

ORDINANCE 2011-988

AN ORDINANCE OF THE CITY OF WAITSBURG, WASHINGTON, ADDING SECTION 110 AND 120 TO TITLE 1 CHAPTER 4 REGARDING UPDATES TO THE MUNICIPAL CODE FOR THE ESTABLISHMENT OF A CITY ADMINISTRATOR POSITION AND DESCRIBING THE DUTIES ASSOCIATED WITH THE POSITION

WHEREAS, updates are needed to portions of the City's Municipal Code in order to update standards regarding the creation of a City Administrator position for the City of Waitsburg; and

WHEREAS, it is necessary to amend certain portions of the Code to provide for certain procedural changes as set forth above:

NOW THEREFORE, the City Council of the City of Waitsburg does ordain as follows:

Section I.

1.04.110. City administrator—Creation and appointment.

The office of city administrator is created. The city administrator shall be appointed by the mayor, subject to the confirmation of the city council. The mayor may remove the city administrator, subject to the approval of the city council and due process as outlined by the City's Personnel Manual.

1.04.120. City administrator—Duties.

The city administrator, subject to the provisions of the laws of the state and the ordinances of the city, shall:

- (a) Exercise management supervision overall of the city department heads subject to the general supervision of the mayor;
- (b) Have the authority to hire and discharge with cause city employees subject to the confirming approval of the mayor;
- (c) Be responsible for the administration of the budget, the coordination between all department heads for the preparation of the preliminary budget, and for submittal of the preliminary budget to the city clerk/treasurer;
- (d) Be responsible for the coordination of all boards and commissions of the city;
- (e) Be responsible for the administration of risk management and insurance contracts;
- (f) Develop, apply for and administer such grants as may be beneficial to the city;
- (g) Administer and enforce the city zoning laws;
- (h) Make such reports and recommendations to the mayor and city council as the city administrator may deem desirable, or as may be requested of the city administrator by the city council or the mayor;
- (i) Perform such other duties as may be required by the laws of the state, city ordinances and/or the mayor or city council may direct.

Section II.

It is the intent of the Waitsburg City Council to appoint the City Clerk/Treasurer to fill this position and his official title shall be changed to City Administrator/Clerk/Treasurer to reflect his appointment to the position in conjunction with the passage of this Ordinance.

A summary of this Ordinance consisting of its title shall be published in the official newspaper of the City, and shall take effect immediately upon passage by the Council and publication as required by law.

Passed by the Waitsburg City Council this 19 day of October, 2011.

Approved:

Attest:

Walt Gobel, Mayor

Randy Hinchliffe, City Clerk

Approved as to form:

Kristian E. Hedine, City Attorney