

ORDINANCE NO. 4641

AN ORDINANCE of the City Council of the City of Ellensburg, Washington, pertaining to hours of operation for City offices and adding a new chapter entitled "1.04 Hours of Operation" to Title 1 of the Ellensburg Municipal Code.

WHEREAS, RCW 35A.21.070 ("Office hours prescribed by ordinance") provides that "All code city offices shall be kept open for the transaction of business during such days and hours as the legislative body of such city shall by ordinance prescribe"; and

WHEREAS, staff research discloses the City has never adopted such an ordinance;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ELLENSBURG DO ORDAIN AS FOLLOWS:

Section 1. A new chapter entitled " 1.04 Hours of Operation" is hereby added to Title 1 of the Ellensburg Municipal Code to read as follows:

1.04 Hours of Operation

1.04.010 City Offices.

1.04.020 Alteration of Hours.

1.04.030 Posting of Closure.

1.04.010 City Offices.

All offices and departments of the city shall be kept open for the transaction of business with the public from the hours of 8:00 a.m. to 5:00 p.m., five days per week, Monday through Friday, except legal holidays; provided however, the city manager may authorize any office or department to be open to the public during different regular hours where it will promote the efficiency of the office or department and provide adequate service to the public.

1.04.020 Alteration of Hours.

The city manager or his/her designee, may temporarily alter the hours of operation of city offices and departments as set forth in section 1.04.010 when deemed necessary due to inclement weather, civil emergency, pandemic or other unforeseen event and for the efficient operation of the city.

1.04.030 Posting of Closure.

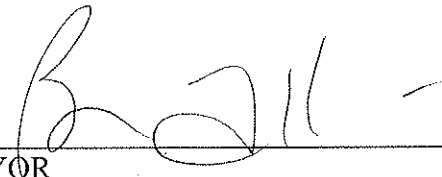
Offices and departments of the city may occasionally be closed for staff events or unavailability during the hours established pursuant to section 1.04.010. In case of such an event or unavailability, a notice of such closure will be posted on the outer doors of the affected city

facility and/or on the city's website at least twenty-four hours prior to the closure whenever practicable.

Section 2. – Severability. If any one or more chapters, section, subsections, or sentences of this ordinance are held to unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance and the same shall remain in full force and effect.

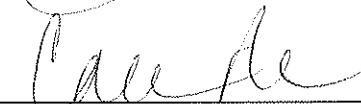
Section 3. – Effective Date. This ordinance shall take effect and be in force five (5) days after its passage, approval and publication.

The foregoing ordinance was passed and adopted at a regular meeting of the City Council on the 15th day of April, 2013.



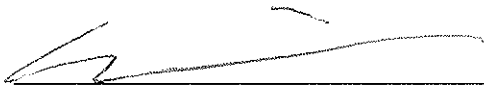
MAYOR

Attest:



CITY CLERK

Approved as to form:



CITY ATTORNEY

Publish: 4-18-13

I, Coreen M. Reno, City Clerk of said City, do hereby certify that Ordinance No. 4641 is a true and correct copy of said Ordinance of like number as the same was passed by said Council, that Ordinance No. 4641 was published as required by law.



COREEN M. RENO, CMC