

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

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

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

WHEREAS, the City adopted Ordinance No. 33 creating the joint office of the City Clerk/Treasurer; and

WHEREAS, the City currently has two separate positions for City Clerk and City Treasurer; and

WHEREAS, City Council desires to amend Ordinance No. 33 to update the appointive office of City Clerk to remove the combined office of City Treasurer; and

WHEREAS, the City desires to prescribe the authority, duties, and qualifications for the office of the City Clerk.

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 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 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.

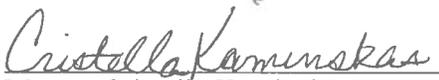
Section 3. Qualifications. The Mayor and City Council shall confer to establish qualifications for the position of City Clerk with such qualifications approved by Resolution of the Council.

Section 4. Salary. The salary for the position of City Clerk 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.

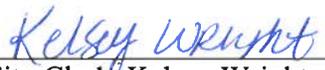
Section 6. Effective Date. This Ordinance shall be in full force and effect five (5) days after publication of the Ordinance Summary.

PASSED by the City Council this 16th day of November, 2021.



Mayor, Cristella Kaminskas

ATTEST:



City Clerk, Kelsey Wright

APPROVED AS TO FORM:



City Attorney, Sean P. Boutz
Date of Publication: 11/26/2021
Effective Date: 12/1/2021