

## POULSBO DISTRIBUTION SCHEDULE

**ORDINANCE NO. 2018-06**

**SUBJECT: Council Committees Update**

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### CONFORM AS TO DATES & SIGNATURES

- ☒ Filed with the City Clerk: 3/1/18
- ☒ Passed by the City Council: 3/7/18
- ☒ Signature of Mayor
- ☒ Signature of City Clerk
- ☒ Publication: 3/16/18
- ☒ Effective: 3/21/18
- ☐ Recorded: \_\_\_\_\_

### DISTRIBUTED COPIES AS FOLLOWS:

- ☒ NK Herald: 3/8/18
- ☒ Code Publishing
- ☐ City Attorney
- ☒ Clerk's Department: Original
- ☐ City Council
- ☐ Finance:
- ☒ Posted to Library Drive and Website
- ☐ \_\_\_\_\_

Rhiannon Fernandez  
City Clerk

1/18/18  
Date

## **ORDINANCE NO. 2018-06**

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, AMENDING SECTION 2.040.030 OF THE POULSBO MUNICIPAL CODE TO ADD A COUNCIL COMMITTEE ASSIGNMENT APPROVAL PROCESS; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

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**WHEREAS**, the City Council determined at the February 14, 2018, meeting that the Finance Committee should review the council committee selection process for process improvement;

**WHEREAS**, the Finance-Administration Committee recommended at the February 21, 2018, committee meeting that after council committee selections have been made, that action should be taken at the subsequent council meeting for concurrence and adoption;

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

**Section 1.** Section 2.04.030 of the Poulsbo Municipal code is hereby amended as follows (strikethroughs indicate deletions, underlining indicates additions):

**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 employee compensation and general city administrative matters.

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, public works, building and utilities.
  - 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 director of engineering and the public works superintendent. In the event that the director of engineering or public works superintendent 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, insurance, claims against the city, reports from the city attorney, and prosecuting 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.
  - b. The public safety/legal committee meetings shall be attended by the police chief, the prosecuting attorney/risk manager, 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, community events, 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.

b. The community services committee meetings shall be attended by the parks and recreation director or the director's assistant.

5. The planning and economic development committee, which shall consider matters relating to planning, business development, economic vitality and promotion of Poulsbo as a healthy city with a diverse business foundation. The committee shall designate one individual committee member as liaison to the Greater Poulsbo Chamber of Commerce, the historic downtown Poulsbo association and the Port of Poulsbo.

a. The economic development committee shall meet on the fourth Wednesday of each month at three-thirty p.m. until five p.m.

b. The economic development committee meetings shall be attended by the planning director or the director's assistant.

6. The capital improvement planning committee, which shall consider and make recommendations on the city's capital improvement needs. The committee shall have two functions: strategic planning and finance/budget. Strategic planning will

deal with very long-term policy planning, including capital improvement planning as part of the city's comprehensive plan. Finance/budget will deal with short-term planning which falls under the budget process (including capital improvement projects), with capital improvement projects being reviewed by individual committees, then being reviewed by the finance/administration committee, and then being forwarded with recommendations to the full city council.

a. The capital improvement planning shall be done in a workshop of the whole, unless the Council deems a committee should be formed to address the subject.

b. The mayor shall serve ex officio during his or her tenure in the office and shall chair the committee.

c. The planning department shall provide staff support to the committee in fulfilling its strategic planning functions and the finance department will provide staff support to the committee in fulfilling its finance/budget functions.

B. Such staff support shall include, but not be limited to, the development of meeting agendas and the process for obtaining the input of committee members. Other departments of the city may be called upon by the committee for staff work required for the conduct of the committee's business on any specific issue. While staff will assist, support, and attend the committees, assistance and attendance may be altered by the Mayor as work demands dictate.

C. The committees shall be advisory only and shall have no power to take final action on behalf of the city council unless specifically authorized to do so by the city council. Committees may take public comment during any committee meeting on any matter within the committee's purview. It is the intent that the committees provide for such comment in an informal atmosphere which allows for a dialogue between the public and the committee members. To that end, the committees are encouraged to adopt informal seating arrangements and procedures which promote interaction while providing for the orderly conduct of the committee's business.

D. Each committee shall consist of three members of the city council appointed as follows:

1. The city council will hold a workshop meeting in early January of each even-numbered year in order to review councilmembers' requests for committee assignments and to determine who will serve 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 a successor is appointed. Newly elected or appointed councilmembers will serve in their predecessor's committee assignment until the new committee assignments are established.

**4. After the council goes through the committee selection process, the list of assigned committees will be added to the next council meeting agenda for review and concurrence by adoption.**

- 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. (Ord. 2012-17 §§ 1, 2, 2012; Ord. 2010-07 § 1 (part), 2010)

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

**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:

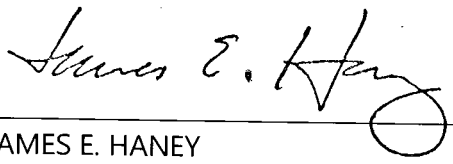
  
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MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:

  
\_\_\_\_\_  
CITY CLERK, RHIANNON FERNANDEZ, CMC



APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY:

BY   
JAMES E. HANEY

FILED WITH THE CITY CLERK: 03/01/2018  
PASSED BY THE CITY COUNCIL: 03/07/2018  
PUBLISHED: 03/16/2018  
EFFECTIVE DATE: 03/21/2018  
ORDINANCE NO. 2018-06

SUMMARY OF ORDINANCE NO. 2018-06  
of the City of Poulsbo, Washington

On the 7th day of March, 2018, the City Council of the City of Poulsbo, passed Ordinance No. 2018-06. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON,  
AMENDING SECTION 2.040.030 OF THE POULSBO MUNICIPAL  
CODE TO ADD A COUNCIL COMMITTEE ASSIGNMENT APPROVAL  
PROCESS; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN  
EFFECTIVE DATE.

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

DATED this 7th day of March, 2018.

  
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CITY CLERK, RHIANNON FERNANDEZ, CMC