

**CITY OF BLAINE**  
**REQUEST FOR COUNCIL ACTION**  
**MEETING DATE: August 14, 2006**

**SUBJECT:** Ordinance 06-2648 Creating BMC Chapter 2-96, Establishing a Community Trade and Economic Development (CTED) Grievance Procedure

**SUBMITTING DEPT:** Finance Department

**PREPARED BY:** Meredith Riley, Finance Director

**AGENDA LOCATION:** Comments / Communications ☐, Consent ☐,  
Public Meeting (Hearing) ☐, Unfinished Business ☐, Council Action Item ☒,  
Committee Reports ☐

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**ATTACHMENTS:** Ordinance 06-2648.

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**ANALYSIS / SUMMARY:** In conjunction with Totally Chocolate's application for a Rural Washington Loan Fund grant from Community Trade and Economic Development (CTED), the City is required to have in place a grievance procedure for any citizen to file a complaint regarding this loan.

As this is a requirement for any CTED grant and loan, it is in the best interest of the City to codify this grievance procedure.

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**RECOMMENDATION:** Waive 2<sup>nd</sup> Reading: (Including conditions of approval if applicable) ☐

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**FISCAL ANALYSIS:** There is no direct expense to the City.

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**REVIEWED BY:**

City Manager \_\_\_\_\_ Finance Director \_\_\_\_\_ City Clerk \_\_\_\_\_

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**COUNCIL ACTION:** Approved ☐, Denied ☐, Tabled / Deferred ☐,  
Assigned to: \_\_\_\_\_

**DATE OF NEXT COUNCIL ACTION:** \_\_\_\_\_

## **ORDINANCE NO. 06-2648**

### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BLAINE, WASHINGTON, CREATING BLAINE MUNICIPAL CODE CHAPTER 2.96, ESTABLISHING A COMMUNITY TRADE AND ECONOMIC DEVELOPMENT (CTED) GRIEVANCE PROCEDURE**

**WHEREAS**, the City of Blaine is the local governmental entity to receive and/or pass-through Community Trade and Economic Development (CTED) grants and loans , and

**WHEREAS**, CTED requires a grievance procedure to be established for any citizen complaints regarding these grants and loans, and

**WHEREAS**, the City wishes to established this grievance procedure according to CTED guidelines,

**NOW, THEREFORE**, be it ordained by the City Council of the City of Blaine that Blaine Municipal Code Section 2.96 be is hereby created as follows:

**SECTION 1.** Chapter 2.96 BMC Community Trade and Economic Development (CTED) Grievance Procedure

**2.96.010 Submit complaints in writing.** Submit complaints in writing to the City Manager or his/her designated official representative for resolution. A record of the complaints and action taken will be maintained. A decision by the City Manager or his/her designated official representative will be rendered within 15 working days.

**2.96.020 Complaint not resolved.** If the complaint cannot be resolved to your satisfaction by the City Manager or his/her representative, the complaint will be heard by the governing body and discussed at an open, public meeting of the elected body. A written decision will be made within 30 working days. The decision of the governing body is final.

**2.96.030 Record of action.** A record of action taken on each complaint will be maintained as a part of the records of minutes at each level of the grievance process.

**SECTION 2:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 3:** If any section, subsection, clause or phrase of this ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Ordinance.

**SECTION 4:** This Ordinance shall take effect and be in force from and after its passage by the City Council and approval by the Mayor, if approved, otherwise, as provided by law and five days after the date of posting for publication.

**PASSED BY THE CITY COUNCIL OF BLAINE, WASHINGTON** on the \_\_\_\_\_ day of August, 2006, and approved by the Mayor on the same day.

CITY OF BLAINE, WASHINGTON

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Mike Myers, Mayor

ATTEST:

APPROVED AS TO FORM:

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Sheri Sanchez, City Clerk

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Jon Sitkin, City Attorney