

**CITY OF WHITE SALMON
ORDINANCE NO. 2013-05-916**

**AN ORDINANCE OF THE CITY OF WHITE SALMON, WASHINGTON, AMENDING
TITLE 2 OF THE MUNICIPAL CODE RELATING TO ADMINISTRATION AND
PERSONNEL AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, RCW 35A.12.020 requires all appointed officers to have the authority, duties, qualifications and compensation be prescribed by ordinance; and

WHEREAS, During a review of the current White Salmon Municipal Code there were some inconsistencies discovered in Title 2-Administration and Personnel; and

WHEREAS, The City Council desires to comply with RCW 35A.12.020 and have consistency throughout all non-union positions by amending Title 2 and establishing a salary matrix by separate resolution.

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

SECTION 1-Title 2 of the White Salmon Municipal Code is hereby amended to read as follows:

[added provisions underlined; deleted provisions ~~stricken~~]

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 City Administrator:

- 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 from Step 50 to Step 60 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.

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 2.08.050-Compensation

The salary range for the city Clerk-Treasurer shall be from Step ~~22~~ 42 to Step ~~35-57~~ in the most current approved salary matrix, or as otherwise set forth in an employment contract approved by council ~~depending on experience.~~

Section 2.12.050-Compensation

The compensation to be paid to the chief shall be in a salary range from fifty thousand dollars to seventy five thousand dollars, based upon education and experience with the actual salary approved by the council. The salary range for the Chief of Police shall be from Step 47 to Step 57 in the most current approved salary matrix, or as otherwise set forth in an employment contract approved by council.

Section 2.14.050-Compensation

The compensation to be paid to the director shall be in a salary range from fifty thousand dollars to seventy five thousand dollars, roughly equivalent to the police chief, based upon education and experience with the actual salary approved by the council. The salary range for the Director of Public Safety shall be from Step 47 to Step 57 in the most current approved salary matrix, or as otherwise set forth in an employment contract approved by council.

2.30.010 - Position created.

There is created the position of city Public Works Director, who shall be and act as the administrative head of the department of public works. The position of Public Works Director shall be filled by appointment of the mayor with the consent and approval of a majority of the city council. The position of Public Works Director shall be an at-will position; any person so appointed to the position of Public Works Director 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 Public Works Director 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 Public Works Director; provided, however, that such contract may not vary the provisions of this section.

2.30.020 - Duties.

The Public Works Director:

- A. Reports directly to the Mayor or designee.
- B. Oversees, coordinates and manages the activities of the Public Works department in carrying out the requirements of ordinances, laws, rules and regulations and the policies of the City Council.
- C. Reports regularly to the City Council concerning the status of projects and functions of the public works department.
- D. Advises and assists the Mayor and City Council in the formulation and establishment of policies related to the public works department.
- E. Briefs City Council, as appropriate, on immediate as well as emerging public works issues.
- F. Attends various civic and business meetings on behalf of the city.
- G. Assists in the preparation of the Council agenda furnishing pertinent documents, reports and briefings as needed.
- H. Seeks out funding sources and prepares and processes grant applications in the furtherance of public works department goals.
- I. Assists in the annual budget preparation (Mayors proposed budget) for the public works department and submittal to the City Council and monitors compliance on a monthly basis.
- J. Directs the establishment and maintenance of city public works records.

2.30.030 - Compensation.

The salary range for the Public Works Director shall be from Step 50 to Step 60 in the most current approved salary matrix, or as otherwise set forth in an employment contract approved by council.

2.30.040 - Conflict of provisions.

To the extent that the provisions of this chapter or any employment contract with a Public Works Director 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.

2.31.010 - Position created.

There is created the position of city Assistant Public Works Director, who shall be and act as the administrative head of the department of public works. The position of Assistant Public Works Director shall be filled by appointment of the Mayor with the consent and approval of a majority of the city council. The position of Assistant Public Works director shall be an at-will position; any person so appointed to the position of Assistant Public Works Director 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 Assistant Public Works Director 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 Assistant Public Works Director; provided, however, that such contract may not vary the provisions of this section.

2.31.020 - Duties.

The Assistant Public Works Director:

- A. Reports directly to the Public Works Director or designee.
- B. Assists in overseeing, coordinating and managing the activities of the Public Works department in carrying out the requirements of ordinances, laws, rules and regulations and the policies of the City Council.
- C. Reports regularly to the Public Works Director concerning the status of projects and functions of the public works department.
- D. Attends various civic and business meetings on behalf of the city.
- E. Assists in the preparation of the Council agenda furnishing pertinent documents, reports and briefings as needed.
- F. Seeks out funding sources and assists in the preparation and processing of grant applications in the furtherance of public works department goals.
- G. Assists in the annual budget preparation (Mayors proposed budget) for the public works department and submittal to the City Council and monitors compliance on a monthly basis.
- H. Assists in the establishment and maintenance of city public works records.

2.31.030 - Compensation.

The salary range for the Assistant Public Works Director shall be from Step 42 to Step 57 in the most current approved salary matrix, or as otherwise set forth in an employment contract approved by council.

2.31.040 - Conflict of provisions.

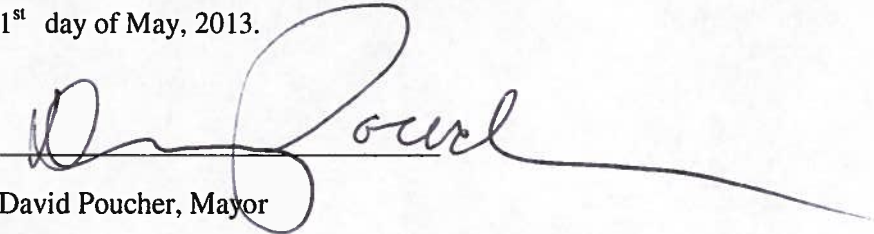
To the extent that the provisions of this chapter or any employment contract with an Assistant Public Works Director relating to employee tenure, compensation and benefits conflict with any other ordinances, resolutions or the employee manual of the city, the provisions of this chapter and such employment 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 – REPEALER. Ord. 2006-8-785 § 1(part), Ord. 2007-6-799 § 1(part) and Ord. 2008-4-816 § 1(part) are hereby amended and repealed where inconsistent with this Ordinance.

SECTION 3 - 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 4 - EFFECTIVE DATE. This ordinance shall become effective following passage and publication as provided by law.

PASSED in regular session this 1st day of May, 2013.


David Poucher, Mayor


Leana Johnson, Clerk/Treasurer

APPROVED AS TO FORM:


Kenneth B. Woodrich, City Attorney