

Code Ordinance

By: Human Resources  
Introduced: April 23, 2012  
Public Hearing: May 14, 2012  
Adopted: May 14, 2012

Vote: Harris, Holler, Katkus, Sullivan-Leonard and Woodruff in favor. Wall absent.

**CITY OF WASILLA  
ORDINANCE SERIAL NO. 12-14**

**AN ORDINANCE OF THE WASILLA CITY COUNCIL AMENDING WMC 3.85.010.B.2, EMPLOYEES HOLDING CONFIDENTIAL/MANAGERIAL POSITIONS, SCOPE, AND WMC 2.72.020.B, HISTORICAL PRESERVATION COMMISSION, OFFICERS, TO UPDATE THE POSITION TITLES FROM RECREATIONAL AND CULTURAL SERVICES MANAGER TO RECREATIONAL AND CULTURAL SERVICES DIRECTOR.**

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Section 1. Classification. This ordinance is of a general and permanent nature and shall become part of the city code.

Section 2. Amendment of subsection. WMC 3.85.010.B.2, Scope, is hereby amended to read as follows:

2. Recreational and cultural services **director** manager;

Section 3. Amendment of subsection. WMC 2.72.020.B, within "HISTORICAL PRESERVATION COMMISSION", is hereby amended to read as follows:

B. The recreational and cultural services **director** manager, or designee, shall act as the secretary of the commission.

Section 4. Effective date. This ordinance shall take effect upon adoption by the Wasilla City Council.

ADOPTED by the Wasilla City Council on May 14, 2012.

  
VERNE E. RUPRIGHT, Mayor

ATTEST:

  
KRISTIE SMITHERS, MMC, City Clerk

[SEAL]

Underline, added. ~~Strikethrough, deleted~~



**Ordinance Serial No. 12-14: AMENDING WMC 3.85.010.B.2, "EMPLOYEES HOLDING CONFIDENTIAL/MANAGERIAL POSITIONS", AND WMC 2.72.020.B, "HISTORICAL PRESERVATION COMMISSION" TO UPDATE THE POSITION TITLES FROM RECREATIONAL AND CULTURAL SERVICES MANAGER TO RECREATIONAL AND CULTURAL SERVICES DIRECTOR.**

**Agenda of:** April 23, 2012

**Date:** April 11, 2012

**Originator:** Donna Faeo, Human Resources Generalist

Route to:	Department	Signature	Date
X	Finance Director		4/10/12
X	Interim Deputy Administrator		4/10/12
X	City Clerk		4/10/12

**REVIEWED BY MAYOR VERNE E. RUPRIGHT:**

**FISCAL IMPACT:**  yes or  no      Funds Available     Yes or  No

**Account name/number:**            N/A

- Attachments:**
- Ordinance Serial No. 12-14 (1 page)
  - Copy of WMC Title 3, Chapter 3.85 (1 page)
  - Copy of WMC Title 2, Chapter 2.72 (2 pages)

**SUMMARY STATEMENT:** Upon recommendation and request of the Mayor, update the position title to reflect consistency with other level director titles within these sections of the WMC. If approved, this will also require update to the non-union salaried job title of the existing pay rate matrix which can be amended in 2012 when the new matrix is brought forward for council consideration.

**STAFF RECOMMENDATION:** Introduce and set for public hearing Ordinance Serial No. 12-14.

## Chapter 3.85

### EMPLOYEES HOLDING CONFIDENTIAL/MANAGERIAL POSITIONS

#### Sections:

<b>3.85.010</b>	<b>Scope.</b>
<b>3.85.020</b>	<b>Recruitment.</b>
<b>3.85.030</b>	<b>Appointment—At-will employment.</b>
<b>3.85.040</b>	<b>Classification.</b>
<b>3.85.050</b>	<b>Compensation.</b>
<b>3.85.060</b>	<b>Benefits.</b>
<b>3.85.070</b>	<b>Supervision and performance appraisals.</b>

#### **3.85.010 Scope.**

A. This chapter shall apply to the positions listed in this section. In the event any provision of this chapter conflicts with any other provision of Title 3, the provisions of this chapter shall govern.

B. The following positions are confidential/managerial positions:

1. Chief of police;
2. Recreational and cultural services manager;
3. Finance director;
4. Public works director;
5. Deputy administrator; and
6. Executive assistant to the mayor. (Ord. 09-43(AM) § 2, 2009; Ord. 08-14(AM) § 4, 2008; Ord. 03-33(SUB)(AM) § 2 (part), 2003)

#### **3.85.020 Recruitment.**

Notwithstanding other provisions of this title governing recruitment of prospective city employees, the mayor may utilize any recruitment and referral source deemed appropriate to obtain the highest caliber employees to fill confidential/managerial positions. The mayor may utilize such notice, appraisals or

examinations he or she finds appropriate for effective recruitment of confidential/managerial employees. (Ord. 03-33(SUB)(AM) § 2 (part), 2003)

#### **3.85.030 Appointment—At-will employment.**

The mayor shall make appointments to all confidential/managerial positions. Employees who hold confidential/managerial positions have an at-will employment relationship with the city. They serve at the pleasure of the mayor, and may be disciplined or dismissed with or without cause, for any reason or for no reason, by the mayor. (Ord. 03-33(SUB)(AM) § 2 (part), 2003)

#### **3.85.040 Classification.**

The mayor shall classify confidential/managerial employees in the appropriate grades of the approved salary administration plan. (Ord. 03-33(SUB)(AM) § 2 (part), 2003)

#### **3.85.050 Compensation.**

A. The compensation of confidential/managerial employees shall be determined in accordance with Sections 3.55.060 and 3.55.070.

B. Confidential/managerial employee salaries may reflect consideration of:

1. Performance of the employee;
2. Changes, if any, in Alaska economic trends and forecasts;
3. Compensation paid to employees in similar positions in both public service and in private industry; and
4. Any other factors deemed relevant by the mayor.

C. Confidential/managerial employees in full-time positions are expected to work during the whole of the work day, their work is expected to require two thousand eighty (2,080) or more hours of work per year, and they are expected to work as many hours as is necessary to perform their jobs. Only those confidential/managerial employees who are eligible for

## Chapter 2.72

### HISTORICAL PRESERVATION COMMISSION

#### Sections:

**2.72.010**      **Establishment, duties and compensation.**

**2.72.020**      **Officers.**

**2.72.030**      **Meetings.**

#### **2.72.010**      **Establishment, duties and compensation.**

A. The historical preservation commission shall consist of seven members, two members who are residents of the city and five members who are not required to be city residents. Commissioners shall be appointed as follows:

1. Two members who are residents of the city;
2. One member from the Wasilla-Knik Historical Society;
3. One member to be recommended by the Knik Tribal Council;
4. One professional archeologist;
5. One professional historian; and
6. One architectural historian/architect.

B. The commission shall:

1. Develop a local historical preservation plan to include provisions for identification and protection of the city's significant historic and prehistoric sites, protection of sensitive information, and interpretation of the city's significant historic and prehistoric sites. Such plan should be compatible with the Alaska Historic Preservation Plan and produce information compatible with and for the Alaska Heritage Resources Survey database.

2. Review and make recommendations to the city planning commission about local projects that might affect historic and prehistoric sites.

3. Develop a local register of historic places for historic and prehistoric sites within the city. Designation as a historic place shall be based on a criteria of evaluation as follows:

- a. Associated with events that have made a significant contribution to the broad patterns of Wasilla's development/history;

- b. Associated with the lives of persons, either living or deceased, that are significant to Wasilla;

- c. Embodied the distinctive characteristics of a type, period, or method of construction, or represent the work of a locally or nationally known master, or possess high or unique artistic values, or represent a significant and distinguishable entity whose components may lack individual distinction; this criteria applies to architectural significance; or

- d. Yielded, or may be likely to yield, information important in Wasilla's prehistory or history; this criteria applies mostly to archeological sites.

4. Identify historic districts within the city for nomination on the national, state and local registers of historic places.

5. Review and develop nominations to the national, state, and local registers for historic and prehistoric sites within the city.

6. Support continued rehabilitation, restoration, and preservation of historic and prehistoric sites within city limits that are listed on the national, state, and local registers of historic places.

7. Act in an advisory role to the Wasilla-Knik Historical Society, the Dorothy Page Museum, and the Alaska State Historic Preservation Office on all matters concerning historic sites in the city.

8. Work toward continuing education of citizens regarding historic preservation.

2.72.020

9. Support the enforcement of the National Historic Preservation Act and the Alaska Historic Preservation Act.

10. Perform other activities which are necessary and proper to carry out the above duties as determined by the council that are beneficial to carry out the historic preservation goals of the city.

11. Work with the community and economic development department when updating the comprehensive plan and with future economic development issues.

C. The compensation of each commission member shall be seventy-five dollars (\$75.00) per meeting attended. (Ord. 09-15(AM) § 2, 2009; Ord. 08-43(AM) § 2 (part), 2008)

**2.72.020 Officers.**

A. The commission shall have a chairperson and vice-chairperson.

B. The recreation and cultural services manager, or designee, shall act as the secretary of the commission. (Ord. 08-43(AM) § 2 (part), 2008)

**2.72.030 Meetings.**

A. The commission shall meet at least once per quarter or more often, as deemed necessary by the commission. Special meetings may be called by the chairperson or at the request of two commission members. In compliance with the Open Meetings Act, only those matters stated in the public notice may be acted upon at a special meeting. (Ord. 08-43(AM) § 2 (part), 2008)