

CITY OF OCEAN SHORES, WASHINGTON

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF OCEAN SHORES, WASHINGTON, CREATING THE POSITION OF CITY ADMINISTRATOR AND CODIFYING CHAPTER 2.10 UNDER TITLE 2 OF THE OCEAN SHORES MUNICIPAL CODE

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

Section 1. There is added to the Ocean Shores Municipal Code, a new chapter, being Chapter 2.10, City Administrator, as follows:

2.10.010 City Administrator – Office established – Appointment and removal.

The office of the City Administrator is created. The Mayor shall appoint the City Administrator, subject to confirmation by the City Council, who shall serve as the administrative chief of staff for the Mayor and liaison officer for the City government and the Mayor. All authority and responsibility of the City Administrator is derived from the Mayor. The Mayor retains the ultimate authority and responsibility for the administrative operations of the City. The administrator shall serve at the pleasure of the Mayor.

2.10.030 City Administrator – Duties, powers and responsibilities.

The City Administrator shall assist the Mayor and City Council in the performance of their duties. He/she shall supervise, administer, and coordinate the activities and functions of the various City officers, all departments, commissions, and boards in accordance with City ordinances, good government, state and federal statutes and the policies of the Mayor and City Council to assure the effective and efficient utilization of City employees, funds, materials, facilities, and time and optimum services to the community;

2.10.040 Residency.

The City Administrator need not be a City resident.

2.10.050 Oath.

Before entering upon the duties of his office, the City Administrator shall take the official oath for the support of the government and the faithful performance of his duty and shall execute and file with the City Clerk a bond in favor of the City in such sum as may be fixed by motion of the City Council.

2.10.060 City Council member ineligible.

No person elected to membership on the City Council shall, subsequent to such election, be eligible for the appointment of City Administrator until one year has elapsed following the expiration of the last term for which the councilmember was elected.

2.10.070 City Administrator – Salary.

The salary of the City Administrator shall be recommended by the Mayor and as approved in the annual budget.

2.10.080 Vacancy in Mayor’s position.

In the event of a vacancy in the position of Mayor, there being a hiatus in the law as to the responsibility and authority of the City Administrator to carry out his duties and to whom he shall become responsible, the City of Ocean Shores does hereby declare that in such event as the Mayor’s office be vacant or unfilled, the City Administrator shall function as the chief administrative officer until such time as a Mayor takes office by election or appointment thereto.

Section 2. Effective Date. This ordinance shall take effect thirty (30) days from and after its passage, approval, and publication as required by law, whichever occurs latest.

THIS ORDINANCE PASSED AND ADOPTED by the City Council of the City of Ocean Shores at a regular open public meeting on this 22nd day of February 2011.

ATTEST:

Garland E. French, Mayor

Diane J. Foss, CMC, City Clerk

REVIEWED AND APPROVED BY:

Arthur A. Blauvelt III, City Attorney