

**LEAVENWORTH CITY COUNCIL**  
**Study Session Agenda**  
**City Hall - Council Chambers**  
**February 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 – 10:00 Social Media Policy / Training**

The City has invited Ms. Emily Guildner from Weed, Graafstra & Associates, Inc., P.S., the City's current attorney law firm, to provide internal guidance and user guidelines for social media use for the staff and Council. Ms. Guildner has assisted several other communities with her presentation materials that will provide us with some helpful checklists and best practice tips and will also review social media regulations in regard to State laws for use and retention purposes. Recent inquiries on acceptable uses of social media have come up and this training is aimed at assisting the staff and Council to address any questions and avoid future pitfalls. Attachments are provided for the PowerPoint presentation, suggested use of best practice guidelines for Councilmembers, visitor terms and conditions for the City to utilize on its own Facebook page, and an internal policy for use in the City's Personnel Policy.

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

- Social Media Presentation Handout
- Elected Official Social Media Best Practice Guidelines
- Social Media Visitor Terms and Conditions
- City of Leavenworth Social Media Policy (Internal)

**10:00 – 10:20 Hopkins Memorial Pool Capital Project Funding**

On November 21 2018, the Upper Valley Park and Recreation Service Area (PRSA) Board motioned to request a minimum of \$65,000 from the City of Leavenworth and a 3-Year Interfund Loan for an additional \$65,000 to resurface the pool. This motion was based on the estimate of \$130,000 that had been identified at that time from a quote that had been completed in 2017. At the December 11, 2018 Study Session, Finance Director Chantell Steiner presented the PRSA Board's request to the City Council with an updated quote estimate of \$150,000 for a 50% match of \$75,000 and 3-year loan of \$75,000. In addition to the resurfacing project, the PRSA was alerted in November to a new issue with the failing Surge Tank that would cost approximately \$25,000. The City subsequently sent out an official Request for Proposal in January 2019 for the resurfacing project that also now includes the replacement of the recent failure of the Surge Tank. The City Council will be presented with approval of a bid award this evening for the final total project cost of \$183,139.01.

The City Council is being asked to consider the final project cost and appropriate funding source for the recent request from the PRSA for the resurfacing of the Hopkins Memorial Pool. Previous

discussions of funding sources included the option of utilizing the City's General Fund, Lodging Tax Fund, or a combination of both. Since the lodging tax funds have not provided funding since it was built in 2003, there is justification to assist in this major upgrade from the past 15 years of use by visitors that likely exceeds the request of the 50% match, or approximately \$80,000 if the surge tank is not included. At the December Study Session, Councilmembers voiced support of the project match and loan; however, no definitive suggestion was determined on the amount of funding to come from the City and from what funding resources. Some members considered more than the 50% match and one specific recommendation was to consider funding with 1/3 from the City's General Fund, 1/3 from the City's Lodging Tax Fund, and 1/3 from the PRSA via the 3-year loan.

Based on the discussion today, staff will prepare the necessary budget amendment for matching project dollars and a loan resolution in April.

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

### **10:20 – 10:40 2018 End of Year Update on Project Tracking / 2019 Project Tracker / 2019 Future Council Agenda Items**

This time is provided to review the end of year 2018 Project tracking document, the new year 2019 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 C**:

- Annual Objective and Project Tracker Final 2018
- Annual Objective and Project Tracker 2019
- 2019 Future Council Agenda Items

### **10:40 – 10:45 Quarterly 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” – To be determined
- Spring Clean-up Coming Soon – Herb Amick / Sue Cragun
- Garbage Disposal Do's and Don'ts – Herb Amick / Sue Cragun
- Watch What you Flush – Herb Amick / Sue Cragun
- Waste Management Updates – Sue Cragun
- Upcoming Festivals and Events – Sue Cragun
- Leavenworth Recycle Center – 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 D:**

- 2018 Spring Newsletter

**10:45 – 11:00 Council Open Discussion**

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