

LEAVENWORTH CITY COUNCIL
Study Session Agenda
City Hall - Council Chambers
February 11, 2020 8:30 AM

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 City Council Vacancy Review

This time is provided to review the initial application received by the City of those residents that had an interest in filling the city Council vacant seat. The City received one complete application from Mr. Zeke Reister.

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

- Mr. Zeke Reister, City Council Position No. 2 Application

9:00 – 10:00 Wastewater Treatment Plant Update with Varela & Associates

This time is provided for a review of the Waste Water Treatment Plant Improvement Project. The bid for the project closed on January 29, 2020 at 2:00 PM. The City received six (6) complete bid packages. Including all alternatives, pricing ranged from \$8,111,572 to \$9,077,864. The initial engineer's estimate was \$7,522,960. The discussion today is a review of a number of items regarding the project:

1. Brief overview of the overall project and what the improvements are.
2. WWTP bid numbers and Alternatives. Alternative A is replacement of the UV Treatment, Alternative B is the replacement of the Mechanical dewatering equipment, and Alternative C is the rebuilding of the existing clarifiers.
3. Owner Engineer Agreement Amendment No.3. This agreement will cover the work and responsibility for construction engineering, project oversight and inspections. This is an amendment to the existing Varela Contracts for this scope of work.

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

- Study Session Discussion Outline – WWTP Construction Phase.
- Bid Recommendation and Certified Bid Tabulation Wastewater Treatment Plant Improvements. February 7, 2020.
- Amendment to Owner-Engineer Agreement Amendment No. 3 01/24/2020

10:00 – 10:15 Resolution No. XX-2020 Festhalle Facilities Policy Amendment & Resolution No. XX-2020 Rules and Standards of Conduct

The Leavenworth Festhalle Facilities Policy was originally approved by the Council on April 23, 2013 by Resolution 10-2013. The Policy provides operational guidelines on the rental and use of the Festhalle Facility. The Festhalle Oversight Committee has recommended an addition to the policy, “Prohibition on Discrimination”. The new section states that discriminatory practices on the basis of protected class are illegal and prohibited by users of the Festhalle. The policy was also updated with regard to janitorial services, ticketed events that provide their own set up and clean up, and an update to the equipment and linen rental rates.

Resolution No. XX-2020 is a resolution concerning rules and standards of conduct for persons and parties who enter into agreements with the City, use City facilities, or engage in business within the City. The resolution provides information on the expectations for the Festhalle users and that any issues regarding conduct by the users of the facility would be considered when the City considers future rental agreements with those users.

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

- Resolution XX-2020 Festhalle Facilities Policy
- Festhalle Facilities Policy – Redline version
- Festhalle Facilities Policy – Clean version
- Resolution XX-2020 Rules and Standards of Conduct – Redline version
- Resolution XX-2020 Rules and Standards of Conduct – Clean version

10:15 – 10:20 Review LMC 3.44 – Authorizing Tax for Affordable Housing Per HB 1406 and City Resolution 13-2019

The City Council is being asked, through the consent agenda, to schedule a public hearing for enacting Substitute House Bill 1406 regarding a sales and use tax. On September 24, 2019, the City Council approved Resolution 13-2019 stating the City’s intent to adopt legislation to authorize the sales and use tax. The sales and use tax is not a new tax, rather a redistribution of State collected taxes to the City for affordable housing. Specifically, HB 1406 authorizes the City to use funds only for affordable (60% of the average median income) and supportive housing projects within the City. The draft ordinance includes the creation of a new code, Chapter 3.44 Affordable Housing Funds under Title 3, Revenue and Finance, which will provide a way to collect and manage funds.

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

- Resolution 13-2019
- Draft Ordinance HB 1406

10:20 – 10:35 Website Redesign

This time is being provided to review a draft Request for Proposal (RFP) for the City’s website design and development. 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 including:

- Develop an easily understood and navigable website.
- Balance design, effectiveness, and accessibility.
- Improve communication and access to City information.
- Developed in a manner that supports content management by staff with no coding experience.
- Improve the website appearance and function.

To achieve the objectives of redesigning the website, staff has compiled a comprehensive list of desired website components to review with the City Council. The City's new website vendor must be able to provide, at a minimum, the following components:

- E-Communication platform – Integrated within the centralized Content Management System (file cabinet) for creating visually rich, fully responsive, non-emergency e-communication. Create unlimited subscriber lists, and communicate by email, text, and social media from a single point of access.
 - Alerts & Emergency Notification – Alerts posted on website and public notifications sent out through email, text message, and social media.
 - News & Announcements – Ability to post press releases, what’s happening, feature stories, and announcements, as well as emergency messages.
- Citizen Sourcing Tool – Encourages citizen idea submission, engaging discussions, voting, etc.
- Quick Links – Links can be placed directly on the pages.
- Spotlight – Ability to highlight important text on one or more pages.
- Online Payments – Secure online transaction by department.
- Online Forms – Forms/publishing/tracking.
- Facility Management – Reservations and/or listing.
- Online Job Postings and Application – Applicants can also create an online profile, fill out application, and attach additional documents.
- RFP/RFQ/Bid Posting – Allow for easy posting of bids to the site, along with amendments and updates. Schedulable with ability to set auto-expire date.
- Printable Pages – Print-friendly function.
- Calendar – Update/publish calendars. Includes unlimited number of event listings, single or reoccurring. Viewable by list, week, or month.
- Agenda Management – Upload, create, and manage agendas.
- Forward to a Friend – Email extension.
- Frequently Asked Questions – Dynamic content.
- Multi-Lingual Support – Using Google Translate.
- Departmental Home Pages – The ability for departments to have dedicated pages within the site that follow the same design as the other interior pages.

- Third Party Integration – Ability to integrate third-party applications, including but not limited to permit tracking and GIS.
- Directories, Listing for Staff and Departments – Ability to allow citizens to search for staff or business information.
- RSS Feeds out – Registration by Department. RSS Feeds are an easy way to stay up to date with your favorite websites. If a site offers an RSS feed, you get notified whenever a post goes up, and then you can read a summary or the whole post.
- Social Media Interface – Ability to integrate Facebook and Twitter.
- Site Search – Internal site search engine, site search log.
- Archive Center – Store agendas, minutes, newsletters, and other documents.
- Management Tools:
 - Site Statistics - Analytics and site audit reports.
 - Spell-check – The ability to spell-check content via the editor.
 - Document Center – Upload/download capability, back-end ability to search within.
 - Photo Center – Display community photos in a central location on website.
 - Rotating Photos/Banners – Dynamic image display.
 - Responsive Design and Mobile Friendly – Fully mobile responsive design – site adjusts to the screen size of all devices its being viewed on, includes forms, calendars, etc.
 - Approval Rights – Allow system administrator to establish specific rights and capabilities for internal staff to update content based upon the role they have in updating the website.
 - Intranet/Extranet – User restricted pages.
 - HTML Code – Capability to view and edit the HTML code of any page.
 - Content Preview – The ability to preview content before publishing live.
 - Live Edit – Create and edit pages live from the front end.
 - Browser Based Administration – Update, delete, and create template-based web pages.
 - Broken Links Finder – Site visitors can enter comments concerning how they accessed the page.
 - Automatic expirations – The ability to set a date for content to automatically expire.

The next step in this process would be to finalize the RFP and authorize the posting. The authorization of the posting would require Council action at a future meeting.

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

- Draft RFP Website Design and Development

10:35 – 10:55 Special Use Permits

This time is provided to discuss new code provisions for Special Use Permits, LMC Chapter 5.06. There are several sections of code that permit activities through a Special Use Permit; however, there are no specific code provisions for processing Special Use Permits. At the encouragement of our Attorney and City Administrator, a new Special Use Permit code has been drafted.

Currently Special Use Permits are used for:

- Festivals, LMC 5.38
- Fireworks, LMC 8.36
- Park Use, LMC 12.24
- Temporary Parking, LMC 10.08.220
- Temporary Recreational Vehicles, LMC 10.14
- Temporary Wireless Telecommunications Facilities, LMC 18.74
- Transient Businesses, LMC 5.38
- Taxicabs and Motorized Vehicles of Hire, LMC 5.36
- Alcohol, LMC 12.24.070
- Food, LMC 5.38.040
- Domestic Animal, LMC 6.16
- Sidewalk Special Uses, which is not currently in code, but proposed as a new code Chapter LMC 12.06.

The City Administrator issues all Special Use Permits as they pertain to the business of the City. The appeal of this type of permit may go to the City Council or to the Hearing Examiner. The draft reflects an appeal to the City Council; however, there are some cautions which should be considered before determining which type of appeal would work best for the City of Leavenworth. For example, several cities have had problems when a permit was requested by a group that the community was opposed to or for an activity that did not have community support. Additionally, there have been times when a group/party wanted to make a statement or had an agenda by making a controversial permit request. Appeal to the City Council could result in tough decisions that may not be popular by the residents.

Formalizing the Special Use Permit process will provide transparency to the process and consistency in the decision-making process.

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

- LMC Chapter 5.06 Special Use Permits
- LMC Chapter 12.06 Sidewalk Permits

10:55 – 11:10 2020 Project Tracker / 2020 Future Council Agenda Items

This time is provided to review the new year 2020 Project tracking document, and the Future Council Agenda Items document. The Project Tracker provides the Council with quarterly updates on the work and status of a number of Council Priorities or required projects/tasks that need to be completed by the City. It is not a comprehensive list; the project tracker does not include the daily tasks required to provide services and maintain service levels to residents, businesses, or visitors, but provides a good review of the work being completed by the City.

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

- Annual Objective and Project Tracker 2020
- 2020 Future Council Agenda Items

11:10 – 11:15 Quarterly City Newsletter Recommendations – Distribution in March

The City will be publishing the quarterly Mayor and City Council Newsletter in late February – early March. Article topics at this time include but are not limited to:

- “A Minute with the Mayor” – L.I.F.E. 2.0 Community Meetings
- Spring Clean-up Coming Soon – Herb Amick / Sue Cragun
- Water Meter Replacement Project – Herb Amick
- Waste Loop Operating the Recycle Center – Herb Amick
- Wastewater Treatment Plant Upgrade Project – Herb Amick
- Leash Law Reminder and Overnight Rental Hotline – Sue Cragun
- Upcoming Festivals and Events – Sue Cragun
- Update on current / upcoming City projects – Herb Amick / Sue Cragun

Staff is requesting any additional suggestions from the Council at this time.

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

- 2019 Spring Newsletter

11:15 – 11:25 Council Open Discussion

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

11:25 – 11:35 Public Comment Period

The remainder of this time slot allows for the public to discuss items with the Council.