



City of Leavenworth

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City Council
Cheryl K. Farivar - *Mayor*
Michael Molohon
Elmer Larsen
Robert Francis
Carolyn Wilson - *Mayor Pro-Tem*
Gretchen Wearne
Mia Bretz
Margaret Neighbors
Joel Walinski - *City Administrator*

LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall - Council Chambers

February 23, 2016 - 6:30 p.m.

Call to Order

Flag Salute

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of February 9, 2016 Study Session Minutes
3. Approval of February 9, 2016 Regular Meeting Minutes
4. 2016 Claims \$130,948.15

Councilmember and Committee Reports

Mayor/Administration Reports

Comments from the Public on Items Not on the Agenda

Presentation: Cascade High School Girls Soccer Team Recognition Plaque

Resolutions, Ordinances, Orders and Other Business

1. Discuss: Proclamation Designating "World Spay Day"
2. Action: Resolution No. 02-2016 – Chelan Douglas Transportation Council Designating Representatives
3. Action: Resoltuion No. 03-2016 – Amending Rate and Fees
4. Discuss: Ordinance 1522 Parking Regulations – 1st Reading
5. Discuss: Budget Retreat Meeting Topics

Information Items for Future Consideration

1. Group Funding Applications due by March 1st
2. Council Retreat, March 4, 2016, 8:00 AM – 2:00 PM – Bavarian Lodge Montafon Room

Adjournment

Council Committees -4th Tuesday –

Econ. Dev. 4:00 Finance 5:00

Next Ordinance is 1523 - Next Resolution is 04-2016)

SUPPLEMENTAL COUNCIL AGENDA

1. Proclamation Designating “World Spay Day”

February 23, 2016 is World Spay Day which is a day to raise awareness for the importance of spaying/neutering animals. It was started in 1995 and has since become an international event. The Humane Society of the United States (HSUS) is asking if local governments will pass a proclamation in support of World Spay Day. The City of Chelan City Clerk Ms. Peri Gallucci is also a District Leader Volunteer for HSUS in Congressional District 8 and has requested that the City of Leavenworth City Council consider supporting this Proclamation. For more information on World Spay Day: www.worldspayday.org/whyworldspayday/.

The following item is included under **TAB 1:**

- Proclamation Designating “World Spay Day”

2. Resolution 02-2016 – Chelan Douglas Transportation Council Designating Representatives

The City Council is being asked to approve Resolutions 02-2016 designating Mayor Cheryl K. Farivar as the City’s representative of the Chelan Douglas Transportation Council (CDTC). The City Council is also being asked to identify an alternative representative in the event the Mayor is unavailable.

The Wenatchee Valley Transportation Council (WVTC) reorganized last year and changed the name to the Chelan-Douglas Transportation Council (CDTC). The City of Leavenworth has been asked to officially name a representative and an alternate to the CDTC in order to bring their records into compliance. Mayor Farivar is currently a Board Member representing the small cities within Chelan County and will remain the City’s representative as well. Meetings are generally held at the Confluence Technology Center, 285 Technology Center Way in Olds Station every second Thursday of the month from 9-11 a.m.

The CDTC focuses on developing a regional approach to transportation improvements, because these challenges often reach beyond the jurisdictional boundaries of individual cities, towns and counties, the solutions often require collaboration among the local governments. Members of the Chelan-Douglas Transportation Council work together as a region to develop plans for better roads, bridges, buses, railroads and airports. Their planning documents identify regional transportation investment priorities that will improve safety and mobility for drivers, freight haulers, transit riders, bicyclists and pedestrians, and that support the long-term economic prosperity of the region.

The CDTC also is the regional agency that oversees and awards various transportation grants funding to local agencies within Chelan and Douglas County. The City has been successful in the past in receiving some funding for transportation improvements; examples would include the Chumstick Multi-Use Pathway, Safe Routes to School Enhancements for West Street Sidewalks, Ski Hill Overlay Project, and a significant percentage of the funding for the Commercial Street (3rd to 8th) project.

The following item is included under **TAB 2:**

- Resolution 02-2016 – CDTC Designating Representatives
 - **MOTION:** *The Leavenworth City Council moves to approve Resolution 02-2016 designating Mayor Cheryl K. Farivar as the City’s representative on the Chelan Douglas Transportation Council and Councilmember _____ as the City’s alternate representative.*

3. Resolution No. 03-2016 – Amending Rate and Fees

The City Council is being asked to approve four items in the current Rate & Fee Schedule. Below is a summary of the four items to be considered.

- Removal of the Fence Permit Fee that the Council approved removing of through the amendment to the Leavenworth Municipal Code at the February 9, 2016 Council meeting.
- Amendment to Pool Daily Entrance Fees – This recommendation is being forwarded to the City Council for approval by the Upper Valley Park & Recreation Service Area Board (PRSA) who met on February 17th and is the governing Board for the budget of the pool revenues and expenditures. In 2012 the PRSA presented a ballot measure to increase property taxes for the 2013 calendar year, which was approved by the voters, to assist in ensuring that revenues could cover all expenditures and begin to build a reserve fund balance for future capital replacement needs; with this action it also removed the need for the City General Fund to supplant the Pool Fund when funding fell short. The Board discussed at that time the need to freeze rate increases for PRSA resident's as the property tax increase was doubled on each property owner. It has now been three years with no changes to the PRSA residents and only minor changes to the Non-PRSA residents. The Board noted that this year it is necessary to start relooking at daily entrance fees for a minor increase to avoid any considerable future increase and to be in alignment with cost of living adjustments that may be necessary in upcoming years as personnel and operational costs slowly rise. At this time there are no suggested increases by the Board to the Season Pass, Swim Lessons or Kayak rates. The Council is being provided with a history of rates since 2011.
- Amendment to Festhalle User Fees – The Festhalle Oversight Committee has been discussing the need to address some minor changes to the current 2016 Festhalle rate fees by removing the separate fees regarding alcohol versus no alcohol for cleaning deposits. The Board is recommending streamlining this portion of the fee schedule to a single deposit of \$500 per event. In addition, the language for additional fees is being amended to include the use of the new kitchen amenities that have recently been purchased. The kitchen and other facility equipment fees are not included in the City's rate and fee schedule which allows the Festhalle Oversight Committee to amend these fees from time to time as needed; however, they are included on the Festhalle website and in the contract agreement documents that are administered by the Festhalle Manager when renting out the facility. The Committee has also been discussing the need to adjust the rental rates for 2017, of which users are already requesting and booking space for; therefore, the Festhalle Fees will now include two rate schedules for the current year and future year rates. The Committee has reviewed and is recommending an increase of the rental rates for Commerical and Private Users beginning with 2017 bookings.
- Amendment to Parking Regulations – The City Council Public Safety Committee, as noted in Item #4 below, has been reviewing the need to amend the city code to allow for Pacific Patrol to do additional enforcement regarding parking regulation violations. As such, the Rate & Fee Schedule is being amended at this time to allow for the new code language that will be officially adopted by the Council within the next month. The change is to modify the language from "Overtime Parking" to a "Parking Infraction – Illegal Parking". All civil related parking violations, such as handicap parking violations, will remain as enforced only by the Chelan County Sheriff's Office.

As a reminder, the Council has had previous discussions to review the Cemetery rates; however, at this time staff is continuing to work with the new software to develop the number of buildable lots and niches prior to making any recommendations to rate adjustments. The Council also discussed with Ms. Dawn Davies of the Wenatchee Valley Animal Control & Care Facility the potential need to look at animal license fees to reduce the City's annual contract costs. This item will be discussed later in the fall of 2016 for potential adjustments beginning with the 2017 calendar year.

The following items are included under **TAB 3:**

- Resolution 03-2016 (Redline and Clean Version)
- Leavenworth Pool Rate History
- **MOTION:** *The Leavenworth City Council moves to approve Resolution 03-2016 Amending Rates & Fees.*

4. Ordinance 1522 Parking Regulations – 1st Reading

The City Council is being asked to review changes to the Leavenworth Municipal Code Chapter 10 regarding Parking Regulations as a first reading of the ordinance changes. This request for change was initiated by the Public Safety Committee after discussions with the City's Sheriff Liaison Officer Sergeant Bruce Long. The request was to have the Pacific Patrol Officers, which the City contracts with, to be given the additional authority to enforce other parking violations within the City.

To accomplish this task, the code language needs to be changed to allow for the code violation penalty to include the issuance of a "parking infraction" which requires the payment of a monetary penalty to the City of Leavenworth. These "parking infractions" are different from civil infractions in that the City is the agency which collects the fees. Unpaid "parking infractions" are referred to collections rather than the district court for compliance and payment.

The Public Safety Committee recommendations for areas of increased enforcement by Pacific Patrol include the following areas:

10.08.020 – Parking in the travel lane of any street in the City.

10.08.120 Parking Prohibited Areas. On streets or in designated municipal parking areas where signs, or pavement marking, ramps, or curbs prohibit parking.

1. "No Parking" signs or other markings, such as yellow zone markings, indicate no parking at any time.
2. "Fire Lane" signs or yellow painted curb, which shall mean no parking due to use such as fire lane or delivery lane.
3. The vehicle blocks access to a fire hydrant whether painted or not.
4. Bus Stop (not included).
5. Unauthorized disabled parking (not included).
6. Any portion of the vehicle is on the curb or the sidewalk.
7. Any portion of the vehicle blocks pedestrian access to a cross walk, whether marked or not.
8. Any portion of the vehicle blocks pedestrian access to a pedestrian ramp.

These changes have been reviewed and recommended by the City Attorney, Public Safety Liaison Officer, and Public Safety Committee. The "fine" for these parking infractions at this time is \$25.00 as

set by the Council Resolution No. 11 – 2015 Rate and Fee Schedule that is also being amended this evening as Resolution 03-2016 Amending Rate and Fees.

The following items are included under **TAB 4:**

- Resolution No 14 – 2013 Parking Time Limit Zones
- Chapter 10.08 Parking Regulations – redline version
- Draft Resolution NO. XX – 2016 Limited Enforcement Authorization

5. Budget Retreat Meeting Topics

This time is set aside for a discussion on the proposed agenda for the Council’s Goal Setting and Budget Retreat scheduled for Friday March 4, 2016 at the Montafon Room from 8:00 AM to 2:00 PM in the Bavarian Lodge, Leavenworth, WA. Breakfast will be available from 7:00 to 8:00 AM. We hope to start our discussion promptly at 8:00 AM. Working lunch will be self served at 12:00 in the hotel dining room.

While there will be much discussion on the City finances and budget development process, the retreat will also provide an opportunity to discuss and develop Council goals for the upcoming years. These may include budget items, however they also may include other initiatives that may be driven more by changes in code language, policies, comprehensive plan language, or operations. The discussion will center first on identifying and developing those goals and then identifying various opportunities that will help in achieving outcomes that support the goals.

An agenda will be discussed with the Finance Committee on Tuesday afternoon and presented to the Council on Tuesday evening.

There are no items included under **TAB 5** for this topic.