

Agenda Item #13

Consideration of Ordinance 2021-32
Amending Grantsville City Code Chapter
2 Bifurcating the Powers and Duties of
the City Manager and Mayor; Amending
the Duties and Powers of the City
Recorder, City Treasurer, and City
Officers; and Adopting Duties and
Powers for the Director of Finance

**GRANTSVILLE
ORDINANCE 2021-32**

CITY MANAGER POWERS AND DUTIES

**AN ORDINANCE AMENDING GRANTSVILLE CITY CODE CHAPTER 2
BIFURCATING THE POWERS AND DUTIES OF THE CITY MANAGER AND
MAYOR; AMENDING THE DUTIES AND POWERS OF THE CITY RECORDER,
CITY TREASURER, AND CITY OFFICERS; AND ADOPTING DUTIES AND
POWERS FOR THE DIRECTOR OF FINANCE**

WHEREAS, the City Council has authority pursuant to Utah Code 10-3b-403(1)(b) (iii) to create the position of City Manager and "appoint [that] manager to perform executive and administrative duties or functions that the council by ordinance delegates to the manager[;]" and

WHEREAS, Grantsville City has been experiencing a phase of rapid growth that is putting ever increasing demands on its elected officials; and

WHEREAS, the City Council hereby finds that to meet the needs of this growth and overall needs of the City, it is in the best interest of the City and its residents, to create the Office of City Manager; and

WHEREAS, the Office of City Manager shall be commanded by a City Manager, selected or hired by, and subject to the control of, the City Council;

WHEREAS, the City Council also finds that ordinances, rules and regulations should be adopted to define the powers, duties, and functions of the City Manager, and

WHEREAS, the City Council has determined that these actions are in the best interest of, and promote the health, safety and welfare of the City.

NOW THEREFORE, be it ordained by the Council of the Grantsville, in the State of Utah, as follows:

SECTION 1: **REPEAL** "2-7-2 Financial Responsibilities Of City Recorder - Financial Administration Ordinance" of the Grantsville Municipal Code is hereby *repealed* as follows:

BEFORE REPEAL

2-7-2 Financial Responsibilities Of City Recorder - Financial Administration Ordinance

- A. Pursuant to the provisions of §10-6-157 of the Utah Code, the City's Director of Finance is hereby designated to act as the financial officer of the city for the purpose of approving the following bills and expenditures:
 - 1. Payroll checks, if the checks are prepared in accordance with a salary

schedule and established in a personnel ordinance or resolution;

2. Routine expenditures such as utility bills, payroll-related expenses, supplies, materials, and payments on city-approved contracts and capital expenditures which were referenced in the budget document and approved by an appropriation resolution adopted for the current fiscal year.
- B. Any expenditure approved under this Section shall first be approved by the finance director and all checks so authorized shall also be countersigned by two of the following officers; the finance director, treasurer or mayor. All expenditures approved under this Section, with the exception of employee payroll checks shall be regularly reported to the city council at the same time that the city council approves the other expenditures and bills of the city.
- C. No individual expenditure authorized under this Section shall exceed \$100,000.00.
- D. The director of finance's fidelity bond shall be in the sum of at least \$400,000.00 through June 2010, at which time it shall then be secured in the same amount and shall comply with all of the rules and other requirements of the city treasurer's fidelity bond. The city treasurer shall secure a fidelity bond at least in the amount required by the rules of the State money management council and with a corporate surety licensed to do business in the state of Utah and having a current A.M. Best Rating of "A" or better.

AFTER REPEAL

~~2-7-2 Financial Responsibilities Of City Recorder - Financial Administration Ordinance~~

(Repealed)

- A. Pursuant to the provisions of §10-6-157 of the Utah Code, the City's Director of Finance is hereby designated to act as the financial officer of the city for the purpose of approving the following bills and expenditures:
1. Payroll checks, if the checks are prepared in accordance with a salary schedule and established in a personnel ordinance or resolution;
 2. Routine expenditures such as utility bills, payroll-related expenses, supplies, materials, and payments on city-approved contracts and capital expenditures which were referenced in the budget document and approved by an appropriation resolution adopted for the current fiscal year.
- B. Any expenditure approved under this Section shall first be approved by the finance director and all checks so authorized shall also be countersigned by two of the following officers; the finance director, treasurer or mayor. All expenditures approved under this Section, with the exception of employee payroll checks shall be regularly reported to the city council at the same time that the city council approves the other expenditures and bills of the city.
- C. No individual expenditure authorized under this Section shall exceed \$100,000.00.
- D. The director of finance's fidelity bond shall be in the sum of at least \$400,000.00 through June 2010, at which time it shall then be secured in the same amount and shall comply with all of the rules and other requirements of the city treasurer's fidelity bond. The city treasurer shall secure a fidelity bond at least in the amount required by the rules of the State money management council and with a corporate surety licensed to do business in the state of Utah and having a current A.M. Best Rating of "A" or

better.

SECTION 2: **REPEAL** “2-7-3 Division Of Duties Of City Recorder” of the Grantsville Municipal Code is hereby *repealed* as follows:

BEFORE REPEAL

2-7-3 Division Of Duties Of City Recorder

The position of city recorder is hereby divided into two separate positions, that being the city recorder and the director of finance. The director of finance is ex officio the city auditor, the budget officer for the city and is also the financial officer for the purpose of approving payroll checks and payroll related expenses as provided for in Section 2-7-2 of this Code. The director of finance shall also be responsible to perform the duties specified in Utah Code Sections 10-6-139, 10-6-140, 10-6-148, 10-6-150 and 10-6-152; and such other and further duties as the city council and Mayor may provide by ordinance, resolution, regulation, job description or directive. The city recorder shall be responsible to perform the duties specified in Utah Code Sections 10-6-137 and 10-6-138 and such other and further duties as the city council or Mayor may provide by ordinance, resolution, regulation, job description or directive. (enacted 06-18-08 by Ord. No. 2008-28)

AFTER REPEAL

~~2-7-3 Division Of Duties Of City Recorder (Repealed)~~

~~The position of city recorder is hereby divided into two separate positions, that being the city recorder and the director of finance. The director of finance is ex officio the city auditor, the budget officer for the city and is also the financial officer for the purpose of approving payroll checks and payroll related expenses as provided for in Section 2-7-2 of this Code. The director of finance shall also be responsible to perform the duties specified in Utah Code Sections 10-6-139, 10-6-140, 10-6-148, 10-6-150 and 10-6-152; and such other and further duties as the city council and Mayor may provide by ordinance, resolution, regulation, job description or directive. The city recorder shall be responsible to perform the duties specified in Utah Code Sections 10-6-137 and 10-6-138 and such other and further duties as the city council or Mayor may provide by ordinance, resolution, regulation, job description or directive. (enacted 06-18-08 by Ord. No. 2008-28)~~

SECTION 3: **AMENDMENT** “Chapter 2-9 (Reserved)” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

Chapter 2-9 (Reserved)

AFTER AMENDMENT

Chapter 2-9 (~~Reserved~~) City Manager

SECTION 4: **ADOPTION** “2-9-1 Office Of City Manager” of the Grantsville Municipal Code is hereby *added* as follows:

BEFORE ADOPTION

2-9-1 Office Of City Manager (Non-existent)

AFTER ADOPTION

2-9-1 Office Of City Manager (*Added*)

1. The office of City Manager is created pursuant to Utah Code 10-3b-403(1)(b)(iii) (2011), and shall continue in force and effect as an appointed officer of the City.
2. The powers, duties, and functions of the office of City Manager shall be administered and carried out by the city manager and subject to the control of the governing body.
3. The city council shall be responsible for the selection, hiring, retention, promotion, demotion, and discipline of the city manager.

SECTION 5: **AMENDMENT** “2-2-2 Duties Of City Department Heads” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2-2-2 Duties Of City Department Heads

The city department heads shall:

- A. Be responsible to the mayor and city council through the mayor for the effective administration of their respective departments and all activities assigned thereto.
- B. Be responsible to implement the ordinances, resolutions, rules and regulations, directives, and service levels of the mayor and city council within the budget parameters established by the city council to achieve the goals of the elected officials.
- C. Develop and maintain up to date departmental policies, procedures and instructions for carrying out departmental operations in conformity with city ordinances, rules and regulations and directives of the mayor and city council.
- D. Be responsible for planning, organizing, supervising and directing the operations of the departments and for the full and effective use of personnel, equipment and financial resources assigned to the department.
- E. Assign subordinate employees in the department to any duty which in his or her judgment the good of the city requires.

- F. Establish department goals, priorities and work plans consistent with the goals and priorities of the mayor and city council.
- G. Conduct performance evaluations of department employees in accordance with the personnel policies and regulations of the city.
- H. Implement risk management programs required by the city insurance carriers, city attorney, personnel director or mayor to protect the health, safety and welfare of city employees and public; prevent financial losses and reduce insurance premiums; conduct affairs of the department to reduce insurance premiums; conduct affairs of the department to reduce the potential for claims and lawsuits against the city.
- I. Maintain spending within the budget parameters established by the city council and the mayor.
- J. Purchase equipment, supplies and services in accordance with the procurement rules, departmental budgets and regulations of the city.
- K. Recruit, select and appoint employees in accordance with the personnel policies and regulations of the city.
- L. Keep informed as to the latest practices in their particular field and inaugurate such new practices within the parameters of city ordinances, resolutions, policies and regulations and in the most efficient and effective manner possible.
- M. Create and maintain a work environment free from sexual harassment and discrimination based on race, color, age, sex, religion or national origin.
- N. Submit reports as required by the mayor or city council detailing the activities of the department.
- O. Establish and maintain a system of filing and indexing records and reports in sufficient detail to furnish all information necessary for proper control of departmental activities and to form a basis for periodic reports to the mayor and city council.
- P. Be responsible for the proper maintenance of all city property and equipment used in his or her department.

AFTER AMENDMENT

2-2-2 Duties Of City Department Heads

The city department heads shall:

- A. Be responsible to the mayor/city manager and city council through the mayor/city manager for the effective administration of their respective departments and all activities assigned thereto.
- B. Be responsible to implement the ordinances, resolutions, rules and regulations, directives, and service levels of the mayor/city manager and city council within the budget parameters established by the city council to achieve the goals of the elected officials.
- C. Develop and maintain up to date departmental policies, procedures and instructions for carrying out departmental operations in conformity with city ordinances, rules and regulations and directives of the mayor/city manager and city council.
- D. Be responsible for planning, organizing, supervising and directing the operations of the departments and for the full and effective use of personnel, equipment and financial resources assigned to the department.
- E. Assign subordinate employees in the department to any duty which in his or her

- judgment the good of the city requires.
- F. Establish department goals, priorities and work plans consistent with the goals and priorities of the ~~mayor~~city manager and city council.
 - G. Conduct performance evaluations of department employees in accordance with the personnel policies and regulations of the city.
 - H. Implement risk management programs required by the city insurance carriers, city attorney, ~~personnel~~HR director or ~~mayor~~city manager to protect the health, safety and welfare of city employees and public; prevent financial losses and reduce insurance premiums; conduct affairs of the department to reduce insurance premiums; conduct affairs of the department to reduce the potential for claims and lawsuits against the city.
 - I. Maintain spending within the budget parameters established by the city council and the ~~mayor~~city manager.
 - J. Purchase equipment, supplies and services in accordance with the procurement rules, departmental budgets and regulations of the city.
 - K. Recruit, select and appoint employees in accordance with the personnel policies and regulations of the city.
 - L. Keep informed as to the latest practices in their particular field and inaugurate such new practices within the parameters of city ordinances, resolutions, policies and regulations and in the most efficient and effective manner possible.
 - M. Create and maintain a work environment free from sexual harassment and discrimination based on race, color, age, sex, religion, ~~or~~ national origin, disability, marital status, pregnancy or parenthood.
 - N. Submit reports as required by the ~~mayor~~city manager or city council detailing the activities of the department.
 - O. Establish and maintain a system of filing and indexing records and reports in sufficient detail to furnish all information necessary for proper control of departmental activities and to form a basis for periodic reports to the ~~mayor~~city manager and city council.
 - P. Be responsible for the proper maintenance of all city property and equipment used in his or her department.

SECTION 6: AMENDMENT “2-2-3 General Requirements” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2-2-3 General Requirements

All departments and units thereof shall:

- A. Be open during regular business hours, as defined by State Law and the Mayor.
- B. Make a daily deposit with the city treasurer or her designee of any public monies.
- C. Pay out monies belonging to the city only in the manner prescribed by law, ordinance, policy or regulation.
- D. Deliver all records, documents and property of every description, belonging to the office or to the city, to the successor in office.

AFTER AMENDMENT

2-2-3 General Requirements

All departments and units thereof shall:

- A. Be open during regular business hours, as defined by State Law and the ~~Mayor~~city manager.
- B. Make a daily deposit with the city treasurer or her designee of any public monies.
- C. Pay out monies belonging to the city only in the manner prescribed by law, ordinance, policy or regulation.
- D. Deliver all records, documents and property of every description, belonging to the office or to the city, to the successor in office.

SECTION 7: AMENDMENT “2-2-4 Interdepartmental Cooperation” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2-2-4 Interdepartmental Cooperation

Each department shall cooperate with other departments and furnish, upon the direction of the Mayor or city council, any other department such service, labor, and materials as may be requisitioned by the head of such department.

AFTER AMENDMENT

2-2-4 Interdepartmental Cooperation

Each department shall cooperate with other departments and furnish, upon the direction of the ~~Mayor~~city manager or city council, any other department such service, labor, and materials as may be requisitioned by the head of such department.

SECTION 8: AMENDMENT “2-2-1 City Organization” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2-2-1 City Organization

The city organization shall be divided into such offices, departments, divisions, sections, boards, bureaus, committees or commissions as the mayor shall determine appropriate with the advice and consent of the city council of the city.

AFTER AMENDMENT

2-2-1 City Organization

The city organization shall be divided into such offices, departments, divisions, sections, boards, bureaus, committees or commissions as the ~~mayor~~city manager shall determine appropriate with the advice and consent of the city council~~-of the city~~.

SECTION 9: AMENDMENT “2-2-5 Management Positions” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2-2-5 Management Positions

The mayor may create management positions as deemed necessary for the administration of the city. The powers and duties of said positions shall be prescribed by the mayor with the advice and consent of the city council.

AFTER AMENDMENT

2-2-5 Management Positions

The ~~mayor~~city manager may create management positions as deemed necessary for the administration of the city. The powers and duties of said positions shall be prescribed by the ~~mayor~~city manager with the advice and consent of the city council.

SECTION 10: AMENDMENT “2-3-6 Mayoral Or Council Vacancies” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2-3-6 Mayoral Or Council Vacancies

Mayoral or council vacancies shall be filled as provided in §10A-1-510 of the Utah Code.

AFTER AMENDMENT

2-3-6 Mayoral Or Council Vacancies

Mayoral or council vacancies shall be filled as provided in §~~10A-1-510 of the Utah Code~~ 20A-1-510 (2017)(as amended).

SECTION 11: AMENDMENT “2-4-1 Legislation” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2-4-1 Legislation

- A. Legislative: Except as otherwise specifically provided, the city council shall exercise its legislative powers through ordinances.
- B. Extent Of Power: The city council may pass any ordinance to regulate, require, prohibit, govern, control or supervise any activity over which it has jurisdiction.
- C. Liability For Erroneous Ordinances: An officer of the municipality shall not be convicted of a criminal offense where he or she relied on or enforced an ordinance he or she reasonably believed to be a valid ordinance. It shall be a defense to any action for punitive damages that the official acted in good faith in enforcing an ordinance or that he or she enforced an ordinance on advice of legal counsel.
- D. Form: Every ordinance shall be in writing before the vote is taken and shall contain and be in substantially the order and form as specified by §10-3-27 of the Utah Code.

AFTER AMENDMENT

2-4-1 Legislation

- A. Legislative: Except as otherwise specifically provided, the city council shall exercise its legislative powers through ordinances.
- B. Extent Of Power: The city council may pass any ordinance to regulate, require, prohibit, govern, control or supervise any activity over which it has jurisdiction.
- C. Liability For Erroneous Ordinances: An officer of the municipality shall not be convicted of a criminal offense where he or she relied on or enforced an ordinance he or she reasonably believed to be a valid ordinance. It shall be a defense to any action for punitive damages that the official acted in good faith in enforcing an ordinance or that he or she enforced an ordinance on advice of legal counsel.
- D. Form: Every ordinance shall be in writing before the vote is taken and shall contain and be in substantially the order and form as specified by Utah Code §10-3-27 of the Utah Code 10-3-704 (2019)(as amended).

SECTION 12: **AMENDMENT** “2-4-3 Regulations” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2-4-3 Regulations

- A. Authorization Necessary: A department head or an administrative officer of the city may promulgate regulations, policies or procedures governing the administration of the duties of his or her department or office and provided said regulations are not in conflict with directives of the mayor, city council, city ordinances, resolutions or state law.
- B. Requirements: In promulgating a regulation, the department head or administrative

officer shall substantially comply with the following:

1. Written: The regulation shall be in writing and shall be made available to the employees within that department.
2. Consistency: The regulation shall be consistent with this code and other city ordinances, resolutions or regulations promulgated by the mayor or city council.
3. Not Arbitrary Or Capricious: The regulation, in whole or in part, shall not be arbitrary or capricious.

AFTER AMENDMENT

2-4-3 Regulations

- A. Authorization Necessary: A department head or an administrative officer of the city may promulgate regulations, policies or procedures governing the administration of the duties of his or her department or office and provided said regulations are not in conflict with directives of the mayor, city council, city manager, city ordinances, resolutions or state law.
- B. Requirements: In promulgating a regulation, the department head or administrative officer shall substantially comply with the following:
 1. Written: The regulation shall be in writing and shall be made available to the employees within that department.
 2. Consistency: The regulation shall be consistent with this code and other city ordinances, resolutions or regulations promulgated by the mayor or city council.
 3. Not Arbitrary Or Capricious: The regulation, in whole or in part, shall not be arbitrary or capricious.

SECTION 13: **AMENDMENT** “2-5-3 Appointment” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2-5-3 Appointment

On or before the first Monday in February following a municipal election, the mayor, with the advice and consent of the city council, shall appoint a qualified person to each of the offices of city recorder and city treasurer and finance director if said position has been created. All other appointed officials shall continue in office until their successors are appointed and qualified.

AFTER AMENDMENT

2-5-3 Appointment

~~On or before the first Monday in February following a municipal election, the mayor~~The city manager, with the advice and consent of the city council, shall appoint a qualified person to each of the following city offices: treasurer, attorney, recorder, director of public works, engineer, director of finance, planning and zoning administrator, police chief, fire chief, library director, building official, and human relations director. ~~offices of city recorder and city treasurer and finance director if said position has been created.~~All other these appointed officials shall be department heads and shall continue in office until their successors are appointed and qualified.

SECTION 14: AMENDMENT “2-5-6 Mayor And Council Members; Salaries, Benefits And Expenses” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2-5-6 Mayor And Council Members; Salaries, Benefits And Expenses

- A. Mayor, council members and appointed officer salaries: The compensation of the mayor, council members and appointed officers, shall be set by the city council by ordinance after conducting a public hearing as required by §10-3-818 of the Utah Code. Said compensation may be paid when other employees are paid but in no event less than once each month.
- B. Expenses incurred for city business: The mayor, council members and appointed officers shall receive mileage reimbursements and per diem payments for training, travel and other city business as provided for other city employees.

AFTER AMENDMENT

2-5-6 Mayor And Council Members; Salaries, Benefits And Expenses

- A. Mayor, council members, city manager, and appointed officer salaries: The compensation of the mayor, council members, city manager and appointed officers, shall be set by the city council by ordinance after conducting a public hearing as required by §10-3-818 of the Utah Code. Said compensation may be paid when other employees are paid but in no event less than once each month.
- B. Expenses incurred for city business: The mayor, council members, city manager, and appointed officers, shall receive mileage reimbursements and per diem payments for training, travel and other city business as provided for other city employees.

SECTION 15: AMENDMENT “2-6-1 Powers Of Mayor” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2-6-1 Powers Of Mayor

The Mayor:

- A. Penalties: May release any person imprisoned for violation of any municipal ordinance.
- B. Reporting Penalties: Shall report to the city council at its next regular meeting when a prisoner is released.
- C. Performance Of Duties: Shall perform all duties prescribed by law, resolution, or ordinance.
- D. Laws And Ordinances: Shall ensure that all the laws and ordinances and resolutions are faithfully executed and observed.
- E. Records: May at any reasonable time examine and inspect the books, papers, records, or documents of the city, or of any officer, employee, or agent of the city.
- F. Reports: Shall report to the city council the condition of the city and recommend for city council consideration any measures as deemed to be in the best interests of the city.
- G. Enforcement Assistance: Shall, when necessary, call on the residents of the city over the age of twenty one (21) years to assist in enforcing the laws of the state and the ordinances of the city.
- H. Appointing Power: Shall appoint, with the advice and consent of the city council, persons to fill municipal offices or vacancies on commissions or committees of the city.
 - I. Administration: Shall exercise the administrative powers, authority and duties as the city's chief executive officer and all city employees shall report to the mayor.
 - J. Laws And Ordinances: Shall ensure that all the laws and ordinances and resolutions are faithfully executed and observed.
- K. Management: Be responsible for managing the internal affairs of the city; develop, recommend and implement city policies, practices, rules, regulations and procedures; report to the city council; advise the city council regarding policy options and implementation procedures; carry out legislative directives and decisions; be responsible for contract administration.
- L. Goals: Be responsible for the full and effective use of city personnel by establishing, in consultation with department heads and other management employees, overall department objectives, priorities and standards consistent with the goals and objectives of the city council; serve as a facilitator in the achievement by city departments of city council goals and in coordinating with management employees for effective implementation of city service levels, ordinances, resolutions, rules, regulations and directives; exercise managerial control to ensure that the city government and its respective departments function in the most efficient and effective manner.
- M. Finances: Plan, organize and supervise city financial operations and keep the city council at all times advised as to the financial condition and needs of the city; prepare and deliver financial reports to the city council as needed; supervise the preparation and administration of the city budget; ensure that all executive procedures and activities are in compliance with the uniform fiscal procedures act for Utah cities and Utah money management act as passed and amended by the state legislature; perform as internal auditor to assure conformity to financial goals and budgets and coordinate with external auditors.
- N. Representative: Represent the city at various meetings or other functions and respond

to requests or inquiries about city policies, rules, ordinances, regulations, resolutions or services rendered by the city government.

- O. Planning: Recommend and prepare for consideration by the city council and advisory committees long range strategic plans and programs to provide for the health, safety, and welfare of the current and future inhabitants of the city; furnish reports to the city council as requested.
- P. Personnel: Be responsible for the overall personnel management function; implement city personnel ordinances and rules, regulations and policies adopted by the city council; coordinate personnel ordinances and rules, regulations and policies adopted by the city council; coordinate personnel functions with management employees such as recruitment, selection and appointment; have authority to appoint and remove all employees of the city, except the city recorder and the city treasurer; occupy a step in the appeals process available to employees with grievances; monitor personnel actions, promotion, discipline, demotion, separation and reclassification; coordinate personnel decisions with division heads; coordinate activities of individuals rendering professional services under contract with the city.
- Q. Other Duties: Perform all other duties, obligations and exercise the powers set forth by ordinance, resolution, regulation, or directive imposed by the city council.
- R. Department Cooperation: It shall be the duty of all subordinate employees to cooperate with the mayor in administering the affairs of the city efficiently, economically and harmoniously

AFTER AMENDMENT

2-6-1 Powers Of Mayor

The Mayor:

- ~~A. Penalties: May release any person imprisoned for violation of any municipal ordinance.~~
- ~~B. Reporting Penalties: Shall report to the city council at its next regular meeting when a prisoner is released.~~
- C. Performance Of Duties: Shall perform all duties prescribed by law, resolution, or ordinance.
- D. Laws And Ordinances: Shall ensure that all the laws and ordinances and resolutions are faithfully executed and observed.
- E. Records: May at any reasonable time examine and inspect the books, papers, records, or documents of the city, or of any officer, employee, or agent of the city.
- F. Reports: Shall report to the city council the condition of the city and recommend for city council consideration any measures as deemed to be in the best interests of the city.
- G. Enforcement Assistance: Shall, when necessary, call on the residents of the city over the age of twenty one (21) years to assist in enforcing the laws of the state and the ordinances of the city.
- ~~H. Appointing Power: Shall appoint, with the advice and consent of the city council, persons to fill municipal offices or vacancies on commissions or committees of the city.~~
- ~~I. Administration: Shall exercise the administrative powers, authority and duties as the city's chief executive officer and all city employees shall report to the mayor.~~

- ~~J. Laws And Ordinances: Shall ensure that all the laws and ordinances and resolutions are faithfully executed and observed.~~
- ~~K. Management: Be responsible for managing the internal affairs of the city; develop, recommend and implement city policies, practices, rules, regulations and procedures; report to the city council; advise the city council regarding policy options and implementation procedures; carry out legislative directives and decisions; be responsible for contract administration.~~
- ~~L. Goals: Be responsible for the full and effective use of city personnel by establishing, in consultation with department heads and other management employees, overall department objectives, priorities and standards consistent with the goals and objectives of the city council; serve as a facilitator in the achievement by city departments of city council goals and in coordinating with management employees for effective implementation of city service levels, ordinances, resolutions, rules, regulations and directives; exercise managerial control to ensure that the city government and its respective departments function in the most efficient and effective manner.~~
- ~~M. Finances: Plan, organize and supervise city financial operations and keep the city council at all times advised as to the financial condition and needs of the city; prepare and deliver financial reports to the city council as needed; supervise the preparation and administration of the city budget; ensure that all executive procedures and activities are in compliance with the uniform fiscal procedures act for Utah cities and Utah money management act as passed and amended by the state legislature; perform as internal auditor to assure conformity to financial goals and budgets and coordinate with external auditors.~~
- ~~N.~~
- ~~O. Planning: Recommend and prepare for consideration by the city council and advisory committees long range strategic plans and programs to provide for the health, safety, and welfare of the current and future inhabitants of the city; furnish reports to the city council as requested.~~
- ~~P. Personnel: Be responsible for the overall personnel management function; implement city personnel ordinances and rules, regulations and policies adopted by the city council; coordinate personnel ordinances and rules, regulations and policies adopted by the city council; coordinate personnel functions with management employees such as recruitment, selection and appointment; have authority to appoint and remove all employees of the city, except the city recorder and the city treasurer; occupy a step in the appeals process available to employees with grievances; monitor personnel actions; promotion, discipline, demotion, separation and reclassification; coordinate personnel decisions with division heads; coordinate activities of individuals rendering professional services under contract with the city.~~
- ~~Q. I. Penalties: May release any person imprisoned for violation of any municipal ordinance.~~
- ~~R. Department Cooperation: It shall be the duty of all subordinate employees to cooperate with the mayor in administering the affairs of the city efficiently, economically and harmoniously~~
- ~~S. Representative: Represent the city at various meetings or other functions, and respond to requests or inquiries about city policies, rules, ordinances, regulations, resolutions or services rendered by the city government.~~
- ~~T. Reporting Penalties: Shall report to the city council at its next regular meeting when a~~

prisoner is released.

U. Other Duties: Perform all other duties, obligations and exercise the powers set forth by ordinance, resolution, regulation, or directive imposed by the city council.

SECTION 16: **AMENDMENT** “2-6-5 Sign For City” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2-6-5 Sign For City

The mayor shall sign all ordinances, resolutions, proclamations, contracts, leases, deeds, and other writings on behalf of the city which are authorized by the city council or required by law. The City Council may authorize other persons to sign any of the foregoing referenced writings as deemed necessary.

AFTER AMENDMENT

2-6-5 Sign For City

The mayor shall sign all ordinances, resolutions, and proclamations; ~~contracts, leases, deeds, and other writings~~ on behalf of the city which are authorized by the city council or required by law. The City Council may authorize other persons to sign any of the foregoing referenced writings as deemed necessary.

SECTION 17: **AMENDMENT** “Preface” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

Preface

In 2018, codification and administration of the City Code began in-house under the direction of the Grantsville City Recorder and with the assistance of Municipal Code Corporation. This City Code shall be cited as the Grantsville City Code or “GCC” as an acronym.

GCC is fully current, but we are in the process of reviewing various hard copy ordinances to perfect the existing legislative histories of each section.

This City Code maintains a structure by subject matter using a hyphenated numbering system identifying the Title, Chapter, and Section (for example: 1-1-1).

- The first number in the sequence (1-1-1) designates the **Title** level
- The second series of numbers (1-1-1) designates the **Chapter** level

- The last series (1-1-1) designates the **Section** level
- If a fourth series exists comprising letters or numbers beyond a section level, it designates a **Subsection** level.

This complete set of numbers is designed to aid in searching the City Code and to assist in subsequent codification as new ordinances are added to the City Code. Vacant titles, chapters, or sections may be designed for future use and may be marked “Reserved” to ease internal expansion.

To outline, give structure, and more granularly reference the legislation herein, the following list order or pattern of ascending alphanumeric characters is used: **A, 1, a, (1), (A), (a)**. Drafting future legislation with this list order reconciles it with the online code’s list order. To forego the naming of each list item and to more granularly reference legislation that employs alphanumeric characters, use “Part” (always capitalized) followed by the desired alphanumeric reference(s), comma separated. For example, “Part B,7,d”, specifically references item “d”, of item “7”, of item “B”—whereas “Part B” refers more generally to any or all of Part B’s descendants.

The legislative history beneath a legislation’s content identifies the specific legal sources, and may be provided to substantiate the online code.

The City Code is supplemented from time to time with amendments and additions made by Grantsville City. The specific legal sources that comprise this City Code have been adapted during the codification process from the original formatting of the official hard copy. In the event of discrepancies between the online City Code and the official hard copy, the official hard copy governs. Municipal Code Corporation, provides a searchable database of the City Code for easy reference and convenience.

NOTICE: THE CITY CODE MAY NOT REFLECT ALL OR THE MOST CURRENT VERSION OF LEGISLATION ADOPTED BY THE CITY COUNCIL THAT HAS YET TO BE UPDATED ONLINE. IN THE EVENT OF CONFLICT BETWEEN THE CITY CODE AND A WRITTEN ORDINANCE, THE ORDINANCE TYPICALLY GOVERNS. ALSO, THE CITY CODE MAY NOT REFLECT RULES OR OTHER REGULATIONS PROMULGATED UNDER THE AUTHORITY OF THE CODE, INCLUDING TECHNICAL SPECIFICATIONS. FOR MORE INFORMATION CONTACT THE CITY RECORDER, CHRISTINE WEBB AT cwebb@grantsvilleut.gov.

AFTER AMENDMENT

Preface

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SECTION 18: **AMENDMENT** “2-5-1 Bonds” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2-5-1 Bonds

- A. Required: All elected officers of the city shall, before assuming duties of office, execute and file with the city recorder an official bond with good and sufficient sureties, payable to the city in the amounts as required by an applicable resolution of

the city council, conditioned for the faithful performance of the duties of the respective offices and the payment of all monies received by such officer according to law and the ordinances of the city. Except as herein provided or as required by law, bonds for the performance of official duties shall not be required of the officers or employees of the city; however, nothing in this section prohibits public employee blanket bond coverage for the officers and employees of the city.

- B. Approval of bonds: The bonds of members of the city council shall be approved by the mayor, and the bond of the mayor shall be approved by the city council, at the first meeting of the city council in January following a municipal election.
- C. Sureties: In all cases where a bond or surety is required of any city officer a corporate surety bond shall be given.
- D. Premiums paid by city: The premium charged by a corporate surety for any bond required by this chapter shall be paid by the city.
- E. Additional bonds: The city council may at any time require further and additional bonds of any or all appointed officers or employees.

AFTER AMENDMENT

2-5-1 Bonds

- A. Required: All elected officers of the city shall, before assuming duties of office, execute and file with the city recorder an official bond with good and sufficient sureties, payable to the city in the amounts as required by an applicable resolution of the city council, conditioned for the faithful performance of the duties of the respective offices and the payment of all monies received by such officer according to law and the ordinances of the city. Except as herein provided or as required by law, bonds for the performance of official duties shall not be required of the officers or employees of the city; however, nothing in this section prohibits public employee blanket bond coverage for the officers and employees of the city.
- B. Approval of bonds: The bonds of members of the city council shall be approved by the mayor, and the bonds of the mayor shall be approved by the city council, at the first meeting of the city council in January following a municipal election.
- C. Sureties: In all cases where a bond or surety is required of any city officer, a corporate surety bond shall be given.
- D. Premiums paid by city: The premium charged by a corporate surety for any bond required by this chapter shall be paid by the city.
- E. Additional bonds: The city council may at any time require further and additional bonds of any or all appointed officers or employees.

SECTION 19: **AMENDMENT** “2-7-1 Powers And Duties” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2-7-1 Powers And Duties

The city recorder shall be appointed by the mayor with the advice and consent of the city council. The city recorder shall perform all such duties under the supervision of the mayor as may by law devolve upon him or her as a recorder of a city of the fifth class under the laws of the state. The city recorder shall perform such other and further duties as the city council may provide by ordinance, resolution, regulation, job description or directive.

- A. City Auditor: The city recorder shall be ex officio the city auditor, and shall perform the duties of such office unless the city council creates and appoints a Director of Finance. The Director of Finance shall be the city auditor and shall perform all of the financial duties and responsibilities of the City Recorder.
- B. The Corporate Seal: The city recorder shall keep the corporate seal of the city. Copies of all papers filed in the city recorder's office and transcripts from all records of the city council, when certified by the city recorder under the corporate seal, are admissible in all courts as originals.
- C. Monies: The city recorder shall pay into the city treasury all monies belonging to the city coming into the city recorder's hands by virtue of the city recorder's office.
- D. City Records Maintenance: The city recorder shall be responsible for records maintenance.
- E. Contracts: It shall be the city recorder's duty to countersign all contracts made on behalf of the city; and the city recorder shall maintain a properly indexed record of all such contracts.
- F. Recording Actions Of The City Council: The city recorder shall record, in order of date passed, all ordinances, resolutions and orders passed by the city council in a book or books to be kept for that purpose and shall keep a separate book for minutes of the proceedings of the city council, which record shall be open to public inspection as provided by law.
- G. Record Of City Officers: The city recorder shall keep records provided for that purpose to contain the names of all persons elected or appointed to any office within the city, the date of their appointment and the term of office and the dates of death, resignation or removal of any such officer and the names of persons appointed to fill any vacancy so created.
- H. Bond: The city recorder shall file the bond of the city recorder with the city treasurer as required by law.
- I. Residence: The city recorder need not be a resident or qualified elector of the city at the time of the city recorder's appointment or thereafter.
- J. Obligation To Successor: The city recorder shall deliver to his or her successor in office the corporate seal, together with all books, papers, records and other property in the city recorder's possession belonging to the city.

AFTER AMENDMENT

2-7-1 Powers And Duties

The city recorder shall be appointed by the ~~mayor~~city manager with the advice and consent of the city council. The city recorder shall perform all such duties under the supervision of the ~~mayor~~city manager as may by law devolve upon him or her as a recorder of a city ~~of the fifth class under~~ the laws of the State of Utah. The city recorder shall perform such other and further duties as the city council may provide by ordinance, resolution, regulation, job description or directive.

- ~~A. City Auditor: The city recorder shall be ex officio the city auditor, and shall perform the duties of such office unless the city council creates and appoints a Director of Finance. The Director of Finance shall be the city auditor and shall perform all of the financial duties and responsibilities of the City Recorder.~~
- B. The Corporate Seal: The city recorder shall keep the corporate seal of the city. Copies of all papers filed in the city recorder's office and transcripts from all records of the city council, when certified by the city recorder under the corporate seal, are admissible in all courts as originals.
- C. Monies: The city recorder shall pay into the city treasury all monies belonging to the city coming into the city recorder's hands by virtue of the city recorder's office.
- D. City Records Maintenance: The city recorder shall be responsible for records maintenance.
- E. Contracts: It shall be the city recorder's duty to countersign all contracts made on behalf of the city; and the city recorder shall maintain a properly indexed record of all such contracts.
- F. Recording Actions Of The City Council: The city recorder shall record, in order of date passed, all ordinances, resolutions and orders passed by the city council in a book or books to be kept for that purpose and shall keep a separate book for minutes of the proceedings of the city council, which record shall be open to public inspection as provided by law.
- G. Record Of City Officers: The city recorder shall keep records provided for that purpose to contain the names of all persons elected or appointed to any office within the city, the date of their appointment and the term of office and the dates of death, resignation or removal of any such officer and the names of persons appointed to fill any vacancy so created.
- H. Bond: The city recorder shall file the bond of the city recorder with the city treasurer as required by law.
- I. Residence: The city recorder need not be a resident or qualified elector of the city at the time of the city recorder's appointment or thereafter.
- J. Obligation To Successor: The city recorder shall deliver to his or her successor in office the corporate seal, together with all books, papers, records and other property in the city recorder's possession belonging to the city.

SECTION 20: **AMENDMENT** “2-8-1 Powers And Duties” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2-8-1 Powers And Duties

The city treasurer shall be appointed by the mayor, with the advice and consent of the city council. The city treasurer shall perform all such duties under the supervision of the mayor as may by law devolve upon him or her as a treasurer of a city of the fifth class under the laws of the state. The city treasurer shall perform such other and further duties as the city council may provide by ordinance, resolution, regulation or directive.

- A. Collections: The city treasurer shall supervise the collection of all taxes, assessments, fines, forfeitures, service charges, intergovernmental revenue, licenses, fees, and other revenues of the city as provided for by applicable laws and ordinances.
- B. Disposition Of City Revenues: The city treasurer shall be responsible for the disposition of city revenues.
- C. Investments: The city treasurer shall be responsible for the investment of idle cash.
- D. Disbursement Of Funds: The city treasurer shall make all disbursements of funds of the city, subject to budget appropriations.
- E. Accounting: The city treasurer shall keep an accurate and detailed accounting of all transactions, receipts, disbursements and other matters within the city treasurer's charge as provided in the uniform fiscal procedures act, Utah money management act and as the city council may by ordinance or resolution direct.
- F. Fund Balances: The city treasurer shall maintain legally required balances in sinking fund accounts, and special improvement district guarantees fund accounts. A reasonable fund balance in accordance with Utah law is permitted in the general fund to be used for the following purposes:
 - 1. Provide sufficient working capital to avoid meeting daily cash needs by tax anticipation notes;
 - 2. Provide a reserve to absorb emergency expenditures caused by a natural disaster such as fire, flood, or earthquake;
 - 3. Cover an unanticipated deficit resulting from a shortfall in actual revenues in a given budget year.
- G. Bond: Any bond required by the city council for the treasurer conditioned upon the faithful performance of his or her duties shall be filed with the city recorder after being approved by the city council.
- H. Checks: The city treasurer shall execute all checks of the city consistent with state law.
- I. Special Improvement Assessments: The city treasurer shall collect all special improvement assessments and foreclose all delinquencies.
- J. Residence: The city treasurer need not be a resident or qualified elector of the city at the time of the city treasurer's appointment or thereafter.
- K. Obligation To Successor: The city treasurer shall deliver to his or her successor in office all books, papers, records and other property in the city treasurer's possession belonging to the city.

AFTER AMENDMENT

2-8-1 Powers And Duties

The city treasurer shall be appointed by the ~~mayor~~city manager, with the advice and consent of the city council. The city treasurer shall perform all such duties under the supervision of the ~~mayor~~city manager as may by law devolve upon him or her as a treasurer of a city ~~of the fifth class~~ under the laws of the State of Utah. The city treasurer shall perform such other and further duties as the city council may provide by ordinance, resolution, regulation or directive.

- A. Collections: The city treasurer shall supervise the collection of all taxes, assessments, fines, forfeitures, service charges, intergovernmental revenue, licenses, fees, and other revenues of the city as provided for by applicable laws and ordinances.
- B. Disposition Of City Revenues: The city treasurer shall be responsible for the disposition of city revenues.
- C. Investments: The city treasurer shall be responsible for the investment of ~~idle cash~~city assets.
- D. Disbursement Of Funds: The city treasurer shall make all disbursements of funds of the city, subject to budget appropriations.
- E. Accounting: The city treasurer shall keep an accurate and detailed accounting of all transactions, receipts, disbursements and other matters within the city treasurer's charge as provided ~~in the uniform fiscal procedures act, Utah money management act~~ by state law and as the city council may by ordinance or resolution direct.
- F. Fund Balances: The city treasurer shall maintain legally required balances in ~~sinking~~city fund accounts, and special improvement district guarantees fund accounts. A reasonable fund balance in accordance with Utah law is permitted in the general fund to be used for the following purposes:
 - 1. Provide sufficient working capital to avoid meeting daily cash needs by tax anticipation notes;
 - 2. Provide a reserve to absorb emergency expenditures caused by a natural disaster such as fire, flood, or earthquake;
 - 3. Cover an unanticipated deficit resulting from a shortfall in actual revenues in a given budget year.
- G. Bond: Any bond required by the city council for the treasurer conditioned upon the faithful performance of his or her duties shall be filed with the city recorder after being approved by the city council.
- H. Checks: The city treasurer shall execute all checks of the city consistent with state law.
- I. Special Improvement Assessments: The city treasurer shall collect all special improvement assessments and foreclose all delinquencies.
- J. Residence: The city treasurer need not be a resident or qualified elector of the city at the time of the city treasurer's appointment or thereafter.
- K. Obligation To Successor: The city treasurer shall deliver to his or her successor in office all books, papers, records and other property in the city treasurer's possession belonging to the city.

SECTION 21: AMENDMENT “Chapter 2-10 (Reserved)” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

Chapter 2-10 (Reserved)

AFTER AMENDMENT

Chapter 2-10 (~~Reserved~~) Finance Director

1. Pursuant to the provisions of §10-6-157 of the Utah Code, the City's Director of Finance is hereby designated to act as the financial officer of the city for the purpose of approving the following bills and expenditures:
 - a. Payroll checks, if the checks are prepared in accordance with a salary schedule and established in a personnel ordinance or resolution;
 - b. Routine expenditures such as utility bills, payroll-related expenses, supplies, materials, and payments on city-approved contracts and capital expenditures which were referenced in the budget document and approved by an appropriation resolution adopted for the current fiscal year.
2. Any expenditures approved under this Chapter shall first be approved by the finance director and all checks so authorized shall also be countersigned by two of the following officers: treasurer, attorney, mayor or city manager. All expenditures approved under this Section, with the exception of employee payroll checks shall be regularly reported to the city council at the same time that the city council approves the other expenditures and bills of the city.
3. The director of finance's fidelity bond shall be in in the same amount and shall comply with all of the rules and other requirements of the city treasurer's fidelity bond.

SECTION 22: ADOPTION "2-10-1 Powers And Duties" of the Grantsville Municipal Code is hereby *added* as follows:

BEFORE ADOPTION

2-10-1 Powers And Duties (Non-existent)

AFTER ADOPTION

2-10-1 Powers And Duties(*Added*)

SECTION 23: AMENDMENT "2-13-2 Cross Reference; Municipal Officers And Employees Ethics Act" of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2-13-2 Cross Reference; Municipal Officers And Employees Ethics Act

Statutory provisions governing conflicts of interest are outlined §10-3-1301 through §10-3-1312 of the Utah Code.

AFTER AMENDMENT

2-13-2 Cross Reference; Municipal Officers And Employees Ethics Act

~~Statutory provisions governing conflicts of interest are outlined §10-3-1301 through §10-3-1312 of the Utah Code~~ The City hereby incorporates the Utah Municipal Officers' and Employees' Ethics Act as promulgated in Utah Code title 10, chapter 3, part 13, et al. (1989).

SECTION 24: AMENDMENT “2-13-10 Complaints Charging Violations; Procedure” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2-13-10 Complaints Charging Violations; Procedure

- A. Any complaint against a person who is a member of the classified service (as defined by the classification plan adopted by the city council, charging that person with a violation of this chapter, shall be filed and processed in accordance with the procedure of this chapter relating to grievances.
- B. If the person charged with the violation is a member of the exempt service, then the complaint shall be filed with the mayor. The mayor shall investigate the complaint and shall give the person an opportunity to be heard. A written report of the findings and the recommendation of the mayor shall be filed with the city council. If the city council finds that the person has violated this chapter, the mayor with the advice and consent of the city council may dismiss, suspend, or take such other appropriate action with respect to the person and the city council may rescind or void any contract or subcontract entered into that resulted from a violation of this chapter, without returning any part of the consideration received by the municipality.

AFTER AMENDMENT

2-13-10 Complaints Charging Violations; Procedure

- A. Any complaint against a person who is a member of the classified service (as defined by the classification plan adopted by the city council, charging that person with a violation of this chapter, shall be filed and processed in accordance with the procedure of this chapter relating to grievances.
- B. If the person charged with the violation is a member of the exempt service, then the complaint shall be filed with the mayor. The mayor shall investigate the complaint and shall give the person an opportunity to be heard. A written report of the findings and the recommendation of the mayor shall be filed with the city council. If the city council finds that the person has violated this chapter, the ~~mayor~~ city manager with the advice and consent of the city council may dismiss, suspend, or take such other appropriate action with respect to the person and the city council may rescind or void any contract or subcontract entered into that resulted from a violation of this chapter, without

returning any part of the consideration received by the municipality.

SECTION 25: **AMENDMENT** “2-16-2 Authority” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2-16-2 Authority

The process provided for in this chapter is authorized pursuant to the authority provided local governments in regard to response and recovery from natural disasters pursuant to §63-5b-101 et seq. of the Utah Code, as amended and any other applicable laws, providing for deputization, delegation of government authority, appointment and filling of vacant elective offices.

AFTER AMENDMENT

2-16-2 Authority

The process provided for in this chapter is authorized pursuant to the authority provided local governments in regard to response and recovery from natural disasters pursuant to ~~§63-5b-101 et seq. of~~ the Utah Code, as amended and any other applicable laws, providing for deputization, delegation of government authority, appointment and filling of vacant elective offices.

SECTION 26: **AMENDMENT** “2-16-4 Designation Of Emergency Interim Successors” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2-16-4 Designation Of Emergency Interim Successors

By July 1 each year, three (3) emergency interim successors and their order of succession shall be designated in writing by each officer of the city, which list shall be provided to the Mayor, City Recorder and the Chief of Police. The City Recorder shall provide all of the lists of designated interim successors to the State Department of Homeland Security on or before July 15 each year. For purposes of this chapter only, "officer" means any person who is elected to a position in the city government or is listed in the City's annual ordinance establishing the salaries of elected and appointed officers.

AFTER AMENDMENT

2-16-4 Designation Of Emergency Interim Successors

By July 1 each year, three (3) emergency interim successors and their order of succession shall be designated in writing by each officer of the city, which list shall be provided to the ~~Mayor~~city manager, cCity rRecorder and the cChief of pPolice. The cCity rRecorder shall provide all of the lists of designated interim successors to the State Department of Homeland Security on or before July 15 each year. For purposes of this chapter only, "officer" means any person who is elected to a position in the city government or is listed in the City's annual ordinance establishing the salaries of elected and appointed officers.

SECTION 27: AMENDMENT "2-16-7 Relocation Of Seat Of Government" of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

2-16-7 Relocation Of Seat Of Government

The city offices shall function as the seat of government in the event of a natural phenomenon or disaster. The mayor, upon a determination that the city offices are not capable of functioning as the seat of government for the city, may designate another location, outside of the city if necessary, to serve as a seat of government during the emergency.

AFTER AMENDMENT

2-16-7 Relocation Of Seat Of Government

The city offices shall function as the seat of government in the event of a natural phenomenon or disaster. The mayor, with the advice and consent of the city council, upon a determination that the city offices are not capable of functioning as the seat of government for the city, may designate another location, outside of the city if necessary, to serve as a seat of government during the emergency.

SECTION 28: ADOPTION "2-9-2 Powers And Duties" of the Grantsville Municipal Code is hereby *added* as follows:

BEFORE ADOPTION

2-9-2 Powers And Duties (Non-existent)

AFTER ADOPTION

2-9-2 Powers And Duties(*Added*)

1. Appointing Power: Shall appoint, with the advice and consent of the city council, persons to fill municipal offices or vacancies on commissions or committees of the city.
2. Administration: Shall exercise the administrative powers, authority and duties of the

- city's chief executive officer and all city employees shall report to the city manager.
3. Law and Ordinances: Shall ensure that all the laws, ordinances, and resolutions of the city are faithfully executed and observed.
 4. General Duties: Responsible for managing the internal day-to-day affairs of the city; develop, recommend and implement city policies, practices, rules, regulations, and procedures; report to the city council; advise the city council regarding policy options and implementation procedures; carry out legislative directives and decisions; and be responsible for contract administration.
 5. Department Management: Responsible for the full and effective use of city personnel by establishing, in consultation with department heads and other management employees, overall department objectives, priorities and standards consistent with the goals and objectives of the city council; serve as a facilitator in the achievement by city departments of city council goals and in coordinating with management employees for effective implementation of city service levels, ordinances, resolutions, rules, regulations and directives; exercise managerial control to ensure that city government and its respective departments function in the most efficient and effective manner.
 6. Personnel: Responsible for the overall personnel management of the city, including recruitment, selection and retention of city employees; implement city personnel ordinances, rules, regulations and policies as adopted by the city council; granted authority to remove any non-appointed employee of the city, subject to state and local laws; may recommend to the city council removal of any appointed employee, subject to state and local laws; seek to resolve employee grievances; monitor and direct personnel actions, promotion, demotion, discipline, separation or reclassification of city employees; coordinate personnel decisions with division heads; and coordinate activities of individuals rendering professional services to the city.
 7. Finances: Plan, organize and supervise city financial operations and keep the city council advised at all times as to the financial condition and needs of the city; prepare and deliver financial reports to the city council as needed; supervise the preparation and administration of the city budget; ensure that all executive procedures and activities are in compliance with the Uniform Fiscal Procedures Act and Utah Money Management Act as adopted and amended; and assure conformity to financial goals and budgets and coordinate with external auditors.
 8. Representative: Represent the city at all times and respond to requests or inquiries about city policies, rules, ordinances, regulations, resolutions or services rendered by city government.
 9. Planning: Recommend and prepare for consideration by the city council and advisory committees' long range strategic plans and programs to provide for the health, safety, and welfare of the current and future inhabitants of the city; furnish reports to the city council as requested.
 10. Other Duties: Perform all other duties, obligations and exercise the powers set forth by ordinance, resolution, regulation, or directive imposed by the city council.
 11. Department Cooperation: It shall be the duty of all subordinate employees to cooperate with the city manager and mayor in administering the affairs of the city efficiently, economically and harmoniously.
 12. The city manager shall sign all contracts, leases, deeds and other writings on behalf of the city which are authorized by the city council or required by law.

SECTION 29: **AMENDMENT** “Chapter 2-2 City Government Organization” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

Chapter 2-2 City Government Organization

AFTER AMENDMENT

Chapter 2-2 City Government Organization

SECTION 30: **AMENDMENT** “Chapter 2-7 City Recorder-Director Of Finance” of the Grantsville Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

Chapter 2-7 City Recorder-Director Of Finance

AFTER AMENDMENT

Chapter 2-7 City Recorder-~~Director Of Finance~~

SECTION 31: **EFFECTIVE DATE** This Ordinance shall be in full force and effect from January 3, 2022 and after the required approval and publication according to law.

PASSED AND ADOPTED BY THE GRANTSVILLE COUNCIL

_____.

	AYE	NAY	ABSENT	ABSTAIN
Jewel Allen	_____	_____	_____	_____
Darrin Rowberry	_____	_____	_____	_____
Krista Sparks	_____	_____	_____	_____
Scott Stice	_____	_____	_____	_____
Jeff Hutchins	_____	_____	_____	_____

Presiding Officer

Attest

Brent K. Marshall, Mayor, Grantsville

Braydee Baugh, City Recorder
Grantsville