

ORDINANCE NO. 005/2011

AN ORDINANCE OF THE CITY OF MONROE, WASHINGTON,
AMENDING MONROE MUNICIPAL CODE CHAPTER 2.44 AND
FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.

WHEREAS, a review was completed of the current Monroe Municipal Code Chapter 2.44, which was adopted as Ordinance 1013/1993, which sets forth the expectations and duties of the Monroe City Administrator; and

WHEREAS, it was determined that there is a need to update the language in the code to reflect current and past practice of the Police Department reporting directly to the Mayor; and

WHEREAS, this is also an opportunity to align similar powers and duties together for ease of reference;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MONROE,
WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. MMC 2.44.010 is hereby amended to provide as follows:

2.44.010 Position Created.

There is created the position of City Administrator, who shall be and act as the administrator of city government, under the direction of the Mayor, all in accordance with the organizational chart, as adopted by City Council by resolution.

Section 2. MMC 2.44.020 is hereby amended to provide as follows:

2.44.020 Duties.

The City Administrator shall assist the Mayor in performance of his duties and shall do all things required of him by the Mayor or the City Council to assist in the administration of city government. The City Administrator shall oversee and supervise all city departments, except the Police Department, but that the Mayor may also delegate authority over the Police Department in his/her discretion, and shall assist in the coordination and liaison of city business between the City Council and the various city officers and departments.

Section 3. MMC 2.44.040 is hereby amended to provide as follows:

2.44.040 General powers and duties.

Under the direction of the Mayor, the City Administrator shall have the following specific duties, powers and responsibilities, in addition to other provided in this chapter or otherwise:

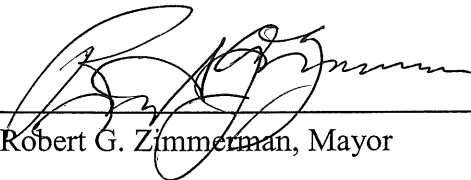
- A. The City Administrator shall supervise, administer and coordinate the activities and functions of the various city offices, departments, commissions and boards in carrying out the requirements of the city ordinances and the policies of the City Council, and to administer and supervise the carrying out of the decisions, regulations and policies of the various city departments; in general to have supervision over the administrative affairs and process of the city;
- B. The City Administrator shall regularly report to the Mayor and the City Council concerning the status of all assignments, duties, projects and functions of the various offices, departments, commissions and boards;
- C. In cooperation with the Finance Director, the City Administrator shall assist in the preparation by the Mayor and subsequent submission to the Council of the annual budget. The City Administrator shall be responsible for its administration after adoption;
- D. In cooperation with the Finance Director and attorney, to keep the Mayor and City Council fully advised of the financial condition of the city and its future needs and to assist in the preparation and submission to the Mayor and Council of any reports necessary for the expedient running of the business of the city;
- E. In cooperation with the Finance Director, the City Administrator shall supervise purchasing by various city officials, departments, commissions and boards;
- F. The City Administrator shall supervise expenditures by the various city offices, departments, commissions and boards, for the purpose of keeping the same within the limitations of the annual budget for the city;
- G. The City Administrator shall serve as personnel officer for the city;
- H. The City Administrator shall attend all meetings of the City Council and such other meetings as may be requested by the Mayor and members of the City Council;
- I. To recommend for adoption by the Mayor and Council such measures as the City Administrator deems necessary or expedient in the running of the business of the city;
- J. To investigate all complaints in relation to matters concerning the administration of the government of the city, and to see that all franchises and permits granted by the city are faithfully observed.

Section 3. 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 4. Effective Date. This ordinance shall be in full force and effect five (5) days after its passage and publication as required by law.

CITY OF MONROE, WASHINGTON:

1st Reading: 02/01/11
Published: 02/08/11
Effective: 02/13/11



Robert G. Zimmerman, Mayor

ATTEST/AUTHENTICATED:



Eadye Martinson, Deputy City Clerk

APPROVED AS TO FORM:



J. Zachary Lell