



City of Stevenson

Leana Kinley, City Administrator

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To: City Council
From: Leana Kinley, City Administrator
RE: City Administrator Transition
Meeting Date: September 11, 2024

Executive Summary:

I submitted my resignation effective October 1, 2024. Mayor Anderson has decided to split the City Administrator position into two parts, a Clerk/Treasurer and City Administrator, on an interim basis. This will allow existing staff to share the workload until the council decides the path forward. There are options outlined below on the hiring process for council discussion.

Overview of Items:

Interim Structure

The current personnel policy and job descriptions state the Deputy Clerk/Treasurer is to step in for the City Administrator in their absence. With three active federally funded construction projects, each with multiple contracts to manage, on top of the creation of the budget and managing day to day operations, the additional workload is too much to successfully hand off to one person. In order to “keep the lights on” on a short-term basis, Mayor Anderson has decided to split the position into two positions of a Clerk/Treasurer and a City Administrator.

Anders Sorestad is stepping into the Clerk/Treasurer role and Ben Shumaker is stepping into the Administrator. The additional monthly salary for out of class pay for the two positions would be \$1,613 as outlined in the Personnel Policy (section 5.4 Out of Class Pay). If an interim were contracted out, it would be more expensive, and most of the time they would only be able to perform the Administrator duties, and not the Clerk/Treasurer role. Keeping the interim roles internal saves money and provides a smoother transition.

Future Structure

State law requires the city to have a Clerk and a Treasurer. The duties are outlined in RCW 35.27.220, 35.27.230 and 35.27.310 for Clerk and RCW 35.27.170 for Treasurer. Stevenson Municipal Code Chapter 2.08 combines those positions (as allowed by RCW 35.27.180-200) and requires council approval for hiring the Clerk/Treasurer. The City’s personnel policy has the City Administrator serve as the Clerk/Treasurer within the job description.

When a position is vacated it is a good time to review the job description, overall staffing structure, and identify if any changes should be made to allow for a better functioning organization. With this in mind there are two directions council can take.

1. The city can move forward with the existing job description and advertise as early as Friday, September 13th.
2. Keep the City Administrator role split from the Clerk/Treasurer.

Benefits of splitting the positions include:

- a) Easier hiring process.
- b) More narrow position scope to improve productivity.
- c) Opportunity to improve communications with narrowed job scopes (from Strategic Plan).
- d) Opportunity to improve management with narrowed job scopes (from Strategic Plan).

Having been in the position for the past 7 years, I can attest to the difficulty of trying to do the work, managing others while doing the work, and communicating out the work being done. Especially with the scope of the projects being managed and the federal source of funding requiring increased paperwork at every step. If the job is split into two positions, it provides a greater chance of success for the new hire, and improved service to the citizens.

The essential job duties for the City Administrator from the most recent Personnel Policy are outlined on the next page and segregated by Clerk/Treasurer duties and City Administrator duties. If the option to keep the split is selected, these will need to be reviewed and refined to better fit within the overall organization structure.

Action Needed:

Direction to keep the City Administrator job description as is, move forward with separating the position into two, or other staff direction on moving forward.

Job Description

City Administrator

- Assist the Mayor in conducting all the city's business and performs such other duties and assumes such other responsibilities as the Mayor shall direct and as may be required by ordinances and resolutions passed by the City Council.
- Supervise all overall operations of the City.
- Interpret rules, policies, procedures of city functions and research data, laws, codes, regulations, and polices for the City Council in their policy making decisions.
- Serve as an advisor to the City council and its various boards and commissions.
- Responsible for maintaining consistency among the City's various boards and departments.
- Supervise the various department heads and acts as a technical resource.
- Negotiate contracts.
- Develop programs as directed by Council.
- Prepare program proposals, budgets, implementation schedules, and evaluations.
- Perform special projects as assigned by council or insure implementation by appropriate city departments.
- Monitor performance and activities of department heads to ensure goals are met.
- Provide grant management for all city functions including research of grant opportunities, preparation of grant applications, ...

- Responsible for oversight of the city personnel and personnel system including supervision of department heads including scheduling, evaluations, staff training, and general strategic planning.
- Oversee the development and maintenance of general personnel policy and management issues.
- Oversee compliance with local, state and federal regulations and manages recruitment/dismissal issues.
- Prepare City Ordinances and Resolutions.
- Oversee City coordination of land use reviews, subdivisions, short plats, comprehensive plan issues, various environmental permits, and Columbia River Gorge National Scenic Area regulations within the various city departments and with external parties.
- Represent City on various boards and committees as directed by the City Council.
- Act as a liaison with other governmental organizations.
- Respond to citizen complaints and inquiries and coordinates council responses to these complaints.
- Serve with the Community Development Director and Public Works Director to coordinate emergency management and hazard mitigation planning/implementation.

Clerk/Treasurer

- Responsible for general governmental accounting, accounting systems, records, purchasing and payroll.
- Serve as the City's Clerk/Treasurer.
- Responsible for the preparation of monthly, quarterly, and annual fiscal reports.
- Monitor budgets.
- Generate information for other federal, state and local reports.
- Oversee issuance of debt, maintaining debt payments and debt ceilings.
- Oversee budget preparation and prepare final budget documents including preparation of financial forecasts for short- and long-term fiscal goals and conditions.
- Audit all City expenditures.
- Administrative responsibility for all contract management.
- Administer contracts for liability, health, and other benefit programs.
- Act as risk manager and maintain accident files.
- ... and the administration of grants.

Both

- Manage City's contracts for compliance and performance.
- Attend all City Council meetings.
- Maintain City compliance with Federal and State mandates.