

**CITY OF LYNNWOOD
ORDINANCE NO. 2608**

AN ORDINANCE OF THE CITY OF LYNNWOOD, WASHINGTON, AMENDING CHAPTER 2.04 OF THE LYNNWOOD MUNICIPAL CODE AND CREATING THE POSITION OF ADMINISTRATIVE ASSISTANT TO THE CITY COUNCIL AND ESTABLISHING THE COMPENSATION THEREOF; AND AMENDING CHAPTER 2.48 TO EXCLUDE THE ADMINISTRATIVE ASSISTANT FROM THE WAGE AND SALARY PROVISIONS OF THE BASIC COMPENSATION PLAN; AND PROVIDING FOR SEVERABILITY, AN EFFECTIVE DATE, AND SUMMARY PUBLICATION.

WHEREAS, the City Council is authorized by RCW 35A.11.020 to adopt ordinances relating to municipal affairs and appropriate to the good government of the city, to provide for needed employees, to define the functions, powers and duties of city employees, and to provide for their compensation and working conditions; and

WHEREAS, the City Council has determined that council members will be aided in the performance of their official duties by employment of an administrative assistant responsible to the President of the City Council who can provide confidential administrative assistance to council members;

NOW, THEREFORE THE CITY COUNCIL OF THE CITY OF LYNNWOOD, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. New Sections. Chapter 2.04 of the Lynnwood Municipal Code is amended by the addition of the following new sections:

2.04.080. Position Created – Administrative Assistant. The position of Administrative Assistant to the City Council is hereby created and established.

2.04.090. Compensation. The Administrative Assistant to the City Council shall receive compensation in such amounts as the City Council may establish from time to time by ordinance.

2.04.100 Exclusion from General Salary Ordinance and Exceptions. The position of City Council Administrative Assistant is excluded from salary, wages, and other provisions of LMC 2.48, except: Section 2.48.020 Definitions; Section 2.48.112, Retiree health savings plan; Section 2.48.130, Exclusions and deductions; and Section 2.48.210, Deferred compensation, may apply to this position as provided from time to time by separate ordinance.

2.04.110. Duties. The duties of the Administrative Assistant to the City Council shall include administrative and secretarial support for City Council members, coordination of office functions, serve as liaison between City administrators, Council members and staff, and such

other duties that may be prescribed by the job description and memorandum of understanding between the Mayor and City Council.

2.04.120. Supervision. Subject to the Mayor's authority to manage, discipline, and discharge all city employees, the Administrative Assistant to the City Council shall report to and receive direction from the President of the City Council.

2.04.130. Confidentiality. Subject to the Public Disclosure Laws of the State of Washington, the administrative services provided by the Administrative Assistant to the City Council shall be considered confidential unless and until such confidentiality is waived by the affected council member, the President of the City Council, or by authorized publication in a public forum.

Section 2. Amended Section. Chapter 2.48.010 of the Lynnwood Municipal Code is amended to read as follows:

2.48.10. Plan Established. There is established a basic compensation plan for all officers and employees of the city now employed or who will in the future be employed in any of the classifications of employment set forth in this chapter., provided, however, the position of Administrative Assistant to the City Council is excluded from this chapter and shall only have compensation as established in Chapter 2.04 LMC.

Section 3. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publication.

PASSED BY THE CITY COUNCIL, this 27th day of February, 2006. Signed and executed this 28th day of February, 2006.



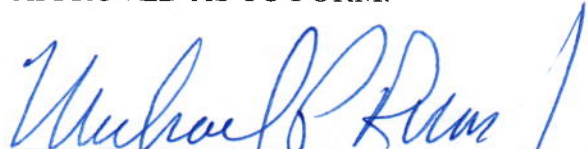
DON GOUGH, MAYOR

ATTEST/AUTHENTICATED:



PATRICK DUGAN
INTERIM FINANCE DIRECTOR,

APPROVED AS TO FORM:



MICHAEL RUARK
CITY ATTORNEY