

**CITY OF GRANITE FALLS
Granite Falls, Washington**

ORDINANCE NO. 965-2019

AN ORDINANCE OF THE CITY OF GRANITE FALLS, WASHINGTON RE-ESTABLISHING THE POSITION OF CITY CLERK, ELIMINATING THE JOINT POSITION OF CITY CLERK/TREASURER, AND ESTABLISHING THE POSITION OF FINANCE/HUMAN RESOURCES DIRECTOR BY REPEALING THE EXISTING CHAPTER 2.12 GFMC AND ADOPTING A NEW CHAPTER 2.12 GFMC AND MAKING TECHNICAL AMENDMENTS TO REFERENCES IN THE BALANCE OF THE GRANITE FALLS MUNICIPAL CODE

Whereas the City wishes to establish the position of Finance/Human Resources Director;

Whereas the Granite Falls Municipal Code currently provides for a combined position of City Clerk/Treasurer;

Whereas amendments to City code are necessary to eliminate the combined position of City Clerk/Treasurer, to re-establish the position of City Clerk, to establish the position of Finance/Human Resources Director, and to make technical amendments in City Code consistent with the positions of City Clerk and Finance/Human Resources Director;

NOW, THEREFORE, the City Council of the City of Granite Falls, Washington do ordain as follows:

Section 1. Granite Falls Municipal Code Chapter 2.12 entitled CITY CLERK/TREASURER is hereby repealed.

Section 2. A new Chapter 2.12 Granite Falls Municipal Code entitled City Clerk and Finance/Human Resources Director is hereby adopted, reading as follows:

**Chapter 2.12
CITY CLERK and FINANCE/HUMAN RESOURCES DIRECTOR**

Sections:

2.12.010 Created.

2.12.020 Appointment.

2.12.030 Oath – Bond.

2.12.040 Duties.

2.12.010 Created.

The separate offices and positions of City Clerk and Finance/Human Resources Director are hereby created in the city of Granite Falls. The City Clerk shall perform all functions of a City Clerk as required by law. The Finance/Human Resources Director shall perform all function of a City Treasurer as required by law. The City Manager may adopt a job description for each position.

2.12.020 Appointment.

The city manager shall appoint a City Clerk and a Finance/Human Resources Director, each of whom shall hold office at the pleasure of the city manager, as provided by the laws of the state of Washington

2.12.030 Oath – Bond.

The City Clerk, 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 all other offices of which the clerk is made ex officio incumbent. The Finance/Human Resources Director, 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 Treasurer and all other offices of which the Finance/Human Resources Director is made ex officio incumbent. The bonds will be filed with the city manager or designee and may be a blanket bond or coverage.

2.12.040 Duties.

The City Clerk shall keep all records of the city and perform such duties as are required by the provisions of the laws of the state of Washington for a city clerk. The Finance/Human Resources Director shall keep all books and financial records of the City and perform such duties as are required by the provisions of the laws of the state of Washington for a city treasurer. Each shall perform all such other duties required by ordinance or resolution passed by the city council now existing or hereafter adopted.

Section 3. References to City Clerk or Clerk/Treasurer. References in city code to City Clerk or Clerk/Treasurer and pertaining to functions normally performed by a City Clerk shall be deemed references to the position of City Clerk as established by this Ordinance and Chapter 2.12 “City Clerk and Finance/Human Resources Director” enacted in this Ordinance. References in city code to City Treasurer or Treasurer, unless the context indicates otherwise, shall be deemed references to the position of Finance/Human Resources Director as established by this

Ordinance and Chapter 2.12 "City Clerk and Finance/Human Resources Director" enacted in this Ordinance.

Section 4. Budget Amendment. Contemporaneous with the effective date of this Ordinance, a budget amendment shall be adopted.

Section 5. Termination of Existing Independent Contractor Arrangement. Contemporaneous with the effective date of this Ordinance, any existing independent contractor agreement to provide finance services to the City shall be terminated.

Section 6. Severability. If any section, Subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or situation should be held to be invalid or unconstitutional for any reason by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this ordinance or its application to any other person or situation.

Section 7. Effective Date. This Ordinance shall become effective five (5) days after publication as required by law. .

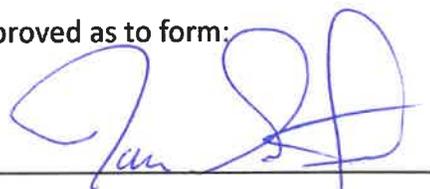
ADOPTED by the City Council and **APPROVED** by the Mayor this 17th day of April, 2019.

CITY OF GRANITE FALLS

By: 
Matthew Hartman, Mayor Tom Fitzgerald
Proctor

ATTEST:

By: 
Darla Reese, MMC, City Clerk

Approved as to form:
By: 
Thom Graafstra, City Attorney

Date of Publication: 4/20/2019

Effective Date: 4/25/2019