



City of Leavenworth

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City Council
Carl J. Florea - *Mayor*
Carolyn Wilson
Sharon Waters
Clint Strand
Jason Lundgren
Anne Hessburg - *Mayor Pro Tem*
Zeke Reister
Marco Aurilio

PLEASE TAKE NOTICE – RETURN TO IN PERSON MEETINGS

In consideration of the current COVID-19 pandemic restrictions being lifted in Washington State, the City Council returned to in person meetings beginning in April. At this time, we will continue to offer the zoom option for attendees that are not able to attend in person. We encourage all City Council and Staff to plan to attend in person, if possible. Staff will ensure hosting of the zoom 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. At this time, we continue to hold shorter scheduled meetings for Committee meetings and will provide updates as changes occur. We look forward to seeing you in person.

MEETING LINKS VIA ZOOM CONFERENCING July 12, 2022 Pacific Time (US and Canada)

Morning Study Session Begins at 8:30 AM

Join Zoom Meeting

<https://zoom.us/j/91505382313?pwd=WkE4YUJFQVJiR0F4eEgrSjdxSW5mQT09>

Meeting ID: 915 0538 2313

Passcode: 844074

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.

<https://zoom.us/j/95881196114?pwd=M0gyV1JSakFKLzUvTW9Td0czRGFJZz09>

Meeting ID: 958 8119 6114

Passcode: 954372

Regular Evening Meeting Begins at 6:30 PM

Join Zoom Meeting

<https://zoom.us/j/95987410142?pwd=b0IDR1NNQ1RTSXRMDXc3bFpJamx1UT09>

Meeting ID: 959 8741 0142

Passcode: 038154

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/a6jheNRt2>

LEAVENWORTH CITY COUNCIL AGENDA
Leavenworth City Hall – Council Chambers
July 12, 2022 – 6:30 PM

Call to Order

Flag Salute

Roll Call

Consent Agenda

1. Approval of Agenda
2. Approval of June 28, 2022 Regular Meeting Minutes
3. June 2022 Payroll \$316,624.13
4. 2022 Claims \$284,492.85
5. Waste Loop Contract Amendment 1 – Purchase of Shed
6. City Administrator Contract

Comments from the Public on Items Not on the Agenda

Resolutions, Ordinances, Orders, and Other Business

7. Action: Resolution 11-2022 Financial Policy
8. Action: Resolution 12-2022 Title 3 Grant Loan Process Procedures
9. Action: Ordinance 1658 – Quarterly Budget Amendment

Councilmember and Committee Reports

Mayor / Administration Reports

Information Items & Future Considerations

10. Economic Development Committee Agenda Items
11. Parks Committee Agenda Items
12. Public Works Committee Agenda Items

Adjournment

Council Committees – 2nd Tuesday

Economic Development 3:45 PM

Parks 4:30 PM

Public Works 5:15 PM

(Next Ordinance is 1659 – Next Resolution is 13-2022)

CONSENT AGENDA ITEMS / REPORTS / PUBLIC HEARING

1. City Council Meeting Agenda:

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

2. Regular Meeting Minutes – 6/28/2022:

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

3. June 2022 Payroll:

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

4. 2022 Claims:

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

5. Waste Loop Contract Amendment 1 – Purchase of Shed

This contract amendment will provide for the purchase of a previously placed shed at the Waste Loop Recycle Center on City property. The City will have full ownership of the shed and be able to complete required building permit improvements enabling the shed to be used for the intended purpose of storage and workspace, building permit #BLD2021-046. Included is the original professional services agreement for custodial services and attendant services and amendment 1 for the shed purchase.

These items are included under **TAB 5**.

6. City Administrator Contract

The City Council is being presented with the contract for appointment of the City Administrator per Leavenworth Municipal Code Chapter 2.02.

This item is included under **TAB 6**.

SUPPLEMENTAL COUNCIL AGENDA

7. Resolution 11-2022 Financial Policy

The City Council is being asked to approve the recommended changes to the City's Financial Policy by the Council Finance Committee that will be reviewed at the morning Study Session. If specific changes are determined at the morning study session an updated final document will be provided for discussion at the evening meeting.

The following item is included under **TAB 7**:

- Resolution 11-2022 – *Clean Version*

- **MOTION:** *The Leavenworth City Council moves to approve Resolution 11-2022 updating the City's Financial Policy.*

8. Action: Resolution 12-2022 Title 3 Grant Loan Process Procedures

The City Council is being asked to approve a process for submittal and review of requests for grants or loans. Over the last few years, the City has adopted various options for requesting city funds as grant and/or loans, including but not limited to, Leavenworth Municipal Code Chapters 3.42 Affordable Housing Grant/Loan and 3.43 Workforce Housing Grant Loan Program. This process will provide clarity and guidance to the applicant, residents and staff.

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

- Resolution 12-2022
- **MOTION:** *The Leavenworth City Council moves to approve Resolution 12-2022 outlining a process for submittal and review of grant and loan requests associated with Leavenworth Municipal Code Title 3.*

9. Ordinance 1658 – Quarterly Budget Amendment

The City Council is being asked to adopt Ordinance 1658 Quarterly Budget Amendment, which amends the budget at the fund level. A majority of this amendment includes Council approved actions from the past quarter. The Council will find other amendments based on staff recommendations that have affected revenues and expenditures in 2022 that were not originally anticipated for in 2020 when the biennial budget was adopted. At this time, expenses for increased staffing approved by Council on 5/10/2022 for the Public Works Capital Improvement Program Manager, Parking Enforcement Officer, Assistant Deputy/PRSA Clerk, and the City Clerk additions/modifications are not included; these will be considered in a later amendment based on actual hire dates and implications to the budget that will be less than originally presented for the remaining portion of this year. Additionally, costs for legal action approved by Council on 6/28/2022 for trademark purposes will be incorporated at a later date once they are confirmed.

The following items are included under **TAB 9:**

- Ordinance 1658 Quarterly Budget Amendment
- Revenue and Expense Line-Item Details
- **MOTION:** *The Leavenworth City Council moves to adopt Ordinance 1658 Quarterly Budget Amendment.*

COMMITTEES, INFORMATIONAL & FUTURE CONSIDERATION ITEMS

10. Economic Development Committee Agenda Items

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

11. Parks Committee Agenda Items

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

12. Public Works Committee Agenda Items

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