

Mayor's Position Status Report July 27, 2010

Currently, The Mayor's position is paid \$400.00/month. Hours of work expected, are undefined. If \$25/hour is a reasonable rate (based on the importance of the position, and relative to the department head rates subordinate to the Mayor's) then the position is funded at 16 hours a month (or 3 ¾ hours/week).

Essential (legally required, RCW 35.27.160) duties include:

The mayor shall preside over all meetings of the council at which he or she is present. A mayor pro tempore may be chosen by the council for a specified period of time, not to exceed six months, to act as the mayor in the absence of the mayor. The mayor shall sign all warrants drawn on the treasurer and shall sign all written contracts entered into by the town. The mayor may administer oaths and affirmations, and take affidavits and certify them. The mayor shall sign all conveyances made by the town and all instruments which require the seal of the town.

The mayor is authorized to acknowledge the execution of all instruments executed by the town which require acknowledgment.

[1988 c 196 § 1; 1965 c 7 § [35.27.160](#). Prior: 1890 p 209 § 167; RRS § 9186.]

- Council Meetings (including prep) 10 hours/month
- Sign checks, minutes, contracts and all conveyances 2 hours/month
- Answer staff questions relating to Council direction 2 hours/month

Regular Supervisory and Other Duties to Department Heads/Staff (combination of face time, phone, and email communications)

- Coordination with Clerk/Treasurer, dependent on issues 8 hours/month
- Administrative Assistant (Contract issues, Council agenda) 4 hours/month
- Police Chief 8 hours/month
- Public Works (Have been putting 4-6 hours/month, but ongoing performance issues and written claims will be requiring more time.) 12 hours/month
- Planning and Building Departments 4 hours/month

Communications (emails, meetings and phone calls) with the Public, the Press, outside agencies and contractors 12 hours/month

Annual (Minimum) Evaluations of Department Heads (Solicit feedback from co-workers, public, council; write evaluation; review employees self-evaluation; review with employees; set new goals)

- 3 employees X 8 hours per evaluation = 24 hours (minimum) 2 hours/month

Total = 64 hours/month

If fully funded for the hours at \$25.00/hour, the cost would be \$1600/month.

The above calculations are based on the premise of maintaining the status quo, with few or no new initiatives (trails, securing adequate water rights, devising a new funding structure for the pool, etc.) It takes in to some consideration the fact that I have inherited a PW Superintendent that is struggling to fulfill his duties.

Not included in the calculation is that the Police Chief I hired is struggling and that numerous issues have been raised by officers (I received a packet of issues from the officers, Monday 7/26/10) and the public that will require investigation. (Some of that investigation will require effort by the Mayor, while some may be handed to an outside agency because of the technicalities of the law enforcement and legal issues.) It does not consider the time impacts of the transition to a new Clerk/Treasurer or the formation of the Civil Service Commission. It does not consider the implications of possibly needing to hire a new Chief or PW Superintendent. (In any hiring scenario, I would anticipate spending a chunk of time checking references.) I foresee a serious escalation of the need for involvement by a Mayor, beyond what is outlined above, for the remainder of the year.

Currently, I have been able to meet the duties of the position by sacrificing my time and opportunity to complete my degree, which is some thing I need to do in order to have any hope of remaining in the community, much less remain as Mayor.

I am interested in seeing the Town through the current issues, including the possibility of re-structuring the organization so that the two under-funded positions (strong Mayor and Clerk/Treasurer) are consolidated in to one (Manager) that can be effective and efficient. If the Mayor's funding and authority were transferred to the Clerk/Treasurer (Manager), that position would gain \$2.32/hour, giving it a range of \$18.88-\$27.16/hour. That would be above the PW Superintendent's range (\$17.11-\$25.67), but still below the Police Chief's pay range of \$20.01-\$30.01. There would be gains in efficiency in that the Manager would be supervising and evaluating only two other positions, rather than the three that Mayor evaluates. (The Council would then be responsible for evaluating the Manager.) The Manager (Clerk/Treasurer), in their role at a central position in the organization, is in an ideal position to best know and evaluate the performance of the

other department heads because that position spends much more time interacting with those others- much more than any Mayor could possibly spend.