



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*
Position No. 2 - *Vacant*
Joel Walinski - *City Administrator*

LEAVENWORTH CITY COUNCIL AGENDA

Leavenworth City Hall – Council Chambers
January 28, 2020 – 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 January 14, 2020 Study Session Minutes
3. Approval of January 14, 2020 Regular Meeting Minutes
4. 2019 Claims \$14,771.65
5. 2020 Claims \$225,633.86

Councilmember and Committee Reports

Mayor / Administration Reports

Comments from the Public on Items Not on the Agenda

Joint Meeting with the Planning Commission

Resolutions, Ordinances, Orders, and Other Business

1. Action: Acceptance of 2020 Planning Commission Docket
2. Action: Mayor Pro Tempore Standing Committee Assignments
3. Action: Mayor Ad Hoc Committee Assignments
4. Action: Resolution 01-2020 – Council Policy, Procedures, and Rules of Conduct
5. Action: Prothman Proposal for City Administrator Search

Information Items for Future Consideration

1. City Council Vacancy Review – 2/11/2020
2. Public Hearing for Affordable Housing New LMC Chapter 3.42 – 2/11/2020

Adjournment

(Next Ordinance is 1606 – Next Resolution is 02-2020)

SUPPLEMENTAL COUNCIL AGENDA

1. Acceptance of 2020 Planning Commission Docket

Each January the City Council and the Planning Commission come together for a workshop to review that year’s Docket of proposed Comprehensive Plan amendments, per LMC 21.31.030. The Docket outlines which projects will be reviewed by the Planning Commission for the year, and has been expanded to include proposed code amendments. The 2020 Draft Docket was reviewed and modified at the November, December, and January City Council Study Sessions.

This year’s Draft Docket contains a mandated Shoreline Master Program update, grant funded Housing Action Plan, City initiated Transportation Element update, and other Comprehensive Plan and code amendments. Additionally, there are on-going items from 2019, including but not limited to, code amendments from the Housing Task Force recommendations and the Design Review Board, RV Park, Wireless Facilities, and other code updates. Finally, there are several new items identified over the last year, including fire code amendments, land uses, and code inconsistencies.

Prior to the Joint Workshop, the City Council and Planning Commissioners are asked to rate/prioritize all items on the 2020 Docket to facilitate the Joint Workshop discussion. To accomplish this, staff has provided (in this packet) the Council and Planning Commission two (2) rating/prioritizing sheets (one for overall Docket items and one for item “R” Code Inconsistencies). Each member will choose their top 5 projects and then rate those projects 5-1 (5 highest and 1 lowest). Each member will provide their completed rating/prioritizing sheet back to staff prior to the Joint Workshop. Staff will compile all returned sheets. The top rated/prioritized items will be used to initiate discussion at the Joint Workshop.

The goal is to identify the top 2 to 3 projects that the Planning Commission may review throughout the year. These will be listed in the final Docket in priority order. The City Council will be asked during the same evening meeting to approve the 2020 Docket, with the Council’s final prioritization.

COUNCIL GOALS

<i>Revenue & Fiscal Health</i>	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	
<i>Infrastructure</i>	Does the request/action support a safe and efficient infrastructure?	
<i>Economic Development Growth and Vitality</i>	Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base?	
<i>Transparency and Accountability</i>	Does the request/action further public understanding and engagement?	✓
<i>Community Building</i>	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	✓

The following items are included under **TAB 1:**

- Draft 2020 Docket
- Joint Workshop Procedure
- Rating Sheets

- **MOTION:** *The Leavenworth City Council moves to approve the 2020 Planning Commission Docket, subject to potential modification for Urban Growth Area Map amendments forwarded to the City in March.*

2. Mayor Pro Tempore Standing Committee Assignments

The City Council is being asked to confirm Mayor Pro-Tempore Hessburg’s appointments of City Council Members to the Council Standing Committees of Economic Development, Parks, Public Works, Housing, Public Safety, and Finance. Under the authority provided in RCW 35A.12.120, the City Council may enact rules and regulations to govern the conduct and operations of the City Council. This authority includes the ability to determine if and when standing committees will be utilized, what the committees will be, how they will conduct their business, and how their members will be appointed. Under Resolution 01-2019 Section 4 of the City Council Procedures and Rules; the Mayor Pro-Tempore makes appointments to the standing committees with confirmation by the City Council.

COUNCIL GOALS

Revenue & Fiscal Health	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	
Infrastructure	Does the request/action support a safe and efficient infrastructure?	
Economic Development Growth and Vitality	Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base?	
Transparency and Accountability	Does the request/action further public understanding and engagement?	✓
Community Building	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	

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

- RCW 35A.12.120: Council – Quorum – Rules – Voting
- Resolution 01-2019: Council Policy, Procedures, and Rules of Conduct
- 2020 Appointments to the City Council Standing Committees
- **MOTION:** *The Leavenworth City Council moves to confirm the City Council appointments by Mayor Pro Tempore Hessburg to the City Council Standing Committees for 2020.*

3. Mayor Ad Hoc Committee Assignments

The Council is being asked to confirm Mayor Florea’s appointments to the Ad Hoc Committees and City representatives to other agencies where City representation is necessary. The City has various representatives on local and regional boards; the City’s past practice is for the Council to review and confirm the Mayoral appointments.

The following motion is a confirmation of the Mayor’s appointment to Ad Hoc Committees and City Representative Assignments. The appointment to these committees is at the discretion of the Mayor; the confirmation by the City Council is to confirm that Council has reviewed the Mayor’s appointments.

The Mayor continues to work on identifying and selecting two new members to the Planning Commission; those recommendations and appointment will be made at a future meeting.

COUNCIL GOALS

<i>Revenue & Fiscal Health</i>	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	
<i>Infrastructure</i>	Does the request/action support a safe and efficient infrastructure?	
<i>Economic Development Growth and Vitality</i>	Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base?	
<i>Transparency and Accountability</i>	Does the request/action further public understanding and engagement?	✓
<i>Community Building</i>	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	

The following item is included under **TAB 3:**

- 2020 Leavenworth City Council Ad Hoc Committees – *a new list will be provided at the meeting, pending changes*
 - **MOTION:** *The Leavenworth City Council moves to confirm Mayor Florea’s appointments to Ad Hoc Committees and the City Representatives on other agency boards for 2020.*

4. Resolution 01-2020 Council Policy, Procedures, and Rules of Conduct

The City Council is being asked to amend the Council Policy, Procedures, and Rules of Conduct. At the January 14, 2020 Study Session, the Mayor and Council discussed the procedures for the allowance of public comments at City Council and Study Session meetings and the required attendance of the City Attorney at all City Council Meetings. The recommended changes to the Council Policy, Procedures, and Rules of Conduct include the following:

- The requirement that someone making a public comment provide their address at the open comment or comment to items on the agenda; members of the public no longer need to provide their address.
- The addition of public comments being taken at the Council’s Study Session is at the discretion of the Mayor.

One additional change that is being suggested, is to remove the requirement that the City Attorney be physically present at all meetings. While this has been the practice for many years within the City, it is not required under the RCW’s. In addition, with new technology, remote monitoring of the meeting by the City Attorney could suffice in many instances. The City Attorney’s attendance is necessary in other instances and that is typically dictated by the topic on the agenda. The City Administration is requesting this change be included in Resolution 01-2020 to explore and implement this option. City Attorney Thom Graafstra provided an overview on this topic; his memo is included in the packet material.

COUNCIL GOALS

<i>Revenue & Fiscal Health</i>	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	
<i>Infrastructure</i>	Does the request/action support a safe and efficient infrastructure?	
<i>Economic Development Growth and Vitality</i>	Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base?	

<i>Transparency and Accountability</i>	Does the request/action further public understanding and engagement?	✓
<i>Community Building</i>	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	

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

- Resolution 1-2020 Redline Version
- Resolution 1-2020 Clean Version
- Memo: City Attorney Attendance at City Council Meetings, January 23, 2020
- **MOTION:** *The Leavenworth City Council moves to approve Resolution 01-2020 amending the Council Policy, Procedures, and Rules of Conduct.*

5. Prothman Proposal for City Administrator Search

The City Council is being asked to review and confirm a contract with Prothman for their assistance with the City in conducting a search process for selecting a new City Administrator. At the January 14, 2020 City Council Study Session, Mayor Florea discussed with the Council the options for moving forward with the search process for the recruitment of a new City Administrator. At that time, the Council was in concurrence that using a professional consulting company for the search was the right direction and since Prothman has assisted the City previously, there might be benefit in using them again. Since that time, Mayor Florea has reviewed a proposal from Prothman and authorized them to proceed in an effort to expedite the search process.

COUNCIL GOALS

<i>Revenue & Fiscal Health</i>	Is the request/action (Ordinance/Resolution) consistent with the Financial Policy?	✓
<i>Infrastructure</i>	Does the request/action support a safe and efficient infrastructure?	
<i>Economic Development Growth and Vitality</i>	Is the request/action supportive of the Old-World Bavarian Theme or promote the diversification of the economic base?	
<i>Transparency and Accountability</i>	Does the request/action further public understanding and engagement?	✓
<i>Community Building</i>	Is the request/action supporting residential needs for housing, safety, transportation, affordable governmental services?	

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

- Prothman Contract for Executive Search, January 23, 2020
- **MOTION:** *The Leavenworth City Council moves to approve and authorize the Mayor to sign a contract with Prothman for assistance in providing services for the recruitment of a new City Administrator.*