

# Ordinance No. 00011

[\(Council Minutes 95/11/20\)](#)

## ORDINANCE NO. 95-11

AN ORDINANCE of the City of Lakewood, Washington, establishing the office of City Manager, prescribing the duties of the City Manager, and authorizing the City Manager to create departments, offices and positions

WHEREAS, the City of Lakewood is a non-charter, optional, municipal code city, organized under the Council-Manager form of government, as provided in Chapter 35A.13 of the Revised Code of Washington; and,

WHEREAS, Sections 35A.13.010 and 35A.13.090 of the Revised Code of Washington provide that the City may create such departments, offices, and employments as it deems advisable and that the Council shall appoint the City Manager, who shall be the chief executive officer and head of the administrative branch of City government; and,

WHEREAS, the Council desires to specify the powers, duties and requirements of the position of City Manager for the City of Lakewood.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF LAKEWOOD, WASHINGTON, DO ORDAIN as follows:

Section 1. Office of City Manager Established - Appointment. Pursuant to the provisions of Sections 35A.13.010 and 35A.13.090 of the Revised Code of Washington, there is hereby established for the City of Lakewood, the office of City Manager. Such office shall be appointive and all appointments to such office shall be made by the City Council.

Section 2. Duties of City Manager. The City Manager shall be the chief executive officer and head of the administrative branch of the City government. The City Manager shall be responsible to the Council for the proper administration of all affairs of the City. The City Manager shall be eligible to attend all meetings of the City Council, regular and executive. The City Manager shall be the chief purchasing agent, and shall have purchasing and contracting authority on individual purchases or contracts up to \$10,000, and as provided by the City's Purchasing Policy, with contracts over \$10,000 subject to Council approval. The City Manager shall have all of the powers, and shall perform each and all of the duties specified by Chapter 35A.13 RCW, together with any other duties or authority which may be conferred upon such office by the City Council or by the laws of the State of Washington pertaining to city managers, or the Ordinances or Resolutions of the City, as they now exist or may hereafter be amended.

Section 3. Creation of Departments, Offices and Positions. The City Manager is authorized to create, eliminate, consolidate

and modify such departments, offices and positions as the City Manager may find necessary or advisable for the efficient operations of the City and to determine the powers and duties of each department, office and position. The City Manager may delegate to any officer or position any duties required or authorized to be performed by the City Manager. The City Manager shall designate an Acting City Manager to be responsible during extended absences of the City Manager from the City.

Section 4. 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 5. Effective Date. The Ordinance shall be in full force and effect five (5) days after publication of the Ordinance Summary and on February 28, 1996, provided that the terms of this Ordinance shall be in effect during the interim period prior to February 28, 1996.

ADOPTED by the City Council this 20th day of November, 1995.

/S/ Bill Harrison

Mayor

Attest:

/S/ Alice M. Bush

City Clerk

Approved as to Form:

/S/ Daniel B. Heid

City Attorney

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