

ORDINANCE No. 3018

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO THE DEPARTMENT OF ADMINISTRATION AND FINANCE AND THE DIRECTOR THEREOF AND AMENDING CHAPTER 3.12 OF THE KIRKLAND MUNICIPAL CODE.

Be it ordained by the City Council of the City of Kirkland as follows:

Section 1. Section 3.12.010 of the Kirkland Municipal Code be and it hereby is amended to read as follows:

3.12.010 Office created - Duties.

Pursuant to RCW 35A.21.030 and as authorized by RCW 35.18.060 and 35.18.080, there is created the office of Director of Administration and Finance, who shall perform all of the duties and shall be vested with all of the authority now or hereafter by statute or ordinance required of or vested in the City Clerk and the City Treasurer, and shall perform such further duties as may be assigned from time to time by the City Manager.

Section 2. There is hereby added to Chapter 3.12 of the Kirkland Municipal Code a new section to read as follows:

3.12.020 Organization of the Department of Administration and Finance.

The Director of Administration and Finance may, pursuant to RCW 35A.13.090, and with the concurrence of the City Manager, establish within the Department of Administration and Finance functional divisions, such as for example, Personnel and Administration, Budget and Finance (including warrant operations), Purchasing, and/or Recording and Records; or such other functional divisions as the Director may deem appropriate to carry out the responsibilities and functions of his office and Department. The Budget and Finance Supervisor or Manager, may be designated "City Treasurer". The Recording and Records Supervisor or Manager may be designated "City Clerk".

Section 3. This ordinance shall be in force and effect five days from and after its passage by the Kirkland City Council and publication, as required by law.

Passed by majority vote of the Kirkland City Council  
in regular, open meeting this 18th day of May,  
1987.

Signed in authentication thereof this 18th day of  
May, 1987.

*Doris Cooper*  
MAYOR

ATTEST:

*Janice Perry* DEPUTY  
CLERK  
Director of Administration & Finance  
(ex officio City Clerk)

APPROVED AS TO FORM:

*T. J. ...*  
City Attorney