

**CITY OF STEVENSON, WASHINGTON
ORDINANCE NO. 2024-12XX**

**AN ORDINANCE OF THE CITY OF STEVENSON, WASHINGTON, CREATING SMC
CHAPTER 2.02 CITY HALL AND SMC 2.02.010 CITY HALL HOURS OF OPERATION**

WHEREAS, the City of Stevenson is required by RCW 35A.21.070 to establish City Hall office hours by ordinance; and

WHEREAS, the City of Stevenson administration has determined staff would benefit from a dedicated work day; and

WHEREAS, the City of Stevenson administration has identified Friday as the day that will have the least impact on public needs.

NOW, THEREFORE, the City Council of the City of Stevenson do hereby ordain as follows:

Section 1. Adoption. The Stevenson Municipal Code entitled "City Hall," codified as Stevenson Municipal Code (SMC) Title 2.02, is hereby added to read as follows:

Chapter 2.02 CITY HALL

2.02.010 CITY HALL HOURS OF OPERATION.

- A. City Hall shall generally be open for the transaction of business with the public from the hours of _____ a.m. to _____ p.m., Monday through _____ except on holidays occurring during the normal business week of the city as may be established by state law or actions of city council.
- B. For the purposes of this section, transaction of city business shall mean staff availability for direct contact by members of the public. Such hours may be modified by the mayor or designee on a temporary basis as a result of staffing shortage, emergency, inclement weather, or as needed.

Section 2. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 3. Effective Date. This ordinance shall become effective following passage and publication as provided by law.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2024.

Scott Anderson, Mayor

APPROVED AS TO FORM:

ATTEST:

Robert C. Muth
City Attorney

Leana Kinley, City Clerk