

**ORDINANCE NO. 35  
CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON**

**AN ORDINANCE OF THE CITY OF LIBERTY LAKE, WASHINGTON, CREATING  
THE OFFICE OF THE CITY ADMINISTRATOR, ESTABLISHING DUTIES AND  
PROVIDING FOR APPOINTMENT AND CONFIRMATION.**

WHEREAS, the City of Liberty Lake will incorporate on August 31, 2001;

WHEREAS, RCW 35A.12.090 provides that the City may appoint officers and employees by Ordinance including prescribing the qualifications for such office or employment; and

WHEREAS, the City of Liberty Lake desires the services of a City Administrator.

NOW, THEREFORE, the City Council of the City of Liberty Lake, Washington, do ordain as follows:

**Section 1.** Office Created. There is created the office of City Administrator which office shall be filled for an indefinite term by appointment of the Mayor with confirmation by the City Council. The City Administrator shall serve without definite term at the discretion of the Mayor.

**Section 2.** Duties. The City Administrator shall have the following duties, authority and responsibility under the direction and authority of the Mayor:

A. Supervise, administer and coordinate the activities and functions of the various City offices and departments to carry out the duties and requirements established by Ordinance, Resolution, Policy and the directives of the Mayor;

B. Regularly report to the Mayor concerning the status of all assignments, duties, projects, and functions of the various City offices and departments;

C. Serve as personnel officer for the City including the administration of the City's personnel policies;

D. Prepare and submit to the Mayor the annual budget and be responsible for its administration after adoption;

E. Supervise all purchasing by the City;

F. Supervise all expenditures by the City ensuring that they are within the limitations established by the annual City Budget;

G. Conduct the City's business including representing the City before other governmental agencies and commissions as directed by the Mayor; and

H. Perform such other duties and assume such responsibilities as the Mayor may direct or delegate or as may be required by Ordinance or Resolution.

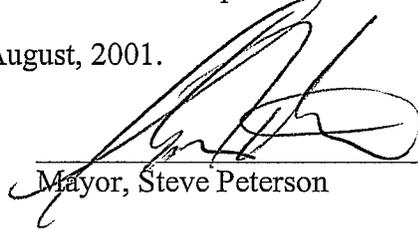
**Section 3. Qualifications.** The Mayor and City Council shall confer in order to establish qualifications for the position of City Administrator with such qualifications approved by Resolution of the Council.

**Section 4. Salary.** The salary for the position of City Administrator shall be set at the rate provided for in the annual budget adopted by the City Council.

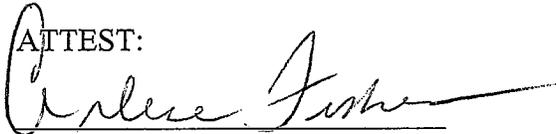
**Section 5. Severability.** If any section, sentence, clause or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

**Section 6. Effective Date.** This Ordinance shall be in full force and effect five (5) days after publication of the Ordinance Summary, and on the date of incorporation.

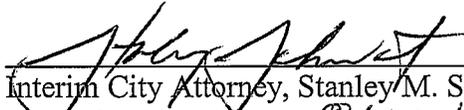
PASSED by the City Council this 14 day of August, 2001.

  
\_\_\_\_\_  
Mayor, Steve Peterson

ATTEST:

  
\_\_\_\_\_  
Interim City Clerk, Arlene Fisher

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Interim City Attorney, Stanley M. Schwartz  
Date of Publication: 8/23/01  
Effective Date: Date of Incorporation