Ordinance No. **3512**

(Amending or Repealing Ordinances)

CFN=198 – City Council
Passed 6/6/2000
Amending Certain Chapters of Title 2

Amends Ords. 1569;1674;1808;1925;2366;2560;2567;3026;3037;3150;3252;3286

Amended by Ord. 3690 (Sec. 2.40.010; 2.40.050; 2.42.030)
Amended by Ord. 3926 (Chps. 2.09;2.28;2.30 & repealing Chps. 2.29;2.40;2.42)
AN ORDINANCE of the City Council of the City of Kent, Washington, amending certain chapters of Title 2 of the Kent City Code relating to administration and personnel by setting forth the departments of the City of Kent and further by setting forth the various offices reporting to administration and making other related amendments.

WHEREAS, Title 2 of the Kent City Code relating to administration and personnel is outdated and does not adequately reflect the current structure of city government; and

WHEREAS, The city council desires to update the code and make certain changes relating to administration and personnel as it relates to the organizational structure of the city; NOW THEREFORE,

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

SECTION 1. A new chapter, chapter 2.06, entitled “Chief Administrative Officer,” is hereby added to the Kent City Code as follows:

City Department Designations
CHAPTER 2.06. CHIEF ADMINISTRATIVE OFFICER

Sec. 2.06.010. Chief administrative officer—Position created and appointment.
There is hereby created the position of chief administrative officer who shall act as assistant to the mayor. The chief administrative officer shall be appointed by, report to and serve at the pleasure of the mayor. All references in the Kent City Code to operations director shall mean the chief administrative officer.

Sec. 2.06.020. Qualifications. The chief administrative officer must have the following or equivalent qualifications: he or she must be a graduate of a recognized college or university and have at least five (5) years experience in financial administration, accounting and/or personnel management or similar fields as deemed appropriate to the position by the appointing authority.

Sec. 2.06.030. Duties and powers. The chief administrative officer shall manage the offices of administration as established in this title and shall have general oversight of the city departments as delegated by the mayor. The chief administrative officer shall be responsible for the city’s public relations and governmental affairs. The chief administrative officer shall perform other duties as prescribed by the council and/or directed by the mayor.

Sec. 2.06.040. Salary. The salary of the chief administrative officer shall be set by the mayor within the limits of the annual city budget established by city council.
SECTION 2. A new chapter, chapter 2.09, entitled "Departments," is hereby added to the Kent City Code as follows:

CHAPTER 2.09. DEPARTMENTS

Sec. 2.09.010. There is hereby established departments of the City of Kent as set forth in chapters 2.10 through 2.28 as follows:

Ch. 2.10. Employee Services Department;
Ch. 2.12. Finance Department;
Ch. 2.14. Information Technology Department;
Ch. 2.20. Legal Department;
Ch. 2.22. Police Department;
Ch. 2.24. Fire Department;
Ch. 2.26. Parks and Community Services Department; and
Ch. 2.28. Public Works Department.

These departments shall report to the mayor, or his or her designee, with the exception of the public works department which shall report to the chief administrative officer or his or her designee.

SECTION 3. A new chapter, chapter 2.10, entitled "Employee Services Department," is hereby added to the Kent City Code as follows:

CHAPTER 2.10. EMPLOYEE SERVICES DEPARTMENT

Sec. 2.10.010. Department created. There is hereby created the employee services department for the purpose of performing all human resource functions of the city. The department shall be supervised by the employee services director who shall serve as its director, who shall have complete charge of all of the work of the department, and who shall be responsible for hiring and supervising employees of the department.
Sec. 2.10.020. Employee services director – Position created and appointment. There is hereby created the position known as employee services director. The position is created in accordance with the City of Kent Policies and Procedures Manual. The employee services director shall be appointed by the mayor in accordance with the provisions of the City of Kent Policies and Procedures Manual solely on the basis of professional experience, education and demonstrated knowledge of accepted practices relating to the duties of the department.

Sec. 2.10.030. Qualifications. The employee services director must have the following or equivalent qualifications: he or she must be a graduate of a recognized college or university and have at least five (5) years experience in personnel management or similar fields as deemed appropriate to the position by the appointing authority.

Sec. 2.10.040. Duties and powers. It shall be the duty of the employee services director to:

1. Develop, implement and administer personnel policies and procedures for all departments of the city.
2. Act as equal employment opportunity officer and administer the equal employment opportunity program for the city.
3. Perform all personnel functions, risk management and insurance administration functions as established in the city policies and procedures manual and as may be directed from time to time by the mayor.
4. Direct and assist in the professional development of personnel.

The employee services director shall perform such other duties as the city council, mayor or city administrator may direct or as may be required by the laws of the state.

Sec. 2.10.050. Salary. The salary of the employee services director shall be that as established in the annual city budget.
SECTION 4. A new chapter, chapter 2.12, entitled “Finance Department,” is hereby added to the Kent City Code as follows:

CHAPTER 2.12. FINANCE DEPARTMENT

Sec. 2.12.010. Department created. There is hereby created the finance department for the purpose of performing all finance accounting and auditing functions of the city. The department shall be supervised by the finance director who shall serve as its director, who shall have complete charge of all of the work of the department, and who shall be responsible for hiring and supervising employees of the department.

Sec. 2.12.020. Finance director – Position created and appointment. There is hereby created the position known as finance director. The position is created in accordance with the City of Kent Policies and Procedures Manual. The finance director shall be appointed by the mayor in accordance with the provisions of the City of Kent Policies and Procedures Manual solely on the basis of professional experience, education and demonstrated knowledge of accepted practices relating to the duties of the department.

Sec. 2.12.030. Qualifications. The finance director must have the following or equivalent qualifications: he or she must be a graduate of a recognized college or university and have at least five (5) years experience in financial administration, accounting or similar fields as deemed appropriate to the position by the appointing authority.

Sec. 2.12.040. Duties and powers. It shall be the duty of the finance director to:

1. Be responsible for the management of the city’s investment and debt portfolios.
2. Assist city administration in budget preparation and monitoring.
3. Maintain the accounting system in accordance with recognized practices and standards.
4. Maintain the payroll system.
5. Exercise control of accounts payable.
6. Maintain an inventory of capital assets.
7. Collect all city funds, including the provision of billing and customer service for city utilities, special assessments and traffic violations.
8. Provide meter reading and related functions.
9. Monitor the operations of services provided to other city departments as directed by the mayor including purchasing, printing, building and facility maintenance operations and other support service functions.

The finance director shall perform such other duties as the city council, mayor or city administrator may direct or as may be required by the laws of the state.

Sec. 2.12.050. Salary. The salary of the finance director shall be that as established in the annual city budget.

SECTION 5. A new chapter, chapter 2.14, entitled "Information Technology Department," is hereby added to the Kent City Code as follows:

CHAPTER 2.14. INFORMATION TECHNOLOGY DEPARTMENT

Sec. 2.14.010. Department created. There is hereby created the information technology department for the purpose of performing all information technology planning, implementation and support functions of the city. The department shall be supervised by the information technology director who shall serve as its director, who shall have complete charge of all of the work of the department, and who shall be responsible for hiring and supervising employees of the department.

Sec. 2.14.020. Information technology director - Position created and appointment. There is hereby created the position known as information technology director. The position is created in accordance with the City of Kent Policies and
Procedures Manual. The information technology director shall be appointed by the mayor in accordance with the provisions of the City of Kent Policies and Procedures Manual solely on the basis of professional experience, education and demonstrated knowledge of accepted practices relating to the duties of the department.

Sec. 2.14.030. Qualifications. The information technology director must have the following or equivalent qualifications: he or she must be a graduate of a recognized college or university and have at least five (5) years experience in information technology or similar fields as deemed appropriate to the position by the appointing authority.

Sec. 2.14.040. Duties and powers. It shall be the duty of the information technology director to:

1. Direct the activities of the information technology department with the responsibility to provide technological leadership in systems planning, implementation and support programs.

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

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

The information technology director shall perform such other duties as the city council, mayor or chief administrative officer may direct or as may be required by the laws of the state.

Sec. 2.14.050. Salary. The salary of the information technology director shall be that as established in the annual city budget.
SECTION 6. Chapter 2.17 of the Kent City Code, entitled "Operations Department," is hereby repealed in its entirety.

SECTION 7. Chapter 2.04 of the Kent City Code, entitled "City Attorney," is hereby amended to read as follows:

CHAPTER 2.042.20. CITY ATTORNEY LEGAL DEPARTMENT

Sec. 2.04.010. Created. There is hereby created the position known as city attorney. The position is created in accordance with the City of Kent Policies and Procedures Manual.

Sec. 2.0410.0410. Appointment. The city attorney shall be appointed by the city administrator in accordance with the provisions of the City of Kent Policies and Procedures Manual solely on the basis of professional experience, education and demonstrated knowledge of accepted practices relating to the duties of the office.

Sec. 2.20.010. Department created. There is hereby created the legal department for the purpose of performing all the legal functions of the city. The department shall consist of the civil division, which will be responsible for representing the city in all civil matters including litigation, and the prosecution division, which will be responsible for prosecuting all misdemeanor cases in the city. The department shall be supervised by the city attorney who shall serve as its director, who shall have complete charge of all of the work of the department, and who shall be responsible for hiring and supervising employees of the department.

Sec. 2.20.020. City attorney - Position created and appointment. There is hereby created the position known as city attorney. The position is created in accordance with the City of Kent Policies and Procedures Manual. The city attorney shall be appointed...
by the mayor in accordance with the provisions of the City of Kent Policies and Procedures Manual solely on the basis of professional experience, education and demonstrated knowledge of accepted practices relating to the duties of the department.

Sec. 2.04.0302.20.030. Qualifications. The city attorney must be a graduate of an accredited law school and a member in good standing of the Washington State Bar Association.

Sec. 2.04.0402.20.040. Duties and powers. It shall be the duty of the city attorney to advise all city officials elected or appointed, city employees and city boards or commissions in all legal matters pertaining to the business of the city and to approve all ordinances and resolutions as to form. The city attorney shall supervise the representation of the city in all actions brought by or against the city or against city officials in their official capacity. The city attorney shall perform such other duties as the city council, mayor or chief administrative officer may direct or as may be required by the laws of the state. The city attorney shall have complete charge of all of the work of the legal department.

Sec. 2.04.0502.20.050. Assistant city attorneys. The city attorney may appoint necessary assistants who shall have the power to perform any act which the city attorney is authorized to perform.

Sec. 2.04.602.20.060. Interlocal agreements. The city attorney is authorized to consult with and provide legal services to governmental agencies, municipal and public corporations or other public offices. The city attorney is authorized to enter into interlocal agreements or contracts to provide such consultation or legal services. The city attorney and assistant city attorneys are authorized to serve in a private capacity as judge pro tem, court magistrate, arbitrator or in any other capacity for a court agency so long as such service does not conflict or interfere with representation of the city.
**Sec. 2.04.0702.20.070. Salary.** The salary of the city attorney shall be that as established in the annual city budget. The salary of assistant city attorneys shall be set and modified by city attorney subject to the annual city budget.

**SECTION 8.** Chapter 2.26 of the Kent City Code, entitled “Parks and Recreation Department,” is hereby amended to read as follows:

**CHAPTER 2.26. PARKS AND RECREATION COMMUNITY SERVICES DEPARTMENT**

**Sec. 2.26.010. Creation. Department created.** For the purpose of providing for the proper maintenance and operation of public parks, playgrounds, golf course facilities and other recreational facilities belonging to the city, there is established and created a department of the city, to be known as the parks and recreation department. There is hereby created the parks and community services department for the purpose of performing parks, recreation, human service and facility maintenance functions of the city. The department shall be supervised by the parks director who shall serve as its director, who shall have complete charge of all of the work of the department, and who shall be responsible for hiring and supervising employees of the department.

**Sec. 2.26.020. Parks director – Position created and appointment.** There is hereby created the position known as parks director. The position is created in accordance with the City of Kent Policies and Procedures Manual. The parks director shall be appointed by the mayor in accordance with the provisions of the City of Kent Policies and Procedures Manual solely on the basis of professional experience, education and demonstrated knowledge of accepted practices relating to the duties of the department.

**Sec. 2.26.030. Appointment and duties of director and other employees.** The director of the parks and recreation department shall be appointed by the mayor in accordance with the City of Kent Policies and Procedures Manual. The director shall have...
charge of the management of the parks and recreation system and supervision of employees thereof for the effective administration, construction and development of the public park

**Sec. 2.12.030. Qualifications.** The parks director must have the following or equivalent qualifications: he or she must be a graduate of a recognized college or university and have at least five (5) years experience in parks and recreation administration or similar fields as deemed appropriate to the position by the appointing authority.

**Sec. 2.12.040. Duties and powers.** It shall be the duty of the parks director to provide for the proper maintenance and operation of public parks, playgrounds, recreational and golf course facilities, and all other facilities belonging to the city; and to provide recreational and human service programs on behalf of the city.

The parks director shall perform such other duties as the city council, mayor or city administrator may direct or as may be required by the laws of the state.

**Sec. 2.26.050. Salary.** The salary of the parks and community services director shall be that as established in the annual city budget.

**Sec. 2.26.060. Human services office – Created.** There is hereby created the human services office. The human services office shall operate as a division of the parks and community services department.

**Sec. 2.26.070. General duties and responsibilities.** The human services office shall plan, organize, and administer the activities and functions concerning human service issues, including the development and assessment of human service needs, determination of priorities for human services, evaluation and recommendation of funding requests, and the monitoring of performance of services provided by human service organizations and agencies. The human services office shall coordinate activities with other human service planning agencies and organizations. Additionally, the human services office shall coordinate human service activities between city administration and the city human
services commission, and shall implement policy recommendations established by the human services commission and provide necessary support to the human services commission in the performance of its duties.

Sec. 2.26.080. Human services manager-Position created and appointment. The human services manager shall manage the human services office under the direct supervision of the parks and community services director. The housing and human services manager shall be appointed by the parks, recreation, and human and community services director.

Sec. 2.26.090. Human services staff. The human services manager shall, in accordance with appropriate city policy, recruit and hire employees as may be budgeted from time to time by the city council to the office of housing and human services. Staff employees shall report directly to the human services manager.

Sec. 2.26.100. Salary of staff. The salary of the human services manager and staff employees shall be that as established in the city annual budget.

SECTION 7. Chapter 2.04 of the Kent City Code, entitled "Department of Public Works," is hereby amended to read as follows:

CHAPTER 2.28. DEPARTMENT OF PUBLIC WORKS DEPARTMENT

Sec. 2.28.010 Organization Department created. There is hereby created the public works department for the purpose of performing all public works functions of the city. The department shall be supervised by the director of public works who shall serve as its director and who shall have complete charge of all of the work and who shall be responsible for hiring and supervising employees of the department. The department, through the director, shall report to the chief administrative officer or his or her designee.
The divisions of the department of public works which report to the director of public works are as follows:

1. Engineering;
2. Street maintenance and operations;
3. Fleet services;
4. Water;
5. Sewer, storm water and drainage utility;

Sec. 2.28.020 Director of public works – Position created. There is created a position known as the director of public works.

Sec. 2.28.030 Appointment. The director of public works shall be appointed by the mayor in accordance with the provisions of the City of Kent Policies and Procedures Manual solely on the basis of his professional qualifications with special emphasis on professional experience and education and demonstrated knowledge of accepted practices relating to the duties of his office. The director of public works shall report to the chief administrative officer.

Sec. 2.28.040. Qualifications. The director of public works shall have, or be capable of obtaining, within a reasonable period of time after appointment, a certificate of registration with the state board of registration for professional engineers and land surveyors. The director shall have a minimum of five (5) years’ experience in a supervisory engineering capacity. It is preferable, although not a requirement of the position, that the director be a graduate of a duly accredited four (4) year college or university in civil engineering.

Sec. 2.28.050. Responsibilities – Duties. The director of public works shall organize and supervise each division that reports to him pursuant to KCC 2.28.010 in the most efficient manner possible so that the interests of the citizens of the city shall be best
served. The director of public works shall coordinate engineering done for the city by consultants and have ultimate responsibilities for all such projects. The director of public works shall create an effective working relationship between the department of public works and all other city departments. The director of public works shall supervise each of the divisions reporting to him and make periodic reports to the mayor—chief administrative officer.

Sec. 2.28.060. Powers and duties. The general powers and duties of the director of public works shall be to:

1. Supervise and assist in the engineering, surveying and drafting work involved in public works and improvements of the city or its utilities such as preparation of estimates, plans, specifications, reports and recommendations and public improvements.
2. Supervise the keeping of plans, plats, maps, drawings, dedications, final estimates and specifications relating to city affairs.
3. Be responsible to the mayor for the construction and repair of public streets and city owned utilities, and provide technical and advisory engineering assistance to other departments of the city.

Sec. 2.28.070. Salary. The salary of the director of public works shall be that as established in the city’s annual budget.

SECTION 9. A new chapter, chapter 2.29, entitled “Offices,” is hereby added to the Kent City Code as follows:

CHAPTER 2.29. OFFICES

Sec. 2.29.010. There is hereby established certain offices of city administration as set forth in chapters 2.30 through 2.42 as follows:

Ch. 2.30 Planning Office;
Ch. 2.32 Office of Hearing Examiner;
Ch. 2.34 Municipal Court;
Ch. 2.36 Office of the City Clerk
Ch. 2.40 Building and Development Services Office;
Ch. 2.42 Permit Center

These offices will report to the Chief Administrative Officer or his or her designee.

SECTION 10. Chapter 2.30 of the Kent City Code, entitled “Planning Agency,” is hereby amended to read as follows:

CHAPTER 2.30. PLANNING OFFICE AGENCY

PART 1. GENERALLY

Sec. 2.30.010. Planning authority. The city council hereby declares its intention to perform all planning functions under Chapter 35A.63 RCW regarding planning and zoning in code cities.

Sec. 2.30.020. Designation. The planning agency of the city is hereby created. The planning agency shall consist of the land use and planning board, planning department, and other bodies established by the city council to perform planning functions on behalf of the city of Kent. They shall serve in an advisory capacity to the mayor and the city council.

PART 2. PLANNING DEPARTMENT

Sec. 2.30.060. Creation 2.30.020 Office created. There is created the city planning department office, which shall serve as the city planning agency in conjunction with the land use and planning board. The planning department shall consist of the following divisions: planning services, development services, and office of housing and human services. The planning department office shall perform planning and zoning functions, conduct plan reviews and issue building and development permits, enforce building codes, manage the city's housing and human service programs, and perform other
duties as established by the city council. The office shall be supervised by the planning manager.

**Sec. 2.30.070. Duties and responsibilities-Office.** The planning department office shall have the following duties and responsibilities.

A. The planning department office, through the planning director, shall administer the office of the planning agency shall be responsible for all planning matters, including, but not limited to, comprehensive plan formulation and amendments, annexation zoning, zoning code, subdivision code and other assigned codes. It shall be the duty of the planning office director to be the official spokesperson for the agency, to set the agenda for the land use and planning board hearings, workshops, and meetings, to prepare all materials, such as agendas, staff reports and special reports for the land use and planning board, to collect, and to analyze and use technical data to determine logical matters of urban development within the city. The planning department office shall be responsible for preparing and updating the comprehensive plan and preparing amendments to the zoning code, the subdivision code and any other related codes or ordinances. The planning department, through the development services division, shall issue building permits and enforce the building codes as prescribed in Ch. 14.08 KCC entitled Enforcement of the Building Codes.

B. The agency planning office, through the planning department, shall advise the mayor and city council on planning matters. The planning department office may carry out special projects at the request of the city council which requests shall be forwarded to the planning department office through the office of the mayor.

C. The planning department shall function as an administrative department of the city aiding in the coordination of city planning activities within the overall administrative program of the city government. The planning department shall forward items for consideration to the land-use and planning board.

D. The agency shall be responsible for all planning matters, including, but not limited to, comprehensive plan formulation and amendments, annexation zoning, zoning code, subdivision code and other assigned codes. It shall be the responsibility of the planning
department office to prepare the plans and codes for these planning matters and the responsibility of the land use and planning board to hold public hearings on these plans and codes when advised to do so by the planning department office. The planning office shall forward items for consideration to the land use and planning board. The land use and planning board, after holding one (1) or more public hearings, shall forward its recommendation on the planning department office's proposals to the city council for final action. The council may hold public hearings and perform other related functions on specific planning matters in addition to or in lieu of delegating this function to the land use and planning board.

Sec. 2.30.080. Planning director manager - Position created and appointment Creation. There is hereby created the position of city planning director manager who shall be appointed by the mayor chief administrative officer or his or her designee, in accordance with the provisions of the City of Kent Policies and Procedures Manual solely on the basis of professional experience, education and demonstrated knowledge of accepted practices relating to the duties of the office. All references in the Kent City Code to the planning director with respect to the functions of the planning office as set forth in this chapter, shall mean the planning manager.

Sec. 2.30.090. Qualifications. The planning manager must have the following or equivalent qualifications: he or she must be a graduate of a recognized college or university and have at least three (3) years experience as a municipal planner or similar field as deemed appropriate to the position by the appointing authority.

Sec. 2.30.090100. Same—Duties and responsibilities-Manager.

A. The planning director manager shall be in charge of the planning department office. The planning director manager shall prepare an annual planning program and an annual budget to implement this program. The agency office shall represent the agency office before government agencies and the public as deemed necessary. The planning director manager or a designated planning staff member shall be present at all city
council and land use and planning board meetings and public hearings. The planning manager shall perform such other duties as the chief administrative officer may direct or as may be required by the laws of the state.

B. The planning director is responsible for hiring and supervising employees of the planning department. The planning manager, or his or her designee, shall act as the State Environmental Policy Act (SEPA) responsible official as set forth in Chapter 11.03 KCC.

Sec. 2.30.110. Salary. The salary of the planning manager shall be that as established in the annual city budget.

Sec. 2.30.100. Office of housing and human services—Created. There is hereby created in the city the office of housing and human services. The office of housing and human services shall not be a separate department, but rather shall be a division of the planning department, reporting directly to the planning director.

Sec. 2.30.110 Same—General duties and responsibilities. The office of housing and human services shall plan, organize, and administer the activities and functions concerning human service issues, including the development and assessment of human service needs, determination of priorities for human services, evaluation and recommendation of funding requests, and the monitoring of performance of services provided by human service organizations and agencies. The office of housing and human services shall coordinate activities with other human service planning agencies and organizations. Additionally, the office of housing and human services shall coordinate human service activities between city administration and the city human services commission, and shall implement policy recommendations established by the human services commission and provide necessary support to the human services commission in the performance of its duties.
Sec. 2.30.120. Same—Manager. The housing and human services manager shall manage the office of housing and human services under the direct supervision of the planning director as delegated pursuant to RCW Title 35A. The housing and human services manager shall be appointed by the planning director.

Sec. 2.30.130. Same—Staff. The housing and human services manager shall, in accordance with appropriate city policy, recruit and hire employees as may be budgeted from time to time by the city council to the office of housing and human services. Staff employees shall report directly to the housing and human services manager.

Sec. 2.30.140. Same—Salary of staff. The salary of the housing and human services manager and staff employees shall be that as established in the city annual budget.

PART 3. LAND USE AND PLANNING BOARD

Sec. 2.30.150. Creation. There is hereby created the land use and planning board.

Sec. 2.30.160. Membership, terms, residence requirements, and compensation.

A. The land use and planning board shall consist of seven (7) members, each of whom shall be appointed by the mayor and confirmed by the city council. Appointments shall be deemed confirmed if not acted on within thirty (30) days following the mayor's submittal of his or her nomination to the council president.

B. The terms of office of the members of the land use and planning board shall be three (3) years. When a vacancy occurs on the land use and planning board, appointment for that position shall be for three (3) years, or for the remainder of the unexpired term, whichever is the shorter period of time. All new terms shall expire on December 31 of the last year of the term. No more than three (3) terms may expire in any given year.

C. Initial appointments shall be as follows:

1. Two (2) seats for a one (1) year term.
2. Two (2) seats for a two (2) year term.
3. Three (3) seats for a three (3) year term.
   All appointments thereafter shall be for three (3) year terms.
D. Members of the land-use and planning board may be dismissed by the mayor for missing twenty-five (25) percent or more of the regularly scheduled meetings in a twelve (12) month period without such absence being excused by the board, for inefficiency, for neglect of duty, for a finding by the land-use and planning board of a member's violation of any code of conduct established by the board, or for misfeasance or malfeasance in office.
E. As authorized pursuant to RCW 35.21.200, all appointees to the land-use and planning board shall be residents of the city of Kent. When making the appointments, the mayor shall consider appointments from residents residing at different locations of the city.
F. The appointed members of the land-use and planning board shall serve without compensation except that reimbursement for authorized travel and subsistence may be made to the extent such may be budgeted for by the city council. Reimbursement for such shall come from the city budget category designated planning commission, travel and mileage and subsistence.

Sec. 2.30.170  Organization, meetings and rules.
A. The land-use and planning board shall elect a chairperson and vice-chairperson from among its members which terms shall expire December 31 each year. The secretary of the land-use and planning board shall be the planning director. The secretary shall set the land-use and planning board agenda for workshops and public hearings, prepare minutes which may be taken from electronic recording of public hearings, and keep such records as are necessary for the property operation of the board, all of which shall be a matter of public record.
B. The land-use and planning board shall conduct at least one (1) regular meeting each month for conducting general business, hearings, and other related business, except when there is not an agenda item to be considered or heard, in which case the land-use and planning board secretary shall notify the board members, the local press and post a notice.
at the place the land use and planning board regularly meets, stating that due to a lack of
business a meeting is cancelled. The land use and planning board shall establish and
operate under a set of bylaws, which bylaws shall prescribe the rules of procedure for
public hearings and workshops and a code of conduct for its members. The time and place
of regular and special meetings, including workshops, shall be established by the bylaws.

— Sec. 2.30.180  Duties and responsibilities.

A.— The land use and planning board shall operate as part of the planning agency and
shall, except in those instances when the city council has determined to consider the
matter, hold public hearings on comprehensive plan formulation and amendments;
annexation zoning, zoning code and subdivision code and other assigned code formulation
and amendments which have been prepared and submitted to the board by the planning
department. The land use and planning board, after holding one (1) or more public
hearings on these matters, shall refer the planning department proposals and its
recommendation to the city council for the council’s final action.

B. — In lieu of or in the alternative to the land use and planning board considering and
holding hearings and perform other related functions on matters set forth in subsection (A)
above, the city council may elect to perform these functions on such matters directly
without taking input from the land use and planning board.

— Sec. 2.30.190  References to planning commission. All references in the
Kent City Code to the planning commission shall mean the land use and planning board.

SECTION 11. A new chapter, chapter 2.36, entitled “Office of the City
Clerk,” is hereby added to the Kent City Code as read as follows:

CHAPTER 2.36. OFFICE OF THE CITY CLERK

Sec. 2.36.010. Office created. There is hereby created the office known as the
office of the city clerk. The office shall be supervised by the city clerk.
Sec. 2.36.020. City clerk – Appointment – Removal. The city clerk shall be appointed by the mayor, subject to confirmation by a majority of the city council. The mayor may remove the city clerk at his or her pleasure. Such appointment or removal must be in writing, signed by the mayor and filed with the city clerk.

Sec. 2.36.030. Qualifications. The city clerk must have the following or equivalent qualifications: he or she must be a graduate of a recognized college or university and have at least three (3) years experience working in a city clerk’s office or similar field as deemed appropriate to the position by the appointing authority.

Sec. 2.10.040. Duties and powers. It shall be the duty of the city clerk to:

The city clerk shall perform such other duties as the chief administrative officer may direct or as may be required by the laws of the state.

Sec. 2.10.050. Salary. The salary of the city clerk shall be that as established in the annual city budget.

SECTION 12. A new chapter, chapter 2.40, entitled “Building and Development Services Office,” is hereby added to the Kent City Code to read as follows:

CHAPTER 2.40. BUILDING AND DEVELOPMENT SERVICES OFFICE

Sec. 2.40.010. Office created. There is hereby created the office known as the building and development services office for the purpose of performing all building and development service functions of the city, including building plans examinations, building inspections and code enforcement. The office shall be supervised by the building and development services manager.
Sec. 2.40.020. Building and development services manager – Position created and appointment. There is hereby created the position known as building and development services manager. The position is created in accordance with the City of Kent Policies and Procedures Manual. The building and development services manager shall be appointed by the chief administrative officer in accordance with the provisions of the City of Kent Policies and Procedures Manual solely on the basis of professional experience, education and demonstrated knowledge of accepted practices relating to the duties of the office.

Sec. 2.40.030. Qualifications. The building and development services manager must have the following or equivalent qualifications: he or she must be a graduate of a recognized college or university and have at least three (3) years experience in the field of building and land development and be familiar with the uniform building codes or a similar field as deemed appropriate to the position by the appointing authority.

Sec. 2.40.040. Duties and powers. It shall be the duty of the building and development services manager to examine building plans, perform building inspections and perform code enforcement functions as prescribed by the Kent City Code.

The building and development services manager shall perform such other duties as the chief administrative officer, or his or her designee, may direct or as may be required by the laws of the state.

Sec. 2.40.050. Salary. The salary of the building and development services manager shall be that as established in the annual city budget.
SECTION 13. A new chapter, chapter 2.46, entitled “Permit Center,” is hereby added to the Kent City Code to read as follows:

CHAPTER 2.42. PERMIT CENTER

Sec. 2.42.010. Office created. There is hereby created the permit center for the purpose of performing all permitting functions of the city, including all intake and processing of building and development permits. The office shall be supervised by the permit center manager.

Sec. 2.42.020. Permit center manager – Position created and appointment. There is hereby created the position known as permit center manager. The position is created in accordance with the City of Kent Policies and Procedures Manual. The permit center manager shall be appointed by the chief administrative officer in accordance with the provisions of the City of Kent Policies and Procedures Manual solely on the basis of professional experience, education and demonstrated knowledge of accepted practices relating to the duties of the office.

Sec. 2.42.030. Qualifications. The permit center manager must have the following or equivalent qualifications: he or she must be a graduate of a recognized college or university and have at least three (3) years experience in the field of building and land development and be familiar with the uniform building codes or a similar field as deemed appropriate to the position by the appointing authority.

Sec. 2.42.040. Duties and powers. It shall be the duty of the permit center manager to issue building and development permits and perform related functions in the processing of building and development permits as prescribed by the Kent City Code.

The permit center manager shall perform such other duties as the chief administrative officer or his or her designee may direct or as may be required by the laws of the state.
Sec. 2.42.050. Salary. The salary of the permit center manager shall be that as established in the annual city budget.

SECTION 14. A new chapter, chapter 2.57, entitled “Land Use and Planning Board,” is hereby added to the Kent City Code as follows:

CHAPTER 2.57. LAND USE AND PLANNING BOARD

Sec. 2.57.010. Creation. There is hereby created the land use and planning board.

Sec. 2.57.020. Membership, terms, residence requirements, and compensation.
A. The land use and planning board shall consist of seven (7) members, each of whom shall be appointed by the mayor and confirmed by the city council. Appointments shall be deemed confirmed if not acted on within thirty (30) days following the mayor’s submittal of his or her nomination to the council president.
B. The terms of office of the members of the land use and planning board shall be three (3) years. When a vacancy occurs on the land use and planning board, appointment for that position shall be for three (3) years, or for the remainder of the unexpired term, whichever is the shorter period of time. All new terms shall expire on December 31 of the last year of the term. No more than three (3) terms may expire in any given year.
C. Initial appointments shall be as follows:
   1. Two (2) seats for a one (1) year term.
   2. Two (2) seats for a two (2) year term.
   3. Three (3) seats for a three (3) year term.
   All appointments thereafter shall be for three (3) year terms.
D. Members of the land use and planning board may be dismissed by the mayor for missing twenty-five (25) percent or more of the regularly scheduled meetings in a twelve (12) month period without such absence being excused by the board, for inefficiency, for
neglect of duty, for a finding by the land use and planning board of a member's violation of any code of conduct established by the board, or for misfeasance or malfeasance in office.

E. As authorized pursuant to RCW 35.21.200, all appointees to the land use and planning board shall be residents of the city of Kent. When making the appointments, the mayor shall consider appointments from residents residing at different locations of the city.

F. The appointed members of the land use and planning board shall serve without compensation except that reimbursement for authorized travel and subsistence may be made to the extent such may be budgeted for by the city council. Reimbursement for such shall come from the city budget category designated planning commission land use and planning board, travel and mileage and subsistence.

Sec. 2.57.030. Organization, meetings and rules.

A. The land use and planning board shall elect a chairperson and vice-chairperson from among its members which terms shall expire December 31 each year. The secretary of the land use and planning board shall be the planning manager. The secretary shall set the land use and planning board agenda for workshops and public hearings, prepare minutes which may be taken from electronic recording of public hearings, and keep such records as are necessary for the property operation of the board, all of which shall be a matter of public record.

B. The land use and planning board shall conduct at least one (1) regular meeting each month for conducting general business, hearings, and other related business, except when there is not an agenda item to be considered or heard, in which case the land use and planning board secretary shall notify the board members, the local press and post a notice at the place the land use and planning board regularly meets, stating that due to a lack of business a meeting is cancelled. The land use and planning board shall establish and operate under a set of bylaws, which bylaws shall prescribe the rules of procedure for public hearings and workshops and a code of conduct for its members. The time and place of regular and special meetings, including workshops, shall be established by the bylaws.
Sec. 2.57.040. Duties and responsibilities.

A. The land use and planning board shall operate as part of the planning office and shall, except in those instances when the city council has determined to consider the matter, hold public hearings on comprehensive plan formulation and amendments, annexation zoning, zoning code and subdivision code and other assigned code formulation and amendments which have been prepared and submitted to the board by the planning office. The land use and planning board, after holding one (1) or more public hearings on these matters, shall refer the planning office’s proposals and its recommendation to the city council for the council’s final action.

B. In lieu of or in the alternative to the land use and planning board considering and holding hearings and perform other related functions on matters set forth in subsection (A) above, the city council may elect to perform these functions on such matters directly without taking input from the land use and planning board.

Sec. 2.57.050. References to planning commission. All references in the Kent City Code to the planning commission shall mean the land use and planning board.

SECTION 15. – Savings. The existing chapters of the Kent City Code, that are repealed and replaced by this ordinance, shall remain in full force and effect until the effective date of this ordinance.

SECTION 16. – Severability. If any one or more section, subsections, or sentences of this Ordinance are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance and the same shall remain in full force and effect.
SECTION 17. – Effective Date. This ordinance shall take effect and be in force thirty (30) days from and after its passage as provided by law.

JIM WHITE, MAYOR

ATTEST:

BRENDA JACOBER, CITY CLERK

APPROVED AS TO FORM:

ROGER LUBOVICH, CITY ATTORNEY


PUBLISHED: 9 day of June, 2000.

I hereby certify that this is a true copy of Ordinance No. 3512 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