



## White Salmon City Council Meeting

### A G E N D A

August 17, 2022 – 6:00 PM

119 NE Church and Via Zoom Teleconference

Hybrid Meeting: In Person and Via Zoom Teleconference

Meeting ID: 868 1801 1369 Passcode: 886432

#### 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 - Land Use Planner
  - [B.](#) Employment Agreement - Clerk Treasurer
  - [C.](#) 2023 Lodging Tax Grant Funding
  - [D.](#) TIB Grant Applications
  - E. Approval of Vouchers
- IV. **Public Comment**
- V. **Business Items**
  - [A.](#) Ordinance 2022-08-1108, Amending WSMC 2.06 City Administrator
    - 1. Presentation and Discussion
    - 2. Action
  - [B.](#) Ordinance 2022-08-1109, Amending WSMC 2.08 Clerk Treasurer
    - 1. Presentation and Discussion
    - 2. Action
- VI. **Reports and Communications**
  - A. Department Heads
  - B. Council Members
  - C. Mayor
- VII. **Executive Session (if needed)**
- VIII. **Adjournment**

**File Attachments for Item:**

A. Employment Agreement - Land Use Planner



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## CONSENT AGENDA MEMO

Needs Legal Review: Yes, Completed  
Meeting Date: August 17, 2022  
Agenda Item: Employment Agreement – Land Use Planner, Jeff Broderick  
Presented By: Marla Keethler, Mayor

### Action Required

Authorize the employment agreement with Jeff Broderick for the position of Land Use Planner beginning August 29, 2022 with an annual starting salary of \$77,117.52 (Range 45 Step 4) 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 Jeff Broderick for the position of Land Use Planner beginning August 29, 2022 with an annual starting salary of \$77,117.52 (Range 45 Step 4) to be signed.

### Explanation of Issue

The city has offered the position of Land Use Planner to Jeff Broderick beginning August 29, 2022 at the salary of \$77,117.52 (Range 45 Step 4). 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 45 Step 5 in the salary matrix.

The job description previously adopted by the city council and Jeff Broderick's 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 Jeff Broderick for the position of Land Use Planner beginning August 29, 2022 with an annual starting salary of \$77,117.52 (Range 45 Step 4).

## LAND USE PLANNER 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 Jeff Broderick ("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 Land Use Planner for the City.
- B.
  - 1. Under the general direction of the City Administrator, manage, administer and direct the day-to-day operations of the Land Use Planning Department.
  - 2. Provide policy advice to the City Administrator, Mayor, City Council and Planning Commission.
  - 3. Maintain open communications with the City Administrator, Mayor, Department Heads, City Council, Planning Commission, Staff and community to promote responsive and courteous public services.
- C. The Employee will report to and be supervised by the City Administrator.
- D. Employee agrees to accept employment and act as Land Use Planner (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 Land Use Planner, 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 August 29, 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 City Administrator and 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 City Administrator and Mayor.

## **SECTION 3. SALARY:**

- A. City agrees to pay Employee a starting salary of \$77,117.52 (Range 45, Step 4) 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 45, Step 5. 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 City Administrator, with input from 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 City Administrator 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 City Administrator 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. OTHER TERMS AND CONDITIONS OF EMPLOYMENT:**

The Mayor, City Administrator 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:**

\_\_\_\_\_  
**JAN BRENDING, CLERK TREASURER**

**EMPLOYEE:**



\_\_\_\_\_  
**JEFF BRODERICK**

**APPROVED AS TO FORM ONLY:**

\_\_\_\_\_  
**KENNETH B. WOODRICH, CITY ATTORNEY**

CITY OF WHITE SALMON  
JOB DESCRIPTION

**Position:** Land Use Planner  
**Department:** Planning Department  
**Reports To:** City Administrator/Public Works Director  
**Effective Date:** May 18, 2022  
**FLSA Status:** Exempt  
**Salary Range:** Step 45, Range 1-10 (\$70,573.44 - \$92,082.24 – 2022 Salary Matrix)

This is an exempt full-time salaried position and may work in excess of eight hours per day or 40 hours per week. The City of White Salmon recognizes that some municipal work can be done in locations other than a municipal facility and has a remote work policy that could apply to this position.

**MAJOR FUNCTION AND PURPOSE**

The Land Use Planner performs professional work in the fields of current planning, long-range planning, environmental analysis and/or geographic information system. Responsibilities include timely and efficient processing of development applications, the preparation of studies and reports and the review and implementation of zoning regulations, land use, environmental, natural resources, transportation, and public facility elements. The position is responsible for providing accurate information to the public, employees of the City, and elected officials on many state and local code provisions, official land use maps, and other pertinent information. The position is responsible for accomplishment of tasks as assigned, strong communication skills with the public and employees and sound organization practices to assure optimum services to the community.

The position, as assigned by the City Administrator, may have final authority on certain land use decisions, including short subdivisions, shoreline permits or exemptions and SEPA. Responsible for applying thorough and full-scope knowledge of modern techniques and concepts of planning, requiring initiative, creativity, analysis and interpretation to create a motivating atmosphere.

**SUPERVISION**

This position serves under the primary direction of the City Administrator. The position supervises a part-time Permit Technician (the position is full time but shared with the Building Department and Finance Department).

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Under general supervision of City Administrator, perform complex, highly technical current, long-range and comprehensive planning tasks for the City of White Salmon, in coordination with the Building Department.
- Provide technical and professional guidance to Planning staff.
- Interpret, maintain, update and implement the City’s Comprehensive Plan.
- Reviews development proposals to ensure compliance and consistent with all applicable city and state rules and regulations.
- Ensures that all affected city departments are adequately involved in review of development proposals and department comments considered before final actions are taken.

CITY OF WHITE SALMON  
JOB DESCRIPTION

- Acts as the City's representative to local, state and federal agencies involved in land use review.
- Reviews daily development permits to determine jurisdictional requirements and to ensure compliance and consistency with all applicable rules and regulations.
- Reviews short plats, subdivisions and boundary line adjustments and other land divisions for compliance with all applicable regulations.
- Review relatively complex problems, issues and land use development situations and provides oral and written recommendations on such to staff and various advisory and elected boards.
- Provides written and oral reports for presentations to City Council, Planning Commission, Hearings Officer, etc.
- Assure development projects are in compliance with the City Comprehensive Plan and Land Development Standards and Regulations, policies and procedures, and coordinate with appropriate local, state and/or federal agencies.
- Serves as the primary contact for the public and outside agency inquiries regarding the City's development codes and/or current planning issues.
- Leads the development review process in assessing applications, environmental impacts and regulatory considerations associated with the subject property.
- Requires frequent contact with the City Council and Planning Commission, other City departments and the general public.
- Coordinates, develops, interprets, organizes, prepares and presents data and reports.
- Recommends improvement and modifications to appropriate city codes.
- Coordinates and participates in public engagement process and visioning efforts related to land use planning.
- Monitors and ensures compliance with local, state and federal laws related to land use planning.
- As appropriate, provides information and reports and/or advises the Mayor, City Administrator, City Council, Planning Commission, committees and the public.
- Serves as liaison and performs all necessary functions in support of the Planning Commission.
- Enforces current zoning, critical areas and resource lands, road and utility access, stormwater, shorelines and other related rules and development regulations.
- Conducts field investigations and inspects sites for compliance with regulations.
- Attends various civic and business meetings on behalf of the City.
- Attends night and weekend meetings and community events, when necessary.

**KNOWLEDGE, SKILLS AND ABILITIES**

While requirements may be representative of minimum levels of knowledge, skills and abilities to perform the tasks, duties and responsibilities of this position successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. There shall be a six (6) month period in which these attributes must be demonstrated satisfactorily before permanent employment status is achieved. The Employee shall have:

- Working knowledge of commonly used terminology in the construction, planning and building fields; building and planning functions; permit processing; code procedures.

CITY OF WHITE SALMON  
JOB DESCRIPTION

- Proficiency in the operation of computer equipment and knowledgeable of software programs necessary to meet the responsibilities, duties and tasks of this position.
- Operational skills for all general office equipment including, but not necessarily limited to: photocopier machines, photo-scanning devices, ten key calculating instruments, telephone-intercom system, computer skills and software systems such as Windows, Microsoft Word, Excel, Outlook.
- Basic math skills, and the ability to research information and interpret city ordinances and codes within the realm of responsibility of this position.
- Demonstrated skills in communications, both written and oral, necessary to perform the duties, tasks, and responsibilities of this position, with the ability to handle stressful situations. Ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees and the general public.
- Ability to establish effective working relationships with staff, clients, elected and appointed officials and the public.
- Skill in providing excellent customer service, ability to communicate effectively to elected and appointed officials and the public.
- Effectively meet and work with the public under stressful conditions.
- Satisfactorily complete assigned tasks in a timely and efficient manner with little supervision.
- Establish and maintain time deadlines and to work under adverse and stressful working conditions.

**DESIRABLE QUALIFICATIONS**

- American Institute of Certified Planners (AICP) Certification
- Ability to speak and understand Spanish
- Experience with Washington State land use and environmental protection laws; additional degrees, professional certifications, recognition, awards and licenses that demonstrate acquisition and application of the required knowledge and abilities to be successful in the position.

**WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. The work environment will include office settings and out of doors assignments. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Fall hazards and trip hazards may be encountered in the course of conducting and performing various project field research, investigation, and inspection for duties and tasks responsible to this position. The employee must be aware of potential traffic hazards when performing certain field tasks and duties. Protective clothing may be required for completion of some job

CITY OF WHITE SALMON  
JOB DESCRIPTION

requirements, including safety equipment, safety vests, hard hats, and/or other protective equipment necessary to the performance of the project field tasks and duties.

**CONTACTS AND RELATIONSHIPS**

The Land Use Planner will have contact with citizens of the community, planning groups and agencies, and with other workplace associates. In the course of completing the required job tasks, duties, and responsibilities, the individual in this position will have contacts made in person, via telephone, computer, e-mail, or through written correspondence, which are for the primary purpose to provide or collect information.

**PHYSICAL REQUIREMENTS**

The physical demand described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Land Use Planner’s work performance may require long periods of sitting, standing, stooping and/or reaching. This position may require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus. This position may be subject to uninvited verbal abuse at times from the public.

**REQUIRED QUALIFICATIONS**

*Education and Experience*

- Bachelor’s degree in Land Use Planning, Public Administration, Public Policy, Community and Economic Development, or Geography.
- Three (3) years of experience in local land use planning including land use permitting and zoning application.
- Master’s degree in Land Use Planning may be substituted for up to two years of required experience.

*Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge, and abilities to perform the essential functions of the job.*

*Certifications*

- Must possess a valid driver’s license or be able to obtain one within 6 months of hire.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

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

CITY OF WHITE SALMON  
JOB DESCRIPTION

**I have read and understand this job description.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Jeff Broderick, AICP-C**

503-720-8730 nwjeffbroderick@gmail.com

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- Experience with urban planning
- Experience amending housing and development code
- Experience planning transit shuttle and rail services
- Experience in report writing, data collection presentations
- Experience working between multiple jurisdictions
- Master's in Regional and Urban Planning
- Passed AICP exam, May 2021

### **Planning and Transportation Experience**

#### **City of Madras, Associate Planner-December 2020-Present**

- Review and approve site plans, conditional use permits, development permits to ensure compliance with development code, comprehensive plans and transportation plans
- Balance needs of community, developers and agencies with land use regulations
- Use judgement to interpret code and regulations for land use actions
- Work between departments such as Public Works and Finance as well as with other jurisdictions and agencies to review and coordinate land use decisions
- Provide over the counter service to residents and developers
- Strategized on a major and highly visible project amending development and parking code to promote development of housing that is affordable
- Fine-tune code changes related to promote housing that is affordable
- Develop and present training sessions for parking and housing code changes for City Council and Planning Commission
- Develop and conduct public outreach activities for parking and housing code change proposals
- Experience reviewing land use applications involving flood hazard zones
- Convene and run multi-jurisdictional meetings related to development
- Prepare communications, take minutes at public meetings
- Worked to ensure compliance with public notice requirements

#### **Port of Portland, Planning and Development Intern, December 2019-December 2020**

- Key member of team focused on planning shuttle service in cooperation with Multnomah County and the Portland Bureau of Transportation to provide underserved communities with economic opportunities
- Develop survey and support materials for transit planning project
- Survey and make recommendations to zoning policy to ensure safety and access to airports and compliance with Oregon and FAA regulations
- Review and respond to land use notifications from many jurisdictions to ensure continued safe and compatible airport operations
- Analyze zoning regulations of peer airports to develop new compatible land use code
- Worked on land entitlement issues to allow for FAA-encumbered land to be redeveloped
- Research and prepare report for locating a utility-scale solar development project at the Portland International Airport
- Prepare reports including drafting annual PDX citizen's advisory committee annual report
- Research zoning, utility and wetland issues to prepare Port-owned land for sale or lease

### **TriMet, Rail Operations Intern, June 2019-December 2019**

- Assess systemic operational issues with the MAX light rail system
- Data analysis and interpretation of data and information to assess operational performance and rules violations
- Made recommendations for infrastructure changes to improve safety and reliability
- Project work:
  - Task force to make safety-based operational changes at light rail stations
  - Survey of peer transit agencies to assess service and personnel standards

### **Vintage Trolley, Inc., Board Member and Treasurer, May 2014-Present**

- Oversee operation, maintenance and finance Lake Oswego-South Waterfront trolleys
- Coordinate with TriMet, Portland Streetcar, Inc., Cities of Portland and Lake Oswego to ensure continued operation and preservation of a rail line for a future transit corridor
- Create and maintain website for [www.vintagetrolleyinc.com](http://www.vintagetrolleyinc.com)

### **Oregon Passenger Rail Citizen's Advisory Group-May 2012-October 2014**

- Evaluated proposals and provided input on development of intercity passenger rail route alternatives for the Willamette Valley, part of Amtrak's Cascades Corridor
- Worked with stakeholders to learn about and shape route and service standards

### **Station Agent, Amtrak, Portland, OR**

- Supervised station service operations and employees at Portland's Union Station
- Demonstrated ability to work across departments and regions nationwide to support efficient passenger rail operations and good customer service
- Worked with Union Pacific and BNSF to plan daily operations
- Served on Amtrak Cascades service design committee and implemented service changes
- Extensive crisis management and planning experience during service disruptions

## **Other Career Experience**

### **Recruiter, SolarWorld, January 2015-July 2017**

- Manage hiring for majority of direct hires during company production ramp-up
- Managed career fairs to assist 500 employees find new careers during mass layoff

### **Talent Acquisition Partner, ON Semiconductor, April 2014-January 2015 (contract position)**

- Managed contract employees including extending job offers and ending assignments
- Coached contract employees for success and better integration into the company

### **Talent Acquisition Partner, The Standard July 2013-November 2013 (contract position)**

- Source candidates with insurance experience for all levels of open positions
- Interview high volumes of candidates-requisitions as high as 185 open positions

### **Recruiter, TriQuint Semiconductor-June 2012-June 2013 (contract position)**

- Recruited, hired and onboarded more than 80 employees

### **Manager-Recruiting Operations and Marketing-World Nurse Solutions-June 2003-March 2012**

- Maintained business relationships with companies and overseas regulatory agencies
- Managed international visa processing including H-1B visas and green cards

## **Education**

### **University of Oregon**

- Bachelor of Arts, Political Science

### **Portland State University**

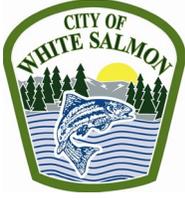
- Graduate Certificate in Transportation, 2014
- Master's in Urban and Regional Planning, 2020

## **Software Experience**

- Microsoft Office suite including Excel, ArcGIS, InDesign, Illustrator, Bluebeam, Re-Mix

**File Attachments for Item:**

B. Employment Agreement - Clerk Treasurer



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## CONSENT AGENDA MEMO

Needs Legal Review: Yes, Completed  
Meeting Date: August 17, 2022  
Agenda Item: Employment Agreement – City Clerk-Treasurer, Stephanie Porter  
Presented By: Marla Keethler, Mayor

### Action Required

Authorize the employment agreement with Stephanie Porter for the position of City Clerk-Treasurer beginning September 1, 2022 with an annual starting salary of \$79,847.28 (Range 50, Step 1) 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 Stephanie Porter for the position of City Clerk-Treasurer beginning September 1, 2022 with an annual starting salary of \$79,847.28 (Range 50 Step 1) to be signed.

### Explanation of Issue

The city has offered the position of City Clerk-Treasurer to Stephanie Porter beginning September 1, 2022 at the salary of \$79,847.28 (Range 50 Step 1). The employee will accrue vacation leave at 10 hours per month and sick leave at 8 hours per month. The agreement does not provide banked hours for sick leave or vacation leave as the individual is already an employee of the city. It does provide that upon completion of 5 years of service from the original employment date the employee will be eligible to accrue 4 weeks of leave each year. The agreement also provides that upon satisfactorily completing the six-month probation period the employee will move to Range 50 Step 2 in the salary matrix.

The job description previously adopted by the city council and Stephanie Porter's 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 Stephanie Porter for the position of City Clerk-Treasurer beginning September 1, 2022 with an annual starting salary of \$79,847.28 (Range 50 Step 1).

## CLERK TREASURER 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 Stephanie Porter ("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 Clerk Treasurer for the City.
- B.
  - 1. Under the general direction of the City Administrator, manage, administer and direct the day-to-day operations of the City Hall Finance and Clerk's Offices including but not limited to utility billing, accounts payable, accounts receivable, payroll.
  - 2. Provide policy advice to the City Administrator, Mayor, and City Council.
  - 3. Maintain open communications with the City Administrator, Mayor, Department Heads, City Council, Staff and community to promote responsive and courteous public services.
- C. The Employee will report to and be supervised by the City Administrator.
- D. Employee agrees to accept employment and act as Clerk Treasurer (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 Clerk Treasurer, 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 September 1, 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 City Administrator and 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 City Administrator and Mayor.

**SECTION 3. SALARY:**

- A. City agrees to pay Employee a starting salary of \$79,847.28 (Step 50, Range 1) 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 Step 50, Range 2. 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. 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. Employee shall retain and does not forfeit accrued paid leave resulting from Employee’s prior employment with the City, subject to accrual restrictions set forth herein. Upon

completion of five years of employment based on original hire date with the City, 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. Upon commencing employment, Employee shall accrue sick leave at the rate of one day per calendar month of employment. Employee shall retain and does not forfeit accrued sick leave resulting from Employee's prior employment with the City, subject to accrual restrictions set forth herein. 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 City Administrator, with input from 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 City Administrator 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 City Administrator 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. OTHER TERMS AND CONDITIONS OF EMPLOYMENT:**

The Mayor, City Administrator 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**

**EMPLOYEE:**

\_\_\_\_\_  
**MARLA KEETHLER, MAYOR**

  
\_\_\_\_\_  
**STEPHANIE PORTER**

**ATTEST:**

**APPROVED AS TO FORM ONLY:**

\_\_\_\_\_  
**JAN BRENDING, CLERK TREASURER**

\_\_\_\_\_  
**KENNETH B. WOODRICH, CITY  
ATTORNEY**

## **JOB DESCRIPTION CITY OF WHITE SALMON**

**JOB TITLE:** City Clerk/Treasurer (Exempt)  
**DEPARTMENT:** Accounting and Financial Management  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** October 20, 2021  
**SALARY RANGE:** Range 50, Step 1-10

This is an exempt full-time management position. The City Clerk/Treasurer is a salary position and may work in excess of eight hours per day or 40 hours per week. The City Clerk/Treasurer is on call 24 hours per day and may be called back to work before or after normal work hours and/or on a scheduled day off.

### **MAJOR FUNCTION AND PURPOSE**

By Charter, the City Clerk/Treasurer acts as custodian of all records and files of the City and is the ex-officio clerk of the City Council. The City Clerk/Treasurer also plans and directs the operation and activities of the accounting department and financial management.

### **GENERAL FUNCTION**

Supervision of this position is occasional, consisting of meetings with the Mayor to discuss policy directives, priorities, tasks, and review of work.

### **SUPERVISION RESPONSIBILITIES**

Individual in this position directs the activities of the municipal departments related to accounting and financial management. The City Clerk/Treasurer supervises the activities of several subordinate personnel. Supervision techniques encompass a broad range of interaction with all levels of employees and includes responsibility to:

- Assign priorities
- Assign specific tasks
- Review work performed or produced by subordinate staff
- Direct work activities of subordinate staff
- Make recommendations for hiring or firing
- Conduct performance evaluations

### **JOB DUTIES AND RESPONSIBILITIES**

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job-related instructions and to perform any job-related duties requested by the Mayor. This job description reflects general details as necessary to describe the principal functions of

this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

- Collects, safeguards, and disburses all city funds by planning and directing the operation and activities of the accounting division.
- Supervises and accomplishes such daily work as preparation of reports, making bank deposits, paying and canceling of bonds and coupons, making journal and payroll entries, and preparing payrolls; supervises the accounting control of data processing activities including assessing programming needs.
- Supervises the billing and collection of water and sewer service charges, special assessment charges, and miscellaneous account charges; maintains current knowledge of city ordinances and resolutions pertaining to all fees and charges and any other fiscal related matters; assesses financial needs of department and/or organization and makes recommendations to the Mayor or Department Heads or City Council on determined needs.
- Determines future cash needed for disbursements and invests surplus funds; maintains special accounting records for assessment and liens, outstanding bond indebtedness and tax receipts consistent with municipal accounting standards and state and federal laws.
- Prepares periodic financial statements for the Mayor and City Council as needed or requested and provides other information regarding the fiscal operation of the city as required.
- Acts as city election officer for all city special elections and council elections in conformance to city ordinances and state law.
- Assists Mayor and City Council in preparation of annual budget document; includes estimating revenues based on records and formulas maintained for averaging; includes estimating expenditures; performs data processing activities involved in budget preparation.
- May be required to prepare bond prospectus or provide information in preparation of bond sales; ensures all city ordinances and state laws are followed pertinent to improvement districts and subsequent bond sales.
- Monitors and reviews the needs for and purchasing of accounting and general office supplies; confers with and recommends to the Mayor on purchase of office equipment that will maintain an effective working environment for the accounting staff.

- Monitors revenues, expenditures, accounts payable, and accounts receivable, in order to ensure the efficient, timely, and responsible operation and financial management of the City.
- Prepares the Annual Report of the City.

### **KNOWLEDGE, SKILLS AND ABILITIES**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. There will be a six month period in which these attributes must be demonstrated before permanent employment.

- Generally accepted accounting principles, the BARS accounting system and statutes affecting governmental entities.
- Ability to maintain effective communications with various officials and agencies, as well as with the public (Public Administration).
- Excellent communication and supervision/leadership skills.
- Ability to deal with the public courteously, tactfully and professionally.
- General office equipment and computer systems.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

### **CONTACTS AND RELATIONSHIPS**

The City Clerk/Treasurer will have extensive contact with citizens of the community, planning groups and agencies. In the course of completing the required job duties, the individual in this position will have a variety of contacts in person, via telephone, or through correspondence which are primarily to provide or collect information. However, virtually all of these professional contacts involve the coordination of projects or activities.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City Clerk/Treasurer position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus. This position may be subject to verbal abuse at times from the public.

### **MINIMUM RECRUITING REQUIREMENTS**

- High school diploma or equivalent
- Associate degree in Business Administration or Accounting
- Supervision experience of at least three years
- Valid Driver's License
- Background in and knowledge of various laws and regulations related to municipal governments in Washington
- Ongoing courses and seminars related to governmental generally accepted accounting principles
- Hands-on experience with governmental generally accepted accounting principles

### **DESIRABLE EXPERIENCE AND TRAINING**

- Requires Bachelor's degree in Public or Business Administration or Accounting. A Certified Public Accountant certificate would be beneficial but is not mandatory.
- Must have three years progressively responsible experience in municipal government operations or in private business operations and must have two years municipal management experience or comparable business management experience.
- Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understand this class description.**

---

Signature

Date

# Stephanie Porter

4 Lydia Ln, Trout Lake, WA 98650

(360) 567-9590

jobdoneright2@gmail.com

Objective: To obtain the Clerk Treasurer position with the City of White Salmon.

## Qualifications:

- ◆ Strong written and oral communication skills
- ◆ Experienced in accounting, data entry, word processing, multiple phone lines, faxing and ordering within a budget
- ◆ Strong knowledge of BARS Accounting
- ◆ Ability to comprehend and follow through on tasks to completion
- ◆ Experienced in cash handling and daily cash balancing
- ◆ Ability to quickly learn an operation and work within it with little to no supervision
- ◆ Highly motivated to go above and beyond for assigned job duties
- ◆ Experienced and thrives in an environment where multitasking is necessary
- ◆ Experienced and comfortable in a high paced environment
- ◆ Excellent leadership skills

## Work History:

*Deputy Clerk/Utility Clerk, City of White Salmon*

*August 2018 -present*

- ◆ Process monthly utility billing including uploading and entering meter reads, high water use letter and leak alarm notices.
- ◆ Communicate with residents regarding their utility bill and questions about the water meter that serves their property, including trouble-shooting a potential leak
- ◆ Knowledge of the Harmony Meter Reading Systems
- ◆ Collaborate with the public works department to complete maintenance and replacement of water meter
- ◆ Process bi-monthly payroll for city staff, public works and police
- ◆ Process benefit payments for payroll including Department of Retirement Services and AWC Medical, Dental, Vision
- ◆ Process account payable and receivable
- ◆ Facilitate council meetings in the absence of Clerk Treasurer and record minutes, knowledge and clear understanding of Open Public Meetings Act
- ◆ Records retention and destruction, knowledge and clear understanding of the Public Record Act
- ◆ Provide Notary Public Services for city business
- ◆ Beginning knowledge of budget creation, annual reporting and audits

# Stephanie Porter

4 Lydia Ln, Trout Lake, WA 98650  
(360) 567-9590  
jobdoneright2@gmail.com

## *Customer Service Rep II, Riverview Community Bank*

*October 2013-August 2018*

- ◆ Greet customers and provide excellent customer service
- ◆ Daily use of 10-key, computer for data entry, and other common office equipment
- ◆ Responsible for accurately receiving and dispensing cash in various denominations, check deposits of all denominations, verifying validity of negotiable items
- ◆ Accurately identifying customers and maintaining confidentiality for all bank activity
- ◆ Responsible for daily reports; viewing and reconciling all information
- ◆ Opening new accounts for customers and making changes to existing ones
- ◆ Bonded Notary Public for the State of Washington
- ◆ Weekly audits of multiple report logs; Proper retention of audit logs and confidential forms

## *Council Position #3, City of Bingen*

*November 2015 - July 2017*

- ◆ Attend regular council meeting.
- ◆ Reviewed and made decision on items that affected our community while representing my constituents to the best of my abilities
- ◆ Reviewed materials for discussion and/or action, collected information to help make informed decisions regarding multiple agenda items at the bi monthly meetings
- ◆ Utilized Robert's Rules of Order to approve or deny agenda items that required action, including but not limited to: conditional use permits, water usage disputes, and budget approvals and amendments.
- ◆ Served on the Parks and Rec Committee; headed up Community Pride Clean-up for children, Santa in the Park festivities and Huckleberry Festival Liaison.

## Professional Memberships

- ◆ Washington Municipal Clerk Association (WMCA) Member (currently working toward CMC - Certified Municipal Clerk designation)
- ◆ Washington Finance Officers Association (WFOA) Member
- ◆ Washington Association of Public Records Officer (WAPRO) Member
- ◆ International Institute of Municipal Clerks (IIMC) Member

## Professional References

Jan Brending, Clerk Treasurer, City of White Salmon (509) 493-1133 x205  
Betty Barnes, Retired Mayor, City of Bingen (503) 312-6697  
Diane Murphy, Retired Manager, Riverview Community Bank (509) 281-0559

**File Attachments for Item:**

C. 2023 Lodging Tax Grant Funding



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## CONSENT AGENDA MEMO

Needs Legal Review: No  
Committee Meeting Date: August 17, 2022  
Agenda Item: 2023 Lodging Tax Grant Funding Level  
Presented By: Jan Brending, Clerk Treasurer

### Action Required

Setting the 2023 Lodging Tax Grant funding level.

### 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 set the 2023 Lodging Tax grant funding level be \$78,000.

### Explanation of Issue

The city has established a Lodging Tax Grant program. Procedures (see attached) were adopted by the City Council in 2021. The City Council awarded its first grants in 2021 for the 2022 year. When the applications are received in 2022, the Lodging Tax Advisory Committee will review the applications and make recommendations to the City Council for funding. The grant funding will be provided in 2023.

The City received \$77,741.26 in 2021 from lodging taxes. This year to date (as of July 31, 2022), the city has received \$41,870.31 out of a projected revenue budget of \$75,513. The goal is to use prior year funding for grants so that the city is able to maintain a balance in the fund for grants in future years. Lodging taxes are always subject to the economics and the amount the city might receive in a given year is never guaranteed.

### Council Options

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

1. Approve the Consent Agenda item as presented at \$78,000.
2. Pull the Consent Agenda Item and move it to Business items for further discussion.
3. Set the 2023 Lodging Tax Grant funding level via the Business Item as presented at \$78,000
4. Set the 2023 Lodging Tax Grant funding level as amended.
5. Other action as Council may desire to take.

### Staff/Committee Recommendation

Staff and the Personnel and Finance Committee recommends the city set the funding level for the 2023 Lodging Tax Grant program at the prior year level of receipts (2022) rounded up to \$78,000.

**RESOLUTION 2021-10-526**

**A RESOLUTION OF THE CITY COUNCIL OF  
THE CITY OF WHITE SALMON, WASHINGTON,  
ADOPTING LODGING TAX GRANT PROGRAM GUIDELINES**

**WHEREAS,** the City of White Salmon has White Salmon Municipal Code Chapter 3.50 Excise Tax on Hotels, Motels and Similar Establishments providing for a 2% lodging tax; and

**WHEREAS,** the city council has established a Lodging Tax Advisory Committee; and

**WHEREAS,** a process and guidelines are necessary for receiving and reviewing grant applications for lodging tax funding; and

**WHEREAS,** the City of White Salmon Lodging Tax Advisory Committee reviewed the proposed Lodging Tax Grant Program Guidelines and recommends adoption; and

**NOW, THEREFORE,** be it resolved by the City Council of the City of White Salmon:

1. Adopts the attached City of White Salmon Lodging Tax Grant Program Guidelines.

**ADOPTED** by the Council of the City of White Salmon, Washington. Dated this 6<sup>th</sup> day of October, 2021

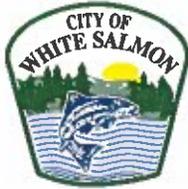
  
\_\_\_\_\_  
Maria Keethler, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Jan Brending, Clerk Treasurer

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Kenneth B. Woodrich, City Attorney



## **City of White Salmon Office of City Hall**

### **Lodging Tax Grant Program PROGRAM GUIDELINES**

#### **Goal**

To invest in facilities, events and activities that increase overnight and day-visitors to the City of White Salmon and result in increased tourism-related revenues.

#### **Background**

RCW 67.28.180 allows municipalities to impose up to a 4% lodging tax on stays of less than 30 days at hotels, motels, bed & breakfasts, campgrounds and RV Parks. This also includes short-term rentals. The City of White Salmon has implemented the first 2% portion of the authorized 4% lodging tax.

#### **State Requirements**

Authorized uses for lodging taxes are:

- Tourism marketing including operation of a destination marketing organization (DMO)
- Marketing and operation of special events and festival designed to attract tourists
- Operations and capital expenditures of tourism-related facilities owned or operated by a municipality or by a public facilities district
- Operations of tourism-related facilities owned or operated by non-profit organizations

Program requirements include:

- Organizations eligible to receive funds are municipalities, destination marketing organizations, or non-profit organizations (which include main street organizations, lodging associations and chamber of commerce).
- All applicants, including municipalities, must follow the same applicant process.

#### **City Grant Guidelines**

- Organizations may submit more than one application each year but there must be a separate application form for each project/activity.
- Matching funds are not required but are encouraged as a sign of community support and organization commitment.
- Grants must be for a minimum of \$2,500.
- Special events/festivals, capital projects or facilities requesting operating funds must be located inside the City limits.
- Special events/festivals:
  - Must be sponsored by a non-profit or the City
  - Grants funds can be used for operational expenses, including marketing and promotion with the exception of salaries and/or benefits for event organizers

- or other key staff, insurance and travel. Funds may be used for security staff, traffic control, etc.;
- Funds are available beginning in February of each year and must be spent within the calendar year.
- For existing special events – in operation for more than three years – proposals must be for expansion or enhancement for the event and those expansions and/or enhancements must be clearly defined and measurable.
- All advertising must acknowledge the City of White Salmon as sponsor.

### **Criteria for Grant Awards**

Priority will be given to lodging tax grant proposals that:

- Demonstrate potential to result in overnight stays by tourists in lodging facilities within the City of White Salmon or to attract day visitors from outside Klickitat County.
- Provide, maintain, operate or enhance City-owned tourist related facilities or infrastructure.
- Promote the City of White Salmon and/or events, activities and places in the city to potential tourists from outside the region.
- Have a demonstrated potential to result in economic benefit to White Salmon. Successful proposals will show specific strategies to draw visitors.
- Provide funds from sources other than lodging tax funding.
- Are sponsored by an organization that has a successful track record with similar projects or events.

Applicants will be invited to give a five (5) minute presentation on their proposal to the Lodging Tax Advisory Committee, who makes grant funding recommendations to the City Council.

### **Reporting**

All lodging tax fund recipients must submit a report to the City describing the results of the project program or event. For events/festivals, report must be submitted within 90-days after the event. For all other project or facilities, the report is submitted annual, due by January 31<sup>st</sup> of the year following the funding year. Per state requirements, the report must include the following information:

- The number of people attending the event or visiting the facility;
- The number of people attending the event or visiting the facility who stayed overnight in paid accommodations;
- For day visitors, the number of people attending the event or visiting the facility who came fifty (50) miles or more, one-way, from their residence or business; or
- The number of people attending the event or visiting the facility who came from another country or state outside of their place of residence or business;
- An explanation of how attendance figures were calculated.

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

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

**Contracting Requirements**

Organizations receiving lodging tax funds, with the exception of the City itself, are required to enter into an agreement with the City of White Salmon.

- Funding is provided on a reimbursable basis and copies of receipts must be included with the reimbursement request. Expenses that are not in accordance with the approved scope of work and agreement will not be eligible for reimbursement.
- Reimbursements will be made within approximately 30-days of submittal of request and receipts.
- Costs incurred prior to the grants being approved by the City Council and the execution of the agreement are not eligible for reimbursement.
- The applicant must have liability insurance, in an amount commensurate with the risk exposure of the project, and which names the City of White Salmon as an additional insured.
- Funds awarded for year-round operations of a program or facility will be dispersed quarterly.

**Timeline**

August	Lodging tax grant applications are available
September	Lodging tax grant applications are due
October-November	Lodging Tax Advisory Committee review of applications
December	City Council approval of grants
February	Funding is available

**Definitions**

“Capital Improvements” can include wayfinding and other signage, restrooms, and transportation options.

“Municipality” means any county, city or town in the state of Washington.

“Special event/festival operations” can include any expenses associated with the operation of the event or festival with the exception of staffing expenses (salaries, benefits, travel, etc.) or insurance.

“Tourist” is defined by RCW 67.28 as people who travel more than 50 miles, one way, from their place of residence or business for the day or who stay overnight in paid accommodations.

“Tourism” means economic activity resulting from people visiting the community and includes sales of overnight lodging, meals, tours, gifts or souvenirs.

“Tourism Marketing/Promotion” means activities, operations and expenditures designed to increase tourism, including but not limited to advertising, publicizing or otherwise distributing information for the purpose of attracting and welcoming tourists; developing

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strategies to expand tourism; operating tourism promotion agencies and funding the marketing of or operation of special events and festival designed to attract tourists.

“Tourism-Related Facility” is real or tangible personal property with a usable life of three or more years that is 1) owned by a public entity or non-profit organization including a non-profit business organization, DMO, main street organization, lodging association or chamber of commerce; and 2) is used to support tourism or performing arts or to accommodate tourist activities.

## 2021 BUDGET POSITION

City Of White Salmon

Time: 09:34:59 Date: 08/12/2022

Page: 1

303 Hotel/Motel Taxes 01/01/2021 To: 12/31/2021

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 31 03 03 Hote/Motel Taxes-Restricted Beginning Balance	39,697.00	39,696.91	0.09	0.0%
308 Beginning Balances	39,697.00	39,696.91	0.09	0.0%

310 Taxes

313 31 00 00 Hotel/Motel Tax	75,929.00	77,741.26	(1,812.26)	0.0%
310 Taxes	75,929.00	77,741.26	(1,812.26)	0.0%

360 Miscellaneous Revenues

361 10 00 12 Investment Interest	9.00	8.97	0.03	0.3%
360 Miscellaneous Revenues	9.00	8.97	0.03	0.3%

Fund Revenues:	115,635.00	117,447.14	(1,812.14)	0.0%
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	Amt Budgeted	Expenditures	Remaining	
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557 Community Services

557 30 00 00 Hotel Motel Taxes-Grants	0.00	0.00	0.00	100.0%
557 Community Services	0.00	0.00	0.00	100.0%

999 Ending Balance

508 31 03 03 Hotel/Motel Taxes-Restricted Ending Balance	115,635.00	0.00	115,635.00	100.0%
999 Ending Balance	115,635.00	0.00	115,635.00	100.0%

Fund Expenditures:	115,635.00	0.00	115,635.00	100.0%
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Fund Excess/(Deficit):	0.00	117,447.14		
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## 2021 BUDGET POSITION TOTALS

City Of White Salmon

Time: 09:34:59 Date: 08/12/2022

Page: 2

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
303 Hotel/Motel Taxes	115,635.00	117,447.14	0.0%	115,635.00	0.00	100%
	115,635.00	117,447.14	0.0%	115,635.00	0.00	100.0%

## 2022 BUDGET POSITION

City Of White Salmon

Time: 09:35:26 Date: 08/12/2022

Page: 1

303 Hotel/Motel Taxes 01/01/2022 To: 12/31/2022

	Amt Budgeted	Revenues	Remaining	
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308 Beginning Balances

308 31 03 03 Hote/Motel Taxes-Restricted Beginning Balance	117,448.00	117,447.14	0.86	0.0%
308 Beginning Balances	117,448.00	117,447.14	0.86	0.0%

310 Taxes

313 31 00 00 Hotel/Motel Tax	75,513.00	41,870.31	33,642.69	44.6%
310 Taxes	75,513.00	41,870.31	33,642.69	44.6%

360 Miscellaneous Revenues

361 10 00 12 Investment Interest	24.00	104.68	(80.68)	0.0%
360 Miscellaneous Revenues	24.00	104.68	(80.68)	0.0%

Fund Revenues:	192,985.00	159,422.13	33,562.87	17.4%
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	Amt Budgeted	Expenditures	Remaining	
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557 Community Services

557 30 00 00 Hotel Motel Taxes-Grants	40,000.00	5,750.00	34,250.00	85.6%
557 Community Services	40,000.00	5,750.00	34,250.00	85.6%

999 Ending Balance

508 31 03 03 Hotel/Motel Taxes-Restricted Ending Balance	152,985.00	0.00	152,985.00	100.0%
999 Ending Balance	152,985.00	0.00	152,985.00	100.0%

Fund Expenditures:	192,985.00	5,750.00	187,235.00	97.0%
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Fund Excess/(Deficit):	0.00	153,672.13		
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## 2022 BUDGET POSITION TOTALS

City Of White Salmon

Time: 09:35:26 Date: 08/12/2022

Page: 2

Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
303 Hotel/Motel Taxes	192,985.00	159,422.13	17.4%	192,985.00	5,750.00	97%
	<u>192,985.00</u>	<u>159,422.13</u>	<u>17.4%</u>	<u>192,985.00</u>	<u>5,750.00</u>	<u>97.0%</u>

**File Attachments for Item:**

D. TIB Grant Applications



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## CONSENT AGENDA MEMO

Needs Legal Review: No  
Committee Meeting Date: August 17, 2022  
Agenda Item: Transportation Improvement Board Grant Applications  
Presented By: Jan Brending, Clerk Treasurer

### Action Required

Authorizing staff to submit two Transportation Improvement Board grant applications.

### 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 staff to submit 1) a Small City Preservation Program grant application and 2) a Small City Maintenance Program grant application.

### Explanation of Issue

The Transportation Improvement Board (TIB) provides several grant programs to small cities (those with populations less than 5,000). Staff is requesting authorization to submit two applications: 1) Small City Preservation Program and 2) Small City Maintenance Program. The Preservation Program provides for funding for chip seal and overlay of existing pavement and sidewalk maintenance. No match is required for this program. The Maintenance Program (new this year) provides funding for crack sealing, pothole repair, pavement repair, fog sealing, etc. Both of these programs are intended to help cities maximize the lifespan of their streets.

Staff is currently working with the city's engineer to determine which streets are eligible for these programs. Staff is also working with Klickitat County Public Works in obtaining cost estimates for both projects. The Preservation Program grant application would be for chip sealing streets and the Maintenance Program would be for crack sealing streets.

Additional information will be provided to the city council prior to the council meeting on Wednesday, August 17 including which streets are being proposed for preservation and which streets are proposed for maintenance and the costs associated with each grant application.

### Council Options

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

1. Approve the Consent Agenda item as presented.
2. Pull the Consent Agenda Item and move it to Business items for further discussion.
3. Authorize staff to submit two applications to TIB via the Business Item as presented
4. Authorize staff to submit two applications to TIB via the Business Item as presented.
5. Other action as Council may desire to take.

### Staff/Committee Recommendation

Staff recommends the City Council authorize staff to submit two Transportation Improvement Board grant applications: 1) Small City Preservation Program grant application and 2) Small City Maintenance Program grant application.

**File Attachments for Item:**

A. Ordinance 2022-08-1108, Amending WSMC 2.06 City Administrator

1. Presentation and Discussion

2. Action



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## AGENDA MEMO

Needs Legal Review: Yes. Review completed.  
Meeting Date: August 17, 2022.  
Agenda Item: Ordinance 2022-08-1108, Amending WSMC 2.06 City Administrator  
Presented By: Jan Brending, Clerk Treasurer

### **Action Required**

Adoption of Ordinance 2022-08-1108, Amending WSMC 2.06 City Administrator.

### **Proposed Motion**

Motion to adopt Ordinance 2022-08-1108 Amending WSMC 2.06 City Administrator.

### **Explanation of Issue**

White Salmon Municipal Code 2.06 established the position of City Administrator. Upon review by staff, it has been determined that some amendments are recommended. The proposed recommendations have been reviewed by the city's attorney. The amendments include incorporating by reference the job description previously adopted by the city council (attached). In addition, it corrects the salary range for the position.

### **City Council Options**

The City Council has the following options available to it currently.

1. Adopt Ordinance 2022-08-1108, Amending WSMC 2.06 City Administrator as presented.
2. Adopt Ordinance 2022-08-1108, Amending WSMC 2.06 City Administrator as amended.
3. Refer the ordinance back to staff for additional work.
4. Take other action as may be desired by the City Council.

### **Fiscal Implications**

There are no direct fiscal implications caused by the adoption of the ordinance. The ordinance does set the salary range for the City Administrator. This information and an employment agreement is used when establishing the budget.

### **Staff Recommendation**

Staff recommends adopting Ordinance 2022-08-1108, Amending WSMC 2.06 City Administrator.

**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:

\_\_\_\_\_  
Jan Brending, Clerk/Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
Kenneth B. Woodrich, City Attorney

**JOB DESCRIPTION**  
**CITY OF WHITE SALMON**

**POSITION:** City Administrator  
**DEPARTMENT:** Administration  
**REPORTS TO:** Mayor  
**EFFECTIVE DATE:** March 2, 2022  
**FLSA STATUS:** Management, Exempt  
**SALARY RANGE:** Range 53, Step 1 to 10

**NATURE OF WORK**

This a highly responsible position of administration and management. Under the authority and direction of the Mayor, the City Administrator assumes full management responsibility for all City operations, including the development and implementation of the City’s goals, objectives, policies, and priorities. The City Administrator has the overall responsibility of managing the City. Work involves 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. The City Administrator plans, directs, and coordinates, through department heads and other staff, the work plan for the City. The incumbent will develop effective working relationships with elected administrative and program officials to ensure cooperation and efficient operation of city government.

**CONTROL OVER WORK**

Under oversight of the Mayor and within the framework of governing state and local laws and general policy established by the City Council, duties are performed with a wide latitude for independent judgment and action. The City Administrator is a strategic thinker who easily sees the big picture and long-term vision for White Salmon. Considered a true community ambassador, the successful candidate leads by example, represents the City to all departments and outside agencies, and is fully invested in White Salmon’s growth and success. They maintain an understanding of the issues affecting White Salmon and leverage that knowledge to drive decisions.

Work requires the exercise of mature judgment and the application of management techniques and practices in a wide variety of administrative, fiscal and related areas. Work subject to review for results obtained and conformance with governing laws and established policies, through discussion and analysis of recommendations, actions and reports.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Reports directly to the Mayor.
- Assists the Mayor in advising and furnishing leadership to civic organizations dealing with specific items affecting the city's welfare.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, identifies opportunities for improvement, and implements as appropriate.
- Oversees, coordinates and manages the activities of city departments and offices in carrying out the requirements of ordinances, laws, rules and regulations and the policies of the City Council.
- Reports regularly to the City Council concerning the status of projects and functions of the various city departments and offices.
- 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.
- Briefs City Council as appropriate, on immediate as well as emerging municipal problems.
- Attends various civic and business meetings on behalf of the city.
- Directs the preparation of the Council agenda furnishing pertinent documents, reports and briefings as needed.
- Seeks out funding sources and prepares and processes grant applications in the furtherance of city goals.
- Directs the annual budget preparation (Mayors proposed budget) and submittal to the City Council and monitors budget compliance on a monthly basis.
- Directs the establishment and maintenance of city records.
- Directs all aspects of Clerk and Treasurer functions.
- 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.

## **KNOWLEDGE, ABILITIES AND SKILLS**

- An exceptional ability to develop effective relationships with a history of working closely with a Mayor and City Council
- Well-rounded background with prior leadership experience in a growing community and similar size organization that includes public works is ideal

- Management experience including the professional development, mentorship and oversight of a department
- Strong communication and interpersonal skills
- Ability to work in a fast-paced environment and lead large projects from inception to completion with close attention to detail
- Sound financial background with a strong understanding of budgets and financial management is strongly desired.
- Outstanding team-leading skills, prioritizes customer service
- High integrity and ethical standards
- Sets the tone for a welcoming and inclusive culture built on trust and collaboration
- Knowledge of municipal organization and functions and related federal, state and local laws, rules, regulations and special programs.
- Working knowledge of personnel and civil service regulations, policies and procedures.
- Ability to learn the inter-workings and inter-relationships of city government operations and functions and the relationships with other levels and forms of government.
- Ability to plan and prepare grants and monitor resultant programs and/activity.
- Oversees independent contractors performing work for the City.
- In consultation with contracted agencies, develops specifications and bid documents for a variety of public works and utility related designs, construction and maintenance projects; recommends contract awards, negotiates contract provisions and coordinates, reviews and approves contractor's performance.
- Prepares and presents the annual departmental budget; determines resources needs and financing requests.
- Takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City's personnel policy.
- Reviews plans submitted by independent contractors with the City Engineer.
- Reviews plans and monitors developments related to public works and utility matters and evaluate their impact on the City.
- Represents the City with other governmental agencies on a wide variety of issues pertaining to public works and utilities.
- Reviews projects for land restoration and site improvement escrow releases.
- Oversees park system maintenance repairs and projects.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Work is performed primarily in an office or conference room setting. However, some local traveling is involved in public relations activities, attending meetings and visiting city departments and facilities. Therefore, some walking, standing and bending is required. Exposure

to adverse weather conditions is minimal. The City Administrator will establish a primary residence in the White Salmon community and pledge to participate in community affairs.

**QUALIFICATIONS REQUIRED**

- Bachelor’s degree from an accredited college or university with major course work in public administration, business administration, or related field. An advanced degree in public administration or related field is desired but not essential.
- At least seven (7) years of progressively responsible experience in municipal government, including some administrative or leadership responsibility
- Sound financial background with a strong understanding of budgets and financial management is strongly desired.
- Previous experience working in small high-performing teams in local government is a bonus.

The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or logically assigned to the position.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

**File Attachments for Item:**

B. Ordinance 2022-08-1109, Amending WSMC 2.08 Clerk Treasurer

1. Presentation and Discussion

2. Action



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## AGENDA MEMO

Needs Legal Review: Yes. Review completed.  
Meeting Date: August 17, 2022.  
Agenda Item: Ordinance 2022-08-1109, Amending WSMC 2.08 City Clerk-Treasurer  
Presented By: Jan Brending, Clerk Treasurer

### Action Required

Adoption of Ordinance 2022-08-1109, Amending WSMC 2.08 City Clerk-Treasurer.

### Proposed Motion

Motion to adopt Ordinance 2022-08-1109 Amending WSMC 2.08 City Clerk-Treasurer

### Explanation of Issue

White Salmon Municipal Code 2.08 establishes the position of City Clerk-Treasurer. Upon review by staff, it has been determined that some amendments are recommended. The proposed recommendations have been reviewed by the city's attorney. The amendments include incorporating by reference the job description previously adopted by the city council (attached). In addition, it corrects the salary range for the position.

### City Council Options

The City Council has the following options available to it currently.

1. Adopt Ordinance 2022-08-1109, Amending WSMC 2.08 City Clerk-Treasurer as presented.
2. Adopt Ordinance 2022-08-1109, Amending WSMC 2.08 City Clerk-Treasurer as amended.
3. Refer the ordinance back to staff for additional work.
4. Take other action as may be desired by the City Council.

### Fiscal Implications

There are no direct fiscal implications caused by the adoption of the ordinance. The ordinance does set the salary range for the City Administrator. This information and an employment agreement is used when establishing the budget.

### Staff Recommendation

Staff recommends adopting Ordinance 2022-08-1109, Amending WSMC 2.08 City Clerk-Treasurer.

**CITY OF WHITE SALMON  
ORDINANCE 2022-08-1109**

**AN ORDINANCE AMENDING WSMC 2.08 CITY CLERK-TREASURER**

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

**2.08.010 Office of treasurer and clerk combined.**

The office of treasurer and office of clerk is combined.

**2.08.020 Authority.**

The city clerk-treasurer shall exercise all the powers vested in a city clerk as well as all of the powers vested in a city treasurer as provided by state law, city ordinance and applicable regulations.

**2.08.030 Duties.**

The **duties of the** city clerk-treasurer **shall be those set forth in state law and as provided in the job description adopted by the city council and incorporated herein by this reference.** ~~The city clerk-treasurer shall exercise all of the powers and preform all of the duties~~

required by the adopted job description and statute or ordinance as ~~provided by RCW~~  
~~35.27.190.~~

~~A. — Collects, safeguards and disburses all city funds by planning and directing the operation and activities of all accounting functions of the city.~~

~~B. — Supervises and accomplishes preparation of appropriate reports, pays and cancels bonds and coupons, makes journal and payroll entries, prepares payrolls, supervises the accounting control of data processing activities including assessing programming needs.~~

~~C. — Supervises the billing and collection of water, refuse, and sewer services charges, special assessment charges and miscellaneous account charges.~~

~~D. — Maintains current knowledge of city ordinances and resolutions pertaining to all fees and charges and any other fiscal related matters.~~

~~E. — Assesses financial needs of the city and makes recommendations to the mayor, department heads or city council on determined needs.~~

~~F. — Determines future cash needed for disbursements and invests surplus funds.~~

~~G. — Maintains special accounting records for assessments and liens, outstanding bond indebtedness and tax receipts consistent with municipal accounting standards and state and federal laws.~~

~~H. — Prepares periodic financial statements for the mayor and city council, at least quarterly, and as needed or requested and provides other information regarding the fiscal operation of the city as appropriate.~~

~~I. — Acts as city election officer for all city special elections and council elections in conformance with city ordinances and state law.~~

~~J. — Assists the mayor in preparation of the annual budget document, including estimating revenues based on records and formulas maintained for averaging; estimates expenditures and performs data analysis activities involved in budget preparation.~~

~~K. — Provides appropriate information and preparation for bond sales and ensures that all city ordinances and state laws are followed pertinent to bond sales.~~

~~L. — Monitors and reviews the needs for and purchasing of accounting and general office supplies and confers with the mayor on purchases of office equipment to maintain an effective working environment for accounting and clerical staff.~~

~~M. — Monitors revenues, expenditures, accounts payable and accounts receivable, in order to ensure the efficient, timely and responsible operation and financial management of the city.~~

~~N. — Prepares the annual report of the city.~~

~~O. — Understands and complies with all duties of a city clerk and city treasurer for a non-charter code city in the state of Washington, including, without limitation RCW Chapters 35A.33 and 43.09.~~

~~P. — Supervises clerical and other staff as designated by the mayor.~~

#### ~~2.08.040 Qualifications.~~

~~The city clerk treasurer must possess the abilities and aptitudes to perform each duty of the position proficiently. In order to qualify for the position of city clerk treasurer, an applicant must have demonstrated knowledge of generally accepted accounting~~

~~principles, the BARS accounting system and relevant Washington statutes affecting governmental entities. The city clerk-treasurer must have the ability to maintain effective communications with various officials and agencies as well as the public; excellent communication and supervision/leadership skills; ability to deal with the public courteously, tactfully and professionally; furnish a bond pursuant to RCW 25A.12.080 and Section 2.08.060 of this chapter; and a familiarity with general office equipment and computer systems. The minimum educational background is a bachelor's degree in public administration, business administration or accounting. A certified public accountant's certificate is beneficial, but not required. A successful clerk-treasurer applicant must have three years of progressively responsible experience in municipal government operations or private business operations and at least two years of either municipal management or comparable business management experience.~~

#### **2.08.050 Compensation.**

The salary range for the clerk-treasurer shall be Range 50, Step 1 to Step 10 in the most current approved salary matrix and as provided in the job description adopted by the city council. ~~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.~~

#### **2.08.060 Bond.**

~~As a condition of both initial and continued employment, the clerk-treasurer must be eligible for coverage under applicable bonding requirements for city employees.~~

~~Pursuant to RCW 35A.12.080, the premium on such bond shall be paid by the city.~~

**2.08.070 Management position subject to personnel policy for management level/exempt employees/possible contract.**

The clerk-treasurer is appointed and may be removed by the mayor as provided by state law. The specific compensation of the clerk-treasurer, consistent with Section 2.08.050 of this chapter shall be approved by the city council. The mayor's appointment of the clerk-treasurer shall not be deemed complete or effective until the city council has approved the clerk-treasurer's compensation by resolution. The clerk-treasurer is an at-will employee and is exempt from the provisions of the Fair Labor Standards Act due to the management nature of the position. The at-will nature of the clerk-treasurer's employment with the city may be suspended by an employment contract for a specified term, in which case the compensation of the clerk-treasurer shall be included in the contract, rather than fixed via council resolution. It is intended that the mayor or the mayor's designee will negotiate any such contract with the prospective clerk-treasurer with due consideration of input from the personnel committee, with the contract approved by the council. This chapter supersedes the job description previously in effect for the clerk-treasurer position.

**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:

\_\_\_\_\_  
Jan Brending, Clerk/Treasurer

APPROVED AS TO FORM:

\_\_\_\_\_  
Kenneth B. Woodrich, City Attorney

## **JOB DESCRIPTION CITY OF WHITE SALMON**

**JOB TITLE:** City Clerk/Treasurer (Exempt)  
**DEPARTMENT:** Accounting and Financial Management  
**REPORTS TO:** City Administrator  
**EFFECTIVE DATE:** October 20, 2021  
**SALARY RANGE:** Range 50, Step 1-10

This is an exempt full-time management position. The City Clerk/Treasurer is a salary position and may work in excess of eight hours per day or 40 hours per week. The City Clerk/Treasurer is on call 24 hours per day and may be called back to work before or after normal work hours and/or on a scheduled day off.

### **MAJOR FUNCTION AND PURPOSE**

By Charter, the City Clerk/Treasurer acts as custodian of all records and files of the City and is the ex-officio clerk of the City Council. The City Clerk/Treasurer also plans and directs the operation and activities of the accounting department and financial management.

### **GENERAL FUNCTION**

Supervision of this position is occasional, consisting of meetings with the Mayor to discuss policy directives, priorities, tasks, and review of work.

### **SUPERVISION RESPONSIBILITIES**

Individual in this position directs the activities of the municipal departments related to accounting and financial management. The City Clerk/Treasurer supervises the activities of several subordinate personnel. Supervision techniques encompass a broad range of interaction with all levels of employees and includes responsibility to:

- Assign priorities
- Assign specific tasks
- Review work performed or produced by subordinate staff
- Direct work activities of subordinate staff
- Make recommendations for hiring or firing
- Conduct performance evaluations

### **JOB DUTIES AND RESPONSIBILITIES**

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employee occupying the position will be required to follow any other job-related instructions and to perform any job-related duties requested by the Mayor. This job description reflects general details as necessary to describe the principal functions of

this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

- Collects, safeguards, and disburses all city funds by planning and directing the operation and activities of the accounting division.
- Supervises and accomplishes such daily work as preparation of reports, making bank deposits, paying and canceling of bonds and coupons, making journal and payroll entries, and preparing payrolls; supervises the accounting control of data processing activities including assessing programming needs.
- Supervises the billing and collection of water and sewer service charges, special assessment charges, and miscellaneous account charges; maintains current knowledge of city ordinances and resolutions pertaining to all fees and charges and any other fiscal related matters; assesses financial needs of department and/or organization and makes recommendations to the Mayor or Department Heads or City Council on determined needs.
- Determines future cash needed for disbursements and invests surplus funds; maintains special accounting records for assessment and liens, outstanding bond indebtedness and tax receipts consistent with municipal accounting standards and state and federal laws.
- Prepares periodic financial statements for the Mayor and City Council as needed or requested and provides other information regarding the fiscal operation of the city as required.
- Acts as city election officer for all city special elections and council elections in conformance to city ordinances and state law.
- Assists Mayor and City Council in preparation of annual budget document; includes estimating revenues based on records and formulas maintained for averaging; includes estimating expenditures; performs data processing activities involved in budget preparation.
- May be required to prepare bond prospectus or provide information in preparation of bond sales; ensures all city ordinances and state laws are followed pertinent to improvement districts and subsequent bond sales.
- Monitors and reviews the needs for and purchasing of accounting and general office supplies; confers with and recommends to the Mayor on purchase of office equipment that will maintain an effective working environment for the accounting staff.

- Monitors revenues, expenditures, accounts payable, and accounts receivable, in order to ensure the efficient, timely, and responsible operation and financial management of the City.
- Prepares the Annual Report of the City.

### **KNOWLEDGE, SKILLS AND ABILITIES**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities and aptitudes to perform each duty proficiently. There will be a six month period in which these attributes must be demonstrated before permanent employment.

- Generally accepted accounting principles, the BARS accounting system and statutes affecting governmental entities.
- Ability to maintain effective communications with various officials and agencies, as well as with the public (Public Administration).
- Excellent communication and supervision/leadership skills.
- Ability to deal with the public courteously, tactfully and professionally.
- General office equipment and computer systems.

### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderately noisy.

### **CONTACTS AND RELATIONSHIPS**

The City Clerk/Treasurer will have extensive contact with citizens of the community, planning groups and agencies. In the course of completing the required job duties, the individual in this position will have a variety of contacts in person, via telephone, or through correspondence which are primarily to provide or collect information. However, virtually all of these professional contacts involve the coordination of projects or activities.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City Clerk/Treasurer position may require long periods of sitting, standing, stooping, and/or reaching. This position may also require lifting objects weighing more than twenty-five (25) pounds. Specific vision abilities required by this position include close vision and the ability to adjust focus. This position may be subject to verbal abuse at times from the public.

### **MINIMUM RECRUITING REQUIREMENTS**

- High school diploma or equivalent
- Associate degree in Business Administration or Accounting
- Supervision experience of at least three years
- Valid Driver's License
- Background in and knowledge of various laws and regulations related to municipal governments in Washington
- Ongoing courses and seminars related to governmental generally accepted accounting principles
- Hands-on experience with governmental generally accepted accounting principles

### **DESIRABLE EXPERIENCE AND TRAINING**

- Requires Bachelor's degree in Public or Business Administration or Accounting. A Certified Public Accountant certificate would be beneficial but is not mandatory.
- Must have three years progressively responsible experience in municipal government operations or in private business operations and must have two years municipal management experience or comparable business management experience.
- Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position.

This job description does not constitute an agreement between the employer and the employee and in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

**I have read and understand this class description.**

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Signature

Date