

ORDINANCE NO. 16-15

AN ORDINANCE OF THE CITY OF COVINGTON, WASHINGTON, RELATING TO THE DAYS AND HOURS OF CITY OFFICES AND LEGAL HOLIDAYS; ESTABLISHING A NEW CHAPTER 2.80 OF THE COVINGTON MUNICIPAL CODE FOR THE SAME; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, state law, as codified in 35A.21.070 RCW, requires 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, the city council has previously established legal holidays for the city but has not established by ordinance the days and hours that city offices shall be kept open for the transaction of business; and

WHEREAS, the city council desires to update the legal holidays observed by the city to reflect past practices of the city and to ensure uniform application to all city personnel; and

WHEREAS, the city council desires to add a new Chapter 2.80 to the Covington Municipal Code (CMC) to include provisions for establishing and codifying such days and hours of business and recognized legal holidays of the city;

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

Section 1. New Chapter 2.80 CMC Established. A new Chapter 2.80 of the Covington Municipal Code is hereby established, to read as follows:

**Chapter 2.80
CITY HOURS OF BUSINESS**

2.80.010 Hours of business.

All offices and departments of the City shall be kept open for the transaction of business from the hours of 8:00 am to 5:00 pm, Monday through Friday, except for legal holidays and such days or hours as may, from time to time, be specified by motion or resolution of the City Council; and provided that the City Manager may authorize any office or department to vary from these hours where it will promote the efficiency of the office or department and provide adequate service to the public.

2.80.020 Legal holidays.

The following days shall be recognized as legal holidays:

New Year's Day	January 1
Martin Luther King Jr. Day	Third Monday of January
Presidents' Day	Third Monday of February
Memorial Day	Last Monday of May
Independence Day	July 4
Labor Day	First Monday of September
Veterans' Day	November 11
Half day prior to Thanksgiving Day	Fourth Wednesday of November
Thanksgiving Day	Fourth Thursday of November
Day after Thanksgiving Day	Fourth Friday of November
Christmas Eve*	December 24
Christmas Day	December 25
Half day New Year's Eve*	December 31
Floating Holiday	Provided by administrative policy

Except for Christmas Eve and New Year's Eve, whenever any legal holiday set forth in this section falls upon a Saturday, the preceding Friday shall be a legal holiday; when any legal holiday falls upon a Sunday, the following Monday shall be a legal holiday. *Christmas Eve and a half day on New Year's Eve shall only be observed as legal holidays as set forth in this section when they fall on a regular work day in which no other legal holiday is observed.

Section 2. Ordinance Controls. All ordinances, resolution, and sections of the Covington Municipal Code in conflict with this ordinance are, to the extent of the conflict, superseded and have no further force or effect.

Section 3. Severability. Should any section, subsection, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be held invalid or unconstitutional by a court of competent jurisdiction, or should any portion of this ordinance be pre-empted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 4. Corrections. Upon the approval of the city attorney, the city clerk is authorized to make any necessary non-substantive, technical corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers, and any reference thereto.

Section 5. Summary Publication. Publication of this ordinance in the official newspaper of the city shall be by summary publication consisting of the ordinance title.

Section 6. Effective Date. This ordinance shall be published in the official newspaper of the city and shall take full force and effect on the date listed below.

PASSED BY THE CITY COUNCIL OF THE CITY OF COVINGTON, WASHINGTON, AT A REGULAR MEETING THEREOF ON THE 24th DAY OF NOVEMBER, 2015, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS 24TH DAY OF NOVEMBER. 2015.

CITY OF COVINGTON



Margaret Harto, Mayor

PUBLISHED: December 4, 2015

EFFECTIVE: December 9, 2015

ATTEST/AUTHENTICATED:



Sharon Scott, City Clerk

APPROVED AS TO FORM ONLY:



Sara Springer, City Attorney