

**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 perform 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.



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Marla Keethler, Mayor

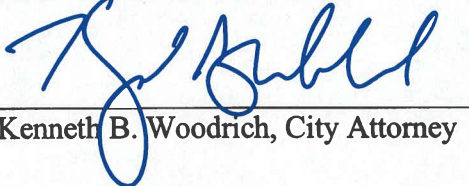
ATTEST:



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Jan Brending, Clerk/Treasurer

APPROVED AS TO FORM:



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Kenneth B. Woodrich, City Attorney