



City of Leavenworth

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City Council
Cheryl K. Farivar - *Mayor*
Elmer Larsen
Carolyn Wilson - *Mayor Pro Tem*
Mia Bretz
Margaret Neighbors
Sharon Waters
Clint Strand
Jason Lundgren
Joel Walinski - *City Administrator*

LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall – Council Chambers
May 14, 2019 – 6:30 PM

Call to Order

Flag Salute

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of April 12, 2019 Annual Retreat Minutes
3. Approval of April 23, 2019 Regular Meeting Minutes
4. April 2019 Payroll \$234,309.61
5. 2019 Claims \$765,040.56
6. PRSA Voucher Request \$60,000.00

Public Safety Report: Sergeant Scott Lawrence, Liaison Officer

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: Farmers Market Special Use Permit Noise Variance – Continued from 4/9/2019
2. Action: Set Public Hearing Date – Roadway Vacations
3. Action: Resolution 06-2019 – Social Media Policies – Continued from 4/23/2019
4. Action: Washington Technology Services Agreement for Website Support & Hosting Services
5. Action: Authorization to Proceed - Request for Proposal – Front Street Restrooms

Information Items for Future Consideration

1. Joint Mid-Year Meeting with the Planning Commission on June 5, 2019

Adjournment

Council Committees – 2nd Tuesday

Economic Development 3:00 PM
Parks 4:00 PM
Public Works 5:00 PM

(Next Ordinance is 1588 – Next Resolution is 07-2019)

SUPPLEMENTAL COUNCIL AGENDA

1. Leavenworth Community Farmers Market Special Use Permit Noise Variance

The City Council motioned to continue the Leavenworth Community Farmers Market Special Use Permit Noise Variance to the May 14, 2019 City Council meeting, due to safety concerns regarding the use of the pool during the Farmers Market season. Pool Manager Kelley Lemons and Councilmember Sharon Waters met with Farmers Market Management to address those safety concerns, which pertain to the noise levels in the park and the inability of the pool staff to hear emergency whistle calls. Farmers Market Management agreed to withdraw the request for a noise variance and maintain the current allowed decibel levels of 70 dBA as stated in Leavenworth Municipal Code (LMC) 9.33 regarding allowable noise levels. It is not recommended to make a motion regarding this item.

There are no items included under **TAB 1**.

2. Set Public Hearing Date – Roadway Vacations

The City Council is being asked to set a Public Hearing for two requests to vacate portions of right-of-way. The vacation process is outlined in State Law RCW 35.79.040 and requires a public hearing. The vacation of a road generally divides the right-of-way along the centerline giving the road to the adjacent property owners.

The first request is to vacate an undeveloped portion of Summit Street, located between property owned by Bruce and Margee Peterson, 508 Birch Street and Mike and Sandy Cecka, 510 Birch Street. This request is made pursuant to the 1889-1890 Washington State Law Chapter 19, Section 32 which stated that a platted road which remains unopen for public use for a space of five years after the platting shall be vacated.

The second request is to vacate a portion of Woodward Street, located between property owned by Park View Homeowner's Association at 289 Whitman Street and Andy and Jennifer Barber at 303 Whitman Street. Mr. Barber has submitted the application; however, the Homeowner's Association, at this time, is considering the application. Without the consent of both property owners, this request is incomplete and would not be noticed for Hearing. This section of Woodward Street includes a 10' pedestrian easement granted to the City for public use. The easement language notes the 1889-1890 Washington State Law Chapter 19, Section 32 but took no action to vacate the underlying road, AFN 9312230012. The applicant is Mr. Barber, who recently purchased 303 Whitman Street, and is seeking redevelopment of the site. It is important to state that the existing access, via the City parking lot, is not a vested right and will be re-examined at the time of any future development application.

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

- Summit Street Vacation Map
- Woodward Street Vacation Map
- Woodward Easement, AFN 9312230012

- **MOTION:** *The Leavenworth City Council moves to set a Public Hearing on June 11, 2019 at 6:45 PM for consideration of vacating portions of Summit Street and Woodward Street.*

3. Resolution 06-2019 – Social Media Policies

The City Council is being asked to review and consider for approval Resolution 06-2019 formalizing the approval of social media policies and guidelines for city staff use, best practice guidelines for elected officials and volunteers, and terms and conditions for use by visitors of City social media sites. The City Council reviewed this resolution at the April 23, 2019 City Council meeting and requested removal of specific language on Content Removal related to step by step procedures. The provided redline changes removes these steps while retaining the language that allows city staff to remove content when it is in violation of the policy and guidelines; this language is necessary to avoid future claims related to removal, if challenged by a visitor posting.

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

- Resolution 06-2019 Redlined Pages Only
- Resolution 06-2019 Full Clean Version

- **MOTION:** *The Leavenworth City Council moves to approve Resolution 06-2019 Social Media Policies and Guidelines.*

4. Washington Technology Services Agreement for Website Support & Hosting Services

The City Council is being asked to review and consider for approval a Service Level Agreement with Washington Technology Services (WaTech) for Website Support and Hosting Services for the City of Leavenworth and Leavenworth Festhalle websites. The services include regular WordPress updates, updates to installed plugins, routine website backups and storage, website hosting and support, and additional technical website additions and/or changes as requested by City staff. The contract cost for the first year is \$6,900; the contract cost for the second year is \$5,100. The two-year contract is capped at \$15,000.

City staff contacted local vendors that provide website support and hosting services and received the following information:

1. Firefly, Inc. quoted \$150.00 per hour for support services; however, Firefly does not have the manpower required to provide the necessary attention for testing each WordPress update.
2. Icicle TV quoted \$35,000 for the first year, including site development, hosting, and a year of webmaster fees for both sites. Icicle TV is currently trying to focus more on photography, video, and marketing; less on website management.
3. Axeon Technologies, Inc., located in Wenatchee, quoted \$90.00 per hour for support services. Unfortunately, WordPress is not their preferred platform and weren't able to guarantee support.

Washington Technology Solutions (WaTech) is "the consolidated technology services agency" (RCW 43.105.006) created to establish a streamlined, agile central IT organization that enables public agencies to better serve the people of Washington via technology. WaTech's customers include state agencies, county, city, and tribal governments as well as nonprofits. WaTech operates the state's core technology infrastructure--the central network and data center and supports enterprise applications. The agency's Office of the Chief Information Officer is charged with preparing and leading the implementation of a strategic direction and enterprise architecture for information technology for state government. Additionally, WaTech houses the State Office of Cyber Security and Washington OneNet. Approximately 325 people are employed at WaTech.

The following item is included under **TAB 4:**

- Washington Technology Services Service Level Agreement
 - **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the two-year Washington Technology Services Service Level Agreement for Website Support and Hosting Services for an amount not to exceed \$15,000.*

5. Authorization to Proceed - Request for Proposal – Front Street Restrooms

The City Council is being asked to consider authorizing a Request for Qualifications and Proposal for Architectural Services for the Front Street Restrooms and Stairway Access. At the April Study Session, the City Council reviewed the Master Plan for the Front Street Park and Front Street Redevelopment. As noted at that time, one project that is a priority and could be completed separately is the reconstruction or expansion of the Front Street Restrooms and the relocation of the access stairway from the Highway 2 sidewalk to Front Street Park. At this time, the Downtown Steering Committee has recommended proceeding with selecting an architectural firm to complete an assessment of the existing facility to determine the correct path of rebuilding or expanding, providing a 30% design schematic and an estimate of probable costs.

The selection process for the architectural firm would involve a review and recommendation by the Downtown Steering Committee. Criteria for the selection would include past experience of the firm and individual firm members with projects of this size and scope, any experience conforming with Design Review standards, and availability to complete the project in a timely manner. Once a firm is selected, a contract would be developed based on the scope of work and negotiated cost of services. A final contract for services would be presented and reviewed by the City Council for consideration of approval.

The Downtown Steering Committee met in March of this year and had a discussion regarding what were the next steps in moving forward with the Front Street Master Plan. The Committee recommends that before moving forward with a larger scale project of Front Street Park and Front Street, the community discussion on addressing the downtown parking concerns and the financing and shared costs of completing this scale of project needed to occur. The Master Plan Architects, J. A. Brennan & Associates, suggested that a smaller project included within the project, and also a high priority much needed improvement, such as the restrooms, might be a good starting point. Their recommendation, which was endorsed by the Steering Committee, was to contract with an architectural firm to complete the assessment, have them complete a 30% schematic design, and

to complete an estimate of probable costs. J. A. Brennan and Associates is a landscape architect firm and does not have the staff expertise to design significant building modifications; therefore, there is a need to complete a selection process for architectural design services.

The following items are included under **TAB 5**:

- Draft RFQ/P Architectural Services for Front Street Park Restrooms and Stairway Access
- Map of Downtown Master Plan
- Draft Professional Services Agreement

- **MOTION:** *The Leavenworth City Council moves to authorize the posting and advertising of the Request for Qualifications/Proposal for the Front Street Park Restroom and Stairway Access Improvement Project.*