ORDINANCE NO. 3011

AN ORDINANCE of the City of Kent, Washington, adding a new chapter to Title 2 of the Kent City Code, creating a new position entitled "Chief Administrative Officer", and amending Budget Ordinance No. 3011, removing the position of Assistant City Administrator, and transferring funds for said position.

WHEREAS, for reasons related to the budget, the City Council recently passed an ordinance removing the City Administrator position from the budget; and

WHEREAS, there currently exists in the administration budget a position known as Assistant City Administrator, which position is currently vacant; and

WHEREAS, it is desirable to remove from the budget the position of Assistant City Administrator and create a new position to assist the Mayor in managing the daily management needs of the City; NOW, THEREFORE,

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

Section 1. Title 2 of the Kent City Code entitled "Administration and Personnel" is hereby amended by adding a new chapter entitled "Chief Administrative Officer" as follows:

Amends Ord. 3011
Repealed by 0.3150
A. **POSITION CREATED.** There is hereby created a position known as the "Chief Administrative Officer". Said position is created in accordance with the City of Kent policy manual.

B. **GENERAL DUTIES AND POWERS.** The Chief Administrative Officer is responsible for the general supervision and management of the City as delegated by the Mayor and shall have such duties and powers of the Mayor, set forth in RCW 35A, as may be delegated by the Mayor from time to time. Such duties, as delegated, shall include, but not be limited to:

1. General supervision over the administrative affairs of the City;
2. Attend all meetings of the City Council, Council committees, and other boards and commissions as directed by the Mayor;
3. Monitor the financial condition of the City and assist in the preparation of a preliminary budget for submission to the Council for consideration and passage;
4. Handle all matters relative to the Office of the Mayor as it pertains to the management and supervision of the affairs of the City, including developing policies, programs, and activities;
5. Coordinate activities of the various departments and offices of the City to facilitate the City's projects and programs;
6. Make reports to the City Council, Mayor, and outside agencies on activities, plans, and projects;
7. Attend meetings with outside agencies and entities as it pertains to City government business;
8. Perform related work as assigned.

C. APPOINTMENT. The Chief Administrative Officer shall be appointed by the Mayor subject to the confirmation of a majority of the members of the City Council.

D. SALARY. The salary of the Chief Administrative Officer shall be as established in the annual City budget.

Section 2. Ordinance 3011 adopting the City of Kent 1992 fiscal year budget is hereby amended by deleting the position of Assistant City Administrator from the General Fund. All unexpended funds for this position shall be removed from the Assistant City Administrator account and transferred to a new account for the purpose of funding the Chief Administrative Officer position.

Section 3. Severability. Should any section, subsection, paragraph, sentence, clause or phrase of this ordinance, or its application to any person or circumstances be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remainder of this ordinance or its applicability to other persons or circumstances.

Section 4. 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.
ATTEST:

BRENDA JACOBER, CITY CLERK

APPROVED AS TO FORM:

ROGER LUBOVICH, CITY ATTORNEY

PASSED the ___ day of _, 1992.
APPROVED the ___ day of _, 1992.
PUBLISHED the ___ day of _, 1992.

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

BRENDA JACOBER, CITY CLERK