



CITY OF KIRKLAND
Department of Finance & Administration
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MEMORANDUM

To: Kurt Triplett, City Manager

From: Kathi Anderson, City Clerk
Michael Olson, Director, Finance and Administration

Date: May 26, 2015

Subject: Kirkland Municipal Code Update Chapter 3.16.070 - Service of Process

RECOMMENDATION:

Council approves the attached ordinance updating KMC Chapter 3.16.070.

BACKGROUND DISCUSSION:

In accordance with RCW 4.28.080(2) which sets out the legal process for the service of summonses on cities, Kirkland Municipal Code (KMC) 3.16.070 provides a list of designated agents who may accept and sign for the service of legal documents on the City of Kirkland in order to facilitate proper service.

A number of changes have occurred resulting from department reorganizations and position reclassifications that necessitate an update to the language in this section of the KMC, which was last updated in 1998.

The proposed ordinance updates the current language in the KMC to reflect correct position titles and department name, and includes the deputy city manager position as an addition to the list of designated agents.

ORDINANCE O-4481

AN ORDINANCE OF THE CITY OF KIRKLAND RELATING TO THE DESIGNATION OF AGENTS BY THE MAYOR AND THE CITY MANAGER TO ACCEPT SERVICE OF PROCESS.

1 The City Council of the City of Kirkland do ordain as follows:
2

3 Section 1. Section 3.16.070 of the Kirkland Municipal Code is
4 amended to read as follows:
5

6 3.16.070 Service of process.
7

8 Pursuant to RCW 4.28.080(2), the mayor and city manager designate
9 the city clerk as their agent to accept service of summonses and other
10 original process during normal city business hours (eight a.m. to five
11 p.m.). Whenever the city clerk cannot be so served, the mayor and city
12 manager designate the following persons, in descending order of
13 preference, to be served during normal business hours: The deputy city
14 clerk, the director of ~~administrative services-finance and administration,~~
15 ~~or the secretary~~ the executive assistant for the city manager or the
16 deputy city managers. In the event that none of these persons can be
17 so served, then service may be to the city manager. If the city manager
18 cannot be served, then service may be to the mayor.
19

20 Section 2. This ordinance shall be in force and effect five days
21 from and after its passage by the Kirkland City Council and publication,
22 as required by law.
23

24 Passed by majority vote of the Kirkland City Council in open
25 meeting this ____ day of _____, 2015.
26

27 Signed in authentication thereof this ____ day of
28 _____, 2015.

MAYOR

Attest:

City Clerk

Approved as to Form:

City Attorney