

**ITY OF GRANITE FALLS**

**ORDINANCE NO. 904-2015**

**AN ORDINANCE OF THE CITY OF GRANITE FALLS, WASHINGTON, RELATING TO THE COUNCIL-MANAGER FORM MUNICIPAL GOVERNMENT AMENDING VARIOUS SECTIONS OF THE GRANITE FALLS MUNICIPAL CODE (GFMC) TO REFLECT THE RECENT CHANGE IN FORM OF GOVERNMENT OF THE CITY OF GRANITE FALLS FROM A MAYOR-COUNCIL PLAN TO A COUNCIL-MANAGER PLAN OF GOVERNMENT AMENDING GFMC SECTION 1.12.010, CHAPTER 2.04, CHAPTER 2.06, SECTION 2.08.070, CHAPTER 2.12, CHAPTER 2.18, CHAPTER 2.52, CHAPTER 3.04, SECTION 3.06.090, SECTION 3.12.030, SECTION 3.12.090, CHAPTER 3.32, SECTION 5.30.020 "DIRECTOR", SECTION 6.16.040, SECTION 8.04.250, SECTION 9.58.040 (B) (13) and (D), SECTION 10.72.020 "CITY DESIGNATED OFFICIAL", SECTION 13.16.020, SECTION 13.24.020 "DEVELOPER REIMBURSEMENT AGREEMENT", SECTION 15.02.040; SECTION 15.02.120 (B), SECTION 15.02.180, SECTION 19.02.080 "H" "HEARING EXAMINER", SECTION 19.04.030 (E) "HEARING EXAMINER", SECTION 19.05.060 (A) (3) (G) AND 19.05.060 (H) (1), SECTION 19.05.070 (D) (3), GFMC SECTION 19.07.035 (D) (4); PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, pursuant to an election held on November 2, 2015 in accordance with RCW 35A.06.040, RCW 35A.06.050, RCW 29A.04.330 and other applicable laws, the results of which were certified by the Snohomish County Auditor on November 24, 2015, the voters of the City adopted the Council-Manager form of government as set forth in Chapter 35A.13 RCW; and,

**WHEREAS**, due to the recent change in form of government of Granite Falls from the Mayor-Council plan to the Council-Manager plan of government the City Council has determined that it is in the best interest of the City of Granite Falls to amend sections of the Granite Falls Municipal Code (GFMC) to reflect and be consistent with this new form of government and state law; and

**WHEREAS**, most of the amendments will substitute the term City Manager for the terms City Administrator and/or Mayor referenced in the GFMC in order to avoid any potential/actual conflicts with the applicable state law and to provide clear authorization as to the duties and obligations of the City Manager; and

**WHEREAS**, in addition, the City Council has determined that it is in the best interests of the City of Granite Falls, that since the voters of the City have adopted the Council-Manager

form of government which eliminates the role of the elected Mayor in the Mayor-Council plan, as the executive head of the executive branch of the city government, that the City Council will not fill the vacant mayor position (vacated on October 31, 2015) with a “plus-one” sixth councilmember as there is no current elected mayor desiring or authorized under state law (RCW 35A.06.030) to complete the remainder of the term. The appointed City Manager under the Council-Manager plan will serve in the executive branch roll of the City government.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GRANITE FALLS, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1.** GFMC Section 1.12.010 entitled “Adoption” is amended to read as follows:

**1.12.010 Adoption.**

There is adopted for the city of Granite Falls, Washington, the classification of non-charter code city ~~retaining the mayor/council~~ plan of government under which the city of Granite Falls is currently operating. Pursuant to an election held on November 2, 2015 in accordance with RCW 35A.06.040, RCW 35A.06.050 and RCW 29A.04.330 and other applicable law, the results of which were certified by the Snohomish County Auditor on November 24, 2015, the city adopted the Council-Manager for of government as set forth in Chapter 35A.13 RCW, endowed with all the applicable rights, powers, privileges, duties and obligations of non-charter code cities as set forth in RCW Title 35A. as the same now exists, including, but limited to, those set for the in Chapter 35A.11 RCW, and further including any and all supplements, amendments or other modifications of said RCW Title 35A which may hereafter be enacted.

**Section 2.** GFMC Chapter 2.04 entitled “Mayor” is hereby amended to read as follows:

**Chapter 2.04  
MAYOR**

Sections:

2.04.010 ~~Election—Oath.~~ Mayor — Election — Chair to be mayor — Duties

2.04.020 ~~Duties.~~

2.04.030 ~~Appointment of officers.~~

2.04.040 Mayor pro tempore.

2.04.050 Vacancy.

2.04.060 ~~Compensation.~~

2.04.010 ~~Election—Oath.~~ Mayor — Election — Chair to be mayor — Duties

~~The mayor shall be elected for a four year term, and shall serve until a successor is elected and qualifies by statute. The mayor, before entering upon the duties of the office, shall take and file with the clerk an oath of office. [Ord. 306 § 1, 1981.]~~

Pursuant to RCW 35A.13.030 biennially at the first meeting of the new council the

members thereof shall choose a chair from among their number (unless the chair is elected pursuant to RCW 35A.13.033.) The chair of the council shall have the title of mayor and shall preside at meetings of the council. In addition to the powers conferred upon him or her as mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the council. The mayor shall be recognized as the head of the city for ceremonial purposes and by the governor for purposes of military law. He or she shall have no regular administrative duties, but in time of public danger or emergency, if the City Manager is unavailable, is authorized take command of the police, maintain law, and enforce order.

2.04.020 Duties.

~~The mayor shall preside over all meetings of the council, sign all warrants drawn on the treasury and shall sign all written contracts entered into by the city. The mayor may administer oaths and affirmations, and take affidavits and certify them. The mayor shall sign all conveyances made by the city and all instruments which require the seal of the city. The mayor is authorized to acknowledge the execution of all instruments executed by the city which require acknowledgment. [Ord. 848 § 1(A), 2013; Ord. 306 § 2, 1981.]~~

2.04.030 Appointment of officers.

~~The mayor shall appoint a clerk and a chief of police; and may appoint a city attorney, pound master, street superintendent, a civil engineer, and such police and other subordinate officers as may be provided for by ordinance. All appointive officers shall hold office at the pleasure of the mayor and shall not be subject to confirmation by the city council unless otherwise provided by law. [Ord. 848 § 1(A), (B), 2013; Ord. 306 § 3, 1981.]~~

2.04.040 Mayor pro tempore.

~~During a temporary absence or disability of the mayor, the council shall choose a mayor pro tempore who, during such absence or disability, shall possess the powers and duties of mayor. [Ord. 306 § 4, 1981.]~~

2.04.050 Vacancy.

~~A vacancy in the office of mayor shall be filled by a majority vote of the council. The appointee filling the vacancy shall serve for the unexpired term. [Ord. 306 § 5, 1981.]~~

2.04.060 Compensation.

~~The mayor shall be paid such compensation as shall be provided by ordinance. The mayor may be reimbursed for actual expenses incurred in the discharge of official duties upon presentation of a claim therefor and its allowance and approval by resolution of the council. [Ord. 306 § 6, 1981.]~~

**Section 3.** GFMC Chapter 2.06 entitled "City Administrator" is hereby amended to be entitled "City Manager" and to read as follows:

**Chapter 2.06**

## **CITY MANAGER ADMINISTRATOR**

Sections:

2.06.010 ~~Appointment. Office of City Manager Established - Substitute.~~

2.06.020 ~~Duties. Qualifications.~~

2.06.030 ~~Powers and Duties.~~

2.06.010 ~~Appointment. Office of City Manager Established – Substitute.~~

(A) There is hereby created the office of City Manager, which office shall be filled by a majority vote of the City Council. The City Manager shall serve at the pleasure of the City Council and the terms of the City Manager's employment, including tenure, will be specified by a contract executed by the Mayor with the approval of a majority of the City Council. No provision of said contract may be contrary to the requirements of state law or City ordinance. The City Manager shall be subject to removal from office by a majority vote of the members of the City Council. The procedures for removal of the City Manager shall be as set forth in Chapter 35A.13 RCW as said statutes now read or are hereinafter amended.

(B) City Manager – Substitute Per RCW 35A.13.150

The council may designate a qualified administrative officer of the city or town to perform the duties of manager:

(1) Upon the adoption of the council-manager plan, pending the selection and appointment of a manager; or

(2) Upon the termination of the services of a manager, pending the selection and appointment of a new manager; or

(3) During the absence, disability, or suspension of the manager.

~~The city administrator shall be appointed by the mayor and shall be removed at the pleasure of the mayor as provided by law. The appointment of the city administrator shall be in writing signed by the mayor, approved by the city council, and filed with the city clerk/treasurer. [Ord. 878 § 1, 2014.]~~

2.06.020 ~~Duties. Qualifications.~~

(A) Waiver of City Residency

Pursuant to RCW 35A.13.050, the City Council waives the requirement that the City Manager be a resident of the City of Granite Falls. The City Manager need not be a resident at the time of his or her appointment or during the duration of the appointment.

(B) He or she shall be chosen by the council solely on the basis of his or her executive and administrative qualifications with special reference to his or her actual experience in, or his or her knowledge of, accepted practice in respect to the duties of his or her office.



(C) No person elected to membership on the council shall be eligible for appointment as city manager until one year has elapsed following the expiration of the term for which he or she was elected.

~~The mayor of the city is authorized to appoint a city administrator who shall be employed on the terms of a written contract between the city and the city administrator, which contract shall be approved by the city council.~~

~~The city administrator shall have the following specific duties, powers and responsibilities, in addition to others provided by law:~~

~~(A) Under the direction and authority of the mayor, the administrator shall supervise, administer and coordinate the activities and functions of the various city offices, departments, commissions and boards in carrying out the requirements of city ordinances and the policies of the city council. The city administrator shall administer and supervise the carrying out of the decisions, regulations and policies of the various city departments, commissions and boards.~~

~~(B) The city administrator shall regularly report to the mayor concerning the status of all assignments, duties, projects and functions of the various city offices, departments, commissions and boards. The city administrator shall also report to the city council at council meetings.~~

~~(C) The city administrator shall assist the city clerk/treasurer with the preparation and submission of the annual budget to the mayor and the council.~~

~~(D) The city administrator shall serve as personnel officer of the city, under the direction of the mayor.~~

~~(E) The city administrator shall supervise all purchasing by the various city offices, departments, commissions and boards.~~

~~(F) The city administrator at the direction of the mayor, and subject to confirmation by the city council, may serve in a dual role such as city administrator/public works director, or city administrator/treasurer, or city administrator/city clerk. [Ord. 878 § 1, 2014.]~~

#### **2.06.030 Powers and Duties.**

(A) The City Manager shall be responsible for the general administration and supervision of City government. The City Manager will be responsible for the line management of all City departments, including accountability for their performance. The specific authority and other responsibilities of the City Manager shall be set forth in

Chapter 35A.13 and RCW 35A.13.080 as it now reads or is hereinafter amended, and in a written job description to be reviewed annually as a part of the performance review.

On an annual basis, the City Council shall conduct a performance review of the City Manager and shall meet and discuss with the City Manager in executive session the results of the evaluation.

**Section 4.** GFMC Section 2.08.070 entitled "Meeting Rules" is hereby amended to read as follows:

**2.08.070 Meeting rules.**

(A) Statutory Compliance Required. Meetings of the council shall be conducted in accordance with the laws of the state as the same are now or hereafter shall be in force.

(B) Time and Place – Legal Holidays. Regular meetings of the council shall be held on the first and third Wednesdays of each month at the hour of 7:00 p.m., and a regular work session meeting on the second Wednesday of each month at the hour of 7:00 p.m. The meetings shall be held in the council chambers of City Hall, 206 S. Granite Ave., Granite Falls, Washington, and shall be open to the public. Regular meetings may be adjourned from time to time during the month, as necessity may require, by the majority vote of the council members present at any such regular meeting. Less than a quorum of the governing body may also adjourn from time to time, and if all members are absent from any regular or adjourned meeting, the city clerk may declare the meeting adjourned to a stated time and place and provide notice in accordance with RCW 42.30.080 and 42.30.090. In the event a regular meeting of the council occurs on a legal holiday, the council shall hold its regular meeting on the next secular day following the legal holiday.

(C) Open to the Public. All meetings of the city council shall be open to the public, except as provided for in RCW 42.30.110 or 42.30.140.

(D) Presiding Officer. The mayor shall preside at meetings of the council, ~~and be the chief executive and administrative officer of the city in accordance with RCW 35A.12.100.~~ In case of the mayor's absence or temporary disability, the council, by majority vote, shall appoint a mayor pro tempore from its membership. The mayor is referred to as "presiding officer" from time to time in this chapter.

(1) Preservation of Order. The presiding officer shall preserve order and decorum, confining council members to debate the question under discussion.

(2) Powers. The mayor shall:

~~(a) Report to the city council concerning the affairs of the city and its financial and other needs, and shall make recommendations for council consideration and action;~~

~~(b) Prepare and submit to the council a proposed budget as required by Chapter 35A.33 RCW;~~

~~(c) Have general supervision of the administration of the city and of all city interests;~~

~~(d) Be the official and ceremonial head of the city and shall represent the city on ceremonial occasions, except that, when illness or other duties prevent the mayor's attendance, the mayor pro tem or other council member or suitable person may be designated by the mayor to represent the city on such occasion.~~

(E) Quorum. Attendance of a majority of the members of the council shall constitute a quorum thereof.

(F) Attendance/Excused Absences. If absence is anticipated, a council member shall contact the presiding officer, fellow council member, or city clerk prior to the meeting and state the reason for his/her inability to attend the meeting. Following roll call, the presiding officer, fellow council member, or city clerk shall inform the council of the member's absence and state the reason for such absence. If there is a motion to excuse the member, this motion shall be non-debatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the clerk will make an appropriate notation in the minutes.

(G) Preparation of Agenda/Council Material. As a guideline for advance preparation of the agenda, the city clerk, under the direction of the City Manager ~~mayor~~, shall arrange a list of proposed matters according to the order of business, and prepare and distribute a draft agenda by 5:00 p.m. Friday, at least five days before the next regular city council meeting. Council members may direct the City Manager ~~mayor~~ to add items to the agenda as long as the request is received by noon Thursday at least six days before the next regular city council meeting. A copy of the preliminary agenda and supporting materials shall be distributed to council members and City Manager ~~mayor~~ and made available to other staff, the media, and city residents in advance of the meeting. At the city council meeting, the city council may, by majority vote of the council members present, delete any item from the agenda, or add any item to it, after stating the reasons for the change.

(H) Public Notice of Preliminary Meeting Agendas. The public shall be notified of the preliminary agenda for forthcoming council meetings by the city clerk posting a copy of the preliminary agenda at City Hall, the post office, and the library by 5:00 p.m. at least two days prior to the scheduled meeting. The preliminary agenda may also be posted on the city website as an additional form of notification.

(I) Minutes. The city clerk shall be ex officio clerk of the council and shall keep the minutes and records as required by state law, of all council proceedings including public hearings, regular meetings, and special meetings, and perform such other duties in the meeting as may be required by the council or City Manager ~~mayor~~. The minutes kept shall identify the general discussion of the issue in summary form and complete detail of the official action or consensus reached, if any. [Ord. 875 § 1, 2014; Ord. 864 § 1, 2014;

Ord. 776 § 1, 2009.]

**Section 5.** GFMC Section 2.08.090 entitled “Meeting procedures” is hereby amended to read as follows:

**2.08.090 Meeting procedures.**

(A) Rules of Order. Rules of order and questions of parliamentary procedure not otherwise specified by statute, ordinance or resolution shall be governed by Robert’s Rules of Order Newly Revised – 10th Edition, or any revisions or amendments thereto.

(1) A council member desiring to speak shall address the presiding officer and, upon recognition by the presiding officer, shall speak to the issues in a civil manner, respecting the viewpoints of others and avoiding personalities, focusing on the issue at hand, sharing their own motives and reasons for supporting or not supporting an item for discussion, in a polite and courteous manner towards each other and the public.

(2) A council member, while speaking, should not be interrupted unless it be to call the council member to order

(3) Council members have the right to speak more than once on the same question; provided, however, that before speaking a second time, all other council members who have not yet spoken on the question and who desire the floor must be allowed the opportunity first.

(B) Motions. All items of business placed before the council that require the expenditure of council and/or administration resources shall be in the form of an affirmative motion. Affirmative motions are preferred to prevent “approval by default” of a failed negative motion.

(C) Order of Business – Regular Meetings – First and Third Wednesdays. The accepted order of business of all the regular meetings of the council held on the first and third Wednesdays of each month shall be transacted as shown in the following list; provided, however, that during a council meeting the council may, by majority vote, rearrange the order of the items on the agenda, or postpone any item, or add any item to the agenda, to conduct the business before the council more expeditiously or in a manner desired by the council. This accepted order of business may also be changed periodically from the format shown as follows:

- (1)
  - (a) Call to order.
  - (b) Flag salute.
  - (c) Roll call.
  - (d) Consent agenda.
  - (e) Staff reports.

- (f) Public comment/nonagenda items.
- (g) New business.
- (h) Current business.
- (i) Mayor's comments (five minutes).
- (j) Council comments (15 minutes).
- (k) City Manager's comments (five minutes)
- ~~(k)~~ Executive session (if requested).
- ~~(l)~~ Adjourn.

(2) All subjects on the current agenda under public comment, and public comment on items not on the agenda, are limited to three minutes per individual unless revised by the city council by majority vote (see subsection (C)(4) of this section).

(3) In the event of single subject group comment, a spokesperson shall be designated to speak on behalf of the group and be limited to five minutes. However, at the discretion of the council by majority vote, additional time allocation for a spokesperson may be allowed. Groups that qualify for this special treatment shall submit to the mayor, prior to comment, a list of present group constituents or others in agreement so that duplication shall not occur.

(4) The city council desires to allow a maximum opportunity for public comment. However, the business of the city must proceed in an orderly, timely manner. At any time, the council, at its sole discretion, may set such reasonable limits by majority vote as are necessary to prevent disruption of other necessary business.

(5) Subjects Not on the Current Agenda. Any member of the public may request time to address the council after first stating their name, address or neighborhood (at the option of the speaker), and the subject of their comments. The presiding officer may then allow the comments subject to the time limitations set forth in this section. Following such comments, the presiding officer may place the matter on a future agenda, or refer the matter to city staff or a council committee for follow up.

(6) Subjects on the Current Agenda. Any member of the public who wishes to address the council on an item on the current agenda shall make such request to the presiding officer at the time when comments from the public are requested during the agenda item discussion. As an option, the presiding officer may invoke a sign-in procedure. The presiding officer shall rule on the appropriateness of public comments as the agenda item is reached and shall rule on a specific individual or group time limit for public comment. The presiding officer may change the order of speakers so that comment is heard in the most logical groupings.

(7) Comments shall be made from the microphone at the lectern, first giving the speaker's name and address or neighborhood (at the option of the speaker). No comments shall be made from any other location, and anyone making "out of order" or disruptive comments shall be subject to removal from the meeting.

(8) There will be no demonstrations (i.e., clapping or cheering) before, during, or at the conclusion of anyone's presentation.

(9) Any ruling by the presiding officer may be overruled by a vote of a majority of members present.

(10) Adjournment. No meeting shall be permitted to continue beyond 10:30 p.m. without the approval of a simple majority of council members present and eligible to vote. The council shall be deemed to have approved an extension of the meeting beyond 10:30 p.m. unless a member requests a vote to whether to extend or adjourn. A new time limit must be established before taking a council vote to extend the meeting. The items not acted upon or considered shall be deferred to the next regular council meeting, as old business, unless the council, by a majority vote of council members present, determines otherwise.

(11) City Manager, Mayor and Council Member Comments and Concerns. The agenda shall provide a time when the City Manager (City Manager's comments) mayor ("mayor's comments") or any council member ("council comments") may bring before the council any business that he/she feels should be deliberated upon by the council or added to a future agenda. These matters need not be specifically listed on the agenda, but formal action on such matters shall be deferred until a subsequent council meeting, except that for those items that need immediate council action or approval, such action or approval may be taken upon a vote of a majority of all council members present.

(D) Order of Business – Regular Work Session Meetings – Second Wednesday. The accepted order of business of all the regular work session meetings of the council held on the second Wednesday of each month shall be transacted as shown in the following list; provided, however, that during a council meeting the council may, by majority vote, rearrange the order of the items on the agenda, or postpone any item, or add any item to the agenda, to conduct the business before the council more expeditiously or in a manner desired by the council. This accepted order of business may also be changed periodically from the format shown as follows:

- (1) (a) Call to order.
- (b) Roll call.
- (c) Discussion topics.
- (d) Executive session (if requested).
- (e) Adjourn.

(2) No public comment shall be taken or permitted by the city council at any point during regular work session meetings held on the second Wednesday of each month.

(E) Citizens' Comments. For meetings which include public comment as an agenda item, time shall be set aside for the council to hear from the public, subject to subsection (C)(2) of this section.

(1) No member of the public shall be heard until recognized by the presiding officer. Any member of the public interrupting city council proceedings, approaching the dais without permission, otherwise creating a disturbance, or failing to abide by these rules of procedure in addressing the city council, may be charged with disorderly conduct (RCW 9A.84.030, a misdemeanor) and, at the direction of the presiding officer or the majority of the council, may be removed from council chambers.

(2) All remarks shall be made to the city council as a body and not to an individual council member or to the presiding officer.

(3) Each person who addresses the city council shall not make personal, impertinent, slanderous or profane remarks to any council member, the presiding officer, city staff, or the general public. Any person who makes such remarks, or who utters loud, threatening, personal or abusive language, or engages in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of any city council meeting shall, at the discretion of the presiding officer or a majority of the council, be removed from the council chambers and be barred from further audience before the council during that council meeting.

(4) Warning. The presiding officer shall request that a person who is breaching the rules of decorum be orderly and silent. If, after receiving a warning or warnings from the presiding officer, a person persists in disturbing the meeting, the presiding officer or a majority of the council shall order him/her to leave the council meeting. If such person does not remove himself, the presiding officer or a majority of the council may order any law enforcement officer to remove the person from council chambers. Any person who resists removal by the law enforcement officer ~~shall~~ may be charged with a violation of this section.

(F) Voting. The votes during all meetings of the council shall be transacted as follows:

(1) Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of the mayor or any council member, a roll call vote shall be taken by the city clerk. The order of the roll call vote shall be determined by the city clerk.

(2) In the event the presiding officer has called for both aye and nay votes, in addition to abstentions, silence of a council member during a voice vote shall be counted and recorded as an affirmative vote.

(3) In case of a tie vote on any proposal or question, the proposal or question shall fail, ~~unless the mayor exercises his/her authority to cast a vote to break the tie in favor of the proposal or question. The mayor shall have a vote only in the case of a tie in the votes of the council members that does not relate to the passage of an ordinance, grant or revocation of a franchise or license, or resolution for the payment of money.~~

(4) The passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the council.

(5) The passage of any public emergency ordinance (an ordinance that takes effect immediately), such as an ordinance for provisions for emergencies or expenditures necessary for the protection of the public health, public safety, public property, or public peace, shall require the affirmative vote of at least a majority plus one of the whole membership of the council. Public emergency ordinances may not levy taxes; grant, renew or extend a franchise; or authorize the borrowing of money.

(6) The passage of any motion or resolution shall require the affirmative vote of at least a majority of the council members who are present and eligible to vote, unless otherwise authorized or required by provisions of Washington State law, the Granite Falls Municipal Code, or this chapter (see subsection (F)(4) of this section).

(7) A motion or request by a council member (with or without a second) to “call the question” (or similar words indicating an intent to terminate further debate and take a vote on a pending motion) allows a vote on the pending motion to immediately take place, unless any council member requests that the motion to “call the question” be put to a vote, in which case, debate is only terminated if adopted by a two-thirds vote of the council members present.

(8) Telephonic Attendance. A council member may attend a council meeting via telephone once per calendar year. Telephonic attendance of a council member shall not constitute a quorum of the council. In order to attend a council meeting via telephone, a council member shall inform the city clerk no later than three working days before the meeting in order for a telephone connection to be arranged, whereby the voice of the council member can be identified, the council member can hear all that is spoken at the meeting, and all persons at the meeting



can hear the council member speak. To attend a council meeting by telephone, a council member shall have received in advance all materials for the meeting. Telephone attendance of a council member for purposes of voting on a quasi-judicial matter at a council meeting is prohibited.

(G) Committees. All special committee members shall be appointed by the City Manager ~~mayor~~ with the approval of the council.

(H) Reading of Minutes. Unless a reading of the minutes of a previous council meeting is requested by a council member, such minutes may be approved without reading; provided, that the city clerk has furnished each council member with a written copy of the minutes prior to the present meeting. [Ord. 803 § 1, 2010; Ord. 776 § 1, 2009.]

**Section 6.** GFMC Chapter 2.12 entitled “City Clerk /Treasurer” is hereby amended to read as follows:

### **Chapter 2.12 CITY CLERK/TREASURER**

Sections:

- 2.12.010 Created.
- 2.12.020 Appointment.
- 2.12.030 Oath – Bond.
- 2.12.040 Duties.

#### **2.12.010 Created.**

The offices of city treasurer and city clerk are combined into the single office of city clerk/treasurer in the city of Granite Falls. [Ord. 880 § 2, 2014.]

#### **2.12.020 Appointment.**

The City Manager ~~mayor~~ shall appoint a clerk/treasurer who shall hold office at the pleasure of the City Manager ~~mayor~~, as provided by the laws of the state of Washington. [Ord. 880 § 2, 2014; Ord. 854 § 1, 2013; Ord. 308 § 1, 1981. Formerly 2.12.010.]

#### **2.12.030 Oath – Bond.**

The clerk/treasurer, before entering upon the duties of the office, shall file an oath of office and execute a bond approved by the council in such sum as the council by ordinance may determine, conditioned for the faithful performance of the duties, including in the same bond the duties of both the clerk and treasurer and all other offices of which the clerk is made ex officio incumbent. The bond of the clerk/treasurer will be filed with the City Manager ~~mayor~~ or designee. [Ord. 880 § 2, 2014; Ord. 854 § 1, 2013; Ord. 308 § 2, 1981. Formerly 2.12.020.]

#### **2.12.040 Duties.**

The clerk/treasurer shall keep all books and records of the city and perform such duties as are required by the provisions of the laws of the state of Washington for both a city clerk and a city treasurer. The clerk/treasurer shall perform all such other duties required by ordinance or resolution passed by the city council now existing or hereafter adopted. [Ord. 880 § 2, 2014; Ord. 854 § 1, 2013; Ord. 308 § 3, 1981. Formerly 2.12.030.]

**Section 7.** GFMC Chapter 2.18 entitled “Deputy Clerk /Treasurer” is hereby amended to read as follows:

**Chapter 2.18  
DEPUTY CLERK/TREASURER**

Sections:

- 2.18.010 Appointment.
- 2.18.020 Removal.

**2.18.010 Appointment.**

The City Manager ~~mayer~~ or his or her designee is hereby authorized to appoint a deputy clerk/treasurer whose duties shall be defined by the City Manager ~~mayer~~ in the appointment. [Ord. 879 § 1, 2014.]

**2.18.020 Removal.**

The City Manager ~~mayer~~ or his or her designee shall have the power of appointment and removal of the deputy clerk/treasurer subject to any applicable law or rule and any provisions of an applicable collective bargaining agreement. [Ord. 879 § 1, 2014.]

**Section 8.** GFMC Chapter 2.52 entitled “Credit Card Policy” is hereby amended to read as follows:

**Chapter 2.52  
CREDIT CARD POLICY**

Sections:

- 2.52.010 Credit card policy adopted.
- 2.52.020 Credit card policy and procedures.
- 2.52.030 Credit card user agreement.

**2.52.010 Credit card policy adopted.**

The city council of the city of Granite Falls hereby establishes and adopts a city credit card policy. [Ord. 767 § 1, 2008.]

**2.52.020 Credit card policy and procedures.**

(A) Purpose. To authorize the city’s policy on use of the city credit card to transact official city business.

(B) Groups Affected. City Manager ~~Mayor~~ and city clerk/treasurer.

(C) References. Ordinance 767.

(D) Policy. The city council has authorized the City Manager ~~city-mayor~~ to implement procedures for the use of the city credit card for the following uses:

(1) Travel. Credit card may be used by city employees when in travel status on official city business for airline tickets, ferry, hotel, parking, taxi, meal cost, gas and emergency city vehicle repairs, and other travel-related expenses as authorized by the City Manager ~~city-mayor~~ or city clerk/treasurer. In addition the assigned individual may use the city credit card for conference and class registration. Out-of-state travel and out-of-state registrations require the City Manager's ~~mayor's~~ or city clerk/treasurer's pre-approval.

(2) Purchases. The assigned credit card may be used for ordering supplies and/or equipment, including online purchases.

(E) Procedures. A city credit card will be kept by the city clerk/treasurer for limited use for city purchases. City employees wishing to use the city credit card for purchasing must call the city clerk/treasurer and give the name of the vendor, the estimated amount of the purchase, a description of the purchase being made and other information needed to make the purchase. The city clerk/treasurer will keep a log of such purchases. Employees may be held personally liable for any purchases appearing on the credit card bill which do not appear on the credit card log. All credit card charges must be accounted for.

(F) Card Limits. City Manager ~~Mayor~~ and city clerk/treasurer cards limit shall not exceed \$10,000.

(G) Ensure Proper Use. The city clerk/treasurer will ensure that all cards are used in accordance with this policy. Any misuse will be reported to the City Manager ~~city-mayor~~.

(1) Credit card may not be used for cash advances.

(2) Credit card may not be used for personal purchases.

(3) Any charges that cannot be properly identified or which are not appropriate to city or state policies or regulations shall be paid immediately by the user of the card by cash, check, or payroll deduction.

(4) City credit cards may not be used to purchase services (i.e., consultant fees, window washing, temporary help, etc.).

(5) Credit cards may not be used to pay other invoices or statements.

(H) Receipts/Verification. Employees authorized to use city credit cards are responsible for providing, as necessary, documentation, required by city clerk/treasurer to process payment, on a timely basis.

(1) Employee will submit credit card receipts no later than five business days after the purchase date, or within two business days of return from travel status.

(2) Employee will submit delivery receipts no later than two business days after the merchandise is received.

(3) Employee will document Internet purchases, by printing out the purchase confirmation page from the vendor's website.

(4) Employee will document phone purchases, by signing a copy of the page the item was ordered from (i.e., catalog page, brochure, flyer etc.).

(5) If interest or late fees are incurred as a result of an employee's failure to submit necessary documentation in a timely manner, the employee will be held responsible for payment of those fees, and payment may be withheld from the employee's pay.

(I) Any exceptions to this policy must be approved by the City Manager ~~city mayor~~ or city clerk/treasurer in advance.

(J) The City Manager ~~mayor~~ or city clerk/treasurer will disallow use of the city credit card by any employee for violation or misuse of the credit card in accordance with this policy.

(K) The city clerk/treasurer is responsible for administration of the cards, including but not limited to: selection of card provider; payment of credit card bills, which shall be paid in full monthly; managing the issuance of the cards; and ensuring proper use. [Ord. 767 § 1 (Exh. A), 2008.]

**2.52.030 Credit card user agreement.**

I, \_\_\_\_\_, as an employee of the city of Granite Falls, accept personal responsibility for the safeguard and proper use of city credit card # \_\_\_\_\_, which has been assigned to me for use in the performance of my job, in accordance with the terms in the policy.

I have read and understand the credit card policies and procedures. \_\_\_\_\_ Initial

I understand the mayor or city clerk/treasurer will disallow my use of the city credit card for violation or misuse of the credit card and/or credit card policies and procedures.

I understand that each time I use, or authorize the use thereof, that I am adhering to the following statement:

“I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenditures incurred by me and that no payment had been received by me on account thereof.”

I understand that I will be held personally liable for any inappropriate charges I incur to the city credit card, and payment for any such inappropriate charges is hereby authorized to be withheld from my paycheck.

The undersigned individual had read and understands the above statement.

Date: \_\_\_\_\_

[Ord. 767 § 1 (Exh. A)(Att. A), 2008.]

**Section 9.** GFMC Chapter 3.04 entitled “Checks” is hereby amended to read as follows:

**Chapter 3.04  
CHECKS**

Sections:

3.04.010 Payment of claims or other obligations of the city.

3.04.020 Procedures.

**3.04.010 Payment of claims or other obligations of the city.**

Pursuant to RCW 35A.04.020, payment of claims or obligations of the city shall be by check. The qualified public depository, whereon such checks are to be drawn, shall be Key Bank, located at 117 S. Granite Avenue, Granite Falls, WA 98252, with city officers authorized to sign checks being the City Manager, mayor, the mayor pro tem, the city clerk, and the city treasurer, with two of the previous five-four signatures required. [Ord. 848 § 8, 2013; Ord. 7 § 1, 1904.]

**3.04.020 Procedures.**

The city treasurer is authorized to pay claims or other obligations of the city which are payable out of solvent funds by check; no city check shall be drawn against any fund until a written bill for the amount claimed as due from the city has been filed with the city treasurer, been presented to the city council and the bill allowed and ordered paid by a vote of the city council at a regular meeting thereof. [Ord. 848 § 8, 2013; Ord. 7 §§ 2, 3, 4, 1904.]

**Section 10.** GFMC Section 3.06.090 entitled “Books-Records” is hereby amended to read as follows:

**3.06.090 Books – Records.**

(A) It shall be the duty of each taxpayer taxed upon his or its gross income to keep and enter in a proper book or set of books or records an account which shall accurately reflect the amount of his or its gross income, which account shall always be open at the principal place of business to the inspection of the city clerk, or his duly authorized agent, and from which the officer or his agent may verify the return made by the taxpayer. The records shall be preserved for a period of five years.

(B) The application, statements, or returns made to the city clerk, pursuant to this chapter, shall not be made public, nor shall they be subject to inspection of any person except the City Manager ~~mayer~~, city attorney, city clerk or his authorized agent and members of the city council. [Ord. 881 § 1, 2014; Ord. 408 § 9, 1988.]

**Section 11.** GFMC Section 3.12.030 entitled “Contract – Department of Revenue” is hereby amended to read as follows:

**3.12.030 Contract – Department of Revenue.**

The City Manager ~~mayer~~ and clerk may enter a contract with the Department of Revenue for administration of the tax. [Ord. 312 § 3, 1981.]

**Section 12.** GFMC Section 3.12.090 entitled “Department of Revenue as agent” is hereby amended to read as follows:

**3.12.090 Department of Revenue designated as agent.**

The Washington State Department of Revenue is designated as agent for the city for the purpose of collection and administration of the tax levied in GFMC 3.12.040 through 3.12.130; provided, however, that the City Manager ~~mayer~~ of the city may enter into a contract with the Department of Revenue for administration and collection of the tax imposed by GFMC 3.12.040 through 3.12.130 in accordance with RCW 82.14.050 and 82.14.060. [Ord. 848 § 1(A), 2013; Ord. 335, 1982; Ord. 332, 1982.]

**Section 13.** GFMC Chapter 3.32 entitled “Payment of Claims” is hereby amended to read as follows:

**Chapter 3.32  
PAYMENT OF CLAIMS**

Sections:

3.32.010 Payment of claims or other obligations of the city.

**3.32.010 Payment of claims or other obligations of the city.**

Pursuant to RCW 35A.04.020, payment of claims or obligations of the city shall be by check. The qualified public depository, whereon such checks are to be drawn, shall be Key Bank, located at 117 S. Granite Avenue, Granite Falls, WA 98252, with city officers

authorized to sign checks being the City Manager, mayor, the mayor pro tem, the city clerk, and the city treasurer, with two of the previous five ~~four~~ signatures required. [Ord. 793 § 1, 2010.]

**Section 14.** GFMC Section 5.30.020 entitled “Definitions” - “Director” is hereby amended to read as follows (all other provisions of Section 5.30.020 remain in effect and unchanged):

**5.30.020 Definitions.**

...

“Director” means the City Manager ~~city’s mayor~~ or the City Manager’s ~~mayor’s~~ designee.

...

**Section 15.** GFMC Section 6.16.040 entitled “Interlocal agreement approved” is hereby amended to read as follows:

**6.16.040 Interlocal agreement approved.**

The city council of Granite Falls authorizes and directs the City Manager ~~mayor~~ to execute the interlocal agreement on behalf of the city. A copy of the comprehensive plan is on file with the city clerk and is incorporated by reference. [Ord. 848 § 1(A), 2013; Ord. 436 § 4, 1990.]

**Section 16.** GFMC Section 8.04.250 entitled “Animal control officer appointed” is hereby amended to read as follows:

**8.04.250 Animal control officer appointed.**

The animal control officer of the city shall be appointed by the City Manager ~~mayor~~ or his/ her designee. The position shall be subject to the supervision of the chief of police or his/her designee. [Ord. 672, 2003; Ord. 640, 2001.]

**Section 17.** GFMC Sections 9.58.040 (B) (13) and 9.58.040 (D) are hereby amended to read as follows (all other provisions of Section 9.58.040 remain in effect and unchanged)::

**9.58.040 Noises prohibited.**

...

(B)...

(13) The erection, including excavation, demolition, alteration or repair, of any building, in a residential, apartment, hotel or business district other than between the hours of 7:00 a.m. and 6:00 p.m. on weekdays, except in case of urgent necessity in the interest of public safety and convenience, and then only under approval from the office of the City Manager ~~mayor~~. Said weekend work approval to be submitted to the department of public works for processing as required by this code;

.....

(D) Use of Loudspeakers. The reasonable use of loudspeakers or amplifiers is permitted; provided, that no loudspeaker or amplifier shall be used in residential zone districts; and provided, that no person shall use any loudspeaker, amplifier, or similar device which shall project sound above the ambient level beyond the property lines of the premises upon which it is being used without first obtaining a permit from the office of the City Manager ~~mayor~~ to do so. In issuing a permit, the office of the mayor may impose such restrictions on time, area and volume as are necessary to preserve the public peace and safety. [Ord. 663 § 4, 2003.]

**Section 18.** GFMC Section 10.72.020 entitled “Definitions” - “City designated official” is hereby amended to read as follows (all other provisions of Section 10.72.020 remain in effect and unchanged):

**10.72.020 Definitions.**

...

“City’s designated official” is defined as the member of the city’s administrative staff authorized by the City Manager ~~mayor~~ to issue use permits or declare emergency road conditions.

...

**Section 19.** GFMC Section 8.04.250 entitled “Animal control officer appointed” is hereby amended to read as follows:

**13.16.020 Superintendent – Appointed.**

The water superintendent shall be appointed by the City Manager ~~mayor~~ and shall hold office during the pleasure of the City Manager ~~mayor~~. [Ord. 65 § 2, 1912.]

**Section 20.** GFMC Section 13.24.020 entitled “Definitions” - “Developer reimbursement agreement” is hereby amended to read as follows (all other provisions of Section 13.24.020 remain in effect and unchanged):

**13.24.020 Definitions.**

...

“Developer reimbursement agreement” means a written contract between the city, as approved by the city council and executed by the City Manager ~~mayor~~, and one or more developers providing for construction of water, sewer, and/or storm drainage and for partial reimbursement to the developer.

...

**Section 21.** GFMC Section 15.02.040 entitled “Board of appeals/adjustment” is hereby amended to read as follows:



**15.02.040 Board of appeals/adjustment.**

(A) Should any code adopted in this chapter provide for an appeal to a board of appeals or board of adjustment, the city of Granite Falls planning commission shall serve as the board of appeals or board of adjustment. The decision of the planning commission shall be final subject only to (1) an appeal to the Building Code Council where the adopted code provides for such appeal, or (2) an appeal to the Snohomish County superior court in accordance with the Land Petition Act in all other instances.

(B) Whenever the City Manager ~~mayer~~ or his/her designee disapproves of an application or refuses to grant a permit applied for under the codes adopted by this chapter, or when it is claimed that the provisions of the International Fire Code do not apply or that the true intent and meaning of the International Fire Code has been misconstrued or wrongly interpreted, the applicant may appeal such decision to the board of appeals/adjustment. Appeals shall be submitted and filed with the city clerk within 10 working days after said decision.

(C) The board of appeals/adjustment created pursuant to this section shall serve as the board of appeals/adjustment for all building and construction-related codes adopted in this chapter. [Ord. 842 § 1 (Exh. A), 2013.]

**Section 22.** GFMC Section 15.02.120 (B) is hereby amended to read as follows (all other provisions of 15.02.120 remain in effect and unchanged:

**15.02.120 ...**

...

(B) The International Fire Code, 2012 Edition, is hereby amended to define certain terms used in the International Fire Code as follows:

(1) "Municipality" or "jurisdiction" shall mean the city of Granite Falls.

(2) "Fire chief" or "administrator" shall mean the City Manager ~~mayer~~ or his/her designee.

(3) "Corporation counsel" shall mean the city attorney.

(4) "Fire marshal" and "fire inspector" shall refer to the Snohomish County fire marshal and inspectors in the employ of Snohomish County and acting under authority of contract/interlocal agreement between the city of Granite Falls and Snohomish County.

...

**Section 23.** GFMC Section 15.02.180 is hereby amended to read as follows:

**15.02.180 Civil fines.**

(A) Authority. A person who violates any provision of this chapter, and/or who fails to obtain any necessary permit, and/or who fails to comply with a regulatory order after notice thereof, shall be subject to a civil fine.

(B) Amount. A civil fine shall not exceed \$1,000 for each violation. Each separate event, action or occurrence shall constitute a separate violation. Each day a violation continues without correction shall constitute a separate violation. Fines imposed under this section shall continue to accrue until the violation is dismissed or remedied.

(C) Notice. A civil fine shall be imposed by a written notice, and shall be effective when served or posted as set forth in subsection (E) of this section. A civil fine may be imposed as part of a regulatory order or as a separate matter. If a civil fine is imposed as a separate matter, the City Manager ~~mayer~~ or his/her designee shall issue a written notice describing the date, nature, location, and act(s) comprising the violation, the amount of the fine, the authority under which the fine has been issued, and how the fine may be appealed.

(D) Collection. Civil fines shall be immediately due and payable upon issuance and receipt of a regulatory order or a notice of civil fine. Subsequent accrual of fines under subsection (B) of this section shall be due and payable upon such accrual. If remission or appeal of a regulatory order or notice of civil fine is timely sought, fines shall continue to accrue until issuance of a decision on such remission or appeal by the city council. If a civil fine remains unpaid 30 days after it becomes due and payable, the City Manager ~~mayer~~ or his/her designee may take actions necessary to recover the fine, including judicial enforcement or assignment for collection. Civil fines shall be paid into the city's general fund when received.

(E) Application for Remission. Any person to whom a notice of civil fine has been issued may apply in writing to the City Manager ~~mayer~~ or his/her designee for remission of the fine. Such application which shall concisely state the reasons justifying such remission shall be filed with the city clerk within five days of the effective date of said notice. The notice of the civil fine shall be deemed effective when posted at the location of the violation, and/or delivered to a suitable person at the location, and/or delivered by mail or otherwise to the owner and/or other person having responsibility for the location. The City Manager ~~mayer~~ or his/her designee shall issue a written decision on the application within five days of receipt. A fine may be remitted in whole or in part only upon a demonstration by the applicant of extraordinary circumstances and a determination by the City Manager ~~mayer~~ or his/her designee that the fine was excessive or unwarranted under the circumstances.

(F) Appeal. A notice of civil fine may be appealed to the city council by posting an appeal fee of \$250.00 and delivering for filing with the city clerk a written request for an appeal containing the following:

- (1) The name and address of appellant.
- (2) A complete copy of the decision being appealed.
- (3) The name of the body to whom the appeal is directed.
- (4) A concise statement of appellant's interest and standing in the appeal.
- (5) A concise explanation describing the specific reasons why the appellant believes the decision to be wrong.
- (6) The desired outcome of the appeal and/or changes to the recommendation or decision.

(G) Administrative Appeal Procedure. The city clerk shall notify the City Manager ~~mayor~~, city council, city attorney, and other appropriate personnel of the filing of every appeal (whether or not timely filed) and shall forward a copy of the appeal to the appeal body to which it is directed, and shall cause the appeal to be placed on the next regular meeting agenda for scheduling purposes. At the regular meeting at which the appeal is noted, the appeal body shall schedule further action on the appeal as necessary and appropriate to hear and resolve the appeal, including, without limitation, study sessions, briefings by staff and/or parties, and argument or hearing dates. The appeal hearing shall be an open record or closed record hearing as appropriate. The appellant shall bear the burden of persuasion by a preponderance of the evidence at the hearing. [Ord. 842 § 1 (Exh. A), 2013.]

**Section 24.** GFMC Section 19.02.080 H "Hearing examiner is hereby amended to read as follows (all other provisions of 19.02.080 H remain unchanged and in effect):

**19.02.080 H.**

...

"Hearing examiner" means the official appointed by the City Manager ~~mayor~~ to adjudicate land use decisions as set forth in this code.

...

**Section 25.** GFMC Section 19.04.030 (E) entitled "Hearing examiner" is hereby amended to read as follows (all other provisions of 19.04.030 E remain unchanged and in effect):

(E) Hearing Examiner. The hearing examiner shall serve at the pleasure of the City Manager ~~mayor~~. The City Manager ~~mayor~~ or assignee may choose to use the hearing examiner instead of the planning commission on any quasi-judicial project. The hearing examiner shall interpret, review and make recommendations on implementation of land use regulations as provided by ordinance and may perform other quasi-judicial functions as are delegated by ordinance. Unless otherwise specified, the term "hearing examiner" shall also mean deputy examiners and examiners pro tem.

Hearing examiners shall be appointed based on their qualifications for the duties of the office including education and experience.

(1) Influence and Conflict of Interest. No person, including city officials, elected or appointed, shall attempt to influence the hearing examiner in any matter pending before him/her, except at a public hearing duly called for such purpose, or to interfere with the hearing examiner in the performance of his/her duties in any way; provided, that this section shall not prohibit the city attorney from rendering legal service to the hearing examiner upon request. The hearing examiner shall be subject to the same code of ethics as set forth in RCW 35A.63.170 and Chapter 42.23 RCW.

(2) Rules. The hearing examiner shall have the power to prescribe rules for the scheduling and conduct of hearings and other procedural matters related to his/her duties.

(3) Powers. At the discretion of the City Manager ~~mayor~~, the hearing examiner shall have the authority to:

(a) Review and make recommendations on the following land use permit matters pursuant to RCW 35A.63.170:

- (i) Conditional use permits;
- (ii) Variances;
- (iii) Preliminary plats;
- (iv) Appeals of administrative decisions or determinations;
- (v) Planned residential developments (PRDs);
- (vi) Official site plans;
- (vii) Appeals of administrative decisions or determinations pursuant to Chapter 43.21C RCW;
- (viii) Amortization periods for nonconforming signs;
- (ix) Manufactured/mobile home parks;
- (x) Nonconforming use permits;
- (xi) Appeals of SEPA determinations of the underlying land use action.

(b) Review and decide civil violations in conjunction with enforcement actions of the city as described in GFMC 19.04.120, Enforcement.

(4) Procedures. The hearing examiner shall:

(a) Receive and examine available information;

(b) Conduct public hearings in accordance with the provisions of this title, Chapter 42.32 RCW and all other applicable law, and prepare a record thereof;

(c) Administer oaths and affirmations;

- (d) Issue subpoenas and examine witnesses; provided, that no person shall be compelled to divulge information which he/she could not be compelled to divulge in a court of law;
- (e) Regulate the course of the hearing;
- (f) Make and enter findings of fact and conclusions to support his/her decisions;
- (g) Conduct conferences for the settlement or simplification of the issues;
- (h) Conduct discovery;
- (i) Dispose of procedural requests or similar matters;
- (j) Take official notice of matters of law or material facts;
- (k) Issue summary orders in supplementary proceedings; and
- (l) Take any other action authorized by or necessary to carry out this chapter;
- (m) The above authority may be exercised on all matters for which jurisdiction is assigned to the hearing examiner by city ordinance, code or other legal action of the city council. The nature of the hearing examiner's decision shall be as specified in this chapter and in each ordinance or code which grants jurisdiction to the hearing examiner. [Ord. 740 § 1 (Exh. A), 2007.]

**Section 26.** GFMC Section 19.05.050 (B) entitled "Type of Approval" is hereby amended to read as follows (all other provisions of 19.05.050 remain unchanged and in effect):

**19.05.050 Preliminary plats.**

....

(B) Type of Approval. A preliminary plat is a Type 2 application approved by the city council based on the recommendation of the planning commission. The City Manager ~~mayer~~ has the option of using a hearing examiner for the process.

....

**Section 27.** GFMC Section 19.05.060 (A) (3) (g) and 19.05.060 (H) (1) are hereby amended to read as follows (all other provisions of 19.05.050 remain unchanged and in effect):

**19.05.060 Final plat.**

(A) Requirements for Completed Application.

....  
(3) Application Contents. In addition to the requirements for a completed application set forth in GFMC 19.04.040, the applicant shall submit the following:

...  
(g) Signatures of the county treasurer, city clerk, city engineer, planning commission chair, and City Manager ~~mayor~~.

....  
(H) Final Plat – Recording Required.

(1) Upon city council approval of a final plat, the City Manager ~~mayor~~ and the city engineer shall execute the written approval on the face of the plat and the original final plat shall be recorded by the city.

....

**Section 28.** GFMC Section 19.05.070 (D) (3) is hereby amended to read as follows (all other provisions of 19.05.070 remain unchanged and in effect):

**19.05.070 Plat vacation and alteration.**

...  
(D) Type of Criteria for Approval of Plat Alteration.

....  
(3) Revised Plat. After approval of the alteration, the designated official shall order the applicant to produce a revised drawing of the approved alteration of the final plat or short plat which, after signature of the City Manager ~~mayor~~, shall be filed with the county auditor to become the lawful plat of the property. [Ord. 740 § 1 (Exh. A), 2007.]

**Section 29.** GFMC Section 19.07.020 (A) (2) is hereby amended to read as follows (all other provisions of 19.07.020 remain unchanged and in effect):

**19.07.020 Critical areas regulations.**

(A) General Provisions – Definitions.

...  
(2) Definitions.

...  
“City clerk” means the city clerk of the city of Granite Falls or any other city official appointed by the City Manager ~~mayor~~ to administer this title.

...

**Section 30.** GFMC Section 19.07.035 (D) (4) (is hereby amended to read as follows (all other provisions of 19.07.035 remain unchanged and in effect) :

**19.07.035 Flood damage prevention.**

....

(D) Administration.

....

(4) Designation of the City's Designated Official. The city's designated official shall be appointed by the City Manager ~~mayor~~ to administer and implement this section by granting or denying floodplain development permit applications in accordance with its provisions.


....

**Section 3.** Severability. If any section, subsection, sentence, clause, phrase or word of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this ordinance.

**Section 4.** Effective Date. This ordinance shall take effect five days after the date of its publication by summary and passage.

ADOPTED by the City Council and APPROVED by the Mayor this 16<sup>th</sup> day of December 2015.

CITY OF GRANITE FALLS

By   
Matt Hartman, Mayor Pro Tem

ATTEST:

By   
Darla Reese, City Clerk

APPROVED AS TO FORM:

By   
Thom Graafstra, City Attorney

Date of Publication: 12/19/15

Effective Date: 12/24/15