

Repealed By 1104, Date: _____

ORDINANCE NO. 888

AN ORDINANCE OF THE CITY OF KIRKLAND, WASHINGTON, CREATING THE OFFICE OF CITY CLERK, SETTING FORTH THE DUTIES OF SUCH OFFICE AND PROVIDING THE MANNER OF APPOINTMENT AND COMPENSATION FOR SUCH OFFICE.

WHEREAS, Pursuant to RCW 35.24.020 the office of City Clerk may, upon decision of the City Council, be an appointive rather than an elective office, and

WHEREAS, the City Council finds that the interests of more efficient and effective governmental administration and of the general welfare would be served by such change in the office of the Kirkland City Clerk, now, therefore,

THE CITY COUNCIL OF THE CITY OF KIRKLAND DO ORDAIN AS FOLLOWS:

Section 1. There is hereby created the office of City Clerk in and for the City of Kirkland, King County, Washington, pursuant to the laws of the State of Washington, which office shall be filled by appointment by the Mayor with confirmation by a majority vote of the City Council.

Section 2. The City Clerk shall keep a full and true record of every act and proceeding of the City Council, keep such books, accounts and make such reports as may be required by the Division of Municipal Corporations in the office of the State Auditor. The City Clerk shall record all Ordinances annexing thereto his certificate giving the number and title of the Ordinance, stating that the Ordinance was published and posted according to law and that the record is a true and correct copy thereof. The record copy with the Clerk's certificate shall be prima facie evidence of the contents of the Ordinance and of its passage and publication and shall be admissible as such evidence in any Court or proceeding.

The City Clerk shall be custodian of the seal of the City and shall have authority to acknowledge the execution of all instruments by the City which would require acknowledgment and shall have authority to take all necessary affidavits to claims against the City of Kirkland and to certify them without charge.

The City Clerk shall perform all such other duties as may be required by statute or Ordinance.

In addition to the duties prescribed by the laws of the State of Washington, as hereinabove set forth, the City Clerk shall be ex-officio Division head of the Utilities Accounting Division of the Utilities Department as such Department was created and organized under Ordinance No. 826 of the City of Kirkland. Subject to ratification by Council resolution, the Mayor is hereby authorized to assign by delegation to the Clerk such other administrative duties as may, in his judgment, be consistent with good governmental and administrative practices.

Section 3. The City Clerk shall receive a salary in such amount as the City Council may from time to time establish by Ordinance, which salary shall be compensation for all services rendered by the Clerk in carrying out the duties imposed on the office of City Clerk by State law, City Ordinance, or delegation by the Mayor.

Section 4. The City Clerk may appoint a deputy or deputies for whose acts he and his bondsmen shall be responsible and said deputies shall have such authority as may be delegated to them by the City Clerk. Said deputy or deputies shall each receive a salary in such amount as the Council may establish from time to time by Ordinance.

Section 5. This Ordinance shall be in force and take effect five (5) days from and after its passage by the Council, approval by the Mayor and posting or publication in accordance with law, provided, however, that the appointments authorized herein to be made shall not affect the term of office of the incumbent clerk who shall serve for the remainder of the existing unexpired term.

INTRODUCED the 15 day of October, 1962.

PASSED and APPROVED the 5 day of November, 1962.

Attest:

George E. Anderson
City Clerk

Approved as to Form:

Ralph I. Thomas
Ralph I. Thomas - City Attorney

George E. Anderson
CITY CLERK

I hereby certify that the foregoing is a true and correct copy of an Ordinance of the City of Kirkland and that the same was published or posted according to law, said Ordinance being No. 888 and entitled "An Ordinance as above."