

AN ORDINANCE OF THE CITY OF OLYMPIA, WASHINGTON, AMENDING OLYMPIA MUNICIPAL CODE CHAPTER 2.12 RELATING TO THE DUTIES OF THE FINANCE DIRECTOR AS TREASURER AND CHIEF FINANCIAL OFFICER FOR THE CITY OF OLYMPIA

WHEREAS, the City of Olympia has a Finance Department that is supervised by a Finance Director who is responsible for performance of all financial, accounting, and auditing functions of the City of Olympia. The Finance Director is responsible for all work of the department, and is responsible for hiring and supervising employees in the Finance Department;; and

WHEREAS, it is necessary to clarify for purposes of state law and the Olympia Municipal Code that the Finance Director is the treasurer and chief financial officer for the City of Olympia;

NOW, THEREFORE, THE OLYMPIA CITY COUNCIL ORDAINS AS FOLLOWS:

Section 1. Amendment of OMC 2.12 Olympia Municipal Code Chapter 2.12 is hereby amended to read as follows:

**Chapter 2.12
OFFICERS**

2.12.000 Chapter Contents

Sections:

- [2.12.010](#) Designated.
- [2.12.020](#) Appointment--Removal.
- [2.12.030](#) City Clerk--Duties.
- [2.12.040](#) City aAttorney--Duties.
- [2.12.050](#) Finance Director --Duties.
- [2.12.060](#) Director of Public Works--Powers and duties.

2.12.010 Designated

The officers of the City, besides the City Manager, Mayor and Councilmembers, shall be as follows: a City Clerk, a City Attorney, a Municipal Judge, a Finance Director, a Chief of Police, a Chief of the Fire Department, and a Director of Public Works. Additional offices and employment shall be created in the budgetary process as the Council finds necessary or advisable, and the Council shall determine the powers and duties of each office.

2.12.020 Appointment –Removal

Each officer shall be appointed by and shall serve at the pleasure of the City Manager, except that the Municipal Court Judge shall be elected pursuant to RCW [3.50](#). Removal of officers by the City Manager is

subject to the provisions of any applicable law, rule or regulation relating to civil service and public employment and the City's personnel regulations.

2.12.030 City Clerk –Duties

It shall be the duty of the City Clerk or their designee to retain on file in accordance with state law all papers and documents belonging to the City; to keep a record of City Council meetings and proceedings, resolutions and ordinances; and to perform all other duties required by law or by the ordinances of the City.

2.12.040 City Attorney –Duties

The City Attorney shall be the legal advisor of the City Council and of all the other officers of the City in relation to matters pertaining to their respective offices. The City Attorney or their designee shall represent the City in all litigation in all courts in which the City is a party or directly interested and shall prosecute all violations of the City ordinances, and shall act generally as the attorney for the City and the several departments of the City government and shall perform such other duties as the City Council may direct. The City Council or City Manager may hire special counsel from time to time for any purpose deemed necessary.

2.12.050 Finance Director -Duties

The Finance Director or their designee shall be responsible for and in charge of the Finance Department of the City and shall perform all financial, accounting, and auditing functions of the City. The Finance Director shall be responsible for all work of the department, and shall be responsible for hiring and supervising employees in the Finance Department. The Finance Director shall fulfill the duties and perform the tasks of treasurer and chief financial officer of the City, as may be required by state law or this code.

2.12.060 Director of Public Works –Powers and duties


The Director of Public Works or their designee shall be responsible for and in charge of the Department of Public Works. The Director of Public Works shall have general responsibility for engineering, utilities, transportation, fleet, facilities, and other assigned operations and maintenance programs.

Section 2. Corrections. The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this Ordinance, including the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 3. Severability. If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or application of the provisions to other persons or circumstances shall remain unaffected.

Section 4. Ratification. Any act consistent with the authority and prior to the effective date of this Ordinance is hereby ratified and affirmed.

Section 5. Effective Date. This Ordinance shall take effect thirty (30) days after passage and publication, as provided by law.



MAYOR

ATTEST:

Sean Keier

CITY CLERK

APPROVED AS TO FORM:

Mark Barber

CITY ATTORNEY

PASSED: May 7, 2024

APPROVED: May 7, 2024

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