

**POULSBO DISTRIBUTION SCHEDULE**

**ORDINANCE NO. 2019-03**

**SUBJECT: City Hall Hours**

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**CONFORM AS TO DATES & SIGNATURES**

- Filed with the City Clerk: 02/28/19
- Passed by the City Council: 03/06/2019
- Signature of Mayor
- Signature of City Clerk
- Publication: 03/15/2019
- Effective: 03/20/2019
- Recorded: \_\_\_\_\_

**DISTRIBUTED COPIES AS FOLLOWS:**

- NK Herald: 03/07/19
- Code Publishing
- City Attorney
- Clerk's Department: Original
- City Council
- Finance:
- Posted to Library Drive and Website
- \_\_\_\_\_

Rhiannon Fernandez  
City Clerk

03/07/19  
Date

**ORDINANCE NO. 2019-03**

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, AMENDING POULSBO MUNICIPAL CODE SECTION 1.04.010 ADDING A SUBSECTION GIVING AUTHORITY TO THE MAYOR TO CLOSE CITY HALL DUE TO INCLEMENT WEATHER OR OTHER EXTRAORDINARY CIRCUMSTANCES AND ESTABLISHING AN EFFECTIVE DATE.

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**WHEREAS**, after the snow storm in February 2019, it was recognized the Mayor should have clear authority to close city hall due to inclement weather or other extraordinary circumstances that make traveling to city hall unsafe for members of the community or city employees, and

**WHEREAS**, the City Council desires authorize the Mayor or the Mayor's designee to order the temporary closure of city offices during such unsafe periods, and

**THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, DO ORDAIN**

**AS FOLLOWS:**

**Section 1.** Section 1.04.010 of the Poulsbo Municipal code is hereby amended as follows (strikethroughs indicate deletions, underlining indicates additions):

**1.04.010 Office Hours.**

City offices shall be kept open for the transaction of business during the following days and times (except holidays):

- A. Building, City Clerk, Engineering, Finance, Planning and Public Works will be open for business Monday – Friday from 8:00 a.m. to 4:30 p.m.;
- B. Municipal Court will be open for business Monday – Friday from 8:00 a.m. to 12:15 p.m. and 1:15 p.m. to 4:30 p.m.

- C. Police – Monday through Friday from 8:00 a.m. to 4:30 p.m.;
- D. Parks & Recreation – Monday through Thursday from 9:00 a.m. to 1:30 p.m. and 2:30 p.m. to 6:30 p.m.; Fridays from 9:00 a.m. to 1:30 p.m. and 2:30 p.m. to 5:00 p.m.
- E. The Mayor is authorized to order the temporary closure of City offices during periods when inclement weather or other extraordinary circumstance make it unsafe for members of the community or City employees to travel to or access City offices.

**Section 2.** Effective Date. This ordinance shall take effect and be in full force five days after publication of the attached summary, which is hereby approved. The City Clerk is directed to publish the attached ordinance summary, which is hereby approved, at the earliest convenience.

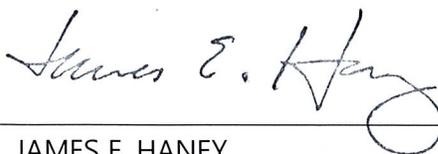
APPROVED:

  
\_\_\_\_\_  
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: 02/21/2019  
PASSED BY THE CITY COUNCIL: 03/06/2019  
PUBLISHED: 03/15/2019  
EFFECTIVE DATE: 03/20/2019  
ORDINANCE NO. 2019-03

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SUMMARY OF ORDINANCE NO. 2019-03  
of the City of Poulsbo, Washington

On March 6, 2019, the City Council of the City of Poulsbo, Washington, approved Ordinance No. 2019-03, the main point of which may be summarized by its title as follows:

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, AMENDING POULSBO MUNICIPAL CODE SECTION 1.04.010 ADDING A SUBSECTION GIVING AUTHORITY TO THE MAYOR TO CLOSE CITY HALL DUE TO INCLEMENT WEATHER OR OTHER EXTRAORDINARY CIRCUMSTANCES AND ESTABLISHING AN EFFECTIVE DATE.

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

DATED this 7th day of March, 2019



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CITY CLERK, RHIANNON FERNANDEZ, CMC