

City of Cheney, Washington  
609 2<sup>nd</sup> Street  
Cheney, WA 99004

**CITY OF CHENEY  
ORDINANCE NO. W-36**

**AN ORDINANCE AMENDING CHAPTER 2.40 ENTITLED "CITY  
ADMINISTRATOR" FOR THE PURPOSE OF CLARIFYING THE DUTIES,  
RESPONSIBILITIES, AND PROVIDING FOR OTHER MATTERS RELATED  
THERETO.**

WHEREAS, Chapter 2.40 of the Cheney Municipal Code creates the office of City Administrator, which is filled by appointment of the Mayor pursuant to RCW 35A.12.100;

WHEREAS, it is reasonable and necessary to modify the above ordinance in order to clarify the duties and responsibilities of the City Administrator in a manner that reflects the current and best practices of the City;

WHEREAS, RCW 35A.12.090 provides that the Mayor "shall have the power of appointment and removal of all appointed officers and employees...with confirmation by the City Council" of appointments required only when provided by ordinance of the City; and

WHEREAS, such appointed offices are held without definite term.

NOW, THEREFORE, the City of Cheney City Council do ordain as follows:

**1. Section 1. Amendment.** Section 2.40.010 entitled "Office Created - Appointment and removal" is hereby amended as follows:

2.40.010

There is created the office of city administrator, which office shall be filled by the appointment of the mayor, subject to confirmation by a majority of the city council, to serve at the pleasure of the mayor. ~~The present incumbent appointed~~

~~to the former office of administrative assistant shall continue in office as the city administrator, to serve as such at the pleasure of the mayor.~~

2. **Section 2. Amendment.** Section 2.40.020 entitled "Scope of authority" is hereby amended as follows:

2.40.020

The city administrator shall be the chief administrative ~~assistant executive and liaison~~ officer for the city, under the direction and authority of the mayor.

3. **Section 3. Amendment.** Section 2.40.030 entitled "Duties" is hereby amended as follows:

2.40.030

The city administrator shall have the following specific duties, powers and responsibilities, ~~in addition to others~~ as provided in this chapter or otherwise:

The City Administrator shall, subject to the direction of the Mayor

- (1) ~~Under the direction and authority of the mayor, he shall~~ supervise, administer and coordinate the activities and functions of ~~the various city officers, departments, commissions and boards~~ in carrying out to fulfill the requirements of ~~the city ordinances, resolutions~~ and the policies of the city council and to include ~~administer and supervise the carrying out of implementing~~ the decisions, regulations and policies of ~~the various city departments, commissions and boards.~~
- (2) ~~He shall~~ Regularly report to the mayor concerning the status of all assignments, duties, projects and functions performance of the various city officers, departments, commissions and boards.
- (3) ~~He shall~~ Oversee preparation and submission to the mayor of the annual budget and be responsible for its administration after adoption.
- (4) ~~He shall supervise all purchasing by the various city offices, departments, commissions and boards.~~
- (4)(5) ~~He shall~~ supervise all expenditures by the various city offices, departments, commissions and boards, for the purpose of keeping the same within the limitations of the annual budget of the city.
- (5)(6) ~~He shall assist the mayor generally in conducting the city's business in all matters, and p~~Perform such other duties and ~~assume such other~~

responsibilities as the mayor may direct ~~and as by ordinances and resolutions of the city council may be required.~~

4. **Section 4.** **Amendment.** Section 2.40.040 entitled "Salary" is hereby amended as follows:

2.40.040

The city administrator shall receive such compensation as may be fixed by the city council ~~at the time estimates are made as provided by law through written agreement,~~ the annual budget and salary ordinances.

5. **Section 5.** **Amendment.** Section 2.40.060 entitled "Residency requirement" is hereby amended as follows:

2.40.060

No person shall be employed by the City of Cheney as the city administrator unless such person shall reside within the corporate limits of the City of Cheney or ~~unless such person shall in writing undertake to establish such~~ residency within such city limits is established within six months after such person's effective date of employment. Based on extenuating circumstances such as condition of the housing market, construction delays or other reasonable factors beyond the control of the city administrator, the time period may be extended for up to a year at the discretion of the mayor.

6. **Section 6.** **Amendment.** Section 2.40.070 entitled "Failure to establish residency requirement" is hereby amended as follows:

2.40.070

Any person employed by the City of Cheney as city administrator after the effective date of the ordinance codified in this section who shall fail to establish residence within the ~~six month~~ period referred to in section 2.40.060; or who, having established residence within the corporate limits of the city, shall remove his residence from within such corporate limits, shall be ~~discharged~~ removed from ~~employment by the City of Cheney~~ the position of City Administrator.

7. **Section 7.** **Severability.** If any section, sentence, clause or phrase of this ordinance shall 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.

8. **Section 8.** **Effective Date.** This ordinance shall become effective thirty (30) days after its passage, approval, and publication.



Introduced this 27 day of May, 2014.

Passed by the City Council this 27 day of May, 2014.

Approved by the Mayor this 27 day of May, 2014.

  
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Tom Trulove, Mayor

ATTEST:

  
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Cynthia L. Niemeier, City Clerk

APPROVED AS TO FORM:

  
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Stanley M. Schwartz, City Attorney