



City of Leavenworth

700 US 2 | PO Box 287
Leavenworth, Washington 98826
P (509) 548-5275 | F (509) 548-6429
www.cityofleavenworth.com

City Council
Carl J. Florea - *Mayor*
Sharon Waters
Clint Strand
Jason Lundgren
Anne Hessburg - *Mayor Pro Tem*
Zeke Reister
Marco Aurilio
Tibor Lak
Matthew "Selby" - *City Administrator*

MEETINGS LINKS VIA ZOOM CONFERENCING November 22, 2022 Pacific Time (US and Canada)

Afternoon Committee Meetings 3:30 PM – 6:00 PM

Housing 3:30 – 4:30 PM * Public Safety 4:30 – 5:15 PM * Finance 5:15 – 6:00 PM

**All Committee Meetings use the same zoom meeting link beginning at 3:30 PM
Councilmembers will attend based on their specific assignments.**

Join Zoom Meeting

<https://zoom.us/j/97329675308?pwd=Qk9HSDIqYnRreHZkVVNoZXFhVU15UT09>

Meeting ID: 973 2967 5308

Passcode: 075321

Regular Evening Meeting Begins at 6:30 PM

Join Zoom Meeting

<https://zoom.us/j/95649464968?pwd=M2d0K0VQY21VMTZXNmhXUW1XODRoQT09>

Meeting ID: 956 4946 4968

Passcode: 600884

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://zoom.us/u/aZ5s4aBhu>

LEAVENWORTH CITY COUNCIL AGENDA
Leavenworth City Hall – Council Chambers & ZOOM
November 22, 2022 – 6:30 PM

Call to Order

Flag Salute

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of Study Session Minutes for November 8, 2022
3. Approval of Regular Meeting Minutes for November 8, 2022
4. Approval of 2022 Claims \$216,411.74
5. Set Public Hearing, Amending the Comprehensive Plan’s Capital Improvement Plan on January 24, 2023 @ 6:30 PM
6. Set Public Hearing, Continued Closure of Front and 8th Streets on December 13, 2022 @ 6:30 PM

Public Safety Report: Corporal Monika Haynes, Liaison Officer

Comments from the Public on Items Not on the Agenda

7. **Public Hearing: 2023-2024 Final Budget @ 6:30 PM**

Resolutions, Ordinances, Orders, and Other Business

8. Action: New Permit Coordinator Staff Position

Councilmember and Committee Reports

Mayor / Administration Reports

Committees, Information Items & Future Considerations

9. Housing Committee Agenda Items
10. Public Safety Committee Agenda Items
11. Finance Committee Agenda Items
12. September & October Planning Commission Minutes
13. Cascade Medical Foundation Thank You Letter

Adjournment

Next Ordinance is 1664 – Next Resolution is 16-2022

Council Committees – 4th Tuesday

Housing – 3:30 PM – 4:30 PM

Public Safety – 4:30 PM – 5:15 PM

Finance – 5:15 PM – 6:00 PM

CONSENT AGENDA ITEMS / REPORTS / PUBLIC HEARING

1. City Council Meeting Agenda

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

2. Study Session Minutes – November 8, 2022

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

3. Regular Meeting Minutes – November 8, 2022

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

4. 2022 Claims

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

5. Set Public Hearing, Amending the Comprehensive Plan’s Capital Improvement Plan

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

6. Set Public Hearing, Continued Closure of Front and 8th Streets on December 13, 2022 @ 6:30 PM

There are no items included under **TAB 6**.

7. Public Hearing: 2023-2024 Final Budget @ 6:30 PM

Finance Director Chantell Steiner will provide a presentation for the public on the 2023 – 2024 Final Budget.

This item is included under **TAB 7**.

- PowerPoint Presentation

SUPPLEMENTAL COUNCIL AGENDA

8. New Permit Coordinator Position

The City Council is being asked to approve the creation of a new Permit Coordinator position, consolidating various staff duties from Community Development and Public Works staff related to permit submittals, processing, issuance and file management, including archiving. The benefits of this position include providing a single point of contact for submittal and communication of land use, building and public works’ application submittals. Additionally, these duties are currently spread

among five staff members and this new position is intended to provide consistency to the process and free up existing staff time for other responsibilities. This position has been included in the Draft 2023/24 Budget at the same pay rate as a Utility Maintenance Worker which is consistent with similar positions identified in the AWC (Association of Washington Cities) salary survey.

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

- Draft Job Description
 - **MOTION:** *The Leavenworth City Council moves to approve a new full-time position for a Permit Coordinator.*

COMMITTEES, INFORMATION ITEMS & FUTURE CONSIDERATIONS

9. Housing Committee Agenda Items

This item is included under **TAB 9.**

10. Public Safety Committee Agenda Items

This item is included under **TAB 10.**

11. Finance Committee Agenda Items

This item is included under **TAB 11.**

12. September & October Planning Commission Minutes

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

13. Cascade Medical Foundation Thank You Letter

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