ORDINANCE NO. 15-0444

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGECWOOD, WASHINGTON, AMENDING TITLE 2 EMC BY THE ADDITION OF A NEW CHAPTER 2.12 CITY ADMINISTRATOR THERETO; ESTABLISHING THE OFFICE OF CITY ADMINISTRATOR EFFECTIVE UPON THE CITY’S PENDING PLAN OF GOVERNMENT REORGANIZATION; DEFINING THE APPOINTMENT AND REMOVAL STANDARDS AND THE POWERS AND DUTIES OF SAID POSITION; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, by popular vote at the November 4, 2014 general election, the electors of the City of Edgewood approved the abandonment of the City’s current council-manager plan of government and reorganization of the City under the mayor-council plan; and

WHEREAS, pursuant to Chapter 35A.12 RCW, the City Council desires to create the office of City Administrator to exercise general supervision over the City’s administrative affairs under the authority and direction of the Mayor, and to define the powers and duties and appointment and removal standards for said office; NOW, THEREFORE,

THE CITY COUNCIL OF THE CITY OF EDGECWOOD, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Amendment of Title 2 EMC. Title 2 of the Edgewood Municipal Code is hereby amended by the addition of a new Chapter 2.12 City Administrator to provide in its entirety as follows:

Chapter 2.12
CITY ADMINISTRATOR

Sections:
2.12.010 Position created; appointment and removal.

2.12.010 Position created; appointment and removal.
There is hereby created the position of city administrator who shall act as assistant to the mayor. The city administrator shall be appointed by the mayor, subject to confirmation by a majority vote of the city council. The city administrator shall report to and serve at the pleasure of the mayor.


Under the authority and direction of the mayor, the city administrator shall exercise general supervision of the city’s administrative affairs and shall have oversight of all city departments. Without limitation of the foregoing, the city administrator shall have the following specific powers and duties:

A. The city administrator shall plan and direct all administrative activities in the city, develop and implement internal policies and procedures, appraise the efficiency and effectiveness of city employees, and take necessary and appropriate actions to facilitate city operations.

B. The city administrator shall plan and prepare data for grants and/or funded programs and maintain or establish intergovernmental coordination related to available funding.

C. The city administrator shall act as the city representative in areas such as labor relations, intergovernmental relations, conferences, conventions and seminars related to city administration. The city administrator may delegate responsibility as necessary to accomplish desired objectives.

D. The city administrator shall attend meetings of the city council, the planning commission and other city boards and commissions as directed by the mayor and/or city council.

E. The city administrator shall prepare and submit to the mayor a proposed annual budget and shall be responsible for its administration after adoption.

F. The city administrator shall perform such other duties as prescribed by the council and/or directed by the mayor.

Section 2. Severability. 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 3. Effective Date. A summary of this ordinance consisting of its title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after the date of publication; provided, that the provisions of Section 1 herein shall take
effect immediately upon the effective date of the City’s pending plan of government reorganization, currently scheduled for August 2015.

Presented to Council for its First Reading on July 14, 2015

Presented to Council for its Second Reading on July 28, 2015

PASSED BY THE CITY COUNCIL ON THE 28th DAY OF JULY, 2015

Mayor, Daryl Eidinger

ATTEST/AUTHENTICATED:

Jane Montgomery
Acting City Clerk, Jane Montgomery, CMC

APPROVED AS TO FORM:

City Attorney, Zach Lell

Date of Publication: July 30, 2015
Effective Date: August 4, 2015, *(See Section 3)*
CITY OF EDGEWOOD
2224 - 104th Ave. East
Edgewood, WA 98371
(253) 952-3299
Fax: (253) 952-3537

LEGAL NOTICE

Date: July 29, 2015

NOTICE OF ORDINANCE PASSED BY EDGEWOOD CITY COUNCIL

The following is a summary of an Ordinance passed by the City of Edgewood City Council on the 28th day of July, 2015, and shall take effect and be in full force on the 4th day of August, 2015.

ORDINANCE NO. 15-0444

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, AMENDING TITLE 2 EMC BY THE ADDITION OF A NEW CHAPTER 2.12 CITY ADMINISTRATOR THERETO; ESTABLISHING THE OFFICE OF CITY ADMINISTRATOR EFFECTIVE UPON THE CITY’S PENDING PLAN OF GOVERNMENT REORGANIZATION; DEFINING THE APPOINTMENT AND REMOVAL STANDARDS AND THE POWERS AND DUTIES OF SAID POSITION; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

The full text of the Ordinance is available at the City Clerk’s office, Edgewood City Hall, 2224 - 104th Ave. East, Edgewood, WA 98371 (253) 952-3299.

Jane Montgomery
Acting City Clerk, Jane Montgomery, CMC

Published in the Tacoma News Tribune on: July 30, 2015
Effective Date: August 4, 2015