ORDINANCE NO. 2943

AN ORDINANCE of the City of Kent, Washington, repealing Ordinance 1809, 1927, 1212, 1926, and 2408 relating to the Offices of Finance, Personnel, Electronic Data Processing, City Clerk, and other finance-related functions, and further creating the Departments of Finance, Personnel, Information Services, and the Office of the City Clerk.

WHEREAS, Ordinance 1809 passed by the Kent City Council on January 2, 1973 established the position of Director of Finance and Personnel; and

WHEREAS, Ordinance 1926 passed by the Kent City Council on June 2, 1975 abolished the position of City Treasurer, and established the position of Supervisor of Treasury Accounting in its place; and

WHEREAS, Ordinance 1809 was amended by Ordinance 1927 passed by the Kent City Council on June 2, 1975 adding the position of Supervisor of General Ledger Accounting; and

WHEREAS, Ordinance 2408 passed by the Kent City Council on June 6, 1983 added Kent City Code Section 2.16.160 to the provisions relating to the Supervisor of Treasury Accounting; and

WHEREAS, the organizational structure created by these ordinances are out of date and the various offices related to these ordinances have changed significantly enough to require
that their structure be modified to establish separate departments for Personnel, Information Services, Finance; and

WHEREAS, the City retained consultants recently who recommended that the City Clerk's position be relocated to serve under the City Administrator; NOW, THEREFORE,

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

Section 1. Ordinance 1809 entitled:

"AN ORDINANCE of the City of Kent, Washington creating the position of Finance and Personnel Director, designating those departments of the City which shall report to the Director, describing the duties of the office and qualifications of the Director, and providing for the salary of the position."

is hereby repealed.

Section 2. Ordinance 1926 entitled:

"AN ORDINANCE of the City of Kent, Washington abolishing the position of City Treasurer and providing that the Supervisor of Treasury Accounting shall perform those duties previously performed by the City Treasurer; and repealing Ordinance No. 1601 of the City of Kent."

is hereby repealed.
Section 3. Ordinance 1927 entitled:

"AN ORDINANCE of the City of Kent, Washington, amending Section 2 of Ordinance 1809 of the City of Kent."

is hereby repealed.

Section 4. Ordinance 2408 entitled:

"AN ORDINANCE of the City of Kent, Washington relating to the checks drawn to the order of or received by the City of Kent; authorizing the Supervisor of Treasury Accounting to impose a service fee in the amount of ten dollars ($10) on checks dishonored by a drawee bank; adding a new section 2.16.160 to the Kent City Code."

is hereby repealed.

Section 5. Ordinance 1212 entitled:

"AN ORDINANCE of the City of Kent, Washington changing the office of the City Clerk from an elective to an appointive position."

is hereby repealed.

Section 6. Chapter 2.12 is hereby added to the Kent City Code entitled the "Finance Department", numbered as follows:

2.12.010. DEPARTMENT AND POSITION CREATED. There is hereby created the Finance Department and the position known as
the "Finance Director" who shall be the department head in charge of the Finance Department.

2.12.020. The following functions will report to the Finance Director:
A. Financial Services
B. Customer Services

2.12.030. GENERAL DUTIES AND POWERS. The Finance Director is responsible for the management of the City's investment and debt portfolios and supervises each of the subordinate functions reporting to him or her in the performance of duties as summarized below.

1. Financial Services.
   a. Assist the City Administrator in budget preparation and monitoring.
   b. Maintain the accounting system in accordance with recognized practices and standards.
   c. Maintain the payroll system.
   d. Exercise control of accounts payable.

   a. Collect all City funds including providing billing and customer service responsibility for utilities, special assessments, traffic violations, and others as directed by the City Administrator.
   b. Provide meter reading and related functions.
   c. Monitor the operations of services provided to other City departments as directed by the City Administrator including purchasing,
printing, and building maintenance operations.

3. Other duties as directed by the City Administrator.

2.12.040. APPOINTMENT. The Finance Director shall be appointed by and serve at the and pleasure of the City Administrator.

2.12.050. QUALIFICATIONS. The Finance Director must be a graduate of a recognized college or university with a major emphasis in financial administration and/or accounting. He or she must have at least five years experience in the field.

2.12.060. SALARY. The salary of the Finance Director shall be that as established in the annual City budget.

Section 7. There is added a new chapter, Chapter 2.13, to the Kent City Code entitled "Human Resources Department", numbered as follows:

2.13.010. There is hereby created the Human Resources Department and establishing the position of Human Resources Director in accordance with the Kent City Policy Manual.

2.13.020. DUTIES. The Human Resources Director shall create an effective working relationship between the Human Resources Department and all other City departments, perform and supervise all of the personnel functions in accordance with the Kent City Policy Manual, and make all periodic reports to the City Administrator.
2.13.030. GENERAL POWERS AND DUTIES: Subject to the provisions of 2.13.020 above, the general powers and duties of the Human Resources Director shall be:

(a) Develop appropriate personnel policies and procedures for all departments of the City.

(b) Act as equal opportunity officer and actively administer the Affirmative Action Program of the City.

(c) Perform all personnel functions as established in the Kent Policy Manual and as may be directed from time to time by the City Administrator.

(d) Perform other duties as directed by the City Administrator.

2.12.040. APPOINTMENT: The Human Resources Director shall be appointed by and serve at the pleasure of the City Administrator.

2.13.050. QUALIFICATIONS. The Human Resources Director must have the equivalent to graduation from a recognized college or university, with a major emphasis in the field of Personnel Management, MPA is preferred. The Director must have at least five (5) years of experience in personnel-related work.

2.13.060. SALARY: The salary of the Human Resources Director shall be that as established in the Annual City Budget.

Section 8. Chapter 2.16 is hereby added to the Kent City Code entitled the "Information Services Department", numbered as follows:
2.16.010. DEPARTMENT AND POSITION CREATED. There is hereby created the Information Services Department and the position known as the "Information Services Director" who shall be the department head in charge of the Information Services Department.

2.16.020. GENERAL DUTIES AND POWERS. The Information Services Director is responsible for the management of the City's computer programs and has the following general powers and duties:

1. Directs the activities of the Information Services Department with the responsibility to provide technological leadership in City information systems planning, implementation and support programs.

2. Directs the development and maintenance of long range information processing plans and budgets.

3. Acts as a contact person with user departments responding to and analyzing their inquiries.

4. Directs, and assists in the professional development of personnel.

5. Perform other duties as directed by the City Administrator.

2.16.030. APPOINTMENT. The Information Services Director shall be appointed by and serve at the pleasure of the City Administrator.

2.16.040. QUALIFICATIONS. The Information Services Director must be a graduate of a recognized college or university with a major emphasis in computer science, mathematics, business
administration or a related field. He or she must have at least five years experience in the field.

2.16.050. SALARY. The salary of the Information Services Director shall be that as established in the annual City budget.

Section 9. Chapter 2.14 is hereby added to the Kent City Code entitled "City Clerk", numbered as follows:

2.14.010. POSITION CREATED. There is hereby created a position known as the City Clerk, who shall perform such duties as required for a non-charter code city under state statute, and any other additional duties which the City Council or the City Administrator shall require. The Office of the City Clerk shall not be a separate department, but rather shall be a function reporting directly to the City Administrator.

2.14.020. GENERAL DUTIES AND POWERS. The City Clerk shall plan, organize, and direct the activities and functions of the City Clerk's office in accordance with state laws and city ordinances; serve as legal custodian of the City's official public records and seals; supervise and participate in the preparation, distribution, and retention of City Council minutes, agendas, and other documents and materials, and provide all duties as prescribed by state law.

2.14.030. APPOINTMENT. The City Clerk shall be appointed by the Mayor, subject to confirmation by a majority of the City Council. The City Clerk shall serve at the pleasure of the Mayor.
2.14.040. QUALIFICATIONS. The City Clerk must have a combination equivalent to: college-level training with specialized course work in public or business administration or related field and three years of increasingly responsible municipal experience involving public contact and records management.

2.14.050. SALARY. The salary of the City Clerk shall be that as established in the annual City budget.

Section 10. SAVING CLAUSE. Ordinance Nos. 1809, 1927, 1212, 1926, and 2408, which are repealed by this ordinance, shall remain in force and effect until the effective date of this ordinance.

Section 11. RATIFICATION AND CONFIRMATION. Any act consistent with the authority and prior to the effective date of this ordinance is hereby ratified and confirmed.

Section 12. EFFECTIVE DATE. This ordinance shall take effect and be in force thirty (30) days from the time of its final approval and passage as provided by law.

DAN KELLEHER, MAYOR

ATTEST:

BRENDA JACOBER, DEPUTY CITY CLERK
APPROVED AS TO FORM:

ROGER A. LUBOVICH, CITY ATTORNEY

PASSED the 20 day of August, 1991.
APPROVED the 31 day of August, 1991.
PUBLISHED the 23 day of August, 1991.

I hereby certify that this is a true and correct copy of Ordinance No. 2993, passed by the City Council of the City of Kent, Washington, and approved by the Mayor of the City of Kent as hereon indicated.

 [Signature] (SEAL)
BRENDA JACOBER, DEPUTY CITY CLERK

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