2018 SUMMIT
COVINGTON CITY COUNCIL'S ANNUAL STRATEGIC PLANNING MEETING

Saturday, 27 January, 8:00 a.m. to 3:45 p.m.
Maplewood Golf Club, 4050 Maple Valley Highway, Renton

AGENDA

NOTE: Refreshments will be served at 7:45. Please arrive early to enjoy them so that we can convene the meeting precisely at 8:00.

8:00 Welcome! Review Today’s Purpose
MAYOR JEFF WAGNER

8:05 Review Agenda, Ground Rules, Facilitation Techniques
FACILITATOR JIM REID

8:10 Identify Major Accomplishments of 2017
COUNCIL AND LEADERSHIP TEAM

- Which accomplishments of the City in 2017 will have positive, long-term benefits for Covington?

8:35 Review Vision, Mission, Goals
COUNCIL AND LEADERSHIP TEAM

- Last August Covington celebrated its 20th anniversary. What has been most important in influencing what the community is today? What about Covington today most surprises you given what the community was in the past?
- As you envision 2040, what forces could shape the quality of life? What would you like to see Covington be at that time?
- Are the vision and mission statements still taking the City in the right direction? If not, how should we revise them?
- Are our current Council goals still valid as strategies to achieve our vision? If not, how should we revise them?

9:20 Review Strategic Plan
COUNCIL AND LEADERSHIP TEAM

- What progress did we make last year implementing the strategic plan?
- How well is it working in helping us advance our vision, mission, and goals?
- What is on the docket for 2018?
- Are there any refinements needed to the existing plan?
- Do any elements need to be added to make it even more valuable and useful?
9:50 Update on Financial Consultant’s Work
COUNCIL AND LEADERSHIP TEAM
  - What is the status of the financial consultant’s work? When will it be ready for Council review?
  - Are there any questions?

10:00 Break

10:10 Public Safety
COUNCIL AND LEADERSHIP TEAM
  - What were the conditions, trends, and outcomes in public safety during 2017?
  - What does the police department expect in 2018 and in the next couple years?
  - What is the City doing to combat crime, both violent and non-violent, engage the community in making Covington safer, and coordinating with other local and regional law enforcement agencies?
  - What resources are needed? Where are they coming from? Are they sufficient?
  - Is the Council in agreement with the direction the City is taking to ensure public safety?

10:40 Covington Elementary School, Aquatic Center, and Town Center
COUNCIL AND LEADERSHIP TEAM
  - What are the City’s immediate or short-term plans for Covington Elementary School?
  - What options does the Council envision for its long-term use (in 15-20 years)?
  - What role, if any, does the future use of the school play in helping to achieve the Council’s vision for Town Center?
  - What role does the Aquatic Center play in advancing the vision of Town Center?
  - Where is the City today in advancing that vision? What might be the next steps in moving forward?
  - What might be the cost of achieving our vision? What funds do we currently have for Town Center? For the Aquatic Center?
  - What options are available to us to generate the funding needed for Town Center and the Aquatic Center? Which appear to be most feasible today?
  - Does the Council agree to explore the options we identified for the future use of Covington Elementary School?
  - Is the Council in agreement on the future of Town Center and the Aquatic Center? Is there consensus on the options for funding them?

12:00 Lunch
  - Lunch will be provided.

12:45 Transportation
COUNCIL AND LEADERSHIP TEAM
  - What were the conditions, trends, and outcomes in transportation during 2017?
  - Is the current plan advancing the Council’s vision for the future of Covington’s transportation system?
  - What resources are needed to achieve our vision? What options do we have to generate sufficient revenue?
  - As a frame of reference, if the Council were to consider submitting a proposal to the voters, what are the likely measures that King County or other jurisdictions could submit to the voters in 2018 and ’19?
1:45 Covington’s Role in the Region
COUNCIL AND LEADERSHIP TEAM

- What role has the City played in recent years at regional forums and on regional committees? How did the City benefit from its regional involvement?
- Which regional issues and problems could have the greatest potential impacts on the City?
- What should be the role of the City in influencing the discussions and solutions?
- Who from the City will play a role at a regional level?
- What topics should Covington propose be on the agenda for the meeting later this year with officials from Maple Valley and Black Diamond?

2:15 Break

2:25 Roles of Youth Council and Youth on City Commissions
COUNCIL AND LEADERSHIP TEAM

- How is the Youth Council working? What have we learned about the role of youth on City Commissions?
- Two ideas have been floated to change the structure: 1) have the Youth Council weigh in on issues facing the Commissions rather than have a representative of young people on the Commissions; and 2) have members of the Youth Council also serve as liaisons to the Commissions.
- What does the Council think of these potential changes?
- Is there agreement to maintain the status quo or try one of the two options?

2:50 Role of the Council and Council Policies and Procedures
COUNCIL AND LEADERSHIP TEAM

- Are there any Council Policies and Procedures that should be updated this year?
- As a refresher, what are the roles and responsibilities of the City Council? How do they fit with the duties of the City Manager and staff?
- What else must Council members be aware of and take into consideration in performing their duties?
- What do Council members need from each other? What do you need from staff?

3:20 Other Issues on the Horizon
COUNCIL

- What are other issues of interest for possible future Council discussions?

3:30 Wrap-up: Final Thoughts
COUNCIL AND LEADERSHIP TEAM

- What are we taking away from today’s meeting?

3:45 Adjourn
Welcome!

Review Today’s Purpose
(no attachments)

Review Agenda, Ground Rules and Facilitation Techniques
(no attachments)
Identify Major Accomplishments of 2017
## 2017 Summit Action Items

<table>
<thead>
<tr>
<th>Item</th>
<th>Task</th>
<th>Status</th>
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<tbody>
<tr>
<td><strong>Strategic Plan</strong></td>
<td>• Present objectives to council</td>
<td>• Reviewed objectives with the council and got approval of the same.</td>
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<td></td>
<td>• Create action items</td>
<td>• Formulated action items and received council approval.</td>
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<td>• Approval of action items from council</td>
<td>• Reviewed the plan with commissions to receive feedback by the end of June.</td>
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<td>• Share strategic plan with commissions</td>
<td>• Complied edits from commissions.</td>
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<td>• Present to council for final adoption</td>
<td>• Presented to council for final adoption.</td>
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<td>• Created an action item tracking sheet and timeline.</td>
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<tr>
<td><strong>Organization Charts</strong></td>
<td>• Photo org chart of staff</td>
<td>• Photo org chart of staff has been completed and provided to the council.</td>
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<td>• Photo list of commissioners</td>
<td>• Photo list of commissioners is being compiled.</td>
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<td>• Photo of City Council</td>
<td>• Conducted the council photo shoot.</td>
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<tr>
<td><strong>Community Survey</strong></td>
<td>• Develop a plan to publicize the results</td>
<td>• Placed the survey results online.</td>
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<td>• Integrating the survey results into press releases/announcements indicating how the city is actively working to provide the priorities the community established in the survey. Example: When CIP 1127 construction begins we will use press release and project page to share survey responses on the priority of street construction and maintenance.</td>
</tr>
<tr>
<td><strong>Public Safety</strong></td>
<td>• Explore the possibility of placing a levy before the voters at a future date for four or five new officers.</td>
<td>• Research on public safety levy success rates.</td>
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<td>• Waiting for financial report from consultant.</td>
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<td><strong>Polaris</strong></td>
<td>• Although no action item was decided by the council there was discussion on finding a way to include the Polaris community and reach out to them.</td>
<td>• Met with owners and management.</td>
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<td>• Police and Human Services met and toured the facility.</td>
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<td>• Working to provide rec programing at the facility.</td>
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<td>• Management introduced to KSD and Communities in Schools staff and will collaborate on a Badges and Barbells summer program.</td>
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</tbody>
</table>
| Fireworks                                                                 | • Track what happens in Kent and Maple Valley after their firework ban and assess what we can learn from them. | • Spoke with Maple Valley and Kent PD.  
• Received a report from Kent PD.  
• Emailed results to council  
• Shared results with council during the 11/28/17 council meeting. |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Funding                                                                 | • Hire a financial consultant to identify and assess options for funding future capital projects. This item had overlap in Town Center, transportation and Parks & Recreation.  
• Hold a study session with council to discuss financial consultant’s findings. | • Drafted a request for proposals and established a timeline.  
• Issued our request on June 6, 2017.  
• Hired ECONorthwest  
• Assisted ECONorthwest in their data collection and analysis. |
| Town Center                                                             | • Work to purchase property from KSD  
• Work with KSD to short plat the Covington Elementary site. | • Received permission from KSD to short plat the property.  
• Working on an authorization letter from KSD so we can commence work.  
• Developing funding options to purchase the property.  
• KSD reversed and said they will short plat and then we can reimburse them the cost.  
• Met with Helix Design to develop a plat indicating how much property we will need to purchase. |
| Aquatics Center                                                         | • Provide the council with the annual cost of operating and maintaining the Aquatics Center. | • Provided to council. |
| Fun                                                                     | • Involve CYC, Art Commission, and Parks and Recreation Commission in creating fun ideas for our city.  
• Leadership Team will continue to integrate this way of thinking into what we do. | • Presented this idea to CEDC and they will be developing ideas that we can use around town.  
• This was presented to the Arts commission and P&R Commission  
• CEDC and CYC are collaborating on creating a Covington mascot. |
| Volunteer Appreciation                                                 | • Survey commissions for their volunteer appreciation preference from four selections determined by the council. | • Created the survey  
• Sent to all commissioners  
• Results were compiled and presented to council. |
| Council Packet | Work to get the packet online and printed a day or two earlier than has traditionally been done. | Worked through the agenda creation process and have been getting it to council sooner than it previously had been. |
Review Vision, Mission, Goals
Vision

Covington: Unmatched quality of life

Mission

Covington is a destination community where neighbors, businesses and civic leaders collaborate to preserve and foster a strong sense of unity.

Goals

Economic Development: Encourage and support a business community that is committed to Covington for the long-term and offers diverse products and services, family wage jobs, and a healthy tax base to support public services.

Town Center: Establish Covington Town Center as a vibrant residential, commercial, educational, social, and cultural gathering place that is safe, pedestrian-friendly, well-designed, and well-maintained.

Community: Provide city services, programs, and facilities that emphasize and meet the needs of our Covington Community.

Neighborhoods: Foster community cohesiveness, communications, and cooperation, and maintain neighborhoods that offer a variety of housing options that are diverse, safe, accessible, and well-designed.

Municipal Services: Plan, develop, implement, and maintain high quality capital infrastructure and services that reflect the needs of a growing community.

Customer Service: Recruit, support, and retain a professional team of employees, volunteers, and stakeholders who offer outstanding customer service, ensure stewardship of the public’s money, and promote the City.
Review Strategic Plan
2018 – 2020
STRATEGIC PLAN

VISION

Covington: Unmatched quality of life

MISSION

Covington is a destination community where neighbors, businesses and civic leaders collaborate to preserve and foster a strong sense of unity.

GOALS

ECONOMIC DEVELOPMENT

Goal Statement: Encourage and support a business community that is committed to Covington for the long-term and offers diverse products and services, family wage jobs, and a healthy tax base to support public services.

Objectives:

• Promote and assist local business retention and expansion.
• Grow Covington as a destination city.

Actions:

1. Establish a development plan between the city and a developer and between the city and a higher education institution.
2. Convene a meeting with our Town Center partners to develop and reach agreement on a set of shared interests and goals and to review and pursue the recommendations contained in the Higher Education Needs Assessment.
3. Task CEDC with the development of a business outreach plan that assesses current business attitudes regarding doing business in Covington.
4. Develop a community wide branding strategy in collaboration with CEDC.
5. Evaluate the General Commercial Zone to determine the transportation and infrastructure impacts of the development of light manufacturing within that zone.

THE TOWN CENTER

Goal Statement: Establish Downtown Covington as a vibrant residential, commercial, educational, social, and cultural gathering place that is safe, pedestrian-friendly, well-designed, and well-maintained.

Objectives:

• Make Town Center the social and cultural focal point of the city.
• Develop a strong mixed use and pedestrian friendly Town Center.
• Foster Town Center development and branding.
**Actions:**
1. Execute a development agreement with a Town Center developer specifically addressing the desired development to take place in the future Town Center.
2. Work collaboratively with local higher education institutions on facilitating the creation of job related training and job creation in Covington.
3. Task the Arts Commission with developing a Town Center public art plan that could be used and incorporated into the Town Center design and construction.
4. Work with the Town Center Developer to design a community gathering place within the Town Center development and to determine the best location for a community holiday tree to be used for the Community Tree Lighting Festival.
5. Lobby the state legislature for capital funding to develop a civic plaza.
6. Develop a report on how a levy lid lift could impact public safety and the construction of a police department/city hall.
7. Analyze downtown zoning districts to potentially add appropriate incentives for developing sit-down restaurants and entertainment that would contribute to bringing evening visitors to our Town Center.

**COMMUNITY**

**Goal Statement:** Provide city services, programs, and facilities that emphasize and meet the needs of our Covington Community.

**Objectives:**
- Continue to develop and improve city services and programs that meet community needs.
- Provide facilities that enhance quality of life.

**Actions:**
1. Create and hire an Emergency Manager position to better educate and prepare the community for emergency events. Partner with surrounding cities and agencies to share resources that help fund the position to meet the needs of the community on a sub-regional basis.
2. Explore and plan for the possibility of transforming the Covington Days festival or creating a new event that will serve as a more regional draw to the community.
3. Research and identify any event needs and cultural interests of the community for planning future programs and events.
4. Facilitate a joint venture with CEDC and the Covington Chamber of Commerce to expand our Play Unplugged program by increasing business participation by 30%.
5. Determine feasibility and best options for at least one new annual tournament to be part of the city’s athletics program.
6. Complete a master plan process for Jenkins Creek Park. Pursue funding and development of Jenkins Creek Park pursuant to the master plan.
7. Open an accessible community resource center to link businesses and residents to crime prevention and other police related services.
8. Invite local chemical dependency resource providers to an opioid discussion with the Human Services Commission.
9. Select and install public art at Covington Community Park, in accordance with the City’s Art Project Priority List.
NEIGHBORHOODS

**Goal Statement:** Foster community cohesiveness, communications, and cooperation, and maintain neighborhoods that offer a variety of housing options that are diverse, safe, accessible, and well-designed.

**Objectives:**
- Diversify our housing market.
- Participate in and support neighborhood events.
- Foster safe and desirable neighborhoods.

**Actions:**
1. Diversify housing types through creative land use and zoning policies.
2. Stay connected to and involved with neighborhood and Homeowners Associations planned events.
3. Expand city department participation in National Night Out.
4. Increase public education regarding proper use of code enforcement and public safety services.
5. Seek funding to provide better pedestrian connectivity between neighborhoods.
6. Host a crime prevention summit for businesses and community Homeowners Associations.
7. Improve follow up and advocacy for victims of crime.

MUNICIPAL SERVICES

**Goal Statement:** Plan, develop, implement, and maintain high quality capital infrastructure and services that reflect the needs of a growing community.

**Objectives:**
- Ensure high quality capital infrastructure to match our growth.
- Provide sustainable municipal services that meet community needs.
- Foster regional and state relationships in support of our provided municipal services.

**Actions:**
1. Establish desired level of service for public safety.
2. Complete Covington Community Park phase 2 project.
3. Purchase identified parcels 2 and 3 for the future South Covington Park (SoCo).
4. Hire a financial strategist to link the city’s strategic mission and vision to measurable financial objectives and determine whether current and long-range strategies are financially supportable given the city’s capital and operational capacity.
5. Identify location and develop a new maintenance facility adequately sized to handle future growth.
6. Establish desired level of service for maintenance of community parks with adequate funding to support our growing parks infrastructure.
7. Complete State Route 516 widening from Jenkins Creek to 185th Avenue SE
8. Complete the 164th Avenue SE Pedestrian Project.
9. Develop a public works sustainable equipment replacement and maintenance fund.

CUSTOMER SERVICE
**Goal Statement:** Recruit, support, and retain a professional team of employees, volunteers, and stakeholders who offer outstanding customer service, ensure stewardship of the public’s money, and promote the City.

**Objectives:**
- Maintain a positive and supportive people-focused organization.
- Recruit and retain the very best employees and volunteers.
- Provide outstanding customer service to the Covington community.

**Actions:**
1. Implement an online employment and volunteer application process.
2. Improve online registration process for recreation activities.
3. Create a staff leadership development program.
4. Complete a staffing analysis to determine appropriate staffing levels.
5. Ensure competitive compensation through timely comparable market surveys, as well as cost-effective, flexible approaches to both tangible and intangible benefits.
6. Maintain dynamic employee programs such as the wellness program, recognition program, and informal small meetings with the city manager to help ensure employee engagement.
7. Develop and promote citywide Core Values and Culture Statements focused on values of a high-performing organization; promote the statement among staff; build individual demonstration of values into a newly revised Employee Evaluation format.
## 2018-2020 City of Covington Strategic Plan

### GOAL: Economic Development

<table>
<thead>
<tr>
<th>ACTIONS</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>STATUS REPORT</th>
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</thead>
<tbody>
<tr>
<td>Establish a development plan between the city and a developer and between the city and a higher education institution.</td>
<td>Q1 Q2 Q3 Q4</td>
<td>Q1 Q2 Q3 Q4</td>
<td>Q1 Q2 Q3 Q4</td>
<td>Regan, CD</td>
</tr>
<tr>
<td>Convene a meeting with our Town Center partners to develop and reach agreement on a set of shared interests and goals and to review and pursue the recommendations contained in the Higher Education Needs Assessment.</td>
<td>Regan, CD</td>
<td>x x x x</td>
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<tr>
<td>Task CEDC with the development of a business outreach plan that assesses current business attitudes regarding doing business in Covington.</td>
<td>Regan</td>
<td>x x x x</td>
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<tr>
<td>Develop a community wide branding strategy in collaboration with CEDC.</td>
<td>Karla</td>
<td>x x x x</td>
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<td>Evaluate the General Commercial Zone to determine the transportation and infrastructure impacts of the development of light manufacturing within that zone.</td>
<td>CD, PW</td>
<td>x x x x</td>
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### GOAL: Town Center

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<tr>
<th>ACTIONS</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>STATUS REPORT</th>
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</thead>
<tbody>
<tr>
<td>Execute a development agreement with a Town Center developer specifically addressing the desired development to take place in the future Town Center.</td>
<td>Regan, CD, Kathy</td>
<td></td>
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<td>x x x x</td>
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<tr>
<td>Work collaboratively with local higher education institutions on facilitating the creation of job related training and job creation in Covington.</td>
<td>Regan, CD, Kathy</td>
<td>x x x x</td>
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<tr>
<td>Task</td>
<td>Responsible</td>
<td>Status 2018</td>
<td>Status 2019</td>
<td>Status 2020</td>
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<tr>
<td>Task the Arts Commission with developing a Town Center public art plan that could be used and incorporated into the Town Center design and construction.</td>
<td>Ethan</td>
<td>x x x x</td>
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<tr>
<td>Work with the Town Center Developer to design a community gathering place within the Town Center development and to determine the best location for a community holiday tree to be used for the Community Tree Lighting Festival.</td>
<td>CD, P&amp;R, Karla</td>
<td></td>
<td>x x x x</td>
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<tr>
<td>Lobby the state legislature for capital funding to develop a civic plaza.</td>
<td>Regan</td>
<td>x x x x</td>
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<tr>
<td>Develop a report on how a levy lid lift could impact public safety and the construction of a police department/city hall.</td>
<td>Rob</td>
<td>x x x x</td>
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<tr>
<td>Analyze downtown zoning districts to potentially add appropriate incentives for developing sit-down restaurants and entertainment that would contribute to bringing evening visitors to our Town Center.</td>
<td>Ann/Brian</td>
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**GOAL: Community**

**ACTIONS:**

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<thead>
<tr>
<th>Action</th>
<th>Responsible</th>
<th>Status 2018</th>
<th>Status 2019</th>
<th>Status 2020</th>
<th>Status Report</th>
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<tbody>
<tr>
<td>Create and hire an Emergency Manager position to better educate and prepare the community for emergency events. Partner with surrounding cities and agencies to share resources that help fund the position that meet the needs of the community on a sub-regional basis.</td>
<td>Noreen, PW</td>
<td></td>
<td>x x x x</td>
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<tr>
<td>Explore and plan for the possibility of transforming the Covington Days festival or creating a new event that will serve as a more regional draw to the community.</td>
<td>Karla</td>
<td>x x x x</td>
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<tr>
<td>Research and identify any event needs and cultural interests of the community for planning future programs and events.</td>
<td>P&amp;R, Karla</td>
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<td>x x x x</td>
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<tr>
<td>Facilitate a joint venture with CEDC and the Covington Chamber of Commerce to expand our Play Unplugged program by increasing business participation by 30%.</td>
<td>Regan</td>
<td>x x x x</td>
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<tr>
<td>ACTION</td>
<td>Responsible Party</td>
<td>2018</td>
<td>2019</td>
<td>2020</td>
<td>STATUS REPORT</td>
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<td>Determine feasibility and best option for at least one new annual tournament to be part of the city’s athletics program.</td>
<td>P&amp;R</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Complete a master plan process for Jenkins Creek Park. Pursue funding and development of Jenkins Creek Park pursuant to the master plan.</td>
<td>P&amp;R</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Open an accessible community resource center to link businesses and residents to crime prevention and other police related services.</td>
<td>Police</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Invite local chemical dependency resource providers to an Opioid discussion with the Human Services Commission.</td>
<td>Noreen</td>
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<td>x</td>
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<tr>
<td>Select and install public art at Covington Community Park, in accordance with the city’s art project priority list.</td>
<td>P&amp;R</td>
<td>x</td>
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**GOAL: Neighborhoods**

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<th>ACTIONS:</th>
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<th>STATUS REPORT</th>
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<tbody>
<tr>
<td>Diversify housing types through creative land use and zoning policies.</td>
<td>CD</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Stay connected to and involved with neighborhood and HOA planned events.</td>
<td>Police, Karla</td>
<td>x</td>
<td>x</td>
<td>x</td>
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<td>Expand city department participation in National Night Out.</td>
<td>Police, PW</td>
<td>x</td>
<td>x</td>
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<td>Increase education regarding proper use of code enforcement and public safety services.</td>
<td>Police, CD</td>
<td>x</td>
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<td>Seek funding to provide better pedestrian connectivity between neighborhoods.</td>
<td>PW</td>
<td>x</td>
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<td>Host a crime prevention summit targeting businesses and community Homeowners Associations.</td>
<td>Police</td>
<td>x</td>
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<td>x</td>
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<tr>
<td>Improve follow up and advocacy for victims of crime.</td>
<td>Police</td>
<td>x</td>
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**GOAL: Municipal Services**

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<tr>
<th>ACTIONS:</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
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15 of 95
<table>
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<tr>
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<th>2018</th>
<th>2019</th>
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<th>Status Report</th>
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<tbody>
<tr>
<td>Establish desired level of service for public safety.</td>
<td>Police</td>
<td>x</td>
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<tr>
<td>Complete Covington Community Park phase 2 project.</td>
<td>P&amp;R</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Purchase identified parcels 2 and 3 for the future South Covington</td>
<td>P&amp;R</td>
<td>x</td>
<td>x</td>
<td>x</td>
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</tr>
<tr>
<td>park (SoCo).</td>
<td></td>
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<tr>
<td>Hire a financial strategist to link the city’s strategic mission and</td>
<td>Rob</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>vision to measurable financial objectives and determine whether</td>
<td></td>
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<tr>
<td>current and long-range strategies are financially supportable given</td>
<td></td>
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<tr>
<td>the city’s capital and operational capacity.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Identify location and develop a new maintenance facility adequately</td>
<td>PW</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>sized to handle future growth.</td>
<td></td>
<td></td>
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<tr>
<td>Establish desired level of service for maintenance of community</td>
<td>P&amp;R, PW</td>
<td>x</td>
<td>x</td>
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<tr>
<td>parks with adequate funding to support our growing parks infrastructure.</td>
<td></td>
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<td>Complete 516 widening from Jenkins Creek to 185th.</td>
<td>PW</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Complete the 164th Pedestrian Project.</td>
<td>PW</td>
<td>x</td>
<td>x</td>
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<tr>
<td>Develop a public works sustainable equipment replacement and</td>
<td>PW, Rob</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>maintenance fund.</td>
<td></td>
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</table>

**GOAL: Customer Service**

<table>
<thead>
<tr>
<th>ACTION:</th>
<th>Responsible</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>STATUS REPORT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Implement an online employment and volunteer application process.</td>
<td>Noreen</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Improve online registration process for recreation activities.</td>
<td>P&amp;R</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
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<tr>
<td>Create a staff leadership development program.</td>
<td>Noreen</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Complete a staffing analysis to determine appropriate staffing levels.</td>
<td>Noreen</td>
<td></td>
<td></td>
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<tr>
<td>Ensure competitive compensation through timely comparable market</td>
<td>Noreen</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>surveys, as well as cost-effective, flexible approaches to both</td>
<td></td>
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<tr>
<td>tangible and intangible benefits.</td>
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</tr>
<tr>
<td>Maintain dynamic employee programs such as the wellness program, recognition program, and informal small meetings with the city manager to help ensure employee engagement.</td>
<td>Noreen</td>
<td>x x x x</td>
<td></td>
<td></td>
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<tr>
<td>---</td>
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<tr>
<td>Develop and promote citywide Core Values and Culture Statements focused on values of a high-performing organization; promote the statement among staff; build individual demonstration of values into a newly revised Employee Evaluation format.</td>
<td>Noreen, Regan, Karla</td>
<td>x x x x</td>
<td></td>
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</tbody>
</table>
Update on Financial Consultant’s Work
DATE: November 20, 2017
TO: Rob Hendrickson
FROM: Morgan Shook
SUBJECT: WORKING DOCUMENT - OVERVIEW OF STRATEGIC FINANCIAL ISSUES

This memorandum presents our baseline understanding of the key financial issues and associated background information that will be explored as part of the financial strategy work with the City of Covington. As part of this review, ECONorthwest has reviewed several existing strategic planning documents as well conducted interviews with senior city staff and elected officials. The document should be considered a working document in that it is meant for reference and foundational context on some relevant information and perspectives on the Finance Strategy. Some of the information will be used as part of the final work deliverables for the Finance Strategy.

As part of this review, ECO reviewed the following existing documents and conducted interviews:

- City Budget
- Council Strategic Plan
- Comprehensive Plan
- Transportation and Parks Capital Improvement Programs
- Interviews with City department heads
- Interviews with City elected leadership

The review portion of the memorandum is organized with under the following sections.

- Summary of key Issues from Council Member
- Summary of key Issues from city Leadership and Departments
- Summary of key Issues from review of existing strategic planning documents
- Summary trends of major city cas revenues performance
- Summary of major strategic capital projects

The memorandum closes with a discussion for how the financial planning process will organize its forecasting and financial scenarios.
1 Summary of Interviews with Elected Officials and City Leadership

ECONorthwest interviewed senior staff and elected officials for the Covington Financial Strategy project. Interviews covered a range of topics and generally lasted 30 minutes each. The purpose of the interviews is to 1) educate them of the project, 2) gain a better understanding of key financial issues, 3) identify any immediate financial decisions.

1.1 Summary of Key Issues from Department Staff

1.1.1 Questions to Staff

Staff from the City Administration, Finance, Police, Public Works, Parks, and Community Development were interviewed to get a better understanding of city and/or departmental level concerns that could be addressed.

- How do you see this financial strategy project helping you execute your duties?
- How would you characterize the fiscal sustainability of your department’s operations?
- How would you characterize your department’s approach to funding of capital projects?
- What are 3-5 largest unfunded capital projects?
- What challenges do staff have in communicating financial issues?

1.1.2 Key Themes from Interviews with Staff

The following is a summary of themes discussed from the interviews.

The City is in sound financial position.

There is strong agreement that the city is in strong and sound financial shape. Within departments there is some sense that there is a small, marginal need to staff at current workloads with regards to police, public works, and community development services.

Growth and community expectation will put pressure on expanding the scale of city operations.

Future planned expansions of the city at Lakepointe and the focus on denser infill development will put some pressure to expand services. These impacts are not expected to felt broadly within the city’s direct service provision departments include police, public works, parks, and community development. There is agreement that the city is making a shift to a different growth pattern will require significant investment in infrastructure and some growth in city services.

The community has high quality of life expectations but has been challenged to additional funding capacity through higher taxes.

Most department heads felt that community members generally have a disconnect between demanding higher levels of public investment and services but have been challenged to support those demands with increases in funding. Many are looking at the financial strategy as a means to communicate the need for more resources. Specifically, staff wanted help on how to bring to the voters the choice to around to support these types of investments.
Financial strategy needs to help point the way for “big-ticket” projects that will require significant city resources.

Many staff members felt that the strategy must address four key issues. First, it must focus on the “big-ticket” items. A short consensus on this list includes:

- Town Center land development and supporting infrastructure (roads and parks).
- Large parks projects contained within the CIP.
- The potential desire to have a community center
- The potential need to replace the aging aquatic center.
- The 272nd expansion and finding sources of local funding to match grant and appropriation funding
- The need to site and build a new public work maintenance facility.
- The potential need to build a new City Hall for city administration as well as some expanding police station space.

Second, the plan must describe how these projects can be funded. Specifically, it must describe how much local capacity is available and how choices around future policy might impact that. The range of options suggested were:

- Revenue capacity from economies of scale from economic growth
- Revenue capacity from new tax tools including changes to existing tax policy.
- Revenue capacity from voted measures such as levy lid lifts and other debt instruments.
- Revenue capacity from new district formation including a Transportation Benefit District and Metropolitan Parks District.

Third, it must evaluate the pros/cons of those options or “performance” of the option. Currently, many people felt that council struggles with making decisions that commit them to a course of action and that all options seemed to sit in a space of equivalence with each other. Generally, there was a sense that council has lofty goals but could use more focus in prioritizing its revenue capacity and will need a way to think about either saving for projects or expanding revenue capacity.

And fourth, the plan has to be time limited with a schedule about how and when actions need to be taken.
1.2 Summary of Key Issues from Council Members

1.2.1 Questions to Council Members

City Council members were interviewed to get a better understanding of their perspective on the city’s financial situation and key issues for the financial strategy to deal with.

- What does this fiscal strategy help the city move forward?
- How would you characterize the fiscal position of the city?
- What are the biggest fiscal opportunities and/or challenges for the city?
- What challenges do you have in communicating financial issues to the general public?

1.2.2 Key Themes from Interviews

The following is a summary of themes discussed from the interviews.

City is in sound financial position.

Elected officials universally felt that city is in sound financial position. They supported that position with the following views.

- Current low levels of debt are easily supported with existing revenues.
- The city is staffed at productive, but “lean” levels. This includes using a police contract with the King County Sheriff to deliver police services as well as using public works to service both road and parks facilities.
- Strong growth in sales tax revenues have allowed the city to keep tax burdens low on residents.
- Proactive budget practices (i.e. using one-time money for one-time uses and setting aside money in a “rainy day fund) has helped the city weather economic recessions by not having to cut services. Most stated that the prospect of an impending economic recession will mean the city will have to scrutinize
- Strong growth in the city’s tax bases combined with relatively lower operating costs have helped the council balance budget on the revenue side as opposed to having cut costs.

Future operating environment will be different from the current situation.

However, council members feel that the financial issues facing the city in the future will be different in character than the ones the city has faced in the past. They feel future growth will put pressure on expanding both the scale and scope of city services. Specific concerns mentioned in this space include:

- Demands for more services without new revenue will put pressure on “raiding the city’s rainy-day fund”.
- Being a bigger city will mean “constituents will want us to not only deliver more services, but different services” than the city is providing today. Examples of this included health and human services.
Lakepointe could be a good fiscal windfall for the city but it will have to be diligent in managing its investments and costs in the area.

Constituents have general tax burden fatigue making it hard to raise taxes (especially voted measures). This issue was not specifically a city issue but reflects increases in taxes from King County and Sound Transit.

There are concerns about the retail shift from brick mortar to e-commerce and how it will impact the city’s topline (and bottom line) given the importance of sales taxes to the city.

There is consensus on what the big projects are, there is no consensus on the strategic approach.

Council members acknowledged that most people have a good idea of which projects they cared about but that members might not actually agree on the relative priority of each project. Council member raised the following issues on what the “big projects” were:

- Aquatic center. This was raised in both terms of rebuild, get out of the business, or do something new like partner with YMCA.
- Town Center. This was a high priority project that they really want to execute on that project. The concerns over the project were not just over the land and capital expense but broader on the execution of the development plans.
- Parks. Council members felt that they needed to have the funding to do investment and maintenance to pay for that obligation. Many raised the issue of a metropolitan park district.
- Community center. While there was a strong desire to have a community center, council members felt that that there was not a lot of consensus on how to achieve it. For example, should the city build one independently or as part of a partnership.
- Road infrastructure. The projects on 272nd were cited at the most important. The road projects in the Town Center were viewed as a package of Town Center related needs.
- City Hall. Council member were generally aligned having a city hall but there was some worry about the cost of the facility over existing expenses for rented commercial space.
- Street maintenance costs. All council members expressed some concern over the rising level of street maintenance and preservation costs. Most felt that the needed to prioritize the work on getting that issue to voters with a TBD.

Council members desire a fact driven analysis of options for the city’s financial decisions. Regardless of the options, members wanted the analysis in the financial strategy to give them information and informed advice on the options. Specific comments included:
• “Be very strong on both sides and don’t be wishy-washy. We need to know the ramifications of the decisions we are going to need to make. Give me the PROS and CONS. Tell me like it is.”

• “We need to have good options or different options from what is being done now”.

• “We need to agree on what needs to get down vs what we want to get done”.

• “We need to focus on core services (police). Growth will need more public safety before we build more parks.”

• “If there is not enough money for Town Center, we might need to revisit that master plan.”

City leadership will need to find an impactful way to communicate to voters why and how they will go to them for tax increases.

Council member expressed a desire to better educate the community so they can communicate the tough choices about meeting the future vision. Most members expressed a sentiment that local residents are very lucky in that the city has been able to use regional sale tax and grants to deliver projects and that residents have not had to pay for these core community infrastructure themselves.
4 Preliminary Financial Planning Thoughts

ECONorthwest is undertaking a financial modelling exercise where it will be constructing both a financial model that represents the city’s fiscal structure and it will be constructing a macro-economic forecast of conditions that will drive the city’s future tax bases. It will use these two tools to test the city’s fiscal performance under a range of different operating and investment situations.

The macro-economic forecast will examine the following tax bases. These bases make up the city’s core general fund and restricted revenue bases (other forms of revenue will be treated appropriately in the revenue modelling).

- Assessed value
- New construction value
- Taxable retail sales
- Utility consumption
- Gross business receipts/income
- Real estate transactions

We expect these forecasts will provide the following baseline and sensitivity tests.

- Median 20-year forecast for city tax bases. These forecasts will tie the city tax base performance to regional and national forecasts of GDP.
- Sensitivity forecast testing the upper-confidence limits of the forecast
- Sensitivity forecast testing the lower-confidence limits of the forecast
- Custom linear/exponential growth forecasts as needed.

Expenditure modeling will examine the current and future make-up of the city per its labor and non-labor components. With these two components in place, we will begin testing how future growth and fiscal decisions will enable 1) future revenue/funding capacity and 2) how that capacity can be deployed to meet future needs.

4.1.1 Step one – understand revenue/funding capacity

Scenario O: Understand Implications of Status Quo Operations

This scenario will model the status quo of operations to determine the city’s baseline fiscal position (i.e. how much funding capacity might exist). It assumes current practices for funding infrastructure and facility projects.
Scenario 1: Understand Implications of Enhanced Operations
This scenario will model under some assumption that the city grow and need to expand the scale (if not the scope) of its services. It assumes current practices for funding infrastructure and facility projects.

Scenario 2: Funding/Revenue Capacity Under Expanded Fiscal Policies
This scenario would examine the impact of revenue changes that might be available to the council through its legislative direction (would not need the vote of residents). It could explore changes to utility tax rates or the imposition of the business and occupation tax.

Scenario 3: Revenue Capacity Under Voted Changes
This scenario would examine the impact of revenue changes that might be available to the city but would need the vote of the people. It could explore changes to various levy lid lift provisions, voted debt, or sales tax increases.

Scenario 4: Revenue Capacity Under Governance Changes
This scenario would examine the capacity created if voters created special purpose districts. This could examine the creation of a Transportation Benefit District and Metropolitan Park District

4.1.2 Step 2: Map Capacity to Projects
Once we have a sense of capacity choices, we can map them to high priority project needs to assess adequacy and other issues.

4.1.3 Step 3: Examine Capacity Implications for Financing
With a base understanding of funding capacity and project fit, we can begin to assess the implications of financing options. This would include pay-as-go and debt alternatives. Both choices have set up opportunities and constraints that must be explored.
Public Safety
## Crime Statistics

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<tr>
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<tr>
<td><strong>Calls for Service</strong></td>
<td>5097</td>
<td>5493</td>
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<tr>
<td><strong>Total Part 1</strong></td>
<td>691</td>
<td>754</td>
</tr>
<tr>
<td><strong>Total Part 2</strong></td>
<td>706</td>
<td>924</td>
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<tr>
<td><strong>DV</strong></td>
<td>94</td>
<td>140</td>
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<tr>
<td><strong>Adult Arrests</strong></td>
<td>497</td>
<td>502</td>
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<tr>
<td><strong>Total From Above</strong></td>
<td>175</td>
<td>207</td>
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<tr>
<td><strong>Assault 4</strong></td>
<td>78</td>
<td>98</td>
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<tr>
<td><strong>Total Sex Off</strong></td>
<td>24</td>
<td>26</td>
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<tr>
<td><strong>Family/Juv</strong></td>
<td>107</td>
<td>162</td>
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<tr>
<td><strong>Vice</strong></td>
<td>1</td>
<td>2</td>
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<tr>
<td><strong>Kidnap</strong></td>
<td>1</td>
<td>3</td>
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<tr>
<td><strong>Weapons</strong></td>
<td>10</td>
<td>16</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>124</td>
<td>182</td>
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<tr>
<td><strong>Court Order</strong></td>
<td>29</td>
<td>49</td>
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<td><strong>Stolen Prop</strong></td>
<td>5</td>
<td>8</td>
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<td><strong>Trespass</strong></td>
<td>113</td>
<td>129</td>
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<tr>
<td><strong>Vandalism</strong></td>
<td>73</td>
<td>98</td>
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<tr>
<td><strong>Liquor Viol</strong></td>
<td>9</td>
<td>13</td>
</tr>
<tr>
<td><strong>DUI</strong></td>
<td>28</td>
<td>29</td>
</tr>
</tbody>
</table>
Crime Maps

Car Prowls/Larceny TFA

https://batchgeo.com/map/aa245fd79a782b39f6b565476fe13db

Res Burgs

https://www.batchgeo.com/map/c586cbb2c131500ff39ac43e61cc8700
Covington Elementary School, Aquatic Center, and Town Center
SUBJECT: RE-USE OF COVINGTON ELEMENTARY SCHOOL FACILITY

RECOMMENDED BY: Councilmembers Harto, Mhoon, and Hollums and Subsequent Council Consensus

ATTACHMENTS:
None.

PREPARED BY: Richard Hart, Community Development Director
Robert Meyers, Building Official

EXPLANATION:
On September 5th Robert Meyers, Chief Building Official, and Richard Hart, Community Development Director, conducted a tour of the Covington Elementary School with Kent School District’s elementary school building maintenance supervisor and subsequently reviewed the existing building plans. Below is a summary of the existing school facility space allocations.

**Covington Elementary School**

**Main Building** - Built 1961 - No fire sprinklers
- 4000 SF Office/Admin
- 8 Classrooms
- 4000 SF GYM
- 26000 SF Total

**First Addition** (main building) - Built 1962 - Fire sprinklers
- 12 Classrooms
- 22,500 SF Total

**Library** - Built 1980 - No fire sprinklers
- 2000 SF

**Bay 6** – Built 1984 - (special education building on the north side) Fire sprinklers
- 4 Classrooms
- 1400 SF Covered outdoor area
- 6000 SF Total

**Annex** – Built 1992 - Fire sprinklers (building on SW side of property)
- 7 Classrooms
- 11,500 SF Total

**Multipurpose Room** – Built 1998 - No Fire sprinklers
(remodeled from an existing outdoor play area)
- 2/1 Classroom(s)
- 1800 SF Total

**Covered Play Structure** – Built 1991 - No Fire sprinklers
- 8100 SF Total

***Total Elementary School Facility Size - Approximately 77,900 SF***
There are a variety of uses and programs that the city might be able to accommodate within the elementary school facility under existing land use, zoning, and building regulations. Some would not require a change of use permit, and others would trigger a change of use permit, thus requiring a financial investment in design and building upgrades. Generally, there are four uses that could go into various parts of the school site that would not trigger a change of use and therefore add any costs for upgrading the facility. They include:

1.) Use of the gym for recreation and assembly uses (Same as that used for the existing school. Proposed assembly uses would need to be evaluated by the Building Official and Fire Marshal.)
2.) Use of the outdoor school recreation yard for games and other activities, such as baseball, soccer, Frisbee, running, bike riding, etc.
3.) Tutoring and teaching children in the classrooms, or teaching children or adults in the library (same as existing use for educating kids or adults)
4.) Any meeting for adults in the Administration Office section of the school and Library (The office areas are considered by the building code Type B business occupancy use and can be used in low occupant numbers, less than 10, and the library area is considered a Type A assembly occupancy use and could be used in numbers less than 50. Classrooms are a special Type E educational occupancy use and would require change of occupancy permits to use for other than education below the 12th grade.)

Any other uses would require fire and life safety improvements including but not limited to sprinkler systems, modification of egress elements, or HVAC upgrades. The building itself is limited by the type of construction (combustible or noncombustible building elements) as far as what uses are allowed by the building code.

Staff would recommend that if the City Council decides to pursue any specific types of uses in the school building after the city acquires control of the facility, they hire an independent firm to inspect the building and determine the existing condition of the school building, infrastructure, and HVAC systems. This would enable the city to better determine annual maintenance costs. Gordon Cook with the Kent School District has informed us that the annual maintenance costs for the elementary school from 9-1-15 to 9-1-16 were $27,244., and from 9-1-16 to 9-1-17 such maintenance costs were $23,905.

ALTERNATIVES:
1. Request additional information or input from staff. Community Development should be included early in the process of designating any proposed re-use of the school facility, since building and zoning requirements are not static and often change quickly.
2. Take no action at this point in time.

FISCAL IMPACT:
There will be some fiscal impact for re-use of the school building, depending upon the types of uses planned. In addition, on-going maintenance costs must be accounted for with any type of re-use. One example is that the HVAC systems are inefficient by today’s standards and will generate costs for day to day operation, maintenance, repair, and replacement when in use.

Another example is landscaping and field maintenance that would vary depending on the level of use. See table below for summary:
<table>
<thead>
<tr>
<th>Activity</th>
<th>Hours (Annually)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Grounds Landscaping (Not including Athletic Field)</td>
<td>~275</td>
</tr>
<tr>
<td>Playground Inspection</td>
<td>15</td>
</tr>
<tr>
<td>Athletic Field Maintenance</td>
<td>~325</td>
</tr>
<tr>
<td>Athletic Field Striping (Depends on Recreation Use)</td>
<td>~ 75 to 150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>~ 690 to 765</td>
</tr>
</tbody>
</table>

These costs do not include maintenance of items such as the stormwater system, interior facility maintenance (janitorial, plumbing, etc.), building structure maintenance (roof, gutter, painting, lighting, etc.)

The city should hire a professional to inspect and evaluate the building, infrastructure, and HVAC systems before operating programs or services in the facility. Cost of that inspection and evaluation is estimated to be approximately $60,000. Additional costs would include insurance, which alone is estimated at $27,000 annually. This insurance covers replacement of the building, which the city is required to carry. In addition, the city’s insurance pool, WCIA, recommends the city not operate a daycare unless it is privately run and carries its own insurance.

**CITY COUNCIL ACTION:** _____Ordinance _____Resolution _____Motion  **X** Other

**ASK QUESTIONS OF STAFF**

**REVIEWED BY:**  City Manager, Finance Director, Public Works Director, Parks & Recreation Director, and City Attorney
Transportation
Status of Transportation Projects

SR 516: Jenkins Creek to 185th Avenue SE (CIP 1127)

**Current Phase:** ROW Acquisition

**Funding:** Federal Funds and Connecting Washington Funds (Fully Funded)

**Current Status:** The project is currently in the Right-of-Way (ROW) acquisition phase. There are 18 parcels that require a portion of property for ROW in order to construct the project. We have transitioned to a new ROW agent (Roxanne Grimm with DCI Engineers) and plan to begin sending out offers in the coming weeks.

We are also still trying to get our environmental permits for this project. It has been nearly three years going through the process. Some of the delay has been caused by design changes and wetland mitigation changes but the longest has been associated with getting approval from the Muckleshoot Tribe. We have a meeting scheduled with the Muckleshoot Tribe and the Corps of Engineers for Monday, January 29th to hopefully resolve any issues. Once we get our final environmental permit from the Corps it will include limitations on when we can impact the stream (fish window) which will give us a better idea on how long it will take to construct the project.

We are also working with our consultant, Tetra Tech, in designing the water lines for Covington Water District and the City of Kent. The biggest challenge has been coordinating the needs of the utilities with the design of the bridge. The City of Kent is requesting that their waterlines go under the bridge and Covington Water District is requesting that they go next to the bridge.

At this time, the best-case scenario for having all the ROW acquired, the environmental permits in hand and completing the design and coordination with the water districts is the Summer of 2018. We will likely send the project out for bids in the Fall and depending on the results, hope to have construction beginning in late 2018. Depending on the fish window mentioned above, the project could extend into 2020 before completion.

164th Pedestrian Safety Project (CIP 1086)

**Current Phase:** Design/ROW Acquisition

**Funding:** Design and ROW (City Funds); Construction (Federal and TIB Funds)

**Current Status:** This project is at the 60% design level. There is one location that has been identified as needing additional ROW and a few locations that will require construction easements to build the project. We are asking Roxanne with DCI Engineers to help us in acquiring the necessary ROW and easements.

It is anticipated to get all the necessary ROW and easements by late Fall of 2018 with advertisement of the project in early 2019. Construction is anticipated for Spring and Summer of 2019.
Covington Connector: 204th Avenue SE and SR 516 (CIP 1201)

**Current Phase:** Design

**Funding:** Connecting Washington Funds and Developer Funds (Fully Funded)

**Current Status:** The consultants submitted 60% design plans right before Christmas of 2017. The plans consist of 158 sheets and the specifications are over 500 sheets. This is only the “Phase 1” portion of the project which consists of the 204th corridor from SR 516 to the Maple Hills Development along with improvements to SR 516 from 201st Avenue SE to 204th Avenue SE. The 60% Design for the “Phase 2” portion, which consists of constructing LakePointe Blvd from SR 18 to Maple Hills and improvements to the SR 18 Interchange, is expected to be submitted before the end of January. It is expected to be approximately the same size as the Phase 1 submittal. For the rest of this status update, we will just be focusing on the Phase 1 project schedule.

Staff will be reviewing the 60% Phase 1 submittal for the rest of January with comments to be sent back to the consultant in early February. We have verified that we can avoid wetlands along the corridor and will begin the SEPA process for the project as well as beginning the ROW acquisition process. We have started setting up meetings with some of the property owners that are impacted the most with this project to get their feedback and discuss some of the options for tying the driveways into the new roadway. The challenge with the project is addressing all the vertical grade changes (hills) to meet standards. We are having to do deviations to the design standards and we still have an area where we need to lower the road by over 15 feet.

We will be working to obligate (setup for expenditure) with WSDOT some of the Connecting Washington funds for use in the ROW phase over the next couple of months. We will then hire a ROW agent to help with doing appraisals, negotiating with the property owners and acquiring the necessary ROW. This would typically take nine months or so to complete. This project would then be expected to be under construction beginning in 2019 with a construction duration of approximately one year.

SE 256th Street: 168th Avenue SE to 173rd Avenue SE (CIP 1145) – widening and culvert replacement

**Current Phase:** Design

**Funding:** Design only (Flood Control Grant and Traffic Impact Fees)

**Current Status:** A Request for Qualifications (RFQ) from Design Consultants has been sent out for this project. The RFQs are due by 4:00 PM on Friday, January 26, 2018. After the RFQs are reviewed, there will be interviews conducted of the top three to five firms. We will then select a Design Consultant and begin the contract and fee negotiation process. Once we reach an agreement, we will bring the contract to the Council for approval. We anticipate having a firm selected by the end of February.
192nd Ave SE and 194th Avenue SE (CIP 1028) – asphalt overlay

Current Phase: Design

Funding: TIB and City Matching Funds

Current Status: TIB Grant Agreement complete and accepted by Council. This project will be similar to previous overlay projects in that it will be a part of King County’s Annual Overlay Program. King County is currently putting the design documents together and plan to go out for bids in the Spring of 2018. Paving is possible for late summer 2018 or summer 2019.
# CITY OF COVINGTON
## 2018 to 2023 Transportation Improvement Program
### Summary

<table>
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<tr>
<th>Priority</th>
<th>CIP #, Project Name, Termini, Major Class of Work</th>
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### Street Inventory Expansion

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<th>Roadway Inventory</th>
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<td>Annual Percent Change Year to Year:</td>
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**Total Percent Change 2017/2011:** 15%

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<th>*Highlighted Developments over time</th>
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<td>168/165th Pl SE, Wingfield, Wingfield North</td>
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<td>Covington Retirement Apartments, Cornerstone, Covington Plat</td>
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<td>Valley Medical, Polaris Affinity</td>
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<td>Maple Hills, Victorian Meadows, Mountain Meadows</td>
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*These are just some of the developments that came online during these time periods.*
**Item 8:**
Future Levies and Ballot Measures in King County

**UPDATE**

**SCA Staff Contact**
Brian Parry, SCA Senior Policy Analyst, brian@soundcities.org, (206) 499-4159

**Update**

This is a monthly item on the PIC agenda to share information on upcoming local levies and ballot measures in King County.

**Automated Fingerprint Identification System (AFIS) Levy Renewal:**
On November 21, County Executive Constantine transmitted to the County Council proposed Ordinance 20017-0484 to submit to voters a proposal to support continuation of the AFIS property tax levy. The proposed ordinance would place the renewal of AFIS on the April 2018 special election ballot. The AFIS Program is managed by the King County Sheriff’s Office, and promotes public safety by providing the technology and resources to solve crimes and identify criminals by collecting, storing, searching, and identifying fingerprints and palm prints. The proposed ordinance would authorize a six-year property tax levy at a rate of 3.5 cents per $1,000 of assessed value, raising approximately $126.2 million. The current levy expires on December 31, 2018. The current AFIS levy rate is approximately 4.5 cents per $1,000 of assessed value and was originally approved in 2012 at a rate of $5.9 cents per $1,000. Additional background on the proposal can be found in the staff report that accompanied introduction of the proposed ordinance at the County Council.

**Emergency Medical Services (EMS) Levy Renewal:**
The current EMS levy will expire at the end of December 2019 and an EMS Advisory Task Force is being formed to develop plan for a replacement levy. On December 5, SCA issued a call for nominations to fill three positions on the EMS Advisory Task Force. The task force will help to develop the inter-Jurisdictional agreement on an updated EMS Strategic Plan as well as determine the levy length, rate and election date of the ballot measure. This task force will meet quarterly, with the first meeting scheduled for January 18, 2018. Other task force members will include individuals representing each city with a population greater than 50,000; the King County Executive; the King County Council; and King County Fire Districts.

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<th>February 2018 Levies and Ballot Measures</th>
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**Potential Future Ballot Measures – SCA Cities**

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<th>Month</th>
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<td>2018</td>
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December 13, 2017

Item 8: Future Year Ballot Measures

Page 28 of 31
### Potential Future Ballot Measures – Other Cities

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<td>Seattle</td>
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### Potential Future Ballot Measures – Countywide

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<th>Measure</th>
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<tbody>
<tr>
<td>2018</td>
<td>April</td>
<td>King County</td>
<td>AFIS Levy (renewal)</td>
</tr>
<tr>
<td>2018</td>
<td></td>
<td>King County</td>
<td>Affordable Housing and Related Services Sales Tax</td>
</tr>
<tr>
<td>2019</td>
<td></td>
<td>King County</td>
<td>Medic One/EMS Levy (renewal)</td>
</tr>
<tr>
<td>2019</td>
<td></td>
<td>King County</td>
<td>Regional Parks Levy (renewal)</td>
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<tr>
<td>2018-19</td>
<td></td>
<td>King County</td>
<td>Land Conservation Initiative</td>
</tr>
<tr>
<td>2021</td>
<td></td>
<td>King County</td>
<td>Best Starts for Kids (renewal)</td>
</tr>
</tbody>
</table>

### Next Steps

Please share this information with your city and provide information on upcoming elections in your city to SCA Senior Policy Analyst Brian Parry.
Covington’s Role in the Region
Regional Involvement Opportunities

Metropolitan Solid Waste Management Advisory Committee (MSWMAC)
South County Area Transportation Board (SCATBd)
SCA Public Issues Committee
WR1A 9 Forum
Puget Sound Regional Fire Authority

SCA Committees and Boards
Accountable Community of Health Interim Leadership Council (ACH ILC)
Advisory Council for Aging & Disability Services (ADS Advisory Council)
All Home Coordinating Board
Board of Health (BOH) King County
Children and Youth Advisory Board (CYAB)
Domestic Violence Initiative Regional Task Force (DVI)
Economic Development Council of Seattle & King County (EDC)
Emergency Management Advisory Committee (EMAC) King County
Growth Management Planning Council (GMPC) King County
Joint Recommendations Committee (JRC) King County
King Conservation District Advisory Committee (KCDAC)
King County Flood Control District Advisory Committee (KCFCDAC)
LEOFF 1 Disability Retirement Board (LEOFF1) King County
Local Hazardous Waste Management Program (LHWMP) King County
Mental Illness and Drug Dependency (MIDD) Oversight Committee King County
Puget Sound Clean Air Agency Advisory Council (PSCAAAC)
Puget Sound Regional Council Economic Development District Board (EDDB)
Puget Sound Regional Council Executive Board
Puget Sound Regional Council Growth Management Policy Board (GMPB)
Puget Sound Regional Council Operations Committee
Puget Sound Regional Council Transportation Policy Board (TPB)
Regional Law, Safety and Justice Committee (RLSJC) King County
Regional Policy Committee (RPC) King County
Regional Transit Committee (RTC) King County
Regional Water Quality Committee (RWQC) King County
Solid Waste Advisory Committee (SWAC) King County
SCA Regional Caucuses

AWC
AWC Board of Directors (elected)
AWC Legislative Priorities Committee (appointed)
AWC Employee Benefit Trust Board of Trustees (elected)
AWC Education Advisory Committee (appointed)
AWC Nominating Committee (appointed)
Governor Inslee’s Appointment Opportunities.
Climate and Energy
Education
Government Operations and Public Safety
Health
Human Services
Labor
Natural Resources and Environment
Transportation and Land Use
Working Washington

National League of Cities
Finance, Administration & Intergovernmental Relations (FAIR) Committee
The Energy, Environment & Natural Resources (EENR) Committee
The Community & Economic Development (CED) Committee
The Human Development (HD) Committee
The Transportation & Infrastructure Services (TIS) Committee
The Public Safety & Crime Prevention (PSCP) Committee
The Information Technology & Communications (ITC) Committee
Roles of Youth Council and Youth on City Commissions
City of Covington Commissions with Youth Positions

Planning

- None

Parks and Recreation

- Two positions may be youth between ages 14 and 18.

Human Services

- Two positions shall be youth between ages 14 and 18.

Arts

- Two positions may be youth between ages 14 and 18.

CEDC

- None

Youth Council

- Currently 9 youth members. Maximum is 15.
COVINGTON CITY COUNCIL
POLICIES AND PROCEDURES
Adopted by Resolution 2016-11 on June 14, 2016

1.0 AUTHORITY & EFFECT OF RULES

1.1 Rules Established.
These policies and procedures constitute the official policies and rules of procedure for the Covington City Council (the “Rules”). These Rules shall be in effect upon adoption by resolution of the council and until such time as new or amended rules are adopted by resolution as provided in Section 1.3.

1.2 Suspension of Rules.
Any provision of these Rules not governed by state law or city ordinance may be temporarily suspended by a two-thirds vote of those members present and voting. A two-thirds vote is five (5) of seven (7) votes, four (4) of six (6) votes, four (4) of five (5) votes, and three (3) of four (4) votes.

1.3 Review & Amendment of Rules.
It is the intent of the city council that these Rules be periodically reviewed as needed, but no less than every two (2) years. Accordingly, these Rules should be considered in the month of January of every even-numbered year and may be considered at any other time that council shall choose to review them. These Rules may be amended, or new rules adopted, by a majority vote of the council at any time.

1.4 Effect/Waiver of Rules.
These Rules are adopted for the sole benefit of the members of the city council to assist in the orderly conduct of council business. These Rules do not grant rights or privileges to members of the public or third parties. Failure of the city council to adhere to these Rules shall not result in any liability to the city, its officers, agents, and employees, nor shall failure to adhere to these Rules result in invalidation of any council act.

2.0 CITY COUNCIL: GENERAL POWERS & RESPONSIBILITIES

2.1 Overview
The powers of the city council are to be used for the benefit of the community and its residents to provide for the health, safety, and general welfare of its residents. The Covington City Council values personal honesty and integrity, open and accessible government, fiscal responsibility, fair treatment of individuals, and commitment to customer service.

It is important to note that the council acts as a body. No member has any extraordinary powers beyond those of other members. Although the mayor has additional ceremonial and presiding officer
responsibilities, all members are equal when establishing policies, voting, and performing their council duties.

Policy is established as a majority vote of the council. While individual members may disagree with decisions of the majority, a decision of the majority binds the council to a course of action. Councilmembers should respect the decision of the majority and are expected to follow adopted council rules, policies, and procedures.

It is the city manager’s responsibility to ensure the policy of the council is enacted. Actions of staff to pursue the policy direction established by a majority of the council do not reflect any bias against councilmembers who held a minority opinion on an issue.

2.2 Council and Administration
Councilmembers act as the legislative body with authority to enact laws, adopt the city’s budget, determine service priorities, make public policy, and appoint community boards, commissions, and committees (RCW 35A.13.230). The city manager and city staff are the executive/administrative branch.

In order to uphold the integrity of the council-manager form of government, and to provide proper checks and balances, councilmembers refrain from becoming directly involved in the administrative activities of the city.

Except for purposes of inquiry, councilmembers should communicate with city staff primarily through the city manager and shall not give orders to any city staff without the city manager’s authorization. The city manager may choose to establish formal or informal norms for routine council-staff interaction and staff support of council committees. In addition, council may fully and freely discuss with the city manager in open session anything pertaining to appointment and removals of city staff and city affairs.

2.3 Authority and Responsibilities of the City Council
It is within the authority and responsibility of the city council to:

2.3.1 Establish Policy.
   - Adopt goals and objectives
   - Establish priorities for public services
   - Approve/amend the operating and capital budgets
   - Approve intergovernmental agreements and certain contracts
   - Adopt resolutions

2.3.2 Enact Local Laws.
   - Pass ordinances
2.3.3 Appointments and Supervise Officials
- Appoint city manager (RCW 35A.13.050)
- Evaluate performance of city manager
- Appoint hearing examiner
- Establish advisory boards and commissions
- Make appointments to advisory boards and commissions
- Provide direction to advisory bodies
- Appoint councilmembers to council committees, intergovernmental boards and commissions, and external committees

2.3.4 Provide Public Leadership
- Represent constituents to promote representative governance
- Communicate the city’s vision and goals to constituents
- Represent the city’s interests at regional, county, state, and federal levels
- Determine best course of public policy

2.4 ADDITIONAL RULES, POLICIES, & PROCEDURES
In addition to these Rules, the council shall also comply with the following rules, policies, and procedures, if adopted by the city:

2.4.1 City Officials’ Code of Ethics
2.4.2 Public Records Policy
2.4.3 Technology Use Policy
2.4.4 Travel Policy (as provided for in the Employee Handbook)
2.4.5 Vehicle Use Policy (as provided for in the Employee Handbook)

3.0 CITY COUNCIL: ROLES & ADMINISTRATION

3.1 Role of Mayor and Mayor Pro Tem

3.1.1 Mayor

- Presiding Officer. The mayor serves as the presiding officer of the council and acts as chair at all meetings of the council. The mayor does not possess any power of veto.

- Ceremonial Representative. The mayor is responsible to act as the city council’s ceremonial representative at public events and functions. He or she shall have no regular administrative duties.
• **Proclamations.** The mayor is vested with the authority to initiate and execute proclamations as a ceremonial commemoration of an event or issue. Proclamations are not statements of policy and do not require the approval or action of council.

• **Signing of City Documents.** The mayor, unless unavailable, shall sign all ordinances, resolutions, interlocal agreements, contracts, and any other documents that have been adopted by the city council and require an official signature; except when the city manager has been authorized by council action to sign documents. In the event the mayor is unavailable, the mayor pro tem may sign such documents.

• In addition to the above powers conferred to the role of mayor, the council member serving as mayor shall have all the rights, privileges, and immunities of a member of the council.

3.1.2 **Mayor Pro Tem.** In the mayor’s absence, the mayor pro tem assumes all of the above noted responsibilities and rights of the mayor.

### 3.2 Election of Mayor and Mayor Pro Tem

3.2.1 The council shall elect a mayor and mayor pro tem for a term of two (2) years and shall remain in office until the next election of a mayor and/or mayor pro tem, unless earlier removed or vacated.

3.2.2 The motion to elect the mayor and mayor pro tem will be placed on the agenda of the first council meeting of even-numbered years.

3.2.3 **Nomination and Appointment Process.**

• The nomination and appointment process outlined in this subsection shall be used to fulfill the positions of both mayor and mayor pro tem. The council shall first fulfill the position of mayor, and only upon fulfillment of that position should the council fulfill the position of mayor pro tem.

• Each council member may nominate one person for a given office. Nominations do not require a second vote.

• The council members nominating and the nominees will have an opportunity to make public comment before voting commences.

• Voting shall commence in the order nominations were made. Council members will be asked for a voice vote and a raise of hands. As soon as one of the nominees receives a majority vote of the entire city council (four votes), then the chair will declare
him/her appointed. No votes will be taken on the remaining nominees.

- A tie vote results in a failed nomination and the chair will call for nominations again and repeat the process until a single nominee receives a majority vote of the whole city council.

- If none of the nominees receives a majority vote, the chair will call for nominations again and repeat the process until a single nominee receives a majority vote of the whole city council.

### 3.2.4 Removal

A supermajority vote of the entire city council (5) shall be required to approve a motion to remove the mayor or mayor pro tem from office for cause.

### 3.2.5 Temporary Absence

In the temporary absence of the mayor, the mayor pro tem shall perform the duties and responsibilities of the mayor with regard to conduct of meetings and emergency business.

### 3.2.6 Permanent Vacancy

In the event the mayor or mayor pro tem is unable to serve the remainder of the term or resigns, the city council shall appoint a new mayor or mayor pro tem following the same procedure in this section.

### 3.3 Swearing-In Newly Elected Council Members

Pursuant to RCW 29A.04.133, new council members shall be sworn in by a judge or the city clerk or any officer or notary public authorized to administer oaths either:

- Up to ten (10) days prior to the day they are scheduled to assume their office; or
- At the first meeting of the council in January; or
- At any other time after their term of office is scheduled to begin.

### 3.4 Filling a Council Vacancy

#### 3.4.1 Resignation Process

A written resignation must be submitted to the city council.

- The notice of resignation should provide for an effective date and the resignation will be effective as of that selected date.
- The council accepts the resignation by a motion and majority vote of the whole council.

#### 3.4.2 Procedure

If a vacancy occurs in the office of a councilmember, the council will follow the procedures outlined in RCW 42.12.070 in addition to those included in these Rules.
3.4.3 **Vacancy Notice and Application.** In order to fill the vacancy with the most qualified person available until an election is held, the council will widely distribute and publish a notice of the vacancy, the procedure by which the vacancy will be filled (which shall be agreed upon by a majority vote of the council prior to publishing the notice of vacancy), and how to apply.

3.4.4 **Interview Process.** Those candidates selected by the council to be interviewed will be interviewed during a regular or special council meeting open to the public, pursuant to the interview process included in the vacancy notice. The interview process will be designed to be fair and consistent. Since this is not a campaign, comments and responses about other applicants will not be allowed.

3.4.5 **Deliberation and Selection.** The council may recess into executive session to discuss the qualifications of all candidates. Nominations, voting, and selection of a person to fill the vacancy must be conducted during an open public meeting. Nominations will follow the process outlined in Section 3.2 herein. Appointment of the new council member requires a majority vote of the entire city council (four votes).

3.5 **Council Committees.**

3.5.1 **Committee of the Whole.** In addition to regular council meetings, the entire council may meet for study or special project purposes as a Committee of the Whole. A meeting of the council as the Committee of the Whole must have a quorum of council members present.

3.5.2 **Council Committees.** The city council may establish standing committees of three (3) or fewer council members as policy review and discussion arms of the city council as a whole for any special purpose, task, or time frame. Council committees may study issues and develop recommendations for consideration by the city council as a whole but may not take binding action on behalf of the city council as a whole. Should a quorum of council members attend any council committee meeting that was not publically noticed, that meeting shall be immediately adjourned and reconvened at a time when three (3) or fewer council members are in attendance or the meeting is properly noticed as a special meeting of the council pursuant to these Rules.

3.6 **Council Member Appointments.**

3.6.1 **To Council Advisory Bodies.** The city council may appoint three (3) or fewer council members to represent the city council as a whole on city advisory bodies.

3.6.2 **Liaison/Representative Appointments.** The city council may appoint individual council members, as required, to represent the city council as a whole to external advisory bodies or groups.
4.0 COUNCIL MEETINGS: TYPES; GENERAL PROVISIONS

4.1 Open Public Meetings Act.
All council meetings shall comply with the requirements of RCW Section 42.30, the Open Public Meetings Act (OPMA). All regular council meetings, special council meetings, and any meetings of the committee of the whole (including study sessions) or council committee meetings of a quorum of council members shall be open to the public.

4.2 Types of Council Meetings.

4.2.1 Regular Council Meetings. The council shall hold regular meetings on the second and fourth Tuesday of each month. The council will not hold meetings on any other day of the month, unless otherwise noticed. All regular meetings will begin at 7:00 p.m., unless otherwise noticed.

Should any regular council meeting occur on a legal holiday, on a general or primary election day, or special election called within the City of Covington, the meeting shall be held at the same hour and place on the following business day.

4.2.2 Special Meetings. Any council meeting other than the regular council meeting is a special meeting. Notice of special meetings shall be given pursuant to state law (at least 24 hours in advance). The mayor, or in the absence of the mayor, the mayor pro tem, or any three (3) members of council may schedule a special meeting, subject to the notice and call requirements prescribed by state law and/or city ordinance or rule.

4.2.3 Study Sessions / Workshops. Any meeting, either called as a special meeting at which the council may discuss, investigate, review, or study matters of city business with city staff for informational purposes. Study sessions or workshops shall be noticed as special meetings of the council. Final action on any matter shall not occur during a study session or workshop.

4.2.4 Annual Strategic Planning Summit. The council shall hold an annual strategic planning summit on the last Saturday in January of each year.

4.2.5 Emergency Meetings. A special council meeting called without the 24hr notice. If, by reason of fire, flood, earthquake, or other emergency there is a need for expedited action by the council to meet the emergency, the mayor may provide for a meeting site other than the regular meeting site and the notice requirements of RCW 42.30 shall be suspended during such emergency. The minutes shall indicate the reason for the emergency.
4.3 **Meeting Place.**
Council meetings will be at a time and place as council directs, except that regular and/or special meetings at which final actions on resolutions or ordinances will take place shall always be held within the boundaries of the City of Covington.

4.4 **Meeting Cancellation.**
Any council meeting may be canceled by a majority vote or consensus of the council. The mayor or mayor pro tem may cancel a council meeting for lack of agenda items.

4.5 **Public Notice of Meetings.**
The city shall comply with the provisions of RCW 35A.12.160 regarding public notice of all council meetings.

4.6 **Quorum and Voting.**
At all council meetings, a majority of the **whole** city council membership (four members), or five members for the passage of ordinances, budget items, and appropriations) shall constitute a quorum for the transaction of business. The **passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money** shall require the affirmative vote of a majority of the entire city council as provided by RCW 35A.12.120. All other matters shall pass by affirmative vote of a majority of the quorum of council members present at the meeting, unless otherwise provided by state law or in these rules, but a lesser number may recess or adjourn from time to time and may request the attendance of absent members.

4.7 **Attendance, Excused Absences.**

4.7.1 **RCW 35A.12.060** provides that a council member shall forfeit his or her office by failing to attend three (3) consecutive regular meetings of the council without being excused by the council. Members of the council may be so excused by complying with this subsection.

4.7.2 If a council member will be absent for a regular council meeting, that council member shall contact the mayor, mayor pro tem, city manager, or city clerk (the “Designated Contact(s)”) prior to the start of the council meeting and state the reason for his or her inability to attend the meeting. Upon receiving notification of an absence, the Designated Contact shall promptly notify the other Designated Contacts, via email, of the notice of absence and reason for such absence (e.g. if a council member calls the mayor to give notice of their absence, the mayor will then promptly send an email to the mayor pro tem, city manager, and city clerk stating that he/she received a notice of absence from the given council member and the reason given for such an absence). Following roll call, the presiding officer shall inform the council of the member’s absence and state the reason for such absence.
4.7.3 A motion to excuse an absent council member shall be non-debatable. Upon passage of such a motion by a majority of members present, the absent member shall be considered excused and the clerk will make an appropriate notation in the minutes.

4.7.4 Council members shall only be required to be excused from regular council meetings and shall not be required to be excused from all other meetings of the council, including, but not limited to, study sessions, special meetings, council committee meetings, and the annual summit. However, as a courtesy, council members should notice their absence for all other council meetings as set forth above in Subsection 4.7.2.

4.8 Attendance of City Officers & Employees
The city manager, or his or her designee, shall attend all meetings of the city council as a whole, including regular meetings, special meetings, study sessions, and executive sessions, except if the council meets in executive session with the city attorney on matters of potential conflict for the city manager or to review the performance of the city manager.

Any city officer or employee shall have the duty when requested by the city manager to attend council meetings and shall remain for such time as the city manager may direct.

4.9 Executive Sessions.

4.9.1 The council may hold executive sessions, from which the public may be excluded, for those purposes set forth in RCW 42.30.110. Before convening to an executive session, the presiding officer shall announce the purpose of the session and the anticipated time when the session will be concluded. No formal action or decision of the council may be taken in executive session.

4.9.2 If the council, after executive session, has provided direction or consensus to city staff on proposed terms and conditions for any confidential or privileged issue, all contact with any other party shall be made by the designated city staff representative handling the issue. Council members should consult with the city manager and/or city attorney prior to discussing such information with anyone other than other council members, the city attorney, or city staff designated by the city manager. Any council member having any contact or discussion with any person other than those listed above on any such confidential or privileged issue shall make full disclosure to the city manager and council in a timely manner.
4.9.3 Pursuant to RCW 42.23.070, council members shall keep confidential all written materials and verbal information reviewed and/or discussed during executive sessions to ensure that the city’s position is not compromised. Confidentiality also includes information provided to council members outside of executive sessions when the information is considered to be exempt from disclosure under the State Public Records Act (Chapter 42.56 RCW, as amended).

4.10 Adjournment
Regular, special, and committee of the whole meetings of the council shall adjourn at or before 10:00 p.m. The adjournment time established hereunder in this section may be extended upon approval of a motion by a majority of the council members present. At any time during any council meeting, any council member may call for a “Point of Order” to review agenda priorities.

4.11 Audio Recordings of Council Meetings
The city clerk, or designee, shall make and keep audio recordings of all regular, special, and committee of the whole council meetings, except those meetings or portions of meetings conducted in executive session, or unless a motion is passed to suspend audio recording of a meeting. All recordings and related records of all city council meetings, except as provided for referenced above, shall be retained by the city pursuant to the state Public Records Act and the city’s public records policy.

4.12 Council Meeting Minutes.

4.12.1 The city clerk, or designee, shall take minutes at all meetings of the city council in accordance with state and local statutory requirements.

4.12.2 Proceedings will be entered into a minute book constituting the official record of the council.

4.12.3 The minutes shall be made available for public inspection. Unless a council member requests a reading of the minutes of a council meeting, such the minutes may be approved without reading if the clerk has previously furnished each council member with a copy of the minutes thereof.

4.12.4 City council meeting minutes may be corrected by the city clerk if in error, but shall not otherwise be revised without a majority affirmative vote of the whole council membership at a regularly scheduled council meeting.

5.0 COUNCIL MEETINGS: AGENDAS & CONDUCT OF BUSINESS

5.1 Setting Agenda.
Pursuant to RCW 35A.13.080, the city manager shall set the council agenda for the meeting, following the suggested order of business listed herein in Section 5.8 or 5.9, unless circumstances warrant a
different order whenever practical. When necessary, the mayor, with the consent of the council, may change the order of business. No legislative item not on the agenda shall be voted upon; rather, a motion to suspend the rules would be necessary to add a legislative item to the agenda in order to facilitate a vote on a legislative item not listed in the published agenda.

5.2 Placement of Items on the Agenda.

Items may be added to a regular or special council meeting agenda pursuant to the following procedures:

5.2.1 Consent Agenda, New Business, Continued Business, and Public Communication. Consent agenda, new business, continued business, and public communication items may be added to an agenda by: (1) A majority vote or consensus by the council; or (2) by the city manager.

5.2.2 Future Agenda Items. All regular council meeting agendas shall include a section for “Future Agenda Items”—wherein council members may present any topic or issue for the council to consider and approve adding as a new business item on a future council meeting agenda.

5.2.3 Items may be included under “Future Agenda Items” upon the joint request of two (2) or more council members. Such a request shall be emailed to the city manager or city clerk by the requesting council members no later than 12:00pm on the Tuesday before one week prior to a regular council meeting. The email must include the names of the requesting council members and the item title to be included on the agenda (the title should specifically relate to and convey the core topic/issue to be discussed). The names of the requesting council members shall be placed on the agenda next to the corresponding Future Agenda Item.

5.2.3.1 Upon discussion of the Future Agenda Item, it shall require an affirmative vote of at least three (3) council members present to add the item as a New Business item to a future council meeting agenda. If the item will require the use of staff resources, then the council shall defer scheduling of the item to the city manager.

5.3 Staff Resources for Agenda Items. A councilmember may not utilize city staff for the preparation of an item for the agenda without prior direction of the city manager.

5.4 Agenda Item Priority.

5.4.1 Legally required advertised public hearings will have a higher priority over other agenda items scheduled for convenience rather than for statutory or other reasons.
5.4.2 Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

5.5 Adding an Item to a Published Agenda.
At any regular or special council meeting, an item may be placed on the agenda at the time the presiding officer calls for approval of the agenda (i.e. after the agenda is closed and the notice published) only if the presiding officer or city manager explains the necessity and receives a majority affirmative vote of councilmembers present at the meeting.

5.6 Staff Agenda Reports.
Staff agenda reports shall be in a standard format approved by the city council.

5.7 Consent Calendar.
The city manager, in consultation with the presiding officer, shall place matters on the consent calendar that:

5.7.1 have been previously discussed or policies have been set by the council; or

5.7.2 are based on the information delivered to members of the council, by the administration, that can be reviewed by a council member without further explanation; or

5.7.3 are so routine or technical in nature that passage is likely.

5.7.4 Ordinances, resolutions, and motions are all eligible to be placed on the consent calendar.

5.7.5 The motion to adopt the consent calendar shall be non-debatable and have the effect of moving to adopt all items on the consent calendar. Since adoption of any item on the consent calendar implies unanimous consent, any member of the council shall have the right to remove any item from the consent calendar. If any matter is withdrawn, the presiding officer shall place the item at an appropriate place on the agenda for deliberation at the current or a future council meeting.

5.8 Order of Business for Regular Meetings.
The suggested order of business for each regular council meeting should be as follows:
Call to Order
Roll Call, Flag Salute
Approval of Agenda
Public Communication
Public Comment
Approve Consent Agenda:
5.9 Order of Business for Special Meetings or Study Sessions.
The suggested order of business for each study session should be as follows:

Call to Order
Approval of Agenda
Discussion
Agenda Items
Adjournment

5.10 Public Comment.

5.10.1 During regular meetings of the council, public comments will be invited during the public comment portion(s) of the agenda. The public is also invited at any time to provide written comment on any legislative or non-quasi-judicial or legislative matter. It is encouraged that such written comments be filed with the city clerk by 12:00 pm of the Thursday preceding the meeting. If written comments are given at the meeting, the presenter should provide ten (10) copies for the council, city manager, city clerk, and city attorney.

5.10.2 In addition, public oral testimony may be taken on other legislative or non-quasi-judicial or legislative matters as they arise during the course of the meeting agenda. However, once a motion is pending, debate is limited to council members and no further public comment will be taken, unless a council member requests further testimony.

5.10.3 Public comments should be limited to no more than four (4) minutes per person. No person may donate time to another person. If additional time is needed, a person may request that the council place an item on a future agenda as time allows.
5.10.4 If many members of the public would like to comment on a particular topic, the presiding officer may encourage or require potential commenters to consolidate their comments and choose a limited number of spokespersons to speak on behalf of the group. If potential commenters are required by the presiding officer to consolidate their comments and choose a spokesperson, the presiding officer may allow the spokesperson(s) to speak for a longer designated period of time.

5.10.5 Except as provided in Section 5.10.4 above, members of the public may not share or give speaking time to other commenters.

5.10.6 The presiding officer may limit the total time for public comment(s) and may, if many members of the public want to comment about a particular issue, continue the matter to another time.

5.11 Public Hearing.

A public hearing is a formal opportunity for individuals to give their views for consideration in the legislative or policy-decision-making process. In addition, public hearings are required on quasi-judicial actions, which determine the legal rights, duties, or privileges of specific parties. The following rules shall be observed during public hearings:

5.11.1 Legislative/Information Gathering Public Hearings
- Open Public Hearing—The presiding officer will open the public hearing.
- Staff Presentation—For an initial presentation of background information from a city department, a city board, commission, or committee, no more than twenty (20) minutes will be allowed, unless authorized by the presiding officer.
- Public Comments—Comments will be limited to four (4) minutes per speaker. Any individual or group may request of the council additional time to speak if such request is submitted in writing no later than the day prior to the subject meeting. Such request shall be subject to council approval. The presiding officer may allow additional time for receipt of written testimony, when needed.
- Staff Comments—Additional staff comments may be requested by Council following public comments.
- Close Public Hearing—At the conclusion of Public or Staff Comments, the Presiding Officer will close the public hearing.
- Council Deliberation
- Council Action
- Timekeeper—The city clerk shall be the timekeeper.

5.11.2 Quasi-Judicial Public Hearings
No public oral testimony shall be given on quasi-judicial matters outside of a public hearing except on matters of procedure. If a quasi-judicial hearing is on the agenda, the city attorney will inform the public regarding state law requirements for public
comment public will be informed by the city attorney as to what state law permits as to public comments. In addition, quasi-judicial hearings will be conducted in conformance to procedures outlined in state law and the Covington Municipal Code or other city ordinances.

6.0 COUNCIL MEETINGS: PARLIAMENTARY PROCEDURES

6.1 Parliamentarian / Governing Procedure.
The city attorney, in consultation with the city clerk, shall decide all questions of interpretations of these Rules and other questions of a parliamentary nature which may arise at a council meeting. All cases not provided for in these Rules shall be governed by the current edition of “Robert's Rules of Order”, a copy of which is maintained in the office of the city clerk. In the event of a conflict, these Rules shall prevail.

6.2 Presiding Officer. The presiding officer shall:

6.2.1 Observe and enforce all rules adopted by the council;

6.2.2 Call all meetings to order and keep to the order of business;

6.2.3 Preserve order and decorum in the council chambers in accordance with these Rules;

6.2.4 Recognize councilmembers in the order in which they request the floor, giving every councilmember who wishes an opportunity to speak, and control discussion in an orderly manner, and require speakers to speak to the question; and

6.2.5 Put motions to a vote and announce the outcome.

6.2.6 The presiding officer may participate in all deliberations of the council in the same manner as any other members and is expected to vote in all proceedings, unless a conflict of interest exists. The presiding officer may not move an action, but may second a motion.

6.3 Motions.

6.3.1 Motion Required. Prior to discussion of an action item, a councilmember should make a motion, which is seconded by another councilmember, on the topic under discussion. If the motion is not seconded, it dies.

- Motions that do not require a second: nominations, withdrawal of a motion, request for a roll call vote, and point of order.

- Motions shall be clear and concise and not include arguments for the motion.
6.3.2 **Request for Written Motions.** Motions shall be reduced to writing when requested by the Presiding Officer or any member of the council. All resolutions and ordinances shall be in writing.

6.3.3 **Discussion on Motion.** After a motion has been made and seconded (if required), councilmembers may discuss their opinions on the issue prior to the vote. If they wish to do so, they may state why they will vote for or against the motion.

6.3.4 **Withdrawal of Motion.** A motion may be withdrawn by the maker of the motion, at any time, without the consent of the council.

6.3.5 **Motion to Amend.** A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting. A motion to amend requires a second and a majority to pass.

6.3.6 **Motion to Table.**
- Non-debatable.
- Requires a majority to pass.
- If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future meeting, at which time discussion can continue.
- If an item is tabled, it cannot be reconsidered at the same meeting.

6.3.7 **Motion to Postpone to Time Certain.**
- Debatable.
- Amendable.
- Requires a majority to pass.
- The motion being postponed must be considered at a later time in the same meeting or a specific future meeting.
- May be reconsidered at the same meeting.

6.3.8 **Motion to Postpone Indefinitely.**
- Debatable. The merits of the main motion may also be debated.
- Not amendable.
- Requires a majority to pass.
- May be reconsidered at the same meeting.

6.3.9 **Calling the Question.**
- A successful motion to call for the question shall close debate on the main motion.
- Non-debatable.
- Requires a second and two-thirds (2/3) vote.
- Debate on the main motion is reopened if the motion to call the question fails.
6.3.10 Motion for Reconsideration.

- After the motion has been decided, any councilmember who voted in the majority (i.e. if a motion passed, a councilmember who voted in favor of the motion; or, if the motion failed, a councilmember who voted against the motion) may move for a reconsideration of the motion.
- The motion for reconsideration must be made at the same or next regular council meeting.
- Non-debatable.
- Not amendable.
- Requires a majority to pass.

6.3.11 Council Consensus. When the council concurs or agrees with an item that does not require a formal motion, the mayor will summarize the council's consensus at the conclusion of the discussion.

6.4 Voting on Motions.

6.4.1 Motion Restated. When the discussion is concluded, the presiding officer shall repeat the motion prior to voting. The city council votes on the motion as restated.

6.4.2 Voice Vote. Unless otherwise provided for by statute, ordinance, resolution, or these Rules, all votes shall be taken by voice, except that at the request of any councilmember, a random-verbal roll call vote shall be taken by the city clerk.

6.4.3 Declaring Motion Passes or Fails. If the vote is unanimous, the presiding officer shall state that the motion has been passed unanimously according to the number of councilmembers present, such as "7-0" or "6-0." If the vote is not unanimous, the presiding officer shall state the number of councilmembers voting in the affirmative and the number voting in the negative and whether the motion passes or fails.

Once the vote has been taken, the discussion is closed. It is not necessary for councilmembers to justify or explain their vote. If they wish to make their positions known, this should happen during the discussion preceding the vote.

6.4.4 Tie Votes. In case of a tie vote on any motion, the motion shall be considered lost and fails.
6.4.5 Abstention. Although it is the duty of each councilmember to vote on final action items, he or she cannot be compelled to vote, and thus he or she may abstain. The councilmember shall indicate their abstention to the presiding officer prior to any discussion begins on the motion. The abstaining council member shall then not be permitted to participate in the discussion or vote on the motion. The abstention shall be recorded by the city clerk and not included in the vote tally.

6.4.6 Recusal. If a councilmember has a conflict of interest or an appearance of fairness question under state law, the councilmember may recuse themselves from the issue and shall leave the council chambers during discussion and voting on the issue. That councilmember shall be considered absent when voting occurs.

6.4.7 Silence. If a councilmember is silent on a vote (i.e. is present and does not abstain or recuse themselves pursuant to this section but also does not cast a vote for the motion), it shall be recorded as an affirmative vote.

6.4.8 Proxy Votes. No vote may be cast by proxy.

7.0 COUNCIL MEETINGS: MISCELLANEOUS

7.1 General Decorum.

7.1.1 Councilmembers. While the council is in session, the members must preserve order and decorum, and a member shall not either, by conversation or otherwise, delay or interrupt the proceedings or the peace of the council, nor disrupt any member while speaking, nor refuse to obey the orders of the council or the presiding officer, except as otherwise provided in these Rules.

7.1.2 Public. Any person making personal or slanderous remarks or who becomes disorderly while addressing the council or while in the council chamber while the council is in session shall be asked to leave by the presiding officer.

7.2 Dissents and Protests. Any council member shall have the right to express dissent from or protest against any ordinance or resolution of the council and have the reason therefore entered in the minutes.

7.3 Forms of Address. The mayor shall be addressed as “Mayor (surname),” “Your Honor,” or “Mr./Madam Mayor.” Members of the council shall be addressed according to their preference as “Councilmember (surname),” Councilor (surname),” or Mr./Mrs./Miss/Ms. (surname).
7.4 **Seating Arrangement.** The mayor shall sit at the center of the council, and the mayor pro tem shall sit adjacent to the mayor. Other council members are to be seated in a manner acceptable to the council. If there is a dispute, seating shall be in position order.

8.0 **CITY COUNCIL ADVISORY BODIES**

The council’s advisory bodies provide an invaluable service to the city. Their advice on a wide variety of subjects aids the council in the decision-making process. Effective public participation is an invaluable tool for local government.

8.1 **Establishment of Advisory Bodies; Dissolution.**

8.1.1 The city council may establish advisory bodies (including, but not limited to commissions, committees, boards, and task forces) by resolution or, if required by state statute, ordinance. The enacting resolution (or ordinance) will set forth the size of each advisory body, which will be related to its duties and responsibilities; the term of office of its members; a statement of its purpose and function; and time lines, if relevant to the scope of work.

8.1.2 **Limitations on Authority.** All advisory bodies established by the city council are advisory to the city council and are not authorized to take independent action representing the city with other agencies or bodies.

8.1.3 **OPMA.** All advisory bodies shall comply with the requirements of the Open Meetings Act (RCW Section Chapter 42.30).

8.1.4 **Dissolution.** The council may dissolve any advisory body that, in their opinion, has completed its working function or for any other reason. Such dissolution shall be by resolution (or ordinance, if the body was originally established by ordinance) of the city council.

8.2 **Appointment to Advisory Bodies.**

8.2.1 **Notice of Vacancies.** Unless otherwise directed by the council, the city clerk’s office shall advertise notice of vacant positions on council advisory bodies so that any interested and qualified individual may submit an application.

8.2.2 **Applicant Requirements.** Applicants are urged to be residents of the City of Covington, but applications from individuals living outside of the corporate boundaries of the city may be considered if authorized by the resolution or ordinance establishing the advisory body.
8.2.3 Applicant Interviews and Appointment.

▪ The city council will endeavor to interview all applicants for an available advisory position; provided that the mayor and mayor pro tem may limit the number of applicants interviewed by the council as a whole based upon a failure to meet the basic qualifications as set forth in the applicable resolution or ordinance or when the gross number of applicants is so large as to be an undue burden on the council’s schedule.

▪ All interviews for available advisory positions shall be scheduled at either a special or committee of the whole council meeting. For the purpose of any special or committee of the whole council meeting in which advisory body interviews are the only agenda item, the council may proceed with calling the meeting to order and conducting said interviews so long as three (3) or more council members are present.

▪ The council shall also interview applicants seeking reappointment for the same advisory position, unless otherwise determined by a majority of the council.

▪ Appointments to advisory bodies will be made during a regularly scheduled council meeting.

▪ Upon appointment, new appointees to advisory bodies will receive a briefing by the applicable commission, committee, or task force chairperson and/or city staff regarding the duties and responsibilities of the members of their respective advisory body.

8.3 Removal of Appointees. Appointees to advisory bodies may be removed prior to the expiration of their term of office, for any reason, by a supermajority vote (five council members) of the city council as a whole.

8.4 Exit Interviews. The council may annually appoint a committee of three (3) or fewer council members to conduct exit interviews of all departing appointees of council-appointed advisory bodies. The city clerk shall prepare and maintain standard questions for the committee’s use. Should the council not appoint an exit interview committee pursuant to this subsection, an exit questionnaire, approved by the city council, shall be provided to a departing appointee for their voluntary completion.

8.5 Council Relations with Advisory Bodies. To avoid any undue influence on the city’s advisory bodies, and to prevent unauthorized or misrepresented communications between the council and advisory bodies, council members are prohibited from attending any meeting of the city’s advisory bodies in an official capacity unless specifically authorized to attend by a consensus of
the city council. Further, council members are strongly encouraged to not attend any meeting of the city's advisory bodies in an unofficial capacity. If a council member chooses to attend a meeting of any of the city's advisory bodies in an unofficial capacity, he/she shall expressly state that he/she is attending and/or speaking in a personal capacity only and is in no way representing the opinions or position of the city council as a whole.

9.0 PUBLIC COMMUNICATION & REPRESENTATION

▪ Councilmembers who meet with, speak to, or otherwise appear before a community group or another governmental agency or representative must clearly state if his or her statement reflects their personal opinion or if it is the official stance of the city, or if this is the majority or minority opinion of the council.

▪ When councilmembers represent the city or attend meetings in an official capacity as councilmember, they must support and advocate the official city position on an issue, not a personal viewpoint.

▪ Once the city council has taken a position on an issue, all official city correspondence regarding the issue will reflect the council's adopted position.

▪ City letterhead shall not be used for correspondence of councilmembers representing a dissenting point of view from an official council position.

▪ As a matter of courtesy, letters to the editor, or other communication of a controversial nature, which do not express the majority opinion of the council, shall be distributed to the full council so that councilmembers may be made aware of the impending publication.
1.0 AUTHORITY & EFFECT OF RULES

1.1 Rules Established.
These policies and procedures constitute the official policies and rules of procedure for the Covington City Council (the “Rules”). These Rules shall be in effect upon adoption by resolution of the council and until such time as new or amended rules are adopted as provided in Section 1.3.

1.2 Suspension of Rules.
Any provision of these Rules not governed by state law or city ordinance may be temporarily suspended by a two-thirds vote of those members present and voting. A two-thirds vote is five (5) of seven (7) votes, four (4) of six (6) votes, four (4) of five (5) votes, and three (3) of four (4) votes.

1.3 Review & Amendment of Rules.
It is the intent of the city council that these Rules be periodically reviewed as needed, but no less than every two (2) years. Accordingly, these Rules should be considered in the month of January of every even-numbered year and may be considered at any other time that council shall choose to review them. These Rules may be amended, or new rules adopted, by a majority vote of the council.

1.4 Effect/Waiver of Rules.
These Rules are adopted for the sole benefit of the members of the city council to assist in the orderly conduct of council business. These Rules do not grant rights or privileges to members of the public or third parties. Failure of the city council to adhere to these Rules shall not result in any liability to the city, its officers, agents, or employees, nor shall failure to adhere to these Rules result in invalidation of any council act.

2.0 CITY COUNCIL: GENERAL POWERS & RESPONSIBILITIES

2.1 Overview
The powers of the city council are to be used for the benefit of the community and its residents to provide for the health, safety, and general welfare of its residents. The Covington City Council values personal honesty and integrity, open and accessible government, fiscal responsibility, fair treatment of individuals, and commitment to customer service.

It is important to note that the council acts as a body. No member has any extraordinary powers beyond those of other members. Although the mayor has additional ceremonial and presiding officer responsibilities, all members are equal when establishing policies, voting, and performing their council duties.
Policy is established as a majority vote of the council. While individual members may disagree with decisions of the majority, a decision of the majority binds the council to a course of action. Councilmembers should respect the decision of the majority and are expected to follow adopted council rules, policies, and procedures.

It is the city manager’s responsibility to ensure the policy of the council is enacted. Actions of staff to pursue the policy direction established by a majority of the council do not reflect any bias against councilmembers who held a minority opinion on an issue.

2.2 Council and Administration
Councilmembers act as the legislative body with authority to enact laws, adopt the city’s budget, determine service priorities, make public policy, and appoint community boards, commissions, and committees (RCW 35A.13.230). The city manager and city staff are the executive/administrative branch.

In order to uphold the integrity of the council-manager form of government, and to provide proper checks and balances, councilmembers refrain from becoming directly involved in the administrative activities of the city.

Except for purposes of inquiry, councilmembers should communicate with city staff primarily through the city manager and shall not give orders to any city staff without the city manager’s authorization. The city manager may choose to establish formal or informal norms for routine council-staff interaction and staff support of council committees. In addition, council may fully and freely discuss with the city manager in open session anything pertaining to appointment and removals of city staff and city affairs.

2.3 Authority and Responsibilities of the City Council
It is within the authority and responsibility of the city council to:

2.3.1 Establish Policy.
- Adopt goals and objectives
- Establish priorities for public services
- Approve/amend the operating and capital budgets
- Approve intergovernmental agreements and certain contracts
- Adopt resolutions

2.3.2 Enact Local Laws.
- Pass ordinances
- Call for special elections, when necessary
2.3.3 Appoint and Supervise Officials
- Appoint city manager
- Evaluate performance of city manager
- Establish advisory boards and commissions
- Make appointments to advisory boards and commissions
- Provide direction to advisory bodies
- Appoint councilmembers to council committees, intergovernmental boards and commissions, and external committees

2.3.4 Provide Public Leadership
- Represent constituents to promote representative governance
- Communicate the city’s vision and goals to constituents
- Represent the city’s interests at regional, county, state, and federal levels
- Determine best course of public policy

2.4 ADDITIONAL RULES, POLICIES, & PROCEDURES
In addition to these Rules, the council shall also comply with the following rules, policies, and procedures, if adopted by the city:

2.4.1 City Officials’ Code of Ethics
2.4.2 Public Records Policy
2.4.3 Technology Use Policy
2.4.4 Travel Policy (as provided for in the Employee Handbook)
2.4.5 Vehicle Use Policy (as provided for in the Employee Handbook)

3.0 CITY COUNCIL: ROLES & ADMINISTRATION

3.1 Role of Mayor and Mayor Pro Tem

3.1.1 Mayor

- **Presiding Officer.** The mayor serves as the presiding officer of the council and acts as chair at all meetings of the council. The mayor does not possess any power of veto.

- **Ceremonial Representative.** The mayor is responsible to act as the city council’s ceremonial representative at public events and functions. He or she shall have no regular administrative duties.

- **Proclamations.** The mayor is vested with the authority to initiate and execute proclamations as a ceremonial commemoration of an event or issue. Proclamations are not statements of policy and do not require the approval or action of council.
• **Signing of City Documents.** The mayor, unless unavailable, shall sign all ordinances, resolutions, interlocal agreements, contracts, and any other documents that have been adopted by the city council and require an official signature; except when the city manager has been authorized by council action to sign documents. In the event the mayor is unavailable, the mayor pro tem may sign such documents.

• In addition to the above powers conferred to the role of mayor, the council member serving as mayor shall have all the rights, privileges, and immunities of a member of the council.

3.1.2 **Mayor Pro Tem.** In the mayor’s absence, the mayor pro tem assumes all of the above noted responsibilities and rights of the mayor.

3.2 **Election of Mayor and Mayor Pro Tem**

3.2.1 The council shall elect a mayor and mayor pro tem for a term of two (2) years and shall remain in office until the next election of a mayor and/or mayor pro tem, unless earlier removed or vacated.

3.2.2 The motion to elect the mayor and mayor pro tem will be placed on the agenda of the first council meeting of even-numbered years.

3.2.3 **Nomination and Appointment Process.**

• The nomination and appointment process outlined in this subsection shall be used to fulfill the positions of both mayor and mayor pro tem. The council shall first fulfill the position of mayor, and only upon fulfillment of that position should the council fulfill the position of mayor pro tem.

• Each council member may nominate one person for a given office. Nominations do not require a second vote.

• The council members nominating and the nominees will have an opportunity to make public comment before voting commences.

• Voting shall commence in the order nominations were made. Council members will be asked for a voice vote and a raise of hands. As soon as one of the nominees receives a majority vote of the entire city council (four votes), then the chair will declare him/her appointed. No votes will be taken on the remaining nominees.

• A tie vote results in a failed nomination and the chair will call for nominations again and repeat the process until a single nominee receives a majority vote of the entire city.
If none of the nominees receives a majority vote, the chair will call for nominations again and repeat the process until a single nominee receives a majority vote of the entire city council.

3.2.4 Removal. A supermajority vote of the entire city council (five) shall be required to approve a motion to remove the mayor or mayor pro tem from office for cause.

3.2.5 Temporary Absence. In the temporary absence of the mayor, the mayor pro tem shall perform the duties and responsibilities of the mayor with regard to conduct of meetings and emergency business.

3.2.6 Permanent Vacancy. In the event the mayor or mayor pro tem is unable to serve the remainder of the term or resigns, the city council shall appoint a new mayor or mayor pro tem following the same procedure in this section.

3.3 Swearing-In Newly Elected Council Members
Pursuant to RCW 29A.04.133, new council members shall be sworn in by any officer or notary public authorized to administer oaths either:
- Up to ten (10) days prior to the day they are scheduled to assume their office; or
- At the first meeting of the council in January; or
- At any other time after their term of office is scheduled to begin.

3.4 Filling a Council Vacancy.

3.4.1 Resignation Process. A written resignation must be submitted to the city council.
- The notice of resignation should provide for an effective date and the resignation will be effective as of that selected date.
- The council accepts the resignation by a motion and majority vote of the whole council.

3.4.2 Procedure. If a vacancy occurs in the office of a councilmember, the council will follow the procedures outlined in RCW 42.12.070 in addition to those included in these Rules.
3.4.3 **Vacancy Notice and Application.** In order to fill the vacancy with the most qualified person available until an election is held, the council will widely distribute and publish a notice of the vacancy, the procedure by which the vacancy will be filled (which shall be agreed upon by a majority vote of the council prior to publishing the notice of vacancy), and how to apply.

3.4.4 **Interview Process.** Those candidates selected by the council to be interviewed will be interviewed during a regular or special council meeting open to the public, pursuant to the interview process included in the vacancy notice. The interview process will be designed to be fair and consistent. Since this is not a campaign, comments and responses about other applicants will not be allowed.

3.4.5 **Deliberation and Selection.** The council may recess into executive session to discuss the qualifications of all candidates. Nominations, voting, and selection of a person to fill the vacancy must be conducted during an open public meeting. Nominations will follow the process outlined in Section 3.2 herein. Appointment of the new council member requires a majority vote of the entire city council (four votes).

3.5 **Council Committees.**

3.5.1 **Committee of the Whole.** In addition to regular council meetings, the entire council may meet for study or special project purposes as a Committee of the Whole. A meeting of the council as the Committee of the Whole must have a quorum of council members present.

3.5.2 **Council Committees.** The city council may establish standing committees of three (3) or fewer council members as policy review and discussion arms of the city council as a whole for any special purpose, task, or time frame. Council committees may study issues and develop recommendations for consideration by the city council as a whole but may not take binding action on behalf of the city council as a whole. Should a quorum of council members attend any council committee meeting that was not publically noticed, that meeting shall be immediately adjourned and reconvened at a time when three (3) or fewer council members are in attendance or the meeting is properly noticed as a special meeting of the council pursuant to these Rules.

3.6 **Council Member Appointments.**

3.6.1 **To Council Advisory Bodies.** The city council may appoint three (3) or fewer council members to represent the city council as a whole on city advisory bodies.

3.6.2 **Liaison/Representative Appointments.** The city council may appoint individual council members, as required, to represent the city council as a whole to external advisory bodies or groups.
4.0 COUNCIL MEETINGS: TYPES; GENERAL PROVISIONS

4.1 Open Public Meetings Act.
All council meetings shall comply with the requirements of RCW Section 42.30, the Open Public Meetings Act (OPMA). All regular council meetings, special council meetings, and any meetings of the committee of the whole (including study sessions) or council committee meetings of a quorum of council members shall be open to the public.

4.2 Types of Council Meetings.

4.2.1 Regular Council Meetings. The council shall hold regular meetings on the second and fourth Tuesday of each month. The council will not hold meetings on any other day of the month, unless otherwise noticed. All regular meetings will begin at 7:00 p.m., unless otherwise noticed.

Should any regular council meeting occur on a legal holiday, on a general or primary election day, or special election called within the City of Covington, the meeting shall be held at the same hour and place on the following business day.

4.2.2 Special Meetings. Any council meeting other than the regular council meeting is a special meeting. Notice of special meetings shall be given pursuant to state law. The mayor, or in the absence of the mayor, the mayor pro tem or any three (3) members of council may schedule a special meeting, subject to the notice and call requirements prescribed by state law and/or city ordinance or rule.

4.2.3 Study Sessions / Workshops. Any meeting at which the council may discuss, investigate, review, or study matters of city business with city staff for informational purposes. Study sessions or workshops shall be noticed as special meetings of the council. Final action on any matter shall not occur during a study session or workshop.

4.2.4 Annual Strategic Planning Summit. The council shall hold an annual strategic planning summit on the last Saturday in January of each year.

4.2.5 Emergency Meetings. If, by reason of fire, flood, earthquake, or other emergency there is a need for expedited action by the council to meet the emergency, the mayor may provide for a meeting site other than the regular meeting site and the notice requirements of RCW 42.30 shall be suspended during such emergency. The minutes shall indicate the reason for the emergency.
4.3 Meeting Place.
Council meetings will be at a time and place as council directs, except that regular and/or special meetings at which final actions on resolutions or ordinances will take place shall always be held within the boundaries of the City of Covington.

4.4 Meeting Cancellation.
Any council meeting may be canceled by a majority vote or consensus of the council. The mayor or mayor pro tem may cancel a council meeting for lack of agenda items.

4.5 Public Notice of Meetings.
The city shall comply with the provisions of RCW 35A.12.160 regarding public notice of all council meetings.

4.6 Quorum and Voting.
At all council meetings, a majority of the entire city council membership (four members) shall constitute a quorum for the transaction of business. The passage of any ordinance, grant or revocation of franchise or license, or any resolution for the payment of money shall require the affirmative vote of a majority of the entire city council as provided by RCW 35A.12.120. All other matters shall pass by affirmative vote of a majority of the quorum of council members present at the meeting, unless otherwise provided by state law or in these rules.

4.7 Attendance, Excused Absences.

4.7.1 RCW 35A.12.060 provides that a council member shall forfeit his or her office by failing to attend three (3) consecutive regular meetings of the council without being excused by the council. Members of the council may be so excused by complying with this subsection.

4.7.2 If a council member will be absent for a regular council meeting, that council member shall contact the mayor, mayor pro tem, city manager, or city clerk (the “Designated Contact(s)”) prior to the start of the council meeting and state the reason for his or her inability to attend the meeting. Upon receiving notification of an absence, the Designated Contact shall promptly notify the other Designated Contacts, via email, of the notice of absence and reason for such absence (e.g. if a council member calls the mayor to give notice of their absence, the mayor will then promptly send an email to the mayor pro tem, city manager, and city clerk stating that he/she received a notice of absence from the given council member and the reason given for such an absence). Following roll call, the presiding officer shall inform the council of the member’s absence and state the reason for such absence.
4.7.3  A motion to excuse an absent council member shall be non-debatable. Upon passage of such a motion by a majority of members present, the absent member shall be considered excused and the clerk will make an appropriate notation in the minutes.

4.7.4  Council members shall only be required to be excused from regular council meetings and shall not be required to be excused from all other meetings of the council, including, but not limited to, study sessions, special meetings, council committee meetings, and the annual summit. However, as a courtesy, council members should notice their absence for all other council meetings as set forth above in Subsection 4.7.2.

4.8  Attendance of City Officers & Employees
The city manager, or his or her designee, shall attend all meetings of the city council as a whole, including regular meetings, special meetings, study sessions, and executive sessions, except if the council meets in executive session with the city attorney on matters of potential conflict for the city manager or to review the performance of the city manager.

Any city officer or employee shall have the duty when requested by the city manager to attend council meetings and shall remain for such time as the city manager may direct.

4.9  Executive Sessions.

4.9.1  The council may hold executive sessions, from which the public may be excluded, for those purposes set forth in RCW 42.30.110. Before convening to an executive session, the presiding officer shall announce the purpose of the session and the anticipated time when the session will be concluded. No formal action or decision of the council may be taken in executive session.

4.9.2  If the council, after executive session, has provided direction or consensus to city staff on proposed terms and conditions for any confidential or privileged issue, all contact with any other party shall be made by the designated city staff representative handling the issue. Council members should consult with the city manager and/or city attorney prior to discussing such information with anyone other than other council members, the city attorney, or city staff designated by the city manager. Any council member having any contact or discussion with any person other than those listed above on any such confidential or privileged issue shall make full disclosure to the city manager and council in a timely manner.
4.9.3 Pursuant to RCW 42.23.070, council members shall keep confidential all written materials and verbal information reviewed and/or discussed during executive sessions to ensure that the city’s position is not compromised. Confidentiality also includes information provided to council members outside of executive sessions when the information is considered to be exempt from disclosure under the State Public Records Act (Chapter 42.56 RCW, as amended).

4.10 Adjournment
Regular, special, and committee of the whole meetings of the council shall adjourn at or before 10:00 p.m. The adjournment time established in this section may be extended upon approval of a motion by a majority of the council members present. At any time during any council meeting, any council member may call for a “Point of Order” to review agenda priorities.

4.11 Audio Recordings of Council Meetings
The city clerk, or designee, shall make and keep audio recordings of all regular, special, and committee of the whole council meetings, except those meetings or portions of meetings conducted in executive session, or unless a motion is passed to suspend audio recording of a meeting. All recordings and related records of city council meetings, except as provided for above, shall be retained by the city pursuant to the state Public Records Act and the city’s public records policy.

4.12 Council Meeting Minutes.

4.12.1 The city clerk, or designee, shall take minutes at all meetings of the city council in accordance with state and local requirements.

4.12.2 Proceedings will be entered into a minute book constituting the official record of the council.

4.12.3 The minutes shall be made available for public inspection. Unless a council member requests a reading of the minutes of a council meeting, the minutes may be approved without reading if the clerk has previously furnished each council member with a copy of the minutes.

4.12.4 City council meeting minutes may be corrected by the city clerk if in error, but shall not otherwise be revised without a majority affirmative vote of the whole council membership at a regularly scheduled council meeting.

5.0 COUNCIL MEETINGS: AGENDAS & CONDUCT OF BUSINESS
5.1 Setting Agenda.
The city manager shall set the council agenda for the meeting following the suggested order of business listed in Section 5.8 or 5.9, unless circumstances warrant a different order. When necessary, the mayor, with the consent of the council, may change the order of business.

5.2 Placement of Items on the Agenda.
Items may be added to a regular council meeting agenda pursuant to the following procedures:

5.2.1 Consent Agenda, New Business, Continued Business, and Public Communication.
Consent agenda, new business, continued business, and public communication items may be added to an agenda by: (1) A majority vote or consensus by the council; or (2) by the city manager.

5.2.2 Future Agenda Items. All regular council meeting agendas shall include a section for “Future Agenda Items”—wherein council members may present any topic or issue for the council to consider and approve adding as a new business item on a future council meeting agenda.

5.2.3 Items may be included under “Future Agenda Items” upon the joint request of two (2) or more council members. Such a request shall be emailed to the city manager or city clerk by the requesting council members no later than 12:00pm on the Tuesday one week prior to a regular council meeting. The email must include the names of the requesting council members and the item title to be included on the agenda (the title should specifically relate to and convey the core topic/issue to be discussed). The names of the requesting council members shall be placed on the agenda next to the corresponding Future Agenda Item.

5.2.3.1 Upon discussion of the Future Agenda Item, it shall require an affirmative vote of at least three (3) council members present to add the item as a New Business item to a future council meeting agenda. If the item will require the use of staff resources, then the council shall defer scheduling of the item to the city manager.

5.3 Staff Resources for Agenda Items. A councilmember may not utilize city staff for the preparation of an item for the agenda without prior direction of the city manager.

5.4 Agenda Item Priority.

5.4.1 Legally required advertised public hearings will have a higher priority over other agenda items scheduled for convenience rather than for statutory or other reasons.
5.4.2 Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

5.5 Adding an Item to a Published Agenda.
At any regular council meeting, an item may be placed on the agenda at the time the presiding officer calls for approval of the agenda (i.e. after the agenda is closed and the notice published) only if the presiding officer or city manager explains the necessity and receives a majority affirmative vote of councilmembers present at the meeting.

5.6 Staff Agenda Reports.
Staff agenda reports shall be in a standard format approved by the city council.

5.7 Consent Calendar.
The city manager, in consultation with the presiding officer, shall place matters on the consent calendar that:

5.7.1 have been previously discussed or policies have been set by the council; or

5.7.2 are based on the information delivered to members of the council by the administration that can be reviewed by a council member without further explanation; or

5.7.3 are so routine or technical in nature that passage is likely.

5.7.4 Ordinances, resolutions, and motions are all eligible to be placed on the consent calendar.

5.7.5 The motion to adopt the consent calendar shall be non-debatable and have the effect of moving to adopt all items on the consent calendar. Because adoption of any item on the consent calendar implies unanimous consent, any member of the council shall have the right to remove any item from the consent calendar. If any matter is withdrawn, the presiding officer shall place the item at an appropriate place on the agenda for deliberation at the current or a future council meeting.

5.8 Order of Business for Regular Meetings.
The suggested order of business for each regular council meeting should be as follows:
- Call to Order
- Roll Call, Flag Salute
- Approval of Agenda
- Public Communication
- Public Comment
- Approve Consent Agenda:
  - Approval of Minutes of Previous Meetings and Approval of Payroll/Claims
Reports of Commissions
Public Hearing
Continued Business
New Business
Future Agenda Items
Council/Staff Comments
Public Comment
Executive Session
Adjournment

5.9 Order of Business for Special Meetings or Study Sessions.
The suggested order of business for each study session should be as follows:
  Call to Order
  Agenda Items
  Adjournment

5.10 Public Comment.

5.10.1 During regular meetings of the council, public comments will be invited during the
public comment portion(s) of the agenda. The public is also invited at any time to
provide written comment on any legislative or non-quasi-judicial matter. It is
encouraged that such written comments be filed with the city clerk by 12:00 pm of the
Thursday preceding the meeting. If written comments are given at the meeting, the
presenter should provide ten (10) copies for the council, city manager, city clerk, and
city attorney.

5.10.2 In addition, public oral testimony may be taken on other legislative or non-quasi-judicial
matters as they arise during the course of the meeting agenda. However, once a motion
is pending, debate is limited to council members and no further public comment will be
taken, unless a council member requests further testimony.

5.10.3 Public comments should be limited to no more than four (4) minutes per person. No
person may donate time to another person. If additional time is needed, a person may
request that the council place an item on a future agenda as time allows.

5.10.4 If many members of the public would like to comment on a particular topic, the
presiding officer may encourage or require potential commenters to consolidate their
comments and choose a limited number of spokespersons to speak on behalf of the
group. If potential commenters are required by the presiding officer to consolidate their
comments and choose a spokesperson, the presiding officer may allow the
spokesperson(s) to speak for a longer designated period of time.
5.10.5 Except as provided in Section 5.10.4, members of the public may not share or give speaking time to other commenters.

5.10.6 The presiding officer may limit the total time for public comment and may, if many members of the public want to comment about a particular issue, continue the matter to another time.

5.11 Public Hearing.
A public hearing is a formal opportunity for individuals to give their views for consideration in the legislative or policy decision-making process. In addition, public hearings are required on quasi-judicial actions, which determine the legal rights, duties, or privileges of specific parties. The following rules shall be observed during public hearings:

5.11.1 Legislative/Information Gathering Public Hearings
- **Open Public Hearing**—The presiding officer will open the public hearing.
- **Staff Presentation**—For an initial presentation of background information from a city department, a city board, commission, or committee, no more than twenty (20) minutes will be allowed, unless authorized by the presiding officer.
- **Public Comments**—Comments will be limited to four (4) minutes per speaker. Any individual or group may request of the council additional time to speak if such request is submitted in writing no later than the day prior to the subject meeting. Such request shall be subject to council approval. The presiding officer may allow additional time for receipt of written testimony, when needed.
- **Staff Comments**—Additional staff comments may be requested by council following public comments.
- **Close Public Hearing**—At the conclusion of Public or Staff Comments, the Presiding Officer will close the public hearing.
- **Council Deliberation**
- **Council Action**
- **Timekeeper**—The city clerk shall be the timekeeper.

5.11.2 Quasi-Judicial Public Hearings
No public oral testimony shall be given on quasi-judicial matters outside of a public hearing except on matters of procedure. If a quasi-judicial hearing is on the agenda, the city attorney will inform the public regarding state law requirements for public comment. Quasi-judicial hearings will be conducted in conformance to procedures outlined in state law and the Covington Municipal Code.

6.0 COUNCIL MEETINGS: PARLIAMENTARY PROCEDURES

6.1 Parliamentarian / Governing Procedure.
The city attorney, in consultation with the city clerk, shall decide all questions of interpretation of these Rules and other questions of a parliamentary nature that may arise at a council meeting. All cases not provided for in these Rules shall be governed by the current edition of “Robert's Rules of Order,” a copy of which is maintained in the office of the city clerk. In the event of a conflict, these Rules shall prevail.

6.2 **Presiding Officer.** The presiding officer shall:

6.2.1 Observe and enforce all rules adopted by the council;

6.2.2 Call all meetings to order and keep to the order of business;

6.2.3 Preserve order and decorum in the council chambers in accordance with these Rules;

6.2.4 Recognize councilmembers in the order in which they request the floor, giving every councilmember who wishes an opportunity to speak, control discussion in an orderly manner, and require speakers to speak to the question; and

6.2.5 Put motions to a vote and announce the outcome.

6.2.6 The presiding officer may participate in all deliberations of the council in the same manner as any other member and is expected to vote in all proceedings unless a conflict of interest exists. The presiding officer may not move an action, but may second a motion.

6.3 **Motions.**

6.3.1 **Motion Required.** Prior to discussion of an action item, a council member should make a motion, which is seconded by another councilmember, on the topic under discussion. If the motion is not seconded, it dies.

- Motions that do not require a second: nominations, withdrawal of a motion, request for a roll call vote, and point of order.

- Motions shall be clear and concise and not include arguments for the motion.

6.3.2 **Request for Written Motions.** Motions shall be reduced to writing when requested by the presiding officer or any member of the council. All resolutions and ordinances shall be in writing.
6.3.3 **Discussion on Motion.** After a motion has been made and seconded (if required), councilmembers may discuss their opinions on the issue prior to the vote. If they wish to do so, they may state why they will vote for or against the motion.

6.3.4 **Withdrawal of Motion.** A motion may be withdrawn by the maker of the motion, at any time, without the consent of the council.

6.3.5 **Motion to Amend.** A motion to amend is defined as amending a motion that is on the floor and has been seconded, by inserting or adding, striking out, striking out and inserting, or substituting. A motion to amend requires a second and a majority to pass.

6.3.6 **Motion to Table.**
- Non-debatable.
- Requires a majority to pass.
- If the motion to table prevails, the matter may be "taken from the table" only by adding it to the agenda of a future meeting, at which time discussion can continue.
- If an item is tabled, it cannot be reconsidered at the same meeting.

6.3.7 **Motion to Postpone to Time Certain.**
- Debatable.
- Amendable.
- Requires a majority to pass.
- The motion being postponed must be considered at a later time in the same meeting or a specific future meeting.
- May be reconsidered at the same meeting.

6.3.8 **Motion to Postpone Indefinitely.**
- Debatable. The merits of the main motion may also be debated.
- Not amendable.
- Requires a majority to pass.
- May be reconsidered at the same meeting.

6.3.9 **Calling the Question.**
- A successful motion to call for the question shall close debate on the main motion.
- Non-debatable.
- Requires a second and two-thirds (2/3) vote.
- Debate on the main motion is reopened if the motion to call the question fails.

6.3.10 **Motion for Reconsideration.**
- After the motion has been decided, any councilmember who voted in the majority (i.e. if a motion passed, a councilmember who voted in favor of the motion; or, if the
motion failed, a councilmember who voted against the motion) may move for a reconsideration of the motion.

- The motion for reconsideration must be made at the same or next regular council meeting.
- Non-debatable.
- Not amendable.
- Requires a majority to pass.

6.3.11 Council Consensus. When the council concurs or agrees with an item that does not require a formal motion, the mayor will summarize the council's consensus at the conclusion of the discussion.

6.4 Voting on Motions.

6.4.1 Motion Restated. When the discussion is concluded, the presiding officer shall repeat the motion prior to voting. The city council votes on the motion as restated.

6.4.2 Voice Vote. Unless otherwise provided for by statute, ordinance, resolution, or these Rules, all votes shall be taken by voice, except that at the request of any councilmember, a verbal roll call vote shall be taken by the city clerk.

6.4.3 Declaring Motion Passes or Fails. If the vote is unanimous, the presiding officer shall state that the motion has been passed unanimously according to the number of councilmembers present, such as "7-0" or "6-0." If the vote is not unanimous, the presiding officer shall state the number of councilmembers voting in the affirmative and the number voting in the negative and whether the motion passes or fails.

Once the vote has been taken, the discussion is closed. It is not necessary for councilmembers to justify or explain their vote. If they wish to make their positions known, this should happen during the discussion preceding the vote.

6.4.4 Tie Votes. In case of a tie vote on any motion, the motion shall be considered lost and fails.
6.4.5 **Abstention.** Although it is the duty of each councilmember to vote on final action items, he or she cannot be compelled to vote, and thus he or she may abstain. The councilmember shall indicate their abstention to the presiding officer before any discussion begins on the motion. The abstaining council member shall then not be permitted to participate in the discussion or vote on the motion. The abstention shall be recorded by the city clerk and not included in the vote tally.

6.4.6 **Recusal.** If a councilmember has a conflict of interest or an appearance of fairness question under state law, the councilmember may recuse themself from the issue and shall leave the council chambers during discussion and voting on the issue. That councilmember shall be considered absent when voting occurs.

6.4.7 **Silence.** If a councilmember is silent on a vote (i.e. is present and does not abstain or recuse themself pursuant to this section but also does not cast a vote for the motion), it shall be recorded as an affirmative vote.

6.4.8 **Proxy Votes.** No vote may be cast by proxy.

7.0 **COUNCIL MEETINGS: MISCELLANEOUS**

7.1 **General Decorum.**

7.1.1 **Councilmembers.** While the council is in session, the members must preserve order and decorum, and a member shall not, by conversation or otherwise, delay or interrupt the proceedings or the peace of the council, nor disrupt any member while speaking, nor refuse to obey the orders of the council or the presiding officer, except as otherwise provided in these Rules.

7.1.2 **Public.** Any person making personal or slanderous remarks or who becomes disorderly while addressing the council or while in the council chamber while the council is in session shall be asked to leave by the presiding officer.

7.2 **Dissents and Protests.** Any council member shall have the right to express dissent from or protest against any ordinance or resolution of the council and have the reason entered in the minutes.

7.3 **Forms of Address.** The mayor shall be addressed as “Mayor (surname),” “Your Honor,” or “Mr./Madam Mayor.” Members of the council shall be addressed according to their preference as “Councilmember (surname),” “Councilor (surname),” or Mr./Mrs./Miss/Ms. (surname).
7.4 **Seating Arrangement.** The mayor shall sit at the center of the council, and the mayor pro tem shall sit adjacent to the mayor. Other council members are to be seated in a manner acceptable to the council. If there is a dispute, seating shall be in position order.

8.0 **CITY COUNCIL ADVISORY BODIES**

The council’s advisory bodies provide an invaluable service to the city. Their advice on a wide variety of subjects aids the council in the decision-making process. Effective public participation is an invaluable tool for local government.

8.1 **Establishment of Advisory Bodies; Dissolution.**

8.1.1 The city council may establish advisory bodies (including, but not limited to commissions, committees, boards, and task forces) by resolution or, if required by state statute, ordinance. The enacting resolution (or ordinance) will set forth the size of each advisory body, which will be related to its duties and responsibilities; the term of office of its members; a statement of its purpose and function; and time lines, if relevant to the scope of work.

8.1.2 **Limitations on Authority.** All advisory bodies established by the city council are advisory to the city council and are not authorized to take independent action representing the city with other agencies or bodies.

8.1.3 **OPMA.** All advisory bodies shall comply with the requirements of the Open Meetings Act (RCW Chapter 42.30).

8.1.4 **Dissolution.** The council may dissolve any advisory body that, in their opinion, has completed its working function or for any other reason. Such dissolution shall be by resolution (or ordinance, if the body was originally established by ordinance) of the city council.

8.2 **Appointment to Advisory Bodies.**

8.2.1 **Notice of Vacancies.** Unless otherwise directed by the council, the city clerk’s office shall advertise notice of vacant positions on council advisory bodies so that any interested and qualified individual may submit an application.

8.2.2 **Applicant Requirements.** Applicants are urged to be residents of the City of Covington, but applications from individuals living outside of the corporate boundaries of the city may be considered if authorized by the resolution or ordinance establishing the advisory body.
8.2.3 Applicant Interviews and Appointment.

- The city council will endeavor to interview all applicants for an available advisory position; provided that the mayor and mayor pro tem may limit the number of applicants interviewed by the council as a whole based upon a failure to meet the basic qualifications as set forth in the applicable resolution or ordinance or when the gross number of applicants is so large as to be an undue burden on the council’s schedule.

- All interviews for available advisory positions shall be scheduled at either a special or committee of the whole council meeting. For the purpose of any special or committee of the whole council meeting in which advisory body interviews are the only agenda item, the council may proceed with calling the meeting to order and conducting said interviews so long as three (3) or more council members are present.

- The council shall also interview applicants seeking reappointment for the same advisory position, unless otherwise determined by a majority of the council.

- Appointments to advisory bodies will be made during a regularly scheduled council meeting.

- Upon appointment, new appointees to advisory bodies will receive a briefing by the applicable commission, committee, or task force chairperson and/or city staff regarding the duties and responsibilities of the members of their respective advisory body.

8.3 Removal of Appointees. Appointees to advisory bodies may be removed prior to the expiration of their term of office, for any reason, by a supermajority vote (five council members) of the city council as a whole.

8.4 Exit Interviews. The council may annually appoint a committee of three (3) or fewer council members to conduct exit interviews of all departing appointees of council-appointed advisory bodies. The city clerk shall prepare and maintain standard questions for the committee’s use. Should the council not appoint an exit interview committee pursuant to this subsection, an exit questionnaire, approved by the city council, may be provided to a departing appointee for their voluntary completion.

8.5 Council Relations with Advisory Bodies. To avoid any undue influence on the city’s advisory bodies, and to prevent unauthorized or misrepresented communications between the council and advisory bodies, council members are prohibited from attending any meeting of the city’s advisory bodies in an official capacity unless specifically authorized to attend by a consensus of
the city council. Further, council members are strongly encouraged to not attend any meeting of the city’s advisory bodies in an unofficial capacity. If a council member chooses to attend a meeting of any of the city’s advisory bodies in an unofficial capacity, he/she shall expressly state that he/she is attending and/or speaking in a personal capacity only and is in no way representing the opinions or position of the city council as a whole.

9.0  PUBLIC COMMUNICATION & REPRESENTATION

- Councilmembers who meet with, speak to, or otherwise appear before a community group or another governmental agency or representative must clearly state if his or her statement reflects their personal opinion or if it is the official stance of the city, or if this is the majority or minority opinion of the council.

- When councilmembers represent the city or attend meetings in an official capacity as councilmember, they must support and advocate the official city position on an issue, not a personal viewpoint.

- Once the city council has taken a position on an issue, all official city correspondence regarding the issue will reflect the council's adopted position.

- City letterhead shall not be used for correspondence of councilmembers representing a dissenting point of view from an official council position.

- As a matter of courtesy, letters to the editor, or other communication of a controversial nature, which do not express the majority opinion of the council, shall be distributed to the full council so that councilmembers may be made aware of the impending publication.
Other Issues on the Horizon
(no attachments)
Wrap Up: Final Thoughts
(no attachments)