information is provided as part of the City Council Meeting packet, Items 2 and 3, respectively. This review time is provided to clarify any of the contract language or information provided to the City Council.

10:45 – 11:00 Council Open Discussion

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