

POULSBO DISTRIBUTION SCHEDULE

ORDINANCE NO. 2025-08

SUBJECT: Appointed Municipal Officers Updates

CONFORM AS TO DATES & SIGNATURES

- ☒ Filed with the City Clerk: 05/13/2025
- ☒ Passed by the City Council: 07/02/2025
- ☒ Signature of Mayor
- ☒ Signature of City Clerk
- ☒ Publication: 07/07/2025
- ☒ Effective: 07/12/2025
- ☐ Recorded: _____

DISTRIBUTED COPIES AS FOLLOWS:

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Kati Diehl

Deputy City Clerk

07/03/2025

Date

ORDINANCE NO. 2025-08

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, ADOPTING SECTION 2.08.015 OF THE POULSBO MUNICIPAL CODE ESTABLISHING THE OFFICE OF THE CITY ADMINISTRATOR; AMENDING CERTAIN SECTIONS OF CHAPTER 2.08 OF THE POULSBO MUNICIPAL CODE TO PROVIDE FOR THE AUTHORITY, DUTIES, AND QUALIFICATIONS OF THE CITY ADMINISTRATOR; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Poulsbo is a code city incorporated pursuant to Title 35A RCW and has a mayor-council form of government pursuant to Chapter 35A.12 RCW; and

WHEREAS, the Mayor is the chief executive and administrative officer of the City pursuant to RCW 35A.12.100; and

WHEREAS, the mayor may appoint a chief administrative officer vested with authority to manage the day-to-day affairs of the City pursuant to RCW 35A.12.100; and

WHEREAS, the Poulsbo City Council created the City Administrator position in the 2025-2026 Biennial Budget to be effective January 1, 2025; and

WHEREAS, the City Council intends for the City Administrator to become the chief administrative officer of the City with the authority to manage the City operations; and

WHEREAS, Poulsbo Municipal Code ("PMC") Chapter 2.08 sets forth regulations for appointive municipal offices and provides for authority, duties, and qualifications of such officers required by RCW 35A.12.020; and

WHEREAS, the Poulsbo City Council desires to revise and update Chapter 2.08 of the Poulsbo Municipal Code such that it will establish the City Administrator position with the authority to manage City operations; now, therefore

**THE CITY COUNCIL OF THE CITY OF POULSBO, WASHINGTON, HEREBY ORDAINS AS
FOLLOWS:**

Section 1. **Adopt.** Section 2.08.015 of the Poulsbo Municipal Code is hereby adopted to provide in its entirety as follows (~~striketroughs~~ indicate deletions, underlining indicates additions):

2.08.015 City administrator.

The office of city administrator is hereby established. The city administrator shall have all of the authority and perform all of the duties specified in RCW Title 35A for city administrators, together with any other duties or authority which now or hereafter may be conferred upon such office by the laws of the state of Washington, the ordinances, municipal code, and resolutions of the city of Poulsbo, and the mayor. The city administrator is the head of the city organization and manages all day-to-day activities of the city. The city administrator reports directly to the mayor.

Section 2. **Amend.** Section 2.08.020 of the Poulsbo Municipal Code is hereby amended to provide in its entirety as follows (~~striketroughs~~ indicate deletions, underlining indicates additions):

2.08.020 City clerk.

The office of city clerk is hereby established. The city clerk shall have all of the authority and perform all of the duties specified in RCW Title 35A for city clerks, together with any other duties or authority which now or hereafter may be conferred upon such office by the laws of the state of Washington, the ordinances, municipal code, and resolutions of the city of Poulsbo, and the mayor. The city clerk is the head of the city clerk's office and manages all clerical and record-keeping activities of the city. The city clerk reports directly to the ~~mayer~~ city administrator.

Section 3. **Amend.** Section 2.08.030 of the Poulsbo Municipal Code is hereby amended to provide in its entirety as follows (~~striketroughs~~ indicate deletions, underlining indicates additions):

2.08.030 Finance director.

The office of finance director is hereby established. The finance director shall have all of the authority and perform all of the duties specified in RCW Title 35A for city treasurers and finance directors, together with any other duties or authority which now or hereafter may be conferred upon such office by the laws of the state of Washington, the ordinances, municipal code, and resolutions of the city of Poulsbo, and the mayor. The finance director is the head of the Poulsbo finance department and manages all financial and accounting activities of the city. The finance director reports directly to the ~~mayer~~ city administrator.

Section 4. **Amend.** Section 2.08.040 of the Poulsbo Municipal Code is hereby amended to provide in its entirety as follows (~~striketroughs~~ indicate deletions, underlining indicates additions):

2.08.040 Police chief.

The office of police chief is hereby established. The police chief shall have all of the authority and perform all of the duties specified in RCW Title 35A for police chiefs, together with any other duties or authority which now or hereafter may be conferred upon such office by the laws of the state of Washington, the ordinances, municipal code, and resolutions of the city of Poulsbo, and the mayor. The police chief is the head of the Poulsbo police department and manages the enforcement of all criminal and traffic laws in the city. The police chief reports directly to the ~~mayer~~ city administrator.

Section 5. **Amend.** Section 2.08.065 of the Poulsbo Municipal Code is hereby amended to provide in its entirety as follows (~~striketroughs~~ indicate deletions, underlining indicates additions):

2.08.065 Public works director.

The office of the public works director is hereby established. The public works director shall have all of the authority and perform all of the duties specified in RCW Title 35A for public works directors, together with any other duties or authority which now or hereafter may be conferred upon such office by the laws of the state of Washington, the ordinances, municipal code, and resolutions of the city of Poulsbo, and the mayor. The public works director is the head of the Poulsbo public works department and manages all public works activities of the city. The city engineer and the public works superintendent shall report to the public works director. The public works director reports directly to the ~~mayer~~ city administrator.

Section 6. **Amend.** Section 2.08.070 of the Poulsbo Municipal Code is hereby amended to provide in its entirety as follows (~~striketroughs~~ indicate deletions, underlining indicates additions):

2.08.070 Planning and economic development director.

The office of the planning and economic development director is hereby established. The planning and economic development director shall have all of the authority and perform all of the duties specified in RCW Title 35A for planning directors, together with any other duties or authority which now or hereafter may be conferred upon such office by the laws of the state of Washington, the ordinances, municipal code, and resolutions of the city of Poulsbo, and the mayor. The planning and economic development director is the head of the Poulsbo planning department and manages all land use planning, permitting, and community development activities of the city. The planning and economic development director reports directly to the ~~mayer~~ city administrator.

Section 7. **Amend.** Section 2.08.080 of the Poulsbo Municipal Code is hereby amended to provide in its entirety as follows (~~striketroughs~~ indicate deletions, underlining indicates additions):

2.08.080 Parks and recreation director.

The office of parks and recreation director is hereby established. The parks and recreation director shall have all of the authority and perform all of the duties specified in RCW Title 35A for parks and recreation directors, together with any other duties or authority which now or hereafter may be conferred upon such office by the laws of the state of Washington, the ordinances, municipal code, and resolutions of the city of Poulsbo, and the mayor. The parks and recreation director is the head of the Poulsbo parks and recreation department and manages all parks and recreation activities of the city. The parks and recreation director reports directly to the ~~mayer~~ city administrator.

Section 8. **Amend.** Section 2.08.110 of the Poulsbo Municipal Code is hereby amended to provide in its entirety as follows (~~striketroughs~~ indicate deletions, underlining indicates additions):

2.08.110 Building official.

The office of building official is hereby established. The building official shall have all of the authority and perform all of the duties specified in Chapter 19.27 RCW and the State Building Code for building officials, together with any other duties or authority which now or hereafter may be conferred upon such office by the laws of the state of Washington, the ordinances, municipal code, and resolutions of the city of Poulsbo, and the mayor. The building official shall administer the building codes adopted by the city. The mayor or city administrator may assign the duties of the building official to an appropriate department head or to any other qualified city employee. If the duties are assigned to an employee other than a department head, the mayor or city administrator shall specify the department head to whom the building official shall report.

Section 9. **Amend.** Section 2.08.120 of the Poulsbo Municipal Code is hereby amended to provide in its entirety as follows (~~striketroughs~~ indicate deletions, underlining indicates additions):

2.08.120 Appointment and term.

A. The office of city administrator shall be filled by written appointment of the mayor, subject to confirmation by the city council.

~~A~~ B. The offices of the city clerk, finance director, police chief, planning and economic development director, parks and recreation director, housing health and human services director, public works director, ~~public works superintendent~~, and city engineer shall be filled by written appointment of the ~~mayor~~ city administrator in consultation with the mayor, subject to participation by the city council during the interview process and confirmation of council at an official meeting.

C. The office of city attorney may be filled by written appointment of the mayor, subject to confirmation by the city council, or may be filled by a professional services contract approved by the city council and executed by the mayor.

D. The office of city prosecutor may be filled by written appointment of the mayor, subject to confirmation by the city council, or may be filled by a professional services contract approved by the city council and executed by the mayor.

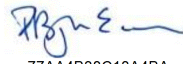
E. Assignment of the duties of the building official to an appropriate department head or to another qualified city employee shall be the decision of the mayor or city administrator and city council confirmation of the assignment shall not be required.

F. All appointees shall hold office for an indefinite period and shall serve at the pleasure of the mayor or city administrator, subject to any applicable provisions of the city's personnel manual.

Section 10. 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 or constitutionality of any other section, sentence, clause or phrase of this ordinance.


Section 11. 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:

DocuSigned by:

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MAYOR, REBECCA ERICKSON

ATTEST/AUTHENTICATED:

DocuSigned by:

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CITY CLERK, RHIANNON FERNANDEZ

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

Signed by:

833D0DC77F3647F...

BY
EMILY ROMANENKO

FILED WITH THE CITY CLERK: 05/13/2025
PASSED BY THE CITY COUNCIL: 07/02/2025
PUBLISHED: 07/07/2025
EFFECTIVE DATE: 07/12/2025
ORDINANCE NO. 2025-08

SUMMARY OF ORDINANCE NO. 2025-08
of the City of Poulsbo, Washington

On the 2nd day of July, 2025, the City Council of the City of Poulsbo, passed Ordinance No. 2025-08. A summary of the content of said ordinance, consisting of the title, provides as follows:

AN ORDINANCE OF THE CITY OF POULSBO, WASHINGTON, ADOPTING SECTION 2.08.015 OF THE POULSBO MUNICIPAL CODE ESTABLISHING THE OFFICE OF THE CITY ADMINISTRATOR; AMENDING CERTAIN SECTIONS OF CHAPTER 2.08 OF THE POULSBO MUNICIPAL CODE TO PROVIDE FOR THE AUTHORITY, DUTIES, AND QUALIFICATIONS OF THE CITY ADMINISTRATOR; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

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

DATED this 2nd day of July, 2025.

DocuSigned by:

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CITY CLERK, RHANNON FERNANDEZ