

- I would propose that as all of the boards and commissions are being put under one title, they also should be made more uniform. Each chapter should have a common structure to make it more user friendly. Many of the boards and commissions have similar sections, but are not formatted the same way. I would suggest making all of the boards and commissions sections uniform. This is beneficial because things that are uniform are easier to follow, and once someone becomes familiar with one chapter, the next one will be simpler to read and understand. Attached are examples of what I see these changes looking like for the park board, planning commission, salary commission, and the ethics board (See Attachment H).
- I would propose deleting unneeded text in the code to make it more understandable in certain sections. There are some unused words defined in the park board that could be removed for clarity. Words that are defined but not used makes it even more confusing.
- In the current civil service commission chapter there is an extremely long section that would benefit from being split up in multiple bullet points. This would benefit the public by making it simpler to look and read without getting lost in the words. It also helps narrow into specific pieces of the chapter when the sections are in order of the title. I have created an example of what I think this change should look like (See Attachment I).

Recommendation #3 Create Enhanced Web Display:

I would recommend looking into a new code webpage display option. Some of the other municipal codes that use MuniCode, specifically Arlington Municipal Code, had a very beneficial “show changes” button that allowed the public to see new and modified code (See Attachment J). If I was a resident who wanted to keep up with recent changes, this is the most convenient way to do it. It is very clear as it is right on the home page and allows users to not spend the extra time searching for the changes. This would be very beneficial for the residents of Monroe who want to keep up with the changes in the municipal code and provide an easy way to access that information. I recommend inquiring with code publishing to see if they have something similar.



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 - + Chapter 2.60 EMERGENCY MANAGEMENT
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 - + Chapter 2.84 ADMINISTRATIVE AUTHORITY
- + Title 3 REVENUE AND FINANCE
- Title 4 (Reserved)
- + Title 5 BUSINESS REGULATIONS AND LICENSING
- + Title 6 HEALTH AND SANITATION
- Title 7 (Reserved)
- + Title 8 ANIMALS

Title 2 ADMINISTRATION AND PERSONNEL

Chapters:

- [2.04](#) Council Meetings
- [2.08](#) *Repealed*
- [2.12](#) *Repealed*
- [2.14](#) *Repealed*
- [2.16](#) Park Board
- [2.20](#) Retirement of Employees
- [2.24](#) Compensation for Mayor and Council
- [2.26](#) *Repealed*
- [2.28](#) City Positions – Appointed
- [2.32](#) Planning Commission
- [2.34](#) Hearing Examiner
- [2.40](#) Legal Representation
- [2.44](#) City Administrator
- [2.48](#) *Repealed*
- [2.49](#) Lodging Tax Advisory Committee
- [2.50](#) Termination of Contracts and/or Agreements
- [2.52](#) Code of Ethics
- [2.56](#) Disposal of Forfeited Firearms
- [2.60](#) Emergency Management
- [2.70](#) Civil Service System and Commission
- [2.80](#) Municipal Court
- [2.84](#) Administrative Authority

Park Board

Definitions
Purpose and Function
Creation, Membership, and Compensation
Vacancies
Selection of Officers
Quorums, Meetings, and Voting
Reports
Matters Referred to the Board by City Council

Planning Commission

Created- Membership- Compensation
Terms of Office
Vacancies
Powers and Duties
Selection of Secretary
Quorum
Matters Referred to Commission by City Council
Report of Transactions and Expenditures

Civil Service System and Commission

Civil service system created, appointment, terms, removal and quorum.
Terms Limited
Organization of system – Powers and duties – Secretary.
Persons included – Competitive examinations – Transfers, discharges and reinstatements.
Existing positions blanketed under civil service.
Qualifications of Applicants
Tenure of employment – Grounds for discharge – Reduction or deprivation of privileges
Procedure for removal – Suspension, demotion or discharge – Investigation – Hearing – Appeal.
Filling of vacancies – Probationary period
Power to create offices, make appointments and fix salaries not infringed
Enforcement by civil action – Legal counsel.
Deceptive practices – False marks, etc., prohibited.
Penalty
Definitions
Severability
Applicability

Compensation for Mayor and Council- Salary Commission

Established
Purpose- Function
Vacancies
Removal
Duties
Referendum Measures

Ethics Board

Composition
Specific Complaints Against a Public Official
Specific Complaints Against a City Employee Official
Board Unavailability

Economic Development Advisory Board

Term
Membership
Composition of the Board
Staffing
Regular Meetings
Responsibilities
Authority

Park	Planning	Civil	Salary	Ethics	EDAB
Definitions	Created-Membership-Compensation	Civil service system created, appointment, terms, removal and quorum.	Established	Composition	Term
Purpose and Function	Terms of Office	Terms Limited	Purpose-Function	Specific Complaints Against a Public Official	Membership
Creation, Membership, and Compensation	Vacancies	Organization of system – Powers and duties – Secretary.	Vacancies	Specific Complaints Against a City Employee Official	Composition of the Board
Vacancies	Powers and Duties	Persons included – Competitive examinations – Transfers, discharges and reinstatements.	Removal	Board Unavailability	Staffing
Selection of Officers	Selection of Secretary	Existing positions blanketed under civil service.	Duties		Regular Meetings
Quorums, Meetings, and Voting	Quorum	Qualifications of Applicants	Referendum Measures		Responsibilities
Reports	Matters Referred to Commission by City Council	Tenure of employment – Grounds for discharge – Reduction or deprivation of privileges			Authority
Matters Referred to the Board by City Council	Report of Transactions and Expenditures	Procedure for removal – Suspension, demotion or discharge – Investigation – Hearing – Appeal.			
		Filling of vacancies – Probationary period			
		Power to create offices, make appointments and fix salaries not infringed			
		Enforcement by civil action – Legal counsel.			
		Deceptive practices – False marks, etc., prohibited.			
		Penalty			
		Definitions			
		Severability			
		Applicability			

	Park	Planning	Civil	Salary	Ethics	Economic
Monroe	X	X	X	X	X	X
Redmond	X	X	X			
Everett	X	X	X			
Sultan		X		X		
Snohomish	X	X				
Duvall	X	X	X			
Woodinville	X	X				
Bothell	X	X	X	X	Ethics Officer	
Kirkland	X	X	X	X	Ethics Officer	
Mill Creek	X	X	X			
Lake Stevens	X	X	X	X		
Granite Falls	X	X				
Edmonds		X	X	X		X
Mountlake Terrace	X	X	X			

Redmond: Arts and Culture Commission, Design Review Board, Disability Board, Hearing Examiner, Human Services Commission, Landmark Commission, Technical Committee

Everett: Transportation Advisory Committee, Senior Citizen Advisory Board, Citizens Advisory Committee, Cultural Commission, Human Needs Advisory Committee, Water Utility Coordinating Committee, Animal Shelter Advisory Committee, Emergency Medical Services Advisory Board, Sister Cities Advisory Board, Solid Waste Advisory Committee, Everett Centennial Committee, Diversity Advisory Board

Snohomish: Design Review Board, Citizens Advisory Board, Liquor Advisory Committee, Public Safety Commission

Duvall: Cultural Commission, Youth Advisory Commission

Woodinville: Tree board, Emergency and Preparedness and Public Safety Commission

Bothell: Investment Board, Bothell Arts Commission, Disabilities board

Kirkland: Design Review Board, Parking Advisory Board, Transportation Commission, Growth Management Commission, Disabilities Board, Fireman’s Pension Board, Human Services Commission

Mill Creek: Design Review Board, Art and Beautification Board

Lake Stevens: Veterans Commission

Granite Falls: Grants Administration and Research Board

Edmonds: Architectural Design Board, Building Board of Appeals, Cemetery Board, Edmonds Civil Arts Commission, Disability Board, Medical Self-Insurance Advisory Board, Edmonds Youth Commission, Edmonds Sister Cities Commission, Edmonds Historic Preservation Commission, Citizens Tree Board

Mountlake Terrace: Community Policy Advisory Board, Arts Advisory Commission, Recreational Fair Commission, Historical Committee, Disability Board for Police Officers and Firemen, Disability Board

Title 10
BOARDS AND COMMISSIONS

- [10.01](#) Council Confirmation
 - [10.03](#) Student Representatives on City's Boards and Commissions
 - [10.05](#) Architectural Design Board
 - [10.15](#) Building Board of Appeals
 - [10.16](#) Cemetery Board
 - [10.20](#) Edmonds Civic Arts Commission
 - [10.25](#) Civil Service Commission
 - [10.30](#) Disability Board
 - [10.31](#) Medical Self-Insurance Advisory Board
 - [10.35](#) Hearing Examiner
 - [10.40](#) Planning Board
 - [10.50](#) *Repealed*
 - [10.55](#) Edmonds Youth Commission
 - [10.60](#) Edmonds Sister City Commission
 - [10.65](#) Edmonds Diversity Commission
 - [10.70](#) Lodging Tax Advisory Committee
 - [10.75](#) Citizens Economic Development Commission
 - [10.80](#) *Salary Commission*
 - [10.90](#) Edmonds Historic Preservation Commission
 - [10.95](#) Citizens' Tree Board
-

Title 4
BOARDS, COMMISSIONS, AND COMMITTEES

Chapters:

- [4.10](#) **General Procedures**
- [4.15](#) **Arts and Culture Commission**
- [4.20](#) **Civil Service Commission**
- [4.23](#) **Design Review Board**
- [4.25](#) **Disability Board**
- [4.28](#) **Hearing Examiner**
- [4.30](#) **Human Services Commission**
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Chapter 4.10 GENERAL PROCEDURES

Sections:

- [4.10.010](#) Applicability of chapter.
- [4.10.020](#) Creation/termination.
- [4.10.030](#) Appointment, removal and vacancy.
- [4.10.040](#) Qualification of board members.
- [4.10.050](#) Term of service.
- [4.10.060](#) Compensation and reimbursement.
- [4.10.070](#) Quorum.
- [4.10.080](#) Meetings.
- [4.10.090](#) Officers.

4.10.010 Applicability of chapter.

(A) Each board, commission, or committee created by the Council shall be governed by this chapter unless otherwise provided by ordinance, or rules of procedure, as allowed by the ordinance of the board. For purposes of this chapter, the terms "board," "commission," and "committee" have identical meanings.

(B) Temporary committees and committees formed for a special purpose of limited duration by ordinance or otherwise shall not be subject to the term of service provisions of this chapter. Such temporary committees shall not terminate until the duty assigned to them is accomplished and the council receives its final report, or upon dissolution by the council.

(C) All committees and boards, whether temporary or not, shall comply with the relevant provisions of the code and each board's respective rules of procedure, if allowed by ordinance, and shall abide by the rules of procedure as outlined in the most current edition of Robert's Rules of Order, Newly Revised. (Ord. 2581 § 3 (part), 2011).

4.10.020 Creation/termination.

(A) Mayor's Blue Ribbon Committees. The mayor may, as the mayor desires, create blue ribbon committees for the purpose of studying items of interest to the city.

(B) A board shall be created either by ordinance or by resolution. Unless established by ordinance, a board shall

Title 4

BOARDS, COMISSIONS, AND COMITTEES

Chapters:

4.10 General Provisions

4.20 Civil Service Commission

4.30 Ethics Board

4.40 Lodging Tax Advisory Committee

4.50 Park Board

4.60 Planning Commission

4.70 Salary Commission

Chapter 4.10

GENERAL PROVISIONS FOR BOARDS AND COMMISSIONS

Sections:

4.10.010 Applicability of Chapter.

4.10.020 Qualification of Applicant.

4.10.030 Appointment.

4.10.040 Compensation.

4.10.050 Quorum.

4.10.060 Vacancies

4.10.070 Removal.

4.10.010 Applicability of chapter.

Each board, commission, or committee created by the Council shall be governed by this chapter unless otherwise provided by ordinance, or rules of procedure, as allowed by the ordinance of the board. For purposes of this chapter, the terms “board,” “commission,” and “committee” have identical meanings

4.10.020 Qualification of Applicant.

Every person who sits on a board or commission must be a member of the city of Monroe. Members shall be selected without respect to political affiliations.

4.10.030 Appointment.

All members of boards and commissions will be appointed by the mayor and confirmed by the council.

4.10.040 Compensation.

All boards and commission members shall serve without compensation unless different is established by ordinance.

4.10.050 Quorum.

A majority of the membership of a board or commission shall constitute a quorum for the transaction of business. Any action taken by a majority of those present, when those present constitute a quorum, at

any regular or special meeting of the planning commission shall be deemed and taken as the action of the commission. Only those commissioners present at an official meeting shall vote on an issue. Written or verbal votes or opinions of members not physically present at a meeting shall not be counted in any official action. A vote of the majority of the members of a quorum may constitute a decision or recommendation of the board.

4.10.060 Vacancies.

In the event of a vacancy, the mayor shall appoint, subject to approval of the city council, a person to serve the unexpired portion of the term of the expired position. Vacancies occurring otherwise than through the expiration of terms shall be filled for the un-expired terms. Members may be removed after public hearing by the mayor, with the approval of the city council, for inefficiency, neglect of duty or malfeasance in office. Notice of the charge and pendency of the hearing with respect to the removal of a member of the planning commission shall be given by mail, addressed to the residence of the accused member, at least five days before the date of said hearing.

4.10.070 Removal.

A member of the commission shall only be removed from office for cause of incapacity, incompetence, neglect of duty, or malfeasance in office, or for a disqualifying change of residence.

Chapter 4.30

ETHICS BOARD

Sections:

4.30.010 Created – Membership.

4.30.020 Terms of Office

4.30.030 Definitions

4.30.040 Awards of Contracts Prohibited

4.30.050 Public Officials

4.30.060 Miscellaneous provisions.

4.30.070 Appeal – Penalties for violation.

4.30.010 Created – Membership.

A. The city of Monroe hereby adopts the code of ethics for municipal officers codified at Chapter 42.23 RCW, inclusive of any future amendments thereof. It is the city's specific intent that the ethical standards set forth at Chapter 42.23 RCW shall govern the conduct of municipal officers within the city of Monroe. Except as expressly provided in this chapter, the city disclaims any intent to impose substantive standards of conduct that are more stringent than or otherwise different from those set forth in Chapter 42.23 RCW with respect to the subject matter of said chapter. (Ord. 019/2013 § 1 (Exh. A); Ord. 003/2010 § 1 (Exh. A))

B. There is hereby created a board of ethics for city of Monroe public officials. The purpose of this board is to issue advisory opinions on the provisions of this code of ethics and to review and report to the city council on any alleged violations of the code of ethics, all as set forth below. The board shall also provide recommendations on amendments to the ethics ordinance, as directed by the city council:

C. Composition. The board of ethics shall be composed of five members. None of these may be a public official, city employee or immediate family of either. The mayor shall appoint the board members, with the confirmation of the city council. The board of ethics must be citizens of the United States and residents of the city they serve for at least one year before their appointment to the ethics board. The board shall elect from its membership a presiding officer who shall be referred to as a chairman, chairwoman, or chairperson, as may be appropriate, who shall serve for a period of one year, unless reelected.

4.30.020 Terms of Office.

The regular term of office for members of the board of ethics shall be three years. Each member shall hold office until a successor is appointed and confirmed. Regular terms shall commence January 1st and end December 31st. Initial terms shall be staggered with two members appointed for terms beginning upon their appointment in 2004 and ending December 31, 2004; two members appointed for terms beginning upon their appointment and ending December 31, 2005; and one member appointed for a term beginning upon his or her appointment and ending December 31, 2006. After expiration of the initial terms, subsequent appointees shall serve a regular three-year term.

4.30.030 Definitions.

The following words and phrases as used in this chapter shall, unless the context clearly indicates otherwise, have the following meanings:

- A. "Advisory opinion" means an opinion rendered by the board of ethics, based upon hypothetical circumstances, indicating how the board would rule on a matter having the same or sufficiently parallel facts, should an adversary proceeding develop.
- B. "Hypothetical circumstances" means circumstances of fact framed in such a manner as to call for an opinion from the board based on a series of assumptions and not based on the known or alleged past or current conduct of a specific public official or employee that could be the basis of a complaint under MMC 2.52.040.
- C. "Prima facie showing" means evidence which, standing alone and unexplained, would maintain the proposition and claimed violation of this chapter set forth in the complaint. (Ord. 019/2013 § 1 (Exh. A); Ord. 003/2010 § 1 (Exh. A))

4.30.040 Award of contracts prohibited.

Members of the city of Monroe, Washington, boards, commissions, and city staff are prohibited from being awarded contracts with the city. Exceptions to this rule are those covered by the CBA, RCW and WAC. This section was submitted to the Monroe city council as an initiative with enough required signatures to be submitted to the voters. The city council adopted the initiative as an ordinance as an alternative to placing on the ballot. Consequently, to the extent required by law, this subsection shall be construed as superseding any conflicting city requirements or requirements that otherwise operate to illegally amend the requirements of an initiative. (Ord. 019/2013 § 1 (Exh. A); Ord. 003/2010 § 1 (Exh. A))

4.30.050 Public Officials

- A. Specific Complaint Against a Public Official.

1. Any person may submit a written complaint to the mayor or city administrator alleging one or more violations of this ethics code by a public official. The allegation shall set forth specific facts with precision and detail, sufficient for a determination of sufficiency by the board. The complaint shall also set forth the specific sections and subsections of this code that the facts violate, and the reasons why. Complaints should be signed by the person or persons submitting them and include the submitter's correct name, address at which mail may be personally delivered to the submitter, and the telephone number at which the submitter may be contacted.
2. The mayor or his/her designee shall inform the public official and the council of the complaint and shall submit the complaint to the board for determination of sufficiency of the complaint within twenty-four hours of its receipt. Voice mail, email or similar notification of the defendant is acceptable if actual notice is not immediately practicable. A copy of the complaint shall also be sent to the defendant by registered mail within three days of receipt. A complaint cannot be sufficient unless it precisely alleges and describes unjustified acts which constitute a prima facie showing of a violation of a specified provision or provisions of this code. The purpose of requiring that the complaint be sufficient is to ensure that the complaint is supported by identifiable facts, and to ensure that the complaint is not based on frivolous charges.
3. The complainant shall have the responsibility for proving the allegations in the complaint by a preponderance of the evidence.
4. Complaints shall be subject to a two-year statute of limitation. The limitations period shall commence from the date that information on completion of the alleged misconduct was reasonably available to the public.
5. Complaints may be amended as authorized by the decision-maker as justice requires; provided, that the time frames of the review process provide the defendant with a fair opportunity to respond.
6. All public officials and employees, excluding the alleged violator, shall observe strict confidentiality as to the complaint and alleged violator until the review is complete, to the extent that the information is acquired as a result of a person's status as a public official or employee. Confidentiality after completion shall be maintained unless the complaint or finding is released through a public disclosure request filed with the city attorney. City officials and employees may divulge information to the extent necessary to defend against inaccurate or misleading public information about their involvement in the complaint review process. The ethics board and/or city council may divulge information to the extent necessary to correct any inaccurate or misleading public information about the complaint review process. Any person who violates this subsection shall not be subject to criminal penalties; however, a violation of this subsection may result in disciplinary action against such person. The city council may remove a member of the board of ethics from the board if it determines that the member has violated this subsection.
7. The board shall hold a hearing for the purpose of determining sufficiency of written complaints. The board shall begin the hearing no later than twenty days after the complaint is received and shall conclude the hearing(s) no later than twenty-four days after it receives the

complaint; provided, however, that the running of these time periods shall be tolled and the complaint proceedings shall be stayed in the event the board makes application to the city council for continuance of the proceedings. Such continuances may only be granted by the city council when there is demonstrable and compelling reason(s) to do so, and may not exceed ten days. The board shall render a written report, setting forth its findings of sufficiency as to whether or not the individual against whom the complaint was filed may have violated the code of ethics.

8. The determination of sufficiency or insufficiency by the board is final and binding, and no administrative or other legal appeal is available. If the finding is one of sufficiency of the complaint, then the complaint shall be heard and reported as set forth below.

9. No report may be issued by the board, unless a person or entity complained against has had an opportunity to present information on his, her or its behalf at a hearing before the board.

10. A copy of the written report on sufficiency shall be delivered to the city council, person complained against, and the complaining party within ten days of conclusion of the hearing, unless a longer time period has been requested by the person complained against, and has been approved by the board or unless a longer time period has been requested by the board and has been approved by the city council.

11. In the event the written report provides that the board has found sufficiency in the allegations against whom the complaint has been filed, the matter shall be referred for hearing to the city's hearings examiner unless the defendant requests the matter be heard by the ethics board. (Hearings examiners will be rotated from a rotational roster maintained by the city and shall be licensed and practicing attorneys who are not residents of the city.)

a. Hearings by a hearings examiner or the ethics board must be held within twenty days of a finding of sufficiency unless an extension is requested, or granted, by the defendant. The hearing must be concluded within ten days of commencement of the hearing unless extended by the request or agreement of the defendant.

b. Findings of fact and conclusions and opinion of the hearings examiner or the ethics board must be received by the council no later than seven days after the conclusion of the hearing.

c. The complainant or defendant may request a subpoena for documentary evidence or the attendance of witnesses by making a written application to the mayor describing in detail the subject matter of the proposed subpoena and an explanation of why such information is reasonably necessary in order to conduct the hearing. The subpoena may be issued in the event the mayor determines the subpoena request is reasonable, relevant to the complaint and within the subpoena power of the city. The request for a subpoena shall be submitted to the mayor within two business days after the determination of sufficiency and the mayor shall have two business days to issue a decision. In the event the mayor denies the request or the complaint alleges a violation of the ethics code by the mayor, the defendant or complainant may request a decision from the city council. City council review shall be scheduled for the next regular city

council business meeting or study session, unless an earlier special meeting is available. The commencement of the hearing on the merits shall be delayed until five days after the council makes a decision on whether to issue a subpoena.

12. In the event the final determination by either the hearings examiner or the ethics board provides that the individual against whom the complaint has been filed has violated the code of ethics, the council shall convene and render its decision within seven days of the receipt of said determination unless an extension is requested by the defendant and granted by council. In the event that the city council members agree by majority vote that one or more of the violations occurred, then as to the violations the city council may take any of the following actions by a majority vote of the council; provided, that penalties may only be based upon violations alleged in the complaint or amended complaint and not upon other violations discovered during the complaint process:

- a. Admonition. An admonition shall be a verbal nonpublic statement made by the mayor to the individual.
- b. Reprimand. A reprimand shall be administered to the individual by letter. The letter shall be approved by the city council and shall be signed by the mayor. If the individual objects to the content of such letter, he or she may file a request for review of the letter of reprimand with the city council. The city council shall review the letter of reprimand in light of the report and the request for review, and may take whatever action appears appropriate under the circumstances. The action of the city council shall be final and not subject to further review.
- c. Censure. A censure shall be a written statement administered personally to the individual. The individual shall appear at a time and place directed by the city council to receive the censure. Notice shall be given at least twenty days before the scheduled appearance at which time a copy of the proposed censure shall be provided to the individual. Within five days of receipt of the notice, the individual may file a request for review of the content of the proposed censure with the city council. Such a request will stay the administration of the censure. The city council shall review the proposed censure in light of the report and the request for review, and may take whatever action appears appropriate under the circumstances. The action of the city council shall be final and not subject to further review. If no such request is received, the censure shall be administered at the time and place set. It shall be given publicly, and the individual shall not make any statement in support of or in opposition thereto or in mitigation thereof. A censure shall be deemed administered at the time it is scheduled whether or not the individual appears as required.
- d. Removal. In the event the individual against whom the complaint has been filed is a member of a city board, commission, committee, or other multi-member bodies appointed by the mayor with the approval of the city council, the city council may, by a majority vote, remove the individual from such board, commission or committee; provided, however, that nothing in this section authorizes the city council to remove a council member or the mayor from his or her office.

13. Proceedings by the board or the hearings examiner when they relate to action involving a person shall be made in executive session; however, upon request of the person involved, the proceeding shall be open to the public. The complaint, the determination of sufficiency or no sufficiency, and written report of the board or the hearings examiner shall be considered public records.

14. Action by the city council shall be by majority vote. If the proceeding involves a member of the city council, the member does not vote on any matter involving the member. As provided in RCW 35A.12.100, the mayor shall vote in the case of a tie, except if the action is against the mayor. Deliberation by the council may be in executive session; however, upon request of the person complained against, the meeting shall be open to the public.

15. A complaint cannot be sufficient unless it precisely alleges and describes unjustified acts, which constitute a prima facie showing of a violation of a specified provision or provisions of this code.

B. Specific Complaint Against a City Employee Official.

1. In the event the individual against whom the complaint has been filed is a city employee, the city shall follow the appropriate discipline, through the employee's supervisor and/or department head, procedures as outlined in the appropriate bargaining agreement, employee handbook, civil service rules, and/or standard operating procedures. Employees also have the right to appeal through the court system as regulated by state and federal law.

C. Board Unavailability – Hearing Examiner Authority.

1. In the event the ethics board is unable to perform any function designated under this section due to lack of a quorum or other reason, such function shall instead be performed by the hearing examiner who shall be governed by the board's procedures. (Ord. 019/2013 § 1 (Exh. A); Ord. 003/2010 § 1 (Exh. A). Formerly 2.52.080)

4.30.060 Miscellaneous provisions.

The board of ethics shall also render written opinions concerning the applicability of the code of ethics to hypothetical circumstances or situations upon the request of the mayor or any council member. Requests for opinions from the public must be approved by either the mayor or a majority vote of council.

The city shall release copies of any written report resulting from a review of a complaint and any written censures or reprimands issued by the city council in response to public records requests as consistent with Chapter 42.56 RCW and any other applicable public disclosure laws.

The mayor shall provide staff, as he or she deems appropriate, to assist the board of ethics.

Board members shall be reimbursed by the city for reasonable expenses incurred in their exercise of the official business of the board, consistent with the expense reimbursement policies of the city.

The city clerk shall cause a copy of this code of ethics to be distributed to every public officer of the city within thirty days after enactment of the ordinance codified in this chapter. The ordinance codified in this chapter will also be made available on the city's web page and hard copies will be made available upon request. (Ord. 019/2013 § 1 (Exh. A); Ord. 003/2010 § 1 (Exh. A). Formerly 2.52.090)

4.30.070 Appeal – Penalties for violation.

Appeal of a decision of the board of ethics that the code of ethics has been violated, or a decision of the city council as to an admonition, reprimand, censure, or removal, may be filed with the Snohomish County superior court, Washington State. Any person who files with the ethics board a false charge of misconduct on the part of any public official or public employee when the person knows it is false shall be guilty of a misdemeanor. In addition to criminal penalties, violators shall pay a civil penalty of five hundred dollars, or three times the economic value of anything received in violation of this chapter, whichever is greater. Any monetary penalty assessed civilly shall be placed in the city's general fund. (Ord. 019/2013 § 1 (Exh. A); Ord. 003/2010 § 1 (Exh. A). Formerly 2.52.100)

Chapter 4.50

PARK BOARD

Sections:

- 4.50.010 Created – Membership – Compensation.
- 4.50.020 Terms of Office.
- 4.50.030 Powers and duties.
- 4.50.040 Matters referred to the board by city council.
- 4.50.050 Reports.
- 4.50.060 Selection of officers.
- 4.50.070 Meetings and voting.
- 4.50.080 Definitions.

4.50.010 Created – Membership – Compensation.

- A. There is hereby created a seven-member board of park commissioners. The park board shall consist of five members at large, with one member from the city planning commission and one member from the Monroe school district.
- B. The mayor with the consent of the city council shall appoint the members at large. The members at large shall be of recognized fitness for such position, shall be selected without respect to political affiliations and shall reside within the limits of the city of Monroe, except the mayor may appoint, with consent of the city council, one board member from the city of Monroe's urban growth area to fill a vacant position. The mayor shall confer with the planning commission and Monroe school district to select a representative from each organization. The mayor shall appoint one member from each organization, with the consent of the city council.
- C. Each park commissioner may be paid for attending park board meetings, workshops and conferences. The amount shall be set annually by resolution by the city council on a per meeting for not more than one meeting per month basis. Each park commissioner may be reimbursed for actual expenses incurred in the discharge of his or her official or authorized duties upon presentation of a claim therefor and after allowance and approval thereof by the city council.
- D. The city council may select a member from its body as a liaison to the board of park commissioners. (Ord. 021/2014 § 1; Ord. 004/2011 §§ 1, 2; Ord. 009/2004; Ord. 1266, 2002; Ord. 1222, 2000; Ord. 941, 1990)

4.50.020 Terms of Office.

C. The term of office for each appointed board member shall be four years except that the term of members from the planning commission and Monroe school district shall be for two years. No board member shall serve on the park board for a period exceeding twelve consecutive years, except as provided in this section.

1. A person may serve on the park board for a total of thirteen years if the person was previously appointed to fill a vacancy on the park board and the period of appointment was less than one year.
2. A person who has previously served twelve years on the park board shall be eligible for appointment to fill a vacancy on the park board if the period of appointment is less than one year.
3. The limitations set forth in this section shall not prevent a person from being appointed to serve on the park board where two consecutive years have lapsed since the date the person last served on the park board.

4.50.030 Powers and duties.

The board shall be an advisory board to the city council and shall have and exercise those powers and that authority prescribed below:

- A. Review on an annual basis the comprehensive park and recreation plan and suggest amendments, if appropriate, to the city council.
- B. Work with the planning commission in reviewing the needs and locations of park sites.
- C. Continually assess the city park and recreation facilities, programs, needs and costs and make recommendations to the city council for the care, management, supervision, improvement and budgeting for parks, recreational facilities and programs.
- D. Advise the city council on annual budget needs for the parks department.
- E. Advise the council on the personnel needs of the maintenance and operation of the park system.
- F. Advise the city council on capital expenditures program for the park department, including planning acquisition, construction, development, maintenance and operation; including restrictions on concessions or privileges in parks and play and recreation grounds and other municipally owned recreation facilities.
- G. The park and recreation board, when requested by the city council, shall consider, investigate, make findings, report and recommend upon any special matter of question concerning trees in the city coming within the scope of its work.
- H. The park and recreation board may remove, or cause or order to be removed, any tree or part thereof which is in an unsafe condition or which by reason of its nature is injurious to sewers, electric

power lines, gas lines, water lines, or other public improvements, or is affected with any injurious fungus, insect or other pest. (Ord. 1222, 2000; Ord. 1087, 1996; Ord. 941, 1990)

4.50.040 Matters referred to the board by city council.

The city council may refer to the board for its recommendation and report on any ordinance, resolution or other proposals on matters and subjects relating to city parks, parks operations, and recreation programs and other similar matters generally considered under the influence of park and recreation operations. (Ord. 941, 1990)

4.50.050 Reports.

The board of commissioners shall present an annual report to the city council. Such annual report shall be in writing. (Ord. 941, 1990)

4.50.060 Selection of officers.

A chairperson, vice chairperson and secretary shall be elected each year. Officers shall be elected by a majority of all commissioners present at the first meeting of the new year. (Ord. 941, 1990)

4.50.070 Meetings and voting.

The board of commissioners shall determine a monthly meeting time and date. The board may have special meetings at other times; provided, such meetings are announced to the general public at least ten days prior to said meetings; and further provided, that such special meeting is used to consider a separate concern or agenda item. Special meetings should not be used to conduct general business. (Ord. 941, 1990)

4.50.080 Definitions.

Words used in this chapter shall have the following meanings:

- A. "Park board" means board of park commissioners.
- B. "Parks department" means a branch of city government.
- C. "Recreation" means any recreational facility, program, activity or function sponsored by or through or as a part of the services offered to residents of the city of Monroe through the parks department.

Chapter 4.60

PLANNING COMMISSION

Sections:

- 4.60.010 Created – Membership – Compensation.
- 4.60.020 Terms of office.
- 4.60.030 Powers and duties.
- 4.60.040 Matters referred to commission by city council.
- 4.60.050 Report of transactions and expenditures.
- 4.60.060 Selection of secretary.

4.60.010 Created – Membership – Compensation.

- A. Pursuant to the authority conferred by Chapter 35A.63 RCW, as amended, there is created a city planning commission consisting of seven members who shall be appointed by the mayor and confirmed by the city council.
- B. All members of the planning commission shall reside within the city limits of the city of Monroe, except the mayor may appoint and the city council confirm one commissioner from the city of Monroe's urban growth area to fill a vacant position. The members shall be selected without respect to political affiliations.
- C. Each city planning commissioner may be paid for attending commission meetings and workshops an amount not exceeding seventy-five dollars per meeting for not more than one meeting each week. Members may be reimbursed for expenses necessarily incurred in performing their official duties. (Ord. 013/2015 § 1; Ord. 004/2011 § 3; Ord. 031/2007 § 1; Ord. 022/2004; Ord. 1044, 1994; Ord. 875, 1988; Ord. 666, 1978)

4.60.020 Terms of office.

The term of office for each appointed commission member shall be four years, and expiration of terms of office shall be set forth so that each position shall expire in rotation on December 31st in each succeeding year, so that the fewest possible terms will expire in any one year. No planning commission member shall serve on the commission for a period exceeding twelve consecutive years, except as provided in this section.

- A. A person may serve on the planning commission for a total of thirteen years if the person was previously appointed to fill a vacancy on the planning commission and the period of appointment was less than one year.

B. A person who has previously served twelve years on the planning commission shall be eligible for appointment to fill a vacancy on the planning commission if the period of appointment is less than one year.

C. The limitations set forth in this section shall not prevent a person from being appointed to serve on the planning commission where two consecutive years have lapsed since the date the person last served on the planning commission. (Ord. 021/2014 § 2; Ord. 004/2011 § 4; Ord. 666, 1978)

4.60.030 Powers and duties.

The planning commission shall have all the powers and perform each and all of the duties specified in this code. (Ord. 975, 1991; Ord. 666, 1978)

4.60.040 Matters referred to commission by city council.

The city council may refer to the planning commission for its recommendation and report any ordinance, resolution or other proposal relating to any of the matters and subjects referred to in Chapter 35A.63 RCW, as amended, and the commission shall promptly report to the council thereon, making such recommendations and giving such counsel as it may deem proper. (Ord. 022/2004; Ord. 666, 1978)

4.60.050 Report of transactions and expenditures.

The planning commission, at or before its first regular meeting in September of each year, shall make a full report in writing to the city council of its transactions and expenditures, if any, for the calendar year preceding, with such general recommendations as to matters covered by its prescribed duties and authority as may seem proper to it. (Ord. 666, 1978)

4.60.060 Selection of secretary.

The planning commission may designate one of its members to act as secretary, without salary, or, if requested by the commission, the mayor shall designate a member of the paid staff of the city to serve as such secretary. (Ord. 666, 1978)

Chapter 4.70
SALARY COMMISSION

Sections:

4.70.010 Created – Membership – Compensation

4.70.020 Terms of Office

4.70.030 Powers and Duties

4.70.040 Referendum Measures

4.70.010 Created – Membership – Compensation.

- A. The salary commission shall review and establish the salaries of the mayor and the councilpersons and shall exercise the powers and perform the duties set forth by RCW 35.21.015, as now existing or hereafter amended.
- B. Established. There is created and established an independent salary commission. The commission shall consist of five members, to be appointed by the mayor with the approval of the city council.
- C. A member of the commission shall not be an officer, official, or employee of the city or an immediate family member of an officer, official, or employee of the city. For purposes of this section, “immediate family member” means the parents, spouse, siblings, children, or dependent relatives of an officer, official, or employee of the city, whether or not living in the household of the officer, official, or employee.
- D. Members of the commission shall serve without compensation.

4.70.020 Terms of Office.

A member of the commission shall serve for a three-year term and shall be a resident of the city. Initial terms shall be staggered with two members appointed for terms beginning upon their appointment in 2015 and ending December 31, 2017, two members appointed for terms beginning upon their appointment and ending December 31, 2016, and one member appointed for a term beginning upon his or her appointment and ending December 31, 2015. No member of the commission shall be appointed to more than two terms, whether consecutive or otherwise.

4.70.030 Powers and Duties.

1. The commission shall have the duty to review the salaries paid by the city to the mayor and city council. If after such review the commission determines that the salary paid to the mayor or city council should be increased or decreased, the commission shall file a written salary schedule with the city clerk indicating the increase or decrease in salary.

2. The commission shall convene and complete its first review of the salaries paid to the mayor and city council within ninety days of the appointment of the commission. Should the commission determine that the salary paid to the mayor or city council should be increased or decreased, the commission shall file its initial schedule of salaries for the mayor and city council with the city clerk no later than the ninety-first day following the appointment of the commission.
3. For subsequent years, the commission shall meet no less than one time per year, during the month of August.
4. All meetings of the commission shall be governed by the Open Public Meetings Act and shall be open to the public except as otherwise allowed under that Act. Members of the public shall have an opportunity to comment or submit comments in writing prior to a commission vote to increase or decrease salaries.
5. Any increase or decrease in salary shall become effective and incorporated into the city budget without further action of the city council or the commission.
6. Salary increases established by the commission shall be effective as to the mayor and all councilpersons, regardless of their terms of office.
7. Salary decreases established by the commission shall not be effective as to an incumbent mayor and councilpersons until the commencement of their next term of office.
8. Any adjustment of salary by the commission shall supersede any city ordinance related to the budget or fixing of salaries, but only to the extent there is a conflict.
9. The commission shall adopt rules of procedure to govern its meetings. Such rules shall make provision for the taking of minutes and keeping of commission records, and shall provide for the election of such officers as are deemed necessary by the commission for the conduct of its business.

4.70.040 Referendum Measures.

1. Salary increases and decreases shall be subject to referendum petition by the people of the city in the same manner as a city ordinance upon filing of such petition with the city clerk within thirty days after filing of the salary schedule. In the event of the filing of a valid referendum petition, the salary increase or decrease shall not go into effect until approved by vote of the people.
2. Referendum measures under this section shall be submitted to the voters of the city at the next following general or municipal election occurring thirty days or more after the petition is filed, and shall be otherwise governed by the provisions of the state Constitution, or city charter, or laws generally applicable to referendum measures. (Ord. 001/2015 § 1; Ord. 038/2004; Ord. 1174, 1999)

OLD

2.70.010 Civil service system created, appointment, terms, removal and quorum.

There is created in the city a civil service system which shall be composed of three persons. The members of such commission shall be appointed by the mayor; provided, that the members of the civil service commission constituted pursuant to the Monroe City Code sections repealed at the enactment of this chapter shall be the initial commissioners of the newly created civil service system and shall continue in office until the term of their original appointment expires. Existing appointments at the date of adoption of the ordinance codified in this chapter are hereby confirmed and the staggered terms of each position shall be maintained. The members of such commission shall serve without compensation. No person shall be appointed a member of such commission who is not a citizen of the United States, a resident of such city for at least three years immediately preceding such appointment, and an elector of the county wherein he resides. Except for the initial commission, the term of office of such commissioners shall be for six years. Any member of such commission may be removed from office for incompetency, incompatibility or dereliction of duty, or malfeasance in office, or other good cause; provided, however, that no member of the commission shall be removed until charges have been preferred in writing, due notice and a full hearing had. The members of such commission shall devote due time and attention to the performance of the duties hereinafter specified and imposed upon them by this chapter. Two members of such commission shall constitute a quorum and the votes of any two members of such commission concurring shall be sufficient for the decision of all matters and the transaction of all business to be decided or transacted by the commission under or by virtue of the provisions of this chapter. Confirmation of the appointment or appointments of commissioners by the city council shall not be required. (Ord. 025/2005 § 2)

NEW

2.70.010 Civil service system composition, terms, and removal.

A. There is created in the city a civil service system which shall be composed of three persons. The members of such commission shall be appointed by the mayor; provided, that the members of the civil service commission constituted pursuant to the Monroe City Code sections repealed at the enactment of this chapter shall be the initial commissioners of the newly created civil service system and shall continue in office until the term of their original appointment expires. Existing appointments at the date of adoption of the ordinance codified in this chapter are hereby confirmed and the staggered terms of each position shall be maintained. No person shall be appointed a member of such commission who is not a citizen of the United States, a resident of such city for at least three years immediately preceding such appointment, and an elector of the county wherein he resides. Confirmation of the appointment or appointments of commissioners by the city council shall not be required. (Ord. 025/2005 § 2)

B. Except for the initial commission, the term of office of such commissioners shall be for six years. No civil service commissioner shall serve more than two full consecutive terms. An appointment to fill the unexpired portion of a term less than two years in length shall not constitute a full term. (Ord. 025/2005 § 2)

C. Any member of such commission may be removed from office for incompetency, incompatibility or dereliction of duty, or malfeasance in office, or other good cause; provided, however, that no member of the commission shall be removed until charges have been preferred in writing, due notice and a full hearing had. The members of such commission shall devote due time and attention to the performance of the duties hereinafter specified and imposed upon them by this chapter.

Code of Ordinances

VERSION: OCT 16, 2018 (CURRENT)

- ARLINGTON, WASHINGTON - MUNICIPAL CODE **modified**
- Supplement History Table **modified**
- Title 1 - GENERAL PROVISIONS
- Title 2 - ADMINISTRATION AND PERSONNEL
- Title 3 - REVENUE AND FINANCE
- Title 5 - BUSINESS LICENSES AND REGULATIONS
- Title 6 - HEALTH AND SANITATION
- Title 8 - ANIMALS

Code of Ordinances

Supplement 21
Online content updated on October 16, 2018

ARLINGTON MUNICIPAL CODE Looseleaf Supplement Codified through Ordinance No. 2018-007, passed August 6, 2018. (Supp. No. 21)

VIEW WHAT'S CHANGED

This Code of Ordinances and/or any other documents that appear on this site may not reflect the most current legislation adopted by the Municipality.

Code of Ordinances

Supplement 21
Online content updated on October 16, 2018

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Recent Changes

ARLINGTON, WASHINGTON - MUNICIPAL CODE **modified**

Supplement History Table **modified**

Chapter 20.44 - SUPPLEMENTARY ZONING /
Title 20 - ZONING /
Arlington, Washington - Code of Ordinances
20.44.060 - Minimum parcel sizes of or Class "A," "B," or "C" mobile homes.

Title 20 - ZONING / **modified**
Arlington, Washington - Code of Ordinances
Section I. - General Development Design Standards and Old Town Business District Design Standards

Chapter 20.46 - DESIGN / **new**
Title 20 - ZONING /
Arlington, Washington - Code of Ordinances
20.46.005 - Standards adopted.

Chapter 20.46 - DESIGN / **modified**
Title 20 - ZONING /
Arlington, Washington - Code of Ordinances
20.46.010 - Conformance with design standards.