

**CITY OF WHITE SALMON  
ORDINANCE 2022-08-1108**

**AN ORDINANCE AMENDING WSMC 2.06 CITY ADMINISTRATOR**

**WHEREAS**, the city council has adopted a job description for the position of City Administrator; and

**WHEREAS**, the city council has determined that amendment to White Salmon Municipal Code 2.06 City Administrator is necessary; and

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE SALMON DO ORDAIN AS FOLLOWS:**

**SECTION 1.** White Salmon Municipal 2.06 – City Administrator, is hereby amended as follows:

Key: Deleted = ~~**bold and strikethrough**~~

Added = **bold and underlined**

**2.06.010 Position created.**

There is created the position of city administrator, who shall be and act as the administrative and executive supervisor of the city government under the authority and direction of the mayor. The position of city administrator shall be filled by appointment of the mayor with the consent and approval of a majority of the city council. The position of city administrator shall be an at-will position; any person so appointed to the position of city administrator shall serve at the pleasure of the mayor, and may be removed, with or without cause, by the mayor.

Appointment of any person to the position of city administrator shall not be deemed to have conferred upon such appointee any express or implied contractual right to nor any property interest or liberty interest in continued employment with the city as city administrator or in any

other capacity. The city may, at its option, enter into a formal contract with any person appointed as city administrator; provided, however, that such contract may not vary the provisions of this section. ~~This position may be combined with other supervisory positions such as the public works director.~~

#### 2.06.020 Duties.

The duties of the city administrator shall be as provided in a job description formally adopted by the city council and incorporated herein by this reference.:

- ~~A. — Reports directly to the mayor.~~
- ~~B. — Assists the mayor in advising and furnishing leadership to civic organizations dealing with specific items affecting the city's welfare.~~
- ~~C. — Oversees, coordinates and manages the activities of all city departments and offices in carrying out the requirements of ordinances, laws, rules and regulations and the policies of the city council.~~
- ~~D. — Reports regularly to the city council concerning the status of projects and functions of the various city departments and offices.~~
- ~~E. — Advises and assists the mayor and city council in the formulation and establishment of administrative policies for operation of city government departments and offices, as well as developing policy related to the general future direction of city government.~~
- ~~F. — Briefs city council, as appropriate, on immediate as well as emerging municipal problems.~~
- ~~G. — Attends various civic and business meetings on behalf of the city.~~

~~H. — Directs the preparation of the council agenda furnishing pertinent documents, reports and briefings as needed.~~

~~I. — Seeks out funding sources and prepares and processes grant applications in the furtherance of municipal planning goals.~~

~~J. — Directs the annual budget preparation (mayors proposed budget) and submittal to the city council and monitors budget compliance on a monthly basis.~~

~~K. — Directs the establishment and maintenance of city records.~~

~~L. — Directs all aspects of clerk and treasurer functions.~~

~~M. — Makes recommendations to the mayor pertaining to the selection, evaluation, training and termination of management and administrative staff; supervises personnel records and payroll; administers employee benefits; and supervises time and attendance record keeping.~~

#### **2.06.030 Compensation.**

The salary range for the city administrator shall be Range 53, Step 1 to Step 10 in the most current approved salary matrix and ~~from Step 57 to Step 67 in the most current approved salary matrix, or as otherwise set forth in an employment contract approved by council. If this position is combined with another position, such as the public works director, then the compensation set forth in WSMC 2.06.030 will supersede any other compensation ranges.~~ as provided in a job description formally adopted by the city council.

#### **2.06.040 Conflict of provisions.**

To the extent that the provisions of this chapter or any employment contract with a city administrator relating to employee tenure, compensation and benefits conflict with any other

ordinances, resolutions or the employee manual of the city, the provisions of this chapter and such employment contract shall prevail. To the extent that such provisions of this chapter conflict with any such employment contract, the provisions of this chapter shall prevail.

**SECTION 2 – SEVERABILITY:** If any section, sentence, or phrase of this Chapter is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence or phrase of this Chapter.

**SECTION 3 – EFFECTIVE DATE.** This ordinance shall take effect five days following the date of its publication by summary.

**PASSED** by the City Council of the City of White Salmon at a regular meeting this 17<sup>th</sup> day of August 2022.

\_\_\_\_\_  
Marla Keethler, Mayor

ATTEST:

  
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Jan Brending, Clerk/Treasurer

APPROVED AS TO FORM:

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Kenneth B. Woodrich, City Attorney