

**ORDINANCE NO. 33  
CITY OF LIBERTY LAKE  
SPOKANE COUNTY, WASHINGTON**

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

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

WHEREAS, RCW 35A.12.020 requires that the City appoint a City Clerk; and

WHEREAS, the office of the City Clerk may be merged with that of a City Treasurer;  
and

WHEREAS, the City desires to prescribe the authority, duties and qualifications for the combined offices of the City Clerk/Treasurer.

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 Clerk which shall be merged with the Office of the City Treasurer pursuant to the laws of the State of Washington. This office shall be filled by appointment of the City Mayor with confirmation by the City Council. The City Clerk/Treasurer shall serve without definite term at the discretion of the Mayor.

**Section 2.**     Duties.

A.     The City Clerk shall keep a full and true record of every proceeding of the City Council and keep such books, accounts and make such reports as may be required by the State Auditor. The City Clerk shall record and index all ordinances, annexing thereto a certificate, giving the number and title of the ordinance, stating that the ordinance was published and posted according to the law and that the record is 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.

B.     The City Clerk shall be custodian of the seal of the City, and have authority to acknowledge the execution of all instruments by the City which require acknowledgment.

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

D. The City Clerk/Treasurer shall receive and safely keep all money which is delivered to the City through the City Clerk/Treasurer executing triplicate receipts, one to be filed in the Office of the City Clerk. The City Clerk/Treasurer shall receive all money due the City and to the extent authorized disburse it on checks making monthly settlement of all money received and disbursed.

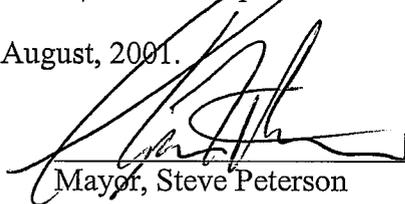
**Section 3. Qualifications.** The Mayor and City Council shall confer in order to establish qualifications for the position of City Clerk/Treasurer with such qualifications approved by Resolution of the Council.

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

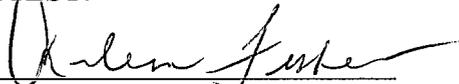
**Section 5. Severability.** If any section, sentence, clause or phrase of this ordinance shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause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

  
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Mayor, Steve Peterson

ATTEST:

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

APPROVED AS TO FORM:

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