



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
Ana Cortez-Steiner - *City Administrator*

MEETINGS VIA ZOOM CONFERENCING

July 13, 2021 Pacific Time (US and Canada)

Morning Study Session Begins at 8:30 AM

Join Zoom Meeting

<https://us02web.zoom.us/j/85916144343?pwd=cWhWR2JGNU9nSW1CbzA2TTdSSkp5QT09>

Meeting ID: 859 1614 4343

Passcode: 847216

Afternoon Committee Meetings Begins at 3:45 PM

Economic Development 3:45 – 4:30 PM * Parks 4:30 – 5:15 PM * Public Works 5:15 – 6:00 PM
Councilmembers will attend based on their specific assignments.

Join Zoom Meeting

<https://us02web.zoom.us/j/84824024403?pwd=b3k0QjRGTVZnbVNWeEZ0SEhJU203Zz09>

Meeting ID: 848 2402 4403

Passcode: 592688

Regular Evening Meeting Begins at 6:30 PM

Join Zoom Meeting

<https://us02web.zoom.us/j/88157079302?pwd=WGJHZmRYc1VLZkFmOWJqTmticVR0dz09>

Meeting ID: 881 5707 9302

Passcode: 245802

All Meetings allow for the same dial by your location option using the number listed below:

+1 253 215 8782 US

Or find your local number: <https://us02web.zoom.us/j/kbGw5mT4Uv>

PLEASE TAKE NOTICE, in consideration of the current COVID-19 pandemic, for the health and safety of the community, city staff, and councilmembers, City Hall is closed to the public.

We encourage all Councilmembers, Staff, and the public to utilize the Zoom Conferencing meeting feature. Staff will ensure hosting of the access approximately 10 minutes prior to each of the scheduled meetings; no meeting business may be discussed prior to the official opening of the meetings. The public is encouraged to submit written comments prior to the meetings by sending to the City Clerk at financedir@cityofleavenworth.com; comments via email will need to be submitted by no later than 5:00 PM on Monday, July 12, 2021 in order for them to be received and prepared for submission into the record; comments received for the evening meeting will be read aloud as part of the Comments From the Public on Items Not on the Agenda or during the discussion of specific items. If you would like to deliver comments, you may contact City Hall at (509) 548-5275 prior to 1:00 PM on Monday, July 12, 2021 to schedule an appointment for delivery. Comments received through US Mail will be included if they are received prior to the meetings.

LEAVENWORTH CITY COUNCIL AGENDA
Leavenworth City Hall – Council Chambers
July 13, 2021 – 6:30 PM

Call to Order
Roll Call

Council Committees – 2nd Tuesday

Economic Development 3:45 PM

Parks 4:30 PM

Public Works 5:15 PM

Consent Agenda

1. Approval of Agenda
2. Approval of June 22, 2021 Regular Meeting Minutes
3. June 2021 Payroll \$269,229.69
4. 2021 Claims \$873,463.95
5. Set Public Hearing for Shoreline Master Program on 8/10/2021 @ 6:45 PM
6. Approval of Proposal for Appraisal of WWTP Phase III Parcels

Councilmember and Committee Reports

Mayor / Administration Reports

Comments from the Public on Items Not on the Agenda

7. **Public Hearing: Allowing Bees in City Limits @ 6:45 PM**
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Resolutions, Ordinances, Orders, and Other Business

8. Action: Ordinance 1630 – Allowing Bees in City Limits
9. Action: Ordinance 1631 – Franchise Agreement – 1st Reading
10. Action: Ordinance 1632 – Quarterly Budget Amendment and Salary Schedule
11. Action: Professional Account Management, LLC Service Agreement

Information Items & Future Considerations

12. Economic Development Committee Agenda Items
13. Parks Committee Agenda Items
14. Public Works Committee Agenda Items
15. Development Services June Report

Adjournment

(Next Ordinance is 1633 – Next Resolution is 16-2021)

CONSENT AGENDA ITEMS / REPORTS / PUBLIC HEARING

1. City Council Meeting Agenda:

This item is included under **TAB 1.**

2. Regular Meeting Minutes – 6/22/2021:

This item is included under **TAB 2.**

3. June 2021 Payroll:

This item is included under **TAB 3.**

4. 2021 Claims:

This item is included under **TAB 4.**

5. Set Public Hearing for Shoreline Master Program on 8/10/2021 @ 6:45 PM

There are no items included under **TAB 5.**

6. Approval of Proposal for Appraisal of WWTP Phase III Parcels

Appraisals have been requested by the City Attorney for some parcels impacted by the Wastewater Treatment Plant Phase 3 project.

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

- ABS Valuation – Proposal

7. Public Hearing – Allowing Bees in City Limits @ 6:45 PM

Mayor Florea requests Council approval to institute a program that would allow the Community to experiment with allowing permitted beekeeping in the city limits of Leavenworth in all single-family residential zones for a defined period of time. The City Council reviewed this topic at the June 8, 2021 Study Session and agreed to hold a public hearing to receive public testimony and consider the proposed amendments.

There are no items included under **TAB 7, See TAB 8.**

SUPPLEMENTAL COUNCIL AGENDA

8. Ordinance 1630 – Allowing Bees in City Limits

Mayor Florea requests Council to approve Ordinance 1630 incorporating new language for the allowance of beekeeping in city limits.

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

- Ordinance 1630
 - **MOTION:** *The City Council moves to adopt Ordinance 1630 Amending Leavenworth Municipal Code Chapter 6.16 Allowing Bees in the City Limits.*

9. Ordinance 1631 – Franchise Agreement – 1st Reading

Staff requests Council to execute a ten-year franchise agreement with Localtel for cable franchise services; the prior ordinance for this franchise expired in January 2021. This new ordinance will extend the agreement with alignment to the Charter Communications and PUD Fiber Franchises currently in existence. This Franchise Agreement for cable will grant Localtel authority to erect, construct, operate, and maintain in, upon, along, across, above, over and under the Streets, now in existence and as may be created or established during the term of the agreement.

Per RCW [35A.47.040](#) Franchises and permits—Streets and public ways:

No ordinance or resolution granting any franchise in a code city for any purpose shall be adopted or passed by the city's legislative body on the day of its introduction nor for five days thereafter, nor at any other than a regular meeting nor without first being submitted to the city attorney, nor without having been granted by the approving vote of at least a majority of the entire legislative body, nor without being published at least once in a newspaper of general circulation in the city before becoming effective.

At the recommendation of legal counsel, this item requires two readings. The second reading is scheduled to take place on July 27, 2021.

The following item is included under **TAB 9:**

- Ordinance 1631 Franchise Agreement

10. Ordinance 1632 – Quarterly Budget Amendment and Salary Schedule

The Finance Director is requesting City Council to adopt Ordinance 1632 Quarterly Budget Amendment and Salary Schedule, which amends the budget at the fund level and includes updates to the salary schedule to include an increase of the Public Works Director position. This amendment includes Council actions, American Rescue Plan Act (ARPA / COVID-19) funding reimbursement and several staff requests. At this time, personnel related costs are not incorporated as there have been some savings on vacancies and overages from backfilling vacancies in various funds. These costs will be accounted for in the final amendment for the year when personnel costs are nearing completion. Through the month of June, most funds are near the 50% budget mark, which is anticipated for mid-year, overall, across all funds, the City is approximately 45%. In comparing this to prior years it is slightly higher than normal; however, this is due in part to the largest amount of capital projects occurring in the first half of this year.

The following items are included under **TAB 10:**

- Ordinance 1632

- Exhibit A - Revenue and Expense Line-Item Details
- Exhibit B – Salary Schedule
- **MOTION:** *The City Council moves to adopt Ordinance 1632 Quarterly Budget Amendment and Salary Schedule.*

11. Professional Account Management, LLC (a Duncan Solutions company) Service Agreement

The Parking Advisory Committee is recommending that City Council approves the Services Agreement between the City of Leavenworth and Professional Account Management, LLC (a Duncan Solutions company) for an initial period of three years, followed by an annual renewal.

The software and services provided by this agreement will help the City automate the parking infraction and parking permit process, ensure the processes are streamlined and consistent, enable a direct tie-in to any delinquent special collections, and allow us to collect data and better serve the City, residents, and guests.

- The cost of this program v. paying a Full Time Employee (FTE) to process payments:
 - An FTE union position with benefits would be approx. \$65,000 per year in cost (salary + benefits) to the City.
 - We currently have a Part-Time temp employee who is processing parking infractions. This position would be an approximate cost to the City of \$40,000 per year (salary only).
 - The cost of the permit processing portion of the program is \$24,000 per year minimum, and the incremental cost of \$2.50 per infraction above that is easily covered by an increase in the parking infraction fee.
- We will gain the ability to process out of state license plates (which we do not currently have, and accounted for 10-15% of infractions given in our sample data).
- By implementing an incentive to pay within 48 hours, we hope to receive payment for the majority of parking infractions either early or on time. Something like this with complex rules would not be possible with our current manual process.
- By implementing an online payment portal that is integrated with our collections and permit processing, we gain efficiencies for both the City and the customer. The whole process becomes easier.
- Bringing integrated software solutions to the Paid Parking program will allow us to gather data and use that data to inform our decisions on parking in the future.
- Launching the Paid Parking and Residential Zone Permit Programs necessitated a more streamlined option to allow staff time to be spent on ensuring our overall Parking Program could be managed most efficiently.
- We will save on printing costs, and essentially will be paperless (except records required to be saved in paper as required by law).

The following item is included under **TAB 11:**

- Services Agreement
 - **MOTION:** *The City Council moves to approve the Services Agreement between the City of Leavenworth and Professional Account Management, LLC (a Duncan Solutions Company) for Parking Infraction Processing, Parking Permit Management, and Parking Delinquent Special Collections.*

INFORMATIONAL & FUTURE CONSIDERATION ITEMS

12. Economic Development Committee Agenda Items

This item is included under **TAB 12.**

13. Parks Committee Agenda Items

This item is included under **TAB 13.**

14. Public Works Committee Agenda Items

This item is included under **TAB 14.**

15. Development Services June Report

This item is included under **TAB 15.**