



City of Leavenworth

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City Council
Carl J. Florea - *Mayor*
Carolyn Wilson
Mia Bretz
Sharon Waters
Clint Strand
Jason Lundgren
Anne Hessburg - *Mayor Pro Tem*
Zeke Reister
Joel Walinski - *City Administrator*

LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall – Council Chambers
February 25, 2020 – 6:30 PM

Call to Order

Flag Salute

Roll Call

Council Committees – 4th Tuesday

Housing 3:00 PM
Public Safety 4:00 PM
Finance 5:00 PM

Consent Agenda

1. Approval of Agenda
2. Approval of February 11, 2020 Study Session Minutes
3. Approval of February 11, 2020 Regular Meeting Minutes
4. 2020 Claims \$124,555.26

Councilmember and Committee Reports

Mayor / Administration Reports

Comments from the Public on Items Not on the Agenda

Resolutions, Ordinances, Orders, and Other Business

1. Action: Leavenworth Ski Hill Heritage Foundation Contract for Lodging Tax Funds
2. Action: CivicSmart Contract for Parking
 - a) Resolution 03-2020 Sole Source Vendor
 - b) Contract Approval
3. Action: Varela & Associates Contract Amendment No. 3 Construction Engineering for Wastewater Treatment Plant Upgrades
4. Action: Resolution No. 02-2020 – Temporary Purchasing Authority Wastewater Treatment Plant
5. Action: Ordinance No. 1607-2020 – Salary Schedule Update
6. Action: Authorize to Advertise Request for Proposal – Website Redesign
7. Action: Mayor Pro Tempore Standing Committee Assignments
8. Action: Mayor Ad Hoc Committee Assignments

Information Items for Future Consideration

1. Housing Open House and Discussion March 26, 2020 CSD High School 6:30 PM
2. LIFE 2.0 Community Discussion April 6, 13, 20, 2020 Icicle River Middle School 6:30 PM

Adjournment

(Next Ordinance is 1608 – Next Resolution is 04-2020)

SUPPLEMENTAL COUNCIL AGENDA

1. Leavenworth Ski Hill Heritage Foundation Partnership Contract for Lodging Tax Funds

The City Council is being asked to review and consider for approval a Partnership Funding Contract with the Leavenworth Ski Hill Heritage Foundation (LSHHF). The contract is for the City to provide Twenty Thousand Dollars (\$20,000) in lodging tax funding for the promotion of the Leavenworth Winter Sports Club (LWSC) events and operations. Specifically, the funding will be used to promote Leavenworth Winter Sports Club venues including the Ski Hill facility, Nordic skiing venues, the tubing hill at the Leavenworth Golf Course, and to promote special events including but not limited to the Skirerren race at the golf course, Kick Your Sticks Nordic Ski, and Ski for Health day. The agreement is for a one-year period, calendar year 2020.

This agreement is unique in that the City will be providing funding to the Leavenworth Ski Hill Heritage Foundation, which is a 501c(3) and the LSHHF will provide the funds to the Leavenworth Winter Sports Club, which is a 501c(4). This relationship is defined in the Memorandum of Understanding between the two organizations; that MOU is provided within the packet materials.

The City has provided \$20,000 in annual funding to the Leavenworth Winter Sports Club for the previous five years. In 2019, the WA State Auditors noted that lodging tax funds should only be provided to organizations that are 501c(3) or c(6). In addition, the auditors also suggested having written agreements in place for the funding provided by the City and the services provided by the organization. The agreement that is being used is from a template provided by the Municipal Research and Services Center (MRSC). The Economic Development Committee has reviewed and recommended the approval of the agreement. Going forward, the Economic Development Committee has recommended the partnership agreements be for a two-year period, which aligns with the City’s budget cycle. Partnership agreements are also being developed with Autumn Leaf and the Upper Valley Historical Museum.

COUNCIL GOALS

<i>Revenue & Fiscal Health</i>	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	✓
<i>Infrastructure</i>	Does the request/action support a safe and efficient infrastructure?	
<i>Economic Development Growth and Vitality</i>	Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base?	✓
<i>Transparency and Accountability</i>	Does the request/action further public understanding and engagement?	✓
<i>Community Building</i>	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	

The following items are included under **TAB 1**:

- Partnership Lodging Tax Funding Agreement LSHHF/LWSC 2020
- MOU LWSC and LSHHF, December 2019
- LWSC Budget vs Actuals, July 2018 – June 2019

- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the Partnership Funding agreement with the Leavenworth Ski Hill Heritage Foundation for \$20,000 of funding for the promotion of the Leavenworth Winter Sports Club operations for 2020.*

2. CivicSmart Contract for Parking

The City Council is being asked to review and consider for approval a contract with Duncan Parking Technologies, Inc., a wholly-owned subsidiary of CivicSmart, Inc. to provide parking equipment and project management for the implementation of the Parking Advisory Committee's recommended paid on-street parking plan. A draft of the agreement is provided under TAB 2; at this time, Duncan Parking Representatives are reviewing the agreement and we look to have a final document for the City Council on Tuesday evening. The contract itself is unique, partially a Public Works Contract, providing the parking meter equipment and some installation, and partially a Professional Services Agreement, which covers the coordination of software providers and consultation to the City. A near final draft is currently under review.

The paid on-street parking plan provides for the following services and equipment to be provided by Duncan Parking:

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

Duncan Parking will be responsible for providing the equipment and ensuring that the various vendors equipment and software is integrated with each system provider.

Duncan Parking/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 the City's personnel or equipment costs for maintenance, enforcement, and administration.

History:

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 current make-up of the committee membership:

Mia Bretz - <i>City Council</i>	Kayla Applebay - <i>Chamber of Commerce</i>
Open Seat – <i>Leavenworth Resident</i>	Anne Hessburg* - <i>City Council</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>
<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 was 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 and longer-term 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. The City Council discussed the contract and parking plan implementation at the January City Council Study Session. As a follow-up to that meeting, additional public outreach was conducted.

On February 6, 2020, a public Open House was held, and approximately 40 residents were in attendance. The presentation provided at that Open House is provided within the packet material. The overall framework of the paid parking plan was discussed and also the pathway in which the committee took to get there. As noted in the presentation, there are many micro steps and decisions to be considered from this point forward; however, the next first step is to formalize the relationship between the City and Duncan Parking/CivicSmart, which begins the process of implementing the on-street parking program. That implementation will include additional public outreach regarding the use of Smart Cards, Employee Parking options, pricing, the Residential Parking Permit program, etc.

COUNCIL GOALS

<i>Revenue & Fiscal Health</i>	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	✓
<i>Infrastructure</i>	Does the request/action support a safe and efficient infrastructure?	✓
<i>Economic Development Growth and Vitality</i>	Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base?	
<i>Transparency and Accountability</i>	Does the request/action further public understanding and engagement?	✓
<i>Community Building</i>	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	✓

ITEM A: Resolution No. 03-2020:

The contract for the purchase of equipment and consulting services is a hybrid between a Professional Service Agreement and a Public Works Contract. The City Attorney has developed a contract agreement that addresses the services provided and required. The contract has been approved as to form by the City Attorney. In addition to the contract, the City Attorney is recommending that the City Council consider the adoption of Resolution No. 03-2020, which is to approve a sole source procurement and waiver of formal bidding requirements for an electronic metering system. The City did post a public noticed and advertised Request for Proposal; unfortunately, only one response was received, which was from Duncan Technologies. As a follow-up, the City did contact individual equipment providers to test the competitiveness in pricing that Duncan Parking had provided. The result of that testing was that Duncan did provide competitive pricing. Duncan was also the only company that was found to be able to provide the additional services in coordinating the software and interfacing from various parking software providers and equipment providers. This is the justification for the consideration of Resolution No. 03-2020 to approve sole source vending.

The following items are included under **TAB 2:**

- Public Open House PowerPoint Presentation February 6, 2020
- Resolution No. 03-2020 Duncan Parking Technologies Sole Source Procurement
- Duncan Parking Technologies Contract Agreement – *DRAFT*

The Parking Advisory Committee is requesting that the City Council consider the approval of the contract with Duncan Parking Technologies. The procedure for approval of that contract would be to first consider for approval Resolution No. 03-2020, which allows for sole source procurement (Motion Item A). The second step is consideration for the approval of the contract with Duncan Parking Technologies (Motion Item B).

- **MOTION ITEM A:** *The Leavenworth City Council moves to approve Resolution No. 03-2020 for the approval of a sole source procurement and waiver of the formal bidding requirements for the Parking Metering System.*
- **MOTION ITEM B:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the contract with Duncan Parking Technologies for the purchase of parking equipment and parking management services.*

3. Varela & Associates Contract Amendment No. 3 Construction Engineering for Wastewater Treatment Plant

The City Council is being asked to review and consider for approval a contract Amendment (No. 3) with Varela & Associates, which scope covers the construction phase services associated with the Wastewater Treatment Plant improvements. As noted in the cover letter included in the packet material, the primary tasks included in the scope of this contract amendment are construction engineering, onsite inspections, construction management, material testing, and developing the operation/maintenance manuals. The amount of the contract amendment is Nine Hundred Sixty-Six Thousand, Three Hundred Ninety-Nine Dollars (\$966,399.00).

This is an amendment to the original agreement with Varela & Associates. The original agreement covered the initial design work for the Wastewater Treatment Plant upgrade and the design work for the South Interceptor Sewer Project. Depending on how the City moves forward with additional sewer collection system projects, a future contract amendment will be needed for that design work.

COUNCIL GOALS

<i>Revenue & Fiscal Health</i>	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	✓
<i>Infrastructure</i>	Does the request/action support a safe and efficient infrastructure?	✓
<i>Economic Development Growth and Vitality</i>	Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base?	
<i>Transparency and Accountability</i>	Does the request/action further public understanding and engagement?	✓
<i>Community Building</i>	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	

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

- Leavenworth Wastewater Treatment Upgrade Project Agreement Amendment No. 3 Cover Letter, Varela & Associates January 24, 2020
- Exhibit K/Amendment to Owner-Engineer Agreement, Amendment No. 3

- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign Amendment No. 3 Owner-Engineer Agreement for construction services associated with the Wastewater Treatment Plant Upgrade Project.*

4. Resolution No. 02-2020 – Temporary Purchasing Authority Wastewater Treatment Plant

The City Council is being asked to review and consider the approval of Resolution No. 02-2020, which provides temporary purchasing authority to the Public Works Director and Mayor for contract amendments and contract change orders associated with the Wastewater Treatment Plant Project. This item was discussed at the February City Council Study Session. The Wastewater Treatment Project is one of the largest and complex projects that the City will undertake. The need for an amendment to the Purchasing Policy is necessary for the project to move forward and maintain the aggressive completion schedule. While any significant change order or contract amendment over \$25,000 will need to be reviewed and addressed by the City Council, the allowance of the Mayor and Public Works Director to approve changes under this amount will help in addressing smaller changes of the project. Those changes will be incorporated in the pay requests and a full report on these smaller changes will be reviewed by the Council as the project proceeds.

COUNCIL GOALS

<i>Revenue & Fiscal Health</i>	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	✓
<i>Infrastructure</i>	Does the request/action support a safe and efficient infrastructure?	✓
<i>Economic Development Growth and Vitality</i>	Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base?	
<i>Transparency and Accountability</i>	Does the request/action further public understanding and engagement?	✓
<i>Community Building</i>	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	✓

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

- Purchasing and Bidding for Equipment, Materials, Products and Services Policy.
- Resolution No. 02-2020 Purchasing Policy Amendment
- **MOTION:** *The Leavenworth City Council moves to approve Resolution No. 02-2020 Amending the Purchasing Policy specifically for the Wastewater Treatment Plant Improvement Project.*

5. Ordinance No. 1607 – 2020 Salary Schedule Update

The City Council is being presented with the updated 2020 salary schedule for approval. The City Council previously adopted the 2020 schedule at the December 10, 2019 City Council meeting. At that time, the pool employees had not been finalized as a discussion needed to occur with the Upper Valley Park & Recreation Service Area Board (PRSA), regarding the pool rates and adjustments with salaries, to ensure stability of the Pool Fund budget. The PRSA met on February 13, 2020 and has recommended the suggested rates to increase the minimum wage to the State requirement of \$13.50 to various maximum rates as identified for the manager, assistant manager, lifeguards, concession stand workers/cashier, and a new increased flat rate for lifeguarding of private lessons. The PRSA Board made recommendations for increased pool entry/use fees, to assist in coverage of these new salary rates, which will be presented to the Council in April with other changes necessary to the City’s Rate & Fee Schedule. It is noted that the pool rate increases will affect all users of the pool, with exception to senior daily and pass rates. An additional amendment to the Development Services Manager wage

is included with a correction; the previously provided rate had been the initial probationary rate at hire rather than the actual current rate that had been in effect since May 1, 2019. All adjustments are highlighted in yellow for ease of review.

COUNCIL GOALS

<i>Revenue & Fiscal Health</i>	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	✓
<i>Infrastructure</i>	Does the request/action support a safe and efficient infrastructure?	
<i>Economic Development Growth and Vitality</i>	Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base?	
<i>Transparency and Accountability</i>	Does the request/action further public understanding and engagement?	✓
<i>Community Building</i>	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	

The following item is included under **TAB 5**:

- Ordinance No. 1607
 - **MOTION:** *The Leavenworth City Council moves to adopt Ordinance No. 1607 amending the 2020 Salary Schedule.*

6. Authorize to Advertise Request for Proposal – Website Redesign

The City Council is being asked to review and consider authorization for posting and publication of a Request for Proposal (RFP) for consultant services associated with the redesign and update of the City’s website. The RFP was developed after conversations at several City Council Committees and a discussion with the City Council at the February Study Session. Based on discussions with the City Council, the draft RFP reflects the desire to improve the website appearance and function with a modern update to the website.

The contractor is expected to address the following scope of work:

- Evaluate the current website and provide a transition plan to implement a new website.
- Review the development of the website with the City Council and/or Council Committee throughout the process.
- Provide web design tools to increase website capabilities to improve the engagement with citizens and users.
- Develop a customized, modern template for the website that allows for it to be displayed on any size device.
- Assist the City with transition of content from the current website to the new redesigned website.
- Provide all hosting and security related services for the new website.
- Provide training to administrators, department heads, and content managers.

The review of the proposals will be by select members of the City’s Economic Development Committee and key staff. Interviews may be conducted prior to making a recommendation to the City Council. It is anticipated that the selected consultant will work directly with the City Council on the overall look, appearance, and organization of the new City website. An overall budget has not been

identified for this project. An estimate of probable cost from Evo Gov.Com is \$14,000 to \$32,000 depending on the wide range of factors and options selected.

COUNCIL GOALS

<i>Revenue & Fiscal Health</i>	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	✓
<i>Infrastructure</i>	Does the request/action support a safe and efficient infrastructure?	
<i>Economic Development Growth and Vitality</i>	Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base?	
<i>Transparency and Accountability</i>	Does the request/action further public understanding and engagement?	✓
<i>Community Building</i>	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	

The following item is included under **TAB 6**:

- Request for Proposal for Website Design and Development
 - **MOTION:** *The Leavenworth City Council moves to authorize the publishing and advertising of the Request for Proposal for the Design and Development of the City’s Website.*

7. Mayor Pro Tempore Standing Committee Assignments

The City Council is being asked to confirm Mayor Pro-Tempore Hessburg’s appointments of City Council Members to the Council Standing Committees of Economic Development, Parks, Public Works, Housing, Public Safety, and Finance. Under the authority provided in RCW 35A.12.120, the City Council may enact rules and regulations to govern the conduct and operations of the City Council. This authority includes the ability to determine if and when standing committees will be utilized, what the committees will be, how they will conduct their business, and how their members will be appointed. Under Resolution No. 01-2020, Section 4 of the City Council Procedures and Rules; the Mayor Pro-Tempore makes appointments to the standing committees with confirmation by the City Council.

COUNCIL GOALS

<i>Revenue & Fiscal Health</i>	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	
<i>Infrastructure</i>	Does the request/action support a safe and efficient infrastructure?	
<i>Economic Development Growth and Vitality</i>	Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base?	
<i>Transparency and Accountability</i>	Does the request/action further public understanding and engagement?	✓
<i>Community Building</i>	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	

The following items are included under **TAB 7**:

- RCW 35A.12.120: Council – Quorum – Rules – Voting
- Resolution 01-2020: Council Policy, Procedures, and Rules of Conduct
- 2020 Appointments to the City Council Standing Committees – *Updated list will be provided at the meeting*
 - **MOTION:** *The Leavenworth City Council moves to confirm the City Council appointments by Mayor Pro Tempore Hessburg to the City Council Standing Committees for 2020.*

8. Mayor Ad Hoc Committee Assignments

The Council is being asked to confirm Mayor Florea’s appointments to the Ad Hoc Committees and City representatives to other agencies where City representation is necessary. The City has various representatives on local and regional boards; the City’s past practice is for the Council to review and confirm the Mayoral appointments.

The following motion is a confirmation of the Mayor’s appointment to Ad Hoc Committees and City Representative Assignments. The appointment to these committees is at the discretion of the Mayor; the confirmation by the City Council is to confirm that Council has reviewed the Mayor’s appointments.

The Mayor continues to work on identifying and selecting three new members to the Planning Commission; those recommendations and appointments will be made at a future meeting.

COUNCIL GOALS

<i>Revenue & Fiscal Health</i>	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	
<i>Infrastructure</i>	Does the request/action support a safe and efficient infrastructure?	
<i>Economic Development Growth and Vitality</i>	Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base?	
<i>Transparency and Accountability</i>	Does the request/action further public understanding and engagement?	✓
<i>Community Building</i>	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	

The following item is included under **TAB 8:**

- 2020 Leavenworth City Council Ad Hoc Committees
 - **MOTION:** *The Leavenworth City Council moves to confirm Mayor Florea’s appointments to Ad Hoc Committees and the City Representatives on other agency boards for 2020.*