

**CITY OF ILWACO
ORDINANCE NO. 854**

AN ORDINANCE OF THE CITY OF ILWACO, WASHINGTON, REPEALING AND REPLACING CHAPTER 2.08 AND ADDING A NEW CHAPTER 2.10 TO THE ILWACO MUNICIPAL CODE ALL RELATED TO THE ADMINISTRATIVE POSITIONS OF CITY CLERK AND CITY TREASURER.

WHEREAS, the City of Ilwaco recognizes that the Clerk-Treasurer position no long applies to present City administrative staff; and

WHEREAS, in order to bring the municipal code into compliance with current practice and approved organizational structure, Ilwaco Municipal Code (IMC) §2.08 needs to reflect current duties and powers of the City Clerk, IMC 2.10 needs to be created to reflect the duties and powers of the City Treasurer;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Chapter 2.08 of the Ilwaco Municipal Code entitled “City Clerk-Treasurer” is repealed in its entirety and replaced with a new Chapter 2.08 entitled “City Clerk” to read as follows;

2.08.010 – Position established

There is established the office of City Clerk in and for the City of Ilwaco.

2.08.020 – Appointment – Generally

The Mayor shall have the power of appointment of the City Clerk subject to the confirmation by a majority of the City Council.

2.08.030 – Powers and duties

The powers, duties and responsibilities of the City Clerk shall be subject to the supervision of the City Treasurer under the authority and direction of the Mayor and shall include, without limitation, the following:

1. Keep a full and true record of every act and proceeding of the City Council and keep such books, accounts and make such reports as may be required by the office of the Washington State Auditor;
2. Record all ordinances passed by the City Council, annexing thereto her/his certificate giving the number and title of the ordinance, stating the ordinance was published and posted according to law and that the record is a true and correct copy thereof;
3. Act as custodian of the seal of the City , and exercising the authority to acknowledge the execution of all instruments by the City requiring such acknowledgement;
4. Perform all duties as specified in chapter 35A.42 RCW for a City Clerk, and all duties as imposed by law as the election officer for the City;

5. Serve as the public records officer of the City and perform all such duties as imposed by law on the public records officer.
6. Serve as the designated license officer who shall administer the business license and regulations code Title 5 of the Ilwaco Municipal Code.
7. Retain and maintain all signed originals of contracts and transactions to which the City may be a party, and the signed originals of all deeds and instruments of conveyance regarding real and/or personal property transactions wherein the city is grantee or transferee;
8. Give notice of all City Council meetings to councilmembers, the media and the public when such is required by law.
9. All other duties as described in the City Clerk job description.

2.08.040 – Salary

The City Clerk shall receive a salary in such amount as adopted by the annual City salary ordinance and in accordance with the Position, Grade and Step assigned.

Section 2. A new Chapter 2.10 of the Ilwaco Municipal Code entitled “City Treasurer” is hereby added to read as follows;

2.10.010- Position established

There is created the position of Ilwaco City Treasurer. The City Treasurer shall be and act as the administrative supervisor of the City government under the authority and direction of the Mayor.

2.10.012 – Appointment – Generally

The Mayor shall have the power of appointment of the City Treasurer subject to the confirmation by a majority of the City Council.

2.10.020 - General responsibility

This position is established to have the powers and responsibilities as defined by law. In addition, this position will supervise, and insure effective use of, City employees, funds, grants, materials, facilities and time.

2.10.030 – Duties

The City Treasurer shall assist the Mayor in performance of his duties and shall do all things required by the Mayor to assist in the administration of the business of the City government. The powers, duties and responsibilities of the City Treasurer shall include, without limitation, the following:

1. Receive and safely keep all monies which come into the City treasury, and follow all laws of the State of Washington regarding the accountability therefor;
2. Keep such books, accounts and make reports as required by the office of the Washington State Auditor;
3. Exercise the duties and authority of the city treasurer as provided by RCW Chapter 35A.42;

4. Exercise the duties and authority of auditing officer as required by RCW 42.24.080 as applicable to the City;
5. Prepare the annual budget, assist the Mayor in submission of the budget to the City Council, and administer the budget after adoption.
6. Prepare a monthly report to the City Council on the financial status of the City.
7. Supervise the purchasing of City departments to keep expenditures in line with the approved budget.
8. Serve as personnel administrator for the City.
9. All other duties as described in the Treasurer job description.

2.10.040 - Salary

The City Treasurer shall receive a salary in such amount as adopted by the annual City salary ordinance and in accordance with the Position, Grade and Step assigned.

Section 4. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

Section 5. Referendum and Effective Date. This Ordinance, being an exercise of a power specifically delegated to the city legislative body, is not subject to referendum, and shall take effect and is in full force five (5) days after its passage, approval and publication of an approved summary of the title as provided by law.

PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 14TH DAY OF SEPTEMBER, 2015.

Mike Cassinelli, Mayor

ATTEST:

Ariel Smith, Treasurer

| VOTE | Jensen | Karnofski | Marshall | Chambreau | Fornier | Cassinelli |
|-------------|--------|-----------|----------|-----------|---------|------------|
| Ayes | X | X | X | X | X | |
| Nays | | | | | | |
| Abstentions | | | | | | |
| Absent | | | | | | |

PUBLISHED: September 30, 2015

EFFECTIVE: October 5, 2015