ORDINANCE NO. 1494

AN ORDINANCE of the City of Kent, Washington creating the office of City Administrator, establishing the methods of appointing and removing said officer, establishing the duties, powers and salary for said office.

THE CITY COUNCIL OF THE CITY OF KENT, WASHINGTON, DO HEREBY ORDAIN AS FOLLOWS:

Section 1. There is hereby created the position of Kent City Administrator, who shall be and act as the administrative and executive supervisor of the City government of the City of Kent, Washington under the authority and direction of the Mayor. The position may be filled by appointment of the Mayor, subject to the confirmation of a majority of the members of the Kent City Council and the City Administrator shall serve at the pleasure of the Mayor.

Section 2. The City Administrator shall assist the Mayor in the performance of his duties and shall do all things required of him by the Mayor or the City Council to assist in the administration of the business of the City government; and shall oversee and supervise the various city departments as directed to do so by the Mayor; and shall assist in the coordination and liaison of the city business between the City Council and the various City officers and the City departments.

Section 3. Before entering upon the duties of his office the City Administrator shall take the official oath for the support of the government and the faithful performance of his duties and shall execute and file with the City Clerk a bond in favor of the City in such sum as may be fixed by motion of the City Council.

Section 4. The City Administrator need not be a resident. He shall be appointed by the Mayor, subject to confirmation of a majority of the members of the City Council solely on the basis
of his executive and administrative qualifications with special
reference to his education, actual experience in, and knowledge of
accepted practice in respect to the duties of his office and
the field of municipal administration and finance.

Section 5. Subject to the provisions of Section 2
above, the general powers and duties of the City Administrator
shall be:

(a) To have general supervision over the administrative
affairs of the City;

(b) To attend all meetings of the City Council and such
other meetings as may be suggested by the Mayor;

(c) To recommend for adoption by the Mayor and Council
such measures as he may deem necessary or expedient;

(d) To prepare and submit to the Mayor and City Council
such reports as may be required by that body or as he may deem it
advisable to submit;

(e) In cooperation with the City Clerk, City Treasurer,
and Municipal Accountant, to keep the Mayor and City Council fully
advised of the financial condition of the City and its future needs,
and to assist in the preparation and submission to the Mayor and
City Council a tentative budget for the fiscal year.

(f) To investigate all complaints in relation to matters
concerning the administration of the government of the City and in
regard to the service maintained by public utilities in the City,
and to see that all franchises, permits and privileges granted by
the City are faithfully observed,

(g) To make, compile and file with the City Clerk a
complete inventory of the property, real and personal, owned or
leased by the City and file amended inventories thereof at least
semi-annually as to stock, supplies and equipment, and at least
annually as to other properties.
Section 6. No person elected to membership on the City Council shall, subsequent to such election, be eligible for the appointment of City Administrator until one year has elapsed following the expiration of the last term for which he was elected.

Section 7. The salary of the City Administrator shall be that as established in the annual budget of the City of Kent.

Section 8. If any section, subsection, sentence, clause or phrase of this ordinance, or if its application to any person or circumstances is held invalid, such decision or decisions shall not effect the validity of the remaining portions of this Ordinance or the application thereof to other persons or circumstances.

Section 9. This Ordinance shall take effect and be in force five days from and after its passage, approval and publication, as provided by law.

ALEX THORNTON, Mayor

Attest:

MARIE JENSEN, City Clerk

Approved as to form:

JOHN B. BERLEITER, City Attorney

Passed the 18 day of Dec, 1967.
Approved the 17 day of Dec, 1967.
Published the 22 day of Dec, 1967.

I hereby certify that this is a true copy of Ordinance No. 494, passed by the City Council of the City of Kent and approved by the Mayor of the City of Kent as hereon indicated.

Marie Jensen, City Clerk