

## POULSBO DISTRIBUTION SCHEDULE

**ORDINANCE NO. 2010-07**

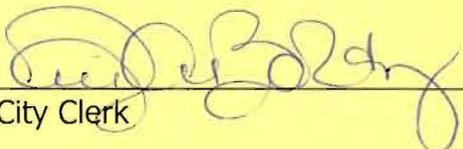
**SUBJECT: Poulsbo Municipal Code Chapter 2.04 – Replace and Revise**

CONFORM AS TO DATES & SIGNATURES

- Filed with the City Clerk: 03/04/2010
- Passed by the City Council: 03/10/2010
- Signature of Mayor
- Signature of City Clerk
- Publication: 03/19/2010
- Effective: 03/24/2010
- Recorded: N/A

DISTRIBUTED COPIES AS FOLLOWS:

- NK Herald: Emailed by jb
- (1) Ordinance Book (copy)
- Code Publishing - via email if in electronic format
- City Attorney
- Civil Service Commission and/or Sec/Chief Examiner
- Clerk's Department:
- City Council
- Finance:
- Posted to Library Drive

  
\_\_\_\_\_  
City Clerk

March 12, 2010  
\_\_\_\_\_  
Date

**ORDINANCE NO. 2010-07**

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, REPEALING POULSBO MUNICIPAL CODE CHAPTER 2.04 CITY COUNCIL MEETINGS IN ITS ENTIRITY AND REPLACING IT WITH NEW AND REVISED LANGUAGE AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.

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**WHEREAS**, PMC Chapter 2.04 City Council Meetings has been revised and amended over the past 30 years to implement or change the conduct of city council meetings and council committees; and

**WHEREAS**, this Chapter has been restructured for the ease of use and amendments; and

**WHEREAS**, significant changes have been made to the format of this chapter and minor changes have been incorporated to reflect current practices; NOW THEREFORE,

**THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1. City Council Meetings.** Chapter 2.04 known as "City Council Meetings" is hereby repealed and replaced in the Poulsbo Municipal Code to read as follows:

- Section 2.04.010 Place and time.
- Section 2.04.020 Compensation to city councilmembers – amount.
- Section 2.04.030 Council committees.

**2.04.010 Place and time.**

A. The city council shall hold their regular meetings on the first, second, and third Wednesday of every month. If any Wednesday is a holiday, the council shall determine an alternate day.

B. Regular meetings shall start at seven p.m. and end no later than ten p.m., unless a motion to extend is approved by a quorum of the council plus one. Meeting shall be held at City Hall.

**2.04.020 Compensation to city councilmembers – Amount.**

Members of the city council elected to terms commencing after July 14, 1999, or appointed to fulfill unexpired terms commencing after said date shall receive compensation of five hundred dollars per month for services on the city council.

**2.04.030 Council committees.**

A. In order to provide for the more efficient conduct of the city council’s business, the following standing committees of the council are created:

1. The finance/administration committee, which shall consider matters related to the office of the city clerk, the finance department, city audits, personnel issues, and salaries and wages;
  - a. The finance/administration committee shall meet on the first and third Wednesdays of each month from five p.m. until seven p.m.
  - b. The finance/administration committee meetings shall be attended by the city clerk and the finance director. In the event that the city clerk or finance director are unable to attend, their assistants shall attend in their place.
2. The public works committee, which shall consider matters related to engineering, planning, and public works facilities and utilities development, maintenance and repair and operations. The public works committee shall also set council public hearing dates for subjects related to their committee, except where the entire city council is specifically required by law to set those hearings;
  - a. The public works committee shall meet on the second and fourth Wednesdays of each month from five p.m. until seven p.m.
  - b. The public works committee meetings shall be attended by the city engineer, the planning director, and the public works director. In the event that the city engineer, planning director, or public works director are unable to attend, their assistants shall attend in their place.
3. The public safety/legal committee, which shall consider matters related to police, municipal court, claims against the city, reports from the city attorney, review of draft ordinances and other legal matters;
  - a. The public safety/legal committee shall meet on the third Wednesday of each month from four p.m. until five p.m. and shall consider legal issues on an as-needed basis.
  - b. The public safety/legal committee meetings shall be attended by the police chief and a representative of the municipal court. The city attorney shall attend those meetings at which legal issues are discussed via telephone call.
4. The community services committee, which shall consider matters related to the library, parks and recreation, and other community services. The community services committee shall designate one individual committee member for the Poulsbo parks and recreation commission and the Poulsbo tree board in order to serve as a liaison between the committee and the group;
  - a. The community services committee shall meet on the second Wednesday of each month from four p.m. until five p.m.



1. The city council will hold a workshop meeting in early January of each even-numbered year in order to review councilmember's request for committee assignments and to determine who will service on each committee. All councilmembers will submit their prioritized requests for committee assignments in writing to the city clerk prior to the meeting. The mayor shall chair the meeting, but assignments shall be decided by the city council.
2. In order to ensure continuity on committees, at least one councilmember from the previous term shall remain on the committee.
3. Committee members shall serve for two years or until successor is appointed. Newly elected councilmembers will serve in their predecessor's committee assignment until the new committee assignments are established.

E. At the first committee meeting after appointment, each committee shall elect a chair from among its members. The committee members shall elect a chair every six months for the duration of the two year term of the committee.

F. All committees shall meet in City Hall. Meetings shall commence at the described location but may meet at such other places, dates, and times as deemed appropriate by the committee and may cancel any meeting in the event of a lack of a quorum or for other reasons deemed appropriate by the committee in accord with the Open Public Meetings Act.

G. Committee meetings shall be open to the public, except otherwise authorized by the Open Public Meetings Act, Chapter 42.30 RCW, or other state law.

H. Two of three committee members shall constitute a quorum for the purpose of transacting the business of the committee. The committee may adopt such other rules of procedure as may be appropriate to transact business.

I. The committees shall keep minutes of their meetings including actions and recommendations to the city council.

J. The chair of each committee shall report to the council the findings and recommendations of the committee at the next meeting following a meeting of the committee. The chair's report shall be summarized in the city council's minutes. In the absence of the chair, any other member of the committee may make the report to the council.

K. The council may establish such other ad hoc committees as may be appropriate to consider special matters that do not readily fit the standing committee structure or that require a special approach or emphasis.

L. No more than three members of the city council shall be present at any committee meeting, unless notice has been given to the city clerk sufficiently in advance of the committee meeting to enable the city clerk to give public notice of a special meeting of the city council.

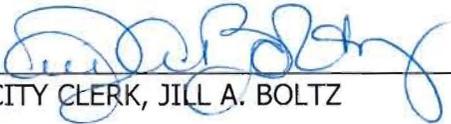
**Section 2. Severability.** If any section, sentence, clause or phrase of this ordinance or any code section adopted or amended hereby should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance or any code section adopted or amended hereby.

**Section 3. Effective Date.** This ordinance shall take effect and be in full force five (5) days after publication of the attached summary, which is hereby approved.

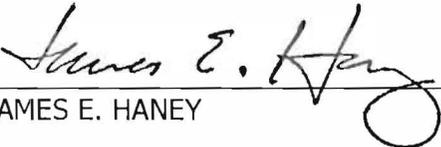
APPROVED:

  
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MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:

  
\_\_\_\_\_  
CITY CLERK, JILL A. BOLTZ

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

BY   
\_\_\_\_\_  
JAMES E. HANEY

FILED WITH THE CITY CLERK: 03/04/2010  
PASSED BY THE CITY COUNCIL: 03/10/2010  
PUBLISHED: 03/26/2010  
EFFECTIVE DATE: 03/31/2010  
ORDINANCE NO. 2010-07

**SUMMARY OF ORDINANCE NO. 2010-07**

of the City of Poulsbo, Washington

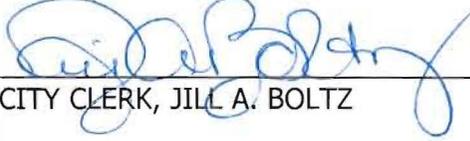
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On the 10th day of March, 2010, the City Council of the City of Poulsbo passed Ordinance No. 2010-07. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, REPEALING POULSBO MUNICIPAL CODE CHAPTER 2.04 CITY COUNCIL MEETINGS IN ITS ENTIRITY AND REPLACING IT WITH NEW AND REVISED LANGUAGE AND FIXING A TIME WHEN THE SAME SHALL BECOME EFFECTIVE.

The full text of this Ordinance will be mailed upon request.

DATED this 10th day of March, 2010.

  
CITY CLERK, JILL A. BOLTZ

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