



City of Leavenworth

700 Highway 2 / Post Office Box 287
Leavenworth, Washington 98826
(509) 548-5275 / Fax: (509) 548-6429
Web: www.cityofleavenworth.com

City Council

Cheryl K. Farivar - *Mayor*
Elmer Larsen
Carolyn Wilson – *Mayor Pro Tem*
Mia Bretz
Margaret Neighbors
Sharon Waters
Clint Strand
Position No. 1 - *Vacant*
Joel Walinski - *City Administrator*

City Council Meeting Information

The City Council meets at 6:30 PM in the Leavenworth City Hall Council Chambers on the second and fourth Tuesdays of each month. A regular City Council meeting usually takes place within 1 1/2 - 2 hours. A meeting will occasionally last longer due to a specific meeting topic that may draw a greater amount of public comment or at times throughout the year where there are an unusual amount of action items to be discussed and voted on.

Additionally, the Council holds a monthly Study Session meeting at 9:00 AM on the second Tuesday of each month. This meeting is designed to allow for Council discussion on issues facing the Council. No action is taken at the Study Session meeting. This meeting usually takes place within 2 – 3 hours.

The second Tuesday of the month does require a significant amount of Council time; the combination of Study Sessions, Committee Meetings, and Council Meetings does fill most of the day. The fourth Tuesday of the month is a late afternoon/evening time commitment as committee meetings begin at 4:00 PM and the Council Meeting begins at 6:30 PM.

In addition to the time commitment for meetings, Council Members spend additional time studying packet material prior to the Council Meetings and Study Session and do spend time communicating with constituents. This time is determined by the individual and topic.

Transportation Benefit District Meeting Information

With the formation of the Transportation Benefit District in 2010, City Council members are also designated as a Board member. These meetings are conveniently scheduled to occur immediately following a regular evening City Council meeting as needed. These are typically short meetings of less than 1/2 hour and occur on average of about 4-5 times per year.

Council Subcommittees Meeting Information

The Leavenworth City Council is responsible for the creation and administration of City related subcommittees. Each Councilmember is assigned to at least one Council Committee, which will be assigned at the beginning of each year by the Mayor and Mayor Pro Tempore. These meetings are comprised of City Councilmembers and designated City Staff members, are open to the public, and take place in the City Hall Conference Room. Each Committee meeting lasts for approximately one hour. The following is a list of current subcommittees and their meeting times:

- ◆ Public Safety – 2nd Tuesday of the month at 3:00 PM
- ◆ Parks – 2nd Tuesday of the month at 4:00 PM
- ◆ Public Works (Including Cemetery & Parking) – 2nd Tuesday of the month at 5:00 PM
- ◆ Economic Development – 4th Tuesday of the month at 4:00 PM
- ◆ Finance – 4th Tuesday of the month at 5:00 PM

City Administered Ad Hoc Committees

City Council Ad Hoc Committees are generally comprised of City Councilmembers and designated or appointed community and regional members. These Ad Hoc Committees meet approximately once a month or on an as needed basis. Several of these are for a specific project or area of study; once completed the committee is dissolved. The following is a list of the current Ad Hoc Committees:

- ◆ Downtown Steering – 4th Tuesday of the month 10:00 AM
- ◆ Festival & Events – Meets when needed.
- ◆ Festhalle Oversight – 2nd Monday of the month 10:00 AM
- ◆ Residential Advisory – 1st Tuesday of the month 6:30 PM

City Representatives on other Agency Boards/Commissions:

Councilmembers participate on a variety of Agency Boards and Commissions, either locally or within Chelan County. This participation is representative of the City and members will update the Mayor and Council regarding the current activities of the individual Boards and Commissions. The meeting times are approximately once per month. The following is a list of the Boards and Commissions currently served by Leavenworth Councilmembers:

- ◆ Economic Development District
- ◆ Leavenworth Area Promotions
- ◆ Leavenworth Pride
- ◆ Leavenworth Mosquito Control District
- ◆ Solid Waste Council
- ◆ Chelan Douglas Transportation Council
- ◆ Chelan Douglas Health District
- ◆ Leavenworth Golf Course
- ◆ Link Transit
- ◆ Leavenworth Upper Valley Museum
- ◆ RiverCom Board
- ◆ Upper Valley Park & Recreation Service Area

City of Leavenworth Planning Documents:

The following planning documents are available at the City of Leavenworth website:

<http://cityofleavenworth.com/city-government/development-services-department/regulations-plans-resources/>

- ◆ Comprehensive Plan
- ◆ Downtown Master Plan
- ◆ Parks & Recreation Plan
- ◆ Shoreline Master Program
- ◆ Transportation Plan
- ◆ Upper Valley Regional Trails Plan
- ◆ City Zone Map

City of Leavenworth Financial Documents:

The following financial documents are available at the City of Leavenworth website:

<http://cityofleavenworth.com/city-government/finance/>

City Representatives During Leavenworth Festivals and Events

Councilmembers are often invited to participate in many of the local festivals, parades, and events. This may include activities such as walking in a parade, attending pre-event dinners and fundraisers, welcoming groups to town, and/or participating with local schools. There are three City Sanctioned Festivals per year, Maifest, Autumn Leaf, and Christmas Lighting; Council Members are invited to participate in these parades annually and attend various event related functions.

Chapter 2.01 MAYOR

Sections:

2.01.010 Personnel officer.

2.01.020 Policies to supersede existing city council resolutions.

2.01.030 Mayor's compensation.

2.01.010 Personnel officer.

The mayor, or his/her authorized representative, shall be the administrative and personnel officer of the city. The mayor shall prepare and administer all city personnel matters including comprehensive personnel rules, policies and administrative procedures based upon this chapter, applicable state and federal laws and applicable collective bargaining agreements. The responsibilities of the mayor or his/her authorized representative shall include the following:

- A. Preparation and recommendation of a classification plan for consideration by the city council;
- B. Recruitment;
- C. Work effectiveness programs;
- D. Personnel files;
- E. Performance records;
- F. Grievance procedures under collective bargaining agreements;
- G. Disciplinary procedures;
- H. Administration of pay plans, eligibility lists, layoff procedures and policies, hours of work and holidays, and other fringe benefits, and probationary periods. [Ord. 1494 § 1 (Att. A), 2014; Ord. 1404 § 1 (Att. A), 2011; Ord. 1109 § 1, 1999.]

2.01.020 Policies to supersede existing city council resolutions.

Personnel policies developed by the mayor shall be adopted by resolution by the city council and supersede any previous city council resolutions relating to personnel administration. [Ord. 1494 § 1 (Att. A), 2014; Ord. 1404 § 1 (Att. A), 2011; Ord. 1109 § 1, 1999.]

2.01.030 Mayor's compensation.

Commencing January 1, 2015, the mayor shall be paid a salary of \$1,500 per month. [Ord. 1494 § 1 (Att. A), 2014; Ord. 1404 § 1 (Att. A), 2011; Ord. 1340 § 1, 2009; Ord. 1317 § 1, 2008; Ord. 1298 § 1, 2007.]

Chapter 2.04 CITY COUNCIL¹

Sections:

- 2.04.010 Study sessions – Purpose.**
- 2.04.020 Study sessions – When.**
- 2.04.030 Regular meetings – When.**
- 2.04.040 City council members – Compensation.**

2.04.010 Study sessions – Purpose.

The purpose of a study session is to provide the city council with an informal opportunity to study certain matters in detail or to discuss policy issues with staff that may come before the city council at regular meetings for formal action. [Ord. 1495 § 1 (Att. A), 2014; Ord. 1411 § 1 (Att. A), 2012; Ord. 1407 § 1 (Att. A), 2012; Ord. 1159 § 1, 2001.]

2.04.020 Study sessions – When.

The study sessions of the city council shall be held on the second Tuesday of each and every month at the City Hall in the city, commencing at 9:00 a.m. or at such other time and place as the city council shall designate by motion. [Ord. 1495 § 1 (Att. A), 2014; Ord. 1411 § 1 (Att. A), 2012; Ord. 1407 § 1 (Att. A), 2012; Ord. 1325 § 1, 2008; Ord. 1203 § 1, 2003; Ord. 1159 § 1, 2001.]

2.04.030 Regular meetings – When.

The regular meetings of the city council shall be held on the second and fourth Tuesdays of each and every month at the City Hall in the city of Leavenworth, commencing at 6:30 p.m. or at such other time and place as the city council shall designate by motion. In the event that a regular meeting falls on a holiday, the regular meeting shall be scheduled for the next business day. All final actions on resolutions and ordinances must take place within the corporate limits of the city. All meetings of the city council shall be open to the public, except for as provided by law. [Ord. 1495 § 1 (Att. A), 2014; Ord. 1411 § 1 (Att. A), 2012; Ord. 1407 § 1 (Att. A), 2012; Ord. 1325 § 2, 2008; Ord. 1252 § 1, 2005; Ord. 1249 § 1, 2005; Ord. 1159 § 1, 2001; Ord. 945 § 1, 1993; Ord. 824-A § 1, 1988; Ord. 773 § 1, 1985; Ord. 595 § 1, 1977.]

2.04.040 City council members – Compensation.

Commencing January 1, 2015, the city council members shall be paid a salary of \$500.00 per month upon the next election of each position. [Ord. 1495 § 1 (Att. A), 2014; Ord. 1411 § 1 (Att. A), 2012; Ord. 1407 § 1 (Att. A), 2012; Ord. 1299 § 1, 2007.]

For statutory provisions regarding time and place of council meetings, see RCW [35A.12.110](#).