

**ORDINANCE NO. 757**

**AN ORDINANCE OF THE CITY OF GIG HARBOR, WASHINGTON,  
RELATING TO APPOINTIVE OFFICERS, SEPARATING THE OFFICES  
OF CITY CLERK AND CITY TREASURER AND DESCRIBING THE  
DUTIES OF EACH OFFICE, REPEALING GIG HARBOR MUNICIPAL  
CODE SECTIONS 2.16.010, 2.16.020, AND ADDING NEW SECTIONS  
2.16.010, 2.16.020, 2.17.010 AND 2.17.020, AND ESTABLISHING AN  
EFFECTIVE DATE.**

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WHEREAS, the offices of City Clerk and City Treasurer are combined (Gig Harbor Municipal Code § 2.16.010); and

WHEREAS, the City Council desires to create a separate office for the City Clerk and the City Treasurer/Finance Director; now, therefore,

**THE CITY COUNCIL OF THE CITY OF GIG HARBOR, WASHINGTON, DO  
ORDAIN AS FOLLOWS:**

Section 1. Section 2.16.010 of the Gig Harbor Municipal Code is hereby repealed.

Section 2. A new Section 2.16.010 is hereby added to the Gig Harbor Municipal Code to read as follows:

**2.16.010 City Clerk, office created.**

The Mayor is authorized to appoint a qualified person to the office of City Clerk, pursuant to RCW 35A.12.090, and all other applicable statutes and ordinances. The City Clerk shall be required to annually furnish an official bond conditioned on the honest and faithful performance of his/her official duties, pursuant to RCW 35A.12.080.

Section 3. Section 2.16.020 of the Gig Harbor Municipal Code is hereby repealed.

Section 4. A new Section 2.16.020 is hereby added to the Gig Harbor Municipal Code to read as follows:

**2.16.020 City Clerk, duties.**

The City Clerk's duties shall include, but not be limited to, the following:

- A. Keep a record of ordinances of the City and provide copies thereof as authorized by RCW 5.44.080;
- B. Certify City streets as part of the highways system in accordance with the provisions of RCW 47.24.010;
- C. Perform the functions of a member of the firemen's pension board as provided by RCW 41.16.020;
- D. Serve as the trustee of the police relief and pension board as authorized by RCW 41.20.010;
- E. Serve as secretary-treasurer of the volunteer firefighters' relief and pension board as provided by RCW 41.24.060;
- F. Authenticate by his/her signature and record in full in a properly indexed book kept for the purpose, all ordinances and resolutions adopted by the council.
- G. Such other duties as may be required by RCW 35A.42.040, any other applicable statute or ordinance.

Section 5. A new Section 2.17.010 is hereby added to the Gig Harbor Municipal

Code to read as follows:

**2.17.010 City Treasurer/Finance Director, office created.**

The mayor is authorized to appoint a qualified person to the office of City Treasurer/Finance Director, pursuant to RCW 35A.12.090, and all other applicable statutes and ordinances. The City Treasurer/Finance Director shall be required to annually furnish an official bond conditioned on the honest and faithful performance of his/her duties, pursuant to RCW 35A.12.080, and all other applicable statutes and ordinances.

Section 6. A new Section 2.12.020 is hereby added to the Gig Harbor Municipal Code to read as follows:

**2.17.020 City Treasurer/Finance Director, duties.**

The City Treasurer's duties shall include, but not be limited to, the following:

- A. As provided in RCW 8.12.500 relating to bonds and compensation payments in eminent domain proceedings;
- B. As provided in RCW 68.52.050 relating to cemetery improvement funds;
- C. As provided in RCW 4.28.080 relating to custody of employees' retirement funds;
- D. As provided in RCW 47.08.100 relating to the use of city street funds;
- E. As provided in RCW 46.68.080 relating to motor vehicle funds;
- F. As provided in RCW 41.16.020 and chapter 41.20 RCW relating to police and firemen's relief and pension boards;
- G. As provided in chapter 42.20 RCW relating to misappropriation of funds;
- H. As provided in chapter 39.60 RCW relating to investment of municipal funds; and
- I. As provided in chapter 35A.31 RCW relating to claims and accident funds.

The treasurer shall be subject to the penalties imposed for the violation of any of such provisions, pursuant to RCW 35A.42.010.

Section 7. If any section, sentence, clause or phrase of this ordinance should 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 8. This ordinance shall take effect and be in full force five (5) days after publication of an approved summary consisting of the title.

APPROVED:

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MAYOR, GRETCHEN A. WILBERT

ATTEST/AUTHENTICATED:

CITY ADMINISTRATOR, MARK HOPPEN

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

BY \_\_\_\_\_

FILED WITH THE CITY CLERK: 4/10/97  
PASSED BY THE CITY COUNCIL: 4/28/97  
PUBLISHED: 5/7/97  
EFFECTIVE DATE: 5/12/97  
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