



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
February 26, 2019 – 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 12, 2019 Study Session Minutes
3. Approval of February 12, 2019 Regular Meeting Minutes
4. 2019 Claims \$175,087.27

Councilmember and Committee Reports

Mayor / Administration Reports

Comments from the Public on Items Not on the Agenda

Presentation: United States Forest Service on Fire Risk

Resolutions, Ordinances, Orders, and Other Business

1. Action: Resolution 3-2019 Supporting Icicle Work Group Plan
2. Action: Highway 2 Crosswalks – Supplement Agreement #3 for TD&H Engineering
3. Action: Highway 2 Crosswalks Bid Award
4. Action: 2019 Pacific Security Contract
5. Action: Bike & Juice Festival – Youth Funding Request

Information Items for Future Consideration

1. Group Funding Applications Due by March 1, 2019

Adjournment

(Next Ordinance is 1583 – Next Resolution is 4-2019)

SUPPLEMENTAL COUNCIL AGENDA

1. Resolution 3-2019 Supporting Icicle Work Group Plan

The City Council is being asked to approve a resolution in support of the Icicle Work Group Plan, which is identified as the Preferred Alternative, also known as the base plan. Chelan County Department of Natural Resources Director Mike Kaputa provided a presentation for the Council at the November 27, 2018 meeting on the background information of the work group, the various alternatives, and addressed the Guiding Principles. At this time Mr. Kaputa is requesting the City Council to support by resolution moving forward the preferred alternative. Mr. Kaputa will be present to answer any additional questions that the Council may have.

The following item is included under **TAB 1**:

- Resolution 3-2019
 - **MOTION:** *The Leavenworth City Council moves to approve Resolution 3-2019 supporting the Icicle Work Group Preferred Alternative, Alternative 1, the base package, as the best alternative to meet the Guiding Principles.*

2. Highway 2 Crosswalks – Supplement Agreement #3 for TD&H Engineering

The City Council is being asked to approve a Supplement Agreement for consultant services with TD&H Engineering for the construction engineering services associated with the US Highway 2 Crosswalk Project. A percentage of funding for the two crosswalks is provided through the Washington State Department of Transportation (WSDOT); as such, one of the requirements is for the project to be administered by a registered engineer. TD&H provided the initial engineering and design work for the construction of the new crosswalks at the Link Crossing and the Gustav's Crosswalk and this agreement is the next step in the project management phase of completing the construction to the satisfaction of the funding agency. The previous contract agreement for engineering and design totaled \$64,700; the additional construction engineering cost is \$104,991 for a new total cost of the contract of \$169,691. This amendment includes the following new services:

- Construction Engineering
- Full time inspection services
- Project closeout with WSDOT

On June 22, 2015, Washington State Department of Transportation selected the City of Leavenworth to receive state funding through the Pedestrian and Bicycle Safety Program for the Link Crosswalk location in the amount of \$281,000 with a local match of \$31,300, and the Gustav's Crosswalk location in the amount of \$222,500 with a local match of \$24,800. The City will receive an updated total project cost once this agreement is included. At this time the Council is being provided the last Supplement #2, which identifies a current total project cost of \$761,033 with WSDOT funding of \$503,500 and City funding of \$257,533.

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

- WSDOT Local Programs State Funding Supplement Agreement #3 with associated Exhibits
- WSDOT Local Programs State Funding Supplement Agreement #2 – Estimate of Funding
 - **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the WSDOT Supplement Agreement #3 for TD&H Engineering in an amount not to exceed \$169,691.*

3. Highway 2 Crosswalks Bid Award

The City Council is being asked to award the Highway 2 Crosswalks Improvement Project to Neppel Electric & Control in the bid amount of \$364,769.50. On December 11, 2018, the City Council authorized the rebid of the project. The project was advertised and posted per requirements and the bid opening was subsequently held on February 15, 2019. At the bid opening, Neppel Electric & Control was determined to be the low bidder.

It is the recommendation of the City Staff, the project engineer, Steve Marsh of TD&H Engineering, and approval by Washington State Department of Transportation (WSDOT) representative Greg Boatright that the Council accepts the recent bid results and award the bid contract in the amount of \$364,769.50 to Neppel Electric & Control. This project will utilize the WSDOT grant funds (less previous engineering costs) for the project and supplement the additional costs with Transportation Benefit District (TBD) funds. At this time a majority of the TBD funds have been transferred to the Street Fund and any shortfall of funding will be determined after this supplement is updated through WSDOT.

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

- Bid Opening February 15, 2019 Results
- WSDOT Recommendation to Approve via email from Greg Boatright
- TD&H Engineering Recommendation to Approve Letter
- City of Leavenworth Draft Award Letter
 - **MOTION:** *The Leavenworth City Council moves to award the Highway 2 Crosswalks Project bid to Neppel Electric & Control for a cost of completion of \$364,769.50 and authorizes the Mayor to sign the award letter pending review by the City Attorney.*

4. 2019 Pacific Security Contract

The City Council is being asked to review and approve a Professional Services Agreement with Parker Corporate Services, Inc. dba Pacific Security for onsite security services for the Leavenworth downtown commercial area and surrounding residential areas; officers perform the duties of parking enforcement throughout the City and provide on call investigation services for the enforcement of overnight rental violations. The full contract amount for 2019 is a not to exceed amount of \$59,797. The officers provide an additional public safety presence throughout

the downtown, parks, and residential neighborhoods; and the officers also have access to the Chelan County Sheriff's Office in the event they witness a crime or observe suspicious activity.

The City has not sought other security companies in the last few years to perform the above services; however, this year Interim City Administrator Chantell Steiner, Public Works Director Herb Amick and Chelan County Sergeant Scott Lawrence conducted interviews with Pacific Security and Phoenix Protective Corp to ensure that our ongoing contract costs are in alignment. Both companies are on the state bid program and each of them interviewed well that would provide similar services; however, Pacific Security did provide the lower bid price by nearly \$10,000 annually; therefore, we have opted to continue our annual contract with Pacific Security.

The additional "Security Patrol" began in September 2012 with subsequent contracts in 2013 and 2014; in each of those years, the contract was for extended periods from May through September and the month of December. This year's contract is similar to the service levels for the years 2015 – 2018. In 2014, the City began contracting with Pacific Security for parking enforcement at City parking lots and on street violations. In 2017 and 2018, the City amended the contract to assist the City in overnight rental enforcement with Pacific Security providing 24-hour hotline and investigation services. A review of each service area for 2019 is called out below:

The "Security Patrol" portion of the contract is for a service period of twenty weeks commencing on May 1, 2019 and running through September 30, 2019 and the period from Thanksgiving weekend through New Year's weekend, 2020. The contract amount for this service is for a not to exceed expenditure of Twenty-Five Thousand Seven Hundred and Seventy dollars (\$25,770). The base schedule is 7:00 PM through 3:00 AM Friday, Saturday, and two rotating evening shifts per week. The additional officer will be added on Friday and Saturday evenings plus holiday/festival weekend evenings when necessary with a scheduled time of 10:00 PM – 3:00 AM. The base schedule and hours are subject to review and modifications based on the needs of the community. The City will be provided copies of the shift logs, which the Public Safety Committee reviews on an ongoing basis. The City Council approves Sixty Thousand dollars (\$60,000) annually within the Lodging Tax Fund in the 2019-2020 Budget to be made available in order to provide this service and additional Sheriff deputy contracted services for festival support.

The "Parking Enforcement" service is for six random three-hour shifts six times per week, throughout the entire year; this year's contract is slightly reduced due to an extension occurring on last year's contract for the month of February 2019. In 2016, the City Council expanded this service and provided officers the authority to enforce yellow zone parking, overtime on street parking, and blocking of sidewalk travel areas. The not to exceed amount for this part of the contract is Eighteen Thousand Five Hundred and Seventy-Seven dollars (\$18,577). The officer would provide the necessary information, photos, and written report to the City for invoicing of the overtime/no pay parking violation and other on street parking violations. The initial fee for overtime parking or parking without proper payment is \$25.00. Continual non-payment of fees for overtime parking could eventually lead to towing of the vehicle, and this officer could also assist the City with this procedure if requested and needed. The Parking Fund would be used for this expenditure; overtime fees and non-payment fees would be collected and credited as parking revenue to the Parking Fund. In 2018, the City collected approximately \$17,000 in parking enforcement fees, with an additional \$2,500 in accounts receivables, and expended \$23,000 for services.

New with this year’s contract is the separation of a vehicle from the costs noted above. The total cost for the vehicle charge for the year comes to \$10,450 or \$950 per month.

One additional service that is included within the scope of work is maintaining the Overnight Rental Complaint Line at \$109.00 per month and the options for the City to use Pacific Security Investigation Services on an “as requested basis” for online and infield investigations needed for overnight rental investigations at a cost of \$35.00 per hour. In the event the City would request surveillance services, that cost would be at \$90.00 per hour plus expenses. Staff is requesting the set aside dollar amount for this service line item be set at a not to exceed cost of \$5,000. In 2018, the City Council allocated \$10,000 for possible enforcement of overnight rental violations of which the City expended \$1,199. After the aggressive public education process and initial investigations and notification to violators, complaints regarding overnight rentals in the residential neighborhood have decreased significantly. Staff is still recommending that the hotline remain in place and resources be made available for investigations when needed.

The total contract allocation being requested for 2019 for Pacific Security, which includes security patrols, parking enforcements, and on-call services for overnight rental investigations is \$59,797 down from \$61,987.50 in 2018 due to the start date of March 1 instead of February 1. Below is a breakdown of the total contract comparing 2018 to 2019:

| | 2018 | 2019 |
|---------------------|-------------|-------------|
| Parking Enforcement | \$23,152.50 | \$18,577.00 |
| Downtown Patrols | \$28,835.00 | \$25,770.00 |
| Vehicle | \$0.00 | \$10,450.00 |
| Overnight Rental | \$10,000.00 | \$5,000.00 |
| Total | \$61,987.50 | \$59,797.00 |

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

- Professional Service Agreement with Exhibit A: Proposal & Scope of Services, Pacific Security
- Pacific Security Services Proposal Handout
- **MOTION:** *The Leavenworth City Council moves to approve and authorizes the Mayor to sign the 2019 Professional Services Agreement with Pacific Security for security patrols and parking enforcement patrols for an amount not to exceed Fifty-Nine Thousand Seven Hundred and Ninety-Seven dollars (\$59,797.00).*

5. Bike & Juice Festival – Youth Funding Request

The City Council is being asked to consider a request from the Bike & Juice Festival for festival insurance coverage that the City has been paying for over the past four years at a cost of approximately \$1,000 per year in the first three years and was increased to \$1,455 last year due to the success and growth of the festival. The new request this year from Bike & Juice is for \$1,469. At this time, the City has not received other requests for youth funding; however, the

City may receive other requests such as the Upper Valley Connection Program which supports community members with special needs.

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

- Email Request from Bike & Juice Festival Organizer Jill Crimmins
 - **MOTION:** *The Leavenworth City Council moves to approve supporting the Bike & Juice Festival insurance costs from the General Fund Youth Funding in the amount of \$1,469.00.*