

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
January 14, 2020 8:30 a.m.

8:30 – 8:40 Official Oath of Office

This time is provided to perform the official oath of office for any members that have not yet been administered the oath.

8:40 – 9:00 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.

9:00 – 10:00 Mayor and Mayor Pro Tempore Committee Assignments and Council Policy, Procedures, and Rules of Conduct

This time is provided for the City Council members to discuss a number of items; with the election of a new mayor and city council members, a general discussion on meeting rules and organization is one item on the list.

The first meeting of the year, with the election of new Council Members and the formation of a new City Council, is also an opportunity for a review of Leavenworth Municipal Code (LMC) Chapter 2.04 and Resolution No. 1-2019.

- LMC Chapter 2.04 establishes the purpose of the Study Session, when Study Sessions shall occur, when Council meetings occur, and compensation for the City Council members.
- Resolution No. 1-2019 establishes the policies, procedures and rules of conduct for the City Council and its meetings. Annually the City Council reviews these documents at the first meeting of the year. Both documents were modified last year to establish the 8:30 AM start time of the Study Session and to allow for Council Member vote via conference call. One issue that has previously been discussed and not been included in the Council Resolution is any standard for attendance to City Council or Study Session meetings.

This time is also provided for the members of the Council to discuss the process for the election of the Mayor Pro-Tempore and the Council Member assignments to various committees, which will be assigned by the Mayor and Mayor Pro-Tem at the January 28, 2020 Council meeting. Standing Committees are assigned by the Mayor Pro-Tem while Ad Hoc Committees are assigned by the Mayor.

A final item for discussion would be the process moving forward for the process used for identifying and hiring a new City Administrator. Mr. Walinski's employment contract will be terminated with an effective date of February 29, 2020. The past practice of the City is for the Mayor and Council to develop a selection process; identifying and advertising for candidates can be completed in a number of ways; the City has in the past used professional search company. The City Administrator is appointed and removed from office at the pleasure of the Mayor. The contract for employment of

the City Administrator is approved by the City Council. The selection process for the City Administrator is primarily at the direction and under the oversight of the Mayor.

Members are being provided a copy of the current Council Policy, Procedures, and Rules of Conduct for any suggested modifications or clarifications if needed.

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

- LMC 2.02 City Administrator
- LMC 2.04 City Council
- Resolution 1-2019 – Council Policy, Procedures and Rules of Conduct
- Current City Council Committees
- Current City Council Ad Hoc Committees

10:00 – 10:45 Overview of the Process and Priority Review of the Docket for the Joint Meeting with the Planning Commission

This time is provided to review the draft 2020 Docket list and prepare for the Joint Council and Planning Commission meeting on January 28, 2020. The Docket represents potential inconsistencies or deficiencies in the Comprehensive Plan (and secondarily, the codes) compiled by the Council, Planning Commission, public, and staff. Additionally, this year, there are two items listed as discussions – PUD powerlines and the Osborn school property. These discussion items have been added to address public comments obtained from the Council Block Party (Osborn property) and past concerns/desires to move powerlines (PUD). Continuing these discussions are not currently tied to an amendment of the Comprehensive Plan or the Code, but are added to the Docket to track potential future updates or planning activities.

Staff will briefly review each item on the draft Docket and then review the prioritizing process. At the January 8, 2020 Planning Commission meeting, Commissioners reviewed each item and made informal recommendations for the Docket priorities. For this Study Session, staff will present the Planning Commission recommendations ahead of the Joint meeting.

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

- Draft 2020 Docket
- Joint Workshop Procedure
- Rating Sheets (2 excel graphs)

10:45 – 10:50 Public Community Workshop on Housing with Planning Commission

The Planning Commission has been working on housing related code amendments for more than two years. While several code changes have been completed, the Planning Commission is looking for ways to increase public engagement and receive public direction on diversity of housing types, through the Missing Middle concepts, tiny homes and tiny home communities, and affordable housing options. The Planning Commission has several ideas to propose at a community workshop tentatively scheduled for March 18 or 19, 2020. This time is provided to review some of the draft workshop materials with the City Council for any input or comment.

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

- Public Presentation Example

10:50 – 11:05 Lodging Tax Grant Applications Review Process

This time is provided to discuss the process for review and scoring of the grant applications, identify those council members for the review of the applications (previously this has been conducted by the Economic Development Committee), and to set the meeting date to review and score the applications, which may also include setting up interviews with the applicants. This year, the City has received ten applications for the 2020 Lodging Tax Group Funding Programs, which includes six (6) for Festivals/Events and four (4) for Hospitality/Special Projects. A summary spreadsheet is included identifying each of the applicants and total funds requested, as well as copies of each of the applications. Also included is a copy of the current Revised Code of Washington (RCW) defining the use of Lodging Tax funding.

The total available funding for Festivals/Events is budgeted at \$15,000 with a limit of \$3,000 per applicant; total requests for this group is \$11,465. The Hospitality/Special Projects budget is \$30,000 with a limit of \$7,500 per applicant; total requests for this group is \$23,360.

History

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 in order 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 in 2018; the rule was that only a 3rd year was allowed, if approved 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.

In 2019, the City Council discussed the need to consider expansion of the program to allow for the Hospitality and Special Project funding program. This new program is designed to develop and provide program enhancements and services to improve the tourist experience and hospitality within the City of Leavenworth.

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

- Summary Spreadsheet of Applicants

- RCW stating use of Lodging Tax Funds
- 10 Group Funding Applications

11:05 – 11:15 Review of Link Dedication Process

The City of Leavenworth has been working with Link Transit for approximately two years in construction, and several more in planning to complete the new Park & Ride. At this time, Link is ready for the final dedication of the Fitz Strasse, Ward Strasse turn-around, and the Fitz Strasse improvements.

Link previously dedicated right-of-way for Ward Strasse and Fitz Strasse to the City, recorded with the County Auditor under file number 2448897. The area for improvement was expanded to account for a turn-around at the eastern terminus of Fitz Strasse, which is to be dedicated to the City. Additionally, all road and utility improvements in the right-of-way, primarily stormwater, are to be transferred to the City by a Bill of Sale.

The City Engineer has reviewed and approved the final “as-built” plans, which will be printed (paper copy) by Link and provided to Public Works for record keeping.

This time is set aside to address any questions regarding the final dedication and Bill of Sale prior to the evening meeting, when Council will be asked to authorize the Mayor to sign and record both the Bill of Sale and the final dedication of right-of-way.

The following items are included under **TAB 5 (Evening Meeting)**:

- Interlocal Agreement
- Bill of Sale
- Deed for Right of Way
- Deed and Dedication of Public Right of Way – AFN 2448897

11:15 – 11:45 Parking Advisory Committee Recommendation

This time is provided for a review and discussion by the City Council on the Parking Advisory Committee’s recommendation to contract with Duncan Parking Technologies, Inc., a wholly-owned subsidiary of CivicSmart, to provide parking equipment and parking management services for the implementation of the on-street paid parking program.

The Parking Advisory Committee was formed in April 2019. The purpose of the Parking Advisory Committee is to assist in the review and implementation of the City of Leavenworth Downtown Strategic Parking Management Plan by determining and recommending action items for the City Council. Decisions and recommendations by the Parking Advisory Committee are based on action items aligned with the Guiding Principles for Downtown Parking Management adopted by the Leavenworth City Council and included in the Downtown Strategic Parking Management Plan. The primary goals of the Parking Advisory Committee, at this time, are getting the right persons needing to park to the right parking stall, assuring that the most convenient parking locations are available for residents or visitors doing business in the downtown area, and creating a variety of parking options to meet a variety of needs.

The committee membership is reflective of the many stakeholders with concerns about parking within Leavenworth; the members include representation from the Chamber of Commerce, residential

community, business owners, the City Council, and local lodging owners. The following table provides the make-up of the committee membership:

Mia Bretz - <i>City Council</i>	Kayla Applebay - <i>Chamber of Commerce</i>
Sharon Waters - <i>City Council</i>	Anne Hessburg* - <i>Leavenworth Resident</i>
Michael Bedard - <i>Leavenworth Resident</i>	Jean Dawson - <i>Leavenworth Business Owner</i>
Jesse Boyd – <i>Leavenworth Hotelier / shared</i>	Lyman Boyd - <i>Leavenworth Hotelier / shared</i>
Joel Walinski - <i>Mayor’s Representative</i>	

*Chair person

Using the Downtown Strategic Parking Management Plan as the guide, the Committee’s primary focus in the initial meetings has been on the management of on-street parking within the downtown commercial core. This work included discussions on timed on-street parking, paid on-street parking, employee parking, residential parking, bike parking, increased parking capacity, and signage. In September 2019, the Committee recommended moving forward with developing a paid on-street parking program using Smart Meter Parking Technology. This would also include implementing several options for employee parking and having the tools in place for a residential parking permit zone program. Implementing a paid on-street parking program using smart meters would align with a number of Guiding Principles identified in the Strategic Parking Plan:

1. The most convenient on-street parking will be preserved for the priority users; the visitor and local customers.
2. The on-street parking system is a finite resource and will be managed to provide a rate of turnover that supports downtown vitality.
3. The off-street parking resources (parking lots) are managed to address employee parking demands.

The Committee did review just implementing on-street timed parking; however, they identified multiple benefits for moving along with implementing on-street paid parking over strictly timed parking. Those benefits for implementing paid on-street parking using Smart Meter Technology include the following:

1. Using smart meters will allow for the collection of data that can be used by the Advisory Group to address management of future parking needs and maintain the 85% Occupancy Standard.
2. Smart meters and sensors allow parking availability information to be pushed out to visitors/residents/employees, potentially reducing the congestion caused by the search for parking.
3. Enhanced and efficient enforcement of parking violations.
4. On-street parking revenue is estimated to provide an additional revenue source that could be directed toward increased future capacity or parking enhancements (shuttles, signage, etc.)
5. Smart meters provide the option of using Smart Cards, which could allow for a Residential Discount Parking Pass, Employee Discount Parking, etc.
6. Smart meters can be turned off and on remotely. Hours and fees can be changed to reflect demand. For example: meters can be turned off in February and March at low use times.
7. Smart meter use is intuitive to the customer and requires less signage than kiosks and less signage than hourly parking.

At that time, after receiving feedback from the community and with the City Councils support, the Advisory Committee developed a Parking Equipment and Parking Management Request for Proposal (RFP). The RFP was publicly posted and a number of parking equipment companies and parking management companies were notified of the RFP. In November, only one company provided a full response to the RFP.

The reasons for only one response being submitted is primarily because the City had requested that all of the services requested within the RFP be coordinated under one prime contractor. That contractor would then be responsible for services and technologies being integrated for the end user – the City. Those integrated services included the following:

- Dual and Single Space Smart Meters
- Vehicle Detection Sensors
- A Meter Management System
- A Pay by Cell System
- Enforcement Technology
- Maintenance and Analytics Software

A follow-up request for pricing was submitted to a number of individual companies that provide individual parking services or equipment identified in the RFP. This was primarily done to compare the pricing that was provided within CivicSmart’s RFP to the pricing provided by individual companies. This price checking found that CivicSmart’s pricing was competitive with the individual companies, and often case was lower. One example is parking meter pricing:

Company	Unit Price	Monthly Meter Charge	Transaction Fee
CivicSmart Dual Space (Meter, Install, Training)	\$451.75	\$8.25	0
Mackay “2 Bay”	\$650	\$12.00	0
Parktel Meters	\$969.57	\$5.00	\$.10 CC Transaction

Another drawback with selecting individual service or equipment companies, would require the City to oversee the individual companies’ implementation and enforce the companies to integrate their software and hardware. Under the CivicSmart proposal, CivicSmart would be responsible for the integration as part of the contract.

The next step in the process is two-fold: one is to continue to provide information to the public to continue to collect feedback on the implementation of this project; the second is to develop and sign a Professional Services Agreement with CivicSmart, make several final selections regarding equipment and software, and develop an installation and implementation plan.

There are also many micro decisions and recommendations yet to be made:

1. Developing the details on employee parking options; this would include the use of the Link Park & Ride, DOT Lot, and other City owned parking lots.
2. Code development for the implementation of a Residential Zone Parking Permit program – this program would limit the parking in certain residential areas if requested by residents of a specific neighborhood.

3. Fine tuning estimates on revenues and expenditures for the program to assist in developing pricing and meter timing.
4. Updating code language for enforcement efforts.
5. Decisions on staffing: to manage the program, provide enforcement, and maintain the system.

CivicSmart Contract Specifics:

- ✓ 179 Dual Space Meters
- ✓ 45 Single Space Meters
- ✓ 10 Kiosks (T2 or Flowbird)
- ✓ Pay by Phone App and Parking Locator (ParkMobile and/or Pay By Phone)
- ✓ Parking Enterprise Management System
- ✓ 653 Vehicle Detection Sensors (On-street and Paid Parking Lot locations)
- ✓ AutoISSUE Enforcement Software
- ✓ Project Manager – oversees implementation and coordinates vendors / software)

Total upfront costs are \$376,624, which does not include ongoing monthly costs. Estimated 5-year costs, which includes monthly gateway fees, warranty costs, etc. is \$518,406. The estimated 5-year costs do not include personnel or equipment costs for maintenance, enforcement, and administration.

As a follow-up, staff contacted Rick Williams Consulting to update the Revenue/Expense Scenarios that were completed as part of the Parking Study; this update is included under **TAB F**. This analysis was updated with the actual number of paid to park on-street stalls, updated equipment costs, and also includes ongoing maintenance and enforcement costs. Equipment costs from the proposal were used and the estimated annual costs for maintenance, administration, and enforcement of \$143,591 was included in the analysis of the scenarios. In all four hourly rate scenarios (\$1.00 per hour, \$1.25 per hour, \$1.50 per hour, and \$1.75 per hour), all hourly rate scenarios generate positive net revenue after debt and operating expenses. These scenarios also assume some level of debt service; this may not be necessary as the City's Parking Fund currently has a fund balance \$557,793 that could be used to offset the initial capital cost of equipment and installation. The scenarios also make several assumptions: assumes 260 operating days; 130 days of peak parking use with 6.75 hours of use per day per stall; and 130 off peak parking with 4 hours of use per day per stall.

The Parking Advisory Committee met with the representatives of CivicSmart, President & CEO Michal Nickolaus and Independent Project Manager Bradley McGee on January 8, 2020 to review the proposal, Q&A on equipment and discuss an implementation schedule. The Parking Committee at this time is recommending that the City of Leavenworth contract with CivicSmart for the purchase of equipment and the oversight and management for implementing the on-street paid parking program.

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

- CivicSmart Parking Equipment & Management Services Response without Appendices
- CivicSmart Price Proposal for RFP
- Five-year Equipment Cost of Ownership
- Revenue/Expense Scenarios Rick William Consulting
- CivicSmart – Smart Parking Solution Presentation January 8, 2020

11:45 – 12:00 Council Open Discussion

- a) Confirm a Council Retreat Date and Location Preferences
- b) Chelan County Emergency Management, Open Public Meetings, and Open Public Records Act Training Reminders
- c) Open Discussion

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