

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
February 9, 2016 9:00 a.m.

9:00 – 9:15 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.

9:15 – 9:35 Animal Control / Humane Society – Dawn Davies

The Council will be given an update on the Wenatchee Valley Animal Care & Control (WVAC) and the current working status of the contract between the City and Wenatchee Valley Animal Care & Control, LLC. Ms. Dawn Davies, Executive Director, will be in attendance to provide the update to the City Council and field any questions. The City and Wenatchee Valley Animal Control contract did expire on December 31, 2015. Discussions between Ms. Davies and the City Administrator have allowed for the current contract to be extended while a new contract is considered.

The current contract allows City residents to drop stray animals and retrieve lost animals at the Animal Humane Center. The contract also allows for Animal Control to quarantine animals at their location, transport animals to the center if an Animal Control Officer is available (this is an added fee charged to the City), and Animal Control, if called by a Sheriff Deputy Officer or City personnel, will respond if an Animal Control Officer is available. The current contract does not cover a response by Animal Control if contacted by the general public. In addition, this contract does not cover any Animal Control Officer time for investigations; for example, a vicious dog enforcement issue. While this generally has worked while the contract has been in place, annually there are 2 – 3 animal incidents that a higher level of response would be helpful in the resolution of the incident.

One of the concerns in previous contracts was the response time for Animal Control because of the distance from the Animal Control Center located in Wenatchee to Leavenworth and the staffing level of Animal Control. Often a call would come in and by the time Animal Control did respond, the animal was no longer in the vicinity. Another issue had been animals left in vehicles; often these calls were first responded to by Sheriff Deputies. The responding officers would then call Animal Control for follow-up. Because of the distance issue, the incident could tie up a Sheriff's Officer for a significant time period or by the time Animal Control did respond, the owner of the vehicle had returned and left the scene. In 2015, the City Council approved an amendment to the Leavenworth Municipal Code 6.04.012 Confinement of animal(s) in vehicle infraction. This code amendment provided the Sheriff's Deputies the authority to issue a citation to the vehicle operator if and when an animal was left in a vehicle during warm weather. This amendment helped in addressing the animal in vehicle issue; however, the travel time for the Animal Control officers will remain an issue and will continue to be an issue in any new contract.

The current draft contract for review and discussion is similar to the contract in effect in the City of Cashmere. It requires Animal Control to accept animal complaints 24 hours per day; Animal

Control will also answer and respond to complaints during the hours of 8:00 a.m. to 5:00 p.m., Monday through Sunday; and Animal Control will provide staffing to investigate and enforce violations of any state or city regulations pertaining to animals. The contract being proposed is for three years, costs would increase from approximately \$9,000 annually to \$16,000 in the first year and a one percent increase per year in the following years. In addition, the Humane Society would handle the licensing of animals and collect and retain the fees for that licensing. In 2015 this was approximately \$830.00.

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

- Draft Contract 2016 – 2018
- Contract for Services 2013 – 2015
- 2015 Animal Control/Leavenworth Year End Report

9:35 – 10:15 Parking Improvements

This time is provided for a discussion regarding possible improvements to Parking Lots P1 and P2 which are located at the old fruit warehouse site; and P3 which is located to the west of the Festhalle. P1 is at the street level of Hwy. 2 and Front Street; P2 is approximately 12 FT lower than Hwy. 2 with access off of Front Street. Both are paid parking lots; P1 is operated via a pay station located on the East side of P1 adjacent to Front Street; P2 is operated via a Pay Box with a numbered stall honor system; P3 is also operated via a Pay Box with a numbered stall honor system.

The Council previously had identified a number of improvements for the operation of these lots. Previously a wall stabilization project for Lot P2 was completed in 2014, landscaping was completed for P1 in 2013, and fall protection between the two lots was completed in 2012. The improvements identified by the City Council for further consideration included: replacement of the fencing bordering lot P2, fencing protection and fall protection, lighting and electrical access to support other uses, additions of electrical charging stations, and the addition of pay stations for lots P2 and P3.

Early in 2015, the City contracted with Mr. Aaron Schmidt, P.E. IntegriTech to conduct some initial scoping and cost estimates to address the future project of fence replacement and electrical improvements. On May 12, 2015 Mr. Schmidt, P.E. met with the members of the Public Works Subcommittee to review the initial findings and provided a presentation to the full Council at the June 9, 2015 Study Session. At that time, the Council requested further development of plans and specification for the improvements. The meeting today will be a review of the current status and a review of the cost estimate.

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

- Scope Summary Overlay 09 FEB 2016
- Cost Estimates: Pedestrian Railing, Jersey Barrier, Boulders, & Electrical Improvements
- PCP Series Luminaire Head for P2
- Electric Vehicle Charging Station
- Pedestrian Handrail Detail
- Electrical Plan Set

10:15 – 10:35 Council Communication

This time is provided to discuss Citizen/Council Communication. The question was asked, how does a suggestion, complaint, question, initiative from a citizen get communicated to the City Council or Administration; and then what action is taken. Included under TAB C is a general outline of how these items currently flow through and are responded to by the City.

Many of the operational requests are addressed by staff on a day by day basis, especially if the City Council has already provided guidance by approving a policy, addressed the issue within the Leavenworth Municipal Code, or the item is addressed within the Comprehensive Plan or supplemental planning elements. A number of initiatives or suggestions may also be acted by the administration on if they identify efficiency or reduced expenditure for the operation of the City.

Other initiatives or recommendations may require additional City Council action or discussion. Typically these items are directed to a sub-committee for additional review and development if there is consensus by the Council. At times when there is not an interest by the Council for further consideration and the item is not moved forward; at the committee level, the item is discussed and considered, and the presenter may be asked to attend a committee meeting to discuss the proposal. The committee at some point will make a recommendation on how to address the issue. This may be a request to the administration or referring the item with a recommendation back to the full Council.

This time has been set aside to review this process and open it to discussion.

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

- Communication Flow Chart

10:35 – 11:00 2016 Draft Agenda Items & Objectives and Project Tracker

The Council is being provided the quarterly Project Tracking spreadsheets. The Project Tracking is not a comprehensive list of all the work being completed or the tasks underway by the City; however, this does reflect the City projects and tasks that have been directed by the Council as priorities. Each project includes some annotations of status or description, anticipated completion, and stage (progress level). This is intended to relay progress and ensure that the City is on target with the needs of the community and Council priorities. This document is updated and provided to the Council on a quarterly basis. In addition, staff has provided the City Council 2016 Future Agenda Items. The current status of the project is list under the APR column and this document will be distributed again at the end of April with updates.

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

- Project Tracking Document
- City Council 2016 Future Agenda Items

11:00 – 11:10 Quarterly City Newsletter Recommendations – Distribution in March

The City will be publishing the quarterly Mayor and City Council Newsletter in late February – early March. Article topics at this time include but are not limited to:

- “A Minute With the Mayor” – Property Taxes
- Vacation / Overnight Rentals in the Residential Neighborhoods – Nathan Pate
- Leavenworth Pride Award Recipient – Sue Cragun
- Spring Clean-up Coming Soon – Herb Amick / Sue Cragun
- Detecting Water Leaks – Sue Cragun
- Festhalle Improvements – Sue Cragun
- Upcoming Festivals and Events – Sue Cragun
- Leavenworth Recycle Center – Sue Cragun
- Update on current / upcoming City projects – Herb Amick / Sue Cragun

Staff is requesting any additional suggestions from the Council at this time.

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

- Winter 2015 Newsletter

11:10 – 11:30 Council Open Discussion

- Confirm Retreat Meeting Date / Location
- Other