

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
March 12, 2019 8:30 a.m.

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.

8:45 – 9:00 Chelan County PUD Service Center Location Update

Dan Frazier with the Chelan County PUD will be present to provide a short PowerPoint Presentation on the new PUD service center in Wenatchee.

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

- PUD PowerPoint Presentation

9:00 – 9:30 Holiday on Ice Presentation – Temporary Ice Rink

This time has been set aside to allow Mr. Rich Yakkey with “The Holidays on Ice” to present to the Council a proposal to partner with the City of Leavenworth to bring a temporary ice rink to Lions Club Park for the 2019 / 2020 winter season. The Holidays on Ice is a California based company with years of experience providing ice rink venues in all types of climates and settings. On January 18th of this year, Mr. Yakkey met with City Administrator Joel Walinski and Public Works Director Herb Amick to discuss the details and requirements of the operation and visit various possible ice rink sites for consideration. Mr. Yakkey then provided a proposal for review by the Public Works Committee on February 12th of this year. After review, the Committee recommended that Mr. Yakkey make a presentation to the full Council at the March 12, 2019 Study Session.

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

- The Holidays on Ice City of Leavenworth Proposal

9:30 – 10:15 Review Lodging Tax Group Funding Requests

This year the City has received nine applications for the 2019 Lodging Tax Group Funding. A summary spreadsheet is included detailing each of the applicants and total funds requested. Also included is a copy of the current Revised Code of Washington (RCW) defining the use of Lodging Tax funding.

In 2012, the Council carefully considered the requirements for the Group Funding Requests after receiving 11 requests for funding, which included several events, although wonderful events, which did not meet the requirements of this funding program. At that time, the Council stated that the primary purpose of these funds is to build events and enhance tourism, all of which is

required per State regulations for use of the funds; funding was intended as seed money for the start-up of festivals and events. The Council developed the following criteria that applicants must meet to be considered for funding approval:

- The focus of the Lodging Tax Group Funding program is to provide a source of partial funding for new events and festivals that draw visitors to town to attend the event and encourage overnight stays. Dollars allocated for the event should be focused on advertising rather than operations of the event to maximize those overnight stays.
- Funding is intended for short term; startup funding (max of 2 years). Are the event coordinators developing a sustainable funding method for the event?
- Funding may now be considered for additional years as recommended by the Council last year; previous to 2018, the rule was only a 3rd year by the Council Economic Development Committee contingent upon the following criteria in the third year request:
 - Funding is available.
 - The event clearly promotes/benefits the Leavenworth Community.
 - The event generates overnight stays.
 - The event organizers are clearly showing progress toward event sustainability.

The total available funding for groups is budgeted at \$10,000 for 2019 with the application requests totaling \$29,650 at this time; future applicant submissions for 2019 may occur as new events are developed later in the year. Of the nine applicants, five are first year funding requestors, one is a second year funding request, two are a fourth year funding request and one is a fifth year funding request. If the City Council is not able to come to a consensus for the evening meeting allocations, it will be recommended by the Staff to table the evening item until the Economic Development Committee can schedule a meeting to review and provide the full Council with a recommendation for the allocations.

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

- Summary Spreadsheet of Applicants
- 9 Group Funding Applications
- RCW stating use of Lodging Tax Funds

10:15 – 10:30 Public Hearing Process Overview

Under the City of Leavenworth’s code process, there are various options for amending codes. The attached outline reviews the code and Comprehensive Plan amendment options and steps. Of specific interest is the ability to adopt code changes based on the Planning Commission recommendation, without a second City Council Hearing. This process may be helpful for items which are not controversial or have the consent of the City Council. Additionally, the process for Comprehensive Plan map amendments has been modified.

In the past, the City has reviewed the Comprehensive Plan map amendments in conjunction with a zoning map amendment. However, after reviewing the city code process, the Hearing Examiner has been tasked with Hearing “rezones which are not of general applicability” and making a recommendation to the City Council. Therefore, the upcoming Hearing on the 2018

Comprehensive Plan Map Amendments will be followed with a “closed record” hearing to review the recommendation of the Hearing Examiner. At this time, we anticipate the “closed record” hearing in April.

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

- Adoption Process Handout

10:30 – 11:00 Wenatchee Valley Animal Care & Control – Ms. Dawn Davies

The Council will be given an update on the Wenatchee Valley Animal Care & Control (WVACC) 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, provide the draft contract for 2019-2021 and field any questions. The City and the Wenatchee Valley Animal Care & Control contract currently expires on March 31, 2019.

The current contract 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 was for three years, with annual 1% increases with the first year at \$16,000, the second year at \$16,160, and the third year at \$16,321.60. In addition, the Humane Society handles a majority of the licensing of animals regarding collection of payment; city staff assists payments at City Hall when needed and those revenues are transferred monthly to the WVACC.

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

- Contract for Services 2016 – 2018
- 2018 Animal Control/Leavenworth Quarterly Reports

11:00 – 11:15 Wastewater Treatment Plant Update

This time has been set aside to update Council on the progress being made in regard to the Waste Water Treatment Plant Upgrade Project (TMDL requirements). Staff has been meeting weekly via phone conferencing with the engineers of Varela and Associates to reach the 30% design phase by March 15 of this year. Those designs will then be reviewed and modified in preparation for submittal of the 60% design due by May 3, 2019. The designs include headworks modifications, electrical modifications, tertiary treatment (filter) and building design, clarifier upgrades/modifications, dewatering (centrifuge) modifications, biological phosphorous removal modifications, UV disinfection modifications, and domestic water cross connection modifications.

In addition to design requirements, Varela and Associates, upon request of the Department of Ecology (DOE), has submitted to DOE changes in the initial design of the upgrades to the facility and the justification and reasoning for those changes, for DOE review and approval. Department of Ecology has reviewed those changes and issued approval to the City on February 27, 2019.

As the design/bidding phase comes closer, Varela and Associates will be making a presentation to Council to update, explain processes, and answer questions prior to finalization and proceeding with bidding/construction.

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

11:15 – 11:30 Council Open Discussion

The remainder of this time slot allows for Council discussion of items not on the agenda.