



White Salmon City Council Meeting

A G E N D A

September 21, 2022 – 6:00 PM

Hybrid Meeting: In Person and Via Zoom Teleconference

Meeting ID: 885 9022 8464 Passcode: 743316

Call in Numbers:

669-900-6833

929-205-6099

301-715-8592

346-248-7799

253-215-8782

312-626-6799

- I. **Call to Order, Presentation of the Flag and Roll Call**
- II. **Changes to the Agenda**
- III. **Consent Agenda**
 - [A.](#) Employment Agreement - City Administrator
 - [B.](#) Small Works Roster Bid Contract - Electrical Work Glockenspiel Bells City
 - [C.](#) Approval of City Council Retreat Minutes - August 30, 2022
 - D. Approval of Vouchers
- IV. **Public Comment**

Any public in attendance at the meeting (either in person or via Zoom) will be provided an opportunity to make public comment of a general nature in the time allotted. No registration is required. Each person will be allowed three minutes for comment.
- V. **Presentations**
 - A. Hispanic Heritage Month
- VI. **Business Items**
 - [A.](#) Approval of Resolution 2022-09-546, Removing and Authorizing Signers on Financial Accounts
 - 1. Presentation
 - 2. Discussion
 - 3. Action
 - [B.](#) Ordinance 2022-09-1112, Amending WSMC 2.32 - Mayor and Council Salaries
 - 1. Presentation
 - 2. Discussion
 - 3. Action
 - [C.](#) Appointment of Fire Emergency Services Task Force
 - 1. Presentation
 - 2. Discussion
 - 3. Action
- VII. **Reports and Communications**
 - A. Tree Report - Sweet Gum Tree
 - B. Department Heads
 - C. Council Members
 - D. Mayor

VIII. Executive Session (if necessary)

IX. Adjournment

File Attachments for Item:

A. Employment Agreement - City Administrator



CONSENT AGENDA MEMO

Needs Legal Review: Yes, Completed
Meeting Date: September 21, 2022
Agenda Item: Employment Agreement – City Administrator, Troy Rayburn
Presented By: Marla Keethler, Mayor

Action Required

Authorize the employment agreement with Troy Rayburn for the position of City Administrator beginning October 24, 2022 with an annual starting salary of \$108,925.56 (Range 53, Step 9) to be signed.

Proposed Motion

None unless the agenda item is pulled from the Consent Agenda. If pulled from the Consent Agenda the following motion is recommended:

Motion to authorize the employment agreement with Troy Rayburn for the position of City Administrator beginning October 24, 2022 with an annual starting salary of \$108,925.56 (Range 53, Step 9) to be signed.

Explanation of Issue

The city has offered the position of City Administrator to Troy Rayburn beginning October 24, 2022 at the salary of \$108,925.56 (Range 53 Step 9). The contract provides for 40 hours of vacation leave and 40 hours of sick leave banked at the beginning of Broderick's employment. The employee will accrue vacation leave at 10 hours per month and sick leave at 8 hours per month. The agreement also provides that upon satisfactorily completing the six-month probation period the employee will move to Range 53 Step 10 in the salary matrix. The job description previously adopted by the city council and Troy Rayburn resume is attached.

Council Options

Council has the following options available to it at this time:

- A. Approve the Consent Agenda Item as presented.
- B. Pull the Consent Agenda Item and move it to Business items for further discussion.
- C. Approve the Employment Agreement via the Business Item as presented.
- D. Approve the Employment Agreement via Business Item as amended.
- E. Other action as Council may desire to take.

Fiscal Analysis

The 2022 adopted budget and the 2023 proposed budget has this position incorporated and both budgets anticipate the salary as presented.

Recommendation of Staff/Committee

The Mayor recommends authorizing the signing of the employment agreement with Troy Rayburn for the position of City Administrator beginning October 24, 2022 with an annual starting salary of \$108,925.56 (Range 53 Step 9).

TROY RAYBURN

P.O. Box 2332 * Sisters, Oregon 97759
541.588.2450 * troyrayburn.1@gmail.com

QUALIFICATIONS

July 2019 – Present

CITY OF SISTERS

Sisters, OR

Public Works Project Coordinator / Program Manager

- Assist Public Works Director with Department Administration including Consultant Management, Coordinating PW Crew, Contract Management, and Master Plan Development
- Coordinate & Manage Master Plan Development for:
 - East Portal Multi Use Transportation Hub
 - Parks Master Plan
 - Lazy Z Ranch – Effluent Reuse System and ODOT Open Space Park
 - Transportation System Plan
 - Urban Forest Fire Mitigation Plan
- Develop & Administer Public Outreach and Communication Plans for Public Works' Projects
- Draft & Release Announcements & Press Releases for Public Works Projects
- Cooperatively Work with Community Development Department on Land Use & Building Issues
- Manage Public Events Program in Coordination with City Manager
- Research, Write and Apply for Federal & State Grants and Manage Award Process
- Develop Collaborative Relationships with Regional and State Agencies to Further City Objectives
- Manage Urban Forestry Board, City Forester and Tree Conservation Program
- Assist Department Director with Administration of Public Works Advisory Board
- Overall Ratings during Annual Employee Reviews = Excellent & Exceeding Expectations

July 2016 / July 2019

COMMUNITY DEVELOPMENT DEPARTMENT

Redmond, OR

Urban Renewal & Economic Development Program Specialist / Project Manager

- Implement & administer Small Business Start-Up Grants & Loans - Economic Development
- Draft & Administer Multi-Million Dollar Capital Construction Budgets, Project Timelines & Scopes of Work
- Manage Consultants: Architects, Site Planners, Contractors and Infrastructure Providers
- Plan and Execute Urban Renewal Projects:
 - Centennial Park Expansion Project
 - Downtown Parking Study & Action Plan
 - Downtown Directional Signage Project / Wayfinding
 - Downtown Streetscape Project / Pole Sign Removal
- Manage Centennial Park Expansion Task Force and Downtown Parking Task Force
- Design & Implement Public Inclusion Processes to Build Consensus for Projects
- Administration of Downtown Urban Renewal & Economic Development Advisory Committee (DURAC)
- Write, Release and Administer Request for Proposals (RFP) & Bid Processes
- Research, Write and Produce Memos, Issue Briefs, Press Leases, and PowerPoint
- Consistently Received Highly Favorable Employee Reviews

2013 Legislative Session**OREGON STATE LEGISLATURE****State Capitol**Committee Administrator for House Transportation and Economic Development

- Lead Staff for Committee Chairman and Vice-Chair
- Successfully Administer 10 Member State Legislative Committee
- Implement Committee's Long-Range Work Plan and Associated Meeting Agendas
- Engage & Communicate with Diverse Audiences
- Write & Publish Policy Briefs & Committee Report Summaries including Fiscal Impact
- Received Highly Favorable Employee Review

2007-2010**CLARK COUNTY, WA****Vancouver, WA**Senior Policy Analyst to Board of Commissioners for Land Use & Transportation

- Member of County Administrator's Management Team
- County Administrator & Commissioners' Office Point Person for Comp Plan Update
- Facilitate Solutions Relating to Land Use, Building, Environment and Transportation
- Collaborate with Technical Staff to Solve Problems and Ensure Regulatory Compliance
- County Administrator's point person to develop and implement equity & inclusion policy
- Make Presentations to Community Groups, Chambers of Commerce, Ports and Trade Organizations
- Manage Historical Grants Commission & Special Projects as Assigned
- Development & Administration of Appointed Committees and Task Forces
- Consistently Received Highly Favorable Annual Reviews

2000-2006**CITY OF ASPEN, CO****Pitkin County, CO**Project Manager for Work-Force Housing & Capital Construction Projects

- Implement Design-Build Model for Assigned Capital Projects
- Draft & Administer Multi-Million Dollar Capital Construction Budgets, Project Timelines & Scopes of Work
- Coordinate & Facilitate Real-Estate Transactions
- Plan and Implement Capital Construction Projects:
 - Rio Grand Park & Trail Improvements Project
 - Annie Mitchell Work-Force Housing Project
 - Stillwater Work-Force Housing Project
 - Code Update for Existing Properties to Achieve Regulatory Compliance
- Coordinate & Manage Consultants: Architects, Site Planners, Contractors and Infrastructure Providers
- Intermediary between Local Governments and Consultants to Facilitate Solutions
- Design and Implement Public Outreach & Inclusion Processes to Build Consensus for Projects
- Write & Publish Request for Proposals (RFPs) / Manage RFP Process
- Coordinate Approval Process Including Government Permits
- Research Land Use Regulations, Building Codes and Zoning Requirements
- Consistently Received Highly Favorable Employee Reviews from All Three Organizations

1997-2000**CLARK COUNTY, WA****Vancouver, WA**Senior Policy Analyst to Board of Commissioners

- Member of Commissioners and County Administrator's Leadership Team

- Develop & Administer Tri-County Response to Endangered Species Act (ESA) Listings
- Develop Collaborative Relationships with Regional and State Agencies to Further County Objectives
- County Administrator & Commissioners' Office Point Person for Comp Plan Update
- Administer County Appointed Committees and Task Forces
- Manage Historical Grants Commission Program
- Consistently Received Highly Favorable Annual Employee Reviews

MISCELLANEOUS PROFESSIONAL EXPERIENCE

STATE CAPITOL

2015 Oregon State Legislative Session – Successfully Lobbied for Cancer Research Funding
 2014 Oregon State Legislative Session – Legislative Staff to House Member
 2012 Oregon State Legislative Session – Government Affairs Director for Clackamas County, OR
 2011 Oregon State Legislative Session & Interim – Government Affairs Director for Clackamas County, OR
 1995–1997 Local Governments & Washington State Legislature – Clark County Home Builders Assoc.
 1995 Oregon State Legislative Session – Caucus Administrator for House Majority Office
 1994 The Leadership Fund for Senate Majority
 1991 Oregon State Legislative Session - Reading Clerk on House Floor / Legislative Assistant to Speaker
 1987 Oregon State Legislative Session – Legislative Committee Assistant and Senate Page

These combined state legislative experiences require the ability to effectively:

- Successfully Serve as Lead Staff for Legislative Leadership Offices & Individual Members
- Administer / Manage Legislative Committees
- Interpret & Communicate Legislative Policies & Processes to Diverse Audiences
- Build and Maintain Cooperative Relationships with All Interest Groups
- Consistently Received Excellent Work During Reviews

EDUCATION

University of Oregon & PSU **Graduate Studies in Public Administration** **1987-1989**

- Graduate Internship with U.S. Senator Bob Packwood
- Graduate Internship with U.S. Congressman Bob Smith

Oregon State University **Public Administration** **Bachelor of Science, 1986**

- City of Hood River Professional Development Program * City Manager's Office
- Summer Internships with the The Dalles City Manager's Office

CONTINUING EDUCATION

Portland State University (PSU)	Project Management Certification	2021
League of Oregon Cities (LOC)	Community Visioning & Planning / Grant Writing	2021

CITY ADMINISTRATOR EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT ("Agreement") is made and entered into the _____ day of _____ by and between the City of White Salmon, Washington, Non-charter code city of the State of Washington ("Employer") and Troy Rayburn ("Employee").

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants herein contained the parties agree as follows:

SECTION 1. DUTIES:

- A. City agrees to employ the services of Employee as City Administrator for the City.
 - 1. Under the authority and direction of the Mayor, assuming full management responsibility for all City operations, including the development and implementation of the City's goals, objectives, policies, and priorities.
 - 2. Supervising other department heads: Public Works, Clerk/Treasurer, Administration, Planning, Building; ensuring conformance to city ordinances and state laws pertaining to the establishment and maintenance of city records; and accounting of municipal funds.
 - 3. Maintain open communications with the Mayor, Department Heads, City Council, Planning Commission, Staff and community to promote responsive and courteous public services. Works collaboratively with staff and elected officials to enhance the sense of team and commitment to serving the public.
 - 4. Provide policy advice to the Mayor and City Council.
- C. The Employee will report to and be supervised by the Mayor.
- D. Employee agrees to accept employment and act as City Administrator (as outlined in the adopted job description attached to this agreement) for the City and to perform their duties to the best of their ability in accordance with the highest professional and ethical standards of the profession and shall comply with all general rules and regulations established by the State of Washington, the City as set forth in its Personnel Manual ("Manual") or otherwise according to the City Administrator's directives.
- E. Employee shall not engage in any activity that is, or may become, a conflict of interest, as defined by Washington law, or would be incompatible with the position of City Administrator, or enter into a prohibited contract, as defined by Washington

law.

SECTION 2. STATUS AND TERM:

- A. Employee shall be employed for an indefinite term, commencing October 24, 2022, and shall serve at the pleasure of the Mayor. Employee shall be considered an "at-will" employee of the City.
- B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the City's right to terminate this Agreement, with or without cause, at any time, subject only to the provisions set forth in Section 6 of this Agreement, the laws of the State of Washington, and City ordinances.
- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign and terminate this Agreement at any time, subject only to the provisions set forth in Section 6 of this Agreement.
- D. Employee agrees to remain in the exclusive employment of the City for an indefinite period of time and shall neither accept other employment nor become employed by any other employer without the prior written approval of the Mayor. The term "employed" and derivations of that term as used in the preceding sentence shall include employment by another legal entity or self-employment, but shall not be construed to include occasional teaching, writing, consulting or military reserve service performed on Employee's own time, and with the advance approval of the Mayor.

SECTION 3. SALARY:

- A. City agrees to pay Employee a starting salary of \$108,925.56 (Range 53, Step 9) per annum for services, payable in equal installments at the same time as other employees of City. Upon satisfactorily completing the probation period, the Employee shall move to Range 53, Step 10. The City's budget will contain all salary and benefit amounts.
- B. The parties agree that Employee shall receive an appropriate cost-of-living adjustment on an annual basis, compatible with Employee's performance and not lower than the amount granted to other non-union City employees.
- C. This agreement shall be automatically amended to reflect any salary adjustments that are provided or required by the Employer's compensation policy.

SECTION 4. BENEFITS:

- A. Employee shall be entitled to 5 days (40 hours) of vacation on the commencement date of Employee's employment. The City encourages employees to take regular vacation time to stay refreshed and focused on their jobs. Employee shall accrue

paid annual leave in equal monthly amounts of one hundred twenty (120) hours per year. Upon completion of five years of employment, the employee shall accrue paid annual leave in equal monthly amounts of one hundred sixty (160) hours per year. If the Employee is unable to use all of their vacation leave in any calendar year, they may carry forward one week (40 hours) to the following years. There shall be no compensation for accrued and unused vacation leave at the end of each year without prior council approval. At termination, Employee shall be eligible for payout of unused vacation leave up to eight (80) hours. If personal hardship prevents the Employee from use vacation leave, they shall apply to the City Council for an exception to the 40-hour carryover rule, provided the request is made prior to December 1, and Employee proposes taking the excess vacation time during the first six (6) months of the following year.

- B. Employee shall be entitled to 5 days (40 hours) of sick leave on the commencement date of Employee's employment. Upon commencing employment, Employee shall accrue sick leave at the rate of one day per calendar month of employment. Employee may not accrue more than 1,000 hours of sick leave. In lieu of payment, Employee may elect to transfer some or all of Employee's excess sick leave to another employee who has medical need for additional sick leave.
- C. Employer shall provide medical, vision and dental coverage consistent with the City's employee manual.

SECTION 5. RETIREMENT:

Employer shall enroll Employee in the Public Employee Retirement System of Washington ("PERS") and to make all appropriate contributions as required.

SECTION 6. RESIGNATION, TERMINATION AND SEVERANCE PAY:

- A. Employee may resign at any time, with or without cause, and shall give City at least thirty (30) days advance written notice of the effective date of his resignation.
- B. This agreement shall be terminated upon the death or permanent disability of the Employee.
- C. If Employee is terminated by City without cause (except as provided in paragraph D of this section) and during such time the Employee is willing and able to perform Employee's duties under this Agreement, City shall pay Employee severance as described in paragraph E of this Section.
- D. The following reasons shall constitute grounds to terminate this Agreement with cause and without payment of the severance provided in paragraph E of this Section:

1. A breach of this Agreement or the repeated neglect by Employee to perform the duties Employee is required to perform under this Agreement that continues after written notice and a 30-day cure period;
 2. Conviction of any criminal act relating to or adversely affecting Employee's employment with the City;
 3. Conduct, relating to City employment, which, while not criminal in nature, violates the Manual or other reasonable standards of professional and personal conduct in some substantial manner, or that continues after written notice and a 30-day cure period; and
 4. Conviction of any felony offense.
- E. If Employee is terminated by City without cause (except as provided in paragraph D of this Section) prior to the end of 6-month probationary period, The City is not required to pay severance.
- F. If Employee is terminated by City without cause (except as provided in paragraph D of this Section) or requested to resign for the convenience of City during such time as Employee is willing and able to perform Employee's duties under this Agreement, City shall pay Employee, as severance, a cash payment identified as follows equal to not less than one month salary, depending upon the City's prior notice to Employee as provided below:

150-180 days notice	One Month Severance Pay
90-150 days notice	Three months severance pay
30-90 days notice	Four months severance pay
30 days or less notice	Six months severance pay

Such payment shall fully and finally release City from any and all further obligations to Employee or under this Agreement. Any severance shall be paid in a lump sum unless otherwise agreed to by Employer and Employee.

- G. It is understood that after notice of termination or resignation in any form, Employee and City will cooperate to provide for an orderly transition. Specific responsibilities during such transition may be specified in a written separation agreement. If Employee is terminated without cause, Employee may request, and if requested, Employee shall be given, an opportunity for a public name clearing hearing with the Mayor and City Council.

SECTION 7. HOURS OF WORK:

It is expected that Employee will work at least 40 hours per week, Monday through Friday 8:00 a.m. to 5:00 p.m. However, It is recognized that Employee must devote a great deal of time outside the normal office hours on business for Employer, and to that end

Employee shall be allowed ten (10) hours of leave per month away from the office during normal office hours. Said hours will not be accumulative from month to month. The parties recognize that Employee will be exempt from the provisions relating to overtime payment and compensatory time under the Fair Labor Standards Act.

SECTION 8. PERFORMANCE EVALUATION:

The Mayor, shall review and evaluate the performance of the Employee in six months after the date of employment followed by an annual review each year thereafter. At the date of employment, the Mayor will establish written goals for performance based on the goals and objectives set by Mayor and Council in their winter meeting. These standards will be shared with the Mayor and Council. Thereafter, the Employee's job performance will be evaluated against those goals by the Mayor and the Employee and Human Resources Committee on an annual basis. The goals and objectives of the evaluations shall be reduced to writing. Goals and objectives shall generally be attainable within the time limitations as specified and the annual operating and capital budgets and appropriations provided. The annual review will also include a salary review.

SECTION 9. PROFESSIONAL DEVELOPMENT:

- A. City shall budget and pay for the professional dues and subscriptions of Employee necessary for their continuation and full participation in state and local associations and organizations, necessary for their continued professional participation, growth and advancement, to better serve the interests of City.
- B. As budgeted funds allow the City will pay the actual costs, including travel, lodging and meal expenses, associated with Employee's attendance at the annual conference and/or training to better serve the interests of City.

SECTION 10. MOVING EXPENSES:

Reasonable moving expenses for the City Administrator position are reimbursable at the direction of the mayor. Moving expenses shall mean the cost of moving household goods, furniture, clothing, and other personal effects of the new employee. Moving expenses not to exceed \$2,000 and will require documentation of the associated costs, i.e., using a moving company, rental of trailer/truck, gas receipts, etc.

SECTION 11. OTHER TERMS AND CONDITIONS OF EMPLOYMENT:

The Mayor and the City Council may fix in writing any such other terms and conditions of employment, as they may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, City ordinances, or any other law. All provisions of City ordinances, regulations rules and the Manual as they now exist or hereafter may be amended, shall also apply to Employee as they would to other employees of City, except as may be specifically agreed upon herein.

IN WITNESS WHEREOF, The City of White Salmon has caused this Agreement to be signed and executed on its behalf by the Mayor, and duly attested by the City Clerk, and Employee has signed and executed this Agreement, both in duplicate, the day and year first above written.

EMPLOYER:
CITY OF WHITE SALMON

MARLA KEETHLER, MAYOR

ATTEST:

STEPHANIE PORTER, CLERK TREASURER

EMPLOYEE:

Troy Rayburn 9.12.21

TROY RAYBURN

APPROVED AS TO FORM ONLY:

KENNETH B. WOODRICH, CITY ATTORNEY

File Attachments for Item:

B. Small Works Roster Bid Contract - Electrical Work Glockenspiel Bells City Hall



CONSENT AGENDA MEMO

Needs Legal Review: No
Committee Meeting Date: September 21, 2022
Agenda Item: Small Works Roster Bid Contract – Electrical Work Glockenspiel Bells
Presented By: Jan Brending, Staff Assistant

Action Required

Authorizing the Mayor to sign small works contract for electrical work related to the Glockenspiel Bells at City Hall.

Proposed Motion

None unless the agenda item is pulled from the Consent Agenda. If pulled from the Consent Agenda the following motion is recommended:

Move to authorize the Mayor to sign small works contract with _____ in the amount of _____ for electrical work related to the Glockenspiel Bells at City Hall.

Explanation of Issue

The Verdin Company identified some electrical work that needed to be done before the improvements to the Glockenspiel Bells and Clock at City Hall could be completed. The city issued the attached small works roster bid and received two bids:

Coburn Electric Inc.	\$8,385.00 (including sales taxes)
Schneider & Son Inc.	\$43,428.93 (including sales taxes)

Because there was a substantial difference in the bid amounts, the city has asked for a “Letter of Scope of Work” from each company and a clarification that they spoke with The Verdin Company regarding the project. This information will be made available no later than Tuesday, September 20.

Council Options

These options will be presented/updated on Tuesday, September 20.

Staff/Committee Recommendation

A recommendation will be provided on Tuesday, September 20

City of White Salmon

Bid Schedule – Electrical Work Glockenspiel Bells City Hall

Bidder will complete the work in accordance with provided specifications for the following price:

No.	Item	Unit	Unit Price	Qty	Total Price
1.	Electrical Work – Glockenspiel Bells City Hall	LS	XXX	All Req'd	40,399.00
Base Bid Subtotal					40,399.00
Base Bid Sales Tax (7.5%)					3,029.93
BASE BID TOTAL					43,428.93

CONTRACTOR:

Name: Schneider & Son, Inc.

Contact Name: Rick Schlecht

Mailing Address: PO Box 258 Yacolt, WA 98675

Phone Number: 360-409-9781

Email Address: RickS@schneiderandson.com

Washington Contractor License #: SCHNESI794LA

Washington UBI #: 604 224 766

Signature: 

Date: September 14, 2022

City of White Salmon

Bid Schedule – Electrical Work Glockenspiel Bells City Hall

Bidder will complete the work in accordance with provided specifications for the following price:

No.	Item	Unit	Unit Price	Qty	Total Price
1.	Electrical Work – Glockenspiel Bells City Hall	LS	XXX	All Req'd	\$ 7800.00
Base Bid Subtotal					
Base Bid Sales Tax (7.5%)					\$ 585.00
BASE BID TOTAL					\$ 8,385.00

CONTRACTOR:

Name: Coburn Electric Inc

Contact Name: Dennis Muilenburg

Mailing Address: P.O. Box 118, Hood River, OR 97031

Phone Number: (541) 354-1163

Email Address: nancy@coburnelec.com

Washington Contractor License #: COBUREI 12131

Washington UBI #: 600 556 216

Signature: Lammy Ganten

Date: 09/13/2022

402.

Electrical Quotation

To: City of White Salmon
ATTN: Jan Brending
Phone: (509) 493-1133
Email: janb@ci.white-salmon.wa.us
From: Dennis Muilenburg
Project: City Hall Bell Tower Electrical Work

09-09-2022

Coburn Electric, Inc. is providing this quotation for labor and material for the following items based on job scope via site walk with Jan and phone conversation with Verdin rep

Proposal to include:

1. Permit Fee
2. Install (1) dedicated 30a 120v circuit
3. Install (1) general duty receptacle for various new cord and connect equipment
4. Install new wiring for clock and back light from control cabinet to tower
5. Verify all wiring from bell tower to electrical panel is in good working condition
6. Replace any wiring found not to be in good working condition
7. Disconnect and line voltage wiring as directed by Verdin
8. Install CAT6 cable from control cabinet to LAN on second floor.

Total Price for above Work: \$7,800.00

Note:

- Normal Work to be done Monday through Friday 07:00 to 16:30
- Work performed outside of "normal work" hours will be charged at labor agreement rates
- Coburn Electric considers any COVID -19 related changes imposed by Manufacturers and Suppliers as outside its reasonable control and subject to Force Majeure provisions or similar common law doctrines such as "frustration or "impossibility.
- Escalation Clause: The contract price for this construction project has been calculated based on the current prices for the component building materials. The market for the building materials that are hereafter specified is volatile, and sudden price increases could occur. The contractor agrees to use it best efforts to obtain the lowest possible prices from available building material suppliers, however, should there be an increase in the prices of these specified materials that are purchased after execution of contract for use in the construction project, the City of White Salmon agrees to pay that cost increase to the contractor.

Bid based on Verdin Supreme Controller located in storage room on second floor.

Excludes:

All painting, patching, trenching, saw cutting, back filling, all excavation and back fill, programming, control panel, low voltage connections, mounting of new equipment, lift

fees, cellular communication, utility fees, signage, networking equipment, ISP fees, and taxes

TERMS:

Quotation Valid for 15 days. All payments are due within 10 days of our dated invoice. If all payments are not made on time, a 1.5% interest per month shall be charged on all accounts 30 days past due. The Buyer's signature shall constitute an acceptance of all the condition stated above. Installation will be guaranteed against defects in workmanships for a period of one year.

Accepted by: _____ Date: _____

By: Sammy Gleaton for Dennis Date: 09/13/2022
Dennis Muilenburg, Estimator



City of White Salmon Office of City Hall

August 24, 2022

Small Works Roster Scope of Work City Hall Bell Tower Electrical Work

The City of White Salmon is seeking sealed bids for the performance of electrical work related to the City's Glockenspiel Bells. The proposed work includes:

- Installation of new electrical panel
- New wiring from bell strikers to junction box
- Verify all wiring from bell tower to new electrical panel is in good working condition
- Replace any wiring found not to be in good working condition
- Label wiring in panel that goes from the panel to the bell tower (e.g., bell 1 wires labeled 1)

Please see attached drawing titled "Electrical Rise for a Supreme Carillon Master with 1 Clock, Lights, 14 Strikers and Remote." Contractor will have the opportunity to work with the City's vendor Verdin Company for clarification related to this work.

All work is subject to Washington state prevailing wages <https://lni.wa.gov/licensing-permits/public-works-projects/prevailing-wage-rates/>.

A sample small works contract is attached. Retainage of 10% will be required to be withheld from payment until all appropriate paperwork is filed with the state.

Contractors must be listed on the City's Small Works Roster prior to submitting a quote. The Small Works Roster Application is available on the city's webpage at <http://www.white-salmon.net> – click on Bids and RFPs.

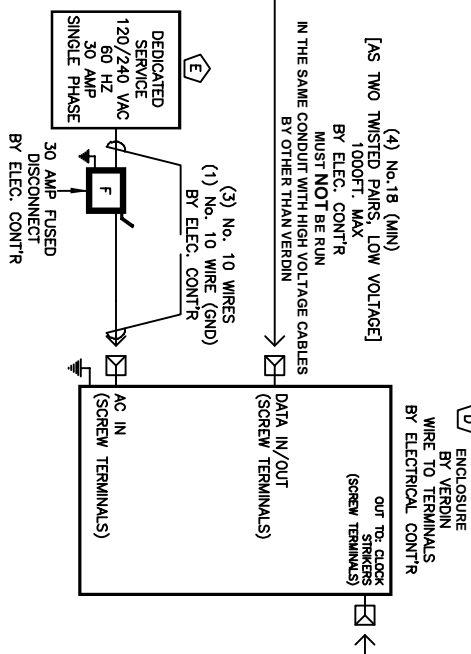
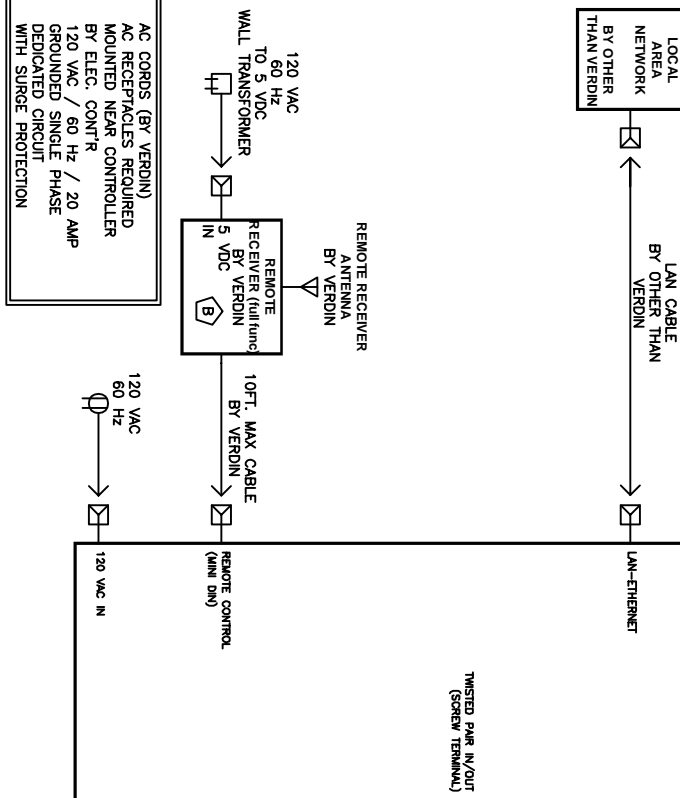
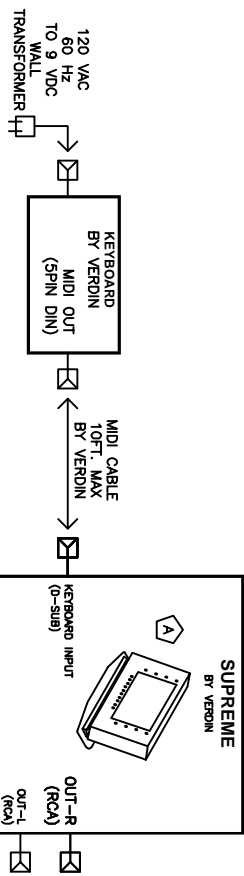
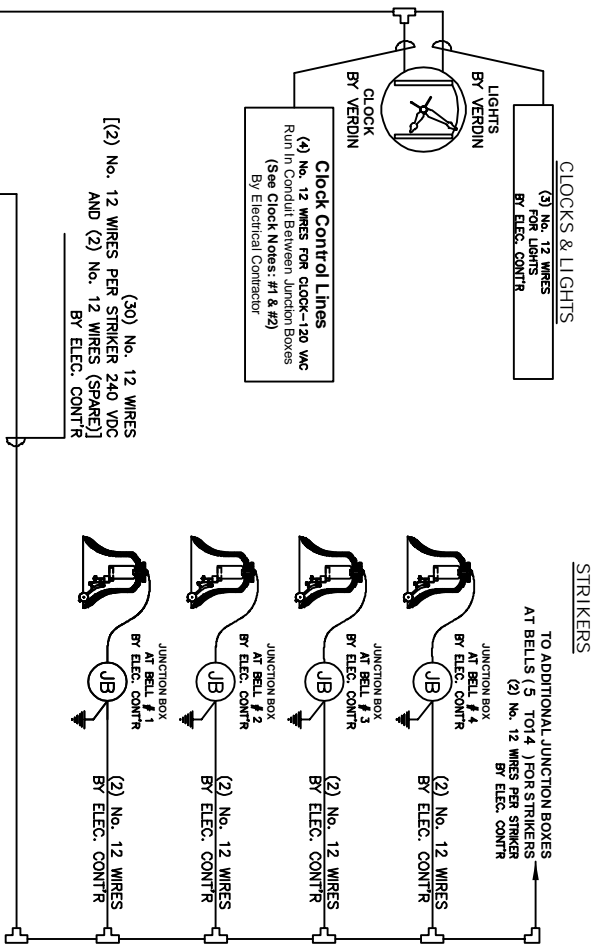
Please submit sealed bids to City of White Salmon, Attention: Jan Brending marked "Electrical Work – Glockenspiel Bells", PO Box 2139, 100 N. Main, White Salmon WA 98672 no later than 3:00 p.m. on Wednesday, September 15, 2022. Postmarks dated after September 15, 2022 will not be accepted. Bids will be reviewed at City of White Salmon, 100 N. Main at 3:10 p.m. on Wednesday, September 15, 2022.

For more information, please contact Jan Brending at janb@ci.white-salmon.wa.us.

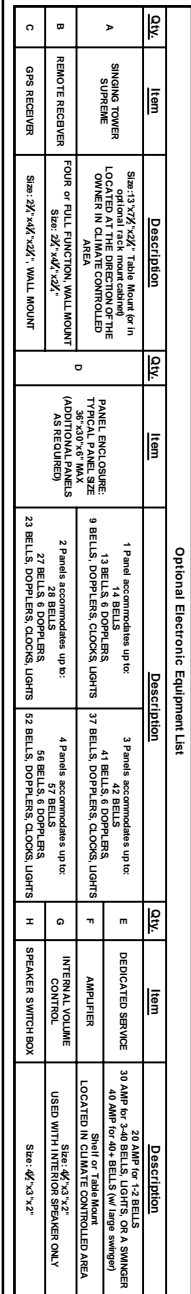
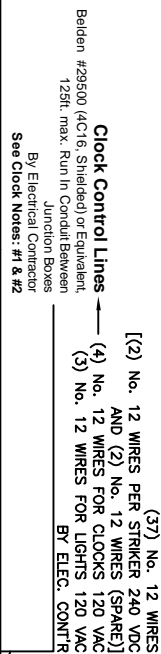
100 North Main Street PO Box 2139 White Salmon WA 98672
Office: (509) 493-1133 Web Site: www.white-salmon.net

The City of White Salmon is an equal opportunity employer and provider.

TOWER



UTILITY ROOM




- GENERAL NOTES.
Field verify existing wires condition/location in column(s) by Electrical Contractor & coordinate with Verlin

4. Any optional equipment must be included in final contract in order for equipment to be supplied by Verdin.
5. Final connections by Electrical Contractor.
6. All Low Voltage Cables MUST NOT Be run in the same conduit with high voltage cables.

CLOCK NOTES:

1. For cable length from 125ft. up to 250ft. max. Use Beiden #29501 (4C14, Shielded) or equivalent.
2. (4) No 16 wires, 125ft. max. or (4) No 14 wires up to 250ft. max run in Dedicated Metal Conduit & Metal Junction Box

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	The Verdin Company Corporate Headquarters 444 Harding Road Chestnut, OH 43024 (615) 281-0418 (fax) 866-0488		Manufacturing Facility 3900 Harding Avenue Cincinnati, OH 45228	
	221527 City of White Salmon White Salmon, WA			
REISS & LOCKES SINCE 1992	Electrical Riser for a Supreme Carlton Master w/ (1) clock, Lights (1) Sinks, & Remote			
SCALE NO W/ (1) clock, Lights (1) Sinks, & Remote	DRAWN BY DMB	DRAWING NUMBER: 22 ELEC/ B 6600		
DATE Jun 9, 2002	REVISION:			

File Attachments for Item:

C. Approval of City Council Retreat Minutes - August 30, 2022



DRAFT
CITY OF WHITE SALMON
City Council Retreat Meeting – Wednesday, August 30, 2022
In Person Meeting

Council and Administrative Personnel Present

Council Members:

Ben Giant
Patty Fink
Jason Hartmann
Jim Ransier
David Lindley

Staff Present:

Russ Avery, Public Works Operations
Jan Brending, Clerk Treasurer
Jeff Broderick, Land Use Planner
Mike Hepner, Police Chief
Bill Hunsaker, Fire Chief/Code Enforcement
Paul Koch, Interim City Administrator
Stephanie Porter, Deputy Clerk

I. Call to Order and Roll Call

Marla Keethler called the meeting to order at 4:00p.m. There were no members of the public in attendance.

II. Public Comment

No public present.

III. Business Items

A. Introduction and Purpose of Retreat

Mayor Marla Keethler presented the purpose of the retreat to identify council priorities for the budget year 2023. Mayor Keethler presented the results of a survey sent to the city council requesting importance of previously identified priorities and ranked them based on council response.

B. 2023 Base Budget

Jan Brending, Clerk Treasurer, presented the base budget for year 2023. Brending explained that the base budget only includes expenditures that are reoccurring operating and maintenance costs to keep the city functioning, and only revenues that are ongoing funding sources such as taxes.

Brending noted that there will need to be a cautious and intentional approach to budgeting and spending for 2023 due to the presented facts that the city is currently using beginning cash balances to balance the budget. Brending noted that the city needs to identify additional streams of revenue to maintain the budget long term. Brending noted that the water and sewer utility rates will increase and recommended the city investigate a permanent levy lid lift to

increase the property taxes over the regular 1% annual increase to accommodate for inflation.

Mayor Marla Keethler reviewed current projects that will carry over into 2023.

C. Review of 2021-2022 Priorities and Accomplishments

Mayor Marla Keethler reviewed the priorities from 2021 and 2022.

Mayor Keethler reviewed the recent accomplishments of the city.

D. 2023 Budget Priorities

Department heads presented their budget requests including their number one priority as follows:

Mike Hepner, Police Chief	Additional Lateral Police Officer
Russ Avery, Public Works	Upgrade of the SCADA system
Stephanie Porter, Finance	Meter Reading Base Station
Bill Hunsaker, Building	Permitting/Inspection Software
Bill Hunsaker, Fire Chief	Fire Engine
Jeff Broderick, Planning	Grant Writer

Council members and Departments Head discussed the presented requests.

Council identified where each request fit within the following agreed upon the priorities for 2023:

- Develop sustainable infrastructure funding for the construction, operation, and maintenance of public buildings, roads, and utilities.
- Support a vibrant downtown.
- Improve communication between the community and the City Council/City Hall/Residents of White Salmon.
- Increase availability of housing for all income levels.
- Support efforts to increase access to public transportation.
- maintain public safety to the highest standards,
- Support efforts to increase childcare.
- Increase economic development activities.
- Improve existing park facilities and expand recreation access within town. Including supporting the efforts of the White Salmon Valley Metropolitan Park District to construct a pool.
- Increase tourism as an economic development driver.
- Support and preservation, rehabilitation, and restoration of historical buildings.

IV. Adjournment

The meeting was adjourned at 7:15 p.m.

Marla Keethler, Mayor

Jan Brending, Clerk Treasurer

File Attachments for Item:

A. Approval of Resolution 2022-09-546, Removing and Authorizing Signers on Financial Accounts

1. Presentation
2. Discussion
3. Action



AGENDA MEMO

Needs Legal Review: Yes
Meeting Date: September 21, 2022
Agenda Item: Resolution 2022-09-546, Removing and Designating Signers on Bank Accounts
Presented By: Stephanie Porter, Clerk Treasurer

Action Required:

Approval of Resolution 2022-09-546, Removing and Designating Signers on Bank Accounts.

Proposed Motion

Motion to approve Resolution 2022-09-546, Removing and Designating Signers on Bank Accounts

Explanation of Issue

The city council must take official action to remove signers and to designate new signers on the city's bank accounts. The proposed resolution removes Jan Brending; and adds Stephanie Porter.

Council Options

The City Council has the following options available at this time:

1. Accept the staff recommendation to adopt the proposed resolution as presented.
2. Accept the staff recommendation and adopt the proposed ordinance with amendments.
3. Deny the Resolution as presented.
4. Other action as determined by City Council.

Fiscal Analysis

No financial cost.

Recommendation of Staff/Committee

Staff recommends the city council adopt Resolution 2022-09-546, Removing and Designating Signers on Bank Accounts

RESOLUTION 2022-09-546

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITE SALMON,
WASHINGTON, REMOVING SIGNERS AND AUTHORIZING SIGNERS ON
FINANCIAL ACCOUNTS**

WHEREAS, there has been a change in Clerk Treasurer of the City of White Salmon; and

WHEREAS, the City of White Salmon finds the needs to remove signers and authorize new signers on city financial accounts, and

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WHITE SALMON,
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

Jan Brending is to be removed as signer on all city financial accounts.

The authorized signers on all financial accounts are: Mayor – Marla Keethler, Mayor Pro Tempore – Jason Hartmann, Clerk Treasurer – Stephanie Porter, and Permit Technician – Erika Castro Guzman.

ADOPTED by the Council of the City of White Salmon, Washington. Dated this 21st day of September, 2022.

Marla Keethler Mayor

ATTEST:

APPROVED AS TO FORM:

Stephanie Porter, Clerk Treasurer

Kenneth Woodrich, City Attorney

File Attachments for Item:

B. Ordinance 2022-09-1112, Amending WSMC 2.32 - Mayor and Council Salaries

1. Presentation
2. Discussion
3. Action



AGENDA MEMO

Needs Legal Review: Yes (Completed)
Meeting Date: September 7, 2022
Agenda Item: Council Member and Mayor Salaries
Presented By: Marla Keethler, Mayor and Jan Brending, Staff Assistant

Action Required

Adoption of Ordinance 2022-09-1112, Amending White Salmon Municipal Code 2.32 Mayor and Council Salaries.

Proposed Motion

Move to adopt Ordinance 2022-09-1112, Amending White Salmon Municipal Code 2.32 Mayor and Council Salaries.

Explanation of Issue

The Personnel and Finance Committee reviewed a request from the Mayor to consider amending the council member and mayor salaries. A review of the City of White Salmon's council member and mayor salaries compared other cities of comparable size is attached. The majority of these comparables were used when negotiating the city's union agreement. The monthly average per month for the position of Mayor is \$944.30 per month with a high of \$3000 per month and a low of \$0 per month. The average per month for the position of Council Member (using only "monthly or monthly +" stipends) is \$229.20 per month with a high of \$516.37 per month and a low of \$50 per month.

Neither position, mayor or council member, is considered full-time but to be an effective strong mayor, where in the expectation is that the position of mayor is the Chief Executive Officer for the administration it takes a regular weekly commitment of 20 to 30 hours. It is clear in recent years that the community expects more of those who are elected to represent their interests. Council member commitments between committees and other outside city-related activities can also be more time consuming than just two council meetings per month.

The current stipend amounts make assumptions that individuals running for office are either of an age where gainful employment is no longer necessary, or they have other means of financial support that allow them to make the timely commitments without considering compensation. This effectively excludes many individuals who otherwise might get involved but are in a position where they cannot afford the volunteer service without recognition of the time committee through the stipend. This could have an impact on those who would run for office by limiting a diverse array of candidates that represent varied life experiences and stages.

These positions should never be expected to provide full-time equivalent salaries, but a stipend that is more in line with similar-sized cities across the state is warranted. The proposed adjustment also reflects that the city values the service of its citizens in representing the interest of the community.

The State of Washington's constitution provides direction as to how and when council member salaries can be increased or decreased. If the city does not use a "salary commission," the salary of a council member can only increase or decrease after the next election for that position. This sometimes results in sitting council members being paid different amounts. This has occurred in the past in White Salmon. Salaries were increased in 2016 and took effect with those council members who were elected in 2017 and took office in 2018. The city had one sitting council member whose salary did not change. An article from MRSC is attached that explains the process. The mayor's salary can be changed at any time.

The proposed changes are to increase the mayor's salary from \$655 per month to \$2000 per month and to increase the council members' salary from \$166 to \$225 per month (this will be a flat rate versus a per meeting rate as currently provided for).

Council Options

The City Council has the following options:

1. Adopt the proposed ordinance as presented.
2. Adopt the proposed ordinance with amendments.
3. Return the proposed ordinance back to staff and the Personnel and Finance Committee for further work and additional information.
4. Make no changes to the city's code regarding mayor and council salaries.

Financial Implications

A change in council member salaries will not have an impact until after the 2023 election in November 2023 (2 council members would see a change in 2024 and then the remaining 3 would see a change in 2025). A change in the mayor's salary could be effective immediately after the ordinance becomes effective (5 days after publication of the adoption of the ordinance) or upon a date determined by the city council when adopting the ordinance to make such a change. The City's 2023 base budget includes the increase for the mayor to \$2,000 per month. However, a budget amendment would be necessary to accommodate any change for 2022.

Staff/Committee Recommendation

The Personnel and Finance Committee recommends increasing the mayor's salary from \$655 to \$2000 per month and the council members' salary from \$166 per month (based on maximum of two meetings per month) to a flat rate of \$225 per month.

**CITY OF WHITE SALMON
ORDINANCE 2022-09-1112**

AN ORDINANCE AMENDING WSMC 2.32 MAYOR AND COUNCIL SALARIES

WHEREAS, the city council has adopted White Salmon Municipal Code section 2.32 Mayor and Council Salaries; and

WHEREAS, the city council has determined that amendments to White Salmon Municipal Code Section 2.32 are necessary; and

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

SECTION 1. White Salmon Municipal Code Section 2.32 Mayor and Council Salaries, is hereby amended as follows:

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

Added = **bold and underlined**

2.32.010 Salary schedule established.

A. The mayor shall receive a salary of ~~**six hundred fifty-five two thousand**~~ dollars per month.

B. Each member of the city council shall receive a salary of ~~**eighty-three dollars per meeting, not to exceed one hundred sixty-six dollars**~~ **two-hundred twenty-five dollars** per month.

C. Elected officials will receive compensation of fifteen dollars per hour up to one hundred twenty dollars per day of documented training attended/received in addition to travel expenses allowed by the city's travel policy.

2.32.020 Warrants for payment of salaries.

The city clerk-treasurer is authorized to issue the necessary vouchers and warrants for the payment of such salaries as described in Section 2.32.010 from the current expense fund of the city.

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 21st day of September 2022.

Marla Keethler, Mayor

ATTEST:

Stephanie Porter, Clerk/Treasurer

APPROVED AS TO FORM:

Kenneth B. Woodrich, City Attorney

Mayor Stipends Across Comparable Cities

City	Population	Position	Monthly Stipend
City of Napavine	1,955	Mayor	0.00
City of Castle Rock	2,445	Mayor	400.00
City of Montesano	4,150	Mayor	550.00
City of Everson	3,060	Mayor	600.00
City of Moxee	4,665	Mayor	600.00
City of Sumas	1,740	Mayor	600.00
City of Stevenson	1,550	Mayor	600.00
City of Colfax	2,785	Mayor	600.00
City of Royal City	1,910	Mayor	600.00
City of Elma	3,460	Mayor	600.00
City of McCleary	2,040	Mayor	600.00
City of White Salmon	2,490	Mayor	655.00
City of Davenport	1,710	Mayor	675.00
City of Kalama	3,065	Mayor	700.00
City of Benton City	3,710	Mayor	800.00
City of Millwood	1,915	Mayor	800.00
City of Ritzville	1,780	Mayor	800.00
City of Newport	2,130	Mayor	885.00
City of Granger	3,740	Mayor	1,000.00
City of Zillah	3,195	Mayor	1,000.00
City of Tenino	2,030	Mayor	1,000.00
City of Chewelah	2,535	Mayor	1,000.00
City of Goldendale	3,475	Mayor	1,000.00
City of Raymond	3,090	Mayor	1,000.00
City of Westport	2,255	Mayor	1,018.30
Town of Friday Harbor	2,680	Mayor	1,100.00
City of Bridgeport	2,135	Mayor	1,200.00
Town of Eatonville	2,890	Mayor	1,416.66
City of Brewster	1,990	Mayor	1,417.50
City of Cashmere	3,280	Mayor	1,500.00
City of Deer Park	4,670	Mayor	2,500.00
City of Cle Elum	2,250	Mayor	3,000.00

Council Member Stipends Across Comparable Cities

City	Population	Position	Stipend
City of Napavine	1,955	Council Member	0.00 -
City of Bridgeport	2,135	Council Member	40.00 Meeting
City of Granger	3,740	Council Member	50.00 Meeting
City of Goldendale	3,475	Council Member	50.00 Meeting
City of Zillah	3,195	Council Member	60.00 Meeting
City of Royal City	1,910	Council Member	60.00 Meeting
City of Newport	2,130	Council Member	61.00 Meeting
Town of Eatonville	2,890	Council Member	75.00 Meeting
City of Benton City	3,710	Council Member	75.00 Meeting
City of Millwood	1,915	Council Member	75.00 Meeting
City of Chewelah	2,535	Council Member	100.00 Month
City of McCleary	2,040	Council Member	100.00 Month
City of Everson	3,060	Council Member	150.00 Month
City of Sumas	1,740	Council Member	150.00 Month
City of Colfax	2,785	Council Member	150.00 Month
City of Davenport	1,710	Council Member	160.00 Month
City of White Salmon	2,490	Council Member	166.00 Month
City of Kalama	3,065	Council Member	200.00 Month
City of Castle Rock	2,445	Council Member	200.00 Month
City of Montesano	4,150	Council Member	200.00 Month
City of Brewster	1,990	Council Member	225.00 Month
City of Cle Elum	2,250	Council Member	250.00 Month
City of Moxee	4,665	Council Member	250.00 Month
City of Raymond	3,090	Council Member	275.00 Month
City of Stevenson	1,550	Council Member	300.00 Month
City of Ritzville	1,780	Council Member	300.00 Month
City of Elma	3,460	Council Member	350.00 Month
City of Deer Park	4,670	Council Member	400.00 Month
City of Westport	2,255	Council Member	516.37 Month
City of Tenino	2,030	Council Member	50.00 Month + \$50/mtg
City of Cashmere	3,280	Council Member	100.00 Month + \$60/mtg
Town of Friday Harbor	2,680	Council Member	450.00 Month + \$60/mtg

Salaries for Elected Officials

March 28, 2022 by [MRSC Insight](#)

Category: [Administrative and Elected Officials](#), [Administrative and Elected Officials-County](#)



Many elected officials serving with Washington local governments are paid, although some are not. This blog discusses how salaries are set for elected officials, how salaries can be changed, and whether an official can request not to be paid.

Setting Salaries

For most elected officials, salaries are set via ordinance by their legislative bodies. A city council determines the salary for its members and the mayor

(see [RCW 35.27.130](#) for towns, [RCW 35A.12.070](#) and [RCW 35A.13.040](#) for code cities, and [RCW 35.23.091](#) for second-class cities).

County officials' salaries are set by the county legislative body. However, unlike for cities and towns, a county legislative body is more limited in its discretion to set salaries since [RCW 36.17.020](#) requires some salaries be set at a specific amount (and no less).

For most special purpose districts, the compensation paid commissioners and/or board members is set by the district and limited in [RCW 85.38.075](#) to stated daily and yearly maximums. Although the statute dates back to 2007, it allows different per diem maximums to be set every five years by the state's Office of Financial Management (OFM), which last made such an adjustment in 2018 when it filed [WSR 18-11-088](#). Until the next adjustment is announced, the per diem rate may not exceed \$128/day, with a yearly maximum of \$12,288.

Changes to Salaries

Periodically, a legislative body may conclude that the salaries paid to its elected officials should be changed. [Article 11, Sec. 8](#) of the Washington State Constitution prohibits any salary increase or decrease after an election and during the term of office, but [Article 30, Sec. 1](#) restricts this to those officials who set their own salaries (i.e., city and county

councilmembers, county commissioners, and special district commissioners).

The salary of other elected officials — those who do not set their own salary — such as a city or town mayor or a county assessor or auditor, may be increased at any time, and the new salary can go into effect immediately. However, a salary decrease can *only* go into effect once a term ends.

For those officials who set their own salary (e.g., city and county councilmembers, county commissioners, and special district commissioners), any increase or decrease in salaries may not take effect until their next term of office. For example, if a board of county commissioners concludes that the salary of its members should be increased, it will need to complete action on raising those salaries *prior to* this November's election. The commissioners elected in November would receive the higher salary beginning in January 2023, but any existing commissioner would receive the same (lower) salary in effect at the start of their current term.

Using commissions or ordinances to enact a salary increase

While salaries are typically set by the legislative body, state law allows for the creation of a salary commission to set salaries (see [RCW 35.21.015](#) and [RCW 36.17.024](#)), thus distancing elected officials from the process. Once a salary commission establishes salaries levels (or changes the levels) for elected officials, these are still subject to referendum if the jurisdiction has adopted the powers of referendum. If no referendum is filed within 30 days, the new salaries can be effective immediately.

If the salary commission determines a salary should be decreased, this decrease can only go into effect after an elected official's term ends (see [Article 11, Sec. 8](#) of the state constitution). Many jurisdictions have elected to use salary commissions, and below are just a few sample code provisions related to establishing a commission:

- [Pierce County Municipal Code Ch. 2.100](#)
- [Sequim Municipal Code Sec. 2.48.010](#)
- [Spokane Valley Municipal Code Sec. 2.10.020](#)
- [Sultan Municipal Code Ch. 2.07](#)
- [Whatcom County Municipal Code Ch. 2.22](#)

Another way local governments can get around the prohibition on increasing salaries is to create code provisions to apply automatic annual salary increases for elected officials, such as [Bellingham Municipal Code Sec 3.12.010](#) and [Richland Municipal Code Sec. 2.32.040](#).

What happens to salaries when a vacancy is filled?

Since a salary increase will generally only be effective for an official who is newly elected or reelected, what happens if someone fills a vacant position by appointment during the current term or by election for the remainder of a term? Does the new official take the “old” salary or are they eligible for the new and pending salary? In this case, the appointed person receives the same salary as the person who previously held the position during the current term. The constitutional prohibition against increases in the salary of an elected official applies to the term of office rather than to the individual who is holding the office (see [AGO 1999 No.1](#)).

May an Elected Official Refuse a Salary?

Sometimes elected officials will state a willingness to refuse all or part of their salary. While this likely can be done, there are some legal issues that must be considered. As indicated above, the constitution prohibits decreases in salary after an official's election and during the term of office. It would be illegal to reduce the salaries established for elected positions unless the effective date of the decrease is delayed until the beginning of the next term of office. Withholding all or part of a salary of a current officeholder could be considered an illegal salary decrease.

However, there are two possible methods by which elected officials can individually reduce the amount of compensation they receive, despite the constitutional restriction. The simplest way to accomplish this is for the elected official to donate all or a part of their salary back to the local government. The donation would be tax deductible, but income received must still be reported by the elected official for income tax purposes and all relevant deductions taken out.

A second option might be for the official to formally waive all or part of their salary. Since the official would not be paid, there would not be any taxable income flowing from the refused salary. Code provisions can support this approach. For example, [Chelan County Municipal Code Sec 1.264.030](#) allows an elected official to voluntarily receive a salary less than that established for their position.

Salary waivers should be agreed to voluntarily, captured in writing, and done in accordance with any existing policies. Any elected official interested in waiving all or part of their salary should consult with their local government's legal counsel. Even with all this, it is not certain that a salary waiver is enforceable. MRSC is aware of one instance when an elected official voluntarily waived a portion of salary, and after leaving office, asked to be paid the portion that was waived.

[RCW 52.14.010](#) and [RCW 53.12.265](#) give some special district officials, such as fire and port district commissioners, the express statutory authority to waive all or part of their salaries.

Conclusion

Setting and/or changing salaries for an elected official is dependent on the elected official's position, the type of local government they serve, and whether it does/does not employ an independent salary commission. While decreases in salaries are prohibited after the election of an official or during their term of office, local governments do have some flexibility in increasing salaries during terms.

Cities, towns, and counties may find AWC's annual [Salary and Benefit Survey](#) a helpful tool when determining salary levels. It is a comprehensive review of salaries and benefits provided to Washington staff and elected officials, providing comparable data across Washington cities and counties of all sizes.

MRSC is a private nonprofit organization serving local governments in Washington State. Eligible government agencies in Washington State may use our free, one-on-one [Ask MRSC service](#) to get answers to legal, policy, or financial questions.



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MRSC Insight reflects the best writing of MRSC staff on timeless topics that impact staff and elected officials in Washington cities, counties, and special purpose districts.

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File Attachments for Item:

C. Appointment of Fire Emergency Services Task Force

1. Presentation
2. Discussion
3. Action



AGENDA MEMO

Needs Legal Review: No
Meeting Date: September 21, 2022
Agenda Item: Appointment of White Salmon Residents to the Community Cooperative Services Task Force
Presented By: Bill Hunsaker

Action Required

Approve the appointment of the five identified citizens of White Salmon to the Community Cooperative Services Task Force.

Proposed Motion

Motion to appoint Tao Berman, Mark Lemley, Michelle Mayfield, Nate Reagan, and Sara Weber as the five White Salmon Resident representatives to the Community Cooperative Services Task Force.

Explanation of Issue

The City of White Salmon and Klickitat County Fire District 3 is embarking on a journey of strategic thinking and direction-setting levels of service and preparing for emergency services challenges for the future. As a part of the process, the city council and the Board of Commissioners have elected to engage a select group of citizens to review the respective fire department's information, operations, and other pertinent data and develop an independent recommendation on certain specific issues.

Council Options

The City Council has the following options:

1. Appoint the identified White Salmon Community Task Force Representatives as presented.
2. Appoint a portion of the selected individuals to the White Salmon Community Task Force.
4. Deny the presented Task Force White Salmon Community Representatives as presented.

Fiscal Analysis

There are no identified financial implications.

Recommendation of Staff/Committee

Staff recommends appointing the above recommended citizens to the task force.

FIRE EMERGENCY SERVICES PLAN OF ACTION

DATE: June 29, 2022

INTRODUCTION: For many years, the City of White Salmon and the District 3 Fire Agency have talked about looking into a more formal arrangement for the delivery of fire emergency services in the region. On June 21, 2022 both elected boards met in joint session to further these efforts. At the joint session, the Fire Board and City Council heard a presentation by consultant Bob Merritt of mHc Associates. As a result, the City Council and the Fire Board directed staff to prepare a Plan of Action to be brought back to both policy boards for adoption. The Plan of Action is to lay out every step and strategy in the process of arriving at the point of an election of the citizens regarding enhanced emergency services in the region.

VISION: A regional approach to fire emergency response service that is more effective and efficient with dedicated funding.

GOALS: Here are the goals of this Action Plan process.

1. To establish a citizen task force to assist and develop a set of recommendations.
2. To educate the citizens of both the city and the district to the benefits of a more formal operation and delivery of services.
3. To create a more efficient and effective all risk emergency service with dedicated funding.
4. To establish an acceptable level of service for the region for all risks.

STEPS IN THE PROCESS:

STEP 1: Development of an Action Plan to achieve the vision and goals. (June 24-30)

Step 2: For the Fire Board and the City Council to adopt the proposed Action Plan. (July 6-15)

- a. Fire Board meeting July 14.
- b. City Council either July 6th or 20th.

STEP 3: For the Fire District to contract with mHc Associates as consultant to assist with the delivery of the Action Plan. (July 14)

Step 4: For both jurisdictions to enter into an Interlocal Agreement dealing with City reimbursement to the Fire District for the cost of consultant. (July 20)

STEP 5: City determines source of the city share and approves Interlocal Agreement. (July 20)

STEP 6: Consultant begins work. (July 21)

STEP 7: Begin recruitment campaign for Citizen Task Force members. (July)

- a. 10 members with equal representation between city and district.
- b. Members selected through collaboration of consultant and both chiefs.

Step 8: Convene Task Force and do training and orientation. (August)

Step 9: Begin work of Task Force (Late August)

Step 10: Begin regular monthly reports to City Council and Fire District Board by the two Chiefs and Consultant. (July)

Step 12: Presentation of Task Force final report and recommendations to both Fire District Board and City Council. (December 2022)

EVALUATION CRITERIA:

1. 10 citizens participated in Task Force.
2. The fire volunteers are involved.
3. The community supports the Task Force final recommendations.