

West Richland Municipal Code



TITLE 2

ADMINISTRATION AND PERSONNEL

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Chapter 2.04

CITY COUNCIL*

Sections:

- 2.04.010 Regular meetings—Time and place.**
- 2.04.020 Regular meeting—Holiday adjustment.**
- 2.04.030 Special meetings.**

** Editor's Note: For statutory provisions on the City Council, see RCW 35A.12.110, 35A.12.120.*

2.04.010 Regular meetings—Time and place. The regular meetings of the City Council shall be held on the first and third Monday of each month at 7:00 p.m. at the West Richland City Complex, 3803 West Van Giesen, West Richland, Washington. (Ord. 263 § 12, 1978)

2.04.020 Regular meeting—Holiday adjustment. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day following the holiday. (Ord. 263 § 2, 1978)

2.04.030 Special meetings. Special meetings of the City Council may be called in the manner provided by the general laws of the State but shall be held at the West Richland City Complex as provided for in Section 2.04.010 of this chapter. (Ord. 263 § 3, 1978).

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Chapter 2.08

APPOINTIVE OFFICERS*

Sections:

- 2.08.010 Designated.**
- 2.08.020 City Administrator-Duties.**
- 2.08.030 City Attorney-Duties**
- 2.08.040 City Clerk-Duties.**
- 2.08.050 Finance Director-Duties.**
- 2.08.060 Planning/Community Development Director-Duties**
- 2.08.070 Police Chief-Duties**
- 2.08.080 Public Works Director-Duties**
- 2.08.090 Employment of Other Personnel**
- 2.08.100 Mayor-Authority**
- 2.08.110 Compensation**

**Editor's Note: For statutory provisions on appointive officers, see RCW 35A.12.020; for provisions on the duties of certain appointive officers, see RCW 35A.42.010 et seq.; for statutory provisions requiring that the compensation of appointive officers be prescribed by ordinance, see RCW 35A.12.020.*

2.08.010 Designated.

The appointive officers for the City shall be as follows:

- A. City Administrator;
- B. City Attorney;
- C. City Clerk;
- D. Finance Director;
- E. Planning/Community Development Director;
- F. Police Chief; and
- G. Public Works Director. (Ord. 31-07 §1, 2007; Ord. 10-06 §1, 2006; Ord. 38-05 §1, 2005; 11-02 §1, 2002; Ord. 35-98 §2, 1998; Ord. 2-87 §1, 1987; Ord. 300 §1, 1979)

2.08.020 City Administrator – Duties.

The City Administrator, subject to the provisions of the laws of the State of Washington and the ordinances of the City of West Richland, performs the following:

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- A. Oversees the maintenance of all City equipment, improvements, facilities, and lands;
- B. Administrative oversight of all contract services;
- C. Administers the budget, the coordination between all department heads for the preparation of the preliminary budget, and for submittal of the preliminary budget to the City Finance Director;
- D. Oversees the coordination of all boards and commissions of the City;
- E. Provides administrative oversight of risk management and insurance contracts and for all other agreements in force;
- F. Performs such other duties as may be required by the laws of the State, City ordinances and/or as the Mayor or City Council, within their legislative authorities, may direct. (Ord. 31-07 §1, 2007: Ord. 10-06 §4, 2006: Ord. 300 §4, 1979)

2.08.030 City Attorney—Duties.

The City Attorney, serving as the City's General Counsel, subject to the provisions of the laws of the State and the ordinances of the City of West Richland, performs the following:

- A. Provides such advice, legal assistance, and representation in legal proceedings as the Mayor or City Council may direct;
- B. Identifies and researches the nature of legal problems, identifying alternative courses of action which will resolve the problem, and provides counsel to City staff to ensure that unreasonable legal liability risks are not incurred;
- C. Supervises and reviews the preparation of ordinances, regulations, contracts, and other legal documents ensuring compliance with local, state and federal law and adequate legal protection of the City;
- D. Represents or oversees the City in all actions and claims brought by or against the City or City officials in their official capacity;
- E. Issues written or oral opinions and instructions on matters of law or interpretation of ordinances or other laws or regulations and provides professional advice to the Mayor, Council, Commissions, Boards and staff;
- F. Prosecutes or oversees the prosecution of criminal cases or civil infractions filed in the courts by the City;
- G. Performs such other duties as may be required by the laws of the State, City ordinances or as the Mayor or City Council, within their legislative authorities, may direct. (Ord. 31-07 §1, 2007: Ord. 10-06 §3, 2006: Ord. 35-98 §3, 1998: Ord. 18-98 §1, 1998: Ord. 300 §3, 1979)

2.08.040 City Clerk-Duties.

The City Clerk, subject to the provisions of the laws of the State of Washington and the ordinances of the City of West Richland, performs the following:

- A. Serves as custodian of official City records and public documents;
- B. Serves as official recorder of all City council meetings and maintains historical record and meeting minutes;

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- C. Prepares and publishes Council agendas;
- D. Receives legal papers that are served on the City as a Municipal corporation;
- E. Records, certifies, and files resolutions and ordinances;
- F. Serves as a point of contact for the City Council;
- G. Codifies and maintains the West Richland Municipal Code;
- H. Publishes legal notices;
- I. Administers Claims for Damages;
- J. Performs such other duties as may be required by the laws of the State, City ordinances or as the Mayor or City Council, within their legislative authorities, may direct. (Ord. 31-07 §1, 2007: Ord. 10-06 §4, 2006: Ord. 300 §4, 1979)

2.08.050 Finance Director—Duties.

The Finance Director, subject to the provisions of the State of Washington and the ordinances of the City of West Richland, performs the following:

- A. Serves as the Chief Financial Officer and perform all duties established by statute or ordinance, including those set forth in RCW 35A.42.010;
- B. Attends meetings of the City Council and reports on the financial status of the City.
- C. Performs such other duties as may be required by the laws of the State or by the ordinances of the City, or as the Mayor or City Council, within their legislative authorities, may direct. (Ord. 31-07 §1, 2007: Ord. 10-06 §5, 2006: Ord. 300 §5, 1979)

2.08.060 Planning and Community Development Director-Duties.

The Planning and Community Development Director, subject to the provisions of the laws of the State of Washington and the ordinances of the City of West Richland, performs the following:

- A. Provides direction and coordinates the efforts of the Planning and Community Development department including the City Planning Commission and Economic Development Board;
- B. Provides comprehensive planning, land use planning, land use policy development, mapping, and environmental analysis services;
- C. Coordinates public review of land use processes, economic and community development projects, annexations and development of the urban growth area;
- D. Enforces and/or administers city ordinances, statutes, regulations and policies regulating zoning, building codes, and permit activities;
- E. Performs such other duties as may be required by the laws of the State, City ordinances or as the Mayor or City Council, within their legislative authorities, may direct. (Ord. 31-07 §1, 2007: Ord. 10-06 §6, 2006: Ord. 300 §6, 1979)

2.08.070 Police Chief-Duties.

The Chief of Police, subject to the provisions of the laws of the State and the ordinances of the City of West Richland, performs the following:

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- A. Preserves peace and order in the City;
- B. Protects persons and property;
- C. Organizes efforts to prevent crime;
- D. Enforces all federal, state and local laws and ordinances to the extent commissioned peace officers of the State are authorized by law;
- E. Enforces all license ordinances except as may be otherwise provided;
- F. Maintains proper records; and
- G. Performs such other duties as may be required by the laws of the State, City ordinances or as the Mayor or City Council, within their legislative authorities, may direct. (Ord. 31-07 §1, 2007: Ord. 10-06 §7, 2006: Ord. 300 §7, 1979)

2.08.080 Public Works Director-Duties.

The Public Works Director, subject to the provisions of the laws of the State of Washington and the ordinances of the City of West Richland, performs the following:

- A. Plans, organizes, directs, and coordinates activities of the various units of the Public Works Department which include, but are not limited to, waste management, water, sewer, storm drainage, engineering services, and operation and maintenance of municipal facilities (including parks, sewers and waste water treatment facilities);
- B. Provides for the construction, maintenance, and repair of city streets and storm drains; buildings, parks and grounds maintenance; water and sewer systems maintenance and repair; and operations of a sewage waste water treatment plant;
- C. Develops and implements major departmental policies, plans and supervises execution of short- and long-range public works programs, and coordinates departmental activities with other City departments and public organizations;
- D. Maintains proper records, logs, and documentation, concerning public works utilities, City facilities, and public works staff;
- E. Trains and supervises Public Works personnel.
- F. Monitors, inspects and coordinates public works contracts;
- G. Enforces and/or administers City ordinances, statues, regulations and policies regulating water, sewer, waste-water and storm water utilities;
- H. Performs such other duties as may be required by the laws of the State, City ordinances or as the Mayor or City Council, within their legislative authorities, may direct. (Ord. 31-07 §1, 2007: Ord. 10-06 §8, 2006: Ord. 300 §8, 1979)

2.08.090 Employment of Other Personnel.

The City may employ such other personnel as the City Council, by their budget ordinance, authorizes. (Ord. 31-07 §1, 2007: Ord. 10-06 §10, 2006)

2.08.100 Mayor—Authority.

Subject to the provisions of the laws of the State and ordinances of the City of West Richland, only the Mayor, or the Mayor's designated representative, may appoint and remove appointive officers and City employees. (Ord. 31-07 §1, 2007: Ord. 10-06 §11,

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2006)

2.08.110 Compensation.

The compensation for all appointive officers shall be set annually by the City Council, provided that the compensation for the City Attorney may be set by contractual arrangements. (Ord 10-06 §12, 2006)

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Chapter 2.10

APPOINTIVE POSITIONS

Sections:

- 2.10.010 Procedure for Filling Appointive Positions on Boards, Commissions, and Committees**
- 2.10.020 Resignation or Removal of Members of Boards, Commissions and Committees Other Than As Provided for by State Law**

2.10.010 Procedure for Appointing Persons to Positions on Boards, Commissions and Committees.

Under the direction of the Mayor, the City will advertise, by such means and for such period of time as is deemed appropriate by the Mayor, the existence of any vacancy on any City board, commission, or committee that has been formed and operates pursuant to a City ordinance. The advertisement will provide notice to the public of existence of the vacancy; set forth special qualifications, if any, required for appointment to fill the vacancy; and, solicit persons interested in appointment to the vacant position to submit an application on a form supplied by the City, accompanied by any supporting information as may be specified in the advertisement. The board, commission, or committee chairperson and City staff member assigned to the affected board, commission, or committee, will review the applications submitted to assure candidates meet the minimum position qualifications and requirements. The Mayor will be provided with the applications of all candidates who are found to meet at least the minimum requirements for the position, along with the recommendation of the chairperson and assigned staff that identifies the candidate or candidates found best qualified for appointment. If the Mayor finds one or more of the candidates suitable for appointment, the Mayor may select such candidate for appointment to the vacant position, subject to confirmation of the appointment by a majority vote of the City Council. If a selected candidate fails to obtain confirmation by the Council, or if the Mayor does not find any of the candidates suitable for appointment, the Mayor may direct the review process to continue until a suitable candidate is located and appointed. (Ord. 31-07 §1, 2007; Ord. 11-01 §1, 2001).

2.10.020 Resignation or Removal of Members of Boards, Commissions and Committees.

The Mayor may accept a written resignation when a member of a board, commission, or committee is unable to complete a full term in office. If the Mayor determines that grounds exist for removal of a board, commission or committee member, the Mayor may remove said member of a board, commission or committee at any time, subject to confirmation of the removal by a majority vote of the City Council. Grounds for removal of a board, commission,

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or committee member may include but are not limited to:

- A. Unexcused absence from three (3) consecutive meetings, including both regular and special meetings;
- B. Six (6) absences, excused or unexcused, occurring within a twelve-month period including both regular and special meetings;
- C. Conduct that constitutes misfeasance or malfeasance in connection with the position held;
- D. A request that a member be removed from any board, commission, or committee must be tendered in writing to the Mayor by the chairperson of the board, commission, or committee making the request. The request must specify the grounds for the removal along with certification that the request is made upon majority vote of all members of the board, commission or committee made at a regular meeting of the affected board, commission, or committee. The Mayor shall not be bound to act on any such request.
- E. The City Council may, upon showing of good cause, by majority vote remove any member of a board, commission, or committee and declare the position vacant. Such a vote to remove a member of any board, commission, or committee is subject to veto by the Mayor. Any such veto may be overridden in the manner provided by State law. All vacancies created by a removal of a member of a board, commission, or committee shall be filled pursuant to the manner provided at WRMC 2.10.020. (Ord. 31-07 §1, 2007)

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Chapter 2.12

PARK BOARD

Sections:

Sections:

- 2.12.010** **Established - Membership.**
- 2.12.020** **Purpose and Intent.**
- 2.12.030** **Primary Functions and Duties.**
- 2.12.040** **Eligibility and Selection of Board Members.**
- 2.12.050** **Terms of Appointments.**
- 2.12.060** **Meetings and Records.**
- 2.12.070** **Attendance.**
- 2.12.080** **Officers.**
- 2.12.090** **Council Liaison and Staff Assistance**
- 2.12.100** **Quorum**
- 2.12.110** **Agenda and Order of Business.**
- 2.12.120** **Rules of Order.**

2.12.010 Established – Membership

The official name of this Board shall be the West Richland Park Board. The word “Board”, whenever used in this chapter, shall be deemed to mean the Park Board. The Board shall be composed of seven (7) members. At a minimum, five (5) of the members shall be adult residents of the City of West Richland, and shall have resided within the West Richland city limits during the preceding 12-month period or longer. Two of the members may be high school students or adults who may reside in the postal zip code area of 99353. (Ord. 31-07 §1, 2007)

2.12.020 Purpose and Intent.

The purpose and intent of the Board is to formulate and make recommendations to the City Council and Mayor relative to the beautification, improvement, development, maintenance, management, and planning of all West Richland City parks and associated facilities. This includes parks, green belts, trails, parkways, boulevard landscaping, recreation areas, and all park and recreation buildings, equipment, and facilities. (Ord. 31-07 §1, 2007; Ord. 27-01 §1, 2001).

2.12.030 Primary Functions and Duties.

The Board has the following major functions:

- A. Formulates and recommends to the City Council park and recreation goals for the City in a structured framework providing both time schedule and performance measurement criteria for implementing goals when adopted by the City Council.
- B. Assesses existing park development policies for the purpose of

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recommending to the City Council such modifications as may be appropriate to achieve park development and maintenance goals approved by the City Council.

- C. Formulates and recommends to the City Council new park development plans, policies and strategies for the purpose of assuring achievement of the park development and maintenance goals approved by the City Council.
- D. Serves in an advisory role to the City Council and Mayor, and provides a connection to the general public on park and recreation issues.

In addition to the Board's major functions specified above, the Board, consistent with established City Council policy, performs the following duties:

- A. Prepares and submits recommendations to staff and City Council on a broad range of matters generally related to park and recreation issues.
- B. Provides guidance and recommendations to staff and assists in formulating, refining and developing City Park Plan & other park development and maintenance plans, policies and strategies.
- C. Develops and recommends to the City Council plans and programs for the purpose of enhancing and sustaining the City's park system.
- D. Reviews periodically whether the lands being used for park purposes are adequate and recommends to the City Council when additional lands and grounds should be acquired and used for park purposes.
- E. Recommends to the City Council appropriate measures to insure that the City has a well-integrated and complete program for the use of its parks and facilities.
- F. Reviews and provides recommendations to the City Council and Mayor on the relative merits of individual park development proposals.
- G. Works with the Planning Commission and Economic Development Board to review and provide recommendations to the City Council and Mayor on the synergistic impact of development proposals.
- H. Serves as a central body for the dissemination of park and recreation information relating to the availability and use of parklands and associated facilities.
- I. Develops and recommends to the City Council strategies for the collection and utilization of park impact funds, securing and utilizing park grants, and developing or securing such other sources of prospective park funding the Board may identify. The Board may prepare, and upon approval of the City Council, submit and support the processing of park grant applications or similar instruments.
- J. Performs such other duties and provides such additional information, assistance and advice to the Mayor, the City Council, and City staff as may be requested from time to time. (Ord. 31-07 §1, 2007; Ord. 27-01 §1, 2001).

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2.12.040 Eligibility and Selection of Board Members.

Members are selected without regard to political affiliation from a broad spectrum of the public, and serve without compensation. The selection process shall follow established procedures as set forth in West Richland Municipal Code, Chapter 2.10, and Section 2.10.010. (Ord. 31-07 §1, 2007; Ord. 30-04, Sect. 1, 2004; Ord. 12-03, Sect. 1, 2003; Ord. 27-01 §1, 2001)

2.12.050 Terms of Appointments.

Terms for adult Board members shall be for four (4) years. Terms shall be staggered providing for expiration of the terms on a rotating basis. Terms for high school members shall be for the lesser of: 1) two years, or 2) until the student graduates or leaves school. Members serve for their designated terms and until successors are appointed. (Ord. 31-07 §1, 2007; Ord. 27-01 §1, 2001).

2.12.060 Meetings and Records.

The Board shall fix the day, time, and place of its regularly scheduled monthly meeting during the occasion of the first meeting of the year. The Board shall conduct at least one regular meeting each month; provided, that if no issues over which the Board has jurisdiction are pending upon its calendar, a meeting may be cancelled. In any event, the Board shall hold at least one meeting per month during nine calendar months each year. On the call of the Chairperson, special meetings may be held from time-to-time as necessary or desirable. Notice of any such special meeting shall be issued as required by state law. All meetings shall be open public meetings as required by state law, provided, however, that when appropriate and allowable by state law, executive sessions may be declared for the purpose of considering those items which are recognized by state law as appropriate subject matter for closed executive sessions.

The Board shall adopt rules for transaction of business and keep a record of its meetings, resolutions, transactions, findings and determinations, which record shall be open to public inspection. (Ord. 31-07 §1, 2007; Ord. 11-05 §1, 2005; Ord. 27-01 §1, 2001).

2.12.070 Attendance.

The attendance of Board members at meetings is required, and may be excused by a majority vote of the Board. (Ord. 31-07 §1, 2007)

2.12.080 Officers.

The officers of the Board shall consist of a Chairperson and a Vice-Chairperson who are elected from the appointed members of the Board by its members. The Chairperson shall preside over the meetings of the Board and may exercise all the powers usually incident to the office. The Chairperson, as a member of the Board, retains the full right to have his/her own vote recorded in all deliberations of the Board. The Vice-Chairperson shall preside as temporary Chairperson for the meeting in the Chairperson's absence. The election of officers shall take place once each year during the occasion of the first meeting of the year. The term of office for each officer runs until the next subsequent election; provided,

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however, that the Chairperson or Vice-Chairperson may be removed at any time by a vote of the majority of the Board entered on record. In the event of a vacancy of the Chairperson or Vice-Chairperson, an election shall be held to fill the officer position for the remainder of the year. (Ord. 31-07 §1, 2007; Ord. 27-01 §1, 2001).

2.12.090 City Council Liaison and Staff Assistance.

A City Council member, recommended by the Mayor and confirmed by a majority of the City Council, shall be a non-voting member of the Board and shall participate to a limited degree. The Council member's primary purpose is to communicate Council policy to the Board and to take back to the Council recommendations and questions. The Council member will also gather information about the Board and communicate it to the Council when appropriate. In particular, Council members may request, but may not direct activities of the Board.

The staff of the Public Works Department, as assigned by the Mayor, shall provide assistance and shall serve to facilitate communications to the City Council. (Ord. 31-07 §1, 2007; Ord. 27-01 §1, 2001).

2.12.100 Quorum.

A majority of the membership of the Board constitutes a quorum for the transaction of business. Any action taken by the Board, at any regular or special meeting of the Board, shall require a majority of the Board members present to be deemed and taken as an action of the Board. (Ord. 31-07 §1, 2007; Ord. 27-01 §1, 2001).

2.12.110 Agenda and Order of Business.

An agenda shall be prepared by the Chairperson and the assigned City staff member for each meeting and distributed, along with the minutes of the preceding meeting and any supportive documents or reports, to the members of the Board at least three (3) days prior to the next meeting date. Any member of the Board may recommend that additional items be added to the agenda with Chair approval at least three (3) days prior to the meeting, or by approval of a majority of those members present at the meeting. The regular order of business shall be developed by the Chair and approved by the Board (Ord. 31-07 §1, 2007).

2.12.120 Rules of Order.

When necessary and appropriate the Chairperson shall maintain order by utilizing Robert's Rules of Order, Newly Revised. (Ord. 31-07 §1, 2007; Ord. 27-01 §1, 2001).

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Chapter 2.14

ECONOMIC DEVELOPMENT BOARD

Sections:

2.14.010 Established - Membership.

2.14.010 Established - Membership.

The official name of this Board shall be the West Richland Economic Development Board. The word "Board", whenever used in this Chapter, shall be deemed to mean the Economic Development Board. The Board shall be composed of seven (7) members. Five (5) members of the Board shall be residents of the City, and shall have resided within the West Richland city limits during the preceding 12-month period or longer. (Ord. 31-07 §1, 2007; Ord. 10-01 §1, 2001).

2.14.020 Purpose and Intent. The purpose and intent of the Board is to formulate and make recommendations to the City Council and Mayor relative to the development of strategies for economic development and the ongoing monitoring, assessing, and strengthening of economic development strategies in the City of West Richland. When requested by the Mayor, the Board will also assist the City in specific businesses recruitment efforts. (Ord. 31-07 §1, 2007; Ord. 10-01 §1, 2001).

2.14.030 Primary Functions and Duties.

The Board has the following major functions:

- A. Formulates and recommends economic development goals for the City that include a time schedule for implementation and measurement criteria to determine goal effectiveness.
- B. Assesses existing economic development policies for the purpose of recommending such modifications as may be appropriate to achieve the economic goals approved by the City Council.
- C. Formulates recommendations for new economic development plans, policies and strategies that it believes will assure achievement of the economic development goals approved by the City Council.
- D. Serves in an advisory role to the City Council and Mayor, and provides a connection to the general public on economic development issues.

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In addition to the Board's major functions specified above, the Board, consistent with established City Council policy, performs the following duties:

- A. Prepares and submits recommendations to the City staff and City Council on a broad range of matters generally related to economic development.
- B. Provides guidance and recommendations to staff and assists in formulating, refining and developing economic development strategies, plans and policies.
- C. Develops plans and programs for the purpose of retaining and enhancing the retail, commercial, and industrial base of the City.
- D. Develops plans and programs to promote creative incentives and identifying funding mechanisms to attract and retail, commercial, and industrial development.
- E. Develops and recommends strategies and programs to strengthen public/private development partnerships.
- F. Reviews relative merits of individual economic development proposals and provides recommendations to the City Council and Mayor on the adoption or rejection thereof.
- G. Works with the Planning Commission and Park Board to review and provide recommendations to the City Council and Mayor on the synergistic impact of development proposals.
- H. Serves as a central body for reviewing and making recommendations regarding the utility of information on availability of land, financial tools and resources and similar factors that are likely to be useful in encouraging retail, commercial, and economic development.
- I. Provides recommendations relative to the appropriate timing, organization and formation of a public corporation for the purpose of issuing industrial revenue bonds.
- J. Performs such other duties and provides such additional information, assistance and advice to the Mayor, the City Council and City staff as may be requested from time to time. (Ord. 31-07 §1, 2007: Ord. 10-01 §1, 2001)

2.14.040 Eligibility of Selection of Board Members.

Members are selected without regard to political affiliation from a broad spectrum of the public including but not limited to persons engaged in financial, business, real estate, contractor/developer, labor/crafts, architectural, engineering and legal trades and professions and serve without compensation. The selection process shall follow established procedures as set forth in West Richland Municipal Code, Chapter 2.10, Section 2.10.010. (Ord. 31-07 §1, 2007: Ord. 30-04, Sec. 1, 2004: Ord. 12-03, Sec.1, 2003: Ord. 27-01 § 1, 2001)

2.14.050 Terms of Appointments.

Terms of persons so appointed shall be for four (4) years. Terms shall be staggered providing for expiration of the terms on a rotating basis. Members serve for their designated terms, and until successors are appointed. (Ord. 31-07 §1, 2007: Ord. 10-01 § 1, 2001)

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2.14.060 Meetings and Records.

The Board shall fix the day, time and place of its regularly scheduled monthly meeting during the occasion of the first meeting of the year. The Board shall conduct at least one regular meeting each month; provided, that if no issues over which the Board has jurisdiction are pending upon its calendar, a meeting may be cancelled. In any event, the Board shall hold at least one meeting per month during nine calendar months each year. On the call of the Chairperson, special meetings may be held from time-to-time as necessary or desirable. Notice of any such special meeting shall be issued as required by state law. All meetings shall be open public meetings as required by state law, provided, however, that when appropriate and allowable by state law, executive sessions may be declared for the purpose of considering those items which are recognized by state law as appropriate subject matter for closed executive sessions.

The Board shall adopt rules for transaction of business and keep a record of its meetings, resolutions, transactions, findings and determinations, which record shall be open to public inspection. (Ord. 31-07 §1, 2007: Ord. 10-01 §1, 2001)

2.14.070 Attendance.

The attendance of Board members at meetings is required, and may be excused by a majority vote of the Board. (Ord. 31-07 §1, 2007)

2.14.080 Officers.

The officers of the Board shall consist of a Chairperson and a Vice-Chairperson, who are elected from the appointed members of the Board by its members. The Chairperson shall preside over the meetings of the Board and may exercise all the powers usually incident to the office. The Chairperson, as a member of the Board, retains the full right to have his/her own vote recorded in all deliberations of the Board. The Vice-Chairperson shall preside as temporary Chairperson for the meeting in the Chairperson's absence. The election of officers shall take place once each year during the occasion of the first meeting of the year. The term of office for each officer runs until the next subsequent election; provided, however, that any officer may be removed at any time by a vote of the majority of the Board entered on record. In the event of a vacancy of the Chairperson or Vice-Chairperson, an election shall be held to fill the officer position for the remainder of the year. (Ord. 31-07 §1, 2007: Ord. 10-01 §1, 2001).

2.14.090 City Council Member Liaison and Staff Assistance.

A City Council member, recommended by the Mayor and confirmed by a majority of the City Council, shall be a non-voting member of the Board and shall participate to a limited degree. The Council member's purpose is primarily to communicate Council policy to the Board and to take back to the Council recommendations and questions. The Council member will also gather information about the Board and communicate it to the Council when appropriate. In particular, Council members may request, but may not direct activities of the Board.

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The staff of the Planning and Community Development Department, as assigned by the Mayor, shall provide assistance and shall serve to facilitate communication to the City Council. (Ord. 31-07 §1, 2007; Ord. 27-01 §1, 2001)

2.14.100 Quorum.

A majority of the membership of the Board shall constitute a quorum for the transaction of business. Any action taken by the Board, at any regular or special meeting of the Board, shall require a majority of the Board members present to be deemed and taken as an action of the Board. (Ord. 31-07 §1, 2007; Ord. 10-01 §1, 2001).

2.14.110 Agenda and Order of Business.

An agenda shall be prepared by the Chairperson and the assigned City staff member for each meeting and distributed, along with the minutes of the preceding meeting and any supportive documents or reports, to the members of the Board at least three (3) days prior to the next meeting date. Any member of the Board may recommend that additional items be added to the agenda with Chair approval at least three (3) days prior to the meeting, or by approval of a majority of those members present at the meeting. The regular order of business shall be developed by the Chair and approved by the Board. (Ord. 31-07 §1, 2007; Ord. 10-01 §1, 2001).

2.14.120 Rules of Order.

When necessary and appropriate the Chairperson shall maintain order by utilizing Robert's Rules of Order, Newly Revised. (Ord. 31-07 §1, 2007; Ord. 10-01 §1, 2001).

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Chapter 2.16

CIVIL SERVICE COMMISSION*

- 2.16.010** **Established—Membership.**
- 2.16.020** **Powers and Duties.**
- 2.16.030** **Definitions.**

**Editor's Note: For statutory provisions on Civil Service for City police, see RCW 41.12; for provisions on Civil Service in code cities, see RCW 35A.41.020.*

2.16.010 Established—Membership.

There is created, pursuant to the provisions of Chapter 41.12, RCW, a Civil Service Commission, composed of three members who shall be appointed by the Mayor. The terms of office of the members of the Commission shall be for six years, except that the first three members shall be appointed for different terms as follows: One to serve for a period of two years, one to serve for a period of four years, and one to serve for a period of six years. As the term of each position expires, the appointment to fill the succeeding position will be for a six-year term. Vacancies occurring in a position, other than the expiration of a term, shall be filled for the unexpired terms. Any member of the Commission may be removed from office as conditioned in Chapter 41.12.030 RCW. The members of the Commission shall serve without compensation. (Ord. 41-95 §1, 1995: Ord. 301 §1(part), 1979: Ord. 189 §1(part), 1975).

2.16.020 Powers and Duties.

The members of the Civil Service Commission shall hold office and shall exercise all powers and duties in accordance with the provisions of RCW Chapter 41.12 as it relates to the City Police Department; provided, however, that the Civil Service Commission shall have no jurisdiction over the person appointed as Chief of Police, and the appointed Chief of Police shall be exempt from Civil Service provisions. The Civil Service Commission shall adopt such rules and regulations as are necessary to comply with the provisions of RCW Chapter 41.12. (Ord. 1-99 §1, 1999: Ord. 2-85 §1, 1985: Ord. 301 §1(part), 1979: Ord. 189 §1(part), 1975).

2.16.030 Definitions.

For the purpose of this chapter, the following definitions shall apply:

- A. "Police Department" includes all City employed full time commissioned law enforcement officers with the exception of animal control and code enforcement personnel.
- B. "Law Enforcement Officer" means any person who is serving on a full-time, fully compensated basis as a City Police Officer who has been appointed to the position in the Police Department which has been specifically created or otherwise expressly provided for and designated by the City. (Ord. 31-07 §1,

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2007: Ord. 24-05 §1, 2005: Ord. 22-04, §1, 2004: Ord. 2-85 §2, 1985)

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Chapter 2.20

PLANNING COMMISSION

Sections:

- 2.20.010** **Established - Membership.**
- 2.20.020** **Purpose and Intent.**
- 2.20.030** **Primary Functions and Duties.**
- 2.20.040** **Eligibility and Selection of Commission Members.**
- 2.20.050** **Terms of Appointments.**
- 2.20.060** **Meetings and Records.**
- 2.20.070** **Attendance.**
- 2.20.080** **Officers.**
- 2.20.090** **Council Liaison and Staff Assistance.**
- 2.20.100** **Quorum.**
- 2.20.110** **Agenda and Order of Business.**
- 2.20.120** **Rules of Order.**

2.20.010 Established - Membership.

The official name of this Commission shall be the West Richland Planning Commission. The word "Commission", whenever used in this Chapter, shall be deemed to mean the Planning Commission. The Commission shall be composed of seven (7) members whom are residents of the City of West Richland and have resided within the West Richland city limits during the preceding 12-month period or longer. (Ord. 31-07 §1, 2007; Ord. 2-02 §1, 2002).

2.20.020 Purpose and Intent.

The purpose and intent of the Commission extends to and encompasses making recommendations to the City Council and Mayor relative to the orderly physical development and growth of the community. (Ord. 2-02 §1, 2002).

2.20.030 Primary Functions and Duties.

The Commission generally has such authority and may exercise such powers as are set forth at Ch. 35.63 RCW. The Commission has the following major functions:

- A. Formulates and recommends to the City Council goals related to the comprehensive plan and development regulations for the City in a structured framework providing both a time schedule for implementation and measurement criteria to assess effectiveness.
- B. Assesses existing land use development policies for the purpose of recommending to the City Council such modifications as may be appropriate to achieve land use and development goals established by the City Council.
- C. Formulates and recommends to the City Council new land use and development

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regulations, plans, policies and strategies for the purpose of assuring achievement of the comprehensive plan goals approved by the City Council.

- D. Serves in an advisory role to the City Council and Mayor, and provides a connection to the general public on land use and development regulation issues. (Ord. 31-07 §1, 2007; Ord. 2-02 §1, 2002).

In addition to the Commission's major functions specified above, the Commission, consistent with established City Council policy, performs the following duties:

- A. Prepares and submits recommendations to staff and City Council on a broad range of matters generally related to comprehensive planning and formulation of development regulations.
- B. Provides guidance and recommendations to staff and assists in formulating, refining and developing land use policies and development strategies.
- C. Develops and recommends to the City Council plans and programs for the purpose of maintaining compliance of the City's Comprehensive Land Use Plan and Development Regulations as required under the Washington State Growth Management Act, Ch. 36.70 RCW, the State Environmental Policy Act, Ch. 43.21C RCW, and regulations promulgated pursuant to these statutes.
- D. Recommends to the City Council for adoption, new regulations, and amendments, extensions, or additions to existing regulations or plans governing the physical development of the City in a manner that protects the health, safety, morals, and/or general welfare of the public, including but not limited to regulations, plans and rules that:
 - 1. Control permissible or restrict impermissible uses of buildings or land for residential, commercial, retail, industrial, public facilities and other related purposes;
 - 2. Control the height, number of stories, size, construction, and design of buildings and other structures;
 - 3. Specify the size of yards, courts, and other open spaces on a lot or tract of land;
 - 4. Specify the setback of buildings along highways, City streets, parks, or public water frontages;
 - 5. Control the creation and maintenance of a long range transportation and street plan;
 - 6. Control the creation and maintenance of a Sensitive Areas Ordinance, Shoreline Master Program and other environmental protection requirements.
- E. Reviews and provides recommendations to the City Council on all plats, plans of subdivisions, planned unit developments, dedications of land, and proposed ordinances creating and vacating rights-of-way or easements situated within the boundaries of the City.
- F. Reviews and provides recommendations to the City Council regarding adoption or revision of the City's Comprehensive Plan Land Use Map and all maps associated with Elements of the Comprehensive Plan.
- G. Reviews and provides recommendations to the City Council regarding adoption

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and/or revision of the City's Zoning Map, proposed zone changes and zoning recommendations for annexation requests.

- H. Works with the Park Board and Economic Development Board to review and provide advice to the City Council and Mayor on the synergistic impact of development proposals.
- I. Acts as a research and fact-finding agency for the City on issues related to comprehensive land use planning.
 - J. Serves as a central body for the dissemination of information related to general land use planning and community development.
 - K. Performs such other duties and provides such additional information, assistance and advice to the City Council and Mayor as the City Council or Mayor may request or direct. (Ord. 2-02 §1, 2002).

2.20.040 Eligibility and Selection of Commission Members.

Members are selected without regard to political affiliation from a broad spectrum of the public and serve without compensation. The selection process shall follow established procedures as set forth in West Richland Municipal Code, Chapter 2.10, Section 2.10.010. (Ord. 31-07 §1, 2007; Ord. 27-01 §1, 2001; Ord. 30-04, Sec. 1, 2004; Ord. 12-03, Sec.1, 2003; Ord. 2-02 §1, 2002; Ord. 27-01 § 1, 2001).

2.20.050 Terms of Appointments.

The terms of persons so appointed shall be for four (4) years. Terms shall be staggered providing for expiration of the terms on a rotating basis. Members shall serve for their designated terms, and until successors are appointed. (Ord. 31-07 §1, 2007; Ord. 21-04, Sect. 2, 2004; Ord. 10-04, Sect. 2, 2004; Ord. 2-02 §1, 2002).

2.20.060 Meetings and Records.

The Commission shall the fix day, time and place of its regularly scheduled monthly meeting during the occasion of the first meeting of the year. The Commission shall conduct at least one regular meeting each month; provided, that if no issues over which the Commission has jurisdiction are pending upon its calendar, a meeting may be cancelled. In any event, the Commission shall hold at least one meeting per month during nine calendar months each year, as specified in RCW 35.63.040. On the call of the Chairperson, special meetings may be held from time-to-time as necessary or desirable. Notice of any such special meeting shall be issued as required by state law. All meetings shall be open public meetings as required by state law, provided, however, that when appropriate and allowable by state law, executive sessions may be declared for the purpose of considering those items which are recognized by state law as appropriate subject matter for closed executive sessions.

The Board shall adopt rules for transaction of business and keep a record of its meetings, resolutions, transactions, findings and determinations, which record shall be open to public inspection. (Ord. 31-07 §1, 2007; Ord. 11-05 §1, 2005; Ord. 27-01 §1, 2001).

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2.20.070 Attendance.

The attendance of Commission members at meetings is required, and may be excused by a majority vote of the Commission. (Ord. 31-07 §1, 2007)

2.20.080 Officers.

The officers of the Board shall consist of a Chairperson and a Vice-Chairperson, who are elected from the appointed members of the Commission by its members. The Chairperson shall preside over the meetings of the Commission and may exercise all the powers usually incident to the office. The Chairperson, as a member of the Board, retains the full right to have his/her own vote recorded in all deliberations of the Board. The Vice-Chairperson shall preside as temporary Chairperson for the meeting in the Chairperson's absence. The election of officers shall take place once each year during the occasion of the first meeting of the year. The term of office for each officer will run until the next subsequent election; provided, however, that any officer may be removed at any time by a vote of the majority of the Commission entered on record. In the event of a vacancy of the Chairperson or Vice-Chairperson, an election shall be held to fill the officer position for the remainder of the year. (Ord. 31-07 §1, 2007; Ord. 10-01 §1, 2001).

2.20.090 City Council Member Liaison and Staff Assistance.

A City Council member, recommended by the Mayor and confirmed by a majority of the City Council, shall be a non-voting member of the Commission and shall participate to a limited degree. The Council member's purpose is primarily to communicate council policy to the Commission and to take back to the council recommendations and questions. The Council member will also gather information about the Commission and communicate it to the Council when appropriate. In particular, Council members may request, but may not direct activities of the Commission.

The staff of the Planning and Community Development Department, as assigned by the Mayor, shall provide assistance and shall serve to facilitate communication to the City Council. (Ord. 31-07 §1, 2007; Ord. 27-01 §1, 2001)

2.20.110 Quorum.

A majority of the membership of the Commission shall constitute a quorum for the transaction of business. Any action taken by the Commission, at any regular or special meeting of the Commission, shall require a majority of the Commission members present to be deemed a valid action of the Commission. However, where the decision is quasi-judicial in nature, it shall require a majority of the members of the Commission to take such action. (Ord. 31-07 §1, 2007; Ord. 21-04, Sect. 3, 2004; Ord. 10-04, Sect. 3, 2004; Ord. 2-02 §1, 2002)

2.20.120 Agenda and Order of Business.

An agenda shall be prepared by the Chairperson and assigned City staff member for each meeting and distributed along with the minutes of the preceding meeting and any supportive

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documents or reports to the members of the Commission at least three (3) days prior to the next meeting date. Any member of the Commission may recommend that additional items be added to the agenda with the Chairperson's approval at least three (3) days prior to the meeting, or by approval of a majority of those members present at the meeting. The regular order of business shall be developed by the Chair and approved by the Commission. (Ord. 31-07 §1, 2007)

2.20.130 Rules of Order.

When necessary and appropriate the Chairperson shall maintain order by utilizing Robert's Rules of Order, Newly Revised. (Ord. 2-02 §1, 2002)

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Chapter 2.24

ELECTION OF CITY OFFICIALS*

Sections:

2.24.010 Declaration of candidacy--Required--Filing.

2.24.020 Declaration of candidacy--Withdrawal--Limitations.

**Editor's Note: For statutory provisions on declarations of candidacy, see RCW 35A.29.110 and RCW 29.18.030; for provisions on eligibility to hold elective office, see RCW 35A.12.030; for provisions on notice of election, see RCW 35A.29.140.*

2.24.010 Declaration of Candidacy--Required--Filing.

A candidate for any elective office of the City shall file a declaration of candidacy with the county auditor. The declaration of candidacy shall be in such form and with such information as the laws of the State may require. Further, said declarations of candidacy for offices to be voted upon at any municipal general election shall be filed with the county auditor during the open filing period specified by the auditor's office in the year such general election is to be held. (Ord. 31-07 §1, 2007; Ord. 299 §1, 1979)

2.24.020 Declaration of Candidacy--Withdrawal--Limitations.

Any candidate may withdraw his declaration of candidacy at any time, but not later than five days after the last day allowed for filing declarations of candidacy. No person may file a declaration of candidacy for more than one office. (Ord. 299 §2, 1979)

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Chapter 2.28

COMPENSATION OF ELECTED OFFICIALS*

Sections:

- 2.28.010 Council Members.**
- 2.28.020 Vehicle Expense for City Council Members.**
- 2.28.030 Mayor.**
- 2.28.040 Vehicle Expense for Mayor.**

**Editor's Note: For statutory provisions on compensation of code city elective officers, see RCW 35A.12.070.*

2.28.010 Council Members.

The rate of compensation for services as a City Council Member for those City Council positions whose full four-year term commences after December 31, 2000, shall be \$350.00 per month. (Ord. 33-00 §1, 2000; Ord. 28-98 §1, 1998; Ord. 51-93 §1, 1993; Ord. 322 §1, 1979)

2.28.020 Vehicle expense for City Council Members.

In recognition of the expense incurred by City Council Members when using a private automobile for official City business in the cities of West Richland, Richland, Kennewick, and Pasco, commencing January 1, 1999, City Council Members shall be reimbursed at the rate of \$50 per month for said automobile expense.

Reimbursement to City Council Members for official business trips outside the the cities of West Richland, Richland, Kennewick, and Pasco, when using a personal automobile, shall be on a per trip basis according to the State allowance per mile. (Ord. 31-07 §1, 2007; Ord. 28-98 §1, 1998)

2.28.030 Mayor.

Commencing on the 1st day of January, 2000, the Mayor shall be compensated for services as Mayor at the rate of \$500 per month. Commencing on the 1st day of January, 2002, the Mayor shall be compensated for services as Mayor at the rate of \$550.00 per month. (Ord. 33-00 §2, 2000; Ord. 28-98 §1, 1998)

2.28.040 Vehicle Expense for Mayor.

In recognition of the expense incurred by the Mayor when using a private automobile for official City business representing the City in the Tri-City area (West Richland, Richland, Kennewick, and Pasco), commencing January 1, 1999, the Mayor shall be reimbursed at the rate of \$100 per month for said automobile expense.

Reimbursement to the Mayor for official business trips outside the Tri-City area, when using a personal automobile, shall be on a per trip basis according to the State allowance per mile. (Ord. 28-98 §1, 1998).

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Chapter 2.32

CITY OFFICE HOURS*

Sections:

2.32.010 Designated.

**Editor's Note: For statutory provisions on business hours for City offices, see RCW 35A.21.070.*

2.32.010 Designated.

All City offices shall be open for the transaction of business from 8:00 a.m. to 5:00 p.m. each business day, Monday through Friday, holidays excepted. (Ord. 31-07 §1, 2007; Ord. 17-04, Sect. 1, 2004; Ord. 460 §1, 1981; Ord. 401 §1, 1980)

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Chapter 2.36

PERSONNEL POLICIES*

Sections:

- 2.36.010 Personnel program--Duties of Mayor.**
- 2.36.020 Retirement system--Adopted.**
- 2.36.030 Retirement system--Duties of the Finance Director.**
- 2.36.040 Unemployment coverage policy--Generally.**
- 2.36.050 Unemployment coverage policy--Adopted.**
- 2.36.060 Unemployment coverage policy--Duties of Mayor and Finance Director.**

**Editor's Note: For statutory provisions on public employees' retirement system, see RCW 35A.41.020 and 35A.11.020, and RCW Chapters 41.40 and 41.44; for statutory provisions on unemployment insurance coverage for municipal employees, see RCW 50.44.030 et seq.*

2.36.010 Personnel program--Duties of the Mayor. The Mayor of the City shall be responsible for formulating, directing, and administering a personnel program for the City, in accordance with the laws of the State of Washington and all applicable ordinances. (Ord. 305 §1, 1979).

2.36.020 Retirement system--Adopted. The City authorizes and approves the membership and participation of its eligible employees in the Washington Public Employees' Retirement System pursuant to RCW 41.40.410, and authorizes the expenditure of the necessary funds to cover its proportionate share for participation in the system. Participation membership shall commence August 1, 1977. (Ord. 248 §1, 3, 1977).

2.36.030 Retirement system--Duties of Finance Director. The Finance Director is directed to transmit a certified copy of the ordinance codified in this section and Section 2.36.020 to the retirement board of the system as evidence of such authorization and approval. (Ord. 248 §2, 1977).

2.36.040 Unemployment coverage policy--Generally. It is the policy of the City Council that all paid employees, including appointed officers, shall have the benefit of unemployment insurance coverage. (Ord. 149 §1, 1971).

2.36.050 Unemployment coverage policy--Adopted. The City elects to cover the services of all paid employees, including appointed officers but excluding elected officials, with unemployment compensation in accordance with the provisions of Section 20, Chapter 3, Acts of 1971. This coverage shall commence January 1, 1972, and shall continue until terminated as provided in said Section 20. (Ord. 149 §2, 1971).

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2.36.060 Unemployment coverage policy-Duties of Mayor and Finance Director. The Mayor and Finance Director are directed to execute and transmit to the Employment Security Department an application for such coverage prior to January 1, 1972, and to execute and deliver all other documents and undertakings necessary to effectuate the purposes of the ordinance codified in Sections 2.36.040 through 2.36.060. (Ord. 149 §3, 1971).